



augustaccruals_step2a

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Notes:

- If an 11-month employee is listed with 2018 accruals, zero the accruals. If an 11-month employee is listed with 2019 accruals, do not clear the accruals.
- If new employees are set to receive 13 checks in the 2018-2019 school year with their first check paid in August, review whether the pay is posted to accruals or the expense account. If the pay is posted to accruals, perform the Zero School YTD utility to record it to the expense account.

- REVIEW and RECONCILE each employee's accrual balances from your School Year to Date detail report.
- VERIFY each employee was correctly paid.
- Use the [Human Resources > Utilities > Zero School YTD Accruals](#) page to clear the accrual balances in the current pay file.
 - Perform the [extract](#)

[Payroll > Utilities > Zero School YTD Accruals > Extract](#)

Retrieve employees.

Use the arrow buttons to move the applicable employees from the left side to the right side of the page.

Click **Run**. If there any errors are encountered during the extract, the Zero School YTD Accruals Errors report is displayed. Review the report and correct any errors. If there are no errors, the Zero School YTD Accruals Extract report is displayed.

Click **Close** to close the report.

- Print reports from Reports tab.
- Post to Master and Interface to Finance from Post to Master/Interface to Finance tab.
- Make a backup and save in the EOY Accruals folder

When the school YTD accruals are zero, any accrual amounts are sent back to the fund. If this is the case, consult with the business manager before interfacing.

Reprint the [Human Resources > Reports > HR Reports > Year To Date Reports > HRS3050 - School Year To Date Report](#) to verify that the accruals were cleared. ALL accrual fields should be zero. Save this as the last report prior to performing the EOY payroll accrual process.

SCREENSHOT



Back Cover