

## HOW TO CLEAR 9910 ACCRUALS – STRS, PERS, & SUI

Main Menu > Reporting Tools > Query > Query Viewer

Run the **FAR\_GL\_DETAILS** query to Excel with the following parameters:

**FAR\_GL\_DETAILS - Details To All GL Postings**

Journal ID %

Source %

District # %

Object From

Object To

Fiscal Year

Accounting Period From

Accounting Period To

Fund %

Resource From

Resource To

Site %

Op Unit %

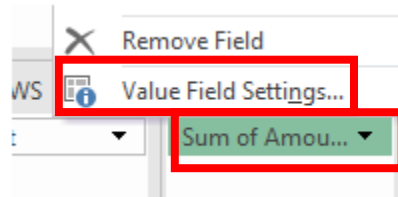
Change the Fiscal Year for the Prior Year's Period:

- 2017-18 = 2018
- 2018-19 = 2019
- 2019-20 = 2020

View Results

Insert a **Pivot Table** with the following options:

- **Rows:**
  - Object
- **Columns:**
  - Period
- **Values:**
  - Amount
    - Click on the **Amount** box and select “Value Field Settings”



- Click “Number Format” & select “Currency”

You should now see the **data summarized** as follows:

Sum of Amount	Column Labels							12 Grand Total	
Row Labels	1	2	3		9	10	11		
9910311	-\$117,831.71	-\$350,840.94	-\$18,868.23	\$1,	\$11,060.26	\$5,671.31	-\$16,522.72	-\$25,556.91	-\$525,013.47
9910321	-\$134,033.79	-\$71,907.62	-\$11,562.78	\$5,	-\$3,587.66	\$3,512.06	-\$1,649.09	-\$5,381.67	-\$214,600.53
9910331	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9910332	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9910340	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9910350	-\$919.59	-\$2,407.54	-\$2,487.35	\$3,	-\$2,605.33	\$5,003.91	-\$2,550.79	-\$2,801.68	-\$7,832.82
<b>Grand Total</b>	<b>-\$252,785.09</b>	<b>-\$425,156.10</b>	<b>-\$32,918.36</b>	<b>\$10,</b>	<b>\$17,253.25</b>	<b>\$14,187.28</b>	<b>-\$20,722.60</b>	<b>-\$33,740.66</b>	<b>-\$747,446.82</b>

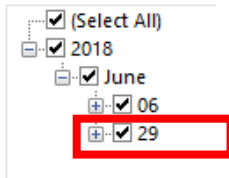
- We see the **balance** that we need to clear in the “Grand Total” Column.

Create 3 separate Sheets that will each contain one of these objects (9910311, 9910321, & 9910351):

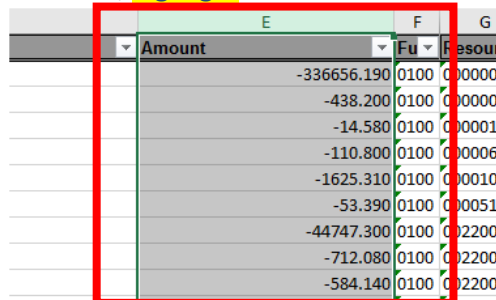
- 9910311: STRS

- From the downloaded data do the following:

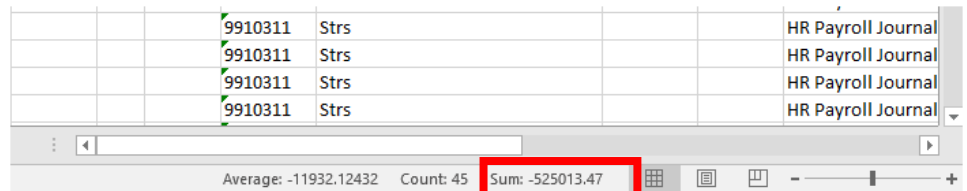
- Filter Column L: "Object" & Select "9910311"
- Filter Column A: "Period" & Select "12"
- Filter Column B: "Date" & Select the later of the two dates (this is the date that Payroll Posted by SDCOE FAR):



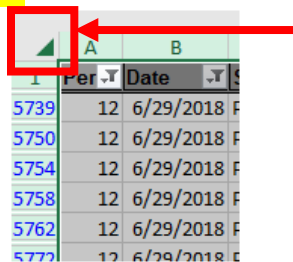
- With your mouse, highlight Column E: "Amount":



- Verify the Auto-summed number matches the amount from your Summarized Pivot Table above (bottom right hand side of your Excel Sheet):

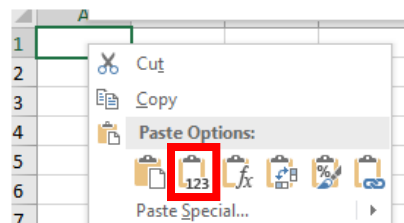


- Highlight the entire sheet:

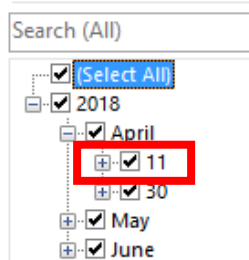


- Right click and select "Copy"

- Paste the Values onto Cell A1 of the 9910311 Sheet you created above:



- **9910321: PERS**
  - Repeat the steps from 9910311 above, but filter for 9910321 and paste the Values onto the 9910321 Sheet you created above.
  
