



Your people. Our priority.®

Quarterly and Year End Reports

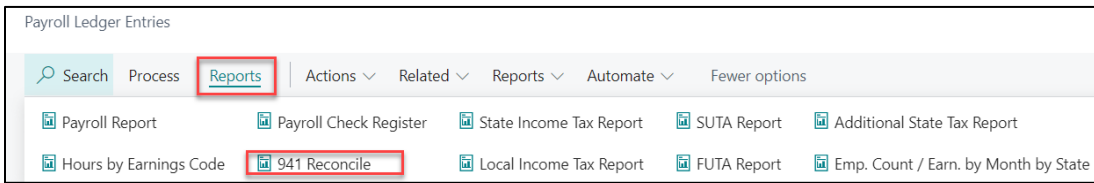
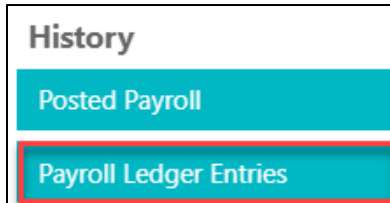
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941 Reconcile Report

This should be completed each quarter

- Full Payroll Menu
- History
- Payroll Ledger Entries
- Reports



- Under Options Tab
 - Reconcile Period Options
 - Quarter
 - Year to Date
 - Payment Date
 - Year is the year you are wanting to run
 - Quarter- If you selected Quarter then here you would select
 - Q1
 - Q2
 - Q3
 - Q4
 - Payment Date
 - If you selected Payment date then populate this with the Payroll Posting date or Payment date that you would like to run.
 - As of Date
 - If you selected Year to Date then populate this with the Payroll Posting date or Payment date that you would like.
 - Exclusion Document No Prefix
 - You can populate this with a document prefix that you wish to exclude
 - Show Qualified As Exempt from Soc. Sec. ER
 - Turn this on if you want to show this.
- Under the Payroll Employee Tab
 - You can add filters if you only want select employees.
- Select Sent to Microsoft Excel Document (data and layout)

941 Reconcile ↗ ✕

Printer (Handled by the browser) ▾


Report Layout 07_Reports/Layouts/IDPN 941 Reconcile... ⋮


Options Show less

Reconcile Period Quarter ▾

Year 2022

Quarter Q1 ▾

Payment Date 

As of Date 

Exclusion Document No. Prefix

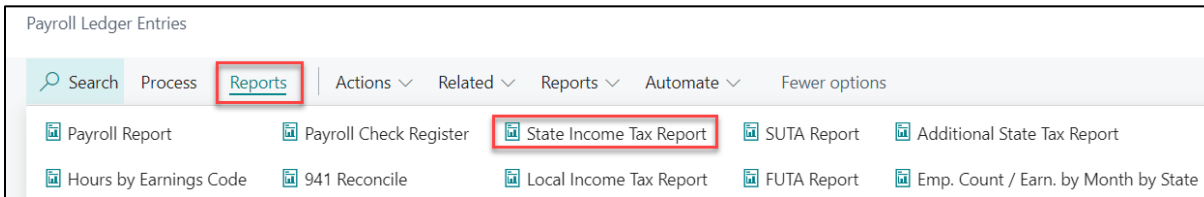
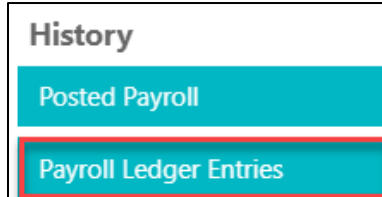
Show Qualified as Exempt from ...

Filter: Payroll Employee

State Income Tax Reports

This should be completed each quarter

- Full Payroll Menu
- History
- Payroll Ledger Entries
- Reports



- Under Options Tab
 - Select:
 - The start date
 - The end date
 - The State Filter
 - Show Social Security No you can turn on if you want to see this on the report.
- Under the Payroll Employee Tab
 - You can add filters if you only want select employees.
- Select Sent to Microsoft Excel Document (data and layout). This will generate the report for you to review.

State Income Tax Report

Printer (Handled by the browser) ▾

Report Layout 07_Reports/Layouts/IDPN State Income ... ▾

Options

Start Date 4/1/2022 📅

End Date 6/30/2022 📅

State Filter ▾

Show Social Security No.

Filter: Payroll Employee

× No. ▾

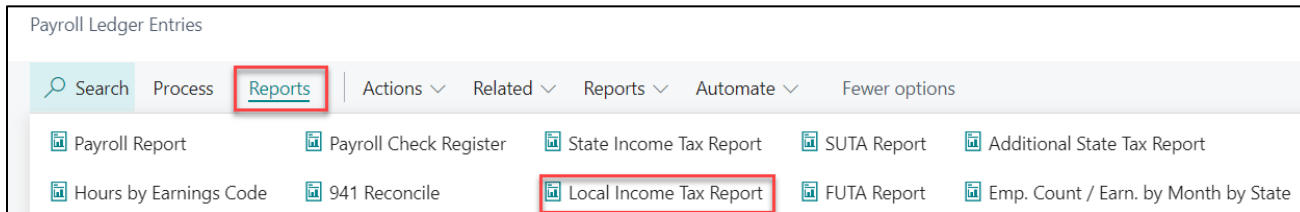
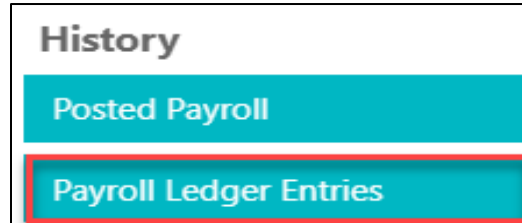
× Payroll Division ▾

Send to... Print Preview & Close Cancel

Local Income Tax Report

This should be completed each quarter

- Full Payroll Menu
- History
- Payroll Ledger Entries
- Reports



- Under Options Tab
 - Select:
 - The start date
 - The end date
 - The State Filter
 - Show Social Security No you can turn on if you want to see this on the report.
- Under the Payroll Employee Tab
 - You can add filters if you only want select employees.
- Select Sent to Microsoft Excel Document (data and layout). This will generate the report for you to review

A screenshot of the 'Local Income Tax Report' configuration window. The window title is 'Local Income Tax Report'. It contains several configuration fields:

- Printer:** (Handled by the browser)
- Report Layout:** 07_Reports/Layouts/IDPN Local Income ...
- Options:**
 - Start Date:** 4/1/2022
 - End Date:** 6/30/2022
 - State Filter:** (empty)
 - Show Social Security No.:** (toggle switch is turned on)
- Filter: Payroll Employee**
 - × No.:** (dropdown menu)
 - × Payroll Division:** (dropdown menu)

At the bottom of the window, there are four buttons: 'Send to...', 'Print', 'Preview & Close', and 'Cancel'.

