

## Payroll Reconciliation with Payroll Services



This article provides step-by-step guide for the payroll reconciliation process between Aspire and your payroll service provider.

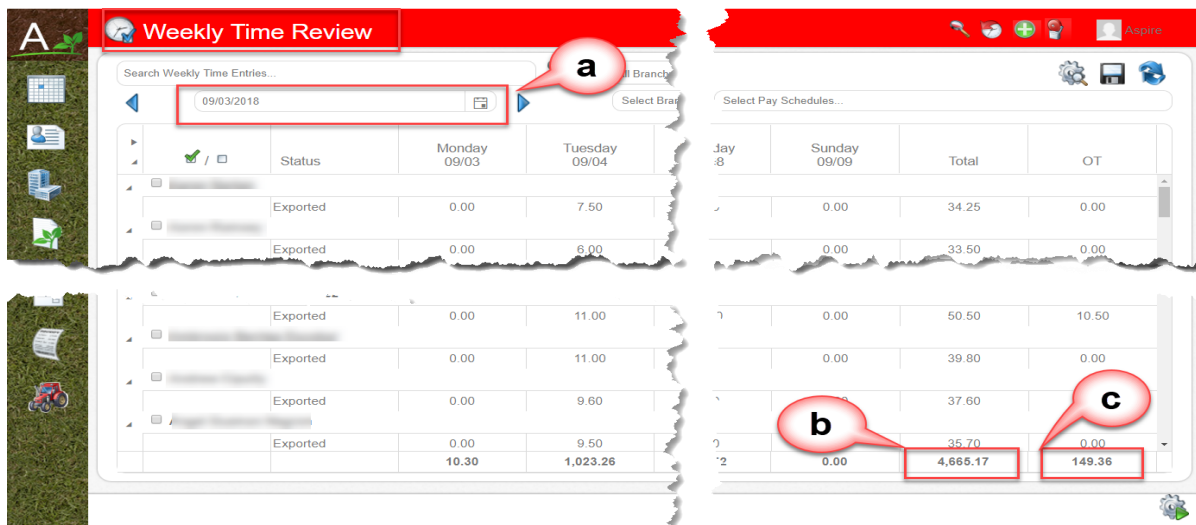
### Payroll Reconciliation Per Pay Period

**Objective:** To compare Aspire weekly or bi-weekly payroll gross dollar amount with gross dollar paid by payroll service to direct labor employees (employees listed in Aspire) and make corrections or create journal entries in the accounting system to ensure Aspire gross payroll matches the payroll service summary for the same period.

- Print the payroll service invoice summary and detail from your payroll service.
- Record the start and end date for the pay periods reviewing:

between \_\_\_\_\_ and \_\_\_\_\_

- In Aspire, go to the  *Weekly Time Review* screen  and record the total hours and overtime hours for the weekly pay period or both weeks of the bi-weekly pay period being reviewed.



#### Bi Weekly

Pay Period <sup>a</sup> :	Total Hours <sup>b</sup> :	OT Hours <sup>c</sup> :
Pay Period <sup>a</sup> :	Total Hours <sup>b</sup> :	OT Hours <sup>c</sup> :
	Totals:	

Total Hours:	Less OT Hours:	Regular Hours:
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## Weekly

Pay Period<sup>a</sup>: \_\_\_\_\_ Total Hours<sup>b</sup>: \_\_\_\_\_ OT Hours<sup>c</sup>: \_\_\_\_\_

Total Hours: \_\_\_\_\_ Less OT Hours: \_\_\_\_\_ Regular Hours: \_\_\_\_\_  
(Total hours at Weekly Time Review includes OT hours)

## End of Month Report

Get the base labor cost and overtime labor cost from Aspire as follows.

