Payroll Accrual Extract

NextGen

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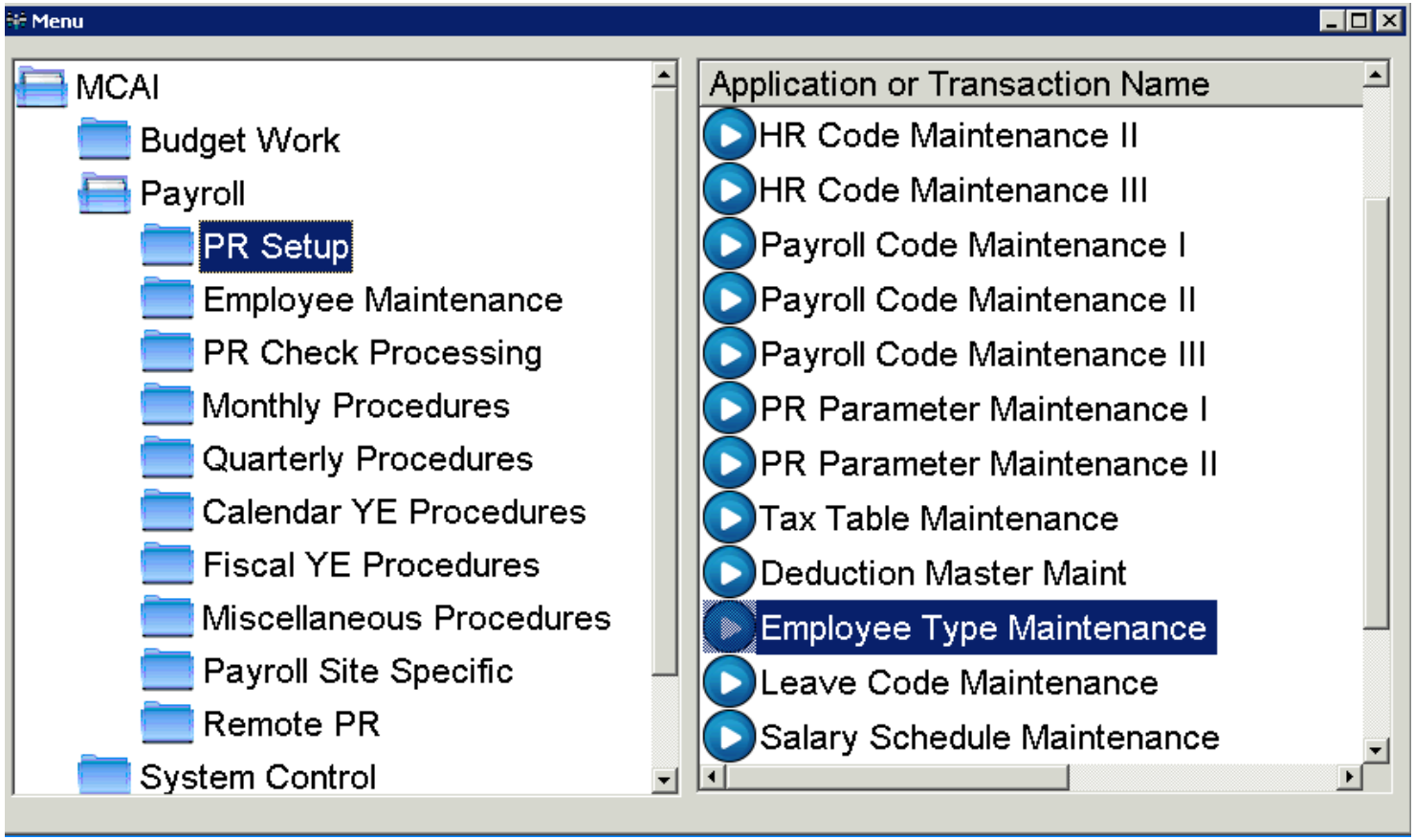
Updating Accrual Days

Under PR setup, then Employee Type Maintenance, the accrual days need to be changed for each employee type first.



