



# **ASCENDER - End-of-Year (EOY) Accruals for June Year-End LEAs**



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# ASCENDER - End-of-Year (EOY) Accruals for June Year-End LEAs

**Created:** 05/10/2018

**Reviewed:** 05/01/2026

**Revised:** 05/01/2026

The purpose of this document is to guide you through the necessary steps to address June year-end payroll accruals to ensure that amounts are balanced in accrual accounts for end-of-year purposes.

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

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



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

## Before You Begin

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

Review the [EOY Flowchart for July Start LEAs](#).

Review the [Accrual Overview](#).

## EOY Accruals for June Year-End LEAs Process

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

### Run the payroll accrual variance extract

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

Utilities > Payroll Accrual Variance Extract Payroll

Year: C

EXTRACT    REPORTS    POST TO MASTER / INTERFACE TO FINANCE

Accrual Code:

Pay Date: 05-25-2026     Retrieve    Run

JV Number: ACCRU

| Select  | Emp Nbr | Last Name | First Name |
|---------|---------|-----------|------------|
| No Rows |         |           |            |

| Select                   | Emp Nbr | Last Name | First Name |
|--------------------------|---------|-----------|------------|
| <input type="checkbox"/> | 000006  |           |            |
| <input type="checkbox"/> | 000007  |           |            |
| <input type="checkbox"/> | 000090  |           |            |
| <input type="checkbox"/> | 000097  |           |            |
| <input type="checkbox"/> | 000121  |           |            |
| <input type="checkbox"/> | 000123  |           |            |
| <input type="checkbox"/> | 000127  |           |            |
| <input type="checkbox"/> | 000223  |           |            |
| <input type="checkbox"/> | 000306  |           |            |
| <input type="checkbox"/> | 000308  |           |            |
| <input type="checkbox"/> | 000316  |           |            |
| <input type="checkbox"/> | 000333  |           |            |
| <input type="checkbox"/> | 000358  |           |            |
| <input type="checkbox"/> | 000375  |           |            |
| <input type="checkbox"/> | 000416  |           |            |
| <input type="checkbox"/> | 000419  |           |            |
| <input type="checkbox"/> | 001856  |           |            |
| <input type="checkbox"/> | 000424  |           |            |
| <input type="checkbox"/> | 000429  |           |            |
| <input type="checkbox"/> | 001859  |           |            |

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

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

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

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

**Generate a user-created report**

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

Reports > User Created Reports Payroll

Save Create Report Delete Reset Year: C

**Report Template**

EOY Accruals for June Year End  Public Retrieve Directory

**Report Title**

EOY Accruals for June Year End

Employee Nbr:   Active Employees Only

Employee Demographic

|  |  |   |   |   |   |   |
|--|--|---|---|---|---|---|
| <input checked="" type="checkbox"/> Employee Nbr | <input type="checkbox"/> Staff ID/SSN    | <input type="checkbox"/> Maiden Name        | <input type="checkbox"/> Phone Area Cd      | <input type="checkbox"/> Last Change Date | <input type="checkbox"/> Emer Contact   | <input type="checkbox"/> Hispanic/Latino  |
| <input type="checkbox"/> Texas Unique Staff ID   | <input type="checkbox"/> Address Number  | <input type="checkbox"/> Former Prefix      | <input type="checkbox"/> Phone Nbr          | <input type="checkbox"/> Citizenship      | <input type="checkbox"/> Relationship   | <input type="checkbox"/> American Indian  |
| <input type="checkbox"/> Name Prefix             | <input type="checkbox"/> Street/P.O. Box | <input type="checkbox"/> Former First Name  | <input type="checkbox"/> Bus Phone Area     | <input type="checkbox"/> Marital Stat     | <input type="checkbox"/> Emer Notes     | <input type="checkbox"/> Asian            |
| <input checked="" type="checkbox"/> First Name   | <input type="checkbox"/> Apt             | <input type="checkbox"/> Former Middle Name | <input type="checkbox"/> Bus Phone Nbr      | <input type="checkbox"/> Other Language   | <input type="checkbox"/> Emer Area Cd   | <input type="checkbox"/> African American |
| <input type="checkbox"/> Middle Name             | <input type="checkbox"/> City            | <input type="checkbox"/> Former Last Name   | <input type="checkbox"/> Bus Ext            | <input type="checkbox"/> Local Use 1      | <input type="checkbox"/> Emer Phone Nbr | <input type="checkbox"/> Pacific Islander |
| <input checked="" type="checkbox"/> Last Name    | <input type="checkbox"/> State           | <input type="checkbox"/> Former Generation  | <input type="checkbox"/> Cell Area Cd       | <input type="checkbox"/> Local Use 2      | <input type="checkbox"/> Emer Ext       | <input type="checkbox"/> White            |
| <input type="checkbox"/> Generation              | <input type="checkbox"/> Zip             | <input type="checkbox"/> Driver's License   | <input type="checkbox"/> Cell Phone Nbr     | <input type="checkbox"/> Email            |   |   |
| <input type="checkbox"/> Sex                     | <input type="checkbox"/> Zip+4           | <input type="checkbox"/> DL State           | <input type="checkbox"/> Local Restriction  | <input type="checkbox"/> Home Email       |   |   |
| <input type="checkbox"/> DOB                     | <input type="checkbox"/> Addr Country    | <input type="checkbox"/> DL Expir Date      | <input type="checkbox"/> Public Restriction | <input type="checkbox"/> Employee Notes   |   |   |

