

Budget – 1st Payroll of New School Year

Part 4



Presented by ESC, Region 14

August 2019

Part 4 Checklist

This part of the process begins with August Accruals.

- The August Accrual process posts wages for employees who begin work for the **new school year in August**, but do not receive their **first paycheck until September**, which falls in the next *fiscal* year.
- We recommend completing the **August Accrual process on all 10 month employees** who receive their **first paycheck for the new school year in September**.
- Hourly Employees and employees who work **11 or 12 months are typically excluded** from this process.

The following should be completed before beginning this process:

_____ **Teacher Service Records. See separate document.**

_____ **Roster of Personnel - HRS 1000 run report and save for auditor file – (Best to do in May)**

_____ **Regular August Payroll**

_____ **August Deduction checks**

_____ **August TRS Reporting (files extracted and created)**

_____ **TRS On-Behalf (if not posted monthly, book annual amount before starting August Accruals) Can be verified by reviewing **Finance > Inquiry > General Ledger Inquiry for 199-00-5831-00.****

_____ **Termination dates and reasons must be entered on the Employment Info screen for all employees who are no longer at your district. Date should reflect the last day of instruction or work.**

_____ **Next Year Payroll must be completed including entry of all new employees and inactivation of all employees not returning to your district for the new school year. Additionally, you will want to inactivate any vacant positions or position holders you may have created for budgeting purposes**

★ Log into the Current Payroll Frequency ★

_____ Balance Accruals in Finance and HR. ([Separate Document](#))

You are now ready to begin the August Accrual Process.

★ Log into HR - Next Year Payroll Frequency ★

_____ 69. Populate the EOY Accrual Table.

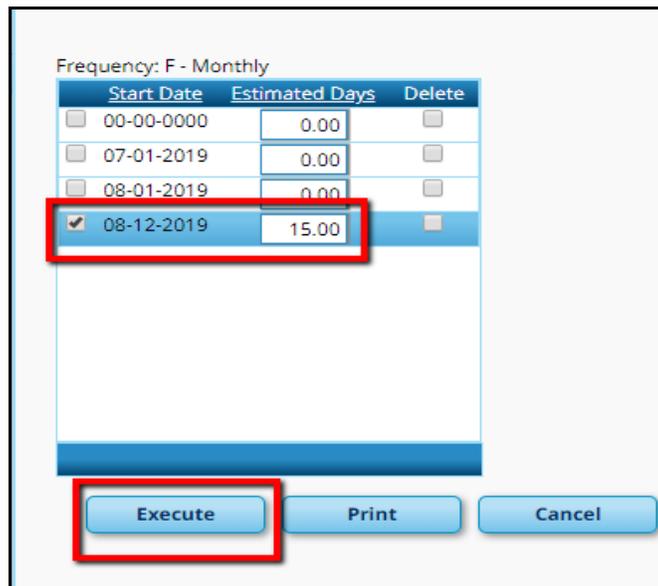
Payroll Processing > EOY Payroll Accruals > Accrual Table tab

- Select Table Type - **Daily**
- Click **Populate Table**.

The screenshot shows the 'Human Resources' software interface. The 'Accrual Table' tab is selected and highlighted with a red box. Below the tab, there are several buttons: 'Decrement', 'Run Calculations', 'Accrual Reports', 'Create General Journal', 'Interface to Finance', 'Post To Master', and 'Reversal for'. The 'Table Type' dropdown is set to 'Daily' and is also highlighted with a red box. Below the dropdown, there are radio buttons for 'Biweekly', 'Semimonthly', and 'Monthly'. The 'Populate Table' button is highlighted with a red box. Below the buttons, there is a table with columns: 'Delete', 'Start Date', 'Estimated Days', and 'Job Code'. The table is currently empty, showing 'No Rows'.

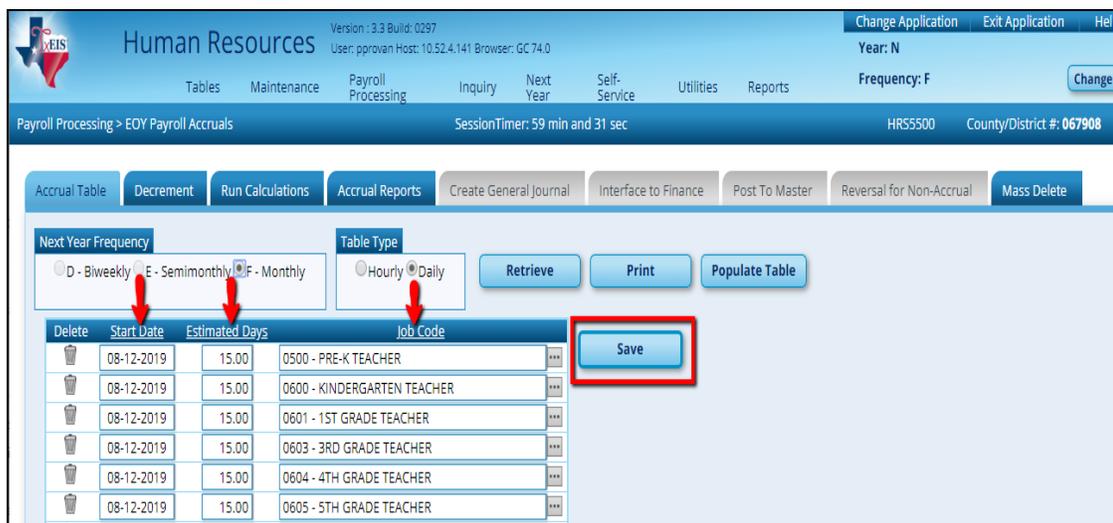
The popup box will display **available contract begin dates** from Next Year Payroll.

- Check the **Delete** box for any beginning dates that you **do not want included** in August Accrual calculations,
- Select the box in front of the **Start dates for 10 month employees** that **should be included**, and enter the 'Estimated Days' worked in August by those employees.
- **Execute**.



You will have a popup that shows Loading. You will not have anything to show that it Updated. When it's finished click **Cancel**.

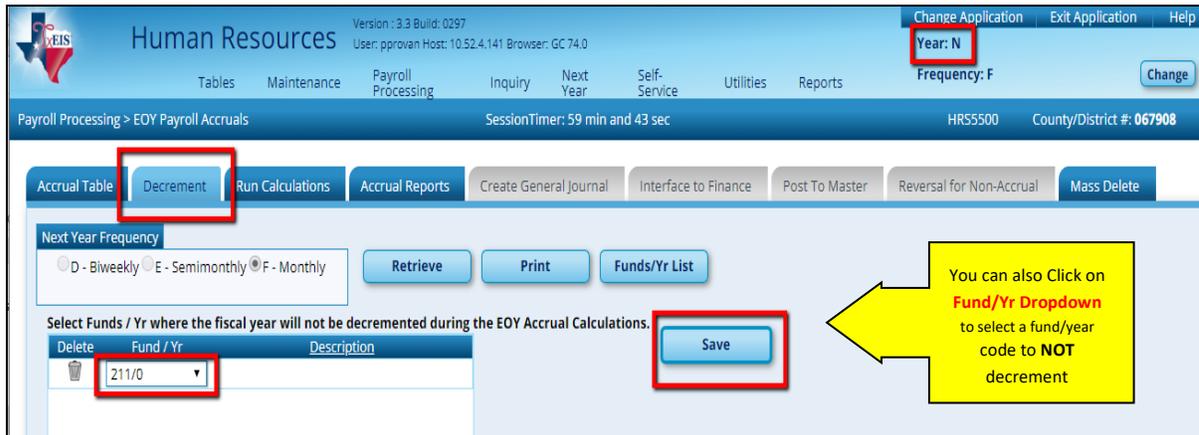
When you close the window, your Accrual Table will be populated with the **Start Date, Estimated Days and Job Codes** associated with the Start Dates selected in the previous action. Review for accuracy, then click **Save**.



70. On the **Decrement tab, add any funds you do not want August Accruals to decrement the fiscal year on. TxEIS will automatically change Year **0 to 9** unless you specify the Fund Codes here. For example, several of you have Head Start grants that ended in April or May. After that, you opened up Fund **205/0**. You don't want 205 to decrement to a **fiscal year 9**, so add that fund here.**

NOTE: Some auditors have indicated they prefer to have you decrement everything and then let them provide entries to move everything applicable to the new (**fiscal year 0**) account code(s). If that is the case for your district, skip this step.

Use the **+Add** to indicate funds you **Do Not** want to decrement and **Save**.



71. Run Calculations. On the Run Calculations tab:

- Enter the Calculation Date as **08-31-2019**.
- Check the **Exclude Non-Standard Employees** box – these are the 11, 12 and 13 month contracts that receive their first check of the new school year before September. They should have the TRS Year box checked on their Job Info screen.
- Check the **Exclude Substitutes** box
- Pull all employees from the left window to the right window using the **double right arrow**.
- Verify the Calendar is **blank**.
- **Click 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: N
 Frequency: F
 Change

Payroll Processing > EOY Payroll Accruals
 SessionTimer: 59 min and 41 sec
 HRS5500 County/District #: 067908

Accrual Table Decrement **Run Calculations** Accrual Reports Create General Journal Interface to Finance Post To Master Reversal for Non-Accrual Mass Delete

Next Year Frequency
 D - Biweekly E - Semimonthly F - Monthly
 Calculation Date: 08-31-2019 **Run**
 Exclude Non-Standard Employees Exclude Substitutes
 Calendar: [Dropdown] Retrieve

Select	Emp Nbr	Frequency	Last Name	First Name
No Rows				
<input type="checkbox"/>	000328	F	ANDREWS	JULIE
<input type="checkbox"/>	000508	F	ANISTON	JENNIFER
<input type="checkbox"/>	000558	F	BACALL	LAUREN
<input type="checkbox"/>	000565	F	BOGART	HUMPHREY
<input type="checkbox"/>	000593	F	BRONSON	CHARLES
<input type="checkbox"/>	000323	F	BURTON	RICHARD
<input type="checkbox"/>	000568	F	CAGE	NICOLAS
<input type="checkbox"/>	000561	F	COSTNER	KEVIN
<input type="checkbox"/>	000572	F	CRAWFORD	JOAN
<input type="checkbox"/>	000353	F	DAVIS	BETTE
<input type="checkbox"/>	000127	F	DAY	DORIS
<input type="checkbox"/>	000118	F	DENIRO	ROBERT
<input type="checkbox"/>	000528	F	DEPP	JOHNNY
<input type="checkbox"/>	000596	F	DOUGLAS	MICHAEL
<input type="checkbox"/>	000114	F	DUNAWAY	FAYE
<input type="checkbox"/>	000193	F	EASTWOOD	CLINT
<input type="checkbox"/>	000504	F	FORD	HARRISON

- Preview / Print the Error Report and click Close.

Close

Date Run: 06-14-2019 11:22 AM
 Cnty Dist: 067-908
 Pay Date: 08-31-2019 School Year: 2020

EOY Payroll Accruals Calculations
 TEST ISD

Page: 1 of 1
 Frequency: F

Emp Nbr	Employee Name	Failure / Warning Message
000508	ANISTON, JENNIFER	Failure: No Data in EOY Accrual Table for Pay Type: 2, Job Code: 0721, Contract Begin Date: 08-13-2018.
000558	BACALL, LAUREN	Failure: No Data in EOY Accrual Table for Pay Type: 2, Job Code: 0431, Contract Begin Date: 08-13-2018.
000565	BOGART, HUMPHREY	Failure: No Data in EOY Accrual Table for Pay Type: 2, Job Code: 0426, Contract Begin Date: 02-08-2019.
000127	DAY, DORIS	Failure: Total gross not > zero
000118	DENIRO, ROBERT	Failure: No Data in EOY Accrual Table for Pay Type: 2, Job Code: 0701, Contract Begin Date: 08-01-2018.

Review all messages and make corrections as needed—REMEMBER—the employees with Failure Messages on this list will NOT be included in the EOY Accrual calculations. Common errors and the corrections include:

- **Warning: Job Code XXXX, State Min Days = 0 and/or Daily Rate = 0 which may affect TRS TEAM 373 or Non-OASDI calculations**
Add State Min Days Field on the Job Info Tab.
- **Failure: No Data in EOY Accrual Table for Pay Type: 2, Job Code: XXXX, Contract Begin Date: 08-13-2018.**
Employees may be on the report if the beginning contract date on the Job Info screen hasn't been updated (note year 2018).
- **Failure: No Data in EOY Accrual Table for Pay Type: 2, Job Code: XXXX, Contract Begin Date: 09-01-2019.**
Disregard Error. Employee does not work any days in August so they do not accrue.
- **Failure: No Data in EOY Accrual Table for Pay Type: 1, Job Code: XXXX, Contract Begin Date: 07-01-2018.**
Employees with contract begin dates in July or August that are paid prior to September should not be on this report. If they show, check the TRS Year Box on the Job Info Screen.
- **Failure: No Data in EOY Accrual Table for Pay Type: 3, Job Code: XXXX,**
Employees who are a Pay Type 3 (Hourly) show on the report. We do not calculate August Accruals on Pay Type 3 so you may disregard those errors.

NOTE 1: Employees with termination dates **AND** reasons will not extract for August Accruals. If you see terminated employees listed, ensure both fields are populated on their Employment Info screens.

NOTE 2: If corrections are made in the employee screens, consider whether the EOY temporary tables need to be cleared (see page 133), then you must return to Step 69 and repeat from there. You may correct and repeat the process as often as *necessary to obtain accurate information.*

72. Print and Review Accrual Reports.

Next Year Pay Frequency > Payroll Processing > EOY Payroll Accruals > Accrual Reports Tab.

Review the reports for accuracy. Once accurate, we recommend you save a pdf copy of the reports in your Auditor folder as well as your **2019-2020 Budget – 1st Payroll** folder. From the **Accrual Reports tab**, print and/or save the following:

Human Resources
Version : 3.3 Build: 0297
User: pprovan Host: 10.52.4.141 Browser: GC 74.0
Change Application
Year: N
Frequency: F
Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports
Payroll Processing > EOY Payroll Accruals SessionTimer: 59 min and 21 sec HRS5500

Accrual Table Decrement Run Calculations Accrual Reports Create General Journal Interface to Finance Post To Master Reversal for Non-Acc

Calculation Dates: Frequency D -
Frequency E -
Frequency F - 08-31-2019

Gen Rpt	Report	Sort Options	Sort Order
<input type="checkbox"/>	EOY Accrual Table - Hourly Data		
<input checked="" type="checkbox"/>	EOY Accrual Table - Daily Data		
<input checked="" type="checkbox"/>	EOY Accrual Information	Alpha (A), Pay Campus (C), Primary Campus (P)	P
<input checked="" type="checkbox"/>	EOY Accrual Distribution by Account Code		
<input checked="" type="checkbox"/>	EOY Accrual Distribution by Alpha		
<input checked="" type="checkbox"/>	EOY Accrual Account Code Comparison	Alpha (A), Pay Campus (C), Primary Campus (P)	P
<input type="checkbox"/>	EOY Accrual Information with Previous Run Calcs	Alpha (A), Pay Campus (C), Primary Campus (P)	P
<input type="checkbox"/>	EOY Accrual Distribution by Account Code with Previous Run Calcs		
<input type="checkbox"/>	EOY Accrual Distribution by Alpha with Previous Run Calcs		

Generate Reports Select ALL Reports

EOY Accrual Table Hourly or Daily (HRS9900/HRS9910) displays the number of days you assigned to each start date in Step 69. **Your days may be different.**

◀ ◀ ▶ ▶

Date Run: 06-14-2019 11:28 AM
 Cnty Dist: 067-908

EOY Accrual Table
 TEST ISD
 Daily Data

Program: HRS9910
 Page: 1 of 1

Frequency	Start Date	Estimated Days	Job Code
F	08-12-2019	15.00	0500 - PRE-K TEACHER
F	08-12-2019	15.00	0600 - KINDERGARTEN TEACHER
F	08-12-2019	15.00	0601 - 1ST GRADE TEACHER
F	08-12-2019	15.00	0603 - 3RD GRADE TEACHER
F	08-12-2019	15.00	0604 - 4TH GRADE TEACHER
F	08-12-2019	15.00	0605 - 5TH GRADE TEACHER
F	08-12-2019	15.00	0609 - ELEMENTARY SPECIAL EDUCATION
F	08-12-2019	15.00	0616 - CHEMISTRY TEACHER
F	08-12-2019	15.00	0652 - SECONDARY MATH
F	08-12-2019	15.00	0653 - SECONDARY ENGLISH
F	08-12-2019	15.00	0654 - SECONDARY SCIENCE
F	08-12-2019	15.00	0660 - VOCATIONAL AGRICULTURE
F	08-12-2019	15.00	0665 - VOCATIONAL HOMEMAKING
F	08-12-2019	15.00	0682 - SECONDARY HISTORY
F	08-12-2019	15.00	0907 - 6TH GRADE TEACHER

End of Report

EOY Accrual Information (HRS9920) lists all employees included in **EOY accrual calculations**. Verify the following:

- Daily accrual rate, and accrued pay seem reasonable.
- All employees paid from federal funds are calculating TRS Federal Grant and Fed Care amounts.
- All 10 month employees have an accrual code.
- Review Accrual Information listing for employees that should not be included in accruals, or employees that should be in accruals but are missing from the report.

