

Fiscal Year End Procedures for Payroll/Personnel

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- Updating accrual days
- Payroll accruals for GASB 34 reporting

Updating Accrual Days and Extracting Payroll Accrual Data **MUST** be completed prior to Deduction Rate Changes for New Fiscal Year

- Updating deduction rates for new fiscal year
- Mass changing deductions at employee level
- Populating new fiscal year gl accounts
- Budget Analysis Review
- Fund 38
- AEA monthly import

Updating Accrual Days

Calculate accrual days for each employee type

- $\text{contract work days}/12 = \text{paid days per month}$
- $\text{contract days worked by 9/30} - \text{paid days} = \text{accrued days}$

Example:

187 day employee working 21 days in August and September

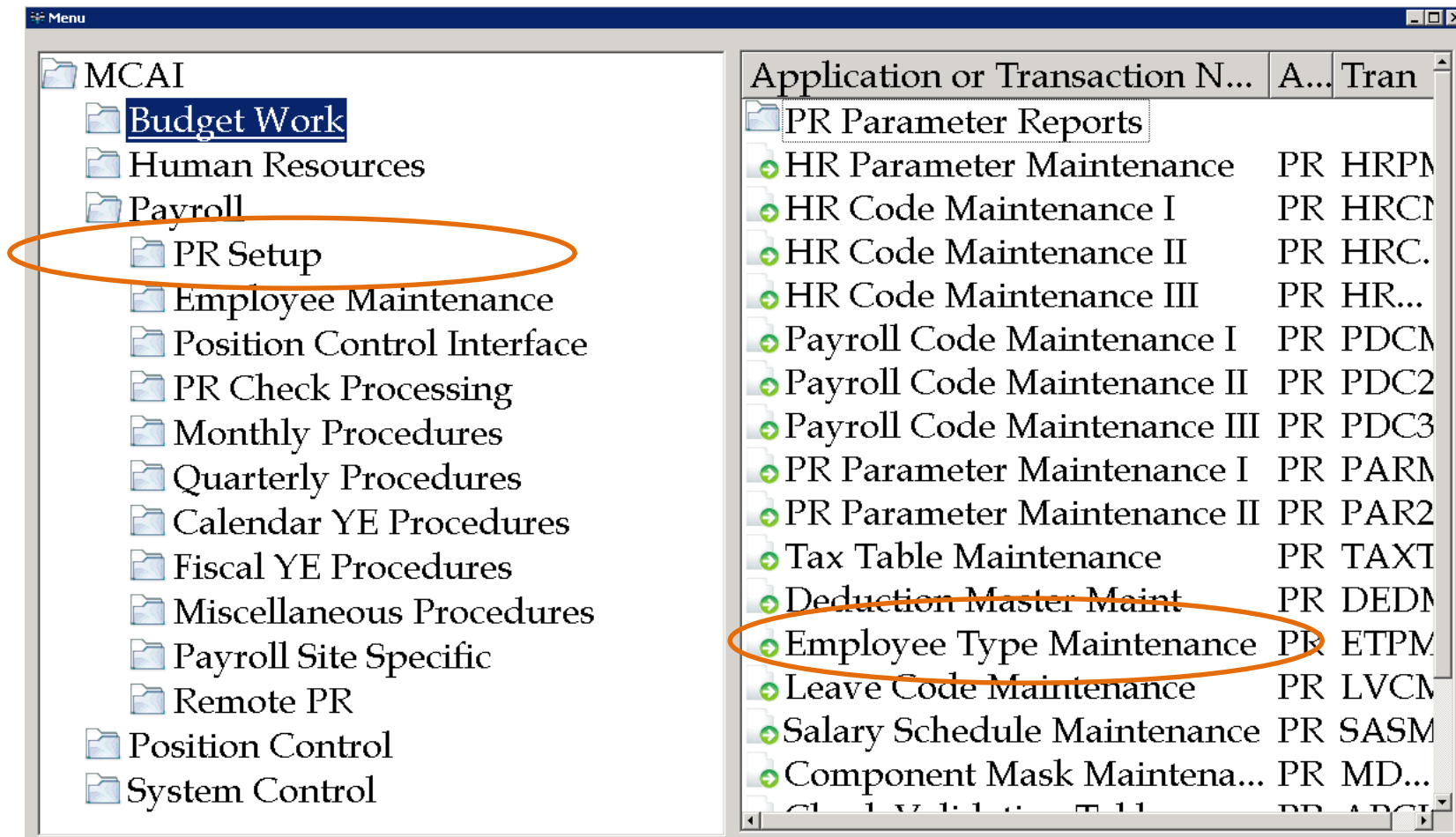
$$187/12 = 15.58$$

$$21 + 21 = 42 \text{ work days}$$

$$41 - 15.58 = 26.42 \text{ accrual days}$$

Updating Accrual Days

Accrual Days are updated in Employee Type Maintenance:



Employee Type Maintenance

PR/ETPM: Employee Type Maintenance (v3.04)

1. Employee Type 2. Leave Information 3. Mandatory Ded 4. Substitute Info

Employee Type: TC9 Position Desc: TEACHER 9 MONTH ☐ Board Member

Certified Code: C Contract Days: 187 ☐ State Based Salary

Work Hrs/Day: 8.00 Work Months/Year: 12.0 ☐ Use Contract Date Range

Sub's Units: D # of Accrual Days: 26.42 Rate Code: ☒ Salaried ☐ Daily ☐ Hourly

Leave Units: D Retire Mem. Class Cd: 01 ☐ Overtime Computation

Pay Class Code: Work Comp Code: ☐ Exempt from Overtime

State Empl Type: Work Comp Rate: 0% ☒ Elig For Sub

Sick Bank Type: S Job Type: ☒ Include Job in LEAPS Reporting

Ext Sub Days: 0 State Supp Type: ☐ Update Budget Max ☐ Confirm?

Offer of Coverage Code: 1A ☐ Regular ☐ Supplemental Pay

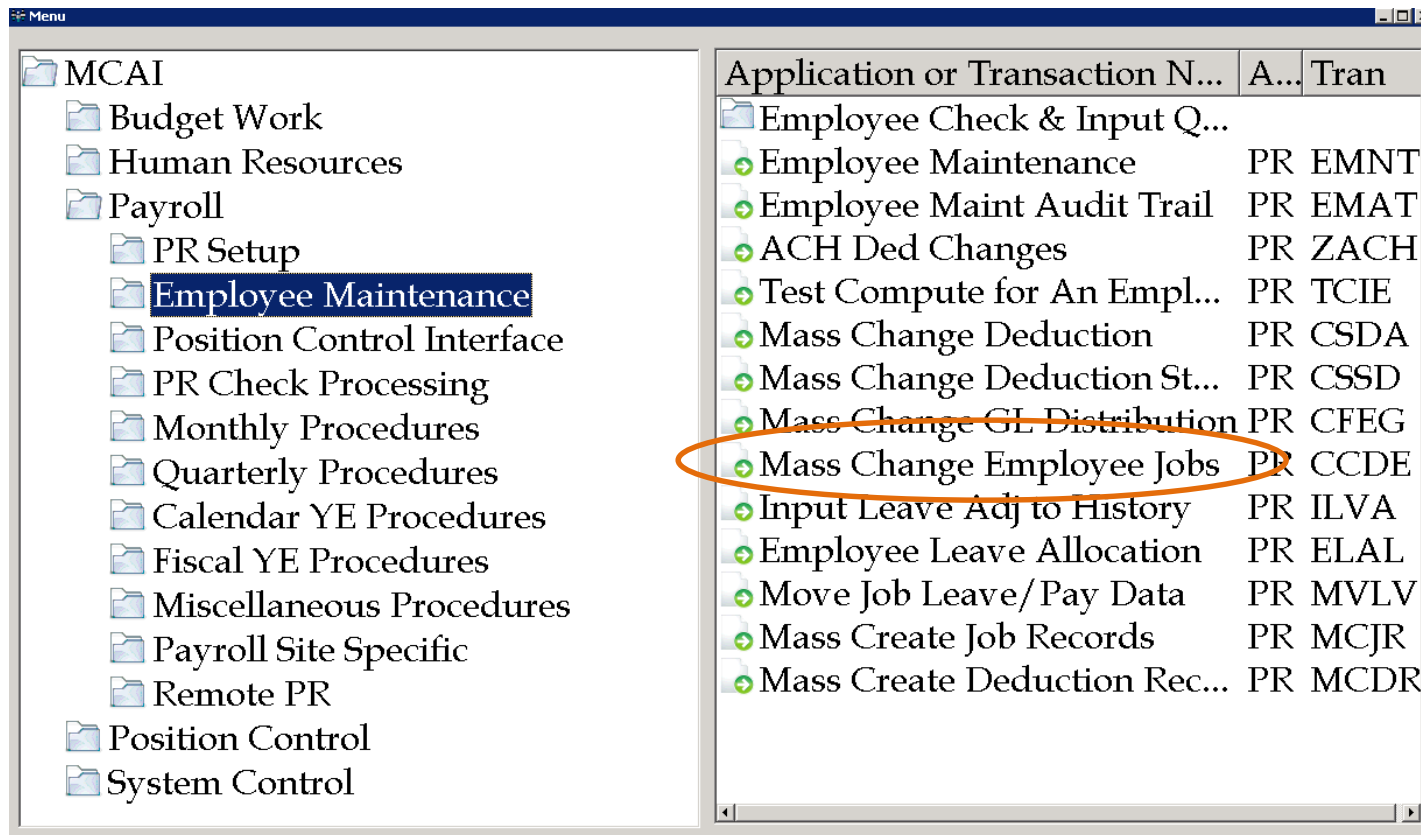
☐ OVT ☐ Substitute Pay

☐ Pay Adj ☐ Leave Adjustments

Change Mode: Enter the Data Fields to be Changed

- Click Change, enter the new number for accrual days and then Save. You will need to do this for each employee type.

