

Payroll Reconciliation Report

Transaction Code: PC00_M10_REC

- Purpose** Use this report to assist in reconciling payroll results. Variants have been set up to execute reports for each quarter to assist agencies with 941 reconciliation.
- Trigger** Perform this procedure when you need to verify the total deposits for the quarter
- Prerequisites** None
- End User Roles** In order to perform this transaction you must be assigned the following role:
Financial Reporting Processor, Payroll Analyst, Payroll Processor, Tax Reporter



| Change History | |
|----------------|--------------------|
| Date | Change Description |
| 1/28/15 | Procedure Created |

Transaction Code **PC00_M10_REC**

| | |
|----------------------|---|
| Helpful Hints | <ol style="list-style-type: none">1. Larger agencies may need to execute the report in the background due to longer run times.2. This report will not include manual entry adjustments entered in Tax Reporter (transaction PU19). |
|----------------------|---|

Procedure

1. Start the transaction using the transaction code **PC00_M10_REC**.

2. Click the  (Get Variant) to select variant.
3. Remove your personnel number from the *Created By* field and key **SWV*** into the *Variant Field* and click  (Copy)

Find Variant

Variant: SWV*

Environment: []

Created by: []

Changed by: []

Original Language: []

4. Double click on the desired *State Wide Variant*.

ABAP: Variant Directory of Program RPCPRRU0


Variant Catalog for Program RPCPRRU0

| Variant name | Short Description |
|----------------|--------------------------|
| SWV IRSQTR1 14 | SWV 941 recon QTR 1 2014 |
| SWV IRSQTR1 15 | SWV 941 recon QTR 1 2015 |
| SWV IRSQTR2 14 | SWV 941 recon QTR 2 2014 |
| SWV IRSQTR2 15 | SWV 941 recon QTR 2 2015 |
| SWV IRSQTR3 14 | SWV 941 recon QTR 3 2014 |
| SWV IRSQTR3 15 | SWV 941 recon QTR 3 2015 |
| SWV IRSQTR4 13 | SWV 941 recon QTR 4 2013 |
| SWV IRSQTR4 14 | SWV 941 recon QTR 4 2014 |
| SWV IRSQTR4 15 | SWV 941 recon QTR 4 2015 |

Example: SWV IRSQTR1 15

5. Complete the following field:

| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|---|
| Field Name | R/O/C | Description |
| Tax Company | R | Agency four-character designation used for reporting purposes. Each such designation is assigned a distinct Employer Identification Number (EIN) and is mapped to a tax company for tax calculation purposes. |

 Agencies that summarize to a headquarters tax company will need to include all of the tax companies in the selection field.

