

W-2 Balancing

Balancing your W-2s to the 941 reports for the current year can be done at any time in Payroll NOW. Printing of the W3 at any moment in time will give you to totals for that tax year to that point in time. You can also print your 941 at any time to get the totals for the current quarter at that point. Adding the 941 for the current quarter at that point to previously filed 941s should match your W3 totals.

Printing Forms

941 - Under the full payroll menu, go to Reports/US Tax Reports/941 Report

Full Payroll Menu

Payroll Processing	Reports	History	Periodic Activities	Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes
Batch Payroll Processing	941 Report	Payroll Statistics	ACA Compliance..	Pay Cycles..
Additional Processing Tables..	940 Report	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas
Payroll Journal	941 Liability Adjustments	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates
PTO Management..	W2 Report	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup
Enter Hours / Quantity..	W3 Report	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax
Emp. Change Req./Approve..	W2 Distribution Management	Other Ledgers..	Automatic Data Migration..	State Tax IDs
	943 Report			

Make sure to select the correct year and quarter and then you can either Preview & Close or you can Send To.... and choose PDF if you want to save it.

Form 941 🔖 ↗ ✕

Printer (Handled by the browser) ▾

Options Show more

Year 2021

Quarter Q3 ▾

Print Schedule B

Your Information To Print:

Name

Phone

Title

Date to Print 12/3/2021

Company Name to Print AVMAC LLC

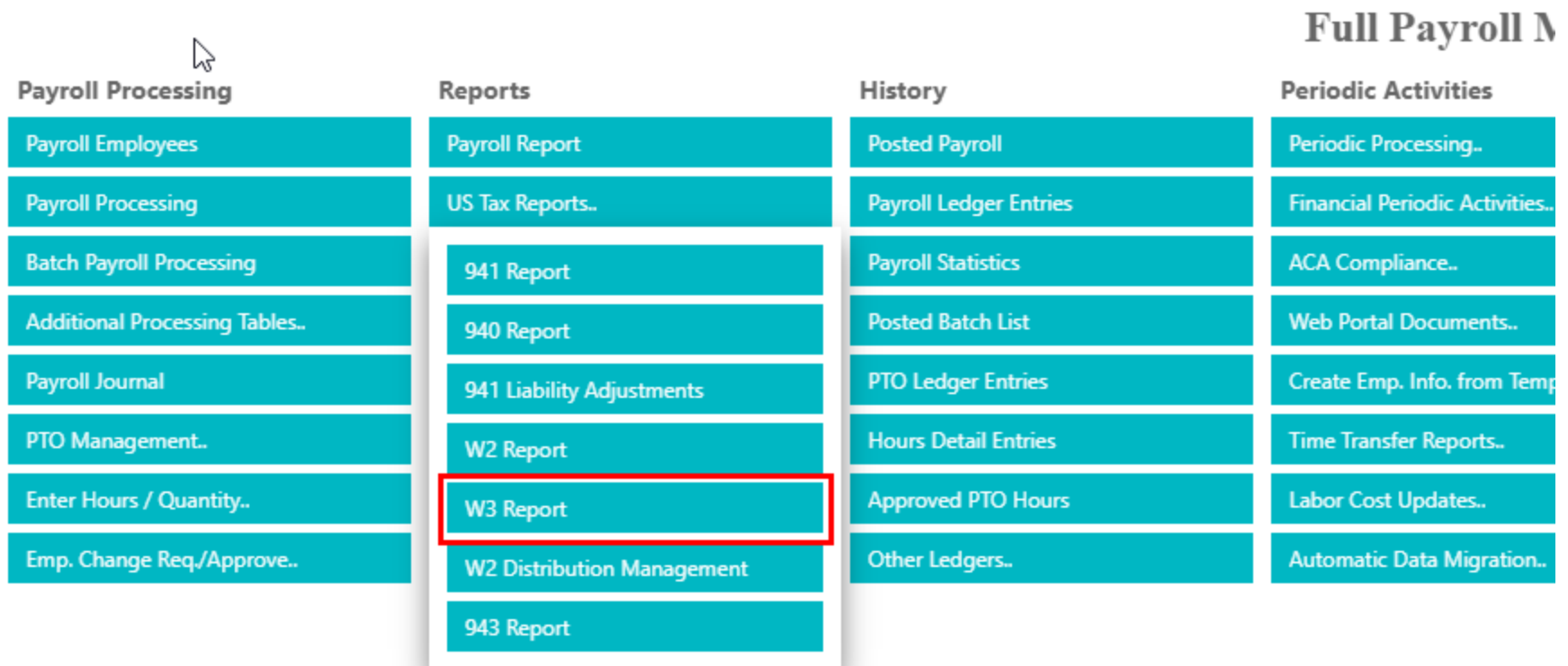
Trade Name to Print

Deposit Override and Cents Adj.

Fraction of Cents Adjustment 0.00

Total Deposits Override 0.00

W3 - Under the full payroll menu, go to Reports/US Tax Reports/W3 Report



The image shows a screenshot of a payroll system's main menu. The menu is organized into four columns: Payroll Processing, Reports, History, and Periodic Activities. The 'W3 Report' option is highlighted with a red rectangular border. A mouse cursor is visible over the 'Payroll Processing' header.

