



# **business\_creditcardprocessing**



# Table of Contents

<b>business_creditcardprocessing</b> .....	i
<b>ASCENDER - Credit Card Processing</b> .....	1



# ASCENDER - Credit Card Processing

**Created:** 04/28/2023

**Reviewed:** in progress

**Revised:** in progress

The purpose of this document is to guide you through the necessary steps to record payments made to vendors by credit card, reconcile credit card statements, and subsequently pay the credit card company.

The steps listed in this document should be completed prior to running the June payroll. Review each step and address it as needed.

This document assumes that you are familiar with the basic features of the ASCENDER Business System and have reviewed the [ASCENDER Business Overview guide](#).



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

## Before You Begin

Review the following information and/or complete the following steps before you begin the End-of-Year (EOY) Accruals for June Year-End LEAs process.

[Review the](#)

EOY Flowchart for July Start LEAs

Review the [Accrual Overview](#).

## EOY Accruals for June Year-End LEAs Process

1. [Run the payroll accrual variance extract](#)

### Run the payroll accrual variance extract

[Payroll > Utilities > Payroll Accrual Variance Extract > Extract](#)

Utilities > Payroll Accrual Variance Extract Payroll

Year: C

EXTRACT    REPORTS    POST TO MASTER / INTERFACE TO FINANCE

Accrual Code:

Pay Date:

JV Number:

Select	Emp Nbr	Last Name	First Name
No Rows			

Select	Emp Nbr	Last Name	First Name
<input type="checkbox"/>	000006		
<input type="checkbox"/>	000007		
<input type="checkbox"/>	000090		
<input type="checkbox"/>	000121		
<input type="checkbox"/>	000123		
<input type="checkbox"/>	000127		
<input type="checkbox"/>	000223		
<input type="checkbox"/>	000306		
<input type="checkbox"/>	000308		
<input type="checkbox"/>	000316		
<input type="checkbox"/>	000333		
<input type="checkbox"/>	000358		
<input type="checkbox"/>	000375		
<input type="checkbox"/>	000416		
<input type="checkbox"/>	000419		
<input type="checkbox"/>	001856		
<input type="checkbox"/>	000424		
<input type="checkbox"/>	000429		
<input type="checkbox"/>	001859		
<input type="checkbox"/>	000542		

First  1 / 15  Last



Review the [Accrual Overview](#) document for more information about the Payroll Accrual Variance Extract process steps.

**It is recommended** to balance accruals monthly to help identify and correct any errors. Use the [Payroll > Utilities > Payroll Accrual Variance Extract > Extract](#) to assist you in this process.

- Use the Extract tab to run the extract and extract payroll accrual variances.
- Use the Reports tab to review and verify any extracted payroll variances.
- Use the Post To Master/Interface To Finance tab to post valid variances and interface to Finance if needed.

## 2. [Generate a user-created report.](#)

### **Generate a user-created report**

[Payroll > Reports > User Created Reports](#)

Use the following parameters to generate a user-created report:

- **Active Employees Only**
- **Employee Nbr**
- **First Name**
- **Last Name**
- **Remaining Payments**
- **Contract Balance**
- **Pay Rate**
- **Accrual Code**
- **Accrual Rate**

Save the report in Excel to allow data to be manipulated.

### 3. [Perform Excel file maintenance.](#)

#### Perform Excel file maintenance

Modify the Excel file.

- Sort the file by **Accrual Cd**, and then by **Last Name**.
- Arrange the order of columns as follows: **Employee Nbr**, **First Name**, **Last Name**, **Accrual Code**, **Accrual Rate**, **Remaining Payments**, **Pay Rate**, and **Contract Balance**
- Insert a new column (**Total Pay Remaining**) between the **Pay Rate** and the **Contract Balance** columns. And, then in this column (Column H), insert the following formula: **Job**

**Remaining Payments** (column F) x **Pay Rate** (column G)

- In Column J, insert the calculation for the **Difference** with the following formula: **Total Pay Remaining** (column H) - **Contract Balance** (column I)

