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# 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:** 06/27/2024
**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 Flowchart for July Start LEAs

.

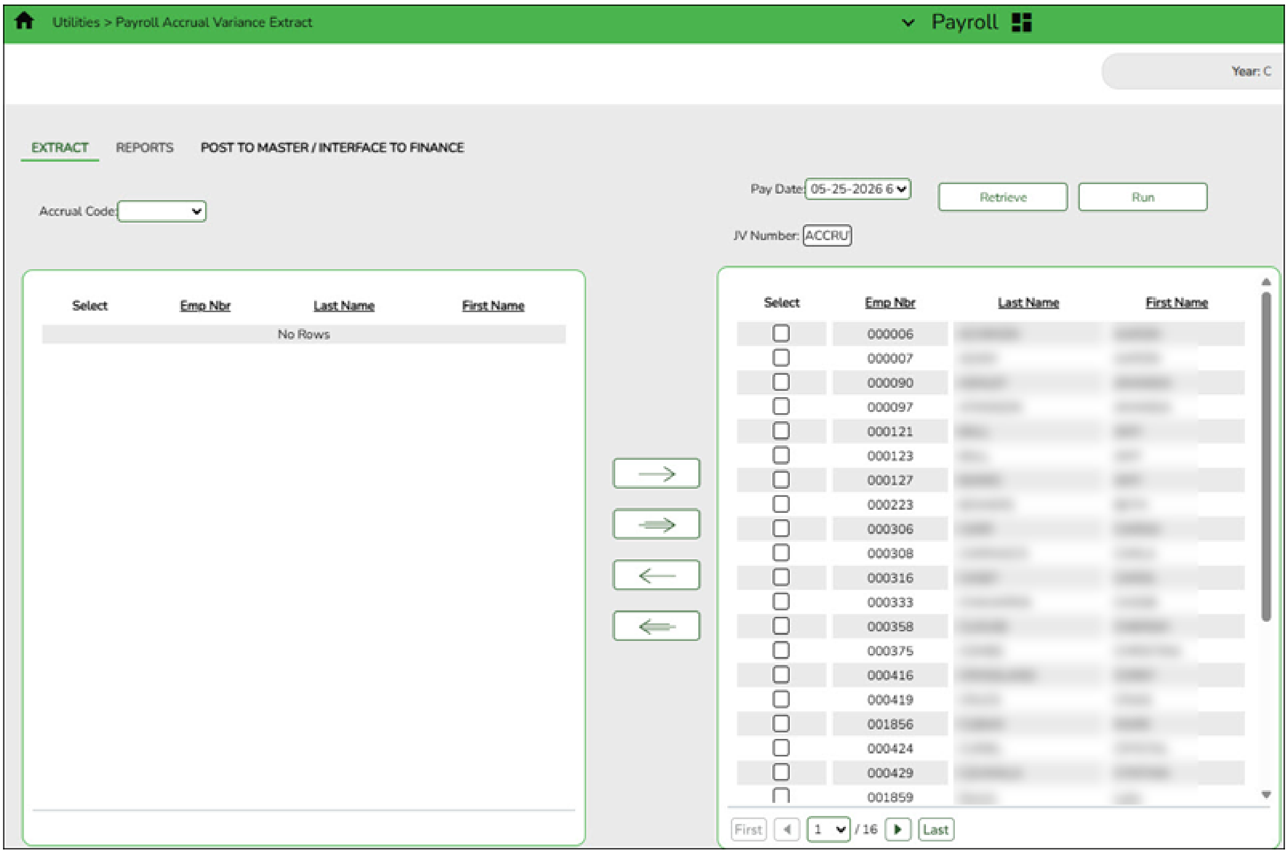
❑ Review the Accrual Overview.

## 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 > Payroll Accrual Variance Extract
Payroll
Year: C
EXTRACT
REPORTS
POST TO MASTER / INTERFACE TO FINANCE
Retrieve
Run
First
Last

Accrual Code:

Pay Date: 05-25-2026 6

JV Number: ACCRU

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

| Select | Emp Nbr | Last Name | First Name |
|---|---|---|---|
| ☐ | 000006 | [redacted] | [redacted] |
| ☐ | 000007 | [redacted] | [redacted] |
| ☐ | 000090 | [redacted] | [redacted] |
| ☐ | 000097 | [redacted] | [redacted] |
| ☐ | 000121 | [redacted] | [redacted] |
| ☐ | 000123 | [redacted] | [redacted] |
| ☐ | 000127 | [redacted] | [redacted] |
| ☐ | 000223 | [redacted] | [redacted] |
| ☐ | 000306 | [redacted] | [redacted] |
| ☐ | 000308 | [redacted] | [redacted] |
| ☐ | 000316 | [redacted] | [redacted] |
| ☐ | 000333 | [redacted] | [redacted] |
| ☐ | 000358 | [redacted] | [redacted] |
| ☐ | 000375 | [redacted] | [redacted] |
| ☐ | 000416 | [redacted] | [redacted] |
| ☐ | 000419 | [redacted] | [redacted] |
| ☐ | 001856 | [redacted] | [redacted] |
| ☐ | 000424 | [redacted] | [redacted] |
| ☐ | 000429 | [redacted] | [redacted] |
| ☐ | 001859 | [redacted] | [redacted] |

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Review the Accrual Overview document for more information about the Payroll Accrual Variance Extract process steps.

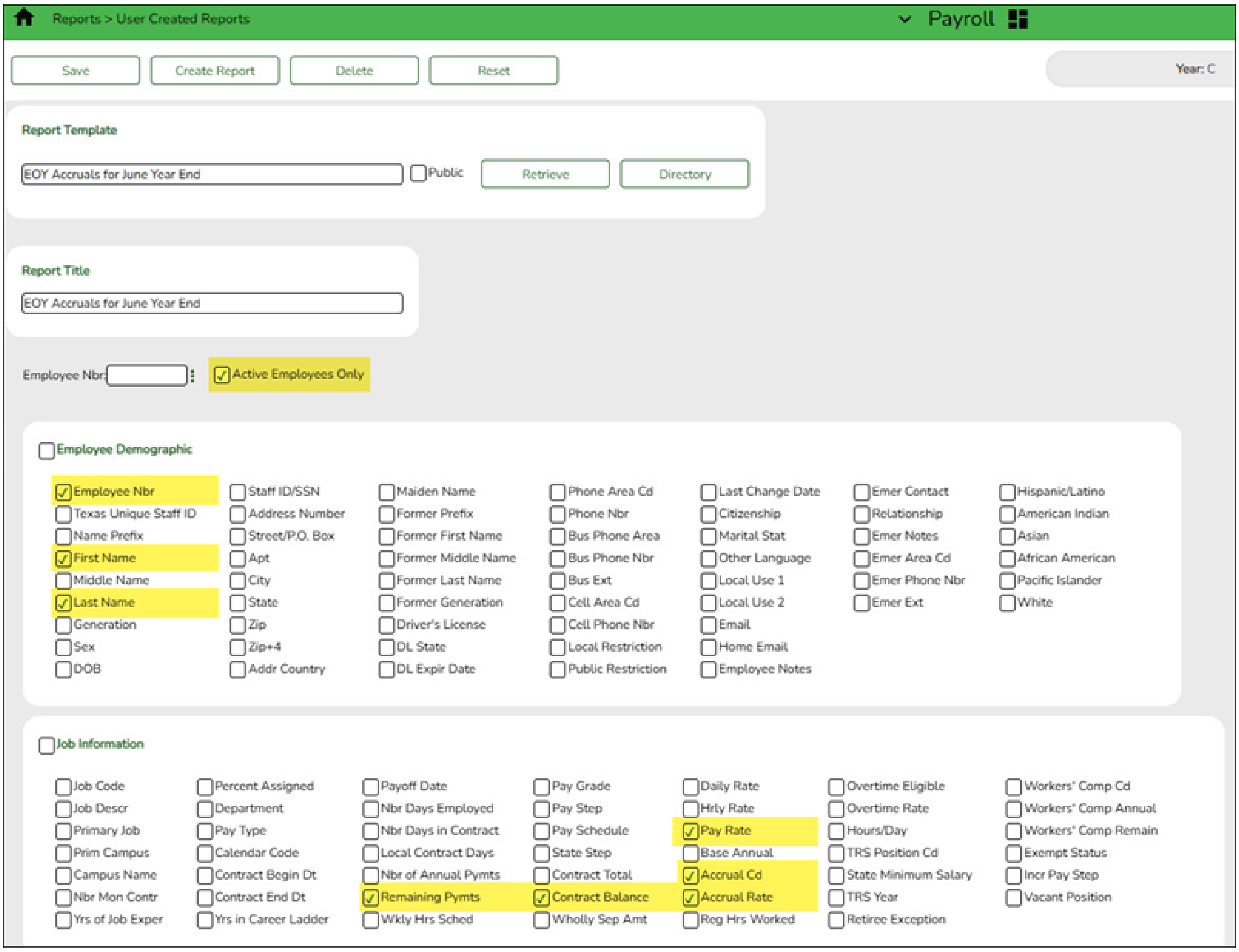
**Note**: **It is recommended** to balance accruals monthly to help identify and correct any errors. Use the Payroll > Utilities > Payroll Accrual Variance Extract > Extract to assist you in this process.

