



business_creditcardprocessing

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ASCENDER - Credit Card Process

Created: 04/28/2023

Reviewed: in progress

Revised: in progress

The purpose of this document is to guide you through the necessary credit card processing steps, which include recording credit card payments to vendors, reconciling credit card statements, and then paying the credit card company.

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

Credit Card Process

1. [Set up credit card codes](#).

Set up credit card codes

[Finance > Tables > Credit Card Codes](#)

Establish a list of credit card codes to be used by the local education agency (LEA). The credit card code table is necessary to complete credit card functions in Finance, Purchasing, and District Administration.

Multiple credit cards can be set up for a credit card company. The account code must be a liability account (2XXX). A different account code can be used for each credit card to make it easier to verify transactions if the credit card statement does not reconcile to the transactions in ASCENDER. This account should be different from previously used liability accounts.

Tables > Credit Card Codes Finance

Save File ID: C

CREDIT CARD CODES DUE TO FUND

Starting Credit Card Code: Retrieve Print

Delete	Credit Card Code	Description	Vendor Nbr	Sort Key / Vendor Name	Fund	Func	Obj	Sobj	Org	Fiscal Year	Perm	Ed	Project Detail	Action
	1569	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>
	1577	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>
	1585	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>
	1593	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>
	1601	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>
	1714	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>
	1722	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>
	1730	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>
	1748	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>
	1755	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>
	3554	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>
	5456	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>
	5961	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>
	5979	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>

Notes:

- Credit card codes can be assigned to individual users on the [District Administration > Maintenance > User Profiles > Purchasing Credit Cards](#) tab.
- All credit card account code components must exist on the **Finance > Tables > Account Codes** page.
- The contra account is the credit card account from the credit card table even though it is different from the purchasing fund. This means that due to/due from accounts will be created to complete the accounting transactions.

Click **+Add** to add a row.

Credit Card Code	Type a unique user-defined credit card code. The field can be a maximum of six alphanumeric characters. It is helpful to use the last 4 digits of the credit card.
Description	Type a user-defined credit card description. The field can be a maximum of 30 alphanumeric characters. It is helpful to use the name of the credit card.
Vendor Nbr	Type an active vendor number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number. The vendor number must exist on the Maintenance > Vendor Information page. The Vendor Name field is automatically populated with the vendor name. If the vendor number is not known, click . The Vendors directory is displayed. Note: The vendor number represents the credit card company (e.g., Bank of America).
Vendor Name	Type the vendor name, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor name. Only existing active vendors are displayed in the drop-down list. The Vendor Number field is automatically populated with the vendor number. If the vendor name is not known, click . The Vendors directory is displayed. Note: The vendor name represents the credit card company (e.g., Bank of America).

Account Code	<p>Type the 20-digit account code of the payable account. The object code must be a class 2XXX account. All account code components must exist on the Finance > Tables > Account Code page.</p> <p>Note: You can use one account for all credit cards or set up a separate account for each credit card.</p> <p>The account code is divided into the following components:</p> <p>Fund Function Object Sub-Object Organization</p> <p>Fiscal Year - This field is display only and defaults to X indicating that the current fiscal year for the account code offset is used when creating credit card transactions. You can verify the fiscal year on the Tables > District Finance Options page.</p> <p>Program Intent Educational Span Project Detail</p>
Active	<p>Select to allow the use of the credit card code in Purchasing. The field is selected by default; however, you can clear the field to restrict the use of the credit card code in Purchasing.</p>

Click **Save**.

2. (Optional) [Assign credit card codes to users.](#)

(Optional) Assign credit card codes to users

[District Administration > Maintenance > User Profiles > Purchasing Credit](#)

Assign specific credit card codes to individual requisition users. If users will not be selecting a credit card code when creating and submitting a requisition, then credit card codes do not need to be assigned to users. The business office can select a credit card code on the PO at the time the payable transaction is entered in Finance.

