



941 Quarterly Checklist

Check Quarter: 1st Qtr 2nd Qtr 3rd Qtr 4th Qtr

Finance > Reports > Payroll

- Run and print the IRS 941 Verification for the appropriate quarter

- Verify the FICA Taxable x 4.2% = FICA W/H (Employee's FICA Contribution)
- Verify the FICA Matching x 6.2% = FICA Match (District's FICA Contribution)
- Verify the Medicare Taxable x 1.45% = Medicare W/H (Employee's Medicare Contribution)
- Verify the Medicare Taxable x 1.45% = Medicare Match (District's Medicare Contribution)

IRS 941 Verification - Summary 1st Quarter 2012

4/10/2012
10:02:42 AM

| Tax ID # | Employee | Gross Earnings | Federal | | FICA | | | Medicare | | | EIC Credit | Net Earnings |
|----------|----------|----------------|---------|-----|---------|-----|---------|----------|-----|----------|------------|--------------|
| | | | Taxable | W/H | Taxable | W/H | Contrib | Taxable | W/H | Contrib. | | |

| | | | | | | | | | | | | |
|---------------------------------------|--|--------------|-------------|--|-------------|--|------------|--------------|--|-------------|--------|--------------|
| Totals: | | \$811,912.59 | | | \$22,199.66 | | | \$784,798.05 | | | \$0.00 | |
| 92 Employees included in this report. | | \$729,373.47 | \$71,768.76 | | \$932.41 | | \$1,376.40 | \$11,379.62 | | \$11,379.62 | | \$632,862.62 |

\$71,768.76 4.2% of FICA Taxable
 \$932.41 6.2% of FICA Taxable
 \$1,376.40 1.45% of Medicare Taxable
 \$11,379.62

- Login to the EFTPS website: <https://www.eftps.gov/eftps> and print payment history, usually the 90 day history
- Compare the quarterly payments to the IRS 941 Verification to ensure it matches
- Complete the 941 Form (from the IRS website) with the information taken from the last page of the IRS 941 Verification. The fillable IRS Form 941 may be downloaded from the IRS website at <http://www.irs.gov/form941> .

| | FICA Taxable | | Fica W/H + Match |
|---|--|--|----------------------|
| | Medicare Taxable | | Medicare W/H + Match |
| Part 1: Answer these questions for this quarter. | | | |
| 1 | Number of employees who received wages, tips, or other compensation for the pay period including: <i>Mar. 12</i> (Quarter 1), <i>June 12</i> (Quarter 2), <i>Sept. 12</i> (Quarter 3), or <i>Dec. 12</i> (Quarter 4) | 1 | 92 |
| 2 | Wages, tips, and other compensation | 2 | 729,373 . 47 |
| 3 | Income tax withheld from wages, tips, and other compensation | 3 | 71,768 . 76 |
| 4 | If no wages, tips, and other compensation are subject to social security or Medicare tax | <input type="checkbox"/> Check and go to line 6. | |
| | Column 1 | Column 2 | |
| 5a | Taxable social security wages 22,199 . 66 | $\times .104 =$ | 2,308 . 81 |
| 5b | Taxable social security tips 0 . 00 | $\times .104 =$ | 0 . 00 |
| 5c | Taxable Medicare wages & tips. 784,798 . 05 | $\times .029 =$ | 22,759 . 24 |
| 5d | Add Column 2 line 5a, Column 2 line 5b, and Column 2 line 5c | 5d | 96,868 . 81 |

- Run the Employee Payment Summary in Finance > Reports by month to complete page 2 of the form 941

| | | | | | | | | | |
|--|---|---------|-------------|---------|-------------|---------|-------------|------------------------------------|--------------------|
| Part 2: Tell us about your deposit schedule and tax liability for this quarter. | | | | | | | | | |
| If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see <i>Pub. 15 (Circular E)</i> , section 11. | | | | | | | | | |
| 16 Check one: | <input type="checkbox"/> Line 10 on this return is less than \$2,500 or line 10 on the return for the prior quarter was less than \$2,500, and you did not incur a \$100,000 next-day deposit obligation during the current quarter. If line 10 for the prior quarter was less than \$2,500 but line 10 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3. | | | | | | | | |
| | <input checked="" type="checkbox"/> You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3. | | | | | | | | |
| Tax liability: | <table border="1" style="width: 100%;"> <tr> <td>Month 1</td> <td style="text-align: right;">31,500 . 00</td> </tr> <tr> <td>Month 2</td> <td style="text-align: right;">31,500 . 00</td> </tr> <tr> <td>Month 3</td> <td style="text-align: right;">33,868 . 76</td> </tr> <tr> <td>Total liability for quarter</td> <td style="text-align: right;">96,868 . 76</td> </tr> </table> | Month 1 | 31,500 . 00 | Month 2 | 31,500 . 00 | Month 3 | 33,868 . 76 | Total liability for quarter | 96,868 . 76 |
| Month 1 | 31,500 . 00 | | | | | | | | |
| Month 2 | 31,500 . 00 | | | | | | | | |
| Month 3 | 33,868 . 76 | | | | | | | | |
| Total liability for quarter | 96,868 . 76 | | | | | | | | |
| | Total must equal line 10. | | | | | | | | |
| | <input type="checkbox"/> You were a semiweekly schedule depositor for any part of this quarter. Complete <i>Schedule B (Form 941): Report of Tax Liability for Semiweekly Schedule Depositors</i> , and attach it to Form 941. | | | | | | | | |