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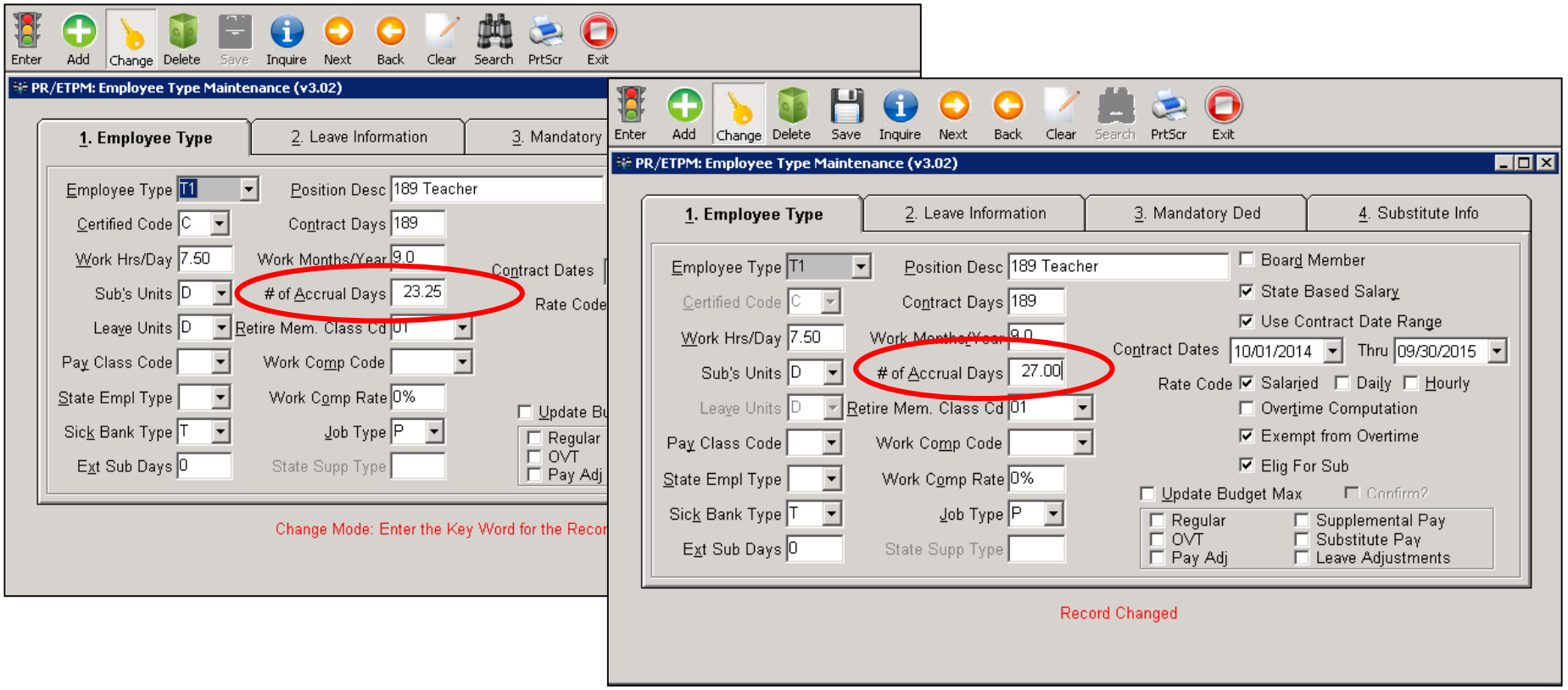
Updating Accrual Days



Click Change, update the "# of Accrual Days" field and then click Save and verify Record Changed. The Next button in the toolbar will move you to the next employee type.

This only changes default information on an employee type. It does not change the employee's job record screen.

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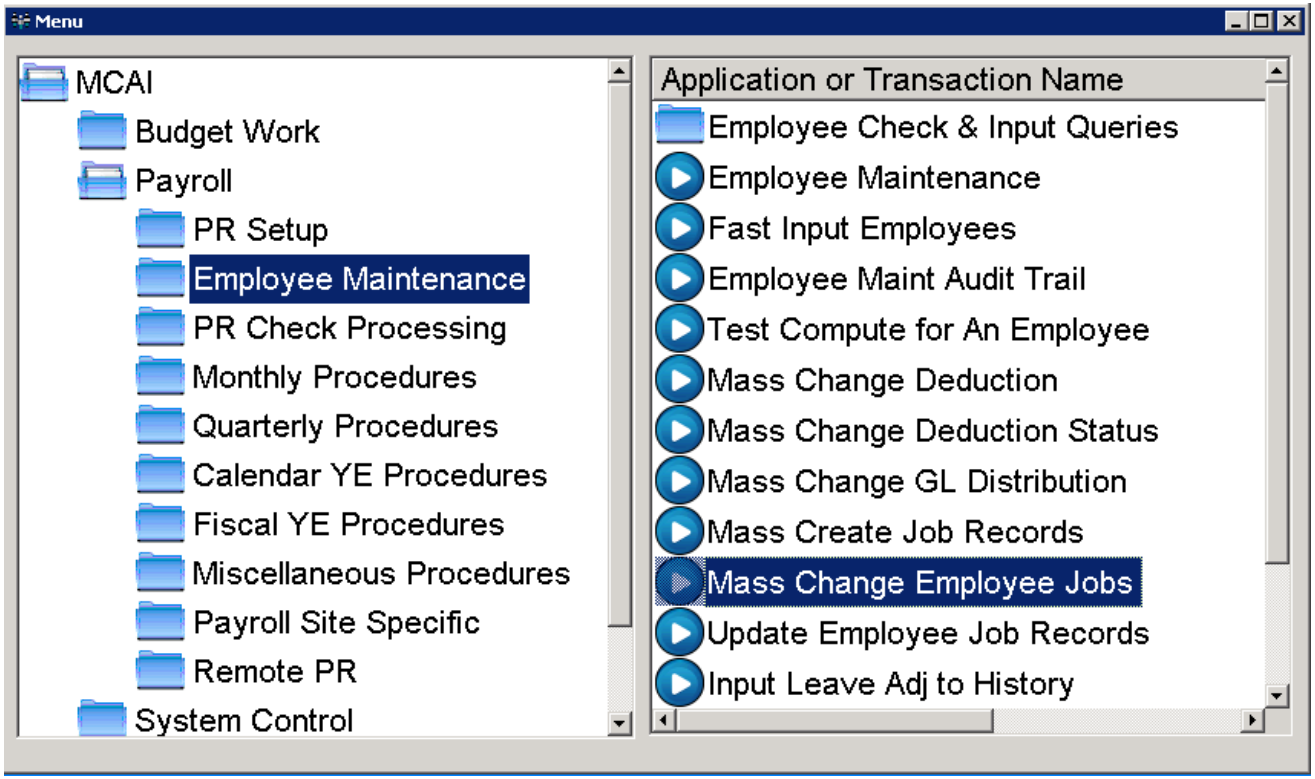
Mass Change Employee Jobs

