



**body**



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Field	Description
<b>Accrual Code</b>	<p>Click ▼ to select an accrual code. Only accrual codes for the current payroll frequency are displayed.</p> <p>When an accrual code is selected, employees whose primary job contains the selected accrual code are displayed.</p> <p>When an accrual code is not selected, all employees with an accrual code are displayed.</p>
<b>Pay Date</b>	Click ▼ to select a processed pay date for the current school year. If a pay date is selected, users are able to create a general journal for the variances, post the variances to the employee's school YTD and history data, and interface the general journal entries to Finance. If a pay date is selected, you may also enter a journal voucher number.
<b>JV Number</b>	Type the journal voucher number to be used in Finance transactions. If left blank, the default format for the journal voucher number is P + pay frequency + month and the day of the pay date selected.

☐ All available employees for the pay frequency are displayed on the left side of the page. Select the check box next to the employees you want to move to the right side of the page, and then use the following buttons to move the selected employees over:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

The **Run** button is enabled when an employee is selected and moved to the right side of the page.

☐ Click **Run**. The accruals are calculated for the selected employee's unprocessed pay dates.

**IMPORTANT:** This process should only be run by one user at a time.

- If variance processing records already exist in the temporary tables when you click **Run**, you are prompted to clear all previously calculated accrual variances.
- If another user has initiated the calculation process, a message box is displayed indicating that the accrual variance is already being calculated.
- If there were any errors encountered during the extract, the system displays the Payroll Accrual Variance Calculation Errors listing. Users have the option to click **Print** to capture the error listing or **Cancel** to continue with the extract.

[Review the report.](#)

It is highly recommended that you clear all errors prior to continuing with the extract process.

The Report tab is enabled when calculations are completed.



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