



Datatech

Your Source For Ag Software



2025

Datatech's
PAYROLL TAX REPORTING
Year End Guide

Table of Contents

Prep Work	4
Year End Closing Checklist	4
Count Employees With YTD Wages	6
Year End Reviewing Employee Information	7
Consolidate Employee Accounts	9
Correcting Negative Wages	11
Review Wage Codes and Misc Deductions for W-2 Settings	11
Wage Types	12
Misc Deductions	12
Roth 401(k)	12
Optional Items	13
Include Fringe Benefits on Employees' Last Check of the Year	13
Tips for Year End Bonuses	14
Auditing Pre-Tax Wages	15
Audit Report for SQL Database Platform Customers	16
Auditing Pre-Tax/Adjustments with Non SQL Database	17
Review Health Insurance Benefit Records	18
Review Tax Liability vs. Payments	19
Payroll Tax Reports Control Center	19
Quarterly Closing Workflow	20
Archive & Clear the Quarter-to-Date Totals	22
Reports & Tax Forms	22

Year End Closing Workflow	23
Year-to-Date Wage Detail Report	23
Archive & Clear the Year-to-Date Totals	25
Reports & Tax Forms	26
Archive Error Report	27
Quarterly Reports	28
Edit/Print QTD Archive File	28
Taxable Wages By Quarter Report	29
Quarterly State Reports	30
Print Quarterly Payroll Report	32
Oregon Quarterly Reports	34
Washington Quarterly Reports	37
Generate Quarterly Electronic File	40
Arizona State Withholding Return	43
Federal Form 941	44
Year End Reports	52
Edit YTD Employee Archive	52
Wages/Withholding Tab	53
W-2 Information Tab	53
W-2 Box 14	57
Compile Deferred Comp (Pension Plans)	58
Edit W-2 Info... (Multiple Employees)	60
Print YTD Archive Report	60
Federal Form 943	61
Federal Form 940	68

Instructions for Balance Due Over \$500	72
Edit Additional W-2 Information	73
Compile DD Amounts	75
Importing Coverage	76
Print W-2's	78
W-3 Printing	81
W-2 Printing Tips	81
Restarting W-2 Printing	83
W-2 FAQ	84
Generate W-2 Electronic File	85
Generate Year End Electronic File Reference	86
Using Accuwage	88
Print W-2c's	88
Corrections to SSN	90
Correct Wages/Move Checks/Void Check	91
Arizona Form A1-R Information Return	91
Re-Issue Net Check for the Checkbook	92
Resources	94
Fix Employee Totals	94
Fixing Totals for the Quarter or Year	94
Fix Box 14 Totals	95
Changing the Current Quarter/Year	95
After Corrections Are Made	96
Re-closing through the Payroll Tax Reports Control Center	97
Year End FAQ	98

Prep Work

| Year End Closing Checklist

Prep Work

- Order W-2's and 1095 forms.
- Enter any Fringe Benefits on employees' last checks.
- Review Health Benefit Records.
- Review Employee List for any missing information or accounts to merge.
- Check special wage codes for appropriate W-2 box settings.
- Gather payment totals for each tax, audit any discrepancies, and make additional payments as needed.
- If you are multi-state: audit state totals and taxes (e.g. discrepancies between Arizona and California SDI).
- Verify your logins for uploading any electronic files (i.e. W-2's) are still valid.

Closing

- Use the Payroll Tax Reports Control Center to close the fourth quarter and year before the first payroll of the new year.

Quarterly Reports

- Quarterly State Reports – use for CA, OR, WA electronic filing and other states printed / generic report.
- State Quarterly Electronic file – all other states.
- Federal Form 941 if you have employees classified as such.

Year End Reports

- State reports as needed (California does not have any year end reporting).
- Federal form 943
- Federal form 940
- Edit W-2 information (compile DD amounts, HSA, etc.)
- Print W-2's for employees.
- Create W-2 electronic file, use Accuwage to check your file before uploading to irs.gov.
- Use W-2 electronic file for state annual filing (this only pertains to certain states).
- Print employee 1095's.
- Create 1094/1095 file for uploading to irs.gov.

Prep Work Resources

Review Instructions for Forms

While Datatech software completes most forms for you, you should be familiar with the details and instructions for completing the forms. This is especially true of rules regarding pre-tax deductions, fringe benefits and printing the cost of the employer sponsored health coverage on W-2's.

Instructions for the forms can be accessed from the respective website of the form (i.e. irs.gov for federal forms and edd.ca.gov for California forms).

940:

<https://www.irs.gov/pub/irs-pdf/i940.pdf>

<https://www.irs.gov/pub/irs-pdf/f940.pdf>

<https://www.irs.gov/pub/irs-pdf/f940sa.pdf>

941:

<https://www.irs.gov/pub/irs-pdf/i941.pdf>

<https://www.irs.gov/pub/irs-pdf/f941.pdf>

943:

<https://www.irs.gov/pub/irs-pdf/i943.pdf>

<https://www.irs.gov/pub/irs-pdf/f943.pdf>

W2 & Filing:

<https://www.irs.gov/pub/irs-pdf/iw2w3.pdf>

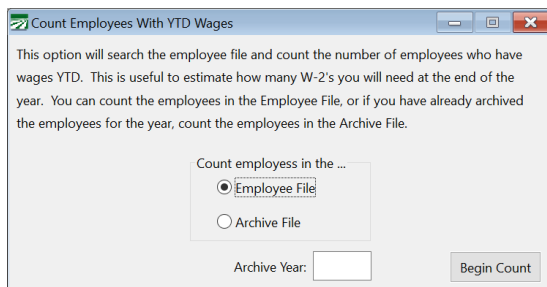
<https://www.irs.gov/pub/irs-pdf/fw2.pdf>

<https://www.ssa.gov/employer/bsohbnew.htm>

All annual payroll tax forms, 940, 943, Employee W-2 and W-2 upload to the SSA are due by or on January 31, 2025 for the 2024 tax year.

