



Your people. Our priority®

Quarterly and Year End Reports

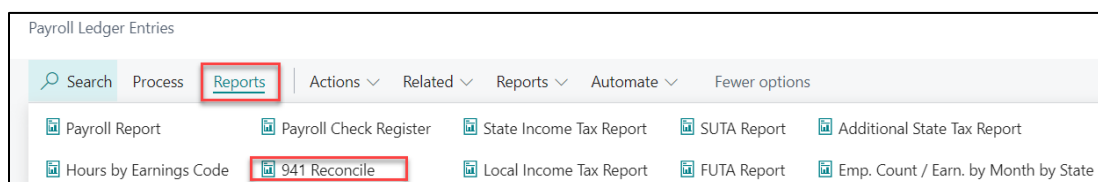
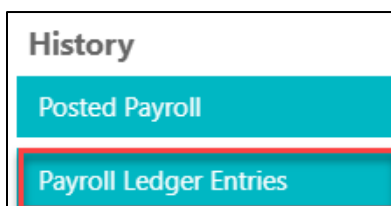
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941 Reconcile Report

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

Send to...

Print

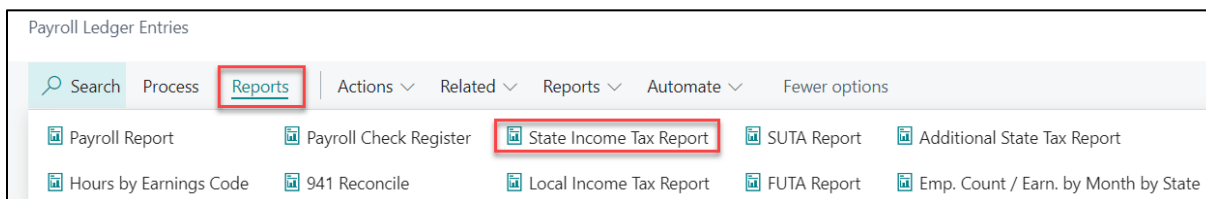
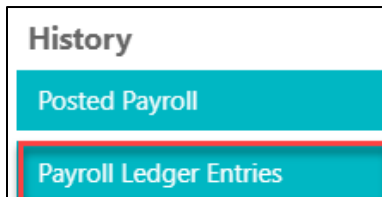
Preview & Close

Cancel

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

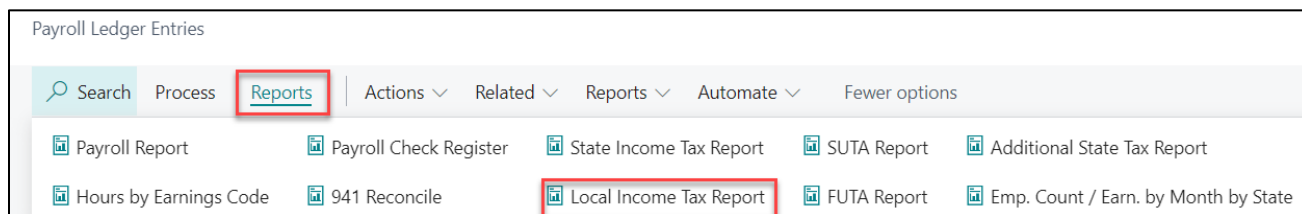
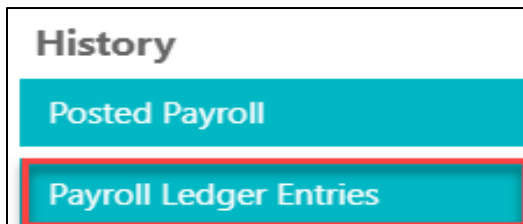
Preview & Close

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

Local Income Tax Report

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
Show Social Security No.

