



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.

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.

CREDIT CARD CODES		DUE TO FUND													
Starting Credit Card Code		Retrieve		Print											
Delete	Credit Card Code	Description	Vendor Nbr	Sort Key / Vendor Name	Exod	Exre	Obi	Sobi	Qrs	Eiscal	Ed	Projct	Detail	Actns	
	1569		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
	1577		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
	1585		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
	1593		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
	1601		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
	1714		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
	1722		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
	1730		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
	1748		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
	1755		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
	3554		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
	5456		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
	5961		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
	5979		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	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.

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.](#)

Create credit card transactions

After the above steps are completed, you can use one of the following three methods to create credit card transactions.

1. [Create a requisition in Purchasing](#)

[Purchasing > Maintenance > Create/Modify Requisition](#)

Maintenance > Create/Modify Requisition

Purchasing

Save	Delete																																																																				
Requisition Nbr: 300992		Retrieve	Directory																																																																		
Add - Clear All		Add - Clear Vendor	Add - Clear Detail	Vendor Notes	Comments	Uniform Acct Distr	Print	Submit																																																													
Requisition Number:	300992	Originator:	000066	Requestor:	000066	Order For:		Requisition Per: 03																																																													
Date Request:	03-16-2022	Date Required:	03-16-2022	Reason:	OFFICE SUPPLIES	Reference Nbr:																																																															
Sort Key/Vendor Name:	QUILL / QUILL CORPORATION	Shipping Addr:	4060 Fauquier Rd Ste 104A #102 - 016	Bid Category:																																																																	
Vendor Nbr:	07536	Campus/Dept:	500 - ADMINISTRATIVE SERVICES	Bid Nbr:																																																																	
Credit Card Code: 1569																																																																					
Priority:	R Regular	Work Order:		Freight Cost:	0.00	Distr Freight Amt		Confirm Only: <input type="checkbox"/>	Attachments: <input type="checkbox"/>	Requisition Total: 22.00																																																											
<table border="1"> <thead> <tr> <th>Delete</th> <th>Note</th> <th>Item</th> <th>Catalog Nbr</th> <th>Description</th> <th>Quantity</th> <th>Unit of Issue</th> <th>Unit Price</th> <th>SubTotal</th> <th>Commodity Code</th> </tr> <tr> <th colspan="4"></th> <th>Long Description</th> <th colspan="2">Status</th> <th>Discount %</th> <th>Discount Amt</th> <th>Freight Elig</th> </tr> <tr> <th colspan="4"></th> <th></th> <th>EA Each</th> <th>Y - Approved</th> <th>22.0000</th> <th>22.00</th> <th>0.00%</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>001</td> <td></td> <td>PAPER</td> <td>1.00</td> <td></td> <td>22.0000</td> <td>22.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.00%</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> </tr> </tbody> </table>										Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code					Long Description	Status		Discount %	Discount Amt	Freight Elig						EA Each	Y - Approved	22.0000	22.00	0.00%			001		PAPER	1.00		22.0000	22.00									0.00%	0.00											
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<table border="1"> <thead> <tr> <th>Delete</th> <th>Account Code</th> <th>Description</th> <th>Balance Amt</th> <th>Pct</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>162-53-6399.00-892-299000</td> <td>SUPPL/MTRLS/POST IS</td> <td>739.44</td> <td>100.000%</td> <td>22.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>100.000%</td> <td></td> <td>22.00</td> </tr> </tbody> </table>										Delete	Account Code	Description	Balance Amt	Pct	Amount		162-53-6399.00-892-299000	SUPPL/MTRLS/POST IS	739.44	100.000%	22.00				100.000%		22.00																																										
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Refresh Totals Calculate Percent Calculate Amount Add																																																																					

Create a requisition.

- In the **Credit Card Code** field, press the SPACEBAR to view a list of credit card codes tied to your user profile. Select the appropriate credit card code.



Reminder: The vendor selected on the requisition is the vendor that is being paid with the credit card, not the credit card company.