- Complete the Schedule B – remember, you are reporting the TAX LIABILITY on the date the wages were paid. **Be sure to enter these dates appropriately to avoid any penalty charges for making the EFTPS payment late.**

| Month 1 | | | | | | | | Tax liability for Month 1 | | |
|--|--|----|--------|----|--|----|--|---------------------------------|----|----|
| 1 | | 9 | | 17 | | 25 | | 55,312 | 99 | |
| 2 | | 10 | | 18 | | 26 | | | | |
| 3 | | 11 | | 19 | | 27 | | | | |
| 4 | | 12 | | 20 | | 28 | | | | |
| 5 | | 13 | | 21 | | 29 | | | | |
| 6 | | 14 | | 22 | | 30 | | | | |
| 7 | | 15 | 55,312 | 23 | | 31 | | | | |
| 8 | | 16 | | 24 | | | | | | |
| Month 1 | | | | | | | | Tax liability for Month 1 | | |
| 1 | | 9 | | 17 | | 25 | | 31,500 | 00 | |
| 2 | | 10 | | 18 | | 26 | | | | |
| 3 | | 11 | | 19 | | 27 | | | | |
| 4 | | 12 | | 20 | | 28 | | | | |
| 5 | | 13 | | 21 | | 29 | | | | |
| 6 | | 14 | | 22 | | 30 | | | | |
| 7 | | 15 | 31,500 | 23 | | 31 | | | | |
| 8 | | 16 | | 24 | | | | | | |
| Month 2 | | | | | | | | Tax liability for Month 2 | | |
| 1 | | 9 | | 17 | | 25 | | 31,500 | 00 | |
| 2 | | 10 | | 18 | | 26 | | | | |
| 3 | | 11 | | 19 | | 27 | | | | |
| 4 | | 12 | | 20 | | 28 | | | | |
| 5 | | 13 | | 21 | | 29 | | | | |
| 6 | | 14 | | 22 | | 30 | | | | |
| 7 | | 15 | 31,500 | 23 | | 31 | | | | |
| 8 | | 16 | | 24 | | | | | | |
| Month 3 | | | | | | | | Tax liability for Month 3 | | |
| 1 | | 9 | | 17 | | 25 | | 33,868 | 76 | |
| 2 | | 10 | | 18 | | 26 | | | | |
| 3 | | 11 | | 19 | | 27 | | | | |
| 4 | | 12 | | 20 | | 28 | | | | |
| 5 | | 13 | | 21 | | 29 | | | | |
| 6 | | 14 | | 22 | | 30 | | | | |
| 7 | | 15 | 33,868 | 23 | | 31 | | | | |
| 8 | | 16 | | 24 | | | | | | |
| Fill in your total liability for the quarter (Month 1 + Month 2 + Month 3) ▶ | | | | | | | | Total liability for the quarter | | |
| Total must equal line 10 on Form 941 or Form 941-SS. | | | | | | | | 96,868 | | 76 |

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 11967Q

Schedule B (Form 941) (Rev. 6-2011)

941 Quarterly Deadlines

When To File Form 941

Your Form 941 is due by the last day of the month that follows the end of the quarter.

| The Quarter Includes . . . | Quarter Ends | Form 941 Is Due |
|-----------------------------------|---------------------|------------------------|
| 1. January, February, March | March 31 | April 30 |
| 2. April, May, June | June 30 | July 31 |
| 3. July, August, September | September 30 | October 31 |
| 4. October, November, December | December 31 | January 31 |



TWC/Unemployment Checklist

Check Quarter: 1st Qtr 2nd Qtr 3rd Qtr 4th Qtr

To report state unemployment tax liabilities to the Texas Workforce Commission each quarter, follow these steps in WebSmart.

Finance > Reports > Payroll > Unemployment Liabilities

- Run the Unemployment Liabilities report using the parameters for the appropriate quarter.