- In Aspire, bring up the *End of Month Pivot Report*.
- On *Labor* tab<sup>a</sup> change date range to *Custom – Between*<sup>b</sup>
- Change the date range<sup>c</sup> to be the period for the payroll reviewing.
- The *Total Gross* in Aspire is the sum of Base Labor Cost<sup>d</sup> and Overtime Labor Cost<sup>e</sup>.
- Record and sum to be used later:

Base Labor Cost<sup>d</sup>: \$ \_\_\_\_\_

Overtime Labor Cost<sup>e</sup>: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**Report | End of Month**

Date Range: Custom - Between <sup>b</sup> 08/01/2018 and 08/31/2018 <sup>c</sup>

Revenue | Expense | **Labor** <sup>a</sup> | Inventory

Account	Base Labor Cost	Base Labor Burden Cost	Overtime Labor Cost	Overtime Labor Burden Cost
Branch " " Expenses				
Landscape Maintenance	\$107,998.70	\$20,483.37	\$5,321.39	\$1,005.15
Seasonal Color	\$4,795.95	\$910.93	\$204.25	\$38.82
Mulch	\$0.00	\$0.00	\$0.00	\$0.00
Aeration & Seeding	\$2,278.66	\$432.95	\$16.16	\$3.07
<b>Totals</b>	<b>\$357,761.25</b> <sup>d</sup>	<b>\$67,506.71</b>	<b>\$21,026.46</b> <sup>e</sup>	<b>\$3,969.10</b>

**All Branches Expenses**

Landscape Maintenance	\$207,897.81	\$39,464.08	\$12,671.66	\$2,401.79
Seasonal Color	\$11,144.47	\$2,117.29	\$345.96	\$65.76
Mulch	\$0.00	\$0.00	\$0.00	\$0.00
Aeration & Seeding	\$4,976.20	\$945.45	\$252.60	\$48.01
Irrigation Service	\$3,828.32	\$727.23	\$141.73	\$26.92
Irrigation Repair	\$7,556.23	\$1,435.82	\$348.17	\$66.15
Landscape Maintenance Subcontractor	\$0.00	\$0.00	\$0.00	\$0.00
Lawn Care Subcontractor	\$0.00	\$0.00	\$0.00	\$0.00
Mulch Subcontractor	\$484.42	\$72.66	\$0.00	\$0.00
Enhancement	\$6,352.06	\$1,202.93	\$20.65	\$22.74
Construction	\$68,231.60	\$12,595.99	\$5,251.42	\$978.74
Subcontractor	\$0.00	\$0.00	\$0.00	\$0.00
Snow	\$0.00	\$0.00	\$0.00	\$0.00
Snow Subcontractor	\$0.00	\$0.00	\$0.00	\$0.00
Direct	\$4,388.16	\$833.66	\$3.76	\$0.72
Indirect	\$21,556.84	\$4,058.73	\$1,216.05	\$239.94
Training	\$0.00	\$0.00	\$0.00	\$0.00
Supervisor	\$9,160.90	\$1,740.38	\$77.70	\$15.00
Shop	\$7,173.23	\$1,362.98	\$521.52	\$99.50
Site Maintenance	\$1,227.87	\$230.95	\$55.52	\$10.65
<b>Totals</b>	<b>\$357,761.25</b> <sup>d</sup>	<b>\$67,506.71</b>	<b>\$21,026.46</b> <sup>e</sup>	<b>\$3,969.10</b>

## Payroll Reconciliation Pivot Report

- Go to the *Hours Pivot Report* that was created during your onboarding with Aspire and create a new pivot report with the following criteria and save it as *Payroll Pivot Report for Reconciliation*.

<b>Report Name</b>	Payroll Pivot Report for Reconciliation
<b>Location in Aspire</b>	Reports; Favorite Reports; Hours Pivot
<b>Filter Fields</b>	Work Date Year (filter to year), Work Date Month (filter to month), Work Date (filter to days in pay period), Pay Schedule (may need to filter by pay schedule)
<b>Data Display Fields</b>	Regular Hours, OT Hours, Hours, Base Cost, OT Premium, Total Labor Cost no Burden
<b>Row Display Fields</b>	Employee (Last, First), Base Rate, Division, Service Name
<b>Column Display Fields</b>	NONE

- Make sure the Regular Hours<sup>a</sup>, OT Hours<sup>b</sup> & Hours<sup>c</sup> match the hours on the Weekly Time Review filled in above.
- Make sure the *Base Labor Cost* and *Overtime Labor Costs* match the *End of Month Report* as recorded above.