	A	B	C	D	E	F	G	H	I	J
				Accrual Cd	Accrual Rate	Job Remaining Pymts	Pay Rate	Total Pay Remaining (Col F * Col G)	Contract Balance	Difference (Col H - Col I)
1	Emp Nbr	First Name	Last Name							
2	000006	AARON	ACHIMON	B	245.86	3	3,831.25	11,493.74	11,493.70	0.04
3	000007	AARON	ADAM	B	237.83	3	3,706.25	11,118.76	11,118.80	-0.04
4	000090	AMANDA	ASHLEY	B	265.91	3	4,143.75	12,431.25	12,431.25	0.00
5	000121	AMY	BALL	B	245.85	3	3,831.25	11,493.74	11,493.74	0.00
6	000223	BETH	BOWERS	B	94.25	3	1,468.75	4,406.24	4,406.28	-0.04
7										
8	<div style="border: 2px solid black; border-radius: 20px; padding: 10px; display: inline-block;"> <p><b>The contract remaining amount is the estimated accrual.</b></p> </div>									
9										
10										
11										

4. Generate the HRS3050 report for inactive employees.

### Generate the HRS3050 report for inactive employees

Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report

Generate the report with the following parameters. Print and/or save this report and review it for accuracy.

Reports > Year To Date Reports > School Year To Date Report Payroll

Preview PDF CSV Clear Options Year: C

**Year To Date Reports**

- [HRS3000 - Calendar Year To Date Report](#)
- [HRS3050 - School Year To Date Report](#)
- [HRS3100 - YTD Report Workers' Compensation](#)
- [HRS3150 - Annual Payroll Report](#)
- [HRS3200 - YTD Payroll Earnings Register](#)
- [HRS3250 - YTD Account Distribution Journal](#)
- [HRS3300 - YTD Accrual Payroll Account Distribution](#)
- [HRS3325 - YTD Expenditure Payroll Account Distr](#)
- [HRS3350 - Combined YTD Deduction Register](#)
- [HRS3400 - YTD Check Register](#)
- [HRS3450 - YTD Payroll Control Listing](#)
- [HRS3500 - YTD Wage and Earning Statements](#)
- [HRS3550 - School YTD Accrual Payroll Account Distr](#)
- [HRS3600 - Payroll Balancing Report](#)
- [HRS3650 - YTD Special Adjustment Report](#)

**HRS3050 - School Year To Date Report**

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text" value="A"/>
School Year (YYYY)	<input type="text" value="2025"/>
Include Job Accrual Detail(s)? (Y/N)	<input type="text" value="N"/>
Select Accrual Code(s), or blank for ALL	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text" value="I"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Primary Campus(es), or blank for ALL	<input type="text"/>
Select Extract ID(s), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>

2026/04/22 08:56

4


business\_creditcardprocessing

Date Run:		School YTD (Sept 1 Thru Aug 31 20)					Program: HRS3050			
Cnty Dist:		ISD					Page: 1 of 1			
Pay Period: 05-01-20		thru 05-31-20		Payrun Date: 05-26-20		Frequency: 6				
Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovtn Hrs
Emp Nbr	Prim Campus	Ovtn Grs	Emplr Cont	NTax Allow	NTRS Bs	Bus Allow	Emplr 457	TEA Contr	NT NP Bus	Empl Dep
Accrual Code		Emplr Care	NPay Bus	Accru Pay	FICA Accru	E HI Acc	E An Acc	457 Accru	TEA Acc	Unemp Acc
		A Fed Dep	A Fed Care	Accru Care	Ret Pensn	Care Surc	New TRS	Misc Ded	A Misc Ded	A 403B FICA
		17,921.25	.00	.00	.00	.00	259.83	.00	1,594.98	.00
001827		.00	.00	.00	.00	.00	.00	.00	.00	.00
	G	134.37	.00	5,433.75	78.78	.00	.00	.00	.00	.00
		.00	.00	40.74	.00	.00	.00	.00	.00	.00