- 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
Year: C
Report Template
Retrieve
Directory
Report Title
Employee Nbr:
☐ Employee Demographic
☐ Texas Unique Staff ID
☐ Name Prefix
☐ Middle Name
☐ Generation
☐ Sex
☐ DOB
☐ Staff ID/SSN
☐ Address Number
☐ Street/P.O. Box
☐ Apt
☐ City
☐ State
☐ Zip
☐ Zip+4
☐ Addr Country
☐ Maiden Name
☐ Former Prefix
☐ Former First Name
☐ Former Middle Name
☐ Former Last Name
☐ Former Generation
☐ Driver's License
☐ DL State
☐ DL Expir Date
☐ Phone Area Cd
☐ Phone Nbr
☐ Bus Phone Area
☐ Bus Phone Nbr
☐ Bus Ext
☐ 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
☐ Nbr Days Employed
☐ Nbr Days in Contract
☐ Local Contract Days
☐ Nbr of Annual Pymts
☐ Wkly Hrs Sched
☐ Pay Grade
☐ Pay Step
☐ Pay Schedule
☐ State Step
☐ Contract Total
☐ Wholly Sep Amt
☐ Daily Rate
☐ Hrly Rate
☐ Base Annual
☐ 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

Report Template: EOY Accruals for June Year End ☐ Public

Report Title: EOY Accruals for June Year End

☑ Active Employees Only

☑ Employee Nbr
☑ First Name
☑ Last Name
☑ Remaining Pymts
☑ Contract Balance
☑ Pay Rate
☑ Accrual Cd
☑ Accrual Rate

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 as an Excel file. You will use this file to perform maintenance in the following step.

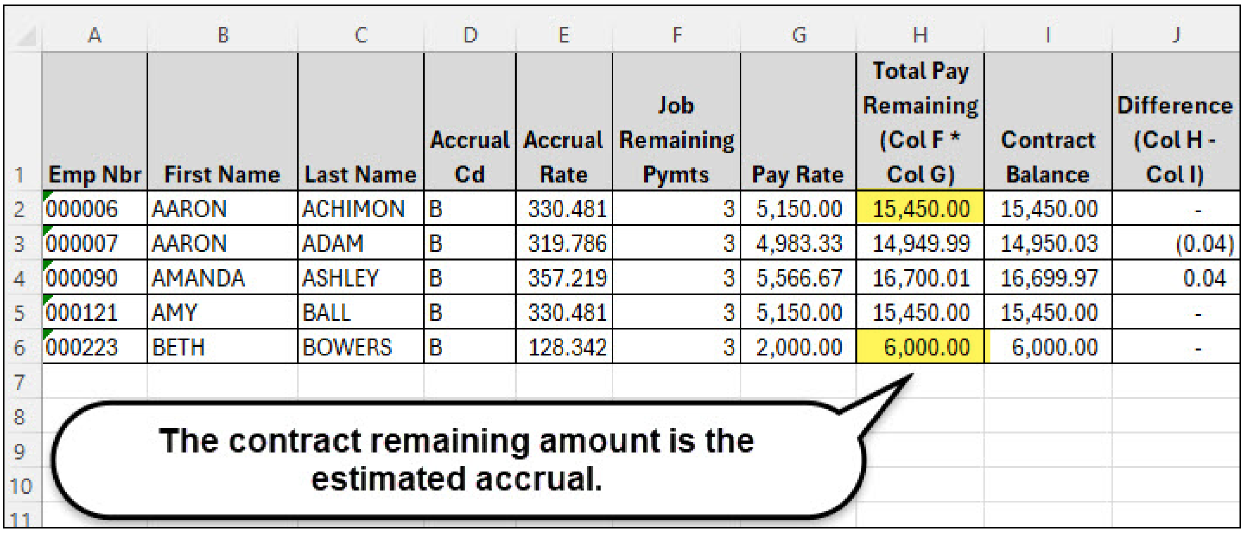
3. Perform Excel file maintenance.

## 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Emp Nbr | First Name | Last Name | Accrual Cd | Accrual Rate | Job Remaining Pymts | Pay Rate | Total Pay Remaining (Col F * Col G) | Contract Balance | Difference (Col H - Col I) |
| 2 | 000006 | AARON | ACHIMON | B | 330.481 | 3 | 5,150.00 | 15,450.00 | 15,450.00 | - |
| 3 | 000007 | AARON | ADAM | B | 319.786 | 3 | 4,983.33 | 14,949.99 | 14,950.03 | (0.04) |
| 4 | 000090 | AMANDA | ASHLEY | B | 357.219 | 3 | 5,566.67 | 16,700.01 | 16,699.97 | 0.04 |
| 5 | 000121 | AMY | BALL | B | 330.481 | 3 | 5,150.00 | 15,450.00 | 15,450.00 | - |
| 6 | 000223 | BETH | BOWERS | B | 128.342 | 3 | 2,000.00 | 6,000.00 | 6,000.00 | - |