Date Run: 06-14-2019 11:28 AM
 Cnty Dist: 067-908

EOY Accrual Information
 TEST ISD
 Accrual Calculations

Program: HRS9920
 Page: 1 of 2

Campus: 001 - TEST HIGH SCHOOL

Freq	Emp Nbr	Employee Na	Rate	Type	Accrued Pay	FICA	Fed Grant	Fed Care	Emplr Care
F	000568	CAGE, NICOLAS	117.578	Daily	1,763.67	25.57	0.00	0.00	13.23
F	000353	DAVIS, BETTE	208.132	Daily	3,121.98	38.73	0.00	0.00	23.41
F	000539	FOSTER, JODIE	237.112	Daily	3,556.68	49.87	0.00	0.00	26.68
F	000285	GIBSON, MEL	139.582	Daily	2,093.73	29.66	0.00	0.00	0.00
F	000570	KELLY, GRACE	166.684	Daily	2,500.26	25.37	0.00	0.00	18.75
Totals for Campus:001					13,036.32	169.20	0.00	0.00	82.07
Employee Count Totals:					5				
Accrual Employee Count:					5				
Non-Accrual Employee Count:					0				

Accrual Code →

Daily Accrual Rate →

Accrued Pay →

Fed Grant & Fed Care on Employees paid from Fed Funds. →



EOY Accrual Distribution by Account Code (HRS9930) lists all employees Accruing in each account code with detailed accrual amounts. Verify the following:

- Account Codes are correctly assigned.
- August Accruals are being coded to the correct fiscal year
- All federally funded employees show TRS Fed Grant and Fed Care amounts
- TRS Fed Grant and Fed Care amounts do NOT display on employees coded to state or local funds

Date Run: 06-14-2019 11:28 AM		EOY Accrual Distribution		Program: HRS9930				
Cnty Dist: 067-908		TEST ISD		Page: 1 of 2				
		Accrual Calculations						
Account Code								
Freq	Emp Nbr	Employee Name	Jb Cd	Accrued Pay	FICA	Fed Grant	Fed Care	Emplr Care
199-11-6119.00-001-911000								
F	000353	DAVIS, BETTE	0682	1,697.83	21.07	.00	.00	12.74
F	000539	FOSTER, JODIE	0652	2,766.31	38.79	.00	.00	20.75
F	000285	GIBSON, MEL	0616	1,538.24	21.79	.00	.00	.00
F	000570	KELLY, GRACE	0653	1,944.65	19.73	.00	.00	14.58
			Totals:	7,947.03	101.38	.00	.00	48.07
199-11-6119.00-001-922000								
F	000568	CAGE, NICOLAS	0665	1,763.67	25.57	.00	.00	13.23
F	000285	GIBSON, MEL	0616	384.56	5.45	.00	.00	.00
			Totals:	2,148.23	31.02	.00	.00	13.23
199-11-6119.00-001-924000								
F	000353	DAVIS, BETTE	0682	679.12	8.42	.00	.00	5.09
F	000539	FOSTER, JODIE	0652	790.37	11.08	.00	.00	5.93
F	000285	GIBSON, MEL	0616	138.86	1.97	.00	.00	.00
F	000570	KELLY, GRACE	0653	555.61	5.64	.00	.00	4.17
			Totals:	2,163.96	27.11	.00	.00	15.19
			Totals:	12,259.22	159.51	.00	.00	76.49
199-11-6119.00-101-911000								
F	000328	ANDREWS, JULIE	0907	2,088.42	30.28	.00	.00	15.66
F	000593	BRONSON, CHARLES	0603	2,045.63	27.66	.00	.00	15.34
F	000323	BURTON, RICHARD	0600	2,628.94	32.49	.00	.00	19.72
F	000561	COSTNER, KEVIN	0603	2,247.24	31.24	.00	.00	16.85
F	000572	CRAWFORD, JOAN	0601	2,782.18	32.80	.00	.00	20.86
F	000353	DAVIS, BETTE	0682	679.09	8.42	.00	.00	5.09
F	000114	DUNAWAY, FAYE	0605	2,824.96	35.24	.00	.00	21.19
			Totals:	15,296.46	198.15	.00	.00	114.71
199-11-6119.00-101-923000								
F	000596	DOUGLAS, MICHAEL	0609	1,973.51	28.62	.00	.00	14.80
			Totals:	1,973.51	28.62	.00	.00	14.80
199-11-6119.00-101-925000								
F	000114	DUNAWAY, FAYE	0605	412.74	5.15	.00	.00	3.10
			Totals:	412.74	5.15	.00	.00	3.10



All employees should Accrue

EOY Accrual Distribution by Alpha, (HRS9940) gives the same information as the EOY Accrual Distribution by Account Code except that it is in **Alpha Order**. Review for accuracy.

Date Run: 06-14-2019 11:28 AM		EOY Accrual Distribution				Program: HRS9940	
Cnty Dist: 067-908		TEST ISD				Page: 1 of 2	
Accrual Calculations							
Freq	Emp Nbr	Employee Name					
Jb Cd	Account Code	Accrued Pay	FICA	Fed Grant	Fed Care	Emplr Care	
F	000328	ANDREWS, JULIE					
0907	199-11-6119.00-101-911000	2,088.42	30.28	.00	.00	15.66	
0907	199-11-6119.00-101-930000	261.05	3.79	.00	.00	1.96	
	Employee Totals:	2,349.47	34.07	.00	.00	17.62	
F	000593	BRONSON, CHARLES					
0603	199-11-6119.00-101-911000	2,045.63	27.66	.00	.00	15.34	
0603	199-11-6119.00-101-930000	255.70	3.46	.00	.00	1.92	
	Employee Totals:	2,301.33	31.12	.00	.00	17.26	
F	000323	BURTON, RICHARD					
0500	199-11-6119.00-101-932000	3,650.53	45.11	.00	.00	27.38	
0600	199-11-6119.00-101-911000	2,628.94	32.49	.00	.00	19.72	
0600	199-11-6119.00-101-930000	1,021.62	12.63	.00	.00	7.66	
0600	199-11-6119.01-101-911000	64.15	.79	.00	.00	.48	
	Employee Totals:	7,365.24	91.02	.00	.00	55.24	

EOY Accrual Account Code Comparison, HRS9950 displays accounts that are being used in August Accrual calculations that do not exist in Finance. If you have accounts on the account code comparison report, determine what must be corrected to resolve the discrepancy before continuing. **This report must be clear of accounts to continue.** Correct account code and re-run until report is clear.

Date Run: 07-09-2019 1:46 PM		EOY Accrual Account Code Comparison				Program: HRS9950	
Cnty Dist: 030-903		TEST ISD				Page: 1 of 1	
Account Codes that do not exist in the Finance General Ledger							
Primary Campus:							
Frequency	Account Code	Emp Nbr	Employee Name				

NOTE: Each time corrections are made to the employee records or to the Accrual Table, you must clear the EOY accrual tables (Separate Document) and begin at step 69 of this process and these reports must be printed and reviewed again. Do not proceed until all reports are reviewed and found accurate.

73. **Create the General Journal.** On the Create General Journal tab, enter JV Number **AUGACC**. Select the August Accrual line and Execute. Accrual objects will include 216X – accrued wages and 221X-XX – benefits.

Human Resources		Version : 3.3 Build: 0297				Change Application Exit Ap	
User: pprovan Host: 10.52.4.141 Browser: GC 75.0		Year: N				Frequency: F	
Payroll Processing > EOY Payroll Accruals							
SessionTimer: 58 min and 13 sec							
HRSS500 County/Dist							
Accrual Table	Decrement	Run Calculations	Accrual Reports	Create General Journal	Interface to Finance	Post To Master	R
File ID: C	JV Number: AUGACC	Execute					
Select	Frequency	Calculation Date	Create GJ Date	Interface Date	Posted Date	Reversal Interface Date	
<input checked="" type="checkbox"/>	F	08-31-2019					

Verify the JV by comparing the amounts for each fund with those displayed on the EOY Accrual Distribution by Account Code (HRS 9930) printed and saved in Step 72. Save the General Journal as a PDF report. **These totals must match for each fund. If they do NOT, you must stop and make corrections.**

Human Resources Version: 3.3 Build: 0297 User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Change Application Exit Application Year: N Frequency: F

Payroll Processing > EOY Payroll Accruals SessionTimer: 58 min and 54 sec HRS5500 County/District #: 030903

Accrual Table Decrement Run Calculations **Accrual Reports** Create General Journal Interface to Finance Post To Master Reversal for No

File ID: C JV Number: AUGACC Save as Pending Cancel Preview

Date Run: 07-09-2019 2:13 PM EOY Accrual General Journal Transactions
 Cnty Dist: 030-903 TEST ISD Page: 1 of 3
 Frequency: 6 File ID: C
 Fund: 199/9

Fnc-Obj-So-Org-Prg	JV Nbr	Reason	Debit(+) Amount	Credit(-) Amount
00-2161.00-000-900000	AUGACC	AUG PAYROLL ACCRU DISTRIBUTION	0.00	106,011.85
00-2211.14-000-900000	AUGACC	AUG PAYROLL ACCRU DISTRIBUTION	0.00	2,431.50
00-2211.19-000-900000	AUGACC	AUG PAYROLL ACCRU DISTRIBUTION	0.00	758.86
11-6119.00-001-911000	AUGACC	AUG PAYROLL ACCRU DISTRIBUTION	25,748.75	0.00
11-6119.00-001-922000	AUGACC	AUG PAYROLL ACCRU DISTRIBUTION	7,677.4	0.00

Date Run: 07-09-2019 2:19 PM EOY Accrual Distribution TEST ISD Program: HRS9930
 Cnty Dist: 030-903 Accrual Calculations

Account Code	Freq	Emp Nbr	Employee Name	Jb Cd	Accrued Pay	FICA	Fed Grant	Fed Care	Emplr Care
199-53-6-29.00				Totals:	2,400.00	183.60	.00	.00	18.00
199-53-6-129				Totals:	2,400.00	183.60	.00	.00	18.00
199-53-6-129				Totals:	2,400.00	183.60	.00	.00	18.00
199/9				Totals:	106,011.85	2,431.50	.00	.00	758.86
211-11-6119.00-101-930000				Totals:	7,190.38	104.27	191.46	35.19	21.12
F 000423 TAYLOR, PAMELA R				0601	4,374.87	63.44	.00	.00	.00
F 000454 UNDERWOOD, BETTY J				0602	2,815.51	40.83	191.46	35.19	21.12
211-11-6119.00-101-930000				Totals:	7,190.38	104.27	191.46	35.19	21.12
211-11-6119.00-101				Totals:	7,190.38	104.27	191.46	35.19	21.12
211-11-6119.00				Totals:	7,190.38	104.27	191.46	35.19	21.12
211-11-6119				Totals:	7,190.38	104.27	191.46	35.19	21.12
211-11				Totals:	7,190.38	104.27	191.46	35.19	21.12
211/9				Totals:	7,190.38	104.27	191.46	35.19	21.12
240-35-6129.00-999-999000				Totals:	6,545.63	410.59	.00	.00	49.10
F 000041 MENDEZ, GLORIA A				0721	2,099.93	114.66	.00	.00	15.75
F 000100 PETITT, TIFFANY VOIGTS				0721	2,688.85	182.08	.00	.00	20.17
F 000127 WHITWORTH, FLEETA ANN				0721	1,756.85	113.85	.00	.00	13.18
240-35-6129.00-999-999000				Totals:	6,545.63	410.59	.00	.00	49.10
240-35-6129.00-999				Totals:	6,545.63	410.59	.00	.00	49.10
240-35-6129.00				Totals:	6,545.63	410.59	.00	.00	49.10
240-35-6129				Totals:	6,545.63	410.59	.00	.00	49.10
240-35				Totals:	6,545.63	410.59	.00	.00	49.10
240/9				Totals:	6,545.63	410.59	.00	.00	49.10
District Totals:					119,747.86	2,946.36	191.46	35.19	829.08

End of Report

If accurate, **Save as Pending**. If you discover the totals do not match after you have Saved as Pending, you must complete **Step 74a**.

If the totals match, proceed to Step 75.

STOP!!! Read before proceeding.

74a. Complete this step ONLY if you find errors or discover totals do not match after having clicked 'Save as Pending'. This step will clear the JV that was just created.

- Go to the Interface to Finance tab, select the line, click Delete Pending.

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

Payroll Processing > EOY Payroll Accruals
SessionTimer: 59 min and 32 sec
HR55500 County/District #: 067908

Accrual Table Decrement Run Calculations Accrual Reports Create General Journal **Interface to Finance** Post To Master Reversal for Non-Accrual Mass Delete

Accounting Period
Post to Current Acct Period: 08 Post to Next Acct Period: 08

Interface Transaction Date: 08-31-2019 Preview Report Interface **Delete Pending**

Select	Frequency	Calculation Date	Create GJ Date	Fin File ID	JV Nbr	Interface Date	Posted Date	Reversal Interface Date
<input checked="" type="checkbox"/>	F	08-31-2019	06-14-2019	C	AUGACC			

- Change to the Current Payroll Frequency. Go to **Next Year > Copy CYR Table to NYR > Clear Next Year Tables** tab.
- **DO NOT** bring tables to the right!
- Check the 'Clear EOY Accrual Data Only' box
- Click Execute

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

Next Year > Copy CYR Tables to NYR
SessionTimer: 59 min and 40 sec
HR54000 County/District #: 067908

Clear Next Year Tables Copy Current Year Tables

Clear EOY Accrual Data Only Clear NY Payroll Budget Only

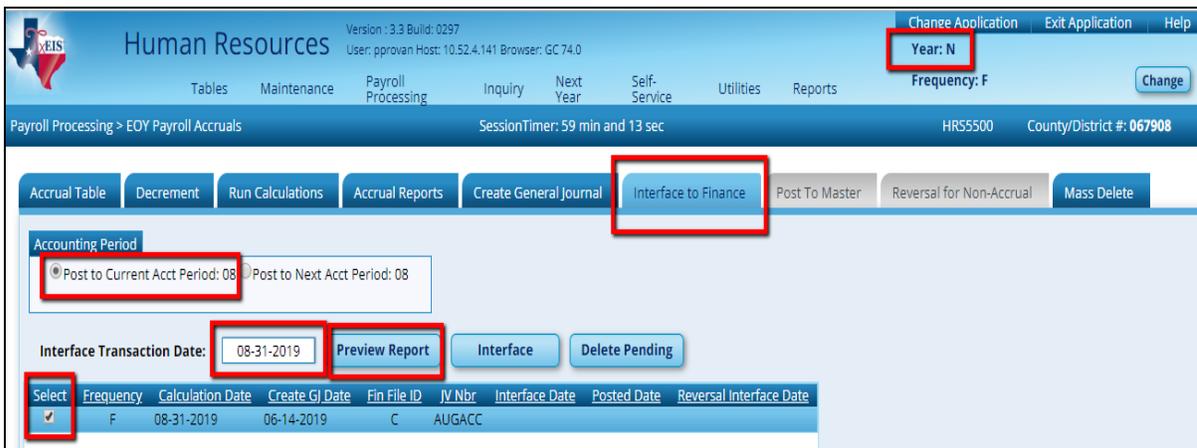
Execute

- Change back to the Next Year Pay Frequency.
- Make changes as needed
- Start at Step 69 again.

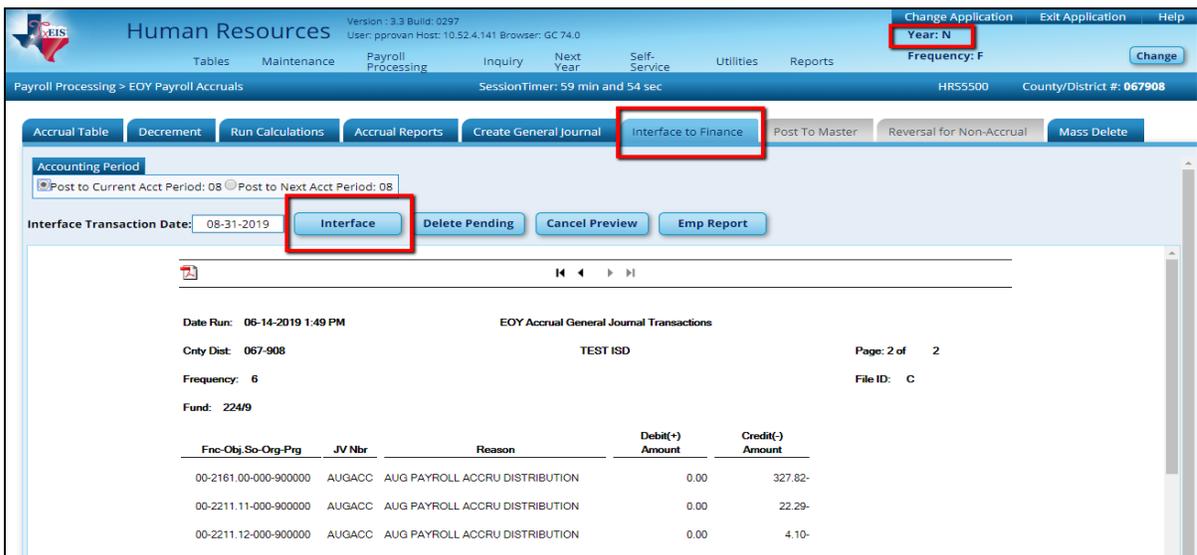
74b. Make a backup. From **Utilities > Export by Human Resources by Payroll**, select both pay frequencies and Execute. Once the backup is complete, start at step 69.

75. **Interface to Finance** in the Next Year Pay Frequency. From **Payroll Processing > EOY Payroll Accruals > Interface to Finance** tab, enter the following:

- Post to Accounting Period 08
- Enter the **08-31-2019** as the Interface Transaction Date
- Select the August Accrual line
- Click **Preview Report** before you Interface to verify information Review General Ledger entries to ensure they match the desired totals. The Emp Report will show amounts that will interface by employee. Review and save this report.



- Once you have verified the General Journal, you can **Interface**.



Special Consideration: This is a good time to review expenditures, particularly for Federal Funds and Maintenance of Effort (MOE). If payroll expenses need to be adjusted, make those adjustments

through **Current Year > Human Resources > Payroll Processing > Special Adjustments > Expense Only tab**. Choose **Post to Master and Interface to Finance** so that HR and Finance still match.



Log into the Current Payroll Frequency



76. Mass update all employees account code **fiscal year to 0** in the

Current Payroll Frequency > Utilities > Mass Update > Employee tab:

- Select Pay Status: **Both**
- Check Fiscal Year and enter **0** in the box to the right
- **Execute**
- **Process**

Emp Nbr	Employee Name	Column	From	To
000011	ANISTON, JENNIFER	Fiscal Year	9	0
000181	ASTAIRE, FRED	Fiscal Year	9	0
000211	BACALL, LAUREN	Fiscal Year	9	0
000269	BEATTY, WARREN	Fiscal Year	9	0
000121	BERGMAN, INGRID J	Fiscal Year	9	0
000503	BOGART, HUMPHREY	Fiscal Year	9	0
000473	BRANDO, MARLON	Fiscal Year	9	0
000505	BROSNAN, PIERCE	Fiscal Year	9	0

77. Create a Backup and save in sub folder labeled Step 77.

HR > Utilities > Export Human Resources by Payroll

★ Log into the Next Year Payroll Frequency ★

78. Move all Next Year Tables to Current Year. In the **Next Year Pay Frequency**, from

Next Year > Copy NYR Tables to CYR,

Choose the **Select All tables** button and **Execute**. **Process each Preview.**

The screenshot displays the 'Human Resources' application interface. At the top, there is a navigation bar with tabs for 'Tables', 'Maintenance', 'Payroll Processing', 'Inquiry', 'Next Year', 'Self-Service', 'Utilities', and 'Reports'. The 'Next Year' tab is selected. Below the navigation bar, the 'Copy Next Year Tables' screen is visible. It features a table with columns for 'Title', a checkbox, and a button. The 'Execute' and 'Select All Tables' buttons are highlighted with red boxes. Below the table list, the 'Process' button is also highlighted with a red box. The bottom section shows a preview of the data for the 'bthr_accrual_cd' table.