Count Employees With YTD Wages

This option is useful to find out how many W-2's you need to order. To use this option, go to **Payroll > Year End Tax Reporting > Count Employees With YTD Wages**.



Count employees in the...

If you have not archived employee totals, select the Employee File. If you have archived and started the new year, then you need to select the Archive File and enter the year to count.

Archive Year

Enter the year to count employees for.

Begin Count

Click to begin counting.

Need information on ordering W-2s?

[Click here to read our blog, W-2 Ordering Information.](#)

Year End Reviewing Employee Information

Before even beginning closing process, it would be beneficial to review your employee information to look for issues that may need to be corrected.



TIP This could include: Missing or incorrect information in the Employees Name, SSN or Address or duplicate employees.

Abbreviated/Detail Employee List

Go to **Payroll > Employee Lists > Abbreviated/Detail Lists.**

The screenshot shows the 'Employee List' window with the following settings:

- Print Order:** ☒ Alphabetic, ☐ Account #, ☐ Social Security #, ☐ Crew #/Alpha
- Wages Selection:** ☐ Quarter to Date Wages, ☐ Year to Date Wages, ☒ All Employees, ☐ Employees With Notes
- Select...:** ☐ Invalid S.S. #'s, ☐ Not Rehirable, ☐ Unverified S.S. #'s, ☐ Need I9 #, ☐ S.S. # Not Matched, ☐ Labor Analysis Report, ☐ H-2A Employees
- Employee Status:** ☐ Active, ☐ Inactive, ☒ All
- Employee Type:** ☐ Regular (941), ☐ Agricultural (943), ☒ All
- Report Type:** ☒ Abbreviated-Portrait, ☐ Custom, ☐ Abbreviated-Landscape, ☐ Detail
- Address Status:** ☐ Ok, ☒ All, ☐ Bad, ☐ Missing
- State:** [Dropdown], **State for Withholding:** [Dropdown], **Select by Check Issued After:** [Date]
- Crew ID:** [Text], **Starting Date Hired:** [Date], **Ending Date Hired:** [Date]
- Department:** [Text], ☐ Include Rehire Dates
- Employment Type:** [Text], ☐ Print Employee Notes, **Security Level:** [0]
- Filename:** [Text]
- Buttons:** Preview, Print Setup, Print, Cancel

Quick Review for Duplicate Employees

One way to review your employee list for duplicate employees, is to change the Print Order to Alphabetic and the Wage Selection to Year-to-Date Wages. The report can be previewed and scanned for obvious duplicates.

Employees with Missing/Incomplete SSN

To review just employees with missing or incomplete SSN's, select the option Invalid S.S.#'s. Then, you may want to search for these employees using the Search option to determine whether they have a duplicate account.

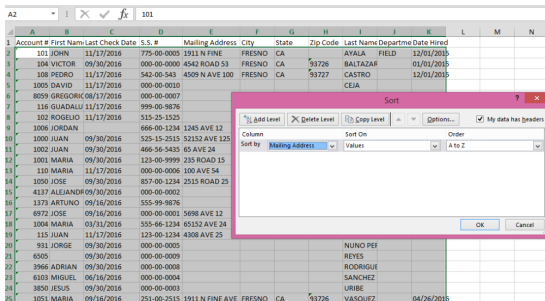
Exporting to Excel for further Sorting/Review

The Custom option in the Report Type allows you to select what information is printed and exported to Excel.

- After selecting the Custom option, click **Columns**. Then, enter a *Title* for your export. The options you select will be saved with this report name.
- Then click **Columns** and select the Columns you would like printed & exported to Excel.
- Click **OK** on the columns selection and **OK** on the Report settings to save your selections.
- Select the location where you want to save the Excel file and preview. The Excel file will open once the report is complete.

Sorting in Excel

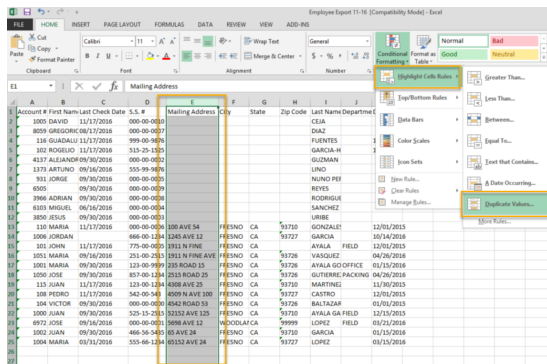
- To further sort your list in Excel, press {Ctrl + A} to select all entries.
- Then go to Data > Sort.
- Select the column you'd like to sort by. For example, to look for duplicate mailing addresses, you can select the respective column.



Highlighting Duplicate Values in Excel

A handy tool in Excel to look for duplicate values is the Conditional Formatting tool.

- To use this, highlight the cell you want to check for duplicate values.
- Go to Home > Conditional Formatting > Highlight Cells Rule.
- Select Duplicate Values.



Making corrections to SSN numbers

When making a correction to an employee's SSN #, you should always click on the Archive tab and review whether there have been prior quarter/years where the employee was reported under the incorrect SSN.



NOTE You are responsible for filing any amendments to prior filings if necessary.

Move Payroll Checks

If you have found duplicate employees and want to merge their checks to one file, see topic: [Consolidate Employee Accounts](#).

Consolidate Employee Accounts

If you have found duplicate employees and want to merge their checks to one file, go to **Payroll > Checks > Move Payroll Checks**.