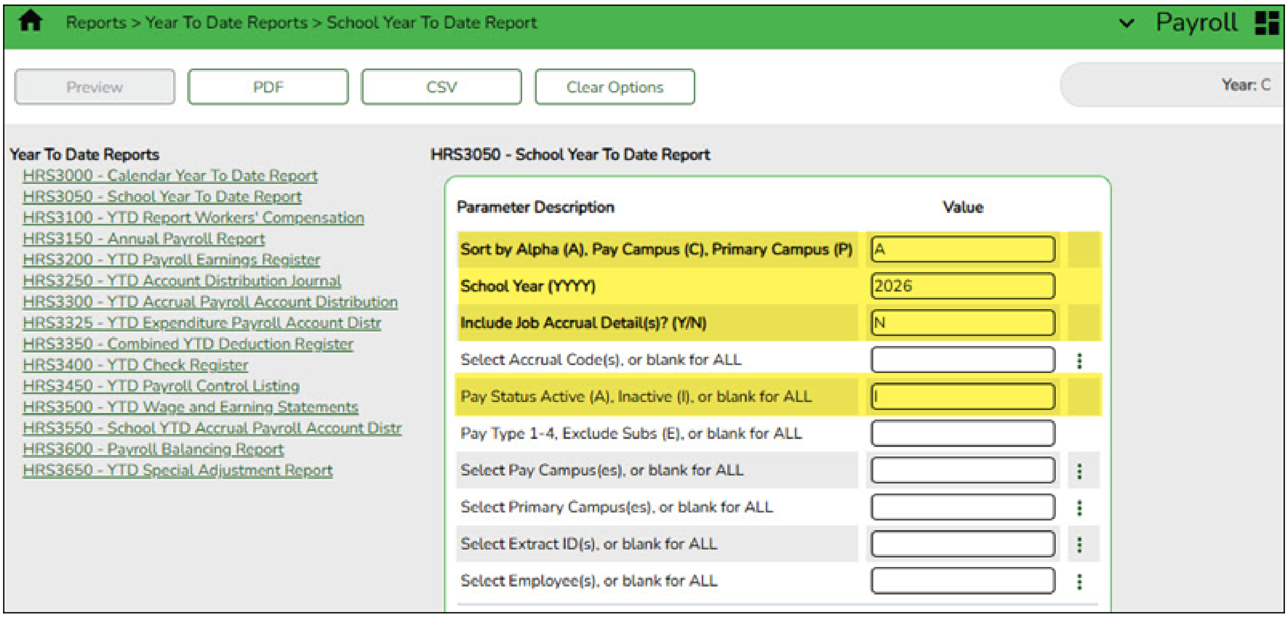
The contract remaining amount is the estimated accrual.

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

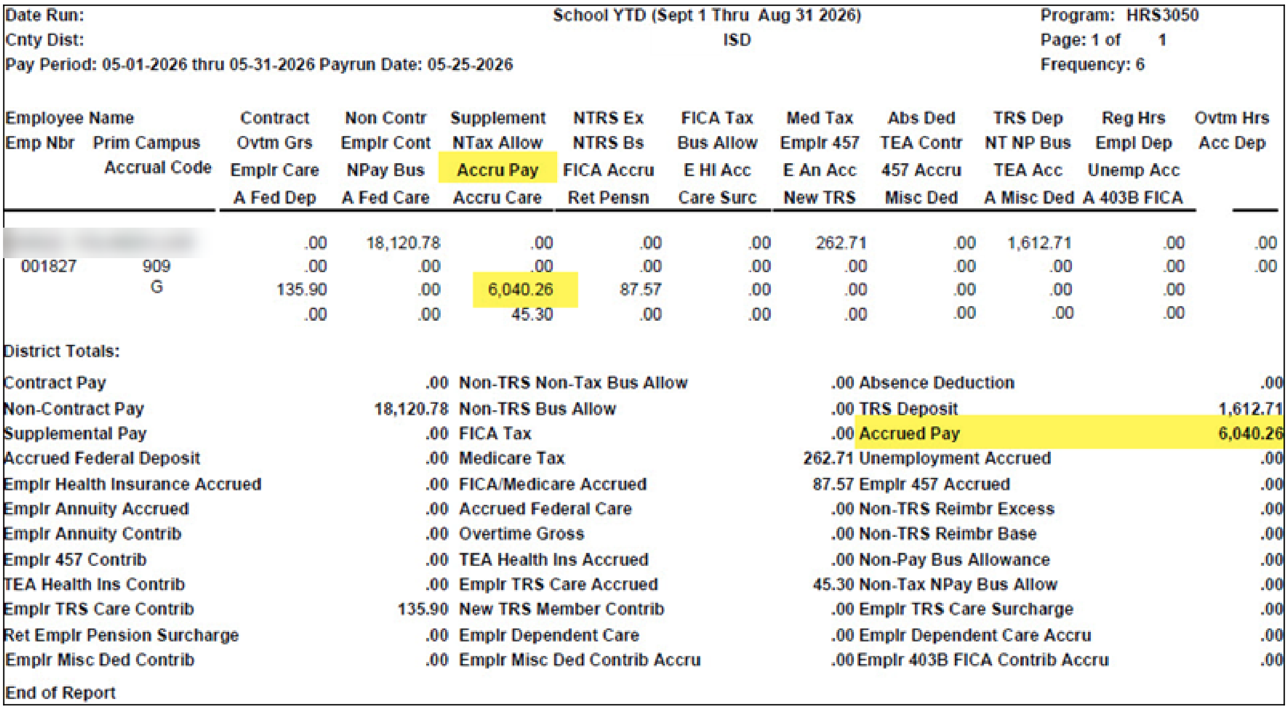
Generate the report with the following parameters. Print and/or save this report and review it for accuracy.



Year To Date Reports
- HRS3000 - Calendar Year To Date Report
- HRS3050 - School Year To Date Report
- HRS3100 - YTD Report Workers' Compensation
- HRS3150 - Annual Payroll Report
- HRS3200 - YTD Payroll Earnings Register
- HRS3250 - YTD Account Distribution Journal
- HRS3300 - YTD Accrual Payroll Account Distribution
- HRS3325 - YTD Expenditure Payroll Account Distr
- HRS3350 - Combined YTD Deduction Register
- HRS3400 - YTD Check Register
- HRS3450 - YTD Payroll Control Listing
- HRS3500 - YTD Wage and Earning Statements
- HRS3550 - School YTD Accrual Payroll Account Distr
- HRS3600 - Payroll Balancing Report
- HRS3650 - YTD Special Adjustment Report

HRS3050 - School Year To Date Report

| Parameter Description | Value |
|---|---|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | A |
| School Year (YYYY) | 2026 |
| Include Job Accrual Detail(s)? (Y/N) | N |
| Select Accrual Code(s), or blank for ALL | |
| Pay Status Active (A), Inactive (I), or blank for ALL | 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 | |



