accrualreports

Table of Contents

Accrual Reports - HRS5500

Human Resources > Payroll Processing > EOY Payroll Accruals > Accrual Reports

After running the accrual calculations, you should verify the results before continuing with the accrual process. If calculations are run for multiple frequencies using the same calculation date, the reports will include data from both frequencies. Reports will display the data in order of frequency. Errors must be corrected before continuing. Once corrections are made, run accrual calculations again to ensure that corrections were completed. The EOY Payroll Accrual Reports include:

- EOY Accrual Table - Hourly Data - displays the 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 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.
- EOY Accrual Distribution by Account Code - displays the distribution of the August accrued pay by account codes.
- 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.
- 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 EOY Accrual Table - Hourly Data and EOY Accrual Table - Daily Data, 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.

[Review the report.](#)

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.

Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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