



ASCENDER GUIDES



EOY Accruals for June Year-End LEAs

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ASCENDER - End-of-Year (EOY) Accruals for June Year-End LEAs

Created: 05/10/2018

Reviewed: 06/27/2024

Revised: 06/27/2024

The purpose of this document is to guide you through the necessary steps to address June year-end payroll accruals to ensure that amounts are balanced in accrual accounts for end-of-year purposes.

The steps listed in this document should be completed prior to running the June payroll. Review each step and address it as needed.

This document assumes that you are familiar with the basic features of the ASCENDER Business System and have reviewed the [ASCENDER Business Overview guide](#).



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Before You Begin

Review the following information and/or complete the following steps before you begin the End-of-Year (EOY) Accruals for June Year-End LEAs process.

- Review the [EOY Processing Flowchart](#).
- Review the [Accrual Overview](#).

EOY Accruals for June Year-End LEAs Process

1. [Run the payroll accrual variance extract](#).

Run the payroll accrual variance extract

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



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

- Use the Extract tab to run the extract and extract payroll accrual variances.
- Use the Reports tab to review and verify any extracted payroll variances.
- Use the Post To Master/Interface To Finance tab to post valid variances and interface to Finance if needed.

2. [Generate a user-created report.](#)

Generate a user-created report

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

Use the following parameters to generate a user-created report:

- **Active Employees Only**
- **Employee Nbr**
- **First Name**
- **Last Name**
- **Remaining Payments**
- **Contract Balance**
- **Pay Rate**
- **Accrual Code**
- **Accrual Rate**

Save the report in Excel to allow data to be manipulated.

3. [Perform Excel file maintenance.](#)

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 Remaining	Pay Rate	Total Pay Remaining (Col F * Col G)	Contract Balance	Difference (Col H - Col I)
1	Emp Nbr	First Name	Last Name	Cd	Rate	Pymts	Pay Rate			
2	000146	SHELLIE	ART	A	374.50	2	5,835.92	11,671.84	11,671.80	0.04
3	000909	CONNIE	CRAIG	A	117.85	2	1,836.50	3,673.00	3,673.00	-
4	000947	KARL	GOLD	A	273.23	2	4,257.83	8,515.66	8,515.70	(0.04)
5	000961	ELI	JOHNSON	B	93.75	3	1,460.92	4,382.76	4,382.72	0.04
6	000370	PAT	JONES	B	93.75	3	1,460.92	4,382.76	4,382.72	0.04
7	000979	LORI	LEWIS	B	72.19	3	1,125.00	3,375.00	3,375.00	-
8	000985	JOE	ROBERTS	B	315.45	3	4,915.75	14,747.25	14,747.25	-
9										
10										
11										
12										
13										

The contract remaining amount is the estimated accrual.

4. [Generate the HRS3050 report for inactive employees.](#)

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 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)	20
Include Job Accrual Detail(s)? (Y/N)	N
Select Accrual Code(s), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	I
Pay Type 1-4, Exclude Subs (E), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	

Date Run: School YTD (Sept 1 Thru Aug 31 20) Program: HRS3050
 Cnty Dist: Page: 6 of 6
 Pay Period: 05-01-20 thru 05-31-20 Payrun Date: 05-20-20 Frequency: 6

Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovtrn Hrs	
Emp Nbr	Prim Campus	Ovtrn Grs	Emplr Cont	NTax Allow	NTRS Bs	Bus Allow	Emplr 457	TEA Contr	NT NP Bus	Empl Dep	Acc Dep
	Accrual Code	Emplr Care	NPay Bus	Accru Pay	FICA Accru	E HI Acc	E An Acc	457 Accru	TEA Acc	Unemp Acc	
		A Fed Dep	A Fed Care	Accru Care	Ret Pensn	Care Surc	New TRS	Misc Ded	A Misc Ded	A 403B FICA	
001422		51,123.78	.00	1,377.36	.00	.00	750.50	.00	4,627.46	.00	.00
	A	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
		389.94	.00	17,041.26	243.51	738.00	.00	.00	.00	.00	.00
		.00	.00	127.80	.00	.00	.00	116.10	11.61	.00	.00
District Totals:											
Contract Pay		399,064.28		Non-TRS Non-Tax Bus Allow		.00		Absence Deduction		2,467.32	
Non-Contract Pay		235,857.60		Non-TRS Bus Allow		.00		TRS Deposit		52,410.81	
Supplemental Pay		18,251.50		FICA Tax		.00		Accrued Pay		17,041.26	
Accrued Federal Deposit		.00		Medicare Tax		8,808.36		Unemployment Accrued		.00	
Emplr Health Insurance Accrued		738.00		FICA/Medicare Accrued		243.51		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		127.80		Non-Tax NPAY Bus Allow		.00	
Emplr TRS Care Contrib		4,416.56		New TRS Member Contrib		3,381.26		Emplr TRS Care Surcharge		.00	
Ret Emplr Pension Surcharge		.00		Emplr Dependent Care		.00		Emplr Dependent Care Accru		.00	
Emplr Misc Ded Contrib		1,487.32		Emplr Misc Ded Contrib Accru		11.61		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

School Year:

J/V Number: File ID:

Frequencies

4 - Biweekly
 5 - Semimonthly
 6 - Monthly

Select	Emp Nbr	Frequency	Last Name	First Name
<input type="checkbox"/>	001422	6		
<input type="checkbox"/>	001770	6		
<input type="checkbox"/>	001854	6		
<input type="checkbox"/>	001158	6		
<input type="checkbox"/>	001853	6		
<input type="checkbox"/>	001841	6		

Select	Emp Nbr	Frequency	Last Name	First Name
No Rows				

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

Year To Date Reports

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="20"/>
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"/>
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"/>

Compare the **Accrued Pay** totals to the **Total Pay Remaining** column from Step 3.

Date Run: School YTD (Sept 1 Thru Aug 31 20) Program: HRS3050
 Cnty Dist: Page: 61 of 61
 Pay Period: 05-01-20 thru 05-31-20 Payrun Date: 05-20-20 Frequency: 6

Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovrm Hrs
Emp Nbr	Prim Campus	Ovrm 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	Acc Dep
ROBERTS, JOE	44,241.75	.00	2,741.78	.00	.00	624.76	.00	3,844.63	.00	.00
000985	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	333.36	.00	14,747.25	195.00	462.60	.00	.00	.00	.00	.00

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

5. [Verify the differences and correct any issues.](#)

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.