Pivot Report | Hours

Payroll Pivot for Reconciliation

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Work Date Year: Work Date Month: Work Date:

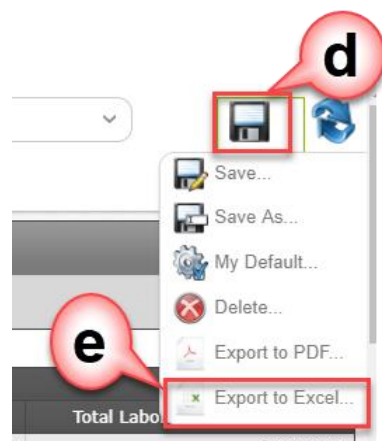
Data Headers

Employee (Last, First)	Base Rate	Branch	Division	Regular Hours	OT Hours	Hours	Base Cost	OT Premium	Total Labor Cost No Burden
Mulholland-Brandon, Total				257.90	67.97	325.87	\$4,321.04	\$450.69	\$4,771.73
Adams-Brandon				168.36	7.64	176.00	\$2,403.73	\$49.67	\$2,453.40
Adams-Brandon				630.00	59.30	689.30	\$14,096.19	\$606.39	\$14,702.58
Adams-Brandon				662.20	58.90	721.10	\$10,095.40	\$412.30	\$10,507.70
Adams-Brandon				46.80	0.00	46.80	\$561.60	\$0.00	\$561.60
Adams-Brandon				271.42	22.88	294.30	\$3,531.60	\$137.28	\$3,668.88
Adams-Brandon				217.66	6.87	224.53	\$2,694.36	\$41.22	\$2,735.58
Adams-Brandon				95.04	5.06	100.10	\$1,941.94	\$49.09	\$1,991.03
Adams-Brandon				168.35	1.10	169.45	\$2,033.40	\$6.60	\$2,040.00
Adams-Brandon				162.38	29.06	191.44	\$2,538.49	\$192.65	\$2,731.14
<b>Grand Total</b>				<b>79,570.85</b>	<b>6,301.63</b>	<b>87,872.48</b>	<b>\$1,313,878.90</b>	<b>\$60,899.59</b>	<b>\$1,374,778.49</b>

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- Before exporting to Excel, if there is employee gross pay that is not being entered in the *Accrued Payroll Holding* account in your accounting system because you are choosing to enter all their gross pay as either direct or indirect, then expense to a division. You can filter out that employee or pay schedule (if it's all salaried employee's) before exporting this pivot report to excel. If this is the case, remember when closing the month, you cannot use the *Labor* tab on the *End of Month Report* for the labor journal entry into your accounting system. You will need to create a pivot report and exclude these same employee's or payroll schedule to determine the value.

- Export this report to Excel by hovering over the Save  icon<sup>d</sup> and selecting the *Export to Excel* option<sup>e</sup>.
- Open the exported file from your browser. This is the *Reconciliation Spreadsheet*.



## Prepare Reconciliation Spreadsheet

The next step is to perform some minor reformatting of the *Reconciliation Spreadsheet* and the exported report shown below. Be sure to collapse the Base Rate column prior to exporting to excel.

	A	B	C	D	E	F	G
1		Grand Total					
2		Regular Hours	OT Hours	Hours	Base Cost	OT Premium	Total Labor Cost no Burden
3	Employee 1	40.00	1.00	41.00	\$492.00	\$6.00	\$498.00
4	Employee 2	40.00	5.00	45.00	\$540.00	\$30.00	\$570.00
5	Employee 3	40.00	0.00	40.00	\$480.00	\$0.00	\$480.00
6	Employee 4	40.00	6.00	46.00	\$552.00	\$36.00	\$588.00
7	Employee 5	40.00	0.00	40.00	\$480.00	\$0.00	\$480.00
8	Employee 6	40.00	7.00	47.00	\$564.00	\$42.00	\$606.00
9	Employee 7	40.00	5.00	45.00	\$540.00	\$30.00	\$570.00

You will now need to add columns to the excel file:

- Add five columns<sup>a</sup>
  - Total
  - Payroll Service
  - Difference
  - Notes
  - Division
- **Total** column<sup>b</sup>
  - Create formula to add *Base Cost* plus *OT Premium*.
  - Copy down to each row including the *Grand Total* line.
- **Payroll Service** column – you will fill this field in later.