Soft encumbrance:

162-53-6399-00-892-299000	Debit	
162-00-4310-01-000-200000		Credit

Post the payable transaction:

[Finance > Maintenance > Credit Card > Posting - PO Tab](#)

PO Number: 220479 Vendor Number: 07536

PO Number: 220479 PO Reason: OFFICE SUPPLIES Sort Key / Vendor Name: QUILL / QUILL CORPORATION Vendor Nbr: 07536 Date: 03-16-2022 Original Amt: 22.00 Balance Amt: 0.00 Req Nbr: 300992 Requisition Status: Approved Received Date: Credit Card: 1569

Credit Card Transactions

Delete	Detail	Reverse	Post	Act Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Liquidated Amt	Invoice Date	Invoice Nbr	Contra Account Code
				03	162-53-6399-00-892-299000	Credit Card	1569	OFFICE SUPPLIES	22.00	22.00	03-16-2022	123456	199-00-2110.02-0000
Totals: 22.00 22.00													

Account Code Summary

Account Code	Description	Contra Account Code	Balance Amt	Encumbrance Amt	Net Expend Amt	Liquidated Amt	Encumbrance Bal	Acc
162-53-6399-00-892-299000	SUPPL/MTLS/POST-1S	162-00-4310.00-000-200000	717.44	22.00	22.00	22.00	0.00	
Totals: 22.00 22.00 0.00								

After the requisition is approved, retrieve the PO to post or create the payable transaction (credit card transaction).

- 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.

Encumbrance liquidation:

162-00-4310-00-000-200000	Debit	
162-53-6399-00-892-299000		Credit

Expenditure:

162-53-6399-00-892-299000	Debit	
162-00-2177-99-000-200000		Credit
199-00-1261-00-000-200000	Debit	
199-00-2110-01-000-200000		Credit

2. Create a PO in Finance

[Finance > Maintenance > Postings > Purchase Order](#)

Create a PO; however, in this case, the payable will be entered as a credit card transaction.

Encumbrance:

162-53-6411-00-892-299000	Debit	
162-00-4310-00-000-200000		Credit

Post the payable transaction:

Finance > Maintenance > Credit Card > Posting - PO

Retrieve the PO to post the payable transaction (credit card transaction). Since this transaction was created without selecting a credit card code, a message is displayed as a reminder. On this tab, a credit card transaction is entered similarly to the [Finance > Maintenance > Postings > Check Processing - PO](#) tab.

- In the **Type** field, select the type of credit card transaction (*Purchase or Return*).

- In the **Credit Card Code** field, select the credit card code for the card used.

Encumbrance liquidation:

162-00-4310-00-000-200000	Debit	
162-53-6411-00-892-299000		Credit

Expenditure:

162-53-6411-00-892-299000	Debit	
162-00-2177-99-000-200000		Credit
199-00-1261-00-000-200000	Debit	
199-00-2110-01-000-200000		Credit

3. Create a credit card PA in Finance

[Finance > Maintenance > Credit Card > Posting - PA](#)

- ◻ If a PO was not created, a credit card transaction can be posted as a PA.

Expenditure:

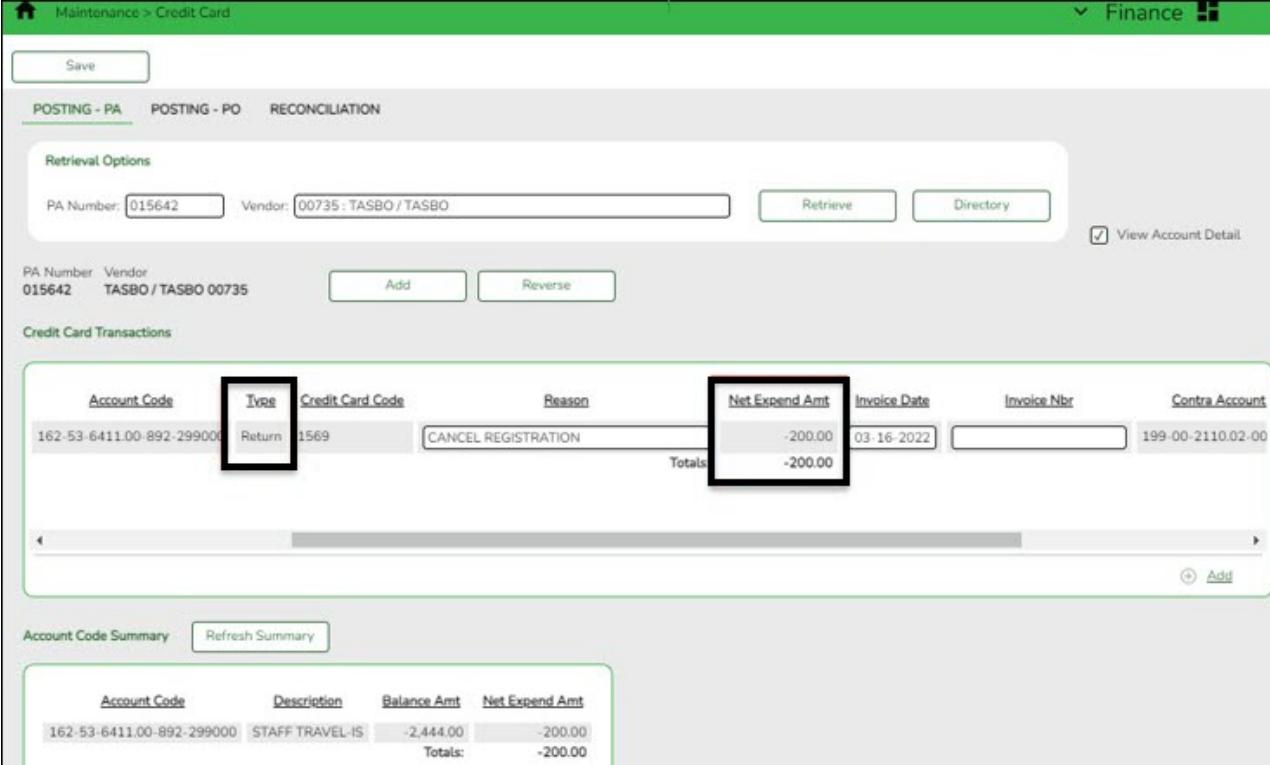
199-41-6499-00-702-299000	Debit	
199-00-2110-01-000-200000		Credit

4. Post returns.

Post returns

[Finance > Maintenance > Credit Card > Posting - PA or Posting PO](#)

To ensure that the check to the credit card company is correct, all returns must be posted before reconciling the credit card statement.



The screenshot shows the 'Maintenance > Credit Card' interface. The 'Posting - PA' tab is selected. In the 'Credit Card Transactions' section, a table lists a single row: Account Code 162-53-6411.00-892-299000, Type Return, Credit Card Code 1569, Reason CANCEL REGISTRATION, Net Expend Amt -200.00, Invoice Date 03-16-2022, Invoice Nbr (empty), and Contra Account 199-00-2110.02-00. The 'Type' and 'Net Expend Amt' columns are highlighted with black boxes.

Verify that the following fields are completed for a return:

- The **Type** field must be set to *Return*.
- The **Net Expend Amt** field must be a negative amount.
- A credit memo number must be entered in the **Credit Memo Nbr** field on this tab prior to saving the record.

In the above example, a return for \$200 to cancel a TASBO registration was created on the [Finance > Maintenance > Credit Card > Posting - PA](#) tab.