Select the

- Employee you want to move checks off of,
- the dates to move
- and the Account to move the checks to.



NOTE After moving checks, you need to follow these steps to ensure taxable wages are correctly updated on check records.

1) Run the **Payroll Audit from Payroll > Utilities > Payroll Audit/Fix Options**. This will update each checks taxable wages to the new corrected totals.

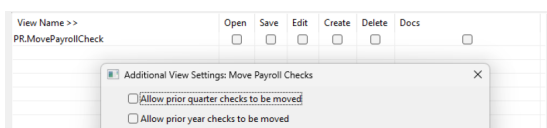
2) Use the **Fix Employee Totals utility** (from the same menu) to update any prior quarter totals, along with the current quarter Employee file totals.

(In the past, multi-state employers had to use the tool to change quarters and re-open and re-archive affected quarters. With the 2024 year-end update, this is no longer necessary and the fix totals can be used by all customers.)

Important:

- The program maintains a log of all checks that have been moved from one account to another. You can use the Transaction log and select "PRJNLHDR" as the file and Move as the transaction type to view this information.
- The security setup for this window allows you to prevent users from moving checks that are in prior quarters or years. You would add the Table Name PR.MovePayrollCheck. You can also allow this option, but disable the options to move

checks in prior quarters or years to prevent changes from occurring and not being reported.



- If you have moved checks in a prior quarter/year you must file corrections to any previously reported wages.

Correcting Negative Wages

We typically recommend when voiding a payroll check from a prior quarter, dating the void in the current quarter. This is usually offset by a re-issued check, making a 0 net change in the wages or deductions in the current quarter.

If a check is needing to be voided that is dated in a closed quarter, not to be re-issued, and the employee has no wages in the current quarter, then it should be voided in the prior quarter and an amendment filed.

For instructions on creating adjustments to the DE9 filing, see [Instructions for Completing the Quarterly Contribution and Wage Adjustment Form \(DE 9ADJ\)](#).

Review Wage Codes and Misc Deductions for W-2 Settings

The software will automatically update Box 12 and 14 boxes with required or optional information if set up on wage codes and deductions before archiving. See the W2 instructions linked above for specific instructions on these boxes.

Wage Types

Payroll Wage Types

Code: 4K Base Pay Type: Piecework ☒ Active

Description: 401(k) Deduction

Check Stub:

Check Stub Description: Bonus Spanish:

Summary Description: Summary Spanish Description:

Summarize To: <> ☐ Combine Lines with Different Rates on Summary

☐ H-2A Hours Offered/Not Worked

Check Calculations:

Overtime Factor: 1.00 ☒ Apply Factor to Wages Pair Code:

☒ Include in Regular Rate of Pay Calculations

Bonus Type: Production

Minimum Wage: No Shift Differential: 0.00

Tax Calculations:

☐ Memo Wages ☐ Withhold State Income Tax ☒ Withhold Local Tax

☐ Withhold Federal Income Tax ☒ Withhold SDI/F&ML ☒ Worker's Comp Expense

☒ Social Security/Medicare ☒ Subject to SUI Tax ☒ IRA/401(k) Wages

☒ Employer Social Security ☒ Subject to FUI Tax

W-2 Code, Box 12: D-401(k)

Other Income Type: None

Miscellaneous: C-Fringe GTL

Report Order: D-401(k), E-403(b), F-408(k)(6), G-457(b), H-501(c), L-Business Expense Reim., S-408(p), W-Employer HSA Contr., AA-Roth Contr. 401(k), BB-Roth Contr. 403(b), DD-Employer Health Coverage, FF-QSEHRA Reimb Plan

Pre-Tax Offset Code: 40

Export Wage Code:

g Unit Type: Pcs.

Save Clear

Wage Types are set up under the Payroll > Setup menu. If you have any wage types that require printing in Box 12, select the applicable code in the W-2 Code, Box 12. The most common is 401(k) income deferrals.

Misc Deductions

Description	Short Desc	GL P	Wage Type	Active	Calc.	Heading	Cost ID	Ex. 14 M App.	W-2 Box 14 Desc	W-2 Box 12 Code
1 Child Support										
2 Garnishment										
3 Health Insurance Pre Tax										
4 Health Insurance										
5 401(k)										
6 Gas Pension/Annuity										
7 Post-Tax 401(k) Contribution										
8 Roth 401(k) Contribution										

Miscellaneous Deductions are set up under the Payroll > Setup menu. If you have Roth 401(k) or would like to print employee deductions in box 14 you can edit the deductions as needed.

Roth 401(k)

Employee Roth 401(k) contributions are after tax, so there is no wage code used to offset deferred income. To have the application print the contributions in Box 12, you will need to set the W-2 Box 12 Code on the Misc Deduction to Roth 401(k).

See [IRS Roth Comparison Chart](#).

Optional Items

Box 14 allows for an employer to print any other information you want to give employees. Examples in the W2 instructions include union dues, uniform payments, health insurance premiums, and employee pension contributions.

There are 3 lines available in Box 14, so the system has a mapping to 14A, 14B and 14C for each line respectively. You may have multiple deductions set to the same line and the program will total all of the deductions. An example of this would be separate deductions for health insurance, vision and dental combined into one health contribution total.

After you have select the Box 14 Mapping, you can enter a description in W-2 Box 14 Desc to print on the line.

Example of Printed W2

11 Nonqualified plans <div>0.00</div>	12a See instructions for box 12 <div>D 270.00</div>
13 Statutory employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick pay <input type="checkbox"/>	12b
14 Other Health Ins Cont 180.00 Retirement Cont 270.00	12c 12d

Include Fringe Benefits on Employees' Last Check of the Year

If you need to include a fringe benefit in an employee's taxable wages, it is easier to do so by adding to an employee's check instead of editing their year to date employee totals after closing payroll.



