**Sonoma County Office of Education**

# Frontline ERP Setup for Classified Summer Assistance Program



**Revised May 2026**

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## Program Overview

The Classified School Employee Summer Assistance Program provides up to a dollar-for-dollar match on amounts withheld from a participating local educational agency's (LEA) classified school employees' monthly paychecks during the school year. The classified employees' pay withheld and the state match funds will be paid by LEAs to the LEA's eligible employees in the summer months following the school year.

The total amount withheld will be need to be manually refunded no later than June 30 if employee elected one installment, or June 30 and July 10 if employee elected two installments.

**See CDE for employee eligibility and key dates:**
https://www.cde.ca.gov/fg/aa/ca/csesap.asp

| Key Dates | Fiscal Year 2024–25 (2025–26 School Year) | Fiscal Year 2025–26 (2026–27 School Year) |
|---|---|---|
| Participating local education agencies (LEAs) shall notify classified employees that the LEA has elected to participate in the program for the specified school year. Once an LEA elects to participate in the program and notifies classified employees, the LEA is prohibited from reversing the decision. | **By January 1, 2025** | **By January 1, 2026** |
| Classified employees that elect to participate in the program shall notify the LEA in writing, on the CSESAP Employee Election Form. To participate, the classified employee must:<br>▪ Meet program eligibility criteria,<br>▪ Specify amounts to be withheld, up to 10 percent, from their monthly paychecks for the specified school year, and<br>▪ Choose whether to receive one or two payments during the summer recess period. | **By March 1, 2025** | **By March 1, 2026** |
| Each participating LEA shall notify the California Department of Education (CDE) that it elected to participate in the program and provide the following information:<br>▪ The number of classified employees that have elected to participate, and<br>▪ An estimate of the total amount to be withheld from participating classified employee paychecks for the specified school year. | **By April 1, 2025** | **By April 1, 2026** |
| Participating LEAs shall notify their participating classified employees of the estimated amount of state match funding the employee can receive as a result of participating in the program. | **By June 1, 2025** | **By June 1, 2026** |
| Participating LEAs shall request payment from the CDE on a form developed by the CDE for the amount of classified employee pay withheld. If the total amount requested by LEAs exceeds the appropriated amount available for the CSESAP, the CDE will apply a proration accordingly. | **By July 31, 2026**<br>(Request for Payment form will be available June 2026) | **By August 2, 2027***<br>(Request for Payment form will be available June 2027) |

**NOTE: Per CA Ed Code Section 45500(i), Employees who separate from employment during the school year may still qualify for state matching funds if they do not request an immediate payout of withheld funds.**

Resource Code 7415 is the SACS resource code designated to the Classified School Employee Summer Assistance Program. SCOE Fiscal Advisors create Resource, Goal and Function Account Components.

| Account Type | Resource | Object Code |
|---|---|---|
| Revenue | 7415 | 8590 |
| Classified Salary Expense | 7415 | 2000–2999 |
| Accounts Receivable | 7415 | 9290 |

**Important:** Statutory benefit expenses (3000 object codes) are not allowed in Resource 7415.

## District Processing Options

Districts may choose one of the following approaches:

### Option 1

- Pay employee matching funds from the General Fund
- Manually transfer salary expense to Resource 7415

### Option 2

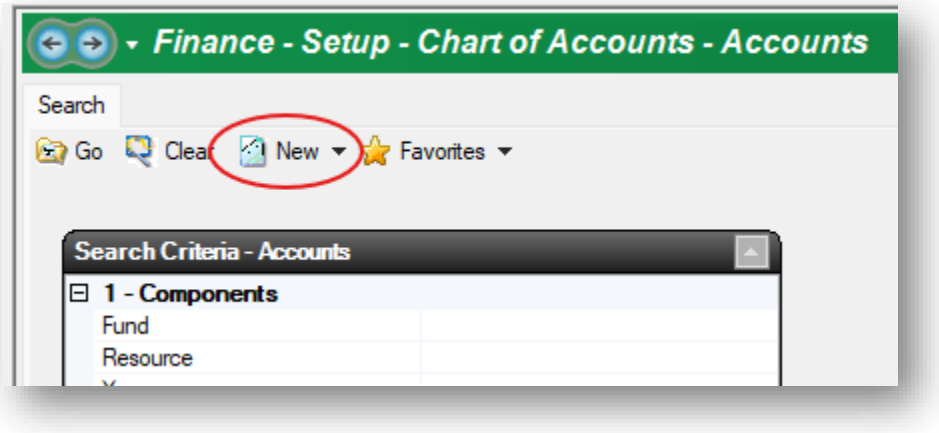
- Pay matching funds directly from Resource 7415
- Transfer statutory benefits to the General Fund

In both cases:

- An Accounts Receivable entry must be established
- Only salary expense should be included
- Do not include statutory benefits

## Accounts Setup

***Go to Finance – Setup – Chart of Accounts – Accounts***



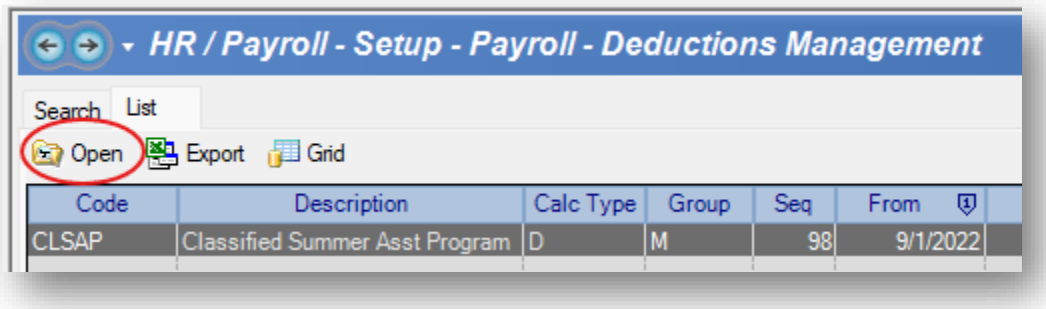
- Click new to add Revenue 8590
- Salary Expense 2000-2999
- Accounts Receivable 9290

## Deduction Code Setup

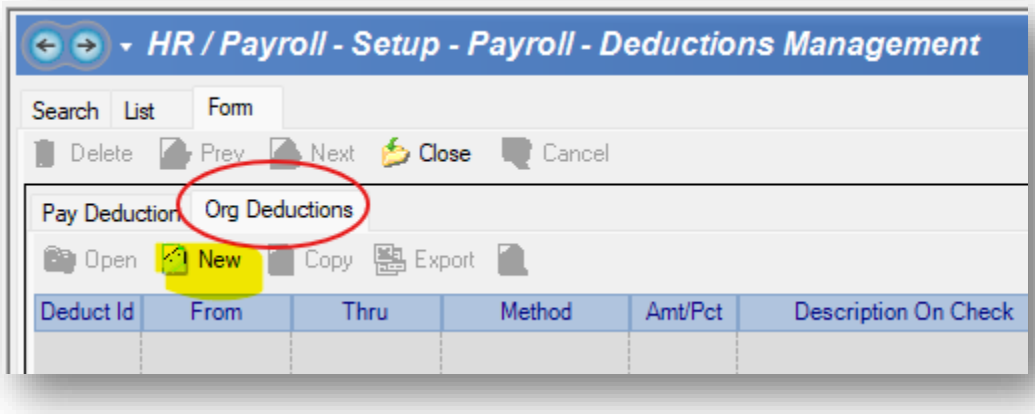
System (parent) Deduction Codes have been setup to allow districts to add the Classified Summer Assistance Program (CLSAP) Deduction Codes in Deduction Management or send email to helpdesk@scoe.org for assistance. The deduction will transfer from the employee's payroll to the Liability Object Code 9530 when payroll is processed.

### *Go to HR/Payroll – Setup – Payroll – Deduction Management*

- Effective Date: TDY for Today's Date
- Deduct Code: CLSAP
- Click Go




- Open CLSAP
- Go to the Org Deductions Tab
- Click new to create the three CLASP codes below




## Required Deduction Codes

**CLSAP**: Fixed monthly deduction amount

**CLSAP%**: Percentage-based deduction (maximum 10%)

**CLSAPRFD**: Refund deduction code used for annual refund processing

## Employee Deduction Setup

Employee deductions are entered in Employee Management based on employee election forms.

