



# Washington State Department of **Enterprise Services**



## **HRMS Tax Class Training Guide**

# Tax Reporter Class



# Class introductions

- Name
- Agency
- Job at your agency
- Goal(s) for the class



# Course Objectives

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Upon completion of this course, you will be able to:

- Describe the Tax Reporter
- Describe how to use Tax Reporter to help with Tax Reconciliation
- Understand the difference between test runs and production runs using the Tax Reporter
- Extended Scenarios
- List and run reports available



# *Training Materials and Tools*

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The following training materials and tools are used:

- **HRMS Training Guide:** Designed to introduce you to basic HRMS navigation terms and concepts and to provide the necessary information to complete the activities and exercises throughout the course.
- **HRMS Activity Guide:** Designed to provide you with activities and exercises that help solidify your understanding of concepts learned in the course and also provide you with an opportunity to use HRMS.
  - Activities include Demonstrations, Walkthroughs and Exercises.



# On-line Quick Reference

OLQR is an acronym for the On-line Quick Reference tool.

It contains a glossary, job aids, system and user procedures that describe how to perform HRMS tasks step-by-step.

The screenshot shows the HRMS On-Line Quick Reference page. At the top, there is a navigation bar with links for 'Contact DOP | About Us', 'Topic Index A-Z', 'Forms', 'Publications', and 'Calendar'. Below this is the 'HR' logo for the Washington State Department of Personnel, a search box, and a 'GO' button. A horizontal menu contains buttons for 'Home', 'Strategic HR', 'Compensation & Job Classes', 'Training', 'Recruitment', 'Rules', 'Diversity', 'Payroll', and 'More DOP Services'. The main content area has a breadcrumb trail: 'Home > Payroll > Human Resource Management System > On-Line Quick Reference' and a 'Print Friendly' link. The page title is 'On-Line Quick Reference'. The introductory text states: 'The On-Line Quick Reference (OLQR) contains instructional materials to help you perform day-to-day tasks in the Human Resource Management System (HRMS). It is organized by functional areas and roles, job aids, HRMS reports, user procedures, course manuals, and glossary.' A list of links includes: 'Functional Areas and Roles', 'Job Aids', 'HRMS Reports', 'User Procedures', 'Course Manuals', 'Glossary', and 'HRMS Communications'. A 'HRMS Data Definitions Project' link is also present. On the right, there are three yellow boxes: 'Portal Access' with links for 'HRMS/BI Portal (SSO)' and 'HRMS/BI Portal (All)'; 'Related Links' with a link for 'Acronyms'; and 'Related Documents' with a link for 'HRMS Upgrade Impacts'. A 'Contact Us' box provides the phone number '360-664-6400' and an 'E-Mail' link. A left sidebar menu includes 'Payroll - HRMS' (highlighted), 'HRMS Support', 'Payroll Calendars & Schedules', 'HRMS-Related Training', 'On-Line Quick Reference' (with a right-pointing arrow), and 'Personnel/Payroll Association'. At the bottom, there is a search box labeled 'Search OLQR' and a magnifying glass icon.

website address:

<http://www.hr.wa.gov/payroll/HRMS/OnLineQuickReference>



# **Section 1: Tax Reporter Overview**



# Tax Reporter overview

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- Upon completion of this section you will be able to:
  - List key terms related to this course
  - Define the Role related to this course
  - Describe the Tax Reporter:
    - When to run the Tax Reporter
    - Why agencies should run the Tax Reporter
    - How to set up defaults and the **Test Run Tab** settings
    - Define the different folders/forms accessible within the Tax Reporter



# Key Terms

Term	Description
Tax Company	Agency four-character designation used for reporting purposes. Each such designation is assigned a distinct Employer Identification Number (EIN) and is mapped to a tax company for tax calculation purposes.
Tax Reporter (PU19)	Transaction code which is used to access quarterly and annual tax reporting forms



# HRMS Role Based Security

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Human Resource Management System (HRMS) has role-based security

- A “role” is defined as a major grouping of activities that reflect a specific aspect of a person’s job
- While a role may have several activities assigned to it, an activity can only be assigned with one role. A person may be assigned one or more roles, and roles can be assigned to one or more persons.
- Your assigned HRMS role dictates the information that you can create, change and display
  - Your agency assigned your role based on what tasks you perform
- There are centralized roles and decentralized (agency-level) roles



# *Tax Reporter Processor*

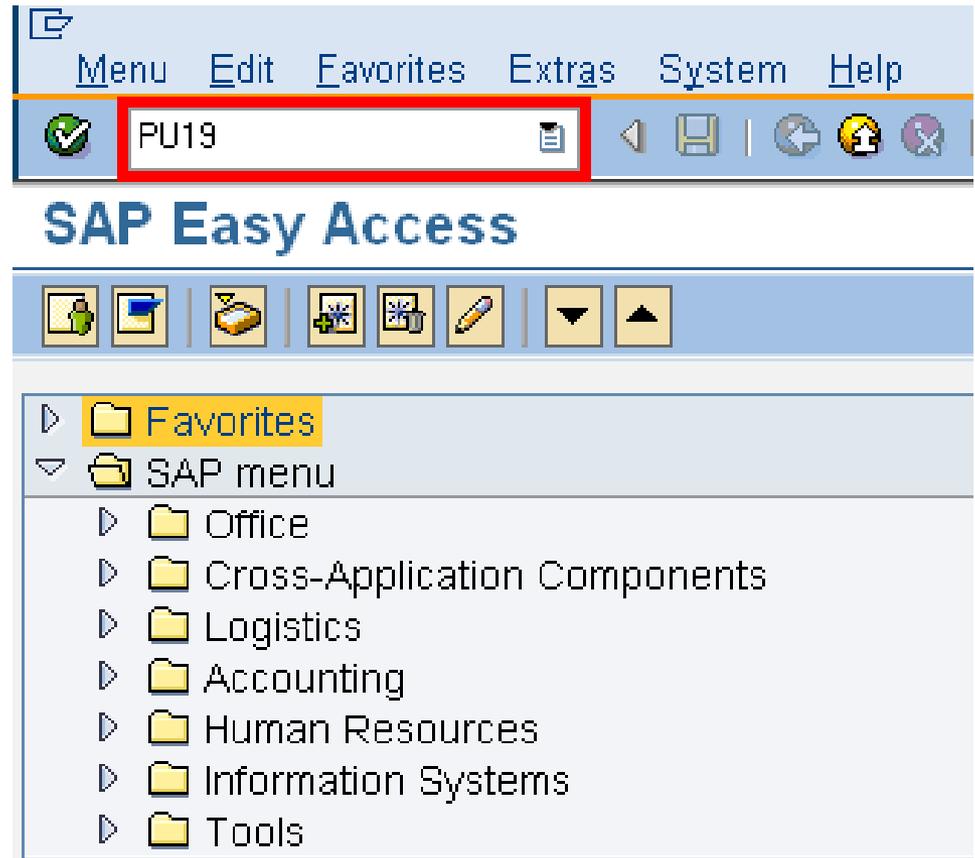
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- Tax Reporter Processor
  - Centralized role
    - Only users with this role will be able to access and run the Tax Reporter (PU19)
    - Responsible for running the agencies quarterly and yearly reports to file federal taxes.

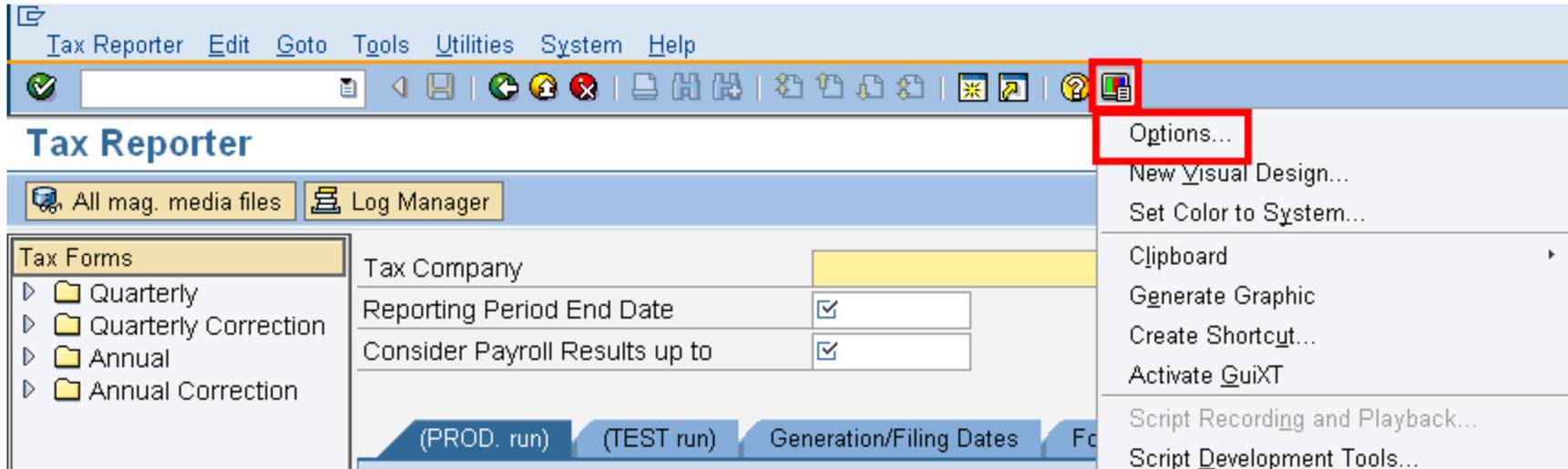


# Setting up your Tax Reporter

- Access the Tax Reporter by entering the transaction code **PU19** (Tax Reporter) into the command field
- Click  (Enter) to access the Tax Reporter



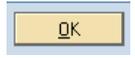
# Setting up the Tax Reporter- Displaying Tax Company numbers

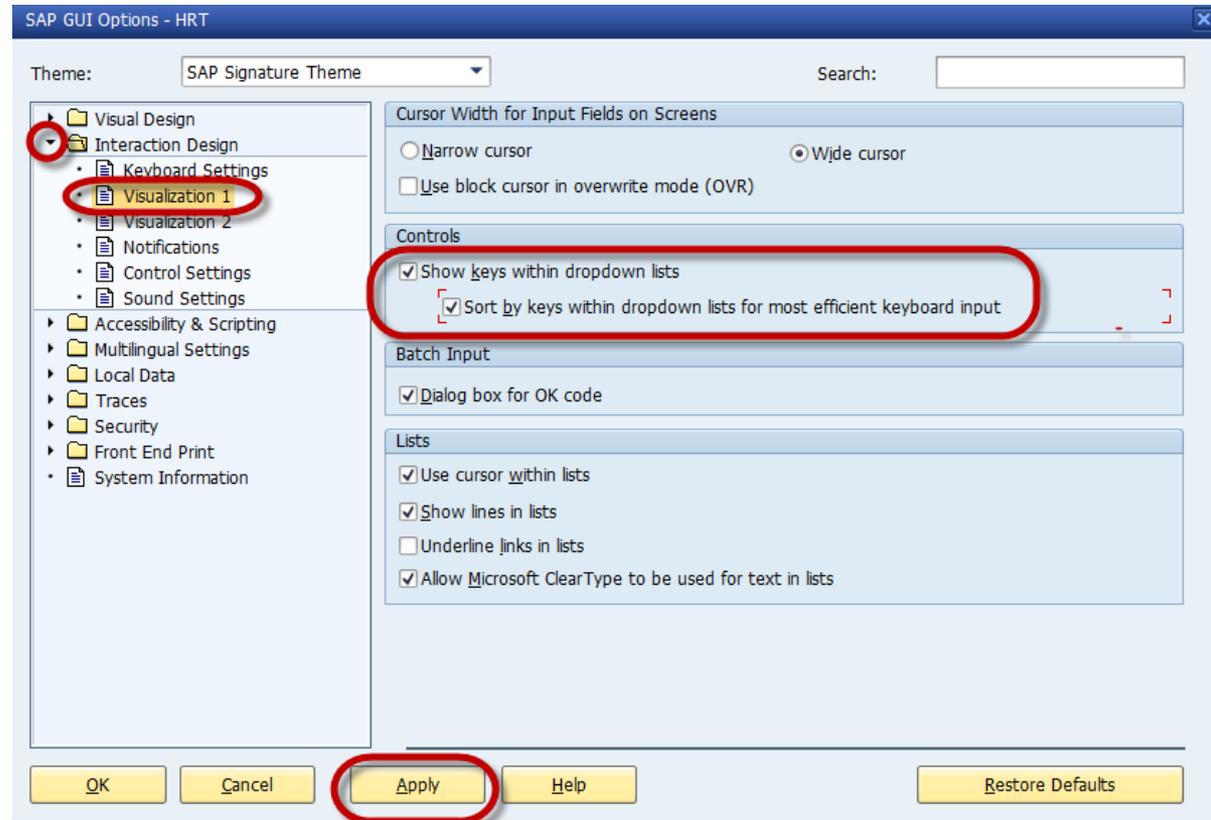


- To turn the Tax Company numbers on select the  (Customize Local Layout)
- Select **Options**



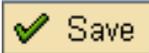
# Setting up the Tax Reporter- Displaying Tax Company numbers cont'd.

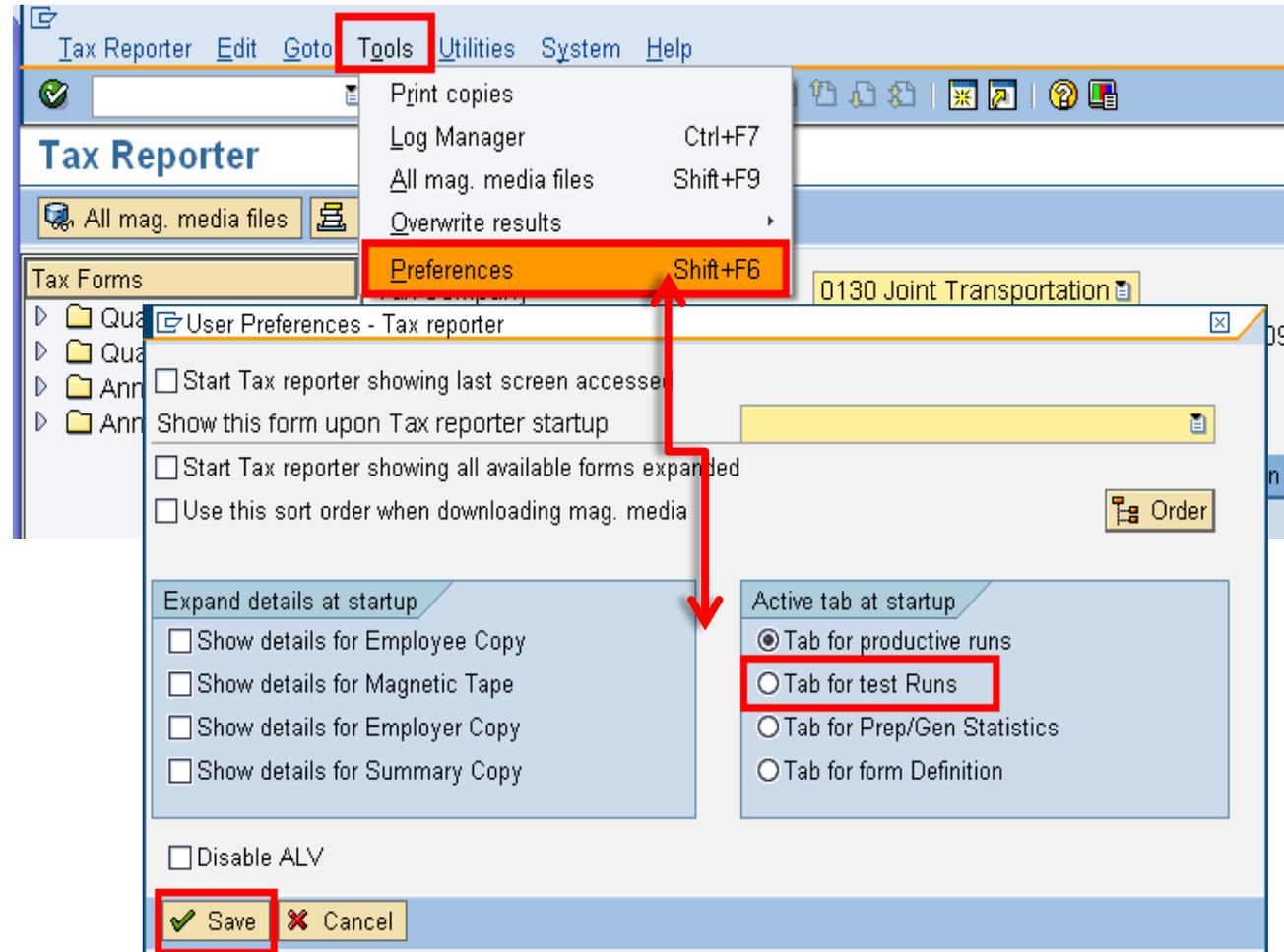
- Select the *Interaction Design* folder
- Select **Visualization 1**
- Check the boxes next to:
  - **Show Keys within dropdown lists**
  - **Sort by keys within dropdown lists for more efficient keyboard input**
- Select  to apply changes
- Select  to return to selection criteria screen
- Click  (Back) to Easy Access screen
- Re-enter the **PU19** transaction code



# Setting the Test Run tab as the default

To set the (TEST run) tab as the default:

- Fields to complete:
  - Tax Company
  - Reporting Period
  - Consider Payroll Results up to
- Select **Tools**
- Select Preferences
- Select Tab for test Runs
- Click 



The screenshot shows the Tax Reporter application window. The 'Tools' menu is open, and the 'Preferences' option is highlighted with a red box. A red arrow points from the 'Preferences' option to the 'User Preferences - Tax reporter' dialog box. In this dialog box, the 'Active tab at startup' section has the 'Tab for test Runs' radio button selected and highlighted with a red box. The 'Save' button at the bottom of the dialog box is also highlighted with a red box.



# Setting the Test Run tab as the default

The screenshot shows the Tax Reporter application window. The title bar reads "Tax Reporter" and the menu bar includes "Edit", "Goto", "Tools", "Utilities", "System", and "Help". Below the menu bar is a toolbar with various icons. The main window area is titled "Tax Reporter" and contains a sidebar on the left with a tree view under "Tax Forms" showing folders for "Quarterly", "Quarterly Correction", "Annual", and "Annual Correction". The main content area displays a form with the following fields:

Tax Company	0130 Joint Transportation			
Reporting Period End Date	03/31/2009	03/31/2009	-	03/31/2009
Consider Payroll Results up to	03/31/2009			

At the bottom of the main content area, there are four tabs: "(PROD. run)", "(TEST run)", "Generation/Filing Dates", and "Form Field Definition". The "(TEST run)" tab is currently selected and highlighted.

- The (TEST run) tab is set to display each time you access the Tax Reporter



# Quarterly Folder overview

The screenshot shows the Tax Reporter application window. The menu bar includes Tax Reporter, Edit, Goto, Tools, Utilities, System, and Help. The toolbar contains various icons for file operations. The main window is titled "Tax Reporter" and has two tabs: "All mag. media files" and "Log Manager". On the left, a tree view under "Tax Forms" shows a "Quarterly" folder and a "Quarterly Correction" folder, both highlighted with red boxes. The "Quarterly" folder contains: Form 941, Form 941 Return Puerto Rico, SUI Wage Reporting, Multiple Worksite Reports - State Level, Multiple Worksite Report - Combined, Locality Wage Listing - County Level, Locality Wage Listing - City Level, and Locality Wage Listing - Sch. Dist. Level. The "Quarterly Correction" folder contains: Form 941 - Correction, SUI Wage Reporting - Correction, and Multiple Worksite Reports - Correction. The right side of the window displays fields for "Tax Company" (0130 Joint Transportatio...), "Reporting Period End Date" (03/31/2009), and "Consider Payroll Results up to" (03/31/2009). Below these are tabs for "Form 941 (PROD. run)", "Form 941 (TEST run)", "Generation/Filing Dates", and "Form Field Definition". A "Test selection" section includes a "Personnel Numbers" field and a "to" field, with a right arrow button. On the far right, there are "Test online" and "Test background" buttons.

## Quarterly Folder

- **Form 941-** Form that is used by the Internal Revenue Service (IRS) to ensure that deposits of employment and withholdings taxes have been made timely

## Quarterly Correction

- **Form 941X**— Form used to make corrections made on Form 941



# Annual Folder overview

The screenshot displays the Tax Reporter application window. The menu bar includes 'Tax Reporter', 'Edit', 'Goto', 'Tools', 'Utilities', 'System', and 'Help'. The toolbar contains various icons for file operations. The main window is titled 'Tax Reporter' and features a 'Log Manager' button. On the left, a tree view under 'Tax Forms' shows folders for 'Quarterly', 'Quarterly Correction', 'Annual', and 'Annual Correction'. The 'Annual' folder is expanded, showing files like 'W-2 - Wage and Tax Statement', 'W-2 PR - Wage and Tax Stat. Puerto R...', '1099R - Distributions From Pensions', 'Form 940', 'Form 940 Return - FUTA Puerto Rico', 'NY Combined Wages Report (Q4)', and 'Texarkana Income Tax'. The 'Annual Correction' folder is also expanded, showing '1099-R - Correction', 'W-2C - Statement of Corrected Inc. & T', and 'W-2C Processing Puerto Rico'. On the right, a 'Tax Company' dropdown is set to '0130 Joint Transportatio...'. Below it, 'Reporting Period End Date' is '03/31/2009' with a range from '01/01/2009' to '03/31/2009'. 'Consider Payroll Results up to' is also '03/31/2009'. At the bottom, there are tabs for 'Form 941 (PROD. run)', 'Form 941 (TEST run)', 'Generation/Filing Dates', and 'Form Field Definition'. A 'Test selection' section includes a 'Personnel Numbers' field, a 'to' field, and a right arrow button. On the far right, there are 'Test online' and 'Test background' buttons.

## Annual Folder

- W-2- Form used to list employee's total wages/compensation and taxes withheld within the calendar year
- 1099-R\*- Form used to report distributions from annuities, profit sharing plans, retirement plans etc.. during the given year.

## Annual Correction

- W-2C- Form used to make corrections to an employee's W-2 Form.
- 1099-R\*- Correction- Form used to file a corrected 1099-R Form

### Note:

\* Only used by the Board of Volunteer Firefighters



# HRMS Activity



Setting defaults on the Tax Reporter  
Walkthrough- 1  
Page 4



# Review Questions

## 1. TRUE or FALSE?

The Tax Company often matches the Personnel area of the department.

2. Why should agencies set the tabs of the Tax Reporter to default to the **Test run**.

# **Section 2: Quarterly forms**



# Quarterly Forms Overview

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- At the end of this section, you should be able to:
  - Define terms related to the quarterly forms
  - Describe Form 941 in test mode
  - Describe the Log Manager and when it should be used
  - Define when to execute the Form 941 in production mode
  - Describe how to print copies of the Form 941
  - Create the generation date of the Form 941
  - Delete a production run
  - Define the Form 941X and when it should be created

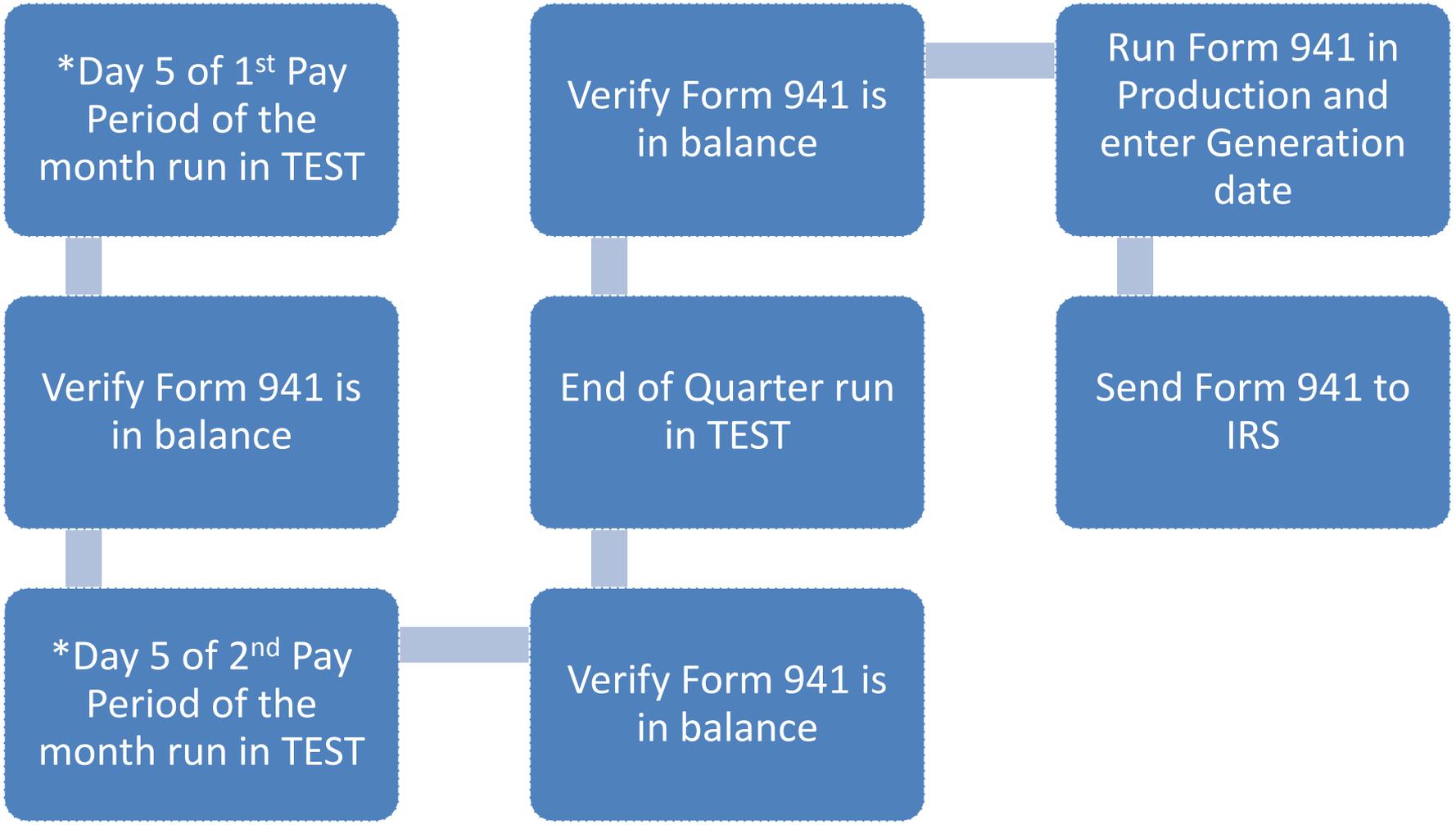


# Key Terms

Term	Definition
<b>Form 941</b>	Use Form 941 to report the following amounts: <ul style="list-style-type: none"><li>• Wages you have paid.</li><li>• Tips your employees have received.</li><li>• Federal income tax you withheld.</li><li>• Both the employer's and the employee's share of social security and Medicare taxes.</li><li>• Current quarter's adjustments to social security and Medicare taxes for fractions of cents, sick pay, tips, and group-term life insurance.</li></ul>
<b>941- Schedule B</b>	On Schedule B (Form 941), list your <b>tax liability</b> for each day.
<b>Form 941x</b>	Use Form 941X to correct errors on Form 941 that you previously filed.



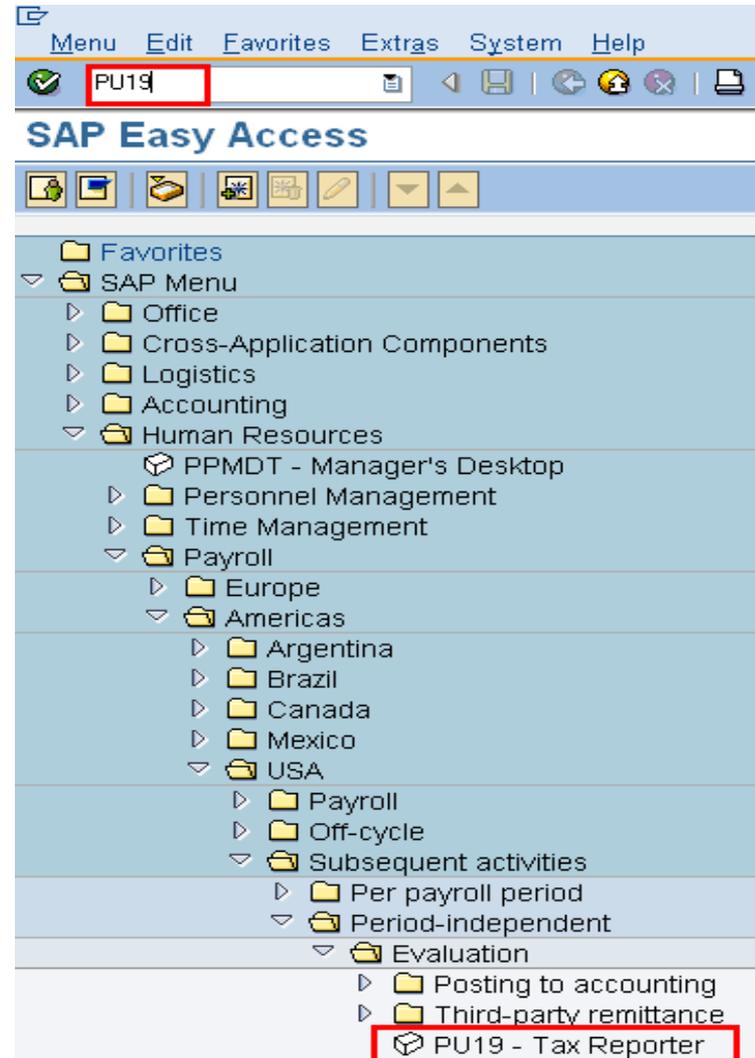
# Process flow of Form 941



\* Repeat for each month of the quarter.

# Accessing the Form 941

- To access the Tax Reporter enter the transaction code **PU19** (Tax Reporter)
- Click  (Enter) to access the **Tax Reporter**



# Accessing the Form 941 cont'd.

- **Fields to complete:**

- Tax Company
- Reporting Period End Date\*
- Consider Payroll Results up to

**Note:**

If you do not enter the last day of the quarter, the Form 941 will revert back to the prior quarter

Tax Reporter

All mag. media files Log Manager

Tax Forms

- ▶ Quarterly
- ▶ Quarterly Correction
- ▶ Annual
- ▶ Annual Correction

Tax Company	<input type="text"/>
Reporting Period End Date	<input checked="" type="checkbox"/> <input type="text"/>
Consider Payroll Results up to	<input checked="" type="checkbox"/> <input type="text"/>

(PROD. run) (TEST run) Generation/Filing Dates Form Field Definition

**Tip:**

Agencies should run the 941-quarterly after each payroll to verify their deposits and liabilities are in balance. Running the 941 in test mode will allow agencies to view their 941s without creating a final document.



