

## 941 Quarterly Reports, Unemployment Tax Info, and W2's

Index-> [PRR - Payroll Reports](#)

Index-> [941 Information Reports](#)

Index-> [W2s](#)

Index-> [Unemployment Tax Information - Payroll](#)

To quickly open the **'Payroll Management Reports'** window to print 941 information, quarterly unemployment tax information, or W2's, try entering **'PRR'**, **'941'**, **'W2s'**, or **'Unemployment...'** in the **Index** field on the Navigation/Home window.

Some of the reports available on the 'Payroll Management Reports' window shown below are described in other Help Documents about payroll reports. This Help document will cover reports that relate to 941 information, W2's, and quarterly unemployment tax information.

### Payroll Management Reports

**Fantastic Builders, Inc.**

	From	To	
PAID Dates	01/01/06	12/31/06	<a href="#">Reset</a>
Employee	FRANCISJ	SMITHAPR	<a href="#">Reset</a>
Payroll Category	1 - REGULAR PAY	26 - Child Support	<a href="#">Reset</a>

#### Detail Reports

- [Grouped by Employee, Check Detail](#)
- [Grouped by Employee, Summed By Category](#)
- [Grouped by Category, Summed By Employee](#)
- [Deductions / Additions Only](#)
- [Columnar Report Sorted by Date, Then Check](#)
- [Columnar Report Grouped by Employee](#)

#### Gross Pay and Hours Reports

For reports, convert 1 salary hour into->  hours.

- [Grouped By Employee](#)
- [Grouped By Department](#)
- [Grouped By Job](#)
- [Grouped By Cost Code](#)
- [Grouped By Employee, Then Cost Type](#)
- [Worker's Comp Information](#)

#### Tax Liability/Info Reports (Read notes below!)

- [Federal Tax \(941\) Liability Report](#)
- [Quarterly 941 Information Report](#)
- [State and Local Tax Withholdings Report](#)
- [Unemployment Tax Reports \(Quarterly or Monthly Gross or Taxable Wages\)](#)

#### Gross Pay Summary Reports

- [Gross Pay Summary by Employee](#)
- [Social Security and Medicare Wages](#)

#### W2's (READ NOTES BELOW!)

Print W2's  [Print W3](#)

[View Updated and Removed Records Info](#)

**IMPORTANT:** Reports on this window are based on processed pay checks only. They will not react to Journal Entries posted in Accounting. To correct pay check reports, void the incorrect pay checks and repost them.

[Setup / Edit Cost Type Categories and Rates](#)

If you use Cost Types, these 2 reports will be handy for Worker's Comp reports.

[Review Payroll Entries/ Edit Cost Types Used in PR Entries](#)

For W2's: Please read Help Document about setting your printer to Legal paper so that 2 forms will display on one page.

# 941 Quarterly Information Report

**Payroll Management Reports**

Fantastic Builders, Inc.

	<b>From</b>	<b>To</b>
PAID Dates	01/01/06	12/31/06
Employee	FRANCISJ	SMITHAPR
Payroll Category	1 - REGULAR	

**Detail Reports**

- [Grouped by Employee, Check Detail](#)
- [Grouped by Employee, Summed By Category](#)
- [Grouped by Category, Summed By Employee](#)
- [Deductions / Additions Only](#)
- [Columnar Report Sorted by Date, Then Check](#)
- [Columnar Report Grouped by Employee](#)

**Tax Liability/Info Reports (Read notes below!)**

- [Federal Tax \(941\) Liability Report](#)
- [Quarterly 941 Information Report](#)
- [State and Local Tax Withholdings Report](#)

To print a quarterly '941 Information' report, select a range of dates from the beginning of the quarter to the end of the quarter. Then click on 'Quarterly 941 Information Report'. (See more information on bottom left of this page.)