EXAMPLE You may need to tax benefits for business expenses in excess of IRS limits or personal use of a business vehicle.

- First, make sure your Fringe Benefits Wage Type is set up correctly.
 - The *W-2 Code, Box 12* should be set to **None**.
 - *Other Income Type* should be set to **Taxable Fringe Benefits**.

- Then, add the Taxable Wages as a line item to the employee's last check of the year.



NOTE Fringe is not included in the paid wages, but will be added to the taxable wages.

[See Topic: Tips for Year End Bonuses](#)

Tips for Year End Bonuses

Deductions

If you need to turn off Deductions for bonus checks, the easiest method is to temporarily set the Deductions to Inactive.

- Go to **Payroll > Setup > Miscellaneous Deductions**.
- Un-check the **Active** setting for any/all deductions that don't need to be included on bonus checks (Insurance, Aflac, etc).

Withholding

The Check Entry does not automatically change the withholding method when using the Bonus (BO) Wage Type. When issuing Bonuses you may want to use the Supplemental Federal (22%) & State Withholding Rates (varies by state).

- After entering the Wages in Check Entry, click on the **Recap** tab.
- Then, click **Recalc** and answer **Yes** to “Use supplemental federal and state withholding rates”.

For more details, see our blog [Payroll Year End Prep - Bonuses & Fringe Benefits](#).

Auditing Pre-Tax Wages

If you have pre-tax deductions, you may want to audit the deductions total to the wage type total. This will ensure employee’s taxable wages are reported properly.

These totals could be incorrect if the pre-tax settings were not properly set up before a deduction began or if there were any errors on a particular check where the pre-tax wage didn’t match the deduction.

To audit the wage type totals to the deductions, use the Earnings Records report and include ‘Print Totals by Wage Type.’

Print Employee Earnings Records

Print Order:
☒ Alphabetic
☐ Account #
☐ Social Security #

Employees to Print...
☒ All Employees
☐ One Employee
☐ Multiple Employees

Name Key:

Employee Name:

Starting Date: 01/01/2016

Ending Date: 12/31/2016

Crew ID:

State to Print: AZ

Department:

Employee Type:
☒ All ☐ Regular (941) ☐ Agricultural (943)

☐ One Employee Per Page ☐ Print Hour Totals by Month
☐ Print Each Check ☒ Print Totals by Wage Type
☐ Print Line Item Detail ☐ Print H-2A Employees Only
☐ Print Voided Checks ☐ Exclude H-2A Employees

The deduction totals will appear under the Company totals on the right side of the report and the Wage Type totals to the left:

Company Totals:	26,187.87	165.27	26,353.14	273.80	451.04	7.72	0.00	23,716.03
			Soc Sec:	1,318.79	261.15	0.80	313.20	
			Medicare:	249.88		10.01		
						Garnishment:	80.00	
						Health Insurance Pre Tax:	205.00	
						401(k):	188.20	
						Disbursement:	200.00	
						Affac:	40.00	
Total gross wages by wage type:								
401(k) Deduction	\$188.20							
401(k) Other:	\$188.20							
DAY RATE	\$1,125.00							
Health Insurance Other:	\$205.00							
Pre Tax (CA125) Wages:	\$205.00							
Minimum Wage Adjustment:	\$25.68							
Overtime Premium:	\$117.77							
Overtime Hours:	\$142.50							
Placement:	\$502.00							
Regular Hours:	\$22,175.00							
Rest & Recovery:	\$77.94							
Salary:	\$1,850.00							
Sick Pay:	\$330.00							

Audit Report for SQL Database Platform Customers

If there is a discrepancy in the Wages vs. Deductions, to pinpoint the employee with the issue, SQL users can go to **Payroll > Utilities > Audit Pre-Tax Wage Adjustments/Deductions**.

Starting & Ending Date

Enter the Dates for the Year

Report Type - Deductions/Wage Adjustments

This will show discrepancies between the pre-tax adjustments and the deductions by check.



NOTE If you have any checks that need corrections, please contact the [Datatech Support Dept.](#) for assistance.

Practice Files Pre-Tax Deduction Audit Report								
Acct #	Check Date	Check#	Ded#	Ded Amt	Pre-Tax Adj	Difference	Deduction Wage Type	Check Wage Type
Lopez, Flora								
1255	03/28/2022	965780	4	108.75	0.00		108.75 CA	
Totals for 4 Kaiser EE				108.75	0.00		108.75	
1255	03/28/2022	965780	5	50.65	0.00		50.65 CA	
Totals for 6 Dental				60.65	0.00		60.65	
Totals for Lopez, Flora				169.40	0.00		169.40	
Report Totals				169.40	0.00		169.40	

Report Type -Taxable Wages by Wage Type

This report prints a Summary by Employee and Wage Type to show the taxable wages for each tax and the corresponding W2 box number where the totals will be reported.