# Accessing the Form 941 cont'd.

Tax Reporter

All mag. media files Log Manager

Tax Forms

- Quarterly
  - Form 941**
  - Form 941 Return Puerto Rico
  - SUI Wage Reporting
  - Multiple Worksite Reports - State Level
  - Multiple Worksite Report - Combined
  - Locality Wage Listing - County Level
  - Locality Wage Listing - City Level
  - Locality Wage Listing - Sch. Dist. Level
- Quarterly Correction

Tax Company	4650 State of Wash Par...
Reporting Period End Date	03/31/2011 01/01/2011 - 03/31/2011
Consider Payroll Results up to	03/31/2011

Form 941 (PROD. run) Form 941 (TEST run) Generation/Filing Dates Form Field Definition

Test selection

Personnel Numbers  to

- Click the **Quarterly** folder to display options
  - Select the Form 941
- Enter Personnel Number(s)
  - If running for entire agency enter **1** to **99999999**
- Select **Test online**

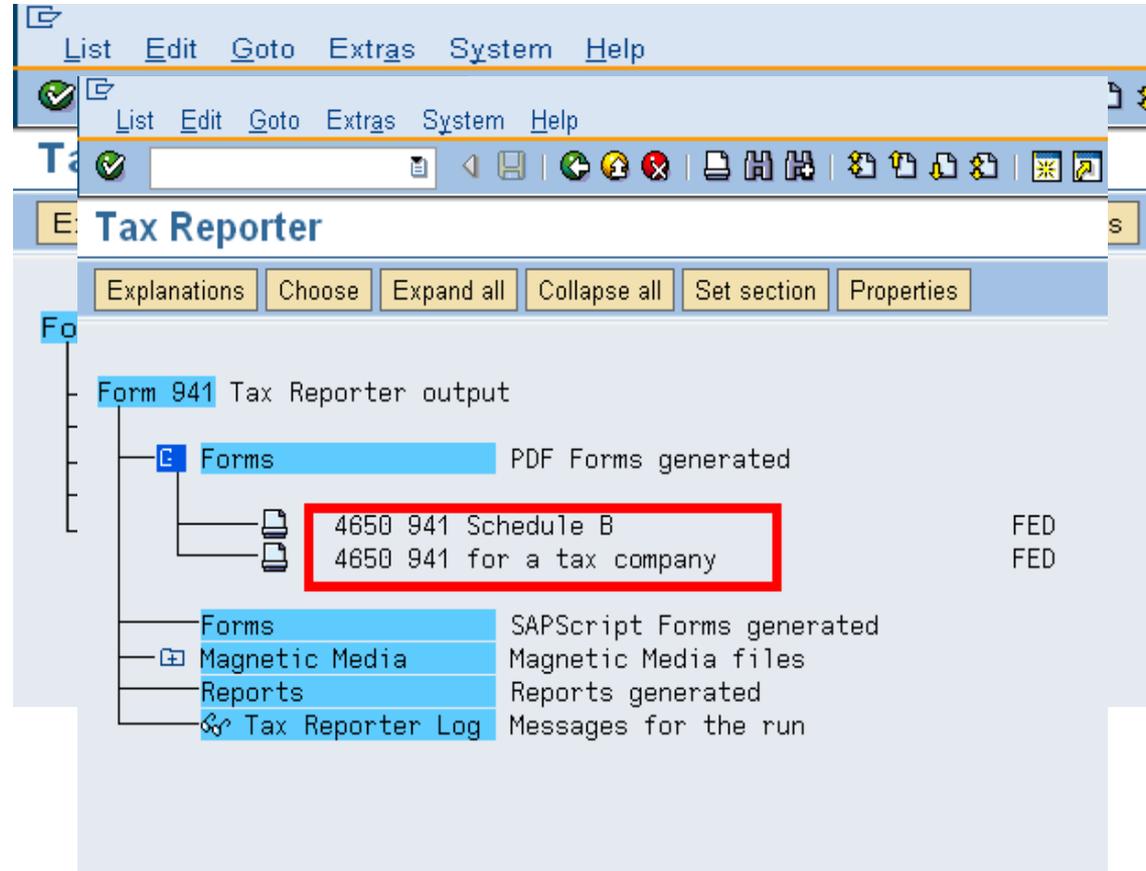
## Note:

If a large agency, select **Test background** to generate results, and access via the Log Manager.



# Accessing the Form 941 cont'd.

- To view the 941 form:
  - Click on the folder next to **Forms- PDF Forms generated**
- Double click the form text to view
  - 941 Schedule B
  - 941 for a Tax Company



**\*Note:** If you selected **Test Background** on the previous screen you would access the **Log Manager** to view the forms.



# Accessing the Form 941 cont'd.

- Form now generated automatically by HRMS
- Used to file quarterly with the IRS
- Rolls up the total W-2 amounts for all employees for the specified quarter

Display Document 1 of 1 of Spool Request 42,748

AGENCY DETAIL REMOVED

941 for 2013: Employer's QUARTERLY Federal Tax Return

Form 941 for 2013: Employer's QUARTERLY Federal Tax Return

Department of the Treasury - Internal Revenue Service

950113 OMB No. 1545-0048

AGENCY DETAIL REMOVED

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 5: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3) or Dec. 12 (Quarter 4)	1	28
2	Wages, tips, and other compensation	2	508804.04
3	Income tax withheld from wages, tips, and other compensation	3	115106.22
4	If no wages, tips, and other compensation are subject to social security or Medicare tax <input type="checkbox"/> Check and go to line 6.		
5a	Taxable social security wages	Column 1: 1.24	Column 2: 88702.80
5b	Taxable social security tips	0.00	
5c	Taxable Medicare wages & tips	542856.30	16742.22
5d	Additional Medicare Tax withholding	0.00	
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d		82444.82
6f	Section 3121(g) Notice and Demand - Tax due on unreported tips (see instructions)	6f	
6	Total taxes before adjustments (add lines 3, 5e and 5f)	6	197660.04
7	Current quarter's adjustment for fractions of cents	7	0.04
8	Current quarter's adjustment for sick pay	8	
9	Current quarter's adjustments for tips and group-term life insurance	9	
10	Total taxes after adjustments. Combine lines 6 through 9	10	197660.08
11	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayment applied from Form 941-X or Form 941-X filed in the current quarter	11	194066.46
12a	COBRA premium assistance payments (see instructions)	12a	
12b	Number of individuals provided COBRA premium assistance	12b	0
13	Add lines 11 and 12a	13	194066.46
14	Balance due. If line 10 is more than line 13, enter the difference and see instructions	14	3484.83
15	Overpayment. If line 13 is more than line 10, enter the difference <input type="checkbox"/> Check one: <input type="checkbox"/> not a refund <input type="checkbox"/> is a refund	15	

You MUST complete both pages of Form 941 and SIGN it.

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. OMB No. 1545-0048 Form 941 (Rev. 1-2013)

**Note:** Per Enterprise Service Communication of 4/1/2014 the IRS has eliminated lines 12a and 12b on the 2013 Form 941.



# Accessing the Form 941 cont'd.

- Form 941 Schedule B total liability must match the total taxes on Line 10 of the 941.
- Run the *Remittance Detail Report* (PC00\_M99\_URMR) to verify your agency deposits.
- Enter `/n PC00_M99_URMR` into the command field and press enter to access the report.

Display Document 1 of 1 of Spool Request 42,747

Schedule B (Form 941): 960211

AGENCY DETAIL REMOVED

Report for this Quarter ... (Click one)

1. January, February, March

2. April, May, June

3. July, August, September

4. October, November, December

Use this schedule to show your TAX LIABILITY for the quarter. DO NOT use it to show your deposits. When you file this form with Form 941 or Form 941-SS, DO NOT change your tax liability to adjustments reported on any Forms 941-A. You must file this form and attach it to Form 941 or Form 941-SS if you are a seasonally schedule depositor or became one because your accumulated tax liability on any day was \$100,000 or more. Write your daily tax liability on the numbered spaces that correspond to the date wages were paid. See Section 11 in Pub. 15 (Circular E), Employer's Tax Guide, for details.

Month	1	2	3	4	5	6	7	8	9	10	11	12	Tax liability for Month
Month 1													1156.70
Month 2													167664.18
Month 3													28729.20
Total liability for the quarter													1,072.50

For Paperwork Reduction Act Notice, see separate instructions. Use Form 941-SS (Rev. 12/2011)

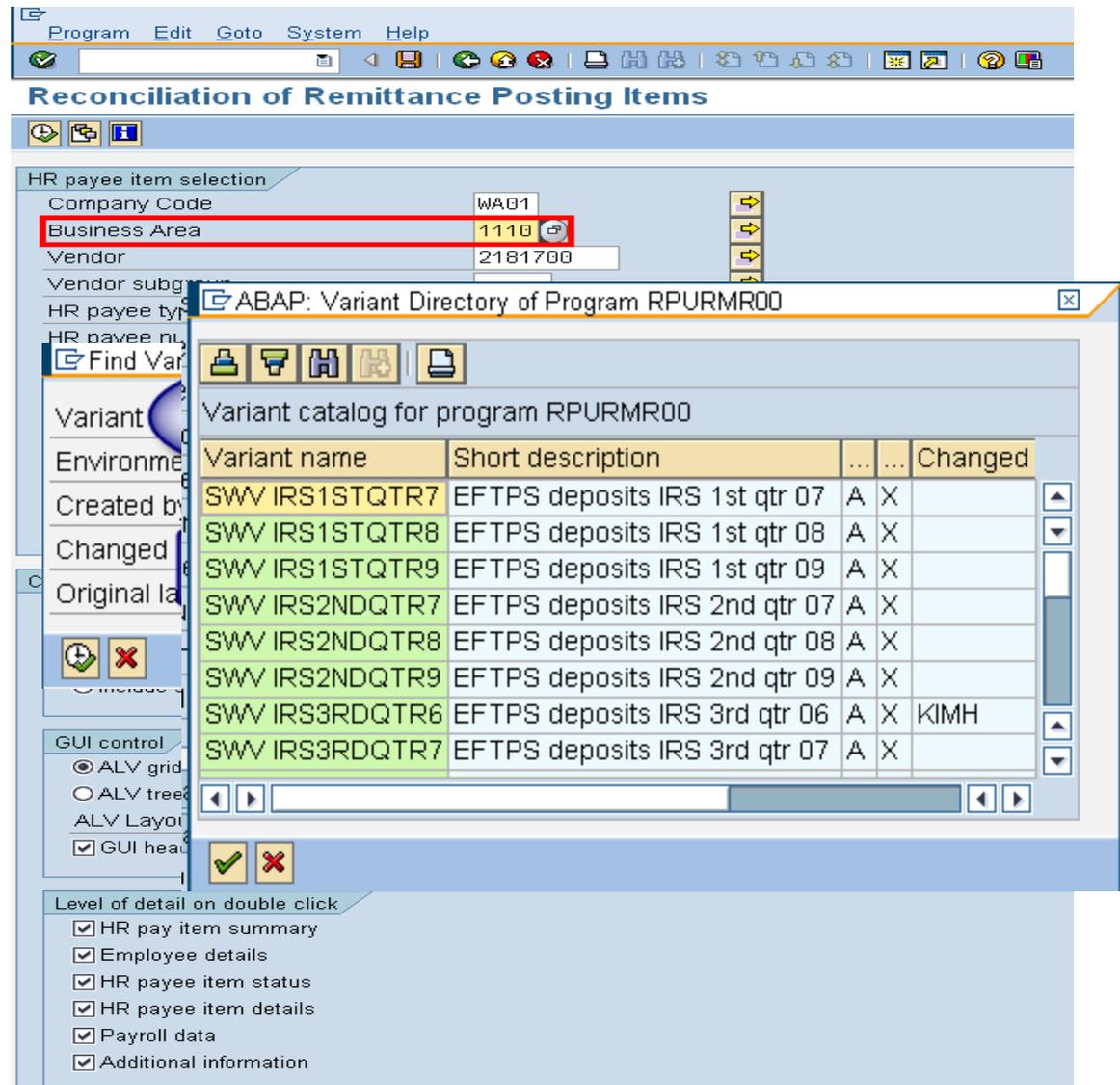
## Tip:

You can also use OFM's reconciliation document (PC00\_M99\_URMR to AFRS\*) to verify.

\*OFM tax deposit reconciliation document: <http://www.ofm.wa.gov/resources/payroll/reconciliation.asp>

# Remittance Detail Report

- Refer to the OLQR User Procedure: **3rd Party Reconciliation**
- Click  (Get Variant) to access the Statewide Variants Created.
- Select the appropriate variant
- Enter your **business area** and the due date
- Click  (Execute)



The screenshot shows the SAP 'Reconciliation of Remittance Posting Items' dialog box. The 'Business Area' field is highlighted with a red box and contains the value '1110'. A pop-up window titled 'ABAP: Variant Directory of Program RPURMR00' is open, displaying a table of variants. The table has columns for 'Variant name', 'Short description', and 'Changed'. The following table represents the data shown in the screenshot:

Variant name	Short description	...	...	Changed
SWV IRS1STQTR7	EFTPS deposits IRS 1st qtr 07	A	X	
SWV IRS1STQTR8	EFTPS deposits IRS 1st qtr 08	A	X	
SWV IRS1STQTR9	EFTPS deposits IRS 1st qtr 09	A	X	
SWV IRS2NDQTR7	EFTPS deposits IRS 2nd qtr 07	A	X	
SWV IRS2NDQTR8	EFTPS deposits IRS 2nd qtr 08	A	X	
SWV IRS2NDQTR9	EFTPS deposits IRS 2nd qtr 09	A	X	
SWV IRS3RDQTR6	EFTPS deposits IRS 3rd qtr 06	A	X	KIMH
SWV IRS3RDQTR7	EFTPS deposits IRS 3rd qtr 07	A	X	

The main dialog box also shows 'Company Code' as 'WAB1' and 'Vendor' as '2181700'. The 'Level of detail on double click' section is checked for 'HR pay item summary', 'Employee details', 'HR payee item status', 'HR payee item details', 'Payroll data', and 'Additional information'.



# HRMS Activity



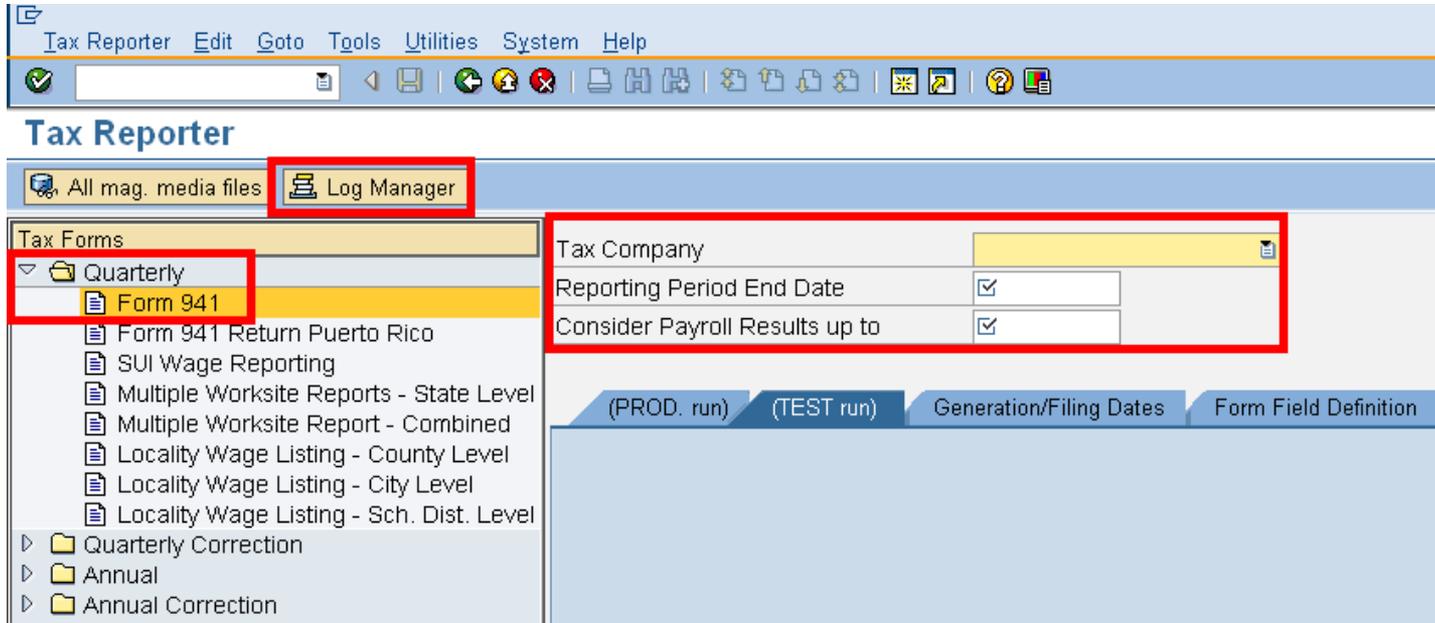
Create a Form 941 in Test Mode  
Exercise



# Form 941 Log manager



# Form 941 Log Manager

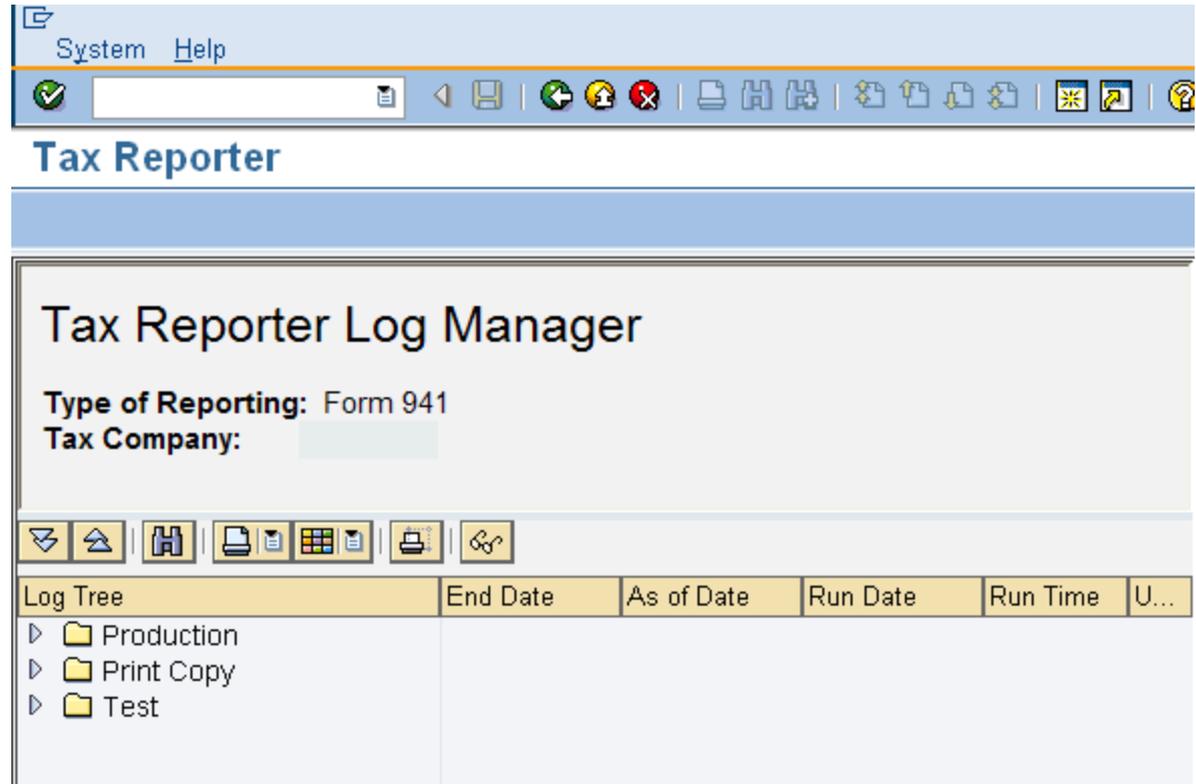


- Access the Tax Reporter **Log Manager** by using the transaction code **PU19**
- Fields to complete:
  - Tax Company
  - Reporting Period End Date
  - Consider Payroll Results up to
- Select Form to view
- Select  Log Manager to display



# Form 941 Log Manager cont'd.

- Records and displays production, print copy and test runs.
- Click  to the left of the folder to open



Log Tree	End Date	As of Date	Run Date	Run Time	U...
▶ Production					
▶ Print Copy					
▶ Test					



# Form 941 Log Manager cont'd.

- To view:
  - Select the folder to view
- Select the  next to the  (display)
  - Selection criteria
  - Adjustments (form Summary)
  - Adjustments (Employee)
  - Errors and Warnings

System Help

Tax Reporter

Tax Reporter Log Manager

Type of Reporting: Form 941  
Tax Company:

Log Tree	End Date	As of Date	Run Date	Run T...
Test				
Selection criteria / Output	03/31/2010	03/31/2010	02/24/2010	13:57:04

- Selection criteria
- Control information
- PDF based forms
- TemSe files
- Adjustments (Form Summ
- Adjustments (Employee d
- Errors and Warnings

**Note:**

Only the folders (Production, Print Copy, Test) with agency Log Manager activity display.



# Form 941 Log Manager- Selection criteria

The screenshot displays the SAP Tax Reporter Log Manager interface. The main window is titled "Tax Reporter Log Manager" and shows the "Type of Reporting: Form 941" and "Tax Company:" fields. Below this, there is a "Log Tree" section with a table of log entries. The "Selection criteria" section is highlighted, showing a table with the following data:

Selection	Form/Tax Authority	Description
EE Selection	00000001	99999999
Forms	HR_F_941_05	
Magnetic Media	HR_F_941_9ADJ	941 Line 9 adjustments terse
Selected Tax Auth...	FED	

- Information displayed under this section displays forms that were executed during the run.

**Note:**

Forms vary on the selection criteria entered during the run. This screen shot is for a test run



# Form 941 Log Manager- Control Information

Tax Reporter Log Manager

Type of Reporting: Form 941  
Tax Company: [redacted]

Log Tree	End Date	As of Date	Run Date	Run Time
Production				
Print Copy				
Test				
[icon]	03/31/2009	03/31/2009	03/26/2010	13:44:44
[icon]	12/31/2009	12/31/2009	01/22/2010	11:59:01
Selection criteria / Output				
Selection criteria				
Control information				
PDF based forms				
TemSe files				

Control information

Message Text

Form number used: 928449	Control number used: 96366	
Form number used: 928449	Control number used: 96366	
Tax company: [redacted]	Form # gen. 928449	Control # gen. 96366
Tax company: [redacted]	Form # gen. 928449	Control # gen. 96366

- Control information displays the form number that was used for the run.



# Form 941 Log Manager –PDF based forms

The screenshot shows the SAP Tax Reporter Log Manager interface. On the left, there is a 'Log Tree' with folders for 'Production', 'Print Copy', and 'Test'. Under 'Test', there is a sub-folder 'Selection criteria / O' containing 'Selection criteria', 'Control informatic', 'PDF based forms', and 'TemSe files'. The 'PDF based forms' entry is highlighted. To the right, a table displays log entries with columns for 'Form name', 'Auth', and 'Spool number'. A security dialog box titled 'SAP GUI Security' is open, asking for permission to create a file in the directory 'C:\Users\KellyW\AppData\Local\Temp\'. The dialog text reads: 'The system is trying to create the file C:\Users\KellyW\AppData\Local\Temp\7f02fc8\_5828SPOOL000004357300010001 in the directory C:\Users\KellyW\AppData\Local\Temp\'. It asks 'Do you want to grant the permission to modify the parent directory and all its subdirectories?' and includes 'Remember My Decision', 'Allow', 'Deny', and 'Help' buttons.

Log Tree	End Date	As of Date	Run Date	R
Production				
Print Copy				
Test				
Selection criteria / O	12/31/2009	12/31/2009	04/01/2010	13
Selection criteria				
Control informatic				
PDF based forms				
TemSe files				

## PDF based forms

- To view form double click the spool number to view the actual Form 941





# Form 941 Log Manager- Adjustments (Form Summary)

Tax co...	Form field	Tax aut...	Amount
	T002 Total income tax	FED	1315.80-
	T035 Total Tax before adj	FED	1728.53-
	T052 2. Month liability	FED	296.87-
	T054 Total liability qtr	FED	1728.54-
	T051 1. Month liability	FED	1138.28-
	T053 3. Month liability	FED	293.39-
	T001 Total wages	FED	2571.19-
	T004 Soc. sec. wages	FED	2697.64-
	T006 Soc. sec. tax	FED	334.51-
	T010 Medicare wages	FED	2697.64-
	T012 Medicare tax	FED	78.23-

- Adjustment (Form Summary)
  - Double click the report detail
    - Common report tree detail includes:
      - **Employees with negative Wage Type /5PY (results ignored, no action required)**
      - **Cross-quarter retrocalculation (Rollover)**
      - **Manual entries (T5UT1)**



# Form 941 Log Manager- Adjustments (Employee Details)

To export the manual adjustment, click on the **export** icon

The screenshot shows the Tax Reporter Log Manager interface. On the left, the Log Tree shows 'Manual entries for deposit (T5UT2)' selected. On the right, a table displays the manual entries. The 'export' icon (a document with a downward arrow) in the toolbar is highlighted with a red box.

TaxCo	For period	Form field	Tax auth	Amount
	12/28/2009	T021 Total deposits	FED	51.22
	12/28/2009	T021 Total deposits	FED	417.16
	12/28/2009	T021 Total deposits	FED	155.94
	12/31/2009	T021 Total deposits	FED	811.49
	12/28/2009	T021 Total deposits	FED	243.02
	12/30/2009	T021 Total deposits	FED	41.86
	12/30/2009	T021 Total deposits	FED	213.60
	12/28/2009	T021 Total deposits	FED	30.92
	12/28/2009	T021 Total deposits	FED	160.80
	12/28/2009	T021 Total deposits	FED	339.97
	12/31/2009	T021 Total deposits	FED	202.73
	12/28/2009	T021 Total deposits	FED	416.45

## Manual entries

- Double click Manual entries and the list will appear to the right
- Summary total of all manual deposits that were done outside the system and entered through the Tax Reporter Manual Adjustment Deposit screen

Tip: If the list is one page or less, you can highlight it, copy (Ctrl+C) and paste (Ctrl+V) into an Excel spreadsheet or Word Document.



# Form 941 Log Manager- Adjustments (Employee Details)cont'd.

System Help

**Tax Reporter**

**Tax Reporter Log Manager**

Type of Reporting: Form 941  
Tax Company:

Log Tree

- Production
  - Selection criteria / Output
  - Adjustments (Form Summary)
  - Adjustments (Employee details)
    - Manual entries for deposit (T5UT2)
    - Cross-quarter retrocalculation (Rollover)**
    - Manual entries (T5UT1)
    - Retro ignored. Retro goes to prior year, or form does not roll over
  - Configuration remarks
  - Errors and Warnings

End ... 12/31/20...

**Cross-quarter retrocalculation (Rollover)**

TaxCo	Em...	For period	In period	Form field	Tax auth	Amount
000...	04/24/2009	11/10/2009	T001	Total wages	FED	2496.99-
000...	04/24/2009	11/10/2009	T002	Total income tax	FED	231.73-
000...	04/24/2009	11/10/2009	T004	Soc. sec. wages	FED	2644.00-
000...	04/24/2009	11/10/2009	T006	Soc. sec. tax	FED	327.86-
000...	04/24/2009	11/10/2009	T010	Medicare wages	FED	2644.00-
000...	04/24/2009	11/10/2009	T012	Medicare tax	FED	76.68-
000...	04/24/2009	11/10/2009	T035	Total Tax before adj	FED	636.26-
000...	04/24/2009	11/10/2009	T052	2. Month liability	FED	636.23-
000...	04/24/2009	11/10/2009	T054	Total liability qtr	FED	636.23-
000...	05/11/2009	11/10/2009	T001	Total wages	FED	2496.99-
000...	05/11/2009	11/10/2009	T002	Total income tax	FED	231.73-
000...	05/11/2009	11/10/2009	T004	Soc. sec. wages	FED	2644.00-
000...	05/11/2009	11/10/2009	T006	Soc. sec. tax	FED	327.86-
000...	05/11/2009	11/10/2009	T010	Medicare wages	FED	2644.00-
000...	05/11/2009	11/10/2009	T012	Medicare tax	FED	76.68-

## Cross-quarter retro calculation (Rollover)

- Summary by Form Field of cross quarter retro amounts that could be considered.



# Form 941 Log Manager- Adjustments (Employee Details) cont'd.

System Help

Tax Reporter

**Tax Reporter Log Manager**

Type of Reporting: Form 941  
Tax Company: [REDACTED]

Log Tree

- Production
  - Selection criteria / Output
  - Adjustments (Form Summary)
  - Adjustments (Employee details)
    - Manual entries for deposit (T5UT2)
    - Cross-quarter retrocalculation (Rollover)
    - Manual entries (T5UT1)**
    - Retro ignored. Retro goes to prior year, or form does not roll over
  - Configuration remarks
  - Errors and Warnings

Manual entries (T5UT1)

TaxCo	Em...	For period	In period	Form field	Tax auth	Amount
003...		12/28/2009	12/28/2009	T006 Soc. sec. tax	FED	39.76
003...		12/28/2009	12/28/2009	T010 Medicare wages	FED	320.64
003...		12/28/2009	12/28/2009	T012 Medicare tax	FED	9.30
003...		12/28/2009	12/28/2009	T035 Total Tax before adj	FED	51.22
003...		12/28/2009	12/28/2009	T053 3. Month liability	FED	51.22
003...		12/28/2009	12/28/2009	T054 Total liability qtr	FED	51.22
007...		10/09/2009	10/09/2009	T001 Total wages	FED	5280.86-
007...		10/09/2009	10/09/2009	T002 Total income tax	FED	1110.95-
007...		10/09/2009	10/09/2009	T004 Soc. sec. wages	FED	5280.86-
007...		10/09/2009	10/09/2009	T006 Soc. sec. tax	FED	654.83-
007...		10/09/2009	10/09/2009	T010 Medicare wages	FED	5280.86-
007...		10/09/2009	10/09/2009	T012 Medicare tax	FED	153.14-
007...		10/09/2009	10/09/2009	T035 Total Tax before adj	FED	1918.92-
007...		10/09/2009	10/09/2009	T051 1. Month liability	FED	1918.91-
007...		10/09/2009	10/09/2009	T054 Total liability qtr	FED	1918.91-

## Manual entries (T5UT1)

- Provides the employee personnel number and amount of manual adjustments
- Can export manual adjustments from this screen into excel for a hard copy



# Form 941 Log Manager- Adjustments (Employee Details) cont'd.

System Help SAP

**Tax Reporter**

**Tax Reporter Log Manager**

Type of Reporting: Form 941  
Tax Company:

Log Tree

- Production
  - Selection criteria / Output
  - Adjustments (Form Summary)
  - Adjustments (Employee details)
    - Manual entries for deposit (T5UT2)
    - Cross-quarter retrocalculation (Rollover)
    - Manual entries (T5UT1)
    - Retro ignored. Retro goes to prior year, or form does not roll over**
    - Configuration remarks
    - Errors and Warnings

Retro ignored. Retro goes to prior year, or form does not roll over

TaxCo	E...	For period	In period	Form field	Tax auth	Amount
00...	08/25/2008	12/10/2009	T001	Total wages	FED	2106.28
00...	08/25/2008	12/10/2009	T004	Soc. sec. wages	FED	2228.50
00...	08/25/2008	12/10/2009	T006	Soc. sec. tax	FED	276.33
00...	08/25/2008	12/10/2009	T010	Medicare wages	FED	2228.50
00...	08/25/2008	12/10/2009	T012	Medicare tax	FED	64.63
00...	08/25/2008	12/10/2009	T035	Total Tax before adj	FED	340.96
00...	08/25/2008	12/10/2009	T053	3. Month liability	FED	340.94
00...	08/25/2008	12/10/2009	T054	Total liability qtr	FED	340.94
00...	09/10/2008	12/10/2009	T001	Total wages	FED	2106.28
00...	09/10/2008	12/10/2009	T004	Soc. sec. wages	FED	2228.50
00...	09/10/2008	12/10/2009	T006	Soc. sec. tax	FED	276.33
00...	09/10/2008	12/10/2009	T010	Medicare wages	FED	2228.50
00...	09/10/2008	12/10/2009	T012	Medicare tax	FED	64.63
00...	09/10/2008	12/10/2009	T035	Total Tax before adj	FED	340.96
00...	09/10/2008	12/10/2009	T053	3. Month liability	FED	340.98

## Retro ignored. Retro goes to prior year or form does not roll over

- Review master data entries associated to the error for accuracy. These are considered non reportable in HRMS in the current reporting period.