If a specific credit card code is assigned to a user, the user can select from their assigned list of active credit card codes in the **Credit Card Code** drop-down field when entering a requisition on the [Purchasing > Maintenance > Create/Modify Requisition](#) and [Create/Modify Contract Requisition](#) pages in Purchasing.



- Click **+Add** to add a row. The Credit Card Directory is displayed.
 - Select one or more credit card codes to assign to the selected user. Only credit card codes that exist on the [Finance > Tables > Credit Card Codes](#) tab are displayed.
 - Type data in the **Search** field to narrow the list of credit card codes displayed in the list.
 - Click **OK** to continue and return to the Purchasing Credit Cards tab.
 - Click **Cancel** to return to the Purchasing Credit Cards tab without making a selection.

Field	Description
Credit Card Code	The user-defined credit card code is displayed.
Description	The user-defined credit card code description is displayed.
Active	Indicates the credit card code status.

- Click **Save**.

3. [Create credit card transactions.](#)

Create credit card transactions

After the above steps are completed, you can use one of the following three methods to create credit card transactions.

1. Create a requisition in Purchasing

[Purchasing > Maintenance > Create/Modify Requisition](#)

☐ Create a requisition.

- In the **Credit Card Code** field, press the SPACEBAR to view a list of credit card codes tied to your user profile. Select the appropriate credit card code.



Reminder: The vendor selected on the requisition is the vendor that is being paid with the credit card, not the credit card company.

Soft encumbrance:

162-53-6399-00-892-299000	Debit	
162-00-4310-01-000-200000		Credit

Post the payable transaction:

[Finance > Maintenance > Credit Card > Posting - PO Tab](#)



After the requisition is approved, retrieve the PO to post or create the payable transaction (credit card transaction).

- The contra account is the credit card account from the credit card table even though it is different from the purchasing fund. This means that due to/due from accounts will be created to complete the accounting transactions.

Encumbrance liquidation:

162-00-4310-00-000-200000	Debit	
162-53-6399-00-892-299000		Credit

Expenditure:

162-53-6399-00-892-299000	Debit	
162-00-2177-99-000-200000		Credit
199-00-1261-00-000-200000	Debit	
199-00-2110-01-000-200000		Credit

2. Create a PO in Finance

[Finance > Maintenance > Postings > Purchase Order](#)

☐ Create a PO; however, in this case, the payable will be entered as a credit card transaction.

Encumbrance:

162-53-6411-00-892-299000	Debit	
162-00-4310-00-000-200000		Credit

Post the payable transaction:

[Finance > Maintenance > Credit Card > Posting - PO](#)

☐ Retrieve the PO to post the payable transaction (credit card transaction). Since this transaction was created without selecting a credit card code, a message is displayed as a reminder. On this tab, a credit card transaction is entered similarly to the [Finance > Maintenance > Postings > Check Processing - PO](#) tab.

- In the **Type** field, select the type of credit card transaction (*Purchase or Return*).

- In the **Credit Card Code** field, select the credit card code for the card used.

Encumbrance liquidation:

162-00-4310-00-000-200000	Debit	
162-53-6411-00-892-299000		Credit

Expenditure:

162-53-6411-00-892-299000	Debit	
162-00-2177-99-000-200000		Credit
199-00-1261-00-000-200000	Debit	
199-00-2110-01-000-200000		Credit

3. Create a credit card PA in Finance

[Finance > Maintenance > Credit Card > Posting - PA](#)

- If a PO was not created, a credit card transaction can be posted as a PA.

Expenditure:

199-41-6499-00-702-299000	Debit	
199-00-2110-01-000-200000		Credit

4. Post returns.

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 Accrual 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	I
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	

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	Ovtm Hrs
Emp Nbr	Prim Campus	Ovtm 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	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	G	.00	.00	.00	.00	.00	.00	.00	.00	.00
		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 Retrieve Run

JV Number: ZEROAC File ID: C

Select	Empl 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			

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

Navigation: First | 15 / 15 | Last

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	Ovtm Hrs
Emp Nbr	Prim Campus	Ovtm 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. [Post interest and miscellaneous charges.](#)

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.

