

EOY Accruals for June Year-End LEAs

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

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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

Utilities > Payrol	L Accrual Variance	Extract				× .	Payroll 🚦	
EXTRACT REPOR	TS POST TO M	ASTER / INTERFACE TO FI	NANCE					
Accrual Code:	~				Pay Date 05	-20-2011 E 💙	Retrieve	Run
Select	Emp Nbr	Last Name	First Name		Select	Emp Nbr 001422	Last Name	First Name
				\rightarrow		001770		

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.
- $\circ\,$ 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

Reports > User Create	ed Reports				✓ Payrol	u ==	
Save Cr	reate Report De	lete Reset					
Report Title							
Employee Nbr	Active Employees Or	ly .					
Employee Demographi	ic						
	Staff ID/SSN Address Number Street/P.O. Box Aet City State Zip Zip+4 Addr Country	Maiden Name Former Prefix Former First Name Former Last Name Former Caneration Driver's License DL. State DL. Expir Date	Phone Area Cd Phone Nbr Bus Phone Nbr Bus Ext Cell Area Cd Cell Area Cd Cell Area Cd Cell Phone Nbr Local Restriction Public Restriction	Last Change Date Citizenship Marital Stat Other Language Local Use 1 Local Use 2 Email Home Email Employee Notes	Emer Contact Relationship Emer Notes Emer Area Cd Emer Phone Nbr Emer Ext	Hispanic/Latino American Indian Asian African American Pacific Islander White	
Job Information							
☐ Job Code ☐ Job Descr ☐ Primary Job ☐ Prim Campus ☐ Campus Name ☐ NBr Mon Contr ☐ Yrs of Job Exper	Percent Assigned Department Pay Type Calendar Code Contract Begin Dt Contract End Dt Yrs in Career Ladder	Payoff Date NIPr Days Employed NIPr Days in Contract Local Contract Days NIPr of Annual Pymts Remaining Pymts Wkly Hrs Sched	Pay Grade Pay Step Pay Schedule State Step Contract Total Contract Balance Wholly Sep Amt	Daily Rate Hrly Rate Base Annual Accrual Cd Accrual Rate Reg Hrs Worked	Overtime Eligible Overtime Rate Hours/Day TRS Position Cd State Minimum Salary TRS Year Retiree Exception	Workers' Comp Cd Workers' Comp Annual Workers' Comp Remain Exempt Status Incr Pay Step Vacant Position	

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)

4	A	В	С	D	E	F	G	Н	1	J
1	Emp Nbr	First Name	Last Name	Accrual Cd	Accrual Rate	Job Remaining Pymts	Pay Rate	Total Pay Remaining (Col F * <u>Col G</u>)	Contract Balance	Difference (Col H - Col I)
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	В	93.75	3	1,460.92	4,382.76	4,382.72	0.04
6	000370	PAT	JONES	в	93.75	3	1,460.92	4,382.76	4,382.72	0.04
7	000979	LORI	LEWIS	В	72.19	3	1,125.00	3,375.00	3,375.00	-
8	000985	JOE	ROBERTS	в	315.45	3	4,915.75	14,747.25	14,747.25	-
9								1		
10		1								
11		(The con	tract rer	naining a	mount is t	the)			
12				estima	ted accr	ual.				
13		-	1							