# Form 941 Log Manager- Errors and Warnings

System Help

Tax Reporter

### Tax Reporter Log Manager

Type of Reporting: Form 941  
Tax Company: [REDACTED]

Log Tree

	End Date	As of Date	Run D...
Production			
[REDACTED]	12/31/2009	12/31/2009	02/01/20...
[REDACTED]	09/30/2009	09/30/2009	01/25/20...
Selection criteria / Output			
Adjustments (Form Summary)			
Adjustments (Employee details)			
Configuration remarks			
Errors and Warnings			
Employees with manual entry ignored			
Employees out of balance			
[REDACTED]	06/30/2009	06/30/2009	08/28/20...
[REDACTED]	03/31/2009	03/31/2009	05/01/20...
[REDACTED]	12/31/2008	12/31/2008	02/12/20...
Print Copy			
Test			

### Employees with manual entry ignored

Tax co...	Employee nu...	Tax form group	Tax aut.	Worksite	Pay date
	0016	0001	FED		07/24/2009
	0016	0001	FED		08/10/2009
	0016	0001	FED		08/25/2009
	0038	0001	FED		08/25/2009
	0038	0001	FED		09/10/2009
	0038	0001	FED		09/25/2009
	0052	0001	FED		09/10/2009
	0052	0001	FED		09/25/2009



- Errors and warnings- Always check
  - **Cause** for this screen shot example:  
Manual Adjustment has been keyed into system **after** a production run



# Form 941 Log Manager - Errors and Warnings cont'd.

The screenshot shows the 'Tax Reporter Log Manager' window. The title bar includes 'System Help' and a toolbar with various icons. The main window has a header 'Tax Reporter' and a sub-header 'Tax Reporter Log Manager'. Below this, it displays 'Type of Reporting: Form 941' and 'Tax Company: [redacted]'. A toolbar with icons is visible below the header. The main area is divided into two panes. The left pane, titled 'Log Tree', shows a tree view with folders like 'Production', 'Errors and Warnings', and 'Employees out of balance'. The right pane, titled 'Employees out of balance', shows a table with columns 'Tax co...', 'Employee nu...', and 'Difference'. The table contains one row with the value '81.27-' in the 'Difference' column.

Tax co...	Employee nu...	Difference
	200	81.27-

- **Employees out of balance:**
  - An incorrect adjustment amount was completed in Tax Reporter
  - Retro calculation or non-cash entry completed on employee that is in withdrawn status or on LWOP.
  - The Employer share of tax was paid but not the Employee share.
  - An DNTK (deduction not taken) exists.



# Accessing the Log Manager- beyond 7 days

The screenshot displays the 'Tax Reporter Log Manager' window. The title bar indicates 'System Help' and 'Tax Reporter'. The main area shows 'Type of Reporting: Form 941' and 'Tax Company: [redacted]'. Below this is a 'Log Tree' with folders for 'Production', 'Print Copy', and 'Test'. Under 'Test', there is a sub-entry for 'Selection criteria / O' which is expanded to show a list of files: 'Selection criteria', 'Control informatic', 'SAPscript forms', 'PDF based forms', and 'TemSe files'. The 'Selection criteria' file is highlighted in yellow. To the right, a table titled 'Selection criteria' displays the following data:

Selection	Form/Tax Authority	Description
EE Selection	00000001	99999999
Forms	HR_F_941_05	
Magnetic Media	HR_F_941_9ADJ	941 Line 9 adjustments temse
Selected Tax Auth...	FED	

- Selection criteria/output provides the search criteria that was used when creating the Test form



# Accessing the Log Manager- beyond 7 days cont'd.

**Tax Reporter Log Manager**

Type of Reporting: Form 941  
Tax Company: [redacted]

Log Tree

	End Date	As of Date	Run ...
Production			
Print Copy			
Test			
&#9632; &#9632;	03/31/2009	03/31/2009	05/21/2
&#9632; &#9632;	12/31/2008	12/31/2008	04/27/2
&#9632; Selection criteria / Output			
&#9632; Adjustments (Form Summary)			
&#9632; Manual entries (T5UT1)			
&#9632; Adjustments (Employee details)			
&#9632; Errors and Warnings			
&#9632; &#9632;	03/31/2007	03/31/2007	04/23/2

Manual entries (T5UT1)

Tax co...	Form field	Tax aut...	Amount
0130	T001 Total wages	FED	4000.00

- Adjustment (Form Summary) provides the total amount of manual entries that were keyed into the system.



# Accessing the Log Manager- beyond 7 days cont'd.

The screenshot displays the 'Tax Reporter Log Manager' window. On the left, the 'Log Tree' pane shows a hierarchy of folders: Production, Print Copy, Test, and Errors and Warnings. Under the 'Test' folder, 'Adjustments (Employee details)' is selected and highlighted with a red box. The main area shows a table titled 'Manual entries (T5UT1)' with the following data:

TaxCo	Employee	For period	In period	Form field	Tax auth	Amount
0130		12/31/2008	12/31/2008	T001 Total wages	FED	4000.00

- Adjustment (Employee details) provides the employee level detail of the manual adjustment



# Accessing the Log Manager- beyond 7 days cont'd.

The screenshot shows the 'Tax Reporter Log Manager' window. The title bar reads 'Tax Reporter'. The main window has a menu bar with 'System' and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into two panes. The left pane, titled 'Tax Reporter Log Manager', shows 'Type of Reporting: Form 941' and 'Tax Company: 0130'. Below this is a 'Log Tree' table with columns 'Log Tree', 'End Date', 'As of Date', and 'Run ...'. The tree shows a hierarchy: Production, Print Copy, Test, and Errors and Warnings. The 'Errors and Warnings' folder is expanded, and 'General errors and warnings' is selected. The right pane, titled 'General errors and warnings', shows a table with columns 'Type', 'Message', and 'Text'. A single entry is highlighted with a red box: 'Taxco. mismatch (Manual Entry vs IT 1). EE# 00202634 Taxco: 0130'. A yellow warning triangle icon is positioned to the left of the text below the screenshot.

Log Tree	End Date	As of Date	Run ...
Production			
Print Copy			
Test			
&#x26;#x26;	03/31/2009	03/31/2009	05/21/2
&#x26;	12/31/2008	12/31/2008	04/27/2
Selection criteria / Output			
Adjustments (Form Summary)			
Adjustments (Employee details)			
Errors and Warnings			
General errors and warnings			
&#x26;	03/31/2007	03/31/2007	04/23/2

Type	Message	Text
&#x26;	Taxco. mismatch (Manual Entry vs IT 1).	EE# 00202634 Taxco: 0130

**ALWAYS** check the Errors and Warnings!

This message identifies that a manual entry was made to and employees YTD.

# HRMS Activity



Access and view the Log Manager  
Exercise



# Review Questions

## 1. TRUE or FALSE?

The log manager shows all manual adjustments made by the agency and out of balance employees.

## 2. TRUE or FALSE?

**After** 7 calendar days of executing the 941 you will be able to view the form 941 that you generated.

## 3. Where would you look to find if a previously executed 941 included one employee or many?

# **Generate Form 941 in Production Mode**



# *When to run Form 941*

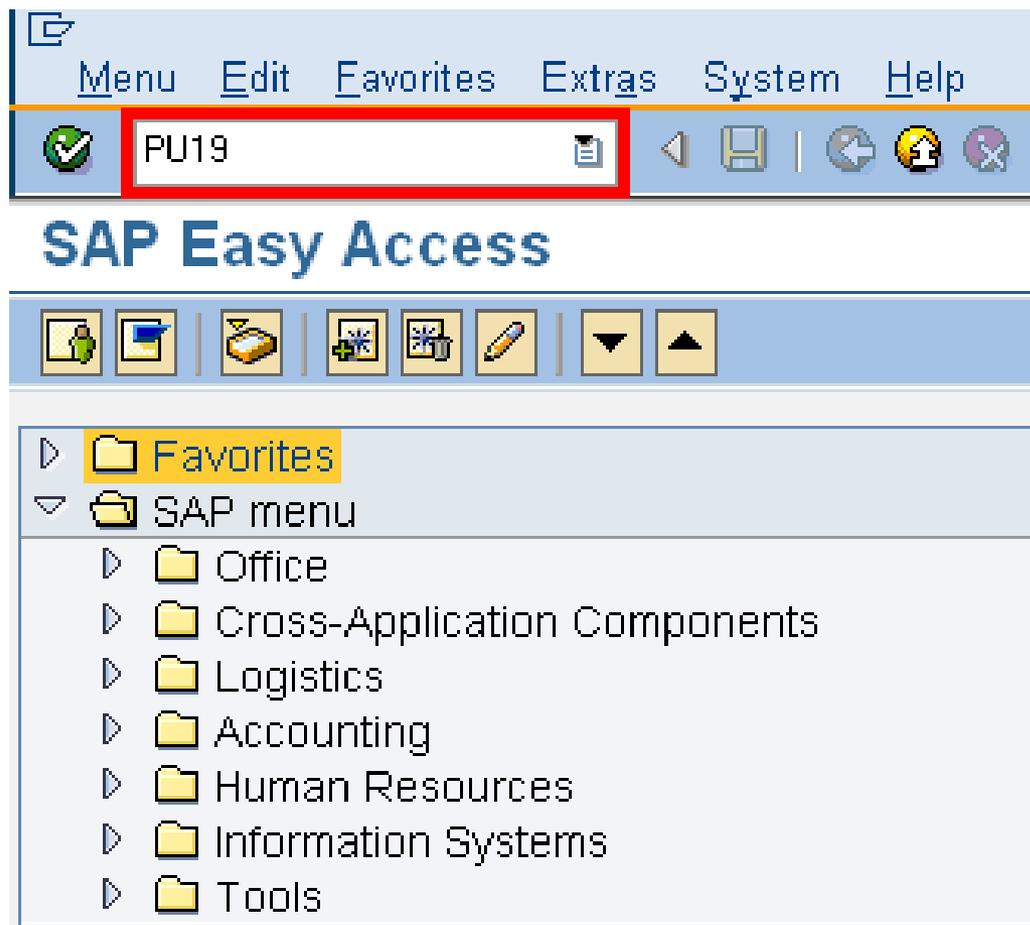
---

Quarter includes	Quarter Ends	When the Production Run of Form 941 should be ran	Form 941 is Due
1. January, February, March	March 31	April 21-April 30	April 30
2. April, May, June	June 30	July 21-30	July 31
3. July, August, September	September 30	October 21-30	October 31
4. October, November, December	December 31	January 21-30	January 31



# Accessing the Form 941-Production Mode

- To access the Tax Reporter enter the transaction code **PU19** (Tax Reporter)
- Click  (Enter) to access the **Tax Reporter**



# Accessing the Form 941- Production Mode

The screenshot shows the 'Tax Reporter' application window. The menu bar includes 'Tax Reporter', 'Edit', 'Goto', 'Tools', 'Utilities', 'System', and 'Help'. The toolbar contains various icons for file operations. The main area is titled 'Tax Reporter' and has two tabs: 'All mag. media files' and 'Log Manager'. A tree view on the left shows 'Tax Forms' expanded to 'Quarterly', with 'Form 941' selected. The main workspace displays a form with the following fields:

Tax Company	0130 Joint Transportatio...		
Reporting Period End Date	03/31/2009	01/01/2009	03/31/2009
Consider Payroll Results up to	03/31/2009		

Below the form are four tabs: 'Form 941 (PROD. run)', 'Form 941 (TEST run)', 'Generation/Filing Dates', and 'Form Field Definition'. On the right side, there are three buttons: 'Online', 'Background', and 'Print copies'.

- **Fields to complete:**
  - Tax Company
  - Reporting Period End Date
  - Consider Payroll Results up to
  - Select Quarterly folder
    - Select Form 941
- Select the **(PROD. run)** tab



# Accessing the Form 941- Production Mode

The screenshot shows the 'Tax Reporter' application window. The menu bar includes 'Tax Reporter', 'Edit', 'Goto', 'Tools', 'Utilities', 'System', and 'Help'. The toolbar contains various icons for file operations and help. The main window is titled 'Tax Reporter' and has two tabs: 'All mag. media files' and 'Log Manager'. On the left, a tree view under 'Tax Forms' shows 'Quarterly' expanded, with 'Form 941' selected. The main area displays a form with the following fields:

Tax Company	0130 Joint Transportatio...
Reporting Period End Date	03/31/2009 01/01/2009 - 03/31/2009
Consider Payroll Results up to	03/31/2009

Below the form are four tabs: 'Form 941 (PROD. run)', 'Form 941 (TEST run)', 'Generation/Filing Dates', and 'Form Field Definition'. On the right side, there are three buttons: 'Online' (highlighted with a red box), 'Background', and 'Print copies'.

- Select  **Online** to start the transaction

**Note:** Depending on your agency size this may take a few moments.

**Note:**

If a large agency, select **Background** to generate results, and access via the Log Manager.



# Accessing the Form 941- Production Mode cont'd.

- To view the 941 form:
  - Click on the folder next to **Forms-PDF Forms generated**
- Double click the text to view
  - 941 Schedule B
  - 941 for a Tax Company

The screenshot shows the SAP Tax Reporter interface. The title bar reads 'Tax Reporter'. Below the title bar is a menu bar with 'List', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. A toolbar with various icons is located below the menu bar. The main area contains a tree view of the 'Form 941 Tax Reporter output' folder. The 'Forms' folder is expanded, showing a sub-tree with 'Forms' (PDF Forms generated), '0130 941 Schedule B' (FED), and '0130 941 for a tax company' (FED). The 'Forms' folder is highlighted with a red box. Below the tree view, there are several buttons: 'Explanations', 'Choose', 'Expand all', 'Collapse all', 'Set section', and 'Properties'. At the bottom of the interface, there are several status bars: 'Forms' (SAPScript Forms generated), 'Magnetic Media' (Magnetic Media files), 'Reports' (Reports generated), and 'Tax Reporter Log' (Messages for the run).



# Form 941- Production

- HRMS automatically completes the form with:
  - Agency Employer Identification Number
  - Agency Name
  - Agency Financial data
- Click  to return to the Tax Reporter screen

Form **941 for 2011 : Employer's QUARTERLY Federal Tax Return** 950111  
 (Rev. January 2011) Department of the Treasury - Internal Revenue Service OMB No. 1545-0029

**Agency Detail Removed**

**Report for this Quarter of 2011 (Check one.)**

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Prior-year forms are available at [www.irs.gov/form941](http://www.irs.gov/form941).

Read the separate instructions before you complete Form 941. Type or print within the boxes.

**Part 1: Answer these questions for this quarter.**

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), Dec. 12 (Quarter 4)	1	323						
2 Wages, tips, and other compensation	2	2058857.38						
3 Income tax withheld from wages, tips, and other compensation	3	238495.02						
4 If no wages, tips, and other compensation are subject to social security or Medicare tax	4	<input type="checkbox"/> Check and go to line 6e.						
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td style="width: 20%; text-align: center;"><i>Column 1</i></td> <td style="width: 10%; text-align: center;">×</td> <td style="width: 10%; text-align: center;">=</td> <td style="width: 20%; text-align: center;"><i>Column 2</i></td> <td style="width: 5%;"></td> </tr> </table>				<i>Column 1</i>	×	=	<i>Column 2</i>	
	<i>Column 1</i>	×	=	<i>Column 2</i>				
5a Taxable social security wages	2232295.68	×	.104	=	232158.75			
5b Taxable social security tips	0.00	×	.104	=				
5c Taxable Medicare wages & tips	2232295.68	×	.029	=	64736.57			
5d Add Column 2 line 5a, Column 2 line 5b, and Column 2 line 5c					296895.32			
5e Section 3121(q) Notice and Demand — Tax due on unreported tips (see instructions)								
6a	Do Not Complete Lines 6a-6d							
6b								
6c								
6d								
6e Total taxes before adjustments (add lines 3, 5d and 5e)					535390.34			
7 Current quarter's adjustment for fractions of cents					- 0.16			
8 Current quarter's adjustment for sick pay								
9 Current quarter's adjustments for tips and group-term life insurance								
10 Total taxes after adjustments. Combine lines 6e through 9					535390.18			
11 Total deposits, including prior quarter overpayments					521491.04			
12a COBRA premium assistance payments (see instructions)								
12b Number of individuals provided COBRA premium assistance	0							
13 Add lines 11 and 12a					521491.04			
14 Balance due. If line 10 is more than line 13, enter the difference and see instructions					13899.14			
15 Overpayment. If line 13 is more than line 10, enter difference								

Check one:  Apply to next return.  Send a refund.

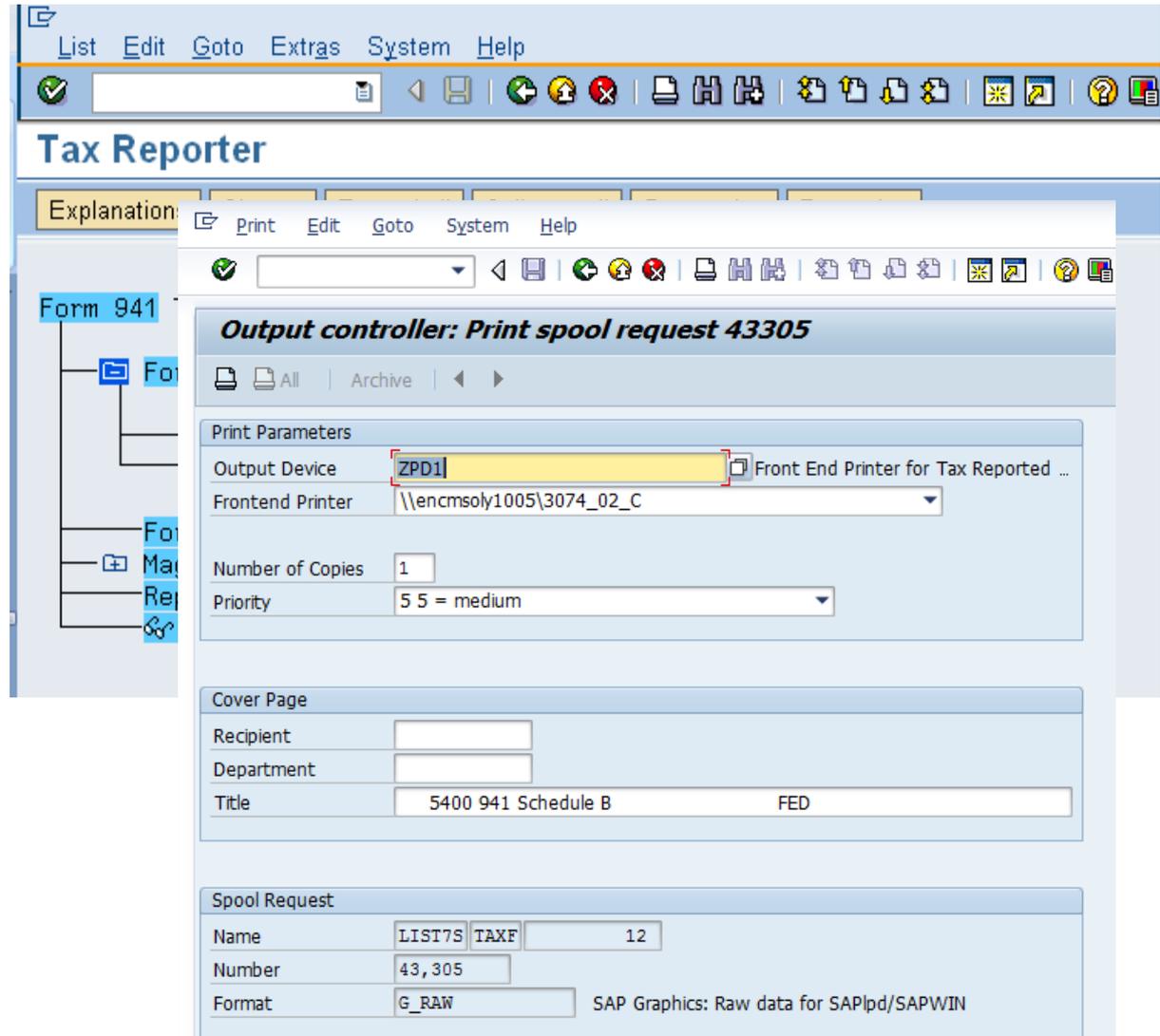


# How to print the 941



# Printing Forms- option 1

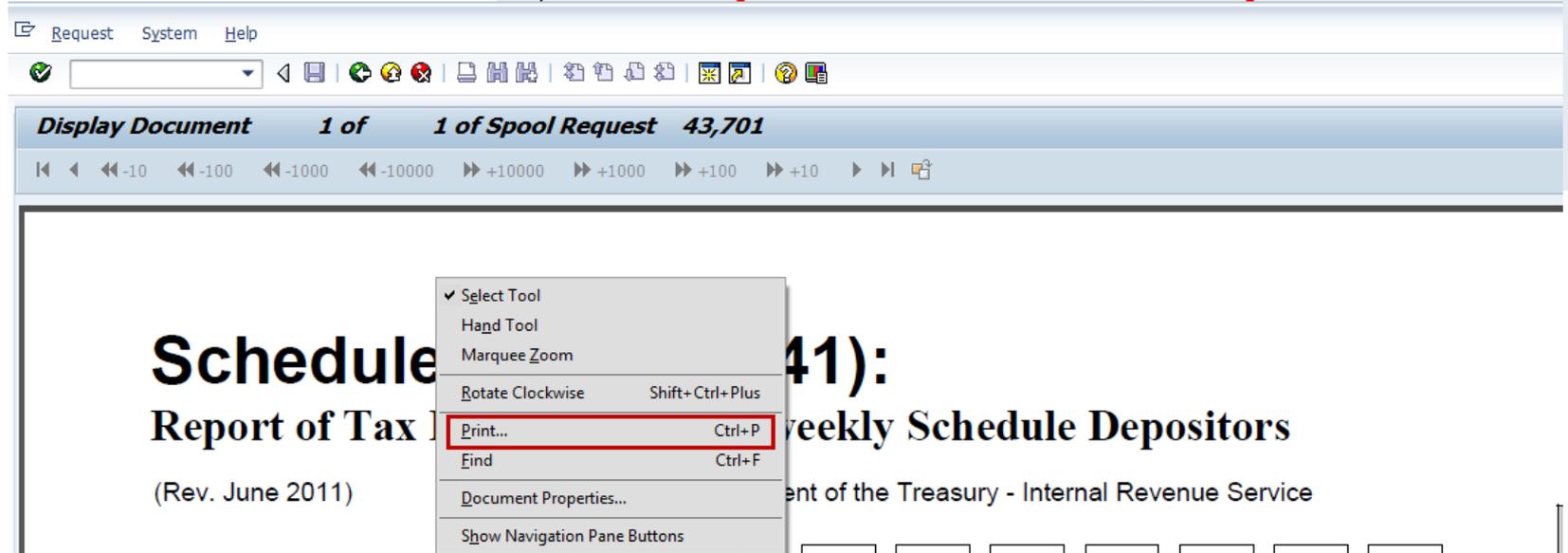
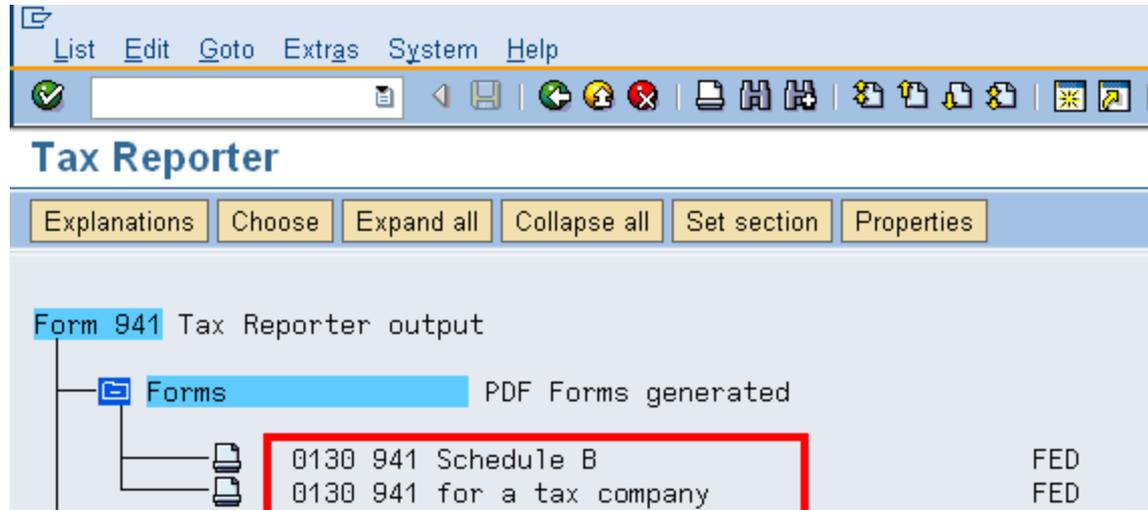
- From the Tax Reporter Screen:
  - Click the print icon  of the desired form
- Enter number of copies
- Click 



The screenshot displays the SAP Tax Reporter interface. The main window title is 'Tax Reporter'. Below the title bar, there is a menu bar with 'List', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. A toolbar contains various icons for file operations. The main content area is titled 'Explanation' and shows a tree view on the left with 'Form 941' selected. The right pane displays the 'Output controller: Print spool request 43305' dialog box. This dialog has a 'Print Parameters' section with the following fields: 'Output Device' (ZPD1), 'Frontend Printer' (\\encmsoly1005\3074\_02\_C), 'Number of Copies' (1), and 'Priority' (5 5 = medium). Below this is a 'Cover Page' section with fields for 'Recipient', 'Department', and 'Title' (5400 941 Schedule B FED). At the bottom is a 'Spool Request' section with fields for 'Name' (LIST7S TAXF 12), 'Number' (43,305), and 'Format' (G\_RAW). The footer of the dialog reads 'SAP Graphics: Raw data for SAPlpd/SAPWIN'.

# Printing Forms- option 2

- Double click the form to print
- Right Click once the form displays
- Select **Print**

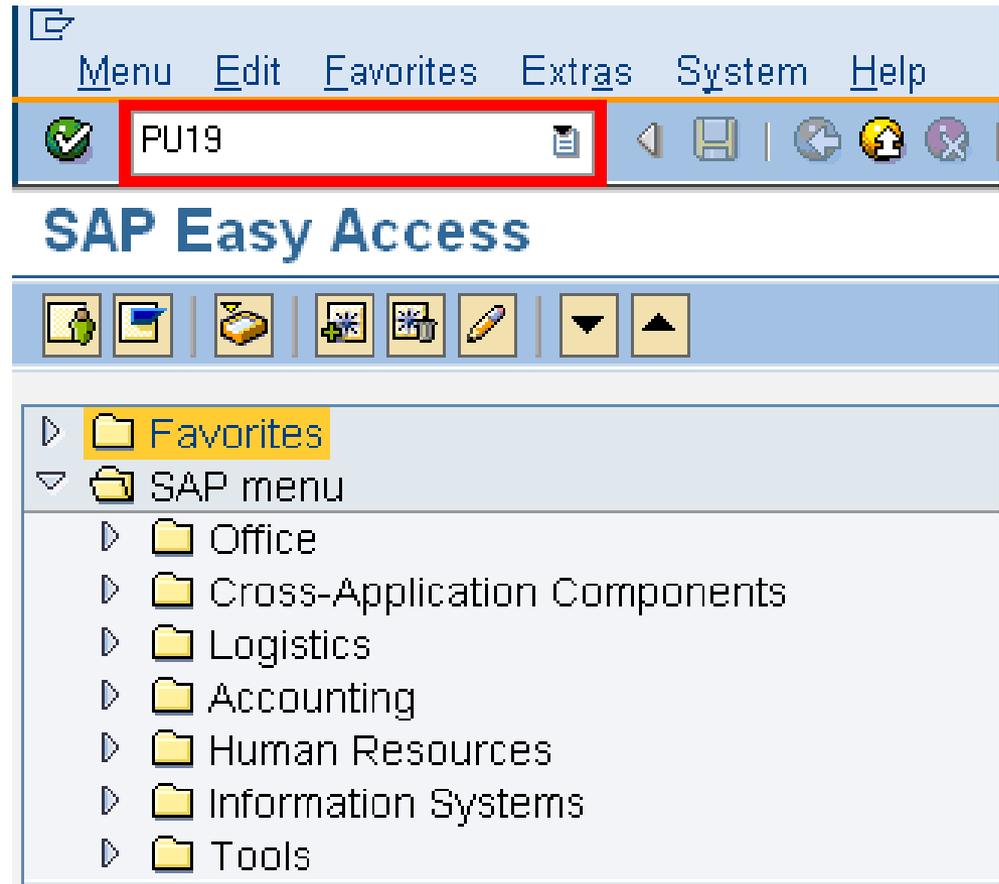


# How to Enter the Filing date



# Generate the filing date

- To access the Tax Reporter enter the transaction code **PU19** (Tax Reporter)
- Click  (Enter) to access the **Tax Reporter**



# Generate the filing date

The screenshot displays the 'Tax Reporter' application window. The menu bar includes 'Tax Reporter', 'Edit', 'Goto', 'Tools', 'Utilities', 'System', and 'Help'. The toolbar contains various icons for file operations. The main window is titled 'Tax Reporter' and features a sidebar on the left with a tree view of 'Tax Forms'. The tree view is expanded to show 'Quarterly' forms, with 'Form 941' selected. The main area shows a form with the following fields:

Tax Company	0130 Joint Transportatio...
Reporting Period End Date	03/31/2009 01/01/2009 - 03/31/2009
Consider Payroll Results up to	03/31/2009

Below the form, there are four tabs: 'Form 941 (PROD. run)', 'Form 941 (TEST run)', 'Generation/Filing Dates', and 'Form Field Definition'. The 'Generation/Filing Dates' tab is highlighted with a red box. On the right side, there are three buttons: 'Online', 'Background', and 'Print copies'.

- Create a filing date for your form to ensure any future adjustments to the period will populate the **941X correction document**
- To create the filing date select **Generation/Filing Dates** tab



# Generate the filing date cont'd.

The screenshot shows the 'Tax Reporter' application window. The menu bar includes 'Tax Reporter', 'Edit', 'Goto', 'Tools', 'Utilities', 'System', and 'Help'. The toolbar contains various icons for file operations. The main window is titled 'Tax Reporter' and has two buttons: 'All mag. media files' and 'Log Manager'. On the left, a 'Tax Forms' tree is expanded to 'Quarterly' > 'Form 941'. The main area displays 'Tax Company: 0130 Joint Transportation', 'Reporting Period End Date: 03/31/2009', and 'Consider Payroll Results up to: 03/31/2009'. Below this, there are tabs for 'Form 941 (PROD. run)', 'Form 941 (TEST run)', 'Generation/Filing Dates', and 'Form Field Definition'. The 'Generation/Filing Dates' tab is active, showing a 'Calendar' dialog box for '03/07/2009'. The calendar grid shows dates from 2009/3 to 2009/6. A red box highlights the 'Change' button (pencil icon) in the 'Calendar' dialog. Another red box highlights the 'OK' button (checkmark icon) at the bottom of the 'Calendar' dialog.

- Click  (Change) to enter filing date
- Select the date you **actually mailed** the tax form

## Note:

If there are no entries listed on the Tax Form Set Filing Date, this means no production runs have been made.