To change employee's job records to reflect the new accrual days, go to the "Mass Change Employee Jobs" under Employee Maintenance Folder



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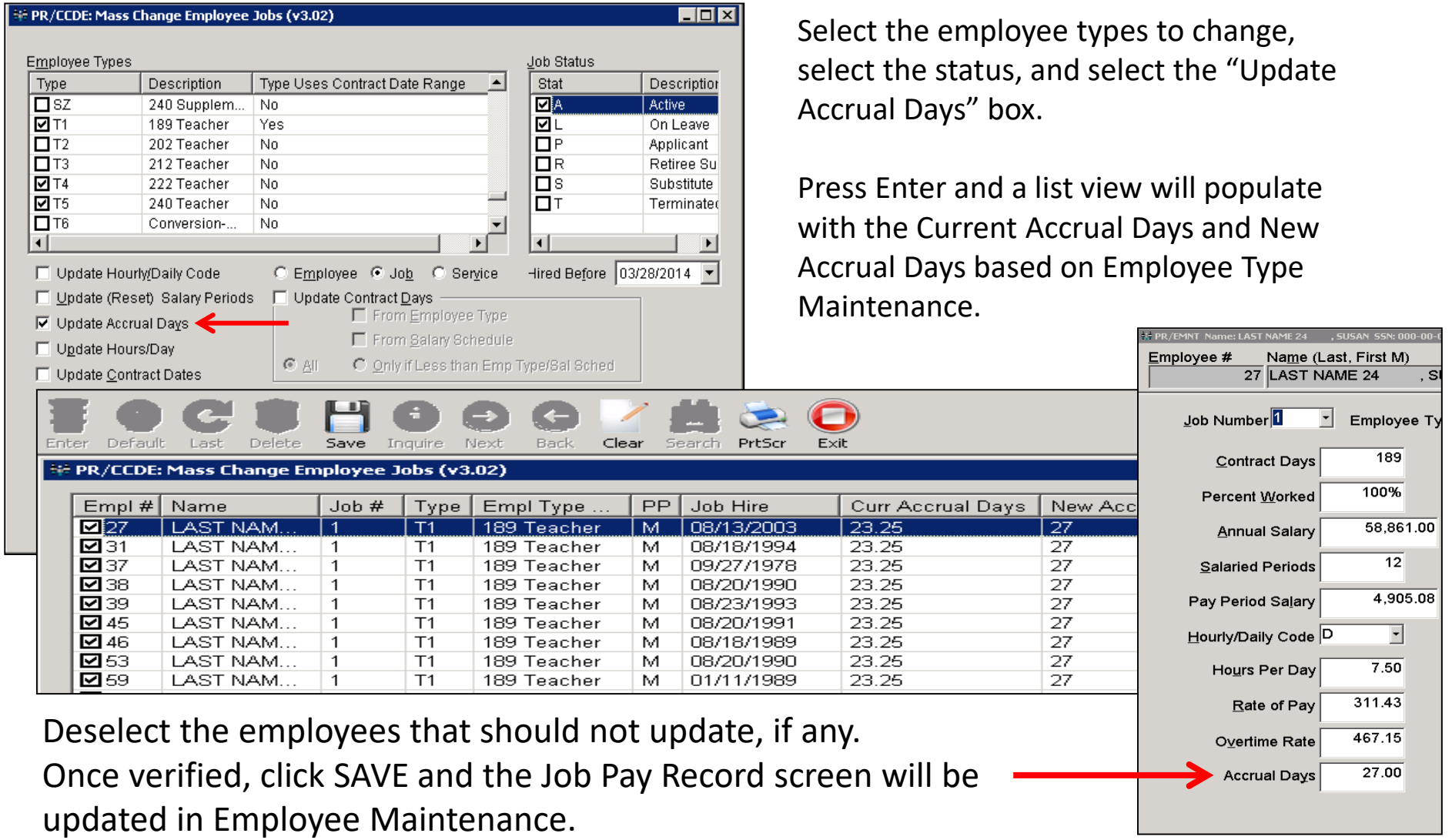
Mass Change Employee Jobs



Select the employee types to change, select the status, and select the "Update Accrual Days" box.

Press Enter and a list view will populate with the Current Accrual Days and New Accrual Days based on Employee Type Maintenance.

Deselect the employees that should not update, if any.
Once verified, click SAVE and the Job Pay Record screen will be updated in Employee Maintenance.

