



# Monterey County Office of Education

Leadership, Support, and Service to Prepare All Students for Success

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Dr. Nancy Kotowski  
County Superintendent of Schools


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Finance and Business Services

Bulletin No. 13-045

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TO: Chief Business Officials and Payroll Clerks

FROM:  Suzette Burns, Administrator of Business Services

DATE: June 3, 2013

RE: **Escape Phase II - Procedures and Important Dates for Processing Liability Payrolls**

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The Monterey County Office of Education would like to inform **Phase II – Escape districts** of the procedures and important dates for processing a Liability payroll in the Financial Management System (FMS).

Districts may pay employees using **FMS** on the July 5<sup>th</sup>, July 10<sup>th</sup> or July 15<sup>th</sup> payroll dates to process 2012-13 payments. After the payroll has been processed, districts must use the “JE File Creator – Liability Payroll” application in FMS to create the journal entry in both the 2012-13 and 2013-14 fiscal years. Please refer to the attachment that provides step-by-step instructions on how to create, review and post the current year and prior year journal entries.

If you have any questions, please feel free to contact me at 755-0305.

cc: Garry Bousum  
Colleen Stanley  
Karen Hennessy

# FMS Liability Payroll



# Liability Payroll

## Liability Payroll

FMS application “JE File Creator – Liability Payroll” allows districts to create journal entry batch files containing entries to post for a selected payroll run as a liability payroll.

### JE File Creator – Liability Payroll Batches:

1. Current Year Batch: Posts credits to the expense accounts and debits to the liability account. (Transfers expenses under the current year to the prior year.)
2. Prior Year Batch: Posts debits to the expense accounts and credits to the liability accounts. (Captures prior year expenses.)



### CAUTION

**Make sure that you are logged into the correct fiscal year when processing the file upload. User must be logged into prior year fiscal year when processing prior year file, and logged into current fiscal year when processing current year file.**

# Liability Payroll

## JE File Creator – Liability Payroll:

### MENU LOCATION:

Main Menu\Payroll\JE File Creator – Liability Payroll

### DESCRIPTION:

This application enables users to create Journal Entry batch files that contain entries to post a selected payroll as a liability payroll. Based on the selected payroll, the application creates two batch files – one for the current year, posting credits to the expenses accounts and debits to the liability account (to 'back-out' the expenses posting under the current year); and a second file for prior year journal entries, posting debits to the expense accounts and credits to the liability accounts (to 'post' the expenses as prior year expenses).

### Note (Warning):

This application creates two files – one for current year, and a second for prior year. When using the 'Journal Entry File Creator' application and the 'Journal Entry File Upload' application, care must be used in specifying the correct file to process. The user must be logged into the prior fiscal year to process the prior year file, and logged into the current year to process the current year file.

### 'JE File Creator – Liability Payroll' screen

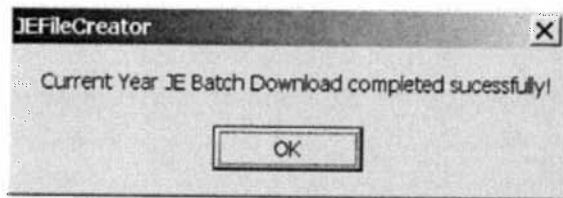
End

of the fields.

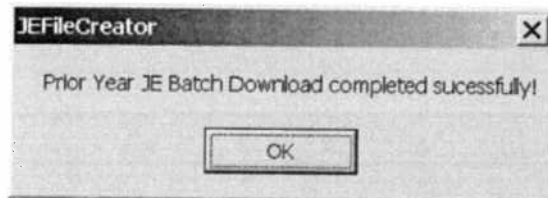
# Liability Payroll

1. Select a payroll date  
Click the arrow to list payroll dates for the last three months  
Click the payroll date you wish to process
2. Enter a description for the current year file; this description will be part of the batch file created, and will be displayed in the 'Journal Entry File Creator' application when the file is opened
3. Enter a description for the prior year file; this description will be part of the batch file created, and will be displayed in the 'Journal Entry File Creator' application when the file is opened
4. Enter the path of the folder/directory where you wish to store the files created
5. Enter the file name of the current year batch file you wish to create
6. Enter the file name of the prior year batch file you wish to create
7. Click the 'Begin Download' button to create the files and download them to the specified folder/directory

When the current year batch file is created the following message will appear – click 'OK' to continue.



When the prior year batch file is created the following message will appear – click 'OK' to continue.



Click 'Exit' on the Menu bar to exit the application.

Again, these files may now be opened in the 'Journal Entry File Creator' application, to be viewed and modified. And once verified, these files are processed in the 'Journal Entry File Download' application to post the transactions to the general ledger.

