



HARRIS
School Solutions

**NextGen
Fiscal
Year End
Reorganization**

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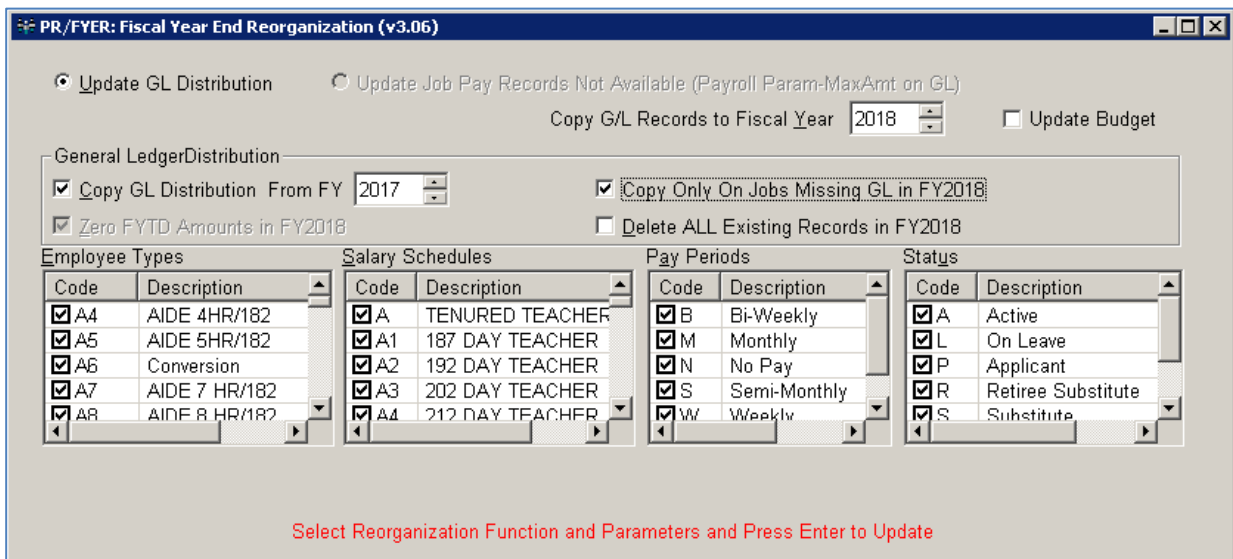
Important Notes

This transaction is used to copy Job G/L account numbers from one fiscal year to the next.

If you pull your account numbers over from Budget Works or update them from PR Salary Budgeting, you may not need to run this transaction. Only use this transaction for employee types whose account numbers were not pulled over from Budget Works or were not updated from PR Salary Budgeting.

Fiscal Year End Reorganization

Payroll>Fiscal YE Procedures>Fiscal Year End Reorganization (PR/FYER)

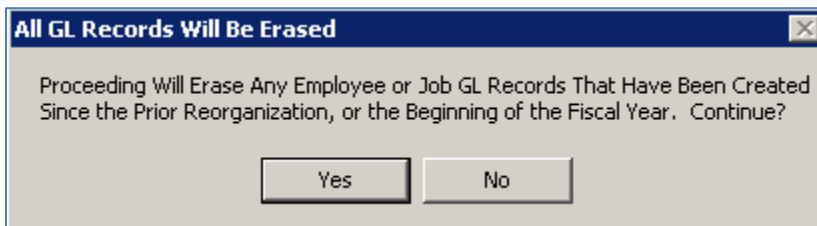


1. Select the **Update GL Distribution** option.
2. Enter the fiscal year you want to copy to in the **Copy G/L Records to Fiscal Year** field.
3. If you want the Budget Amount from the 'from' year GL to copy over to the 'to' year, select the **Update Budget** option.

4. Select **Copy GL Distribution From FY** and enter the fiscal year to copy the new GL distributions from. The GL account, the distribution amount or percent, budget amount and FTE information will be copied to the new fiscal year for each employee job matching the select criteria. The **Zero FYTD Amounts in FY****** will be grayed out when this option is selected and no fiscal year to date amounts will be copied to the new fiscal year.
5. Select either the **Copy Only On Jobs Missing GL in FY****** or **Delete ALL Existing Records in FY******.
 - a. **Delete ALL Existing Records in FY****** - Removes **all** GL distribution records in the 'to' year selected in step 2 before copying the 'from' year records over.
 - b. **Copy Only on Jobs Missing GL in FY****** - Copies the GL to the new year only if there is no GL account number for the job in the selected fiscal year.

Note: If neither option is selected, then the GL accounts will copy over regardless of whether a GL exists on the job, and since no records are deleted the result could be GL account numbers that total greater than 100%.

6. Select the **Employee Types** you want to update.
7. Select the **Salary Schedules** you want to update.
8. Select the **Pay Periods** you want to update.
9. Select the **Job Statuses** you want to update.
10. Click on the **Enter** button.
11. If you have selected the **Delete ALL Existing Records in FY****** option a warning message will display. Click **Yes** to continue or **No** to stop the process.