Finance Reports [Return to list](#)

Report* Unemployment Liabilities Report

Parameters

Level Summary

Type State

Year 2011

Quarter 1st

Mask SSN

Export Data To Excel

[Run Report](#)

The report will be similar to the snapshot below:

| Demo District 1 District #00-0000001 | | Unemployment Liabilities Report Summary Report 1st Quarter 2011 | | 1 Total Page(s) 4/17/2012 9:00:32 AM |
|---|------------------|--|---------------------|--|
| District Filter: Demo District 1 County/District: 000001 | | | | |
| Social Security Number | Employee Name | Gross Wages | Taxable Gross | SUTA Liability |
| 000-00-1188 | Atkins1, Tom | \$1,689.51 | \$1,689.51 | \$16.56 |
| 000-00-7485 | Auerbach1, Artie | \$1,020.00 | \$1,020.00 | \$9.99 |
| Totals: | | \$164,190.19 | \$152,698.20 | \$1,496.49 |
| Total Employees By Month | | | | |
| January - 31 | | | | |
| February - 32 | | | | |
| March - 32 | | | | |

Finance > Reports > Third Party Finance Extracts

- Run the Texas Workforce Commission ICE Extracts
- Select the appropriate Year and Quarter
- Select Run Report

The screenshot shows a web application window titled "Finance Reports" with a "Return to list" link in the top right. Below the title bar, there is a "Report*" dropdown menu set to "Texas Workforce Commission ICE Extract". Underneath, a "Parameters" section contains a "Year" dropdown set to "2011", a "Quarter" dropdown set to "1", and an "Export Data To Excel" checkbox which is unchecked. At the bottom of the parameters section is a "Run Report" button with a small icon.

- Select **Save**
- Save the text file to Desktop with the following parameters:
 - **File name:** "SchoolName_#QTR_TWC.ice"
 - Example: School_1stQTR_TWC.ice
 - **Save as type:** .ice Document

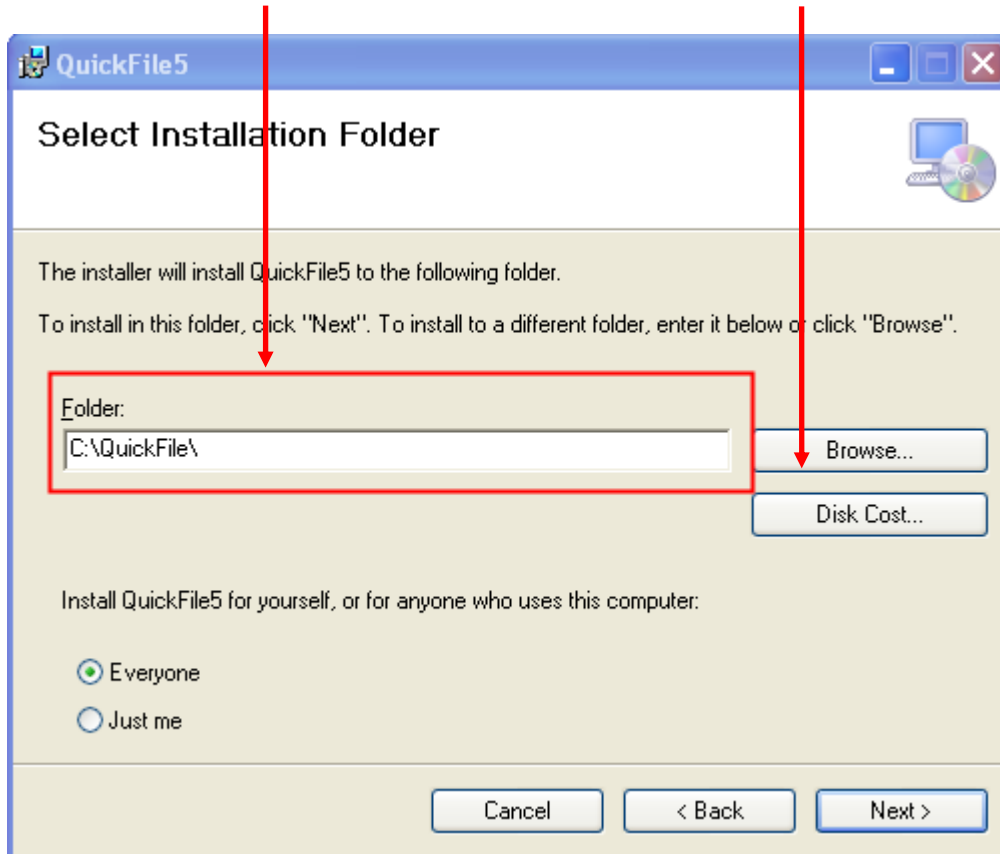
The screenshot shows a file save dialog box. The "File name:" field contains "School_1stQTR_twc.ice" and is highlighted with a red box. The "Save as type:" dropdown is set to ".ice Document". To the right of the dialog are "Save" and "Cancel" buttons, both of which are also highlighted with red boxes.

If you are submitting the TWC File through TASB, you can submit this file directly through TASB's website.

