



## **ASCENDER - End-of-Year (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:** 06/13/2022

**Revised:** 06/13/2022

The purpose of this document is to guide you through the necessary steps to address June year-end payroll accruals.

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.

## 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 > Payroll Accrual Variance Extract Payroll

Year: C

EXTRACT   REPORTS   POST TO MASTER / INTERFACE TO FINANCE

Accrual Code:

Pay Date: 05-26-20

JV Number: ACCRU

| Select  | Empo Nbr | Last Name | First Name |
|---------|----------|-----------|------------|
| No Rows |          |           |            |

| Select                   | Empo Nbr | Last Name | First Name |
|--------------------------|----------|-----------|------------|
| <input type="checkbox"/> | 000006   |           |            |
| <input type="checkbox"/> | 000007   |           |            |
| <input type="checkbox"/> | 000090   |           |            |
| <input type="checkbox"/> | 000121   |           |            |
| <input type="checkbox"/> | 000123   |           |            |
| <input type="checkbox"/> | 000127   |           |            |
| <input type="checkbox"/> | 000223   |           |            |
| <input type="checkbox"/> | 000306   |           |            |
| <input type="checkbox"/> | 000308   |           |            |
| <input type="checkbox"/> | 000316   |           |            |
| <input type="checkbox"/> | 000333   |           |            |
| <input type="checkbox"/> | 000358   |           |            |
| <input type="checkbox"/> | 000375   |           |            |
| <input type="checkbox"/> | 000416   |           |            |
| <input type="checkbox"/> | 000419   |           |            |
| <input type="checkbox"/> | 001856   |           |            |
| <input type="checkbox"/> | 000424   |           |            |
| <input type="checkbox"/> | 000429   |           |            |
| <input type="checkbox"/> | 001859   |           |            |
| <input type="checkbox"/> | 000542   |           |            |

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

**It is recommended** to balance accruals monthly to help identify and correct any errors. Use the [Payroll > Utilities > Payroll Accrual Variance Extract > Extract](#) to assist you in this process.

- 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](#)

Reports > User Created Reports Payroll

Save Create Report Delete Reset

Report Template

☐ Public Retrieve Directory

Report Title

Employee Nbr  ☒ Active Employees Only

☐ Employee Demographic

|                                                  |                                          |                                             |                                             |                                           |                                         |                                           |
|--------------------------------------------------|------------------------------------------|---------------------------------------------|---------------------------------------------|-------------------------------------------|-----------------------------------------|-------------------------------------------|
| <input checked="" type="checkbox"/> Employee Nbr | <input type="checkbox"/> Staff ID/SSN    | <input type="checkbox"/> Maiden Name        | <input type="checkbox"/> Phone Area Cd      | <input type="checkbox"/> Last Change Date | <input type="checkbox"/> Emer Contact   | <input type="checkbox"/> Hispanic/Latino  |
| <input type="checkbox"/> Texas Unique Staff ID   | <input type="checkbox"/> Address Number  | <input type="checkbox"/> Former Prefix      | <input type="checkbox"/> Phone Nbr          | <input type="checkbox"/> Citizenship      | <input type="checkbox"/> Relationship   | <input type="checkbox"/> American Indian  |
| <input type="checkbox"/> Name Prefix             | <input type="checkbox"/> Street/P.O. Box | <input type="checkbox"/> Former First Name  | <input type="checkbox"/> Bus Phone Area     | <input type="checkbox"/> Marital Stat     | <input type="checkbox"/> Emer Notes     | <input type="checkbox"/> Asian            |
| <input checked="" type="checkbox"/> First Name   | <input type="checkbox"/> Apt             | <input type="checkbox"/> Former Middle Name | <input type="checkbox"/> Bus Phone Nbr      | <input type="checkbox"/> Other Language   | <input type="checkbox"/> Emer Area Cd   | <input type="checkbox"/> African American |
| <input type="checkbox"/> Middle Name             | <input type="checkbox"/> City            | <input type="checkbox"/> Former Last Name   | <input type="checkbox"/> Bus Ext            | <input type="checkbox"/> Local Use 1      | <input type="checkbox"/> Emer Phone Nbr | <input type="checkbox"/> Pacific Islander |
| <input checked="" type="checkbox"/> Last Name    | <input type="checkbox"/> State           | <input type="checkbox"/> Former Generation  | <input type="checkbox"/> Cell Area Cd       | <input type="checkbox"/> Local Use 2      | <input type="checkbox"/> Emer Ext       | <input type="checkbox"/> White            |
| <input type="checkbox"/> Generation              | <input type="checkbox"/> Zip             | <input type="checkbox"/> Driver's License   | <input type="checkbox"/> Cell Phone Nbr     | <input type="checkbox"/> Email            |                                         |                                           |
| <input type="checkbox"/> Sex                     | <input type="checkbox"/> Zip+4           | <input type="checkbox"/> DL State           | <input type="checkbox"/> Local Restriction  | <input type="checkbox"/> Home Email       |                                         |                                           |
| <input type="checkbox"/> DOB                     | <input type="checkbox"/> Addr Country    | <input type="checkbox"/> DL Expir Date      | <input type="checkbox"/> Public Restriction | <input type="checkbox"/> Employee Notes   |                                         |                                           |