Mass Change Employee Jobs



- Once all employee types are updated with the new accrual days you will need to update each employee

PR/CCDE: Mass Change Employee Jobs (v3.04)

Employee Types			Job Status	
Type	Description	Type Uses Contract Date R...	Stat	Descripti...
<input checked="" type="checkbox"/> 13S	SUPPORT - 13 CH...	No	<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> 13TC	TEACHER - 13 M...	No	<input type="checkbox"/> L	On Leave
<input checked="" type="checkbox"/> ACCT	ACCOUNTANT	No	<input type="checkbox"/> P	Applicant
<input checked="" type="checkbox"/> ACSP	ACCOUNTING SP...	No	<input type="checkbox"/> R	Retiree S...
<input checked="" type="checkbox"/> ACTP	ACCOUNTANT - ...	No	<input type="checkbox"/> S	Substitute
<input checked="" type="checkbox"/> ADAS	ADMINISTRATIV...	No	<input type="checkbox"/> T	Terminat...
<input checked="" type="checkbox"/> ADMIN	ADMINISTRATION	No		
<input checked="" type="checkbox"/> AFTR	AFTER SCHOOL ...	No		
<input checked="" type="checkbox"/> ATTA	ATTACHMENT	No		

☐ Update Hourly/Daily Code
☐ Update (Reset) Salary Periods
☒ Update Accrual Days
☐ Update Hours/Day
☐ Update Contract Dates
☐ Include in LEAPS Reporting
☐ Update Job Type
☐ Update ACA Offer of Coverage

☐ Employee ☒ Job ☐ Service

☐ Update Contract Days

- ☐ From Employee Type
- ☐ From Salary Schedule

☒ All ☐ Only if Less than Emp Type/Sal Sched

Hired Before: 10/01/2016

Enter Selection Criteria, Click Enter(F1) To Generate Report

Under Mass Change Employee Jobs

- Select the Employee Types you want to update
- Select Job Status. We update Active only
- Select Update Accrual Days
- Select to update Job
- Set Hired Before date. We use 10/1 since there will not be accrued days for employees hired after this date
- Click Enter (F1)

File Edit Tools Toolbar Windows Favorites Help

Enter Default Last Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/CCDE: Mass Change Employee Jobs (v3.04)

Empl #	Name	J...	Type	Empl Type Desc...	P.	Job Hire	Curr Accrual ...	New Accrual
<input checked="" type="checkbox"/> 1572		1	AP10	ASST PRINC 20...	M.	08/02/2...	26.42	37
<input checked="" type="checkbox"/> 3523		1	AP10	ASST PRINC 20...	M.	07/16/2...	10.84	37
<input checked="" type="checkbox"/> 1682		1	AP11	ASST PRINCIP...	M.	08/06/2...	26.42	19.34
<input checked="" type="checkbox"/> 3110		1	BD	BUS DRIVER	M.	08/19/2...	9.66	25.83
<input checked="" type="checkbox"/> 3452		1	BD	BUS DRIVER	M.	08/06/2...	9.66	25.83
<input checked="" type="checkbox"/> 3472		1	BD	BUS DRIVER	M.	08/06/2...	9.66	25.83
<input checked="" type="checkbox"/> 3450		1	BUSA	BUS AIDE	M.	08/06/2...	9.66	25.83
<input checked="" type="checkbox"/> 3477		1	BUSA	BUS AIDE	M.	08/06/2...	9.66	25.83
<input checked="" type="checkbox"/> 1590		3	CCH	COACHING SU...	M.	01/16/2...	24.41	28.25
<input checked="" type="checkbox"/> 1067		1	CLER	CLERICAL AID...	M.	08/11/2...	28.25	32.42
<input checked="" type="checkbox"/> 3594		1	CORD	AFTER SCHOO...	M.	08/04/2...	9.66	25.58
<input checked="" type="checkbox"/> 3512		1	CR10	TEACHER - CA...	M.	08/03/2...	10.84	33.33
<input checked="" type="checkbox"/> 2073		1	FSFT	FOOD SERVICE...	M.	01/21/2...	0	26.5
<input checked="" type="checkbox"/> 3563		1	FSFT	FOOD SERVICE...	M.	08/03/2...	9.66	26.5
<input checked="" type="checkbox"/> 3603		1	FSFT	FOOD SERVICE...	M.	08/03/2...	9.66	26.5
<input checked="" type="checkbox"/> 3410		1	NRS	NURSE	M.	08/03/2...	9.66	26.42
<input checked="" type="checkbox"/> 3531		1	NRS	NURSE	M.	08/03/2...	9.66	26.42
<input checked="" type="checkbox"/> 3569		1	PETA	PE ASST	M.	08/05/2...	9.66	24.83
<input checked="" type="checkbox"/> 3469		1	PETC	TEACHER - PE	M.	04/06/2...	10.84	26.42
<input checked="" type="checkbox"/> 3534		1	PETC	TEACHER - PE	M.	08/03/2...	10.84	26.42
<input checked="" type="checkbox"/> 3583		1	PETC	TEACHER - PE	M.	08/03/2...	10.84	26.42

Select Employee Job Records to Update and Click Save,
or Click Clear to Select Different Criteria

- You will have returned a list of employees showing current accrual days and new accrual days. Verify the changes. If a change does not need to occur, you will need to “uncheck” the employee number.
- Once you are OK with the data, click “save” and the new accrual days will populate the accrual days information under Employee Maintenance for each employee.

Employee #	Name (Last, First M)	SSN	Person Id	Current Form
1829			478	Job Pay Record

Job Number	1	Employee Type: SPCH	SPEECH PATHOLOGIST
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Contract Days	187.00	State Salary Unit	0.00	Total of All Active Jobs Annual: 67,996.94 Monthly: 5,666.41
Percent Worked	100%	State Based Salary	0.00	
Annual Salary	67,996.94	Full Time Earnings	0.00	
Salaried Periods	12	Summer Pay Flag		
Pay Period Salary	5,666.41	<input checked="" type="checkbox"/> Include Job in LEAPS Reporting		
Hourly/Daily Code	D	<input type="checkbox"/> Use Pay Dates	<input type="checkbox"/> Use End Pay Date	
Hours Per Day	8.00		9 / 16 / 2021	Thru 9 / 16 / 2021
Rate of Pay	363.62	<input type="checkbox"/> Use Contract Dates		
Overtime Rate	545.43		1 / 1 / 1900	Thru 1 / 1 / 1900
Accrual Days	26.42	<input type="checkbox"/> Calculate Salaries		

- Once the update is complete, you can verify the new accrual days data under the Job Pay Record

Extracting Payroll Accrual Data

The screenshot displays a software interface with two main panels. The left panel shows a hierarchical file tree under the 'MCAI' root. The right panel shows a list of transactions with columns for 'Application or Transaction Name', 'Ap', and 'Tran'.

