



Run a general ledger inquiry

Table of Contents

Run a general ledger inquiry

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

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

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

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

Date Run:
Inquiry Information for Balance Accounts
Page: 1 of 1

Cnty Dist:
ISD
File ID: C

Processed
Current
Next
XXX XX 216X XX XXX X XX X XX

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 2025Recap								Program: HRS3550	
Cnty Dist:		ISD								Page: 1 of 1	
										Frequency: 6	
Fund / FY		Gross Pay	Accrued Pay	FICA/Med	Unemploy	Employer	Federal	Federal	TEA Hlth	Emplr	
		Ret Pen Surch	Pay Emplr Care	Care Surch	Tax Emplr Misc	Contrib	Deposit	Care	Ins Contrib	457	
198-5	Total	153,565.90	28,001.64	382.56	.00	4,309.50	.00	.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	
		.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	
		.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	
		.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	
		.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	
		.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	
		.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	
		.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	
		.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.

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 Func Obj Sobj Org -----Prog-----
 Account Code: 199 XX 2211 XX XXX 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
 Cnty Dist: ISD Page: 1 of 1
 Frequency: 6

Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457
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, 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		\$39.11
199-11-6141-00-101-X-11-000	\$39.11	
199-00-2211-16-000-X-00-000	\$52.04	
199-11-6142-00-101-X-11-000		\$52.04
199-00-2211-19-000-X-00-000		\$20.22
199-11-6146-00-101-X-23-000	\$20.22	

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