

Agency Name Example Agency
 Calendar Year 2017
 EIN
 Reconciliation of Tax Deposit Amounts: AFRS to HRMS 941 Report

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Payroll	Tax Type	AFRS Amount	HRMS Amount	Difference Between AFRS and HRMS Amounts s/b zero	HRMS 941 Report Line 3 - WH	Difference: HRMS 941 Report Line 3 to AFRS	HRMS 941 Report Line 5a - Soc Sec	Difference: HRMS 941 Report Line 5a to AFRS	HRMS 941 Report Line 5c + 5d - Medicare/ Additional Medicare	Difference: HRMS 941 Report Line 5c + 5d to AFRS	HRMS 941 Report Line 7 - Fractions of Cents	HRMS 941 Report Line 10 - Total Taxes After Adjustments	HRMS 941 Report Line 13 - Total Deposits	HRMS 941 Report Line 13 Should Balance to Zero w/ AFRS	HRMS 941 Report Line 14 or 15 - Balance Due or Overpayment	Total of Difference Columns 7, 9, 11 + Fractions Column 12	HRMS 941 Report Line 14 or 15 Should Balance to Zero w/ Calculated Differences
TXLP1713	Withholding	108,242.17	108,242.17	0.00													
TXLP1713	Social Security	107,464.04	107,464.04	0.00													
TXLP1713	Medicare	25,132.54	25,132.54	0.00													
TXLP1713 Total		240,838.75	240,838.75	0.00													
TXLP1714	Withholding	109,394.19	109,394.19	0.00													
TXLP1714	Social Security	108,919.14	108,919.14	0.00													
TXLP1714	Medicare	25,473.26	25,473.26	0.00													
TXLP1714 Total		243,786.59	243,786.59	0.00													
TXLP1715	Withholding	110,181.79	110,181.79	0.00													
TXLP1715	Social Security	109,815.26	109,815.26	0.00													
TXLP1715	Medicare	25,687.16	25,687.16	0.00													
TXLP1715 Total		245,684.21	245,684.21	0.00													
TXLP1716	Withholding	112,071.08	112,071.08	0.00													
TXLP1716	Social Security	110,871.98	110,871.98	0.00													
TXLP1716	Medicare	26,109.32	26,109.32	0.00													
TXLP1716 Total		249,052.38	249,052.38	0.00													
TXLP1717	Withholding	114,667.07	114,667.07	0.00													
TXLP1717	Social Security	112,483.08	112,483.08	0.00													
TXLP1717	Medicare	26,486.00	26,486.00	0.00													
TXLP1717 Total		253,636.15	253,636.15	0.00													
TXLP1718	Withholding	116,326.69	116,326.69	0.00													
TXLP1718	Social Security	113,961.50	113,961.50	0.00													
TXLP1718	Medicare	26,841.68	26,841.68	0.00													
TXLP1718 Total		257,129.87	257,129.87	0.00													
Quarter 3 Total		1,490,127.95	1,490,127.95	0.00	670,882.99	0.00	663,514.94	(0.06)	155,730.04	0.08	(0.02)	1,490,127.95	1,490,127.95	0.00	0.00	(0.00)	0.00

670882.99

663514.94

155730.04

* Note: Fraction of Cents should be within tolerance

Example Agency
General Ledger Account Analysis Flexible by Fund/General Ledger Account

(report title)