File Tree (Left Panel):

- MCAI
 - Budget Work
 - Human Resources
 - Payroll
 - PR Setup
 - Employee Maintenance
 - Position Control Interface
 - PR Check Processing
 - Monthly Procedures
 - Quarterly Procedures
 - Calendar YE Procedures
 - Fiscal YE Procedures
 - Miscellaneous Procedures** (highlighted with a blue box and an orange circle)
 - Miscellaneous PR Maint** (highlighted with a blue box)
 - Miscellaneous PR Reports
 - PR Salary Budgeting
 - Deduction Adjustment Module
 - Payroll Site Specific

Transaction List (Right Panel):

Application or Transaction Name	Ap	Tran
Renumber Check Numbers	PR	RENC
Extract Payroll Accrual Data (highlighted with an orange circle)	PR	EPAD
Update Payroll Info to History	PR	UPIH
Mass Chg Empl Job / Empl Type	PR	USPF
Mass Change Employee Type	PR	MCET

To find this transaction, run a “search” for EPAD

PR/EPAD: Extract Payroll Accrual Data (v3.17)

Fiscal Year 2022

Job Pay Period

Type	Description
<input checked="" type="checkbox"/> M	Monthly
<input checked="" type="checkbox"/> N	No-Pay
<input checked="" type="checkbox"/> S	Semi-Monthly

Job Status

Type	Description
<input checked="" type="checkbox"/> A	Active
<input type="checkbox"/> L	On Leave
<input type="checkbox"/> P	Applicant
<input type="checkbox"/> R	Retiree Substitute
<input type="checkbox"/> S	Substitute
<input type="checkbox"/> T	Terminated

☒ Print Detail Report

Select By GL Component

Export Path: \\tsclient\P\YEAR END REPORTS\FY22\ST34PYFL.TXT

Report Destination

☐ To Printer HOLLYEBECKOFFICE (HP LaserJet M609) (redirected)

☒ To Report Viewer

☐ To File

Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

- Fiscal Year is the year you have completed
- You want the accrual data for Active employees
- Print Detail Report. We save the report in PDF as well as Excel for use during audit

Enter Account Selection Criteria

Acept Selection Criteria

Fiscal Year

2022

Component Name

Sort Order

Beginning Value

Ending Value

Fund

1

zz

Add Item

Component Contains: Fd






Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value	

Enter the Desired Fiscal Year(s) and Fiscal Period(s)

Use the Add Item Button to Accept Components and Values

Click on the List to Change the Component, Double Click to Remove

Name	Date modified	Type	Size
 account detail	10/7/2020 3:43 PM	Adobe Acrobat D...	93 KB
 account detail	11/4/2020 2:02 PM	Microsoft Excel 97...	262 KB
 employee detail	10/7/2020 3:41 PM	Adobe Acrobat D...	176 KB
 employee detail	11/4/2020 4:20 PM	Microsoft Excel 97...	448 KB
 ST34PYFL	10/7/2020 3:38 PM	Text Document	156 KB

3 Reports will be generated:

ST34PYFL.TXT is the text document to be sent to whoever provides your
GASB34 Statement

Payroll Accrual Journal Entries and Employee Detailed Accrual Listing will be used during
audit

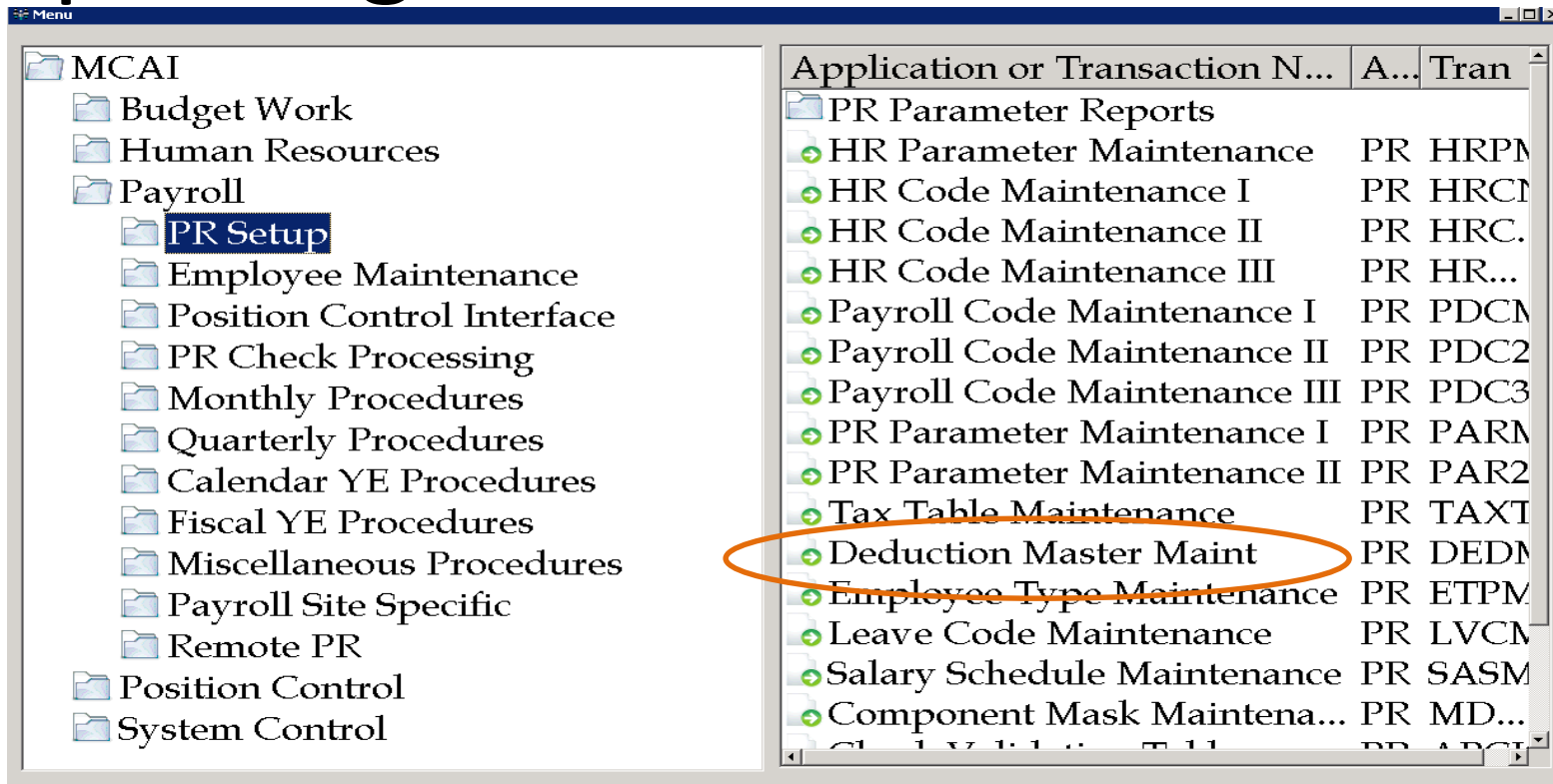
Employee Detailed Accrual Listing

	<u>COUNT</u>	<u>AVG DAYS</u>		<u>AVG RATE</u>	<u>AVG AMOUNT</u>	<u>AVG SS MATCH</u>	<u>AVG MCR MATCH</u>	<u>AVG RET MATCH</u>	<u>AVG UC</u>
FY17									
JOB 1 TOTALS	968	20,287.71		224,545.64	4,786,560.25	296,765.97	69,405.07	559,900.36	956.92
JOB 1 AVERAGE		20.96		231.97	4,944.79	0.0620	0.0145	0.1170	0.0002
FY18									
JOB 1 TOTALS	1010	20,004.20		241,222.02	4,785,246.90	296,685.40	69,385.68	567,407.98	478.82
JOB 1 AVERAGE		19.81		238.83	4,737.87	0.0620	0.0145	0.1186	0.0001
FY19									
JOB 1 TOTALS	1031	21,819.55		256,343.15	5,511,247.41	341,697.87	79,913.18	663,791.68	2,204.37
JOB 1 AVERAGE		21.16		248.64	5,345.54	0.0620	0.0145	0.1204	0.0004
FY20									
JOB 1 TOTALS	1033	22,368.30		257,087.87	5,646,179.71	350,063.63	81,869.93	678,759.91	565.25
JOB 1 AVERAGE		21.65		248.87	5,465.81	0.0620	0.0145	0.1202	0.0001
FY21									
JOB 1 TOTALS	1052	22,486.90		273,960.94	5,957,346.77	369,356.23	86,381.62	709,279.01	0.00
JOB 1 AVERAGE		21.38		260.42	5,662.88	0.0620	0.0145	0.1191	0.0000

Payroll Accrual Journal Entries

A	B	C	D	E	F	G	H	I	J	K	L	M
Fd	C	Func	Obj	CCtr	SFnd	Y	Prog	Spec	ACCOUNT DESCRIPTION	TYPE	DEBIT	CREDIT
11	2	211	0	0	1110	0	0	0	SALARIES AND WAGES P	Credit		3,560,709.62
11	2	211	0	0	1220	0	0	0	SALARIES AND WAGES P	Credit		26,360.41
11	2	211	0	0	1221	0	0	0	SALARIES AND WAGES P	Credit		360.15
11	2	211	0	0	1230	0	0	0	SALARIES AND WAGES P	Credit		61,437.71
11	2	211	0	0	1252	0	0	0	SALARIES AND WAGES P	Credit		1,394.76
11	2	211	0	0	1310	0	0	0	SALARIES AND WAGES P	Credit		159,385.90
11	2	211	0	0	1410	0	0	0	SALARIES AND WAGES P	Credit		7,185.73
11	2	211	0	0	1520	0	0	0	SALARIES AND WAGES P	Credit		1,538.38
11	2	211	0	0	6001	0	0	0	SALARIES AND WAGES P	Credit		606,794.38
11	2	213	0	0	1110	0	0	9011	RETIREMENT BENEFITS	Credit		413,022.58
11	2	213	0	0	1220	0	0	9011	RETIREMENT BENEFITS	Credit		3,031.72
11	2	213	0	0	1221	0	0	9011	RETIREMENT BENEFITS	Credit		42.17
11	2	213	0	0	1230	0	0	9011	RETIREMENT BENEFITS	Credit		7,194.36
11	2	213	0	0	1252	0	0	9011	RETIREMENT BENEFITS	Credit		163.33
11	2	213	0	0	1310	0	0	9011	RETIREMENT BENEFITS	Credit		18,142.51
11	2	213	0	0	1410	0	0	9011	RETIREMENT BENEFITS	Credit		841.45
11	2	213	0	0	1520	0	0	9011	RETIREMENT BENEFITS	Credit		180.15
11	2	213	0	0	6001	0	0	9011	RETIREMENT BENEFITS	Credit		69,725.74
11	2	214	0	0	1110	0	0	9003	SOCIAL SECURITY BENE	Credit		220,764.11
11	2	214	0	0	1220	0	0	9003	SOCIAL SECURITY BENE	Credit		1,634.34
11	2	214	0	0	1221	0	0	9003	SOCIAL SECURITY BENE	Credit		22.33
11	2	214	0	0	1230	0	0	9003	SOCIAL SECURITY BENE	Credit		3,809.15
11	2	214	0	0	1252	0	0	9003	SOCIAL SECURITY BENE	Credit		86.48
11	2	214	0	0	1310	0	0	9003	SOCIAL SECURITY BENE	Credit		9,881.83
11	2	214	0	0	1410	0	0	9003	SOCIAL SECURITY BENE	Credit		445.52
11	2	214	0	0	1520	0	0	9003	SOCIAL SECURITY BENE	Credit		95.38
11	2	214	0	0	6001	0	0	9003	SOCIAL SECURITY BENE	Credit		27,621.17