SUTA Report

This should be completed each quarter

- Full Payroll Menu
- History
- Payroll Ledger Entries
- Reports

History

Posted Payroll

Payroll Ledger Entries

Payroll Ledger Entries

Search Process **Reports** Actions ▾ Related ▾ Reports ▾ Automate ▾ Fewer options

Payroll Report
 Payroll Check Register
 State Income Tax Report
 SUTA Report
 Additional State Tax Report

Hours by Earnings Code
 941 Reconcile
 Local Income Tax Report
 FUTA Report
 Emp. Count / Earn. by Month by State

- Under Options Tab
 - Select:
 - The start date
 - The end date
 - The State Filter
 - SUTA Code Filter
- Under the Payroll Employee Tab
 - You can add filters if you only want select employees.
- Select Sent to Microsoft Excel Document (data and layout). This will generate the report for you to review.

SUTA Report ↗ ✕

Printer (Handled by the browser) ▾

Report Layout 07_Reports/Layouts/IDPN SUTA Report.r... ⋮

Options

Start Date 4/1/2022

End Date 6/30/2022

State Filter CA ...

SUTA Code Filter **CASUI** ...

Filter: Payroll Employee

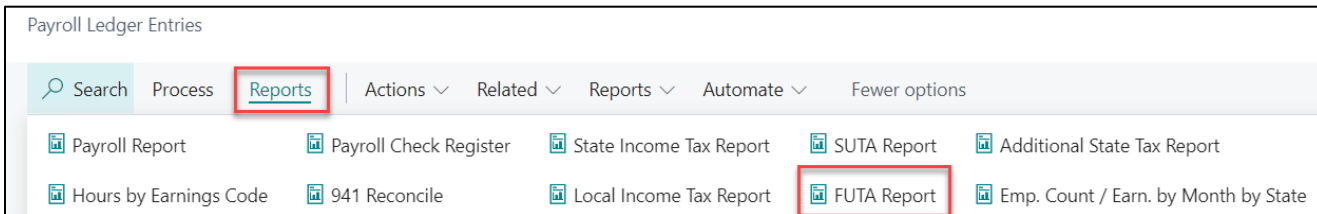
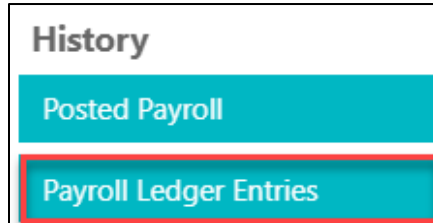
× No. ▾

× Payroll Division ▾

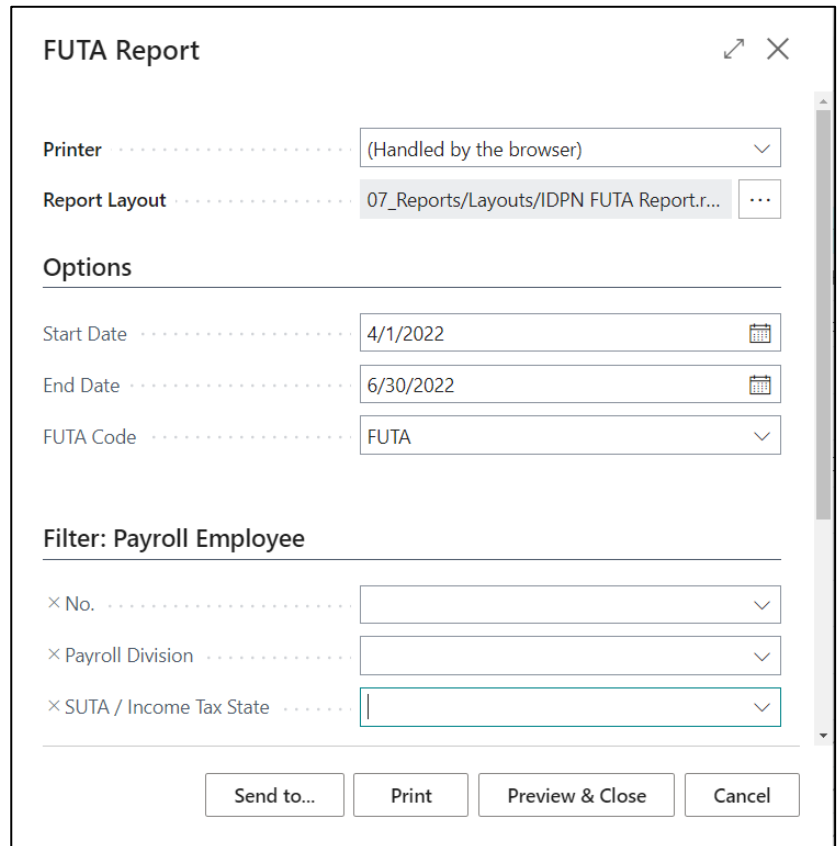
FUTA Report

This should be completed each quarter

- Full Payroll Menu
- History
- Payroll Ledger Entries
- Reports



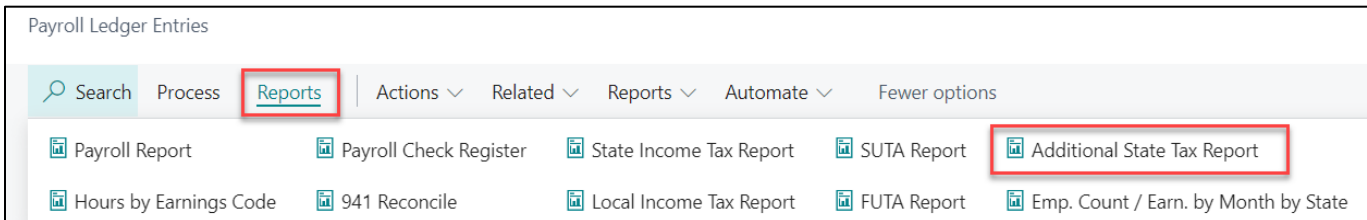
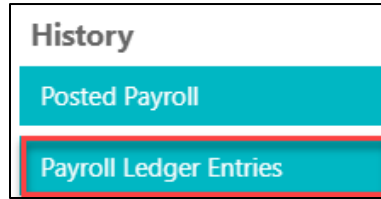
- Under Options Tab
 - Select:
 - The start date
 - The end date
 - FUTA Code Filter
- Under the Payroll Employee Tab
 - You can add filters if you only want select employees.
- Select Sent to Microsoft Excel Document (data and layout). This will generate the report for you to review.



