



Run a general ledger inquiry

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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 2025Recap | | | | | | | | Program: HRS3550 | |
|--------------|--------------|---|---------------------|------------------|----------------|-------------------|------------|------------|-------------|------------------|--|
| Cnty Dist: | | ISD | | | | | | | | Page: 1 of 1 | |
| | | | | | | | | | | Frequency: 6 | |
| Fund / FY | | Gross Pay | Accrued Pay | FICA/Med | Unemploy | Employer | Federal | Federal | TEA Hlth | Emplr | |
| | | Ret Pen Surch | Pay Emplr Care | Care Surch | Tax Emplr Misc | Contrib | Deposit | Care | Ins Contrib | 457 | |
| 198-5 | Total | 153,565.90 | 28,001.64 | 382.56 | .00 | 4,309.50 | .00 | .00 | .00 | .00 | |
| / / / | | .00 | 152.32 | .00 | .00 | | | | | | |
| 199-5 | Total | 24,571,298.78 | 3,402,028.45 | 47,946.09 | .00 | 251,696.60 | .00 | .00 | .00 | .00 | |
| / / / | | .00 | 25,432.21 | .00 | .00 | | | | | | |
| 211-5 | Total | 26,750.90 | 3,785.69 | 42.09 | .00 | 583.30 | 312.31 | 47.31 | .00 | .00 | |
| / / / | | .00 | 28.40 | .00 | .00 | | | | | | |
| 224-5 | Total | 153,750.00 | 21,140.61 | 296.48 | .00 | 3,988.60 | 1,744.08 | 264.27 | .00 | .00 | |
| / / / | | .00 | 158.55 | .00 | .00 | | | | | | |
| 255-5 | Total | 9,492.20 | 2,578.65 | 28.66 | .00 | 207.00 | 212.74 | 32.23 | .00 | .00 | |
| / / / | | .00 | 19.35 | .00 | .00 | | | | | | |
| 281-5 | Total | 98,785.32 | 19,750.39 | 282.99 | .00 | 1,049.60 | 1,597.85 | 242.10 | .00 | .00 | |
| / / / | | .00 | 147.47 | .00 | .00 | | | | | | |
| 282-5 | Total | 105,250.00 | 21,050.00 | 287.62 | .00 | 2,118.60 | 1,736.62 | 263.12 | .00 | .00 | |
| / / / | | .00 | 157.88 | .00 | .00 | | | | | | |
| 283-5 | Total | 629,499.90 | 125,899.98 | 1,759.22 | .00 | 8,674.10 | 10,386.75 | 1,573.73 | .00 | .00 | |
| / / / | | .00 | 944.22 | .00 | .00 | | | | | | |
| 288-5 | Total | 6,903.70 | 1,875.46 | 20.84 | .00 | 150.50 | 154.72 | 23.44 | .00 | .00 | |
| / / / | | .00 | 14.08 | .00 | .00 | | | | | | |

If there is a difference in any of the funds, a journal entry needs to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Compare the HRS3550 report totals to the General Ledger Inquiry reports.

| General Ledger Inquiry Report | School YTD Report | Expenditure Object Code |
|--------------------------------------|---|--------------------------------|
| 216X | Accrued Pay | 6119 or 6129 |
| 221X.11 | Accrued Federal Deposit | 6146 |
| 221X.12 | Accrued Federal Care | 6146 |
| 221X.14 | FICA/Medicare Accrued | 6141 |
| 221X.15 | Unemployment Accrued | 6145 |
| 221X.16 | Emplr Health Insurance Accrued + TEA Health Ins Accrued | 6142 |
| 221X.17 | Emplr 457 Accrued | 6149 |
| 221X.18 | Emplr Annuity Accrued | 6149 |
| 221X.19 | Emplr TRS Care Accrued | 6146 |
| 221X.20 | Emplr Dependent Care Accrued | 6149 |
| 221X.22 | Emplr Misc Ded Contrib Accrued | 6149 |

Review the following example entry:

| Account Code | Debit | Credit |
|-----------------------------|--------------|---------------|
| 199-00-2161-00-000-X-00-000 | | \$2,696.98 |
| 199-11-6119-00-001-X-11-000 | \$2,696.98 | |

This is the difference between the two amounts. The entry has to make the general ledger match the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Inquiry > General Ledger Inquiry Finance

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

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

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

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
 Cnty Dist: ISD Program: HRS3550
 Page: 1 of 1
 Frequency: 6

| Fund / FY | | Gross Pay Ret Pen Surch | Accrued Pay Emplr Care | FICA/Med Care Surch | Unemploy Tax Emplr Misc | Employer Contrib | Federal Deposit | Federal Care | TEA Hlth Ins Contrib | Emplr 457 |
|-----------|-------|----------------------------|---------------------------|------------------------|-------------------------------|---------------------|--------------------|-----------------|-------------------------|--------------|
| 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, 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.**