

## Accrual Timelines / Steps

Date	Item	Done ✓
<b>May, 2014</b>	If using the Payroll Accruals Automated Process, a change to <b>DIST</b> screen ( <b>Use Accrual Screens field</b> ) is required. (Changes to DIST screen can only be done by Payroll Audit). Return <b>DISTINFO Report</b> – District Information Records Report with changes to <b>Payroll Audit</b> .	
<b>June 26, 2014</b>	First day to begin using <b>accrual screens</b> for <b>M01</b> Payroll.	
<b>June 26, 2014</b>	First day to begin using <b>accrual screens</b> for <b>S02</b> Payroll.	
<b>July 17, 2014</b>	<b>M01 Prepay</b> Run Date.	
<b>July 18, 2014</b>	Check <b>EXCPT</b> screen for any <b>M01</b> exceptions and make corrections.	
<b>July 21, 2014</b>	<b>M01 Payroll</b> Run Date.	
<b>July 22, 2014</b>	The M01 <u>Payroll Accruals Report</u> in <b>Extract File Format</b> may be requested on <b>PRQST</b> . This is an overnight process. This file will be <b>purged</b> during the M02 process.	
<b>July 22, 2014</b>	The M01 <u>Payroll Accruals Report</u> in <b>Data File Format</b> is available for download. ( <b>Offline districts</b> )	
<b>July 22, 2014</b>	<u>Tentative</u> Date <b>M01 Payroll Accrual will Post to FIS</b> – <u>Prior</u> Fiscal Year 2013-2014.	
<b>July 22, 2014</b>	The M01 <b>Payroll Accruals Report</b> (ACCRLRPT) available on Report Manager.	
<b>July 23, 2014</b>	<u>Tentative</u> Date <b>M01 Payroll will Post to FIS</b> – <u>Current</u> Fiscal Year 2014-2015.	
<b>July 24, 2014</b>	<b>S02 Prepay</b> Run Date.	
<b>July 24, 2014</b>	<u>Tentative</u> First Date SXADJs will Post to FIS – Current Fiscal Year 2014-2015 (SXADJs done on July 22, 2014 through July 24, 2014).	
<b>July 25, 2014</b>	Check <b>EXCPT</b> screen for any S02 exceptions and make corrections.	
<b>July 28, 2014</b>	<b>S02 Payroll</b> Run Date.	
<b>July 29, 2014</b>	The S02 <u>Payroll Accruals Report</u> in <b>Extract File Format</b> may be requested on <b>PRQST</b> . This is an overnight process. This file will be <b>purged</b> during the S04 process.	

<b>Date</b>	<b>Item</b>	<b>Done</b> ✓
<b>July 29, 2014</b>	The S02 <u>Payroll Accruals Report</u> in <b>Data File Format</b> is available for download. ( <b>Offline Districts</b> )	
<b>July 29, 2014</b>	The S02 <b>Payroll Accruals Report</b> (ACCRLRPT) available on Report Manager.	
<b>July 29, 2014</b>	<u>Tentative</u> Date <b>S02 Payroll Accrual will Post to FIS</b> – Prior Fiscal Year 2013 – 2014.	
<b>Aug. 6, 2014</b>	<u>Tentative</u> Date <b>S02 Payroll will Post to FIS</b> – Current Fiscal Year 2014-2015.	
<b>Aug. 7, 2014</b>	<u>Tentative</u> First Date <b>SXADJs will Post to FIS</b> – Current Year 2014- 2015 (SXADJs done on August 1 through August 7, 2014).	
<b>Aug. 22, 2014</b>	Year End Closing Date.	