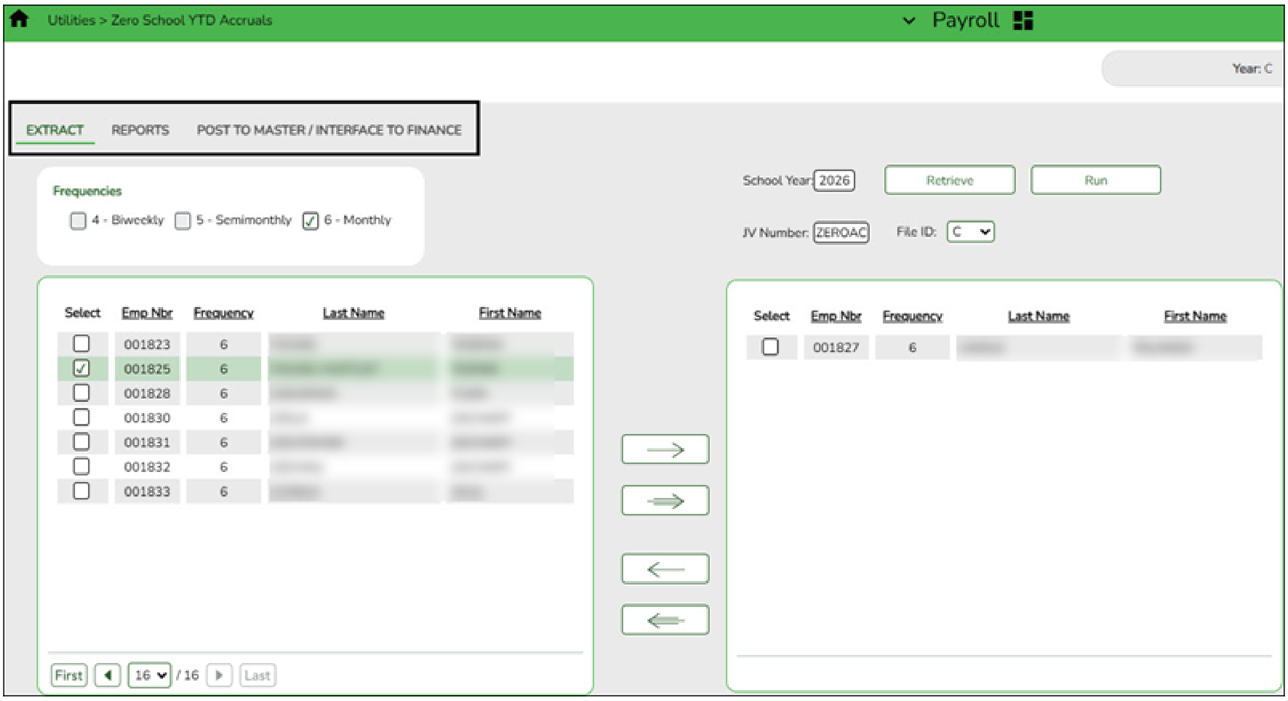
```
Date Run:                                    School YTD (Sept 1 Thru  Aug 31 2026)              Program:  HRS3050
Cnty Dist:                                                 ISD                                  Page: 1 of      1
Pay Period: 05-01-2026 thru 05-31-2026 Payrun Date: 05-25-2026                                  Frequency: 6

Employee Name              Contract   Non Contr  Supplement  NTRS Ex     FICA Tax    Med Tax     Abs Ded     TRS Dep     Reg Hrs     Ovtm Hrs
Emp Nbr   Prim Campus      Ovtm Grs   Emplr Cont NTax Allow  NTRS Bs     Bus Allow   Emplr 457   TEA Contr   NT NP Bus   Empl Dep    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

[redacted]                 .00        18,120.78  .00         .00         .00         262.71      .00         1,612.71    .00         .00
 001827     909            .00        .00        .00         .00         .00         .00         .00         .00         .00         .00
            G              135.90     .00        6,040.26    87.57       .00         .00         .00         .00         .00
                           .00        .00        45.30       .00         .00         .00         .00         .00         .00

District Totals:
Contract Pay                                .00  Non-TRS Non-Tax Bus Allow          .00 Absence Deduction                .00
Non-Contract Pay                      18,120.78  Non-TRS Bus Allow                  .00 TRS Deposit                 1,612.71
Supplemental Pay                            .00  FICA Tax                           .00 Accrued Pay                 6,040.26
Accrued Federal Deposit                     .00  Medicare Tax                    262.71 Unemployment Accrued             .00
Emplr Health Insurance Accrued              .00  FICA/Medicare Accrued            87.57 Emplr 457 Accrued                .00
Emplr Annuity Accrued                       .00  Accrued Federal Care               .00 Non-TRS Reimbr Excess            .00
Emplr Annuity Contrib                       .00  Overtime Gross                     .00 Non-TRS Reimbr Base              .00
Emplr 457 Contrib                           .00  TEA Health Ins Accrued             .00 Non-Pay Bus Allowance            .00
TEA Health Ins Contrib                      .00  Emplr TRS Care Accrued           45.30 Non-Tax NPay Bus Allow           .00
Emplr TRS Care Contrib                   135.90  New TRS Member Contrib             .00 Emplr TRS Care Surcharge         .00
Ret Emplr Pension Surcharge                 .00  Emplr Dependent Care               .00 Emplr Dependent Care Accru       .00
Emplr Misc Ded Contrib                      .00  Emplr Misc Ded Contrib Accru       .00 Emplr 403B FICA Contrib Accru    .00
End of Report
```

If there are any individuals with an accrual balance displayed on this report who are no longer with the LEA, perform the **Payroll > Utilities > Zero School YTD Accruals** to zero out their accruals.


Utilities > Zero School YTD Accruals
Payroll
Year: C
EXTRACT
REPORTS
POST TO MASTER / INTERFACE TO FINANCE
Retrieve
Run
First
16 / 16
Last

Frequencies

☐ 4 - Biweekly ☐ 5 - Semimonthly ☑ 6 - Monthly

School Year: 2026

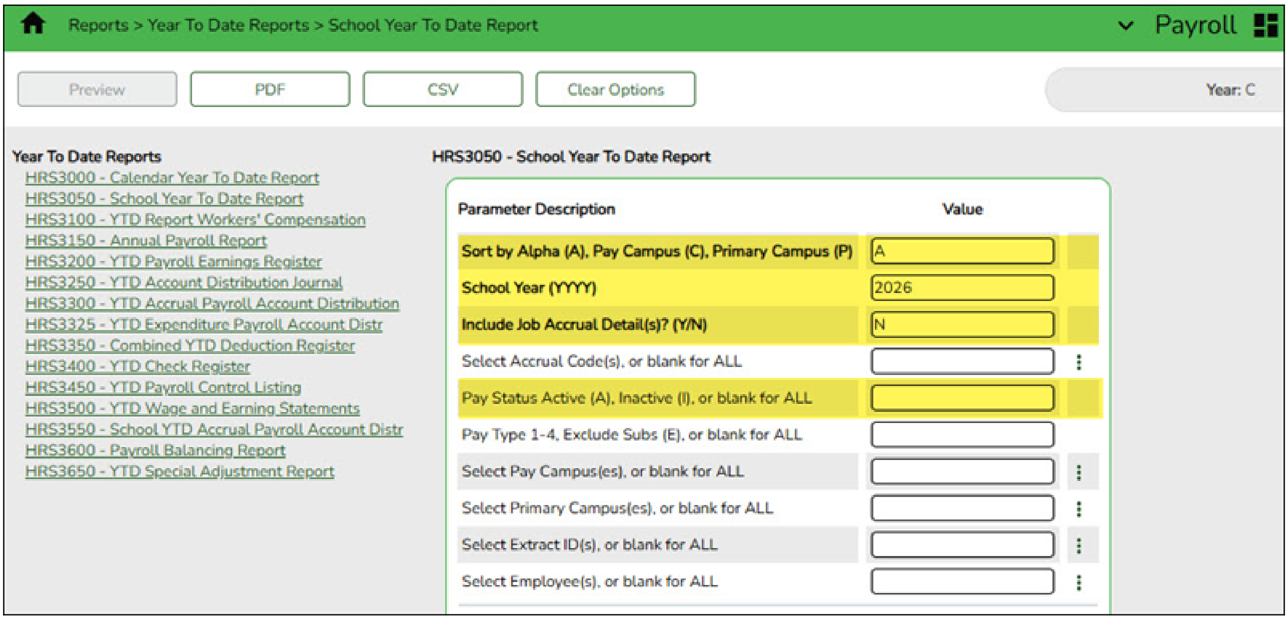
JV Number: ZEROAC

File ID: C

| Select | Emp Nbr | Frequency | Last Name | First Name |
|---|---|---|---|---|
| ☐ | 001823 | 6 | [redacted] | [redacted] |
| ☑ | 001825 | 6 | [redacted] | [redacted] |
| ☐ | 001828 | 6 | [redacted] | [redacted] |
| ☐ | 001830 | 6 | [redacted] | [redacted] |
| ☐ | 001831 | 6 | [redacted] | [redacted] |
| ☐ | 001832 | 6 | [redacted] | [redacted] |
| ☐ | 001833 | 6 | [redacted] | [redacted] |

| Select | Emp Nbr | Frequency | Last Name | First Name |
|---|---|---|---|---|
| ☐ | 001827 | 6 | [redacted] | [redacted] |

Generate the report again with the following parameters. Print and/or save this report and review it for accuracy.

