



business_creditcardprocessing

Table of Contents

ASCENDER - Credit Card Process	1
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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.

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](#).

Credit Card Process

1. [Set up credit card codes.](#)

Run the payroll accrual variance extract

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

Select	Emp Nbr	Last Name	First Name
<input type="checkbox"/>	000006		
<input type="checkbox"/>	000007		
<input type="checkbox"/>	000090		
<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		
<input type="checkbox"/>	000542		



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

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 To Finance tab to post valid variances and interface to Finance if needed.

2. [Assign credit card codes to users.](#)

Generate a user-created report

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

Reports > User Created Reports

Save Create Report Delete Reset

Report Template

Report Title

Employee Nbr: Active Employees Only

Employee Demographic

Employee Nbr Texas Unique Staff ID Name Prefix First Name Middle Name Last Name Generation Sex DOB

Staff ID/SSN Address Number Maiden Name Phone Area Cd Last Change Date Emer Contact Hispanic/Latino

Street/P.O. Box Apt Former Prefix Former First Name Phone Nbr Citizenship Relationship American Indian

City State Former Middle Name Former Last Name Bus Phone Area Marital Stat Emer Notes Asian

Zip Zip+4 Driver's License Former Generation Bus Phone Nbr Other Language Emer Area Cd African American

DL State DL Expir Date DL Expir Date Bus Ext Local Use 1 Local Use 2 Emer Phone Nbr Pacific Islander

Addr Country Cell Area Cd Cell Phone Nbr Local Restriction Home Email Employee Notes White

Job Information

Job Code Percent Assigned Payoff Date Pay Grade Daily Rate Overtime Eligible Workers' Comp Cd

Job Descr Department Nbr Days Employed Pay Step Hrly Rate Overtime Rate Workers' Comp Annual

Primary Job Pay Type Nbr Days in Contract Pay Schedule Pay Rate Pay Rate Hours/Day Workers' Comp Remain

Prim Campus Calendar Code Local Contract Days State Step Base Annual Accrual Cd TRS Position Cd Exempt Status

Campus Name Contract Begin Dt Nbr of Annual Paymts Contract Total Accrual Cd State Minimum Salary Incr Pay Step

Nbr Mon Contr Contract End Dt Remaining Paymts Contract Balance Accrual Rate TRS Year Vacant Position

Yrs of Job Exper Yrs in Career Ladder Wkly Hrs Sched Wholly Sep Amt Reg Hrs Worked 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 in Excel to allow data to be manipulated.

3. Create credit card transactions.

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
1	Emp Nbr	First Name	Last Name	Accrual Cd	Accrual Rate	Job Remaining Pymts	Pay Rate	Total Pay Remaining (Col F * Col G)	Contract Balance	Difference (Col H - Col I)
2	000006	AARON	ACHIMON	B	245.86	3	3,831.25	11,493.74	11,493.70	0.04
3	000007	AARON	ADAM	B	237.83	3	3,706.25	11,118.76	11,118.80	-0.04
4	000090	AMANDA	ASHLEY	B	265.91	3	4,143.75	12,431.25	12,431.25	0.00
5	000121	AMY	BALL	B	245.85	3	3,831.25	11,493.74	11,493.74	0.00
6	000223	BETH	BOWERS	B	94.25	3	1,468.75	4,406.24	4,406.28	-0.04
7	The contract remaining amount is the estimated accrual.									
8										
9										
10										
11										

4. Post returns.

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.

Reports > Year To Date Reports > School Year To Date Report

Payroll

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)	2025
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
Select 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	

Date Run:			School YTD (Sept 1 Thru Aug 31 2020)						Program: HRS3050		
Cnty Dist:			ISD						Page: 1 of 1		
Pay Period: 05-01-2020 thru 05-31-2020 Payrun Date: 05-26-2020									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	Acc Dep
	Accrual Code	Empl 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	
001827		17,921.25		.00	.00	.00	.00	259.83	.00	1,594.98	.00
	G			.00	.00	.00	.00	.00	.00	.00	.00
		134.37		.00	5,433.75	78.78	.00	.00	.00	.00	.00
				.00	.00	40.74	.00	.00	.00	.00	.00

District Totals:

Contract Pay	17,921.25	Non-TRS Non-Tax Bus Allow	.00	Absence Deduction	.00	
Non-Contract Pay		.00	Non-TRS Bus Allow	.00	TRS Deposit	1,594.98
Supplemental Pay		.00	FICA Tax	.00	Accrued Pay	5,433.75
Accrued Federal Deposit		.00	Medicare Tax	259.83	Unemployment Accrued	.00
Emplr Health Insurance Accrued		.00	FICA/Medicare Accrued	78.78	Emplr 457 Accrued	.00
Emplr Annuity Accrued		.00	Accrued Federal Care	457 Accrued	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	40.74	Emplr TRS Care Surcharge	.00
Emplr TRS Care Contrib		134.37	New TRS Member Contrib	.00	Emplr Dependent Care Accru	.00
Ret Emplr Pension Surcharge			Emplr Dependent Care	.00	Emplr Misc Ded Contrib Accru	.00
Emplr Misc Ded Contrib			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