12. Once the process is complete a message will display at the bottom of the transaction that records have been updated.

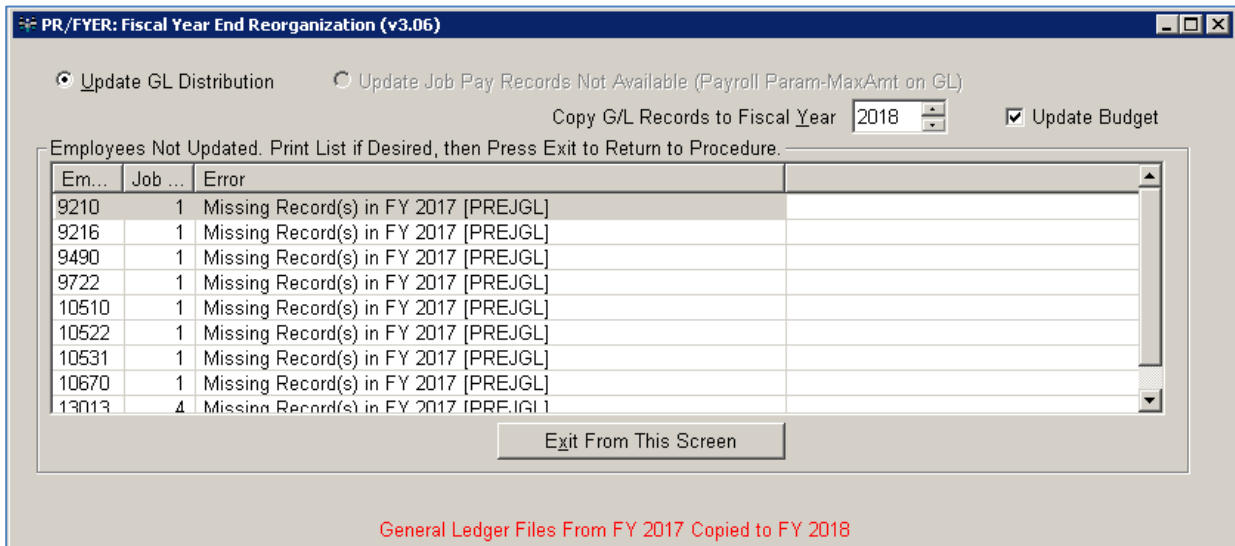
General Ledger Files From FY 2017 Copied to FY 2018

Fiscal Year End Reorganization Errors

You may have a listing of employees that did not update. You can print out the error list or export it to Excel by clicking on the PrtScr button in the toolbar above the transaction.

Common Error:

Missing Record(s) in FYxxxx [PREJGL] - No GL account number existed in the source fiscal year for the employee job and therefore there was nothing for the system to copy over to the new fiscal year. If the employee should have a GL for the referenced job in the new fiscal year, you will need to add it manually in the Employee Maintenance Job G/L screen.



Payroll Compute Errors

Missing Account Numbers

If there are still any missing account numbers for employees that are going to be processed in a new fiscal year payroll you will see critical compute errors when the Pre-Compute Payroll (PR/PCOM) transaction is run. To correct the error, manually enter the account number in the Employee Maintenance Job G/L screen and run the Pre-Compute Payroll transaction again. If the error is not corrected, the employee will not process with the payroll, and therefore will not be paid.

<u>RLOC</u>	<u>EMPLOYEE</u>	<u>NAME</u>	<u>ERROR</u>	<u>PAYROLL COMPUTE EXCEPTION MESSAGE</u>
0080	11		***	Job #1 (T) No General Ledger Distribution Records Exist for Current Fiscal Year
0080			***	Job #38 (CS) No General Ledger Distribution Records Exist for Current Fiscal Year
0075	723		***	Job #1 (T4) No General Ledger Distribution Records Exist for Current Fiscal Year
8410	1105		***	Job #1 (BD) No General Ledger Distribution Records Exist for Current Fiscal Year
8410			***	Job #5 (BL) No General Ledger Distribution Records Exist for Current Fiscal Year
0030	1107		***	Job #1 (T) No General Ledger Distribution Records Exist for Current Fiscal Year
0030	1149		***	Job #1 (LB) No General Ledger Distribution Records Exist for Current Fiscal Year
0020	2259		***	Job #1 (T) No General Ledger Distribution Records Exist for Current Fiscal Year

GLs That Do Not Total 100%

If the selections you make when you run the Fiscal Year End Reorganization result in GLs that total more than 100% (see the note on page 4, step 5) you will see critical compute errors when the Pre-Compute Payroll (PR/PCOM) transaction is run. To correct the error, go into the Employee Maintenance Job G/L screen and correct the percentages for the account numbers.

<u>RLOC</u>	<u>EMPLOYEE</u>	<u>NAME</u>	<u>ERROR</u>	<u>PAYROLL COMPUTE EXCEPTION MESSAGE</u>
0030	10708		***	Job #1 (T) GL Percentages For GL #11-5-1100-010-0030-1110-0-1201-0000 Do Not Total 100%
0030			***	Job #1 (T) GL Percentages For GL #11-5-1100-010-0030-1110-0-1202-0000 Do Not Total 100%