

940's & 941's

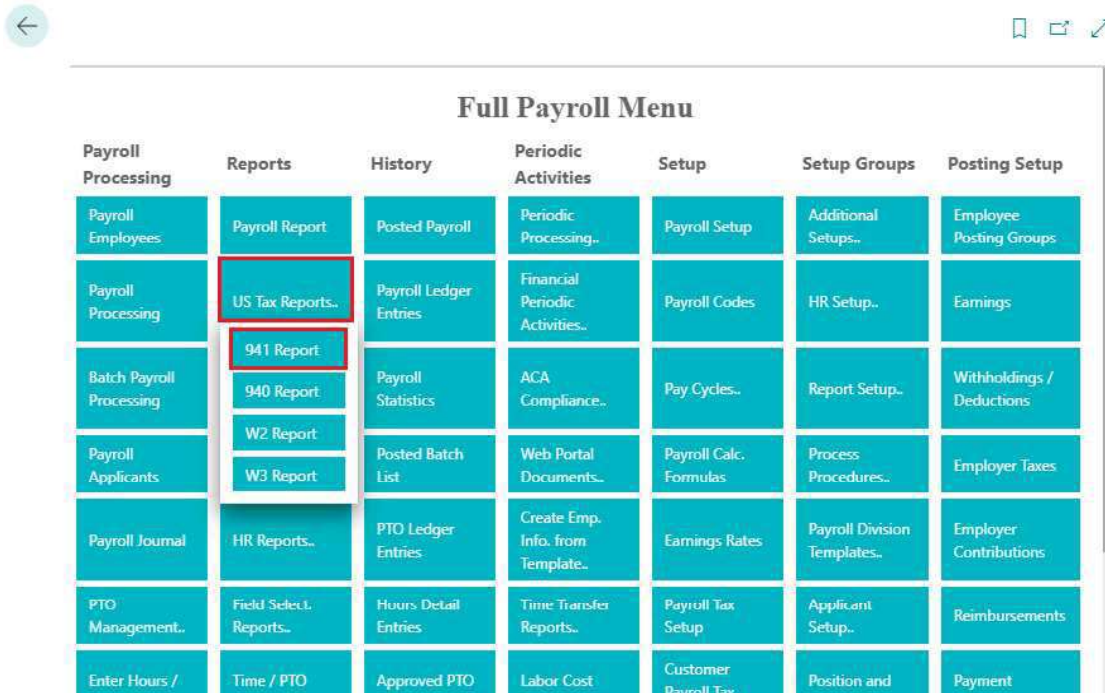
Modified on: Tue, 21 Dec, 2021 at 2:39 PM

Synopsis:

- How to run the 940, 941 and Schedule B reports

Step 1. Access the 941 Report

- Go to 'Full Payroll Menu'
- Select 'US Tax Reports' in 'REPORTS' column
- Select '941 Report'



Step 2. Complete and Print 941 Report

- Once you have selected the '941 Report' you will see the following screen:

The screenshot shows a web application window titled "FORM 941". It contains two main sections: "Options" and "Your Information To Print:".

Options Section:

- Year:** A text input field containing "2019".
- Quarter:** A dropdown menu.
- Print 941 Page 2:** A toggle switch that is turned on.
- Print Schedule B:** A toggle switch that is turned on.

Your Information To Print: Section:

- Name:** A text input field.
- Phone:** A text input field.
- Title:** A text input field.
- Date to Print:** A date input field showing "10/10/2019" with a calendar icon.
- Company Name to Print:** A text input field showing "Marsala".

At the bottom of the form are four buttons: "Send to...", "Print", "Preview", and "Cancel".

In the 'OPTIONS' tab, enter the report YEAR, then select the report 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.

FORM 941

Options

Year

2019

Quarter

Print 941 Page 2

☒

Print Schedule B

☒

Your Information To Print:

Name

Phone

Title

Date to Print

10/10/2019

Company Name to Print

Module

Send to...

Print

Preview

Cancel

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 941 Report. The report will automatically pull these fields from the 'Tax Form Setup' info in the 'Primo Payday 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 941 report.

FORM 941

Your Information To Print:

NameKeanu Reeves

Phone555-442-8145

TitlePresident

Date to Print10/10/2019

Company Name to PrintManuals

Trade Name to PrintManuals Inc.