Refunds may later be processed:

- Manually in Adjust Payroll, or
- Through Additional Contrib/Deduct Activity

### Important Rules

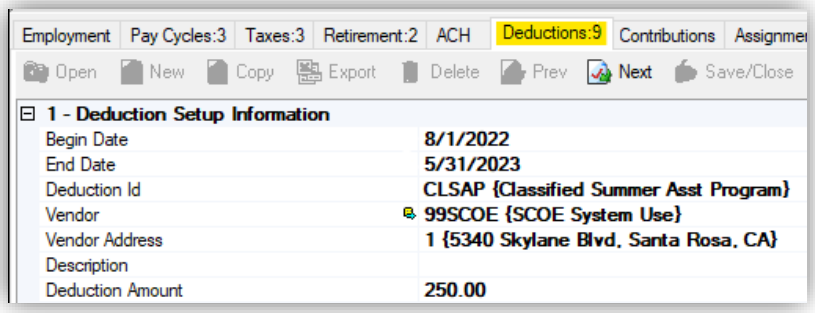
- Maximum withholding is **10% of monthly gross pay**
- Deduction periods should align with the employee's primary pay cycle
- Employees using “Pay Actual Days in First and Last Pay Period” calendars may require special review

***Go to HR/Payroll – Employment – Employee Management – Deduction Tab***

- Click new to add the CLSAP or CLSAP% Deduction Codes

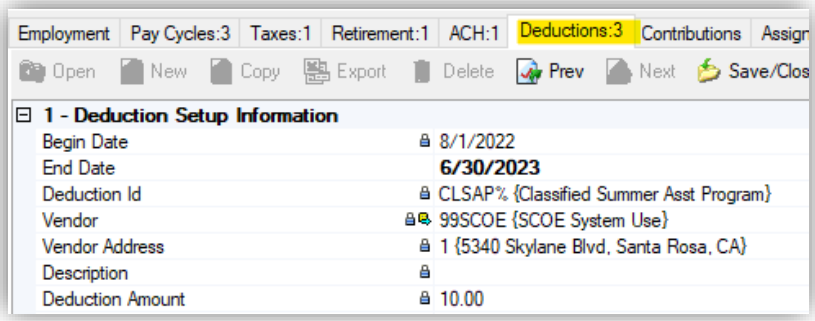
### Example 1:  Fixed Monthly Deduction

Employee who has a primary pay cycle of **10-pay** using the **CLSAP Deduction** with monthly fixed amount of $250.00 on a Standard Payroll Calculation calendar.



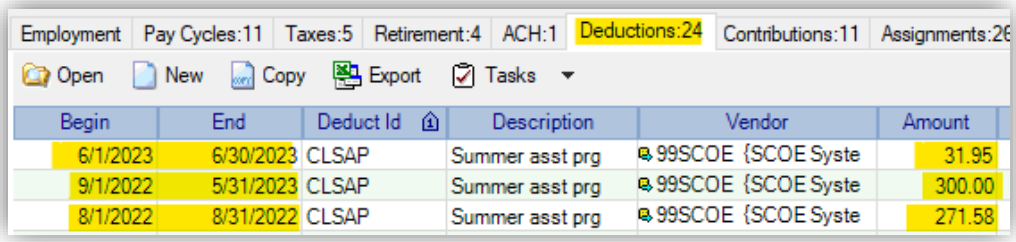
## Example 2: Percentage Deduction

Employee who has a primary pay cycle of **11-pay using the CLSAP% Deduction.** The system will generate a percentage deduction of monthly subject gross based on the percentage entered in the Employee Management deduction. CANNOT exceed 10%.




## Example 3: Pay Actual Days Calendar

Employee who has a primary pay cycle of **11-pay** using the **CLSAP Deduction** with monthly fixed amount and is on a **Pay Actual Days in First and Last Pay Period Calendar.**



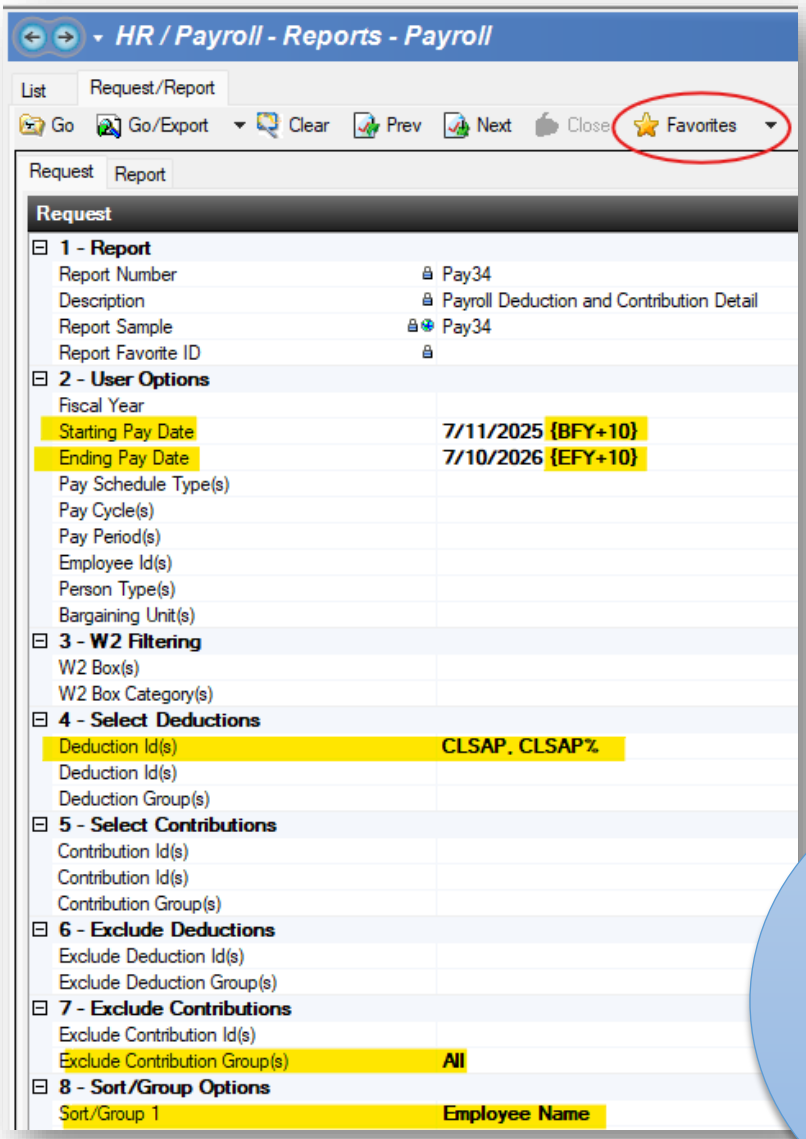

After deduction setup is complete, run the Pay34 Deduction and Contribution Detail Report to verify balances.

# Running the Pay34 Report

Run the Pay34 to get total employee deduction balances. This report data will be used for both the Employee Deduction Refund and the Employer Matching funds. This report can be exported to help calculate the matching amount when it is less than dollar for dollar.

Pay34 total amount can be manually entered in Adjust Payroll on June 30/July 10 OR use the Additional Contrib/Deduct Activity for the refund and Additional Pay Activity for the matching funds.

***Go to HR/Payroll – Reports – Payroll – Pay34***




**Search Criteria:**

Section 2 – User Options

- Starting Pay Date: BFY+10
- Ending Pay Date: EFY+10

Section 4 – Select Deductions

- Deduction ID: CLSAP, CLSAP%

Section 7 – Exclude Contributions

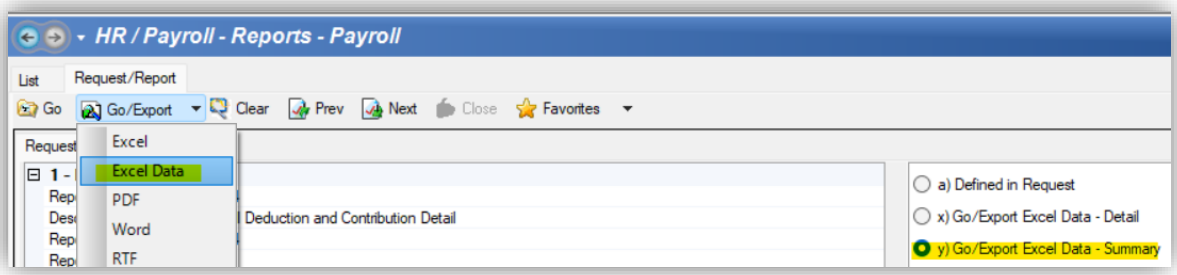
- Exclude Contribution Group(s): all

Section 8 – Sort/Group Options

Sort/Group 1: Employee Name

**Save a Favorite with Mnemonics (BFY+10 and EFY+10) so the report can be used year after**

- Export the Pay34 detail using the Sort Option “Y” and Go/Export Excel Data Task