Updating Deduction Rates



- PR Setup
- Deduction Master Maintenance

Deduction Master Maintenance

PR/DEDM: Deduction Master Maint (v3.13)

Deduction # 11 Ded. Desc. RETIREMENT Short Desc RET

1. General 2. Deduction Parameters 3. Deduction Type Options

Sheltered From

- ☒ Federal Tax
- ☐ State Tax
- ☐ Social Security
- ☐ Medicare
- ☐ City Tax
- ☐ County Tax
- ☐ Retirement
- ☐ SUI Tax
- ☒ Garnishment

☒ Process Thru Payroll

☒ Print Check

☐ Round Ded Amount

☐ Local Tax Fringe Benefit

☒ Ded Maintainable

☐ Qualify Retirement

☐ Mandatory Deduction

☐ Mandatory By Empl Type

☒ Store Deduction Wages

☒ Allow on Empl Master

☐ Allow on Empl Job

☐ Inactive

Wage Base Code

- ☒ Actual Pay Pd
- ☐ Earnings
- ☐ Full Time
- ☐ Earnings
- ☐ State Based
- ☐ Salary

Employee

DT Amt \$ ☐ 0.00

DT % ☒ 7.5%

Employer

DT Amt \$ ☐ 0.00

DT % ☒ 12.59%

Update Employee Deduction Records

The Transaction PR/CSDA Must Be Run To Update The Employees Currently Using Deduction 11.

Would You Like To Run This Transaction Now?

Yes No

- Click Change
- Change Employer DT% to new rate
 - FY23 Tier 1 - 12.59%
 - FY23 Tier 2 - 11.32%
- Click Save
- You will be prompted to “update employees” answer “yes”

Mass Change Deduction

PR/CSDA: Mass Change Deduction (v3.13)

Deduction Number RET

Apply Changes To:

☐ Monthly Percent - Employee ☐ Monthly Percent - Employer ☐ Total Deducted ☐ Limit on Deduction - Employee

☒ Ignore Old Percent and Write New Percent to All Records

Old Percent New Percent %

☐ Update Benefit Code ☐ Update Division Code

Sta...	Description
<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> L	On Leave
<input checked="" type="checkbox"/> P	Applicant
<input checked="" type="checkbox"/> R	Retiree Subst...

Select Data Update Paramters and Press Enter (F1)

- If using 1 deduction for both Tiers of retirement – uncheck “ignore old percent” and enter Old % and New % (you will run this job for both tiers)
- Click Enter

Enter Add Change Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/CSDA: Mass Change Deduction (v3.13)

Deduction Number RET

Em...	Name (Deduct # 11 - RET)	Curr E...	New E...	Pay...	Pay...	Pay...	Pay...	Pay...	Pay...
<input checked="" type="checkbox"/> 1000		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1004		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1005		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1012		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1013		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1021		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1022		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1023		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1025		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1026		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1041		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1048		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1049		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1054		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1059		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1062		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...
<input checked="" type="checkbox"/> 1065		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	12.5...

Check/Uncheck the Employees to Change, then Press Save
738 Records Found

- You will have returned a list of employees showing the current retirement rate and the new retirement rate. Verify the changes. If a change does not need to occur, you will need to “uncheck” the employee number.
- Once you are OK with the data, click “save” and the new retirement rate will populate the deduction data under Employee Maintenance for each employee.
- You will repeat this process for Tier 2 rates for employee and employer rate changes.

PR/CSDA: Mass Change Deduction (v3.13)

Deduction Number RET

Apply Changes To:

☐ Monthly Percent - Employee
 ☒ Monthly Percent - Employer
 ☐ Total Deducted
 ☐ Limit on Deduction - Employee

☒ Ignore Old Percent and Write New Percent to All Records
 ☐ New Percent %

☐ Update Benefit Code
 ☐ Update Division Code

Employee Status

Sta...	Description
<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> L	On Leave
<input checked="" type="checkbox"/> P	Applicant
<input checked="" type="checkbox"/> R	Retiree Subst...

Select Data Update Paramters and Press Enter (F1)

- If using separate deduction for each Tier – leave “ignore old percent” checked. Each employee with this deduction number will be changed to the corresponding percentage regardless of the current rate listed.
- Click Enter

Deduction Number

11

RET

Em...	Name (Deduct # 11 - RET)	Curr Em...	New E...	Pay...	Pay...	Pay...	Pay...	Pay...	P^
<input checked="" type="checkbox"/> 1000		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1001		12.51%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1002		12.51%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1003		12.01%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1004		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1005		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1006		11.94%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1007		12.01%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1008		11.71%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1009		12.51%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1010		12.41%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1011		12.51%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1012		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1013		12.43%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1014		11.94%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1015		12.51%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1
<input checked="" type="checkbox"/> 1016		10.08%	12.59%	M	12.5...	12.5...	12.5...	12.5...	1

Check/Uncheck the Employees to Change, then Press Save
2,624 Records Found

- You will have returned a list of employees showing the current retirement rate and the new retirement rate. Verify the changes. If a change does not need to occur, you will need to “uncheck” the employee number.
- Once you are OK with the data, click “save” and the new retirement rate will populate the deduction data under Employee Maintenance for each employee.
- You will repeat this process for each retirement deduction numbers.

Deductions to Change for FY23:

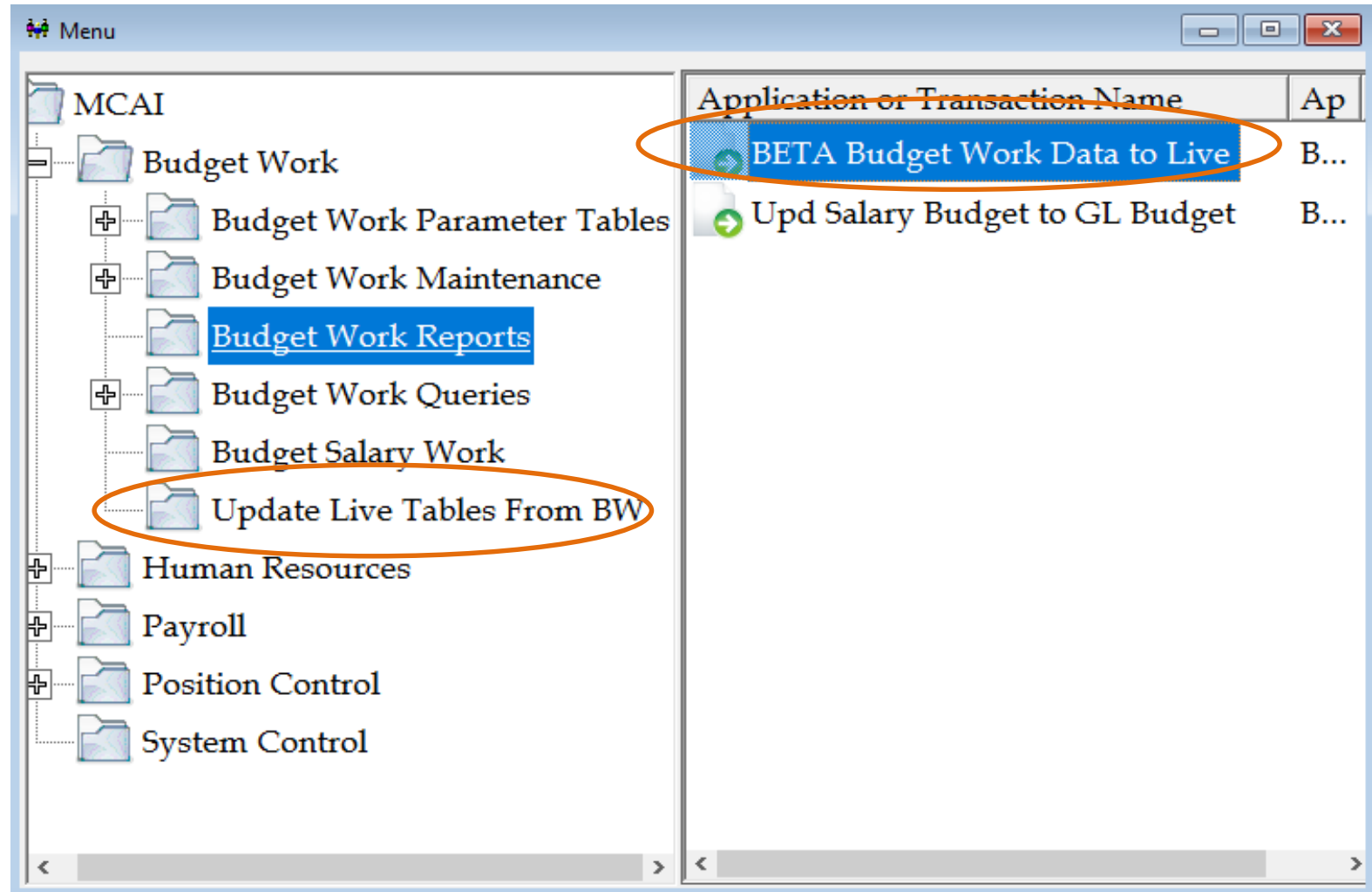
- Retirement:
 - Tier I: Employer rate 12.59%
 - Tier II: Employer rate 11.44%
- Unemployment Compensation:
 - Rate will vary by district

