



body

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Field	Description
Accrual Code	<p>Click ▼ to select an accrual code. Only accrual codes for the current payroll frequency are displayed.</p> <p>When an accrual code is selected, employees whose primary job contains the selected accrual code are displayed.</p> <p>When an accrual code is not selected, all employees with an accrual code are displayed.</p>
Pay Date	<p>Click ▼ to select a processed pay date for the current school year. If a pay date is selected, users are able to create a general journal for the variances, post the variances to the employee's school YTD and history data, and interface the general journal entries to Finance. If a pay date is selected, you may also enter a journal voucher number.</p>
JV Number	<p>Type the journal voucher number to be used in Finance transactions. If left blank, the default format for the journal voucher number is P + pay frequency + month and the day of the pay date selected.</p>

All available employees for the pay frequency are displayed on the left side of the page. Select the employees to extract.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

The **Run** button is enabled when an employee is selected and moved to the right side of the page. Only the employees selected on the right side of the window are processed.

☐ Click **Run**. The accruals are calculated for the selected employee's unprocessed pay dates.

IMPORTANT: This process should only be run by one user at a time.

- If variance processing records already exist in the temporary tables when you click **Run**, you are prompted to clear all previously calculated accrual variances.
- If another user has initiated the calculation process, a message box is displayed indicating that the accrual variance is already being calculated.
- If there were any errors encountered during the extract, the system displays the Payroll Accrual Variance Calculation Errors listing. Users have the option to click **Print** to capture the error listing or **Cancel** to continue with the extract.

[Review the report.](#)

It is highly recommended that users clear all errors prior to continuing with the extract process.

The Report tab is enabled when calculations are completed.