



augustaccruals_step2a

Table of Contents

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.
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- 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 the [Reports tab](#).

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

Review the following reports:

Sample Pre-Post YTD Accrual Payroll Account Distribution Journal report

| Date Run: 06-07-2019 9:31 AM Cnty Dist: | | Pre-Post YTD Accrual Payroll Account Distribution Journal ISD | | | | | | | | | | Program: HRS3300 Page: 1 of 1 Frequency: 6 | |
|--|--------------------------------|--|----------------------------|------------------------------|------------------------|--------------------------------|---------------------|--------------------|-----------------|-------------------------|--------------|--|--|
| Employee Name Job Cd / Acct Code / Acct FY / ED Cd | Emp Nbr Chk Nbr TRF YR | Pay Date Adj Nbr | Gross Pay Ret Pen Surch | Accrued Pay Emplr Care | FICA/Med Care Surch | Unemploy Tax Emplr Misc | Employer Contrib | Federal Deposit | Federal Care | TEA Hlth Ins Contrib | Emplr 457 | | |
| ANDREWS, JULIE 199-11-6119.00-101-911000 0907 / A / 9 / | 000328 SYTD01 | 07-19-2019 2 | .00 -1,583.95 | -1,583.95 -11.88 | -22.98 .00 | .00 -96.40 | -20.67 .00 | .00 .00 | .00 .00 | .00 .00 | .00 | .00 | |
| ANDREWS, JULIE 199-11-6119.00-101-930000 0907 / A / 9 / | 000328 SYTD01 | 07-19-2019 2 | .00 -806.88 | -806.88 -6.05 | -11.69 .00 | .00 -27.50 | -5.91 .00 | .00 .00 | .00 .00 | .00 .00 | .00 | .00 | |
| ANDREWS, JULIE | Total | | .00 | -2,390.83 | -34.67 | .00 | -26.58 | .00 | .00 | .00 | .00 | .00 | |
| ANISTON, JENNIFER 240-35-6129.00-101-999000 0721 / D / 9 / | 000508 SYTD01 | 07-19-2019 2 | .00 -1,139.60 | -1,139.60 -8.55 | -13.97 .00 | .00 .00 | -180.52 .00 | .00 .00 | .00 .00 | -75.00 .00 | .00 | .00 | |
| District Totals | Gross Pay: | | .00 | Unemployment Tax: | .00 | Federal Care: | .00 | Emplr 457: | .00 | Emplr 457: | .00 | .00 | |
| | Accrued Pay: | | -3,530.43 | Employer Contrib: | -207.10 | TEA Hlth Ins Contrib: | -75.00 | | | | | | |
| | FICA/Medicare Tax: | | -48.64 | Federal Deposit: | .00 | Ret Emplr Pen Surch: | .00 | | | | | | |
| | Emplr TRS Care Contrib: | | -26.48 | Emplr TRS Care Surch: | .00 | Emplr Misc Ded Contrib: | -123.90 | | | | | | |
| End of Report | | | | | | | | | | | | | |

Sample Pre-Post YTD Expenditure Payroll Account Distribution Journal report

| Date Run: 06-07-2019 9:31 AM Cnty Dist: | | Pre-Post YTD Expenditure Payroll Account Distribution Journal ISD | | | | | | | | | | Program: HRS3325 Page: 1 of 2 Frequency: 6 | |
|---|---------------------------------|--|------------------|---------------------------|------------------------|-------------------------------|----------------------------------|----------------------------------|-----------------|-------------------------|--------------|--|--|
| Employee Name Job Cd / Acct Cd / Acct FY / ED Cd | Emp Nbr Check Nbr Adj Nbr | Pay Date | Expense Pay | Accrued Pay Emplr Care | FICA/Med Care Surch | Unemploy Tax New TRS Co | Employer Contrib HSA Emplr | Federal Deposit Emplr Misc | Federal Care | TEA Hlth Ins Contrib | Emplr 457 | | |
| ANDREWS, JULIE 199-11-6119.00-101-911000 0907 / A / 9 / | 000328 SYTD01 | 07-19-2019 2 | -1,583.95 .00 | -1,583.95 -11.88 | -22.98 .00 | .00 .00 | -20.67 .00 | .00 -96.40 | .00 .00 | .00 .00 | .00 | .00 | |
| ANDREWS, JULIE 199-11-6119.00-101-930000 0907 / A / 9 / | 000328 SYTD01 | 07-19-2019 2 | -806.88 .00 | -806.88 -6.05 | -11.69 .00 | .00 .00 | -5.91 .00 | .00 -27.50 | .00 .00 | .00 .00 | .00 | .00 | |
| 199-11-6119.00-101-911000 | Total | | -2,390.83 | -2,390.83 | -34.67 | .00 | -26.58 | .00 | .00 | .00 | .00 | .00 | |
| | | | .00 | -17.93 | .00 | .00 | .00 | -123.90 | | | | | |

Sample Pre-Post General Journal Transactions report

| Date Run: 06-07-2019 9:31 AM Cnty Dist: | | Pre-Post General Journal Transactions ISD | | | | | Page: 1 of 2 File ID: C | |
|--|--------|--|--------------------|---------------------|--|--|----------------------------|--|
| Frequency: 6 Fund: 199/9 | | | | | | | | |
| Fnc-Obj-So-Org-Prog | JV Nbr | Reason | Debit(+) Amount | Credit(-) Amount | | | | |
| 00-2161.00-000-900000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 2,390.83 | 0.00 | | | | |
| 00-2211.14-000-900000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 34.67 | 0.00 | | | | |
| 00-2211.16-000-900000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 26.58 | 0.00 | | | | |
| 00-2211.19-000-900000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 17.93 | 0.00 | | | | |
| 00-2211.21-000-900000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 123.90 | 0.00 | | | | |
| 11-6119.00-101-911000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 0.00 | 1,583.95 | | | | |
| 11-6119.00-101-930000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 0.00 | 806.88 | | | | |
| 11-6141.00-101-911000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 0.00 | 22.98 | | | | |
| 11-6141.00-101-930000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 0.00 | 11.69 | | | | |
| 11-6142.00-101-911000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 0.00 | 20.67 | | | | |
| 11-6142.00-101-930000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 0.00 | 5.91 | | | | |
| 11-6146.00-101-911000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 0.00 | 11.88 | | | | |
| 11-6146.00-101-930000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 0.00 | 6.05 | | | | |
| 11-6149.00-101-911000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 0.00 | 96.40 | | | | |
| 11-6149.00-101-930000 | ZEROAC | JUL - PAYROLL DISTRIBUTION | 0.00 | 27.50 | | | | |
| JV Totals: | | | 2,593.91 | 2,593.91 | | | | |
| Fund Totals: | | | 2,593.91 | 2,593.91 | | | | |

- o 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.



Back Cover