EXTRACT REPORTS POST TO MASTER / INTERFACE TO FINANCE

Year: C

Frequencies

4 - Biweekly 5 - Semimonthly 6 - Monthly

School Year: 2020

Retrieve Run

JV Number: ZEROAC File ID: C

Select	Empl Nbr	Frequency	Last Name	First Name
<input type="checkbox"/>	001817			
<input type="checkbox"/>	001818			
<input type="checkbox"/>	001819			
<input type="checkbox"/>	001820			
<input type="checkbox"/>	001821			
<input type="checkbox"/>	001822			
<input checked="" type="checkbox"/>	001825			
<input type="checkbox"/>	001828			
<input type="checkbox"/>	001830			
<input type="checkbox"/>	001831			
<input type="checkbox"/>	001832			
<input type="checkbox"/>	001833			

First < 15 / 15 > Last

Select	Empl Nbr	Frequency	Last Name	First Name
<input type="checkbox"/>	001827			

→ ← → ←

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

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)	2025
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 2025)						Program: HRS3050		
Cnty Dist:			TEXAS ISD						Page: 1 of 35		
Pay Period: 05-01-20 thru 05-31-20 Payrun Date: 05-26-20									Frequency: 6		
Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovtrn Hrs	Acc Dep
Emp Nbr	Prim Campus	Ovtrn Grs	Emplr Cont	NTax Allow	NTRS Bs	Bus Allow	Emplr 457	TEA Contr	NT NP Bus	Empl Dep	Acc 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	
		17,624.97	.00	.00	.00	.00	255.60	.00	1,568.61	.00	.00
		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
000223		132.19	.00	4,406.24	63.89	.00	.00	.00	.00	.00	.00
	B	.00	.00	33.04	.00	.00	.00	.00	.00	.00	.00

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

5. Post interest and miscellaneous charges.

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. Reconcile the credit card statement.

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)	20
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. Process payment to the credit card company.

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.

Inquiry > General Ledger Inquiry

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: **XXX XX 216X XX XXX X XX XX**

Date Run: **ISD** Page: 1 of 1
Cnty Dist: File ID: C

Processed Current Next

Inquiry Information for Balance Accounts

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ 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

School YTD Accrual Payroll Account Distribution Journal for 2025Recap

Program: HRS3550									
ISD	Page: 1 of 1	Frequency: 6							
Fund / FY	Gross Pay	Accrued Pay	FICA/Med Care Surch	Unemploy Tax	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457
	Ret Pen Surch	Emplr Care		Emplr Misc					
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 ▼ 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 Sobj Org Prog

Retrieve  Reset 

 
First    Last 

Date Run: Inquiry Information for Balance Accounts
 Cnty Dist: ISO
 Processed Current Next Page: 1 of 1
File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd 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: ISO
Program: HRS3550
Page: 1 of 1
Frequency: 6

Fund / FY	Gross Pay Ret Pen Surch	Accrued Pay Empl 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 .00	3,402,028.45 25,432.21	47,946.09 .00	.00 .00	251,696.60	.00	.00	.00	.00
211 / / /	Total 26,750.90 .00	3,785.69 28.40	42.09 .00	.00 .00	583.30	312.31	47.31	.00	.00
224 / / /	Total 153,750.00 .00	21,140.61 158.55	296.48 .00	.00 .00	3,988.60	1,744.08	264.27	.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	

2026/01/29 06:10

10

business_creditcardprocessing

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.**

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.

Inquiry > General Ledger Inquiry

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: **XXX XX 216X XX XXX X XX XX**

Date Run: **ISD** Page: 1 of 1
Cnty Dist: File ID: C

Processed Current Next

Inquiry Information for Balance Accounts

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ 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

School YTD Accrual Payroll Account Distribution Journal for 2025Recap

Program: HRS3550									
ISD	Page: 1 of 1	Frequency: 6							
Fund / FY	Gross Pay	Accrued Pay	FICA/Med Care Surch	Unemploy Tax	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457
	Ret Pen Surch	Emplr Care		Emplr Misc					
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 ▼ 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 Sobj Org Prog

Retrieve  Reset 

 
First    Last 

Date Run: Inquiry Information for Balance Accounts
 Cnty Dist: ISO
 Processed Current Next Page: 1 of 1
File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd 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: ISO
Program: HRS3550
Page: 1 of 1
Frequency: 6

Fund / FY	Gross Pay Ret Pen Surch	Accrued Pay Empl 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 .00	3,402,028.45 25,432.21	47,946.09 .00	.00 .00	251,696.60	.00	.00	.00	.00
211 / / /	Total 26,750.90 .00	3,785.69 28.40	42.09 .00	.00 .00	583.30	312.31	47.31	.00	.00
224 / / /	Total 153,750.00 .00	21,140.61 158.55	296.48 .00	.00 .00	3,988.60	1,744.08	264.27	.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	

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13

business_creditcardprocessing

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.



Back Cover