Filter: Payroll Employee

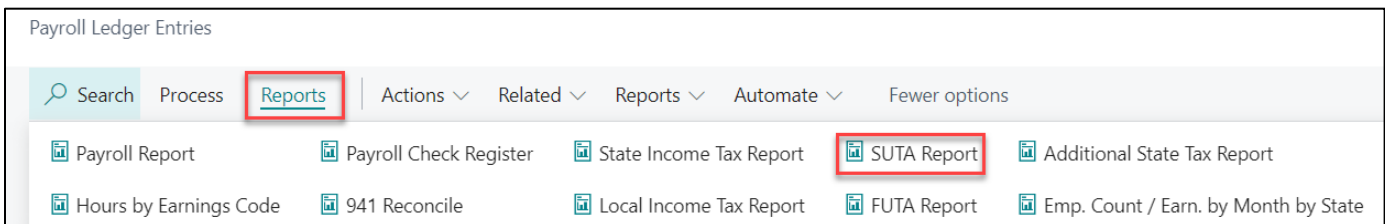
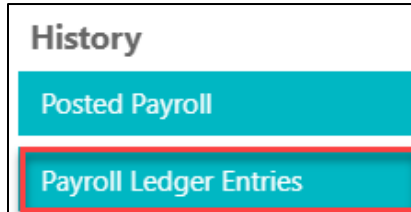
× No.
× Payroll Division

Send to... Print Preview & Close Cancel

SUTA 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
 - 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.

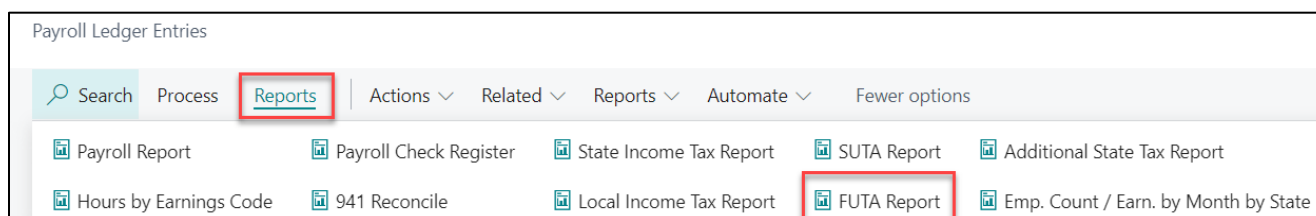
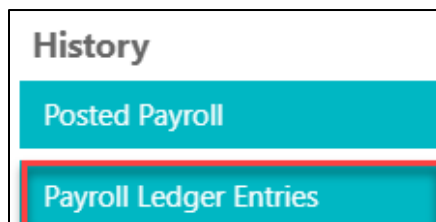
× Payroll Division

Send to...
Print
Preview & Close
Cancel

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.

FUTA Report ↗ ✕

Printer (Handled by the browser) ▾

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

Options

Start Date 4/1/2022 📅

End Date 6/30/2022 📅

FUTA Code FUTA ▾

Filter: Payroll Employee

× No. ▾

× Payroll Division ▾

× SUTA / Income Tax State ▾

Send to...
Print
Preview & Close
Cancel

Additional State Tax 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

Hours by Earnings Code

Payroll Check Register

941 Reconcile

State Income Tax Report

Local Income Tax Report

SUTA Report

FUTA Report

Additional State Tax Report

Emp. Count / Earn. by Month by State

- 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.

Additional State Taxes ↗ ✕

Printer (Handled by the browser) ▾

Report Layout 07_Reports/Layouts/IDPN Additional Sta... ▾

Options

Start Date 4/1/2022

End Date 6/30/2022

State CA ▾

Payroll Code CASDI-E ▾

Filter: Payroll Employee

× No. ▾

× Payroll Division ▾

Send to...

