

941 Quarterly Report

PU19

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
10/06/06	Lesa Terry	Create
12/18/06	Janet Pasion	Update steps and screenshots.
2/9/07	Kimberly Holtz	SME Review
2/14/07	Janet Pasion	Update with SME edits
2/28/07	Lesa Terry	Review
4/4/07	Nadine Cummings / Lesa Terry	HRMS Communication review
9/24/07	Kelly Welsh	Notes added per SME. Screen shots of the 3 rd party remittance detail report added. Added roles.
10/3/07	Kelly Welsh	Edits per SME review.
10/17/07	Kelly Welsh	Edits per SME review
12/3/2007	Kelly Welsh	Edits from SME review
11/4/2008	Kelly Welsh	Updates per system upgrade

Purpose

Use this procedure to create your agency's 941 quarterly reports.

Trigger

Perform this procedure for every quarter end.

- March 31, 2XXX
- June 30, 2XXX
- September 30, 2XXX
- December 31, 2XXX

Prerequisites

Payroll results from all periods in the quarter are final by Department of Personnel.

In order to perform this transaction you must be assigned the following roles:

Payroll Processor, Payroll Inquirer, Payroll Supervisor, Payroll Analyst.

Transaction Code

PU19

Date	Procedure Update Log
04/10/07	Created
9/24/07	Roles added. Steps for running the 3 rd Party Remittance detail report added.
11/4/2008	Screen shots updated per system upgrade

Perform one of the following:

If	Go To
You would like to add Personnel Area Numbers to the Tax Company menu	Step 3
You would like to set the default of the report to Test Run	Step 4
You would like to generate the agency's 941 and Schedule B in test mode. Run the URMR for liability validation	Step 5
You would like to generate the agency's 941 in production mode	Step 6

If	Go To
You would like to view the manual adjustments by quarter	Step 7
You would like to view the Log Manager	Step 8

Helpful Hints

Agencies should run (in **test** mode) after each payroll to verify the deposits and liabilities are in balance. Running in test mode will allow the agencies to view their 941s without creating a final document. At the end of the quarter, when the 941 is in balance, a production run can be made and the file date can be generated.



If the 941 is run in **Production** mode prematurely the production run will have to be deleted to run the final Production mode to file. Please contact the DOP Helpdesk to have the Production run deleted. If a year to date adjustment is needed and the agency has already completed a Production run, a new year to date adjustment can be made, but the original year to date will stay the same.

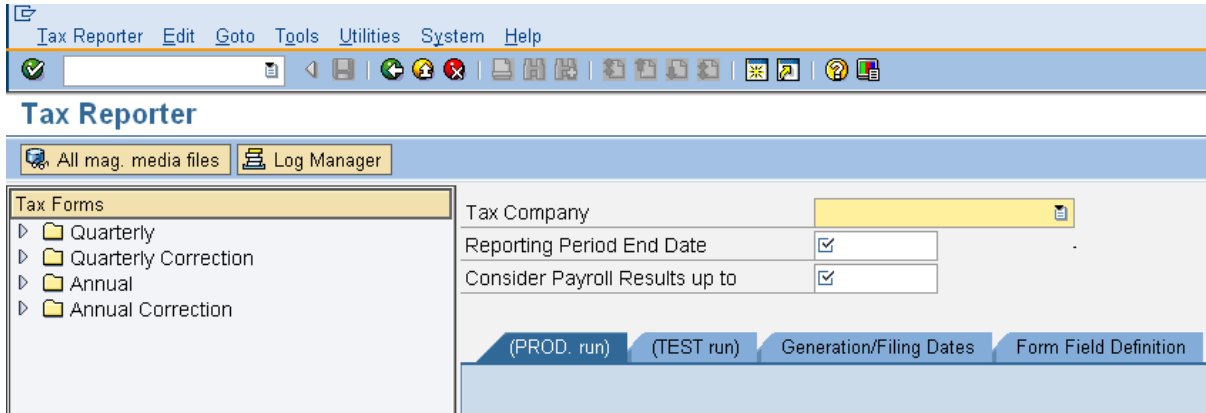
Example: A year-to-date adjustment is done for an employee in Tax Company 0110 for 1st quarter 2007. On April 10, 2007 Tax Company 0120 runs their 941 in Production mode. The year to date adjustment for Tax Company 0110 is sealed. A new year to date adjustment can be done for Tax Company 0110 but the original year to date is unchangeable.

- 941cs do calculate correctly in HRMS **for standard wage types**. The 941cs are not configured in the system to be accepted by the IRS. Department of Personnel does not support these forms.
- For W-2s be sure to uncheck the "Generate magnetic tape" or "Generate authority copy".

Procedure

1. Start the transaction using the transaction code **PU19**.

Tax Reporter



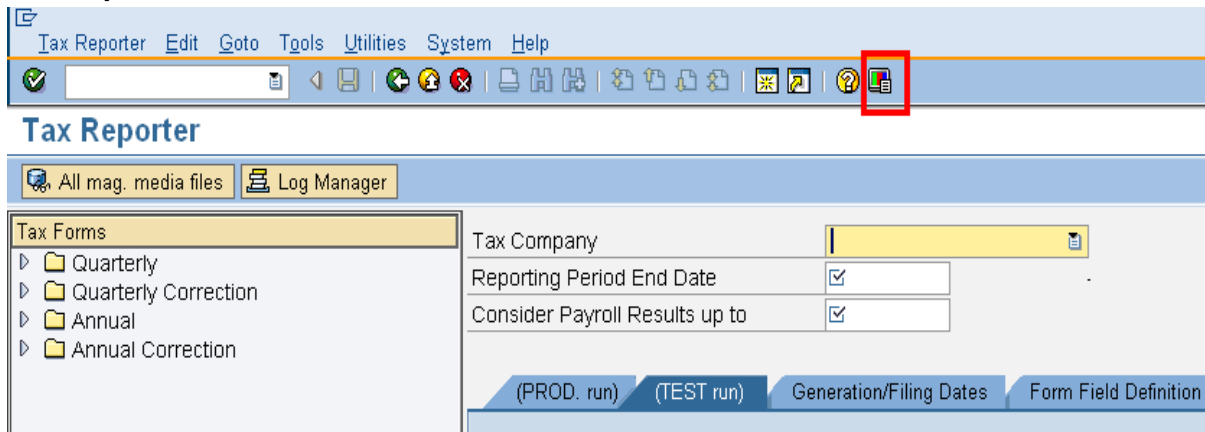
2. Perform one of the following:

If	Go To
You would like to add Personnel Area Numbers to the Tax Company menu	Step 3
You would like to set the default of the report to Test Run	Step 4
You would like to generate the agency's 941 and Schedule B in test mode. Run the URMR for liability validation	Step 5
You would like to generate the agency's 941 in production mode	Step 6
You would like to view the manual adjustments by quarter	Step 7
You would like to view the Log Manager	Step 8

3. To turn on the Personnel Area ID numbers in the drop down list, follow these steps:

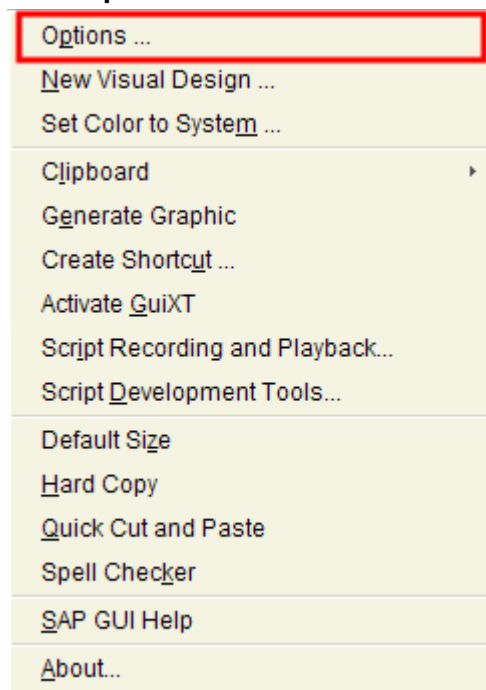
- 3.1 From the toolbar, click the  (Customizing of local layout) button.


