



# **business\_creditcardprocessing**



# Table of Contents

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



# 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.

## 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.

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

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Credit Card Code</b> | Type a unique user-defined credit card code. The field can be a maximum of six alphanumeric characters.<br>It is helpful to use the last 4 digits of the credit card.                                                                                                                                                                                                                                                                                                                                   |
| <b>Description</b>      | Type a user-defined credit card description. The field can be a maximum of 30 alphanumeric characters.<br>It is helpful to use the name of the credit card.                                                                                                                                                                                                                                                                                                                                             |
| <b>Vendor Nbr</b>       | 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 <b>Vendor Name</b> field is automatically populated with the vendor name.<br><br>If the vendor number is not known, click . The <a href="#">Vendors directory</a> is displayed.<br><b>Note:</b> The vendor number represents the credit card company (e.g., Bank of America). |
| <b>Vendor Name</b>      | 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 <b>Vendor Number</b> field is automatically populated with the vendor number.<br><br>If the vendor name is not known, click . The <a href="#">Vendors directory</a> is displayed.<br><b>Note:</b> The vendor name represents the credit card company (e.g., Bank of America).                    |

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Account Code</b> | <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 &gt; Tables &gt; Account Code page.</p> <p><b>Note:</b> 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><b>Fund</b><br/> <b>Function</b><br/> <b>Object</b><br/> <b>Sub-Object</b><br/> <b>Organization</b></p> <p><b>Fiscal Year</b> - 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 &gt; District Finance Options page.</p> <p><b>Program Intent</b><br/> <b>Educational Span</b><br/> <b>Project Detail</b></p> |
| <b>Active</b>       | <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                                                 |
|-------------------------|-------------------------------------------------------------|
| <b>Credit Card Code</b> | The user-defined credit card code is displayed.             |
| <b>Description</b>      | The user-defined credit card code description is displayed. |
| <b>Active</b>           | 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

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     | 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](#)



☐ 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.

## 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.



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.



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.](#)

**Reconcile the credit card statement**

[Finance > Maintenance > Credit Card > Reconciliation](#)

After all credit card transactions are entered, reconcile the credit card statement to the credit card transactions.



☐ Use the following fields to begin the reconciliation process:

- In the **Vendor** field, select the credit card vendor (company).
- In the **Credit Card Code** field, select the applicable credit card code to retrieve all transactions that were entered for that credit card.
- In the **Statement Balance** field, enter the credit card balances from the credit card statement.
- Proceed to reconcile the credit card transactions. As returns/payments or charges are selected, the balance and the check amount totals are updated.

☐ Click **Save as Pending** to save and then when finished, click **Reconcile**.

During the reconciliation process in the next month, the payment transaction(s) to the credit card company will be displayed on the [Finance > Maintenance > Credit Card > Reconciliation](#) tab.

**Credit Card Reconciliation Reports**

Cleared Returns/Payments and Cleared Charges

Outstanding Returns/Payments and Outstanding Charges

Outstanding/Cleared Returns/Payments and Outstanding/Cleared Charges

Credit Card Reconciliation, Month of March

Page: 1 of 1  
File ID: C

Vendor Nbr: 91921 - CITIBANK  
Accounting Period: All YTD + Current + Next

| Credit Card Statement       | System                        | PA Nbr | Check Amount |
|-----------------------------|-------------------------------|--------|--------------|
| Previous Balance: .00       | System Balance: +             | 015711 | 9,274.57     |
| Cleared Returns: .00        | Outstanding Returns: +        |        | -86.03       |
| Cleared Charges: .00        | Outstanding Charges: +        |        | .00          |
| Cleared Check Payments: .00 | Outstanding Check Payments: + |        | -58,647.61   |
| Statement Balance: .00      | Statement Balance: +          |        | .00          |
|                             | Miscellaneous Adjustment: -   |        | .00          |
|                             | Unreconciled Difference:      |        | -53,135.09   |

End of Report

Expenditure:

|                           |       |        |
|---------------------------|-------|--------|
| 199-00-2110-01-000-200000 | Debit |        |
| 199-00-2110-00-000-200000 |       | Credit |

After you click **Reconcile** and the credit card statement is reconciled, a PA is created for the credit card company on the [Finance > Maintenance > Postings > Check Processing - PA](#) tab.

Maintenance > Postings      Finance

File ID: C      Account Period: 03

View Account Details

PA Number: 015711    Vendor Number: 91921

PA Number: 015711    Sort Key / Vendor Name: CITIBANK / CITIBANK    Vendor Number: 91921

| Delete                   | Detail                   | Reverse                  | Proc                     | Acct Per | Account Code              | Type     | Check Nbr | Check Date | Reason | Net Expend Amt | Invoice Date | Invoice Nbr | Contra Ac     |
|--------------------------|--------------------------|--------------------------|--------------------------|----------|---------------------------|----------|-----------|------------|--------|----------------|--------------|-------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 03       | 199-00-2110.02-000-200000 | Computer |           | --         | PYMT   | 8,773.80       | --           |             | 199-00-2110.0 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 03       | 199-00-2110.02-000-800000 | Computer |           | --         | PYMT   | 144.77         | --           |             | 199-00-2110.0 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 03       | 199-00-2110.02-000-900000 | Computer |           | --         | PYMT   | 356.00         | --           |             | 199-00-2110.0 |
| Totals:                  |                          |                          |                          |          |                           |          |           |            |        | 9,274.57       |              |             |               |