- **9910350: SUI**
  - From the downloaded data do the following:
    - Filter Column L: "Object" & Select "9910350"
    - Filter Column A: "Period" & Select "10", "11", & "12"
    - Filter Column B: "Date" & Uncheck the earlier of the two dates in Period 10 – April (you are removing the Quarterly Payment processed from Period 7-9):



- Repeat the remainder of the steps from 9910311 above, but paste the Values onto the 9910350 Sheet you created above.

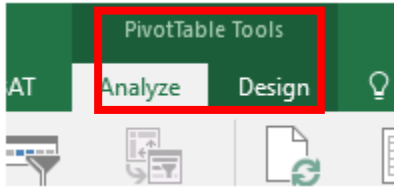
On each of the Tabs 9910311, 9910321, & 9910350 you will create a Pivot Table as Follows:

- **Rows:**
  - Fund
  - Resource
  - Object
- **Values:**
  - Amount

You will get a format that looks like this:

Row Labels	Sum of Amount
0100	-7338.57
0000000	-4638.68
9910350	-4638.68
0000004	-2.63
9910350	-2.63
0000008	-4.74
9910350	-4.74
0000016	-0.11

In order to get the data **organized** in a format for easy uploading you will **complete the following** actions under the **“PivotTable Tools”** options bar:



- Click **“Design”** and change the following:
  - **Subtotals:**
    - **Do Not Show Subtotals**
  - **Report Layout:**
    - **Show in Tabular Format**
    - **Repeat All Item Labels**
  - **Grand Totals:**
    - **Off for Rows and Columns**
  - Under **“PivotTable Style Options”** uncheck **“Row Headers”**
- You now have the **totals** for your **Journal Upload** to clear the **9910311**, but you need to **create 9510000 Offset Entries**. Complete the following for **9510000 Offsets**:

C	D	E	F	G	H	I
<b>Object</b>	<b>Sum of Amount</b>		<b>Fund</b>	<b>Resource</b>	<b>Object</b>	<b>Amount</b>
9910350	-4638.68		=A4	=B4	9510000	=D4
9910350	-2.63		=A5	=B5	9510000	=D5
9910350	-4.74		=A6	=B6	9510000	=D6

C	D	E	F	G	H	I
<b>Object</b>	<b>Sum of Amount</b>		<b>Fund</b>	<b>Resource</b>	<b>Object</b>	<b>Amount</b>
9910350	-4638.68		0100	0000000	9510000	-4638.68
9910350	-2.63		0100	0000004	9510000	-2.63
9910350	-4.74		0100	0000000	9510000	-4.74

- **Repeat the same steps for 9910321, & 9910350**
- **Before you post the Journal you will need to do the following:**
  - The **9910** amounts from the Pivot Table are **“-”** and you will need to post them as a positive, so you will simply **reverse the sign on the 9910 accounts**.
  - You will **keep the same sign on the formula you created for the 9510000 accounts above (“-”)**.
  - **Refer to the SDCOE Year End Closing guide provided by District Financial Services for more details on this information on Slides 57 – 58 ([click here](#))**
  - **Verify you have a Debit in the 9910XXX account and a Credit in the 9510000 account for the 6/30 posting.**

Use the SDCOE CRC's General Ledger Guide (GL1) v6.0, pages 61 – 83 to upload the data ([click here](#)).

- Copy the data from your spreadsheet above, making sure to include your 9510000 offsets to balance.
- Use a 6/30 date of the prior Fiscal Year with an **Adjusting Entry in Period 998**.
- Set the **Journal Entry to Reverse** in the “**Beginning of Next Period**”:

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

**Reversal: Do Not Generate Reversal**

**Reversal**

- Do Not Generate Reversal
- Beginning of Next Period**
- End of Next Period

Select “Ok”

- Edit the Journal, Submit, & Post.
- **Don't forget to Post your Reversing Entry in the next Budget Period.**

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**YOU HAVE SUCCESSFULLY COMPLETED CLEARING  
9910 ACCRUALS – STRS, PERS, & SUI**

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