941 Information					
PAID DATES					
From:		01-Jan-06			
To:		31-Mar-06			
<b>Number of Employees Paid During Period</b>					8
<b>Total Wages:</b>	\$58,847.84	<b>Retire/Pension:</b>	\$0.00	<b>Wages Less Retire/Pen--&gt;</b>	\$58,847.84
<b>Federal Income Taxes Withheld From Wages</b>					\$6,373.94
<b>Social Security Wages</b>	\$58,847.84	<b>SS Rate</b>	12.4000%	<b>Soc Sec Tax Due</b>	\$7,297.13
<b>Medicare Wages</b>	\$58,847.84	<b>Med Rate</b>	2.9000%	<b>Medicare Tax Due</b>	\$1,706.59
<b>Total Social Security and Medicare Taxes</b>					\$9,003.72
<b>Fractions of Cents or Other Adj Due to Wages Not Subject to SS and/or Medicare Tax</b>					\$0.12
<b>Adjusted total of Social Security and Medicare Taxes</b>					\$9,003.84
<b>Total Taxes</b>					\$15,377.78

<b>Total Tax Liability 3 Mo.</b>	\$15,377.78
<b>Total Taxes 941 Calc</b>	\$15,377.66
<b>Soc Security/Medicare Adj</b>	\$0.12

Tax Liability Summed By Pay Date	
January 2006	
13-Jan-06	\$2,246.52
27-Jan-06	\$2,770.77
<b>Total for Month</b>	<b>\$5,017.29</b>
February 2006	
10-Feb-06	\$4,366.90
24-Feb-06	\$2,930.58
<b>Total for Month</b>	<b>\$7,297.48</b>
March 2006	
03-Mar-06	\$483.60
24-Mar-06	\$2,579.41
<b>Total for Month</b>	<b>\$3,063.01</b>
<b>TOTAL LIABILITY</b>	<b>\$15,377.78</b>

Below is a list of Tax Liability Vendors to which Payroll Taxes due may have been posted. Suggestion: Print a List Of Checks for each of these Vendors to see the Payroll Tax Deposits that have been paid.

TXEMPLOY	TEXAS EMPLOYMENT COMMISSION
USTREASU	UNITED STATES TREASURY

Use the '941 Information' report to obtain the information needed for preparing your quarterly 941 Return. Review all numbers on the report and check for accuracy.

It's a good idea to print a list of all checks that have been paid to the Vendor (the IRS or the bank) to which you paid your Payroll Taxes. (LC for List of Checks in Index on Navigation/Home window) These Vendors will be listed on the 941 information report. The List of Checks will help you fill out the portion of the 941 Return that asks for the total deposits paid.

# W2's and W3 Transmittal

## Payroll Management Reports

**Fantastic Builders, Inc.**

	<b>From</b>	<b>To</b>	
<b>PAID Dates</b>	01/01/06	12/31/06	<input type="button" value="Reset"/>
<b>Employee</b>	FRANCISJ	SMITHAPR	<input type="button" value="Reset"/>
<b>Payroll Category</b>	1 - REGULAR PAY	26 - Child Support	<input type="button" value="Reset"/>