Tax Reporter



3.2 Select **Options** from the selection list.

Tax Reporter

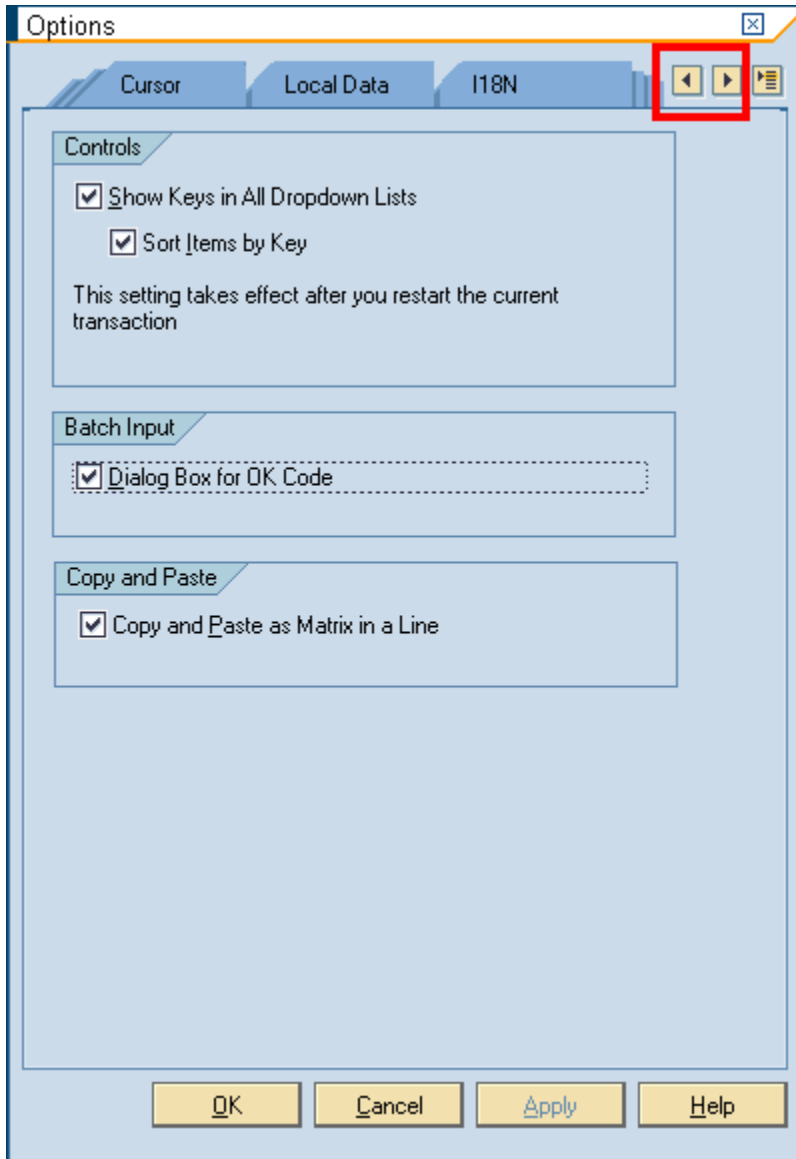


3.3 Use the  (arrows) until you reach the **Expert** tab.



You can also select the  and select **Expert**

Options



3.4 Select the boxes as shown in the picture below.

Options

Options

Local Data I18N Expert

Controls

Show Keys in All Dropdown Lists

Sort Items by Key

This setting takes effect after you restart the current transaction

Batch Input

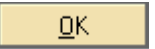
Dialog Box for OK Code

Copy and Paste


Copy and Paste as Matrix in a Line

OK Cancel Apply Help

3.5 Click the  (Apply) button.

3.6 Click the  (OK) button.

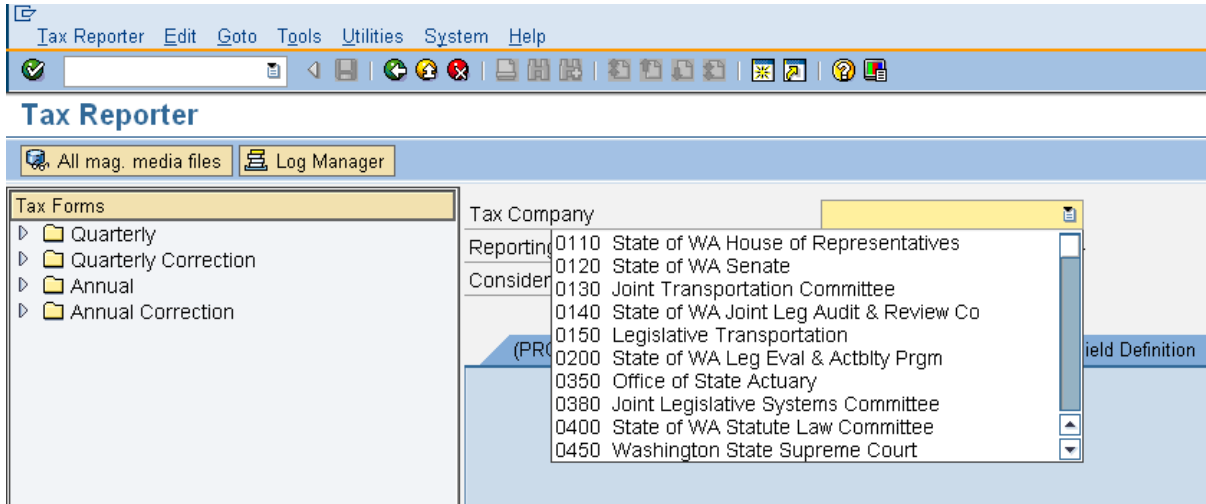


After clicking OK you will be taken back to the Tax Reporter. Use the  (**Back**) to return to the SAP Easy Access Screen to reset the Tax Reporter so the Personnel Area's numbers are in numeric order.




You can simply type the first two or three numbers of the Personnel Area to make the selection.

Tax Reporter

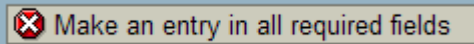


4. To set the default of the report to **Test Run**, complete the following fields:

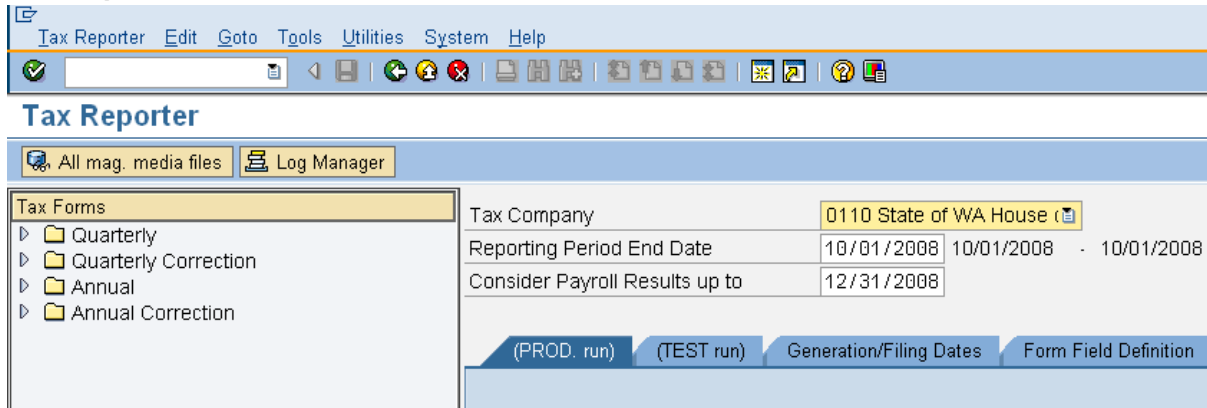
Field Name	R/O/C	Description
Tax Company	R	<p>Select your agency's Tax Company ID.</p> <p>Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information.</p> <p>Example: 1110 (Department of Personnel)</p>
Reporting Period End Date	R	<p>The Reporting Period End Date.</p> <p>Enter the Quarter End Date as listed below.</p> <p>Quarter 1 – Period 03/31/20XX Quarter 2 – Period 06/30/20XX Quarter 3 – Period 09/30/20XX Quarter 4 – Period 12/31/20XX</p> <p>Example: 12/31/2006</p>

Field Name	R/O/C	Description
Consider Payroll Results up to	R	<p>The Consider Payroll Results up to.</p>  <p>Enter the Quarter End Date. (Using the same format above.)</p> <p>Example: 12/31/2008</p>



All three fields are required and must be filled before moving on to the next step or you will receive the following message:  (Make an entry in all required fields).

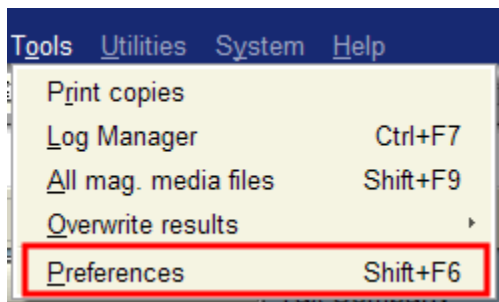
Tax Reporter




4.1 Click  (Enter) to validate the entry.

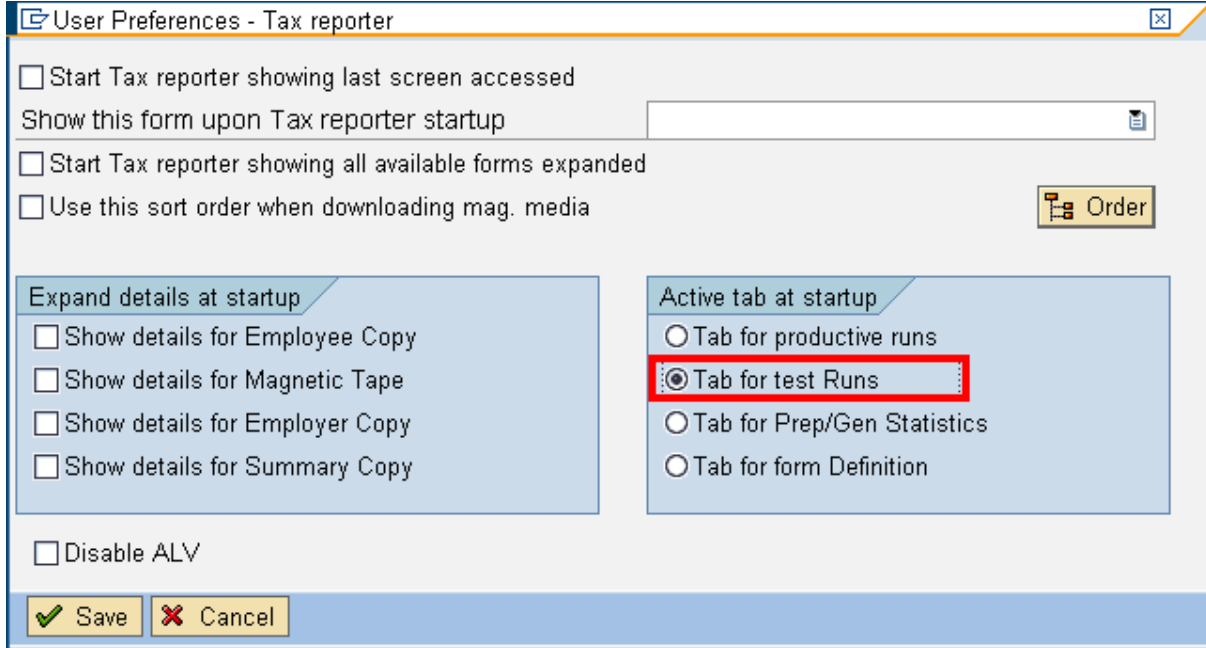
4.2 From the menu bar, click on Tools and select **Preferences** from the selection list.

Tools Menu



- 4.3 Select  **Tab for test Runs** (Tab for test runs) under the Active tab at startup section.