Frequency	Accru Cd	Tot Nbr Days Earned
6		0
6	A	58
6	B	0
6	C	0
6	D	0
6	E	0
6	F	0
6	G	0
6	H	0

79. Move remaining employees from Next Year Payroll to Current Year.

In the **Next Pay Frequency**, from

Next Year > Copy NYR Staff to CYR,

- Select Pay Status **Active**. Carry Over Employee Deductions only if deductions were updated in Next Year.
- Enter the Extract ID
- Include Employees with Term Date if needed
- **Execute**.

Check Box to include employees with Term Date if some employees left & came back to your district.

The screenshot shows the 'Human Resources' software interface. At the top, there are navigation tabs: Tables, Maintenance, Payroll Processing, Inquiry, Next Year, Self-Service, Utilities, Reports. The 'Next Year' tab is selected. The main area is titled 'Copy NYR Staff to CYR'. There are several input fields and dropdown menus for parameters: Pay Status (Active, Inactive, Both), Primary Campus (All), Payoff Date, Pay Type (All), Pay Campus (All), Frequency (F Monthly NYR), Job Code (All), Contract Begin Date, Salary Concept (A Use annual salary table), Accrual Code (All), Contract End Date, Extract ID (10M TEACHER/AIDES), Pay Grade, and Employee No. There are 'Execute' and 'Reset' buttons. Below the parameters is an 'Options' section with checkboxes: 'Include Employees with Termination Date', 'Carry over employee deductions', 'Only process employee deductions', and 'Preview changes'. A red box highlights the 'Carry over employee deductions' checkbox. A red arrow points from a text box to this checkbox. Another red box highlights the 'Execute' button. A green box on the left has an arrow pointing to the 'Active' radio button.

If you updated your employee Payroll Deduction in Next Year, then you will need to check the box to 'Carry over employee deductions.'

Review the Copy Staff Employee Listing to ensure only 10 month employees are displayed. **DO NOT Process 11 or 12 month employees.** If accurate, **Process**. Repeat for all 10-month employee Extract ID groups.

The screenshot shows a window titled 'Copy Staff Employee Listing'. It has 'Process' and 'Cancel' buttons at the top. Below the buttons is a list of employees with columns for Employee ID and Employee Name. The list includes: 000178 AFFLECK, BEN; 000314 AGUILERA, CHRISTINA; 000296 ALBA, JESSICA; 000291 ANISTON, JENNIFER; 000312 APPLGATE, CHRISTINA. A blue text box on the right side of the window contains the instruction: 'If 11 or 12 mo. employees are listed, you will need to go to their Pay Info Tab in Next Year and choose Inactive in the Pay Status. Do not process until this is corrected.'

Employee ID	Employee Name
000178	AFFLECK, BEN
000314	AGUILERA, CHRISTINA
000296	ALBA, JESSICA
000291	ANISTON, JENNIFER
000312	APPLGATE, CHRISTINA

Now we have ALL of NEXT YEAR PAYROLL into CURRENT!!!



Log into the Current Payroll Frequency



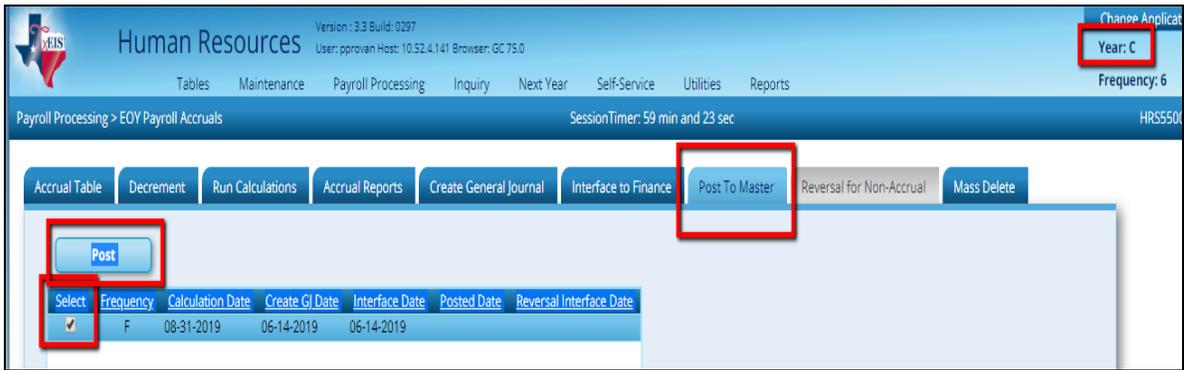
80. Verify Current Year Data. The following reports are helpful:

- Employee Data Listing (HRS1250) – **HR Reports > Personnel Reports > Employee Data Listing** - select data you want to verify
- Employee Payroll Listing (HRS6150) – **HR Reports > Payroll Information Reports** - verify all employees who should be included in the first payroll are in current and active
- Contract Balance Variance Report (HRS6050) – **HR Reports > Payroll Information Reports** - variances should be only a few cents that might be present due to rounding. If not, make corrections in the employee's screens and run again.
- Salary Verification Report (HRS6400) – **HR Reports > Payroll Information Reports** - verify all payroll information
- User Created Reports are a great way to verify only the data you want to see at that time.

81. Post August Accruals to the Master Payroll file. This step MUST be run before September payroll. Post to Master updates the employee information in **current year payroll** and year to date accrual distribution. It adds the accrued pay, accrued days and benefits to School YTD fields and creates a new school YTD for the employee.

Current Payroll Frequency > Payroll Processing > EOY Payroll Accruals > Post to Master tab

Select the **August Accrual line**.
Click **Post**

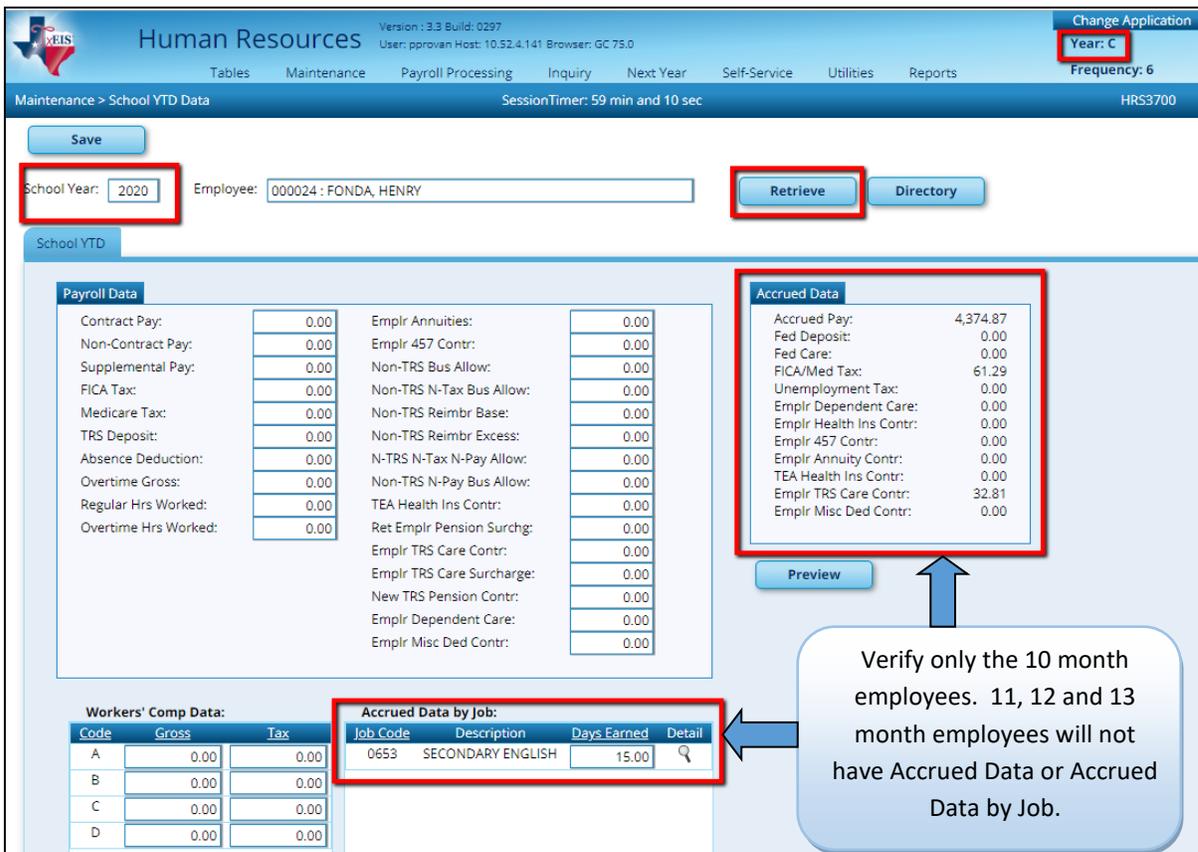


82. Verify the August Accrual Data posted to the School YTD screen in the Current Payroll Frequency.

Maintenance > School YTD Data

Enter school year **2020**. Retrieve any 10-month employee. Verify the **accrual data** has been posted including **accrued wages and benefits**, and the **number days earned**.

Note: If you do not change to School Year 2020 it will be blank in the Accrued Data Box.



83. Update the HR Options Table.

Current Payroll Frequency > Tables > District HR Options

- Set the first pay date of the school year. **This is the first payroll, regular or supplemental, for the new school year.**
- School Year for **PEIMS Codes** - Enter the current school year = **2020**
- **Automatically Compute** – recommend all rates be checked
- **SAVE**

The screenshot shows the 'District HR Options' form in the Human Resources system. The form is divided into several sections:

- General Information:** TRS District ID (0354), Federal ID Number (75-6000148), Payroll Clearing Fund/Year (163/9), TWC District ID (999907040), Use Direct Deposit (Y - Use Direct Deposit), TRS Cost Education Index (1.0400), Distributions Built By Amt or % (A - Amount), Apply Leave Used or Earned First (E - Earned First), Leave Code for State Sick (07 STATE SICK LEAVE), Leave Code for State Personal (01 STATE PERS. LEAVE), and Update Actual Hours From Payroll Processing (checked).
- Accrual and Benefits:** Calculate Accrual Salaries (checked), Check Amount - Alpha (unchecked), Summarize Benefits Interface (unchecked), Supplemental Tax Rate (25.00%), Standard Hours per Workday (8.0), Max Gross Amt for District (87,900.00), Auto Assign Employee Number (checked), and Set Demo Alpha Fields to Uppercase (unchecked).
- Employee Information:** Next Available Employee Number (000506), School Year for PEIMS Codes (2020), and Use Emp Nbr or SSN in EFT File (E - Employee Nbr).
- Over Time:** Automatically Compute section with checkboxes for Pay Rate, Daily Rate, Dock Rate, Accrual Rate, and Overtime Rate, all checked. Default Overtime Object Code section with dropdowns for Professional, Para-Professional/Hourly, and Other.
- TEA Health Ins Contribution:** Table with columns for Amount, Obj, and Subj. Payroll 6 has an amount of 75.00.
- First Pay Date of School Year:** Payroll 4, 5, and 6. Payroll 6 has a date of 09-13-2019.
- TRS Extract Options:** Use Pay Dates for TRS Month or Actual Date (P - Pay Dates For TRS Month), and three Pay Type options (S - Scheduled Hours, S - Scheduled Hours, A - Actual Hours).

84. Mass Update Leave. Refer to our document on [Resetting and Updating Leave Balances](#), available on our website.

85. Import Deduction Changes from your Third Party Administrator (TPA) or Mass update deductions. If you have received a file of changes from your TPA, refer to the **Employee Benefits Interface Checklist** on our Website. Deductions not managed by your TPA can be updated through Mass Updates.

Utilities > Mass Update > Deductions tab

- Change Existing Code and Amounts to Another: If you have changed from **one insurance provider to another**, this will allow you to change everyone over to the new company en masse.

The screenshot shows the 'Human Resources' system interface. The 'Utilities > Mass Update' path is selected. The 'Deductions' tab is active. Under the 'Method' section, the option 'Change Existing Code and Amounts to Another' is selected and highlighted with a red box. The 'Change Deduction info' section is visible, showing fields for 'New Code', 'Net Amount', 'Remaining Payments', and 'Emplr Contrib'. There are also 'Refund' and 'Call 125' options with radio buttons for 'No Update', 'Update All Records to N', and 'Update All Records to Y'. A 'Reset' button is located at the top right of the parameters section.

- Change Dollar Amount on Existing Code: This is common when **insurance premiums change**. This method will allow you to choose the applicable deduction code, then change the Net Amount (Employee amount) and/or Employer Contribution from one amount to a new amount.

The screenshot shows the 'Human Resources' system interface. The 'Utilities > Mass Update' path is selected. The 'Deductions' tab is active. Under the 'Method' section, the option 'Change Dollar Amount on Existing Code' is selected and highlighted with a red box. The 'Change Dollar Amount' section is visible, showing a table for 'Net Amount' and 'Emplr Contrib' with 'From' and 'To' columns. The 'Net Amount' row shows 'From: 10.00' and 'To: 12.00'. The 'Emplr Contrib' row shows 'From: .00' and 'To: .00'. A 'Reset' button is located at the top right of the parameters section.

- Add a new Deduction Code to Employees: works great if you are now **offering a new benefit** such as pre-paid legal. Once the new deduction code has been entered into the table (see step 8), select the new code, the Net

Amount (Employee portion), the Remaining Payments, and the Employer Contribution. Check if Cafe125 is applicable and **Execute**.

- Delete Deduction Code from Employees: If you will **no longer offer a particular deduction** and want to delete that code from all employees, this is your best bet. Simply check applicable deductions and Execute.

Code	Abbrev Cd	Description	Delete
001	WM	ADD-WITHHOLDING	<input type="checkbox"/>
002	M1	CERTIFICATION	<input type="checkbox"/>
004	CU	CREDIT UNION	<input type="checkbox"/>
005	TS	TSTA DUES	<input type="checkbox"/>
006	TS	ATPE DUES	<input type="checkbox"/>
008	M2	LUNCH CHARGES	<input type="checkbox"/>
009	M2	PERSONAL DAYS	<input type="checkbox"/>
010	M2	EXTENDED SICK LE	<input type="checkbox"/>
011	LI	EDVEST COLLEGE	<input type="checkbox"/>
012	LI	AFLAC-LIFE INS	<input type="checkbox"/>
013	LI	HORACE MANN	<input type="checkbox"/>
014	LI	HORACE MANN	<input type="checkbox"/>
015	LI	LEGAL SHIELD	<input type="checkbox"/>
016	LI	JEFFERSON LIFE	<input type="checkbox"/>
017	LI	LIFE INS #17	<input type="checkbox"/>

86. Review eligible retirees for TRS Pension Surcharges and Care Surcharges. Check each retiree in the TRS RE Portal to determine whether the Pension and Pension Care Surcharge might be due. Pension surcharges are due on all employees who retired after September 1, 2005 and work more than half-time in positions that are normally TRS

eligible. Care surcharges are due on those retirees who retired after September 1, 2005 and take TRS Retiree Insurance.

To ensure Pension surcharges are accurately paid, check the Take Retiree Surcharge box on eligible retirees.

Maintenance > Staff Job/Pay Data > Employment Info screen

This box should have been unchecked during the summer, as surcharges are not due during months' retirees are not physically working on your campus. The TRS Pension Surcharge will be **15.2%** for the **2019-2020** School Year. (Member TRS Rate + District TRS Rate)

Human Resources
Version: 3.3 Build: 0100
User: pprovan Host: 10.52.4.141 Browser: FF 61.0

Maintenance > Staff Job/Pay Data
SessionTimer: 59 min and 41 sec

Employee: 000039 : BERGMAN, INGRID

Original Emp. Date: 08-09-2001
Latest Re-Employ Date: 10-04-2017
Retirement Date: 05-27-2011

Primary Job Code: 0912 - SUBSTITUTE
Primary EEOC:
Percent Assigned: 100%

Employee Status: 3 Retired
Highest Degree: 1 Bachelor's
Percent Day Employed: 100%

Eligible for Re-hire:
Extract ID:

Take Retiree Surcharge: (highlighted with red box)
NY Take Retiree Surcharge:

Sub Type: CT CERTIFIED

Verify that the TRS Care Surcharge Deduction code is listed under **HR > Tables > Tax Deductions > Deduction Cd**

Human Resources
Version: 3.3 Build: 0297
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Tables > Tax/Deductions
SessionTimer: 59 min and 57 sec

Code	Description	Category	Rate	Group	Rate	Rate
075	ANNUITY INVESTORS	AN Annuity		THE OMNI GROUP	02798	
076	FFG-ALLSTATE-CANCER	HI Health		FIRST FINANCIAL GROUP	01430	000076
077	FIRST FINANCIAL GROUP	IR Income		FIRST FINANCIAL GROUP	01430	000077
079	DEARBORN NATIONAL	LI Life ins.		FIRST FINANCIAL GROUP	01430	000079
080	ALLSTATE HEART & STROKE	HI Health		USEBSG	02746	000080
081	USB-FLEX	M1 Miscel		USEBSG	02746	000081
082	USB-LINCOLN DENTAL	HI Health		USEBSG	02746	000082
083	USB-STANDARD DISABILITY	M1 Miscel		USEBSG	02746	000083
084	USB-LINCOLN AD&D	M1 Miscel		USEBSG	02746	000084
085	USB-SUPERIOR VISION	HI Health		USEBSG	02746	000085
086	USB-COLONIAL CANCER	HI Health		USEBSG	02746	000086
087	USB-COLONIAL ACCIDENT	M1 Miscel		USEBSG	02746	000087
088	USB-COLONIAL SPEC DISEASE	M1 Miscel		USEBSG	02746	000088
089	USB-LINCOLN CRITICAL ILLNESS	HI Health		USEBSG	02746	000089
090	USB-LINCOLN ACCIDENT	M1 Miscel		USEBSG	02746	000090
091	TRS CARE SURCHARGE	RI Retiree		TEACHER RETIREMENT SYSTEM	02288	
092	CARE SURCHARGE REIMB	M1 Miscel		BAIRD ISD OPERATING FUND	01670	
093	USB-LINCOLN GROUP LIFE	LI Life ins.		USEBSG	02746	000093

Pension Care Surcharges (Insurance) must be added to each applicable retiree.

