


# Accrual Reports - HRS5500

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After running the accrual calculations, run the following reports to verify that the list of employees is accurate and that the employees should be included/excluded in the accrual process.

If calculations are run for multiple frequencies using the same calculation date, the reports include data from all payroll frequencies. Reports display data in payroll frequency order. Errors must be corrected before continuing. Once corrections are made, run the accrual calculations again to ensure that the corrections were completed.

The EOY Payroll Accrual Reports include:

- **EOY Accrual Table - Hourly Data** - displays the frequency, start date for each hourly job code, the estimated hours worked in August for the job code, and the current hourly job code description.
- **EOY Accrual Table - Daily Data** - displays the frequency, start date for each daily job code, the estimated days worked in August for the job code, and the current daily job code description.
- **EOY Accrual Information** - displays the information of the August accrued pay by hourly/daily job codes.
    - If the employee accrues monthly, verify that the accrual code is accurate. If the employee does not accrue monthly, verify that the **Accrual Code** field is blank.
    - At the end of the report, verify the accuracy of employees who accrue monthly and do not accrue.
- **EOY Accrual Distribution by Account Code** - displays the distribution of the August accrued pay by account codes.
    - Verify that the fund and fiscal year are accurate.
    - Verify that an amount was calculated for the **Federal Grant** and **Federal Care** columns for the appropriate federal funds. If there is not an amount listed, review and update the Personnel > Tables > Salaries > Fund to Grant table.
    - If you logged on to the current pay frequencies to review or update data, be sure to log back on to the next year pay frequency to continue.
- **EOY Accrual Distribution by Alpha** - displays the distribution of the August accrued pay alphabetically.
- **EOY Accrual Account Code Comparison** - compares the distribution of the August accrued pay by account codes and provides a listing of the employee master distribution records that are not changed to reflect the new fiscal year. The account may need to be added to the Finance chart of accounts or corrected on the HR employee Distribution tab. This information must be corrected before continuing the process.
- **EOY Accrual Information with Previous Run Calcs** - displays the information of the recalculated accrued pay by hourly/daily job codes.
- **EOY Accrual Distribution by Account Code with Previous Run Calcs** - displays the distribution of the recalculated accrued pay by account codes.
- **EOY Accrual Distribution by Alpha with Previous Run Calcs** - displays the distribution of the recalculated accrued pay alphabetically.

**Note**: For all of the reports above except the EOY Accrual Table - Hourly Data and EOY Accrual Table - Daily Data reports, the information is retrieved from the accrual calculations temporary work file that is used to generate all transactions that are posted to the Finance application. The information cannot be modified, but the district can adjust the information in an employee's record and rerun the calculations to change what is stored in the employee record in the temporary work file.

## Run accrual reports:

| Field | Description |
|---|---|
| **GenRpt** | Select to select the report(s) from the list, or click **Select ALL Reports** to select all reports. |
| **Sort Order** | Click ⌄ in each report to see available sort options. If the field is blank, no sort options are available. |

❑ Click **Generate Reports**. All selected reports are generated with the new information.

- Verify the totals of each report.
- Correct all errors, clear the EOY accrual data only, run accrual calculations again, and generate reports to verify the corrections.

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.


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