- **Difference column**
  - Create formula to subtract *Total* value from *Payroll Service* value.
  - Copy down to each row including the *Grand Total* line.
  - Later, when you fill in the *Payroll Service* gross value, this will show the difference between *Aspire Payroll Gross* and *Payroll Service Gross*.

	A	B	C	D	E	F	G	H	I	J	K
1											
2		Regular Hours	OT Hours	Hours	Base Cost	OT Premium	Total	Payroll Service	Notes	Difference	Division
3	Employee 1	40.00	1.00	41.00	\$492.00	\$6.00	\$498.00			498.00	
4	Employee 2	40.00	5.00	45.00	\$540.00	\$30.00	\$570.00			570.00	
5	Employee 3	40.00	0.00	40.00	\$480.00	\$0.00	\$480.00			480.00	
6	Employee 4	40.00	6.00	46.00	\$552.00	\$36.00	\$588.00			588.00	
7	Employee 5	40.00	0.00	40.00	\$480.00	\$0.00	\$480.00			480.00	
8	Employee 6	40.00	7.00	47.00	\$564.00	\$42.00	\$606.00			606.00	
9	Employee 7	40.00	5.00	45.00	\$540.00	\$30.00	\$570.00			570.00	
10	Grand Total	280.00	24.00	304.00	3,648.00	144.00	3,792.00			3,792.00	
11											

### Enter Payroll Service Values into Reconciliation Spreadsheet

- Acquire the payroll report from you Payroll Service that provides gross pay for each employee for the pay period.
- Take the *Total Gross Amount* for each employee from the report provided by your payroll service and enter into the *Payroll Service* column<sup>a</sup> of the *Reconciliation Spreadsheet* as shown below. The *Reconciliation Spreadsheet* will only show employee's you manage in Aspire. It may be helpful to circle or check off these employees on the payroll service report to more easily validate between the two lists.
- Once you have all the information entered onto the *Reconciliation Spreadsheet* it should look like the example below.
- Add entries to the *Notes* column explaining why the amount is off for lines whose difference is more than a couple dollars.
- In the *Division* column, enter the division in which the employee primarily works, to aid you when creating the partial journal entry.
- Investigate if the hours are different between Aspire and your payroll service
  - As you can see, *Test Employee* on line 2 has a major difference<sup>b</sup> between the Aspire Total and the total from your payroll service.
  - Investigation reveals that the reason is because the Test Employee's Base Rate<sup>c</sup> does not match the rate in the payroll service system.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3	Employee 1	12.00 hourly	40.00	1.00	41.00	\$492.00	\$6.00	\$498.00	\$498.00				
4	Employee 2	12.00 hourly	40.00	5.00	45.00	\$540.00	\$30.00	\$570.00	\$570.00				
5	Employee 3	12.00 hourly	40.00	0.00	40.00	\$480.00	\$0.00	\$480.00	\$520.00	Aspire hourly rate is incorrect			
6	Employee 4	12.00 hourly	40.00	6.00	46.00	\$552.00	\$36.00	\$588.00	\$588.00				
7	Employee 5	12.00 hourly	40.00	0.00	40.00	\$480.00	\$0.00	\$480.00	\$480.00				
8	Employee 6	12.00 hourly	40.00	7.00	47.00	\$564.00	\$42.00	\$606.00	\$605.99				
9	Employee 7	12.00 hourly	40.00	5.00	45.00	\$540.00	\$30.00	\$570.00	\$570.02				
10	Grand Total		280.00	24.00	304.00	3,648.00	144.00	3,792.00	3,832.01				
11													
12													
13													
14													
15													
16													

Note: If you find it necessary to change the base rate or hours in Aspire, the time for that employee will need to be unapproved, changes made, and re-approved. After all corrections are made, you will need to start at the beginning of the process in this article again on the following day after the pivot report has had time to update (data for Aspire pivot reports is refreshed every night).

- Add the Indirect Labor Employee dollar amounts (amounts on payroll register that were not checked off as direct labor employees) to the Payroll Reconciliation at the bottom under the total of the direct employee's gross pay, be sure to break out commission.