Maintenance > Staff Job/Pay Data > Deduction screen

Add a row for the deduction code, selecting the deduction code for **TRS Care Surcharge**. Enter the amount in the Emplr Contrib field with 99 remaining payments and **Save**.

Human Resources Version: 3.3 Build: 0100 User: pprovan Host: 10.52.4.141 Browser: FF 61.0

Maintenance > Staff Job/Pay Data SessionTimer: 59 min and 02 sec HRS3100

Employee: 000039 : BERGMAN, INGRID

Delete	Deduction Code	Net Amount	Emplr Contrib	Remain Pymts	Refund	Cafe 125	Emplr Contrib Factor	TEA Contrib Factor
	001 - ADDITIONAL WITHHOLDING TAX	25.00	0.00	99	<input type="checkbox"/>	<input type="checkbox"/>	1	1
	608 - RETIREE TRS CARE SURCHARGE	0.00	840.00	99	<input type="checkbox"/>	<input type="checkbox"/>	1	1

Note: If you have an agreement with the retiree to pay the district back for these surcharges, review that deduction as well. To repay the district, a second deduction must be entered, using a deduction code with the district as the vendor.

87. Add September pay date

Tables > Pay Dates

- Select +Add and add your September payday. At this point, we are only concerned with the September pay date. Additional Pay Dates will be added in another step.

Human Resources Version: 3.4 Build: 0105 User: pprovan Host: 10.52.4.142 Browser: GC 75.0

Tables > Pay Dates SessionTimer: 58 min and 31 sec HRS2800 County/District

Start Pay Date: 09-15-2019

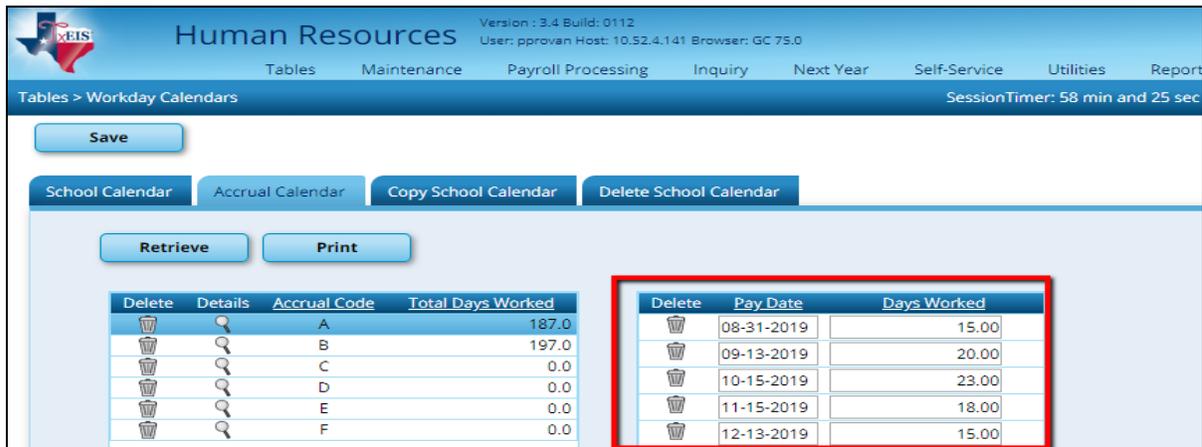
Delete	Details	School Year	Pay Date	Begin Date	End Date	TRS Month	TWC Quarter
			09-15-2019	09-01-2019	09-30-2019	09	0

**Due to program issues these next 3 steps:
Accrual Calendar, Calculate September Payroll and Print Addendum for Active
Employees will be moved to Step 114,115 & 116 page 122-123.**

Moved to page 122

- Due to a program issue, pay dates and number of days built in the Accrual Calendars in NY Payroll did not copy over. These must be manually added to Current Year Payroll.

Tables > Workday Calendars > Accrual Calendar tab.



Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	197.0
		C	0.0
		D	0.0
		E	0.0
		F	0.0

Delete	Pay Date	Days Worked
	08-31-2019	15.00
	09-13-2019	20.00
	10-15-2019	23.00
	11-15-2019	18.00
	12-13-2019	15.00

Moved to page 123

88 Calculate September Payroll

Payroll Processing > Run Payroll

Verify Pre-Post Reports then **STOP!** Correct any errors that might display.

Moved to page 123

89. Print Addendum for Active Employees. We recommend you request each employee review for accuracy and return. Make corrections and give to the employee to review again.

Utilities > Payroll Simulation > Addendum tab

Choose your Select criteria and whether or not you want to include Emergency Contact Info and/or Budget Information. When you click on **Execute**, the information will pull in.

(Example: We are using Recommended in our screen shot)

Maintenance > Budget Data SessionTimer: 59 min and 28 sec

Save

Requested **Recommended** Approved

Account Code: XXX-XX-5831.XX-XXX-X-XX-X-XX Retrieve Print

Delete	Lock	Note	Details	Account Code	Next Yr Requested	Next Yr Recommend	Description
	N	N		199 00 5831 00 000 0 00 0 00	0.00	227325.00	TRS ON-BEHALF BENEFIT
	N	N		199 00 5831 01 000 0 00 0 00	0.00	8,876.00	MEDICARE PART D/ONBEHALF

_____ Budget **Medicare D Revenue and Expenditure**. Amounts can be retrieved from the **TRS Website**: www.trs.texas.gov >

Reporting Entities > Governmental Accounting Standards Board (GASB) > GASB Statement 24

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- User Guide
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- GASB Statement 24
- GASB Statement 45 (superseded)
- GASB Statement 67 and 68
- GASB Statement 74 and 75

FAQs

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Check out our new Member Education Videos

Scroll down near bottom of page. Click link for **Medicare Part D: On-Behalf Payments (pdf)**.

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GASB Statement No. 24 – 2019 Estimate Now Posted

The Governmental Accounting Standards Board (GASB) Statement 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*, was issued June 1994 and effective for periods beginning after June 15, 1995. This statement establishes accounting and financial reporting standards for pass-through grants, food stamps, and on-behalf payments for fringe benefits and salaries.

ATTENTION: TRS Reporting Officials

The Teacher Retirement System of Texas is furnishing this information to assist reporting entities in complying with the GASB requirements. Certain information required by GASB 24 will have to be derived from the reporting entity's payroll records. Please forward this document to your reporting entity's financial/accounting manager and your auditor.

ANNUAL FINANCIAL REPORT OF REPORTING ENTITY FINANCIAL STATEMENTS

GASB 24 requires reporting entities to recognize revenue and expenditures/expenses for on-behalf payments in their financial statements. On-behalf payments for fringe benefits and salaries are direct payments made by a paying entity to a third-party recipient for the employees of an employer entity.

Types of On-Behalf Payments:

State Contributions – Contributions made by the State of Texas to the Teacher Retirement System (TRS) of Texas on behalf of a reporting entity's employees must be recognized as equal revenues and expenditures/expenses by each district. Section 1.3.3 of the Texas Education Agency's (TEA) Financial Accountability System Resource Guide provides a detailed explanation and example. Click on the link below to obtain the most recent version of the TEA Financial Accountability System Resource Guide.

[TEA Financial Accountability System Resource Guide](#)

Federal Government Retiree Drug Subsidy – The Medicare Modernization Act of 2003 (MMA) created an outpatient prescription drug benefit program (known as Medicare Part D) and a Retiree Drug Subsidy (RDS) program which were made available in 2006. The Texas Public School Retired Employee Group Insurance Program (TRS-Care) is offering a Medicare Part D Plan and is participating in the Retiree Drug Subsidy plan for eligible TRS-Care participants. Under Medicare Part D and the RDS program, TRS-Care receives payments from the federal government to offset certain prescription drug expenditures for eligible TRS-Care participants. On-behalf payments must be recognized as equal revenues and expenditures/expenses by each reporting entity.

The allocation of these on-behalf payments is based on the ratio of a reporting entity's covered payroll to the entire covered payroll reported by all participating reporting entities. TRS based this allocation percentage on the "completed" report submissions by reporting entities for the month of May. Any questions about payroll amounts should be directed to a reporting entity's payroll contact.

Click on the link below to obtain a listing of each reporting entity's portion of retiree drug subsidy received by TRS for each fiscal year ending August 31.

[Medicare Part D: On-Behalf Payments – 2019 June Estimate \(pdf\)](#)



**GASB 24 Medicare Part D
FY 2019 June Estimate**



TRS District Number	REPORTING ENTITY NAME	FY17 Act. \$ Amount Med. Part D	FY18 Act. \$ Amount Med. Part D	FY19 Est. \$ Amount Med. Part D
2191	A PLUS ACADEMY	\$ 18,843	\$ 20,229	\$ 24,844
2161	A W BROWN FLWSHP CHTR SCH	35,089	36,592	35,714
2344	A+ UNLIMITED POTENTIAL	1,704	1,730	1,947
0300	ABBOTT ISD	4,284	4,644	5,191
0301	ABERNATHY ISD	15,697	16,090	16,988
0302	ABILENE ISD	298,966	314,649	327,433
0303	ACADEMY ISD	26,798	25,547	27,385
2058	ACADEMY OF ACCELERATED	9,859	10,530	11,105
2174	ACADEMY OF DALLAS	4,938	5,567	4,769
2202	ACCELERATED INTERMEDIATE ACADEMY	3,780	3,954	4,512
1625	ADRIAN ISD	2,595	2,896	3,110

A. Enter the **Budget Revenue** in **199-00-5831.01**.

Budget > Maintenance > Budget Data

Select the tab that you are working in your budget.

(Example: Recommended)

Note: In this example we are using Abilene ISD Med Part D Amount.

B. Enter the Budget matching Expenditure in **199-11-6144.01**

Finance Version: 3.4 Build: 0112 User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Maintenance > Postings SessionTimer: 59 min and 48 sec

Save

Journal Budget Journal Inquiry Purchase Order Cash Receipt Credit Memo Check Processing - PA Check Processing - PO Journal Actual

JV Number: JV Number Description: Retrieve Directory

JV Type: JV Number: JV Number Description: Affect Per: Default JV Number Description:

ACTUAL AUTO MEDICARE PART D ON-BEHALF 0

Add JV Delete JV Reverse JV

Delete	Detail	Reverse	Account Code	Description	Reason	Debit Amount	Credit Amount	Trans Date	User ID
			199-00-5831.01-009-000000		MEDICARE PART D ON-BEHALF	0.00	327,433.00	07-31-2019	PROVAN
			199-11-6144.01-001-911000	MEDICARE PART D/ON-BEHALF	MEDICARE PART D ON-BEHALF	327,433.00	0.00	07-31-2019	PROVAN
Totals:						327,433.00	327,433.00		

Refresh Totals Refresh Description + Add

Account Code	Description	Curr Exp/Rizd Rev	Current Balance	Debit Amount	Credit Amount	Adj Exp/Rizd Rev	Adjusted Balance
199-00-5831.01-009-000000		0.00	0.00	0.00	327,433.00	-327,433.00	-327,433.00
199-11-6144.01-001-911000	MEDICARE PART D/ON-BEHALF	0.00	-10,298.00	327,433.00	0.00	327,433.00	317,135.00
Totals:				327,433.00	327,433.00		

You are now ready to begin the Finance Fiscal Year close.



Log into the Current Year Finance.



90. Make a backup of Finance before beginning this process.

Utilities > Export by File ID

Select **File ID C** from Available File IDs, pull to the right and **Execute**.

Finance Version: 3.4 Build: 0112 User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Utilities > Export by File ID

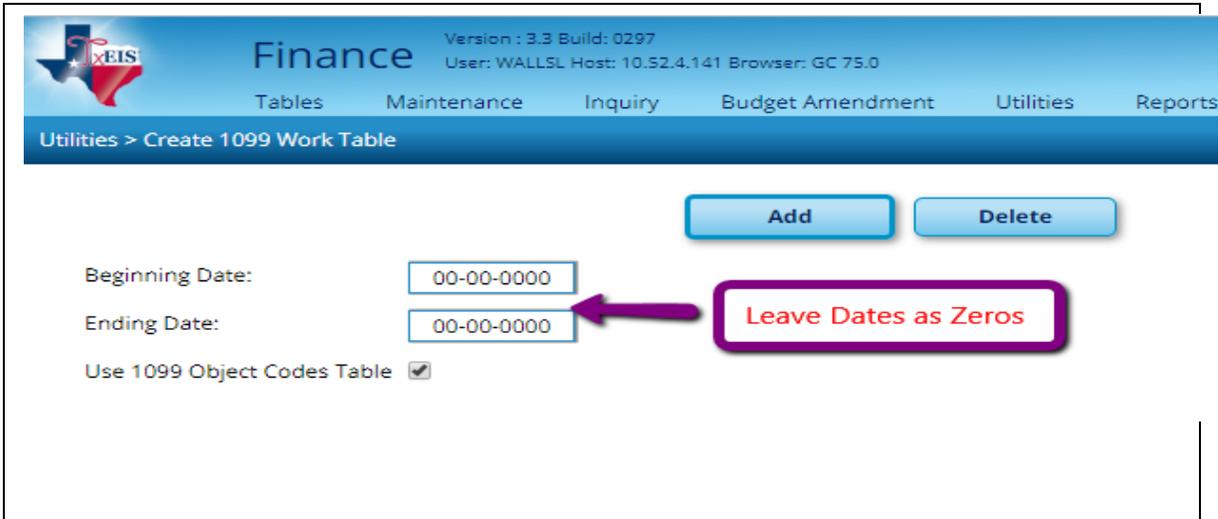
Available File IDs	Selected File IDs
Table	Table
<input type="checkbox"/> 0 2009 - 2010	<input checked="" type="checkbox"/> C 2018 - 2019
<input type="checkbox"/> 1 2010 - 2011	
<input type="checkbox"/> 2 2011 - 2012	
<input type="checkbox"/> 3 2012 - 2013	
<input type="checkbox"/> 4 2013 - 2014	
<input type="checkbox"/> 5 2014 - 2015	
<input type="checkbox"/> 6 2015 - 2016	
<input type="checkbox"/> 7 2016 - 2017	
<input type="checkbox"/> 8 2017 - 2018	
<input type="checkbox"/> 9 2008 - 2009	
<input type="checkbox"/> A 2003 - 2004	

Execute

___ 91. Delete transactions in the 1099 Work Table.

Utilities > Create 1099 Work Table

Leave dates as **zeros**, The **Use 1099 Object Codes Table** is not necessary to check and then select **Delete**.

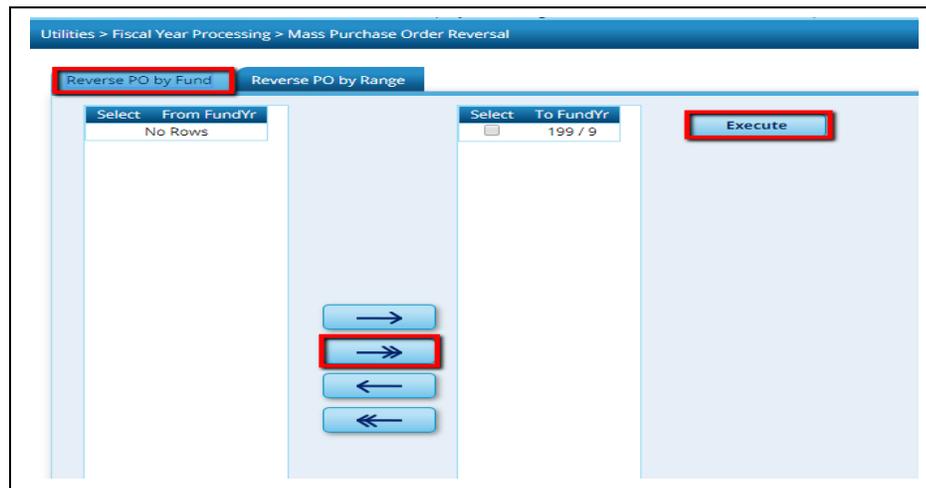


___ 92. Reverse Purchase Orders in Finance.

Utilities > Fiscal Year Processing > Mass Purchase Order Reversal >

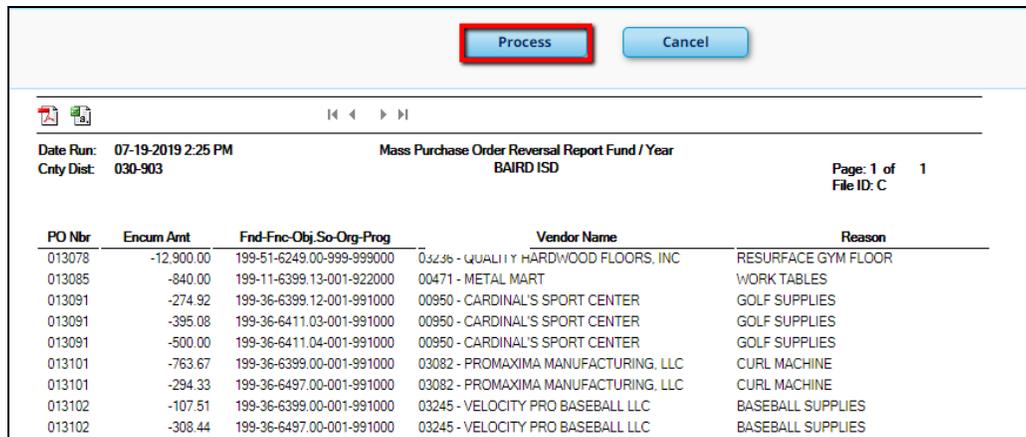
Reverse PO by Fund tab

- Create a Backup when asked.
- Move all funds to the right.
- Execute



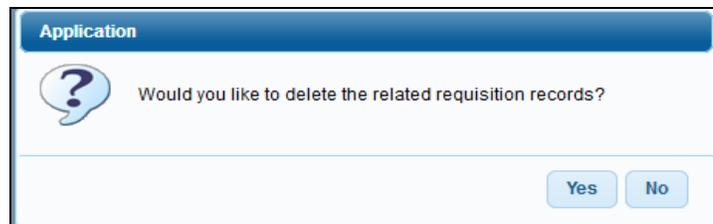
Print the report.

- Analyze the POs listed and refer to the [Additional Considerations](#) (Separate Document).
- Outstanding POs displaying goods and/or services ordered **prior to August 31**. Some may legitimately be paid with **2018-2019** money and will therefore need to be re-entered for payment.
- Those with goods and/or services **not received by August 31** will need to re-entered in **2019-2020** once received.
- Once all POs have been considered, Process the reversal.