Pay34 Export – keep this open as the master to copy and paste data into the Additional Deduction, and Additional Pay Batches. The matching funds can be calculated in the Pay34 Export. Add a column and create the formula based on the dollar amount determined by CDE.

| OrgId | Employee | ID(SSN) | Code | Description | GroupCode | GroupDescr | ContribGrossAmt | ContribAmt | DeductGrossAmt | DeductAmt |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Mouse, Minnie | (002527) 1234 | CLSAP | CLSAP | M | | 0.00 | 0.00 | 0.00 | 1,350.00 |
| 1 | Mouse, Mickey | (002632) 5678 | CLSAP | CLSAP | M | | 0.00 | 0.00 | 0.00 | 1,800.00 |
| 1 | Duck, Donald | (002598) 1234 | CLSAP | CLSAP | M | | 0.00 | 0.00 | 0.00 | 1,800.00 |
| 1 | Duck, Daisy | (002444) 5678 | CLSAP | CLSAP | M | | 0.00 | 0.00 | 0.00 | 900.00 |
| 1 | Lightyear, Buzz | (000132) 1234 | CLSAP | CLSAP | M | | 0.00 | 0.00 | 0.00 | 2,000.00 |




- Values in **DeductAmt** column will be entered as a Negative Deduction (CLSAP or CLSAP%) for the EE Refund Amount
- Values in **DeductAmt** column will be entered as a Positive Addon (CLSAPRFD) for the matching amount
    - If the ER match received from CDE is dollar for dollar the amounts will be the same. If not, the ER Match will still be entered with a Positive Addon, but the amount should be adjusted accordingly.

      CDE - https://www.cde.ca.gov/fg/aa/ca/csesap.asp

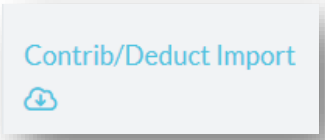
## Employee Refund Process

Pay34 data can be manually entered in Adjust Payroll on June 30/July 10 OR use the Additional Deduction Contribution Activity and Additional Pay Activity.

If using the import feature enter the employee data from the Pay34 export, enter the CLSAPRFD Deduction with a negative amount into the Contrib/Deduct Import file to refund the Employee portion of the monthly deduction taken throughout the year.

Go to the Frontline ERP Activity Tree

*Online Resources – Tools – Import Templates – Contrib/Deduct Import*




- Find and Click on download icon
- Enable Editing
- Clear all sample data
- Copy or enter employee data from Pay34 export file into Additional Deduction import template
    - Emp Id
    - Date Effective
    - **CLSAPRFD** Deduction
    - Amount must be Negative and cannot have commas
    - Vendor ID and Vendor Address can be left blank, will populate from Deduction record setup
- Keep all Headers
- Save as CSV (Comma delimited) file format

Deduction Import File:

| SSNumId | EmpId | DateEffective | ContribDeduc | VendorId | VendorAddrI | ContribDeduc | Descr |
|---|---|---|---|---|---|---|---|
| | 2527 | 6/30/2023 | CLSAPRFD | | | -1350 | FY23 CLSAP EE REFUND |
| | 2632 | 6/30/2023 | CLSAPRFD | | | -1800 | FY23 CLSAP EE REFUND |
| | 2598 | 6/30/2023 | CLSAPRFD | | | -900 | FY23 CLSAP EE REFUND |
| | 2444 | 6/30/2023 | CLSAPRFD | | | -2000 | FY23 CLSAP EE REFUND |
| | 132 | 6/30/2023 | CLSAPRFD | | | -1620 | FY23 CLSAP EE REFUND |

**When creating deduction refund, the amount must be a credit which is a negative number**

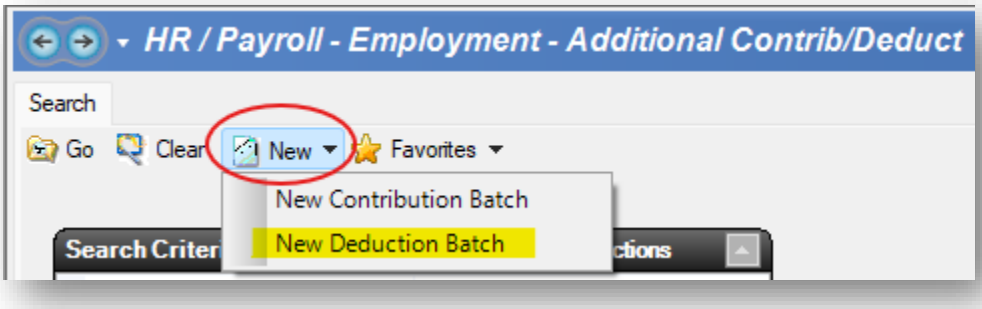
## Deduction Refund Additional Contrib/Deduct Activity

The Additional Contrib/Deduct activity can be used for adding one-time Contributions and Deductions to a specific pay date. This is a batch format that will post to Adjust Payroll. Multiple employees can be added in the batch.

**Example:** Create Batch using the Pay34 export and subsequent Contrib/Deduct Import template

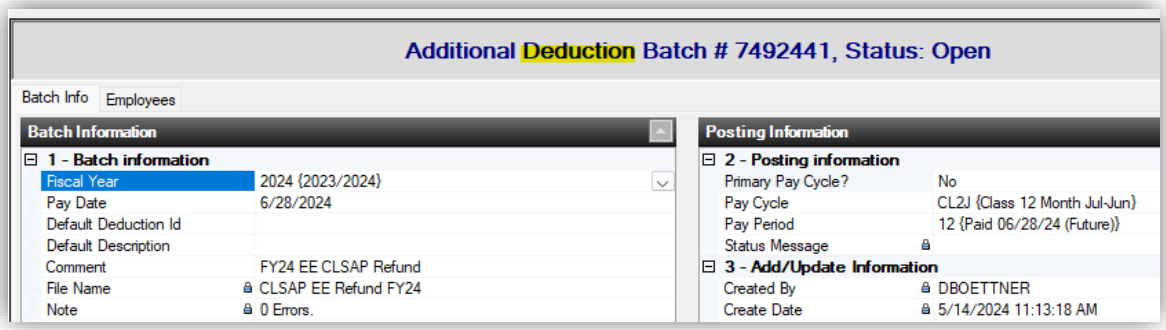
Go to *HR/Payroll – Employment – Additional Contrib/Deduct*

- Click **New** to create a batch
- Select the **New Deduction Batch**

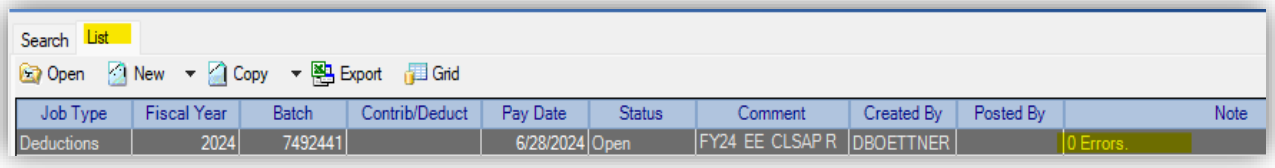



- Enter the Batch Information
  - Pay Date: **June 30 and/or July 10 (can only have 1 pay date per batch)**
  - Comment: **Create your own comment**
  - File Name: Locate saved Contrib/Deduct import file created in previous step

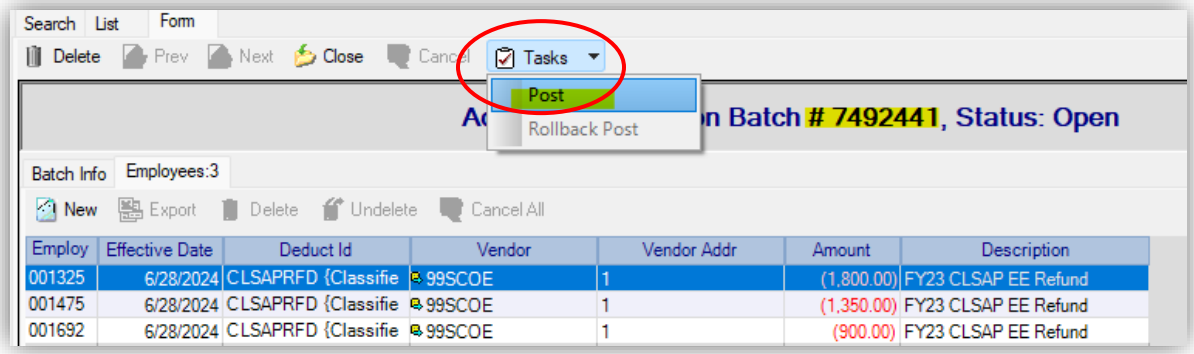
- Posting Information
  - Primary Pay Cycle: Yes, if paid June 30, No, if paid July 10
  - Pay Cycle: **CL1A**
  - Pay Period: **June 30 and/or July 10 (can only have 1 pay date per batch)**
    - If using July 10 Pay Cycle should be CLS