FY23 GL Accounts

This can be accomplished 4 different way:

- Using Budget Works
- Fiscal Year End Reorganization
- Build a Salary Work File and update new fiscal year GL from Salary Work File
- Manually adding GL accounts on each employee job through employee maintenance

Updating Through Budget Works



Enter Add Change Delete Update Inquire Next Back Clear Search PrtScr Exit

BW/BDLV: Copy Master Bud Tables to Live (v4.22) **** Budget Work **** Budget Work **** Budget Work ****

Copy to Live Tables
☐ Master Payroll Tables ☒ Employee Maintenance Tables

☐ Update GL Only ☒ Add/Update Employee Data

☒ Add New Employee Records
☒ Add New Job Records
☒ Add GL and Update Pay Related Data on Existing Employees

Fiscal Year 2023 ☒ Delete Existing G/L for FY 2023

New Empl/Status Diff

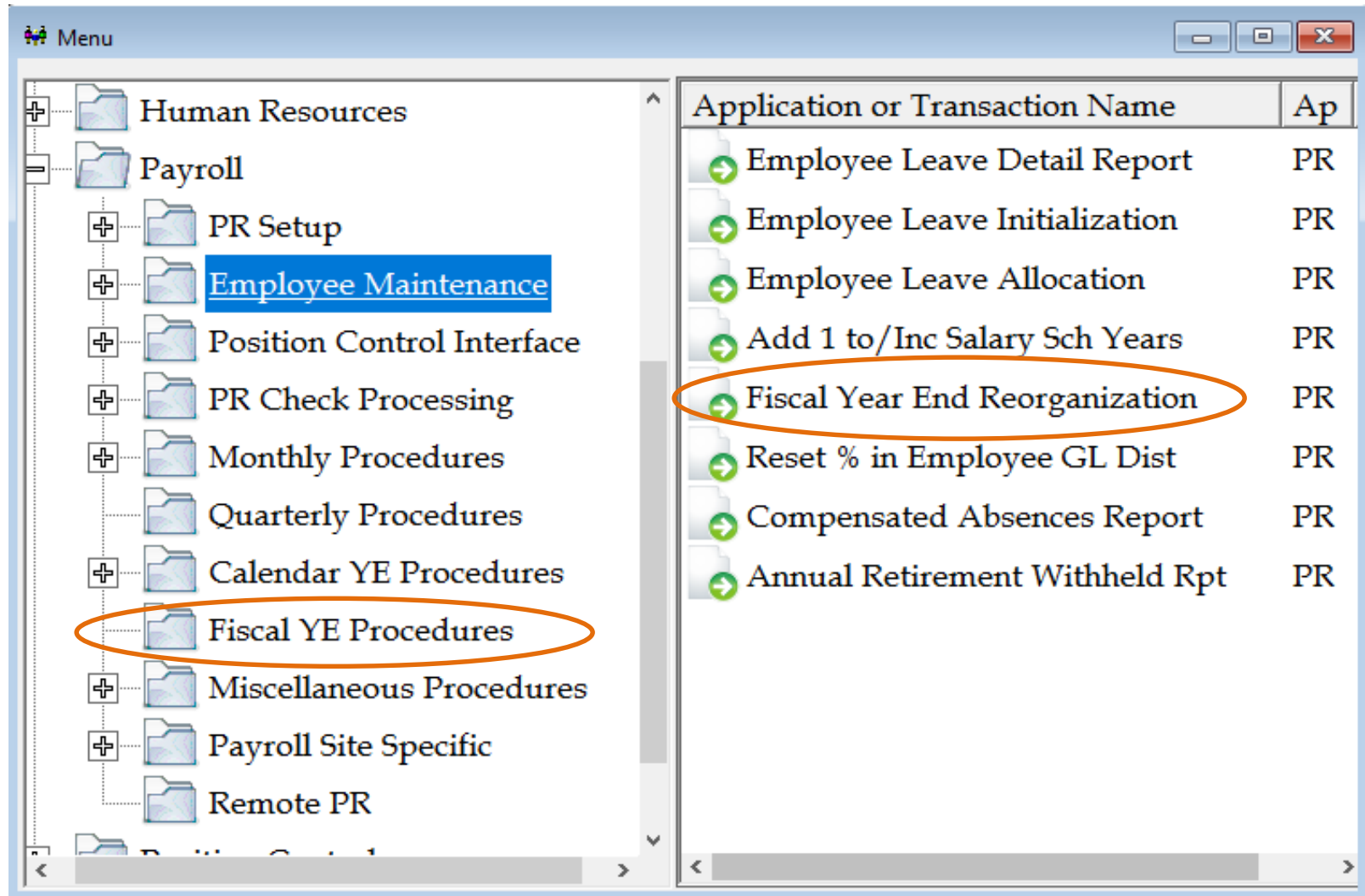
Employee Types

Code	Description	Days	Cert
<input type="checkbox"/> ACCT	ACCOUNTANT	238	N
<input type="checkbox"/> ACTP	ACCOUNTANT - PAYRO...	238	N
<input type="checkbox"/> ACSP	ACCOUNTING SPECIALI...	238	N
<input type="checkbox"/> AD...	ADMINISTRATION	238	C
<input type="checkbox"/> ADAS	ADMINISTRATIVE ASST	220	C
<input checked="" type="checkbox"/> CORD	AFTER SCHOOL COORD...	185	N
<input checked="" type="checkbox"/> AFTR	AFTER SCHOOL WORKER	180	N
<input checked="" type="checkbox"/> AIFT	AIDE - FULL TIME	182	N
<input checked="" type="checkbox"/> AIPT	AIDE - PART TIME	182	N
<input type="checkbox"/> ASST	ASSISTANT SUPERINTE...	238	C
<input type="checkbox"/> ASSO	ASSOCIATE SUPERINTE...	238	C
<input checked="" type="checkbox"/> AP10	ASST PRINC 204 DAYS	204	C
<input type="checkbox"/> AP11	ASST PRINCIPAL 220 DA...	220	C
<input type="checkbox"/> AP12	ASST PRINCIPAL 238 DA...	238	C

Budget Work Payroll Data Successfully Copied to Live
 New Employee Records Added From Budget Work

Update FY23 GL accounts as you bring in each employee type to start their new contract pay

Fiscal Year End Reorganization



Fiscal Year End Reorganization

PR/FYER: Fiscal Year End Reorganization (v3.06)

☒ Update GL Distribution ☐ Update Job Pay Records Not Available (Payroll Param-MaxAmt on GL)