PO Nbr	Encum Amt	Fnd-Fnc-Obj	So-Org-Prog	Vendor Name	Reason
013078	-12,900.00	199-51-6249	00-999-999000	05236 - QUALITY HARDWOOD FLOORS, INC	RESURFACE GYM FLOOR
013085	-840.00	199-11-6399	13-001-922000	00471 - METAL MART	WORK TABLES
013091	-274.92	199-36-6399	12-001-991000	00950 - CARDINAL'S SPORT CENTER	GOLF SUPPLIES
013091	-395.08	199-36-6411	03-001-991000	00950 - CARDINAL'S SPORT CENTER	GOLF SUPPLIES
013091	-500.00	199-36-6411	04-001-991000	00950 - CARDINAL'S SPORT CENTER	GOLF SUPPLIES
013101	-763.67	199-36-6399	00-001-991000	03082 - PROMAXIMA MANUFACTURING, LLC	CURL MACHINE
013101	-294.33	199-36-6497	00-001-991000	03082 - PROMAXIMA MANUFACTURING, LLC	CURL MACHINE
013102	-107.51	199-36-6399	00-001-991000	03245 - VELOCITY PRO BASEBALL LLC	BASEBALL SUPPLIES
013102	-308.44	199-36-6497	00-001-991000	03245 - VELOCITY PRO BASEBALL LLC	BASEBALL SUPPLIES

At the prompt, select **Yes** to delete related Requisition records.



Log into Purchasing



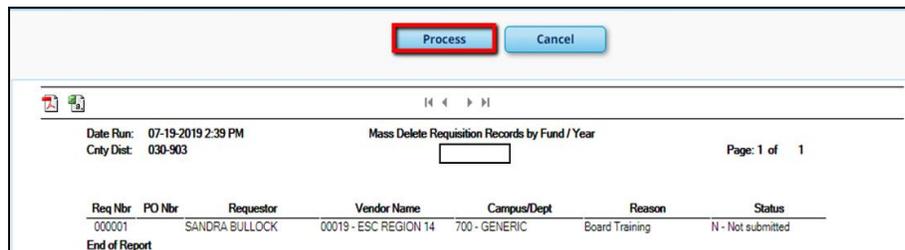
93. If using Purchasing, delete Requisitions

Purchasing > Utilities > Mass Delete Requisition Records > Fund/Fiscal Year

Do not be concerned if you have some previous years showing. You will want to delete all by pulling **funds to the right** and **Execute**.



- Print the report
- Process
- Valid Requisitions will need to **be re-entered** in the **new fiscal year file**.
- Select **Ok** on ***The Mass Delete Requisition Records process completed successfully.***



_____ 94. In Purchasing, delete Requisitions that may have been saved but not submitted.

Utilities > Mass Delete Requisition Records > Requisition Number tab.

- Enter Requisition Number Range from 000000 to 999999 and
- Execute.
- Process at the Preview.

Note: This step will delete the Saved Requisitions that have not been Submitted. Be sure to Delete these Requisition because if they are left hanging out there it will cause you errors later on.

Req Nbr	PO Nbr	Requestor	Vendor Name	Campus/Dept	Reason	Status
001010		SANDRA BULLOCK	01690 - DRAMATIC PUBLIS	001 - TEST ISD		T - Returned
001115		SANDRA BULLOCK	23166 - Prosperity Bank	001 - TEST ISD		T - Returned



Log back into Finance



95. If using the Budget Amendment feature, **Delete CYR Amendment Transactions** from **Finance > Budget Amendment > Delete Amendments**. Select both boxes in the Delete Options box, move all funds to the right and Execute.

Budget Amendment > Delete Amendments

Fund / Fiscal Year Amendment Number

Fund/Yrs Available: Fund/Yrs For Delete: Delete Options Execute

Select	Fund / Year	Select	Fund / Year
	No Rows	<input type="checkbox"/>	199 / 9
		<input type="checkbox"/>	211 / 9
		<input type="checkbox"/>	255 / 9

Posted Amendments
 Unposted Amendments

→

→

←

←

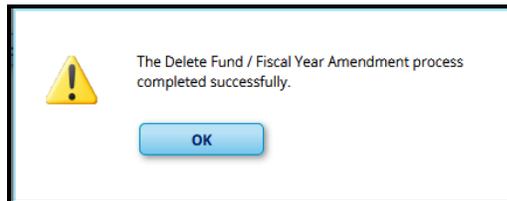
If desired, print the report. **Process.**

Process Cancel

Date Run: 07-19-2019 2:48 PM Delete Amended Budget Page: 1 of 1
 Cnty Dist: 030-903 BAIRD ISD File ID: C
 Fund: 199/9 GENERAL FUND

Fnc-Obj-So-Org-Prog	Trans Date	Amendment Nbr	Increase Amt	Decrease Amt	Amendment Description
11-6399.00-001-931000	02-15-2019	000015	24,670.00	0.00	B000015 HIGH SCHOOL ALLOTMENT
51-6249.00-999-999000	10-16-2018	000020	47,658.00	0.00	B000020 AMEND MAINT BUDGET
00-5929.00-000-900000	03-21-2019	000016	0.00	4,434.00	B000016 DECREASE TITLE I AWARD
11-6119.00-101-930000	03-21-2019	000016	0.00	4,434.00	B000016 DECREASE TITLE I AWARD
00-5829.00-000-900000	05-21-2019	000017	0.00	185.00	B000017 DECREASE TITLE II
11-6112.00-001-911000	05-21-2019	000017	0.00	185.00	B000017 DECREASE TITLE II

End of Report

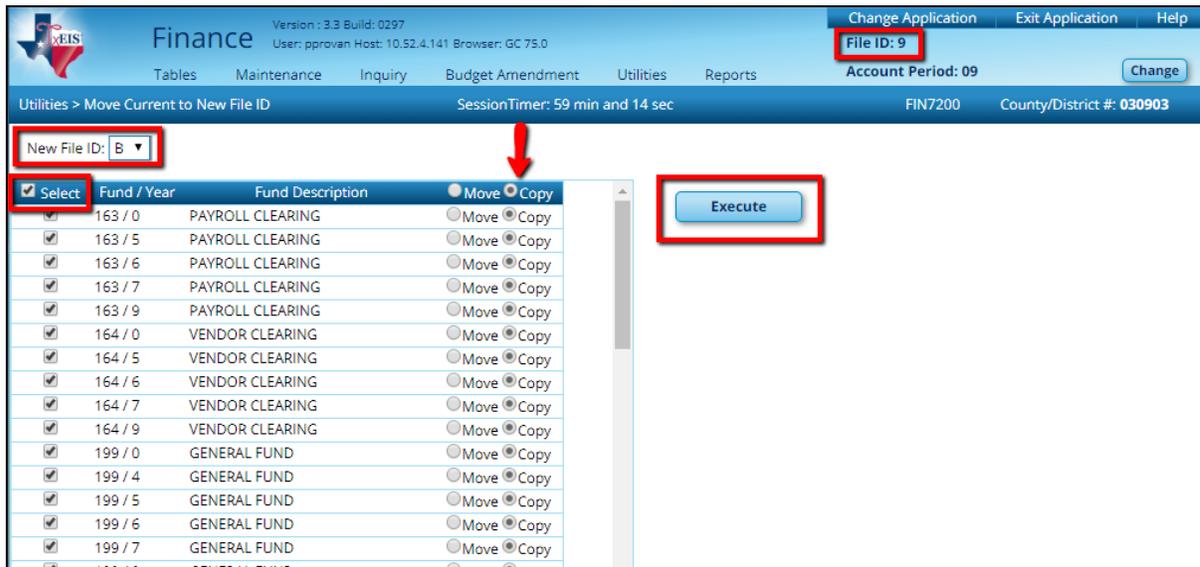
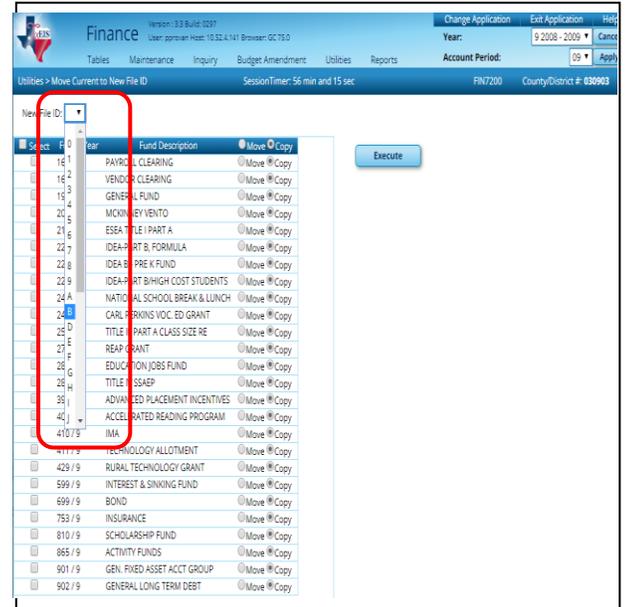


___ 96 a. Copy Current Finance information to **File ID 9** for history.

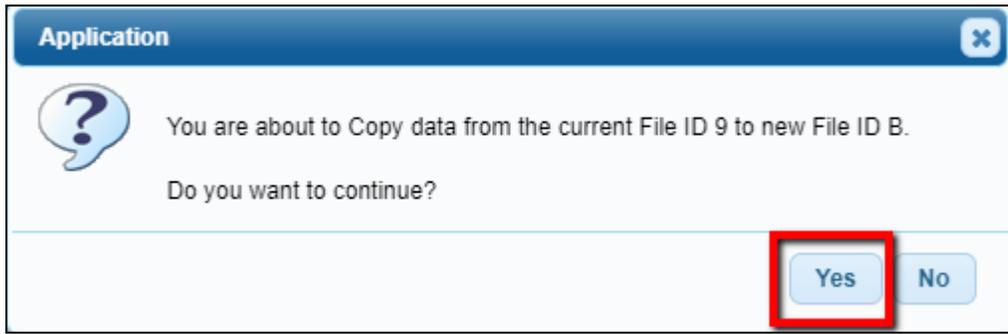
- **Step 96a is Optional!** You will be needing the **9** that is presently being used for **2008-2009** for the **2018-2019** file. Step 96a will allow you to retain **2008-2009** for historical data. If you don't want **2008-2009** for history, proceed to step 96b.
- Change to **File ID 9**.

Utilities > Move Current to New File ID,

- Choose an **alpha character**, not currently being used for the New File ID that you will be calling **2008-2009**, but do not use **'C'**. C is always used for the Current File.
- Check the **Select** button to select all the Fund/Year's.
- Ensure the **Copy** radio button is selected and NOT the Move.
- Execute



At the prompt, verify you want to copy data from the current **File ID (9)** to the **new File ID** by clicking **Yes**.



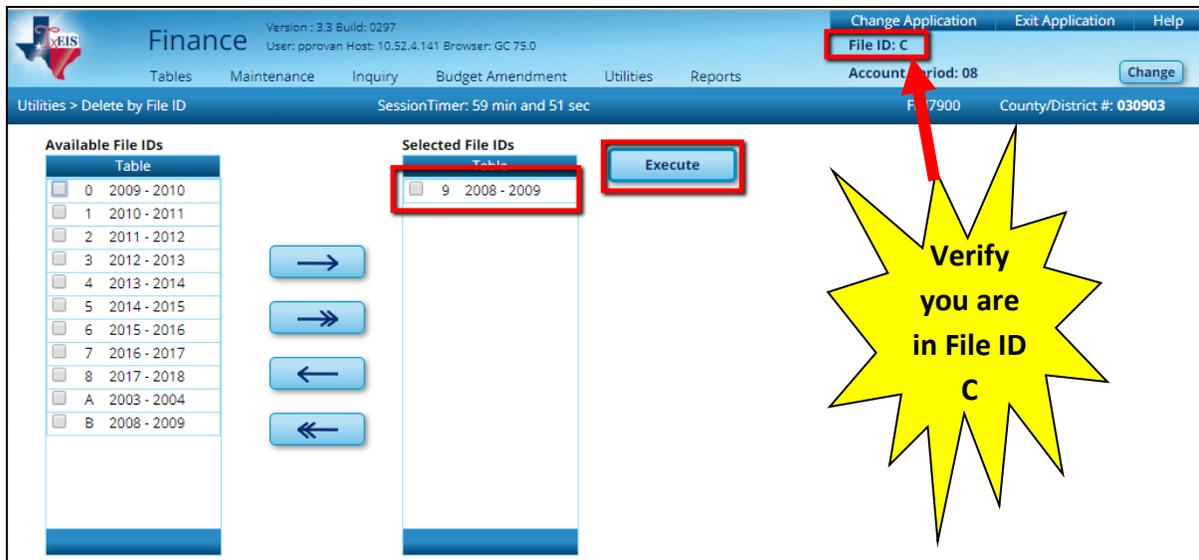
Stop!! Change back to File ID C.

Note: You must NOT be in **File ID 9** when you delete it or you will be caught in a loop it is difficult to get out of. Verify you are in File ID C before deleting.

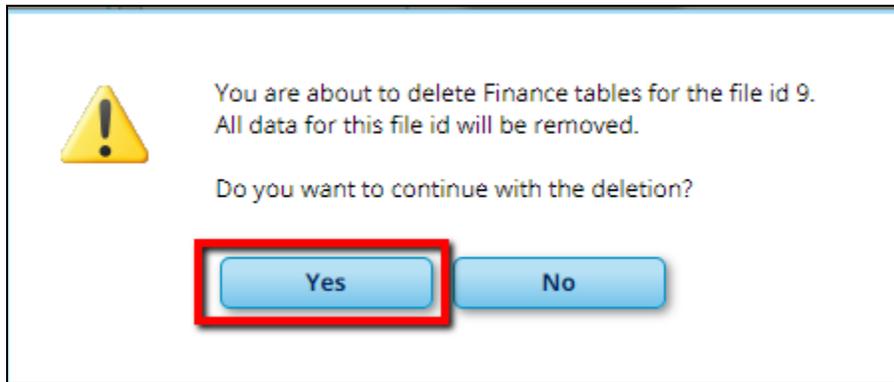
___ **96 b.** We need **File ID 9** to be clear so we can add the **2018-2019** information. At present, it still has the **2008-2009** information. This step will delete the old **2008-2009** information.

Utilities > Delete by File ID,

- Verify that you are in **File ID C**.
- Under the **Available File ID's** select **9 for 2008-2009** and move to the right under the **Selected File ID's**.
- **Execute**



Choose **YES** to delete Finance Table for the **File ID 9**.



_____ **96 c. Copy Current Finance information to File ID 9 for history.** This step will move the **Current 2018-2019** information into **File ID 9** that was cleared of the **2008-2009** information in 95b.

Utilities > Move Current to New File ID

- **File ID C**
- For **The New File ID**, Select **9**
- Check the **Select** button to select all the Fund/Year's.
- Ensure the **Copy** radio button is selected and NOT the Move.
- **Execute.**

Finance Version: 3.3 Build: 0297
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Change Application Exit Application Help
File ID: C
Account Period: 08

Utilities > Move Current to New File ID SessionTimer: 59 min and 35 sec FIN7200 County/District #: 030903

New File ID: 9

Select	Fund / Year	Fund Description	Move	Copy
<input checked="" type="checkbox"/>	163 / 9	PAYROLL CLEARING	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	164 / 9	VENDOR CLEARING	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	199 / 9	GENERAL FUND	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	206 / 9	MCKINNEY VENTO	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	211 / 9	ESEA TITLE I PART A	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	224 / 9	IDEA-PART B, FORMULA	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	225 / 9	IDEA B - PRE K FUND	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	226 / 9	IDEA-PART B/HIGH COST STUDENTS	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	240 / 9	NATIONAL SCHOOL BREAK & LUNCH	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	244 / 9	CARL PERKINS VOC. ED GRANT	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	255 / 9	TITLE II, PART A CLASS SIZE RE	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	270 / 9	REAP GRANT	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	287 / 9	EDUCATION JOBS FUND	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	289 / 9	TITLE IV SSAEP	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	397 / 9	ADVANCED PLACEMENT INCENTIVES	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	404 / 9	ACCELERATED READING PROGRAM	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	410 / 9	IMA	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	411 / 9	TECHNOLOGY ALLOTMENT	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	429 / 9	RURAL TECHNOLOGY GRANT	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	599 / 9	INTEREST & SINKING FUND	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	699 / 9	BOND	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	753 / 9	INSURANCE	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	810 / 9	SCHOLARSHIP FUND	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	865 / 9	ACTIVITY FUNDS	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	901 / 9	GEN. FIXED ASSET ACCT GROUP	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	902 / 9	GENERAL LONG TERM DEBT	<input type="radio"/>	<input type="radio"/>

Execute

At the prompt, verify you want to copy data from the **current File ID C** to the **New File ID 9** by clicking **Yes**.

Application

? You are about to Copy data from the current File ID C to new File ID 9.
Do you want to continue?

Yes No

We will change the year to **2019-2020** in a later step in this training.

Finance Version: 3.3 Build: 0297
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Change Application Exit Application Help
Year: C 2018 - 2019
Account Period: 07

97. Verify all funds/account codes and amounts have been copied to the new file ID.

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > FIN3050 - Board Reports.

For the Parameters/Values select **Recap** to print in both **File ID C** and **File ID 9** and compare totals of Revenues and Expenditures.

