



## Run a general ledger inquiry



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## Run a general ledger inquiry

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

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.

Date Run: School YTD Accrual Payroll Account Distribution Journal for 2022Recap  
 Cnty Dist: ISD  
 Program: HRS3550  
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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 Hith Ins Contrib	Emplr 457
199-2	Total	699,105.55	217,639.66	2,843.19	.00	5,120.25	.00	.00	.00	
		.00	1,622.56	.00	.00					
211-2	Total	22,124.97	7,112.55	92.58	.00	247.19	551.18	88.93	.00	
		.00	53.37	.00	.00					
240-2	Total	32,275.44	10,758.48	125.10	.00	407.80	.00	.00	.00	
		.00	80.70	.00	.00					
255-2	Total	2,624.94	923.33	12.02	.00	29.34	71.59	11.53	.00	
		.00	6.93	.00	.00					
288-2	Total	10,500.03	3,229.89	41.51	.00	169.52	250.32	40.37	.00	
		.00	24.23	.00	.00					
289-2	Total	6,750.09	1,982.57	24.93	.00	128.93	153.65	24.79	.00	
		.00	14.84	.00	.00					
District Totals: Gross Pay:		773,381.02	Unemployment Tax:		.00	Federal Care:		165.62	Emplr 457:	.00
Accrued Pay:		241,646.48	Employer Contrib:		6,103.03	TEA Hith Ins Contrib:		.00		
FICA/Medicare Tax:		3,139.33	Federal Deposit:		1,026.74	Ret Emplr Pen Surch:		.00		
Emplr TRS Care Contrib:		1,802.63	Emplr TRS Care Surch:		.00	Emplr Misc Ded Contrib:		.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.  
 Review the following example entry:

	DR	CR
199-00-2161-00-000-X00000		2055.55
199-11-6119-00-101-X11000	2055.55	

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 X XX

Retrieve Reset

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Date Run: Inquiry Information for Balance Accounts  
 Cnty Dist: ISD Page: 1 of 1  
 Processed  Current  Next  199 XX 2211 XX XXX X XX X XX File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rizd 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	24,571,298.78	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, 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:

	DR	CR
199-00-2211-14-000-X00000		27.39
199-11-6141-00-101-X11000	27.39	
199-00-2211-16-000-X00000	60.29	
199-11-6142-00-101-X11000		60.29
199-00-2211-19-000-X00000		11.32
199-11-6146-00-101-X11000	11.32	

**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.