Print

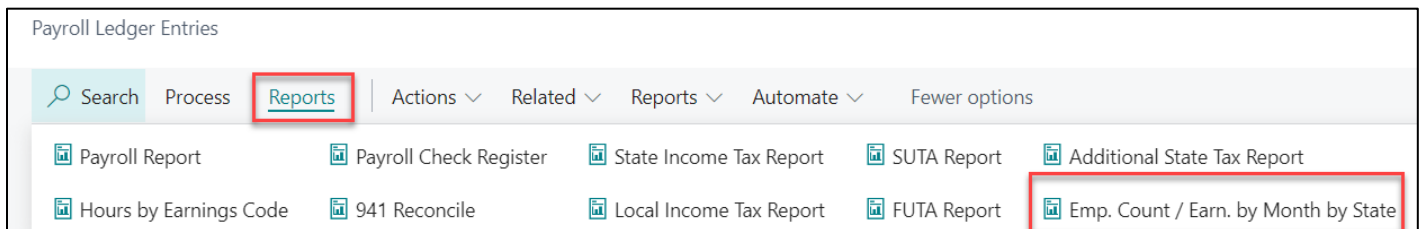
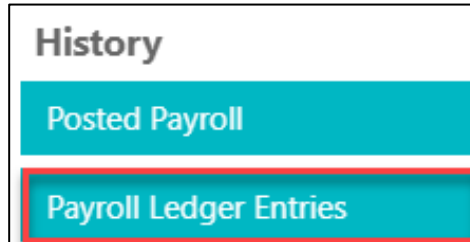
Preview & Close

Cancel

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.

Employee Count / Earnings by State by Month

Printer
(Handled by the browser)

Report Layout
07_Reports/Layouts/IDPN Count Earn. by...

Year
2022

Show Gross Earnings
☐

Filter: State Abbreviation

× Code
CA

+ Filter...

Advanced >

Send to...