Texas Workforce Commission – QuickFile5 – Initial Setup

If you are submitting the file through Texas Workforce Commission’s website, you must use Quick File 5, which is a free software program available to download from the Texas Workforce Commission’s website: <http://www.twc.state.tx.us/ui/tax/quickfile.html> . If you need to download the program, click on Download Quickfile and select Run and follow the QuickFile5 Setup Wizard.

The setup wizard will automatically default to a folder C:\QuickFile\; however, if you’d like for the downloaded files to go to another folder, click on the Browse button and find the location you desire.

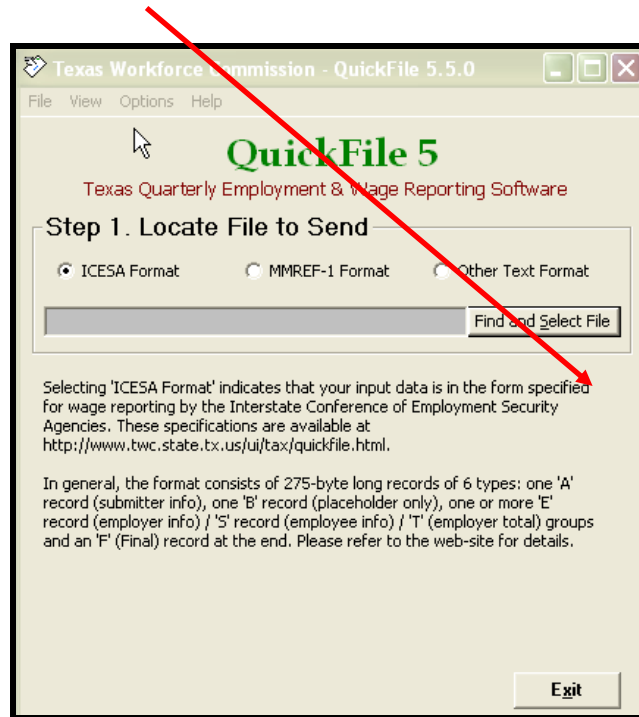


NOTE: **Remember this folder location.**

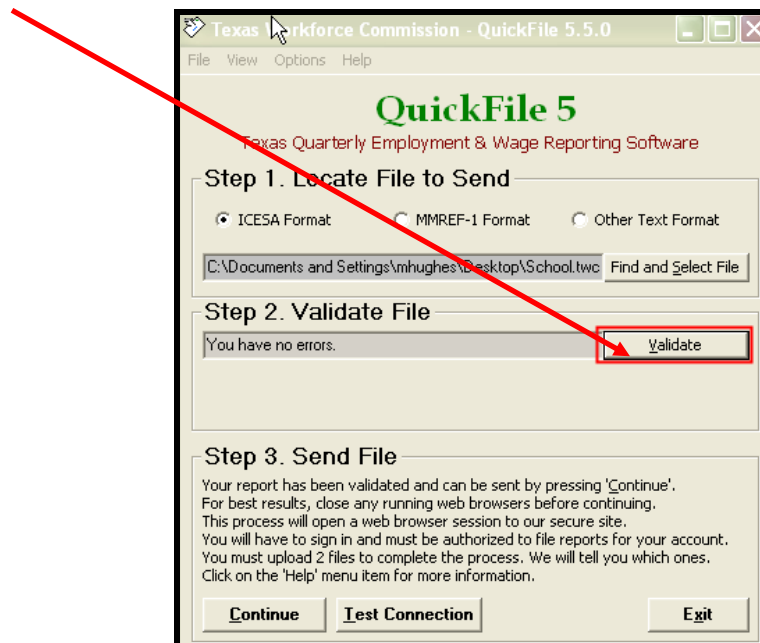
You will need it when uploading the files on the Texas Workforce Commission website.

To send the TWC File using QuickFile5:

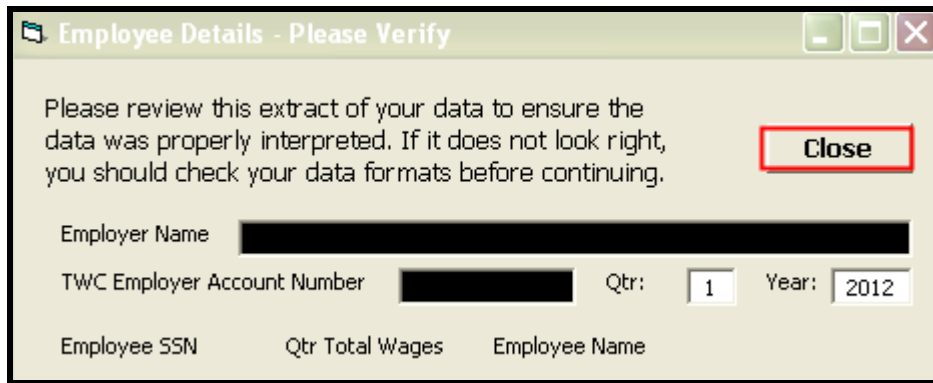
- Open Quick File 5
- Leave default options (see example below)
- Select **Find and Select File**



- Select the “.ice” file, which you previously downloaded to your Desktop
- Select **Validate** until you have no errors (see example below)



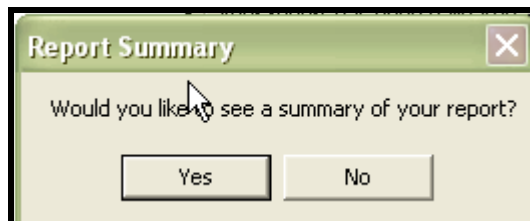
- The following message will appear to verify the data in the file.
- Review the data and select **Close**.