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 Da	te Reports > 9	School Year To (Date Report						~	Payr	roll 🔡
Preview	PDF	cs	v (Clear Options							
Year To Date Reports	Date Report	HF	RS3050 - Scho	ool Year To Date F	Report						
HRS3050 - School Year To D HRS3100 - YTD Report Wo	late Report kers' Compensi	ation	Parameter D	escription			Va	lue			
HRS3150 - Annual Payroll F HRS3200 - YTD Payroll Ear	leport hings Register		Sort by Alph	na (A), Pay Campu	us (C), Primary	(P) Campus	A				
HRS3250 - YTD Account Dis HRS3300 - YTD Accrual Pay	tribution Journ	al stribution	School Year	(1111)			20:				
HRS3325 - YTD Expenditure	Payroll Accou	nt Distr	Include Job A	Accrual Detail(s)?	(Y/N)		N				
HRS3350 - Combined YTD I HRS3400 - YTD Check Regi	Seduction Register	ster	Select Accru	al Code(s), or bla	nk for ALL		[:		
HRS3450 - YTD Payroll Con HRS3500 - YTD Wage and I	trol Listing	ents	Pay Status A	Active (A), Inactive	e (I), or blank f	for ALL	[
HRS3550 - School YTD Acc	ual Payroll Acc	ount Distr	Pay Type 1-	4, Exclude Subs (E), or blank fo	r ALL					
HRS3600 - Payroll Balancin HRS3650 - YTD Special Adj	<u>g Report</u> ustment Report		Select Pay C	ampus(es), or bla	ank for ALL				:		
			Select Prima	ry Campus(es), o	r blank for AL	L					
			Salact Extra	ct ID/c), or blank (for ALL	-	_				
			Colore Could	cere (a), or examine					-		
			Select Empl	oyee(s), or blank	for ALL]	•		
Data Pure				Cahool VTD (C	ent 1 Thru A	21.20		Broa	name Life	202050	
Cnty Dist:				School FTD (S	ept i finu At	ug 31 20		Pilog	ram. nr ≋6of	6	
Pay Period: 05-01-20 thru	05-31-20 Pa	yrun Date: 05-20	-20:					Freq	uency: 6		
Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg	Hrs Ov	/tm Hrs
Emp Nbr Prim Campus	Ovtm Grs	Emplr Cont	NTax Allow	NTRS Bs	Bus Allow	Emplr 457	TEA Contr	NT NP Bus	Empl I	Dep Ac	c 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	
	51,123.7	8 .00	1,377.	36 .00	.0	0 750.5	0	00 4,627.4	6	.00	.00
001422 A	0.	0.00	17.041	00 .00 26 243.51		0.00	0	0. 00	0	.00	.00
	.0	0.00	127.8	80 .00) .0	.0 .0	0 116	10 11.6	51	.00	
District Totals:											
Contract Pay		399,064.28	Non-TRS No	on-Tax Bus Allow	,	A 00.	bsence Dedu	ction			2,467.32
Non-Contract Pay		235,857.60	Non-TRS Bu	is Allow		.00 T	RS Deposit			5	2,410.81
Supplemental Pay		18,251.50	FICA Tax			.00 A	ccrued Pay			1	7,041.26
Accrued Federal Deposit		.00	Medicare Ta	x		8,808.36 U	nemploymen	Accrued			.00
		728.00	FICA/Medica	are Accrued		243.51 E	mplr 457 Acc	rued			.00
Empir Health Insurance Accru	bed	/38.00					on TDC Doin	br Excess			.00
Empir Health Insurance Accru Empir Annuity Accrued	ed	.00	Accrued Fed	ieral Care		.00 N	on-TRS Rein				
Empir Health Insurance Accru Empir Annuity Accrued Empir Annuity Contrib	ed	.00	Accrued Fed Overtime Gr	deral Care		.00 N .00 N	on-TRS Rein	br Base			.00
Empir Health Insurance Accru Empir Annuity Accrued Empir Annuity Contrib Empir 457 Contrib	ed	.00	Accrued Fed Overtime Gr TEA Health	leral Care oss Ins Accrued		.00 N .00 N .00 N	on-TRS Rein	br Base Ilowance			.00. .00
Empir Health Insurance Accru Empir Annuity Accrued Empir Annuity Contrib Empir 457 Contrib TEA Health Ins Contrib	ed	,738.00 .00 .00	Accrued Fed Overtime Gr TEA Health Empir TRS (deral Care oss Ins Accrued Care Accrued		.00 N .00 N .00 N 127.80 N	ion-TRS Rein ion-Pay Bus A ion-Tax NPay	br Base Ilowance Bus Allow			.00. 00. 00.
Empir Health Insurance Accru Empir Annuity Accrued Empir Annuity Contrib Empir 457 Contrib TEA Health Ins Contrib Empir TRS Care Contrib Pat Empir Rescue	ed.	,738.00 .00 .00 .00 4,416.56	Accrued Fed Overtime Gr TEA Health Empir TRS (New TRS M	deral Care oss Ins Accrued Care Accrued ember Contrib		.00 N .00 N .00 N 127.80 N 3,381.26 E	ion-TRS Rein ion-Pay Bus A ion-Tax NPay implr TRS Ca	br Base Illowance Bus Allow re Surcharge			00. 00. 00.
Empir Health Insurance Accru Empir Annuity Accrued Empir Annuity Contrib Empir 457 Contrib TEA Health Ins Contrib Empir TRS Care Contrib Ret Empir Pension Surcharge	ed,	.00 .00 .00 .00 4,416.56 .00	Accrued Fed Overtime Gr TEA Health I Empir TRS O New TRS M Empir Deper	deral Care oss ins Accrued Care Accrued ember Contrib ndent Care Ded Contrib Acc		.00 N .00 N 127.80 N 3,381.26 E .00 E	ion-TRS Rein ion-TRS Rein ion-Pay Bus A ion-Tax NPay mpir TRS Ca impir Depend	br Base Illowance Bus Allow re Surcharge ent Care Accru	1		00. 00. 00. 00.
Empir Health Insurance Accru Empir Annuity Accrued Empir Annuity Contrib Empir 457 Contrib TEA Health Ins Contrib Empir TRS Care Contrib Ret Empir Pension Surcharge Empir Misc Ded Contrib End of Report	,	,00 .00 .00 4,416.56 .00 1,487.32	Accrued Fed Overtime Gr TEA Health Empir TRS C New TRS M Empir Deper Empir Misc C	deral Care oss Ins Accrued Care Accrued ember Contrib ndent Care Ded Contrib Accr	u	.00 N .00 N .00 N 127.80 N 3,381.26 E .00 E 11.61 E	ion-TRS Rein ion-Pay Bus A ion-Tax NPay implr TRS Ca implr Depend implr 403B Fit	Ibr Base Ilowance Bus Allow re Surcharge ent Care Accru CA Contrib Acc	i nu		00. 00. 00. 00. 00.