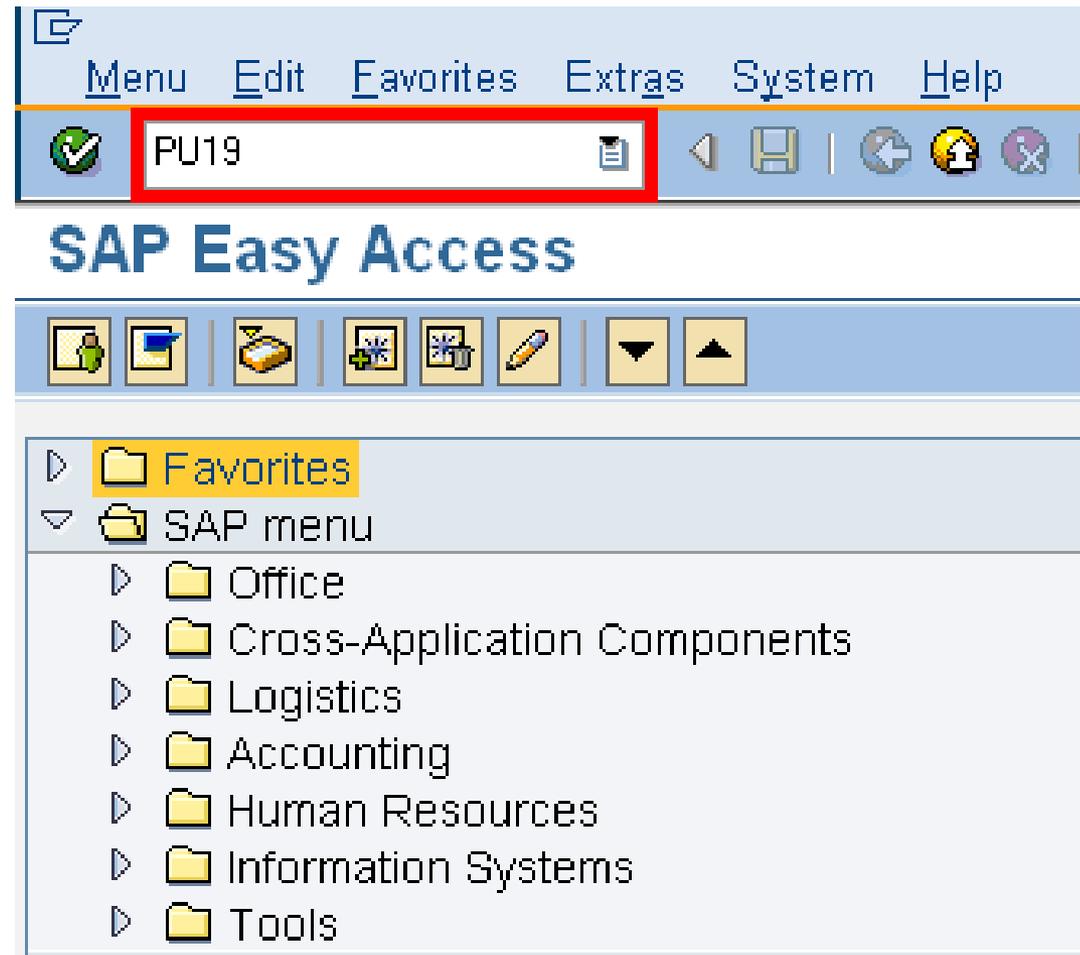


# Deleting a production run



# How to delete a Production run of the 941

- To access the Tax Reporter enter the transaction code **PU19** (Tax Reporter)
- Click  (Enter) to access the **Tax Reporter**



# How to delete a Production run of the 941 cont'd.

- Fields to complete:
  - Tax Company
  - Reporting Period
  - Consider Payroll Results up to
  - Select **Quarterly** folder
  - Select **Log Manager**



## Tip:

Before you delete a Production run **ALWAYS** check to see if a **Generation date** exists. If there is one **Do not delete. Contact OFM for assistance.**

Tax Reporter

All mag. media files Log Manager

Tax Company	1110 State of WA Depar...
Reporting Period End Date	12/31/2010 10/01/2010 - 12/31/2010
Consider Payroll Results up to	12/31/2010

Form 941 (PROD. run) Form 941 (TEST run) Generation/Filing Dates Form Field Definition

Online Background Print copies

# How to delete a Production run of the 941 cont'd.

- Select the **Production** folder
  - Double click the **Selection criteria/output**
  - Double click on **Control Information** to display further information

The screenshot shows the 'Tax Reporter Log Manager' window. The title bar includes 'System Help' and a toolbar with various icons. Below the title bar, the text 'Tax Reporter' is displayed. The main area is titled 'Tax Reporter Log Manager' and shows the following details:

- Type of Reporting: Form 941
- Tax Company: 1110

Below this information is a toolbar with icons for navigation and actions. The main content area is a table with columns: 'Log Tree', 'End Date', 'As of Date', and 'Run Date'. The table contains two main rows of data, each representing a production run. The first row is highlighted in yellow and has a red box around the 'Production' folder icon in the 'Log Tree' column. The second row is also highlighted in yellow and has a red box around the 'Selection criteria / Output' folder icon in the 'Log Tree' column. The 'Control information' sub-item under 'Selection criteria / Output' is also highlighted with a red box.

Log Tree	End Date	As of Date	Run Date
Production			
Selection criteria / Output	12/31/2010	12/31/2010	05/12/2011
Selection criteria			
Control information			
PDF based forms			
TemSe files			
Configuration remarks			
	09/30/2010	09/30/2010	05/11/2011
Test			



# How to delete a Production run of the 941 cont'd.

The screenshot shows the 'Tax Reporter Log Manager' window. On the left, the 'Log Tree' shows a hierarchy: Production > Selection criteria / Output > Control information. The 'Type of Reporting' is set to 'Form 941'. The main area displays 'Control information' with a table of log entries. The first entry is highlighted in yellow and has a red box around the 'Form number used: 000032' field.

Control information		
Message Text		
Form number used: 000032	Control number used: 00008	
Form number used: 000032	Control number used: 00008	
Form number used: 000032	Control number used: 00008	
Summary info. succesfully committed. 000032 00028		
Summary info. succesfully committed. 000032 00029		
Tax company: 1110	Form # gen. 000032	Control # gen. 00028
Tax company: 1111	Form # gen. 000032	Control # gen. 00029

- Write down the **Form Number** on the right side of screen
  - Leading 0 (zeros) are needed
- Click  (Back) button to return to Tax Reporter main screen



# How to delete a Production run of the 941 cont'd.

The screenshot shows the Tax Reporter software interface. The menu bar includes 'Tax Reporter', 'Edit', 'Goto', 'Tools', 'Utilities', 'System', and 'Help'. The 'Utilities' menu is open, showing options: 'Display form fields', 'Delete Prod PCL4', 'Delete Test PCL4', 'Check configuration', and 'Manual Entries'. The 'Delete Prod PCL4' option is highlighted with a red box. The main window displays 'Tax Reporter' and a 'Tax Forms' tree on the left with 'Form 941' selected. The main area shows a table with columns for 'Tax Company', 'Reporting Period End Date', and 'Consider Payroll Results up to'. The bottom of the window has tabs for 'Form 941 (PROD. run)', 'Form 941 (TEST run)', 'Generation/Filing Dates', and 'Fo'.

Tax Company	Reporting Period End Date	Consider Payroll Results up to
State of WA Depart...	12/31/2010	12/31/2010
	10/01/2010	12/31/2010
	12/31/2010	

To delete the form:

- Select **Utilities** on the Menu Bar
- Select **Delete Prod**



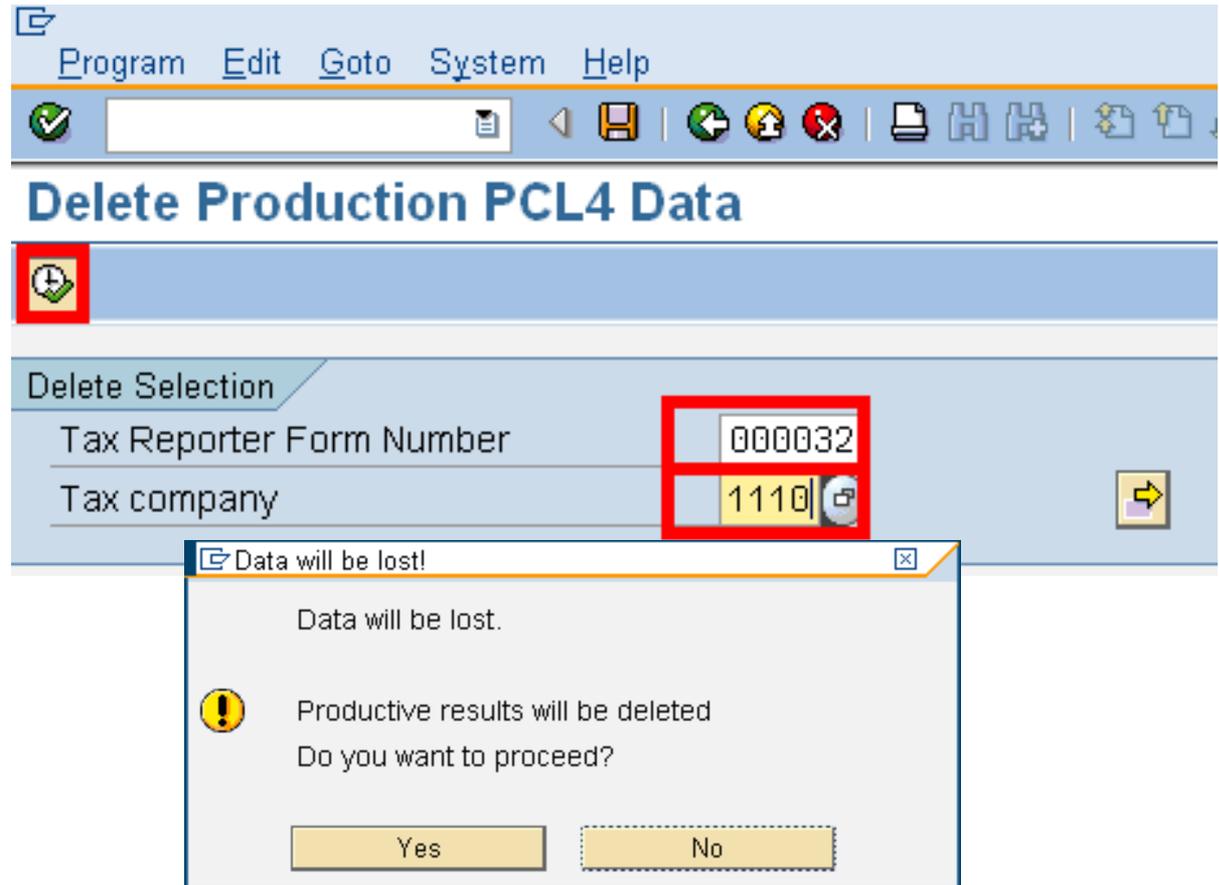
# How to delete a Production run of the 941 cont'd.

- Enter **Form Report**
- Enter **Tax Company**
- Double check **all** info
- Click  (**Execute**)
- Click **Yes** to delete

## Note:

You **must** enter your Tax Company ID.

If this field is left blank, it will delete the Production run of Form 941 for the entire state.



Program Edit Goto System Help

### Delete Production PCL4 Data

Delete Selection

Tax Reporter Form Number	000032
Tax company	1110

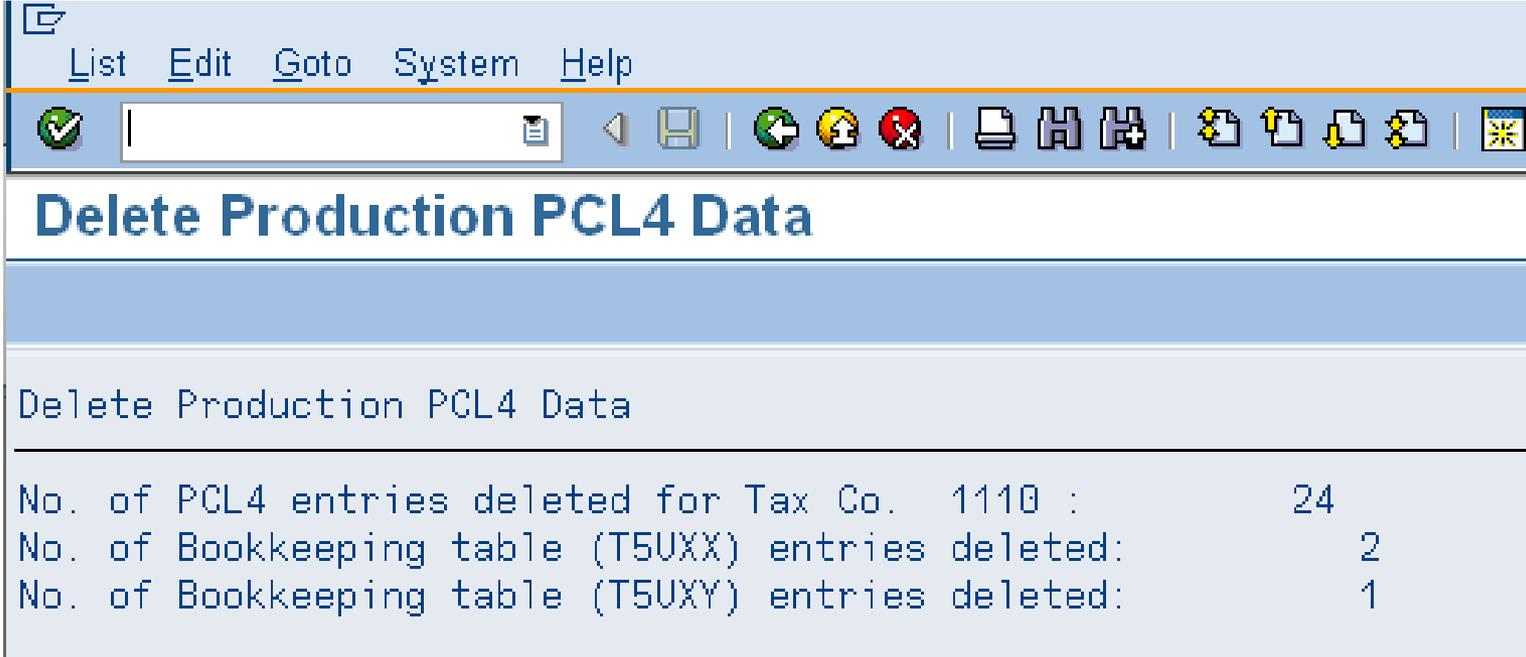
Data will be lost!

Data will be lost.  
Productive results will be deleted  
Do you want to proceed?

Yes No



# How to delete a Production run of the 941 cont'd.



Delete Production PCL4 Data

No. of PCL4 entries deleted for Tax Co. 1110 :	24
No. of Bookkeeping table (T5UXX) entries deleted:	2
No. of Bookkeeping table (T5UXY) entries deleted:	1

- The Validation screen displays
- Click  (Back) **twice** to return to the Tax Reporter



# HRMS Activity



Generate Form 941 in Production mode  
and enter the Generation Date  
Exercise

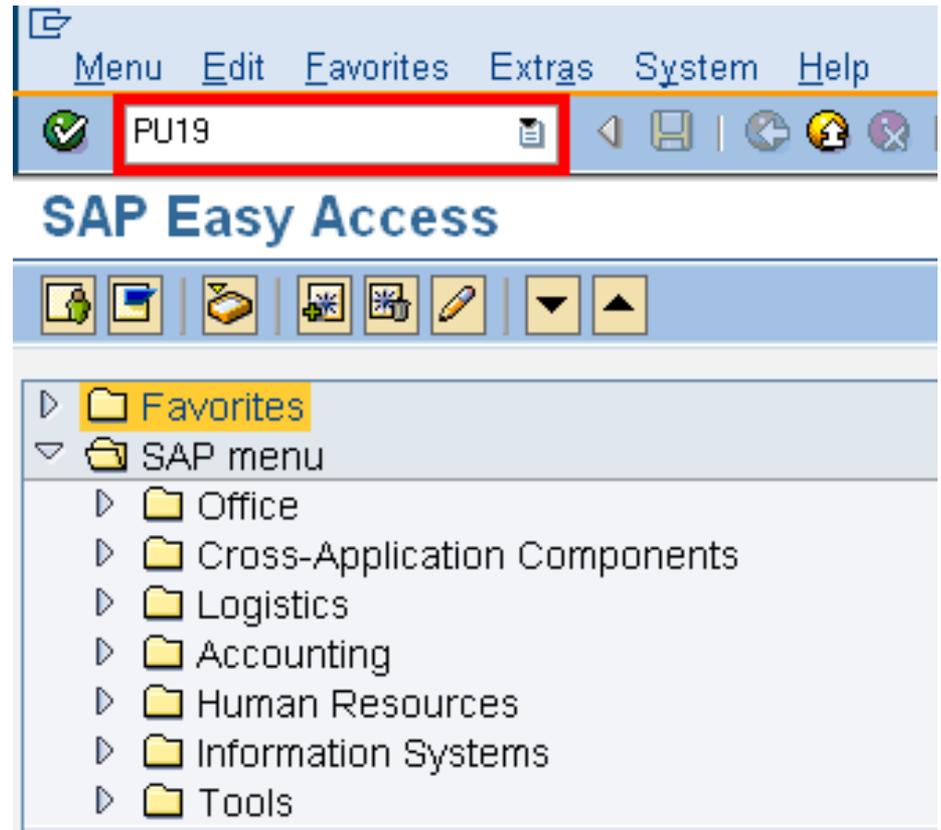


# Form 941X



# Form 941X-Correction

- To access the Tax Reporter enter the transaction code **PU19** (Tax Reporter)
- Click  (Enter) to access the **Tax Reporter**



# Form 941X- Correction

- **Fields to complete:**
  - Tax Company
  - Reporting Period End Date
  - Consider Payroll Results up to
- Click the **Quarterly Correction** folder to display options

The screenshot shows the 'Tax Reporter' application window. The 'Tax Forms' folder is expanded, and the 'Quarterly Correction' folder is selected. The configuration table below shows the following settings:

Tax Company	130 Joint Transportation		
Reporting Period End Date	03/31/2009	03/31/2009	- 03/31/2009
Consider Payroll Results up to	03/31/2009		

At the bottom of the window, there are tabs for '(PROD. run)', '(TEST run)', 'Generation/Filing Dates', and 'Form Field Definition'.



# Form 941X-Correction cont'd.

The screenshot shows the 'Tax Reporter' application window. The menu bar includes 'Tax Reporter', 'Edit', 'Goto', 'Tools', 'Utilities', 'System', and 'Help'. The toolbar contains various icons for file operations and help. The main window is titled 'Tax Reporter' and has two tabs: 'All mag. media files' and 'Log Manager'. On the left, a tree view shows 'Tax Forms' with sub-items: 'Quarterly', 'Quarterly Correction' (expanded), 'Form 941 - Correctio...', 'SUI Wage Reporting', 'Multiple Worksite Re...', 'Annual', and 'Annual Correction'. The 'Form 941 - Correctio...' item is selected. The main area displays configuration fields: 'Tax Company' (0130 Joint Transportatio...), 'Reporting Period End Date' (03/31/2009), 'Reporting Period Start Date' (01/01/2009), and 'Consider Payroll Results up to' (03/31/2009). Below these fields are three tabs: 'Form 941 - Correction (PROD. run)', 'Form 941 - Correction (TEST run)', and 'Generation/Filing Dates'. The 'Form 941 - Correction (TEST run)' tab is active. In this tab, there is a 'Test selection' section with a 'Personnel Numbers' label and two input boxes separated by 'to', with a right-pointing arrow button. This entire input area is highlighted with a red box. To the right of this section are two buttons: 'Test online' and 'Test background'.

- Select the **Form 941 Correction**
- Enter Personnel Numbers
  - **Must** execute this form for all employees at the agency.
  - Enter 1 to 99999999
- Select **Test online**

**Note:**

Check the log manager for errors and validate the adjustments



# Form 941X- Correction cont'd.

- Click the Forms folder
  - PDF Forms generated
- Double click 941X for a tax company
- Double click to access

The image displays two screenshots of the SAP Tax Reporter interface. The top screenshot shows the 'Form 941 - Correction Tax Reporter output' tree with the 'Forms' folder selected. The bottom screenshot shows the same tree after double-clicking the 'Forms' folder, revealing a sub-tree where the file '0130 941X for a tax company' is selected. A red arrow points from the 'Forms' folder in the top screenshot to the selected file in the bottom screenshot.

**Top Screenshot:**

- Menu: List, Edit, Goto, Extras, System, Help
- Buttons: Explanations, Choose, Expand all, Collapse all, Set section, Properties
- Tree: Form 941 - Correction Tax Reporter output
  - Forms (selected) - PDF Forms generated
  - Forms - SAPScript Forms generated

**Bottom Screenshot:**

- Menu: List, Edit, Goto, Extras, System, Help
- Buttons: Explanations, Choose, Expand all, Collapse all, Set section, Properties
- Tree: Form 941 - Correction Tax Reporter output
  - Forms (selected) - PDF Forms generated
    - 0130 941X for a tax company (selected) - FED
  - Forms - SAPScript Forms generated
  - Magnetic Media - Magnetic Media files
  - Reports - Reports generated
  - Tax Reporter Log - Messages for the run



# Form 941X- Correction cont'd.

To print:



- Click (Print PDF file or pages from it

Form **941-X: Adjusted Employer's QUARTERLY Federal Tax Return or Claim for Refund**  
(Rev. June 2008) Department of the Treasury — Internal Revenue Service OMB No. 1545-0029

**Return You Are Correcting ...**  
Check the type of return you are correcting:  
 941  
 941-SS  
Check the ONE quarter you are correcting:  
 1: January, February, March  
 2: April, May, June  
 3: July, August, September  
 4: October, November, December  
Enter the calendar year of the quarter you are correcting:  
 (YYYY)

(EIN) Employer identification number   -

Name (not your trade name)

Trade name (if any)

Address   
Number Street Suite or room number

City State ZIP code

Use this form to correct errors you made on Form 941 or 941-SS for **one quarter only**. Type or print within the boxes. You **MUST** complete all three pages. Read the instructions before completing this form. Do not attach this form to Form 941 or 941-SS.

**Part 1: Select ONLY one process.**

1. **Adjusted employment tax return.** Check this box if you underreported amounts. Also check this box if you overreported amounts and you would like to use the adjustment



# Review Questions

## 1. TRUE or FALSE?

If a production run of the Form 941 has been generated in error, you are unable to delete the form.

## 2. TRUE or FALSE?

If the Form 941 has been executed in production, filed with the IRS, and the generation date has been keyed into HRMS, yet you find an error on the form, you should just delete the form.

## 3. When do you need to create a 941X and why would 941X **not** be created?

# **Section 3: Annual forms**



# *Annual Forms Overview*

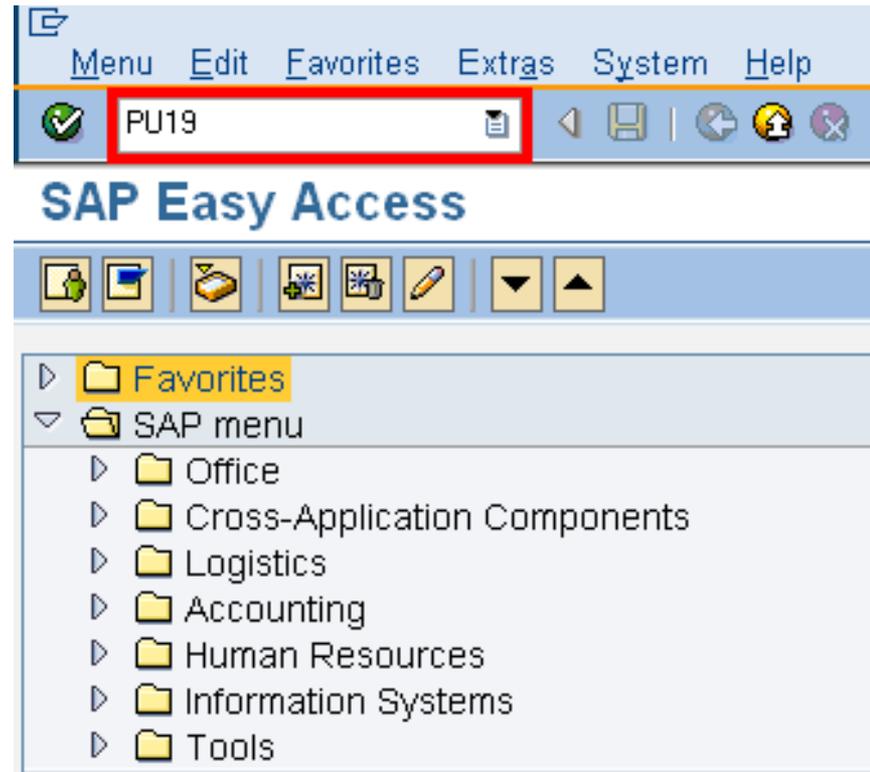
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- Upon completion of this section you will be able to:
  - Access Annual W-2 Forms
  - Access the W-3 and Form 6559
  - Identify employees who may need a W-2C
  - Access the Log Manager to view previous forms
  - Reissue a W-2



# Accessing Annual Forms

- To access the Tax Reporter enter the transaction code **PU19** (Tax Reporter)
- Click  (Enter) to access the **Tax Reporter**



# Accessing Annual Forms cont'd.

- **Fields to complete:**
  - Tax Company
  - Reporting Period End Date
  - Consider Payroll Results up to
- Click the **Annual** folder to display options

**Note:**

1099R- Distributions from pensions- only used by the Board of Volunteer Firefighters, Tax Co. (2201)

The screenshot shows the 'Tax Reporter' application window. The menu bar includes 'Tax Reporter', 'Edit', 'Goto', 'Tools', 'Utilities', 'System', and 'Help'. The toolbar contains various icons for file operations and help. Below the toolbar, there are buttons for 'All mag. media files' and 'Log Manager'. The main interface is divided into two panes. The left pane, titled 'Tax Forms', shows a tree view with folders for 'Quarterly', 'Quarterly Correction', and 'Annual'. The 'Annual' folder is expanded, and the '1099R - Distributions From Pensions' option is highlighted with a green box. Other options in the 'Annual' folder include 'W-2 - Wage and Tax Statement', 'W-2 PR - Wage and Tax Stat. Puerto R', 'Form 940', 'Form 940 Return - FUTA Puerto Rico', 'NY Combined Wages Report (Q4)', 'Texarkana Income Tax', and 'Annual Correction'. The right pane shows a form with the following fields: 'Tax Company' (0130 Joint Transportatio...), 'Reporting Period End Date' (12/31/2010), and 'Consider Payroll Results up to' (12/31/2010). At the bottom of the right pane, there are tabs for '(PROD. run)', '(TEST run)', 'Generation/Filing Dates', and 'Form Field Definition'.

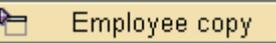
# Accessing Annual Forms cont'd.

- Fields to complete:

- Personnel Numbers

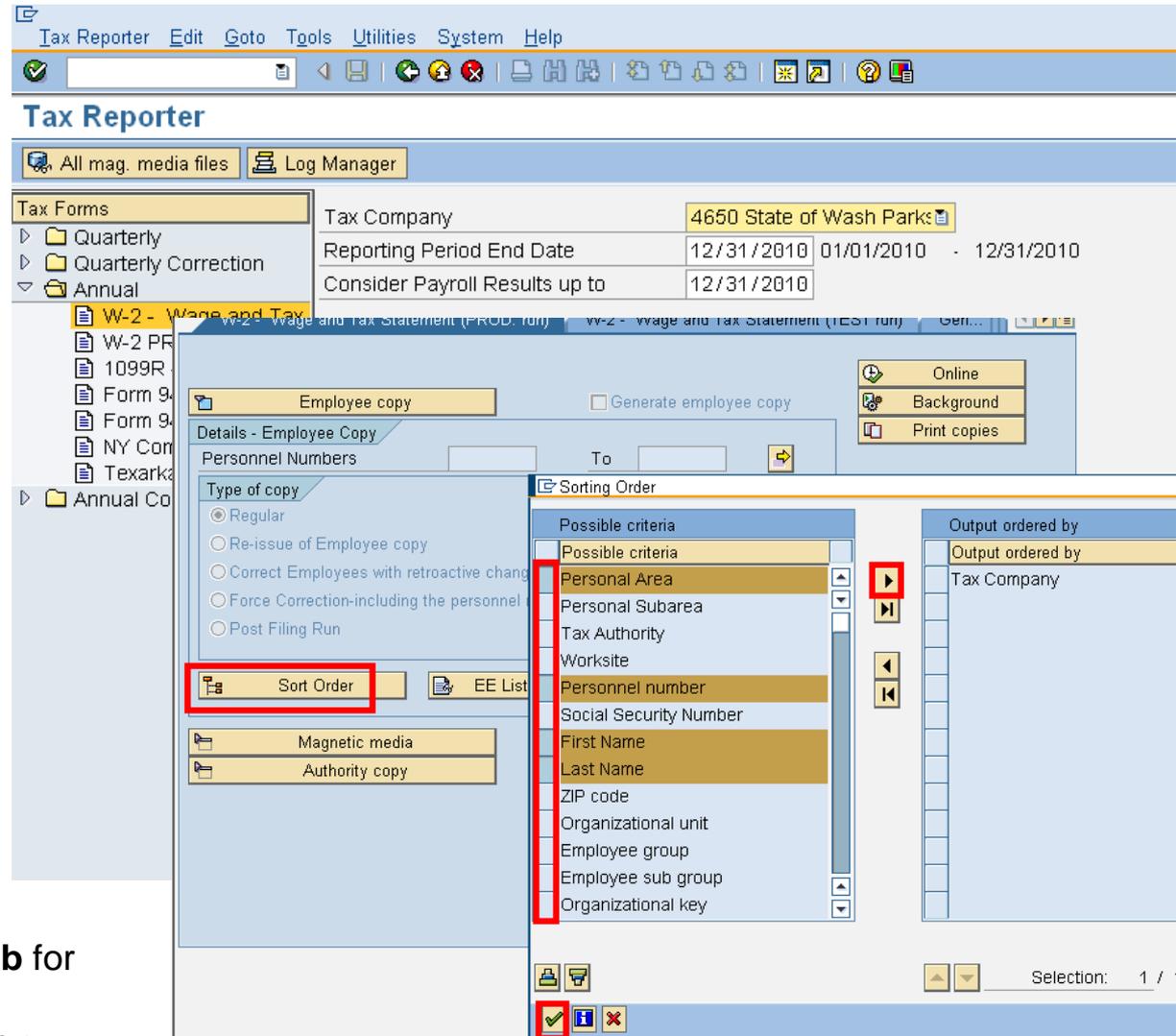
- Click: 

- Uncheck Employee copy\*
- Click on the applicable Type of Copy
- Click **sort Order** next to *Audit Report* to add report fields

- Click  to collapse

**Tip:**  
Always select the **TEST run tab** for W-2's.

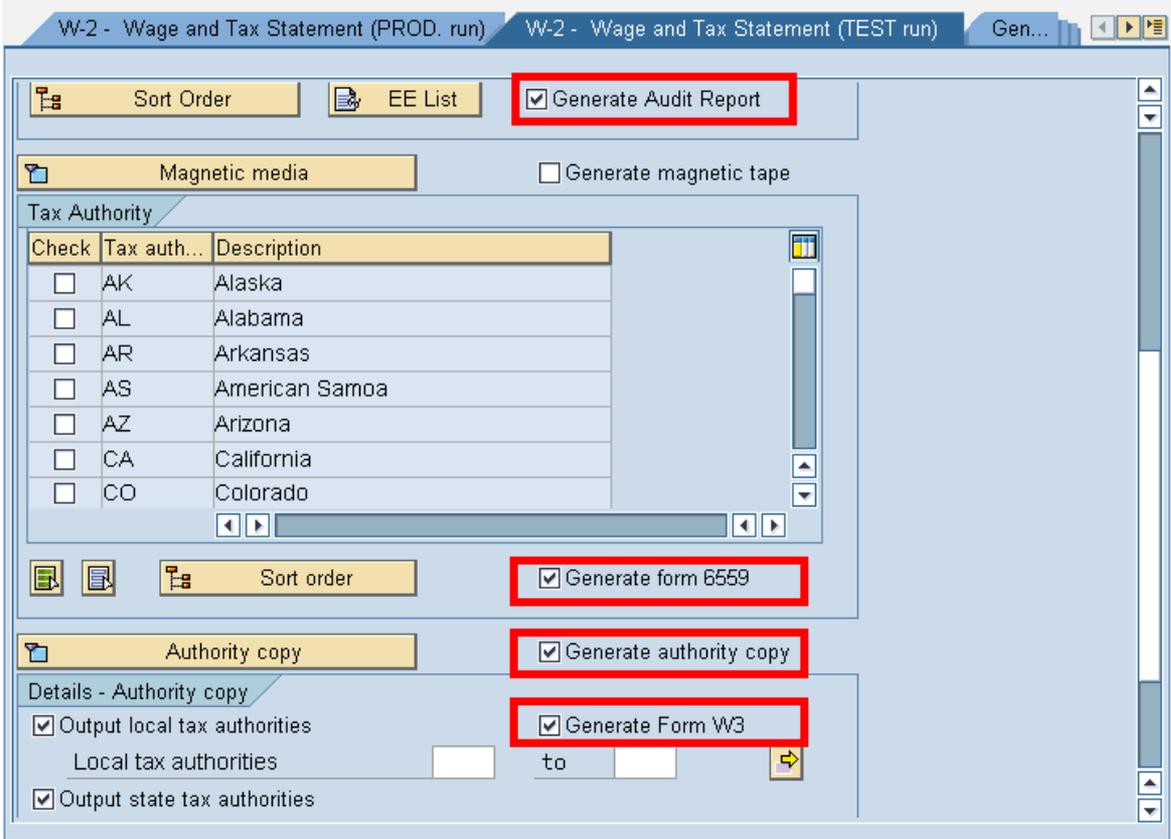
\* DES generates Production W-2s.



