



## Generate accrual reports



## Table of Contents

<b>Generate accrual reports</b> .....	i
---------------------------------------	---



# Generate accrual reports

**Log on to the NYR payroll frequency.**

Payroll > Payroll Processing > EOY Payroll Accruals > Accrual Reports

After running the accrual calculations, run the following reports to verify that the list of employees for August accruals is accurate and that the employees should be included/excluded in the accrual process.

Payroll Processing > EOY Payroll Accruals

Payroll

Year: N

ACCRUAL TABLE DECREMENT RUN CALCULATIONS ACCRUAL REPORTS CREATE GENERAL JOURNAL INTERFACE TO FINANCE POST TO MASTER REVERSAL FOR NON-ACCRUAL

Calculation Dates: Frequency D -  
Frequency E -  
Frequency F - 08-31-2025

Gen Rpt	Report	Sort Options	Sort Order
<input checked="" type="checkbox"/>	EOY Accrual Table - Hourly Data		
<input checked="" type="checkbox"/>	EOY Accrual Table - Daily Data		
<input checked="" type="checkbox"/>	EOY Accrual Information	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/>	EOY Accrual Distribution by Account Code		
<input checked="" type="checkbox"/>	EOY Accrual Distribution by Alpha		
<input checked="" type="checkbox"/>	EOY Accrual Account Code Comparison	Alpha (A), Pay Campus (C), Primary Campus (P)	P
<input checked="" type="checkbox"/>	EOY Accrual Information with Previous Run Calcs	Alpha (A), Pay Campus (C), Primary Campus (P)	P
<input checked="" type="checkbox"/>	EOY Accrual Distribution by Account Code with Previous Run Calcs		
<input checked="" type="checkbox"/>	EOY Accrual Distribution by Alpha with Previous Run Calcs		

Generate Reports Select ALL Reports

If calculations are run for multiple frequencies using the same calculation date, the reports include data from all payroll frequencies. Reports display data in payroll frequency order. Errors must be corrected before continuing. Once corrections are made, run the accrual calculations again to ensure that the corrections were completed.

**Note:** For all of the reports above except the EOY Accrual Table - Hourly Data and EOY Accrual Table - Daily Data reports, the information is retrieved from the accrual calculations temporary work file that is used to generate all transactions that are posted to the Finance application. The information cannot be modified; however, the LEA can adjust the information in the employee's record and rerun calculations to change the data stored in the employee's record in the temporary work file.

## Run accrual reports:

Field	Description
<b>GenRpt</b>	Select to select the report(s) from the list, or click <b>Select ALL Reports</b> to select all reports.
<b>Sort Order</b>	Click  in each report to see available sort options. If the field is blank, no sort options are available.

Click **Generate Reports**. All selected reports are generated with the new information.

- Verify the totals of each report and correct all errors.

If corrections are required:



- Navigate to the [Payroll > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables](#) page.
- Select **Clear EOY Accrual Data Only** (do not move any tables)
- Click **Execute** to clear only the EOY accrual data.

- Run accrual calculations again and generate reports to verify the corrections.

The EOY Payroll Accrual Reports include:

- **EOY Accrual Table - Hourly Data** - displays the frequency, start date for each hourly job code, the estimated hours worked in August for the job code, and the current hourly job code description.
- **EOY Accrual Table - Daily Data** - displays the frequency, start date for each daily job code, the estimated days worked in August for the job code, and the current daily job code description.
- **EOY Accrual Information** - displays the information of the August accrued pay by hourly/daily job codes.

Date Run: Cnty Dist:		EOY Accrual Information ISD Accrual Calculations					Program: HRS9920 Page: 22 of 22			
Freq	Emp Nbr	Employee Name								
Job Cd	A/C	Start Date	Units	Rate	Type	Accrued Pay	FICA	Fed Grant	Fed Care	Empl Care
F	001832									
0076	B	08-11-2025	15.00	128.342	Daily	1,925.13	27.91	0.00	0.00	14.44
F	001833									
0059	B	08-11-2025	15.00	274.332	Daily	4,114.98	59.67	0.00	0.00	30.86
Totals for Frequency: F						1,822,967.77	25,673.10	8,165.53	1,237.22	13,569.42
Employee Count Totals:						445				
Accrual Employee Count:						446				
Non-Accrual Employee Count:						0				
District Totals:						1,822,967.77	25,673.10	8,165.53	1,237.22	13,569.42
District Accrual Totals:						1,822,967.77	25,673.10	8,165.53	1,237.22	13,569.42
District Non-Accrual Totals:						0.00	0.00	0.00	0.00	0.00
District Employee Count Totals:						445				

- If the employee accrues monthly, verify that the accrual code (**A/C**) is accurate for the employee. If the employee does not accrue monthly, verify that the accrual code (**A/C**) is blank for the employee.
- At the end of the report, verify the accuracy of employee accruals, those who accrue monthly and those who do not accrue monthly.

- **EOY Accrual Distribution by Account Code** - displays the distribution of the August accrued pay by account codes.

Date Run: Cnty Dist:		EOY Accrual Distribution ISD Accrual Calculations			Program: HRS9940 Page: 32 of 32	
Freq	Emp Nbr	Employee Name				
Jb Cd	Account Code	Accrued Pay	FICA	Fed Grant	Fed Care	Empl Care
F	001833					
0059	199-33-6119.00-101-511000	4,114.98	59.67	.00	.00	30.86
	Employee Totals:	4,114.98	59.67	.00	.00	30.86
	District Totals:	1,822,967.77	25,673.10	8,165.53	1,237.22	13,569.42

- Verify that the fund and fiscal year are accurate.
- Verify that an amount was calculated for the **Federal Grant** and **Federal Care** columns for the appropriate federal funds. If there is not an amount listed, review and update the [Personnel > Tables > Salaries > Fund to Grant](#) table.

