



business_creditcardprocessing

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ASCENDER - Credit Card Process

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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	Subj	Org	Fiscal Year	Pom	Ed	Seon	Project Detail	Active
<input type="checkbox"/>	1569	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1577	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1585	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1593	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1601	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1714	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1722	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1730	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1748	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1755	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	3554	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	5456	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	5961	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input 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	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.

☐ 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](#)

Maintenance > Create/Modify Requisition Purchasing

Save Delete

Requisition Nbr: 300992 Retrieve Directory

Add - Clear All Add - Clear Vendor Add - Clear Detail Vendor Notes Comments Uniform Acct Distr Print Submit

Requisition Number: 300992 Originator: 000066 Requestor: 000066 Order For: Requisition Per: 03
 Date Request: 03-16-2022 Date Required: 03-16-2022 Reason: OFFICE SUPPLIES Reference Nbr:

Sort Key/Vendor Name: QUILL / QUILL CORPORATIO Shipping Addr: 4060 Faudree Rd Ste 104A #102 - 016 Bid Category:
 Vendor Nbr: 07536 Campus/Dept: 500 - ADMINISTRATIVE SERVICES Bid Nbr:
 Credit Card Code: 1569

Priority: R Regular Work Order: Freight Cost: 0.00 Distr Freight Amt: Confirm Only: Attachments: Requisition Total: 22.00

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code
	Note	001		PAPER	1.00	EA Each	22.00000	22.00	
	Accounts				Y - Approved		0.00%	0.00	

Refresh Totals Add

Accounts for Item 001

Delete	Account Code	Description	Balance Amt	Pct	Amount
	162-53-6399-00-892-299000	SUPPLMTRLS/POST-IS	-739.44	100.000%	22.00
				100.000%	22.00

Refresh Totals Calculate Percent Calculate Amount Add

❑ 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

Maintenance > Credit Card Finance

Save File ID: C

POSTING - PA POSTING - PO RECONCILIATION

Retrieval Options

PO Number: 220479 Vendor Number: 07536 Retrieve Directory

☒ View Account Detail Fully Liquidate

PO Number: 220479 PO Reason: OFFICE SUPPLIES Sort Key / Vendor Name: QUILL / QUILL CORPORATION Vendor Nbr: 07536 Date: 03-16-2022 Original Amt: 22.00 Balance Amt: 0.00 Req Nbr: 300992 Requisition Status: Approved Received Date: Credit Card: 1569

Credit Card Transactions

Delete	Detail	Reverse	Post	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Liquidated Amt	Invoice Date	Invoice Nbr	Contra Account Co
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03	162 53-6399-00-892-299000	Credit Card	1569	OFFICE SUPPLIES	22.00	22.00	03-16-2022	123456	199-00-2110-02-000
Totals:									22.00	22.00			

Account Code Summary

Account Code	Description	Contra Account Code	Balance Amt	Encumbrance Amt	Net Expend Amt	Liquidated Amt	Encumbrance Bal	Acc
162 53-6399-00-892-299000	SUPPLMTRLS/POST-IS	162-00-4310-00-000-200000	-717.44	22.00	22.00	22.00	0.00	
Totals:				22.00	22.00	22.00	0.00	

☐ 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

Maintenance > Postings Finance

Save

JOURNAL BUDGET JOURNAL INQUIRY **PURCHASE ORDER** CASH RECEIPT CREDIT MEMO CHECK PROCESSING - PA CHECK PROCESSING - PO JOURNAL ACTUAL

PO Number: Vendor Number: Retrieve Directory Default PO Reason: ☒ View Account Details

PO Nbr: PO Reason: Sort Key / Vendor Name: Vendor Nbr: Date: Original Amt: Balance Amt: Req Nbr: Contract Type: Bundle Nbr: Bid Nbr:

004444 TASBO REGISTRATION TASBO / TASBO : 00735 00735 03-16-2022 400.00 400.00

Add PO Delete PO Reverse PO Change Vendor

Delete	Detail	Reverse	Account Code	Description	Account Balance	Encumbrance Amt	Liquidated Bal	Outstanding Amt
<input type="button"/>	<input type="button"/>	<input type="button"/>	162-53-6411.00-892-299000	STAFF TRAVEL-IS	-2,244.00	400.00	0.00	400.00
					Totals:	400.00	0.00	400.00

Update Details Add

Account Code	Description	Reason	Acct Per	Encumbrance Amt	Trans Date	User ID
162-53-6411.00-892-299000	STAFF TRAVEL-IS	TASBO REGISTRATION	03	400.00	03-16-2022	

☐ 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

Maintenance > Credit Card Finance

Save

POSTING - PA POSTING - PO RECONCILIATION

Retrieval Options

PO Number: Vendor Number: Retrieve Directory ☒ View Account Detail Fully Liquidate

PO Number: PO Reason: Sort Key / Vendor Name: Vendor Nbr: Date: Original Amt: Balance Amt: Req Nbr: Requisition Status: Received Date: Credit Card:

220479 OFFICE SUPPLIES QUILL/QUILL CORPORATION 07536 03-16-2022 22.00 0.00 300992 Approved 1569

Credit Card Transactions

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Liquidated Amt	Invoice Date	Invoice Nbr	Centre Account Code
<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="checkbox"/>	03	162-53-6399.00-892-299000	Credit Card	1569	OFFICE SUPPLIES	22.00	22.00	03-16-2022	123456	199-00-2110-02-000
									Totals:	22.00	22.00		

Account Code Summary

Account Code	Description	Centre Account Code	Balance Amt	Encumbrance Amt	Net Expend Amt	Liquidated Amt	Encumbrance Bal	As
162-53-6399.00-892-299000	SUPPLNTRLSPOST-IS	162-00-4310-00-000-200000	-717.44	22.00	22.00	22.00	0.00	
			Totals:	22.00	22.00	22.00	0.00	

☐ 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.](#)

Post returns

Finance > Maintenance > Credit Card > Posting - PA **or** Posting PO

To ensure that the check to the credit card company is correct, all returns must be posted before reconciling the credit card statement.