Print

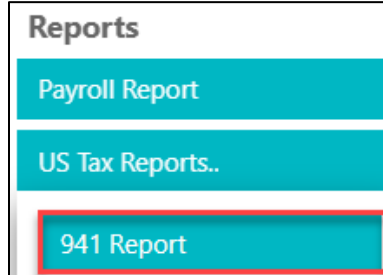
Preview & Close

Cancel

941 Report (941 Form)

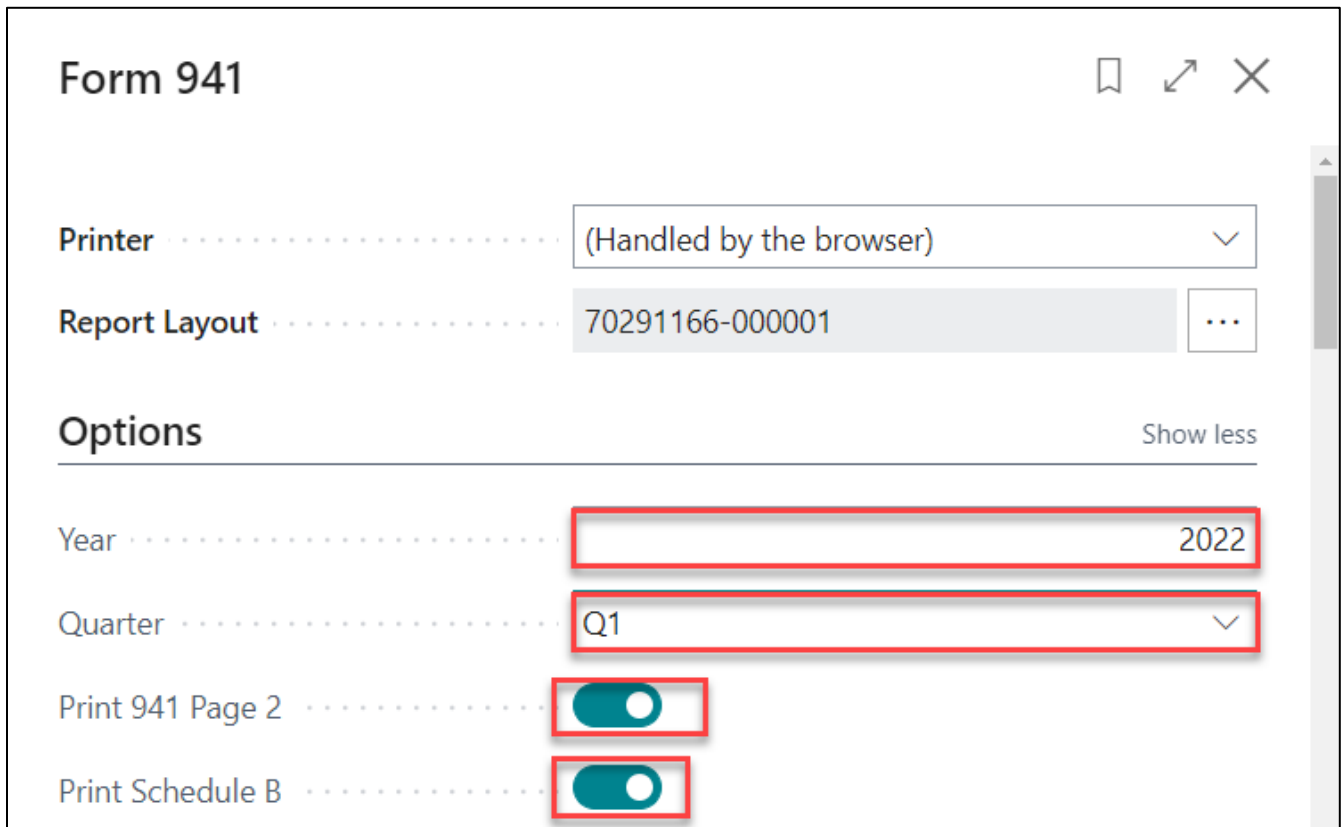
This should be completed each quarter

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



The screenshot shows a 'Reports' menu with three items: 'Payroll Report', 'US Tax Reports..', and '941 Report'. The '941 Report' item is highlighted with a red rectangular box.

- 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.



The screenshot shows the 'Form 941' options window. It includes fields for 'Printer' (set to '(Handled by the browser)'), 'Report Layout' (set to '70291166-000001'), and an 'Options' section. The 'Options' section has a 'Show less' link and four settings: 'Year' (set to '2022'), 'Quarter' (set to 'Q1'), 'Print 941 Page 2' (checked), and 'Print Schedule B' (checked). The 'Year', 'Quarter', and both toggle switches are highlighted with red rectangular boxes.

- 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	
Phone	
Title	
Date to Print	7/21/2022 
Company Name to Print	CRONUS USA, Inc.
Trade Name to Print	

- 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	0.00
Total Deposits Override	0.00

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

Form 941



Additional Options:

Notice and Demand - Tax Due	0.00
Tips and Group Term Life Adjust... ..	0.00
Sick Pay Adjustment	0.00
Small Business Research Tax Cre... ..	0.00
Overpayment to Apply	0.00

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

Form 941



Wage Base Adjustments

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'.