Payroll Processing	Reports	History	Periodic Activities
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..
Batch Payroll Processing	941 Report	Payroll Statistics	ACA Compliance..
Additional Processing Tables..	940 Report	Posted Batch List	Web Portal Documents..
Payroll Journal	941 Liability Adjustments	PTO Ledger Entries	Create Emp. Info. from Temp
PTO Management..	W2 Report	Hours Detail Entries	Time Transfer Reports..
Enter Hours / Quantity..	W3 Report	Approved PTO Hours	Labor Cost Updates..
Emp. Change Req./Approve..	W2 Distribution Management	Other Ledgers..	Automatic Data Migration..
	943 Report		

Make sure to select the correct year and then you can either Preview & Close or you can Send To.... and choose PDF if you want to save it.

W3 Report 🔖 ↶ ✕

Printer (Handled by the browser) ▾

Options

Year 2021

Adjust Numbers Down ▾

Additional Options:

Check 3rd Party Sick Pay Box

501c Non-Government

Your Information to Print:

Employer Contact Person

Employer Fax Number

Employer Phone Number

Employer Contact Email

Filter: Payroll Employee

.....

.....

Send to... **Print** **Preview & Close** **Cancel**

W2 Report by employee in Excel

For a detailed report of each employee detail to reconcile your W2s go 'Payroll Ledger Entries' > Reports > W2 Distribution Management

Parks and Rec | Posted Documents ▾ | ≡

Payroll Ledger Entries: All ▾ | 🔍 Search | Process ▾ | Reports ▾ | Actions ▾ | Related ▾ | **Reports ▾** | Automate ▾ | Fewer op

Entry No. ↓	Payroll Date Code	Document No.	Employee No.	Payroll Type	Payroll Code	Description
<u>1330</u>	2021Q3M08	PRL10061	EMP10015	Withholding	FICA-EE-SS	FICA - Social Security
1329	2021Q3M08	PRL10061	EMP10015	Payment	CHECK	Check

- Garnishment Report
- Daily Overtime Report
- W2 Distribution Management**
- Other >

From there click 'Reports' > W2 Report.

← W2 Distribution Management

🔍 Search | + New | 📄 Edit List | 🗑️ Delete | Process | **Reports** | More options

- W2 Report**
- W2 Excel Layout

Year ↑ ▾	Employee No. ↑	First Name	Last Name	Opt-in	Prin...
→ 2022				<input type="checkbox"/>	<input type="checkbox"/>

When in the W2 Report screen, select the ellipsis button to the right of 'Report Layout'

W2 Report



Printer	(Handled by the browser) <input type="button" value="v"/>
Report Layout	14141213-000001 <input type="button" value="..."/>

Options

Additional Copies	<input type="text" value="0"/>
W2 Format to Print	Copy B/Copy C/Copy 2 with Instructions <input type="button" value="v"/>
Year	<input type="text" value="2022"/>
Set Printed to True in W2 Dist.	<input checked="" type="checkbox"/>
Adjust Numbers Down	<input type="button" value="v"/>
Export to W-2 Electronic File	<input checked="" type="checkbox"/>
Save to Employee Files	<input checked="" type="checkbox"/>
Collapse Multiple Local	<input type="checkbox"/>
Mask Social Security Number	<input checked="" type="checkbox"/>

Select W2ExcelLayout report layout

Report Layouts



Report ID ↑ ▼	Report Name	Layout Name	Description	Extensic
14141213	W2 Report	USPYW2Report	USPYW2Report	Primo
→ 14141213	W2 Report	W2ExcelLayout	W2ExcelLayout	Primo

Then run your W2report with 'Send To' > 'Microsoft Excel Document (data and layout)

W2 Report



Printer (Handled by the browser) ▾

Report Layout W2ExcelLayout ...

Options

Additional Copies 0

W2 Format to Print Copy B/Copy C/Copy 2 with Instructions ▾

Year 2021

Set Printed to True in W2 Dist.

Adjust Numbers Down ▾

Export to W-2 Electronic File

Save to Employee Files

Collapse Multiple Local

Mask Social Security Number

Additional Options:

Check 3rd Party Sick Pay Box

Pages to Print

SSN	First Name	Middle Initial	Last Name	Suffix	Address1	Address2	City	State	ZipCode	Email	No.	Box1	Box 2	Box 3	Bo
002-15-4646	Virginia		Test		225 Navy blvd		Virginia Beach	VA	00000		EMP10001-2021	3,076.93	480.00	3,076.93	190.
111-22-5555	Ron		Swanson		2121 Alexandria Ln		Pawnee	IN	46011	drew.winborn@primopayday.com	EMP10007-2021	20,720.00	2,716.00	20,720.00	128
123-79-6541	Leslie		Knape		147 Poehler Blvd		Pawnee	IN	46001	info@primopayday.com	EMP10008-2021	6,246.17	782.00	6,246.17	387
	Chris		Traeger		150 Positivity Blvd		Pawnee	IN	46012	info@primopayday.com	EMP10009-2021	2,195.39	232.00	2,195.39	1311
	April		Ludgate		854 Dontcare Ave		Pawnee	IN	46001		EMP10010-2021	1,150.00	112.00	1,150.00	713
	Ann		Perkins		2009 Nurse Rd		Pawnee	IN	46011		EMP10011-2021	1,200.00	40.00	1,200.00	74.4
	Tom		Haverford		4242 Bussiness Ave		Pawnee	IN	46001		EMP10012-2021	1,200.00	59.00	1,200.00	74.4
	Jerry		Gergich		1234 Union Dr.		Pawnee	IN	46011	drew.winborn@primopayday.com	EMP10015-2021	1,700.00	113.00	1,700.00	105.