



# 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.

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 Crty Dist		Pre-Post YTD Accrual Payroll Account Distribution Journal ISD										Program: HRS3300 Page: 1 of 1 Frequency: 6	
Employee Name Job Cd / Acrr Cd / Acrr FY / ED Cd	Emp Nbr Chk Nbr TRS 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 N	07-19-2019 2	.00 0.00	-1,583.95 -11.88	-22.98 .00	.00 -96.40	-20.67	.00	.00	.00	.00	.00	
199-11-6119.00-101-930000 0907 / A / 9 /	SYTD01 N	07-19-2019 2	.00 0.00	-806.88 -6.05	-11.69 .00	.00 -27.50	-5.91	.00	.00	.00	.00	.00	
<b>ANDREWS, JULIE</b>	<b>Total</b>		<b>.00</b>	<b>-2,390.83</b>	<b>-34.67</b>	<b>.00</b>	<b>-26.58</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	
ANISTON, JENNIFER 240-35-6129.00-101-999000 0721 / D / 9 /	000508 SYTD01 N	07-19-2019 2	.00 0.00	-1,139.60 -8.55	-13.97 .00	.00 .00	-180.52	.00	.00	-75.00	.00	.00	
<b>District Totals</b>	<b>Gross Pay:</b>		<b>.00</b>	<b>Unemployment Tax:</b>	<b>.00</b>	<b>Federal Care:</b>		<b>.00</b>	<b>Emplr 457:</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	
	<b>Accrued Pay:</b>		<b>-3,530.43</b>	<b>Employer Contrib:</b>	<b>-207.10</b>	<b>TEA Hlth Ins Contrib:</b>		<b>-75.00</b>					
	<b>FICA/Medicare Tax:</b>		<b>-48.64</b>	<b>Federal Deposit:</b>	<b>.00</b>	<b>Ret Emplr Pen Surch:</b>		<b>.00</b>					
	<b>Emplr TRS Care Contrib:</b>		<b>-26.48</b>	<b>Emplr TRS Care Surcharge:</b>	<b>.00</b>	<b>Emplr Misc Ded Contrib:</b>		<b>-123.90</b>					
End of Report													

**Sample Pre-Post YTD Expenditure Payroll Account Distribution Journal report**

Date Run: 06-07-2019 9:31 AM Crty Dist:		Pre-Post YTD Expenditure Payroll Account Distribution Journal ISD										Program: HRS3325 Page: 1 of 2 Frequency: 6	
Employee Name Job Cd / Acrr Cd / Acrr FY / ED Cd	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		
199-11-6119.00-101-911000 ANDREWS, JULIE 0907 / A / 9 /	000328 SYTD01 2	07-19-2019	-1,583.95 .00	-1,583.95 -11.88	-22.98 .00	.00 .00	-20.67 .00	.00 -96.40	.00	.00	.00		
199-11-6119.00-101-930000 ANDREWS, JULIE 0907 / A / 9 /	000328 SYTD01 2	07-19-2019	-806.88 .00	-806.88 -6.05	-11.69 .00	.00 .00	-5.91 .00	.00 -27.50	.00	.00	.00		
<b>199-11-6119.00-101</b>	<b>Total</b>		<b>-2,390.83</b>	<b>-2,390.83</b>	<b>-34.67</b>	<b>.00</b>	<b>-26.58</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>		
			<b>.00</b>	<b>-17.93</b>	<b>.00</b>	<b>.00</b>	<b>-123.90</b>						

**Sample Pre-Post General Journal Transactions report**

Date Run: 06-07-2019 9:31 AM Crty 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-			
<b>JV Totals:</b>			<b>2,593.91</b>	<b>2,593.91-</b>			
<b>Fund Totals:</b>			<b>2,593.91</b>	<b>2,593.91-</b>			

- Post to Master and Interface to Finance using the [Post to Master/Interface to Finance tab](#).

[Payroll > Utilities > Zero School YTD Accruals > Post to Master/Interface to Finance](#)

- Select **Post to Master and Interface to Finance**.
- Type a **Transaction Date**.
- Select the posting accounting period.
- Click **Post**. You are prompted to create a [backup](#). A message is displayed indicating that the general journal transactions were interfaced to Finance successfully.
- Click **OK**. A message is displayed indicating that the post to master process was completed successfully.

Click **OK** to close the message box.

- 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