December 2021 Webinar Taxable Wages by Wage Type Audit Report											
Wage Type	Description	Gross Wages	Federal Wages (112-Box 1)	FICA Wages (112-Box 2)	S.S. Wages (112-Box 3)	Medicare Wages (112-Box 4)	State Wages (112-Box 15)	SD Wages (112-Box 16)	Local Wages	Other Wages	Total Wages
WEBINAR, WAGE # 1											
41	REG. SALARY	270.00	0.00	0.00	0.00	0.00	270.00	270.00	270.00	270.00	270.00
42	REG. SALARY - Wages	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43	REG. SALARY - Wages	270.00	0.00	0.00	0.00	0.00	270.00	270.00	270.00	270.00	270.00
44	REG. SALARY - Wages	5,240.00	0.00	0.00	0.00	0.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00
45	REG. SALARY - Wages	23.50	0.00	0.00	0.00	0.00	23.50	23.50	23.50	23.50	23.50
Totals		6,453.50	0.00	0.00	0.00	0.00	6,453.50	6,453.50	6,453.50	6,453.50	6,453.50
WEBINAR, WAGE # 2											
41	REG. SALARY	800.00	0.00	0.00	0.00	0.00	800.00	800.00	800.00	800.00	800.00
42	REG. SALARY - Wages	2,400.00	0.00	0.00	0.00	0.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00
Totals		3,200.00	0.00	0.00	0.00	0.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00

Auditing Pre-Tax/Adjustments with Non SQL Database

- Run the **Labor Analysis Report** for the
 - **Year,**
 - **Pre-Tax Wage Code**
 - **Summarize by Employee Account.**

Webinar Training Files Labor Analysis Report													
Starting Check Date: 01/01/2022 Ending Check Date: 12/31/2022 Wage Type: 401(k) Deduction													
Acct #	Check	Chk Date	Day	Crwd ID	G/L #	Cost ID	Job ID	Type	Units	P101 Hour	Rate	Amount	Rate/ Hour
Total for Empl Acct # 101 AYALA, JOHN									4.00	0.00		114.82	0.00
Total for Empl Acct # 1009 AYALA GARCIA, JUAN JOSE									5.00	0.00		50.00	0.00
Total for Empl Acct # 1087 MENDOZA, MARIA									2.00	0.00		30.00	0.00
									11.00	0.00		194.82	0.00
Total # of Employees: 3 Total # of Checks: 11													

- Run the **Custom Miscellaneous Report** for the
 - **Year,**
 - **Deduction**
 - **Summary**

Webinar Training Files
Miscellaneous Deduction Report

Starting Date: 01/01/2022
Ending Date: 12/31/2022

Acct #	S	S #	Employee Name	Last Rehire Date	Crew ID	Check Date	Check #	5401(K) C
1000	654-00-1987		AYALA GARCIA, JUAN JOSE					50.00
101	775-00-0005		AYALA~, JOHN					114.82
1057	000-00-0015		MENDOZA, MARIA					30.00
Report Totals:								194.82

Total # of Employees: 3



TIP If you have any discrepancies, you can run both reports again and export to Excel. When sorted by account number, you can compare or do a formula to locate which employees have differences. Contact the Datatech support department, so we can assist you in correcting the check(s).

Review Health Insurance Benefit Records

If you have Datatech's HR program, you should review the health insurance benefit records for accuracy. The covered months and costs for health insurance are compiled in Box 12 on the W-2's.

- In your HR program, go to **Health Insurance > Benefit Eligibility Review**.
- Use the **Coverage As Of** date and **Status** to filter to each month in the year.
- Compare the records to your health insurance invoices to ensure the records accurately reflect the coverage of each month.

Benefit Eligibility Review

Starting Eligible Date: / / Coverage Start On: / / Coverage As Of: 01/01/2023 Status: ALL Dept:
Ending Eligible Date: / / Coverage End On: / / Ending Date Offset: 0 Medical Plan: ALL ☐ Show Inactive

Coverage in Year:

Empl #	Last Name	First Name	Date Eligible	Date Offered	Start Date	End Date	Pre-Enroll	Insurance Co	Insurance Plan	Declined
1000	CLAM	JOSE	01/01/2023	01/01/2023	01/01/2023	12/31/2023	<input checked="" type="checkbox"/>	BASIC	BASIC	<input checked="" type="checkbox"/>
1000	LOPEZ	JOSE	01/01/2023	01/01/2023	01/01/2023	12/31/2023	<input type="checkbox"/>	BASIC	BASIC	<input type="checkbox"/>

Edit... Add Decline... Set Dates... Merge Print... Create Enrollment... Check Status Mfg... Customize Preview Export



TIP If you do not use Datatech software to manage your health insurance records, you may want to get a head start on compiling this information to manually update the W2 records.

Review Tax Liability vs. Payments

Wage & Tax Summary

The Wage & Tax Summary provides a break down of paid wages, taxable wages for each tax and the employee and employer portions. This report will include the 940 Credit Reduction if you have the Accrue Credit Reduction setting enabled.

Tax Liability Report

The Tax Liability Report provides detailed information on your Federal and State payroll tax liabilities. This is needed because the IRS, and most states, require that you make periodic deposits of payroll taxes when the amounts reach a certain limit.



NOTE The Tax Liability Report does not include the 940 Credit Reduction, as the liability for this tax does not get calculated until the end of the year.

Makes Payments as Needed

Use the EFTPS and your state's payment website to make any additional payments needed to balance to your liability. Check the current years payment and filing due dates for the 940 Credit Reduction.

Payroll Tax Reports Control Center

The **Payroll Tax Reports Control Center** incorporates all of the Quarterly and Year End Payroll Closing steps on one screen. This window is designed to take you step by step through the closing process, marking each step Completed once it is done.

This window will also display the totals of each report to assist you in verifying the accuracy of the totals that are archived for generating tax reports. If there are any discrepancies in the Employee Wage Detail Report totals, the program will automatically run the **Fix Employee Totals Utility** to correct the totals.

Go to **Payroll > Payroll Tax Report Control Center**.