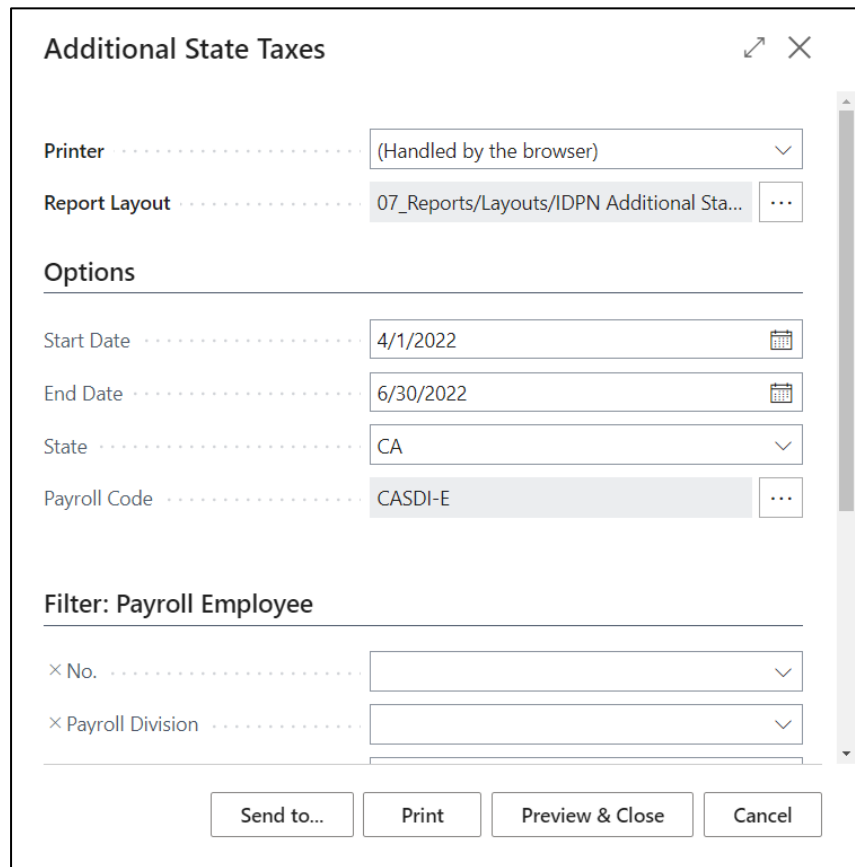
Additional State Tax Report

This should be completed each quarter

- Full Payroll Menu
- History
- Payroll Ledger Entries
- Reports



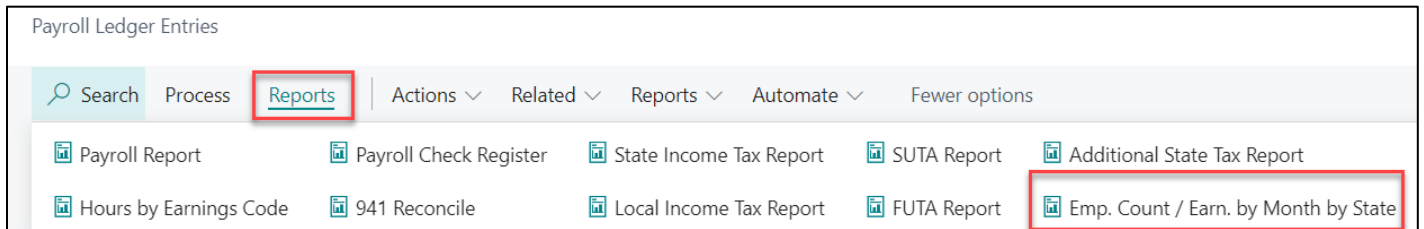
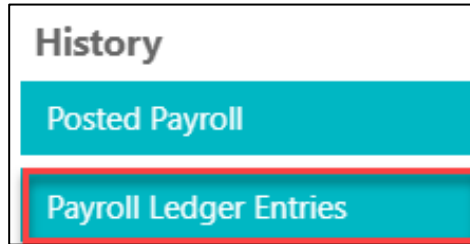
- Under Options Tab
 - Select:
 - The start date
 - The end date
 - The State Filter
 - Payroll Code Filter
- Under the Payroll Employee Tab
 - You can add filters if you only want select employees.
- Select Sent to Microsoft Excel Document (data and layout). This will generate the report for you to review.



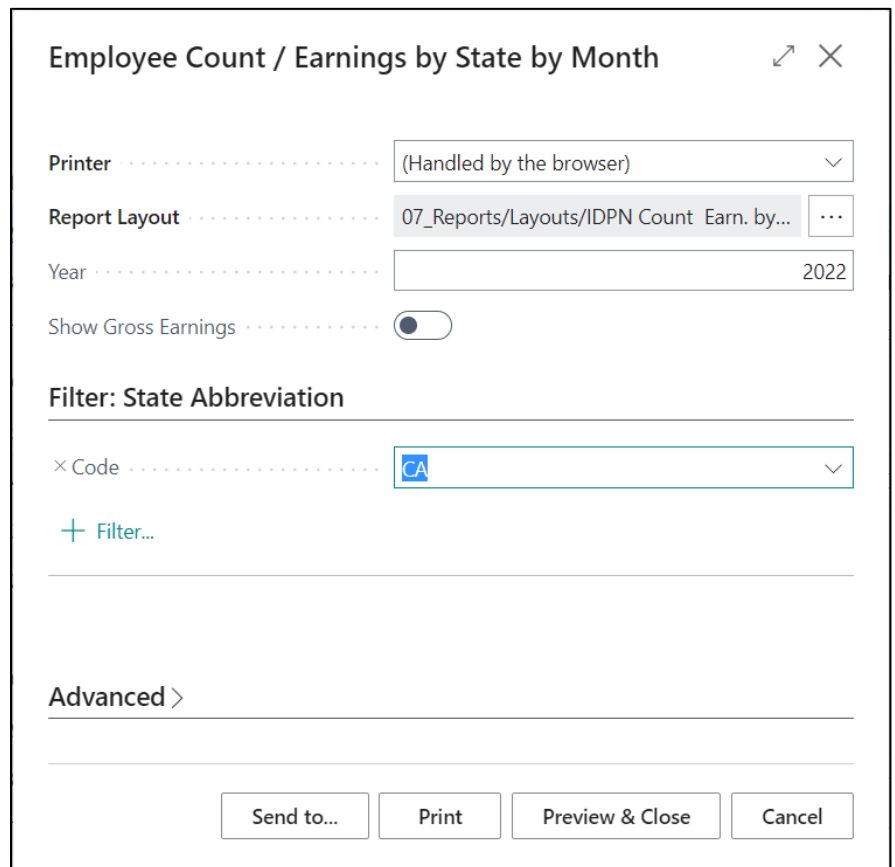
Emp Count / Earn by Month by State

This should be completed each quarter

- Full Payroll Menu
- History
- Payroll Ledger Entries
- Reports



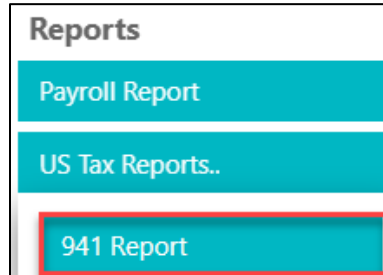
- Under Employee Count / Earnings by State by Month Tab
 - Select the Year
 - Select Show Gross Earnings if you want to see the earnings or if you want the employee count then don't select this option
 - Select the State Code
 - Select Sent to Microsoft Excel Document (data and layout). This will generate the report for you to review.



