HRS3600 - Payroll Balancing Report

Table of Contents

HRS3600 - Payroll Balancing Report

Payroll > Reports > Year To Date Reports > Payroll Balancing Report

The report allows the user to balance a payroll and includes the payroll earnings register, accrual account distribution journal, expense distribution journal, and general journal entries. Any out-of-balance transactions are reported on the expense distribution journal portion of the report.

The report is for zero adjustment cycle only (e.g., original payroll processed without any payroll adjustments, special adjustments, zero school year-to-date processing, or accrual variance processing). Multiple pay dates can be selected.

Parameter	Parameter Description
For Pay Date(s) (MMDDYYYY)	Type a pay date in the MMDDYYYY format, separating multiple pay dates with a comma (e.g., 05272011,09242010). Or, click ⋮ to search for pay dates. This is a required field.

Generate the report.