Date Run: 07-24-2019 3:27 PM
Cnty Dist: 030-903

Board Report
Recap Comparison of Revenue to Budget
TEST ISD
As of July

Program: FIN3050
Page: 1 of 2
File ID: C

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
199 / 9 GENERAL FUND	3,979,026.00	-25,964.91	-4,008,545.66	-29,519.66	100.74%
206 / 9 MCKINNEY VENTO	.00	.00	-267.94	-267.94	.00%
211 / 9 ESEA TITLE I PART A	93,392.00	.00	-100,907.79	-7,515.79	108.05%
226 / 9 IDEA-PART B/HIGH COST STUDENTS	5,000.00	.00	.00	5,000.00	.00%
240 / 9 NATIONAL SCHOOL BREAK & LUNCH	194,039.00	-50	-237,414.16	-43,375.16	122.35%
255 / 9 TITLE II, PART A CLASS SIZE RE	9,215.00	.00	-8,818.73	396.27	95.70%
270 / 9 REAP GRANT	19,669.00	.00	-18,281.32	1,387.68	92.94%
289 / 9 TITLE IV SSAEP	7,500.00	.00	-7,500.00	.00	100.00%
410 / 9 IMA	29,830.00	.00	-16,873.21	12,956.79	56.56%
599 / 9 INTEREST & SINKING FUND	387,990.00	-1,571.71	-425,668.23	-37,678.23	109.71%
753 / 9 INSURANCE	2,000.00	-25.00	-8,175.47	-6,175.47	408.77%
810 / 9 SCHOLARSHIP FUND	1,000.00	-100.00	-550.00	450.00	55.00%
Total 5000 Revenues	4,688,661.00	-27,662.12	-4,817,449.31	-128,788.31	102.75%
Total 7000 Revenues	40,000.00	.00	-15,553.20	24,446.80	38.88%
Total Revenues	4,728,661.00	-27,662.12	-4,833,002.51	-104,341.51	141.63%

Date Run: 07-24-2019 3:29 PM
Cnty Dist: 030-903

Board Report
Recap Comparison of Revenue to Budget
TEST ISD
As of July

Program: FIN3050
Page: 1 of 2
File ID: 9

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
199 / 9 GENERAL FUND	3,979,026.00	-25,964.91	-4,008,545.66	-29,519.66	100.74%
206 / 9 MCKINNEY VENTO	.00	.00	-267.94	-267.94	.00%
211 / 9 ESEA TITLE I PART A	93,392.00	.00	-100,907.79	-7,515.79	108.05%
226 / 9 IDEA-PART B/HIGH COST STUDENTS	5,000.00	.00	.00	5,000.00	.00%
240 / 9 NATIONAL SCHOOL BREAK & LUNCH	194,039.00	-50	-237,414.16	-43,375.16	122.35%
255 / 9 TITLE II, PART A CLASS SIZE RE	9,215.00	.00	-8,818.73	396.27	95.70%
270 / 9 REAP GRANT	19,669.00	.00	-18,281.32	1,387.68	92.94%
289 / 9 TITLE IV SSAEP	7,500.00	.00	-7,500.00	.00	100.00%
410 / 9 IMA	29,830.00	.00	-16,873.21	12,956.79	56.56%
599 / 9 INTEREST & SINKING FUND	387,990.00	-1,571.71	-425,668.23	-37,678.23	109.71%
753 / 9 INSURANCE	2,000.00	-25.00	-8,175.47	-6,175.47	408.77%
810 / 9 SCHOLARSHIP FUND	1,000.00	-100.00	-550.00	450.00	55.00%
Total 5000 Revenues	4,688,661.00	-27,662.12	-4,817,449.31	-128,788.31	102.75%
Total 7000 Revenues	40,000.00	.00	-15,553.20	24,446.80	38.88%
Total Revenues	4,728,661.00	-27,662.12	-4,833,002.51	-104,341.51	141.63%



Log back into the File ID C in Finance



Note: At this point you have 2018-2019 for File ID 9. We are going to make changes to reflect in the 2019-2020 which is still named C – 2018-2019. We will change the Name of the Year that we have been working in from 2018-2019 to 2019-2010 in Step 111.

98. Add Fiscal Year 0 Funds to the Account Code table in Finance.

Utilities > Mass Change Account Codes > Fund/Year tab,

- Move all **Fiscal Year 9** funds to the right. This will change the Account code year from **9 to 0**.
- Execute

The screenshot shows the Finance application interface. At the top, there is a navigation bar with 'File ID: C' and 'Account Period: 08'. Below this, the 'Fund/Year' tab is selected. The main area displays two columns of fund descriptions, with arrows indicating the movement of funds from the left column to the right column. An 'Execute' button is highlighted on the right side.

Select	Fund / Year	Description
<input type="checkbox"/>	163 / 9	PAYROLL CLEARING
<input type="checkbox"/>	164 / 9	VENDOR CLEARING
<input type="checkbox"/>	199 / 9	GENERAL FUND
<input type="checkbox"/>	206 / 9	MCKINNEY VENTO
<input type="checkbox"/>	211 / 9	ESEA TITLE I PART A
<input type="checkbox"/>	224 / 9	IDEA-PART B, FORMULA
<input type="checkbox"/>	225 / 9	IDEA B - PRE K FUND
<input type="checkbox"/>	226 / 9	IDEA-PART B/HIGH COST STUDENTS
<input type="checkbox"/>	240 / 9	NATIONAL SCHOOL BREAK & LUNCH
<input type="checkbox"/>	244 / 9	CARL PERKINS VOC. ED GRANT
<input type="checkbox"/>	255 / 9	TITLE II, PART A CLASS SIZE RE
<input type="checkbox"/>	270 / 9	REAP GRANT
<input type="checkbox"/>	287 / 9	EDUCATION JOBS FUND
<input type="checkbox"/>	289 / 9	TITLE IV SSAEP
<input type="checkbox"/>	397 / 9	ADVANCED PLACEMENT INCENTIVES
<input type="checkbox"/>	404 / 9	ACCELERATED READING PROGRAM
<input type="checkbox"/>	410 / 9	IMA
<input type="checkbox"/>	411 / 9	TECHNOLOGY ALLOTMENT
<input type="checkbox"/>	429 / 9	RURAL TECHNOLOGY GRANT
<input type="checkbox"/>	599 / 9	INTEREST & SINKING FUND
<input type="checkbox"/>	699 / 9	BOND
<input type="checkbox"/>	753 / 9	INSURANCE
<input type="checkbox"/>	810 / 9	SCHOLARSHIP FUND
<input type="checkbox"/>	865 / 9	ACTIVITY FUNDS
<input type="checkbox"/>	901 / 9	GEN. FIXED ASSET ACCT GROUP
<input type="checkbox"/>	902 / 9	GENERAL LONG TERM DEBT

At the preview, select **Process**. Any Fund/Fiscal Years that already exist in the Current File ID will **not** be added. The Account Codes that are needed will be added with the **Fiscal Year 0**.

The screenshot shows a software interface with a 'Process' button highlighted in a red box. Below it is a table titled 'Fund / Fiscal Year Mass Change Report' with columns for Fund, Fiscal Year, Description, and Comments. The table lists various fund entries with Fiscal Year 0. A red arrow points to the 'Fiscal Year' column header.

Fund	Fiscal Year	Description	Comments
163	0	PAYROLL CLEARING	Fund added, copied from 163 / 9
164	0	VENDOR CLEARING	Fund added, copied from 164 / 9
199	0	GENERAL FUND	Fund added, copied from 199 / 9
206	0	MCKINNEY VENTO	Fund added, copied from 206 / 9
211	0	ESEA TITLE I PART A	Fund added, copied from 211 / 9
224	0	IDEA-PART B, FORMULA	Fund added, copied from 224 / 9
225	0	IDEA B - PRE K FUND	Fund added, copied from 225 / 9
226	0	IDEA-PART B/HIGH COST STUDENTS	Fund added, copied from 226 / 9
240	0	NATIONAL SCHOOL BREAK & LUNCH	Fund added, copied from 240 / 9
244	0	CARL PERKINS VOC. ED GRANT	Fund added, copied from 244 / 9
255	0	TITLE II, PART A CLASS SIZE RE	Fund added, copied from 255 / 9
270	0	REAP GRANT	Fund added, copied from 270 / 9
287	0	EDUCATION JOBS FUND	Fund added, copied from 287 / 9
289	0	TITLE IV SSAEP	Fund added, copied from 289 / 9

Note: Notice we are adding **fiscal year 0** funds – not replacing. We will delete **fiscal year 9** funds that we no longer need in a later step.

99. Create Fiscal Year 0 balance sheet accounts in Finance.

Utilities > Fiscal Year Processing > Create New Accounts by Fund.

- Enter JV number **OPEN20**
- Enter a transaction date of **09-01-2019**
- Clicking the double arrow will pull all **fiscal year** funds to the right. Fund/Fiscal Year 9 will create Fund/Fiscal Year 0, Fund/Fiscal year 0 will create Fund/Fiscal Year 1. Move Fund/Fiscal Year 0 back to the left if desired.
- Click the Select Class 1, 2, 3, & 4.
- **DO NOT** select the box to Carry Forward Totals at this time. Most Auditors prefer to give you the accounts with their amounts that they want to carry forward.
- Click Execute.

Finance Version: 3.3 Build: 0297 User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Change Application Exit Application Help

File ID: C Account Period: 08

Utilities > Fiscal Year Processing > Create New Accounts by Fund

SessionTimer: 59 min and 05 sec FIN6100 County/District #: 030903

New File ID: C Current Accounting Period: 07 Next Accounting Period: 08

JV Number: OPEN2C

Transaction Date: 09-01-2019

Execute

Select	From Fiscal Year	Select	To Fiscal Year	1	2	3	4	5	6	7	8	Carry Forward Totals
<input type="checkbox"/>	163 / 9	<input type="checkbox"/>	163 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	164 / 9	<input type="checkbox"/>	164 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	199 / 9	<input type="checkbox"/>	199 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	206 / 9	<input type="checkbox"/>	206 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	211 / 9	<input type="checkbox"/>	211 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	226 / 9	<input type="checkbox"/>	226 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	240 / 9	<input type="checkbox"/>	240 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	255 / 9	<input type="checkbox"/>	255 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	270 / 9	<input type="checkbox"/>	270 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	289 / 9	<input type="checkbox"/>	289 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	410 / 9	<input type="checkbox"/>	410 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	429 / 9	<input type="checkbox"/>	429 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	599 / 9	<input type="checkbox"/>	599 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	699 / 9	<input type="checkbox"/>	699 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	753 / 9	<input type="checkbox"/>	753 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	810 / 9	<input type="checkbox"/>	810 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	865 / 9	<input type="checkbox"/>	865 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	901 / 9	<input type="checkbox"/>	901 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	902 / 9	<input type="checkbox"/>	902 / 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Do Not Select the Carry Forward Totals at this time.

At the preview you will see that the account codes with object codes 1XXX, 2XXX, 3XXX and 4XXX now have **year 0**. Select **Process**.



Process Cancel

Date Run: 07-29-2019 12:56 PM Create New Accounts By Fund

Cnty Dist: 030-903 TEST ISD

Page: 1 of 10 File ID: C

Fund / Yr: 163 / 0

The following accounts were created:

Fnd-Fnc-Obj-Sr-Org-Prgr	Description	Balance
163-00-1110.00-000-00-0000	CASH AND TEMPORARY INVESTMENT	.00
163-00-1261.00-000-00-0000	PAYROLL LIABILITY CREATE	.00
163-00-1262.00-000-00-0000	DUE FROM ALL OTHER FUNDS	.00
163-00-2110.00-000-00-0000	TRADES PAYABLE 87-88	.00
163-00-2151.00-000-00-0000	FEDERAL INCOME TAXES	.00
163-00-2152.01-000-00-0000	F I C A TAXES	.00
163-00-2152.02-000-00-0000	F I C A TAXES	.00
163-00-2153.00-010-00-0000	GROUP HEALTH & LIFE INS	.00
163-00-2153.00-011-00-0000	GROUP HEALTH & LIFE INS	.00
163-00-2153.00-012-00-0000	GROUP HEALTH & LIFE INS	.00
163-00-2153.00-014-00-0000	GROUP HEALTH & LIFE INS	.00
163-00-2153.00-015-00-0000	GROUP HEALTH & LIFE INS	.00
163-00-2153.00-016-00-0000	GROUP HEALTH & LIFE INS	.00
163-00-2153.00-018-00-0000	GROUP HEALTH & LIFE INS	.00
163-00-2153.00-019-00-0000	ACTIVE CARE 1	.00

_____ **100. Perform the End of Month Close in File ID C.**

Utilities > End of Month Closing,

Execute to close month **08 in File ID C**. After EOM closing, your current accounting period should be **09** in File ID C.

File ID 9 is 2018-2019 - We are going to keep Accounting Period 8 Open so your auditor can make adjustments.

File ID C is 2019-2020 - Year but is still named C-2018-2019 at this time. This will change later to 2019-2020. We are going to close August because the New Year 2019-2020 starts with September.

Verify your accounting period has changed to September.



Log into Budget



_____ **101. Verify that your funds are in balance.**

Budget > Inquiry > Budget Account Codes Inquiry,

Select Totals and **Retrieve**. The difference between revenues and expenditures should be zero. If not, an off-setting entry will be made to fund balance. Run for all funds. **Federal budgets should NEVER be out of balance.** Make adjustments as needed.

Account Code Inquiry - Totals

Fund Description	2017 - 2018 Last Yr Closing Amt	2018 - 2019 This Yr Original Budget	2018 - 2019 This Yr Amend Budget	2018 - 2019 This Yr Actual Amt	2019 - 2020 Next Yr Requested	2019 - 2020 Next Yr Recommend	2019 - 2020 Next Yr Approved
Fund: 199/0 GENERAL FUND							
Totals for 199 / 0							
Fund Balance	00	24,115.00	00	00	00	00	00
Estimated Revenues	4,249,788.39	3,979,026.00	3,979,026.00	3,761,707.93	00	3,979,026.00	3,979,026.00
Other Resources	00	00	00	00	00	00	00
Appropriations	3,866,890.62	3,914,911.00	3,987,239.00	2,571,436.99	00	4,265,577.00	3,987,239.00
Other Uses	29,132.90	40,000.00	40,000.00	10,948.60	00	40,000.00	40,000.00
Fund: 206/0 MCKINNEYVENTO							

Note: If you are out of Balance the System will make the offsetting entries to 3700 in Step 103.

102. Verify your budget is in the Next Yr Approved column in Budget, from

Maintenance > Budget Data – Quick Entry > Approved tab.

Budget Data - Quick Entry

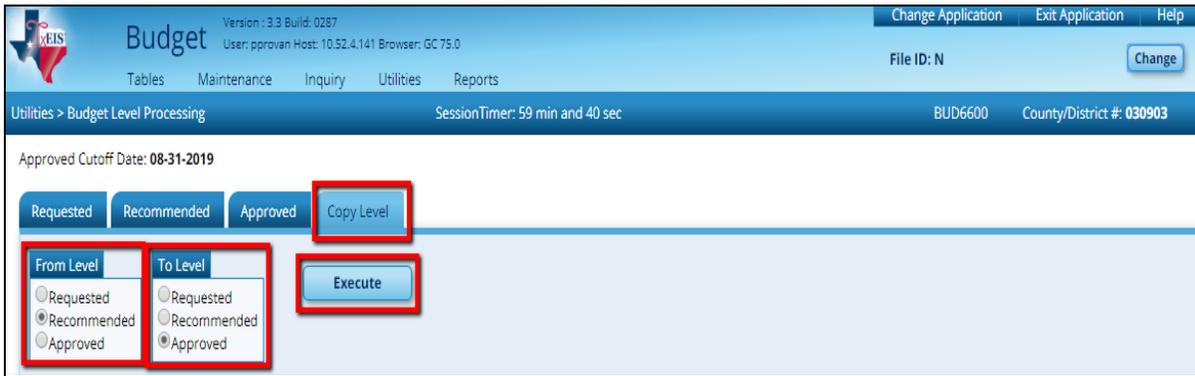
Requested Recommended **Approved**

Lock	Note	Details	Account Code	Next Yr Requested	Next Yr Recommend	Next Yr Approved	Description
N	N	?	199-00-3700.00-000-0-00-0-00	0.00	0.00	0.00	BUDGETARY FUND BALANCE
N	N	?	199-00-5711.00-000-0-00-0-00	0.00	2,538,551.00	2,538,551.00	TAXES-CURRENT YEAR LEVY
N	N	?	199-00-5712.00-000-0-00-0-00	0.00	15,000.00	15,000.00	TAXES, PRIOR YEARS
N	N	?	199-00-5719.00-000-0-00-0-00	0.00	6,000.00	6,000.00	PENALTIES & INT./OTHER TAX REV
N	N	?	199-00-5742.00-000-0-00-0-00	0.00	2,000.00	2,000.00	EARNINS/TEMP. DEP. & INVEST.
N	N	?	199-00-5742.02-000-0-00-0-00	0.00	5,000.00	5,000.00	INTEREST ON MONEY MARKET ACCT

If your budget is not in the Next Yr Approved column, go to

Utilities > Budget Level Processing > Copy Level Tab.

Select the level you want to **Copy From**, then select Approved for the level you want to Copy To. Click Execute, then Process at the Preview.

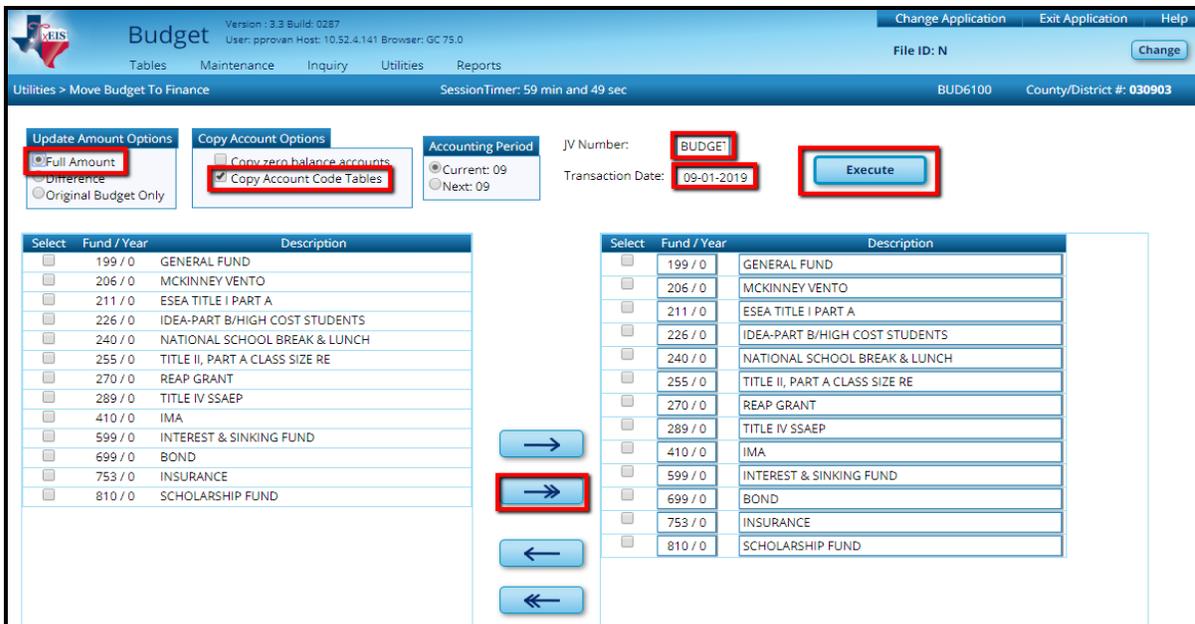


103. Move Budget to Finance.

Budget > Utilities > Move Budget to Finance,

- Select to Update the **Full Amount**
- Copy Account Code Tables,
- Enter JV Number **BUDGET** or if you have already used budget you can use **ORBUD** for Original Budget.
- Transaction Date of **09-01-2019**.
- Send desired funds to the right.
- **Execute**
- Select **Process** at each preview.