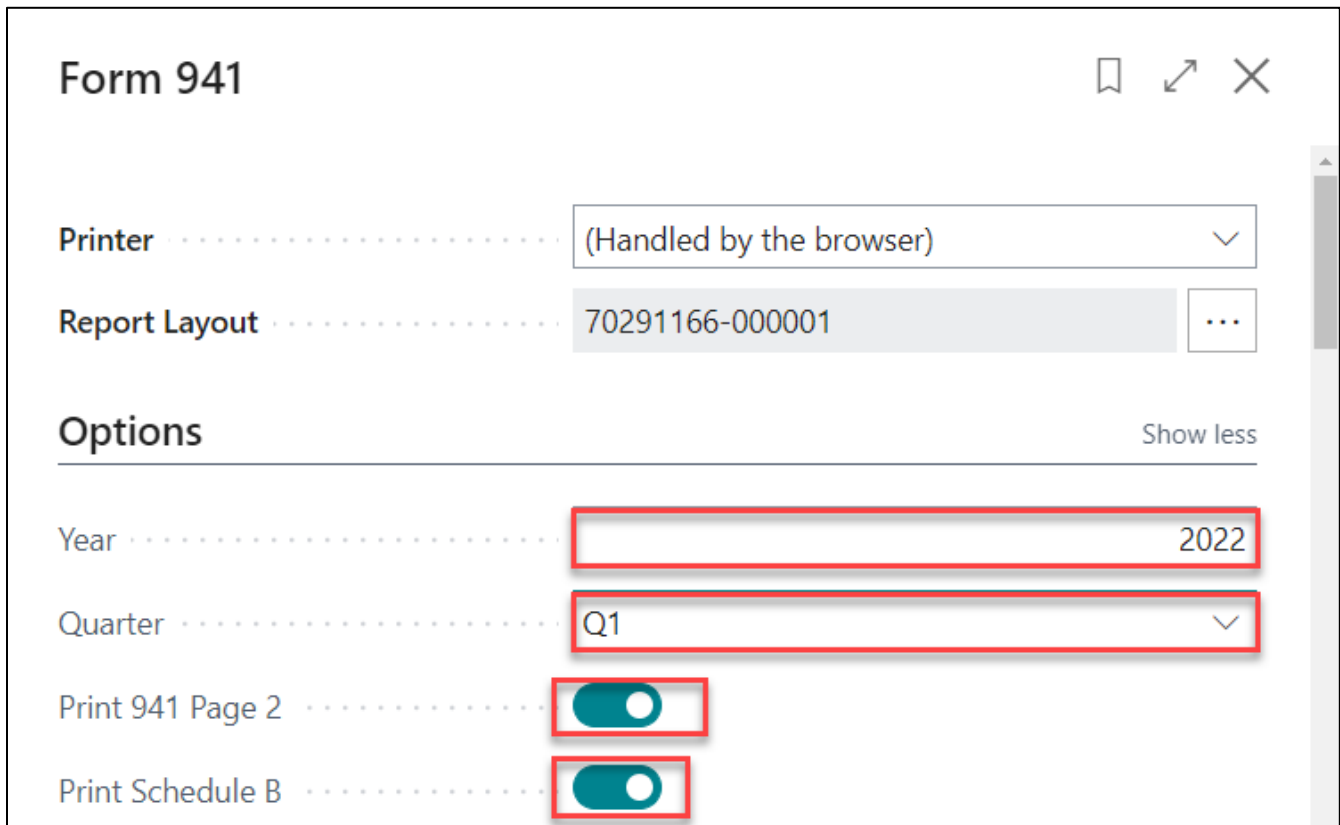
941 Report (941 Form)

This should be completed each quarter

- Full Payroll Menu
- Reports
- US Tax Reports
- 941 Report



- Under Options Tab
 - Select the Year
 - Select the Quarter
 - If you want to print page 2 of your 941 document and/or the Schedule B form, select the corresponding check boxes. By default they are both checked.




A screenshot of the 'Form 941' options page. The page title is 'Form 941' and it includes navigation icons (bookmark, share, close). The 'Printer' dropdown is set to '(Handled by the browser)'. The 'Report Layout' dropdown is set to '70291166-000001'. Under the 'Options' section, the 'Year' dropdown is set to '2022' and the 'Quarter' dropdown is set to 'Q1'. Both dropdowns are highlighted with red rectangular borders. Below these, there are two toggle switches: 'Print 941 Page 2' and 'Print Schedule B', both of which are currently turned on (checked) and are also highlighted with red rectangular borders.

- In the 'YOUR INFORMATION TO PRINT' tab, input the appropriate person's name, phone, Title, Date to Print, and Company Name and Trade Name to print on the 941 Report.
- The report will automatically pull these fields from the 'Tax Form Setup' info in the 'Payroll Now Setup' table, the company name and name 2 fields will be pulled from the 'Company Information' table.
- If you want to override these fields you can simply type in the new information here in the 'your information to print' section of the 941 report.

Form 941

🔖 ↗ ✕

Your Information To Print:

Name	<input type="text"/>
Phone	<input type="text"/>
Title	<input type="text"/>
Date to Print	7/21/2022 
Company Name to Print	CRONUS USA, Inc.
Trade Name to Print	<input type="text"/>

- In the 'DEPOSIT OVERRIDE AND CENTS ADJ.' tab, you can add necessary adjustments. If you do not post the FICA and Federal Tax deposits against a vendor in Business Central, you must fill in the 'Total Deposits Override' with the amount you deposited to EFTPS during the applicable quarter.

Form 941

Deposit Override and Cents Adj.

Fraction of Cents Adjustment	<input type="text" value="0.00"/>
Total Deposits Override	<input type="text" value="0.00"/>

- In the 'ADDITIONAL OPTIONS' tab, enter appropriate adjustment amounts if applicable.