Deposit Override and Cents Adj.

Fraction of Cents Adjustm...0.00

Total Deposit Override0.00

Send to...

Print

Preview

Cancel

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 Adjustm...	0.00
Total Deposits Override	0.00

Additional Options:

Taxable Tips	0.00
Taxable Tips Subj. to Med...	0.00
Notice and Demand - Tax ...	0.00
Tips and Group Term Life ...	0.00
Sick Pay Adjustment	0.00
Small Business Research T...	0.00

Send to... Print Preview Cancel

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

Additional Options:

Taxable Tips	15.00
Taxable Tips Subj. to Med....	15.00
Notice and Demand - Tax ...	0.00
Tips and Group Term Life ...	0.00
Sick Pay Adjustment	250.00
Small Business Research T...	0.00
Overpayment to Apply	0.00

Verify the 'THIRD PARTY DESIGNEE INFO' is accurate. If it is inaccurate, enter correct information.

FORM 941

Third Party Designee Info:

Name

Scott Siegmund

Phone

999-999-9999

PIN

12345

Filter: Vendor

× No.

+ Filter...

Filter totals by:

+ Filter...

Send to...

Print

Preview

Cancel

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

FORM 941

Name Scott Siegmund

Phone 999-999-9999

PIN 12345

Filter: Vendor

X No.

+ Filter...

Filter totals by:

+ Filter...

Send to...

+ New

Select from full list

No. ↑	Name	City	ZIP Code
→ 10000	Fabrikam, Inc.	Atlanta	31772
20000	First Up Consultants	Chicago	61236
30000	Graphic Design Institute	Miami	37125
40000	Wide World Importers	Atlanta	31772
50000	Nod Publishers	Atlanta	31772

Posting Setup

Employee Posting Groups

Earnings

Withholdings /

PP-941-008

Click 'PRINT' to print all 941 pages

FORM 941

Name

Scott Siegmund

Phone

999-999-9999

PIN

12345

Filter: Vendor

× No.

10000

+ Filter...

Filter totals by:

+ Filter...

Send to...

Print

Preview

Cancel

NOTE:

If the layout is misaligned after clicking 'Print', you can click 'Send to...' and then select 'PDF' then print.

How to Complete and Print the 940**Step 1. Access the 940 Report**

- Go to 'Full Payroll Menu'
- Select 'US Tax Reports' in 'REPORTS' column
- Select '940 Report'



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	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	941 Report	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	940 Report	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
	W2 Report					
	W3 Report					
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity	Time / PTO Reports	Approved PTO Hours	Labor Cost Updates	Customer Payroll Tax	Position and Union Setup	Payment Advances

Step 2. Complete and Print 940 Report

- Once you have selected the '94 Report' you will see the following screen:

FORM 940

Options

Year

Print 940 Page 2 ☒

Your Information To Print:

Name

Phone

Title

Date to Print

Company Name to Print

Trade Name to Print

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.

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 '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 940 report.

FORM 940

Options

Year 2019

Print 940 Page 2 ☒

Your Information To Print:

Name Keanu Reeves

Phone 555-555-5432

Title President

Date to Print 10/10/2019

Company Name to Print Manuals

Trade Name to Print Manuals Inc

Send to...

Print

Preview

Cancel

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

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.

Third Party Designee Info:

Name

Scott Siegmund

Phone

999-999-9999

PIN

12345

Filter: Vendor

× No.

+ Filter...

Filter totals by:

+ Filter...

Send to...

+ New

No. ↑	Name	City	ZIP Code
→ 10000	Fabrikam, Inc.	Atlanta	31772
20000	First Up Consultants	Chicago	61236
30000	Graphic Design Institute	Miami	37125
40000	Wide World Importers	Atlanta	31772
50000	Nod Publishers	Atlanta	31772

Select from full list

Employer Taxes

Employer Contributions

Reimbursements

Payment Advances

Payments

Click 'PRINT' to print all 941 pages

FORM 940

Overpayment to Apply

0.00

Total Deposits Override

0.00

Third Party Designee Info:

Name

Scott Siegmund

Phone

999-999-9999

PIN

12345

Filter: Vendor

× No.

10000

+ Filter...

Send to...

Print

Preview

Cancel

NOTE:

If the layout is misaligned after clicking 'Print', you can click 'Send to...' and then select 'PDF' then print.