<h3 style="text-align: center;">Detail Reports</h3> <ul style="list-style-type: none"> <li><a href="#">Grouped by Employee, Check Detail</a></li> <li><a href="#">Grouped by Employee, Summed By Category</a></li> <li><a href="#">Grouped by Category, Summed By Employee</a></li> <li><a href="#">Deductions / Additions Only</a></li> <li><a href="#">Columnar Report Sorted by Date, Then Check</a></li> <li><a href="#">Columnar Report Grouped by Employee</a></li> </ul>	<h3 style="text-align: center;">Gross Pay and Hours Reports</h3> <p>For reports, convert 1 salary hour into-&gt; <input type="text" value="40.00"/> hours.</p> <ul style="list-style-type: none"> <li><a href="#">Grouped By Employee</a></li> <li><a href="#">Grouped By Department</a></li> <li><a href="#">Grouped By Job</a></li> <li><a href="#">Grouped By Cost Code</a></li> <li><a href="#">Grouped By Employee, Then Cost Type</a></li> <li><a href="#">Worker's Comp Information</a></li> </ul>					
<h3 style="text-align: center;">Tax Liability/Info Reports (Read notes below!)</h3> <ul style="list-style-type: none"> <li><a href="#">Federal Tax (941) Liability Report</a></li> <li><a href="#">Quarterly 941 Information Report</a></li> <li><a href="#">State and Local Tax Withholdings Report</a></li> <li><a href="#">Unemployment Tax Reports (Quarterly or Monthly Gross or Taxable Wages)</a></li> </ul>	<h3 style="text-align: center;">Gross Pay Summary Reports</h3> <ul style="list-style-type: none"> <li><a href="#">Gross Pay Summary by Employee</a></li> <li><a href="#">Social Security and Medicare Wages</a></li> </ul>					
<h3 style="text-align: center;">W2's (READ NOTES BELOW!)</h3> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><a href="#">Print W2's</a></td> <td style="width: 33%; border: 1px solid black; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;"><b>W3 Contact Name</b></td> </tr> <tr> <td style="text-align: center; border-bottom: 1px solid black;">Carol King</td> </tr> </table> </td> <td style="width: 33%; text-align: right;"><input type="button" value="Print W3"/></td> </tr> </table>		<a href="#">Print W2's</a>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;"><b>W3 Contact Name</b></td> </tr> <tr> <td style="text-align: center; border-bottom: 1px solid black;">Carol King</td> </tr> </table>	<b>W3 Contact Name</b>	Carol King	<input type="button" value="Print W3"/>
<a href="#">Print W2's</a>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;"><b>W3 Contact Name</b></td> </tr> <tr> <td style="text-align: center; border-bottom: 1px solid black;">Carol King</td> </tr> </table>	<b>W3 Contact Name</b>	Carol King	<input type="button" value="Print W3"/>		
<b>W3 Contact Name</b>						
Carol King						

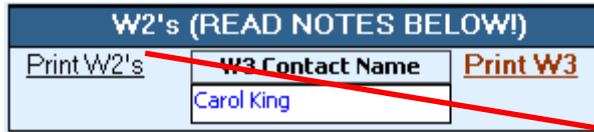
IMPORTANT: Reports on this window are based on processed pay checks only. They will not react to Journal

To print W2's at year end, enter a range of dates from the beginning of the year to the end of the year.

Load the W2 forms in your printer. Then click on **'Print W2's'** in the W2's section of the window. **IMPORTANT** - See next page of this Help Document for help with your Page Setup and Printer settings.

Once W2's have printed and have been reviewed for accuracy, print a 'W3' by entering the **'W3 Contact Name'**. **NOTE:** Make sure to press the 'Enter' key on your keyboard after entering the contact name. Then click **'Print W3'**. (Make sure the W3 form is in the printer.)