Job Information

|   |   |   |  |  |   |   |
|---|---|---|--|--|---|---|
| <input type="checkbox"/> Job Code         | <input type="checkbox"/> Percent Assigned     | <input type="checkbox"/> Payoff Date                | <input type="checkbox"/> Pay Grade                   | <input type="checkbox"/> Daily Rate              | <input type="checkbox"/> Overtime Eligible    | <input type="checkbox"/> Workers' Comp Cd     |
| <input type="checkbox"/> Job Descr        | <input type="checkbox"/> Department           | <input type="checkbox"/> Nbr Days Employed          | <input type="checkbox"/> Pay Step                    | <input type="checkbox"/> Hrly Rate               | <input type="checkbox"/> Overtime Rate        | <input type="checkbox"/> Workers' Comp Annual |
| <input type="checkbox"/> Primary Job      | <input type="checkbox"/> Pay Type             | <input type="checkbox"/> Nbr Days in Contract       | <input type="checkbox"/> Pay Schedule                | <input checked="" type="checkbox"/> Pay Rate     | <input type="checkbox"/> Hours/Day            | <input type="checkbox"/> Workers' Comp Remain |
| <input type="checkbox"/> Prim Campus      | <input type="checkbox"/> Calendar Code        | <input type="checkbox"/> Local Contract Days        | <input type="checkbox"/> State Step                  | <input type="checkbox"/> Base Annual             | <input type="checkbox"/> TRS Position Cd      | <input type="checkbox"/> Exempt Status        |
| <input type="checkbox"/> Campus Name      | <input type="checkbox"/> Contract Begin Dt    | <input type="checkbox"/> Nbr of Annual Pymts        | <input type="checkbox"/> Contract Total              | <input checked="" type="checkbox"/> Accrual Cd   | <input type="checkbox"/> State Minimum Salary | <input type="checkbox"/> Incr Pay Step        |
| <input type="checkbox"/> Nbr Mon Contr    | <input type="checkbox"/> Contract End Dt      | <input checked="" type="checkbox"/> Remaining Pymts | <input checked="" type="checkbox"/> Contract Balance | <input checked="" type="checkbox"/> Accrual Rate | <input type="checkbox"/> TRS Year             | <input type="checkbox"/> Vacant Position      |
| <input type="checkbox"/> Yrs of Job Exper | <input type="checkbox"/> Yrs in Career Ladder | <input type="checkbox"/> Wkly Hrs Sched             | <input type="checkbox"/> Wholly Sep Amt              | <input type="checkbox"/> Reg Hrs Worked          | <input type="checkbox"/> Retiree Exception    |   |

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

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

Save the report as an Excel file. You will use this file to perform maintenance in the following step.

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

## Perform Excel file maintenance

Modify the Excel file.