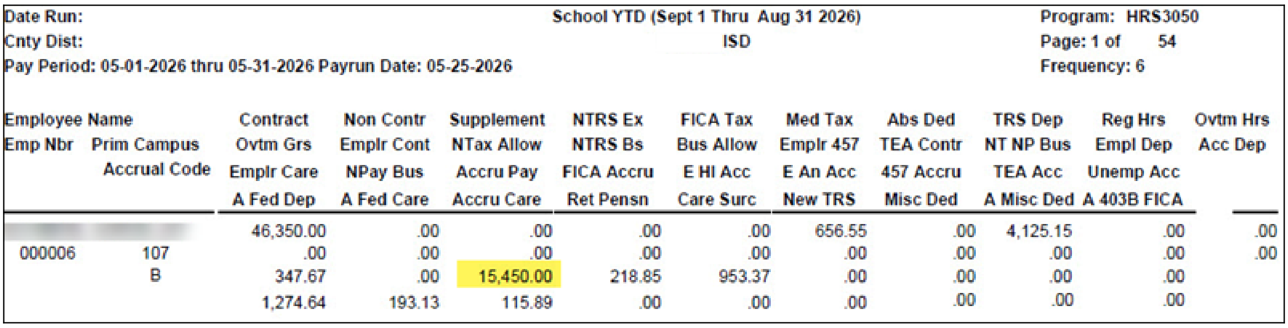


Year To Date Reports
- HRS3000 - Calendar Year To Date Report
- HRS3050 - School Year To Date Report
- HRS3100 - YTD Report Workers' Compensation
- HRS3150 - Annual Payroll Report
- HRS3200 - YTD Payroll Earnings Register
- HRS3250 - YTD Account Distribution Journal
- HRS3300 - YTD Accrual Payroll Account Distribution
- HRS3325 - YTD Expenditure Payroll Account Distr
- HRS3350 - Combined YTD Deduction Register
- HRS3400 - YTD Check Register
- HRS3450 - YTD Payroll Control Listing
- HRS3500 - YTD Wage and Earning Statements
- HRS3550 - School YTD Accrual Payroll Account Distr
- HRS3600 - Payroll Balancing Report
- HRS3650 - YTD Special Adjustment Report

HRS3050 - School Year To Date Report

| Parameter Description | Value |
|---|---|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | A |
| School Year (YYYY) | 2026 |
| Include Job Accrual Detail(s)? (Y/N) | N |
| Select Accrual Code(s), or blank for ALL | |
| Pay Status Active (A), Inactive (I), or blank for ALL | |
| Pay Type 1-4, Exclude Subs (E), or blank for ALL | |
| Select Pay Campus(es), or blank for ALL | |
| Select Primary Campus(es), or blank for ALL | |
| Select Extract ID(s), or blank for ALL | |
| Select Employee(s), or blank for ALL | |

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



```
Date Run:                                     School YTD (Sept 1 Thru  Aug 31 2026)              Program:  HRS3050
Cnty Dist:                                                    ISD                                Page: 1 of    54
Pay Period: 05-01-2026 thru 05-31-2026 Payrun Date: 05-25-2026                                   Frequency: 6

Employee Name              Contract   Non Contr  Supplement   NTRS Ex    FICA Tax    Med Tax    Abs Ded    TRS Dep    Reg Hrs   Ovtm Hrs
Emp Nbr    Prim Campus     Ovtm Grs   Emplr Cont NTax Allow   NTRS Bs    Bus Allow  Emplr 457  TEA Contr  NT NP Bus   Empl Dep   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
[redacted]                 46,350.00        .00         .00        .00        .00     656.55        .00   4,125.15        .00        .00
  000006        107              .00        .00         .00        .00        .00        .00        .00        .00        .00        .00
                  B           347.67        .00   15,450.00     218.85     953.37        .00        .00        .00        .00
                            1,274.64     193.13      115.89        .00        .00        .00        .00        .00        .00
```

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

5. 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.

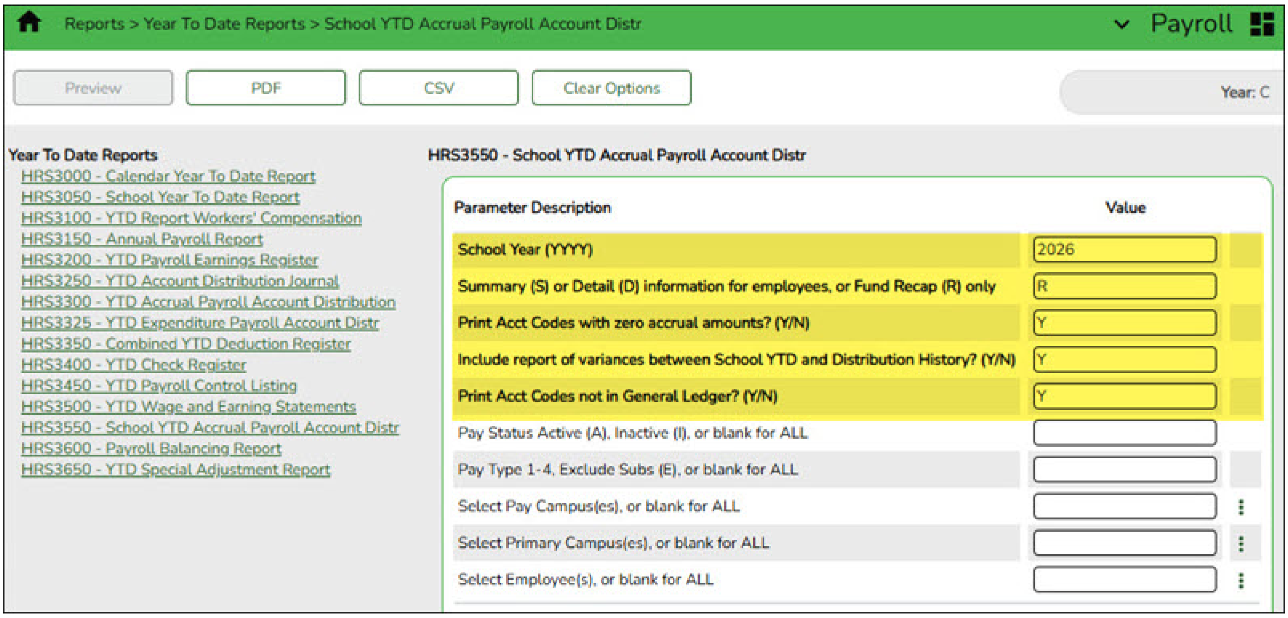
Generate the Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report again from Step 4 and verify that it matches the estimate from Step 3.