	A	B	C	D	G	H	I	J	K	L	M	N	O
1					Item				Payroll Service		Hours	Gross Pay	
2				Regular Hours	Base Cost	OT Premium	Total	Hours	Gross Pay	Notes	Difference	Difference	Division
3	Employee 1	12.00 hourly	40.00		\$492.00	\$6.00	\$498.00		\$498.00		0.00	0.00	Enhancements
4	Employee 2	12.00 hourly	40.00		\$540.00	\$30.00	\$570.00		\$570.00		0.00	0.00	Enhancements
8	Employee 6	12.00 hourly	40.00		\$564.00	\$42.00	\$606.00		\$605.99		0.00	0.01	Enhancements
9	Employee 7	12.00 hourly	40.00		\$540.00	\$30.00	\$570.00		\$570.02		0.00	-0.02	Maintenance
10	Grand Total		280.00		3,648.00	144.00	3,792.00		3,832.01		0.00	-40.01	
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													

Indirect Employees from Payroll Service Report (Employees that are not in Aspire)			
Name	Gross Ck Amnt	Dept	
ex. John Doe	\$500.00	ex. Admin	
	\$500.00		
Total Direct & Indirect Gross Pay:		\$4,332.01	This number will match with the Payroll Service Report

- On the Payroll Journal tab fill in all Non-Direct Employee dollar amounts from the Payroll Reconciliation tab in the appropriate Department. (i.e. All employees in Dept. Admin on the Payroll Reconciliation are listed in the Admin area on the Payroll Journal Tab E7 and G7.)

6													
7	Admin					ex. John Doe			\$500.00	This number comes from the Payroll Reconciliation Tab			
8	Admin												
9	Admin												
10													
11	Total Admin								\$500.00				

- On the Payroll Journal tab column J41 at “Gross Pay Wage Register” fill in the amount of Gross Wages Paid from the Payroll Register from the Payroll Service. (This number will generally be found on the last page of the Payroll Register from the Payroll Service.)

	A	B	C	D	E	F	G	H	I	J
37										
38										
39				Total Direct			\$3,832.01			
40										
41	TOTAL						\$4,332.01			
42										

Gross Pay  
Wage Register  
\$4,332.01

- On the Payroll Journal tab column G27 enter the total amount for Direct Employees Gross Pay from the Payroll Reconciliation as a negative number.

	A	B	C	D	E	F	G	H	I	J	K	L	M
26													
27	Direct Labor from Payroll Pivot by Division from below.				DIRECT LABOR		-\$3,832.01	=Gross "Direct Labor" from the Payroll Reconciliation Tab					
28					Enter your Divs here								

- In Aspire create another Pivot Table for Divisions.
  - Go to Reports Icon to the left in the grass.
  - Favorite Reports Tab.
  - Select the report you just created “Hours for Payroll Reconciliation.”
  - From Show Fields list select Division and place it before Employee on the left.
  - From the Column Fields hide Regular Hours, OT Hours and Hour.

Work Date Year	Work Date Month	Work Date
Data Headers		
Division	Employee (Last, First)	Grand Total
		Base Cost
		OT Premium
		Total Labor Cost No Burden

- Export this Report to Excel and copy it to the bottom of the Payroll Journal tab.

	Payroll Pivot by Division			
		Grand Total		Total Labor Cost
	Division	Base Cost	OT Premium	No Burden
47	Copy and paste your exported Payroll Pivot by Division from Aspire Here			
48	Maintenance	\$540.00	\$30.00	\$570.00
49	Enhancements	\$3,148.00	\$114.00	\$3,262.00
50	HCP			
51	Snow			

- Insert these numbers into the appropriate Direct Labor Division in the Payroll Journal.  
*Note: The number showing in the Total for Direct Labor should match the difference from the Payroll Journal for Direct Labor.*
- From the Payroll Reconciliation Tab, we are going to add the “Differences by Division” from the bottom of the worksheet by Division to the Amount in each Division on the







Enter the total amount deducted from your checking account by the payroll service less the employee payroll deductions in column F47. *Columns E & F row 49 should equal the same dollar amount.*

- In Columns I47 and I48 enter the amounts from the Payroll Service Payroll Register. *Columns H & I, row 49 should equal the same dollar amount.*
- Your journal entry is now ready to be entered into your accounting system.