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 Schoo	l YTD Accruals						✓ Pay	roll 📲	
EXTRACT	REPORTS	POST TO MAS	TER / INTERFACE TO F	INANCE						
Course of						School Ye	ar:20	Retriev	e Run	
requence 4 -	Biweekty [5 - Semimonthi	ly 🔽 6 - Monthly				_			
		_	0			JV Numbe	IT: ZEROAC	File ID:	~	
					-					
Select	Emp Nbr	Frequency	Last Name	First Name		Select	Emp Nbr	Frequency	Last Name	First Name
	001422	6							No Rows	
	001770	6								
	001854	6								
	001158	6								
	001853	6								
	001841	6								

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 CS	Clear Options		
Year To Date Reports HI	RS3050 - School Year To Date Report		
HRS3050 - School Year To Date Report HRS3050 - School Year To Date Report HRS3100 - YTD Report Workers' Compensation	Parameter Description	Value	
HRS3150 - Annual Pavroll Report HRS3200 - YTD Pavroll Earnings Register	Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A	
HRS3250 - YTD Account Distribution Journal HRS3300 - YTD Accrual Payroll Account Distribution	School Year (YYYY)	20	
HRS3325 - YTD Expenditure Payroll Account Distr HRS3350 - Combined YTD Deduction Register	Include Job Accrual Detail(s)? (Y/N)	N	
HRS3400 - YTD Check Register HRS3450 - YTD Pavroll Control Listing	Select Accrual Code(s), or blank for ALL		
HRS3500 - YTD Wage and Earning Statements HRS3550 - School YTD Accrual Payroll Account Distr	Pay Status Active (A), Inactive (I), or blank for ALL Pay Type 1-4. Evolution Subs (E), or blank for ALL		
HRS3600 - Payroll Balancing Report HRS3650 - YTD Special Adjustment Report	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: Cnty Dist: Pay Period: 05-01-20 thru 05-31-20 Payrun Date: 05-20-20				School YTD (Sept 1 Thru Aug 31 20			Program: HRS3050 Page: 61 of 61 Frequency: 6			
Employee Name Emp Nbr Prim Campus Accrual Code	Contract Ovtm Grs Empir Care A Fed Dep	Non Contr Emplr Cont NPay Bus A Fed Care	Supplement NTax Allow Accru Pay Accru Care	NTRS Ex NTRS Bs FICA Accru Ret Pensn	FICA Tax Bus Allow E HI Acc Care Surc	Med Tax Emplr 457 E An Acc New TRS	Abs Ded TEA Contr 457 Accru Misc Ded	TRS Dep NT NP Bus TEA Acc A Misc Ded	Reg Hrs Empl Dep Unemp Acc A 403B FICA	Ovtm Hrs Acc Dep
ROBERTS, JOE 000985	44,241.75 .00 333.36	.00 .00 .00	2,741.78 .00 14,747.25	.00 .00 195.00	.00 .00 462.60	624.76 .00 .00	.00 .00 .00	3,844.63 .00 .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:

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

Use the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab to:

- $\circ\,$ Enter an accrual code for individuals who do not have one.
- $^\circ\,$ Enter an accrual rate for individuals who do not have one.
- $\circ\,$ 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:

Reports > Year To Date Reports > School YTD	Accrual Payroll Account Distr	✓ Payroll
Preview PDF	CSV Clear Options	
ar To Date Reports HRS3000 - Calendar Year To Date Report	HRS3550 - School YTD Accrual Payroll Account Distr	
HRS3050 - School Year To Date Report HRS3100 - YTD Report Workers' Compensation	Parameter Description	Value
HRS3150 - Annual Pavroll Report HRS3200 - YTD Pavroll Earnings Register	School Year (YYYY)	20:
IRS3250 - YTD Account Distribution Journal	Summary (S) or Detail (D) information for employees, or Fund Recap (R) only	R
RS3325 - YTD Expenditure Payroll Account Distr	Print Acct Codes with zero accrual amounts? (Y/N)	Y
RS3350 - Combined YTD Deduction Register RS3400 - YTD Check Register	Include report of variances between School YTD and Distribution History? (Y/N)	Y
IRS3450 - YTD Payroll Control Listing IRS3500 - YTD Wage and Earning Statements	Print Acct Codes not in General Ledger? (Y/N)	Y
IRS3550 - School YTD Accrual Payroll Account Distr	Pay Status Active (A), Inactive (I), or blank for ALL	
IRS3650 - YTD Special Adjustment Report	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. 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.

Inquiry > General Ledger Inquiry				Y	Finance
NERAL LEDGER INQUIRY GENER	AL LEDGER ACCOUNT SUMMARY	EMPLOYEE DISTRIBUTI	ON LIST INQUIRY	OVER EXPENDED ACCOU	INT SUMMARY
				_	
Processed Current Period: 05	Vext Period: 05	Balance Accounts	Only Include Fund	i Totals 🔄 Exclude Obje	cts 61XX
Fund Func	Obj Sobj Org	Prog	Patrice		
Account Code: XXX XX 2		XX : X : XX	Retriev	e Reset	
			_		
2 1	First	A D Last			- 1
Date Run:	Inquiry Inform	ation for Balance Accounts		Denvi 1 of 1	- 81
Processed I Current (05) I Ne	at (05) 🗹 XXX XX 216	* ** *** * ** *		File ID: C	- 82
		Est Revenue/	Rizd	Revenue/	- 81
Account Number	Description	Appropriation	Encumbrance Exp	enditure Balance	
101 00 0101 00 000 00 0					
181 00 2161 00 000 00 0	U AUCRUED WAGES PATELE			0.0	v
199 00 2161 00 000 00 0 0	0 ACCRUED SALARIES			-5,680,134.9	4
211 00 2161 00 000 00 0 0	0 ACCRUED WAGES PAYBLE			-18,476,4	7
224 00 2161 00 000 00 0 0	0 ACCRUED WAGES PAYBLE			-34,740,1	5

