

Reports - HRS8300

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Human Resources > Utilities > Zero School YTD Accruals > Reports

It is highly recommended that all reports be generated, printed, and balanced prior to posting the transactions.

Print school YTD accrual reports:

After the extract has been performed, click the Reports tab.

Under **Zero School YTD Accrual Reports**, the following reports are available:

- Accrual Account Distribution Journal by Name
- Accrual Account Distribution Journal by Account Code
- Expense Account Distribution Journal by Name
- Expense Account Distribution Journal by Account Code
- General Journal Report - based on the file ID that is selected on the Zero School YTD Accruals, Extract tab

Select **GenRpt** to select the report(s) from the list, or click **Select ALL Reports**.

Click **Generate reports**. When the processing is completed, a data window for the selected report is displayed.

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.