Quarterly Closing Workflow

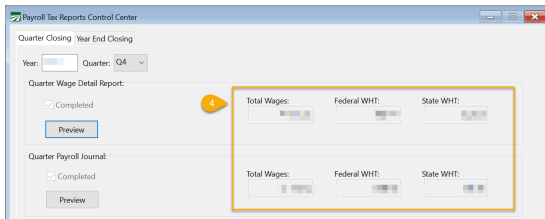
Quarter Wage Detail Report/Payroll Journal

1. Enter the **Year** and select the **Quarter** that you are closing.
2. Click **Preview** in the **Quarter Wage Detail Report** section. The program will generate the Employee Wage Detail report for all employees with year-to-date wages. At the end of the report, you will find totals for the quarter and year-to-date. The Quarter-to-Date Wages will automatically be updated on the Payroll Tax Reports Control Center window.



NOTE The Preview window for the report will be minimized. To view / print the report, click Print Preview on your Taskbar.

3. Next, click **Preview** in the **Quarter Payroll Journal** section. The program will generate a summary Payroll Journal for the quarter. The Payroll Journal totals will be updated on the Payroll Tax Reports Control Center window.

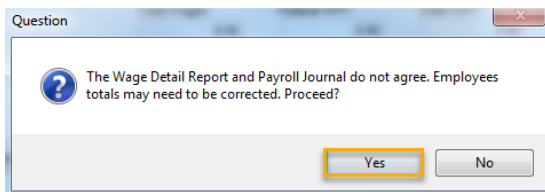


4. Verify the totals of the **Wage Detail Report** and **Payroll Journal** on the Payroll Tax Reports Control Center. You can also review totals using the reports you printed.

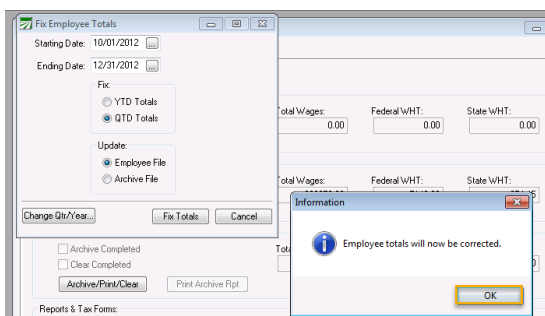
5. If the totals agree, you may proceed with the closing process. If totals do not agree, follow these instructions:

What to Do if Totals Do Not Agree

The program will warn you if the totals do not agree and ask if you want to proceed with correcting the totals.



- Answer **Yes** to proceed to the *Fix Employee Totals* window. When you click Yes, the wages will be removed from the Quarter Wage Detail Report section of the Payroll Tax Reports Control Center.
- The program will prompt you to proceed with fixing the totals. Click **OK** to continue with the fix.



- Once the Fix is complete, click **Preview** in the **Quarter Wage Detail Report** section again. The wages will be updated on the Payroll Tax Reports Control Center. If they match the Payroll Journal totals, you can proceed with your closing.

Archive & Clear the Quarter-to-Date Totals

6. Click **Archive/Print/Clear** in the Archive & Clear Quarter to Date Payroll section.
 - a. The employee wages will be updated to the Archive,
 - b. Current quarter totals in the Employee File will be cleared,
 - c. And the current quarter will be advanced to the next quarter.

7. A *Print Preview* of the Archive File Report will be minimized. Click on the Print Preview in your Taskbar to view and print the report.
8. Verify the Archive totals completed successfully on the Payroll Tax Reports Control Center.

Reports & Tax Forms

9. You may now print your State Quarter Report, Federal Form 941, or generate the Electronic Filing (Magnetic Media) file at your convenience.



NOTE If you will be printing the reports at a later time, you may return to the Payroll Tax Reports Control Center, select the Year and Quarter, and your totals will be displayed on the window for you to verify before printing/generating reports. You can print the archive report again by clicking Print Archive Rpt.

Additional Help for printing your quarterly federal/state reports and generating the



Magnetic Media files is available in your Datatech Help file.

Year End Closing Workflow

If you start the Year End Closing Workflow immediately upon completing the Quarterly Closing, you can simply click on the Year End Closing tab to begin. However, if you closed this window, you will need to:

1. Go to **Payroll > Payroll Tax Report Control Center**.
2. Re-enter the **Year** and select the **Quarter** on the Quarter Closing tab.
3. Then open the **Year End Closing** tab.

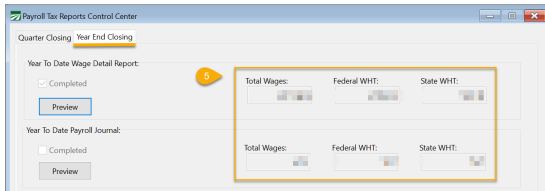
Year-to-Date Wage Detail Report

1. Totals will already appear in the *Year-to-Date Wage Detail Report* section because this report was run for the Quarter Closing. If totals already appear on the window, you don't need to preview the report again.

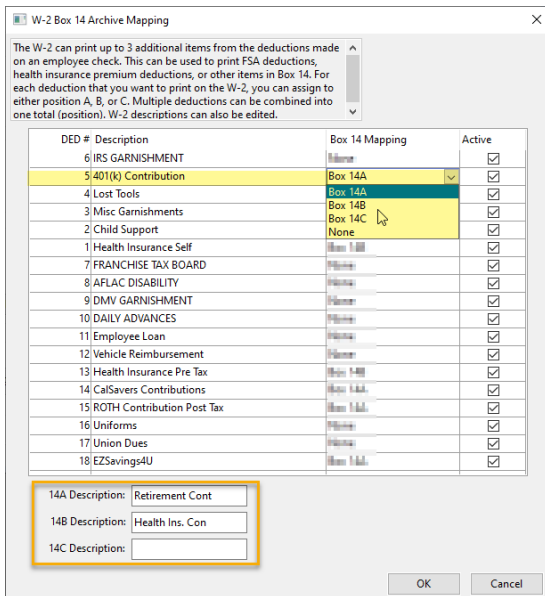
2. Click **Preview** in the **Year-to-Date Payroll Journal** section. The program will generate a summary Payroll Journal for the year. The Payroll Journal totals will be updated on the Payroll Tax Reports Control Center window.

