



business_creditcardprocessing

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ASCENDER - Credit Card Process 1

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

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.

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.

| | |
|-------------------------|---|
| Credit Card Code | 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. |
| Description | 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. |
| Vendor Nbr | 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 Vendor Name field is automatically populated with the vendor name. If the vendor number is not known, click . The Vendors directory is displayed. Note: The vendor number represents the credit card company (e.g., Bank of America). |
| Vendor Name | 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 Vendor Number field is automatically populated with the vendor number. If the vendor name is not known, click . The Vendors directory is displayed. Note: The vendor name represents the credit card company (e.g., Bank of America). |

| | |
|---------------------|---|
| Account Code | <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 > Tables > Account Code page.</p> <p>Note: 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>Fund Function Object Sub-Object Organization</p> <p>Fiscal Year - 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 > District Finance Options page.</p> <p>Program Intent Educational Span Project Detail</p> |
| Active | <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**.

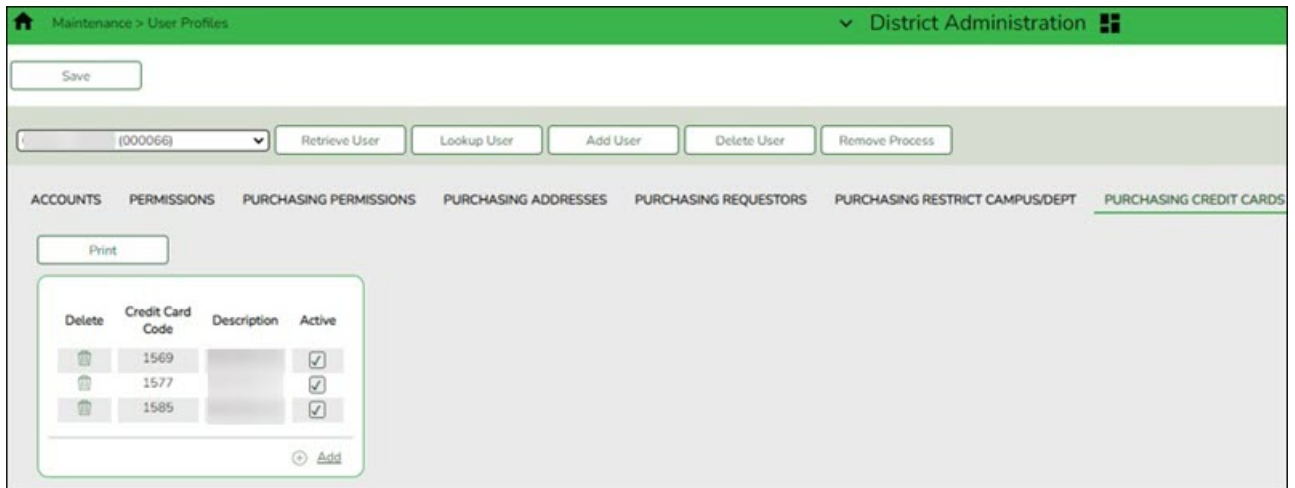
2. (Optional) [Assign credit card codes to users.](#)

(Optional) Assign credit card codes to users

[District Administration](#) > [Maintenance](#) > [User Profiles](#) > [Purchasing Credit](#)

Assign specific credit card codes to individual requisition users. If users will not be selecting a credit card code when creating and submitting a requisition, then credit card codes do not need to be assigned to users. The business office can select a credit card code on the PO at the time the payable transaction is entered in Finance.

If a specific credit card code is assigned to a user, the user can select from their assigned list of active credit card codes in the **Credit Card Code** drop-down field when entering a requisition on the [Purchasing > Maintenance > Create/Modify Requisition](#) and [Create/Modify Contract Requisition](#) pages in Purchasing.



- Click **+Add** to add a row. The Credit Card Directory is displayed.
 - Select one or more credit card codes to assign to the selected user. Only credit card codes that exist on the [Finance > Tables > Credit Card Codes](#) tab are displayed.
 - Type data in the **Search** field to narrow the list of credit card codes displayed in the list.
 - Click **OK** to continue and return to the Purchasing Credit Cards tab.
 - Click **Cancel** to return to the Purchasing Credit Cards tab without making a selection.

| Field | Description |
|-------------------------|---|
| Credit Card Code | The user-defined credit card code is displayed. |
| Description | The user-defined credit card code description is displayed. |
| Active | Indicates the credit card code status. |

- Click **Save**.

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 |
|----|---|------------|-----------|---------|---------|-----------|----------|---------------------------------|---------------------|--------------------|
| | | | | Accrual | Accrual | Job | | Total Pay | | Difference |
| 1 | Emp Nbr | First Name | Last Name | Cd | Rate | Remaining | Pay Rate | Remaining (Col F * Col G) | Contract Balance | (Col H - Col I) |
| 2 | 000006 | AARON | ACHIMON | B | 330.481 | 3 | 5,150.00 | 15,450.00 | 15,450.00 | - |
| 3 | 000007 | AARON | ADAM | B | 319.786 | 3 | 4,983.33 | 14,949.99 | 14,950.03 | (0.04) |
| 4 | 000090 | AMANDA | ASHLEY | B | 357.219 | 3 | 5,566.67 | 16,700.01 | 16,699.97 | 0.04 |
| 5 | 000121 | AMY | BALL | B | 330.481 | 3 | 5,150.00 | 15,450.00 | 15,450.00 | - |
| 6 | 000223 | BETH | BOWERS | B | 128.342 | 3 | 2,000.00 | 6,000.00 | 6,000.00 | - |
| 7 | | | | | | | | | | |
| 8 | <div style="border: 2px solid black; border-radius: 20px; padding: 10px; display: inline-block;"> <p>The contract remaining amount is the estimated accrual.</p> </div> | | | | | | | | | |
| 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

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"/> |

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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 |
| District Totals: | | | | | | | | | | | |
| 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

EXTRACT REPORTS POST TO MASTER / INTERFACE TO FINANCE

Frequencies

4 - Biweekly 5 - Semimonthly 6 - Monthly

School Year: 2026 Retrieve Run

JV Number: ZEROAC File ID: C

| 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 | | |

| Select | Emo Nbr | Frequency | Last Name | First Name |
|--------------------------|---------|-----------|-----------|------------|
| <input type="checkbox"/> | 001827 | 6 | | |

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First 16 / 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:

- o Build an accrual calendar for individuals who did not have one built at the beginning of the year.
- o Correct the number of days worked in the accrual calendar.

Use the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab to:

- o Enter an accrual code for individuals who do not have one.
- o 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.

| 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

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

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

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

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 |
|-----------------------------|----------|------------|
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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 |

| 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 | |

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Back Cover