Reverse expenditure:

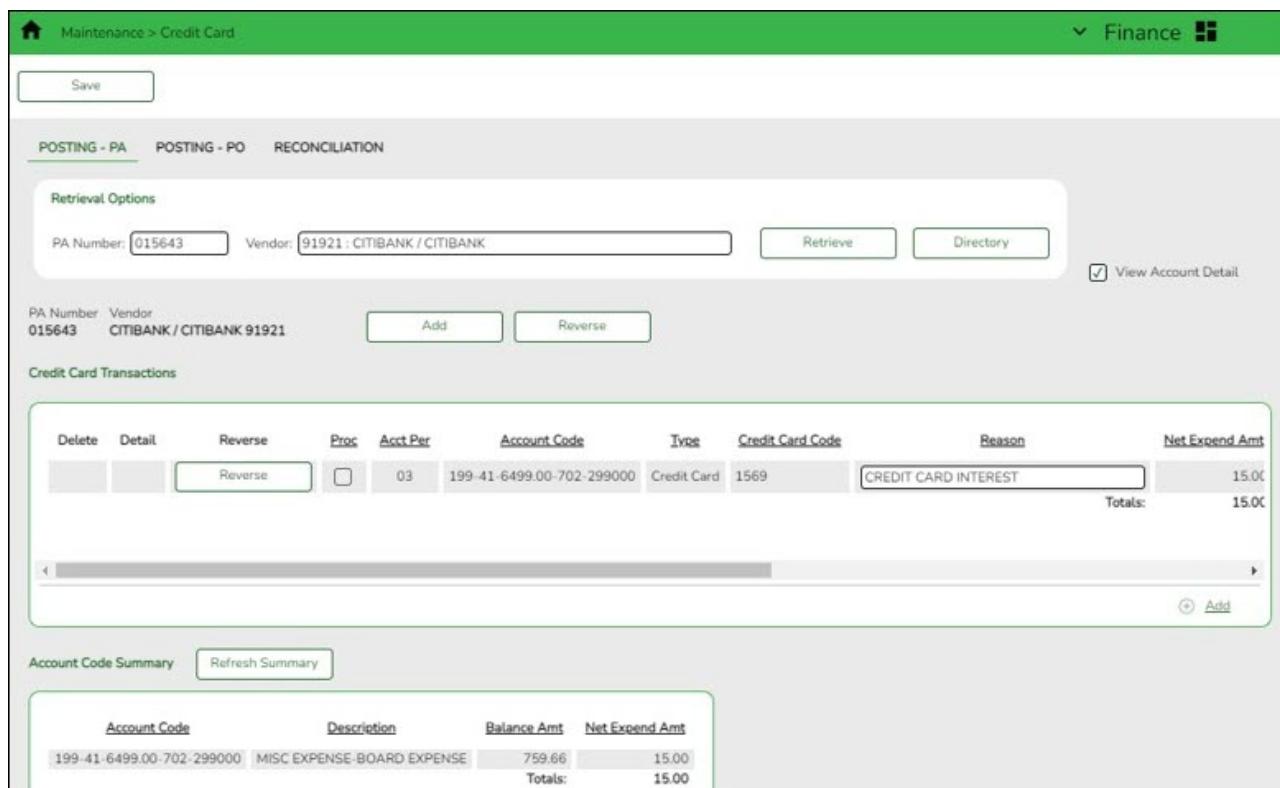
162-00-2177-99-000-200000	Debit	
162-53-6411-00-892-299000		Credit
199-00-2110-01-000-200000	Debit	
199-00-1261-00-000-200000		Credit

5. Post interest and miscellaneous charges.

Post interest and miscellaneous charges

[Finance > Maintenance > Credit Card > Posting - PA](#)

As needed, create transactions for interest and other miscellaneous charges as a credit card PA transaction.