Note: This step can also be completed in Finance from Utilities > Fiscal Year Processing > Move Budget to Finance.



Note: the system will make the offsetting entries to 3700 if funds were not in balance as directed in step 103. See entries below.






Time Run: 07-25-2019 2:04 PM **Error Report - Move Budget to Finance General Ledger**
Cnty Dist: 030-903 TEST ISD **Page: 1 of 1**
From Budget File ID N To Finance File ID C Acct Per: 09 **File ID: N**
JV Number: BUDGET **Transaction Date:** 09-01-2019
 The following Budget Funds are not in balance.
 Choose Process to have an offset transaction created for each fund that is out of balance.
 Choose Cancel to not move Budget amounts to Finance.

Fnd/Yr	Total GL Debits	Total GL Credits	Out of Balance Amt
199/0	3,979,026.00	4,027,239.00	48,213.00
240/0	194,039.00	219,355.00	25,316.00
270/0	19,669.00	19,670.00	1.00
599/0	387,990.00	386,790.00	-1,200.00
753/0	2,000.00	5,000.00	3,000.00

End of Report






Time Run: 07-25-2019 2:06 PM **Move Budget to Finance General Ledger**
Cnty Dist: 030-903 TEST ISD **Page: 1 of 44**
From Budget N To Finance C Acct Per: 09 **Account Change Notifications** **File ID: N**
JV Number: BUDGET **Transaction Date:** 09-01-2019

Fnd-Fnc-Obj,So-Org-Prog	Description	Finance Amt Before Update	Budget Amt	Action taken
199-00-3700-00-000-000000	BUDGETARY FUND BALANCE	.00	48,213.00	Offset Acct updated to balance fund
	Func 00 Totals:	.00	48,213.00	
	Fund Totals:	.00	48,213.00	



Log into Bank Reconciliation



104. Verify bank account information.

Bank Reconciliation > Tables > Bank Account Fund Groups Tab

- Select the Group Code.
- Verify that the Fiscal Year is **X** or change from **9** to **0**.
- You will need to verify each Group Code.
- Save
-

Note: In the past, we were able to Mass Update the FscI Yr from a **9** to a **0**. Now there is not an option to Mass Update. The programmers took out this option with the intent of everyone using the 'X' so you will not have to change years.

Bank Reconciliation - Version: 3.3 Build: 0100
User: pprovan Host: 10.52.4.141 Browser: FF 61.0
Tables Maintenance Inquiry Utilities Reports
Tables > Bank Account Fund Groups SessionTimer: 59 min and 55

Save Reset

Bank Account Group Bank Account Group Funds

Group Code: GOF - GENERAL OPERATING

Del	Fund	Escl Yr	Obj	Subj	Investment Type	Investment Description
	163	X	1110	00		
	164	X	1110	00		
	199	X	1110	00		
	211	X	1110	00		
	224	X	1110	00		
	240	X	1110	00		
	244	X	1110	00		
	255	X	1110	00		
	270	X	1110	00		
	287	X	1110	00		
	410	X	1110	00		
	429	X	1110	00		
	864	X	1110	00		

105. Create Transactions for August if you have not done so.

Bank Reconciliation > Maintenance > Bank Transactions

Bank Reconciliation - Version: 3.3 Build: 0287
User: pprovan Host: 10.52.4.141 Browser: GC 75.0
Tables Maintenance Inquiry Utilities Reports
Maintenance > Bank Transactions SessionTimer: 59 min and 32 sec County/District #: 030903

Create Transactions Transaction Maintenance

Bank Account Grp: 0001 : FIRST NATL BANK -OPER AC Execute

GL File ID: C - 2018-2019 Accounting Period: 8 Pay Date From: -- To: -- Process Cancel



Log into HUMAN RESOURCES



106. Verify Grant Codes are assigned to all Federal funds.

Human Resources > Current Pay Frequency >

Tables > Salaries > Fund to Grant tab

- Add a grant code to federal funds as needed.
- Save

Note: All Federal Funds except 240 needs a Grant Code. This will tell the system to charge TRS 3 & 489 on those federal salaries.

Human Resources Version: 3.3 Build: 0297
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Change Application Exit Application Help
Year: C
Frequency: 6 Change

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports
Tables > Salaries SessionTimer: 58 min and 43 sec HRS2300 County/District #: 030903

Save Save successful

Local Annual Hourly/Daily Extra Duty Fund to Grant State Minimum Substitute Midpoint

Records
Fund: All Retrieve Print

Fund	Fund Description	TRS Grant Cd
163	PAYROLL CLEARING	
164	VENDOR CLEARING	
199	GENERAL FUND	
206	MCKINNEY VENTO	38
211	ESEA TITLE I PART A	36
226	IDEA-PART B/HIGH COST STUDENTS	38
240	NATIONAL SCHOOL BREAK & LUNCH	
255	TITLE II, PART A CLASS SIZE RE	54
270	REAP GRANT	36
282	TITLE IV GRANT	

107. Delete Processed Deduction Check Transactions.

From **Payroll Processing > Deduction Checks > Mass Update/Delete tab**, select the following and Execute:

- Method = Mass Delete
- From Pay Date = oldest pay date
- To Pay Date = most recent reconciled pay date.
- Check to Delete Unprocessed and Processed Checks

Human Resources
Version: 3.3 Build: 0297
User: pprovan Host: 10.52.4.141 Browser: GC 75.0
Change Application
Year: C
Frequency: 6
Payroll Processing > Deduction Checks
SessionTimer: 59 min and 03 sec
HRS5600

Save

Create Transactions Transaction Maintenance Process Deduction Checks **Mass Update / Delete**

Method:
 Mass Update
 Mass Delete

From Pay Date: 09-14-201
 To Pay Date: 07-15-201

Delete Unprocessed Checks
 Delete Processed Checks

Execute

Choose **YES** to Delete the records and Continue.

? You are about to delete 2092 records. Continue?

Yes No

108. Mass Delete Transfer Transactions (if you use to book TexNet, tax payments, etc... or anything you wire)

From **Utilities > Transfer Transaction Processing > Mass Update/Delete Tab**, select the following and Execute:

- Method = Mass Delete
- From Pay Date = oldest pay date
- To Pay Date = most recent pay date or if you have NOT completed August Bank Rec use the July pay date.
- Check to Delete Unprocessed and Processed Checks

Human Resources
Version: 3.3 Build: 0297
User: pprovan Host: 10.52.4.141 Browser: GC 75.0
Change Application Exit Application Help
Year: C
Frequency: 6
Utilities > Transfer Transaction Processing
SessionTimer: 59 min and 51 sec
HRS400 County/District #: 030903

Create Transactions Transaction Maintenance Process Transfer Checks **Mass Update / Delete**

Method:
 Mass Update
 Mass Delete

From Pay Date: 09-14-201
 To Pay Date: 07-15-201

Delete Unprocessed Checks
 Delete Processed Checks

Execute

Choose **YES** to Delete the records and Continue.

? You are about to delete 184 records. Continue?

Yes No



Log into FINANCE



_____ **109. Delete Old Funds in Finance.** From

Finance > Utilities > Fiscal Year Processing > Delete Funds

This step will identify by fund/year codes the funds that are to be deleted from the general ledger prior to the start of the next Fiscal Year. In addition, records associated with the deleted fund are deleted from all tables.

- Check box to Allow Delete without Closing,
- Move all fiscal **Year 9** funds to the right as well as any funds you won't be using in **2019-2020**.
- Execute

Note: Be sure to check 'Allow Delete Without closing' or you will receive a report showing 'Not deleted. General Ledger Amounts do not equal to zero'.

Version : 3.3 Build: 0297
User: pprovan Host: 10.52.4.141 Browser: GC 75.0
Change Application
File ID: C
Account Period: 09
Tables Maintenance Inquiry Budget Amendment Utilities Reports
Utilities > Fiscal Year Processing > Delete Funds SessionTimer: 59 min and 37 sec FIN6900

Allow Delete without Closing?

Execute

Funds/Yrs Available:		Funds/Yrs to Delete:	
Select	Fund/Yr	Select	Fund/Yr
<input type="checkbox"/>	199 / 0	<input type="checkbox"/>	163 / 9
<input type="checkbox"/>	211 / 0	<input type="checkbox"/>	164 / 9
<input type="checkbox"/>	226 / 0	<input type="checkbox"/>	199 / 9
<input type="checkbox"/>	240 / 0	<input type="checkbox"/>	206 / 9
<input type="checkbox"/>	255 / 0	<input type="checkbox"/>	211 / 9
<input type="checkbox"/>	270 / 0	<input type="checkbox"/>	226 / 9
<input type="checkbox"/>	289 / 0	<input type="checkbox"/>	240 / 9
<input type="checkbox"/>	410 / 0	<input type="checkbox"/>	255 / 9
<input type="checkbox"/>	599 / 0	<input type="checkbox"/>	270 / 9
<input type="checkbox"/>	753 / 0	<input type="checkbox"/>	289 / 9
<input type="checkbox"/>	810 / 0	<input type="checkbox"/>	410 / 9
		<input type="checkbox"/>	429 / 9
		<input type="checkbox"/>	599 / 9
		<input type="checkbox"/>	699 / 9
		<input type="checkbox"/>	753 / 9
		<input type="checkbox"/>	810 / 9
		<input type="checkbox"/>	865 / 9
		<input type="checkbox"/>	901 / 9
		<input type="checkbox"/>	902 / 9

Move only **Year 9** to the right, **keep 0** on the left. You do not want to delete **Year 0**.



Log into DISTRICT ADMINISTRATION



110. Mass update user accounts

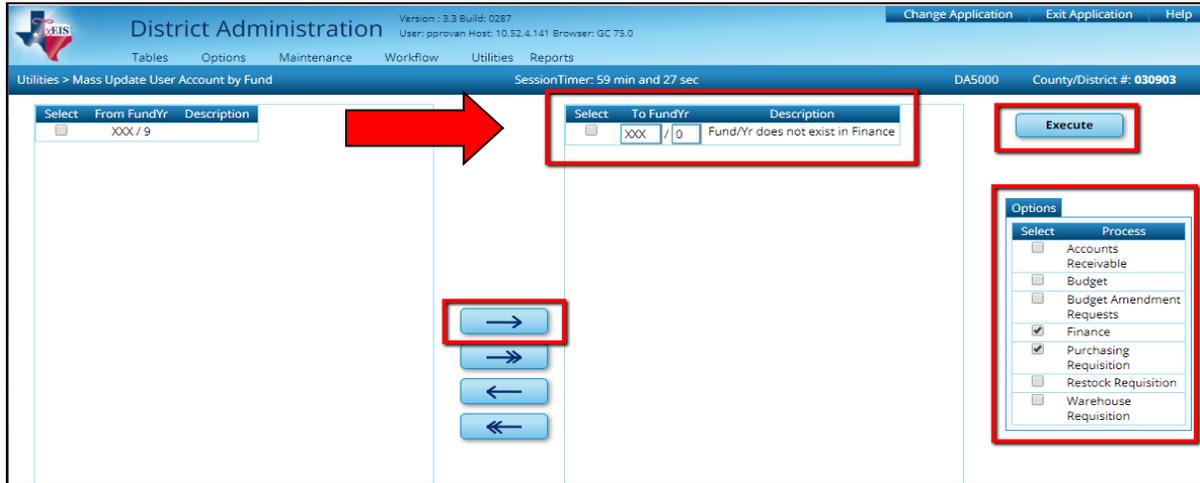
If you use an “X” for the fiscal year in all users’ profiles, this will be blank and you can skip this step.

District Administration > Utilities > Mass Update User Accounts by Fund.

This feature will **update the FY for accounts** with a specified FY in their **User Profiles**. You can determine whether to update current year or next year funds by fund type and fiscal year. You can also have **FscI Yr 9** and **FscI Yr 0** if you will be working in both years. Remember that if you use a X you will not need to update or add **FscI Yr 0**.

Delete	Fund	Func	Obj	Sobj	Org	FscI Yr	Pgm	Ed Span	Proj Dtl	Account Description	AR	BAR	BUD	FIN	PUR	WHSE	RESTOCK
<input type="checkbox"/>	XXX	XX	XXXX	XX	XXX	9	XX	X	XX		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	XXX	XX	XXXX	XX	XXX	0	XX	X	XX		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- If you use **Fscl Yr 9** then you will need to move the **XXX/9** over to the right
- Select the **Options**.
- **Execute**



Log into FINANCE



____ 111. Update the District Finance Options.

Finance > Tables > District Finance Options > Finance Options

Update the following and Save.

- Current Finance Fiscal Year = **0**
- School Year = **2019-2020**
- Previous Year File ID = **9**
- Student Activity Fund/Fiscal Year (if using) = **865/0**
- SAVE

This step changes the Year to 2019-2020 in Current.

_____112. If it isn't already there, add **Fiscal Year 0** to the **Clearing Fund Maintenance** tab.

Finance > Tables > District Finance Options > Clearing Fund Maintenance tab

Retrieve Codes for **Fiscal Year 0** OR click the **Add** button to add **Fiscal Year 0**. Most Object Codes are populated when new fiscal year is added, but you must fill in your Finance and Payroll Clearing Funds.

Note 1: If **Fiscal Year 0 already exists, Retrieve and verify all Payroll Automatic Posting Defaults are populated. If not, populate and SAVE.**

Note 2: If you receive an Error showing 'Clearing Fund Maintenance – Overpayment Account Code must be 20 digits in length' when you Save, delete the 0 in the Account Code in Overpayment Account and click SAVE. (This affects the Account Receivables which most districts Do Not use.)

Note 3: If the 'Accrued Employer Miscellaneous Deduction Contribution' is blank you must fill it in with 22XX.21 and SAVE.

The screenshot shows the 'Clearing Fund Maintenance' screen in the Finance application. The interface includes a top navigation bar with 'Tables', 'Maintenance', 'Inquiry', 'Budget Amendment', 'Utilities', and 'Reports'. Below this is a 'Save' button and tabs for 'Finance Options', 'Accounting Periods', and 'Clearing Fund Maintenance'. The 'Clearing Fund Maintenance' section contains a dropdown for 'Codes for Fiscal Year' (set to 0), a 'Retrieve' button, and two input fields: 'Finance Clearing Fund / Fiscal Year' (164 / 0) and 'Payroll Clearing Fund / Fiscal Year' (163 / 0). Below these are two sections: 'Finance Automatic Posting Defaults' and 'Payroll Automatic Posting Defaults'. The 'Finance Automatic Posting Defaults' section includes fields for 'Cash Account', 'Payable Account', 'Accounts Receivable', 'Overpayment Account', 'Due To', 'Reserve for Encumbrance', 'Requisition Offset', 'Reserve for WH Encumbrance', 'Restock Offset', and 'Warehouse Offset'. The 'Payroll Automatic Posting Defaults' section includes fields for 'Cash Account', 'Accrued Wages', 'Accrued Federal Grant Deposit', 'Accrued Federal Grant Care', 'Accrued Employer FICA/Medicare', 'Accrued Employer Unemployment Tax', 'Accrued Health Insurance Contribution', 'Accrued Employer 457 Contribution', 'Accrued Employer Annuity Contribution', 'Accrued Employer TRS Care Contribution', 'Accrued Employer Dependent Care', and 'Accrued Employer Miscellaneous Deduction Contribution'. Three callout notes are present: Note 1 points to the 'Codes for Fiscal Year' dropdown; Note 2 points to the 'Overpayment Account' field; Note 3 points to the 'Accrued Employer Miscellaneous Deduction Contribution' field.

Note 1

Note 2

Note 3



Log into Human Resources



113. Update the Payroll Clearing Fund/Fiscal Year.

Tables > District HR Options

- Select the Fund/FY for the **2019-2020** year for the Payroll Clearing Fund/Year field.
- Save

Human Resources
Version: 3.3 Build: 0297
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Tables > District HR Options
SessionTimer: 59 min and 39 sec

Buttons: Save, Retrieve, Print

Fields:

- TRS District ID: 0354
- Federal ID Number (EIN): 75-1234567
- Payroll Clearing Fund/Year: 163/0**
- TWC District ID: 999907040
- Use Direct Deposit (Y,N, or E): Y - Use Direct Deposit
- TRS Cost Education Index: 1.0400
- Calculate Accrual Salaries:
- Check Amount - Alpha:
- Summarize Benefits Interface:
- Supplemental Tax Rate: 25.00%
- Standard Hours per Workday: 8.0
- Max Gross Amt for District: 87,900.00

Automatically Compute:

- Pay Rate:
- Daily Rate:
- Dock Rate:
- Accrual Rate:
- Overtime Rate:

Moved From Page 89 due to program issues.

This was Part of Step 87.

114. Due to a program issue, pay dates and number of days built in the Accrual Calendars in NY Payroll did not copy over. These must be manually added to Current Year Payroll.

Tables > Workday Calendars > Accrual Calendar tab.

Human Resources
Version: 3.4 Build: 0112
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Tables > Workday Calendars
SessionTimer: 58 min and 25 sec

Buttons: Save, Retrieve, Print

Accrual Calendar Tab

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	197.0
		C	0.0
		D	0.0
		E	0.0
		F	0.0

Delete	Pay Date	Days Worked
	08-31-2019	15.00
	09-13-2019	20.00
	10-15-2019	23.00
	11-15-2019	18.00
	12-13-2019	15.00

Moved From Page 89 due to program issues.

115. Calculate September Payroll

Payroll Processing > Run Payroll

Verify Pre-Post Reports then **STOP!** Correct any errors that might display.

116. **Print Addendum for Active Employees.** We recommend you request each employee review for accuracy and return. Make corrections and give to the employee to review again.

Utilities > Payroll Simulation > Addendum tab

Choose your **Select criteria** and whether or not you want to include Emergency Contact Info and/or Budget Information. When you click on **Execute**, the information will pull in.