The screenshot shows the 'Tax Reporter' application window. The 'Employee copy' dialog box is open, displaying the 'Details - Employee Copy' section. The 'Type of copy' section has 'Regular' selected. The 'Sort Order' list is visible, with 'Personal Area' selected. The 'Output ordered by' list shows 'Tax Company' selected. The 'Generate employee copy' checkbox is unchecked. The 'Sorting Order' list includes: Possible criteria, Personal Area, Personal Subarea, Tax Authority, Worksite, Personnel number, Social Security Number, First Name, Last Name, ZIP code, Organizational unit, Employee group, Employee sub group, and Organizational key. The 'Output ordered by' list includes: Output ordered by, Tax Company, and a blank row. The 'Sort Order' button is highlighted with a red box. The 'Employee copy' button is also highlighted with a red box. The 'Generate employee copy' checkbox is unchecked. The 'Sorting Order' list is highlighted with a red box. The 'Output ordered by' list is highlighted with a red box. The 'Selection: 1 / 1' is visible at the bottom right.

# Accessing Annual Forms cont'd.

- Click  Magnetic media
  - Uncheck **Generate magnetic tape**
- Click  Magnetic media to collapse
- Click  Authority copy to verify the following are checked:
  - *Generate authority copy*
  - *Generate Form W3*
- Click  Authority copy to collapse
- Click  Test online to generate



W-2 - Wage and Tax Statement (PROD. run) W-2 - Wage and Tax Statement (TEST run) Gen...

Sort Order EE List  Generate Audit Report

Magnetic media  Generate magnetic tape

Tax Authority

Check	Tax auth...	Description
<input type="checkbox"/>	AK	Alaska
<input type="checkbox"/>	AL	Alabama
<input type="checkbox"/>	AR	Arkansas
<input type="checkbox"/>	AS	American Samoa
<input type="checkbox"/>	AZ	Arizona
<input type="checkbox"/>	CA	California
<input type="checkbox"/>	CO	Colorado

Sort order  Generate form 6559

Authority copy  Generate authority copy

Details - Authority copy

Output local tax authorities  
Local tax authorities  to  

Output state tax authorities  Generate Form W3



# Accessing Annual Forms cont'd.

- Double click the form folder
- Double click the Form to view

The screenshot displays the SAP Tax Reporter interface. At the top, there is a menu bar with options: List, Edit, Goto, Extras, System, and Help. Below the menu is a toolbar with various icons for file operations. The main window title is "Tax Reporter". Below the title, there are several buttons: Explanations, Choose, Expand all, Collapse all, Set section, and Properties. The main content area shows a tree view under the heading "W-2 - Wage and Tax Statement Tax Reporter output". The tree structure is as follows:

- Forms (PDF Forms generated)
  - 4650 W-3 (FED)
  - 4650 6559 Magnetic media summary (FED)
  - 4650 W-2 Audit report
- Forms (SAPScript Forms generated)
- Magnetic Media (Magnetic Media files)
- Reports (Reports generated)
- & Tax Reporter Log (Messages for the run)



# Accessing Annual Forms- W-2

## Employee Copy

1 Wages, tips, other compensation		5102.51		2 Federal income tax withheld		930.45	
3 Social security wages		5405.70		4 Social security tax withheld		335.15	
5 Medicare wages and tips		5405.70		6 Medicare tax withheld		78.38	
a Employee's SSA number 500-10-1315				Employer use only			
b Employer's FED ID number 916001109				d Control number 40000365			
c Employer's name, address, and ZIP code  State of Wash Parks & Recreation Comm PO Box 42659 Olympia WA 98504-2659							
7 Social security tips				8 Allocated tips			
9 Advance EIC payment				10 Dependent care benefits			
11 Nonqualified plans				12a See instructions for box 12			
13 Statutory employee		<input type="checkbox"/>		12b			
Retirement plan		<input checked="" type="checkbox"/>		12c			
Third-Party sick pay		<input type="checkbox"/>		12d			
14 Other		DEF RET		303.19			
PRETAX INS				157.50			
e Employee's first name and initial Last name Suff.  ISHIN MORISHITA 3459 MY DRIVE CHIMACUM WA 98325							
f Employee's address and ZIP code							
15 State		Employer's state ID		18 Local wages, tips, etc			
16 State wages, tips, etc.				19 Local income tax			
17 State income tax				20 Locality name			
Form OMB: No. 1545-0008		2010		Dept. of the Treasury - Internal Revenue Service. This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.			
<b>W-2</b>		<b>Wage and Tax Statement</b>					
Copy C for Employee's records							

1 Wages, tips, other compensation		5102.51		2 Federal income tax withheld		930.45	
3 Social security wages		5405.70		4 Social security tax withheld		335.15	
5 Medicare wages and tips		5405.70		6 Medicare tax withheld		78.38	
a Employee's SSA number 500-10-1315				Employer use only			
b Employer's FED ID number 916001109				d Control number 40000365			
c Employer's name, address, and ZIP code  State of Wash Parks & Recreation Comm PO Box 42659 Olympia WA 98504-2659							
7 Social security tips				8 Allocated tips			
9 Advance EIC payment				10 Dependent care benefits			
11 Nonqualified plans				12a See instructions for box 12			
13 Statutory employee		<input type="checkbox"/>		12b			
Retirement plan		<input checked="" type="checkbox"/>		12c			
Third-Party sick pay		<input type="checkbox"/>		12d			
14 Other		DEF RET		303.19			
PRETAX INS				157.50			
e Employee's first name and initial Last name Suff.  ISHIN MORISHITA 3459 MY DRIVE CHIMACUM WA 98325							
f Employee's address and ZIP code							
15 State		Employer's state ID		18 Local wages, tips, etc			
16 State wages, tips, etc.				19 Local income tax			
17 State income tax				20 Locality name			
Form OMB: No. 1545-0008		2010		Dept. of the Treasury - Internal Revenue Service			
<b>W-2</b>		<b>Wage and Tax Statement</b>					
Copy B To Be Filed With Employee's FEDERAL Tax Return							

### Notice to Employee

**Refund.** Even if you do not have to file a tax return, you should file to get a refund if box 2 shows Federal income tax withheld, or if you can take the earned income credit.

**Earned income credit (EIC).** You must file a tax return if any amount is shown in box 9. You may be able to take the EIC for 2010 if: (a) you do not have a qualifying child and you earned less than \$13,460 (\$18,470 if married filing jointly), (b) you have one qualifying child and you earned less

**Box 12.** The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E and G) under all plans are generally limited to \$16,500 (\$19,500 for section 403(b) plans, if you qualify for the 15-year rule explained in Pub. 571). Deferrals under code H are limited to \$7,000.



# Accessing Annual Forms W-3

- Use the W-3 to display your agency Transmittal of wages and taxes for the year
- Click  (back) twice to return to the Tax Reporter Output

**DO NOT STAPLE OR FOLD**

<b>33333</b>		a Control number		For Official Use Only ▶ OMB No. 1545-0008	
b Kind of Payer ▶	<input type="checkbox"/> 941	<input type="checkbox"/> Military	<input type="checkbox"/> 943	<input type="checkbox"/> 944	1 Wages, tips, other compensation
	<input type="checkbox"/> CT-1	<input type="checkbox"/> Hshld. emp.	<input type="checkbox"/> Medicare govt. emp.	<input type="checkbox"/> Third-party sick pay	2 Federal income tax withheld
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 Social security wages
c Total number of Forms W-2		d Establishment number		5 Medicare wages and tips	6 Medicare tax withheld
24				522758.48	7579.97
e Employer identification number				7 Social security tips	
916001109				8 Allocated tips	
f Employer's name				9 Advance EIC payments	
State of Wash Parks & Recreation Comm				10 Dependent care benefits	
PO Box 42659				11 Nonqualified plans	
Olympia WA 98504-2659				12a Deferred compensation	
g Employer's address and ZIP code				2508.00	
h Other EIN used this year				13 For third-party sick pay use only	
				12b HIRE exempt wages and tips	
				14 Income tax withheld by payer of third-party sick pay	
15 State				16 State wages, tips, etc.	
Employer's state ID number				17 State income tax	
				18 Local wages, tips, etc.	
				19 Local income tax	
Contact person				Telephone number	
				( )	
Email address				Fax number	
				( )	

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature ▶

Title ▶

Date ▶

Form **W-3 Transmittal of Wage and Tax Statements** 2010

Department of the Treasury  
Internal Revenue Service

Send this entire page with the entire Copy A page of Form(s) W-2 to the Social Security Administration.

Do not send any payment (cash, checks, money orders, etc.) with Forms W-2 and W-3.

### Reminder

Separate instructions. See the 2010 Instructions for Forms W-2

- Upload a file for employers who use payroll/tax software to print Form(s) W-2, if vendor software creates a file that can be uploaded to





# Accessing Annual Forms - W-2 Audit Report

- When you only want to view data utilize the W-2 Audit Report
- Click  (back) to return back to the Tax Reporter

**W-2 AUDIT REPORT**

Tax Company: **0130** May 12, 2009

Employee Number ----- Taxes -----				----- Earnings -----		
<u>Employee Name</u>	<u>Jurisdiction</u>	<u>Wage Base</u>	<u>Tax Amount</u>	<u>Box</u>	<u>Description</u>	<u>Amount</u>
[REDACTED]	FIT	4,000.00	0.00	7	Soc. Security Tips	0.00
	Social Security	0.00	0.00	8	Allocated Tips	0.00
	Medicare	0.00	0.00	9	Advance EIC	0.00
				10	Dependent Care	0.00
				11	Non-Qualified Plans	0.00

Employee Number ----- Taxes -----				----- Earnings -----		
<u>Employee Name</u>	<u>Jurisdiction</u>	<u>Wage Base</u>	<u>Tax Amount</u>	<u>Box</u>	<u>Description</u>	<u>Amount</u>
[REDACTED]	FIT	58,309.00	11,793.82	7	Soc. Security Tips	0.00
	Social Security	62,509.00	3,875.56	8	Allocated Tips	0.00
	Medicare	62,509.00	906.38	9	Advance EIC	0.00
	WA S.pnsion	62,509.00	35.98	10	Dependent Care	0.00
				11	Non-Qualified Plans	0.00
				12	G Deferrals to 457B	4,200.00

Employee Number ----- Taxes -----				----- Earnings -----		
<u>Employee Name</u>	<u>Jurisdiction</u>	<u>Wage Base</u>	<u>Tax Amount</u>	<u>Box</u>	<u>Description</u>	<u>Amount</u>
[REDACTED]	FIT	46,007.47	5,466.65	7	Soc. Security Tips	0.00
	Social Security	51,202.03	3,174.53	8	Allocated Tips	0.00
	Medicare	51,202.03	742.43	9	Advance EIC	0.00



# HRMS Activity



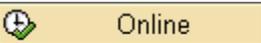
Generate Annual Forms  
Exercise

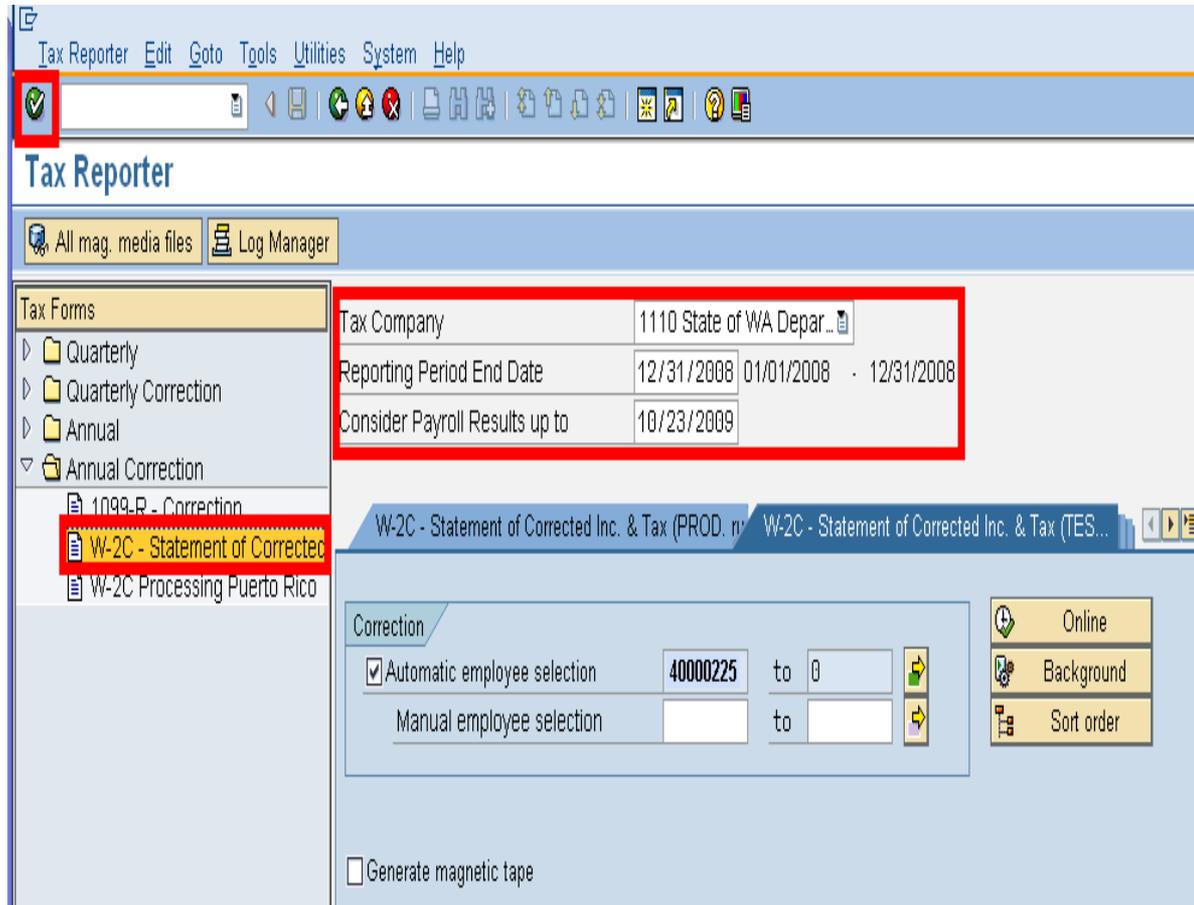


# **Identify Employees who need a W-2C**



# Identify Employees who need a W-2c

- Fields to complete:
  - Tax company
  - Reporting Period End date
  - Consider Payroll results
- Click Annual Corrections Folder
  - W-2C- Statement of Corrected
- Click  (Enter)
- Click  
  - **Online** for 2 or less
  - **Background** for more



The screenshot shows the 'Tax Reporter' application window. The 'Tax Forms' folder is expanded to show 'Annual Correction', with 'W-2C - Statement of Corrected' selected. The 'Correction' section is visible, showing 'Automatic employee selection' checked and 'Manual employee selection' unchecked. The 'Tax Company' field is set to '1110 State of WA Depart...'. The 'Reporting Period End Date' is '12/31/2008'. The 'Consider Payroll Results up to' date is '10/23/2009'. The 'Correction' section has 'Automatic employee selection' checked with a value of '40000225' and 'Manual employee selection' unchecked. The 'Online' button is highlighted.

Field	Value
Tax Company	1110 State of WA Depart...
Reporting Period End Date	12/31/2008 01/01/2008 - 12/31/2008
Consider Payroll Results up to	10/23/2009

Correction

Automatic employee selection 40000225 to 0

Manual employee selection to

Generate magnetic tape

Online

Background

Sort order

 0001 employees were selected.



# Identify Employees who need a W-2c cont'd.

- Select the folder to the left of **Forms**
- Print or view
- To print:
  - Select the print icon
- To view:
  - Select the text

The screenshot displays the SAP Tax Reporter interface. The main window title is 'Tax Reporter'. Below the title bar, there are several buttons: 'Explanations', 'Choose', 'Expand all', 'Collapse all', 'Set section', and 'Properties'. The interface shows a tree view of the tax reporter output. The 'W-2C - Statement of Corrected Inc. & Tax Tax Reporter output' folder is expanded, revealing several sub-folders and items. The 'Forms' folder is highlighted in blue, and its contents are listed below it. The '1110 W-2C per employee' item is highlighted with a red box. Other items include '1110 W-3C' and '1110 W-2C per employer'. Below the 'Forms' folder, there are other folders: 'Forms' (SAPScript Forms generated), 'Magnetic Media' (Magnetic Media files), 'Reports' (Reports generated), and 'Tax Reporter Log' (Messages for the run).

# Identify Employees who need a W-2c cont'd.

## ■ The W-2c displays:

- **Copy B-** To be filed with the Employee's Federal Tax Return
- **Copy C-** For Employee's Record
- **Copy 2-** To be filed with the Employee's State, City or Local Income Tax Return

## ■ Verify data and Print

44444		For Official Use Only OMB No. 1545-0008		Safe, accurate, FASTI Use				Visit the IRS Web Site at <a href="http://www.irs.gov">www.irs.gov</a> .	
a Employer's name, address, and ZIP code				c Tax year/Form corrected		d Employee's correct SSN			
State of WA Department of Personnel PO Box 47500 Olympia WA 98504-7500				2009 / W-2		500-10-1193			
				e Corrected SSN and/or name (Check this box and complete boxes f and/or g if incorrect on form previously filed.)		<input type="checkbox"/>			
				Complete boxes f and/or g only if incorrect on form <b>previously filed</b> ▶					
				f Employee's <b>previously reported</b> SSN					
b Employer's Federal EIN				g Employee's <b>previously reported</b> name					
910940493				h Employee's first name and initial		Last name		Suff.	
				CHRISTOPHER		PEACOCK			
				i Employee's address and ZIP code					
Note: Only complete money fields that are being corrected (exception: for corrections involving MQGE, see the Instructions for Forms W-2c and W-3c, boxes 5 and 6).				40000242 CHRISTOPHER PEACOCK 3111 WHITETAIL LN OLYMPIA WA 98505					
Previously reported		Correct information		Previously reported		Correct information			
1 Wages, tips, other compensation		1 Wages, tips, other compensation		2 Federal income tax withheld		2 Federal income tax withheld			
110231.00		110331.00		18981.71		18986.71			
3 Social security wages		3 Social security wages		4 Social security tax withheld		4 Social security tax withheld			
5 Medicare wages and tips		5 Medicare wages and tips		6 Medicare tax withheld		6 Medicare tax withheld			
7 Social security tips		7 Social security tips		8 Allocated tips		8 Allocated tips			
9 Advance EIC payment		9 Advance EIC payment		10 Dependent care benefits		10 Dependent care benefits			
11 Nonqualified plans		11 Nonqualified plans		12a See instructions for box 12		12a See instructions for box 12			
13 <input type="checkbox"/> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Nonstatutory sick pay		13 <input type="checkbox"/> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Nonstatutory sick pay		12b		12b			
14 Other (see instructions)		14 Other (see instructions)		12c		12c			
				12d		12d			
<b>State Correction Information</b>									
Previously reported		Correct information		Previously reported		Correct information			
15 State		15 State		15 State		15 State			
Employer's state ID number		Employer's state ID number		Employer's state ID number		Employer's state ID number			
16 State wages, tips, etc.		16 State wages, tips, etc.		16 State wages, tips, etc.		16 State wages, tips, etc.			
17 State income tax		17 State income tax		17 State income tax		17 State income tax			
<b>Locality Correction Information</b>									
18 Local wages, tips, etc.		18 Local wages, tips, etc.		18 Local wages, tips, etc.		18 Local wages, tips, etc.			
19 Local income tax		19 Local income tax		19 Local income tax		19 Local income tax			
20 Locality name		20 Locality name		20 Locality name		20 Locality name			

Form **W-2c** (Rev. 2-2009) Copy B- To Be Filled with Employee's FEDERAL Tax Return  
Corrected Wage and Tax Statement Department of the Treasury  
Internal Revenue Service

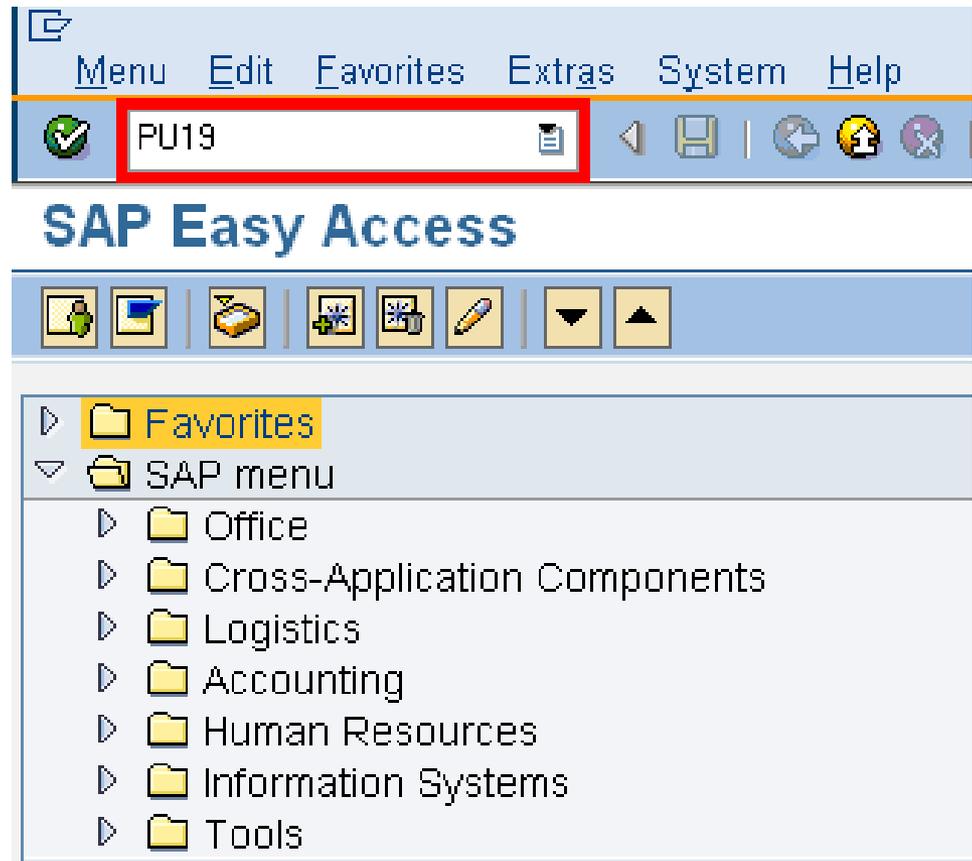
# **W-2**

# **Log manager**



# W-2 Log Manager

- To access the Tax Reporter enter the transaction code **PU19** (Tax Reporter)
- Click  (Enter) to access the **Tax Reporter**



# W-2 Log Manager cont'd.

The screenshot shows the Tax Reporter software interface. The main window is titled "Tax Reporter" and has a menu bar with "Tax Reporter", "Edit", "Goto", "Tools", "Utilities", "System", and "Help". Below the menu bar is a toolbar with various icons. The "Log Manager" button is highlighted with a red box. The "Log Manager" window is open, showing a tree view of "Tax Forms" on the left. The "W-2 - Wage and Tax Statement" is selected. The main area displays the following information:

Tax Company	0130 Joint Transportatio...
Reporting Period End Date	12/31/2008 01/01/2008 - 12/31/2008
Consider Payroll Results up to	12/31/2009

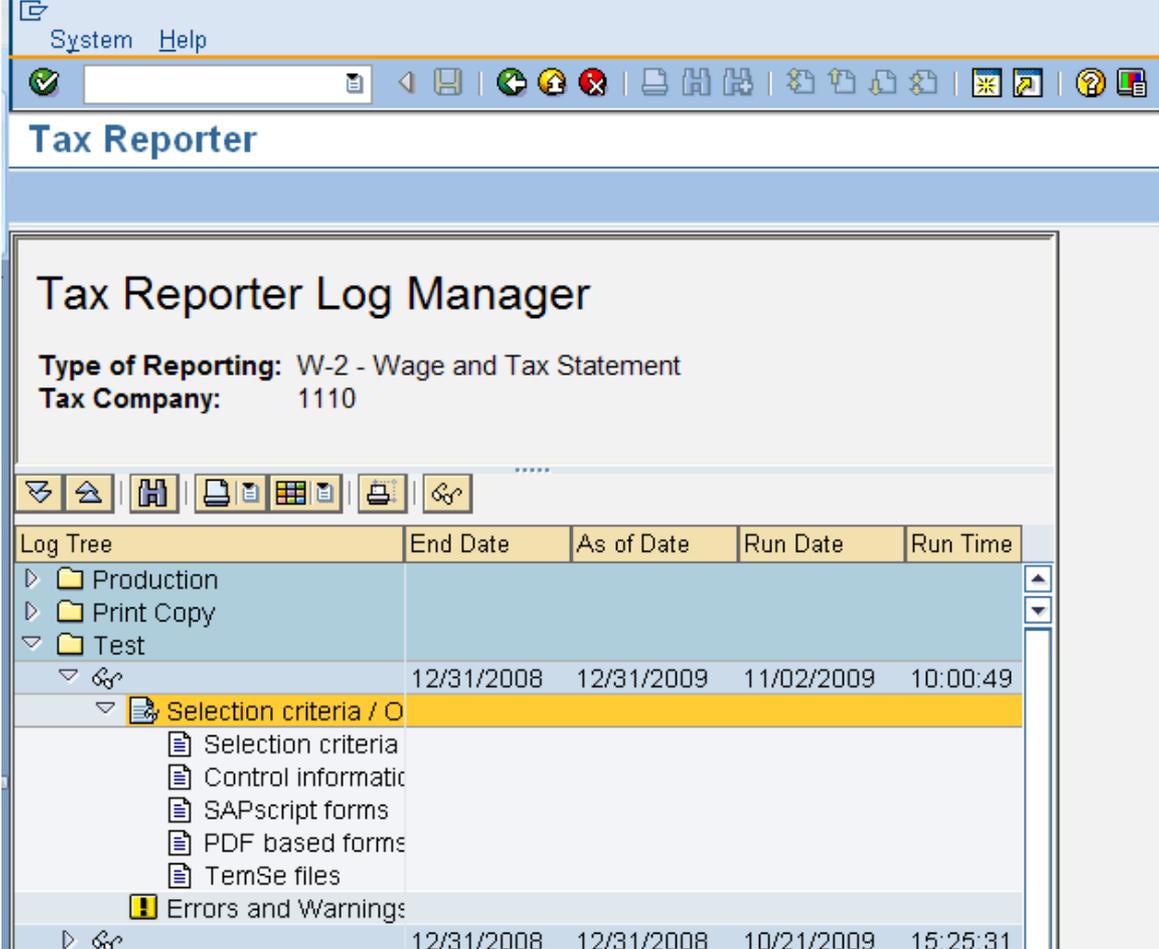
Below this information are two tabs: "W-2 - Wage and Tax Statement (PROD. run)" and "W-2 - Wage and Tax Statement (TEST run)". The "TEST run" tab is active. It contains a "Test selection" section with a "Personnel Numbers" field, a "to" field, and a right-pointing arrow button. To the right of this section are two buttons: "Test online" and "Test background". Below the "Test selection" section are three buttons: "Employee copy", "Magnetic media", and "Authority copy". To the right of these buttons are three checkboxes, all of which are checked: "Generate employee copy", "Generate magnetic tape", and "Generate authority copy".

- Fields to complete:
  - Tax Company
  - Reporting Period End Date
  - Consider Payroll Results up to
- Select Form to view to display
- Click  Log Manager



# W-2 Log Manager cont'd.

- To view the Log Manager:
  - Select the folder to view
- Select the  next to the  (display)
  - Selection criteria
  - Control Information
  - PDF based forms



System Help

Tax Reporter

Tax Reporter Log Manager

Type of Reporting: W-2 - Wage and Tax Statement  
Tax Company: 1110

Log Tree	End Date	As of Date	Run Date	Run Time
Production				
Print Copy				
Test				
&#x2606; Selection criteria / O	12/31/2008	12/31/2009	11/02/2009	10:00:49
Selection criteria				
Control informati				
SAPscript forms				
PDF based forms				
TemSe files				
! Errors and Warnings				
&#x2606;	12/31/2008	12/31/2008	10/21/2009	15:25:31



# W-2 Log Manager cont'd.

## Tax Reporter

**Tax Reporter Log Manager**

Type of Reporting: W-2 - Wage and Tax Statement  
Tax Company: 1110

Log Tree

	End Date	As of Date	Run D...
Production			
Print Copy			
Selection criteria / Output	12/31/2008	12/31/2008	01/16/20
Selection criteria			
Control information			
PDF based forms			
	12/31/2008	12/31/2008	01/13/20
	12/31/2008	12/31/2008	01/13/20
	12/31/2007	12/31/2007	01/05/20
	12/31/2007	12/31/2007	11/17/20
	12/31/2007	12/31/2007	11/04/20
Test			

PDF based forms

Form name	Auth	Spool number
6559 Magnetic media summary (HR_F_6559 )	FED	22832
W-2 State/Local Summary (HR_F_W2_SUMMARY )		22830
W-3 (HR_F_W3_08 )	FED	22941

- Provides the Selection criteria / output for the W-2



# W-2 Log Manager cont'd.

The screenshot displays the SAP Tax Reporter Log Manager interface. The main window title is "Tax Reporter Log Manager". Below the title, it shows "Type of Reporting: W-2 - Wage and Tax Statement" and "Tax Company: 1110". The interface is divided into two main sections: a Log Tree on the left and a Control information table on the right.