- Save/Close to import the file
- From List Tab Verify 0 Errors

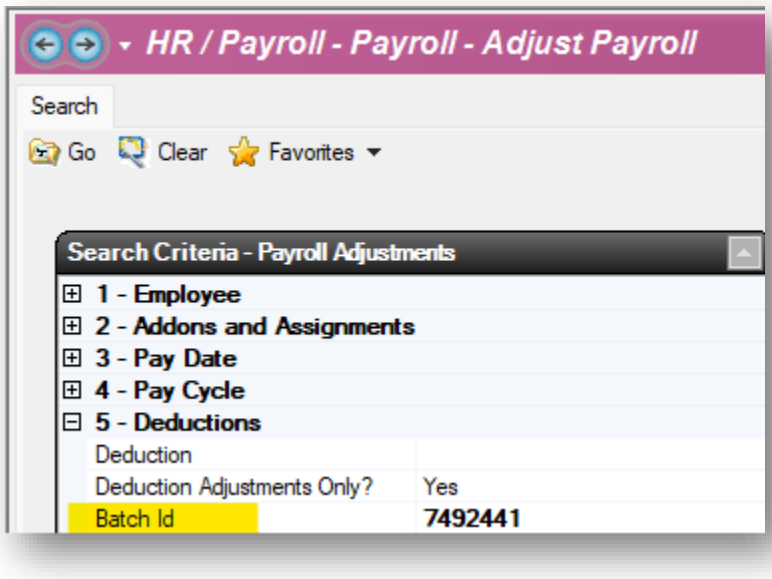


- Reopen batch
- Go to the Employees Tab verify data
    - Note Batch number
    - Use Tasks to Post to Adjust Payroll




***Go to HR/Payroll – Payroll – Adjust Payroll***

- Verify batch posted as expected

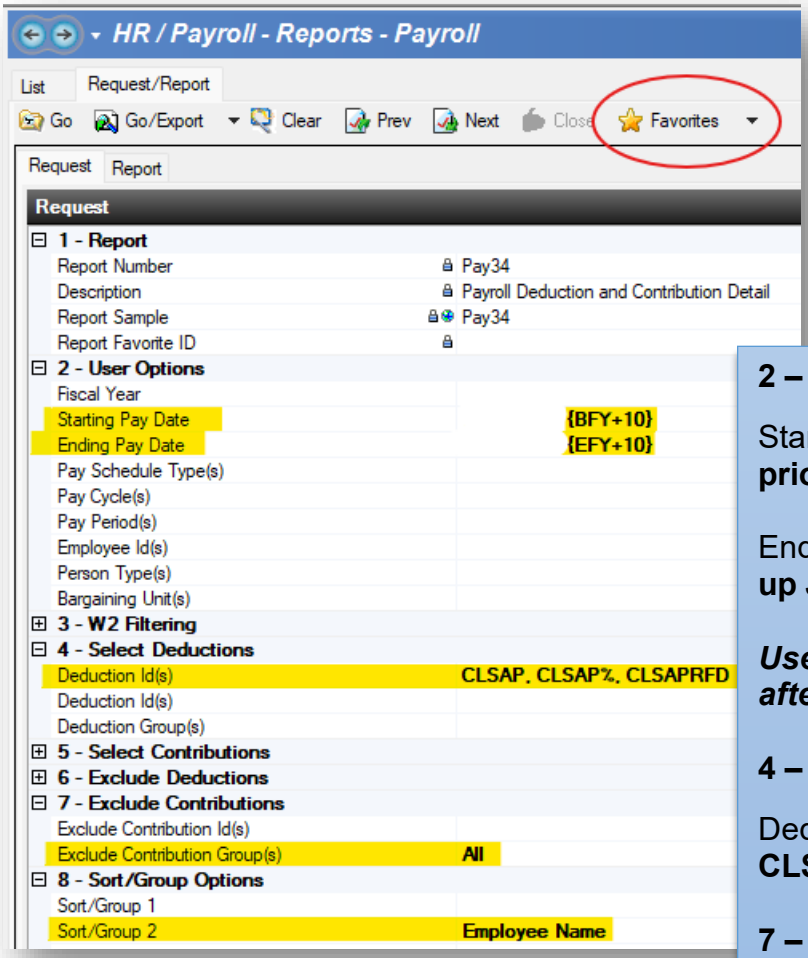



## Verify Zero Balance – Pay34 Payroll Deduction and Contribution Detail

Verify the full amount has been refunded, run the Pay34 Payroll Deduction and Contribution Detail for the deduction codes CLSAP, CLSAP%, and CLSAPRFD, exclude all contributions. This will provide a list of employees with the deduction and refund to balance to 0.00. If the report doesn't balance to 0.00 for each employee, then there is an error in the setup.

***Go to HR/Payroll – Reports – Payroll – Pay34***

**Create a Report Favorite using Date Mnemonics!**




**2 – User Options**

Starting Pay Date: **BFY+10 (this will omit prior year payout date)**

Ending Pay Date: **EFY+10 (this will pick up June Supplemental Pay Date)**

***Use Date Mnemonics to use report year after year!***

**4 – Select Deductions**

Deduction Id(s): **CLSAP,CLSAP%, CLSAPRFD**

**7 – Excluded Contributions**

Excluded Contribution Group(s): **Type All**

**8 – Sort/Group Options**

Sort/Group 1: **Employee Name**

- **Click Go to review report**

- Verify total is 0.00 for fiscal year

Pay34a

Payroll Deduction and Contribution Detail

**Pay Date**

| Employee | (ID) SSN | Pay Cycle/ Period | Pay Date | Deduction ID | Deduction Description | Deduction Group Code | Deduction Group Description | Deduction Gross Amt | Deduction Amount |
|---|---|---|---|---|---|---|---|---|---|
| Employee Name **Mouse, Minnie** | | | | | | | | | |
| | (002527) | CL1A/2 | 09/30/2022 | CLSAP | CLSAP | M | | 0.00 | 150.00 |
| | (002527) | CL1A/3 | 10/31/2022 | CLSAP | CLSAP | M | | 0.00 | 150.00 |
| | (002527) | CL1A/4 | 11/30/2022 | CLSAP | CLSAP | M | | 0.00 | 150.00 |
| | (002527) | CL1A/5 | 12/29/2022 | CLSAP | CLSAP | M | | 0.00 | 150.00 |
| | (002527) | CL1A/6 | 01/31/2023 | CLSAP | CLSAP | M | | 0.00 | 150.00 |
| | (002527) | CL1A/7 | 02/28/2023 | CLSAP | CLSAP | M | | 0.00 | 150.00 |
| | (002527) | CL1A/8 | 03/31/2023 | CLSAP | CLSAP | M | | 0.00 | 150.00 |
| | (002527) | CL1A/9 | 04/28/2023 | CLSAP | CLSAP | M | | 0.00 | 150.00 |
| | (002527) | CL1A/10 | 05/31/2023 | CLSAP | CLSAP | M | | 0.00 | 150.00 |
| | (002527) | CL2J/12 | 06/30/2023 | CLSAPRFD | FY23 CLSAP EE REF | M | | 0.00 | 1,350.00- |
| **Employee Count for Employee Name-Mouse, Minnie>>> 1** | | | | | | | | | **0.00** |



**NOTE: At Year End review that the Liability Object Code 9530 is 0.00 Balance**

## Employer Matching Processing

The Employer match will vary each year based on the CDE allotment up to a dollar-for-dollar match. Be sure to check the CDE before processing the Employer Matching Funds payout. CDE history shows an updated match rate being announced in August, after the initial payout has already been made. In this case, the additional due will need to be processed in current Fiscal Year.

**CDE allows one or two installments for the matching pay out**

Pay34 data can be manually entered in Adjust Payroll on June 30/July 10 OR use the Additional Deduction Contribution Activity and Additional Pay Activity.

The Additional Pay activity can be used for adding one-time Addon Pay to a specific pay date. This is a batch format that will post to Adjust Payroll. Multiple employees can be added in the batch.

Using the employee data from the Pay34 export, enter the CLSAP Addon with a positive amount into the Additional Pay Import file to pay the Employer Match from the CDE.

