



Accruals Only - HRS5800

Table of Contents

Accruals Only - HRS5800 1

Accruals Only - HRS5800

Payroll > Payroll Processing > Special Adjustments > Accruals Only

This tab is used to create a special adjustment transaction that moves an employee's accrual amounts from one fund to another fund. This would be done when a fund that was supported by a TRS grant is completed and removed from the employee's master distribution record. Since the fund should no longer be expensed and accruals still remain with the fund, the user can move the accruals to the new fund now associated with the employee. This allows the TRS 3 and TRS 489 reports to reflect the employee's current master distribution accounts, rather than the accounts used for first-in/first-out processing. This feature can also be used when the accruals are applied to an incorrect School YTD record or account code.

For school years 2006 and greater, if the from job code is different from the to job code and either of the jobs accrue, the associated school YTD job detail record will also be affected. If the to job is a new job for the employee and the from job and to job accrue, a new school YTD job detail record is created.

Examples:

- An employee that should have been marked with a TRS year on the Job Info tab and his accruals for July and/or August were applied to an incorrect year.
- Account codes and EOY accruals were incorrect, and the accrual needs to be moved from one account to another account and interfaced to Finance.

Notes:

- The from account code must exist in the distribution history and the chart of accounts for the file ID from which it was moved.
- The to account code must be in the employee's current master distribution record and in the Chart of Accounts for the file ID to which it is being moved.
- In order for the to account codes to display, the employee must have an accrual code and the to job code must be flagged to accrue. This maximum includes adjustments made on the Percent and Accruals Only tabs, Payroll Adjustments (check voids and issues), Zero School YTD, and Accrual Variance.
- If the accounts selected for this process are within the same fund/fiscal year, it is recommended that the **Post to Master and Interface to Finance** option not be used. The general journal entries would affect the same accounts for both sides of the entries and make the Finance transaction meaningless. Use care when processing data through this tab because the impact to records is immediate.
- If the **Post to Master and Interface to Finance** option is selected, the general journal entries that are created affect the accrual due from and cash accounts for the funds/fiscal years. The program also inserts records into the employee's pay distribution and job history records. The distribution history records are reported for the various distribution journals available through the Reports menu.
- If both funds are federal funds, the **Accru Fed Deposit** and **Accru Fed Care** fields are available for editing and transfer. If either of the funds are nonfederal funds, the **Accru Fed Deposit** and **Accru Fed Care** fields are protected and set to zero. In order to zero or calculate the accrual amounts associated to these fields, the user should perform the Accrual

Variance process after the special adjustment is completed. The Accrual Variance process allows the accrual amounts to affect the accrual and associated expenditure accounts for Finance, whereas the Special Adjustments, Accruals Only tab affects accrual accounts only.

The tab does not create adjustment data to be processed through the Interface Processing page. Each time that an account is processed through this tab, an adjustment number is assigned for that pay date. A maximum of 999 adjustments are allowed for each pay date.

Create a special adjustment for an amount:

Field	Description
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .
From File ID	The system is set to C, but users may click <input type="checkbox"/> to select any file ID available in the general ledger. If the file ID is changed, the accounting period values also change.
To File ID	The system is set to C, but users may click <input type="checkbox"/> to select any file ID available in the general ledger. If the file ID is changed, the accounting period values also change.
Clearing Fund	This field is displayed and accessible when the file ID chosen is not file ID C (e.g., 4 or 5). The field is required because it determines the accrual object and subobject codes that are affected if Post to Master and Interface to Finance is selected.




Under **Post Options**, select from the following options:

Post to Master	Select to update only Human Resources tables.
Post to Master and Interface to Finance	Select to update Human Resources tables; automatically creates and posts the transactions to Finance.
JV Number	This field is only enabled when Post to Master and Interface to Finance is selected. Users can type the journal voucher number for the finance transactions. Leading zeros are not required. If left blank, the default format for the journal voucher number is P + current year pay frequency + month and day of the calculation date in the To field.
Interface Transaction Date	This field is enabled only when Post to Master and Interface to Finance is selected. The system is set to the current system date, but users can change the date. This date is applied to transactions that are created for finance and is displayed in the Date field on the general ledger.



Under **Accounting Period**, if **Post to Master and Interface to Finance** is selected, select from the following options:

Post to Current Acct Period	<p>When you click Execute, the following may occur:</p> <p>If Finance end-of-month processing is being performed against any file ID, then you may not post to either accounting period.</p> <p>If the current and next accounting periods are the same and the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK; then click Cancel to return to the Accruals Only tab.</p> <p>If the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed. You are not allowed to post at this time. Click OK; then click Cancel to return to the Accruals Only tab. You can select the next accounting period for posting.</p>
Post to Next Acct Period	<p>This option is selected by default if the current accounting period is being closed.</p> <p>When you click Execute, the following may occur:</p> <p>If the current and next accounting periods are the same, a message is displayed indicating that the current account period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK; then click Cancel to return to the Accruals Only tab.</p>

The **School Year** fields are used to move accrual data from one school year to another. If an invalid TRS year setting was used for an employee, these fields can be used to move accrual amounts and create a new school YTD record if it does not exist. Both From and To are required fields. Dates displayed in the drop-down lists are based on the current school year.

From	Click  to select the beginning school year.
To	Type a four-digit ending school year.
From Job Code	Click  to select the employee's job code from the transaction history record. This job code does not have to exist in the employee's current Staff Job/Pay Data tab. This is a required field, and the user can select only one job code per transaction. If the From Job Code field is XTRA, the To Job Code field is automatically set to XTRA and is disabled.
To Job Code	Click  to select the employee's current job code. This job code must exist in the employee's current Staff Job/Pay Data tab. This is a required field, and the user can select only one job code per transaction.

