

941 Reconciliation Instructions

The 941 reconciliation should be prepared based on your EIN #.

Therefore if the parish and school are under the same EIN number one reconciliation should be prepared and you will need to combine the year to date payroll totals. Please complete the reconciliation with both the school and parish information.

If the Parish and School have separate EIN #'s then two separate reconciliations will need to be prepared.

- If your parish's EIN number is different than the school then you will only need enter the parish's numbers into this reconciliation.
- If your school's EIN number is different than the parish then you will only need to enter the school's numbers into this reconciliation

Cells in blue are formulas so you will not need to enter amounts in these cells.

Cells in green are the input cells where you will need to enter your numbers. There are cell notes in all the input fields to guide you on what to enter.

IOI Payroll Reports

Instructions to pull the Year to Date Payroll Report

- Reports
- Report Archive
- Select 2019
- Select last pay period of the year
- Report Number 003 is the Employee YTD Report

Instructions to pull 941s

- Reports
 - Quarterly Tax Reports
 - Select 2019
- Once selected all four quarters of the 941s will appear

* If your Parish and School have the same EIN number your 941 will combine payroll totals for both the Parish and School

Instructions to complete 941 Reconciliation

Using your 2019 941s complete lines 8 through 11

- Step 1 Enter total number of employees per quarter in the column labeled Number of Employees
 Step 2 Enter total dollar amount from box 2 per quarter in the column labeled Wages Tips, and Other Compensation (Total per Box 2)

Using the Year to Date Payroll Summary complete lines 15 through 18, line 21 and lines 27 through 36

	Cell per Reconciliation Sheet	Code per Payroll Report	Instructions
Step 1	Row 15	401K	Enter the Year to Date Total per the payroll report for the 401k deduction found in the Deductions / ACH Column
Step 2	Row 16	PMED	Enter the Year to Date Total per the payroll report for the Medical Deduction found in the Deductions / ACH Column
Step 3	Row 17	PDENT	Enter the Year to Date Total per the payroll report for the Dental Deduction found in the Deductions / ACH Column
Step 4	Row 18	VISION	Enter the Year to Date Total per the payroll report for the Vision Deduction found in the Deductions / ACH Column
Step 5	Row 21	GTL	Enter the Year to Date Total per the payroll report for GTL found in the Deductions / ACH Column
Step 6	Rows 27 through 36		Enter the Year to Date Earnings per the payroll report for each wage type found in the Earnings Column

Once the steps above have been completed your variance in Cell F 40 should be zero