Example 1790 – Department of Enterprise Services

Program Edit Goto System Help

Payroll Reconciliation Report

Further selections

Period

Today Current month Current year


Up to today From today


Other period


Period To

Payroll period


Selection


Personnel Number 


Personnel area 


Payroll area 

Tax-related selections

Tax Company to 

Tax Authority to 


Employee/Employer Taxes 

Cost Center to 

Wage Type Selections

Wage Type Application

Description

Wage Type to 

Output Options

Accumulations

Year-to-date

Quarter-to-date

Month-to-date

Reportable Fields


FI/Tax Reporter Views

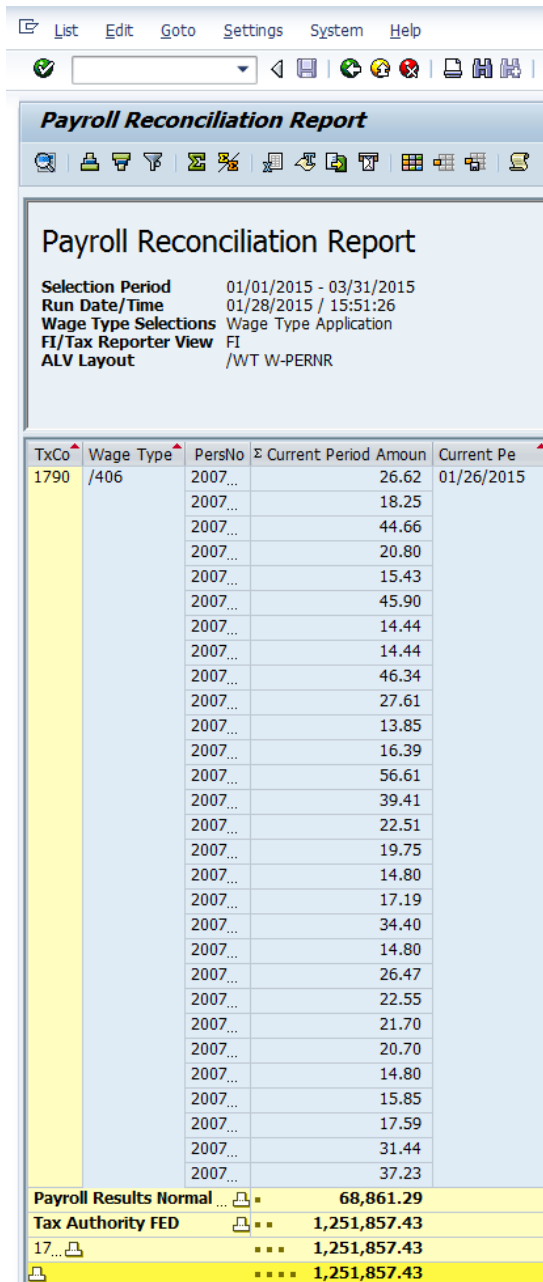
Show FI - W-2 Variance

Show FI - 941 Variance

Show FI - SUI Variance

Show FI view only

- Click  (Execute) to generate the report.



| TxCo | Wage Type | PersNo | Current Period Amount | Current Pe |
|-------------------------------|-----------|---------|-----------------------|------------|
| 1790 | /406 | 2007... | 26.62 | 01/26/2015 |
| | | 2007... | 18.25 | |
| | | 2007... | 44.66 | |
| | | 2007... | 20.80 | |
| | | 2007... | 15.43 | |
| | | 2007... | 45.90 | |
| | | 2007... | 14.44 | |
| | | 2007... | 14.44 | |
| | | 2007... | 46.34 | |
| | | 2007... | 27.61 | |
| | | 2007... | 13.85 | |
| | | 2007... | 16.39 | |
| | | 2007... | 56.61 | |
| | | 2007... | 39.41 | |
| | | 2007... | 22.51 | |
| | | 2007... | 19.75 | |
| | | 2007... | 14.80 | |
| | | 2007... | 17.19 | |
| | | 2007... | 34.40 | |
| | | 2007... | 14.80 | |
| | | 2007... | 26.47 | |
| | | 2007... | 22.55 | |
| | | 2007... | 21.70 | |
| | | 2007... | 20.70 | |
| | | 2007... | 14.80 | |
| | | 2007... | 15.85 | |
| | | 2007... | 17.59 | |
| | | 2007... | 31.44 | |
| | | 2007... | 37.23 | |
| Payroll Results Normal | | | 68,861.29 | |
| Tax Authority FED | | | 1,251,857.43 | |
| 17... | | | 1,251,857.43 | |
| | | | 1,251,857.43 | |



The report results will display the TaxCo, Wage Type, Personnel Number, Current Period Amount, Current Pay Period



The report results should match your Form 941 for the same quarter.