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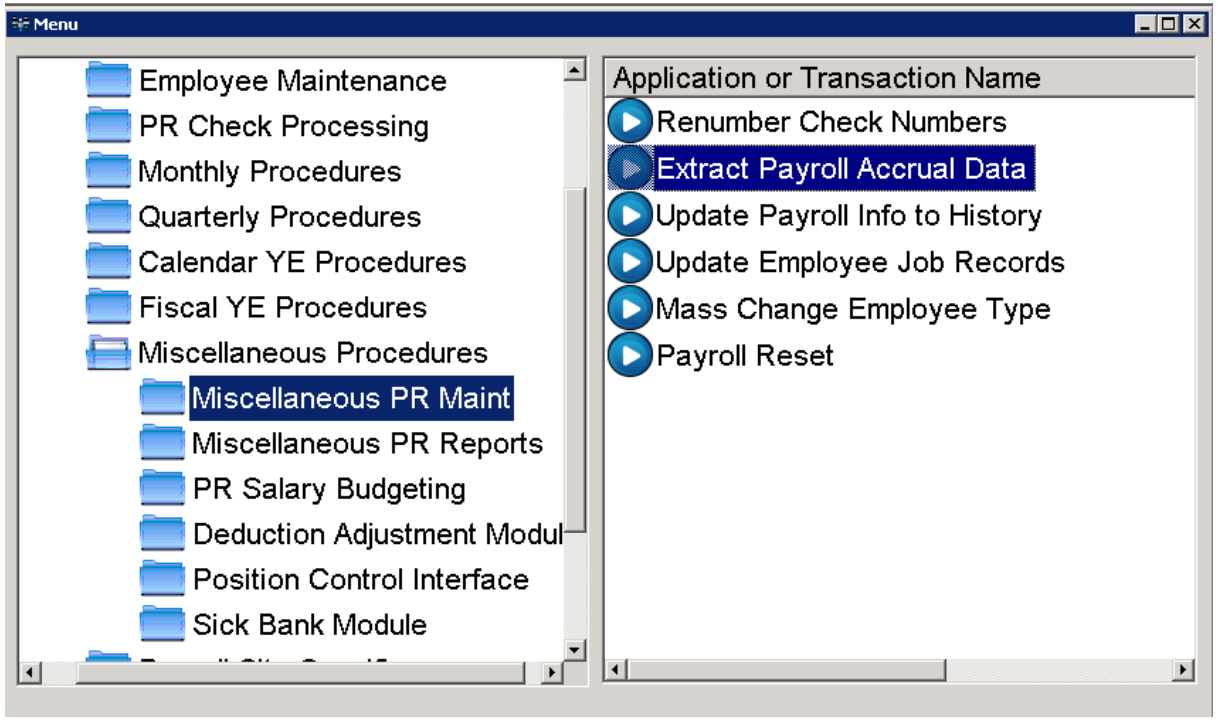
Extract Payroll Accrual Data

Under Miscellaneous Procedures, Miscellaneous PR Maint, select the Extract Payroll Accrual Data. This transaction creates a file as well as a two reports for verification.



NOTE: This transaction should be run before any changes are made to deductions OR salaries for the New Fiscal Year

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Extract Payroll Accrual Data

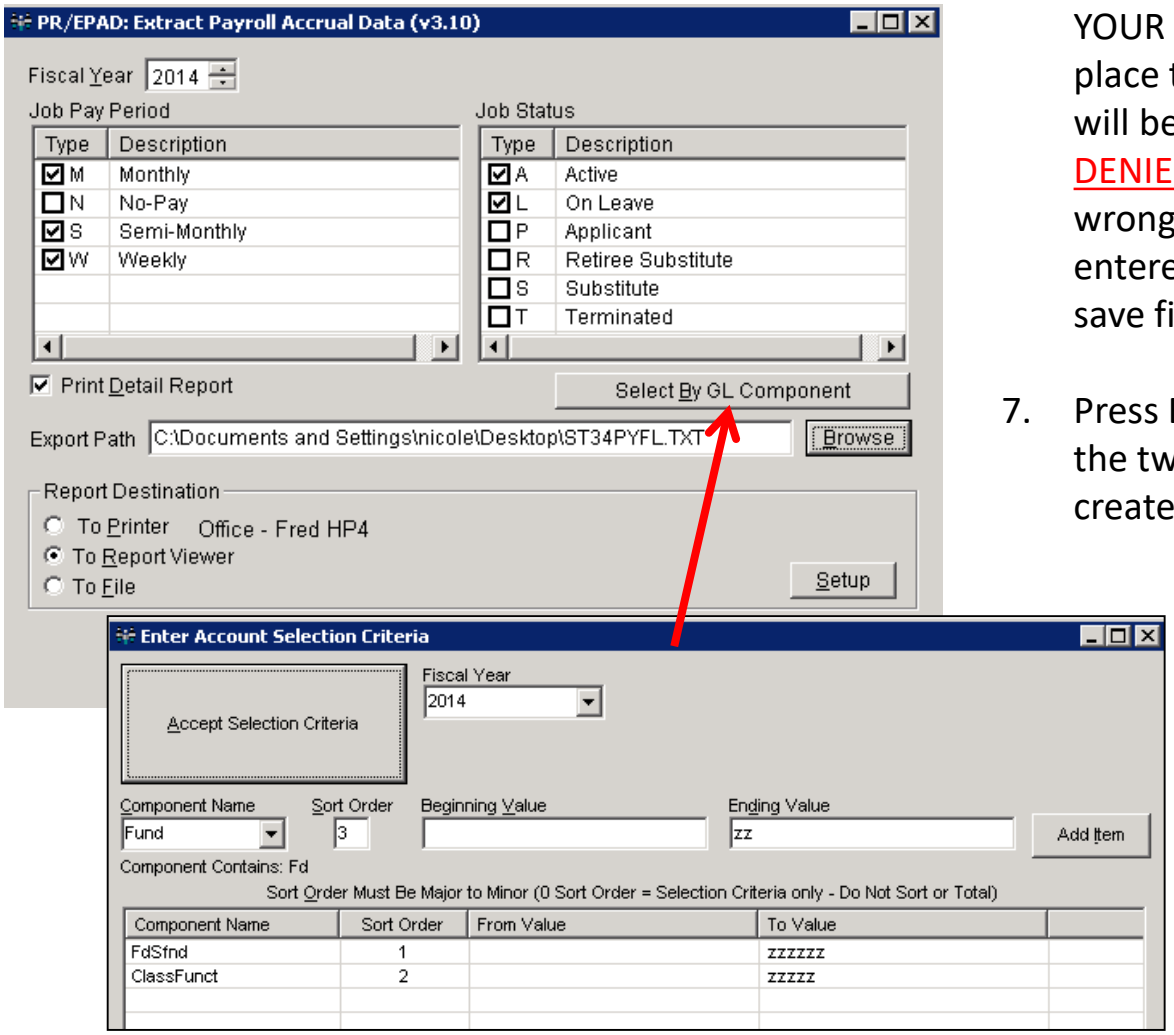
1. Fiscal Year should be the year that is currently ending.