User Preferences - Tax reporter

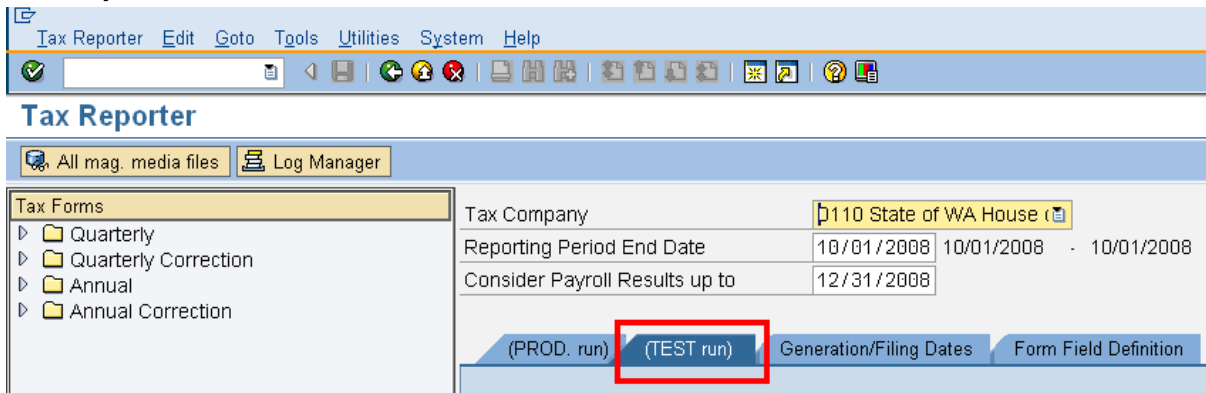


- 4.4 Click  (Save) to save the options.






The transaction may need to be restarted in order for the change to take effect.

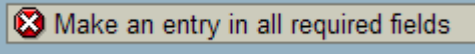
Tax Reporter



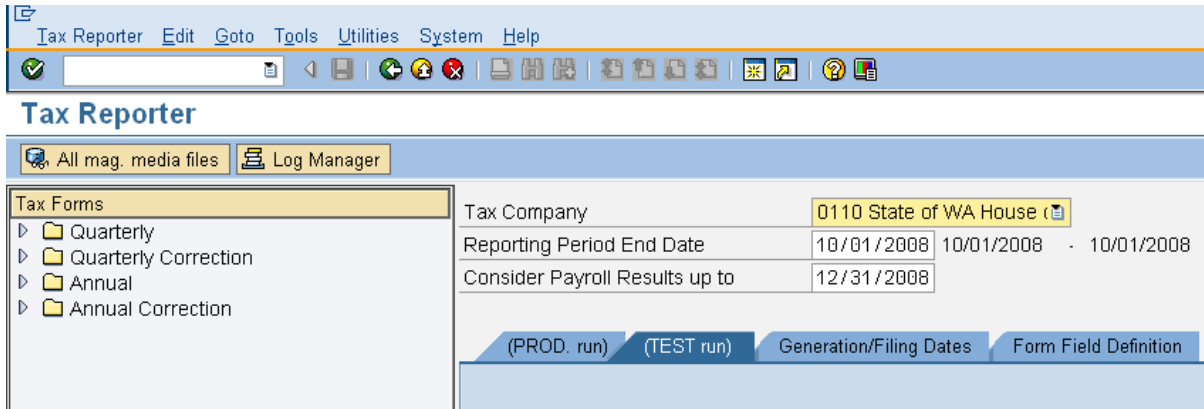
5. To view and print the agency's 941 and Schedule B report in test mode, complete the following fields:

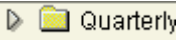
Field Name	R/O/C	Description																				
Tax Company	R	<p>Select your agency's Tax Company ID.</p>  <p>Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information.</p> <p>Example: 1110 (Department of Personnel)</p> <table border="1"> <thead> <tr> <th>Main Tax Company</th> <th>Included sub-areas</th> </tr> </thead> <tbody> <tr> <td>1110 (Department of Personnel)</td> <td>1110 and 1111</td> </tr> <tr> <td>2450 (Military Department)</td> <td>2450 through 2453</td> </tr> <tr> <td>3105 (Department of Corrections)</td> <td>3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119</td> </tr> <tr> <td>3106 (Department of Corrections)</td> <td>3106, 3110, 3112 & 3115</td> </tr> <tr> <td>3107 (Department of Corrections)</td> <td>3107, 3109, 3122 & 3123</td> </tr> <tr> <td>3113 (Department of Corrections)</td> <td>3113, 3114 & 3120</td> </tr> <tr> <td>3121 (Department of Corrections)</td> <td>3108, 3116 & 3121</td> </tr> <tr> <td>4610 (Department of Ecology)</td> <td>4610 through 4612</td> </tr> <tr> <td>5401 (Employment Security Department)</td> <td>5401 through 5416</td> </tr> </tbody> </table>	Main Tax Company	Included sub-areas	1110 (Department of Personnel)	1110 and 1111	2450 (Military Department)	2450 through 2453	3105 (Department of Corrections)	3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119	3106 (Department of Corrections)	3106, 3110, 3112 & 3115	3107 (Department of Corrections)	3107, 3109, 3122 & 3123	3113 (Department of Corrections)	3113, 3114 & 3120	3121 (Department of Corrections)	3108, 3116 & 3121	4610 (Department of Ecology)	4610 through 4612	5401 (Employment Security Department)	5401 through 5416
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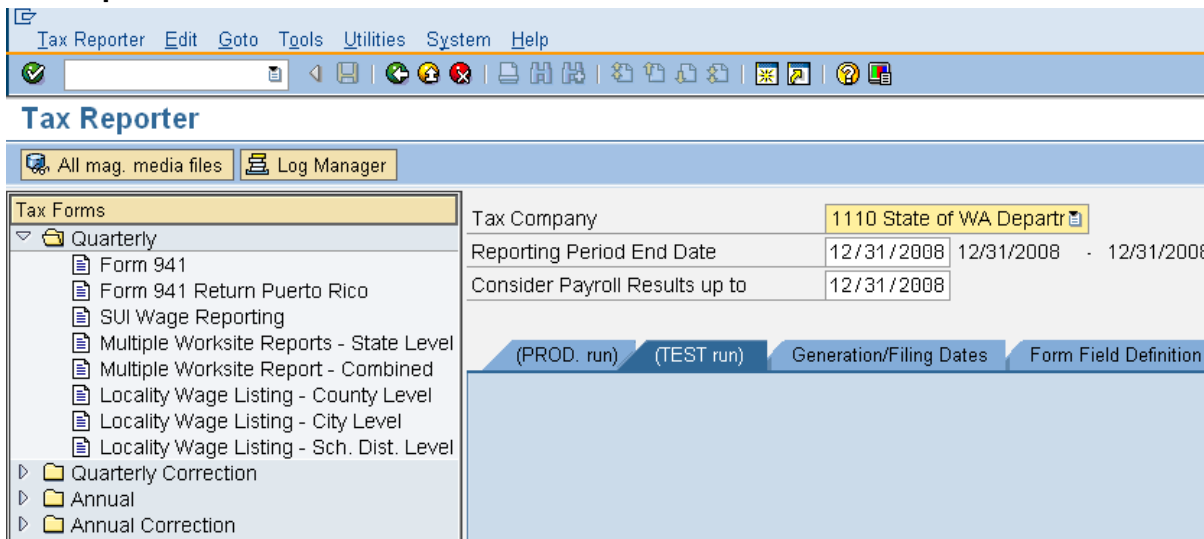
All three fields are required and must be filled before moving on to the next step or you will receive the following message:  (Make an entry in all required fields).

Tax Reporter




5.1 In the **Tax Forms** section, click the arrow next to the  **Quarterly** folder to open this list.


Tax Reporter



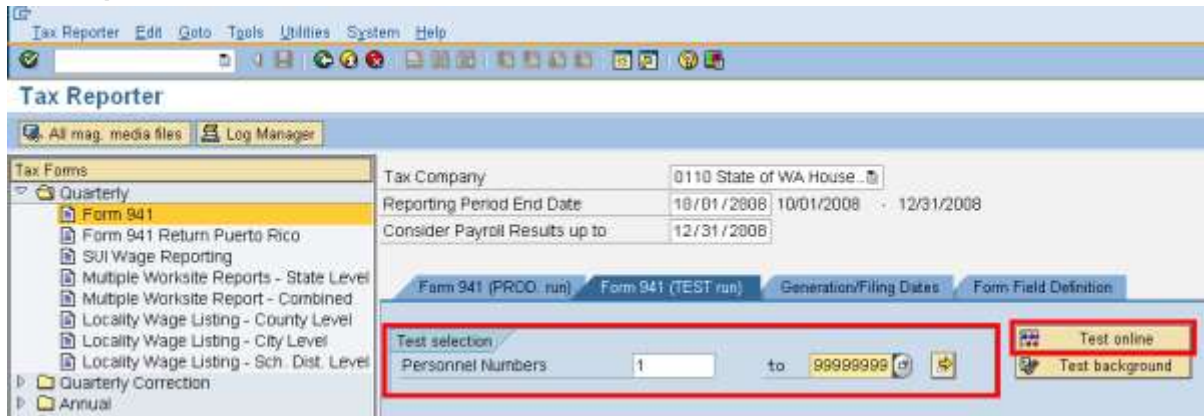
5.2 Double-click on the  **Form 941** (Form 941) document.


5.3 Complete the following fields:

Field Name	R/O/C	Description
Personnel Numbers	R	<p>The employee's unique identifying number. Example: 10001111 (single personnel number)</p> <p> Entering the range of 1 to 99999999 will capture your entire agency. If wanting to see only one employee (or a few) you may enter just those individuals. Example: 1 to 99999999 (8 digits)</p>

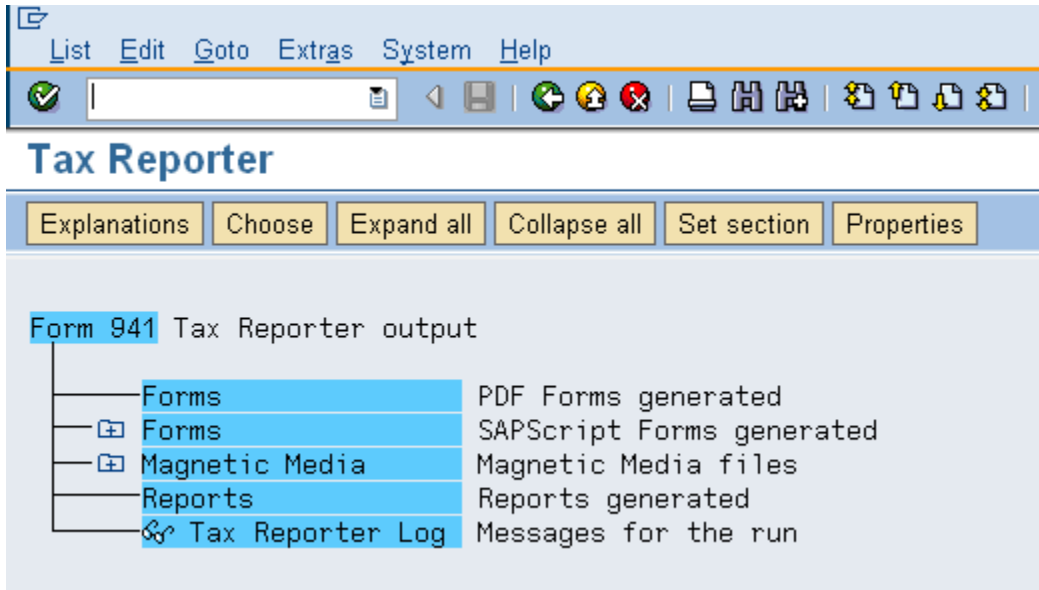
5.4 Click  Test online (Execute Test Online) to start the report.