If the CDE is matching dollar for dollar the amounts for the Addon pay will be the same as the amounts for the deduction refund. Go to the following link to verify matching dollar amount https://www.cde.ca.gov/fg/aa/ca/csesap.asp

### Additional Pay Batch Activity

Go to the Frontline ERP Activity Tree

***Online Resources – Tools – Import Templates – Additional Pay Import***




- Find and Click on link to Open Template
- Clear all sample data
- Copy or enter employee data from Pay34 export file into Additional Pay import template
    - Emp Id
    - Date Effective
    - CLSAP Addon
    - Amount must be Positive and cannot have commas
    - Vendor ID and Vendor Address can be left blank, will populate from Deduction record setup

- Keep all Headers
- Save as CSV file format

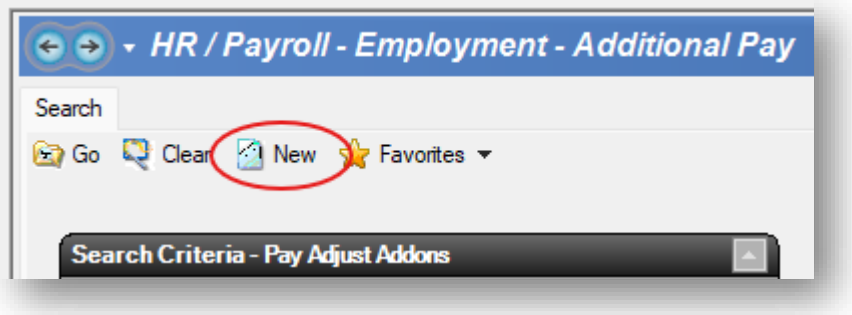
**Additional Pay Import File:** Example when CDE will reimburse the district $1.00 on the dollar. Employee is paid full Employer Match.

| SSN | EmpId | Addon | Units | Rate1 | Rate2 | Acct | Effective | Comment |
|---|---|---|---|---|---|---|---|---|
| | 2527 | CLSAP | 1 | 1350 | | | 6/30/2023 | FY23 CLSAP ER Match |
| | 2632 | CLSAP | 1 | 1800 | | | 6/30/2023 | FY23 CLSAP ER Match |
| | 2598 | CLSAP | 1 | 900 | | | 6/30/2023 | FY23 CLSAP ER Match |
| | 2444 | CLSAP | 1 | 2000 | | | 6/30/2023 | FY23 CLSAP ER Match |
| | 132 | CLSAP | 1 | 1620 | | | 6/30/2023 | FY23 CLSAP ER Match |

ER Matching funds are paid out with CLSAP Addon, amount should be positive.

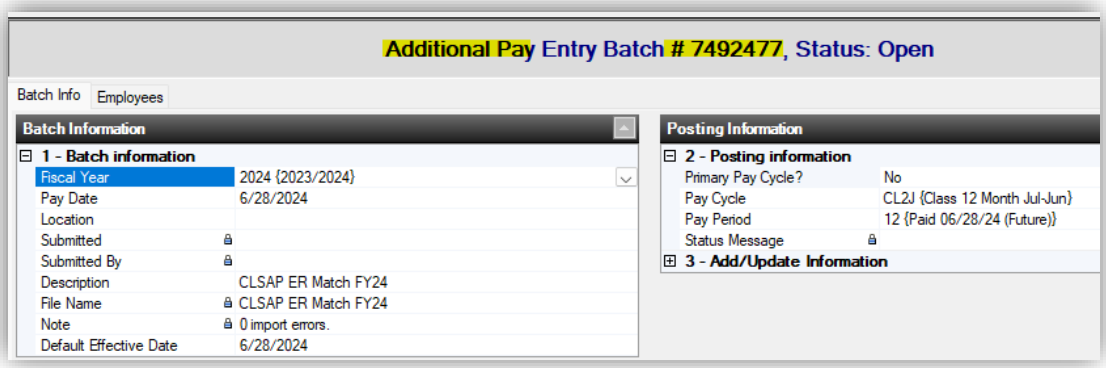
### *Go to HR/Payroll – Employment – Additional Pay*

- Click **New** to create a batch

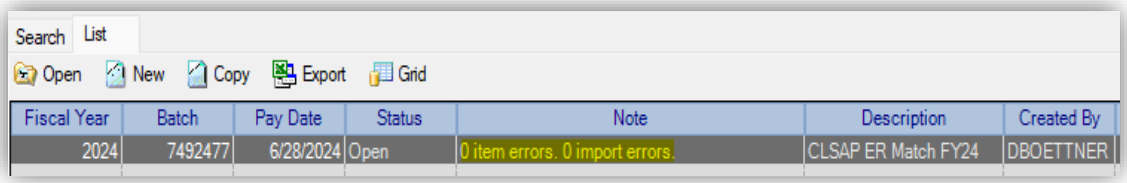



- Click **New** to create a batch
- Enter the Batch Information
  - Pay Date: **June 30 and/or July 10 (can only have one pay date per batch)**
  - Description: **ER Match**
  - File Name: Locate saved ER Match import file created in previous step
  - Default Effective Date: **6/30/20XX**
- Posting Information
  - Primary Pay Cycle: Yes, if paid June 30, No, if paid July 10
  - Pay Cycle: **CL1A**
  - Pay Period: **June 30 and/or July 10 (can only have 1 pay date per batch)**
    - If using July 10 Pay Cycle should be CLS

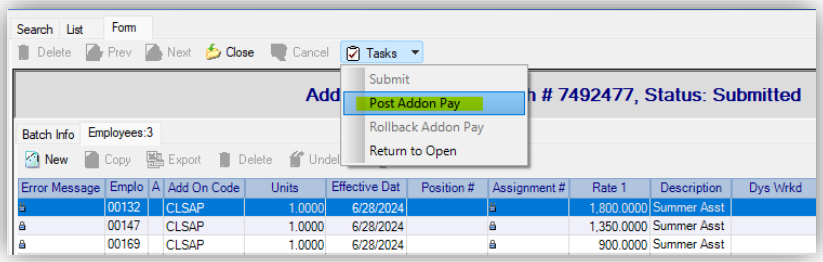
- Save/Close to import the file




- From List Tab Verify 0 errors

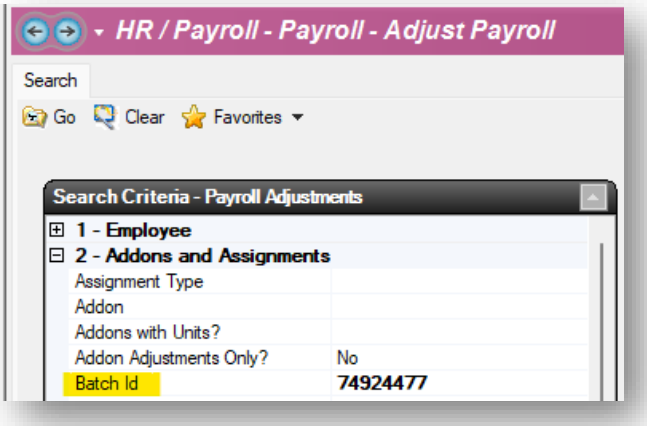



- Reopen batch
- Go to the Employees Tab verify data
  - Note Batch number
  - Use Tasks to **Submit**
  - Reopen and use Tasks to **Post Addon Pay** to Adjust Payroll




### *Go to HR/Payroll – Payroll – Adjust Payroll*

- Verify batch posted as expected



## Year End Closing Procedures

At fiscal year-end:

- Verify all employee summer withholding balances in Object 9530 have been refunded
- Employer matching funds must be posted to Resource 7415
- Claims submitted to CDE should equal the total employee withholdings
- **Claims are due to CDE by July 31**

### District Accounting Options

**Option 1**

- Pay employees from Resource 0000
- Transfer salary expense to Resource 7415

**Option 2**

- Pay employees directly from Resource 7415
- Transfer statutory benefits to Resource 0000