# Liability Payroll

## Journal Entry File Creator:

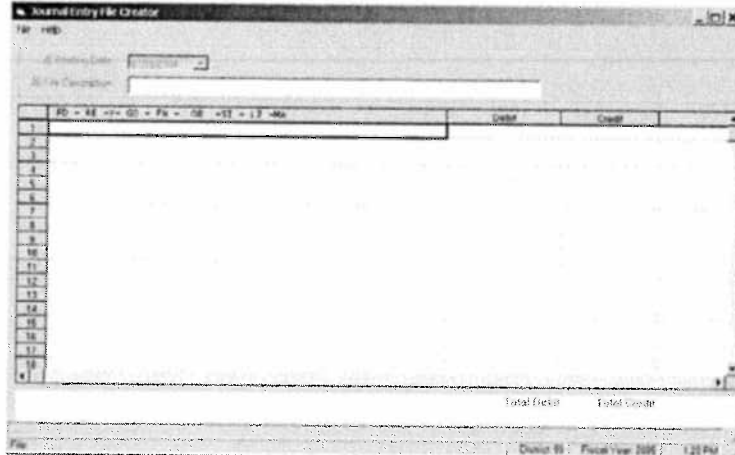
### MENU LOCATION:

Main Menu\General Ledger\Journal Entry File Creator

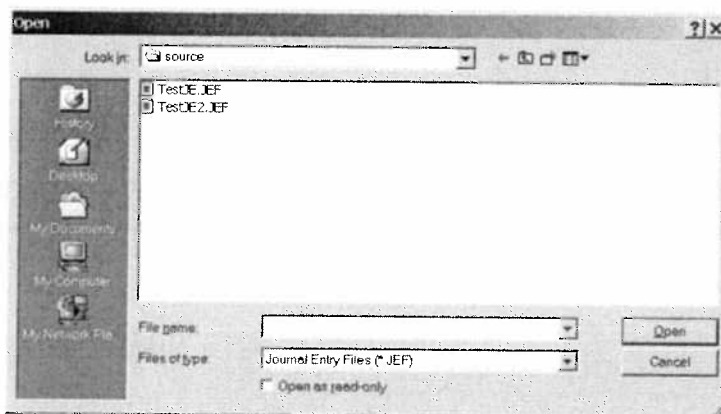
### DESCRIPTION:

This application enables users to create Journal Entry batch files that may be saved for processing at a later time. This allows users to create large batches of journal entries without having to worry about 'timeouts', or losing data. The discussion here will describe the steps for processing a batch file of journal entries through the 'JE File Creator – Liability Payroll' application.

### 'Journal Entry File Creator' screen



Click on 'File' on the menu bar to display the drop-down options.  
Click on 'Open JE File'; this will display a screen similar to the following.



Browse for the file you wish to process; in our example we will double-click on the 'TestJE.JEF' file.

# Liability Payroll

The following screen then appears -

Journal Entry File Creator

JE Posting Date: 07/15/2004

JE File Description: Test JE Batch - Current Year

	FD - RE -Y- GO - FN - OB -SI - L2 -MA	Debit	Credit	
1	0100-0000-0-0000-0000-809200-000-0000-000			
2	0100-0000-0-0000-0000-920000-000-0000-000	\$6.66	\$0.00	Cr Exp, Curr Yr,
3	0100-0000-0-8600-2420-220000-000-0618-701	\$0.00	\$6.66	Dr Lieb: Curr Yr
4	0100-0000-0-0000-0000-950000-000-0000-000	\$0.00	\$264.81	Cr Exp, Curr Yr,
5	0100-0000-0-8600-2420-330200-000-0618-701	\$264.81	\$0.00	Dr Lieb: Curr Yr,
6	0100-0000-0-0000-0000-950000-000-0000-000	\$0.00	\$20.26	Cr Exp, Curr Yr,
7	0100-0000-0-8600-2420-350200-000-0618-701	\$20.26	\$0.00	Dr Lieb: Curr Yr,
8	0100-0000-0-0000-0000-950000-000-0000-000	\$0.00	\$1.72	Cr Exp, Curr Yr,
9	0100-0000-0-8600-2420-360200-000-0618-701	\$1.72	\$0.00	Dr Lieb: Curr Yr,
10	0100-0000-0-0000-0000-950000-000-0000-000	\$0.00	\$13.15	Cr Exp, Curr Yr,
11	0100-0000-0-8600-7200-230000-000-0699-103	\$13.15	\$0.00	Dr Lieb: Curr Yr,
12	0100-0000-0-0000-0000-950000-000-0000-000	\$0.00	\$425.00	Cr Exp, Curr Yr,
13	0100-0000-0-8600-7200-330200-000-0699-103	\$425.00	\$0.00	Dr Lieb: Curr Yr,
14	0100-0000-0-0000-0000-950000-000-0000-000	\$0.00	\$6.16	Cr Exp, Curr Yr,
15	0100-0000-0-8600-7200-350200-000-0699-103	\$6.16	\$0.00	Dr Lieb: Curr Yr,
16	0100-0000-0-0000-0000-950000-000-0000-000	\$0.00	\$2.76	Cr Exp, Curr Yr,
17	0100-0000-0-8600-7200-360200-000-0699-103	\$2.76	\$0.00	Dr Lieb: Curr Yr,
18	0100-0000-0-0000-0000-950000-000-0000-000	\$0.00	\$21.11	Cr Exp, Curr Yr,
		\$21.11	\$0.00	Dr Lieb: Curr Yr
		<b>Total Debit</b>	<b>Total Credit</b>	
		<b>\$260,178.53</b>	<b>\$260,178.53</b>	