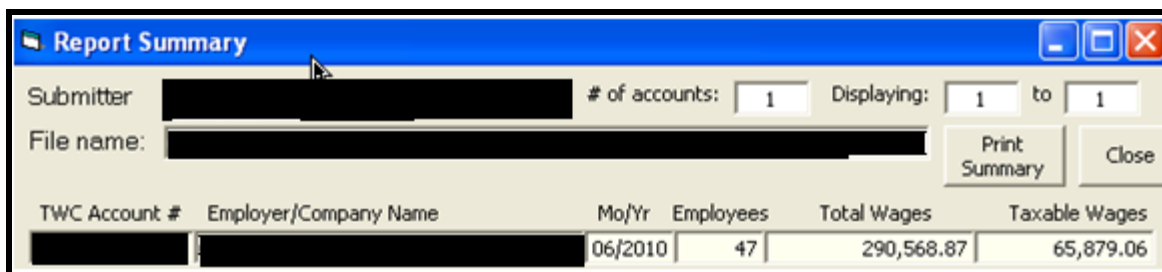
- Select **Continue**



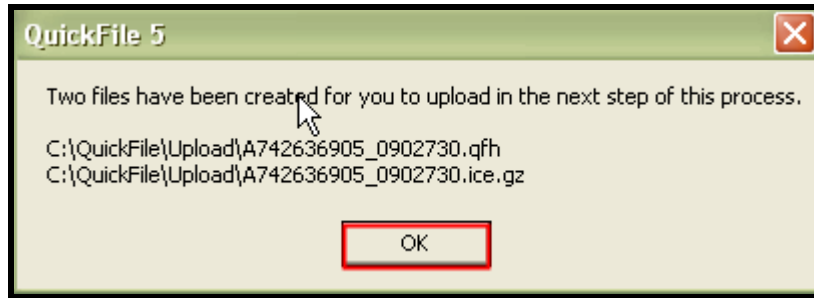
- Select **Yes or No** to see the summary of the report



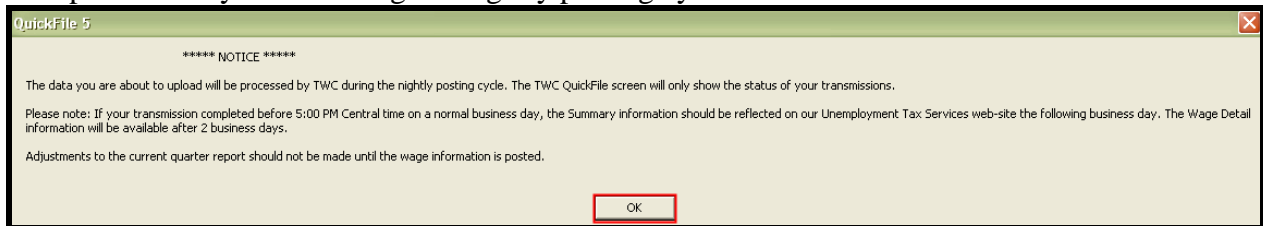
- If you Select **Yes**, the following summary will appear



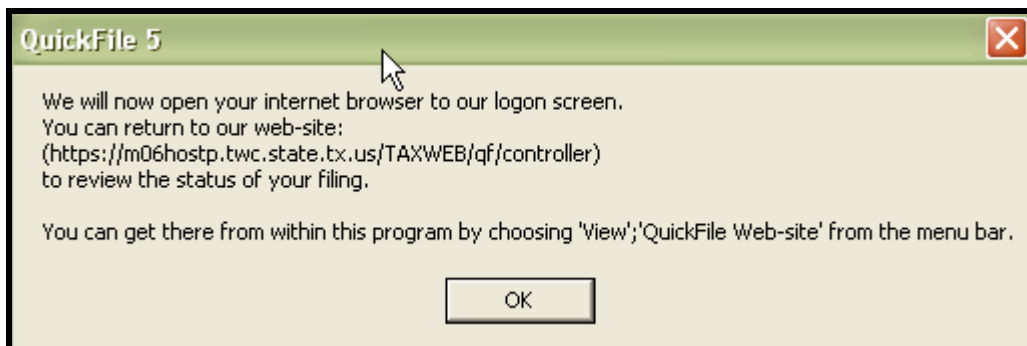
- Select **Print Summary** – the summary figures should correspond to figures found on the Unemployment Liabilities report.
- Select **Close** – The 2 files will generate automatically and you'll receive the following message:
 - If you select **No** – the following prompt will automatically appear.



