

## Quick Steps for Closing Payroll

### **Step 1 – Review Preliminary Reports**

Bookkeeper should provide the following reports to the Pastor/Principal before beginning the payroll close process. The reports with a “\*” next to it will have a watermark of “Preview Only”

- i. **Salary Budget Worksheet** – provides budgeted salaries for the current year
- ii. **Employees Not Paid Report** – lists employees set up in IOI not paid for the pay period
- iii. **051 Payroll Register \*** – Please review before closing payroll and compare to Salary Budget Worksheets to ensure that salaries paid agree to budgeted salaries
- iv. **008 Payroll Recon Summary \*** – Lists the amounts to debit checking account for net payroll and payroll tax deposit for the pay period.

**Step 2 – Log into IOI** - Go to [www.ioipay.com](http://www.ioipay.com) and select “Employer Login” and choose *IOIPay*

### **Step 3 - View Payroll Preview Reports in IOI Pay**

- i. Click on “View/Print Reports” blue box to the left of the screen (Arrow #1)
- ii. Go up to the box at the top right of the screen (Arrow #2) and click on the ↓ to the far right
- iii. Scroll down until you see Preview Payroll (Arrow #2) and double click on Preview Payroll
- iv. Screen will appear titled “Preview Payroll.”
- v. Click on the blue box titled “Preview Payroll”
- vi. A screen will come up titled Preview Status – DB\_\_\_\_ for your division number. The message, “Preview is complete...” will appear.
- vii. Look for report 051 – Payroll Register w/Taxable and click on the report name in blue. The report will preview on the screen. This report should contain the same information as the 051 Payroll Register provided to you by the bookkeeper in Step 1.
- viii. Look for report 008 – Recon Summary and click on the report name in blue. The report will preview on the screen. This information should contain the same information as the 008 Payroll Recon Summary provided to you by the bookkeeper in Step 1.
- ix. If all information agrees, you are ready to move to Step 4

**If information does not agree, or, you are concerned that the information is not correct, STOP and contact IOI Pay at 888-697-0021**

### **Step 4 – Finish and Process**

- i. Click on the “Finish and Process” blue box to the left of the screen
- ii. Select Submit Payroll. The “Submit Payroll for Processing” screen will follow and is set to “I am done with the payroll and want the service team to process it.” If everything is approved, then move on to Item iii.
- iii. Submit your payroll by clicking the Save button. Your payroll is now closed.
- iv. Logout of IOI Pay
- v. **Priest/principal should sign/initial the reports in Step 1 to document the review and approval of the reports.**
- vi. **Bookkeeper should receive an email notification from IOI that payroll has been closed. Pastor/principal should initial the email notification to confirm that the payroll process is complete.**

**NOTE: If you are concerned that the information is not correct, do not click on the SAVE button. Instead, STOP and contact IOI Pay at 888-697-0021**