District Totals:										
Contract Pay		17,921.25	Non-TRS Non-Tax Bus Allow				.00 Absence Deduction			.00
Non-Contract Pay		.00	Non-TRS Bus Allow				.00 TRS Deposit			1,594.98
Supplemental Pay		.00	FICA Tax				.00 Accrued Pay			5,433.75
Accrued Federal Deposit		.00	Medicare Tax			259.83	Unemployment Accrued			.00
Emplr Health Insurance Accrued		.00	FICA/Medicare Accrued			78.78	Emplr 457 Accrued			.00
Emplr Annuity Accrued		.00	Accrued Federal Care			.00	Non-TRS Reimbr Excess			.00
Emplr Annuity Contrib		.00	Overtime Gross			.00	Non-TRS Reimbr Base			.00
Emplr 457 Contrib		.00	TEA Health Ins Accrued			.00	Non-Pay Bus Allowance			.00
TEA Health Ins Contrib		.00	Emplr TRS Care Accrued			40.74	Non-Tax NPay Bus Allow			.00
Emplr TRS Care Contrib		134.37	New TRS Member Contrib			.00	Emplr TRS Care Surcharge			.00
Ret Emplr Pension Surcharge		.00	Emplr Dependent Care			.00	Emplr Dependent Care Accru			.00
Emplr Misc Ded Contrib		.00	Emplr Misc Ded Contrib Accru			.00	Emplr 403B FICA Contrib Accru			.00

End of Report

 If there are any individuals with an accrual balance displayed on this report who are no longer with the LEA, perform the **Payroll > Utilities > Zero School YTD Accruals** to zero out their accruals.

Utilities > Zero School YTD Accruals Payroll

Year: C

EXTRACT | REPORTS | POST TO MASTER / INTERFACE TO FINANCE

Frequencies:  4 - Biweekly  5 - Semimonthly  6 - Monthly

School Year: 20

JV Number: ZEROAC File ID: C

Select	Emp Nbr	Frequency	Last Name	First Name
<input type="checkbox"/>	001817			
<input type="checkbox"/>	001818			
<input type="checkbox"/>	001819			
<input type="checkbox"/>	001820			
<input type="checkbox"/>	001821			
<input type="checkbox"/>	001822			
<input checked="" type="checkbox"/>	001825			
<input type="checkbox"/>	001828			
<input type="checkbox"/>	001830			
<input type="checkbox"/>	001831			
<input type="checkbox"/>	001832			
<input type="checkbox"/>	001833			

First 15 / 15 Last

Select	Emp Nbr	Frequency	Last Name	First Name
<input type="checkbox"/>	001827			

Generate the report again with the following parameters. Print and/or save this report and review it for accuracy.

Reports > Year To Date Reports > School Year To Date Report Payroll

Preview PDF CSV Clear Options

**Year To Date Reports**

- [HRS3000 - Calendar Year To Date Report](#)
- [HRS3050 - School Year To Date Report](#)
- [HRS3100 - YTD Report Workers' Compensation](#)
- [HRS3150 - Annual Payroll Report](#)
- [HRS3200 - YTD Payroll Earnings Register](#)
- [HRS3250 - YTD Account Distribution Journal](#)
- [HRS3300 - YTD Accrual Payroll Account Distribution](#)
- [HRS3325 - YTD Expenditure Payroll Account Distr](#)
- [HRS3350 - Combined YTD Deduction Register](#)
- [HRS3400 - YTD Check Register](#)
- [HRS3450 - YTD Payroll Control Listing](#)
- [HRS3500 - YTD Wage and Earning Statements](#)
- [HRS3550 - School YTD Accrual Payroll Account Distr](#)
- [HRS3600 - Payroll Balancing Report](#)
- [HRS3650 - YTD Special Adjustment Report](#)

**HRS3050 - School Year To Date Report**

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
School Year (YYYY)	2025
Include Job Accrual Detail(s)? (Y/N)	N
Select Accrual Code(s), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, Exclude Subs (E), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	

Compare the **Accrued Pay** totals to the **Total Pay Remaining** column from Step 3.

Date Run: School YTD (Sept 1 Thru Aug 31 2025) Program: HRS3050  
 Cnty Dist: TEXAS ISD Page: 1 of 35  
 Pay Period: 05-01-20 thru 05-31-20 Payrun Date: 05-26-20 Frequency: 6

Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRs Dep	Reg Hrs	Ovrm Hrs
Emp Nbr	Prim Campus	Ovrm Grs	Emplr Cont	NTax Allow	NTRS Bs	Bus Allow	TEA Contr	NT NP Bus	Empl Dep	Acc Dep
	Accrual Code	Emplr Care	NPAY Bus	Accru Pay	FICA Accru	E HI Acc	457 Accru	TEA Acc	Unemp Acc	
		A Fed Dep	A Fed Care	Accru Care	Ret Pensn	Care Surc	New TRS	Misc Ded	A Misc Ded	A 403B FICA
		17,624.97	.00	.00	.00	.00	255.60	.00	1,568.61	.00
		.00	.00	.00	.00	.00	.00	.00	.00	.00
000223	B	132.19	.00	4,406.24	63.89	.00	.00	.00	.00	.00
		.00	.00	33.04	.00	.00	.00	.00	.00	.00

