



Verify accrual accounts are zero in Finance

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Log on to the current file ID.

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

Run a summary inquiry for account codes 216X and 221X to verify that all accrual amounts are cleared (if there are no upcoming year accruals). The accrual amounts from the [Payroll > Reports > Year To Date Reports > HRS3050 - School Year To Date Report](#) should match the Finance accrual accounts.

The screenshot displays the 'GENERAL LEDGER ACCOUNT SUMMARY' screen in the Finance system. The breadcrumb trail at the top reads 'Inquiry > General Ledger Inquiry'. The 'File ID: C' is shown in the top right corner. Below the breadcrumb, there are four tabs: 'GENERAL LEDGER INQUIRY', 'GENERAL LEDGER ACCOUNT SUMMARY' (which is selected), 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. There are several checkboxes for filters: 'Processed' (checked), 'Current Period: 08' (checked), 'Next Period: 08' (checked), 'Balance Accounts Only' (unchecked), 'Include Fund Totals' (unchecked), and 'Exclude Objects 61XX' (unchecked). The 'Account Code' field is populated with 'XXX XX 216X XX XXX X XX X XX'. There are 'Retrieve' and 'Reset' buttons. Below the search area, there is a table of results. The table has columns for 'Account Number', 'Description', 'Est Revenue/ Appropriation', 'Encumbrance', 'Rlzd Revenue/ Expenditure', and 'Balance'. The results show five rows of 'ACCRUED WAGES PAYBLE' with a balance of 0.00 for each. The 'Date Run' is '08/08/2026' and 'Page: 1 of 1'.

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
198 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
199 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
211 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
224 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
240 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00

Inquiry > General Ledger Inquiry Finance

File ID: C

Processed
 Current Period: 08
 Next Period: 08
 Balance Accounts Only
 Include Fund Totals
 Exclude Objects 61XX

Fund Func Obj Subj Org -----Prog-----
 Account Code: : : : : : : : : :

Date Run: Inquiry Information for Balance Accounts
 Cnty Dist: ISD
 Processed Current (08) Next (08) XXX XX 221X XX XXX X XX X XX Page: 1 of 1
File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rizd Revenue/ Expenditure	Balance
199 00 2211 14 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 16 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 19 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 20 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 21 000 00 0 00	ACCRUED EXPENSES				0.00
211 00 2211 11 000 00 0 00	ACCRUED EXPENSES				0.00