Date Ru Cnty Dis	n: it	School YTD Accrual Payroll Account Distribution Journal for 2024Recap Program: HRS3 Page: 1 of 1 Frequency: 6											HRS3550 f 1 y: 6
		Fund /	FY		Gross Pay Ret Pen Surch	Accrued Pay Empir Care	FICA/Med Care Surch	Unemploy Tax Empir Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hith Ins Contrib	Emplr 457
181-	1	1	1	Total	1,825.00	.00 .00	.00 .00	00. 00.	.00	.00	.00	.00	
99-	I	1	1	Total	24,864,875.56	5,680,134.94 41,829.76	78,188.66	.00 4,404.19	210,193.93	.00	.00	.00	
11-	1	1	1	Total	80,026.39 .00	30,133.02 225.94	393.40 .00	.00 30.12	969.84	2,486.03	376.65	.00	
24-	I	1	1	Total	231,777.11	57,777.72 433.34	816.40 .00	.00 38.11	1,685.64	4,766.65	722.23	.00	
40-	1	1	1	Total	611,219.06	166,207.10 1,246.46	2,242.84	.00 299.62	13,612.00	.00	.00	.00	
63-	1	1	1	Total	690.00 .00	.00 .00	.00 .00	.00 .00	.00	.00	.00	.00	
79-	1	1	1	Total	84,502.17 .00	.00. .00	.00 .00	.00 .00	.00	.00	.00	.00	
82-	1	1	1	Total	355,335.19 .00	50,213.08 376.61	702.15	.00 28.58	1,871.29	4,142.61	627.67	.00	
88-	1	1	1	Total	3,384.62 .00	2,192.27 16.43	29.69 .00	.00 .00	.00	180.85	27.39	.00	
29-	1	1	1	Total	9,200.00	.00.	.00 .00	.00 .00	.00	.00	.00	.00	
91-	1	1	1	Total	49,999.60 .00	.00.	.00. .00	.00 .00	.00	.00	.00	.00	
	1	/ Distr	/ / District Totals: Gross Pay: 26,292,834.70 Unemployment Tax: Accrued Pay: 5,986,658.13 Employer Contrib: FICA/Medicare Tax: 82,373.14 Federal Deposit: EmployEne TAB Core Contribution 128 Core		r.	.00 228,332.70 11,576.14 00	Federal Care TEA Hith Ins Ret Empir Pe	: Contrib: n Surch: ed Contrib:		1,753.94 Empir 457: .00 .00 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	✓ Fina	ance 🚦						
GENERAL LEDGER INQUIRY GENERAL L	LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUM	MARY						
✓ Processed ✓ Current Period: 05 √	Next Period: 05 Balance Accounts Only Include Fund Totals Exclude Objects 61XX							
Fund Func Obj Account Code: XXX XX 221X	bj Sobj Org Prog- X XXX XXX XXX Retrieve Reset							
12 10	First 4 🕨 Last	^						
Date Run: Inquiry Information for Balance Accounts Cnty Dist: Page: 1 of 1 Processed Current (05) Yes XXX XXX XXX XXX XXX								
Account Number	Est Revenue/ Rizd Revenue/ Description Appropriation Encumbrance 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 16 000 00 0 00 199 00 221 19 000 00 0 0	ACCRUED HEALTH INS CONTRIBUTIO -210,439,93 ACCRUED EMPLOYER TSR CARE CONT -41,895.69							
199 00 221 16 000 00 0 00 199 00 221 19 000 00 0 00 199 00 221 19 000 00 0 00 199 00 221 20 000 00 0 00	ACCRUED HEALTH INS CONTRIBUTIO -210,439.93 ACCRUED EMPLOYER TSR CARE CONT -41,895.69 ACCRUED EMPLOYER DEP CARE 0.00							

Date Run: Cnty Dist:	te Run: School YTD Accrual Payroll Account Distribution Journal for 2024Recap ty Dist:								Program: HRS3550 Page: 1 of 1 Frequency: 6	
Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Empir 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	
1 1 1		.00	.00	.00	.00		_			
199-	Total	24,864,875.56	5 680 134 94	78,188.66	.00	210,193.93	.00	.00	.00	
1 1 1		.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	
1 1 1		.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	
1 1 1		.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.**



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