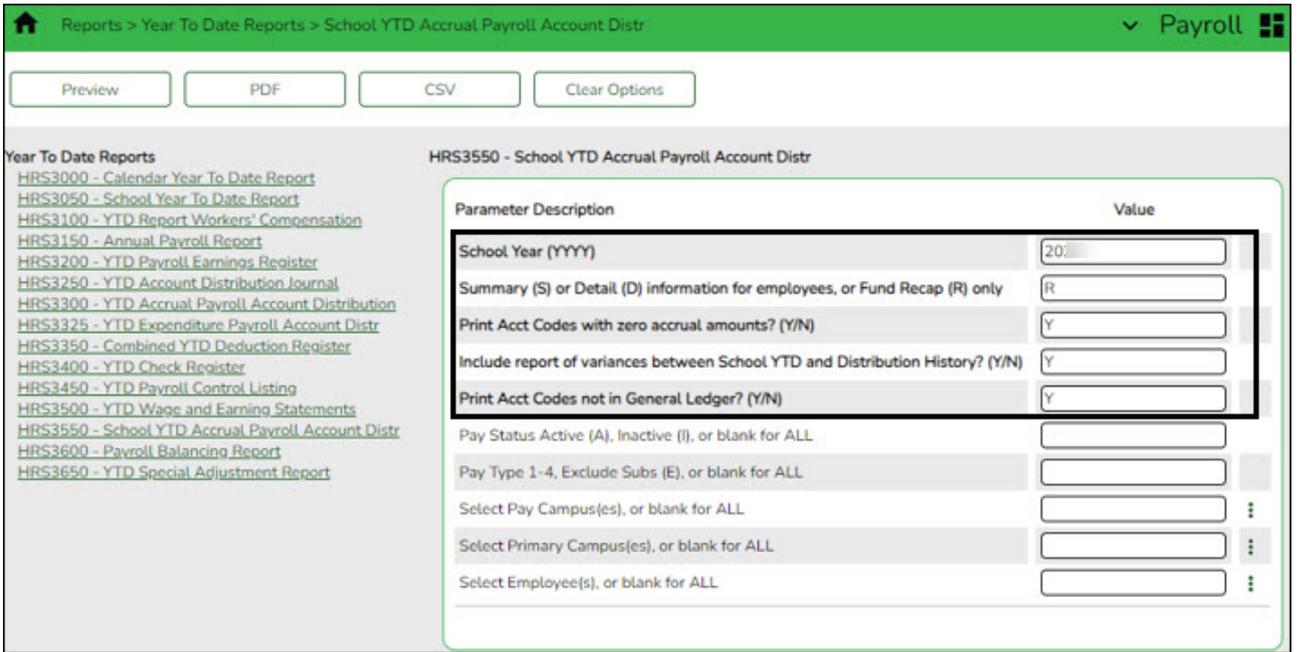
Generate the [Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report](#) again from Step 4, and verify that it matches the estimate from Step 3.

6. [Generate the HRS3550 - School YTD Accrual Payroll Account Distribution Report.](#)

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:



This report will assist you as you balance to Finance in the following step.

7. [Run a general ledger inquiry.](#)

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
221X.22	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.

The screenshot shows the 'General Ledger Inquiry' interface. At the top, there are tabs for 'GENERAL LEDGER INQUIRY', 'GENERAL LEDGER ACCOUNT SUMMARY', 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. Below the tabs are several checkboxes: 'Processed' (checked), 'Current Period: 05' (checked), 'Next Period: 05' (checked), 'Balance Accounts Only' (unchecked), 'Include Fund Totals' (unchecked), and 'Exclude Objects 61XX' (unchecked). A search bar contains the account code 'XXX XX 216X XX XXX X XX X XX' with a 'Retrieve' button to the right. Below the search bar is a table of account balances. The table has columns for 'Account Number', 'Description', 'Est Revenue/Appropriation', 'Encumbrance', 'Rizd Revenue/Expenditure', and 'Balance'. The row for '211 00 2161 00 000 00 0 00 ACCRUED WAGES PAYBLE' is highlighted with a black box, showing a balance of -18,476.47.

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rizd Revenue/ Expenditure	Balance
181 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
199 00 2161 00 000 00 0 00	ACCRUED SALARIES				-5,680,134.94
211 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				-18,476.47
224 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				-34,740.15

