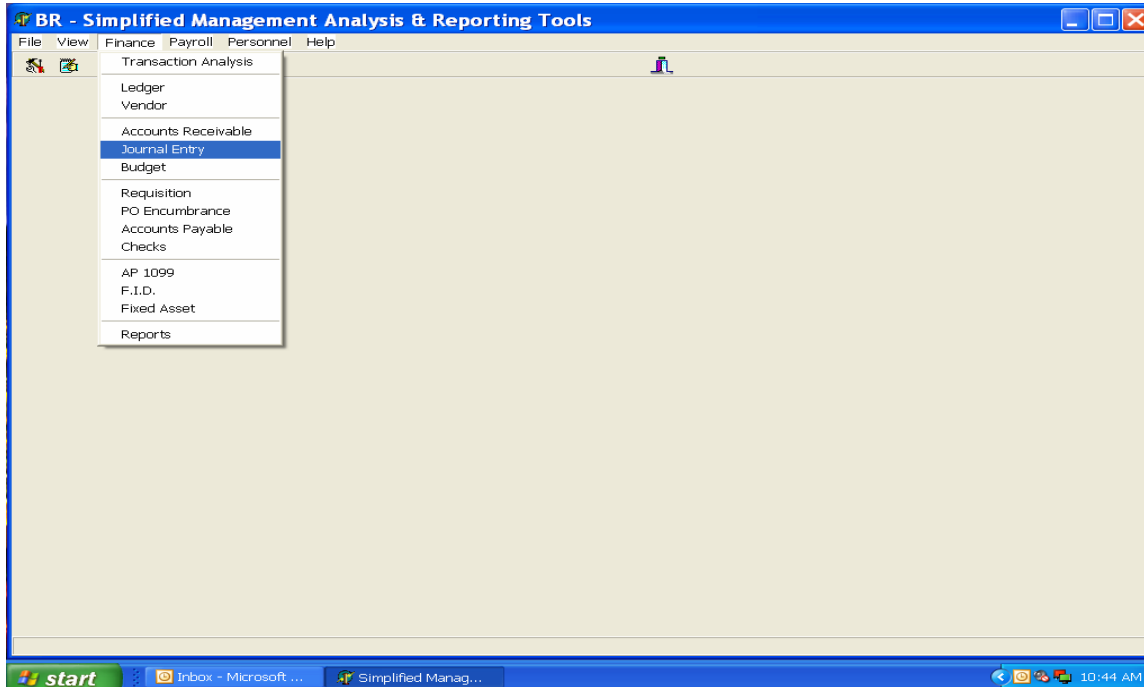
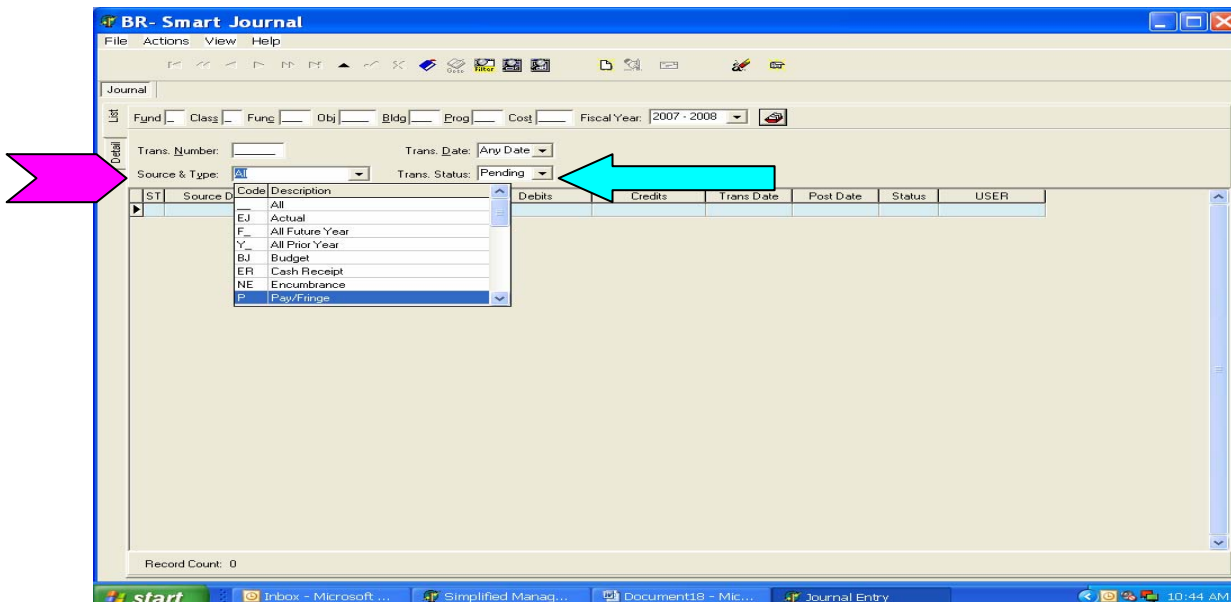


# Posting Payroll in SMART F/T

Your district SMART Security person has to give you clearance to the **Journal Entry Module**, with clearance to **Post PR Journal Entry**. Once you have the proper clearance, go to Finance, Journal Entry:



Once in SMART Journal, go to the Source & Type box, and select **P** for Pay/Fringe, and make sure the Trans Status is **Pending**:



You will then be able to see the pending Payroll journal entry that needs to be posted:

The screenshot shows the 'BR-Smart Journal' window. The 'Journal' tab is active. The 'Fiscal Year' is set to '2007 - 2008'. The 'Trans. Date' is 'Any Date' and 'Trans. Status' is 'Pending'. A table displays the journal entry details:

ST	Source Desc	Trans #	Description	Debits	Credits	Trans Date	Post Date	Status	USER
P	Pay/Fringe	000008	PAY POSTING	\$290,154.19	\$290,154.19	03/07/2008	01/01/2099	Pending	KATHY

Record Count: 1

Click on the **Detail** tab on the left to see the actual journal entry:

The screenshot shows the 'BR-Smart Journal' window with the 'Detail' tab selected. A yellow arrow points to the 'Detail' tab. The 'Fiscal Year' is '2007 - 2008', 'Source & Type' is 'Pay/Fringe', 'Trans. Number' is '000008', and 'Trans. Date' is '03/07/2008'. The 'Description' is 'PAY POSTING' and 'Status' is 'Pending'. The 'Line Entry' table is displayed below:

Line	Account	Description	Debits (144)	Credits (25)
1	11-125-2830-030-000-6840	FICA TITLE III AND	\$5.63	
2	11-125-2830-040-000-6840	FICA TITLE III RYN	\$5.64	
3	11-222-2830-050-000-0000	FICA MEDIA CSS	\$5.84	
4	11-122-1890-030-000-0000	SAL SUB PARA SP AND	\$8.10	
5	11-125-2820-030-000-6840	RETIRE TITLE III AND	\$12.30	
6	11-125-2820-040-000-6840	RETIRE TITLE III RYN	\$12.31	
7	11-222-2820-050-000-0000	RETIREMENT MEDIA CSS	\$13.11	
8	11-241-1880-050-000-0000	SAL SUB PRIN SEC CSS	\$18.44	
9	11-222-2830-040-000-0000	FICA MEDIA RYN	\$19.77	
10	11-113-1971-060-000-0000	SAL ACTIVITIES JSH	\$24.00	
11	11-222-2830-030-000-0000	FICA MEDIA AND	\$27.01	
12	21-297-1890-060-000-0000	SAL SUBS FOOD SERV J	\$29.72	
13	11-222-2820-040-000-0000	RETIREMENT MEDIA RYN	\$35.53	
14	11-222-1890-040-000-0000	SAL SUB MED PARA RYN	\$46.00	
15	11-241-1880-030-000-0000	SAL SUB PRIN SEC AND	\$46.93	
16	11-241-1880-060-000-0000	SAL SUB PRIN SEC JSH	\$55.32	
17	11-111-1630-030-000-0000	SALARY PARAPRODS AND	\$56.62	
18	11-222-2820-030-000-0000	RETIREMENT MEDIA AND	\$65.70	
19	11-271-2830-000-500-0000	FICA ATHLETIC TRIPS	\$67.35	
			\$290,154.19	\$290,154.19

Extended Comment: B080304N

Click on the **Postage Envelope** to actually Post Journal Entry:

The screenshot shows the BR-Smart Journal application window. The title bar reads "BR- Smart Journal". The menu bar includes "File", "Actions", "View", and "Help". The toolbar contains various icons, including a printer icon on the left and a postage envelope icon on the right, which is highlighted by a red arrow and a black circle. Below the toolbar, the "Journal" tab is active. The "Fiscal Year" is set to "2007 - 2008". The "Source & Type" is "Pay/Fringe", "Trans. Number" is "000008", and "Trans. Date" is "03/07/2008". The "Description" is "PAY POSTING" and "Status" is "Pending". The "Line Entry" section contains a table with 19 rows of journal entry details. The total debits and credits are both \$290,154.19. An "Extended Comment" field contains the text "B080304N". The Windows taskbar at the bottom shows the start button and several open applications: "Inbox - Microsoft...", "Simplified Manag...", "Document18 - Mic...", and "Journal Entry". The system clock shows "10:45 AM".

Line	Account	Description	Debits (144)	Credits (25)
1	11-125-2830-030-000-6840	FICA TITLE III AND	\$5.63	
2	11-125-2830-040-000-6840	FICA TITLE III RYN	\$5.64	
3	11-222-2830-050-000-0000	FICA MEDIA CSS	\$5.84	
4	11-122-1890-030-000-0000	SAL SUB PARA SP AND	\$8.10	
5	11-125-2820-030-000-6840	RETIRE TITLE III AND	\$12.30	
6	11-125-2820-040-000-6840	RETIRE TITLE III RYN	\$12.31	
7	11-222-2820-050-000-0000	RETIREMENT MEDIA CSS	\$13.11	
8	11-241-1880-050-000-0000	SAL SUB PRIN SEC CSS	\$18.44	
9	11-222-2830-040-000-0000	FICA MEDIA RYN	\$19.77	
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14	11-222-1890-040-000-0000	SAL SUB MED PARA RYN	\$46.00	
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17	11-111-1630-030-000-0000	SALARY PARAPROS AND	\$56.62	
18	11-222-2820-030-000-0000	RETIREMENT MEDIA AND	\$65.70	
19	11-271-2830-000-500-0000	FICA ATHLETIC TRIPS	\$67.35	
			\$290,154.19	\$290,154.19

You will get a confirmation message that the Journal Entry has been posted. If you want a printout of the JE, click on the Printer Icon in the upper left, and print the Journal Entry.