Tax Reporter



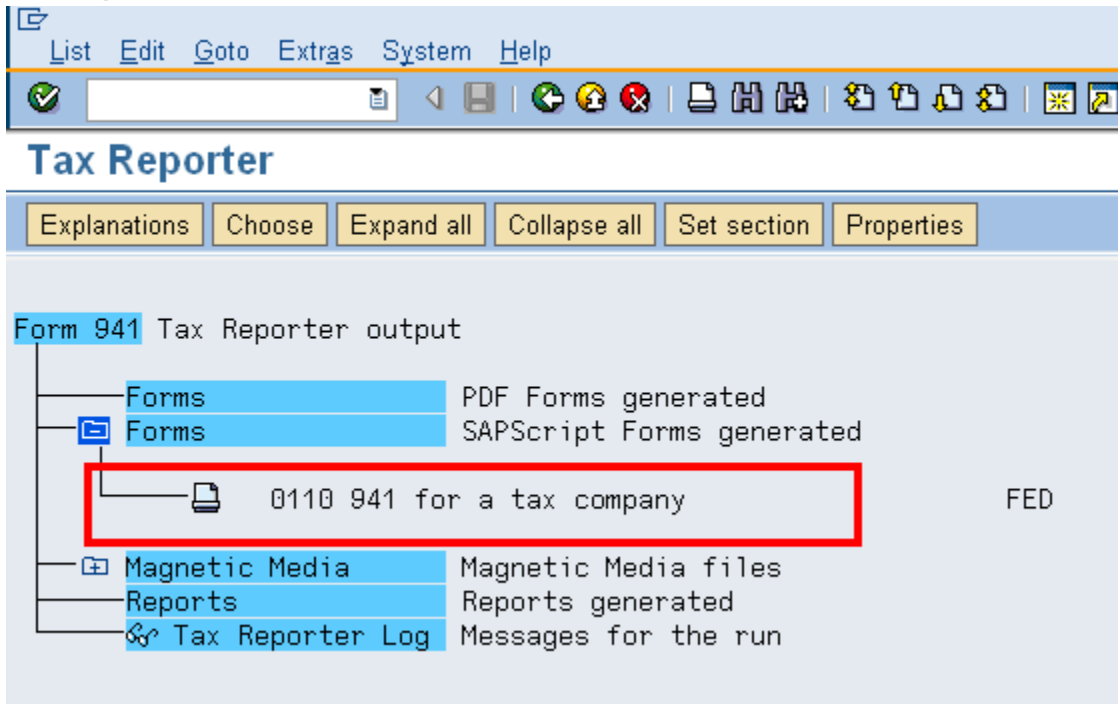
5.5 Click on the  (folder) next to **Forms** SAPScript Forms generated to access the report.

Tax Reporter

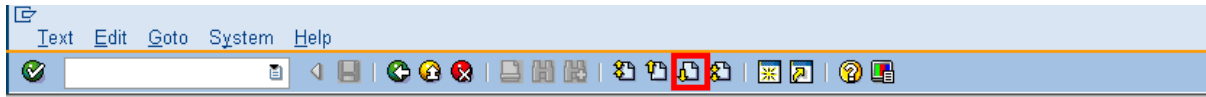


- 5.6 To view the report online, double-click **941 for a tax company** (941 for a tax company) on the text/report name.

Tax Reporter



Print Preview of ZPD1 Page 00001 of 00002



Print Preview of ZPD1 Page 00001 of 00002

Form **941** **Employer's Quarterly Federal Tax Return**


910940493

State of WA Department of Personnel 09/30/2008

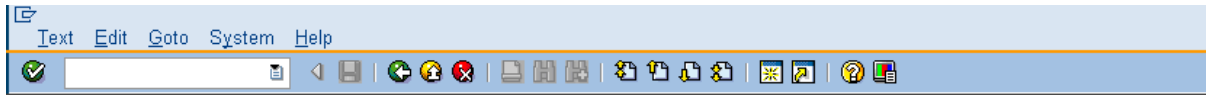
PO Box 47500 Olympia WA 98504-7500

1	Number of employees	1	231.00
2	Wages, tips, and other compensation	2	3,140,809.79
3	Total income tax withheld from wages, tips, and other compensation	3	432,143.20



To view the agency's Schedule B, use the  (Next Page (Page Down)) to access the report.

Print Preview of ZPD1 Page 00002 of 00002



Print Preview of ZPD1 Page 00002 of 00002


Schedule B Employer's Record of Federal Tax Liability (Form 941)						

State of WA Department of Personnel		910940493				09/30/2008

A. Daily Tax Liability - First Month of Quarter						

1	0.00	8	15	22		29
2		9	16	23		30
3		10	158,823.54	17	24	31
4		11		18	25	158,806.96
5		12		19	26	
6		13		20	27	
7		14		21	28	


5.7 Click  (Previous page (Page up)) to return to the previous screen.

5.8 To get back to the Tax Reporter Output for printing purposes click the  (Back) button

Tax Reporter

Form 941 Tax Reporter output

- Forms PDF Forms generated
- Forms SAPScript Forms generated
- 110 941 for a tax company FED
- Magnetic Media Magnetic Media files
- Reports Reports generated
- Tax Reporter Log Messages for the run

5.9 To print the report, click on the  (Printer) icon.

Output controller: Print spool request 9238




Output controller: Print spool request 9238



Print Parameters	
Output Device	ZPD1 Front End Printer for Tax Reported ...
Frontend Printer	\\doppsoly002\DOP2-01
Number of Copies	1
Priority	5 5 = medium
From Page	To Page

Cover Page	
Recipient	
Department	
Title	1110 941 for a tax company FED


Spool Request	
Name	LIST7S TAXF 12
Number	9,238
Format	LETTER SAPscript US LETTER


5.10 After the print selections have been made, click the  (Printer) to print.



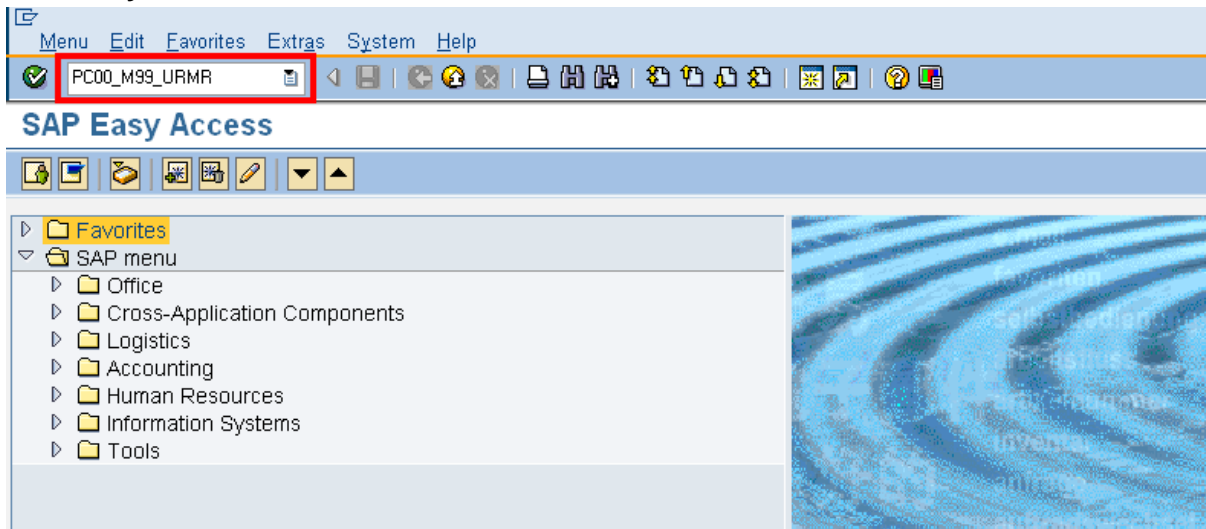
Run the 3rd Party Remittance Detail report to verify the liabilities on the Schedule B.



To access the Remittance Detail Report click the  (Exit) to return back to the SAP Easy Access screen.