Save

POSTING - PA POSTING - PO RECONCILIATION

Retrieval Options

PA Number: 015642 Vendor: 00735 : TASBO / TASBO Retrieve Directory View Account Detail

PA Number: 015642 Vendor: TASBO / TASBO 00735 Add Reverse

Credit Card Transactions

Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Account
162-53-6411.00-892-299000	Return	1569	CANCEL REGISTRATION	-200.00	03-16-2022		199-00-2110.02-00
Totals				-200.00			

Account Code Summary Refresh Summary

Account Code	Description	Balance Amt	Net Expend Amt
162-53-6411.00-892-299000	STAFF TRAVEL-IS	-2,444.00	-200.00
Totals:			-200.00

Verify that the following fields are completed for a return:

- The **Type** field must be set to *Return*.
- The **Net Expend Amt** field must be a negative amount.
- A credit memo number must be entered in the **Credit Memo Nbr** field on this tab prior to saving the record.

In the above example, a return for \$200 to cancel a TASBO registration was created on the Finance > Maintenance > Credit Card > Posting - PA tab.

Reverse expenditure:

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

5. Post interest and miscellaneous charges.

Post interest and miscellaneous charges

Finance > Maintenance > Credit Card > Posting - PA

As needed, create transactions for interest and other miscellaneous charges as a credit card PA transaction.

The screenshot shows the 'Maintenance > Credit Card' interface. At the top, there's a 'Save' button. Below it are tabs for 'POSTING - PA', 'POSTING - PO', and 'RECONCILIATION'. The 'POSTING - PA' tab is active. Under 'Retrieval Options', there are input fields for 'PA Number' (015643) and 'Vendor' (91921 : CITIBANK / CITIBANK), with 'Retrieve' and 'Directory' buttons. A 'View Account Detail' checkbox is checked. Below this, the 'PA Number' (015643) and 'Vendor' (CITIBANK / CITIBANK 91921) are displayed, with 'Add' and 'Reverse' buttons. The 'Credit Card Transactions' section shows a table with columns: Delete, Detail, Reverse, Proc, Acct Per, Account Code, Type, Credit Card Code, Reason, and Net Expend Amt. A transaction is listed with 'Account Code' 199-41-6499.00-702-299000, 'Type' Credit Card, 'Credit Card Code' 1569, 'Reason' CREDIT CARD INTEREST, and 'Net Expend Amt' 15.00. A 'Totals' row shows 15.00. Below the table is an 'Account Code Summary' section with a 'Refresh Summary' button. It shows a table with columns: Account Code, Description, Balance Amt, and Net Expend Amt. The summary shows '199-41-6499.00-702-299000' with 'Description' MISC EXPENSE-BOARD EXPENSE, 'Balance Amt' 759.66, and 'Net Expend Amt' 15.00. A 'Totals' row shows 15.00.

In the above example, a transaction of \$15 for credit card interest was posted.

Expenditure:

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

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:

Home Reports > Year To Date Reports > School YTD Accrual Payroll Account Distr 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](#)

HRS3550 - School YTD Accrual Payroll Account Distr

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. [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.

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

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

Date Run: Inquiry Information for Balance Accounts
 Cnty Dist: ISD
 Processed ☒ Current ☒ Next ☒ XXX XX 216X XX XXX X XX X XX

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

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
198-5	Total	153,565.90	28,001.64	382.56	.00	4,309.50	.00	.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
		.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
		.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
		.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
		.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
		.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
		.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
		.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
		.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	Rd 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								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	
199	Total	24,571,296.78	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: XXX Func: XX Obj: 216X Subj: XX Org: XXX Prog: X XX X XX X XX

Account Code: XXX XX 216X XX XXX X XX X XX X XX

Retrieve Reset

 First Last

Date Run: Inquiry Information for Balance Accounts
 Cnty Dist: ISD
 Processed ☒ Current ☒ Next ☒ XXX XX 216X XX XXX X XX X XX Page: 1 of 1
 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	Accrued Pay	FICA/Med	Unemploy	Employer	Federal	Federal	TEA Hlth	Emplr			
		Ret Pen Surch	Emplr Care	Care Surch	Tax Emplr Misc	Contrib	Deposit	Care	Ins Contrib	457			
198-5	Total	153,565.90	28,001.64	382.56	.00	4,309.50	.00	.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			
/ / /		.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			
/ / /		.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			
/ / /		.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			
/ / /		.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			
/ / /		.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			
/ / /		.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			
/ / /		.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			
/ / /		.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 Subj: XX Org: XXX Prog: X XX X XX X
 Account Code: 199 : XX : 2211 : XX : XXX : 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
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199 00 2211 16 000	00 0 00 ACCRUED EXPENSES				-251,450.63
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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								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
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:

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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	

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