



ASCENDER GUIDES



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# HRS3600 - Payroll Balancing Report



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# HRS3600 - Payroll Balancing Report

**Payroll > Reports > Year To Date Reports > Payroll Balancing Report**

The report allows the user to balance a payroll and includes the payroll earnings register, accrual account distribution journal, expense distribution journal, and general journal entries. Any out-of-balance transactions are reported on the expense distribution journal portion of the report.

The report is for zero adjustment cycle only (e.g., original payroll processed without any payroll adjustments, special adjustments, zero school year-to-date processing, or accrual variance processing). Multiple pay dates can be selected.

Parameter	Parameter Description
<b>For Pay Date(s) (MMDDYYYY)</b>	Type a pay date in the MMDDYYYY format, separating multiple pay dates with a comma (e.g., 05272011,09242010). Or, click  to search for pay dates. This is a required field.

[Generate the report.](#)



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