**Log Tree:**

Log Tree	End Date	As of Date	Run Date	Run Time
Production				
Print Copy				
Test				
&#x2606; Selection criteria / O	12/31/2008	12/31/2009	11/02/2009	10:00:49
Selection criteria				
<b>Control informati</b>				
SAPscript forms				
PDF based forms				
TemSe files				
Errors and Warnings				
&#x2606;	12/31/2008	12/31/2008	10/21/2009	15:25:31

**Control information:**

Message Text		
Form number used: 925133	Control number used: 93163	
Form number used: 925133	Control number used: 93163	
Form number used: 925133	Control number used: 93163	
Form number used: 925133	Control number used: 93163	
Form number used: 925133	Control number used: 93163	
Form number used: 925133	Control number used: 93163	
Form number used: 925133	Control number used: 93163	
Form number used: 925133	Control number used: 93163	
Form number used: 925133	Control number used: 93163	
Tax company: 1110	Form # gen. 925133	Control # gen. 93163
Tax company: 1111	Form # gen. 925133	Control # gen. 93163

## Control information:

- Provides the form number that was used by HRMS



# W-2 Log Manager cont'd.

The screenshot displays the SAP Tax Reporter Log Manager interface. The window title is 'Tax Reporter' and the SAP logo is visible in the top right corner. The main area is titled 'Tax Reporter Log Manager' and shows the following details:

- Type of Reporting: W-2 - Wage and Tax Statement
- Tax Company: 1110

The interface includes a 'Log Tree' on the left side with the following structure:

- Production
- Print Copy
- Test
  - Selection criteria / O
    - Selection criteria
    - Control informatic
    - SAPscript forms
    - PDF based forms**
    - TermSe files
  - Errors and Warnings

The main table displays 'PDF based forms' with the following data:

Form name	Auth	Spool number
6559 Magnetic media summary (HR_F_6559 )	FED	13516
W-2 Audit report (HR_F_W2_AUDIT )		13517
W-2 Authority Copy (HR_F_W2_07 )		13518
W-2 Employee custom copy 2008 (ZHR_F_W2_MULT_08 )		13513
W-2 State/Local Summary (HR_F_W2_SUMMARY )		13519
W-3 (HR_F_W3_08 )	FED	13515

## PDF based forms

- Provides the spool number of the form that was created.  
Viewable for 7 days after being processed.
- Double click on the Spool Number to be taken into the spool to view



# W-2 Log Manager cont'd.

**Tax Reporter Log Manager**

Type of Reporting: W-2 - Wage and Tax Statement  
Tax Company: [redacted]

Log Tree

- Production
  - Selection criteria / Output
  - Adjustments (Form Summary)
  - Adjustments (Employee details)
    - EEs with neg. wt. /5PY (result ignored)**
    - Manual entries (T5UT1)
    - Employee rejected because ma
    - Negative amounts converted to
  - Configuration remarks
  - Errors and Warnings

Tax company	Pay.seq no.	/5PY value
0422	00422	614.20-
	00422	614.20-
	00423	614.20-
	00423	614.20-
	00424	614.20-
	00424	614.20-
	00425	614.20-
	00425	614.20-
	00426	614.20-
	00426	614.20-
	00426	614.20-
	00427	614.20-
	00427	614.20-
	00428	614.20-
	00428	614.20-
	00507	3181.59-

For this screen shot the change layout icon was used to remove the PRNR column

## Adjustments (Employee Details)

- This report will display the Tax Co and the Employee's PRNR with the negative Wage Type /5PY



# W-2 Log Manager cont'd.

System Help

**Tax Reporter**

**Tax Reporter Log Manager**

Type of Reporting: W-2 - Wage and Tax Statement  
 Tax Company: 2101

Log Tree

Log Tree	End Date	As of Date	Run Date	R
Production				
&P	12/31/2008	12/31/2008	03/16/2010	10
Selection criteria / Output				
Adjustments (Form Summary)				
Adjustments (Employee details)				
EEs with neg. wt. /5PY (result ig				
<b>Manual entries (T5UT1)</b>				
Employee rejected because ma				
Negative amounts converted to				
Configuration remarks				
Errors and Warnings				

**Manual entries (T5UT1)**

TaxCo	Em...	For period	In period	Form field	Tax auth	Amount
2101	00...	07/10/2008	07/10/2008	T001 Wages, tips		497.09-
	00...	07/10/2008	07/10/2008	T003 Social security wage		497.09-
	00...	07/10/2008	07/10/2008	T004 Social security tax		30.82-
	00...	07/10/2008	07/10/2008	T005 Medicare wages		497.09-
	00...	07/10/2008	07/10/2008	T006 Medicare tax		7.21-
	00...	07/10/2008	07/10/2008	T061 Amount for Box 14		25.88-
	00...	05/09/2008	05/09/2008	T001 Wages, tips		248.55-
	00...	05/09/2008	05/09/2008	T003 Social security wage		248.55-
	00...	05/09/2008	05/09/2008	T004 Social security tax		15.41-
	00...	05/09/2008	05/09/2008	T005 Medicare wages		248.55-
	00...	05/09/2008	05/09/2008	T006 Medicare tax		3.60-
	00...	05/09/2008	05/09/2008	T061 Amount for Box 14		10.31-
	20...	12/31/2008	12/31/2008	T001 Wages, tips		519.00
	20...	12/31/2008	12/31/2008	T003 Social security wage		519.00
	20...	12/31/2008	12/31/2008	T004 Social security tax		32.18

## Manual Entries (T5UT1)

- Displays the Tax Co and PRNR with the manual entries.



# W-2 Log Manager cont'd.

The screenshot displays the SAP Tax Reporter Log Manager interface. The main window title is "Tax Reporter" and the sub-window title is "Tax Reporter Log Manager". The "Type of Reporting" is "W-2 - Wage and Tax Statement" and the "Tax Company" is "31RU". The "Log Tree" on the left shows a hierarchy: "Production" > "Selection criteria / Output" > "Adjustments (Form Summary)" > "Adjustments (Employee details)" > "Employee rejected because mandatory field missing or negative". The main table displays the following data:

TaxCo	Em...	For period	In period	Form field	Tax auth	Amount
3115	01...	-	-	T001 Wages, tips		32792.89
3115	01...	-	-	T002 Federal income tax		3459.17
3115	01...	-	-	T003 Social security wage		34622.00
3115	01...	-	-	T004 Social security tax		2146.56
3115	01...	-	-	T005 Medicare wages		34622.00
3115	01...	-	-	T006 Medicare tax		502.02
3115	01...	-	-	T010 Dependent care benef		125.00-
3115	01...	-	-	T061 Amount for Box 14		1829.11
3115	01...	-	-	T063 Amount for Box 14		902.00
3115	01...	-	-	T207 X1D Deferred compen		1829.11
3115	01...	-	-	T209 X1 Retirement Plan		1829.11
3115	01...	-	-	V002_42 Locality wages	WA	35399.00
3115	01...	-	-	V003_42 Locality tax	WA	43.26

## Employee rejected because mandatory field missing or negative

- Will display the Tax co. and PRNR for the employee with the missing or negative field. Agency is responsible for updating the W-2 information and master data for the identified employees.



# W-2 Log Manager cont'd.

System Help

Tax Reporter

### Tax Reporter Log Manager

Type of Reporting: W-2 - Wage and Tax Statement  
Tax Company: 31RU

Log Tree

- Production
  - Selection criteria / Output
  - Adjustments (Form Summary)
  - Adjustments (Employee details)
    - EEs with neg. wt. /5PY (result ignored, no action required)
    - Manual entries (T5UT1)
    - Employee rejected because mandatory field missing or negative
    - Negative amounts converted to zero**
    - Configuration remarks
    - Errors and Warnings

End Date: 12/31/2008

### Negative amounts converted to zero

TaxCo	Em...	For period	In period	Form field	Tax auth	Amount
3101	00...	-	-	T063 Amount for Box 14		110.00-
3102	20...	-	-	T063 Amount for Box 14		12.00-
3103	00...	-	-	T063 Amount for Box 14		24.53-
3103	20...	-	-	T063 Amount for Box 14		85.50-
3105	20...	-	-	T063 Amount for Box 14		12.00-
3107	20...	-	-	T063 Amount for Box 14		24.00-
3113	01...	-	-	T063 Amount for Box 14		48.00-
3113	20...	-	-	T063 Amount for Box 14		43.50-
3116	20...	-	-	T063 Amount for Box 14		12.00-
3120	20...	-	-	T065 Amount for Box 14		196.00-
3121	00...	-	-	T063 Amount for Box 14		170.00-
3121	20...	-	-	T063 Amount for Box 14		50.00-
3121	20...	-	-	T061 Amount for Box 14		84.78-
3121	20...	-	-	T063 Amount for Box 14		13.00-
3121	20...	-	-	T207 X1D Deferred compen		84.78-

## Negative amounts converted to zero

- Displays the Tax co and the employee's PRNR with the negative amounts converted to zero. Negative amounts are usually due to refunds of Insurance and retirement deductions in the current year (originally paid in the prior year)



# W-2 Log Manager cont'd.

**Tax Reporter Log Manager**

Type of Reporting: W-2 - Wage and Tax Statement  
Tax Company: 31RU

Log Tree

- Production
  - Selection criteria / Output
  - Adjustments (Form Summary)
  - Adjustments (Employee details)
  - Configuration remarks
  - Errors and Warnings
    - Employees with worksite assigned from Infotype 209**
    - Employees with manual entry ignored
    - General errors and warnings

End Date: 12/31/2008, As of Date: 12/31/2008

Tax co...	Em...	Tax aut...	Worksite
3101	000...	WA	27
3101	000...	WA	27
3101	000...	WA	34
3101	001...	WA	40
3101	001...	WA	34
3101	001...	WA	34
3101	001...	WA	34
3101	002...	WA	34
3101	002...	WA	34
3101	002...	WA	34
3101	002...	WA	23
3101	002...	WA	11
3101	002...	WA	34
3101	003...	WA	27

## Employees with worksite assigned from Infotype 209

- Displays the Tax co and PRNR for employees with worksite assigned from Infotype 209. No Agency action is needed.



# W-2 Log Manager cont'd.

The screenshot shows the 'Tax Reporter Log Manager' application. The 'Type of Reporting' is set to 'W-2 - Wage and Tax Statement' and the 'Tax Company' is '[redacted] 0'. The 'Log Tree' on the left shows 'General errors and warnings' selected. The main pane displays a table of 'General errors and warnings' with one entry: 'Taxco. mismatch (Manual Entry vs IT 1). EE# [redacted] 4 Taxco [redacted] 0'.

Type	Message Text
✖	Taxco. mismatch (Manual Entry vs IT 1). EE# [redacted] 4 Taxco [redacted] 0

- General errors and warnings
  - Identifies warnings and errors
- Manual adjustment was made to this employee who does not belong to the listed tax company

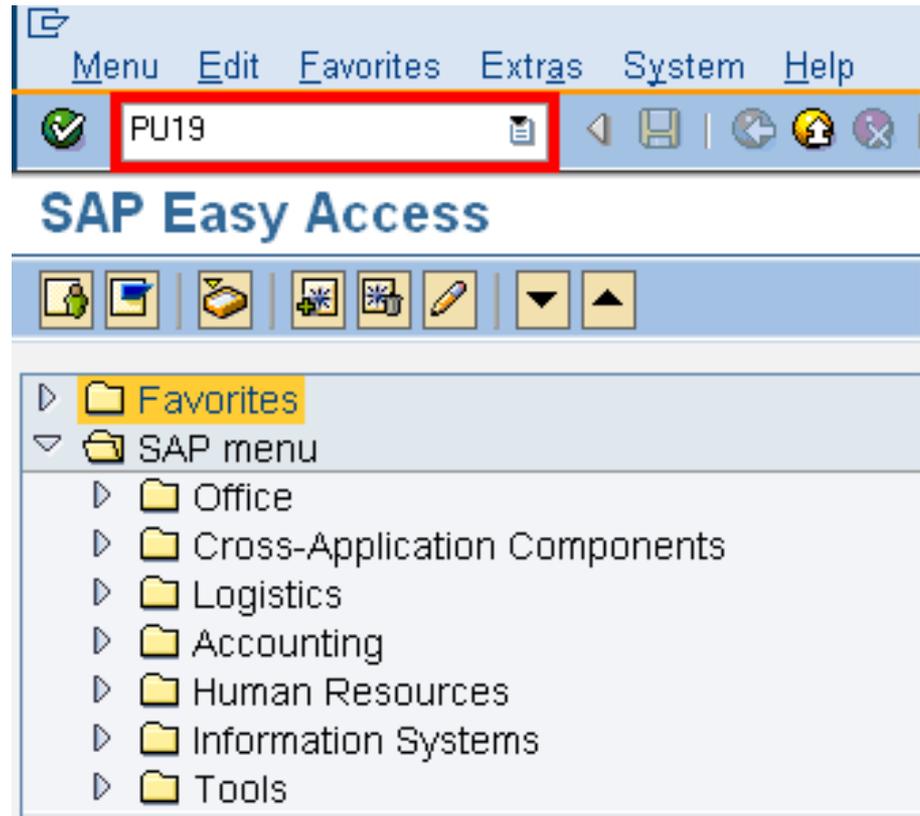


# Reissue W-2



# Reissuing W-2

- To access the Tax Reporter enter the transaction code **PU19** (Tax Reporter)
- Click  (Enter) to access the **Tax Reporter**



# Reissuing W-2 cont'd.

The screenshot shows the 'Tax Reporter' application window. The menu bar includes 'Tax Reporter', 'Edit', 'Goto', 'Tools', 'Utilities', 'System', and 'Help'. The toolbar contains various icons for file operations. The main window is titled 'Tax Reporter' and has two tabs: 'All mag. media files' and 'Log Manager'. On the left, a 'Tax Forms' tree view is expanded to 'Annual' > 'W-2 - Wage and Tax Statement'. The main area displays configuration fields: 'Tax Company' (130 Joint Transportation), 'Reporting Period End Date' (12/31/2008), and 'Consider Payroll Results up to' (12/31/2008). Below these are three tabs: 'W-2 - Wage and Tax Statement (PROD. run)', 'W-2 - Wage and Tax Statement (TEST run)', and 'Gen...'. The 'PROD. run' tab is active, showing options for 'Employee copy', 'Magnetic media', and 'Authority copy', each with a checkbox to 'Generate' it. The 'Employee copy' checkbox is checked, while the others are unchecked. On the right, there are three buttons: 'Online', 'Background', and 'Print copies'.

## ■ Fields to complete:

- Tax Company
- Reporting Period End Date
- Consider Payroll Results up to

## ■ Uncheck:

- Generate magnetic tape
- Generate authority copy



### Note:

Agencies will **only** access the W-2 Production tab to **reissue** an employees W-2.



# Reissuing a W-2 cont'd.

- Select the **Employee copy**
- Enter the Personnel Number
- Uncheck the **Generate Audit Report**
- Click the **Magnetic media**

The screenshot shows the Tax Reporter software interface. The 'Tax Forms' tree on the left is expanded to 'Annual' > 'W-2 - Wage and Tax S'. The main window displays 'Details - Employee Copy' with the following fields:

- Tax Company: 0130 Joint Transportatio...
- Reporting Period End Date: 12/31/2008 | 01/01/2008 - 12/31/2008
- Consider Payroll Results up to: 12/31/2008

The 'Employee copy' dropdown is selected. The 'Personnel Numbers' field contains '40000225'. The 'Type of copy' section has the following options:

- Regular
- Re-issue of Employee copy
- Correct Employees with retroactive changes
- Force Correction-including the personnel numbers ab...
- Post Filing Run

The 'Generate Audit Report' checkbox is unchecked. A callout box labeled 'Uncheck box' points to this checkbox. At the bottom, the 'Magnetic media' checkbox is selected.



# Reissuing W-2 cont'd.

- Uncheck the **Generate form 6559**

The screenshot shows the Tax Reporter software interface. The left sidebar lists 'Tax Forms' with 'Annual' > 'W-2 - Wage and Tax Statement' selected. The main window displays settings for '0130 Joint Transportation' with a reporting period end date of 12/31/2008. A 'Tax Authority' table is visible, listing states from AK to CO. At the bottom, the 'Generate form 6559' checkbox is highlighted with a red box, and a callout bubble points to it with the text 'Uncheck this box'.

Check	Tax auth...	Description
<input type="checkbox"/>	AK	Alaska
<input type="checkbox"/>	AL	Alabama
<input type="checkbox"/>	AR	Arkansas
<input type="checkbox"/>	AS	American Samoa
<input type="checkbox"/>	AZ	Arizona
<input type="checkbox"/>	CA	California
<input type="checkbox"/>	CO	Colorado



# Reissuing a W-2 cont'd.

■ Select the

Authority copy

- Uncheck **Generate Form W3**
- Uncheck **Generate summary copy**

The screenshot shows the 'Tax Reporter' application window. The 'Tax Forms' tree on the left is expanded to 'Annual' > 'W-2 - Wage and Tax Statement'. The main window displays the 'W-2 - Wage and Tax Statement (PROD. run)' configuration. A table of states is visible with checkboxes for AK, AL, AR, AS, AZ, CA, and CO. Below the table, the 'Authority copy' section is highlighted with a red box. In the 'Details - Authority copy' section, the 'Generate Form W3' checkbox is unchecked and highlighted with a red box. The 'Generate summary copy' checkbox at the bottom is also unchecked and highlighted with a red box. Two callout boxes with blue borders and white text point to these two checkboxes, each containing the text 'Uncheck this box'. The 'Generate authority copy' checkbox is checked and not highlighted.

State	Generate
AK	<input type="checkbox"/>
AL	<input type="checkbox"/>
AR	<input type="checkbox"/>
AS	<input type="checkbox"/>
AZ	<input type="checkbox"/>
CA	<input type="checkbox"/>
CO	<input type="checkbox"/>

Authority copy

Details - Authority copy

Output local tax authorities  
Local tax authorities    to

Output state tax authorities  
State tax authorities    to

Generate Form W3

Generate summary copy



# Reissuing W-2 cont'd.

The screenshot shows the Tax Reporter software interface. The main window displays a tree view of tax forms on the left, with 'W-2 - Wage and Tax Statement' selected. The main area shows a table with the following data:

Tax Company	0130 Joint Transportation
Reporting Period End Date	12/31/2008 01/01/2008 - 12/31/2008
Consider Payroll Results up to	12/31/2008

A dialog box titled 'Choose online or background print' is open, displaying a question mark icon and the text: 'Print copies for generation date 12/31/2008 with 'As of date' 12/31/2008'. The dialog has three buttons: 'Online', 'Background', and 'Cancel'. A red box highlights the 'Background' button.

- Click Print copies
  - Select **online\***
- Or
- Select **background\***

## Note:

For **one** or **two W-2** select 'Online'  
For **multiple W-2** select 'Background'



# Reissuing W-2 cont'd. (online selected)

- To view the PDF based forms
  - Double click PDF based forms

The screenshot shows the SAP Tax Reporter interface. At the top, there is a menu bar with options: List, Edit, Goto, Extras, System, Help. Below the menu bar is a toolbar with various icons for file operations. The main window title is "Tax Reporter". Below the title bar, there are several buttons: Explanations, Choose, Expand all, Collapse all, Set section, and Properties. The main content area displays a tree view of the output. The root node is "W-2 - Wage and Tax Statement Tax Reporter output". Under this root, there are several sub-nodes: "Forms" (PDF Forms generated), "Forms" (SAPScript Forms generated), "Magnetic Media" (Magnetic Media files), "Reports" (Reports generated), and "& Tax Reporter Log" (Messages for the run). The "Forms" node under "W-2" is expanded, and its sub-node "5400 W-2 Employee custom copy 2010" is highlighted with a red box. The "Forms" node under "W-2" is also highlighted with a red box.



# Reissuing W-2 cont'd.

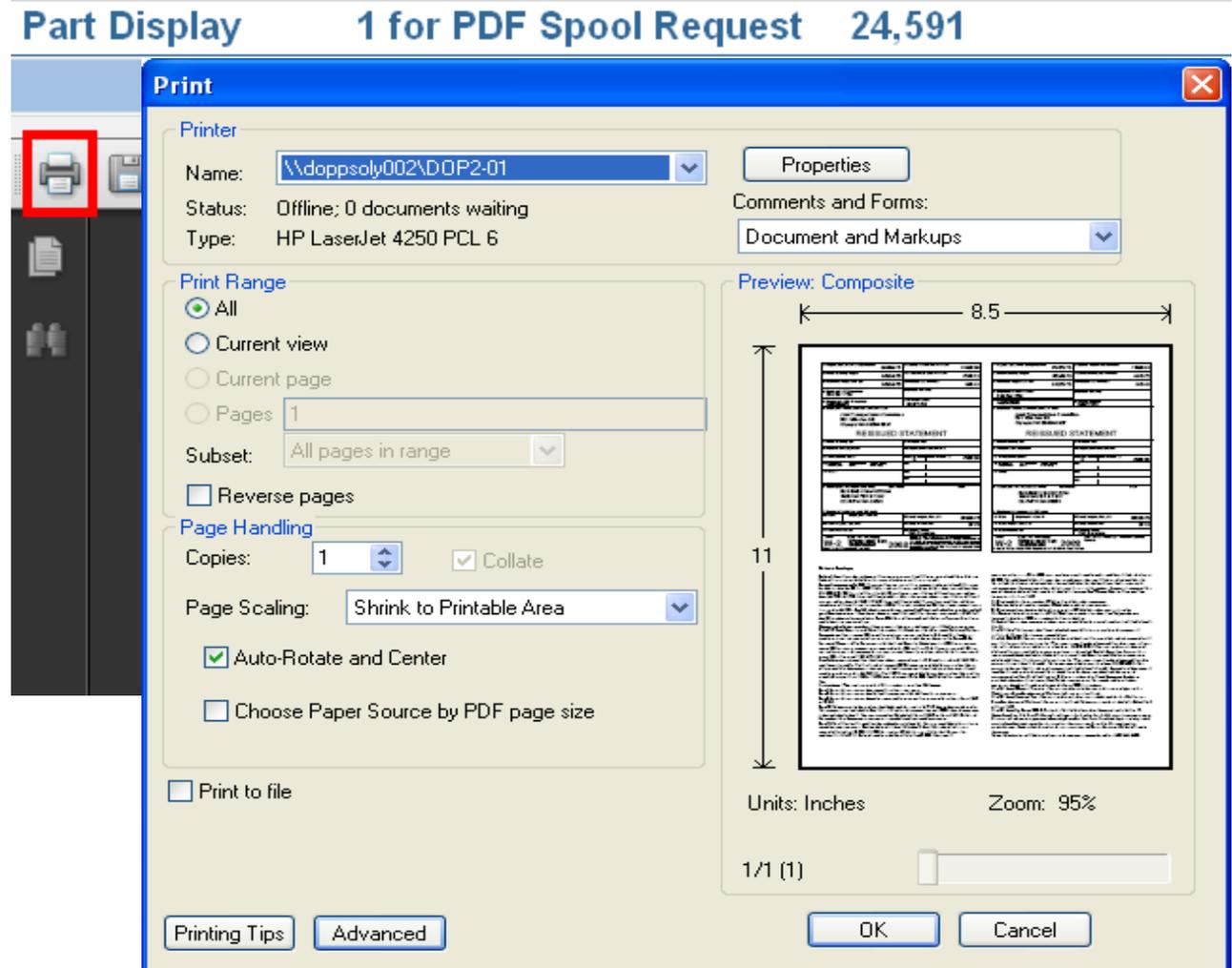
1 Wages, tips, other compensation		61812.48		2 Federal income tax withheld		6776.88	
3 Social security wages		70392.00		4 Social security tax withheld		4364.30	
5 Medicare wages and tips		70392.00		6 Medicare tax withheld		1020.68	
a Employee's SSA number 500-10-1176				Employer use only			
b Employer's FED ID number 916001099				d Control number 40000225			
c Employer's name, address, and ZIP code  State of WA Employment Security Dept PO Box 49046 Olympia WA 98504-9046  <b>REISSUED STATEMENT</b>							
7 Social security tips				8 Allocated tips			
9 Advance EIC payment				10 Dependent care benefits			
11 Nonqualified plans				12a See instructions for box 12 G 5004.72			
13 Statutory employee				12b			
Retirement plan X				12c			
Third-Party Sick pay				12d			
14 Other				DEF RET 3574.80			
PRETAX INS 1104.00				12d			
e Employee's first name and initial Last name Suff.  WESLEY RUTKOWSKI 367 PAUL WAYNE HAGGERTY ROAD LACEY WA 98503							
f Employee's address and ZIP code							
15 State		Employer's state ID		18 Local wages, tips, etc			
16 State wages, tips, etc.				19 Local income tax			
17 State income tax				20 Locality name			
Form OMB. No. 1545-0008 <b>W-2 Wage and Tax Statement 2010</b> Copy C for Employee's records							
Dept. of the Treasury - Internal Revenue Service. This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.							

1 Wages, tips, other compensation		61812.48		2 Federal income tax withheld		6776.88	
3 Social security wages		70392.00		4 Social security tax withheld		4364.30	
5 Medicare wages and tips		70392.00		6 Medicare tax withheld		1020.68	
a Employee's SSA number 500-10-1176				Employer use only			
b Employer's FED ID number 916001099				d Control number 40000225			
c Employer's name, address, and ZIP code  State of WA Employment Security Dept PO Box 49046 Olympia WA 98504-9046  <b>REISSUED STATEMENT</b>							
7 Social security tips				8 Allocated tips			
9 Advance EIC payment				10 Dependent care benefits			
11 Nonqualified plans				12a See instructions for box 12 G 5004.72			
13 Statutory employee				12b			
Retirement plan X				12c			
Third-Party Sick pay				12d			
14 Other				DEF RET 3574.80			
PRETAX INS 1104.00				12d			
e Employee's first name and initial Last name Suff.  WESLEY RUTKOWSKI 367 PAUL WAYNE HAGGERTY ROAD LACEY WA 98503							
f Employee's address and ZIP code							
15 State		Employer's state ID		18 Local wages, tips, etc			
16 State wages, tips, etc.				19 Local income tax			
17 State income tax				20 Locality name			
Form OMB. No. 1545-0008 <b>W-2 Wage and Tax Statement 2010</b> Copy B To Be Filed With Employee's FEDERAL Tax Return							
Dept. of the Treasury - Internal Revenue Service							



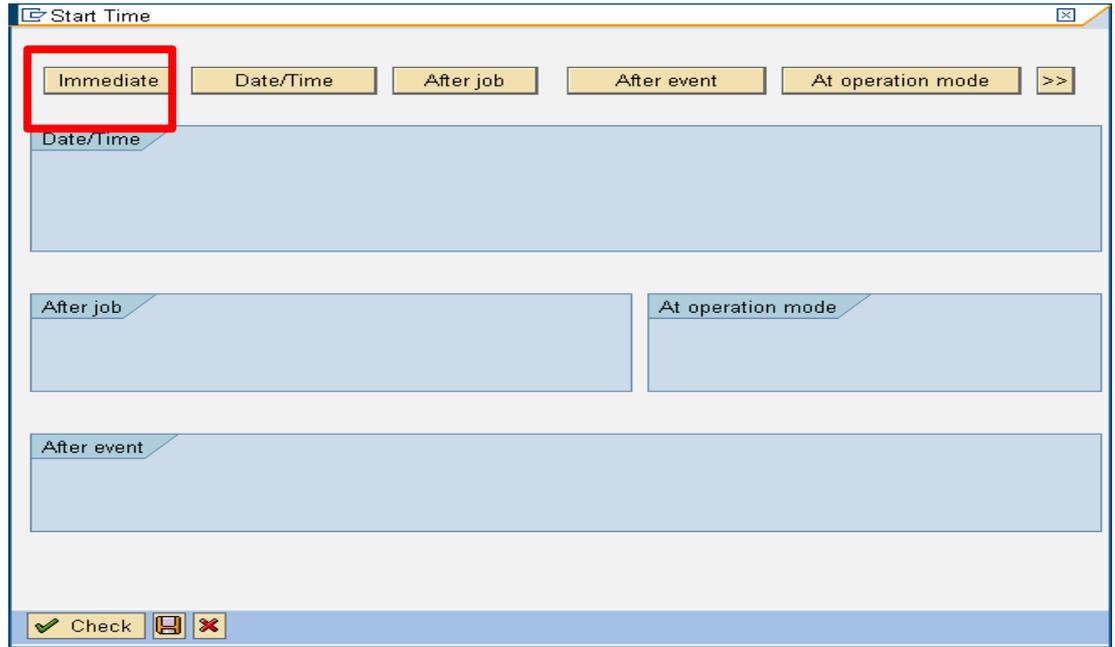
# Reissuing W-2's cont'd.

- To print from the form:
  - Click Print, and verify printer
  - Click ok



# Reissuing W-2 cont'd. (background selected)

- To reissue more than one W-2, select **background**:
  - Click on **Immediate**
  - Click  (**Save**)
- To view the W-2s access the **W-2 Log Manager**.



The screenshot shows a window titled "Start Time" with a toolbar at the top containing buttons for "Immediate", "Date/Time", "After job", "After event", "At operation mode", and a right-pointing arrow. The "Immediate" button is highlighted with a red rectangle. Below the toolbar are three main sections: "Date/Time" (with a large empty text area), "After job" (with a smaller empty text area), and "After event" (with a large empty text area). The "At operation mode" section is partially visible on the right. At the bottom of the window is a status bar with "Check", "Save", and "Close" icons.



# HRMS Activity



Reissue an employee's W-2  
Exercise:



# Review Questions

1. List the steps that are needed to quickly identify employee's who may need a W-2C.

2. TRUE or FALSE?

Tax Reporter processors have the ability to reissue W-2s for employees.

3. When would you use the  Background in Annual Reporting to print?

# **SECTION 4: MANUAL ADJUSTMENTS**



# *Manual Adjustments Overview*

---

- Upon completion of this section you will be able to:
  - Identify the Agency Year to Date Spreadsheet used for manual adjustments
  - Process Manual Adjustments
  - Process Manual Deposits



# Manual Adjustments

---

- Are required when an employee has an under payment or over payment for a prior year and the **tax values** and **tax amounts** need to be **adjusted** to make the employee's **W-2** correct and the **employer's 941** quarterly reports correct.
- Refer to [Agency Year-To-Date \(YTD\) Updates](#) spreadsheet to track manual year-to-date adjustments for state and federal reporting.