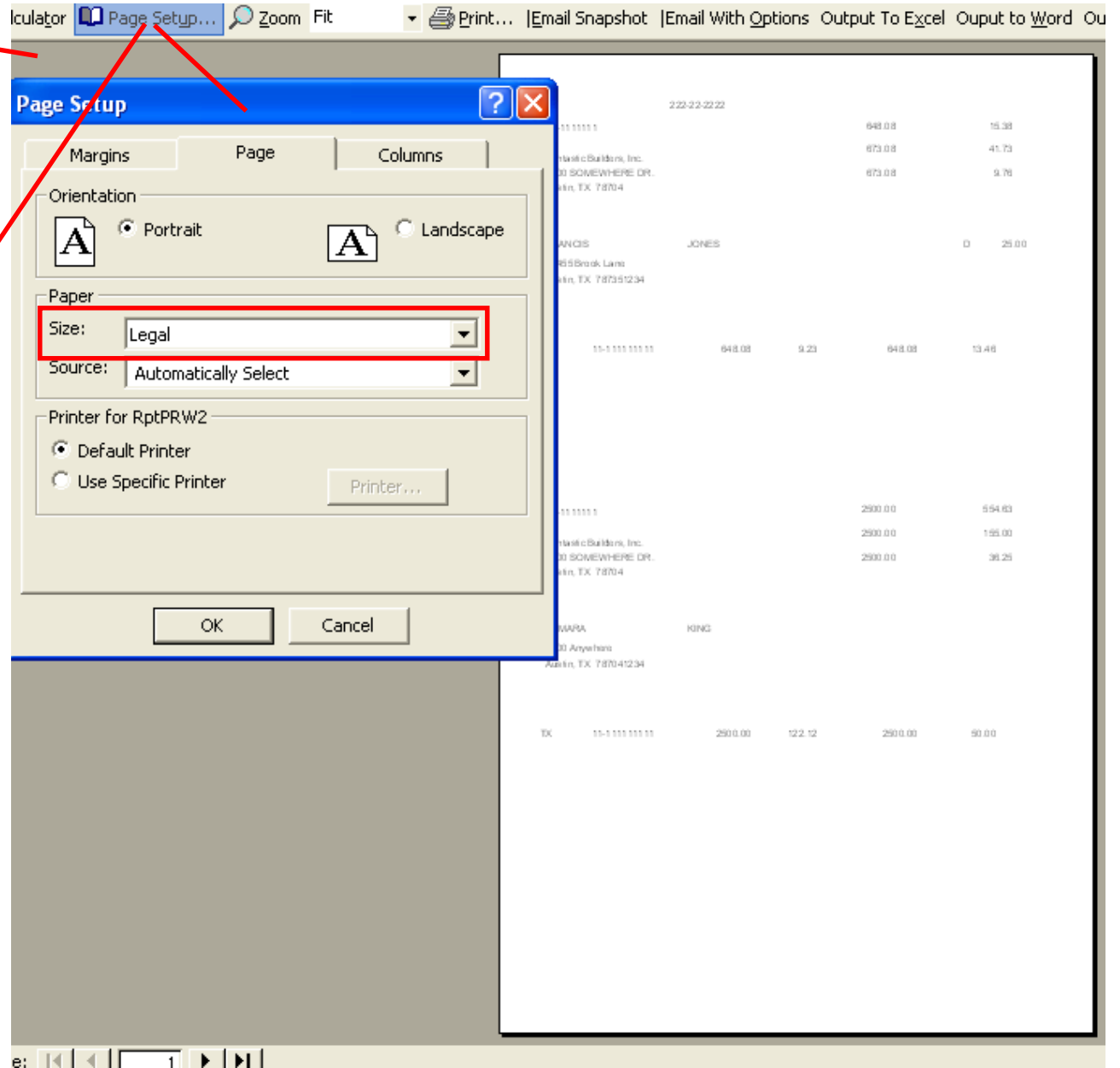
## Printing W2's - Setting Page Size To Legal



After clicking 'Print W2's', you will receive a pop up message about setting your paper size to legal. This is in order to allow 2 W2's to print per page (EVEN THOUGH the W2's are 8 1/2" X 11"). This has to do with the narrow margins at the top and bottom of the W2 forms provided by the IRS.

To set the paper size to legal, use the 'Page Setup' button on the toolbar at the top of the report window. NOTE: Your Printer may provide a Page Setup window that looks different than the one in our screenshot. However, there should be a place on your Page Setup window to select the 'Legal' paper size.

**TROUBLESHOOT HINT:** IF you use the 'Page Setup' and select the Legal paper size, check the report window to see if there are TWO W2's displaying. If not, your printer controls are probably overriding the legal paper setting. See the next page for tips to handle this situation.