**In either option:**

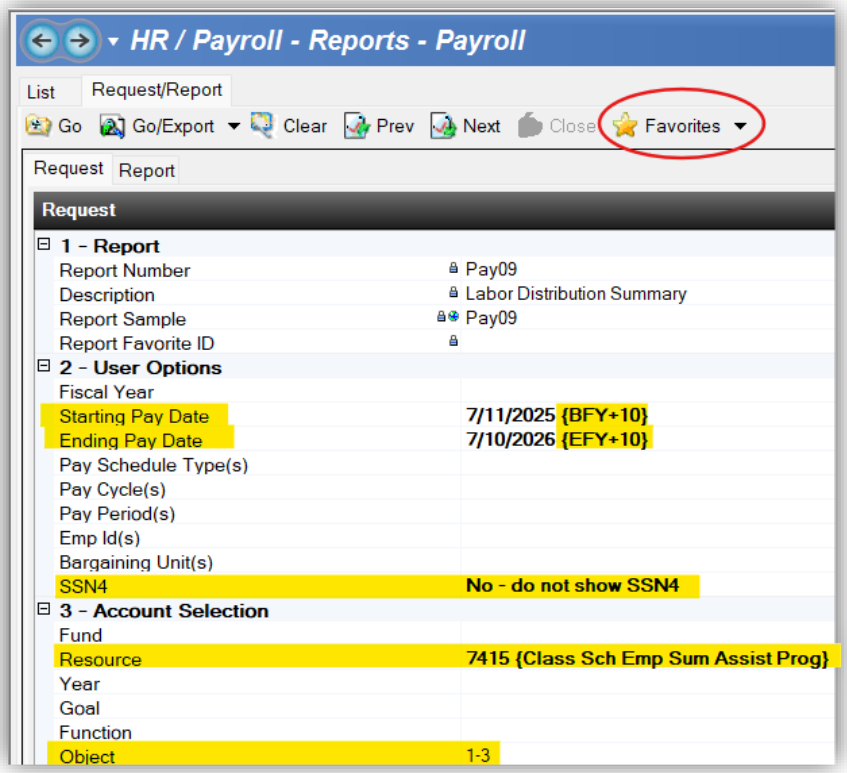
- Establish Accounts Receivable in 9290 object code for salary expense only
- Do not include statutory benefits 3000 Object Codes

## Journal Entries Examples:

Depending on the District account options for the expenses, the Pay09 or Pay10 Labor Distribution reports or the Pay36 Addon Earnings can be used to move the expenses to the correct accounts and set up the Accounts Receivable.

1. **Example**: CLSAP Addons charged to 7415 Resource; therefore, the Payroll Statutory Taxes in the 3000 object codes must be moved to the General Fund.

   ***Go to HR/Payroll – Reports – Payroll – Pay09***

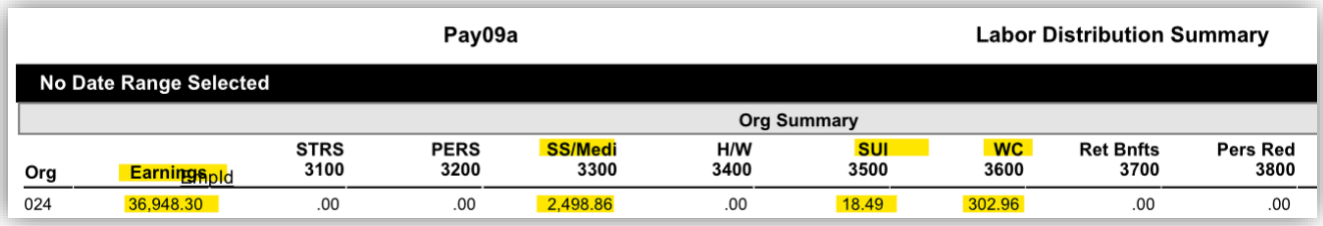



**Create a Report Favorite using Date Mnemonics!**

- Starting Pay Date: BFY
- Ending Pay Date: EFY
- SSN4: No
- Resource Code: 7415
- Object: 1-3
- Click Go to generate report

## Example Pay09 Labor Distribution for 7415 Resource

Use the Pay09 to move the 3000 expenses to the General Fund. SS (OASDI 6.2%) and Medi (Medicare 1.45%) have to be applied to the correct account in the journal entry.



Pay09a — Labor Distribution Summary

No Date Range Selected

Org Summary

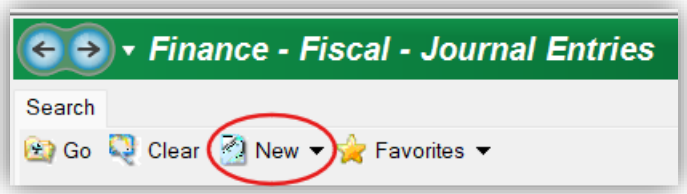
| Org | Earnings Empld | STRS 3100 | PERS 3200 | SS/Medi 3300 | H/W 3400 | SUI 3500 | WC 3600 | Ret Bnfts 3700 | Pers Red 3800 |
|---|---|---|---|---|---|---|---|---|---|
| 024 | 36,948.30 | .00 | .00 | 2,498.86 | .00 | 18.49 | 302.96 | .00 | .00 |

## Manual Journal Entries

When the CLSAP Addons are charged to 7415 Resource:

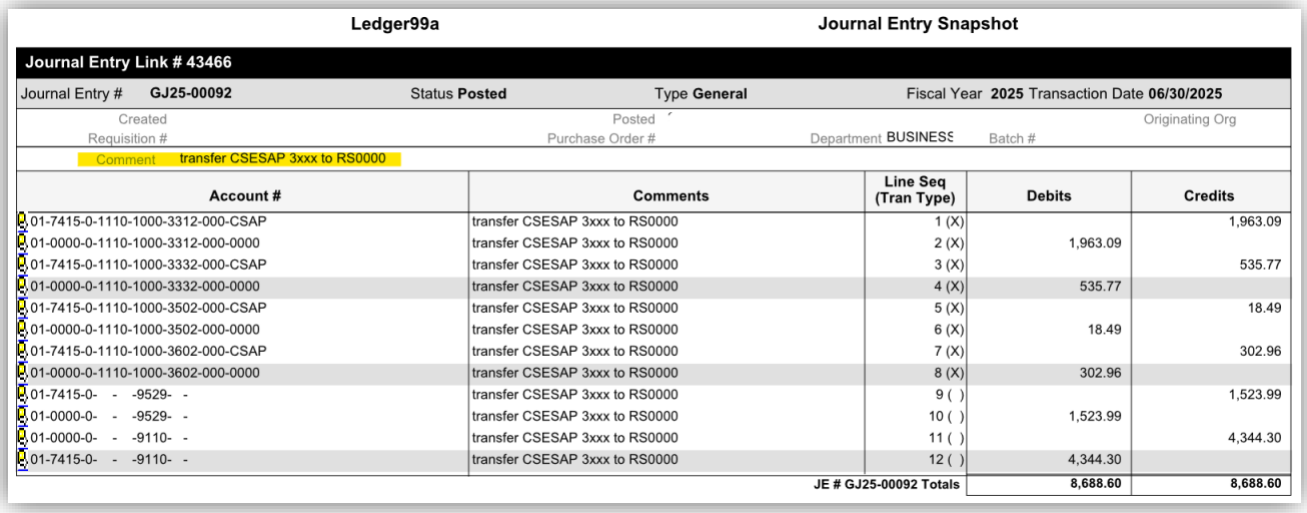
- Debit General Fund 3000 / Credit 7415-3000
- Debit 7415-9290 / Credit 7415-8590

### *Go to Finance – Fiscal – Journal Entries*




- Click New to create the JE
- Be sure to choose the correct fiscal year

- Enter the amounts from the Pay09



**Ledger99a** **Journal Entry Snapshot**

**Journal Entry Link # 43466**

Journal Entry # **GJ25-00092** Status **Posted** Type **General** Fiscal Year **2025** Transaction Date **06/30/2025**