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:


Reports > Year To Date Reports > School YTD Accrual Payroll Account Distr
Payroll
Preview
PDF
CSV
Clear Options
Year: C
Year To Date Reports
HRS3000 - Calendar Year To Date Report
HRS3050 - School Year To Date Report
HRS3100 - YTD Report Workers' Compensation
HRS3150 - Annual Payroll Report
HRS3200 - YTD Payroll Earnings Register
HRS3250 - YTD Account Distribution Journal
HRS3300 - YTD Accrual Payroll Account Distribution
HRS3325 - YTD Expenditure Payroll Account Distr
HRS3350 - Combined YTD Deduction Register
HRS3400 - YTD Check Register
HRS3450 - YTD Payroll Control Listing
HRS3500 - YTD Wage and Earning Statements
HRS3550 - School YTD Accrual Payroll Account Distr
HRS3600 - Payroll Balancing Report
HRS3650 - YTD Special Adjustment Report
HRS3550 - School YTD Accrual Payroll Account Distr

| Parameter Description | Value |
|---|---|
| School Year (YYYY) | 2026 |
| Summary (S) or Detail (D) information for employees, or Fund Recap (R) only | R |
| Print Acct Codes with zero accrual amounts? (Y/N) | Y |
| Include report of variances between School YTD and Distribution History? (Y/N) | Y |
| Print Acct Codes not in General Ledger? (Y/N) | Y |
| Pay Status Active (A), Inactive (I), or blank for ALL | |
| Pay Type 1-4, Exclude Subs (E), or blank for ALL | |
| Select Pay Campus(es), or blank for ALL | |
| Select Primary Campus(es), or blank for ALL | |
| Select Employee(s), or blank for ALL | |

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

7. Run a general ledger inquiry.

## Run a general ledger inquiry

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

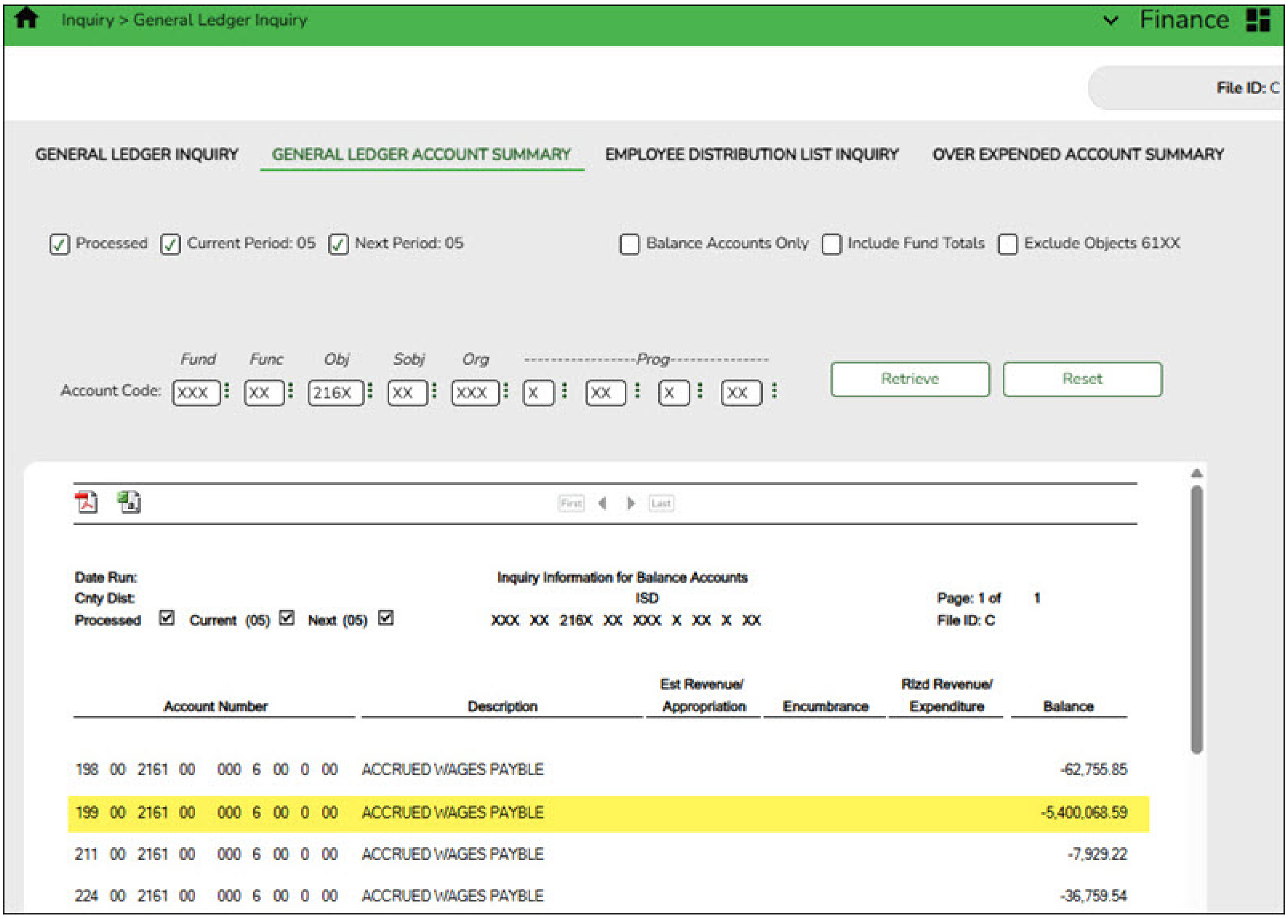
When considering potential journal entries to be made later in this step, use the following chart for reference.

**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.


Inquiry > General Ledger Inquiry
Finance
File ID: C
GENERAL LEDGER INQUIRY
GENERAL LEDGER ACCOUNT SUMMARY
EMPLOYEE DISTRIBUTION LIST INQUIRY
OVER EXPENDED ACCOUNT SUMMARY
Retrieve
Reset
First
Last

☑ Processed ☑ Current Period: 05 ☑ Next Period: 05 ☐ Balance Accounts Only ☐ Include Fund Totals ☐ Exclude Objects 61XX

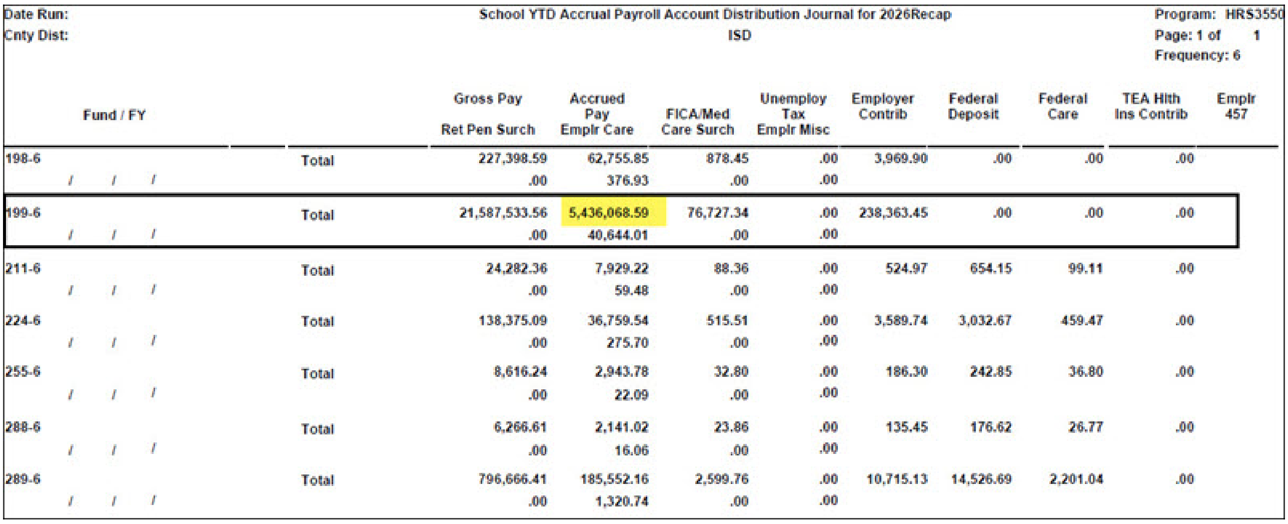
Account Code: Fund XXX Func XX Obj 216X Sobj XX Org XXX Prog X XX X XX