Form 941

Additional Options:

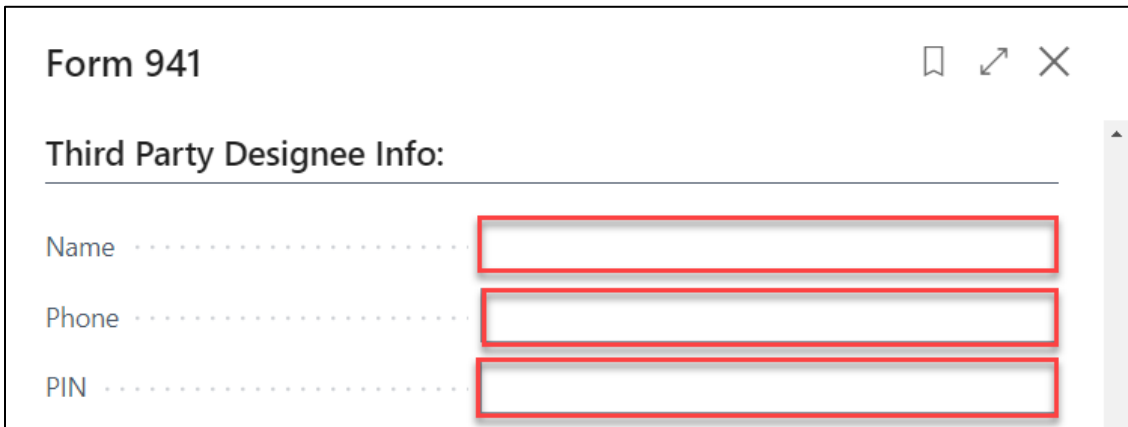
Notice and Demand - Tax Due	<input type="text" value="0.00"/>
Tips and Group Term Life Adjust...	<input type="text" value="0.00"/>
Sick Pay Adjustment	<input type="text" value="0.00"/>
Small Business Research Tax Cre...	<input type="text" value="0.00"/>
Overpayment to Apply	<input type="text" value="0.00"/>

- In the 'Wage Base Adjustments' tab, enter appropriate adjustment amounts if applicable.



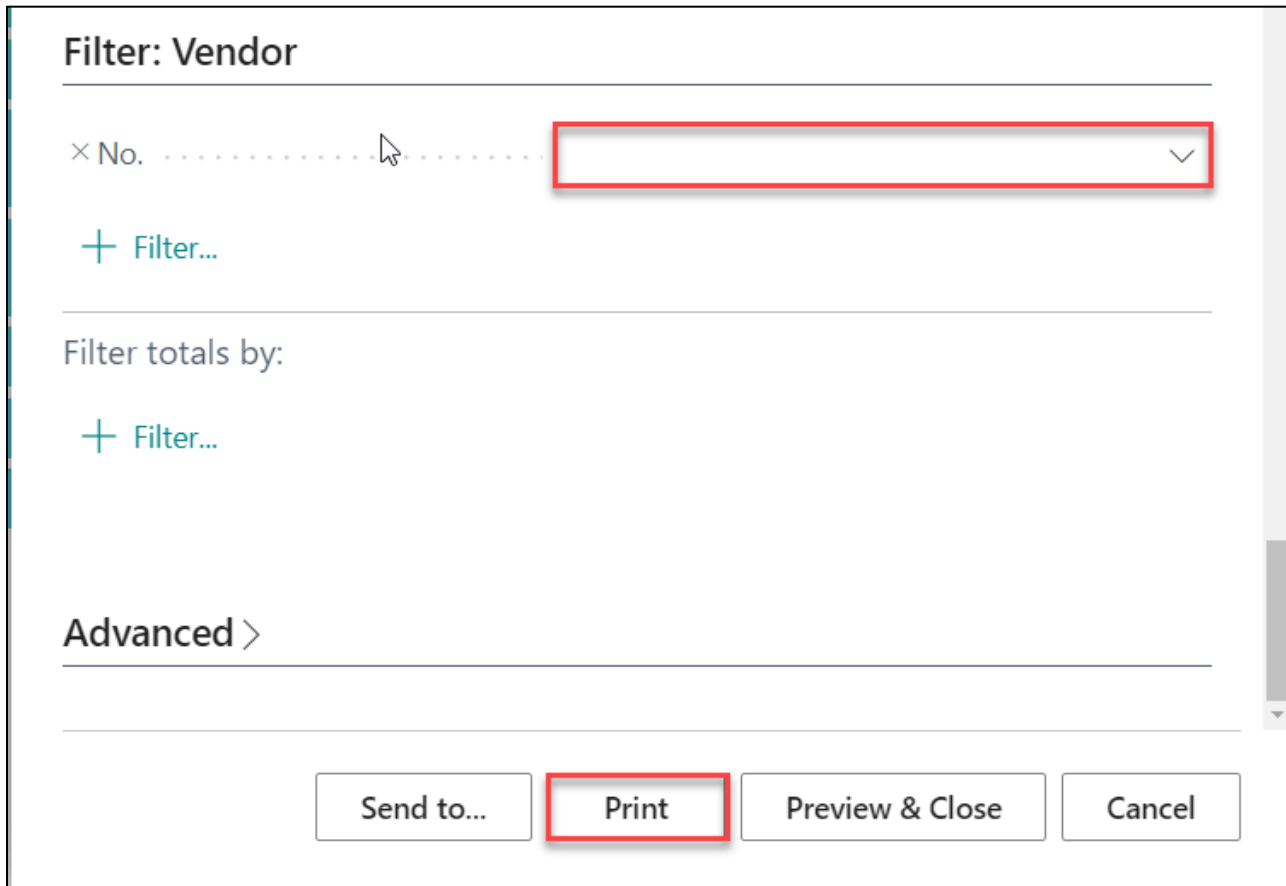
Label	Value
Federal Withholding Wage Base...	0.00
Social Security Wage Base Adjus...	0.00
Medicare Wage Base Adjustment	0.00
Medicare Additional Wage Base ...	0.00
Social Security Tips Wage Base ...	0.00

- Enter the 'THIRD PARTY DESIGNEE INFO'.



Label	Value
Name	
Phone	
PIN	

- Select the vendor you post the AP deposits for FICA and Federal Tax withholding against (EFTPS vendor) in the 'VENDOR' tab by selecting 'Enter a value' field. Even if you use the 'Total Deposits Override' field, you still must select a vendor here.
- If using the override no information from the vendor will be printed, however the report will not run without selecting a vendor in the 'No.' filter shown below. You can select any vendor and the report will override the total deposits with the number you entered in the additional options section.
- Select appropriate vendor from drop down menu
- Then select Print. If the layout is misaligned after clicking 'Print', you can click 'Send to...' and then select 'PDF' then print.



The screenshot shows a software interface for filtering vendors. At the top, it says "Filter: Vendor". Below this, there is a section labeled "× No." followed by a dotted line and a mouse cursor pointing to a red-bordered dropdown menu. Underneath, there is a "+ Filter..." link. A horizontal line separates this from another section labeled "Filter totals by:" with another "+ Filter..." link. Below that is an "Advanced >" section. At the bottom, there are four buttons: "Send to...", "Print" (highlighted with a red box), "Preview & Close", and "Cancel".

- You can verify the numbers with the totals from the 941 Reconciliation report.

941 Liability Adjustments

- If you need to make adjustments to your Liabilities, you can use the 941 Liability Adjustments
 - Full Payroll Menu
 - Reports
 - US Tax Reports
 - 941 Liability Adjustments

- Select Payment Date
- Adjustment Amount
- Then Insert 941 Liability Adjustments

Reports

Payroll Report

US Tax Reports..