Created Posted Originating Org

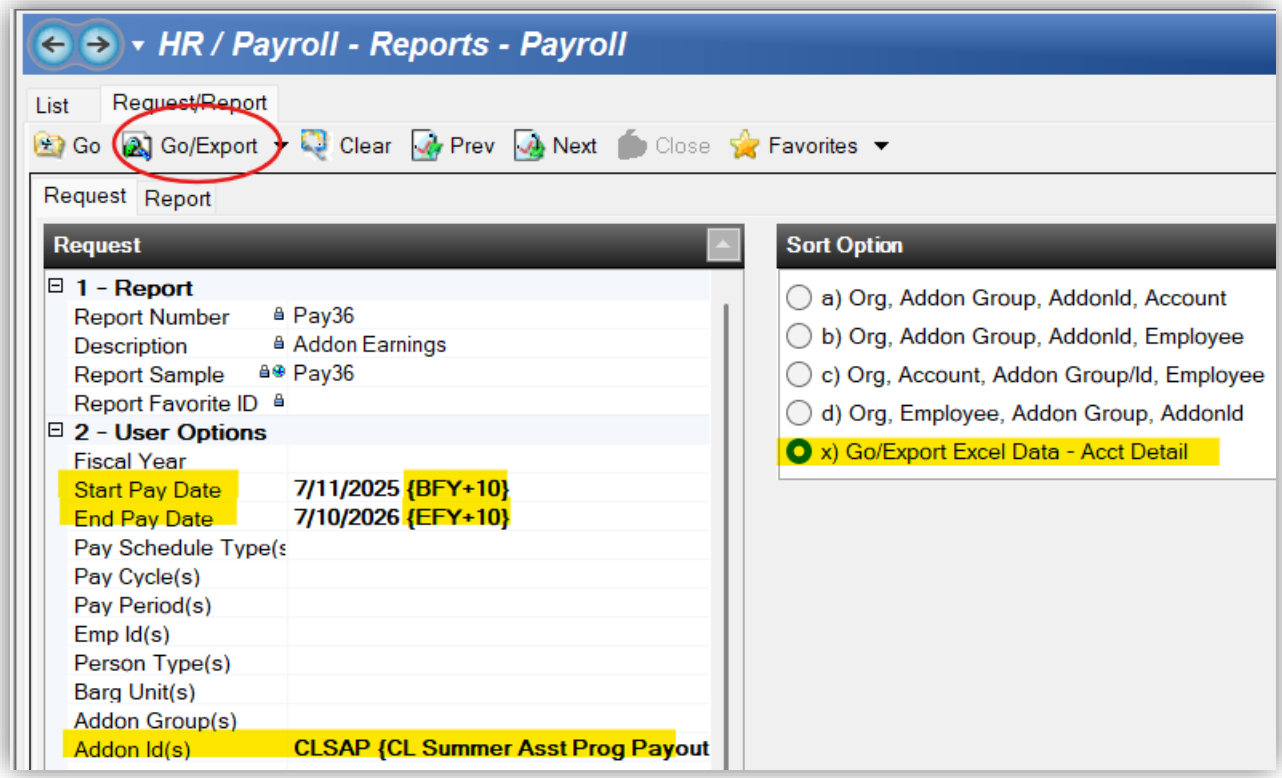
Requisition # Purchase Order # Department BUSINESS Batch #

Comment transfer CSESAP 3xxx to RS0000

| Account # | Comments | Line Seq (Tran Type) | Debits | Credits |
|---|---|---|---|---|
| 01-7415-0-1110-1000-3312-000-CSAP | transfer CSESAP 3xxx to RS0000 | 1 (X) | | 1,963.09 |
| 01-0000-0-1110-1000-3312-000-0000 | transfer CSESAP 3xxx to RS0000 | 2 (X) | 1,963.09 | |
| 01-7415-0-1110-1000-3332-000-CSAP | transfer CSESAP 3xxx to RS0000 | 3 (X) | | 535.77 |
| 01-0000-0-1110-1000-3332-000-0000 | transfer CSESAP 3xxx to RS0000 | 4 (X) | 535.77 | |
| 01-7415-0-1110-1000-3502-000-CSAP | transfer CSESAP 3xxx to RS0000 | 5 (X) | | 18.49 |
| 01-0000-0-1110-1000-3502-000-0000 | transfer CSESAP 3xxx to RS0000 | 6 (X) | 18.49 | |
| 01-7415-0-1110-1000-3602-000-CSAP | transfer CSESAP 3xxx to RS0000 | 7 (X) | | 302.96 |
| 01-0000-0-1110-1000-3602-000-0000 | transfer CSESAP 3xxx to RS0000 | 8 (X) | 302.96 | |
| 01-7415-0- - -9529- - | transfer CSESAP 3xxx to RS0000 | 9 ( ) | | 1,523.99 |
| 01-0000-0- - -9529- - | transfer CSESAP 3xxx to RS0000 | 10 ( ) | 1,523.99 | |
| 01-0000-0- - -9110- - | transfer CSESAP 3xxx to RS0000 | 11 ( ) | | 4,344.30 |
| 01-7415-0- - -9110- - | transfer CSESAP 3xxx to RS0000 | 12 ( ) | 4,344.30 | |
| | | **JE # GJ25-00092 Totals** | **8,688.60** | **8,688.60** |

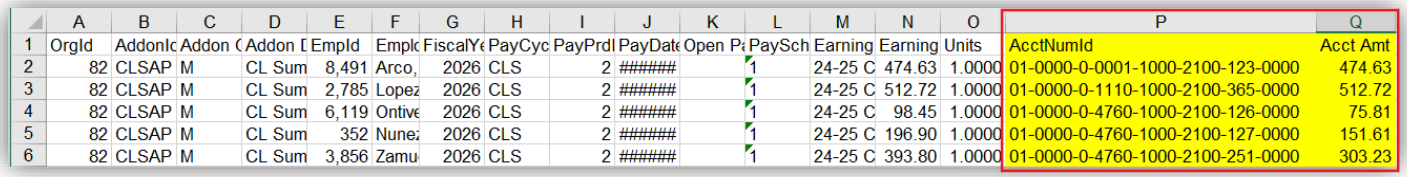
2. **Example**: CLSAP Addons charged to position accounts; therefore, the salary expense must be moved to 7415 Resource. The Pay36 Addon Earnings can be used to create the journal entries to move expenses and Accounts Receivable. This report can also be exported and the data can be copied into a Journal Entry Import file.

***Go to HR/Payroll – Reports – Payroll – Pay36 Export***




## Example Pay36 Export:

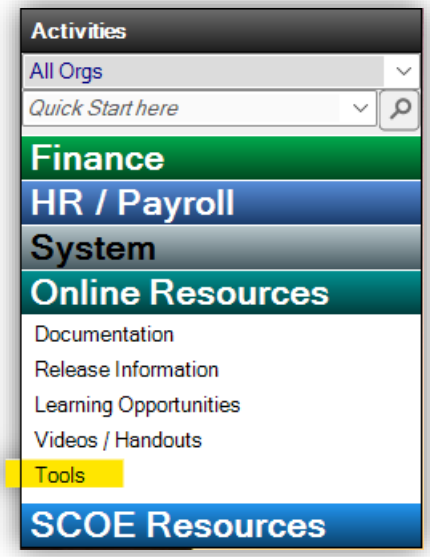
The Account and Account Amount can be copied and pasted to the Journal Entry Import Template. The JE Import file can be found in Frontline ERP Online Resources.



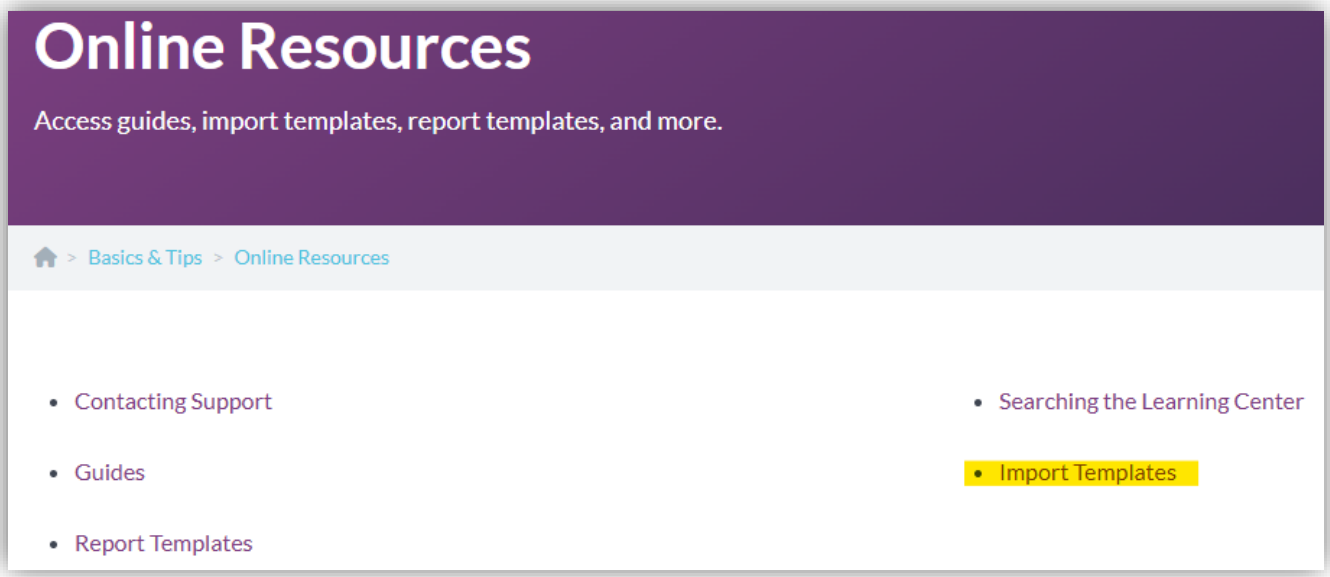
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | OrgId | AddonIc | Addon ( | Addon [ | EmpId | Empl | FiscalYe | PayCyc | PayPrdl | PayDate | Open Pa | PaySch | Earning | Earning | Units | AcctNumId | Acct Amt |
| 2 | 82 | CLSAP | M | CL Sum | 8,491 | Arco, | 2026 | CLS | 2 | ###### | | 1 | 24-25 C | 474.63 | 1.0000 | 01-0000-0-0001-1000-2100-123-0000 | 474.63 |
| 3 | 82 | CLSAP | M | CL Sum | 2,785 | Lopez | 2026 | CLS | 2 | ###### | | 1 | 24-25 C | 512.72 | 1.0000 | 01-0000-0-1110-1000-2100-365-0000 | 512.72 |
| 4 | 82 | CLSAP | M | CL Sum | 6,119 | Ontive | 2026 | CLS | 2 | ###### | | 1 | 24-25 C | 98.45 | 1.0000 | 01-0000-0-4760-1000-2100-126-0000 | 75.81 |
| 5 | 82 | CLSAP | M | CL Sum | 352 | Nunez | 2026 | CLS | 2 | ###### | | 1 | 24-25 C | 196.90 | 1.0000 | 01-0000-0-4760-1000-2100-127-0000 | 151.61 |
| 6 | 82 | CLSAP | M | CL Sum | 3,856 | Zamu | 2026 | CLS | 2 | ###### | | 1 | 24-25 C | 393.80 | 1.0000 | 01-0000-0-4760-1000-2100-251-0000 | 303.23 |

