



## Reports - HRS8300



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## **Payroll > Utilities > Zero School YTD Accruals > Reports**

It is highly recommended that all reports be generated, printed, and balanced prior to posting the transactions.

### **Print school YTD accrual reports:**

- After you perform the extract, click the Reports tab.
- Under **Zero School YTD Accrual Reports**, the following reports are listed:
  - Accrual Account Distribution Journal by Name
  - Accrual Account Distribution Journal by Account Code
  - Expense Account Distribution Journal by Name
  - Expense Account Distribution Journal by Account Code
  - General Journal Report - based on the file ID that is selected on the Zero School YTD Accruals, Extract tab
- Select **GenRpt** to select the report(s) from the list. Or, click **Select ALL Reports** to select all reports.
- Click **Generate Reports**. When the processing is completed, a data window for the selected report is displayed. [Review the report.](#)



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