5.11 Start the transaction by keying the transaction code: **PC00_M99_URMR** into the command field and click  (Enter).

SAP Easy Access



Remittance Detail Report

HR payee item selection

Company Code	<input type="text" value="CP"/>	
Business Area	<input type="text"/>	
Vendor	<input type="text"/>	
Vendor subgroup	<input type="text"/>	
HR payee type	<input type="text"/>	
HR payee number	<input type="text"/>	
Evaluation run no	<input type="text"/>	
Due date	<input type="text"/>	
Posting run number	<input type="text" value="1"/>	
Acknowledgement run	<input type="text"/>	
HR document ref. no.	<input type="text"/>	
Remittance Status	<input type="text"/>	
Stopped payments	<input type="text"/>	

Control data

Additional data

- None
- Include employee data
- Include symbolic account data

GUI control

- ALV grid control
- ALV tree control
- ALV Layout:
- GUI header

Level of detail on double click

- HR pay item summary
- Employee details
- HR payee item status
- HR payee item details
- Payroll data
- Additional information



Error checking and correction

- Check payments stopped
- Check already posted items
- Correct stopped status
- Correct already posted items

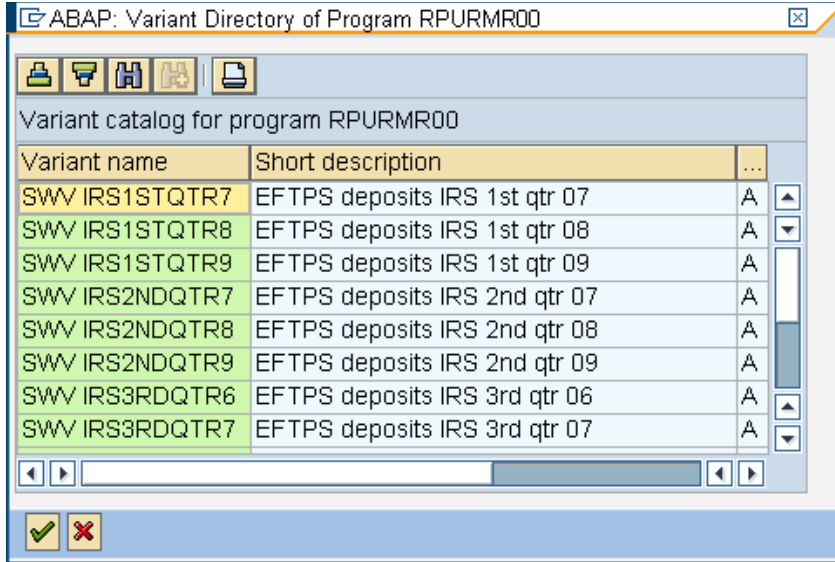
Find Variant

Find Variant

Variant	<input type="text" value="SWV*"/>	
Environment	<input type="text"/>	
Created by	<input type="text"/>	
Changed by	<input type="text"/>	
Original language	<input type="text"/>	

- 5.12 Click the  (**Get Variant**) button to access the list of variants. Remove your name or personnel number in the Created by field. In the Variant field type SWV* to display all statewide variants that have been created for this report. Click  (**Execute**) to access all variants.

Variant Directory of Program



The screenshot shows a window titled "ABAP: Variant Directory of Program RPURMR00". It contains a table with the following data:

Variant name	Short description	
SWV IRS1STQTR7	EFTPS deposits IRS 1st qtr 07	A
SWV IRS1STQTR8	EFTPS deposits IRS 1st qtr 08	A
SWV IRS1STQTR9	EFTPS deposits IRS 1st qtr 09	A
SWV IRS2NDQTR7	EFTPS deposits IRS 2nd qtr 07	A
SWV IRS2NDQTR8	EFTPS deposits IRS 2nd qtr 08	A
SWV IRS2NDQTR9	EFTPS deposits IRS 2nd qtr 09	A
SWV IRS3RDQTR6	EFTPS deposits IRS 3rd qtr 06	A
SWV IRS3RDQTR7	EFTPS deposits IRS 3rd qtr 07	A

- 5.13 Select the Statewide variant for the requested quarter.

- 5.14 Click  (**Copy**) to accept.

Remittance Detail Report

Reconciliation of Remittance Posting Items

HR payee item selection

Company Code	WAB01	
Business Area		
Vendor	2181700	
Vendor subgroup		
HR payee type		
HR payee number		
Evaluation run no		
Due date	04/10/2008	
Posting run number		
Acknowledgement run		
HR document ref. no.		
Remittance Status		
Stopped payments		

Control data

Additional data

- None
- Include employee data
- Include symbolic account data

GUI control

- ALV grid control
- ALV tree control

ALV Layout: 1_SUBTTOTALS

- GUI header

Level of detail on double click

- HR pay item summary
- Employee details
- HR payee item status
- HR payee item details
- Payroll data
- Additional information

Error checking and correction

5.15 Complete the following fields:

Field Name	R/O/C	Description
Business Area	R	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN) Example: 1110

5.16 Enter your business area and click  (**Execute**) to generate the report.

Remittance Detail- Overview

Co	BusA	Vendor	HR PType	HR payee	EvalRun	Amount	Crncy	Payday	Due	TranDate	Pay da
W	1110	2181700	2	1	501	64,492.30	USD	07/10/2007	07/10/2007	07/05/2007	
	1110		2	2	501	31,979.47	USD	07/10/2007	07/10/2007	07/05/2007	
	1110		2	3	501	31,979.47	USD	07/10/2007	07/10/2007	07/05/2007	
	1110		2	4	501	7,479.00	USD	07/10/2007	07/10/2007	07/05/2007	
	1110		2	5	501	7,479.00	USD	07/10/2007	07/10/2007	07/05/2007	
						143,409.24	USD				
	1110		2	1	511	83,216.75	USD	07/25/2007	07/25/2007	07/19/2007	
	1110		2	2	511	31,459.77	USD	07/25/2007	07/25/2007	07/19/2007	
	1110		2	3	511	31,459.77	USD	07/25/2007	07/25/2007	07/19/2007	
	1110		2	4	511	7,357.49	USD	07/25/2007	07/25/2007	07/19/2007	
	1110		2	5	511	7,357.49	USD	07/25/2007	07/25/2007	07/19/2007	
						140,851.27	USD				
	1110		2	1	531	67,786.32	USD	08/10/2007	08/10/2007	08/06/2007	
	1110		2	2	531	33,372.68	USD	08/10/2007	08/10/2007	08/06/2007	
	1110		2	3	531	33,372.68	USD	08/10/2007	08/10/2007	08/06/2007	
	1110		2	4	531	7,804.93	USD	08/10/2007	08/10/2007	08/06/2007	
	1110		2	5	531	7,804.93	USD	08/10/2007	08/10/2007	08/06/2007	
						150,141.54	USD				
	1110		2	1	541	63,988.67	USD	08/24/2007	08/24/2007	08/20/2007	
	1110		2	2	541	31,965.49	USD	08/24/2007	08/24/2007	08/20/2007	
	1110		2	3	541	31,965.49	USD	08/24/2007	08/24/2007	08/20/2007	
	1110		2	4	541	7,475.84	USD	08/24/2007	08/24/2007	08/20/2007	
	1110		2	5	541	7,475.84	USD	08/24/2007	08/24/2007	08/20/2007	
						142,871.33	USD				
	1110		2	1	561	65,247.14	USD	09/10/2007	09/10/2007	09/05/2007	
	1110		2	2	561	33,043.06	USD	09/10/2007	09/10/2007	09/05/2007	
	1110		2	3	561	33,043.06	USD	09/10/2007	09/10/2007	09/05/2007	
	1110		2	4	561	7,727.77	USD	09/10/2007	09/10/2007	09/05/2007	
	1110		2	5	561	7,727.77	USD	09/10/2007	09/10/2007	09/05/2007	
						146,788.80	USD				
	1110		2	1	571	70,468.95	USD	09/25/2007	09/25/2007	09/20/2007	
	1110		2	2	571	33,728.97	USD	09/25/2007	09/25/2007	09/20/2007	
	1110		2	3	571	33,728.97	USD	09/25/2007	09/25/2007	09/20/2007	
	1110		2	4	571	7,961.28	USD	09/25/2007	09/25/2007	09/20/2007	
	1110		2	5	571	7,961.28	USD	09/25/2007	09/25/2007	09/20/2007	
						153,848.85	USD				
		2181700				877,911.03	USD				
W						877,911.03	USD				

5.17 To view names, social security numbers and the amount each employee paid to the vendor double click on the selected amount.



- HR Payee types:
- 1: Employee withholding
 - 2: Employee Social Security
 - 3: Employer Social Security
 - 4: Employee Medicare
 - 5: Employer Medicare.

Employee and Employer shares should always be equal.

Remittance Detail Report

SAP System

Remittance Detail Report

Remittance summary

Reference Document :	HR 0073100000
Vendor :	2181700 EFTPS IRS Payment for W/H Ta
Company Code :	WA01 STATE OF WASHINGTON
Amount :	156,252.29 USD
Due Date :	01/10/2008




Employee details

Number of employees :	000230
-----------------------	--------

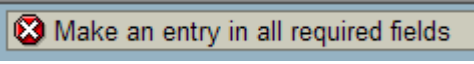
<u>Employee</u>	<u>Social Security No.</u>	<u>Amount</u>
		568.95
		1,084.38
Employee names and social security numbers have been deleted to protect confidentiality		335.68
		961.31
		946.87
		495.46
		693.81
		822.19
		441.49
		580.79
		840.90
		709.58
		559.61
		153.79
		728.72
		894.98
		673.16
		658.41

6. Once your results have been validated and balance in test mode, run the report in **Production Mode**. To run the report in **Production Mode** use the following steps:

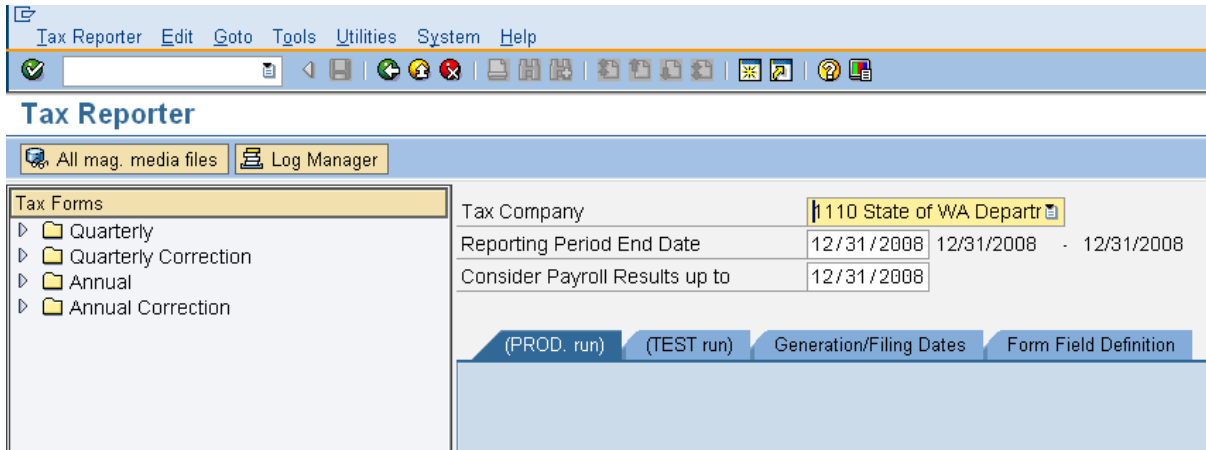
- 6.1 Complete the following fields:

Field Name	R/O/C	Description																				
Tax Company	R	<p>Select your agency's Tax Company ID.</p>  <p>Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information.</p> <p>Example: 1110 (Department of Personnel)</p> <table border="1"> <thead> <tr> <th>Main Tax Company</th> <th>Included sub-areas</th> </tr> </thead> <tbody> <tr> <td>1110 (Department of Personnel)</td> <td>1110 and 1111</td> </tr> <tr> <td>2450 (Military Department)</td> <td>2450 through 2453</td> </tr> <tr> <td>3105 (Department of Corrections)</td> <td>3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119</td> </tr> <tr> <td>3106 (Department of Corrections)</td> <td>3106, 3110, 3112 & 3115</td> </tr> <tr> <td>3107 (Department of Corrections)</td> <td>3107, 3109, 3122 & 3123</td> </tr> <tr> <td>3113 (Department of Corrections)</td> <td>3113, 3114 & 3120</td> </tr> <tr> <td>3121 (Department of Corrections)</td> <td>3108, 3116 & 3121</td> </tr> <tr> <td>4610 (Department of Ecology)</td> <td>4610 through 4612</td> </tr> <tr> <td>5401 (Employment Security Department)</td> <td>5401 through 5416</td> </tr> </tbody> </table>	Main Tax Company	Included sub-areas	1110 (Department of Personnel)	1110 and 1111	2450 (Military Department)	2450 through 2453	3105 (Department of Corrections)	3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119	3106 (Department of Corrections)	3106, 3110, 3112 & 3115	3107 (Department of Corrections)	3107, 3109, 3122 & 3123	3113 (Department of Corrections)	3113, 3114 & 3120	3121 (Department of Corrections)	3108, 3116 & 3121	4610 (Department of Ecology)	4610 through 4612	5401 (Employment Security Department)	5401 through 5416
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5401 (Employment Security Department)	5401 through 5416																					
Reporting Period End Date	R	<p>The Reporting Period End Date.</p>  <p>Enter the Quarter End Date as listed below.</p> <p>Quarter 1 – Period 03/31/20XX Quarter 2 – Period 06/30/20XX Quarter 3 – Period 09/30/20XX Quarter 4 – Period 12/31/20XX</p> <p>Example: 12/31/2008</p>																				
Consider Payroll Results up to	R	<p>The Consider Payroll Results up to.</p>  <p>Enter the Quarter End Date. (Using the same format above.)</p> <p>Example: 12/31/2008</p>																				

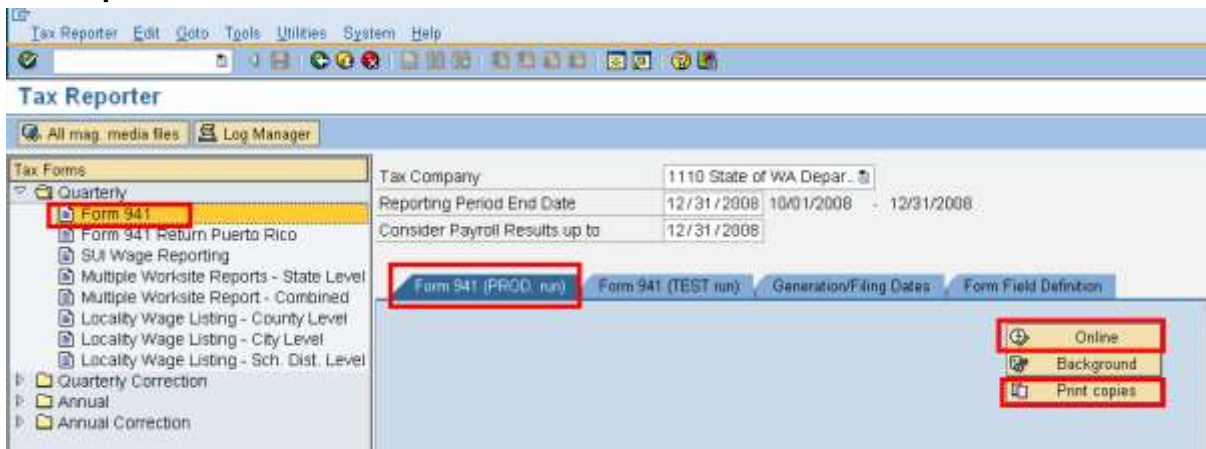


All three fields are required and must be filled before moving on to the next step or you will receive the following message:  (Make an entry in all required fields).

Tax Reporter





Tax Reporter



6.2 Click the  tab.

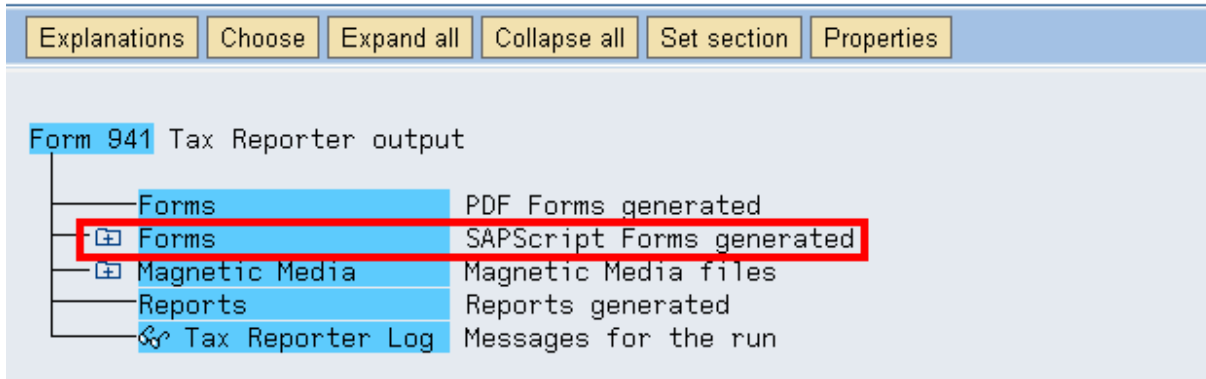
6.3 Click  (Execute online) to generate the final report.

6.4 Click on the  (folder) next to  SAPScript Forms generated to access the report.

Tax Reporter

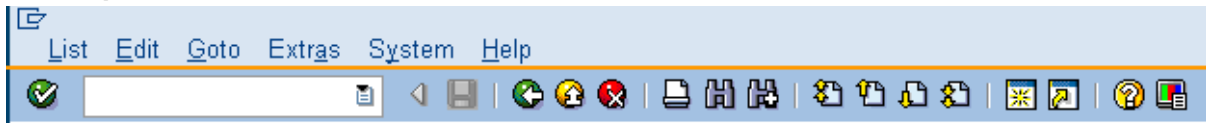


Tax Reporter

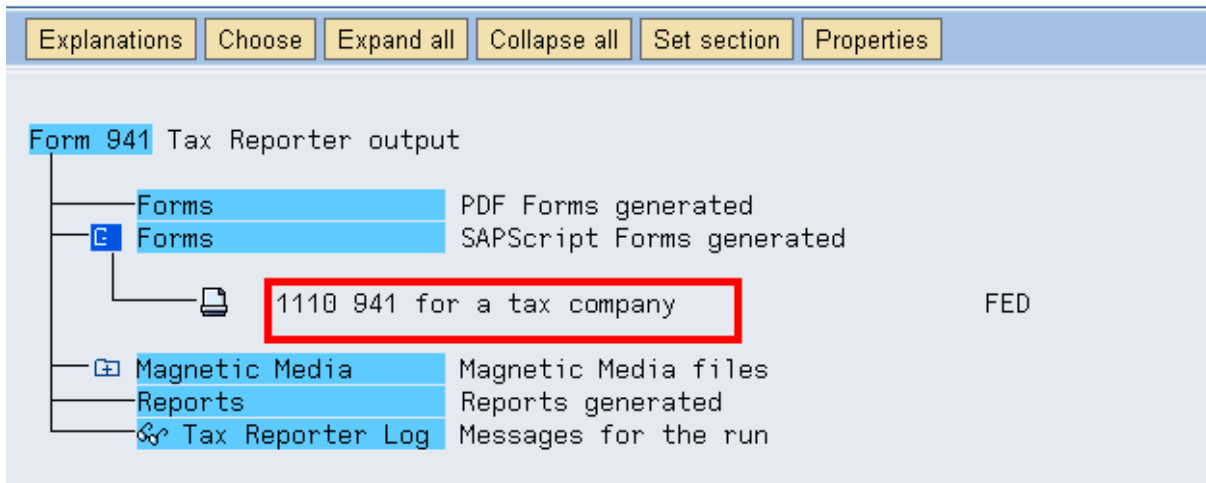


6.5 To view the report online, double-click **941 for a tax company** (941 for a tax company) on the text/report name.

Tax Reporter



Tax Reporter



Print Preview of ZPD1 Page 00002 of 00002

Text Edit Goto System Help


Print Preview of ZPD1 Page 00002 of 00002


Schedule B **Employer's Record of Federal Tax Liability**
 (Form 941)


State of WA Department of Personnel 910940493 09/30/2008

A. Daily Tax Liability - First Month of Quarter

1	0.00	8	15	22	29
2		9	16	23	30
3		10	156,823.54	17	24
4		11		18	25
5		12		19	26
6		13		20	27
7		14		21	28
A Total tax liability for first month of quarter					A 313,830.50