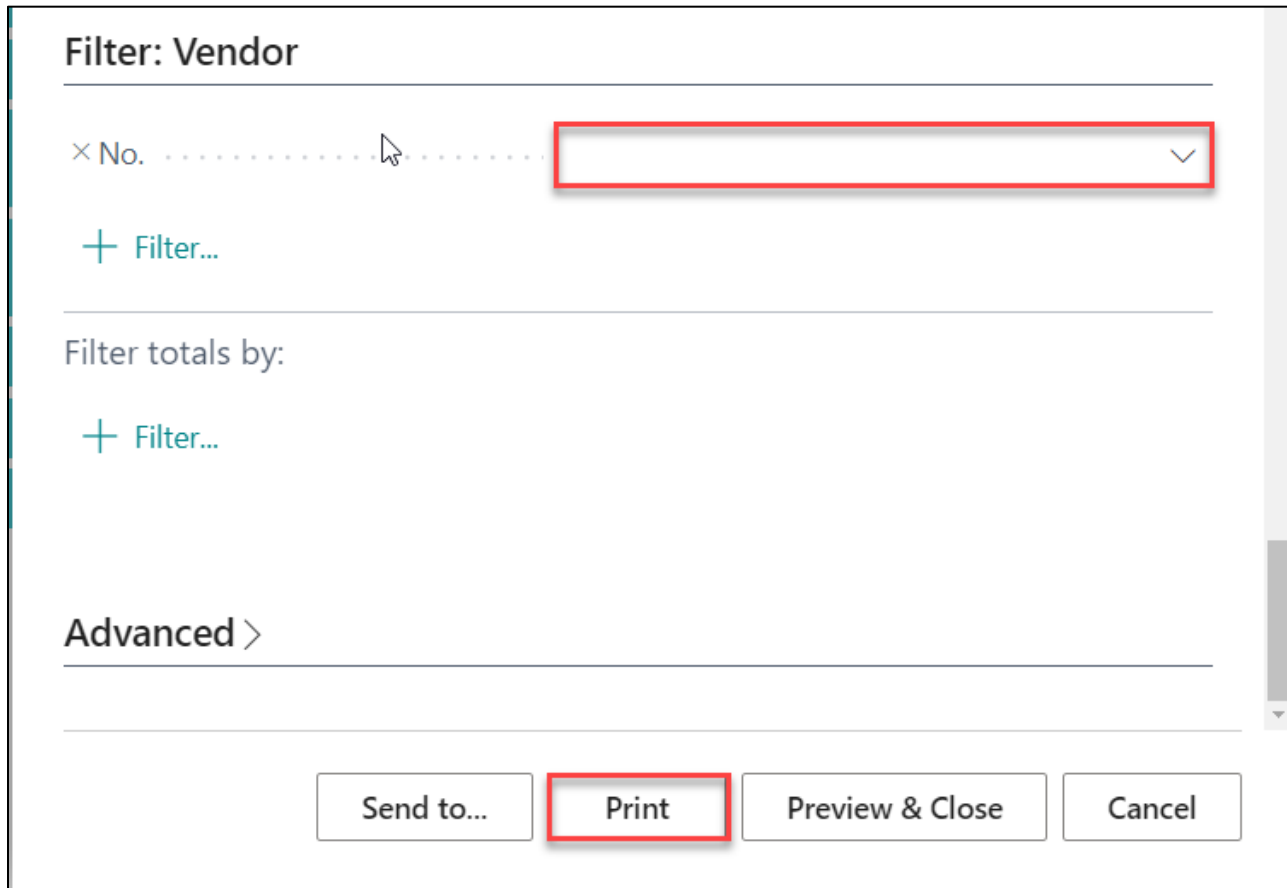
Form 941



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.
- 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.



Filter: Vendor

× No.

+ Filter...

Filter totals by:

+ Filter...

Advanced >

Send to... Print Preview & Close 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

Share
Filter
Menu

	Payment Date ↓		Adjustment Amount
→			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

2022

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

Phone

Title

Date to Print

Company Name to Print

Trade Name to Print

7/21/2022

CRONUS USA, Inc.

- 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...

Line 14a Total Deposits Override

0.00

0.00

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

Form 943



Additional Options:

Sick Pay Adjustment	0.00
Line 12a Small Business Research ...	0.00
Line 14a Overpayment to Apply ...	0.00

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

Form 943



Wage Base Adjustments

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'.

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 >

Send to...