- **EOY Accrual Distribution by Alpha** - displays the distribution of the August accrued pay alphabetically.

Date Run: Cnty Dist:		EOY Accrual Distribution SD Accrual Calculations			Program: HRS9940 Page: 32 of 32	
Freq	Emp Nbr	Employee Name				
Jb Cd	Account Code	Accrued Pay	FICA	Fed Grant	Fed Care	Empl Care
F						
0076	199-11-6129.00-001-511000	1,925.13	27.91	.00	.00	14.44
	Employee Totals:	1,925.13	27.91	.00	.00	14.44
F						
0059	199-33-6119.00-101-511000	4,114.98	59.67	.00	.00	30.86
	Employee Totals:	4,114.98	59.67	.00	.00	30.86
	District Totals:	1,822,967.77	25,673.10	8,165.53	1,237.22	13,569.42

**End of Report**

- **EOY Accrual Account Code Comparison** - compares the distribution of the August accrued pay by account codes and provides a listing of the employee master distribution records that are not changed to reflect the new fiscal year. The account may need to be added to the [Finance > Maintenance > Create Chart of Accounts](#) page or corrected on the employee's Distribution tab in Payroll. This information must be corrected before continuing the process.

Date Run: Cnty Dist:		EOY Accrual Account Code Comparison ISD			Program: HRS9950 Page: 1 of 1	
Account Codes that do not exist in the Finance General Ledger						
Primary Campus:	001 -	Frequency	Account Code	Emp Nbr	Employee Name	
		F	199-11-6119.00-001-511000	001503		

**End of Report**

- **EOY Accrual Information with Previous Run Calcs** - displays the information of the recalculated accrued pay by hourly/daily job codes.
- **EOY Accrual Distribution by Account Code with Previous Run Calcs** - displays the distribution of the recalculated accrued pay by account codes.
- **EOY Accrual Distribution by Alpha with Previous Run Calcs** - displays the distribution of the recalculated accrued pay alphabetically.

After running the accrual calculations, run the following reports to verify that the list of employees is accurate and that the employees should be included/excluded in the accrual process.

If calculations are run for multiple frequencies using the same calculation date, the reports include data from all payroll frequencies. Reports display data in payroll frequency order. Errors must be corrected before continuing. Once corrections are made, run the accrual calculations again to ensure that the corrections were completed.

The EOY Payroll Accrual Reports include:

- **EOY Accrual Table - Hourly Data** - displays the frequency, start date for each hourly job code, the estimated hours worked in August for the job code, and the current hourly job code description.
- **EOY Accrual Table - Daily Data** - displays the frequency, start date for each daily job code, the estimated days worked in August for the job code, and the current daily job code description.
- **EOY Accrual Information** - displays the information of the August accrued pay by hourly/daily job codes.
  - If the employee accrues monthly, verify that the accrual code is accurate. If the employee does not accrue monthly, verify that the **Accrual Code** field is blank.
  - At the end of the report, verify the accuracy of employees who accrue monthly and do not accrue.
- **EOY Accrual Distribution by Account Code** - displays the distribution of the August accrued pay by account codes.
  - Verify that the fund and fiscal year are accurate.
  - Verify that an amount was calculated for the **Federal Grant** and **Federal Care** columns for the appropriate federal funds. If there is not an amount listed, review and update the [Personnel > Tables > Salaries > Fund to Grant](#) table.
  - If you logged on to the current pay frequencies to review or update data, be sure to log back on to the next year pay frequency to continue.
- **EOY Accrual Distribution by Alpha** - displays the distribution of the August accrued pay alphabetically.
- **EOY Accrual Account Code Comparison** - compares the distribution of the August accrued pay by account codes and provides a listing of the employee master distribution records that are not changed to reflect the new fiscal year. The account may need to be added to the Finance chart of accounts or corrected on the HR employee Distribution tab. This information must be corrected before continuing the process.
- **EOY Accrual Information with Previous Run Calcs** - displays the information of the recalculated accrued pay by hourly/daily job codes.
- **EOY Accrual Distribution by Account Code with Previous Run Calcs** - displays the distribution of the recalculated accrued pay by account codes.
- **EOY Accrual Distribution by Alpha with Previous Run Calcs** - displays the distribution of the recalculated accrued pay alphabetically.

**Note:** For all of the reports above except the EOY Accrual Table - Hourly Data and EOY Accrual Table - Daily Data reports, the information is retrieved from the accrual calculations temporary work file that is used to generate all transactions that are posted to the Finance application. The information cannot be modified, but the district can adjust the information in an employee's

record and rerun the calculations to change what is stored in the employee record in the temporary work file.

### Run accrual reports:

Field	Description
<b>GenRpt</b>	Select to select the report(s) from the list, or click <b>Select ALL Reports</b> to select all reports.
<b>Sort Order</b>	Click  in each report to see available sort options. If the field is blank, no sort options are available.

Click **Generate Reports**. All selected reports are generated with the new information.

- Verify the totals of each report.
- Correct all errors, clear the EOY accrual data only, run accrual calculations again, and generate reports to verify the corrections.