3. The **Preview** of the report will be minimized. To view/print the report, click **Print Preview** in your Taskbar.

4. **Verify the totals** of the Year-to-Date Wage Detail Report and Payroll Journal on the *Payroll Tax Reports Control Center* or by reviewing the printed reports.



5. If the totals agree, you may proceed with the closing process. If not, you will be prompted to fix employee totals, the same way as described in the Quarter-to-Date Closing instructions.



6. **Box 14-Other:** If you include 100% of a vehicle's annual lease value in the employee's income, it must also be reported here or on a separate statement to your employee.

You may also use this box for any other information that you want to give your employees.

- Click Box 14 Mapping to label each item you would like to include, examples include state disability insurance taxes, union dues, health insurance premiums deducted, etc...
- Enter your line 14 Descriptions.
- In the Box 14 Mapping column, label the items you would like to include by selecting Box 14A, Box 14B or Box 14C.
- Click Ok when finished.

Archive & Clear the Year-to-Date Totals

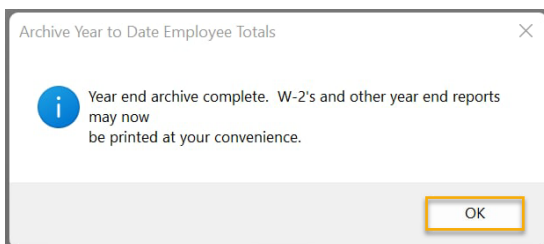
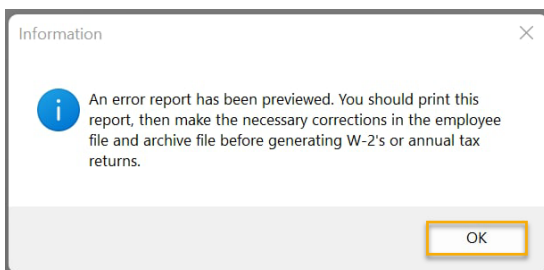
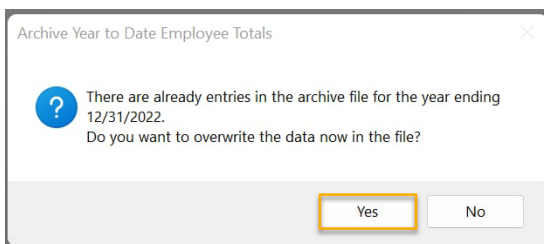
7. Click Archive/Print/Clear in the Archive & Clear Year-to-Date Payroll section.

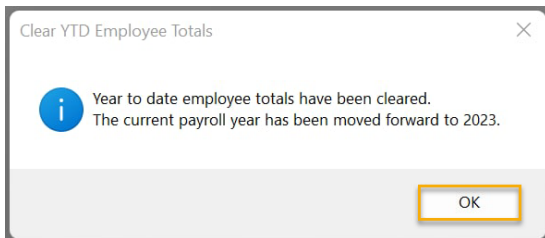
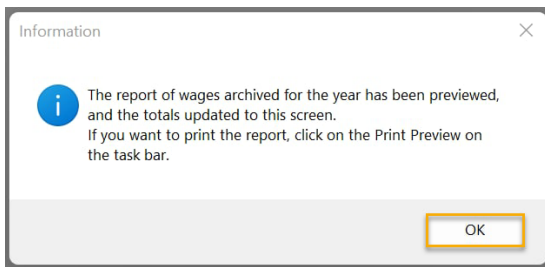


NOTE During the process of clearing year-to-date totals, any employees who have enrolled in a retirement plan through the HR program will have their *total deducted to date* contribution amounts cleared for the year.

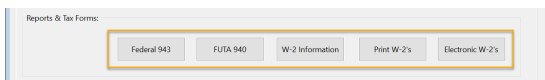
8. A Print Preview of the Archive File Report will be minimized. Click on the Print Preview in the Taskbar to view and print the report.

After you answer the following prompts, the employee wages will be updated to the Archive, the current year totals in the Employee File will be cleared, and the Current Year will be advanced to the next year:





Reports & Tax Forms



9. You may now print your Federal and State reports at your convenience. If you will be printing the reports at a later time, you may return to the *Payroll Tax Reports Control Center* to print them. Upon returning you must select the **Year** and **Quarter** on the *Quarter Closing* tab, click on the **Year End Closing** tab, and then your totals will be displayed for you to verify before printing/generating reports.

Additional Help for the Year End Tax Reports may be accessed from your Datatech Help files.

Helpful Links

[Federal 943](#)

[FUTA 940](#)

[W-2 Information](#)

[Print W-2s](#)

[Electronic W-2s](#)

Archive Error Report

When either the Quarter or Year is archived the software will display an error report of potential issues with the Employee information. Some of this information may need to be corrected before you submit electronic files.

Errors include:

- Invalid SSN , may be any field that is incomplete or is filled in with 0's, '666'in the first field, and any # starting with 9. Electronic files may be generated with invalid SSN's, however the software will not include any number if it is invalid. Invalid #'s will also not print on the Employee's W-2 form.
- Missing Mailing Address, City, State or Zip.
- Invalid characters in the Employee Name (such as a zero instead of the letter O) and punctuation marks that are not allowed (. , ' " / - are allowed). Invalid characters may prevent electronic files from being uploaded.
- Negative wages or tax deductions. You can't report negative wages for an employee (see section on correcting negative wages).