Date Run:		School YTD Accrual Payroll Account Distribution Journal for 2024Recap								Program: HRS3550	
Cnty Dist:										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	
181-	Total	1,825.00	.00	.00	.00	.00	.00	.00	.00	.00	
/ / /		.00	.00	.00	.00	.00	.00	.00	.00	.00	
199-	Total	24,864,875.56	5,680,134.94	78,188.66	.00	210,193.93	.00	.00	.00	.00	
/ / /		.00	41,829.76	.00	4,404.19						
211-	Total	80,026.39	30,133.02	393.40	.00	969.84	2,486.03	376.65	.00	.00	
/ / /		.00	225.94	.00	30.12						
224-	Total	231,777.11	57,777.72	816.40	.00	1,685.64	4,766.65	722.23	.00	.00	
/ / /		.00	433.34	.00	38.11						
240-	Total	611,219.06	166,207.10	2,242.84	.00	13,612.00	.00	.00	.00	.00	
/ / /		.00	1,246.46	.00	299.62						
263-	Total	690.00	.00	.00	.00	.00	.00	.00	.00	.00	
/ / /		.00	.00	.00	.00	.00	.00	.00	.00	.00	
279-	Total	84,502.17	.00	.00	.00	.00	.00	.00	.00	.00	
/ / /		.00	.00	.00	.00	.00	.00	.00	.00	.00	
282-	Total	355,335.19	50,213.08	702.15	.00	1,871.29	4,142.61	627.67	.00	.00	
/ / /		.00	376.61	.00	28.58						
288-	Total	3,384.62	2,192.27	29.69	.00	.00	180.85	27.39	.00	.00	
/ / /		.00	16.43	.00	.00						
429-	Total	9,200.00	.00	.00	.00	.00	.00	.00	.00	.00	
/ / /		.00	.00	.00	.00	.00	.00	.00	.00	.00	
691-	Total	49,999.60	.00	.00	.00	.00	.00	.00	.00	.00	
/ / /		.00	.00	.00	.00	.00	.00	.00	.00	.00	
/ / /											
District Totals: Gross Pay:		26,292,834.70	Unemployment Tax:	.00	Federal Care:	1,753.94	Emplr 457:	.00			
Accrued Pay:		5,986,658.13	Employer Contrib:	228,332.70	TEA Hlth Ins Contrib:	.00					
FICA/Medicare Tax:		82,373.14	Federal Deposit:	11,576.14	Ret Emplr Pen Surch:	.00					
Emplr TRS Care Contrib:		44,128.54	Emplr TRS Care Surch:	.00	Emplr Misc Ded Contrib:	4,800.62					

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
211-00-2161-00-000-X-00-000		\$11,656.55
211-11-6119-00-001-X-11-000	\$11,656.55	

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

Account Code: Fund: XXX Func: XX Obj: 221X Subj: XX Org: XXX X Prog: X XX X XX

Retrieve Reset

Date Run: Inquiry Information for Balance Accounts Page: 1 of 1
 Cnty Dist: File ID: C
 Processed Current (05) Next (05) XXX XX 2211 XX XXX X XX X XX

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rizd Revenue/ Expenditure	Balance
199 00 221 11 000 00 0 00	ACCRUED FEDERAL GRANT CARE				0.00
199 00 221 12 000 00 0 00	ACCRUED FEDERAL GRANT CARE				0.00
199 00 221 14 000 00 0 00	ACCRUED EMPLOYER FICA/MEDICARE				-78,312.36
199 00 221 16 000 00 0 00	ACCRUED HEALTH INS CONTRIBUTIO				-210,439.93
199 00 221 19 000 00 0 00	ACCRUED EMPLOYER TSR CARE CONT				-41,895.69
199 00 221 20 000 00 0 00	ACCRUED EMPLOYER DEP CARE				0.00
199 00 221 21 000 00 0 00	ACCRUED EMPLOYER MISC DED CONT				-4,408.06

Date Run: School YTD Accrual Payroll Account Distribution Journal for 2024Recap Program: HRS3550
 Cnty Dist: 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 Hith Ins Contrib	Emplr 457
181- / / /	Total	1,825.00	.00	.00	.00	.00	.00	.00	.00	.00
199- / / /	Total	24,864,875.56	5,680,134.94	78,188.66	4,404.19	210,193.93	.00	.00	.00	.00
211- / / /	Total	80,026.39	30,133.02	393.40	.00	969.84	2,486.03	376.65	.00	.00
224- / / /	Total	231,777.11	57,777.72	816.40	.00	1,685.64	4,786.65	722.23	.00	.00
		.00	433.34	.00	38.11					

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
199-00-221X-14-000-X-00-000	\$123.70	
199-11-6141-00-001-X-11-000		\$123.70
199-00-221X-16-000-X-00-000	\$246.00	
199-11-6142-00-001-X-11-000		\$246.00
199-00-221X-19-000-X-00-000	\$65.93	
199-11-6146-00-001-X-11-000		\$65.93
199-00-221X-21-000-X-00-000	\$3.87	
199-11-6149-00-001-X-11-000		\$3.87

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