941 Report

940 Report

941 Liability Adjustments

941 Liability Adjustments 📄 ↗

🔍 Search
+ New
📝 Edit List
🗑 Delete
📄 Insert 941 Liability Adjustments
🔗 🔍 ☰

	Payment Date ↓		Adjustment Amount
→	<input type="text" value=""/>		0.00

943 Report (943 Form)

This should be completed each year

- Full Payroll Menu
- Reports
- US Tax Reports
- 943 Report (as shown to the right)

- Under Options Tab
 - Select the Year

Form 943

Printer (Handled by the browser) ▾

Report Layout 07_Reports/Layouts/IDPN Form 943 - 20... ⋮

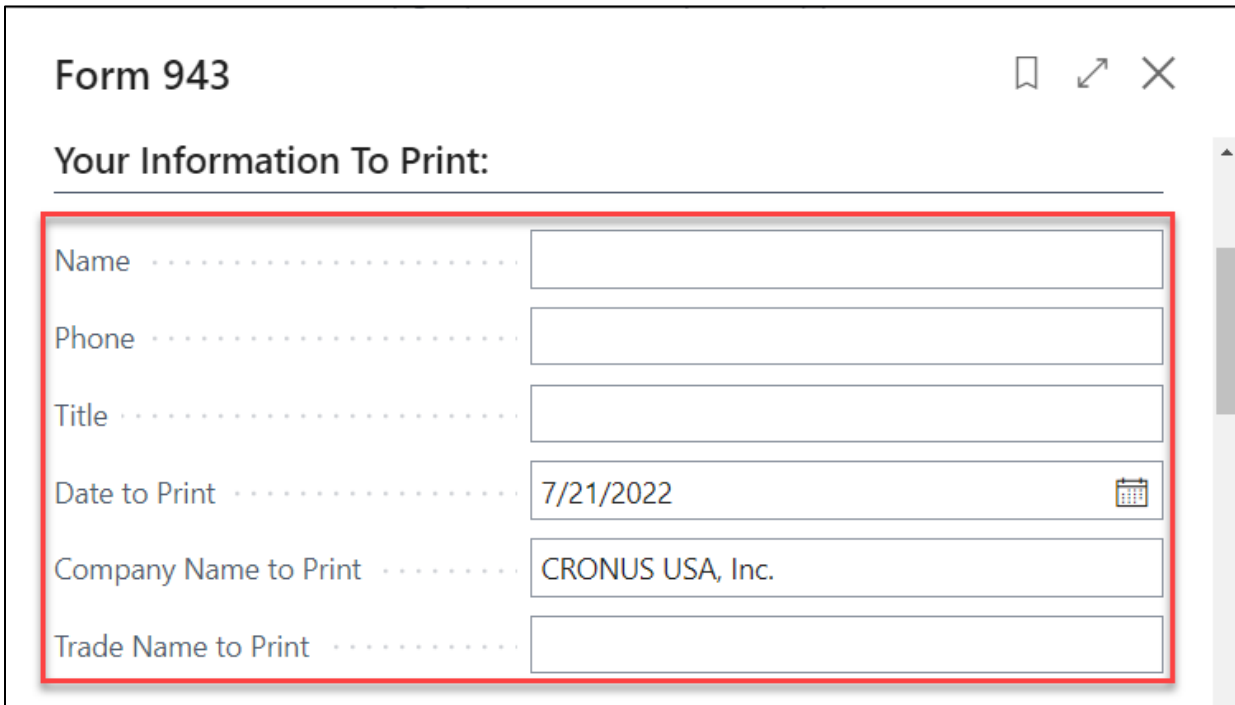
Options

Year

Reports

- Payroll Report
- US Tax Reports..
- 941 Report
- 940 Report
- 941 Liability Adjustments
- W2 Report
- W3 Report
- W2 Distribution Management
- 943 Report**

- In the 'YOUR INFORMATION TO PRINT' tab, input the appropriate person's name, phone, Title, Date to Print, and Company Name and Trade Name to print on the 943 Report.
- The report will automatically pull these fields from the 'Tax Form Setup' info in the 'Payroll Now Setup' table and the company name and name 2 fields will be pulled from the 'Company Information' table.
- If you want to override these fields you can simply type in the new information here in the 'your information to print' section of the 943 report.



Form 943 🔖 ↗ ✕

Your Information To Print:

Name	<input type="text"/>
Phone	<input type="text"/>
Title	<input type="text"/>
Date to Print	7/21/2022 <input type="text"/>
Company Name to Print	CRONUS USA, Inc.
Trade Name to Print	<input type="text"/>

- In the 'DEPOSIT OVERRIDE AND CENTS ADJ.' tab, you can add necessary adjustments. If you do not post the FICA and Federal Tax deposits against a vendor in Business Central, you must fill in the 'Total Deposits Override' with the amount you deposited to EFTPS during the applicable quarter.



Form 943 🔖 ↗ ✕

Deposit Override and Cents Adj.

Line 10 Fraction of Cents Adjust...	<input type="text" value="0.00"/>
Line 14a Total Deposits Override	<input type="text" value="0.00"/>

- In the 'ADDITIONAL OPTIONS' tab, enter appropriate adjustment amounts if applicable.

Form 943

Additional Options:

Sick Pay Adjustment	<input type="text"/>	0.00
Line 12a Small Business Researc...	<input type="text"/>	0.00
Line 14a Overpayment to Apply ...	<input type="text"/>	0.00

- In the 'Wage Base Adjustments' tab, enter appropriate adjustment amounts if applicable.

Form 943

Wage Base Adjustments

Social Security Wage Base Adjus...	<input type="text"/>	0.00
Medicare Wage Base Adjustment	<input type="text"/>	0.00
Medicare Additional Wage Base ...	<input type="text"/>	0.00
Social Security Tips Wage Base ...	<input type="text"/>	0.00

- Enter the 'THIRD PARTY DESIGNEE INFO'.

