



# **business\_creditcardprocessing**



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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.

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## Before You Begin

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## Credit Card Process

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

### Set up credit card codes

[Finance > Tables > Credit Card Codes](#)

Establish a list of credit card codes to be used by the local education agency (LEA). The credit card code table is necessary to complete credit card functions in Finance, Purchasing, and District Administration.

Multiple credit cards can be set up for a credit card company. The account code must be a liability account (2XXX). A different account code can be used for each credit card to make it easier to verify transactions if the credit card statement does not reconcile to the transactions in ASCENDER. This account should be different from previously used liability accounts.

Delete	Credit Card Code	Description	Vendor Nbr	Sort Key / Vendor Name	Fund	Func	Obj	Subj	Org	Fiscal Year	Pym	Ed	Seon	Project Detail	Action
	1569		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>
	1577		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>
	1585		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>
	1593		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>
	1601		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>
	1714		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>
	1722		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>
	1730		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>
	1748		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>
	1755		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>
	3554		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>
	5456		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>
	5961		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>
	5979		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	00	<input checked="" type="checkbox"/>

**Notes:**

- Credit card codes can be assigned to individual users on the [District Administration > Maintenance > User Profiles > Purchasing Credit Cards](#) tab.
- All credit card account code components must exist on the **Finance > Tables > Account Codes** page.
- The contra account is the credit card account from the credit card table even though it is different from the purchasing fund. This means that due to/due from accounts will be created to complete the accounting transactions.

Click **+Add** to add a row.

<b>Credit Card Code</b>	Type a unique user-defined credit card code. The field can be a maximum of six alphanumeric characters. It is helpful to use the last 4 digits of the credit card.
<b>Description</b>	Type a user-defined credit card description. The field can be a maximum of 30 alphanumeric characters. It is helpful to use the name of the credit card.
<b>Vendor Nbr</b>	Type an active vendor number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number. The vendor number must exist on the Maintenance > Vendor Information page. The <b>Vendor Name</b> field is automatically populated with the vendor name.  If the vendor number is not known, click . The <a href="#">Vendors directory</a> is displayed. <b>Note:</b> The vendor number represents the credit card company (e.g., Bank of America).
<b>Vendor Name</b>	Type the vendor name, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor name. Only existing active vendors are displayed in the drop-down list. The <b>Vendor Number</b> field is automatically populated with the vendor number.  If the vendor name is not known, click . The <a href="#">Vendors directory</a> is displayed. <b>Note:</b> The vendor name represents the credit card company (e.g., Bank of America).

<b>Account Code</b>	<p>Type the 20-digit account code of the payable account. The object code must be a class 2XXX account. All account code components must exist on the Finance &gt; Tables &gt; Account Code page.</p> <p><b>Note:</b> You can use one account for all credit cards or set up a separate account for each credit card.</p> <p>The account code is divided into the following components:</p> <p><b>Fund</b>  <b>Function</b>  <b>Object</b>  <b>Sub-Object</b>  <b>Organization</b></p> <p><b>Fiscal Year</b> - This field is display only and defaults to X indicating that the current fiscal year for the account code offset is used when creating credit card transactions. You can verify the fiscal year on the Tables &gt; District Finance Options page.</p> <p><b>Program Intent</b>  <b>Educational Span</b>  <b>Project Detail</b></p>
<b>Active</b>	<p>Select to allow the use of the credit card code in Purchasing. The field is selected by default; however, you can clear the field to restrict the use of the credit card code in Purchasing.</p>

Click **Save**.

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

**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. [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
	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)
1	000006	AARON	ACHIMON	B	330.481	3	5,150.00	15,450.00	15,450.00	-
2	000007	AARON	ADAM	B	319.786	3	4,983.33	14,949.99	14,950.03	(0.04)
3	000090	AMANDA	ASHLEY	B	357.219	3	5,566.67	16,700.01	16,699.97	0.04
4	000121	AMY	BALL	B	330.481	3	5,150.00	15,450.00	15,450.00	-
5	000223	BETH	BOWERS	B	128.342	3	2,000.00	6,000.00	6,000.00	-
6										
7										
8										
9										
10										
11										

The contract remaining amount is the estimated accrual.

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.

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)	<input type="text" value="A"/>
School Year (YYYY)	<input type="text" value="2026"/>
Include Job Accrual Detail(s)? (Y/N)	<input type="text" value="N"/>
Select Accrual Code(s), or blank for ALL	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text" value="I"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Primary Campus(es), or blank for ALL	<input type="text"/>
Select Extract ID(s), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>

2026/05/26 12:26

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business\_creditcardprocessing

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

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**EXTRACT**    REPORTS    POST TO MASTER / INTERFACE TO FINANCE

---

**Frequencies**

4 - Biweekly   
  5 - Semimonthly   
  6 - Monthly

School Year:        

JV Number:     File ID:

---

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		

First     / 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. [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)	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. [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.

<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/ Appropriation	Encumbrance	Rtzd Revenue/ 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	Total	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
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/ Appropriation	Encumbrance	Rtzd Revenue/ 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 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
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

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.**

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 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/ Appropriation	Encumbrance	Rtzd Revenue/ 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 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
198-6	Total	227,398.59	62,755.85	878.45	.00	3,969.90	.00	.00	.00	
199-6	Total	21,587,533.56	5,436,068.59	76,727.34	.00	238,363.45	.00	.00	.00	
211-6	Total	24,282.36	7,929.22	88.36	.00	524.97	654.15	99.11	.00	
224-6	Total	138,375.09	36,759.54	515.51	.00	3,589.74	3,032.67	459.47	.00	
255-6	Total	8,616.24	2,943.78	32.80	.00	186.30	242.85	36.80	.00	
288-6	Total	6,266.61	2,141.02	23.86	.00	135.45	176.62	26.77	.00	
289-6	Total	796,666.41	185,552.16	2,599.76	.00	10,715.13	14,526.69	2,201.04	.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.

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Inquiry > General Ledger Inquiry Finance

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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/ Appropriation	Encumbrance	Rtzd Revenue/ Expenditure	Balance
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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 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
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		.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					

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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.**



## Back Cover