


Handling Accruals


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conference 2018 *building bridges*

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San Diego County Office of
EDUCATION
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Session Topics

- Welcome & Introductions **(5 min)**
- Guest speaker: Josh Markley (Escondido High) **(40 min)**
 - How to Process Accruals for Accounts Payable
 - How to Clear 9910 Accruals – STRS, PERS & SUI
- Questions & Answer Time **(10 min)**
- Wrap up & Closing **(5 min)**

SESSION D - Handling Accruals 2

Guest Speaker: “How to Process Accruals for Accounts Payable”

Josh Markley, Escondido High, jmarkley@euhsd.org

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How to Process Accruals for Accounts Payable


At Escondido High, Accounts Payable staff follows specific written procedures during Year-End in order to accrue Vouchers correctly.

Escondido High keeps in mind the following standards:


- Do not pay Vouchers until Commercial Warrants has said it is “Okay to Pay” (7/1 or later).
- Use Direct Pay Vouchers when a PO does not exist for an Invoice from Last Fiscal Year.
- Do not pay Vouchers against Previous Year POs until Financial Accounting at SDCOE has rolled the POs.
- Make sure to use the correct Invoice Date in PeopleSoft.

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How to Process Accruals for Accounts Payable



ESCONDIDO HIGH'S JOB AID

SUMMARY OF DIRECTIONS:

- Review voucher on Regular Entry screen (Invoice Date, Accounting Date), process the voucher as normal
- Run the M_AP_VOUCHERS_POSTED query to Excel
- Apply filters and format
- Insert a Pivot Table
- Organize the data for analysis – you will have a list of all of your vouchers needed to accrue
- Manipulate the data to create a journal entry and accrue (example: filter and delete any blank cells)
- Create your 9510000 offset accounts
- Use the SDCOE CRC's General Ledger Guide (GL1) v6.0, pages 61-83 to upload the data
- Don't forget to Post your Reversing Entry in the next Budget Period


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Guest Speaker:

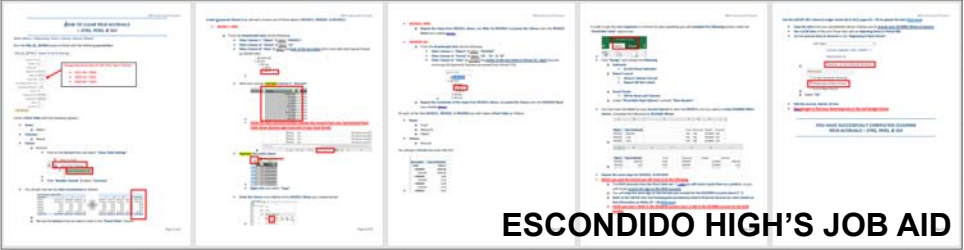
“How to Clear 9910 Accruals – STRS, PERS & SUI”

Josh Markley, Escondido High, jmarkley@euhsd.org

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How to Clear 9910 Accruals – STRS, PERS & SUI



- 9910311: STRS
- 9910321: PERS
- 9910350: SUI

ESCONDIDO HIGH'S JOB AID

SUMMARY OF DIRECTIONS:

- Run the FAR_GL_DETAILS query to Excel
- Insert a Pivot Table
- Create 3 separate Sheets that will each contain one of these objects (9910311, 9910321, & 9910351)
- On each of the Tabs 9910311, 9910321, & 9910350 create a Pivot Table
- Manipulate data for easy uploading ("PivotTable Tools" options bar)
- Create 9510000 Offset Entries
- Make final changes (example: change negatives to positives)
- Use the SDCOE CRC's General Ledger Guide (GL1) v6.0, pages 61-83 to upload the data
- Don't forget to Post your Reversing Entry in the next Budget Period

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Q&A Time

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Session Notes

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<http://crc.sdcoe.net/peoplesoftconference>