Report Number: FT-GL01

Date Run: Oct 5, 2016 8:41: AM

Biennium: 2017

Fiscal Months: Jul FY2 Through: Sep FY2

Transactions Through: Oct 4, 2016 8:25PM

Fund 035 - State Payroll Revolving Account

Beginning Balance: 1,428,836.91

General Ledger Account 5124 - Accrued Salaries and Fringe Benefits Pay

Beginning Balance: 1,428,836.91

EIN in Invoice #

FM	Proc Dte	Cur Doc No	Ref Doc No	B	B#	Fd	AI	PI	S	SSO	OI	Proj	SP	Ph	M	MS	SSrc	TC	Invoice	Amount
1913	2017 07 06	TXLP1713		PI	001	035												763	xxxxxxxxx	25,132.54
1913	2017 07 06	TXLP1713		PI	001	035												763	xxxxxxxxx	107,464.04
1913	2017 07 06	TXLP1713		PI	001	035												763	xxxxxxxxx	108,242.17
1913	2017 07 21	TXLP1714		PI	001	035												763	xxxxxxxxx	25,473.26
1913	2017 07 21	TXLP1714		PI	001	035												763	xxxxxxxxx	108,919.14
1913	2017 07 21	TXLP1714		PI	001	035												763	xxxxxxxxx	109,394.19
1914	2017 08 08	TXLP1715		PI	001	035												763	xxxxxxxxx	25,687.16
1914	2017 08 08	TXLP1715		PI	001	035												763	xxxxxxxxx	109,815.26
1914	2017 08 08	TXLP1715		PI	001	035												763	xxxxxxxxx	110,181.79
1914	2017 08 22	TXLP1716		PI	001	035												763	xxxxxxxxx	26,109.32
1914	2017 08 22	TXLP1716		PI	001	035												763	xxxxxxxxx	110,871.98
1914	2017 08 22	TXLP1716		PI	001	035												763	xxxxxxxxx	112,071.08
1915	2017 09 07	TXLP1717		PI	001	035												763	xxxxxxxxx	26,486.00
1915	2017 09 07	TXLP1717		PI	001	035												763	xxxxxxxxx	112,483.08
1915	2017 09 07	TXLP1717		PI	001	035												763	xxxxxxxxx	114,667.07
1915	2017 09 21	TXLP1718		PI	001	035												763	xxxxxxxxx	26,841.68
1915	2017 09 21	TXLP1718		PI	001	035												763	xxxxxxxxx	113,961.50
1915	2017 09 21	TXLP1718		PI	001	035												763	xxxxxxxxx	116,326.69

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OASI
W/H } Deposit by Tax Type

Total for General Ledger Account 5124 - Accrued Salaries and Fringe Benefits Pay

Period Activity: 1,490,127.95
 Ending Balance: 2,918,964.86

Total for Fund 035 - State Payroll Revolving Account

Period Activity: 1,490,127.95
 Ending Balance: 2,918,964.86

Total All Activity: 1,490,127.95

Should balance to SAP 941 Report

Report Criteria:	
Report Name:	General Ledger Account Analysis Flexible
Personal Title:	Agency Choice
Biennium:	Current Biennium
Agency:	3 Character Agency Number
Begin Fiscal Month:	First Fiscal Month of the Quarter
End Fiscal Month:	Last Fiscal Month of the Quarter
Fund:	035
General Ledger Account:	5124
Current Document Number:	TXLP*

Agency Name: Sample

EIN: 00-0000000

Tax Year: 2017

PAYROLL YEAR-END FORMS 941/941-X and W-2/W-2c BALANCING

Enter deposits made in current year for previous years. The tax liability for the previous year will be included with Form 941-X data.

Main payroll balancing table with columns for FORM 941 LINE #, GROSS SUBJ W/H, INCOME TAX W/H, OASI WAGES, OASI TAX, MEDICARE WAGES, MEDICARE TAX, ADDITIONAL MEDICARE WAGES, ADDITIONAL MEDICARE TAX, FRACTIONS, NET TAXES, DEPOSITS, EXCLUDE DEPOSITS FOR PREVIOUS YR, and BALANCE DUE OR (REFUND). Includes sub-totals for 941 and HRMS W-3 Report.

DIFFERENCE: 6559 to W-3 DIFFERENCE MUST EQUAL ZERO NOTE: EXPLAIN DIFFERENCES

FORMS 941-X - Current Year

Enter Form 941-X amounts for year and the quarter being corrected. Example: for a 3rd quarter 2016 Form 941-X being completed in 1st quarter 2017, enter in 3rd quarter 2016.

Summary table for FORMS 941-X - Current Year with columns for QUARTER, GROSS SUBJ W/H, INCOME TAX W/H, OASI WAGES, OASI TAX, MEDICARE WAGES, MEDICARE TAX, ADDITIONAL MEDICARE WAGES, ADDITIONAL MEDICARE TAX, FRACTIONS, and NET TAXES.

COMMENTS:

Enter Forms W-2c amounts for year being corrected. Example: If the W-2c was for 2016, enter in 2016.

W-2c Detail - Current Year

Employee detail table for W-2c with columns for Employee Name, GROSS SUBJ W/H, INCOME TAX W/H, OASI WAGES, OASI TAX, MEDICARE WAGES, MEDICARE TAX, ADDITIONAL MEDICARE WAGES, and ADDITIONAL MEDICARE TAX.

Combined total of fraction amounts entered in Cells G19 and I19 should balance to the total fractions for the year