To access the YTD Updates go to:  
(<http://www.hr.wa.gov/payroll/HRMS/HRMSSupport/Pages/HRMSResources.aspx>)



# Manual Adjustments

- Scenario:

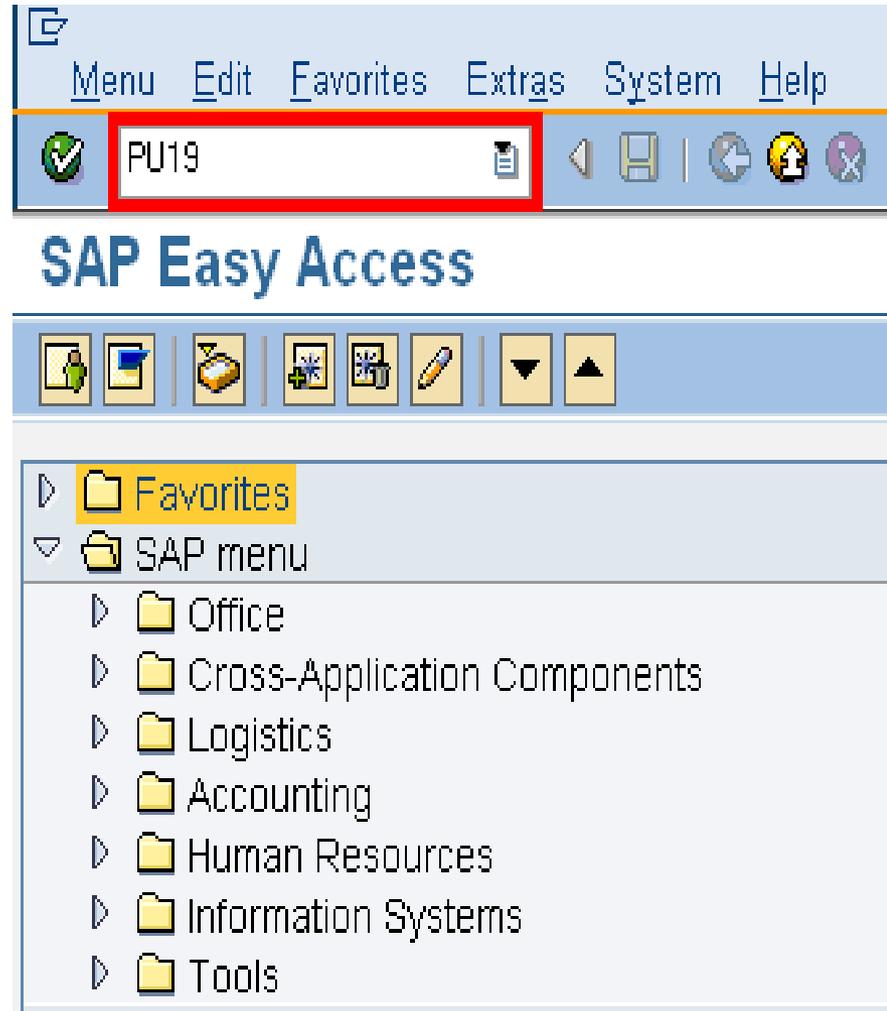
An agency collected an overpayment of \$9.43 from an employee. This example is a prior year adjustment

PERNR	Personnel Area	Tax Authority (FED, WA etc)	Check Date	Tax Group (TxGr)	Taxable or Value	Tax
200000	3107	FED	9/10/2007	0001		0.00
200000	3107	FED	9/10/2007	0003	(9.43)	(0.58)
200000	3107	FED	9/10/2007	0004	(9.43)	(0.58)
200000	3107	FED	9/10/2007	0005	(9.43)	(0.14)
200000	3107	FED	9/10/2007	0006	(9.43)	(0.14)
200000	3107	FED	9/10/2007	W-24A (Retirement \$)	(0.66)	0.00



# Manual Adjustment

- To access the Tax Reporter enter the transaction code **PU19** (Tax Reporter)
- Click  (Enter) to access the **Tax Reporter**



# Manual Adjustment cont'd.

The screenshot shows the Tax Reporter software interface. The 'Utilities' menu is open, and the 'Manual Entries' option is highlighted. The 'Manual Entries' dialog box is displayed, showing the following information:

Tax Company	1110 State of WA Depart...
Reporting Period End Date	12/31/2008 01/01/2008 - 12/31/2008
Consider Payroll Results up to	12/31/2008

The 'Manual Entries' dialog box also includes options for generating copies:

Employee copy	<input checked="" type="checkbox"/> Generate employee copy
Magnetic media	<input checked="" type="checkbox"/> Generate magnetic tape
Authority copy	<input checked="" type="checkbox"/> Generate authority copy

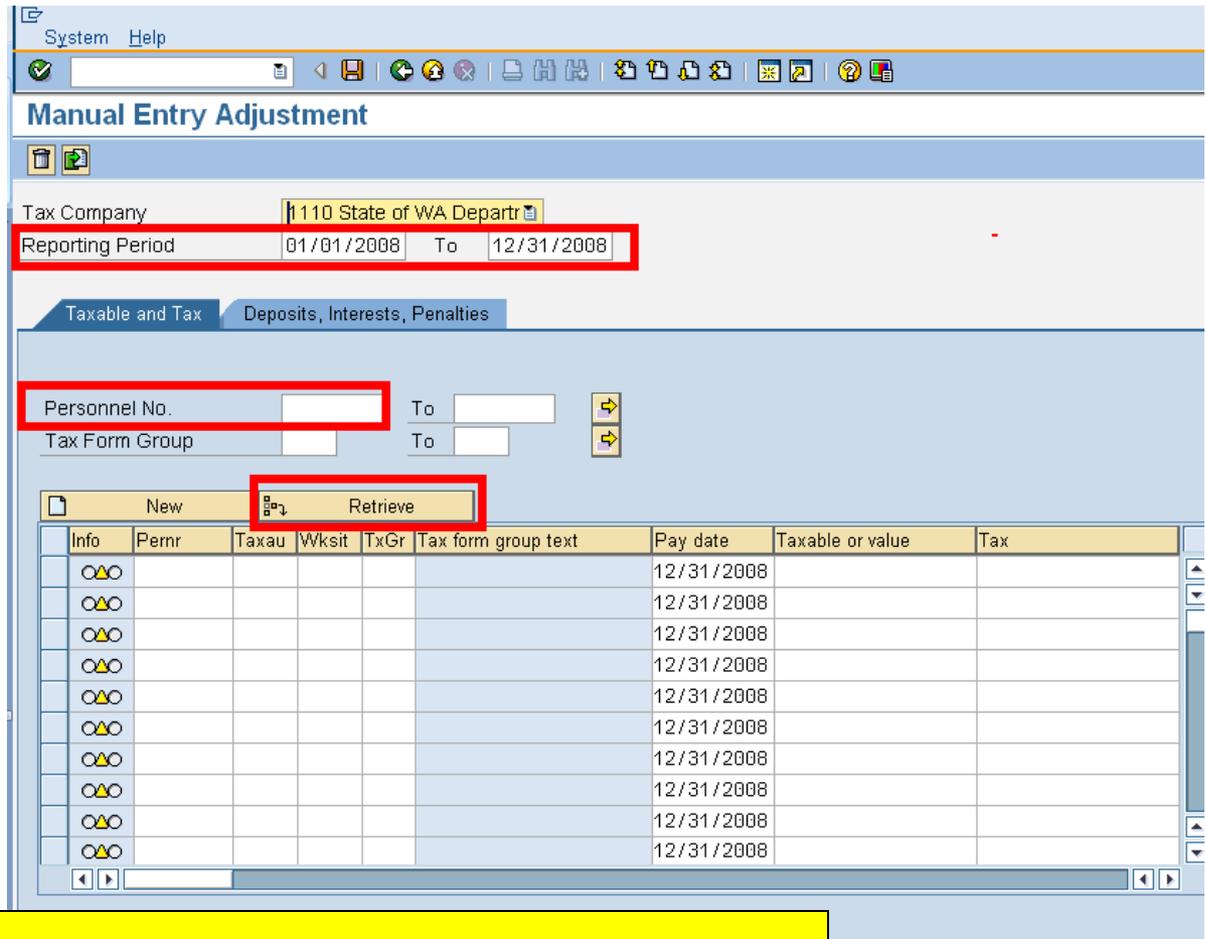
On the right side of the dialog box, there are buttons for 'Online', 'Background', and 'Print copies'.

- Enter your Tax Company
- Enter reporting period end date and consider payroll results up to
- Click on the arrow next to **Annual**, select **W-2** Wage and Tax
- **Utilities** → **Manual Entries**



# Manual Adjustment cont'd.

- **Fields to complete:**
  - Reporting Period
  - Personnel No.
- Click  Retrieve
  - If there are entries for the employee they will display



Info	Pernr	Taxau	Wksit	TxGr	Tax form group text	Pay date	Taxable or value	Tax
						12/31/2008		
						12/31/2008		
						12/31/2008		
						12/31/2008		
						12/31/2008		
						12/31/2008		
						12/31/2008		
						12/31/2008		
						12/31/2008		
						12/31/2008		

## Note:

If no entries have been keyed, you will receive:

***“ No entries for specified selection/parameter”*** on your status bar





# Manual Adjustment- using Multiple Selection

- Only the filtered Tax Groups will display
- Enter amounts to adjust
- Click  (enter) to validate entries
- Click  (Save) to save entries

System Help

Manual Entry Adjustment

Tax Company: 3017 Dept of Soc & Hlth ...

Reporting Period: 12/25/2008 To 12/25/2008

Personnel No.: 40000074 To

Tax Form Group: W24A To

Info	Pernr	Taxau	Wksit	TxGr	Tax form group text	Pay date	Taxable or value	Tax
	40000074			0001	Withholding tax	12/25/2008		
	40000074			0002	Earned income credit	12/25/2008		
	40000074	FED		0003	Employee social sec...	12/25/2008	9.43-	0.58-
	40000074	FED		0004	Employer social sec...	12/25/2008	9.43-	0.58-
	40000074	FED		0005	Employee medicare t...	12/25/2008	9.43-	0.14-
	40000074	FED		0006	Employer medicare t...	12/25/2008	9.43	0.14-
	40000074	FED		W24A	DEF RET	12/25/2008	0.66-	



# HRMS Activity



Create a Manual Adjustment  
Exercise



# Manual Adjustments

## Year to Date (YTD) Manual Adjustments



# *Year to Date Manual Adjustments*

---

- **Scenario:**
  - An employee lives out of state and pays a state income tax. A manual adjustment is needed for the state income tax withheld from the employee to be included on the employees W2 for the year.
  
- Refer to the user procedure on the OLQR **YTD Manual Adjustment W2** for assistance.

**Note:**

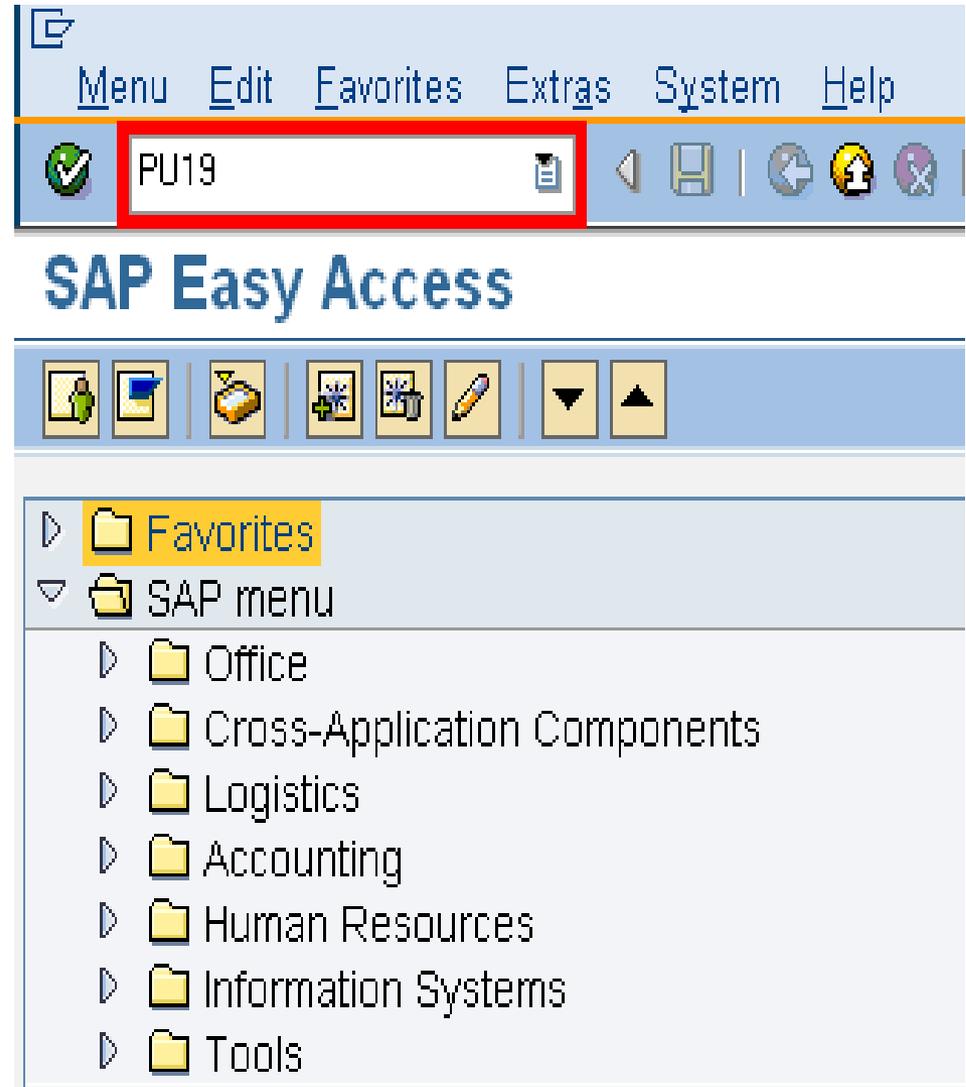
To view the current list of wage types created for each state with a state income tax currently accessible within HRMS, go to [HRMS Resources/Wage Type Index](#)

([http://www.hr.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/Resources/SOW\\_WageTypeCatalog-11-27-2012.xls](http://www.hr.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/Resources/SOW_WageTypeCatalog-11-27-2012.xls))



# Year to Date Manual Adjustments

- To access the Tax Reporter enter the transaction code **PU19** (Tax Reporter)
- Click  (Enter) to access the **Tax Reporter**



The screenshot displays the SAP Easy Access interface. At the top, there is a menu bar with options: Menu, Edit, Favorites, Extras, System, and Help. Below the menu bar is a search field containing the transaction code "PU19". A red rectangular box highlights the search field and the "Enter" key icon (a green checkmark in a square) to its left. Below the search field, the text "SAP Easy Access" is displayed in blue. Underneath, there is a toolbar with several icons, including a person, a document, a printer, a plus sign, a minus sign, a pencil, and two arrows. Below the toolbar is a tree view showing a folder structure. The "Favorites" folder is highlighted in yellow. Underneath it, the "SAP menu" folder is expanded, showing a list of sub-folders: Office, Cross-Application Components, Logistics, Accounting, Human Resources, Information Systems, and Tools.



# Year to Date Manual Adjustments

The screenshot shows the 'Tax Reporter' application window. The menu bar includes 'Tax Reporter', 'Edit', 'Goto', 'Tools', 'Utilities', 'System', and 'Help'. The toolbar contains various icons for file operations. The main window is titled 'Tax Reporter' and has two tabs: 'All mag. media files' and 'Log Manager'. On the left, a tree view shows 'Tax Forms' expanded to 'Annual', with 'W-2 - Wage and Tax Statement' selected. The main area displays a form with the following fields:

Tax Company	3570 Department of Earl...
Reporting Period End Date	03/31/2011 01/01/2011 - 12/31/2011
Consider Payroll Results up to	03/31/2011

At the bottom, there are three tabs: 'W-2 - Wage and Tax Statement (PROD. run)', 'W-2 - Wage and Tax Statement (TEST run)', and 'Gen...'. The 'W-2 - Wage and Tax Statement (PROD. run)' tab is active.

- **Fields to complete:**
  - Tax Company
  - Reporting Period End Date
  - Consider Payroll Results up to

- Select  Annual

- Select  W-2 - Wage and Tax Statement





# Year to Date Manual Adjustments cont'd.

Click  New

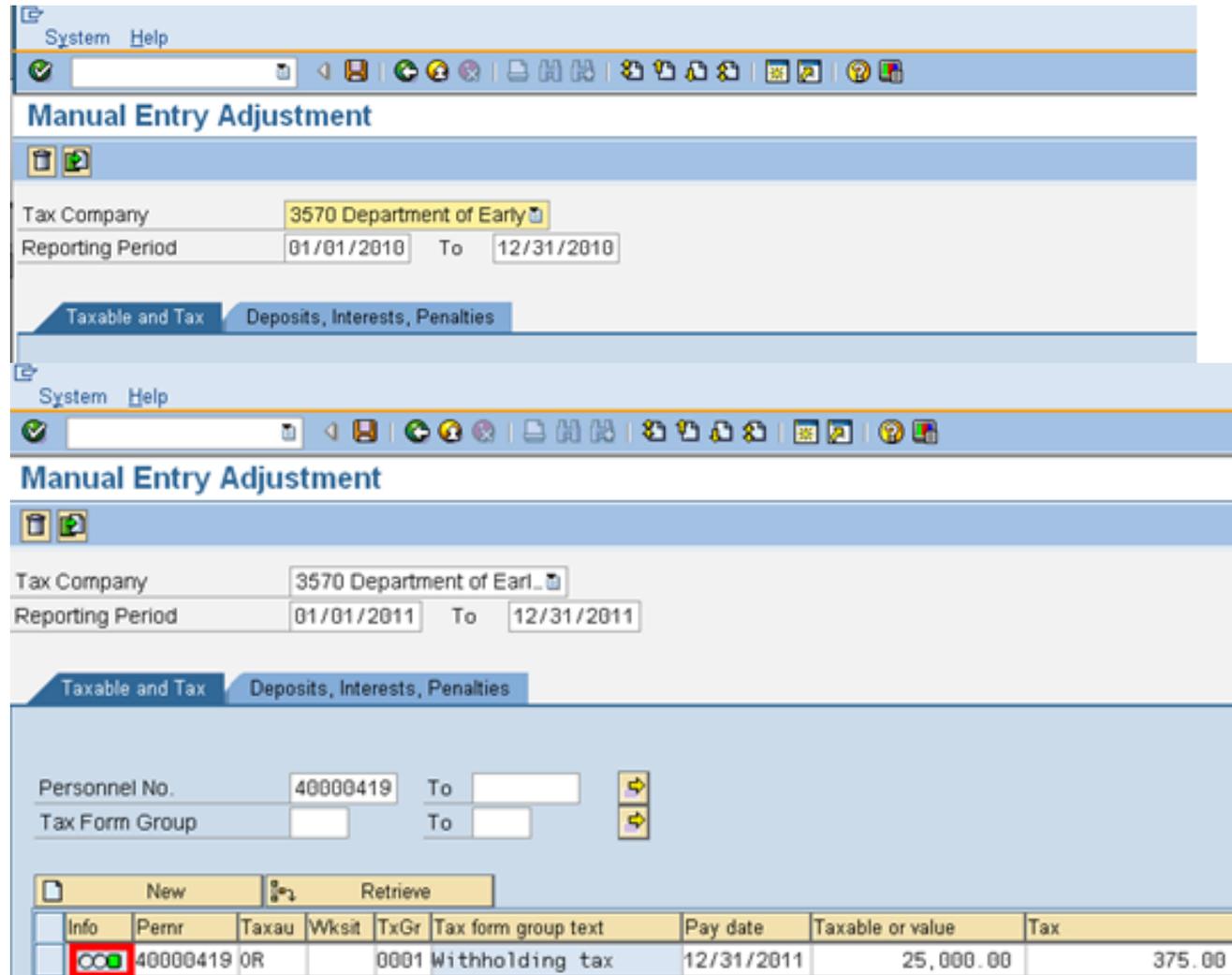
Fields to complete:

- Taxau
- Taxable or value
- Tax

Click  (enter) to verify entries

Click  Retrieve to save entries.

Access the Tax Reporter



The screenshot shows the 'Manual Entry Adjustment' window in two states. The top window shows the 'Taxable and Tax' tab with 'Tax Company' set to '3570 Department of Early' and 'Reporting Period' from '01/01/2010' to '12/31/2010'. The bottom window shows the same window with 'Reporting Period' changed to '01/01/2011' to '12/31/2011'. Below this, there are fields for 'Personnel No.' (40000419) and 'Tax Form Group'. At the bottom, a table displays the results of the manual entry.

Info	Pernr	Taxau	Wksit	TxGr	Tax form group text	Pay date	Taxable or value	Tax
	40000419	OR		0001	Withholding tax	12/31/2011	25,000.00	375.00

# Year to Date Manual Adjustments cont'd.

- Fields to complete:
  - Tax Company
  - Reporting Period End Date
  - Consider Payroll Results up to

The screenshot shows the 'Tax Reporter' application window. The 'Tax Forms' tree on the left is expanded to 'Annual' > 'W-2 - Wage and Tax Statement'. The main area contains a table for data entry:

Tax Company	3570 Department of Earl...
Reporting Period End Date	03/31/2011 01/01/2011 - 12/31/2011
Consider Payroll Results up to	03/31/2011

At the bottom, there are tabs for 'W-2 - Wage and Tax Statement (PROD. run)', 'W-2 - Wage and Tax Statement (TEST run)', and 'Gen...'.

- Select Annual

- Select W-2 - Wage and Tax Statement



# Year to Date Manual Adjustments cont'd.

- Click **W-2 - Wage and Tax Statement (TEST run)**
- Fields to complete:
  - Personnel Numbers

## Uncheck

- Generate Audit Report
- Generate magnetic tape
- Generate authority copy

- Click **Test online**

- Click **Forms** PDF Forms generated

The screenshot displays the Tax Reporter application window. The main window title is "Tax Reporter" and it shows a menu bar with "List", "Edit", "Goto", "Extras", "System", and "Help". Below the menu bar, there are several buttons: "Explanations", "Choose", "Expand all", "Collapse all", and "Set section". The main content area shows a tree view with "Forms" selected, and a message box indicating "PDF Forms generated" and "3570 W-2 Employee copy".

Overlaid on the main window is a smaller window titled "W-2 - Wage and Tax Statement (TEST run)". This window has a menu bar with "List", "Edit", "Goto", "Extras", "System", and "Help". It contains a "Tax Company" field with the value "3570 Department of Earl..." and a "Reporting Period End Date" field with the value "12/31/2010". There are also "Test online" and "Test background" buttons.

Another window titled "W-2 - Wage and Tax Statement (TEST run)" is also visible, showing a "Generate employee copy" checkbox which is checked. There are also "Test online" and "Test background" buttons in this window.



# Year to Date Manual Adjustments cont'd.

- Note:**  
If the Employer's state ID does not display, contact the Service Center.

1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld
a Employee's SSA number 500-10-1337	Employer use only
b Employer's FEI ID number 91-6001118	d Control number 40000387
c Employer's name, address, and ZIP code State of WA Department of Revenue PO Box 47462 Olympia WA 98504-7462	
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a See instructions for box 12
13 Statutory Employee Retirement plan Sick pay Third-Party Sick pay	12b
14 Other	12c
	12d
e Employee's first name and initial Last name Suffix REIA DOI 2848 FERRY ST LACEY WA 98503	
f Employee's address and ZIP code	
15 State OR	Employer's state ID 0419300-9
16 State wages, tips, etc.	25000.00
17 State income tax	375.00
18 Local wages, tips, etc.	
19 Local income tax	
20 Locality name	
Form OMB No. 1545-0045 <b>W-2 Wage and Tax Statement 2012</b> Copy C for Employee's records	
Dept. of the Treasury - Internal Revenue Service. This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.	

1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld
a Employee's SSA number 500-10-1337	Employer use only
b Employer's FEI ID number 91-6001118	d Control number 40000387
c Employer's name, address, and ZIP code State of WA Department of Revenue PO Box 47462 Olympia WA 98504-7462	
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a See instructions for box 12
13 Statutory Employee Retirement plan Sick pay Third-Party Sick pay	12b
14 Other	12c
	12d
e Employee's first name and initial Last name Suffix REIA DOI 2848 FERRY ST LACEY WA 98503	
f Employee's address and ZIP code	
15 State OR	Employer's state ID 0419300-9
16 State wages, tips, etc.	25000.00
17 State income tax	375.00
18 Local wages, tips, etc.	
19 Local income tax	
20 Locality name	
Form OMB No. 1545-0045 <b>W-2 Wage and Tax Statement 2012</b> Copy 2 To Be Filed With Employee's STATE Income Tax Return	
Dept. of the Treasury - Internal Revenue Service	

1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld
a Employee's SSA number 500-10-1337	Employer use only
b Employer's FEI ID number 91-6001118	d Control number 40000387
c Employer's name, address, and ZIP code State of WA Department of Revenue PO Box 47462 Olympia WA 98504-7462	

1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld
a Employee's SSA number 500-10-1337	Employer use only
b Employer's FEI ID number 91-6001118	d Control number 40000387
c Employer's name, address, and ZIP code State of WA Department of Revenue PO Box 47462 Olympia WA 98504-7462	

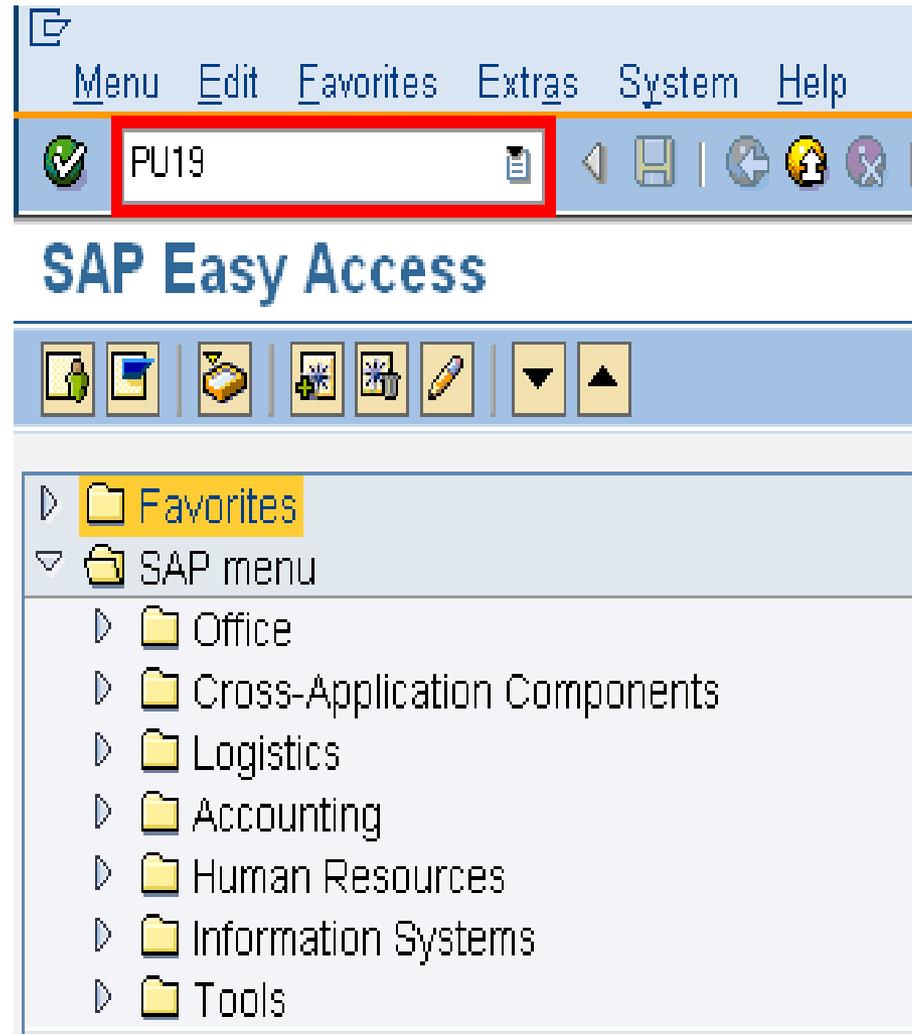


# **Manual Adjustments- Correcting & Deleting**



# Manual Adjustments- Correcting & Deleting

- To access the Tax Reporter enter the transaction code **PU19** (Tax Reporter)
- Click  (Enter) to access the **Tax Reporter**



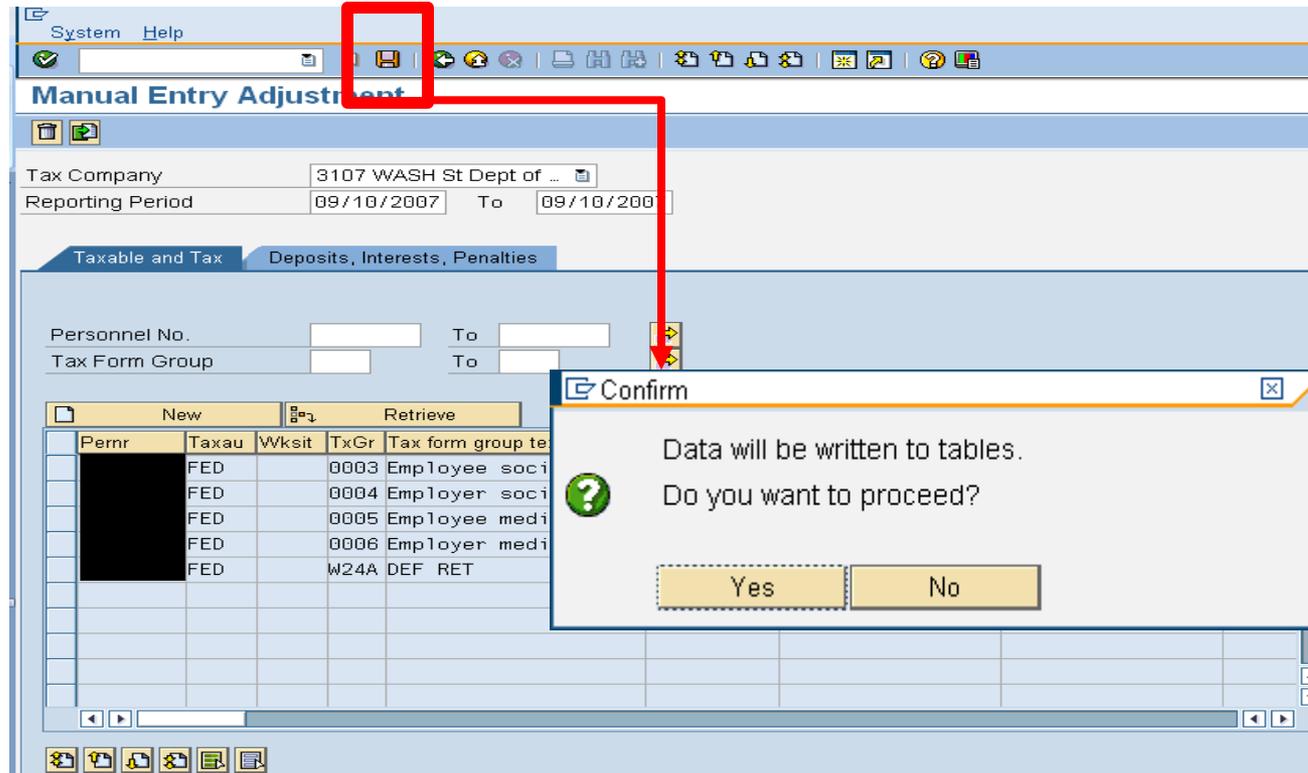
# Manual Adjustments- Correcting & Deleting cont'd.

The screenshot shows the Tax Reporter software interface. The 'Utilities' menu is open, highlighting 'Manual Entries'. The 'Manual Entries' sub-menu is also open, showing options like '1110 State of WA Depar...', 'Reporting Period End Date' (12/31/2008), and 'Consider Payroll Results up to' (12/31/2008). The 'Annual' folder in the left sidebar is expanded, showing 'W-2 - Wage and Tax Statement'. The main window displays 'W-2 - Wage and Tax Statement (PROD. run)' and 'W-2 - Wage and Tax Statement (TEST run)'. The 'Generate' section includes options for 'Employee copy', 'Magnetic media', and 'Authority copy', each with a 'Generate' checkbox. The 'Print' section includes 'Online', 'Background', and 'Print copies' options.

- Enter your Tax Company
  - Enter reporting period end date and consider payroll results up to
  - Click on the arrow next to **Annual**, select **W-2** Wage and Tax
- Utilities** → **Manual Entries**



# Manual Adjustments- Correcting & Deleting cont'd.



- Enter the correct amount in the Taxable or value field(s)
- Click  (Enter) to validate entries
- Click  (Save) to save entries



# Manual Adjustments- Correcting & Deleting cont'd.

- To delete an adjustment that has not been processed:
  - Highlight the entry
- Click  (Delete entries)
- Status bar will display how many entries were deleted

System Help

Manual Entry Adjustment

Tax Company: 3107 WASH St Dept of ...

Reporting Period: 09/10/2007 To 09/10/2007

Taxable and Tax Deposits, Interests, Penalties

Personnel No. To

Tax Form Group: W24A To

Pnmr	Taxau	Wksit	TxGr	Tax form group text	Pay date	Taxable or value	Tax	Ger
	FED		0003	Employee social sec...	09/10/2007	9.43-	0.58-	08/
	FED		0004	Employer social sec...	09/10/2007	9.43-	0.58-	08/
	FED		0005	Employee medicare t...	09/10/2007	9.43-	0.14-	08/
	FED		0006	Employer medicare t...	09/10/2007	9.43-	0.14-	08/
	FED		W24A	DEF RET	09/10/2007	9.66-	0.00-	08/

Number of deleted entries: 1



# HRMS Activity



Correct a Manual Adjustment  
Exercise



# Manual Adjustments- Offsetting entries



# Manual Adjustment- Offsetting entries

- Enter transaction code **PU19**
- Fields to complete
  - Tax Company
  - Reporting Period
- Select Utilities/ Manual Entries
  - Personnel Number

System Help

Manual Entry Adjustment

Tax Company 3106 WASH St Dept of SE

Reporting Period 01/01/2007 To 12/31/2007

Taxable and Tax Deposits, Interests, Penalties

Personnel No. To

Tax Form Group To

Pernr	Taxau	Wksit	TxGr	Tax form group text	Pay date	Taxable or value	Tax	Generat
	FED		0001	Withholding tax	12/26/2007	1,196.68	299.17	12/27/
	FED		0003	Employee social sec...	12/26/2007	1,248.50	77.41	12/27/
	FED		0004	Employer social sec...	12/26/2007	1,248.50	77.41	12/27/
	FED		0005	Employee medicare t...	12/26/2007	1,248.50	18.10	12/27/
	FED		0006	Employer medicare t...	12/26/2007	1,248.50	18.10	12/27/
	FED		W24A	DEF RET	12/26/2007	51.82	0.00	12/27/



# Manual Adjustment- Offsetting entries

- To offset the entries you will need to enter negative entries on the prior payroll.