The screenshot shows the 'Maintenance > Credit Card' screen. The top navigation bar includes 'Save', 'Posting - PA' (which is selected), 'Posting - PO', 'Reconciliation', and 'Finance'. The 'Posting - PA' tab is active. The 'Retrieval Options' section shows 'PA Number: 015643' and 'Vendor: 91921 : CITIBANK / CITIBANK'. Buttons for 'Retrieve' and 'Directory' are present, along with a checked 'View Account Detail' checkbox. Below this, a table shows a single transaction: 'PA Number: 015643', 'Vendor: CITIBANK / CITIBANK 91921', 'Type: Credit Card', 'Credit Card Code: 1569', 'Reason: CREDIT CARD INTEREST', and 'Net Expend Amt: 15.00'. The 'Totals:' row also shows '15.00'. Below the table are buttons for 'Delete', 'Detail', 'Reverse', 'Proc', 'Acct Per', 'Account Code', and 'Reason'. The 'Credit Card Transactions' section also includes 'Add' and 'Reverse' buttons. At the bottom, there is an 'Account Code Summary' table with one row: 'Account Code: 199-41-6499-00-702-299000', 'Description: MISC EXPENSE-BOARD EXPENSE', 'Balance Amt: 759.66', and 'Net Expend Amt: 15.00'. The 'Totals:' row also shows '15.00'.

In the above example, a transaction of \$15 for credit card interest was posted.

Expenditure:

199-41-6499-00-702-299000	Debit	
199-00-2110-01-000-200000		Credit

6. Reconcile the credit card statement.

Reconcile the credit card statement

[Finance > Maintenance > Credit Card > Reconciliation](#)

After all credit card transactions are entered, reconcile the credit card statement to the credit card transactions.

Credit Card Returns/Payments

Recn	CC Code	Trans Date	Vendor Name	Amount	Tr
<input checked="" type="checkbox"/>	1593	03-02-2022	CITIBANK	-12,854.36	P
<input checked="" type="checkbox"/>	1593	03-17-2022	CITIBANK	-5,097.60	P
<input type="checkbox"/>	1722	08-22-2018	HAMPTON INN - NORTH	-8.76	P
<input type="checkbox"/>	1722	12-08-2021	CITIBANK	-2,026.41	P
<input type="checkbox"/>	1730	08-23-2018	CITIBANK	-1,112.74	P
<input type="checkbox"/>	1730	09-19-2018	CITIBANK	-89.98	P
<input type="checkbox"/>	1730	05-29-2019	CITIBANK	-580.00	P
<input type="checkbox"/>	1730	08-26-2019	CITIBANK	-502.90	P
<input type="checkbox"/>	1748	07-25-2018	CITIBANK	-3,777.22	P
<input type="checkbox"/>	1748	09-18-2018	CITIBANK	-553.42	P
<input type="checkbox"/>	1748	08-13-2019	CITIBANK	-1,253.88	P
<input type="checkbox"/>	1748	03-16-2022	CITIBANK	-3,067.56	P
<input type="checkbox"/>	1755	11-27-2018	WCP HOLDINGS LLC	-0.54	P

Credit Card Charges

Recn	CC Code	Trans Date	Vendor Name	Amount	Trs	PA/PQ Nbr	Ref
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	25.30	PA	015333	PAYFLOWIR
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	1,252.90	PA	015333	INSIGHT PLI
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	1,353.84	PA	015333	SYNCRONIS
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	5,028.00	PA	015333	SHUTTERST
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	5,415.36	PA	015333	SYNCRONIS
<input checked="" type="checkbox"/>	1593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
<input checked="" type="checkbox"/>	1593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
<input checked="" type="checkbox"/>	1730	08-23-2018	CITIBANK	144.77	PA	011011	HILTON PAL
<input checked="" type="checkbox"/>	6661	07-16-2019	CITIBANK	356.00	PA	012726	AIRLINE RES

Credit Card Statement

Previous Balance:	0.00
Cleared Returns:	5,097.60
Cleared Charges:	-14,372.17
Cleared Check Payments:	12,854.36
Statement Balance:	14,372.17

System

System Balance:	+ -8,773.62
Outstanding Returns:	+ -86.03
Outstanding Charges:	+ 0.00
Outstanding Check Payments:	+ -58,647.61
Statement Balance:	+ 14,372.17
Miscellaneous Adjustment:	+ 0.00
Unreconciled Difference:	-53,135.09

Check Amount

Check Amount: 9,274.57

Use the following fields to begin the reconciliation process:

- In the **Vendor** field, select the credit card vendor (company).
- In the **Credit Card Code** field, select the applicable credit card code to retrieve all transactions that were entered for that credit card.
- In the **Statement Balance** field, enter the credit card balances from the credit card statement.
- Proceed to reconcile the credit card transactions. As returns/payments or charges are selected, the balance and the check amount totals are updated.