Form 943

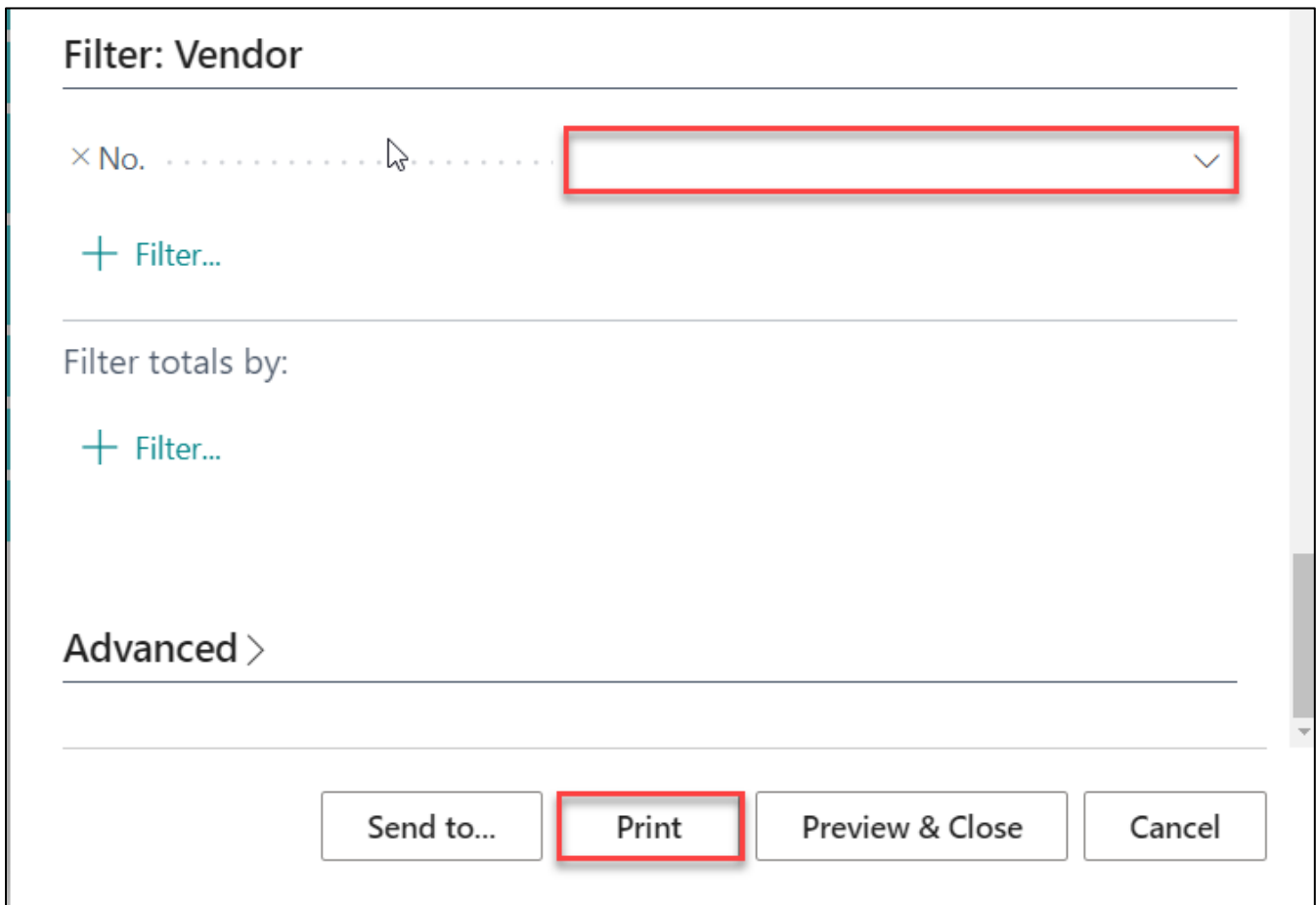
Third Party Designee Info:

Name

Phone

PIN

- Select the vendor you post the AP deposits for FICA and Federal Tax withholding against (EFTPS vendor) in the 'VENDOR' tab by selecting 'Enter a value' field. Even if you use the 'Total Deposits Override' field, you still must select a vendor here.
- If using the override no information from the vendor will be printed, however the report will not run without selecting a vendor in the 'No.' filter shown below. You can select any vendor and the report will override the total deposits with the number you entered in the additional options section.
- Then select Print. If the layout is misaligned after clicking 'Print', you can click 'Send to...' and then select 'PDF' then print.



Filter: Vendor

× No.

+ Filter...

Filter totals by:

+ Filter...

Advanced >

940 Report (940 Form)

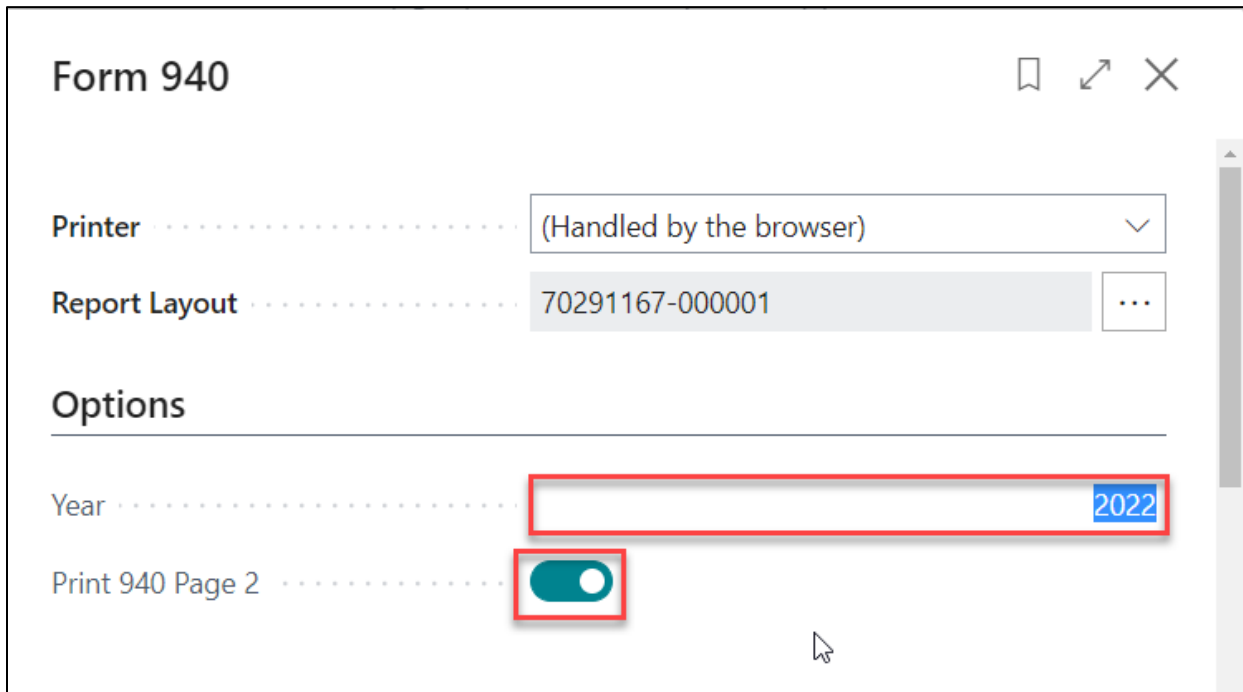
This should be completed each quarter

- Full Payroll Menu
- Reports
- US Tax Reports
- 940 Report



- Under Options Tab

- Select the Year
- In the 'OPTIONS' tab, enter the report YEAR. If you want to print page 2 of your 940 document select the corresponding check boxes. By default the 'Print 940 Page 2' box is set to true.