Under **Pay Date Range**, both **From** and **To** are required fields. Pay dates displayed in the drop-down lists are based on the pay dates associated with the current school year.

From	Click  to select the beginning pay date.
To	Click  to select the ending pay date.
Pay Date	This field is display only and is the To pay date that is selected.
Posting Pay Date	This field is enabled when the To pay date selected is the pay date associated with EOY accruals. The user can select a pay date for the posting pay date. This is the pay date that is used for the payroll history records and for the Finance JV number if the Interface to Finance option is selected.
TRS Status	This field is display only and is populated when the user selects a pay date in the Posting Pay Date field.

Pay Date	This field is display only and is populated from the Pay History table for the current school year.
Adjustment Nbr	This field indicates the next available adjustment number for the selected pay date. This field is display only and is system generated when the user selects a pay date in the Posting Pay Date field.
From Primary Campus	Click <input type="button" value="v"/> to select the employee's primary campus from history. If the selected job code is XTRA, the primary campus selection is disabled.
To Primary Campus	Click <input type="button" value="v"/> to select the employee's primary campus from the employee's current record. If the selected job code is XTRA, the primary campus selection is disabled.
From Account Code	Click <input type="button" value="v"/> to select the account codes from the employee's pay distribution history. The employee's historical pay data associated to the account is displayed in the display-only fields. The account type is displayed as the last character of the account code. The from account code must exist in the pay distribution history and the chart of accounts for file ID C.
To Account Code	Click <input type="button" value="v"/> to select the employee's account code from the employee's current distribution record or Finance Chart of Accounts (depending upon account type). The Execute button is activated. The account type is displayed as the last character of the account code. The to account code must be in the employee's current master distribution record (for G account types only) and the Chart of Accounts for file ID C (for all account types).
From TRS Grant Code	This field is display only and is populated by the system if a TRS grant code exists in the pay distribution history for the selected account. Note: If the employee has multiple occurrences of the account within the selected pay date range, and some of the accounts have TRS grant codes, the From TRS Grant Code field is enabled to allow the user to select which account should be affected.
To TRS Grant Code	This field is display only and is populated by the system if a TRS grant code exists for the new account code.

Only columns that have had associated accruals can be accessed.

Accru Pay	Type the accrued pay adjustment for the new account code.
Accru Unemployment Tax	Type the accrued unemployment tax adjustment for the new account code.
Accru FICA/Med Tax	Type the accrued FICA and Medicare tax adjustments for the new account code.
Accru Emplr Health Ins Contr	Type the accrued employer health insurance contribution adjustment for the new account code.
Accru TEA Health Ins Contr	Type the accrued TEA health insurance contribution adjustment for the new account code.
Accru Emplr Annuity Contr	Type the accrued employer annuity contribution adjustment for the new account code.
Accru Emplr 457 Contr	Type the accrued employer 457 contribution adjustment for the new account code.
Accru Fed Deposit and Accru Fed Care	These fields are always protected and indicate the appropriate amount based on the amount entered in the Accru Pay field.
Accru TRS Care Contr	Type the accrued TRS-Care contribution adjustment for the new account code.


Accru Emplr Depend Care


Type the accrued employer dependent care adjustment for the new account code.

Click **Execute**. If **Post to Master** is selected under Post Options, the Special Adjustments for Accruals Only Report is displayed with a listing of the current adjustments.


[Review the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  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.

If you click **Process** before you print, the process report is lost and cannot be retrieved.

Click **Process** to accept the adjustments.

[Create a backup.](#)

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.


Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.


If **Post to Master and Interface to Finance** is selected under **Post Options**, the General Journal Transactions Report is displayed with a listing of the current adjustments. Do one of the following:

- Click **Emp Rpt** to switch to the Special Adjustments for Special Adjustments for Accruals Only Report. Users can then:
 - Click **General Jrnl** to switch to the General Journal Transactions Report.
 - Click **Print** to display the Special Adjustments Special Adjustments for Accruals Only Report. If you click **Process** before you click **Print**, then the process report is lost and cannot be retrieved.


- Click **Process** to accept the adjustments and to close the dialog box.
- Click **Cancel** to terminate the special adjustment without saving the changes and to close the dialog box.
- Click the print icon from the browser to print a copy of the General Journal Transactions Report. If you click **Process** before you print, the process report will be lost and cannot be retrieved. [Review the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  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.

Click **Process** to accept the adjustments.

[Create a backup.](#)

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.

Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.


Click **Execute**. A message is displayed asking you to verify the path of the export.

- Click **Yes** to accept the export path, or click **No** to not accept the export path and return to the Percent tab.
- Click **Cancel** to close the dialog box without exporting tables.
- In the archive password dialog box, type a password, and then click **OK**.
- The tables are exported and a message is displayed indicating that the export process completed successfully. Click **OK**.


Click **Cancel** to terminate the special adjustment without saving the changes and to close the dialog

box.

If all amounts for the voided totals and issued totals are zero, **Process** is disabled. This can occur when the selected pay date range involves checks that have been issued and then voided.

To adjust another job code for the same employee, click  in the **From Job Code** field to select the employee's next job code.

Other functions and features:

Reset	Click to clear all data from the tab, and then select a new employee.
Retrieve	Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .



Back Cover