2. "No Pay" should NOT be selected under Job Pay Period.

3. Select to Print Detail Report - gives a detail of employees and accrual days

4. Select Active and On Leave for Job Status.

5. Select By GL Component – Sort order 1 should be FundSfund and Sort Order 2 should be ClassFunction.



6. Browse to a path on YOUR computer to place the file. There will be a PERMISSION DENIED error if the wrong location is entered. You can not save file to the server.

7. Press ENTER to create the two reports and create the file.

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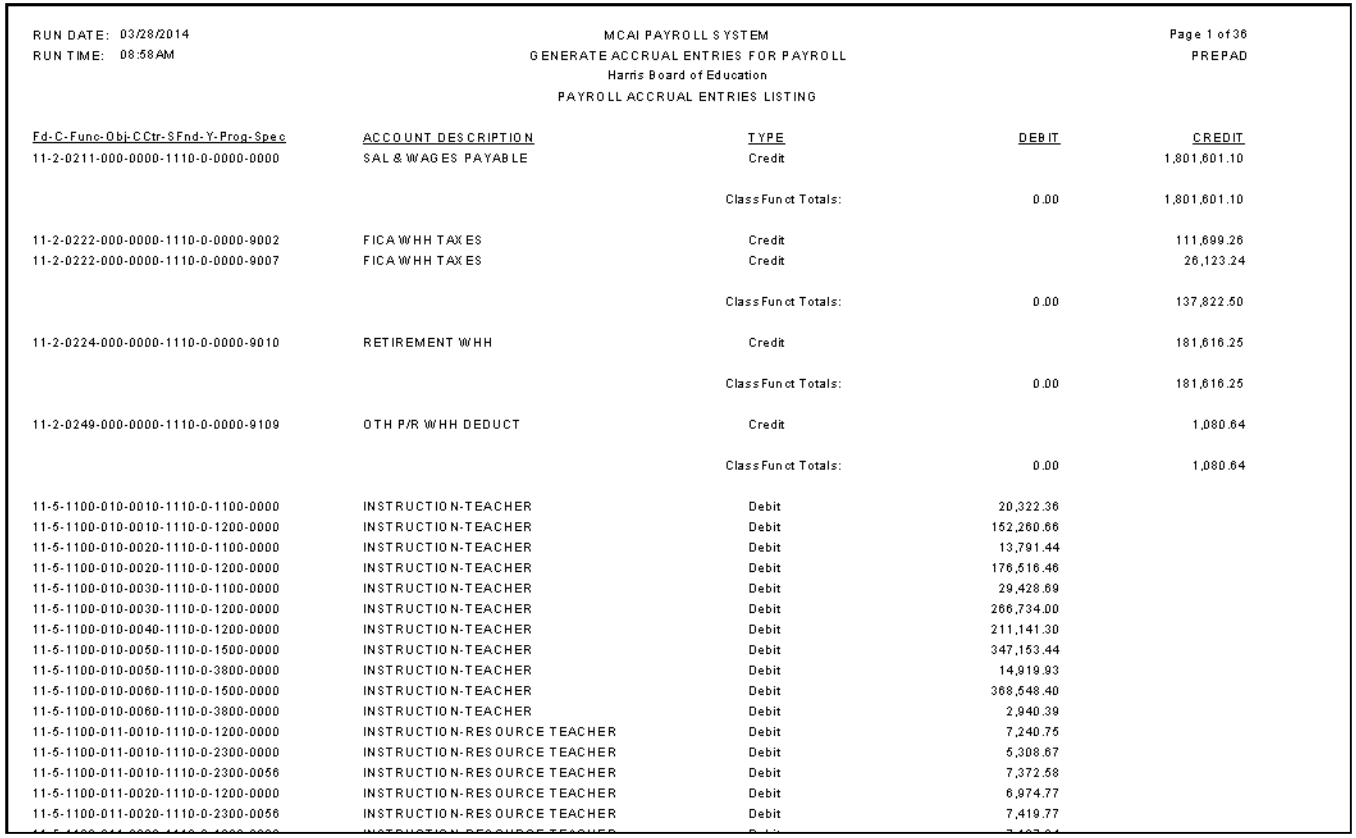
Extract Payroll Accrual Data

First Report: Payroll Accrual Entries Listing - Shows accrual entries for payroll sorted by the GL components selected.