A screenshot of the 'Form 940' options tab. The title 'Form 940' is at the top left. Below it are two settings: 'Printer' set to '(Handled by the browser)' and 'Report Layout' set to '70291167-000001'. The 'Options' section is separated by a horizontal line. It contains 'Year' set to '2022' and 'Print 940 Page 2' which is a toggle switch that is currently turned on. Red boxes highlight the '2022' text and the toggle switch.

- In the 'YOUR INFORMATION TO PRINT' tab, input the appropriate person's name, phone, Title, Date to Print, and Company Name and Trade Name to print as you see fit on the 940 Report.
- The report will automatically pull these fields from the 'Tax Form Setup' info in the 'Primo Payday Setup' table, the company name and name 2 fields will be pulled from the 'Company Information' table.
- If you want to override these fields you can simply type in the new information here in the 'your information to print' section of the 940 report.

Form 940

🔖 ↗ ✕

Name	<input type="text"/>
Phone	<input type="text"/>
Title	<input type="text"/>
Date to Print	7/21/2022 
Company Name to Print	CRONUS USA, Inc.
Trade Name to Print	<input type="text"/>

- In the 'ADDITIONAL OPTIONS' tab, enter appropriate adjustment amounts if applicable. If you do not post the FUTA against a vendor, you must fill in the 'Total Deposits Override' with the amount you deposited to EFTPS during the applicable year.

Form 940

Additional Options:

All FUTA Paid Excluded from SUTA	<input type="text"/>	0.00
Some FUTA Paid Excluded from ...	<input type="text"/>	0.00
Applicable Credit Reduction	<input type="text"/>	0.00
Overpayment to Apply	<input type="text"/>	0.00
Total Deposits Override	<input type="text"/>	0.00

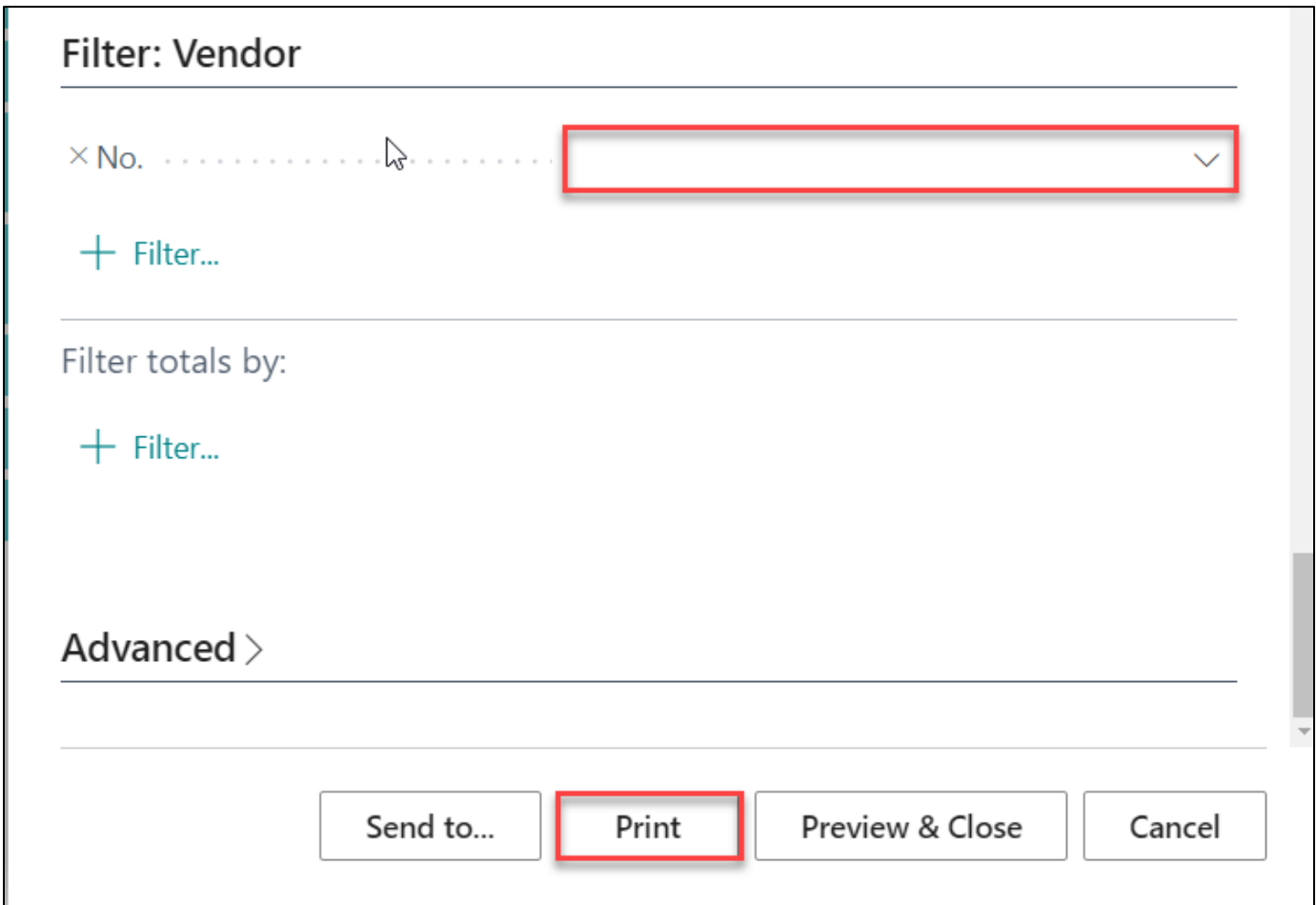
- Enter the 'THIRD PARTY DESIGNEE INFO'.

Form 940

Third Party Designee Info:

Name	<input type="text"/>
Phone	<input type="text"/>
PIN	<input type="text"/>

- Select the vendor you post the AP deposits for FUTA against (EFTPS vendor) in the 'VENDOR' tab by selecting 'Enter a value' field. Even if you use the 'Total Deposits Override' field, you still must select a vendor here.
- If using the override, no information from the vendor will be printed, however the report will not run without selecting a vendor in the 'No.' filter shown below. You can select any vendor and the report will override the total deposits with the number you entered in the additional options section.
- Then select Print. If the layout is misaligned after clicking 'Print', you can click 'Send to...' and then select 'PDF' then print.



The screenshot shows a dialog box titled "Filter: Vendor". It contains a "No." field with a dropdown arrow, which is highlighted with a red box. Below the field is a "+ Filter..." button. Further down, there is a "Filter totals by:" section with another "+ Filter..." button. At the bottom, there is an "Advanced >" section. At the very bottom of the dialog, there are four buttons: "Send to...", "Print" (highlighted with a red box), "Preview & Close", and "Cancel".

You can verify the numbers with the totals from the 940 Reconciliation report.