6.6 Click  (Previous page (Page up)) to return to the previous screen.

6.7 To get back to the Tax Reporter Output for printing purposes click the  (Back) button.

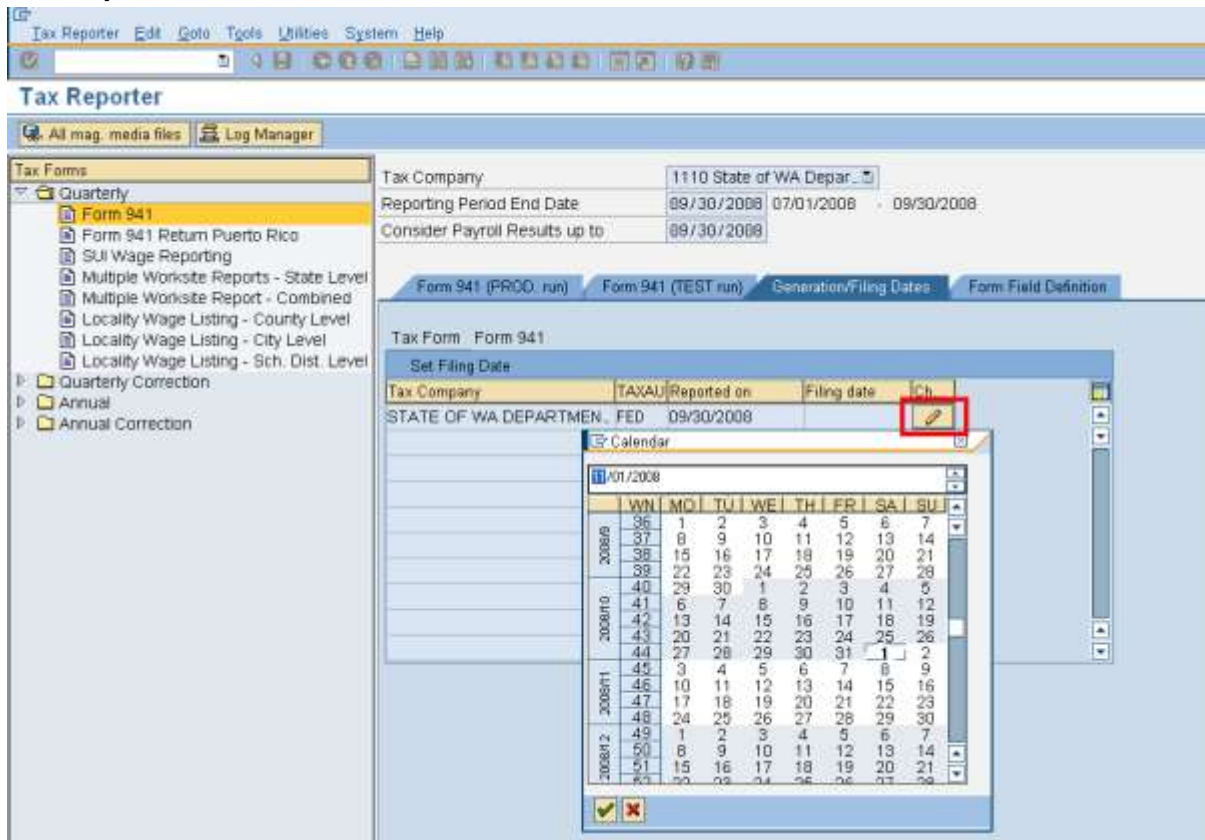
6.8 To get to the Tax Reporter to generate the filing date, Click the  (Back) button again and then select the. **Generation/Filing Dates**



If the Tax Company field is blank, and the Reported on date is blank, the 941 was not run successfully in production. Contact the ISD Helpdesk at 360.664.6400 or helpdesk@dop.wa.gov



6.9 Click the  (Pencil) to select the filing date (Mailing date).

Tax Reporter




6.10 Click  (Enter) to accept date.

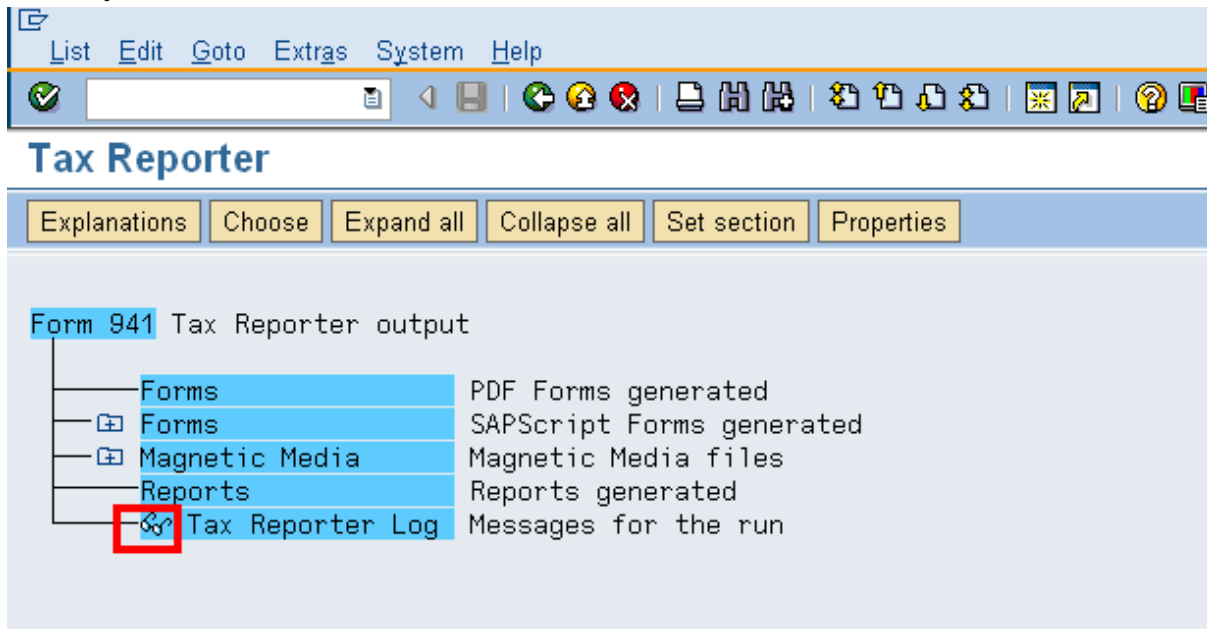
6.11 You have completed this transaction.

6.12 Use the  **Online** (Online option) to view and print the **initial** production run 941. Use the  **Print copies** (Print copies) to view and print a **previously** stored production run 941. Once the initial run is complete, if the online icon is selected you will get an error **“Form has already been filed on XX/XX/XXXX”**.

7. For assistance in balancing the 941 Quarterly report, the Tax Reporter Log is available as an additional resource. The Tax Reporter Log shows all manual adjustments made by the agency or Department of Personnel along with cross Quarter retro-calculation adjustments and out of balance employees. To view the manual adjustments, follow the steps below:

7.1 From the Tax Reporter output click on the  (glasses) next to **Tax Reporter Log** (Tax Reporter Log) to display the various reports.

Tax Reporter



- 7.2 There are two types of Adjustment reports that show different levels of details such as the specific employee's information. To view the report, double click on the report name

Tax Reporter

System Help

Tax Reporter

Tax Reporter Log Manager

Type of Reporting: Form 941
Tax Company: 1110

Log Tree	End Date	As of Date	Run Date	R...
Production				
	09/30/2008	09/30/20...	11/01/2008	11:3
	06/30/2008	06/30/20...	07/25/2008	09:2
	03/31/2008	03/31/20...	04/15/2008	12:1
	12/31/2007	12/31/20...	01/17/2008	10:1
	09/30/2007	09/30/20...	10/25/2007	14:4
	06/30/2007	06/30/20...	08/24/2007	10:0
	03/31/2007	03/31/20...	05/11/2007	14:4
	12/31/2006	12/31/20...	03/01/2007	09:0
Selection criteria / Output				
Adjustments (Form Summary)				
Adjustments (Employee details)				
Configuration remarks				
Errors and Warnings				
	06/30/2006	06/30/20...	01/03/2007	16:3
	03/31/2006	03/31/20...	01/03/2007	16:1
Print Copy				
Test				

Adjustments (form summary)

The screenshot shows the SAP Tax Reporter Log Manager interface. The main window displays a list of log entries with columns for 'Log Tree', 'End Date', 'As of Date', 'Run Date', and 'R.'. The 'Log Tree' column shows a tree structure with 'Adjustments (Form Summary)' expanded to show 'Manual entries for deposit (T5UT2)'. A red box highlights this entry. To the right, a table titled 'Manual entries for deposit (T5UT2)' is displayed with columns for 'Tax co.', 'Form field', 'Tax aut.', and 'Amount'. The table contains one row: '110 T021 Total deposits FED 269.92'. A red box highlights this row. The SAP logo is visible in the top right corner.



The above screenshot is an example of the Adjustments (employee details), which displays the adjustments along with the specific employee record. Notice the (Help icons) located at the end of the ALV toolbar. By clicking on this icon, a dialog box will appear with information on where the data is being pulled from.

Rules




Rules✕

Indicates that a manual entry has been read from table T5UT2, which contains deposited taxes that to be reported on tax forms.