☐ Job Information

|                                           |                                               |                                                     |                                                      |                                                  |                                               |                                               |
|-------------------------------------------|-----------------------------------------------|-----------------------------------------------------|------------------------------------------------------|--------------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Job Code         | <input type="checkbox"/> Percent Assigned     | <input type="checkbox"/> Payoff Date                | <input type="checkbox"/> Pay Grade                   | <input type="checkbox"/> Daily Rate              | <input type="checkbox"/> Overtime Eligible    | <input type="checkbox"/> Workers' Comp Cd     |
| <input type="checkbox"/> Job Descr        | <input type="checkbox"/> Department           | <input type="checkbox"/> Nbr Days Employed          | <input type="checkbox"/> Pay Step                    | <input type="checkbox"/> Hry Rate                | <input type="checkbox"/> Overtime Rate        | <input type="checkbox"/> Workers' Comp Annual |
| <input type="checkbox"/> Primary Job      | <input type="checkbox"/> Pay Type             | <input type="checkbox"/> Nbr Days in Contract       | <input type="checkbox"/> Pay Schedule                | <input checked="" type="checkbox"/> Pay Rate     | <input type="checkbox"/> Hours/Day            | <input type="checkbox"/> Workers' Comp Remain |
| <input type="checkbox"/> Prim Campus      | <input type="checkbox"/> Calendar Code        | <input type="checkbox"/> Local Contract Days        | <input type="checkbox"/> State Step                  | <input type="checkbox"/> Base Annual             | <input type="checkbox"/> TRS Position Cd      | <input type="checkbox"/> Exempt Status        |
| <input type="checkbox"/> Campus Name      | <input type="checkbox"/> Contract Begin Dt    | <input type="checkbox"/> Nbr of Annual Pymts        | <input type="checkbox"/> Contract Total              | <input checked="" type="checkbox"/> Accrual Cd   | <input type="checkbox"/> State Minimum Salary | <input type="checkbox"/> Incr Pay Step        |
| <input type="checkbox"/> Nbr Mon Contr    | <input type="checkbox"/> Contract End Dt      | <input checked="" type="checkbox"/> Remaining Pymts | <input checked="" type="checkbox"/> Contract Balance | <input checked="" type="checkbox"/> Accrual Rate | <input type="checkbox"/> TRS Year             | <input type="checkbox"/> Vacant Position      |
| <input type="checkbox"/> Yrs of Job Exper | <input type="checkbox"/> Yrs in Career Ladder | <input type="checkbox"/> Wkly Hrs Sched             | <input type="checkbox"/> Wholly Sep Amt              | <input type="checkbox"/> Reg Hrs Worked          | <input type="checkbox"/> Retiree Exception    |                                               |

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

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

Save the report 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**

- In Column J, insert the calculation for the **Difference** with the following formula: **Total Pay Remaining** (column H) - **Contract Balance** (column I)

The contract remaining amount is the estimated accrual.