K:\Fin\MCOE\Development\JEFileLiabPayroll\client\source\TestJE.JEF District 99 Fiscal Year 2005 1:21 PM

These are the journal entries that were created in the 'JE File Creator – Liability Payroll' application. From this screen the user may verify the entries and make modifications to the batch – delete entries, change entries, or add entries.

When satisfied with the journal entries, click 'File', then 'Save' to save the file.

Once the file has been saved, use the 'Journal Entry Upload' application to process the journal entry batch file. This process will post the transactions to the general ledger system.

# Liability Payroll

## Journal Entry File Upload:

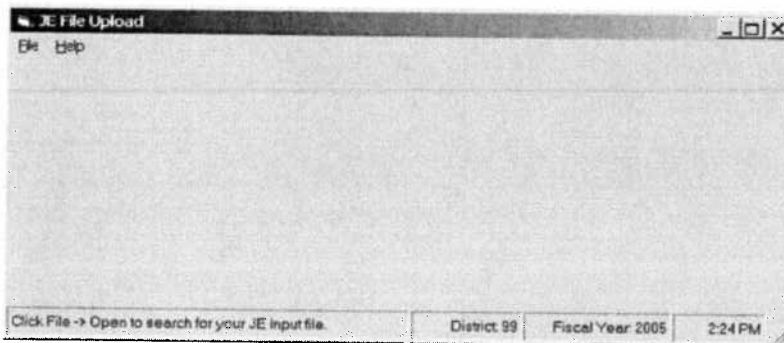
### MENU LOCATION:

Main Menu\General Ledger\Journal Entry File Upload

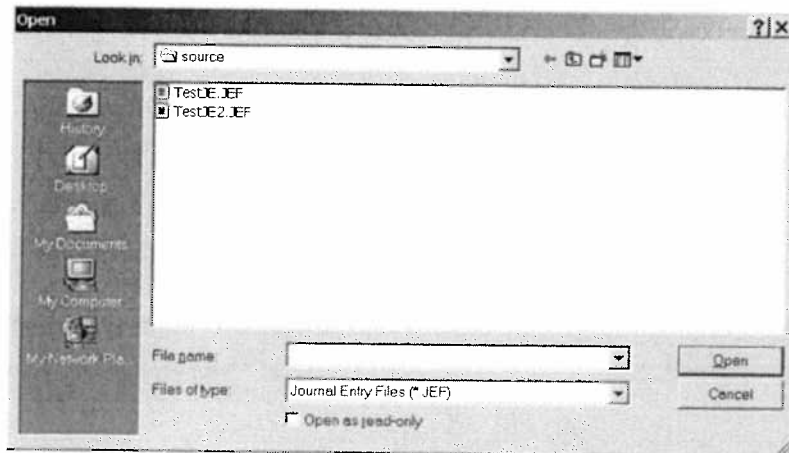
### DESCRIPTION:

This application processes the journal entry batch files that were created in the 'Journal Entry File Creator' application. The discussion here will describe the steps for processing a batch file of journal entries created through the 'JE File Creator – Liability Payroll' application.

'Journal Entry File Upload' screen



Click on 'File' on the menu bar to display the drop-down options. Click on 'Open'; this will display a screen similar to the following.



Browse the file you wish to process; in our example we will double-click on the 'TestJE.JEF' file.



# Liability Payroll

The application will then post the journal entry to the general ledger system; if an error occurs, the following will be displayed -

The screenshot shows a window titled "JE File Upload" with a menu bar containing "File" and "Help". The main area is titled "File Info" and contains the following fields:

District:	99	Fiscal Year:	2005
Debit Amount:	\$260,178.53	Credit Amount:	\$260,178.53
Description:	Test JE Batch - Current Year		
Posting Date:	07/15/2004	File Created By:	iiida

At the bottom of the window, a status bar displays the error message: "An error occured with your input file." followed by "District: 99", "Fiscal Year: 2005", and "2:30 PM".

Verify and correct the information (in this case the posting date was a future date), and re-submit the batch.