



ASCENDER GUIDES



body

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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.

Image

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.

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.

[Sample report](#)

| Date Run: | | EOY Accrual Information | | | | | | | | Program: HRS9920 | |
|---------------------------------|---------|-------------------------|-------|---------|-------------|--------------|-----------|----------|------------|------------------|--|
| Cnty Dist: | | ISD | | | | | | | | Page: 22 of 22 | |
| | | Accrual Calculations | | | | | | | | | |
| Freq | Emp Nbr | Employee Name | | | Accrued Pay | FICA | Fed Grant | Fed Care | Emplr Care | | |
| Job Cd | A/C | Start Date | Units | Rate | Type | | | | | | |
| 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 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.

[Sample report](#)

| Date Run: | | EOY Accrual Distribution | | | | | | Program: HRS9940 | | | |
|------------------|---------|---------------------------|--|--|--------------|-----------|-----------|------------------|------------|--|--|
| Cnty Dist: | | ISD | | | | | | Page: 32 of 32 | | | |
| | | Accrual Calculations | | | | | | | | | |
| Freq | Emp Nbr | Employee Name | | | Accrued Pay | FICA | Fed Grant | Fed Care | Emplr Care | | |
| Jb Cd | | Account Code | | | | | | | | | |
| 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 federal funds. If there is not an amount listed, review and update the [Human Resources > 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.

[Sample report.](#)

| Date Run: | | EOY Accrual Distribution | | | | Program: HRS9940 | |
|----------------------|--------------|---------------------------|--------------|-----------|-----------|------------------|------------|
| Cnty Dist: | | ISD | | | | Page: 32 of 32 | |
| Accrual Calculations | | | | | | | |
| Freq | Emp Nbr | Employee Name | Accrued Pay | FICA | Fed Grant | Fed Care | Emplr Care |
| Job Cd | Account Code | | | | | | |
| 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 chart of accounts or corrected on the HR employee Distribution tab. This information must be corrected before continuing the process.


[Sample report.](#)

| Date Run: | | EOY Accrual Account Code Comparison | | | | Program: HRS9950 | |
|---|---------------------------|-------------------------------------|---------------|--|--|------------------|--|
| Cnty Dist: | | ISD | | | | 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.

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 |
|-------------------|---|
| GenRpt | Select to select the report(s) from the list, or click Select ALL Reports to select all reports. |
| Sort Order | 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 corrections.