- Sort the file by **Accrual Cd**, and then by **Last Name**.
- Arrange the order of columns as follows: **Employee Nbr**, **First Name**, **Last Name**, **Accrual Code**, **Accrual Rate**, **Remaining Payments**, **Pay Rate**, and **Contract**

**Balance**

- Insert a new column (**Total Pay Remaining**) between the **Pay Rate** and the **Contract Balance** columns. And, then in this column (Column H), insert the following formula: **Job Remaining Payments** (column F) x **Pay Rate** (column G)
- In Column J, insert the calculation for the **Difference** with the following formula: **Total Pay Remaining** (column H) - **Contract Balance** (column I)

|    | A       | B          | C         | D          | E            | F                   | G        | H                                   | I                | J                          |
|----|---------|------------|-----------|------------|--------------|---------------------|----------|-------------------------------------|------------------|----------------------------|
|    |         |            |           | Accrual Cd | Accrual Rate | Job Remaining Pymts | Pay Rate | Total Pay Remaining (Col F * Col G) | Contract Balance | Difference (Col H - Col I) |
| 1  | Emp Nbr | First Name | Last Name |            |              |                     |          |                                     |                  |                            |
| 2  | 000006  | AARON      | ACHIMON   | B          | 330.481      | 3                   | 5,150.00 | 15,450.00                           | 15,450.00        | -                          |
| 3  | 000007  | AARON      | ADAM      | B          | 319.786      | 3                   | 4,983.33 | 14,949.99                           | 14,950.03        | (0.04)                     |
| 4  | 000090  | AMANDA     | ASHLEY    | B          | 357.219      | 3                   | 5,566.67 | 16,700.01                           | 16,699.97        | 0.04                       |
| 5  | 000121  | AMY        | BALL      | B          | 330.481      | 3                   | 5,150.00 | 15,450.00                           | 15,450.00        | -                          |
| 6  | 000223  | BETH       | BOWERS    | B          | 128.342      | 3                   | 2,000.00 | 6,000.00                            | 6,000.00         | -                          |
| 7  |         |            |           |            |              |                     |          |                                     |                  |                            |
| 8  |         |            |           |            |              |                     |          |                                     |                  |                            |
| 9  |         |            |           |            |              |                     |          |                                     |                  |                            |
| 10 |         |            |           |            |              |                     |          |                                     |                  |                            |
| 11 |         |            |           |            |              |                     |          |                                     |                  |                            |

The contract remaining amount is the estimated accrual.

4. Generate the HRS3050 report for inactive employees.

**Generate the HRS3050 report for inactive employees**

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

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

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

Preview PDF CSV Clear Options

Year: C

**Year To Date Reports**

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

**HRS3050 - School Year To Date Report**

| Parameter Description                                 | Value |
|---|-------|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | A     |
| School Year (YYYY)                                    | 2026  |
| 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                  |       |

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ASCENDER - End-of-Year (EOY) Accruals for June Year-End LEAs