Copy G/L Records to Fiscal Year: 2023 ☒ Update Budget

General Ledger Distribution

☒ Copy GL Distribution From FY: 2022 ☒ Copy Only On Jobs Missing GL in FY2023

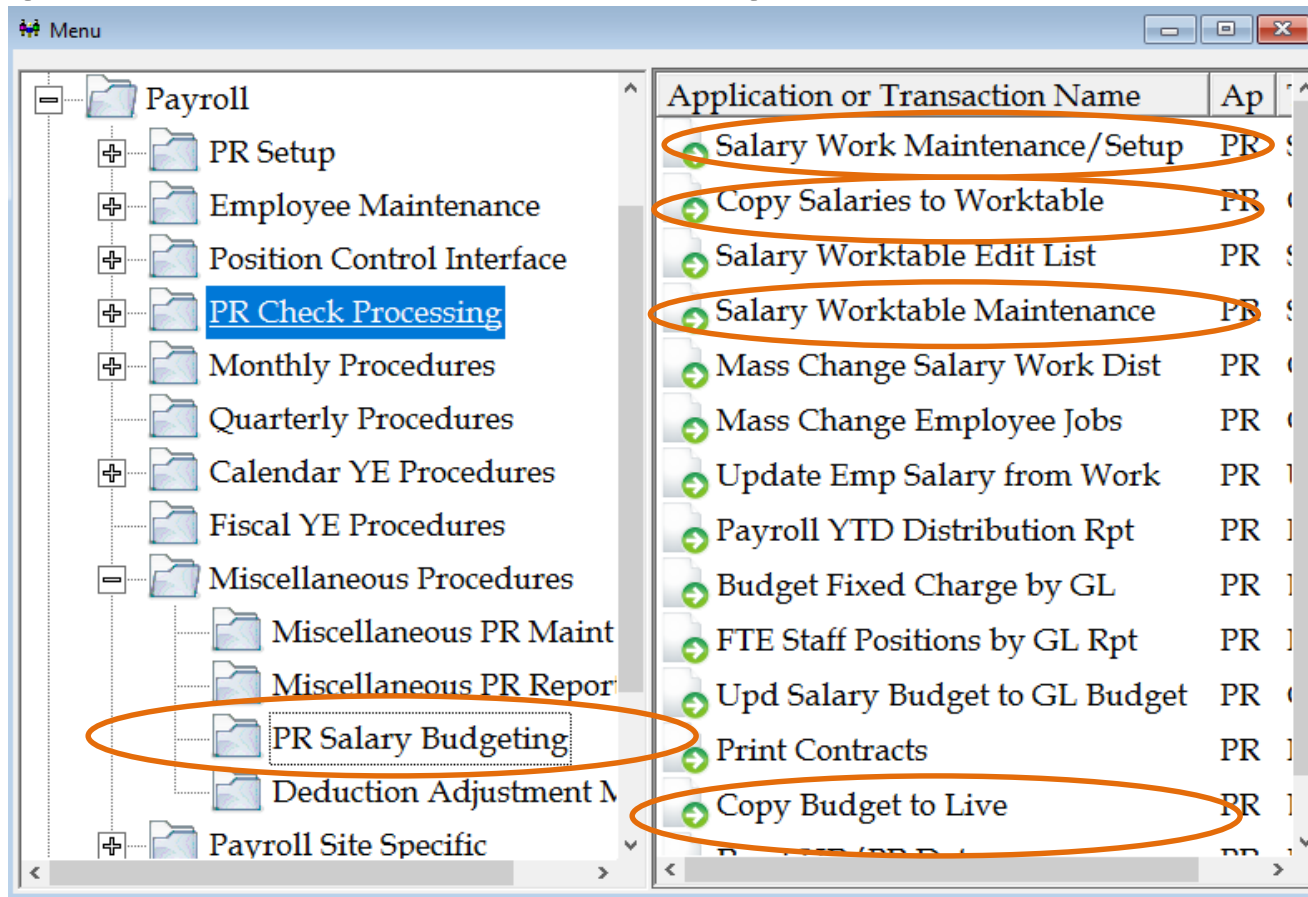
☒ Zero FYTD Amounts in FY2023 ☐ Delete ALL Existing Records in FY2023

Employee Types		Salary Schedules		Pay Periods		Status	
Code	Description	Code	Description	Code	Description	Code	Description
<input checked="" type="checkbox"/> 13B	BUS - 13 CHECK	<input checked="" type="checkbox"/> A0	Assistant Principal 200	<input checked="" type="checkbox"/> M	Monthly	<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> 13CU	13 Check Custodian	<input checked="" type="checkbox"/> A1	Assistant Principal 220	<input checked="" type="checkbox"/> N	No-Pay	<input type="checkbox"/> L	On Leave
<input checked="" type="checkbox"/> 13FS	13 CHECK FOOD S	<input checked="" type="checkbox"/> A2	Assistant Principal 240	<input checked="" type="checkbox"/> S	Semi-Monthly	<input type="checkbox"/> P	Applicant
<input checked="" type="checkbox"/> 13N	13 CHECK NURSE	<input checked="" type="checkbox"/> A9	Assistant Principal 200			<input checked="" type="checkbox"/> R	Retiree Substitute
<input checked="" type="checkbox"/> 13S	SUPPORT 13 CHE	<input checked="" type="checkbox"/> AD	Administrative Person			<input checked="" type="checkbox"/> S	Substitute

Select Reorganization Function and Parameters and Press Enter to Update

- Copy existing GL records to new fiscal year
- You can choose to copy GL distribution from current FY
- You can choose to copy all or only jobs with missing GL accounts

Update from Salary Work File



Step 1

Step 2

Step 3

Step 4

4 Step Process:

- Setup Salary Work File
- Copy Salaries to Work File
- Make needed changes through Worktable Maintenance
- Copy new fiscal year GL accounts to live

PR/SUSW: Salary Work Maintenance/Setup (v3.02)

Salary Work Table Name: FY22GLSET

Source Fiscal Year: 2021 Budget Fiscal Year: 2022

Description: FY22 GL account set

☐ HR Salary Work Name

☐ Divide Salary By Periods

☐ Job Level Contracts

Distribute G/L Percentage By:

☐ Budget Total

☒ Current Amount/Percent

☐ FYTD Total

Record Added

Step 1: Create Salary Work File

PR/CSSW: Copy Salaries to Worktable (v3.34)

Salary Work Name: **FY22GLSET**

FY22 GL account set

Source FY 2021 Budget FY 2022 ☐ Include PC Vacancies

☐ Round Salaries and Benefits

Job Status

Code	Description
<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> L	On Leave
<input type="checkbox"/> P	Applicant
<input type="checkbox"/> R	Part-time Substitute

Job Pay Period

Code	Description
<input checked="" type="checkbox"/> M	Monthly
<input checked="" type="checkbox"/> S	Semi-Monthly

Salary Option

☐ Salary Schedule ☒ Actual Salary ☐ Set to Zero

☐ Increase Actual Salary

Employee Type

Type	Description
<input checked="" type="checkbox"/> 13B	BUS - 13 CHECK
<input checked="" type="checkbox"/> 13CU	13 Check Custodian
<input checked="" type="checkbox"/> 13FS	13 CHECK FOOD SE
<input checked="" type="checkbox"/> 13N	13 CHECK NURSE
<input checked="" type="checkbox"/> 13S	SUPPORT - 13 CHEC
<input checked="" type="checkbox"/> 13TC	TEACHER - 13 MON

Job Location

Loc	Description
<input checked="" type="checkbox"/> 0000	SYSTEM NO COST C
<input checked="" type="checkbox"/> 0001	CENTRAL OFFICE
<input checked="" type="checkbox"/> 0005	AUBURN EARLY EL
<input checked="" type="checkbox"/> 0010	AUBURN HIGH SCH
<input checked="" type="checkbox"/> 0011	AUBURN HIGH SCH
<input checked="" type="checkbox"/> 0020	AUBURN JUNIOR H

Summer Pay Flags

Code	Description
<input checked="" type="checkbox"/> A	Prt Jul/ Aug ...
<input checked="" type="checkbox"/> C	Print Int'l / Att

☐ Copy Hourly/Daily Rate If No Salary

☐ Copy Only if No Salary Schedules Exists for Employee

☐ Use All Jobs to Calculate Benefits

Enter Selection Criteria, Click Enter(F1) To Generate Report

Step 2: Copy Salaries to Work File

PR/SWTM: Salary Worktable Maintenance (v3.03)

Salary Work Name: FY22GLSET

Employee Number: 1000 Thru: 1000

Sal Wor...	Empl No	Empl Name	Job	Fd-C-Func-Obj-CCTR-SFnd...	Base	Othe
FY22GL...	1000		1	12-5-4210-115-0060-5101-...	.00	44,074.

Enter Selection Criteria and (

Enter Add Change Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/SWTM: Salary Worktable Maintenance (v3.03)

Salary Work Name: FY22GLSET FY22 GL account set Source FY 2021 Budget FY 2022 Multiple Search

Employee Number: 1000

Job Number: 1 GL Acct No. 12-5-4210-115-0060-5101-0-8420-0000 CHILD NUTRITION, MANAGER/ASST. MANAGE

1. Salary Expense 2. Benefit Expense

Base Salary .00

Other Salary 44,074.80

Supplemental Salary .00

Extended Day Amt .00

FTE 1.00

Add Mode: Enter Salary Expense.
When Finished Click Save.