Print

Preview & Close

Cancel

940 Report (940 Form)

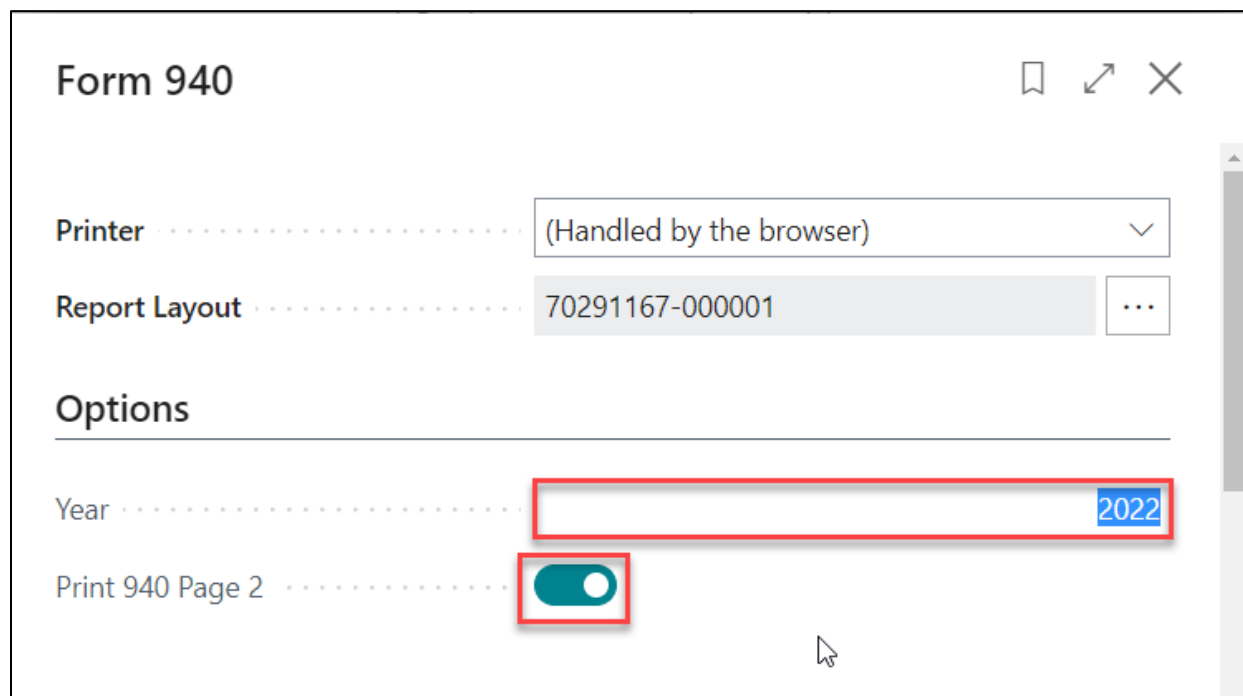
This should be completed each quarter

- 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 a 'Form 940' options dialog box. The title bar says 'Form 940' with icons for bookmark, expand, and close. The 'Printer' field is set to '(Handled by the browser)'. The 'Report Layout' field is set to '70291167-000001'. Under the 'Options' section, the 'Year' field is set to '2022' and is highlighted with a red border. The 'Print 940 Page 2' toggle switch is turned on and is also highlighted with a red border. A mouse cursor is visible near the bottom right of the dialog.

- 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

Phone

Title

Date to Print 7/21/2022 

Company Name to Print CRONUS USA, Inc.