| Date Run:                              |             | School YTD (Sept 1 Thru Aug 31 2026) |            |                              |            |           |           |                               | Program: HRS3050 |             |          |
|--|-------------|--------------------------------------|------------|------------------------------|------------|-----------|-----------|-------------------------------|------------------|-------------|----------|
| Cnty Dist:                             |             | ISD                                  |            |                              |            |           |           |                               | Page: 1 of 1     |             |          |
| Pay Period: 05-01-2026 thru 05-31-2026 |             | Payrun Date: 05-25-2026              |            |                              |            |           |           |                               | 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 | Emplr 457 | TEA Contr                     | NT NP Bus        | Empl Dep    |          |
| Accrual Code                           |             | Emplr Care                           | NPay Bus   | Accru Pay                    | FICA Accru | E HI Acc  | E An Acc  | 457 Accru                     | TEA Acc          | Unemp Acc   |          |
|  |             | A Fed Dep                            | A Fed Care | Accru Care                   | Ret Pensn  | Care Surc | New TRS   | Misc Ded                      | A Misc Ded       | A 403B FICA |          |
|  |             | .00                                  | 18,120.78  | .00                          | .00        | .00       | 262.71    | .00                           | 1,612.71         | .00         | .00      |
| 001827                                 | 909         | .00                                  | .00        | .00                          | .00        | .00       | .00       | .00                           | .00              | .00         | .00      |
|  | G           | 135.90                               | .00        | 6,040.26                     | 87.57      | .00       | .00       | .00                           | .00              | .00         | .00      |
|  |             | .00                                  | .00        | 45.30                        | .00        | .00       | .00       | .00                           | .00              | .00         | .00      |
| <b>District Totals:</b>                |             |                                      |            |                              |            |           |           |                               |                  |             |          |
| Contract Pay                           |             |                                      | .00        | Non-TRS Non-Tax Bus Allow    |            |           | .00       | Absence Deduction             |                  |             | .00      |
| Non-Contract Pay                       |             |                                      | 18,120.78  | Non-TRS Bus Allow            |            |           | .00       | TRS Deposit                   |                  |             | 1,612.71 |
| Supplemental Pay                       |             |                                      | .00        | FICA Tax                     |            |           | .00       | Accrued Pay                   |                  |             | 6,040.26 |
| Accrued Federal Deposit                |             |                                      | .00        | Medicare Tax                 |            |           | 262.71    | Unemployment Accrued          |                  |             | .00      |
| Emplr Health Insurance Accrued         |             |                                      | .00        | FICA/Medicare Accrued        |            |           | 87.57     | 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       |            |           | 45.30     | Non-Tax NPay Bus Allow        |                  |             | .00      |
| Emplr TRS Care Contrib                 |             |                                      | 135.90     | 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: 2026   Retrieve   Run

JV Number: ZEROAC   File ID: C

| Select                              | Emo Nbr | Frequency | Last Name | First Name |
|-------------------------------------|---------|-----------|-----------|------------|
| <input type="checkbox"/>            | 001823  | 6         |           |            |
| <input checked="" type="checkbox"/> | 001825  | 6         |           |            |
| <input type="checkbox"/>            | 001828  | 6         |           |            |
| <input type="checkbox"/>            | 001830  | 6         |           |            |
| <input type="checkbox"/>            | 001831  | 6         |           |            |
| <input type="checkbox"/>            | 001832  | 6         |           |            |
| <input type="checkbox"/>            | 001833  | 6         |           |            |

| Select                   | Emo Nbr | Frequency | Last Name | First Name |
|--------------------------|---------|-----------|-----------|------------|
| <input type="checkbox"/> | 001827  | 6         |           |            |

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First   16 / 16   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: C

**Year To Date Reports**

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

**HRS3050 - School Year To Date Report**

| Parameter Description                                 | Value |
|---|-------|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | A     |
| School Year (YYYY)                                    | 2026  |
| 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 2026) |            |            |            |           |           |            |             | Program: HRS3050 |  |
|--|--------------|--------------------------------------|------------|------------|------------|-----------|-----------|------------|-------------|------------------|--|
| Cnty Dist:                             |              | ISD                                  |            |            |            |           |           |            |             | Page: 1 of 54    |  |
| Pay Period: 05-01-2026 thru 05-31-2026 |              | Payrun Date: 05-25-2026              |            |            |            |           |           |            |             | 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 | Emplr 457 | TEA Contr  | NT NP Bus   | Empl Dep         |  |
|  | Accrual Code | Emplr Care                           | NPay Bus   | Accru Pay  | FICA Accru | E HI Acc  | E An Acc  | 457 Accru  | TEA Acc     | Unemp Acc        |  |
|  | A Fed Dep    | A Fed Care                           | Accru Care | Ret Pensn  | Care Surc  | New TRS   | Misc Ded  | A Misc Ded | A 403B FICA |                  |  |
|  |              | 46,350.00                            | .00        | .00        | .00        | .00       | 656.55    | .00        | 4,125.15    | .00              |  |
| 000006                                 | 107          | .00                                  | .00        | .00        | .00        | .00       | .00       | .00        | .00         | .00              |  |
|  | B            | 347.67                               | .00        | 15,450.00  | 218.85     | 953.37    | .00       | .00        | .00         | .00              |  |
|  |              | 1,274.64                             | 193.13     | 115.89     | .00        | .00       | .00       | .00        | .00         | .00              |  |

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

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

### Verify and correct issues

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

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

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

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

- Enter an accrual code for individuals who do not have one.
- Enter an accrual rate for individuals who do not have one.