Refresh Totals     

| Account Code              | Description      | Balance Amt | Net Expend Amt |
|---------------------------|------------------|-------------|----------------|
| 199-00-2110.02-000-200000 | ACCOUNTS PAYABLE | 0.18        | 8,773.80       |
| 199-00-2110.02-000-800000 | ACCOUNTS PAYABLE | 144.77      | 144.77         |
| 199-00-2110.02-000-900000 | ACCOUNTS PAYABLE | 356.00      | 356.00         |
| Totals:                   |                  |             | 9,274.57       |

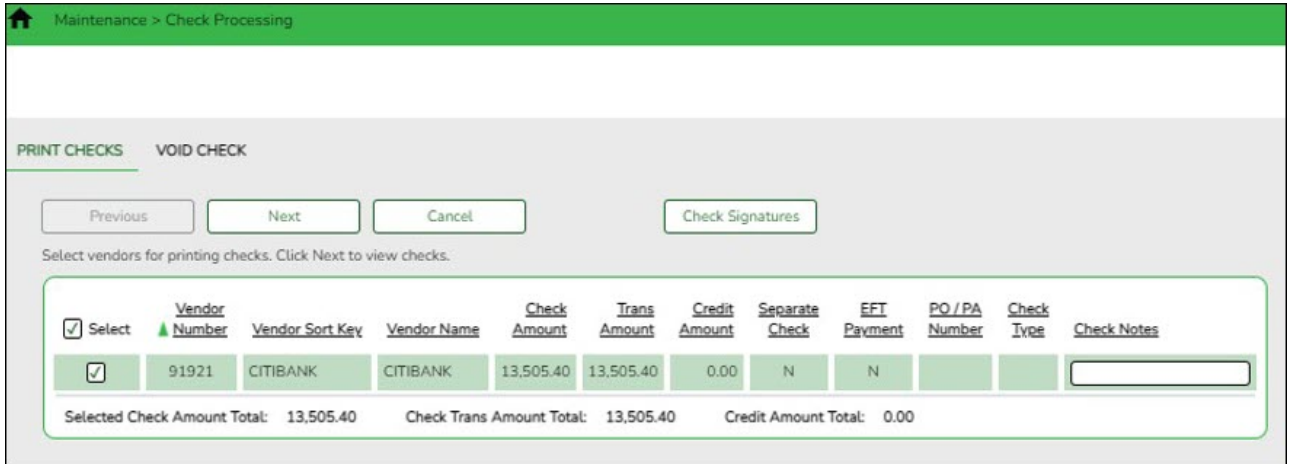
It is helpful for tracking purposes to enter the statement date in the **Invoice Date** field and the statement month as the **Invoice Number**.

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

**Process payment to the credit card company**

[Finance > Maintenance > Check Processing > Print Checks](#)

Process the payment to the credit card company.



The transaction for the check to be issued to the credit card company is displayed.

To post check:

|                           |       |        |
|---------------------------|-------|--------|
| 199-00-2110-00-000-200000 | Debit |        |
| 199-00-1110-00-000-200000 |       | Credit |

During the reconciliation process in the next month, the payment transaction(s) to the credit card company will be displayed on the [Finance > Maintenance > Credit Card > Reconciliation](#) tab.

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.

**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: \_\_\_\_\_  
 Cnty Dist: \_\_\_\_\_  
 Processed:  Current:  Next:   
 Page: 1 of 1  
 File ID: C

| Account Number               | Description          | Est Revenue/<br>Appropriation | Encumbrance | Rlzd Revenue/<br>Expenditure | Balance       |
|------------------------------|----------------------|-------------------------------|-------------|------------------------------|---------------|
| 198 00 2161 00 000 5 00 0 00 | ACCRUED WAGES PAYBLE |                               |             |                              | -28,001.64    |
| 199 00 2161 00 000 5 00 0 00 | ACCRUED WAGES PAYBLE |                               |             |                              | -3,399,331.47 |
| 211 00 2161 00 000 5 00 0 00 | ACCRUED WAGES PAYBLE |                               |             |                              | -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<br>Ret Pen Surch                                            | Accrued<br>Pay<br>Emplr Care | FICA/Med<br>Care Surch | Unemploy<br>Tax<br>Emplr Misc | Employer<br>Contrib | Federal<br>Deposit | Federal<br>Care | TEA Hlth<br>Ins Contrib | Emplr<br>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 v 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

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**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/<br>Appropriation | Encumbrance | Rtzd Revenue/<br>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<br>Ret Pen Surch | Accrued<br>Pay<br>Emplr Care | FICA/Med<br>Care Surch | Unemploy<br>Tax<br>Emplr Misc | Employer<br>Contrib | Federal<br>Deposit | Federal<br>Care | TEA Hlth<br>Ins Contrib | Emplr<br>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.**