

Decrement - HRS5500

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Human Resources > Payroll Processing > EOY Payroll Accruals > Decrement

This tab is used to specify funds for which the fiscal year should not be decremented when the EOY accrual calculations are performed. The system subtracts one from the fiscal year in the employee's master distribution when expensing the amounts. Generally, federal funds begin in July; therefore, the fiscal year should not be adjusted for expenditures, so those funds should be included in this tab. If a fund is used in multiple pay frequencies and should not have the fiscal year decremented, the fund needs to be set up in all affected pay frequencies in this tab.

Funds that are currently defined in the next year payroll distribution master records are displayed in the drop down when the user clicks **Funds/Yr List**.

It is important to note that if any matching funds and fiscal years are on the Mask Crosswalk table in Mass Change Account Codes under the Budget Utilities menu, the same logic will apply as if there were no change.

If the Mask Crosswalk tab in the Budget Mass Change Account Codes utility has funds and fiscal years that also exist in the EOY accrual calculations, and some of those funds/fiscal years have been selected to not decrement in this tab, the new fund and fiscal year used for expensing the EOY accruals will not be decremented.

Example: Fund 211/8 was included with other funds in this tab when EOY accrual calculations were performed. In the mask crosswalk, you have selected to change fund 211/8 to 215/8, and the same logic of not decrementing the fiscal year will apply to the new fund. Accrual reports reflect the fund 215/8, and that fund and fiscal year will be what is posted to Finance. If a fund/fiscal year in the mask crosswalk was not included on the Decrement tab, decrementing of the fiscal year will apply to the new fund.

Specify funds to not be decremented:

Under **Next Year Frequency**, select one of the following payroll frequencies:

- **D - Biweekly**
- **E - Semimonthly**
- **F - Monthly**

Notes:

- If the user is not authorized to access a payroll frequency, it is disabled.
- Only one payroll frequency can be selected at a time.

To add a row, click **+Add**.

Field	Description
Fund/Yr	Click to select the federal funds that should not have the FY decremented (decreased). For multiple entries, click **Funds/Yr List** to display the Data Select - Fund/Yr page. To select multiple rows when the funds/fiscal years are consecutive, select a fund/fiscal year to start at, and then press and hold SHIFT while selecting a fund/fiscal year to end the selection process. All funds/fiscal years (between the first and last item) in the sequence are now selected. To select multiple rows when the funds/fiscal years are not consecutive, select a fund/fiscal year, and then select other individual funds/fiscal years from different parts of the listing. Click **OK** to select the funds/fiscal years and close the listing. Otherwise, click **Cancel**. **Note**: For nonfederal funds, the system subtracts one from the fiscal year in the employee's master distribution account codes to properly expense the amounts. In order to accommodate the federal funds, the fiscal year should not be adjusted to properly expense the amounts, so those funds should be included on the Decrement tab.
Description	This field is automatically populated when the **Fund/Yr** field is populated.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Print the EOY Accrual Table Decrement 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.

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.