Click **Save as Pending** to save and then when finished, click **Reconcile**.

During the reconciliation process in the next month, the payment transaction(s) to the credit card company will be displayed on the [Finance > Maintenance > Credit Card > Reconciliation](#) tab.

Credit Card Reconciliation Reports

Cleared Returns/Payments and Cleared Charges
 Outstanding Returns/Payments and Outstanding Charges
 Outstanding/Cleared Returns/Payments and Outstanding/Cleared Charges

[Print](#)

3rd Reconciliation, Month of March

Page: 1 of 1
File ID: C

PA Nbr	Check Amount
015711	9,274.57

Vendor Nbr: 91921 - CITIBANK
Accounting Period: All YTD + Current + Next

Credit Card Statement		System
Previous Balance:	.00	System Balance: + -8,773.62
Cleared Returns:	.00	Outstanding Returns: + -86.03
Cleared Charges:	.00	Outstanding Charges: + .00
Cleared Check Payments:	.00	Outstanding Check Payments: + -58,647.61
Statement Balance:	.00	Statement Balance: + .00
		Miscellaneous Adjustment: - .00
		Unreconciled Difference: -53,135.09

End of Report

Expenditure:

199-00-2110-01-000-200000	Debit	
199-00-2110-00-000-200000		Credit

After you click **Reconcile** and the credit card statement is reconciled, a PA is created for the credit card company on the **Finance > Maintenance > Postings > Check Processing - PA** tab.

Maintenance > Postings

Save

File ID: C Account Period: 03

JOURNAL BUDGET JOURNAL INQUIRY PURCHASE ORDER CASH RECEIPT CREDIT MEMO CHECK PROCESSING - PA CHECK PROCESSING - PO JOURNAL ACTUAL

PA Number: 015711 Vendor Number: 91921 Retrieve Directory View Account Details

PA Number: Sort Key / Vendor Name: Vendor Number:
015711 CITIBANK / CITIBANK 91921

Add PA Reset Reverse PA Delete

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Inv	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Ac
			<input type="checkbox"/>	03	199-00-2110.02-000-200000	Computer		--	PYMT	8,773.80	--		199-00-2110
			<input type="checkbox"/>	03	199-00-2110.02-000-800000	Computer		--	PYMT	144.77	--		199-00-2110
			<input type="checkbox"/>	03	199-00-2110.02-000-900000	Computer		--	PYMT	356.00	--		199-00-2110
Totals: 9,274.57													

Refresh Totals

Account Code	Description	Balance Amt	Net Expend Amt
199-00-2110.02-000-200000	ACCOUNTS PAYABLE	0.18	8,773.80
199-00-2110.02-000-800000	ACCOUNTS PAYABLE	144.77	144.77
199-00-2110.02-000-900000	ACCOUNTS PAYABLE	356.00	356.00
Totals:		9,274.57	



It is helpful for tracking purposes to enter the statement date in the **Invoice Date** field and the statement month as the **Invoice Number**.

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

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	Empl 457
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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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: Inquiry Information for Balance Accounts ISD Page: 1 of 1
Cnty Dist: Processed Current Next XXX XX 216X XX XXX X XX XX

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199 00 2161 00 000 5 00 0 00	ACCRUED WAGES PAYBLE				-3,399,331.47
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Date Run: School YTD Accrual Payroll Account Distribution Journal for 2025Recap Program: HRS3550
Cnty Dist: ISD Page: 1 of 1
Frequency: 6

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

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Inquiry > General Ledger Inquiry ▼ Finance 

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

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Retrieve  Reset 

 
First    Last 

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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
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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	
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199-11-6146-00-001-X-11-000	\$65.93	

Note: Be sure to keep a clean final copy of both of the HRS3550 reports for the auditor.
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Back Cover