- Select **OK**. The following prompt will then appear as a reminder that the TWC file will be processed by TWC during the nightly posting cycle.



- Select **OK**. The following prompt indicates the user will be redirected to the TWC QuickFile login screen.



NOTE: Be aware that the 2 files uploaded from QuickFile5 will automatically default to the specified folder upon the initial QuickFile installation.

Remember this folder location. You will need it when uploading the files on the Texas Workforce Commission website.

- TWC log in will automatically pop up.
 - Log in with school's username and password
 - Select **Sign-In**

TexasWorkforce
Employer Tax Information Online

QuickFile - Logon

Note: User account management functions are available only in the new Unemployment Tax Services system.

User Id

Password

Sign-in

- Upload and send files in order prompted by the QuickFile website as seen below. (When browsing for the .qfh and ice.gz files on your computer, remember the folder location from the steps above.
 - **Step 1** – Select **Browse** to find the file indicated on the screen.
 - Select **Send File**. – this could take a few minutes as indicated in the note below.

Note: User account management functions are available only in the new [Unemployment Tax Services system](#).

[QuickFile Home](#)

STEP 1:
 Upload a summary file of the report. We use this file to ensure that the report meets all the security and filing criteria.

The file listed in red below has been created on your system by the QuickFile client program.
 This file must be uploaded and verified before the report can be submitted.

| | |
|-----------|--------------------------------------|
| Directory | C:\Program Files\QuickFile 5\Upload\ |
| File | A260084651_2390536.qfh |

Use the BROWSE button on the right to locate and select the file listed above.

Summary File:

Please be patient. This can take a while.

- Step 1 will show as Complete and give the user instructions for the following steps.
- **Step 2** – Select Browse to find the file indicated on the screen.
- Select **Send File**. – this could take a few minutes as indicated in the note below.

[QuickFile Home](#)

Step 1: Complete.

Step 2: Upload the ICESA report file created on your PC or LAN by the QuickFile program:

The file listed in red below has been created on your system by the QuickFile client program. This file contains the actual Report information. You must select the indicated file in the listed directory.

| | |
|-----------|--------------------------------------|
| Directory | C:\Program Files\QuickFile 5\Upload\ |
| File | A260084651_2390536.ice.gz |


Use the BROWSE button on the right to locate and select the file listed in red above.

Data File:

- The following prompt will be displayed.

Click on the Date/Time link to see detailed submission information.

PRODUCTION
 TEST

| Date/Time Report Submitted | ICESA-format Payroll File | Uploaded Filename | # Accts | Status | PDF |
|-------------------------------------|---------------------------|---------------------------|---------|----------|---|
| 04/28/2011 16:04:57 | TWCWAGES.ICE | A260084651_2390536.ICE.GZ | 1 | Accepted |  |

- **Review & Print** – Select the PDF document on the right, which opens the verification that TWC has accepted the filed wages. (see example screenshot on the following page.)

Texas Workforce
Commission Controller
P O BOX 149363
Austin TX 78714-9363

This amount is estimated at this time. When you log on after a 24 hour period, the payment amount (if any) will be posted on the validation remittance.



TWC USE :
Postmark date _____

| Employers Acc # | Employer Name | *Tax Due | Remittance Paid |
|-----------------|---------------|-----------|-----------------|
| 99-999999-99 | ANYWHERE ISD | 32,356.87 | |
| | | 32,356.87 | |

*Note: The Tax due is calculated by using the tax rate and taxable wages entered. If incorrect information is entered and the tax due is incorrect, TWC will notify the employer of additional tax and interest.

- At this point, the file has successfully been submitted to TWC, and the district must wait at least 24 hours to verify the payment amount.
- Log off TWC's Quickfile website.



NOTE:

The Tax Due amount may not be the amount you actually pay to TWC, which is why it's important to wait the 24 hour period before logging into the TWC Logon website.

The Tax Due amount may vary from the Unemployment Liabilities report generated from WebSmart by a few cents due to rounding. In this case, the submitter would enter a credit memo or bill to balance the difference to post the payment in WebSmart.

AFTER a 24 HOUR PERIOD – Check the status of the TWC Report

On TWC Logon page:

- Log directly onto the TWC Logon website:
<https://services.twc.state.tx.us/UITAXSERV/security/logon.do>
- Enter the district login information:

The screenshot shows the login page for the Texas Workforce Commission's Unemployment Tax Services. At the top, there is a header with the text "Texas Workforce Commission's Unemployment Tax Services". Below this is a navigation bar with "Quick Links" and "Logon" sections. The "Quick Links" section includes links for "Logon", "Sign Up for User ID", "Forgot Password?", and "Forgot User ID?". The "Logon" section contains a "Need help?" link and a message for new users. Below the message is a red asterisk indicating required information, followed by input fields for "User ID" and "Password". A "Logon" button is at the bottom. A red box highlights the User ID and Password fields.

