

HRS3550 - School YTD Accrual Payroll Account Distr

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The report provides the accrual account distribution journal based on the school year entered. The current **TRS Year** flag (as set on the Staff/Job Pay Data > Job Info tab) is used to determine if the employee is nonstandard and will also be used if previous school years are selected for the report.

If the variance report parameter is selected, the user cannot select a specific pay type or primary campus. The variance report prints after the first report and only prints for employees where the amounts reported for the distribution history do not match the amounts in the school year-to-date record for the reported school year.

Note: Report processing time may be delayed if all employees are selected.

In order to generate this report, the **Calculate Accrual Salaries** field must be selected on the Human Resources > Tables > District HR Options page.

Parameter	Parameter Description
School Year (YYYY)	Type a school year in the YYYY format. This is a required field.
Summary (S) or Detail (D) information for employees, or Fund Recap (R) only	S - Print the totals for each employee with the account code. D - Print the detail about each pay date along with the totals for each employee within the account code. R - Print only the totals for each fund/fiscal year on the report. This is a required field.
Print Acct Codes with zero accrual amounts? (Y/N)	Y - Include account codes with zero accrual amounts on the report. N - Do not include account codes with zero accrual amounts on the report. This is a required field.
Include report of variances between School YTD and Distribution History? (Y/N)	Y - Include a report of the variances between the school year-to-date amounts and the distribution history. N - Do not include a report of the variances between the school year-to-date amounts and the distribution history. 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.

Parameter	Parameter Description
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, Exclude Subs (E), or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. E - Exclude substitute employees from 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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