- ### Generate the HRS3050 report for inactive employees

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**

Preview PDF CSV Clear Options

Year: C

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**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)                                    | 2025  |
| 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:                     |             | ISD                               |            |                              |            |              |           | Page: 1 of 1                  |            |             |          |
| Pay Period: 05-01-20           |             | thru 05-31-20                     |            | Payrun Date: 05-26-20        |            | Frequency: 6 |           |                               |            |             |          |
| Employee Name                  |             | Contract                          | Non Contr  | Supplement                   | NTRS Ex    | FICA Tax     | Med Tax   | Abs Ded                       | TRS Dep    | Reg Hrs     | Ovtn Hrs |
| Emp Nbr                        | Prim Campus | Ovtn 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 |          |
|                                |             | 17,921.25                         | .00        | .00                          | .00        | .00          | 259.83    | .00                           | 1,594.98   | .00         | .00      |
| 001827                         |             | .00                               | .00        | .00                          | .00        | .00          | .00       | .00                           | .00        | .00         | .00      |
|                                | G           | 134.37                            | .00        | 5,433.75                     | 78.78      | .00          | .00       | .00                           | .00        | .00         | .00      |
|                                |             | .00                               | .00        | 40.74                        | .00        | .00          | .00       | .00                           | .00        | .00         |          |
| District Totals:               |             |                                   |            |                              |            |              |           |                               |            |             |          |
| Contract Pay                   |             |                                   | 17,921.25  | Non-TRS Non-Tax Bus Allow    |            |              | .00       | Absence Deduction             |            |             | .00      |
| Non-Contract Pay               |             |                                   | .00        | Non-TRS Bus Allow            |            |              | .00       | TRS Deposit                   |            |             | 1,594.98 |
| Supplemental Pay               |             |                                   | .00        | FICA Tax                     |            |              | .00       | Accrued Pay                   |            |             | 5,433.75 |
| Accrued Federal Deposit        |             |                                   | .00        | Medicare Tax                 |            |              | 259.83    | Unemployment Accrued          |            |             | .00      |
| Emplr Health Insurance Accrued |             |                                   | .00        | FICA/Medicare Accrued        |            |              | 78.78     | 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       |            |              | 40.74     | Non-Tax NPay Bus Allow        |            |             | .00      |
| Emplr TRS Care Contrib         |             |                                   | 134.37     | 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: 20

Retrieve

Run

J/V Number: ZEROAC

File ID: C

| Select                              | Emp Nbr | Frequency | Last Name | First Name |
|-------------------------------------|---------|-----------|-----------|------------|
| <input type="checkbox"/>            | 001817  |           |           |            |
| <input type="checkbox"/>            | 001818  |           |           |            |
| <input type="checkbox"/>            | 001819  |           |           |            |
| <input type="checkbox"/>            | 001820  |           |           |            |
| <input type="checkbox"/>            | 001821  |           |           |            |
| <input type="checkbox"/>            | 001822  |           |           |            |
| <input checked="" type="checkbox"/> | 001825  |           |           |            |
| <input type="checkbox"/>            | 001828  |           |           |            |
| <input type="checkbox"/>            | 001830  |           |           |            |
| <input type="checkbox"/>            | 001831  |           |           |            |
| <input type="checkbox"/>            | 001832  |           |           |            |
| <input type="checkbox"/>            | 001833  |           |           |            |

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

First

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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 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 Distribution](#)
- [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 Distribution](#)
- [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)                                    | 2025  |
| 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 2025) |            |            |            |           |           |            |             | Program: HRS3050 |     |
|------------------------------------|--------------|--------------------------------------|------------|------------|------------|-----------|-----------|------------|-------------|------------------|-----|
| Cntry Dist:                        |              | TEXAS ISD                            |            |            |            |           |           |            |             | Page: 1 of 35    |     |
| Pay Period: 05-01-20 thru 05-31-20 |              | Payrun Date: 05-26-20                |            |            |            |           |           |            |             | Frequency: 6     |     |
| Employee Name                      | Contract     | Non Contr                            | Supplement | NTRS Ex    | FICA Tax   | Med Tax   | Abs Ded   | TRS Dep    | Reg Hrs     | Ovtn Hrs         |     |
| Emp Nbr                            | Prim Campus  | Ovtn Grs                             | Emplr Cont | NTax Allow | NTRS Bs    | Bus Allow | 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 |                  |     |
|                                    |              | 17,624.97                            | .00        | .00        | .00        | .00       | 255.60    | .00        | 1,568.61    | .00              | .00 |
|                                    |              | .00                                  | .00        | .00        | .00        | .00       | .00       | .00        | .00         | .00              | .00 |
| 000223                             |              | 132.19                               | .00        | 4,406.24   | 63.89      | .00       | .00       | .00        | .00         | .00              | .00 |
|                                    | B            | .00                                  | .00        | 33.04      | .00        | .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:

- 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:

| Parameter Description                                                          | Value |
|--------------------------------------------------------------------------------|-------|
| School Year (YYYY)                                                             | 20    |
| 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. [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                    |

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.

Home 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:  
 ☒ Next Period:  
 ☐ Balance Accounts Only  
 ☐ Include Fund Totals  
 ☐ Exclude Objects 61XX

| Fund              | Func | Obj  | Sobj | Org | Prog      |
|-------------------|------|------|------|-----|-----------|
| Account Code: XXX | XX   | 216X | XX   | XXX | X XX X XX |

Retrieve
Reset

First
◀ ▶
Last

Date Run:  
 Cnty Dist:  
 Processed ☒ Current ☒ Next ☒

Inquiry Information for Balance Accounts  
 ISD  
 XXX XX 216X XX XXX X XX X XX

Page: 1 of 1  
 File ID: C

| Account Number               | Description          | Est Revenue/<br>Appropriation | Encumbrance | Rlzd Revenue/<br>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     |

Date Run:  
 Cnty Dist:

School YTD Accrual Payroll Account Distribution Journal for 2025Recap  
 ISD

Program: HRS3550  
 Page: 1 of 1  
 Frequency: 6

| Fund / FY   | Total | Gross Pay<br>Ret Pen Surch | Accrued<br>Pay Emplr Care | FICA/Med<br>Care Surch | Unemploy<br>Tax Emplr Misc | Employer<br>Contrib | Federal<br>Deposit | Federal<br>Care | TEA Hlth<br>Ins Contrib | Emplr<br>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: 199 Func: XX Obj: 2211 Subj: XX Org: XXX Prog: X XX X XX  
 Account Code: 199 XX 2211 XX XXX X XX X XX

Retrieve Reset

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Date Run: \_\_\_\_\_  
 Crty Dist: \_\_\_\_\_  
 Processed ☒ Current ☒ Next ☒

Inquiry Information for Balance Accounts  
ISD

Page: 1 of 1  
File ID: C

| Account Number     | Description              | Est Revenue/<br>Appropriation | Encumbrance | Rtld Revenue/<br>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: _____<br>Crty Dist: _____ |       | School YTD Accrual Payroll Account Distribution Journal for 2025Recap<br>ISD |                           |                        |                            |                     |                    |                 |                         | Program: HRS3550<br>Page: 1 of 1<br>Frequency: 6 |
|-------------------------------------|-------|------------------------------------------------------------------------------|---------------------------|------------------------|----------------------------|---------------------|--------------------|-----------------|-------------------------|--------------------------------------------------|
| Fund / FY                           |       | Gross Pay<br>Ret Pen Surch                                                   | Accrued<br>Pay Emplr Care | FICA/Med<br>Care Surch | Unemploy<br>Tax Emplr Misc | Employer<br>Contrib | Federal<br>Deposit | Federal<br>Care | TEA Hlth<br>Ins Contrib | Emplr<br>457                                     |
| 199                                 | 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                                 | Total | 26,750.90                                                                    | 3,785.69                  | 42.09                  | .00                        | 583.30              | 312.31             | 47.31           | .00                     |                                                  |
| / / /                               |       | .00                                                                          | 28.40                     | .00                    | .00                        |                     |                    |                 |                         |                                                  |
| 224                                 | Total | 153,750.00                                                                   | 21,140.61                 | 296.48                 | .00                        | 3,988.60            | 1,744.08           | 264.27          | .00                     |                                                  |
| / / /                               |       | .00                                                                          | 158.55                    | .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  |          |

**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