Trade Name to Print

- 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		0.00
Some FUTA Paid Excluded from ...		0.00
Applicable Credit Reduction		0.00
Overpayment to Apply		0.00
Total Deposits Override		0.00

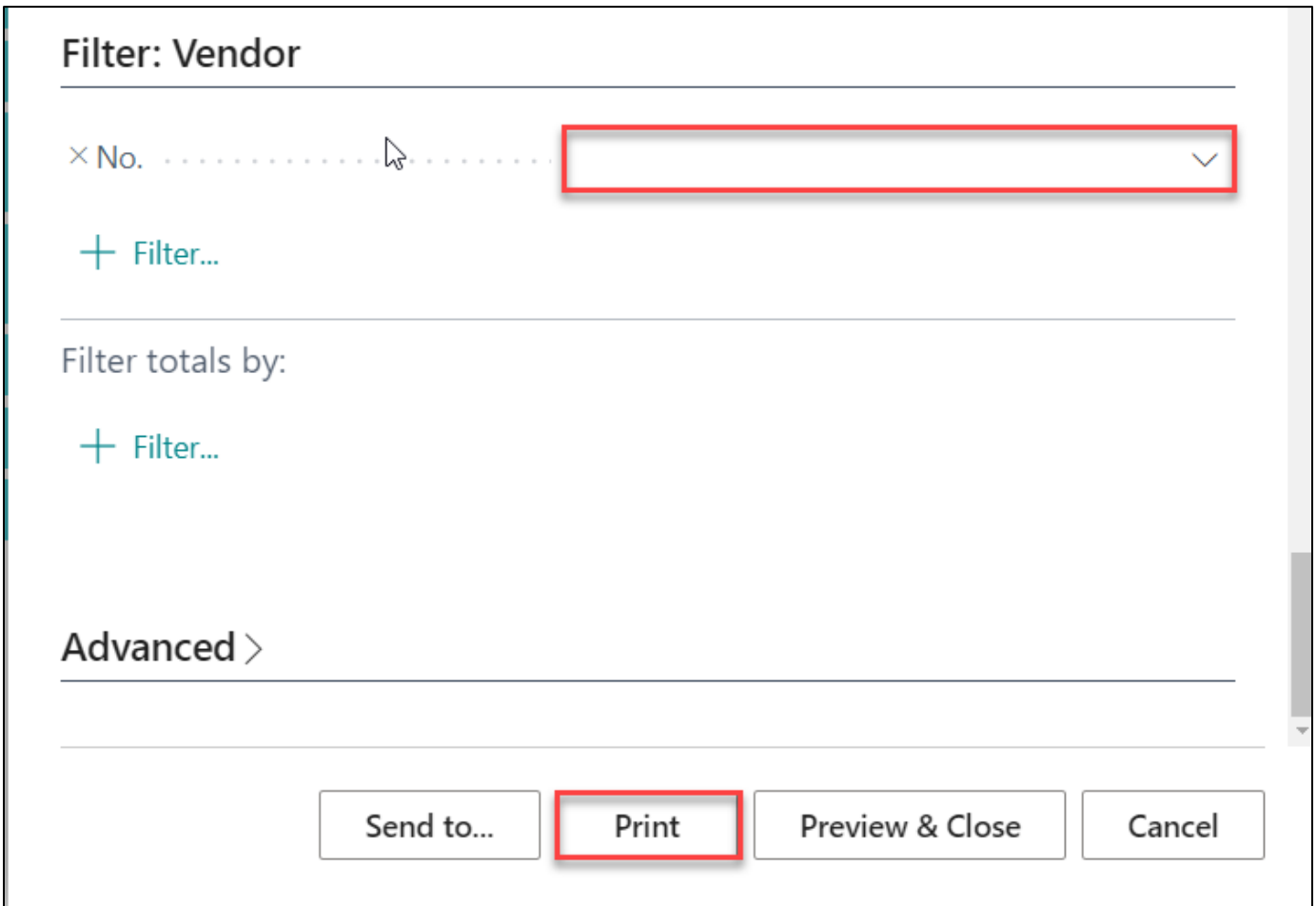
- Enter the 'THIRD PARTY DESIGNEE INFO'.

Form 940

Third Party Designee Info:

Name	
Phone	
PIN	

- 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.



Filter: Vendor

× No. ▼

+ Filter...

Filter totals by:

+ Filter...

Advanced >

Send to... Print Preview & Close Cancel

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