**Note:** The **Accrued Pay** should match the **Total Pay Remaining** (column H) in the Excel file.

5. [Verify the differences and correct any issues.](#)

### Verify and correct issues

Verify the differences and correct any problems with the staff accrual payroll information so that the amounts are the same. You may have to:

Use the [Payroll > Tables > Accrual Calendars > Accrual Calendar](#) page to:

- Build an accrual calendar for individuals who did not have one built at the beginning of the year.
- Correct the number of days worked in the accrual calendar.

Use the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab to:

- Enter an accrual code for individuals who do not have one.
- Enter an accrual rate for individuals who do not have one.
- Correct the accrual rate (should be the same as the daily rate) for individuals.

Then, use the Payroll > Utilities > Payroll Accrual Variance Extract to perform the following steps:

- Use the [Extract](#) tab to run the accrual variance again.
- Use the [Reports](#) tab to review and verify any differences between the spreadsheet and the variance report.
- Correct any issues as needed.
- Use the [Post To Master/Interface To Finance](#) tab to post valid variances and interface to Finance if needed.

Generate the [Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report](#) again from Step 4 and verify that it matches the estimate from Step 3.

6. [Generate the HRS3550 - School YTD Accrual Payroll Account Distribution Report](#)

**Generate the HRS3550 Report**

[Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distr](#)

After the estimate from the Excel file (Step 3) and the HRS3050 report (Step 4) match, generate the report with the following parameters:

Parameter Description	Value
School Year (YYYY)	20
Summary (S) or Detail (D) information for employees, or Fund Recap (R) only	R
Print Acct Codes with zero accrual amounts? (Y/N)	Y
Include report of variances between School YTD and Distribution History? (Y/N)	Y
Print Acct Codes not in General Ledger? (Y/N)	Y
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, Exclude Subs (E), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

This report will assist you as you balance to Finance in the following step.

7. [Run a general ledger inquiry.](#)

## Run a general ledger inquiry

[Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary](#)

When considering potential journal entries to be made later in this step, use the following chart for reference.

**Note:** This chart derives from the **Payroll Automatic Posting Default** section on the [Finance > Tables > District Finance Options > Clearing Fund Maintenance](#) tab.

General Ledger Inquiry Report	School YTD Report	Expenditure Object Code
216X	Accrued Wages	6119 or 6129
221X.11	Accrued Federal Grant Deposit	6146
221X.12	Accrued Federal Grant Care	6146
221X.14	Accrued Employer FICA/Medicare	6141
221X.15	Accrued Employer Unemployment Tax	6145
221X.16	Accrued Health Insurance Contribution (Emplr Health Insurance Accrued + TEA Health Ins Accrued)	6142
221X.17	Accrued Employer 457 Contribution	6149
221X.18	Accrued Employer Annuity Contribution	6149
221X.19	Accrued Employer TRS Care Contribution	6146
221X.20	Accrued Employer Dependent Care	6149
221X.21	Accrued Employer Miscellaneous Deduction Contribution	6149

Run an inquiry on the 216X and 221X accounts from Finance and compare the balances to the [Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distribution Journal](#).

This inquiry can also be run in Purchasing.

Inquiry > General Ledger Inquiry Finance

File ID: C

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed  Current Period:  Next Period:  Balance Accounts Only  Include Fund Totals  Exclude Objects 61XX

Fund Func Obj Subj Org Prog  
 Account Code: XXX : XX : 216X : XX : XXX : X : XX : X : XX :

Retrieve Reset

---

Date Run: Inquiry Information for Balance Accounts  
 Cnty Dist: ISD Page: 1 of 1  
 Processed  Current  Next  XXX XX 216X XX XXX X XX X XX File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
198 00 2161 00 000 5 00 0 00	ACCRUED WAGES PAYABLE				-28,001.64
199 00 2161 00 000 5 00 0 00	ACCRUED WAGES PAYABLE				-3,399,331.47
211 00 2161 00 000 5 00 0 00	ACCRUED WAGES PAYABLE				-3,785.69

Date Run: School YTD Accrual Payroll Account Distribution Journal for 2025Recap Program: HRS3550  
 Cnty Dist: ISD Page: 1 of 1  
 Frequency: 6

Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457
198-5	Total	153,565.90	28,001.64	382.56	.00	4,309.50	.00	.00	.00	
		.00	152.32	.00	.00					
199-5	Total	24,571,298.78	3,402,028.45	47,946.09	.00	251,696.60	.00	.00	.00	
		.00	25,432.21	.00	.00					
211-5	Total	26,750.90	3,785.69	42.09	.00	583.30	312.31	47.31	.00	
		.00	28.40	.00	.00					
224-5	Total	153,750.00	21,140.61	296.48	.00	3,988.60	1,744.08	264.27	.00	
		.00	158.55	.00	.00					
255-5	Total	9,492.20	2,578.65	28.66	.00	207.00	212.74	32.23	.00	
		.00	19.35	.00	.00					
281-5	Total	98,785.32	19,750.39	282.99	.00	1,049.60	1,597.85	242.10	.00	
		.00	147.47	.00	.00					
282-5	Total	105,250.00	21,050.00	287.62	.00	2,118.60	1,736.62	263.12	.00	
		.00	157.88	.00	.00					
283-5	Total	629,499.90	125,899.98	1,759.22	.00	8,674.10	10,386.75	1,573.73	.00	
		.00	944.22	.00	.00					
288-5	Total	6,903.70	1,875.46	20.84	.00	150.50	154.72	23.44	.00	
		.00	14.08	.00	.00					

If there is a difference in any of the funds, a journal entry needs to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Compare the HRS3550 report totals to the General Ledger Inquiry reports.  
 Review the following example entry:

Account Code	Debit	Credit
199-00-2161-00-000-X-00-000		\$2,696.98
199-11-6119-00-001-X-11-000	\$2,696.98	

This is the difference between the two amounts. The entry has to make the general ledger match the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Inquiry > General Ledger Inquiry ▼ Finance

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed  Current Period  Next Period:  Balance Accounts Only  Include Fund Totals  Exclude Objects 61XX

Account Code: Fund: 199 Func: XX Obj: 2211 Subj: XX Org: XXX Prog: X XX X XX

Retrieve Reset

---

**Inquiry Information for Balance Accounts**

Date Run: \_\_\_\_\_  
 Cnty Dist: \_\_\_\_\_  
 Processed:  Current  Next  ISD  
 199 XX 2211 XX XXX X XX X XX Page: 1 of 1  
 File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rtzd Revenue/ Expenditure	Balance
199 00 2211 14 000	00 0 00 ACCRUED EXPENSES				-47,822.39
199 00 2211 16 000	00 0 00 ACCRUED EXPENSES				-251,450.63
199 00 2211 19 000	00 0 00 ACCRUED EXPENSES				-25,366.28
199 00 2211 20 000	00 0 00 ACCRUED EXPENSES				0.00
199 00 2211 21 000	00 0 00 ACCRUED EXPENSES				0.00
Totals:					-324,639.30

Date Run: \_\_\_\_\_  
 Cnty Dist: \_\_\_\_\_

**School YTD Accrual Payroll Account Distribution Journal for 2025Recap**

ISD

Program: HRS3550  
 Page: 1 of 1  
 Frequency: 6

Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457
199	Total	24,571,298.78	3,402,028.45	47,946.09	.00	251,696.60	.00	.00	.00	
/ / /		.00	25,432.21	.00	.00					
211	Total	26,750.90	3,785.69	42.09	.00	583.30	312.31	47.31	.00	
/ / /		.00	28.40	.00	.00					
224	Total	153,750.00	21,140.61	296.48	.00	3,988.60	1,744.08	264.27	.00	
/ / /		.00	158.55	.00	.00					

If there is a difference in any of the funds such as in the example shown below, a journal entry will need to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Review the following example entry:

Account Code	Debit	Credit
199-00-2211-14-000-X-00-000		\$123.70
199-11-6141-00-001-X-11-000	\$123.70	
199-00-2211-16-000-X-00-000		\$246.00
199-11-6142-00-001-X-11-000	\$246.00	
199-00-2211-19-000-X-00-000		\$65.93
199-11-6146-00-001-X-11-000	\$65.93	

**Note:** Be sure to keep a clean final copy of both of the HRS3550 reports for the auditor. **These reports cannot be recreated after the July and August payrolls are processed.**