Date Run:
Cnty Dist:
Processed ☑ Current (05) ☑ Next (05) ☑

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/ Appropriation | Encumbrance | Rlzd Revenue/ Expenditure | Balance |
|---|---|---|---|---|---|
| 198 00 2161 00 000 6 00 0 00 | ACCRUED WAGES PAYBLE | | | | -62,755.85 |
| 199 00 2161 00 000 6 00 0 00 | ACCRUED WAGES PAYBLE | | | | -5,400,068.59 |
| 211 00 2161 00 000 6 00 0 00 | ACCRUED WAGES PAYBLE | | | | -7,929.22 |
| 224 00 2161 00 000 6 00 0 00 | ACCRUED WAGES PAYBLE | | | | -36,759.54 |



Date Run:
Cnty Dist:

School YTD Accrual Payroll Account Distribution Journal for 2026Recap
ISD

Program: HRS3550
Page: 1 of 1
Frequency: 6

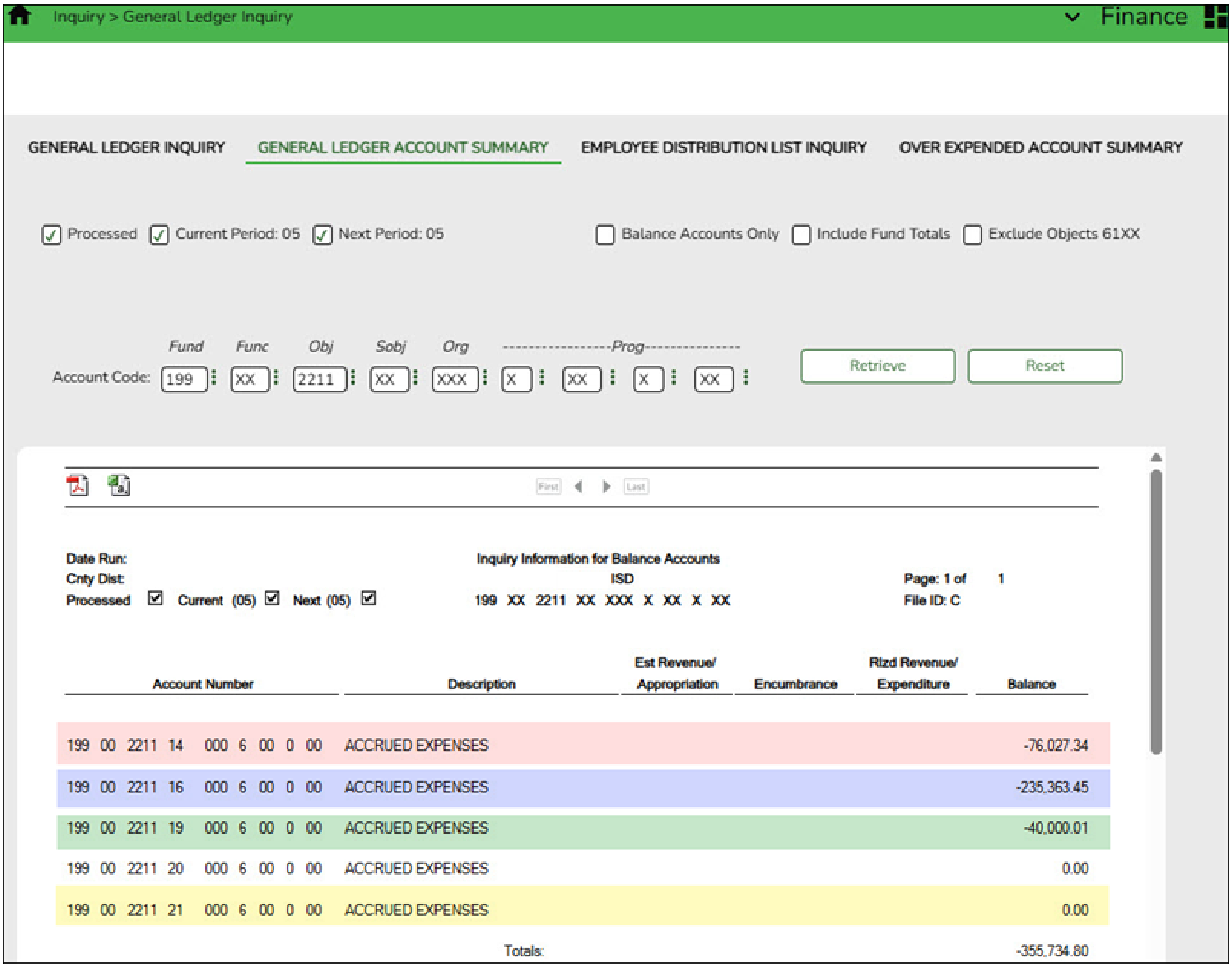
| Fund / FY | | Gross Pay<br>Ret Pen Surch | Accrued Pay<br>Emplr Care | FICA/Med<br>Care Surch | Unemploy Tax<br>Emplr Misc | Employer Contrib | Federal Deposit | Federal Care | TEA Hlth Ins Contrib | Emplr 457 |
|---|---|---|---|---|---|---|---|---|---|---|
| 198-6 | Total | 227,398.59 | 62,755.85 | 878.45 | .00 | 3,969.90 | .00 | .00 | .00 | |
| / / / | | .00 | 376.93 | .00 | .00 | | | | | |
| 199-6 | Total | 21,587,533.56 | 5,436,068.59 | 76,727.34 | .00 | 238,363.45 | .00 | .00 | .00 | |
| / / / | | .00 | 40,644.01 | .00 | .00 | | | | | |
| 211-6 | Total | 24,282.36 | 7,929.22 | 88.36 | .00 | 524.97 | 654.15 | 99.11 | .00 | |
| / / / | | .00 | 59.48 | .00 | .00 | | | | | |
| 224-6 | Total | 138,375.09 | 36,759.54 | 515.51 | .00 | 3,589.74 | 3,032.67 | 459.47 | .00 | |
| / / / | | .00 | 275.70 | .00 | .00 | | | | | |
| 255-6 | Total | 8,616.24 | 2,943.78 | 32.80 | .00 | 186.30 | 242.85 | 36.80 | .00 | |
| / / / | | .00 | 22.09 | .00 | .00 | | | | | |
| 288-6 | Total | 6,266.61 | 2,141.02 | 23.86 | .00 | 135.45 | 176.62 | 26.77 | .00 | |
| / / / | | .00 | 16.06 | .00 | .00 | | | | | |
| 289-6 | Total | 796,666.41 | 185,552.16 | 2,599.76 | .00 | 10,715.13 | 14,526.69 | 2,201.04 | .00 | |
| / / / | | .00 | 1,320.74 | .00 | .00 | | | | | |

If there is a difference in any of the funds, a journal entry needs to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Compare the HRS3550 report totals to the General Ledger Inquiry reports.
Review the following example entry:

| **Account Code** | **Debit** | **Credit** |
|---|---|---|
| 199-00-2161-00-000-X-00-000 | | $36,000.00 |
| 199-11-6119-00-001-X-11-000 | $36,000.00 | |

This is the difference between the two amounts. The entry has to make the general ledger match the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.