## Journal Entry Import

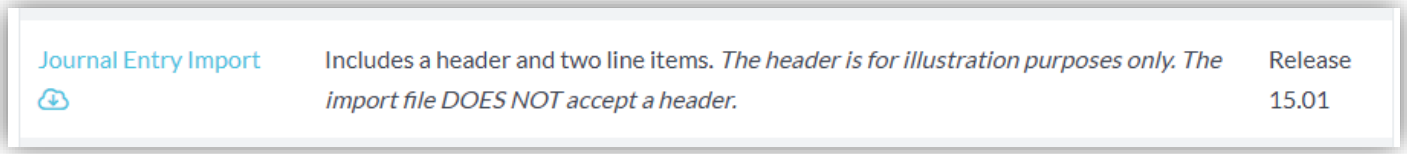
The Journal Entry Import file can be found in Frontline ERP Online Resources in Tools.




- Go to Import Templates

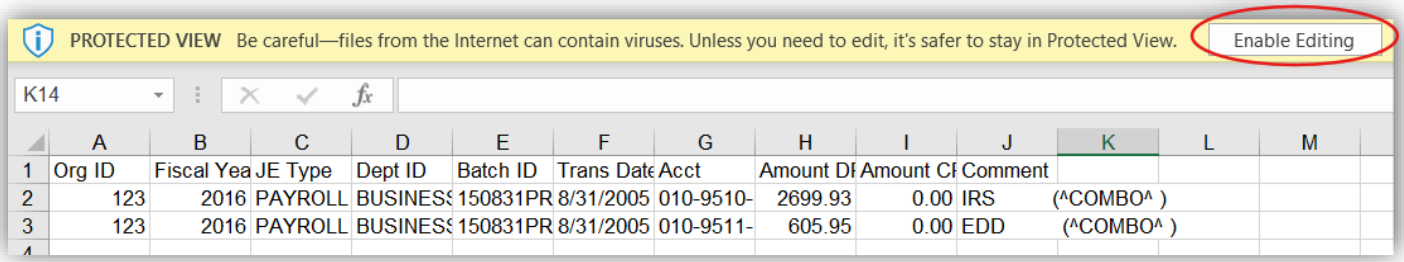



- Click on the Journal Entry Import to download



## Example JE Import file download in Excel

- Click Enable Editing




| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Org ID | Fiscal Yea | JE Type | Dept ID | Batch ID | Trans Date | Acct | Amount Dr | Amount Cr | Comment | | | |
| 2 | 123 | 2016 | PAYROLL | BUSINESS | 150831PR | 8/31/2005 | 010-9510- | 2699.93 | 0.00 | IRS | (^COMBO^ ) | | |
| 3 | 123 | 2016 | PAYROLL | BUSINESS | 150831PR | 8/31/2005 | 010-9511- | 605.95 | 0.00 | EDD | (^COMBO^ ) | | |

- Delete the two example lines
- Org Id
- Fiscal Year: 2026
- Copy and Paste Data from the Pay36 export
- JE TYPE: GENERAL
- Dept ID: BUSINESS
- Transaction Date: 6/30/2026
- Copy Accounts and Amounts from Pay36 export & Paste into impot file
- Debit and Credit must have a value
    - Enter 0 for the opposite value
- Comment: Enter description
- Remove headers and save as CSV (Comma delimited)
- Close file before importing or it will cause an error

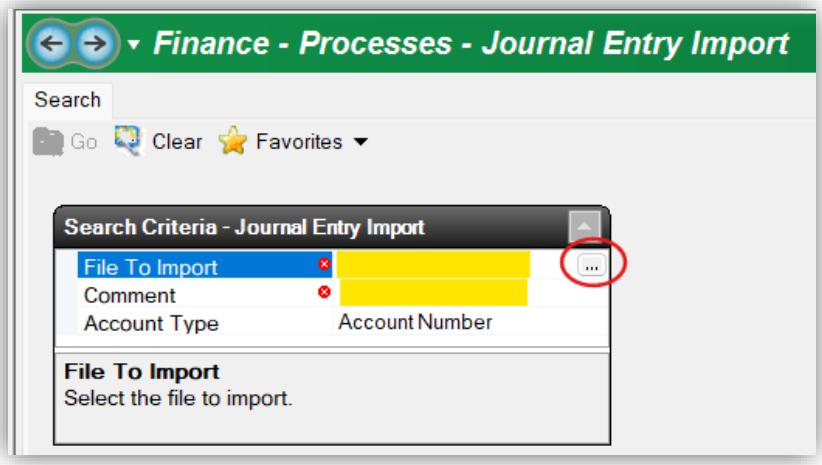
## Example JE Import file:

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 0 | 2026 | GENERAL | BUSINESS | 6/30/2026 | 01-0000-0-1110-1000-2100-000-0000 | 0 | 725.41 | 25-26 CLSAP 7415 Rsrc |
| 0 | 2026 | GENERAL | BUSINESS | 6/30/2026 | 01-0000-0-1110-1000-2100-000-0000 | 0 | 665.89 | 25-26 CLSAP 7415 Rsrc |
| 0 | 2026 | GENERAL | BUSINESS | 6/30/2026 | 01-0000-0-1110-1000-2100-000-0000 | 0 | 645.25 | 25-26 CLSAP 7415 Rsrc |
| 0 | 2026 | GENERAL | BUSINESS | 6/30/2026 | 01-0000-0-1110-1000-2100-000-GARD | 0 | 114.30 | 25-26 CLSAP 7415 Rsrc |
| 0 | 2026 | GENERAL | BUSINESS | 6/30/2026 | 01-0000-0-1110-1000-2100-000-LIBR | 0 | 183.00 | 25-26 CLSAP 7415 Rsrc |
| 0 | 2026 | GENERAL | BUSINESS | 6/30/2026 | 01-2600-0-1110-1000-2100-000-ELOP | 0 | 302.58 | 25-26 CLSAP 7415 Rsrc |
| 0 | 2026 | GENERAL | BUSINESS | 6/30/2026 | 01-6500-0-5760-1120-2110-000-SPED | 0 | 156.76 | 25-26 CLSAP 7415 Rsrc |
| 0 | 2026 | GENERAL | BUSINESS | 6/30/2026 | 03-0000-0-1110-1000-2100-000-0000 | 0 | 1,112.49 | 25-26 CLSAP 7415 Rsrc |
| 0 | 2026 | GENERAL | BUSINESS | 6/30/2026 | 03-0000-0-1110-1000-2100-000-0000 | 0 | 552.70 | 25-26 CLSAP 7415 Rsrc |
| 0 | 2026 | GENERAL | BUSINESS | 6/30/2026 | 03-0000-0-1110-1000-2100-000-LIBR | 0 | 732.01 | 25-26 CLSAP 7415 Rsrc |
| 0 | 2026 | GENERAL | BUSINESS | 6/30/2026 | 03-6500-0-5760-1135-2100-000-SPED | 0 | 533.08 | 25-26 CLSAP 7415 Rsrc |

## Journal Entry Import

Now you are ready to process the JE Import.

***Go to Finance – Processes – Journal Entry Import***




- Locate save file
- Comment: Enter Description (This will show in the JE)
- Click Go

- Review Message for Errors
- Go to Tasks to select Create Journal Entry
- This will open a JE Tab to review and submit JE as usual