## Printing W2's - Setting Page Size To Legal - continued

IF you are not able to set the Page Size to Legal using the instructions on the previous page, try this:

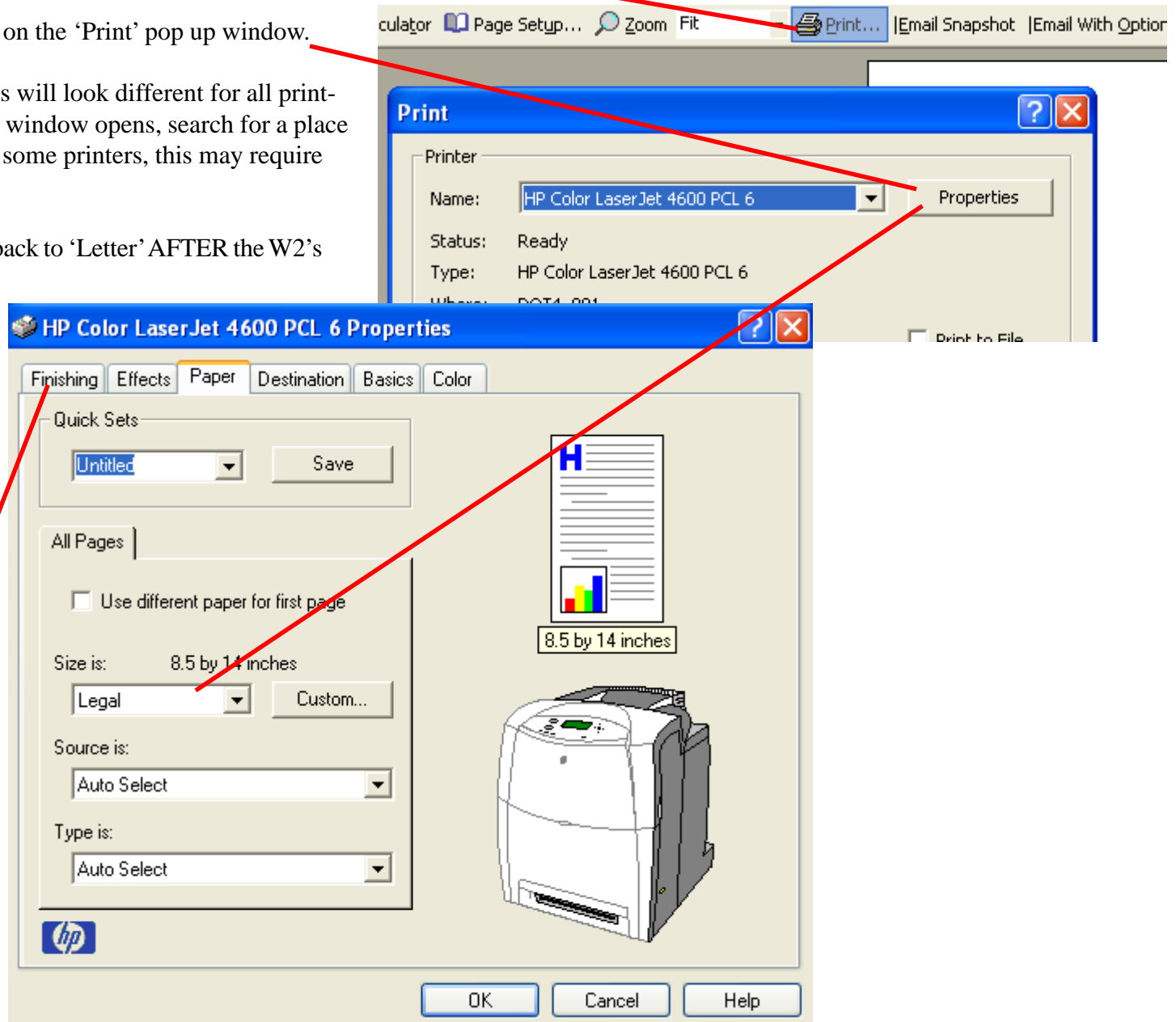
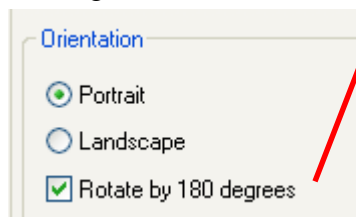
On the toolbar at the top of the report window, use the button labeled **'Print'**.