The screenshot shows the 'Utilities > Payroll Simulation' interface. The 'Parameters' section includes fields for Pay Status (Active, Inactive, Both), Primary Campus (All), Payoff Date, Pay Type (All), Pay Campus (All), Frequency (6 Monthly CYR), Job Code (All), Contract Begin Date, Salary Concept (All), Accrual Code (All), Contract End Date, Extract ID, Pay Grade, Contract Months, Employee Nbr, and Prior Yr Emp Date (00-00-0000). The 'Addendum' tab is selected, showing checkboxes for 'Include Emergency Contact Information' and 'Include Budget Information', and a 'Print' button. The main content area displays 'Employee Salary Information' for Woody Allen, including details like Name, Address, Phone, Original Emp Date, Estimated Annual Salary, Emp Nbr, SSN, DOB, Degree, Latest Re-Emp Date, Retirement Date, Work Email, Yrs Experience District, Yrs Experience Total, Yrs Prof Exper District, Yrs Prof Exper Total, Extract ID, Nbr Exempts, Job (FULL TIME MAINTENANCE), Primary (Y), Assigned (100.00%), Begin Date (07-01-2019), End Date (06-30-2020), Grade (MAI), Step (16), Sched (N), Contract Amount (\$29,073.00), Contract Balance (\$24,227.50), Local Contract Days (226), Wholly Sep Amt (\$0.00), Payoff Date (06-15-2020), TRS Status (1 - Eligible), TRS Position (03 - Support staff), FICA Eligibility (Y - Subject to FICA tax), and WC Code (10).



Log into FINANCE



____ 117. If using Next Year Purchasing, move Next Year Requisitions to Current.

Finance > Utilities > Fiscal Year Processing >

Clear/Move NYR Requisition to CYR

- Enter a PO date of **09-01-2019**
- Select the radio button to **'Move Next Year Requisitions to Current and Update Finance'**.
- Execute

Requisition Accounting Period in Current Finance: 09

PO Date: 09-01-2019

Clear Next Year Requisitions Only

Move Next Year Requisitions to Current and Update Finance

Execute

- If you have received an **Over Expend Report**, then the requisition exceeds the budget.
- If this report generates, click **Continue**.

Note 1: Remember that Next Year Requisition does not pull from the Budget. We moved Budget to Finance so we are able to get this over expend report.

***NOTE 2:** The following 2 Screen Shots are from a prior year. You should process for School Year 2019.

Date Run: 07-18-2018 11:20 AM
Cnty Dist: 104-903

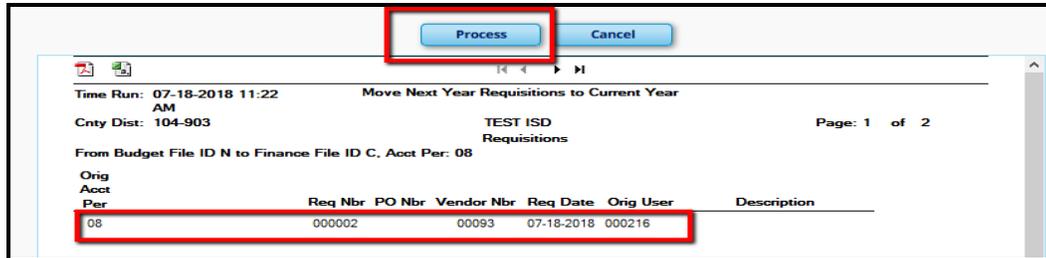
Over Expend Report
TEST ISD

Page: 1 of 1
File ID: C

Fnd-Fnc-Obj, So-Org, Prgn	Description	Acct Balance	Amount	Over Expend Amt
199-11-6399.00-001-925000	GENERAL SUPPLIES	.00	125.00	125.00

End of Report

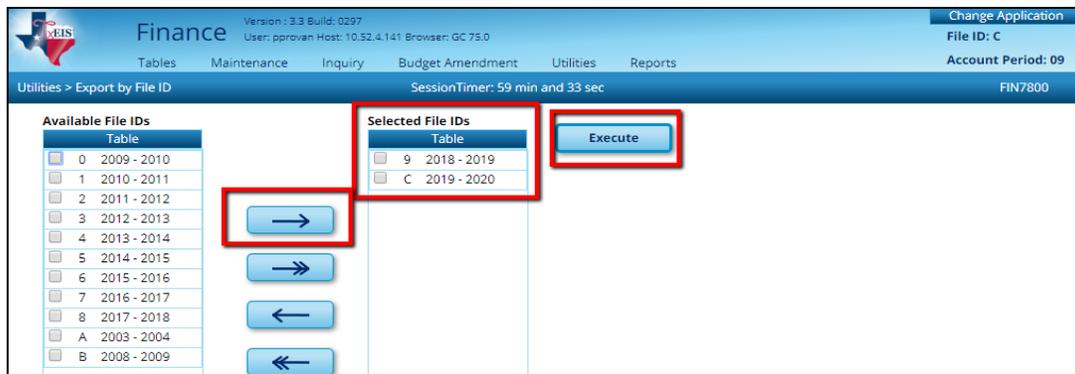
- The list of requisitions being moved will appear.
- Process
- You will receive a popup with “**The Move Next Year Requisitions process completed successfully.**’



_____ **118.** In **Finance**, print reports and perform inquiries to verify that all funds for the new fiscal year as well as their approved amounts were successfully moved from Budget, and that the appropriate funds and fiscal years have been moved to the new file ID. **You can pull Inquiry or Created Reports in Finance to compare Budget Amounts.**

_____ **119.** In **Finance**, make a backup of both the **Current File ID** and **File ID 9**. Because two file ids are exported, you will be prompted twice for a password.

Finance > Utilities > Export by File ID





Log into HUMAN RESOURCES



_____ 120. In **Human Resources** Update FICA Tax table in Current Year Payroll.

HR > Tables > Tax/Deductions > FICA Tax Tab

- Enter **Calendar Year 2020**.
- Retrieve.
- As of now, we have no updated rates for **2020**. (Those usually come in December or January.) For now, **we will enter 2019 amounts**. The table should look like the following.
- **Save** so TxEIS can calculate future payroll amounts and accruals as needed.

Human Resources
Version: 3.3 Build: 0297
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Change Application Exit Application Help
Year: C
Frequency: 6 Change

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports
Tables > Tax/Deductions Session Timer: 59 min and 14 sec HRS2400 County/District #: 030903

Save
Save successful

Calendar Year: 2020 Retrieve Delete

Exemptions Income Tax Earned Income Credit **FICA Tax** Unemployment TRS Rates 457 Def Comp Workers' Comp Deduction Cd

Print

FICA Max Salary:	132,900.00	Employee FICA Max Tax:	8,239.80
Employee FICA Rate:	6.20%	Employer FICA Max Tax:	8,239.80
Employer FICA Rate:	6.20%	Additional Medicare Rate:	0.90%
Medicare Rate:	1.45%	Additional Medicare Salary Threshold:	200,000.00
EIC Max Credit:	0.00		
HSA Max Employer Contribution:	3,500.00		

_____ 121. Update the Unemployment Table.

HR > Tables > Tax/Deductions > Unemployment Tab

Enter Calendar Year **2020** and choose **Taxable** or **Reimbursable** as desired.

Taxable

- **Retrieve.**
- If you use **Taxable**, enter the Unemployment Rate. (Verify with your Insurance Career)
- The Maximum Gross Salary should equal \$ 9,999,999.99.

Reimbursable

- Select **Reimbursable** if you only send money after claims are filed.
- Enter the Unemployment Rate of zero if reimbursable.
- The Maximum Gross Salary should equal \$ -0-
- Save

The screenshot shows the 'Human Resources' software interface. The top navigation bar includes 'Tables', 'Maintenance', 'Payroll Processing', 'Inquiry', 'Next Year', 'Self-Service', 'Utilities', and 'Reports'. The 'Unemployment' tab is selected and highlighted with a red box. Below the navigation bar, there are buttons for 'Save', 'Calendar Year: 2020', 'Retrieve', and 'Delete'. A 'Print' button is also visible. The form fields are: 'Employer Type: T - Taxable', 'Unemployment Rate: 0.3210%', and 'Maximum Gross Salary: 9999999.99'. A large blue box on the right contains the text: 'Sample rates only. Enter rate provided by your unemployment provider'.

OR

The screenshot shows the 'Human Resources' software interface. The top navigation bar includes 'Tables', 'Maintenance', 'Payroll Processing', 'Inquiry', 'Next Year', 'Self-Service', 'Utilities', and 'Reports'. The 'Unemployment' tab is selected and highlighted with a red box. Below the navigation bar, there are buttons for 'Save', 'Calendar Year: 2020', 'Retrieve', and 'Delete'. A 'Print' button is also visible. The form fields are: 'Employer Type: R - Reimbursable', 'Unemployment Rate: 0.0000%', and 'Maximum Gross Salary: 0.00'.

122. Review the Workers' Comp Table. From **Tables > Tax/Deductions > Worker's Comp Tab.**

Delete	Code	Description	Net Rate
	A	WORKERS COMP A	0.0000%
	B	WORKERS COMP B	0.0000%
	C	WORKERS COMP C	0.0000%
	D	WORKERS COMP D	0.0000%

123. Update the Pay Date Table. From **Tables > Pay Dates**, enter all known pay dates for **2019-2020**.

Delete	Details	School Year	Pay Date	Begin Date	End Date	TRS Month	TWC Quarter	Print Alternate Address
		2020	09-13-2019	09-01-2019	09-30-2019	09	3	
		2020	10-15-2019	10-01-2019	10-31-2019	10	4	
		2020	11-15-2019	11-01-2019	11-30-2019	11	4	
		2020	12-15-2019	12-01-2019	12-31-2019	12	4	

NOTE: Be sure the first pay date of the school year is exactly the same as the First Pay Date of School Year on the HR District Options screen

124. Verify Payroll Accrual Calendar(s). From **Tables > Workday Calendars > Accrual Calendar tab**, verify dates in your accrual calendars. Accrual codes for 10-month employees should begin with 8/31/2019 and then actual pay dates for September 2019 through August 2020. The pay dates for September through August 2020 should match the pay dates in the pay dates table.

Human Resources Version: 3.3 Build: 0297 User: pprovan Host: 10.52.4.141 Browser: GC 75.0 Change Application Year: C Frequency: 6

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports

Tables > Workday Calendars SessionTimer: 58 min and 51 sec HRS2700

Save

Save successful

School Calendar Accrual Calendar Copy School Calendar Delete School Calendar

Retrieve Print

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	42.0
		C	0.0
		D	0.0
		E	0.0
		F	0.0

Delete	Pay Date	Days Worked
	08-31-2019	15.00
	09-13-2019	20.00
	10-15-2019	23.00
	11-15-2019	18.00
	12-13-2019	15.00
	01-15-2020	20.00
	02-14-2020	20.00
	03-13-2020	17.00
	04-15-2020	22.00
	05-15-2020	17.00
	06-15-2020	0.00
	07-15-2020	0.00
	08-14-2020	0.00

Note: Printing the Accrual Calendars from next year pay frequency **Tables > Workday Calendars > Accrual Calendar** tab can simplify this project.

_____125. Update the Accrual Expense table.

Tables > Accrual Expense

- Change the fiscal year to reflect **Fiscal Year 0**. The only funds that should be listed on this table are those used in Payroll.
- If you added a new fund and pay salaries from it, make sure it is listed here. Add if needed.
- Save

Human Resources Version: 3.3 Build: 0297 User: pprovan Host: 10.52.4.141 Browser: GC 75.0 Change Application Year: C Frequency: 6

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports

Tables > Accrual Expense SessionTimer: 59 min and 29 sec HRS2950

Save

Accrual Expense

Retrieve Print

Delete	Fund	Expense Fiscal Year	Description
	199	0	GENERAL
	211	0	TITLE I, PART A
	240	0	NATIONAL SCHOOL BREAK & LUNCH
	255	0	TITLE II

_____ 126. **Verify all Employee Distributions match actual account codes in Finance.**

Reports > HR Reports > Payroll Information Reports > Account Code Comparison Report (HRS6000.)

Sort by Alpha – A

Include Reports – Transaction File and Distribution file

From Date: 09012019

To Date: 09302019

Pay Status Active - A

This report should be blank. If it is not blank, verify and add account code and then rerun to this report until you have a blank report.

_____ 127. **Create Final Backup** for the August Accrual Process.

Utilities > Export Human Resources by Payroll.

_____ 128. **Review the [First Payroll of the School Year Checklist](#) to ensure everything has been completed before running your September payroll.** (Separate document available on our website.)

Any adjustments that need to be made to 2018-2019 books can continue to be made in [File ID 9](#).

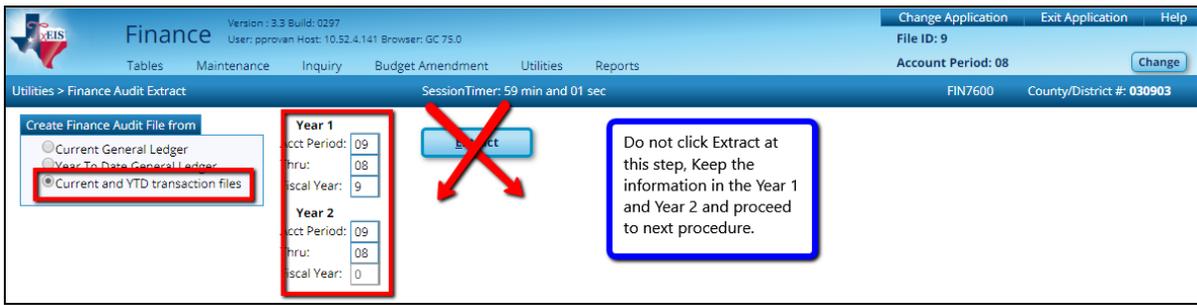
_____ 129. **Once ready, create the auditor's file and send to your auditor.**

Finance > change to [File ID 9](#) > Utilities > Finance Audit Extract

Select the radio button for **Current and YTD transaction files.**

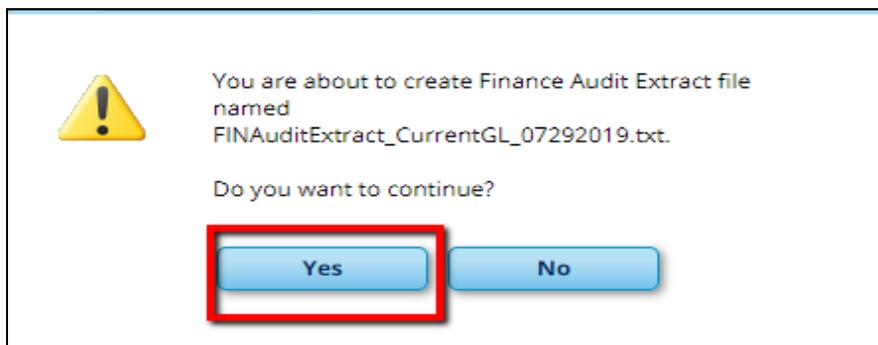
to enable the **Year 1** and **Year 2** fields. Complete the **Acct Period, Thru,** and **Fiscal Year** fields as appropriate.

- Enter Accounting **Period 9 Thru 8**, **Fiscal Year 9** in the Year 1 box.
- If you spent any money in Federal Funds for **Fiscal Year 0**, enter the Accounting **Period 9 Thru 8**, and **Fiscal Year 0** in the Year 2 box.



Change the radio button to Current Month's General Ledger.

- **Extract** and **Save** in your Auditor's folder.



Spot check Audit file to ensure all transactions are accounted for. Open Audit File in Note pad.

Account Number Rlzd Revnue/Expenditure

19911611200001911000	00017060	91+00016000.00
19911611200101911000	00014271	64+00016000.00
19911611800001911000	00006375	00+00006000.00
19911611800001922000	00011825	78+00013389.00
19911611800101924000	00002000	00+00002000.00
19911611900001911000	00444811	.46+00451426.00

In Finance, File ID 9, go to **Inquiry > General Ledger Inquiry > General Ledger Account Summary Tab**. Retrieve all accounts and spot check.

Finance Version: 3.3 Build: 0297
User: pprovan Host: 10.52.4.141 Browser: GC 75.0
Change Application Exit Application Help
File ID: 9
Account Period: 08
Change

Inquiry > General Ledger Inquiry SessionTimer: 48 min and 49 sec FIN5000 County/District #: 030903

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

Processed Current Period: 08 Next Period: 08 Balance Accounts Only Include Fund Totals Exclude Objects 61XX

Account Code: Fund: 199 Func: 11 Obj: 6XXX Subj: XX Org: XXX Prog: X XX X XX XX Retrieve Reset

Date Run: 07-29-2019 2:01 PM Inquiry Information for Expenditure Accounts
City/Dist: 030-903 TEST ISD Page: 1 of 3
Processed Current (08) Next (08) 199 11 6XXX XX XXX X XX X XX File ID: 9

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revnue/ Expenditure	Balance
199 11 6112 00 001 9 11 0 00	SUBSTITUTES TEACHERS HIGH SCH	-16,000.00	0.00	17,060.91	1,060.91
199 11 6112 00 101 9 11 0 00	SUBSTITUTE TEACHERS MS/ELEM	-16,000.00	0.00	14,271.64	-1,728.36
199 11 6118 00 001 9 11 0 00	EXTRA DUTY PAY	-6,000.00	0.00	6,375.00	375.00

- Email reports and Audit file to Auditor as requested.

Celebrate!!!

It's 2019-2020



To delete the data in the temporary EOY Accrual Data table,



Change to Current Pay Frequency



Next Year > Copy CYR Tables to NYR > Clear Next Year Tables tab.

DO NOT move any tables to the right as this will delete changes you have made to tables in NY Payroll. Select the box to Clear EOY Accrual Data Only and Execute. Once completed return to Next Year Payroll Frequency and begin on Step 69.

Human Resources Version: 3.3 Build: 0100 User: pprovan Host: 10.52.4.141 Browser: FF 61.0
Change Application Exit Application Help
Year: C
Frequency: 6
Change

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports
Next Year > Copy CYR Tables to NYR SessionTimer: 59 min and 47 sec HRS4000 County/District #: 104903

Clear Next Year Tables Copy Current Year Tables

Clear EOY Accrual Data Only Clear NY Payroll Budget Only

Title
<input type="checkbox"/> Accrual Calendar
<input type="checkbox"/> Extra Duty Pay
<input type="checkbox"/> Hourly / Daily Salary
<input type="checkbox"/> Job Code
<input type="checkbox"/> Local Annual Salary
<input type="checkbox"/> Midpoint Salary
<input type="checkbox"/> School Calendar
<input type="checkbox"/> State Minimum Salary
<input type="checkbox"/> Substitute Salary
<input type="checkbox"/> Workers' Compensation Rates
<input type="checkbox"/> Employee Bank Record
<input type="checkbox"/> Employee Deductions
<input type="checkbox"/> Employee Extra Duty
<input type="checkbox"/> Employee Job
<input type="checkbox"/> Employee Pay
<input type="checkbox"/> Employee Pay Distribution
<input type="checkbox"/> EOY Accrual Calendar
<input type="checkbox"/> EOY Accrual Data
<input type="checkbox"/> EOY Accrual Fund Decrement
<input type="checkbox"/> NY Payroll Budget

Execute

Do not move items to the right. Leave right side blank.