- Correct the accrual rate (should be the same as the daily rate) for individuals.

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

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

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

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

**Generate the HRS3550 Report**

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

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

| Parameter Description  | Value |
|--|-------|
| School Year (YYYY)   | 2026  |
| Summary (S) or Detail (D) information for employees, or Fund Recap (R) only    | R     |
| Print Acct Codes with zero accrual amounts? (Y/N)                              | Y     |
| Include report of variances between School YTD and Distribution History? (Y/N) | Y     |
| Print Acct Codes not in General Ledger? (Y/N)                                  | Y     |
| Pay Status Active (A), Inactive (I), or blank for ALL                          |       |
| Pay Type 1-4, Exclude Subs (E), or blank for ALL                               |       |
| Select Pay Campus(es), or blank for ALL  |       |
| Select Primary Campus(es), or blank for ALL                                    |       |
| Select Employee(s), or blank for ALL   |       |

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

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

**Run a general ledger inquiry**

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

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

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

| <b>General Ledger Inquiry Report</b> | <b>School YTD Report</b>  | <b>Expenditure Object Code</b> |
|--------------------------------------|---|--------------------------------|
| 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: 05  Next Period: 05  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

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Date Run: Inquiry Information for Balance Accounts  
 Cnty Dist: ISD Page: 1 of 1  
 Processed  Current (05)  Next (05)  XXX XX 216X XX XXX X XX X XX File ID: C

| Account Number               | Description          | Est Revenue/<br>Appropriation | Encumbrance | Rtzd Revenue/<br>Expenditure | Balance       |
|------------------------------|----------------------|-------------------------------|-------------|------------------------------|---------------|
| 198 00 2161 00 000 6 00 0 00 | ACCRUED WAGES PAYBLE |                               |             |                              | -62,755.85    |
| 199 00 2161 00 000 6 00 0 00 | ACCRUED WAGES PAYBLE |                               |             |                              | -5,400,068.59 |
| 211 00 2161 00 000 6 00 0 00 | ACCRUED WAGES PAYBLE |                               |             |                              | -7,929.22     |
| 224 00 2161 00 000 6 00 0 00 | ACCRUED WAGES PAYBLE |                               |             |                              | -36,759.54    |

Date Run: School YTD Accrual Payroll Account Distribution Journal for 2026Recap Program: HRS3550  
 Cnty Dist: ISD Page: 1 of 1  
 Frequency: 6

| Fund / FY |       | Gross Pay<br>Ret Pen Surch | Accrued<br>Pay Emplr Care | FICA/Med<br>Care Surch | Unemploy<br>Tax Emplr Misc | Employer<br>Contrib | Federal<br>Deposit | Federal<br>Care | TEA Hlth<br>Ins Contrib | Emplr<br>457 |
|-----------|-------|----------------------------|---------------------------|------------------------|----------------------------|---------------------|--------------------|-----------------|-------------------------|--------------|
| 198-6     | Total | 227,398.59                 | 62,755.85                 | 878.45                 | .00                        | 3,969.90            | .00                | .00             | .00                     | .00          |
| 199-6     | Total | 21,587,533.56              | 5,436,068.59              | 76,727.34              | .00                        | 238,363.45          | .00                | .00             | .00                     | .00          |
| 211-6     | Total | 24,282.36                  | 7,929.22                  | 88.36                  | .00                        | 524.97              | 654.15             | 99.11           | .00                     | .00          |
| 224-6     | Total | 138,375.09                 | 36,759.54                 | 515.51                 | .00                        | 3,589.74            | 3,032.67           | 459.47          | .00                     | .00          |
| 255-6     | Total | 8,616.24                   | 2,943.78                  | 32.80                  | .00                        | 186.30              | 242.85             | 36.80           | .00                     | .00          |
| 288-6     | Total | 6,266.61                   | 2,141.02                  | 23.86                  | .00                        | 135.45              | 176.62             | 26.77           | .00                     | .00          |
| 289-6     | Total | 796,666.41                 | 185,552.16                | 2,599.76               | .00                        | 10,715.13           | 14,526.69          | 2,201.04        | .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 |             | \$36,000.00 |
| 199-11-6119-00-001-X-11-000 | \$36,000.00 |             |