Then use the **'Properties'** button on the 'Print' pop up window.

The window for Printer Properties will look different for all printers. After your Printer Properties window opens, search for a place to set the page size. NOTE: On some printers, this may require using an **'Advanced'** button.

Remember to reset the paper size back to 'Letter' AFTER the W2's have been printed.

FYI: Our printer feeds documents foot first, but to print W2's successfully, we had to load them head first. This is due to using Legal setup on 8 1/2 x 11 paper. Therefore, on our printer, we also had to use the Finishing tab and set our printer to 'Rotate By 180 Degrees'.



## Columnar Gross Wages and Taxable Reports - Good for calculating quarterly Unemployment taxes!

To print reports that will help gather data needed for quarterly Federal OR State Unemployment tax payments OR returns, click on 'Unemployment Tax Reports....'.

The Quarterly (OR Monthly) columnar reports are based on the 1st through 4th Quarter dates that are entered on the 'Columnar Gross Wages and Taxable Reports' window. You may change the dates in the Quarter fields in order to print some reports for different years, if needed. HOWEVER, remember that the year should be the same in all eight of the fields if you do change the dates.

**Select Tax Category for Limit and Rate** - You CAN print quarterly/monthly columnar reports based on ANY Tax Category's Taxable Wage Limit and Rate. (See Help Documents about setting up payroll Tax Categories.) It is optional to select one of your Tax Categories from the drop down list. Selecting a Tax Category will cause the program to automatically fill in the associated Wage Limit and Tax Rate fields for you.

**Taxable Wage Limit:** - Fill in the Wage Limit that should be used for calculating 'taxable' wages on the reports. For example, if the Wage Limit that is taxed for Federal Unemployment taxes is \$7,000.00, enter that amount as the wage limit. IF the taxable Wage Limit is \$9,000.00 for State Unemployment taxes, enter that amount.

**Enter Tax Rate as Decimal:** - Enter that tax rate that applies to the type of tax that you want to review on the report. Enter the rate as a decimal number. For example, enter .008 for the current federal unemployment rate of .80 %.

Continue to the next page for a sample of the 'Taxable By Quarters Report'.

Tax Liability/Info Reports (Read notes below!)	
<a href="#">Federal Tax (941) Liability Report</a>	
<a href="#">Quarterly 941 Information Report</a>	
<a href="#">State and Local Tax Withholdings Report</a>	
<a href="#">Unemployment Tax Reports (Quarterly or Monthly Gross or Taxable Wages)</a>	

### Columnar Gross Wages and Taxable Reports (Good for Unemployment Tax Reports Information)

1st Quarter		3rd Quarter		<a href="#">Gross Wages Only By Quarters</a>
Begin>	01/01/06	Begin>	07/01/06	
End>	03/31/06	End>	09/30/06	
2nd Quarter		4th Quarter		<a href="#">Gross Wages Only By Months (Set Page Setup to Landscape)</a>
Begin>	04/01/06	Begin>	10/01/06	
End>	06/30/06	End>	12/31/06	

Optional: Select Tax Category for Limit and Rate  
FED UNEMP EXP

Taxable Wage Limit:	\$7,000.00
Example: Enter 7000.00 for Fed Unemp Wage Limit.	
Enter Tax Rate as Decimal:	0.80%
Example: Enter .008 for the Fed Unemp Tax Rate of .8%.	