RUN DATE: 03/28/2014
RUN TIME: 08:58AM

MCAI PAYROLL SYSTEM
GENERATE ACCRUAL ENTRIES FOR PAYROLL
Harris Board of Education
PAYROLL ACCRUAL ENTRIES LISTING

Page 1 of 36
PREPAD

Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec	ACCOUNT DESCRIPTION	TYPE	DEBIT	CREDIT
11-2-0211-000-0000-1110-0-0000-0000	SAL & WAGES PAYABLE	Credit		1,801,601.10
		Class Funct Totals:	0.00	1,801,601.10
11-2-0222-000-0000-1110-0-0000-9002	FICA WHH TAXES	Credit		111,699.26
11-2-0222-000-0000-1110-0-0000-9007	FICA WHH TAXES	Credit		26,123.24
		Class Funct Totals:	0.00	137,822.50
11-2-0224-000-0000-1110-0-0000-9010	RETIREMENT WHH	Credit		181,616.25
		Class Funct Totals:	0.00	181,616.25
11-2-0249-000-0000-1110-0-0000-9109	OTH P/R WHH DEDUCT	Credit		1,080.64
		Class Funct Totals:	0.00	1,080.64
11-5-1100-010-0010-1110-0-1100-0000	INSTRUCTION-TEACHER	Debit	20,322.36	
11-5-1100-010-0010-1110-0-1200-0000	INSTRUCTION-TEACHER	Debit	152,260.66	
11-5-1100-010-0020-1110-0-1100-0000	INSTRUCTION-TEACHER	Debit	13,791.44	
11-5-1100-010-0020-1110-0-1200-0000	INSTRUCTION-TEACHER	Debit	176,516.46	
11-5-1100-010-0030-1110-0-1100-0000	INSTRUCTION-TEACHER	Debit	29,428.69	
11-5-1100-010-0030-1110-0-1200-0000	INSTRUCTION-TEACHER	Debit	266,734.00	
11-5-1100-010-0040-1110-0-1200-0000	INSTRUCTION-TEACHER	Debit	211,141.30	
11-5-1100-010-0050-1110-0-1500-0000	INSTRUCTION-TEACHER	Debit	347,153.44	
11-5-1100-010-0050-1110-0-3800-0000	INSTRUCTION-TEACHER	Debit	14,919.93	
11-5-1100-010-0060-1110-0-1500-0000	INSTRUCTION-TEACHER	Debit	368,548.40	
11-5-1100-010-0060-1110-0-3800-0000	INSTRUCTION-TEACHER	Debit	2,940.39	
11-5-1100-011-0010-1110-0-1200-0000	INSTRUCTION-RESOURCE TEACHER	Debit	7,240.75	
11-5-1100-011-0010-1110-0-2300-0000	INSTRUCTION-RESOURCE TEACHER	Debit	5,308.67	
11-5-1100-011-0010-1110-0-2300-0056	INSTRUCTION-RESOURCE TEACHER	Debit	7,372.58	
11-5-1100-011-0020-1110-0-1200-0000	INSTRUCTION-RESOURCE TEACHER	Debit	6,974.77	
11-5-1100-011-0020-1110-0-2300-0056	INSTRUCTION-RESOURCE TEACHER	Debit	7,419.77	

This report's totals should match with totals on the Employee Detail Report.

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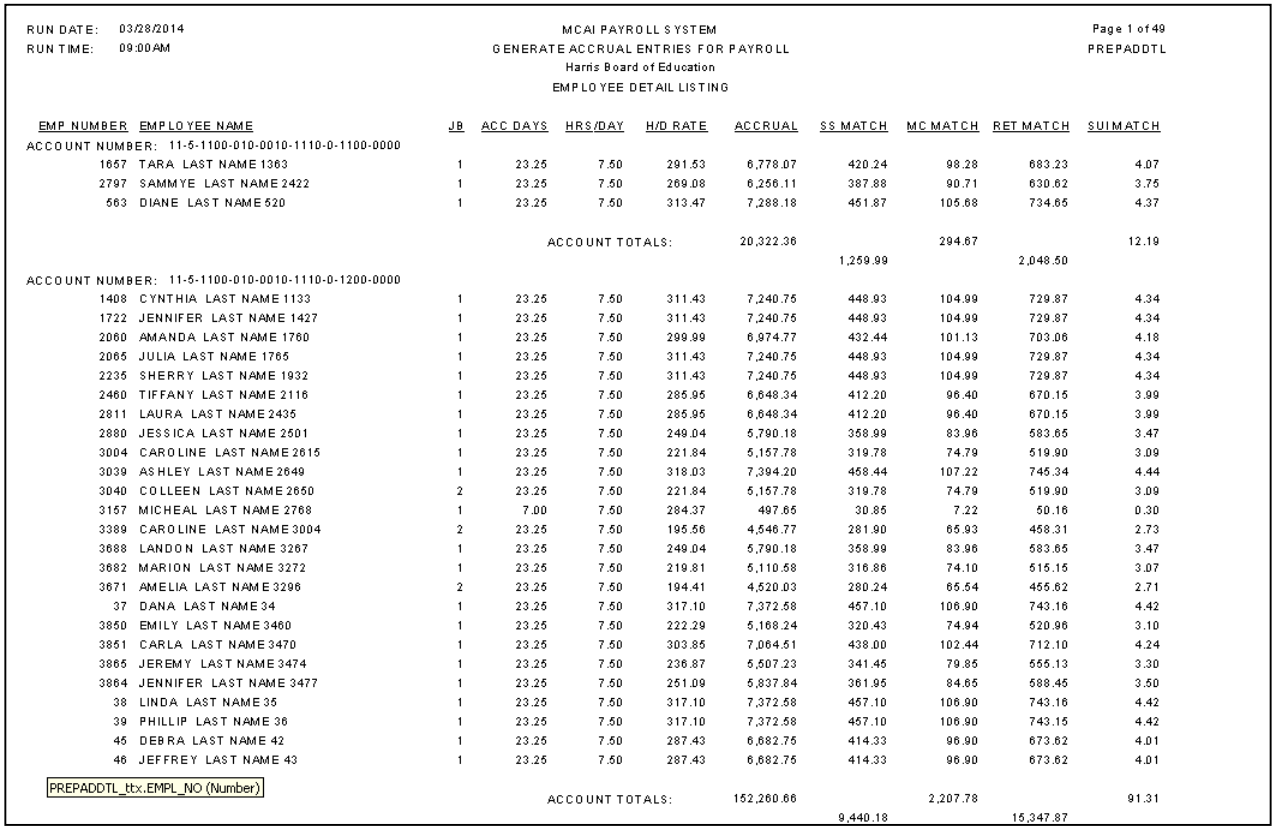
Extract Payroll Accrual Data

Second Report: Employee Detail Listing - Shows detailed information on each employee. This report is produced only when the "Print Detail Report" is selected.