Payroll Reconciliation Report

Selection Period: 01/01/2015 - 03/31/2015
 Run Date/Time: 01/28/2015 / 15:51:26
 Wage Type Selections: Wage Type Application
 FI/Tax Reporter View: FI
 ALV Layout: /WT W-PERNR

| TxCo | Wage Type | PersNo | Current Period | Amount | Current |
|-------------------------------|-----------|---------|----------------|---------------------|---------|
| 1790 | /406 | 2007... | | 26.62 | 01/26/ |
| | | 2007... | | 18.25 | |
| | | 2007... | | 44.66 | |
| | | 2007... | | 20.80 | |
| | | 2007... | | 15.43 | |
| | | 2007... | | 45.90 | |
| | | 2007... | | 14.44 | |
| | | 2007... | | 14.44 | |
| | | 2007... | | 46.34 | |
| | | 2007... | | 27.61 | |
| | | 2007... | | 13.85 | |
| | | 2007... | | 16.39 | |
| | | 2007... | | 56.61 | |
| | | 2007... | | 39.41 | |
| | | 2007... | | 22.51 | |
| | | 2007... | | 19.75 | |
| | | 2007... | | 14.80 | |
| | | 2007... | | 17.19 | |
| | | 2007... | | 34.40 | |
| | | 2007... | | 14.80 | |
| | | 2007... | | 26.47 | |
| | | 2007... | | 22.55 | |
| | | 2007... | | 21.70 | |
| | | 2007... | | 20.70 | |
| | | 2007... | | 14.80 | |
| | | 2007... | | 15.85 | |
| | | 2007... | | 17.59 | |
| | | 2007... | | 31.44 | |
| | | 2007... | | 37.23 | |
| Payroll Results Normal | | | | 68,861.29 | |
| Tax Authority FED | | | | 1,251,857.43 | |
| 17... | | | | 1,251,857.43 | |
| | | | | 1,251,857.43 | |

Form 941

941 for 2015: Employer's QUARTERLY Federal Tax Return
 (Rev. January 2014) Department of the Treasury - Internal Revenue Service OMB No. 1545-0023

Employer identification number (EIN) [] - [] - [] - [] - [] - [] - [] - [] - [] - [] - [] - [] - [] - [] - [] - []

Name (not your trade name) **WASH**

Trade name (if any) []

Address
 Number: **Olympia** Street: [] Suite or room number: []
 City: [] State: **WA** ZIP code: **98504**
 Foreign country name: [] Foreign postoffice: [] Foreign postal code: []

Report for this Quarter of 2015 (Check one.)
 1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December
 Instructions and prior year forms are available at www.irs.gov/form941.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3) or Dec. 12 (Quarter 4) 1 []

2 Wages, tips, and other compensation 2 **4341674.86**

3 Federal income tax withheld from wages, tips, and other compensation 3 **525255.67**

4 If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6.

| | | | |
|----|---|----------------------------|-------------------|
| | Column 1 | | Column 2 |
| 5a | Taxable social security wages | 4749024.80 x .124 = | 588879.08 |
| 5b | Taxable social security tips | 0.00 x .124 = | |
| 5c | Taxable Medicare wages & tips | 4749024.80 x .029 = | 137721.72 |
| 5d | Taxable wages & tips subject to Additional Medicare Tax withholding | 0.00 x .009 = | |
| 5e | Add Column 2 from lines 5a, 5b, 5c, and 5d | | 726600.80 |
| 5f | Section 3121(q) Notice and Demand — Tax due on unreported tips (see instructions) | | |
| 6 | Total taxes before adjustments (add lines 3, 5e and 5f) | | 1251856.47 |
| 7 | Current quarter's adjustment for fractions of cents | | 0.96 |
| 8 | Current quarter's adjustment for sick pay | | |
| 9 | Current quarter's adjustments for tips and group-term life insurance | | |
| 10 | Total taxes after adjustments. Combine lines 6 through 9 | | 1251857.43 |
| 11 | Total deposits for this quarter, including overpayment applied from a prior quarter and overpayment applied from Form 941-X, 941-X (PR), 944-X, 944-X (PR), or Form 944-X (SP) filed in the current quarter | | 1251857.43 |
| 12 | Balance due. If line 10 is more than line 11, enter the difference and see instructions | | |
| 13 | Overpayment. If line 11 is more than line 10, enter the difference | | |

Apply to next return. Send a refund.

You MUST complete both pages of Form 941 and SIGN it. **Next**

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. Cat. No. 17001Z Form 941 (Rev. 1-2014)

Comments
None.

