HRS3325 - YTD Expenditure Payroll Account Distribution Journal

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The report includes expense pay, accrued pay, FICA tax, unemployment insurance, employer's contribution, federal TRS grant, and federal TRS-Care. The report can be sorted by employee name or account code. It displays the amounts that were posted to Finance for an employee's payroll. The report is not visible unless **Calculate Accrual Salaries** is selected in HR Options.

Notes:

- When specifying a pay campus or primary campus, the pay campus on the Pay Info page and the primary campus on the Job Info tab are used, not the campuses that are in history.
- If an employee was on a campus other than the campus currently on the Pay Info and Job Info pages for the date range specified, no data will display for the requested campus.

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.
Include 457 Deferred Comp Data? (Y/N)	Y - Include 457 deferred compensation data on the report. N - Do not include 457 deferred compensation data on the report. This is a required field.
Summary (S) or Detail (D) information for employees	S - Print the summary information on the report. D - Print the detailed information on the report. 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.

Parameter	Parameter Description
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 Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Select Accrual Code(s), or blank for ALL	Type the one-character accrual code separating multiple accrual codes with a comma (e.g., A, D). Or, click ⋮ to search for accrual codes. Otherwise, leave blank to use all accrual codes.
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.
From Pay Date (MMDDYYYY), or blank for ALL	Type the from pay date in the MMDDYYYY format, or leave blank to use all from dates.
To Pay Date (MMDDYYYY), or blank for ALL	Type the to pay date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.

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