RUN DATE: 03/28/2014 | MCAI PAYROLL SYSTEM | Page 1 of 49
RUN TIME: 09:00AM | GENERATE ACCRUAL ENTRIES FOR PAYROLL | PREPADDTL
Harris Board of Education
EMPLOYEE DETAIL LISTING

EMP NUMBER	EMPLOYEE NAME	JB	ACC DAYS	HRS/DAY	H/D RATE	ACCRUAL	SS MATCH	MC MATCH	RET MATCH	SUI MATCH
ACCOUNT NUMBER: 11-5-1100-010-0010-1110-0-1100-0000										
1657	TARA LAST NAME 1363	1	23.25	7.50	291.53	6,778.07	420.24	98.28	683.23	4.07
2797	SAMMYE LAST NAME 2422	1	23.25	7.50	269.08	6,256.11	387.88	90.71	630.62	3.75
563	DIANE LAST NAME 520	1	23.25	7.50	313.47	7,288.18	451.87	105.68	734.65	4.37
				ACCOUNT TOTALS:		20,322.36		294.67		12.19
							1,259.99		2,048.50	
ACCOUNT NUMBER: 11-5-1100-010-0010-1110-0-1200-0000										
1408	CYNTHIA LAST NAME 1133	1	23.25	7.50	311.43	7,240.75	448.93	104.99	729.87	4.34
1722	JENNIFER LAST NAME 1427	1	23.25	7.50	311.43	7,240.75	448.93	104.99	729.87	4.34
2060	AMANDA LAST NAME 1760	1	23.25	7.50	299.99	6,974.77	432.44	101.13	703.06	4.18
2065	JULIA LAST NAME 1765	1	23.25	7.50	311.43	7,240.75	448.93	104.99	729.87	4.34
2235	SHERRY LAST NAME 1932	1	23.25	7.50	311.43	7,240.75	448.93	104.99	729.87	4.34
2460	TIFFANY LAST NAME 2116	1	23.25	7.50	285.95	6,648.34	412.20	96.40	670.15	3.99
2811	LAURA LAST NAME 2435	1	23.25	7.50	285.95	6,648.34	412.20	96.40	670.15	3.99
2880	JESSICA LAST NAME 2501	1	23.25	7.50	249.04	5,790.18	358.99	83.96	583.65	3.47
3004	CAROLINE LAST NAME 2615	1	23.25	7.50	221.84	5,157.78	319.78	74.79	519.90	3.09
3039	ASHLEY LAST NAME 2649	1	23.25	7.50	318.03	7,394.20	458.44	107.22	745.34	4.44
3040	COLLEEN LAST NAME 2650	2	23.25	7.50	221.84	5,157.78	319.78	74.79	519.90	3.09
3157	MICHEAL LAST NAME 2768	1	7.00	7.50	284.37	497.65	30.85	7.22	50.16	0.30
3389	CAROLINE LAST NAME 3004	2	23.25	7.50	195.56	4,546.77	281.90	65.93	458.31	2.73
3688	LANDON LAST NAME 3267	1	23.25	7.50	249.04	5,790.18	358.99	83.96	583.65	3.47
3682	MARION LAST NAME 3272	1	23.25	7.50	219.81	5,110.58	316.86	74.10	515.15	3.07
3671	AMELIA LAST NAME 3296	2	23.25	7.50	194.41	4,520.03	280.24	65.54	455.62	2.71
37	DANA LAST NAME 34	1	23.25	7.50	317.10	7,372.58	457.10	106.90	743.16	4.42
3850	EMILY LAST NAME 3460	1	23.25	7.50	222.29	5,168.24	320.43	74.94	520.96	3.10
3851	CARLA LAST NAME 3470	1	23.25	7.50	303.85	7,064.51	438.00	102.44	712.10	4.24
3865	JEREMY LAST NAME 3474	1	23.25	7.50	236.87	5,507.23	341.45	79.85	555.13	3.30
3864	JENNIFER LAST NAME 3477	1	23.25	7.50	251.09	5,837.84	361.95	84.65	588.45	3.50
38	LINDA LAST NAME 35	1	23.25	7.50	317.10	7,372.58	457.10	106.90	743.16	4.42
39	PHILLIP LAST NAME 36	1	23.25	7.50	317.10	7,372.58	457.10	106.90	743.15	4.42
45	DEBRA LAST NAME 42	1	23.25	7.50	287.43	6,682.75	414.33	96.90	673.62	4.01
46	JEFFREY LAST NAME 43	1	23.25	7.50	287.43	6,682.75	414.33	96.90	673.62	4.01
PREPADDTL_ttx.EMPL_NO (Number)										
				ACCOUNT TOTALS:		152,260.66		2,207.78		91.31
							9,440.18		15,347.87	