- Once logged in, the user will see a page similar to the one below.
 - If the Amount Due is 0.00, you are finished.
 - If there is an Amount Due shown, continue to the next section on Paying Your Unemployment Tax

The screenshot shows the "Scheduled Payments" page. At the top, there is a header with the text "Scheduled Payments" and a "Need help?" link. Below this is a "User Information" section with the following details: Name: Mary Contrary, User ID: user1, Email Address: mary@email.com, Employer: Anywhere ISD, Amount Due: \$32,356.62, and Report(s) Due: 1. A red box highlights the "Amount Due" and "Make Payment" button.

Paying Your Unemployment Tax – Through QuickFile

Quickfile offers several options for paying your unemployment taxes; however, within districts, the two most common are through the ACH (debit) or a district check. We'll explain both in this section. If you are unsure of your payment option, contact TWC.

ACH Payment

- The free ACH service allows employers to submit quarterly tax payments via ACH instead of having to mail in the remittance copy to TWC to complete their quarterly filing and payment process. The following Payment Process is located on TWC's website at http://www.twc.state.tx.us/ui/tax/qstep_pay.html :

Payment Process

Logon and, from My Home, select the Payments tab. The system leads you through each step of the unemployment tax payment process.

- Select a payment option: Bank Account (Online ACH Debit) or Credit Card (American Express, Discover, MasterCard or Visa).
- Submit the payment (if paying by Online ACH Debit or Credit Card). The confirmation page displays for you to view and print a copy for your records.

Mailing a Check

- If you are paying by check, select Check (By Mail) as the Payment Option and print the remittance form. Keep a copy of the remittance form (with the entered payment amount) for your records and mail in the original with your payment.

Posting Your Unemployment Tax in WebSmart

If your district pays TWC for unemployment the TWC bills generated in WebSmart through the payroll process may not match the dollar amount actually owed to TWC to the penny, due to rounding. If it doesn't, the user must create a credit memo or bill to adjust the amount owed to reflect the amount paid during the TWC process.

If you are paying electronically, make sure the vendor is set up in the vendor maintenance screen to post as a Standard electronic payment on the Purchasing tab; otherwise, if you are submitting a check, the payment method will indicate **Live Check**.

The screenshot shows the 'Purchasing Information' section of a vendor record for 'TEMPER INSULATION CO INC(A)'. The 'Payment Method' dropdown menu is open, displaying four options: 'Live Check', 'EFTPS', 'Standard', and 'IRS'. A red box highlights the 'Live Check' option, with a red arrow pointing to it and the text 'Generates a check to the vendor'. Another red box highlights the 'Standard' option, with a red arrow pointing to it and the text 'Posts to the ledger as an electronic payment'. The 'Pricing Notes' field is empty.

In this example, the scenario is as follows:

- The Unemployment Liabilities report from WebSmart indicates \$32,356.87
- The TWC remittance indicates a total Due of \$32,356.62
- The difference in WebSmart is higher by \$0.25 than the amount due/paid; therefore a Credit Memo of \$0.25 needs to be created in WebSmart to match the TWC remittance.

Creating a Credit Memo to Adjust the Amount Due

- Go to **Finance > Purchasing & AP > Payables > Credit Memos**
- If the amount paid to TWC is less than the Unemployment Liabilities report, Select **Create Credit Memo** in WebSmart
- Enter a **Reference** number or description
- Enter the **Transaction Date**
- Select the Unemployment **Vendor** (Texas Workforce Commission in this example – see below)
- Select **+ Add 1 Item(s)**
- Enter **Qty** of negative 1
- Enter **Price** (0.25 in this example)
- Tab to the **Extended Price**
- Tab to the account code fields
- Enter the debit/credit
 - **Debit** the Unemployment liability account (420-00-2157.00-000-2-00-0-00 in this example – see below)

- **Credit** the Unemployment payroll expense account (420-11-6145.00-001-2-11-0-00 in this example – see below)
- **Select Create**

New Credit Memo

| | | | |
|---|--|------------------------------|--------------------------------------|
| Reference 1st Quarter TWC Adj | | Due Date 4/16/2012 | Transaction Date 4/16/2012 |
| Vendor Texas Workforce Commission | | AP Group None | Status New |

Items

| # | Item No. | Description - Debit / Credit | Qty | Price | Ext. Price |
|---|----------|--|-------|-------|------------|
| 1 | | 1st Quarter TWC adj 420-00-2157.00-000-2-00-0-00 420-11-6145.00-001-2-11-0-00 -0.25 | -1.00 | 0.25 | -0.25 |