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: 05  Next Period: 05  Balance Accounts Only  Include Fund Totals  Exclude Objects 61XX

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

Retrieve Reset

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Date Run: Inquiry Information for Balance Accounts  
 Cnty Dist: ISD  
 Processed  Current (05)  Next (05)  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 6 00 0 00 | ACCRUED EXPENSES |                               |             |                              | -76,027.34  |
| 199 00 2211 16 000 6 00 0 00 | ACCRUED EXPENSES |                               |             |                              | -235,363.45 |
| 199 00 2211 19 000 6 00 0 00 | ACCRUED EXPENSES |                               |             |                              | -40,000.01  |
| 199 00 2211 20 000 6 00 0 00 | ACCRUED EXPENSES |                               |             |                              | 0.00        |
| 199 00 2211 21 000 6 00 0 00 | ACCRUED EXPENSES |                               |             |                              | 0.00        |
| Totals:                      |                  |                               |             |                              | -355,734.80 |

Date Run: School YTD Accrual Payroll Account Distribution Journal for 2026Recap  
 Cnty Dist: 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 |
|-----------|-------|----------------------------|------------------------------|------------------------|-------------------------------|---------------------|--------------------|-----------------|-------------------------|--------------|
| 198-6     | Total | 227,398.59                 | 62,755.85                    | 878.45                 | .00                           | 3,969.90            | .00                | .00             | .00                     | .00          |
|           |       | .00                        | 376.93                       | .00                    | .00                           |                     |                    |                 |                         |              |
| 199-6     | Total | 21,587,533.56              | 5,436,068.59                 | 76,727.34              | .00                           | 238,363.45          | .00                | .00             | .00                     | .00          |
|           |       | .00                        | 40,644.01                    | .00                    | .00                           |                     |                    |                 |                         |              |
| 211-6     | Total | 24,282.36                  | 7,929.22                     | 88.36                  | .00                           | 524.97              | 654.15             | 99.11           | .00                     | .00          |
|           |       | .00                        | 59.48                        | .00                    | .00                           |                     |                    |                 |                         |              |
| 224-6     | Total | 138,375.09                 | 36,759.54                    | 515.51                 | .00                           | 3,589.74            | 3,032.67           | 459.47          | .00                     | .00          |
|           |       | .00                        | 275.70                       | .00                    | .00                           |                     |                    |                 |                         |              |
| 255-6     | Total | 8,616.24                   | 2,943.78                     | 32.80                  | .00                           | 186.30              | 242.85             | 36.80           | .00                     | .00          |
|           |       | .00                        | 22.09                        | .00                    | .00                           |                     |                    |                 |                         |              |
| 288-6     | Total | 6,266.61                   | 2,141.02                     | 23.86                  | .00                           | 135.45              | 176.62             | 26.77           | .00                     | .00          |
|           |       | .00                        | 16.06                        | .00                    | .00                           |                     |                    |                 |                         |              |
| 289-6     | Total | 796,666.41                 | 185,552.16                   | 2,599.76               | .00                           | 10,715.13           | 14,526.69          | 2,201.04        | .00                     | .00          |
|           |       | .00                        | 1,320.74                     | .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 |          | \$700.00   |
| 199-11-6141-00-001-X-11-000 | \$700.00 |            |
| 199-00-2211-16-000-X-00-000 |          | \$3,000.00 |

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| Account Code                | Debit      | Credit   |
|-----------------------------|------------|----------|
| 199-11-6142-00-001-X-11-000 | \$3,000.00 |          |
| 199-00-2211-19-000-X-00-000 |            | \$644.00 |
| 199-11-6146-00-001-X-11-000 | \$644.00   |          |

**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.**