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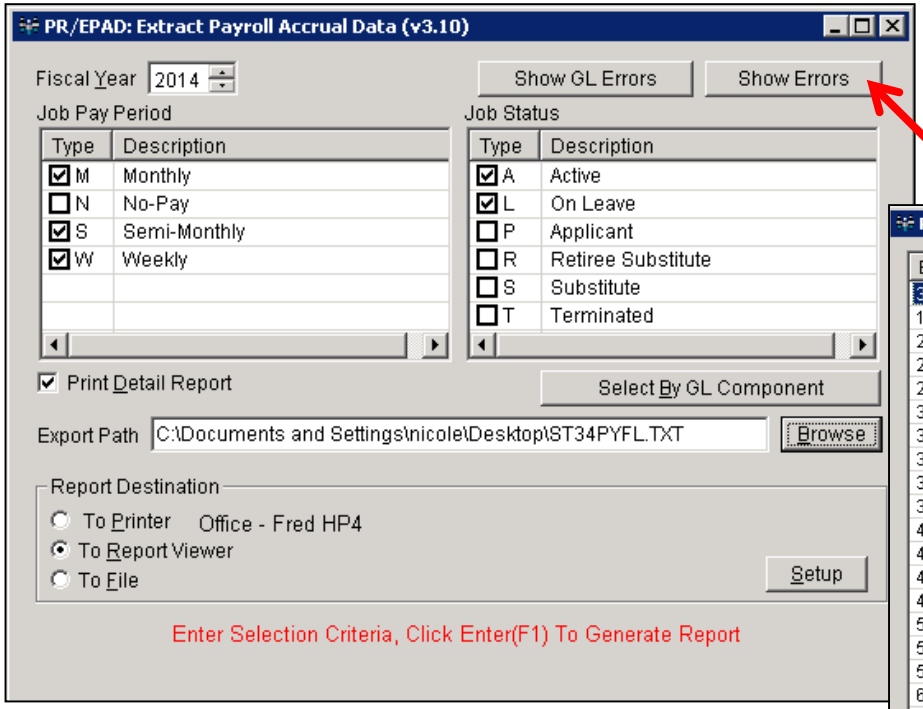
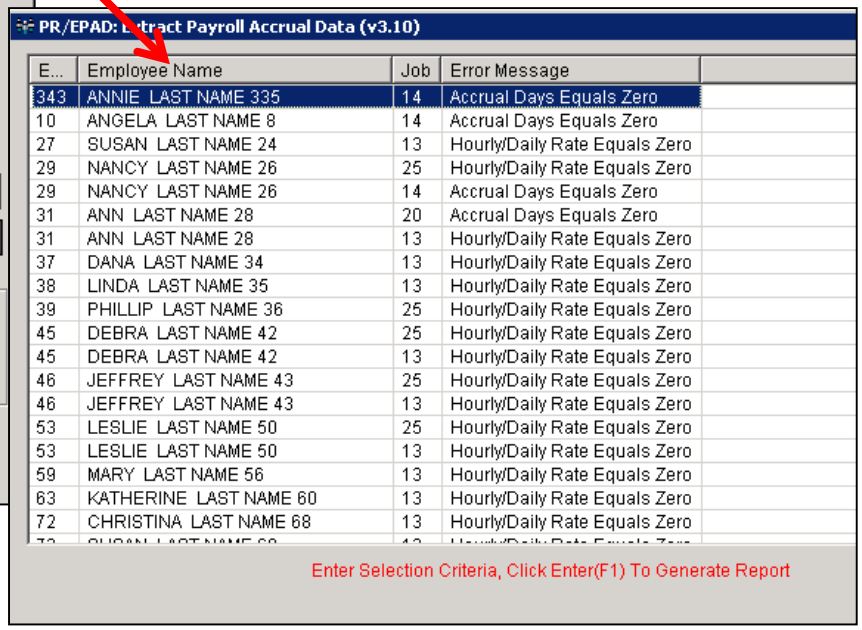
Extract Payroll Accrual Data

Once the reports are generated, the transaction will have two new buttons to show any errors. Verify that there are no GL errors. Majority of the time, invalid GL numbers are the reason the two reports don't balance.



The "Show Errors" button will show information on employees that may or may not need to be addressed.



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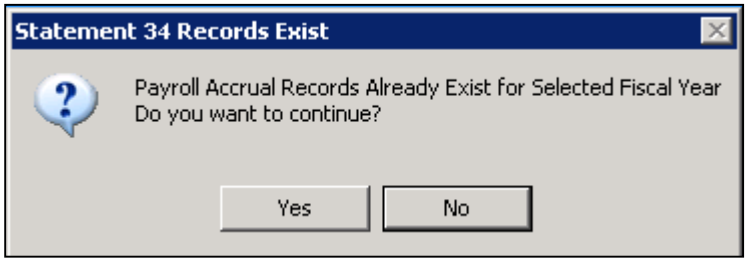
Extract Payroll Accrual Data

If you have errors to fix, you may need to go back into employee maintenance or Budgetary depending on the errors.
You can go back and extract the Payroll Accrual Data again as long as you have not made changes for the new year (deductions and/or salary increases).

If the Accrual Data is generated again, you will be prompted that records already exist and “Do you want to continue?”.
Select YES and the previously ran accrual data will be overwritten with the new information (“fixes” for GL number and/or employee maintenance).



If you answer NO, the transaction will still run and give you the reports and file with the original data from the first generate. No new information will be calculated.

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