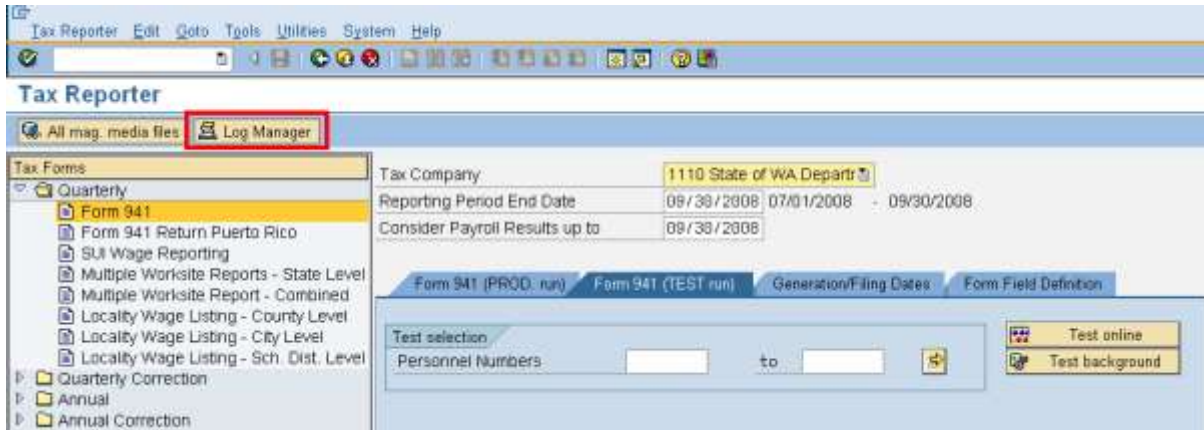


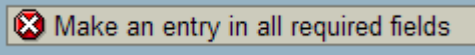
8. To view the Log Manager

8.1 Complete the following fields:


Field Name	R/O/C	Description																				
Tax Company	R	<p>Select your agency's Tax Company ID.</p>  <p>Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information.</p> <p>Example: 1110 (Department of Personnel)</p> <table border="1"> <thead> <tr> <th>Main Tax Company</th> <th>Included sub-areas</th> </tr> </thead> <tbody> <tr> <td>1110 (Department of Personnel)</td> <td>1110 and 1111</td> </tr> <tr> <td>2450 (Military Department)</td> <td>2450 through 2453</td> </tr> <tr> <td>3105 (Department of Corrections)</td> <td>3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119</td> </tr> <tr> <td>3106 (Department of Corrections)</td> <td>3106, 3110, 3112 & 3115</td> </tr> <tr> <td>3107 (Department of Corrections)</td> <td>3107, 3109, 3122 & 3123</td> </tr> <tr> <td>3113 (Department of Corrections)</td> <td>3113, 3114 & 3120</td> </tr> <tr> <td>3121 (Department of Corrections)</td> <td>3108, 3116 & 3121</td> </tr> <tr> <td>4610 (Department of Ecology)</td> <td>4610 through 4612</td> </tr> <tr> <td>5401 (Employment Security Department)</td> <td>5401 through 5416</td> </tr> </tbody> </table>	Main Tax Company	Included sub-areas	1110 (Department of Personnel)	1110 and 1111	2450 (Military Department)	2450 through 2453	3105 (Department of Corrections)	3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119	3106 (Department of Corrections)	3106, 3110, 3112 & 3115	3107 (Department of Corrections)	3107, 3109, 3122 & 3123	3113 (Department of Corrections)	3113, 3114 & 3120	3121 (Department of Corrections)	3108, 3116 & 3121	4610 (Department of Ecology)	4610 through 4612	5401 (Employment Security Department)	5401 through 5416
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Reporting Period End Date	R	<p>The Reporting Period End Date.</p>  <p>Enter the Quarter End Date as listed below.</p> <p>Quarter 1 – Period 03/31/20XX Quarter 2 – Period 06/30/20XX Quarter 3 – Period 09/30/20XX Quarter 4 – Period 12/31/20XX</p> <p>Example: 12/31/2006</p>																				
Consider Payroll Results up to	R	<p>The Consider Payroll Results up to.</p>  <p>Enter the Quarter End Date. (Using the same format above.)</p> <p>Example: 12/31/2006</p>																				

Tax Reporter



All three fields are required and must be filled before moving on to the next step or you will receive the following message:  (Make an entry in all required fields).

8.2

Click the  **Log Manager** (Log Manager) located on the functional toolbar Tax Reporter

Tax Reporter



Tax Reporter

Tax Reporter Log Manager

Type of Reporting: Form 941

Tax Company: 1110


Log Tree	End Date	As of Date	Run Date	Run Time
Production				
	09/30/2008	09/30/2008	11/01/2008	11:33:08
	06/30/2008	06/30/2008	07/25/2008	09:24:20
	03/31/2008	03/31/2008	04/15/2008	12:17:36
	12/31/2007	12/31/2007	01/17/2008	10:12:18
	09/30/2007	09/30/2007	10/25/2007	14:46:07
	06/30/2007	06/30/2007	08/24/2007	10:08:02
	03/31/2007	03/31/2007	05/11/2007	14:41:56
	12/31/2006	12/31/2006	03/01/2007	09:04:09
	06/30/2006	06/30/2006	01/03/2007	16:31:45
	03/31/2006	03/31/2006	01/03/2007	16:19:17
Print Copy				
	03/31/2008	03/31/2008	07/25/2008	14:45:27
	12/31/2007	12/31/2007	01/17/2008	10:22:26
	09/30/2007	09/30/2007	12/13/2007	11:15:02
	09/30/2007	09/30/2007	12/13/2007	11:14:26
	09/30/2007	09/30/2007	12/13/2007	09:48:08
	09/30/2007	09/30/2007	12/13/2007	09:35:55
	09/30/2007	09/30/2007	12/13/2007	09:19:44
	09/30/2007	09/30/2007	11/26/2007	12:18:37
	09/30/2007	09/30/2007	10/25/2007	14:55:06
	12/31/2006	12/31/2006	10/03/2007	11:45:32
	12/31/2006	12/31/2006	10/03/2007	11:43:36
	06/30/2007	06/30/2007	09/26/2007	11:53:44
Test				
	09/30/2008	09/30/2008	11/01/2008	11:45:19
	03/31/2008	03/31/2008	11/01/2008	11:43:06
	09/30/2008	09/30/2008	11/01/2008	11:39:06
	09/30/2008	12/31/2008	11/01/2008	11:11:13

State of Washington HRMS

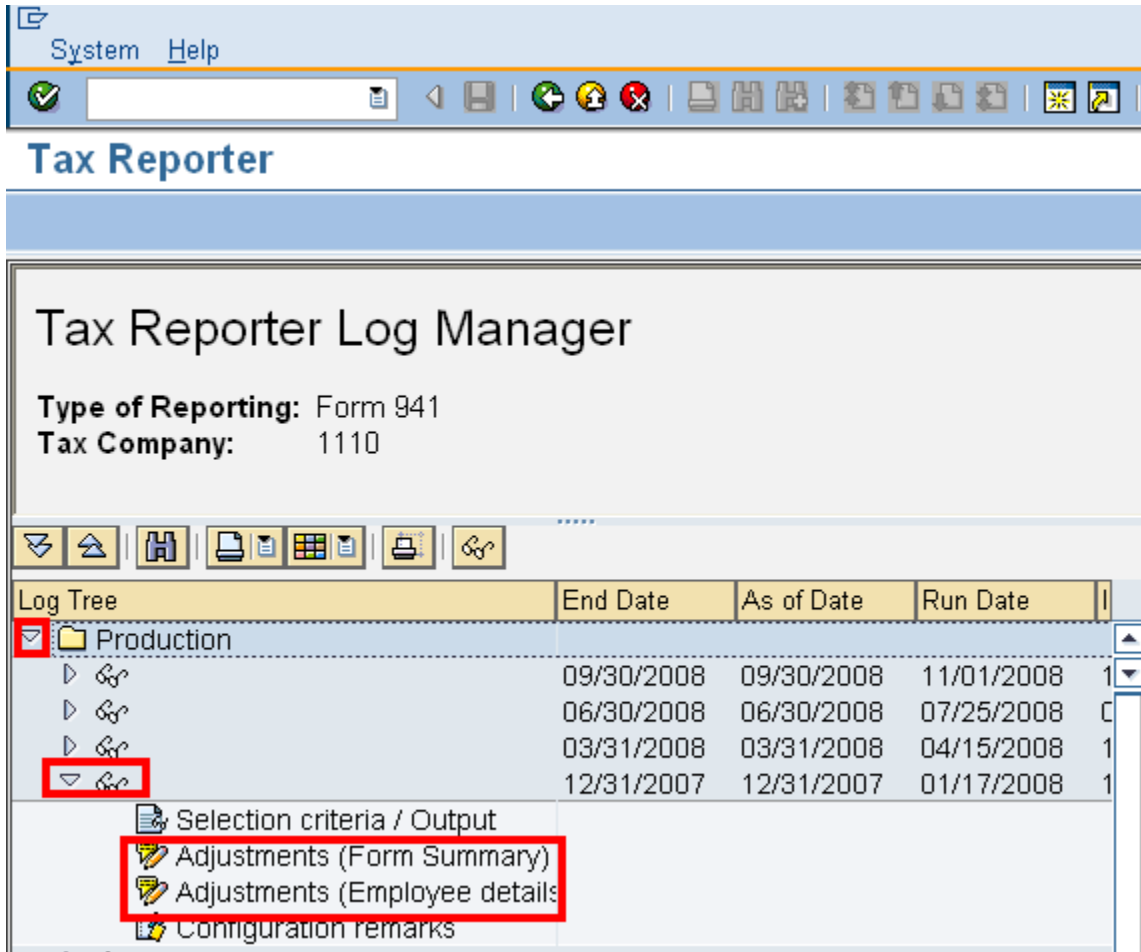
File name:
941_QUARTERLY_REPORT_UPG
RADE.DOC
Reference Number:

Version: Train. T. Revised after SME
Review
Last Modified: 2/17/2009 5:21:00 PM

SAP Parent
Page 38 / 40

- 8.3 Click on the  (folder) next to Production or Test to view the complete list. The Log Manager will display all previous 'Production' and 'Test' runs which includes the date it was processed, the reporting period information as well as the User who ran the report.


Tax Reporter



Log Tree	End Date	As of Date	Run Date	
Production				
	09/30/2008	09/30/2008	11/01/2008	1
	06/30/2008	06/30/2008	07/25/2008	0
	03/31/2008	03/31/2008	04/15/2008	1
	12/31/2007	12/31/2007	01/17/2008	1

Selection criteria / Output

- Adjustments (Form Summary)
- Adjustments (Employee details)
- Configuration remarks

Click  (Back) to return to the main Tax Reporter screen.

Tax Reporter

The screenshot shows the SAP Tax Reporter interface. On the left, the 'Tax Reporter Log Manager' window displays the following information:

- Type of Reporting: Form 941
- Tax Company: 1110

Below this, there is a 'Log Tree' with columns for 'End Date', 'As of Date', and 'Run Date'. The tree shows a 'Production' folder expanded to show several log entries with their respective dates.

At the bottom of the log manager, there are checkboxes for 'Adjustments (Form Summary)', 'Adjustments (Employee details)', and 'Cross-quarter retrocalculation'. The 'Cross-quarter retrocalculation' checkbox is checked and highlighted with a red box.

On the right side of the main window, a table titled 'Cross-quarter retrocalculation (Rollover)' is displayed. The table has the following columns: Employee, For period, In period, Form field, Tax auth, and Amount.

Employee	For period	In period	Form field	Tax auth	Amount
	09/10/2007	12/10/2007	T002 Total income tax	FED	35.4
	09/10/2007	12/10/2007	T053 3. Month liability	FED	35.4
	09/10/2007	12/10/2007	T054 Total liability qtr	FED	35.4
	09/25/2007	10/10/2007	T002 Total income tax	FED	35.4
	09/25/2007	10/10/2007	T051 1. Month liability	FED	35.4
	09/25/2007	10/10/2007	T054 Total liability qtr	FED	35.4

Result

You have successfully run the Quarterly 941 Report for your agency.

Comments

Verify that Line 10 on the 941 report always matches Line D of the 941 Schedule B.