



Run a general ledger inquiry

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Run a general ledger inquiry

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Run an inquiry on the 216X and 221X accounts from Finance and compare the balances to the Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

This inquiry can also be run in Purchasing.

The screenshot shows the 'GENERAL LEDGER ACCOUNT SUMMARY' report. The account code is set to 216X. The report lists the following accounts and their balances:

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rtzd Revenue/ Expenditure	Balance
198 00 2161 00 000 5 00 0 00	ACCRUED WAGES PAYBLE				-28,001.64
199 00 2161 00 000 5 00 0 00	ACCRUED WAGES PAYBLE				-3,399,331.47
211 00 2161 00 000 5 00 0 00	ACCRUED WAGES PAYBLE				-3,785.69

Date Run: School YTD Accrual Payroll Account Distribution Journal for 2022Recap
 Cnty Dist: ISD
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Fund / FY	Gross Pay	Accrued Pay	FICA/Med	Unemploy	Employer	Federal	Federal	TEA Hith	Emplr
	Ret Pen Surch	Emplr Care	Care Surch	Tax Emplr Misc	Contrib	Deposit	Care	Ins Contrib	457
199-2	699,105.55	217,639.66	2,843.19	.00	5,120.25	.00	.00	.00	.00
	.00	1,622.56	.00	.00					
211-2	22,124.97	7,112.55	92.58	.00	247.19	551.18	88.93	.00	.00
	.00	53.37	.00	.00					
240-2	32,275.44	10,758.48	125.10	.00	407.80	.00	.00	.00	.00
	.00	80.70	.00	.00					
255-2	2,624.94	923.33	12.02	.00	29.34	71.59	11.53	.00	.00
	.00	6.93	.00	.00					
288-2	10,500.03	3,229.89	41.51	.00	169.52	250.32	40.37	.00	.00
	.00	24.23	.00	.00					
289-2	6,750.09	1,982.57	24.93	.00	128.93	153.65	24.79	.00	.00
	.00	14.84	.00	.00					
District Totals: Gross Pay:		773,381.02	Unemployment Tax:	.00	Federal Care:		165.62	Emplr 457:	.00
Accrued Pay:		241,646.48	Employer Contrib:	6,103.03	TEA Hith Ins Contrib:		.00		
FICA/Medicare Tax:		3,139.33	Federal Deposit:	1,026.74	Ret Emplr Pen Surch:		.00		
Emplr TRS Care Contrib:		1,802.63	Emplr TRS Care Surch:	.00	Emplr Misc Ded Contrib:		.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.
Review the following example entry:

	DR	CR
199-00-2161-00-000-X00000		2055.55
199-11-6119-00-101-X11000	2055.55	

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

Inquiry > General Ledger Inquiry Finance

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

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

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

Date Run: Inquiry Information for Balance Accounts
Cnty Dist: ISD Page: 1 of 1
Processed Current Next 199 XX 2211 XX XXX X XX X XX File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rizd Revenue/ Expenditure	Balance
199 00 2211 14 000	00 0 00 ACCRUED EXPENSES				-47,822.39
199 00 2211 16 000	00 0 00 ACCRUED EXPENSES				-251,450.63
199 00 2211 19 000	00 0 00 ACCRUED EXPENSES				-25,366.28
199 00 2211 20 000	00 0 00 ACCRUED EXPENSES				0.00
199 00 2211 21 000	00 0 00 ACCRUED EXPENSES				0.00
Totals:					-324,639.30

Date Run: School YTD Accrual Payroll Account Distribution Journal for 2025Recap Program: HRS3550
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Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457
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, 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:

	DR	CR
199-00-2211-14-000-X00000		27.39
199-11-6141-00-101-X11000	27.39	
199-00-2211-16-000-X00000	60.29	
199-11-6142-00-101-X11000		60.29
199-00-2211-19-000-X00000		11.32
199-11-6146-00-101-X11000	11.32	

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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