+ Add Coding + Add 1 Item(s)

- Go to **Finance > Purchasing & AP > Payments > Make Payments**
- Select the bills and the credit memo for the Unemployment vendor so that the total amount posting to the ledger matches to the total amount paid.
- Select **Create Check Run** as indicated below

Unpaid Liabilities

Update the bank general information below:

* **Banking Account:** Operating

Total Amount: 32,656.62

Liabilities

Query: ALL - All Liabilities

| Vendor | Amount | Pay |
|----------------------------|-------------|-------------------------------------|
| Texas Workforce Commission | \$32,656.62 | <input checked="" type="checkbox"/> |

- Select **Save** to post the transaction to the General Ledger. This process Debits the Unemployment liability account and credits cash.

Create: New Check Run

Save **Cancel**

Preview

AP Check Run

This check run will NOT be submitted to the banking register or ledger until you click the SAVE button. This run contains **\$0.00** in live checks and **\$32,656.62** in electronic payments which will be posted to the register of the account selected below and to the ledger effective the date provided.

Banking Account: Operating

* **Run Date:** 4/16/2012

* **Sort Order:** Increment By Vendor Name

Live Checks

Page Size: 10

No Checks Found

Page 1 of 1

Electronic Files

Page Size: 10

| <u>Format</u> | <u>Amount</u> | <u>Preview</u> |
|---------------|---------------|----------------|
| Standard | \$32,656.62 | |

Creating a Bill to Adjust the Amount Due

Sometimes, the Unemployment Liabilities report could be less than the actual amount due to TWC (or other Unemployment Vendor). In this case, you would create a bill to adjust the Unemployment payment.

In this example, the scenario is as follows:

- The Unemployment Liabilities report from WebSmart indicates \$32,356.50
- The TWC remittance indicates a total Due of \$32,356.62
- The difference in WebSmart is less than the amount due/paid by \$0.12; therefore a Bill of \$0.12 needs to be created in WebSmart to match the TWC remittance.

In WebSmart

- Go to **Finance > Purchasing & AP > Payables > Bills**
- If the amount paid to TWC is more than the Unemployment Liabilities report, Select **Create Credit Bill** in WebSmart
- Enter a **Reference** number or description
- Enter the **Transaction Date**
- Select the Unemployment **Vendor** (Texas Workforce Commission in this example – see below)
- Select **Add 1 Item(s)**

- Enter **Qty** of 1
- Enter **Price** (0.12 in this example)
- Tab to the **Extended Price**
- Tab to the account code fields
- Enter the debit/credit
 - **Debit** the Unemployment payroll expense account (420-11-6143.00-002-2-11-0-00 in this example – see below)
 - **Credit** the Unemployment liability account (420-00-2156.00-000-2-00-0-00 in this example – see below)
- Select **Create**

New Bill

| | | | |
|---|--|-------------------------|--------------------------------------|
| Reference TWC - 1st Qtr Adj | | Due Date | Transaction Date 4/16/2012 |
| Vendor Texas Workforce Commission | | AP Group None | Status New |

Items

| # | Item No. | Description - Debit / Credit | Qty | Price | Ext. Price |
|---|----------|---|------|-------|------------|
| 1 | | 1st Quarter TWC adj 420-11-6143.00-002-2-11-0-00 420-00-2156.00-000-2-00-0-00 0.12 | 1.00 | 0.12 | 0.12 |

- Go to **Finance > Purchasing & AP > Payments > Make Payments**
- Select ALL bills for the Unemployment vendor so that the total amount posting to the ledger matches to the total amount paid.
- Select **Create Check Run** as indicated below

Unpaid Liabilities

Update the bank general information below:

* **Banking Account:** Operating

Total Amount: 32,656.62

Liabilities

Query: ALL - All Liabilities

| Vendor | Amount | Pay |
|----------------------------|-------------|-------------------------------------|
| Texas Workforce Commission | \$32,656.62 | <input checked="" type="checkbox"/> |

- Select **Save** to post the transaction to the General Ledger. This process Debits the Unemployment liability account and credits cash.

Create: New Check Run

Save **Cancel**

Preview

AP Check Run

This check run will NOT be submitted to the banking register or ledger until you click the SAVE button. This run contains **\$0.00** in live checks and **\$32,656.62** in electronic payments which will be posted to the register of the account selected below and to the ledger effective the date provided.

Banking Account: Operating

* **Run Date:** 4/16/2012 

* **Sort Order:** Increment By Vendor Name 

Live Checks


Page Size: 10 

No Checks Found

  Page 1 of 1  

Electronic Files

Page Size: 10 

| <u>Format</u> | <u>Amount</u> | <u>Preview</u> |
|---------------|---------------|--|
| Standard | \$32,656.62 |  |