HRS2300 - Account Distribution Journal

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The report lists by account code all expenditures related to the current payroll or adjustment cycle, including expenditures for gross pay, contract balance remaining to be charged, and accrued pay. Print the account distribution journal after running payroll calculations to verify the payroll amounts before you post the payroll information.

Parameter	Parameter Description
Sort by Alpha (A), Account Code (C)	A - Sort the report alphabetically. C - Sort the report by account code. This is a required field.
Print Acct Codes not in General Ledger? (Y/N)	Y - Include account codes that are not in the general ledger. N - Do not include account codes that are not in the general ledger. This is a required field.
Pay Status Active (A), Inactive (I), or blank for ALL	A - Print active employees only. I - Print inactive employees only. Blank - Print both active and inactive employees.
Pay Type 1-4, or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. Blank - Include all employees on the report.
Select Pay Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for pay campuses. Otherwise, leave blank to use all campus ID numbers.
Select Primary Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for primary campuses. Otherwise, leave blank to use all campus ID numbers.
Select Employee(s), or blank for ALL	Type the employee number separating multiple employee numbers with a comma. Or, click ⋮ to search for employees. Otherwise, leave blank to use all employee numbers.

Generate the report.

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