[Taxable By Quarters Report](#)

Columnar Gross Wages and Taxable Reports - continued

1st Quarter		3rd Quarter	
Begin>	01/01/06	Begin>	07/01/06
End>	03/31/06	End>	09/30/06
2nd Quarter		4th Quarter	
Begin>	04/01/06	Begin>	10/01/06
End>	06/30/06	End>	12/31/06

Optional: Select Tax Category for Limit and Rate  
**FED UNEMP EXP**

Taxable Wage Limit:   
 Example: Enter 7000.00 for Fed Unemp Wage Limit

Enter Tax Rate as Decimal:   
 Example: Enter .008 for the Fed Unemp Tax Rate of .8%

[Taxable By Quarters Report](#)

## Taxable/Nontaxable Gross Pay By Quarter

TAXABLE LIMIT-> 7000

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Begin>	1/1/2006	Begin>	4/1/2006	Begin>	7/1/2006	Begin>	10/1/2006
End>	3/31/2006	End>	6/30/2006	End>	9/30/2006	End>	12/31/2006

		1st QTR	2nd QTR	3rd QTR	4th QTR	YTD		
<b>DON BLACK</b> 000-00-0000	TAXABLE	\$0.00	\$512.00	\$480.00	\$0.00	\$992.00		
	NON TAXABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	<b>TOTAL</b>	\$0.00	\$512.00	\$480.00	\$0.00	\$992.00		
<b>TINA BROWN</b> 000-00-0000	TAXABLE	\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00		
	NON TAXABLE	\$0.00	\$0.00	\$13,900.00	\$16,993.50	\$30,893.50		
	<b>TOTAL</b>	\$0.00	\$0.00	\$20,900.00	\$16,993.50	\$37,893.50		
<b>JOHN DOE</b> 000-00-0000	TAXABLE	\$750.00	\$5,250.00	\$1,000.00	\$0.00	\$7,000.00		
	NON TAXABLE	\$0.00	\$0.00	\$3,500.00	\$3,375.00	\$6,875.00		
	<b>TOTAL</b>	\$750.00	\$5,250.00	\$4,500.00	\$3,375.00	\$13,875.00		
<b>DANIEL DUKE</b> 000-00-0000	TAXABLE	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00		
	NON TAXABLE	\$2,184.68	\$10,715.46	\$9,084.68	\$10,715.46	\$32,700.28		
	<b>TOTAL</b>	\$9,184.68	\$10,715.46	\$9,084.68	\$10,715.46	\$39,700.28		
<b>ROB HARRIS</b>	TAXABLE	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00		
	NON TAXABLE							
	<b>TOTAL</b>	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00		
<b>TAXABLE TOTALS</b>		\$39,304.00	\$11,597.00	\$9,245.00	\$0.00	\$60,146.00		
<b>NON TAXABLE TOTALS</b>		\$19,543.84	\$68,215.42	\$72,499.34	\$82,421.17	\$237,679.77		
<b>GRAND TOTALS</b>		\$58,847.84	\$74,812.42	\$81,744.34	\$82,421.17	\$297,825.77		
Tax Rate	<input type="text" value="0.80%"/>	<b>Tax Due</b>		\$314.43	\$92.78	\$73.96	\$0.00	\$481.17

*Last Page!*

Columnar Gross Wages and Taxable Reports - continued

Gross Wages Only By Quarters

Gross Wages Only By Months  
(Set Page Setup to Landscape)

## Payroll Report - Gross Pay By Quarter

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Begin>	1/1/2006	Begin>	4/1/2006	Begin>	7/1/2006	Begin>	10/1/2006
End>	3/31/2006	End>	6/30/2006	End>	9/30/2006	End>	12/31/2006

