

Extract - HRS8300

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This utility is used to select an individual or group of employees and zero out their school YTD accrual amounts. This process should be used when the payoff date on the Pay Info tab was not the same as the pay date, and the accrual balances were not cleared from the school YTD records. This would normally take place in August after the August payrolls are completed but prior to the August end-of-year accrual process, and can be performed whenever necessary.

Users may select any pay frequencies that are available in the database but can only select one school year at a time. The system determines the pay date to be used for each employee individually. The pay date selected for each employee is the last pay date with accrual amounts. Therefore, if this process is run for multiple employees, the representative transactions for the process may span multiple pay dates (although each employee's transactions are applied to only one pay date).

When these transactions are reported, the pre-post account distribution journals sorted by account will report totals per pay date processed. The general journal is also segregated by pay date even if a uniform journal voucher number is entered.

Notes:

- It is highly recommended that the user generates the School YTD Report (HRS3050) for the pay frequencies being extracted. The report is used for balancing and comparison.
- The amounts reported to Finance are based on the amounts accumulated from distribution history records. If any discrepancies are found between the distribution history and the school YTD records, a warning message is issued, and the amounts in the school YTD records are set to zero.

Extract school YTD accruals:

Under **Frequencies**, the system selects the pay frequencies for the selected pay date (e.g., 4 and 6).

Field	Description
School Year	The field is set to the current school year, but can be changed.

Caution: The program uses the first pay date of the school year information from the District HR Options table to select all the distribution history records for the school year. These distribution history records are used to determine which accounts need to be adjusted for the accruals that are being zeroed. The system uses this data as follows:

- First, the program attempts to use the first pay date of the school year entered on the District HR Options table.
- If the first pay date of the school year does not reflect the school year entered on the tab, the system attempts to determine the first pay date of the school year from the payroll calculation control records.
- If the system cannot find the first pay date of the school year, an error message is displayed

and processing cannot continue until a valid pay date is found.
- The user must change the first pay date of the school year on the District HR Options table to match the selected school year.
- After the extract process has been completed, the user must change the first pay date of the school year back to the original date.
- For employees flagged as nonstandard (**TRS Year** selected on Job Info tab), the first pay date is the earliest contract begin date that is not blank for their jobs.

For employees flagged as nonstandard (**TRS Year** selected on Job Info tab), a failure message is issued if the selected pay date is greater than the contract payoff date for the employee. To process these employees, select a pay date that is less than or equal to the reported contract payoff date.

JV Number	Type the journal voucher number to be used in 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 of the row or rows selected. This process may create transactions for multiple pay dates.
File ID	The system is set to the current file ID (C), but users can type or click to select a valid file ID. The file ID selected here defines the file ID and accounting periods used on the Post to Master/Interface to Finance tab.
Clearing Fund	This field is displayed and accessible when the file ID chosen is not file ID C (e.g., 4 or 5). This field is required because it determines the accrual object and subobject codes used for the finance transactions.

All employees that still have accrual amounts in their school year-to-date master file for the pay frequency are displayed on the left side of the page. Select the employees to extract using the following buttons:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

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Only the employees selected on the right side of the page are processed. After employees are selected, the **Run** button is enabled.

Click **Run**. Temporary transactions that are used for running the reports and postings are created.

Note: This process should only be run by one user at a time.

If transactions already exist in the temporary tables when the user clicks **Run**, the user will be prompted to clear all previously calculated transactions.

If another user has initiated the process, a message box is displayed indicating that the transactions are already being calculated.

If there were any errors encountered during the extract, the system displays the Zero School YTD Accruals Calculation Errors listing.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last 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.

It is highly recommended that users clear all errors prior to continuing with the extract process.

If there are any employees with the message “Warning: School YTD Accrual amounts do not match distribution history accrual amounts,” the system uses the amounts from the distribution history records to create the temporary transactions that are ultimately interfaced to Finance.

To verify the amounts in error, it is recommended that the user print a YTD Accrual Account Distribution (HRS3300) report for the employees that includes the pay dates within the school year.

If the differences in the accrual amounts need to be corrected, adjustments cannot be made on the School YTD Maintenance page but must be made in Finance as journal entries.

Once the extract is complete, the next two tab pages are enabled.

If this page is closed, all temporary transactions are deleted and must be re-extracted when the page is reopened.


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