

PAYROLL TAX PAYMENTS WINDOW

The Payroll Tax Payments window is where all periodic and quarterly data is sent to the Integrity Data system. Payroll documents that have been posted before Tax Payment product activation will not be seen in this window. Please ensure that the product is activated before posting payroll documents.

Periodic Payroll Processing

Step 1: After posting each payroll or batch, go to the Full Payroll Menu, select Periodic Processing under the Periodic Activities column. Select Payroll Tax Payments at the bottom of the dropdown menu.

Full Payroll Menu						
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Employer Tax Rate / Limit Update	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	Local Tax Rate / Limit Update	Pay Cycles..	Report Setup..	Withholdings / Deductions
Additional Processing Tables..	Payroll Employee Info..	Posted Batch List	Create New Local Tax Record from Existing	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Fixed Tax Setup	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Payroll Adjustments	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Custom Deduction / Employer Cont..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	EDI Document List	State Setups..	Labor Cost Setups..	Payments
			Auto-Email Report Distribution			
			Payroll Tax Payments			

Step 2: Ensure that Periodic is selected at the top of the window. The Current Year will be defaulted, and you will need to select the Quarter of your check date. All payroll batches that have been posted after product activation will be displayed on the grid.

You can select more than one batch by clicking the 3 dots and choose “Select More” which will allow you to choose multiple batches.

Payroll Tax Payments

 Process
 More options

Filing Options

Periodic ☒
 Quarterly ☐

Year
 Quarter

Payroll Tax Batch Processing

Released User	Released Date/Time	Batch ID/Doc. No.	Federal ID Number	Federal Tax Withholding Amount	FICA Social Security Withholding Amount	FICA Medicare Withholding Amount
→ ADMIN	4/23/2020 2:10 PM	PYBA10012	22-3333333	0.00	0.00	0.00
ADMIN	4/23/2020 3:34 PM	PYBA10013	22-3333333	396.00	224.14	52.43
ADMIN	4/24/2020 1:24 PM	PYBA10016	22-3333333	396.00	224.14	52.43

Step 3: Once your batch(s) is chosen, click the Process button at the top of the page. This button is used to submit the periodic or quarterly records to the Integrity Data System. You will get 2 messages. The first message will alert you that your periodic data was successfully uploaded, and the second alert is that your employees were uploaded successfully.

Your data has now been submitted.

*If there is an error while processing your information, the following message will appear.



An error occurred during the upload of transactions. Do you want to view the error messages?

Step 4: Click Yes to view errors associated with your upload. If an error happens, please contact Integrity Data at Support@integrity-data.com.

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Categories: Payroll NOW, Tax Services