System Help

**Manual Entry Adjustment**

Tax Company [ ]  
 Reporting Period 12/27/2007 To 12/27/2007

Taxable and Tax Deposits, Interests, Penalties

Personnel No. 1 To 99999999  
 Tax Form Group [ ] To [ ]

New Retrieve

Perm	Taxau	Wksit	TxGr	Tax form group text	Pay date	Taxable or value	Tax	Generat
[ ]	FED		0004	Employer social sec...	12/31/2007	1,258.64	78.04	01/30/
[ ]	FED		0006	Employer medicare t...	12/31/2007	1,258.64	18.25	01/30/
[ ]	FED		0004	Employer social sec...	12/31/2007	6,903.63		01/30/
[ ]	FED		0006	Employer medicare t...	12/31/2007	6,903.63		01/30/
[ ]	FED		0003	Employee social sec...	12/31/2007		168.14	01/30/
[ ]	FED		0004	Employer social sec...	12/31/2007	2,769.00		01/30/
[ ]	FED		0005	Employee medicare t...	12/31/2007		39.33	01/30/
[ ]	FED		0006	Employer medicare t...	12/31/2007	2,769.00		01/30/

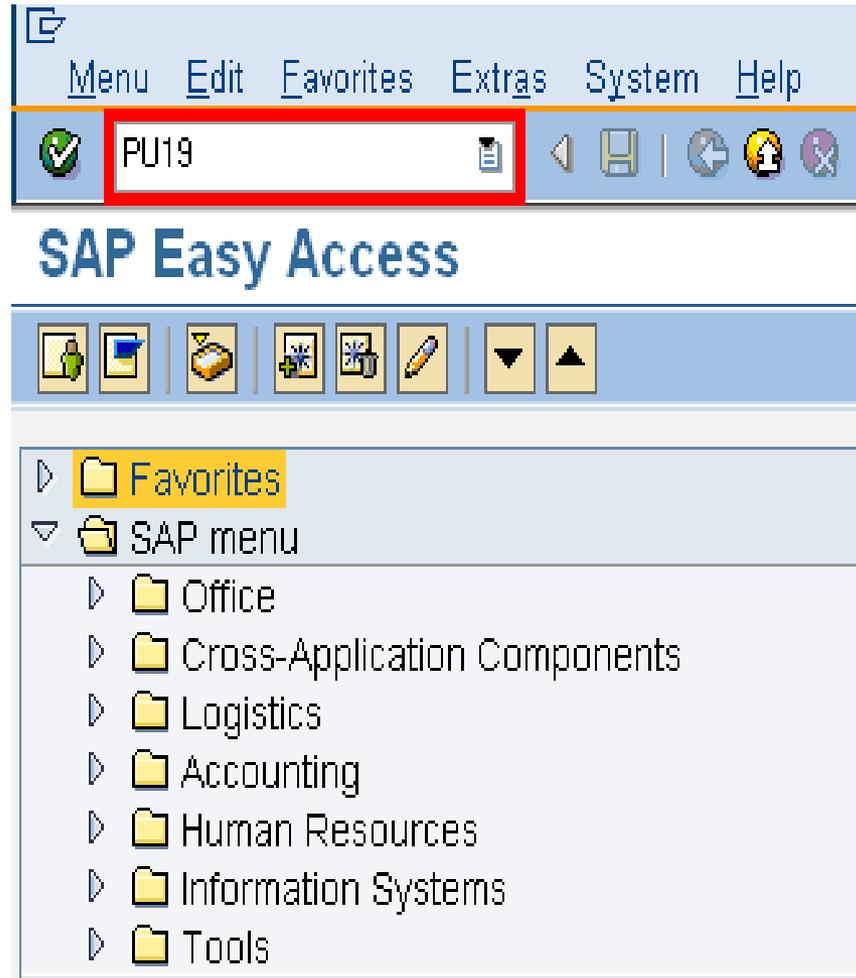


# Manual Deposits



# Manual Deposits

- Enter the transaction code **PU19** (Tax Reporter) into the command field
- Click  (Enter) to access the **Tax Reporter**



# Manual Deposits cont'd.

The screenshot shows the Tax Reporter software interface. The 'Utilities' menu is open, and the 'Manual Entries' option is highlighted. The 'Manual Entries' form is displayed, showing the following fields:

Tax Company	1110 State of WA Depar...
Reporting Period End Date	12/31/2008 01/01/2008 - 12/31/2008
Consider Payroll Results up to	12/31/2008

The 'Manual Entries' form is also highlighted with a red box. The 'Utilities' menu is also highlighted with a red box. The 'Annual' folder in the left sidebar is highlighted with a red box, and the 'W-2 - Wage and Tax Statement' option is selected. The 'W-2 - Wage and Tax Statement (PROD. run)' and 'W-2 - Wage and Tax Statement (TEST run)' tabs are visible. The 'Generate' section includes options for 'Employee copy', 'Magnetic media', and 'Authority copy', each with a checkbox to generate the respective copy. The 'Online', 'Background', and 'Print copies' options are also visible.

- Enter your Tax Company
- Enter reporting period end date and consider payroll results up to
- Click on the arrow next to **Annual**, select **W-2 Wage and Tax**
- **Utilities** → **Manual Entries**



# Manual Deposits cont'd.

- Select the **Deposits, Interests, Penalties** tab
- Click **Retrieve** to view any manual deposits
- Deposits will display, or you will receive:

✓ No entries found for specified selection/parameter

System Help

### Manual Entry Adjustment

Tax Company: 0130 Joint Transportation  
Reporting Period: 01/01/2008 To 12/31/2008

Taxable and Tax: Deposits, Interests, Penalties

Tax Form Group: [ ] To [ ]

New Retrieve

Info	Taxau	TxGr	Tax form group text	Pay date	Deposits	Interests	Penalties
☉☉				12/31/2008			
☉☉				12/31/2008			
☉☉				12/31/2008			
☉☉				12/31/2008			
☉☉				12/31/2008			
☉☉				12/31/2008			
☉☉				12/31/2008			
☉☉				12/31/2008			
☉☉				12/31/2008			
☉☉				12/31/2008			

✓ No entries found for specified selection/parameter



# Manual Deposits cont'd.

- Enter the deposit date
  - This should be the effective date of the IRS Payment
- Select the **Tax From Group** (multiple selection)
- Enter the Tax authority groups to adjust
- Click  (execute)

System Help

Manual Entry Adjustment

Tax Company 130 Joint Transportation

Reporting Period 12/26/2008 To 12/26/2008

Multiple Selection for Tax form group

Select Single Values **Select Ranges** Exclude Single Values Exclude Ranges

O.	Lower limit	Upper
	0001	0006

Multiple Selection for Tax form group

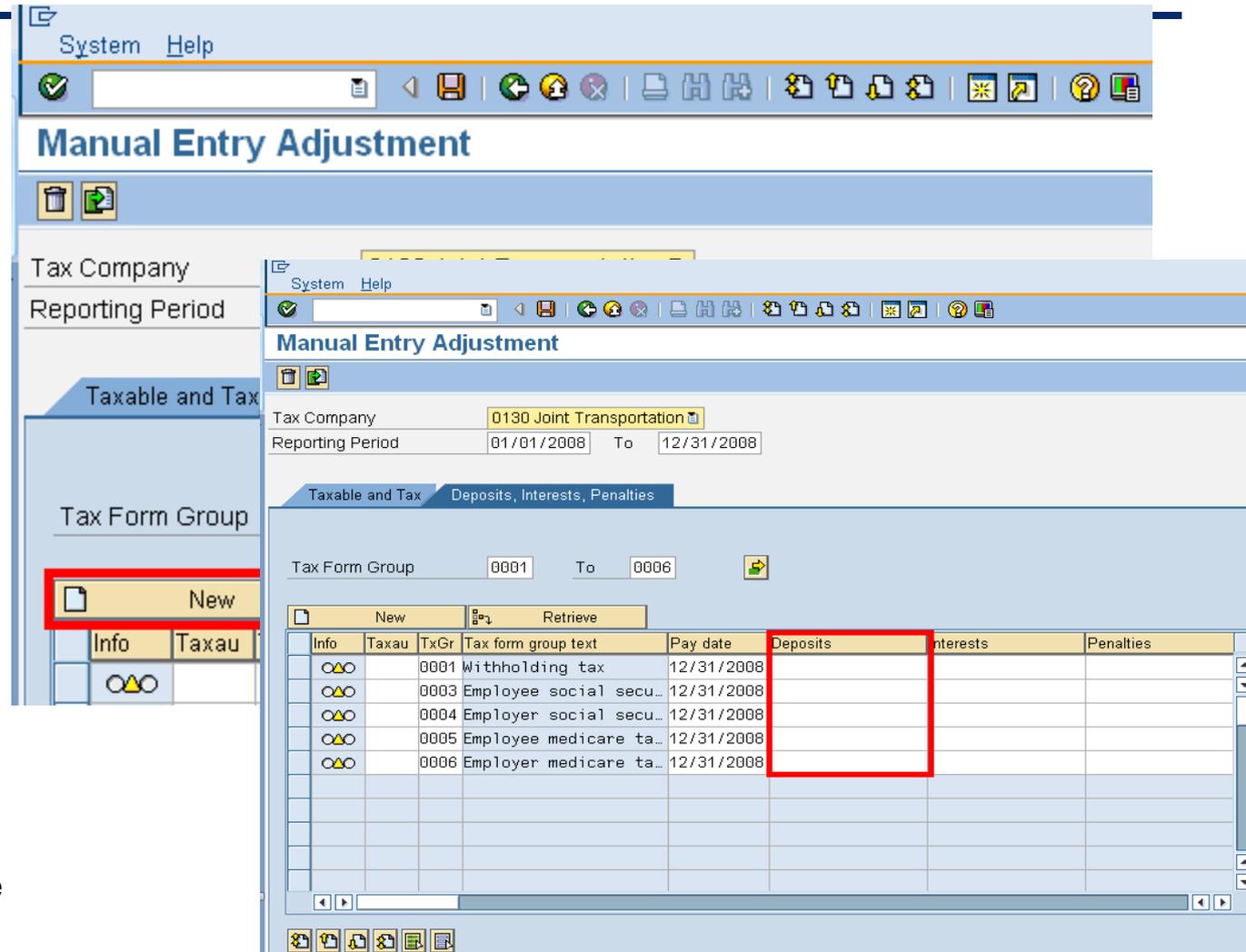
Select Single Values Select Ranges **Exclude Single Values** Exclude Ranges

O.	Sin...
	0002

execute icon

# Manual Deposits cont'd.

- Click  New
- Enter deposits into the deposits column
- Click  (enter)



System Help

Manual Entry Adjustment

Tax Company

Reporting Period

Taxable and Tax

Tax Form Group

New

Info Taxau

System Help

Manual Entry Adjustment

Tax Company 0130 Joint Transportation

Reporting Period 01/01/2008 To 12/31/2008

Taxable and Tax Deposits, Interests, Penalties

Tax Form Group 0001 To 0006

Info	Taxau	TxGr	Tax form group text	Pay date	Deposits	Interests	Penalties
		0001	Withholding tax	12/31/2008			
		0003	Employee social secu...	12/31/2008			
		0004	Employer social secu...	12/31/2008			
		0005	Employee medicare ta...	12/31/2008			
		0006	Employer medicare ta...	12/31/2008			

## Note:

Deposits are made at the tax group level **not** the employee level



# Manual Deposits cont'd.

- Verify the **info** column:

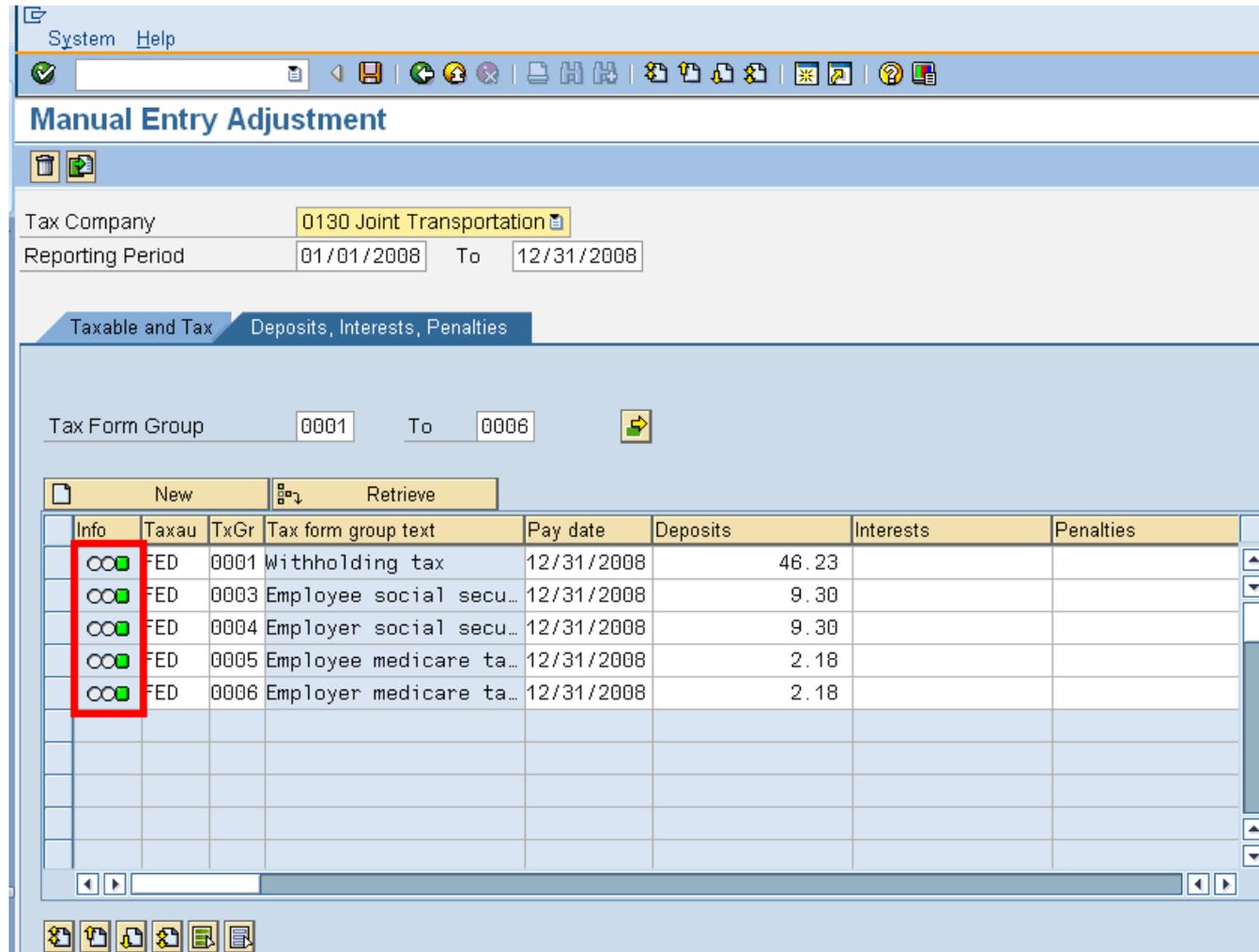
## Green light:

- Entries are permissible

## Red light:

- You have a deposit for the same date

- Click  Retrieve to save



Info	Taxau	TxGr	Tax form group text	Pay date	Deposits	Interests	Penalties
☺	FED	0001	Withholding tax	12/31/2008	46.23		
☺	FED	0003	Employee social secu...	12/31/2008	9.30		
☺	FED	0004	Employer social secu...	12/31/2008	9.30		
☺	FED	0005	Employee medicare ta...	12/31/2008	2.18		
☺	FED	0006	Employer medicare ta...	12/31/2008	2.18		

## Note:

After clicking Retrieve and yes, the green light will no longer display



# HRMS Activity



Create a Manual Deposit  
Exercise



# **Section 5: Common scenarios**



# Scenario 1: End of year underpayment

---

Employee was **not** paid through HRMS. Issued a petty cash check.

- **Adjustment are needed to :**
  - Increase the employee's W-2
  - Increase the employers 941
- **Note:** If the adjustment is made:
  - Before the **W-2** created and before the Form 941 has been sent; a W-2C or 941X is not required.
  - After the W-2 created but before the agency files the 4<sup>th</sup> 941; A W-2C is required but not a 941X
  - After the W-2 created and after the agency files their 4<sup>th</sup> Qtr 941; A W-2C and 941X is required.
- **Solution:** Two manual YTD adjustment entry will be required to reduce the agency liability and deposit in the current year and record the deposit and liability to the previous year.



# Scenario 2: Discrepancies in Reporting

---

- On **Jan 15, 2010**, the 4<sup>th</sup> Quarter Form 941 was run in production with an end date of **12/31/2010**. The Form 941 has **not** been filed with the IRS and there is **no** generation date entered.
- **Jan 20<sup>th</sup>**, Payroll is notified of a manual adjustment that has been excluded from the 4<sup>th</sup> Quarter 941 run-
  - A W-2c is needed as DES processed W-2s for the employee/employer shares.
- **Solution:**
  - Delete the **Production** run of Jan 15<sup>th</sup>.
  - Create the YTD adjustment for the employee
  - Rerun the 941 production run using the following dates:
    - **Dates of form generation:**
      - **Same** date as original run
    - **Consider Payroll Results up to:**
      - Enter a date that is **after** the original run (**1/1/2011**), but **before** the next payroll (**1/11/2011**)



# **SECTION 6: REPORTS**



# Reports

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- Payroll Results (**PC\_PAYRESULT**)
- Remittance Detail (**PC00\_M99\_URMR**)
- Wage Type Reporter (**PC00\_M99\_CWTR**)
- Wages not subject to OASI Medicare (**ZHR\_RPTPY632**)
- Payroll Posting (**ZHR \_RPTPY126**)
- Payroll Journal Voucher (**ZHR\_RPTPY376**)
- Negative Tax per Federal EIN (**ZHR\_RPTPY600**)
- Tax Exempt Status (**ZHR\_RPTPY661**)
- Payroll Journal (**ZHR\_RPTPYN33**)



# Payroll Results Table

- Used to view the stored payroll results for a specific payroll run.
- Refer to the OLQR User Procedure: **Payroll Results**
- Access the Payroll Results Table by using the transaction code **PC\_PAYRESULT**

The screenshot displays the SAP Payroll Results Table interface. The main window shows the following details:

- Personnel number:** 40000225
- Name:** RUTKOWERSKI WESLEY
- Seq.nr.:** 00063 (03/16/2008 - 03/31/2008)

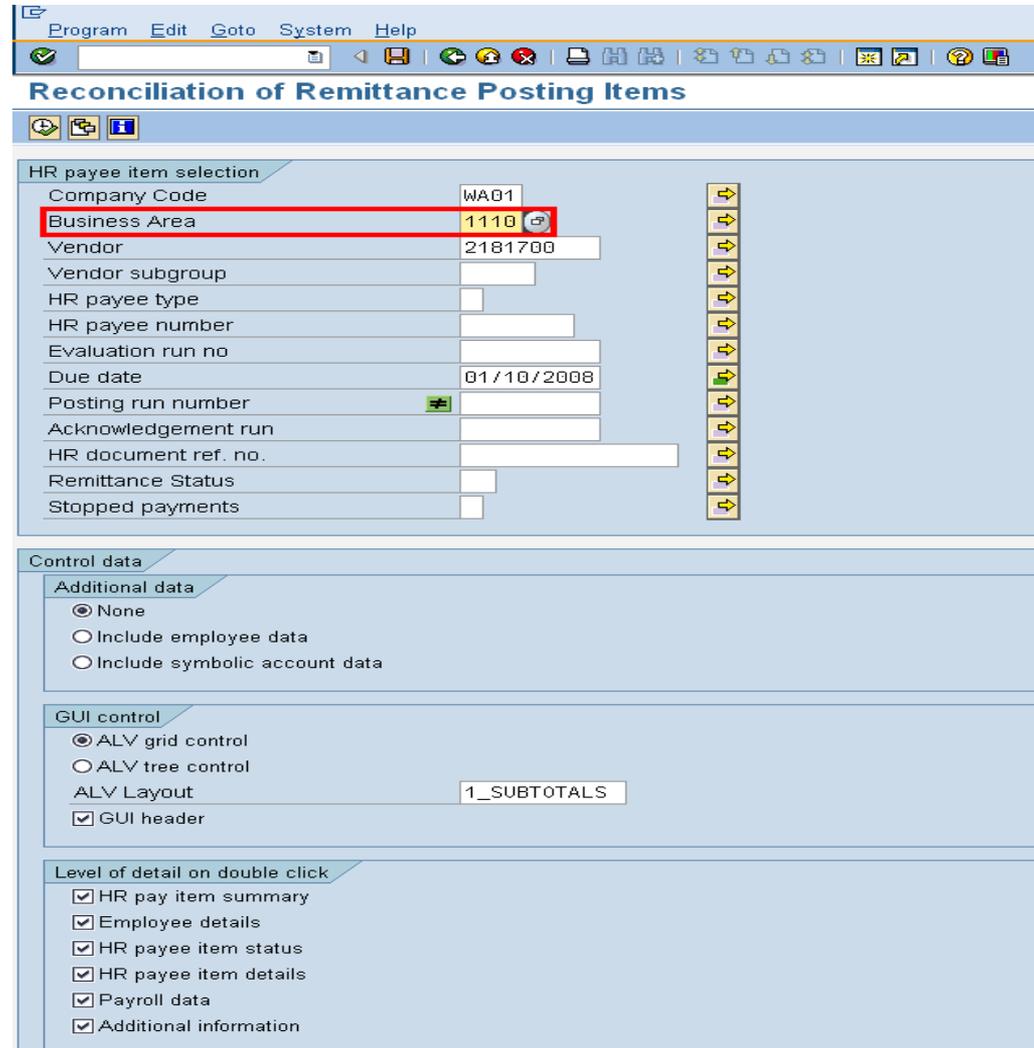
The table below lists the results for this personnel number:

Res.	Pers.No.	Name	Name	Name
11	40000225	RUTKOWERSKI WE	WPBP	Work Center/Basic Pay
11			RT	Results Table
11			RT_	Results Table (Collapsed Display)
11			CRT	Cumulative Results Table
11			BT	Payment Information
11			C0	Cost Distribution
11			C1	Cost Assignment from Different Infotypes
11			V0	Variable Assignment
11			AB	Absences
11			ABC	Cumulation of Absence Classes
11			VERSION	Information on Creation
11			PCL2	Update information PCL2
11			VERSC	Payroll Status Information
11			TAX	Employee tax details
11			TAXR	Residence and unemployment tax details
11			TAXPR	Tax proration table
11			TCRT	Cumulated tax results
11			NAME	Name of Employee
11			ADR	Address
11			PERM	Personal Characteristics
11			MODIF	Modifiers
11			COSTS	HR-PAY-US: table type for COSTS

# Remittance Detail Report

- *Is used to report 3<sup>rd</sup> Party Payments made to vendors.*
- Refer to the OLQR User Procedure:  
**3rd Party Reconciliation**
- Access the Remittance Detail Report using the transaction code **PC00\_M99\_URMR**

**Tip:** Utilize the State Wide Variants!!  
Click  (get variant) to access statewide variants



The screenshot shows the SAP 'Reconciliation of Remittance Posting Items' dialog box. The 'HR payee item selection' section contains the following fields:

Company Code	WAB1	
Business Area	1110	
Vendor	2181700	
Vendor subgroup		
HR payee type		
HR payee number		
Evaluation run no		
Due date	01/10/2008	
Posting run number		
Acknowledgement run		
HR document ref. no.		
Remittance Status		
Stopped payments		

The 'Control data' section includes:

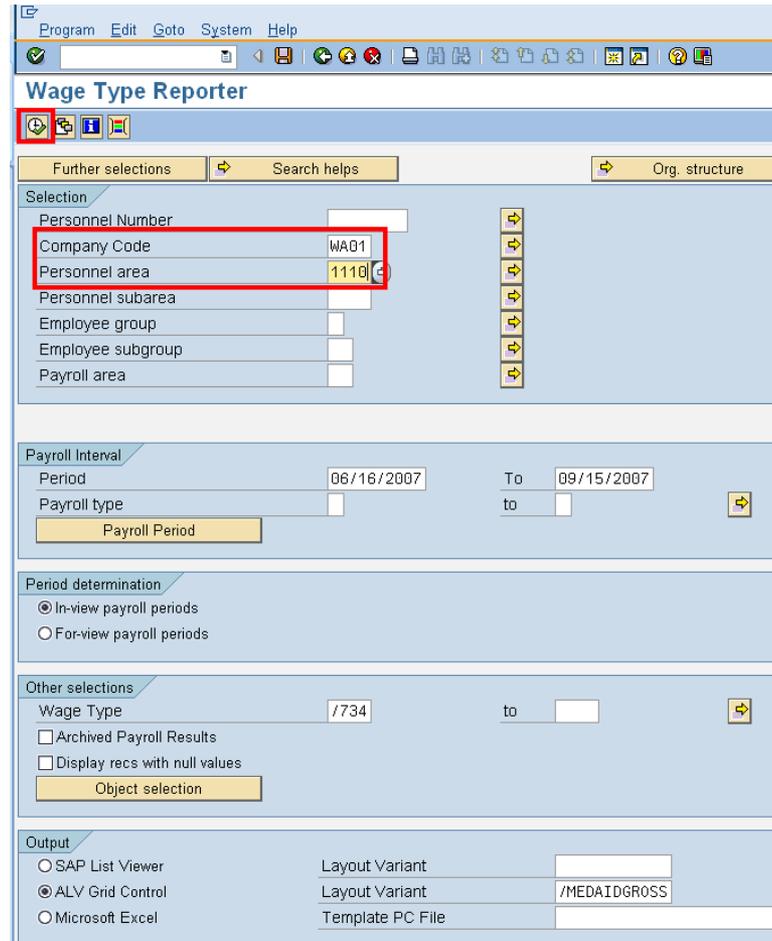
- Additional data:**  None,  Include employee data,  Include symbolic account data
- GUI control:**  ALV grid control,  ALV tree control, ALV Layout: 1\_SUBTOTALS,  GUI header
- Level of detail on double click:**  HR pay item summary,  Employee details,  HR payee item status,  HR payee item details,  Payroll data,  Additional information

# Wage Type Reporter

- Use Wage Type Reporter to run analysis on wage types used in the payroll process.
- Refer to the OLQR User Procedure: **Wage Type Reporter**
- To access this report, use the transaction code: **PC00\_M99\_CWTR**

## Tip:

Click  (get variant) to access statewide variants



The screenshot shows the SAP Wage Type Reporter interface. The 'Selection' section is highlighted with a red box, indicating the input fields for the report. The 'Company Code' is set to 'WA01' and the 'Personnel area' is set to '1110'. The 'Payroll Interval' section shows the period from '06/16/2007' to '09/15/2007'. The 'Period determination' section has 'In-view payroll periods' selected. The 'Other selections' section shows 'Wage Type' set to '/734'. The 'Output' section has 'ALV Grid Control' selected and the 'Layout Variant' set to '/MEDAIDGROSS'.

# Wages Not Subject to OASI/Medicare

- Displays employees who have wages not subject to OASI and Medicare.
  - Employees exempt from OASI.
  - Employees over OASI maximum
  - Sick leave buyout not subject due to death or disability
  - Dependant care
  - Pretax insurance
- Refer to the OLQR User Procedure: **Wages Not Subject to OASI/Medicare**
- Access the report using the transaction code **ZHR\_RPTPY632**

The screenshot shows the SAP transaction ZHR\_RPTPY632, titled "Wages Not Subject to OASI / Medicare". The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. Below the title bar, there are two buttons: "Further selections" and "Org. structure". The "Period" section contains a date range selector with a yellow highlight, a "To" field, and a "Payday" radio button. The "Payroll type" field has a dropdown arrow. The "Selections" section lists several criteria with dropdown arrows: "Personnel number", "Personnel area" (highlighted with a red box), "Personnel subarea", "Employee group", and "Employee subgroup".

# Payroll Posting Report

- The Payroll Posting Report displays all postable wage types and the associated General Ledgers and Cost Distribution.
- This report displays postable payroll entries and can be viewed after Day 1 – Day 4 processing.
- Refer to the OLQR User Procedure: **Payroll Posting Report**
- Access this report using the transaction code: **ZHR\_RPTPY126**

Program Edit Goto System Help

Payroll Posting Report

Payroll Period

Payroll Area 11 to

Pay Period 7 2008 to

Select by Person

Personnel Number to

Organizational Unit to

Select by Data

Business Area  to

Remitting Business Area to

Wage Type 2525 to 2538

Warrant / EFT # to

Display all Data for EE

Display all Bus. Areas for EE

Document

Run ID

Sequence

Sequential Number

ALV Variant

ALV Layout Variant /MDR

Read only fields in layout

# Payroll Journal Voucher

- Identifies transfers of cash between agencies and funds via Journal Vouchers, **Electronic Funds Transfers**,
- Refer to the OLQR User Procedure: **Payroll Journal Voucher**
- Access this report using the transaction code: **ZHR\_RPTPY376**

The screenshot shows the SAP 'Payroll Journal Voucher Report' interface. It features a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is divided into several sections:

- Period**: Payroll Area (11), Payroll Period (23 2008), Sequence No. (Testing) (empty).
- Period**: Pay Date (12/10/2008).
- Selection**: Business Area (1110), Report ID (1).
- Mode**:  Show Employee Level Detail.
- ALV**: ALV Report Layout (/100ATG JV).



# Tax Exempt Status

- The Tax Exempt Status report will identify employee's who exempt status is set to expire
- Run this report at Year End
- Refer to the **Tax Exempt Status** user procedure on the OLQR
- Access the report using the transaction code **ZHR\_RPTPY661**

The screenshot displays the SAP 'Tax Exempt Status Report' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title 'Tax Exempt Status Report' is centered. Underneath, there are navigation buttons for 'OrgStructure' and 'Search Help'. The 'Period' section shows 'Reporting Period' set to 'D Today'. The 'Selection Criteria' section includes fields for 'Personnel Number', 'Employment Status', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup', each with a corresponding dropdown arrow. The 'Program selections' section has 'Start Date' and 'Tax exemption indicator' (set to 'Y') with 'to' fields and dropdown arrows. The 'Output format' section shows 'SAP List Viewer' selected.



# *Additional Reports*

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- Output Controller (**SP01**)
- Logged Changes in Infotype Data (**S\_AHR\_61016380**)
- Flexible Employee Data (**ZHR\_RPTPAN02**)
- Federal Employer Identification Numbers (**ZHR\_RPTPY061**)
- Negative Tax per Federal EIN Report (**ZHR\_RPTPY600**)
- Employee Year to Date Totals (**ZHR\_RPTPY646**)
- Movement turnover report (**ZHR\_RPTPYU26**)



# Summary

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- Throughout the course, you have learned how to:
  - How to set defaults to your Tax Reporter
  - Define the Role of the Tax Reporter Processer
  - How to use Tax Reporter to help with Tax Reconciliation
  - The difference between test runs and production runs within the Tax Reporter
  - Identified how to use the Log Manager
  - List the reports available within HRMS to help with Tax Reporting
  - Completed extended scenarios



# *Questions and Answers?*

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# Resources

- ***The following resources are available for your use:***
  - Department of Enterprise Services' Service Center  
(360) 664-6400  
[ServiceCenter@DES.wa.gov](mailto:ServiceCenter@DES.wa.gov)
  - The Office of Financial Management  
<http://www.ofm.wa.gov/resources/payroll.asp>
  - The On-Line Quick Reference (OLQR)  
<http://www.DES.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx>
  - The State Administrative & Accounting Manual (SAAM)  
<http://www.ofm.wa.gov/policy/default.asp>
  - HRMS Resources  
<http://www.DES.wa.gov/payroll/HRMS/HRMSSupport/Pages/HRMSResources.aspx>