		TAX ID	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD
BLACKDON	DON BLACK	000-00-0000	\$0.00	\$512.00	\$480.00	\$0.00	\$992.00
BROWNT	TINA BROWN	000-00-0000	\$0.00	\$0.00	\$20,900.00	\$16,993.50	\$37,893.50
DOEJOHN	JOHN DOE	000-00-0000	\$750.00	\$5,250.00	\$4,500.00	\$3,375.00	\$13,875.00
DUKED	DANIEL DUKE	000-00-0000	\$9,184.68	\$10,715.46	\$9,084.68	\$10,715.46	\$39,700.28
HARRISROB	ROB HARRIS	000-00-0000	\$9,000.00	\$4,500.00	\$0.00	\$0.00	\$13,500.00
MATTHEWT	TERRY MATTHEWS	000-00-0000	\$13,856.90	\$19,230.77	\$16,538.48	\$16,561.56	\$66,187.71
MOORED	DONNA MOORE	000-00-0000	\$3,154.00	\$0.00	\$0.00	\$0.00	\$3,154.00
SIMPSONM	MARK SIMPSON	000-00-0000	\$13,846.14	\$16,153.83	\$15,352.92	\$17,911.74	\$63,264.63
SMITHJOE	JOE SMITH	000-00-0000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAMPER	MIKE STAMPER	000-00-0000	\$8,656.12	\$12,615.36	\$10,030.76	\$10,769.22	\$42,071.46
WHITER	RICHARD WHITE	000-00-0000	\$400.00	\$5,835.00	\$4,857.50	\$6,094.69	\$17,187.19
<b>GRAND TOTALS</b>			<b>\$58,847.84</b>	<b>\$74,812.42</b>	<b>\$81,744.34</b>	<b>\$82,421.17</b>	<b>\$297,825.77</b>

## Gross Pay Spread By Month and Grouped by Department

BEGIN: 01-Jan-06

END: 31-Dec-06

		TOTAL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Overhead</b>														
BLACKDO	Don Black	992.00						512.00	152.00	328.00				
BROWNT	Tina Brown	37,893.50					0.00		10,000.00	10,900.00			16,993.50	
DOEJOHN	John Doe	13,875.00			750.00	1,500.00	1,500.00	2,250.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	375.00
DUKED	Daniel Duke	39,700.28	3,061.56	4,592.34	1,530.78	3,061.56	3,061.56	4,592.34	3,061.56	3,061.56	2,961.56	3,061.56	3,061.56	4,592.34
HARRISRO	Rob Harris	13,500.00	3,000.00	4,500.00	1,500.00	3,000.00	1,500.00							
MATTHEW	Terry Matthews	66,187.71	4,892.30	7,118.45	1,846.15	5,692.30	3,769.23	9,789.24	8,846.16	3,846.16	3,846.16	3,846.16	6,946.16	5,769.24
MOORED	Donna Moore	3,154.00	1,680.00	1,474.00										
SIMPSONM	Mark Simpson	63,264.63	4,615.38	6,923.07	2,307.69	4,615.38	4,615.38	6,923.07	5,117.64	5,117.64	5,117.64	5,117.64	5,117.64	7,676.46
SMITHJOE	Joe Smith	0.00					0.00							
STAMPER	Mike Stamper	42,071.46	2,230.76	3,461.52	2,963.84	3,307.68	2,692.30	6,615.38	3,076.92	3,076.92	3,876.92	3,076.92	3,076.92	4,615.38
WHITER	Richard White	17,187.19			400.00	1,690.00	1,662.50	2,482.50	1,587.50	1,570.00	1,700.00	1,718.44	1,755.00	2,621.25
Overhead		297,825.77	19,480.00	28,069.38	11,298.46	22,866.92	18,800.97	33,144.53	33,341.78	29,400.28	19,002.28	18,320.72	38,450.78	25,649.67
<b>GRAND TOTALS</b>		<b>297,825.77</b>	<b>19,480.00</b>	<b>28,069.38</b>	<b>11,298.46</b>	<b>22,866.92</b>	<b>18,800.97</b>	<b>33,144.53</b>	<b>33,341.78</b>	<b>29,400.28</b>	<b>19,002.28</b>	<b>18,320.72</b>	<b>38,450.78</b>	<b>25,649.67</b>