Step 3: Make changes through Worktable Maintenance

Enter Add Change Delete Update Inquire Next Back Clear Search PrtScr Exit

PR/BDLV: Copy Budget to Live (v4.22)

Copy to Live Tables

☐ Master Payroll Tables ☒ Employee Maintenance Tables

☒ Update GL Only ☐ Add/Update Employee Data

Fiscal Year 2022 ☒ Delete Existing G/L for FY 2022

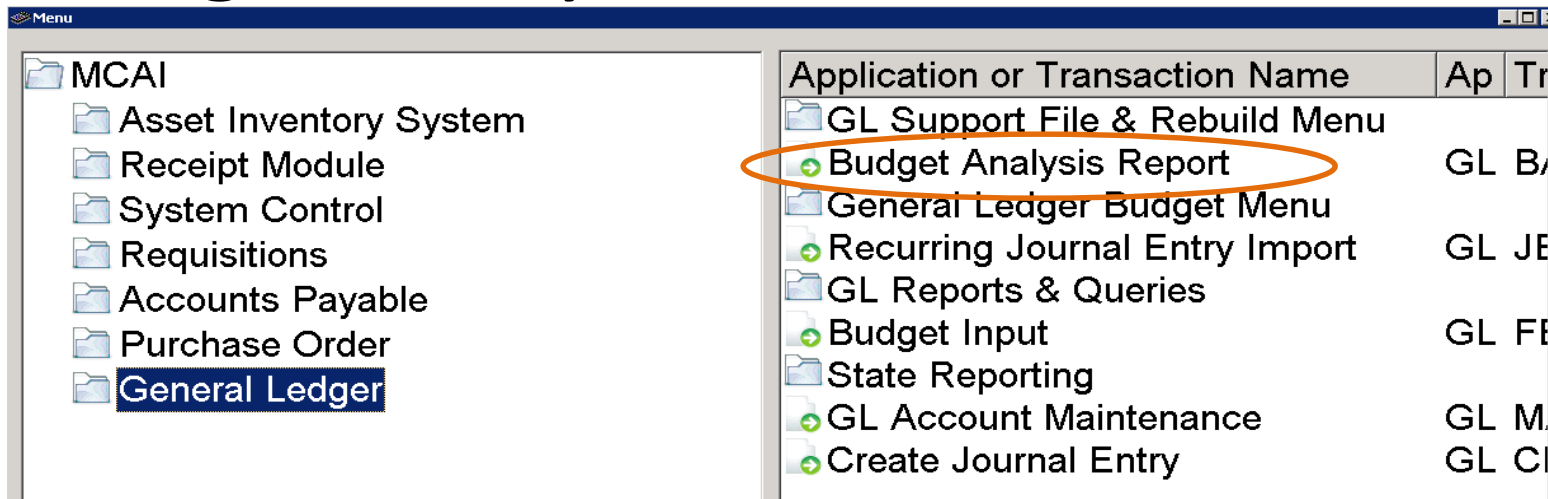
Employee Types

Code	Description
<input checked="" type="checkbox"/> 13B	BUS - 13 CHECK
<input checked="" type="checkbox"/> 13CU	13 Check Custodian
<input checked="" type="checkbox"/> 13FS	13 CHECK FOOD SERVICE
<input checked="" type="checkbox"/> 13N	13 CHECK NURSE
<input checked="" type="checkbox"/> 13S	SUPPORT - 13 CHECKS
<input checked="" type="checkbox"/> 13TC	TEACHER - 13 MONTH
<input checked="" type="checkbox"/> ACCT	ACCOUNTANT
<input checked="" type="checkbox"/> ACSP	ACCOUNTING SPECIALIST
<input checked="" type="checkbox"/> ACTP	ACCOUNTANT - PAYROLL
<input checked="" type="checkbox"/> ADAS	ADMINISTRATIVE ASST
<input checked="" type="checkbox"/> ADMIN	ADMINISTRATION
<input checked="" type="checkbox"/> AFTR	AFTER SCHOOL WORKER
<input checked="" type="checkbox"/> AIA	ACCESS AIDE
<input checked="" type="checkbox"/> AIFT	AIDE - FULL TIME

Select Table(s) to Copy from Budget Work to Live and Press Update (F5)

Step 4: Copy GL account information to live

Budget Analysis Review



- Review payroll and benefits general ledger accounts for accuracy.
- Fiscal year end % of budget should be 100.
- Federal Funds should not be over budget. If so, you will need to move part of the salary expense to another fund source.
- Federal Funds should not have an expense without a budget.
- Use the Salary Transfer function if payroll expense needs to be moved to a different fund source.

RUN DATE: 9/17/2021
RUN TIME: 02:10PM

MCAL BUDGETARY ACCOUNTING SYSTEM
BUDGET ANALYSIS REPORT
AUBURN CITY BOARD OF EDUCATION
THRU FISCAL YEAR-PERIOD-MONTH: 2021-12-September

Page 1 of 1
GLBARP

Description	2020 <u>BUDGET</u>	2020 <u>ACTUAL</u>	2021 <u>BUDGET</u>	2021 <u>YTD ACT</u>	2021 <u>YTD ENC</u>	% OF <u>BUD</u>	<u>VAR</u>
SFund: 3220 PRE-SCHOOL PART B-AG							
*** REVENUES ***							
PRE-SCHOOL PART B- A							
12-4-3220-000-0000-3220-0-0000-0000	25,057.00	25,057.00	33,985.00	33,985.00	0.00	100.00	0.00
*** TOTAL REVENUES:	25,057.00	25,057.00	33,985.00	33,985.00	0.00	100.00	0.00
*** EXPENDITURES ***							
OTHER GENERAL & CENT, INDIRECT COST							
12-5-6910-910-8690-3220-0-4712-0000	510.57	510.57	689.22	631.54	0.00	91.63	57.68
PRESCHOOL, REGULAR TEACHER							
12-5-9140-010-0005-3220-0-4712-0000	18,299.98	18,299.18	24,837.65	22,764.61	0.00	91.65	2,073.04
PRESCHOOL, STATE INSURANCE							
12-5-9140-210-0005-3220-0-4712-0000	2,687.46	2,687.35	3,647.55	3,343.12	0.00	91.65	304.43
PRESCHOOL, STATE RETIREMENT							
12-5-9140-220-0005-3220-0-4712-0000	2,274.69	2,274.60	3,069.93	2,813.69	0.00	91.65	256.24
PRESCHOOL, SOCIAL SECURITY							
12-5-9140-230-0005-3220-0-4712-0000	1,039.39	1,040.23	1,410.72	1,286.79	0.00	91.22	123.93
PRESCHOOL, FEDERAL MEDICARE							
12-5-9140-240-0005-3220-0-4712-0000	243.08	243.26	329.93	300.96	0.00	91.22	28.97
PRESCHOOL, STATE UNEMPLOYMENT C							
12-5-9140-250-0005-3220-0-4712-0000	1.83	1.81	0.00	0.00	0.00	0.00	0.00
*** TOTAL EXPENDITURES:	25,057.00	25,057.00	33,985.00	31,140.71	0.00	91.63	2,844.29
*** SFund 3220 ***							
TOTAL REVENUES:	25,057.00	25,057.00	33,985.00	33,985.00	0.00	100.00	0.00
TOTAL EXPENDITURES:	25,057.00	25,057.00	33,985.00	31,140.71	0.00	91.63	2,844.29
DIFFERENCE:	0.00	0.00	0.00	2,844.29	0.00	0.00	-2,844.29
*** GRAND TOTALS ***							
TOTAL REVENUES:	25,057.00	25,057.00	33,985.00	33,985.00	0.00	100.00	0.00
TOTAL EXPENDITURES:	25,057.00	25,057.00	33,985.00	31,140.71	0.00	91.63	2,844.29
DIFFERENCE:	0.00	0.00	0.00	2,844.29	0.00	0.00	-2,844.29

Salary Transfer

- Use to transfer amount paid between GL accounts
 - System will calculate matching benefits
 - Manual entries are not made
 - Reports generated in Payroll will reflect the new payroll data after transfer
 - Reports generated in Payroll will match reports generated in Budgetary

****Prior to beginning transfer, add the correct GL account to the employee's job under Employee Maintenance / Job G/L Dist form**

[illegible]

Menu

Human Resources

Payroll

PR Setup

Employee Maintenance

Position Control Interface

PR Check Processing

Regular Checks

Supplemental Checks

Vendor Deduction Chec

Offline Checks

Void Checks

Miscellaneous PR Proce

PR Check Reports

Salary Transfer

Monthly Procedures

Application or Transaction N...	Ap	Tran
Payroll Run ID Maintenance	PR	PRID
Check Distribution Transfer	PR	SALT
Post Payroll to GL	PR	PPGL
PR Check Update	PR	UEPT

PR/SALT: Check Distribution Transfer (v3.18)

Employee #

Posting Date

Chk #	Check Date	Gross Wage	Man Ded	Non-Man De...	Net	Status	Type
202378	08-31-2021	3,593.97	756.46	2,837.51	0.00	Paid	Direct...
200863	07-30-2021	3,593.97	756.46	2,837.51	0.00	Paid	Direct...
199431	06-30-2021	3,593.97	756.46	2,837.51	0.00	Paid	Direct...
198211	05-28-2021	3,593.97	756.46	2,837.51	0.00	Paid	Direct...
197053	04-30-2021	3,593.97	756.46	2,837.51	0.00	Paid	Direct...
195889	03-31-2021	3,593.97	756.46	2,837.51	0.00	Paid	Direct...
194730	02-26-2021	3,593.97	756.46	2,837.51	0.00	Paid	Direct...
193575	01-29-2021	3,593.97	756.46	2,837.51	0.00	Paid	Direct...
192427	12-17-2020	3,593.97	758.00	2,835.97	0.00	Paid	Direct...
191255	11-24-2020	3,593.97	758.00	2,835.97	0.00	Paid	Direct...
190095	10-30-2020	3,593.97	758.00	2,835.97	0.00	Paid	Direct...
188918	09-30-2020	3,645.15	770.46	2,874.69	0.00	Paid	Direct...
187788	08-31-2020	3,213.09	665.18	2,547.91	0.00	Paid	Direct...