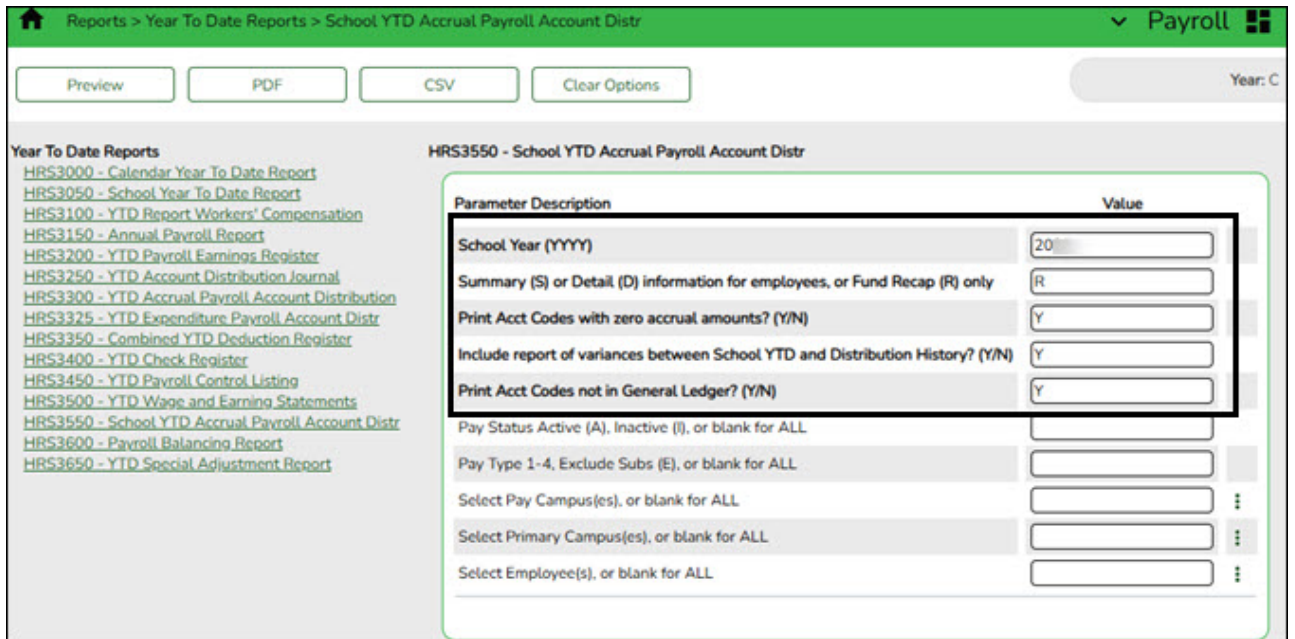
Generate the [Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report](#) again from Step 4 and verify that it matches the estimate from Step 3.

6. [Reconcile the credit card statement.](#)

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:



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

7. [Process payment to the credit card company.](#)

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.

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: XXX Func: XX Obj: 216X Sobj: XX Org: XXX Prog: X XX X XX

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

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rtld 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
 Cnty Dist: 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
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

Date Run: Inquiry Information for Balance Accounts
 Cnty Dist: ISD
 Processed Current Next 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: School YTD Accrual Payroll Account Distribution Journal for 2025Recap
 Cnty Dist: 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.**

8. [Credit card payment listing.](#)

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
 Cnty Dist: ISD Program: HRS3550
 Page: 1 of 1
 Frequency: 6

Fund / FY	Total	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

Account Code	Debit	Credit
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

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

Retrieve Reset

Date Run: Inquiry Information for Balance Accounts
 Cnty Dist: 199 XX 2211 XX XXX X XX X XX
 Processed: Current Next 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: School YTD Accrual Payroll Account Distribution Journal for 2025Recap
 Cnty Dist: 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					
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		.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.

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199-11-6141-00-001-X-11-000	\$123.70	
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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.**