

Extract Reports - HRS4400

Table of Contents

Extract Reports - HRS4400 i
Extract Reports - HRS4400 1

Extract Reports - HRS4400

Human Resources > Next Year > Interface NY Payroll to NY Budget > Extract Reports

This tab is used to create two reports to verify that all the selected employees' payroll account codes were correctly extracted on the previous tab.

On the Extract Payroll Account Codes tab, if employees were selected on the right side of the page, the reports only include account codes for those selected employees. If there were no employees selected, the reports include all employees' data previously extracted.

These reports are also available on the Reports > HR Reports > NY Interface Budget Reports page. If these reports are printed from the Reports menu, the user may select parameters to limit the scope of the reports.

Create extract reports:

Under **Next Year Payroll Extract Reports**, select from the following reports:

Next Year Payroll Employee Distribution Report - The report is sorted by name and prints contract and deduction data. Amounts are given per employee distribution account per employer contribution per object code. The total line of the report displays the CAFE-125 total, the overall total costs for the employee, and other totals.

Next Year Payroll Account Distribution Report - The report lists the amounts for each selected employee with the account code total. Fund and district totals are also listed.

Notes:

- Select **GenRpt** for the report that you want to generate, or click **Select ALL Report**s to select both reports.
- Under **Sort Order**, you can accept the system is set, or click to select another sort order.

Click **Generate Reports** to generate the selected report(s).

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.