To Select a Check Number Click in the Listview

- Posting Date will need to be in the month you are currently working in. Do not use a date in a month that is closed.

PR/SALT: Check Distribution Transfer (v3.18)

Employee # 4400 Posting Date 09/30/2021

Check # 190095

Check Date 10/30/2020
 Quarter Number 4
 Cost Center 0075
 Gross Wage 3,593.97
 Fringe Benefit
 Federal Tax 304.34
 Advanced EIC
 State Tax 145.07
 SS Tax 220.97
 MCARE Tax 51.68
 Total Deductions 2,871.91
 Net Check 0.00

1. G/L Distribution

Job	Account Number	Gross	Adj Amt
1	11-5-1100-010-0075-1110-0-1100-0000	3,593.97	

Job 1 Account # 11-5-1100-010-0075-1110-0-1100-0000

Gross 3,593.97 Adjustment -1796.99 Add Item

Click Item in the Listview to
 (Items in Red Are Stale Checks and C
 Add Item to Listview. Press Save to Tra

PR/SALT: Check Distribution Transfer (v3.18)

Employee # 4400 Posting Date 09/30/2021

Check # 190095

Check Date 10/30/2020
 Quarter Number 4
 Cost Center 0075
 Gross Wage 3,593.97
 Fringe Benefit
 Federal Tax 304.34
 Advanced EIC

1. G/L Distribution

Job	Account Number	Gross	Adj Amt
1	11-5-1100-010-0075-1110-0-1100-0000	3,593.97	-1,796.99

Job Account #

Gross Adjustment 0.00 Add Item

PR/SALT: Check Distribution Transfer (v3.18)

Employee # 4400 Posting Date 09/30/2021

Check # 190095

Check Date 10/30/2020
 Quarter Number 4
 Cost Center 0075
 Gross Wage 3,593.97
 Fringe Benefit
 Federal Tax 304.34
 Advanced EIC
 State Tax 145.07
 SS Tax 220.97
 MCARE Tax 51.68
 Total Deductions 2,871.91
 Net Check 0.00

1. G/L Distribution

Job	Account Number	Gross	Adj Amt
1	11-5-1100-010-0075-1110-0-1100-0000	3,593.97	-1,796.99
1	11-5-1100-010-0075-6001-0-1100-0000	0.00	1,796.99

Job Account #

Gross Adjustment Add Item

Page 1 of 1
PRSALT

JOB	ded_no	DESCRIPTION	Fd-C-Func-Obj-Ctr-SFnd-Y-Prog-Spec	EMP AMOUNT	BRD AMOUNT	WAGE AMOUNT
1	1	FED TAX	11-5-1100-010-0075-1110-0-1100-0000	152.17	0.00	1,674.16
1	1	FED TAX	11-5-1100-010-0075-6001-0-1100-0000	152.17	0.00	1,674.17
1	2	ST WH	11-5-1100-010-0075-1110-0-1100-0000	72.53	0.00	1,781.98
1	2	ST WH	11-5-1100-010-0075-6001-0-1100-0000	72.54	0.00	1,781.99
1	3	SOC SEC	11-5-1100-010-0075-6001-0-1100-0000	110.49	110.49	1,781.99
1	3	SOC SEC	11-5-1100-010-0075-1110-0-1100-0000	110.48	110.48	1,781.98
1	4	MEDICARE	11-5-1100-010-0075-6001-0-1100-0000	25.84	25.84	1,781.99
1	4	MEDICARE	11-5-1100-010-0075-1110-0-1100-0000	25.84	25.84	1,781.98
1	5	AUBURN	11-5-1100-010-0075-6001-0-1100-0000	17.97	0.00	1,796.99
1	5	AUBURN	11-5-1100-010-0075-1110-0-1100-0000	17.97	0.00	1,796.98
1	7	SUI	11-5-1100-010-0075-6001-0-1100-0000	0.00	0.00	1,796.99
1	7	SUI	11-5-1100-010-0075-1110-0-1100-0000	0.00	0.00	1,796.98
1	11	RET	11-5-1100-010-0075-6001-0-1100-0000	107.82	201.62	1,796.99
1	11	RET	11-5-1100-010-0075-1110-0-1100-0000	107.82	201.62	1,796.98
1	20	PHPEMPR	11-5-1100-010-0075-6001-0-1100-0000	0.00	400.00	0.00
1	20	PHPEMPR	11-5-1100-010-0075-1110-0-1100-0000	0.00	400.00	0.00
1	21	PHPEMPL	11-5-1100-010-0075-6001-0-1100-0000	15.00	0.00	0.00
1	21	PHPEMPL	11-5-1100-010-0075-1110-0-1100-0000	15.00	0.00	0.00
1	44	TLIFE	11-5-1100-010-0075-6001-0-1100-0000	5.98	0.00	0.00
1	44	TLIFE	11-5-1100-010-0075-1110-0-1100-0000	5.97	0.00	0.00
1	45	AFDIS	11-5-1100-010-0075-6001-0-1100-0000	13.32	0.00	0.00
1	45	AFDIS	11-5-1100-010-0075-1110-0-1100-0000	13.32	0.00	0.00
1	914	WELLS	11-5-1100-010-0075-6001-0-1100-0000	1,275.87	0.00	0.00
1	914	WELLS	11-5-1100-010-0075-1110-0-1100-0000	1,275.87	0.00	0.00

RUN DATE: 09/17/2021
RUN TIME: 03:28PM

MCAI PAYROLL SYSTEM
Salary & Benefits by GL Report (v3.21)
AUBURN CITY BOARD OF EDUCATION
10/01/2020 Thru 09/30/2021

Page 1 of 1
PRSBGL

	<u>GROSS AMT</u>	<u>EMPLOYER SOC SEC</u>	<u>EMPLOYER MEDICARE</u>	<u>EMPLOYER SUI</u>	<u>EMPLOYER RET</u>	<u>EMPLOYER PHPEMPR</u>	<u>TOTAL</u>
11-5-1100-010-0075-1110-0-1100-0000							
4400 [REDACTED]	19,766.78	1,215.28	284.24		2,217.82	4,400.00	27,884.12
Account Total:	19,766.78	1,215.28	284.24		2,217.82	4,400.00	27,884.12
AllComp 115110001000751110011000000 Total:	19,766.78	1,215.28	284.24		2,217.82	4,400.00	27,884.12
<hr/>							
11-5-1100-010-0075-6001-0-1100-0000							
4400 [REDACTED]	19,766.89	1,215.39	284.24		2,217.82	4,400.00	27,884.34
Account Total:	19,766.89	1,215.39	284.24		2,217.82	4,400.00	27,884.34
AllComp 115110001000756001011000000 Total:	19,766.89	1,215.39	284.24		2,217.82	4,400.00	27,884.34
<hr/>							
GRAND TOTALS ==>	39,533.67	2,430.67	568.48		4,435.64	8,800.00	55,768.46

*** END OF REPORT ***

Fund 38

- All clearing accounts must have a zero balance at the end of the fiscal year
- Create a Journal Entry to move cash and interest to your general fund
- Resolve any other account with a balance

RUN DATE: 09/17/2021
RUN TIME: 03:31PM

MCAI BUDGETARY ACCOUNTING SYSTEM
JOURNAL SUMMARY TRIAL BALANCE REPORT
AUBURN CITY BOARD OF EDUCATION
FISCAL PERIOD/YEAR: 0/2021 THRU 12 /2021

Page 1 of 2
GLTBAL

Fund: 38 PAYROLL CLEARING

<u>Fd-C-Func-Obj-C-Ctr-SFnd-Y-Prog-Spec</u>	<u>DESC</u>	<u>ASN</u>	<u>TYPE</u>	<u>DEBIT</u>	<u>CREDIT</u>
38-1-0111-000-0000-0000-0-0000-0000	CASH IN BANK (OPERAT	100239	D	88,576.77	0.00
38-2-0225-000-0000-0000-0-0000-9020	HEALTH INSURANCE DED	200822	C	7,680.00	0.00
38-2-0249-000-0000-0000-0-0000-9005	OTHER PAYROLL WITHHO	200818	C	0.00	93,103.20
38-4-6810-000-0000-0000-0-0000-0000	INTEREST	401621	C	0.00	3,153.57
	Fund 38	SUBTOTAL		96,256.77	96,256.77