Inquiry > General Ledger Inquiry
Finance
GENERAL LEDGER INQUIRY
GENERAL LEDGER ACCOUNT SUMMARY
EMPLOYEE DISTRIBUTION LIST INQUIRY
OVER EXPENDED ACCOUNT SUMMARY
Retrieve
Reset
First
Last

☑ Processed ☑ Current Period: 05 ☑ Next Period: 05 ☐ Balance Accounts Only ☐ Include Fund Totals ☐ Exclude Objects 61XX

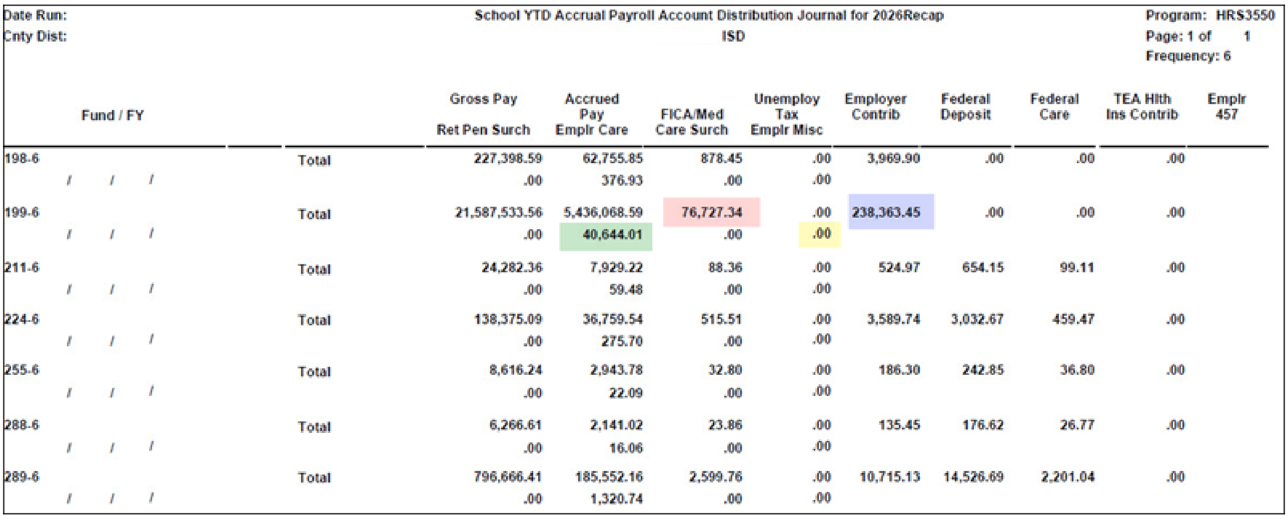
Account Code: Fund 199 Func XX Obj 2211 Sobj XX Org XXX Prog X XX X XX

Date Run:
Cnty Dist:
Processed ☑ Current (05) ☑ Next (05) ☑

Inquiry Information for Balance Accounts
ISD
199 XX 2211 XX XXX X XX X XX

Page: 1 of 1
File ID: C

| Account Number | Description | Est Revenue/ Appropriation | Encumbrance | Rlzd Revenue/ Expenditure | Balance |
|---|---|---|---|---|---|
| 199 00 2211 14 000 6 00 0 00 | ACCRUED EXPENSES | | | | -76,027.34 |
| 199 00 2211 16 000 6 00 0 00 | ACCRUED EXPENSES | | | | -235,363.45 |
| 199 00 2211 19 000 6 00 0 00 | ACCRUED EXPENSES | | | | -40,000.01 |
| 199 00 2211 20 000 6 00 0 00 | ACCRUED EXPENSES | | | | 0.00 |
| 199 00 2211 21 000 6 00 0 00 | ACCRUED EXPENSES | | | | 0.00 |
| | Totals: | | | | -355,734.80 |


Date Run:
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School YTD Accrual Payroll Account Distribution Journal for 2026Recap
ISD

Program: HRS3550
Page: 1 of 1
Frequency: 6

| Fund / FY | | Gross Pay<br>Ret Pen Surch | Accrued Pay<br>Emplr Care | FICA/Med Care Surch | Unemploy Tax<br>Emplr Misc | Employer Contrib | Federal Deposit | Federal Care | TEA Hlth Ins Contrib | Emplr 457 |
|---|---|---|---|---|---|---|---|---|---|---|
| 198-6 | Total | 227,398.59 | 62,755.85 | 878.45 | .00 | 3,969.90 | .00 | .00 | .00 | |
| / / / | | .00 | 376.93 | .00 | .00 | | | | | |
| 199-6 | Total | 21,587,533.56 | 5,436,068.59 | 76,727.34 | .00 | 238,363.45 | .00 | .00 | .00 | |
| / / / | | .00 | 40,644.01 | .00 | .00 | | | | | |
| 211-6 | Total | 24,282.36 | 7,929.22 | 88.36 | .00 | 524.97 | 654.15 | 99.11 | .00 | |
| / / / | | .00 | 59.48 | .00 | .00 | | | | | |
| 224-6 | Total | 138,375.09 | 36,759.54 | 515.51 | .00 | 3,589.74 | 3,032.67 | 459.47 | .00 | |
| / / / | | .00 | 275.70 | .00 | .00 | | | | | |
| 255-6 | Total | 8,616.24 | 2,943.78 | 32.80 | .00 | 186.30 | 242.85 | 36.80 | .00 | |
| / / / | | .00 | 22.09 | .00 | .00 | | | | | |
| 288-6 | Total | 6,266.61 | 2,141.02 | 23.86 | .00 | 135.45 | 176.62 | 26.77 | .00 | |
| / / / | | .00 | 16.06 | .00 | .00 | | | | | |
| 289-6 | Total | 796,666.41 | 185,552.16 | 2,599.76 | .00 | 10,715.13 | 14,526.69 | 2,201.04 | .00 | |
| / / / | | .00 | 1,320.74 | .00 | .00 | | | | | |

If there is a difference in any of the funds such as in the example shown below, a journal entry will need to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Review the following example entry:

| Account Code | Debit | Credit |
|---|---|---|
| 199-00-2211-14-000-X-00-000 | | $700.00 |
| 199-11-6141-00-001-X-11-000 | $700.00 | |
| 199-00-2211-16-000-X-00-000 | | $3,000.00 |

| Account Code | Debit | Credit |
|---|---|---|
| 199-11-6142-00-001-X-11-000 | $3,000.00 | |
| 199-00-2211-19-000-X-00-000 | | $644.00 |
| 199-11-6146-00-001-X-11-000 | $644.00 | |

**Note**: Be sure to keep a clean final copy of both of the HRS3550 reports for the auditor. **These reports cannot be recreated after the July and August payrolls are processed.**

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