

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**.

❑ Click **Generate Reports**. When the processing is completed, a data window for the selected report is displayed. Review the report.


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