Quarterly Reports

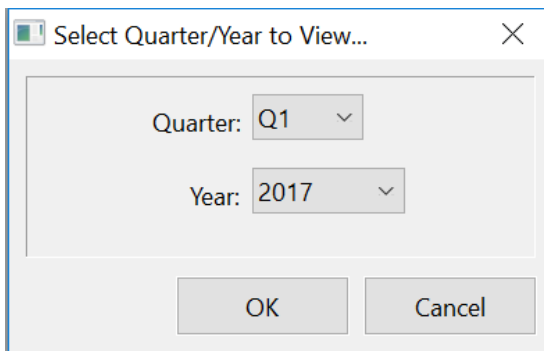
Edit/Print QTD Archive File

The payroll system saves each quarters totals in an archive file, which is then used to print quarterly reports and generate electronic report files to submit to the state. At times it may be necessary to manually edit the information in the archive file (for instance, to correct an employee name, social security number, or wages to be reported, etc.) There is also an option to print a report of the information in the quarterly archive file to verify the totals that are going to be reported.

If you need to edit an employee's Name or SSN, you can do this through the Employee file window and the Archive record will be updated.

It is recommended that any edits to wages be done through a payroll check entry. If you need to edit the Archive record, please consult with Datatech Support to review the circumstances and best procedures to edit the totals.

Go to **Payroll > Quarterly Tax Reporting > Edit QTD Archive File**. The program will first ask you for the quarter and year that you want to view:



The screenshot shows a standard Windows-style dialog box titled "Select Quarter/Year to View...". It contains two dropdown menus. The first is labeled "Quarter:" and has "Q1" selected. The second is labeled "Year:" and has "2017" selected. Below the dropdowns are two buttons: "OK" and "Cancel".

After you select the quarter and year, the *Quarterly Employee Archive* window will appear:

If you do make changes to an employees Archive file, click **Save** before closing the window to save the changes.



WARNING If you re-open a quarter and re-archive or Fix Totals to the Archive, the records will be updated based on the employee file and check records when archiving. So, if you have made any manual edits to the archive file, they will be over-written.

Print Report

Click **Print Report** to open the *Print Quarterly Archive File Report* window. You can also go to **Payroll > Quarterly State Reporting > Print QTD Archive File Report**.

Change Qtr/Year

If you need to change the Qtr/Year you would like to view, click **Change Qtr/Year**.

Taxable Wages By Quarter Report

The Taxable Wages by Quarter Report lists wages which are subject to one of the following taxes: FICA, SUI, FUI, or SDI. A total for each employee in each quarter is printed.

This report can assist you in determining your payroll tax liability for these taxes for any given quarter.

Go to **Payroll > Quarterly Tax Reporting > Taxable Wages by Quarter**.

Tax to Print

Select either FICA, SUI, FUI, or SDI.

Tax Year

Enter the calendar year to print the report for. This defaults to the current calendar year.

State

Enter the two-letter postal abbreviation for the state to print. Leave it blank to print all employees.

Print Totals Only

Select this box to print only totals for all employees, instead of individual totals for each employee.

Select Employees

Select either All, Regular (941), Agricultural (943), or H-2A.

Quarterly State Reports

The *Print Quarterly Payroll Report* option provides a printed report of quarterly totals and generates the electronic files for certain states, as indicated below. Prior to printing the quarterly report, you must archive the quarterly employee totals. The quarterly state reports use the information in the quarterly archive file to print the report. You can print quarterly reports at any time after you have archived the employee totals. That means you can archive the totals, close the quarter, and proceed with payroll for the next quarter. Then, you can print quarterly reports at any time.

This report is used to generate the electronic files for the following states:

STATE	TYPE OF UPLOAD FILE
AZ	CSV
CA	XML
HI	CSV
OR	CSV
WA	CSV

The *Generic Report Format* for this option can be used to manually complete your reporting for the following states:

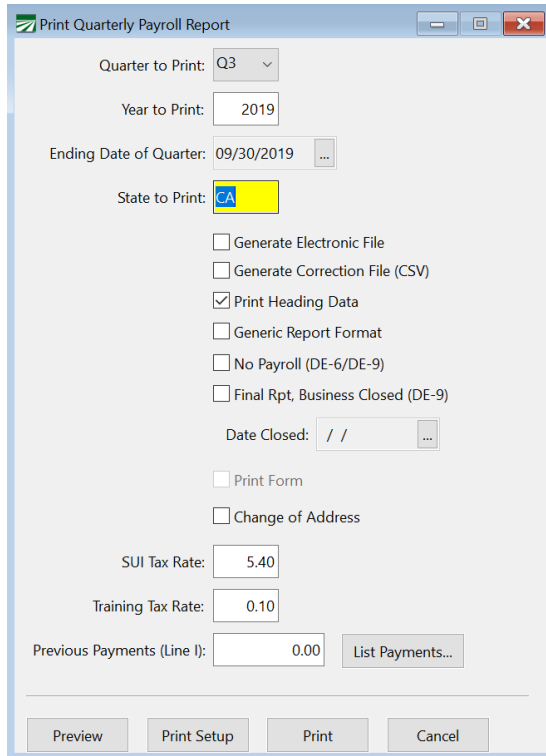
STATE	TYPE OF UPLOAD FILE
AR	printed report only
DE	none
IA	printed report only
* MT	ICESA
NJ	printed report only

* Use Federal W-2, 1099 formats

Other states supported by Datatech software should use the [Generate Quarterly Electronic Files](#) option to export the necessary format for your state.

Print Quarterly Payroll Report

Go to **Payroll > Quarterly Tax Reporting > Quarterly State Reports**.



Quarter to Print / Year to Print

Select which quarter and enter the year that you want to print the report for. The ending date of the quarter will be displayed.

State to Print

Enter the postal abbreviation of the state you want to print. If you have employees in different states, this will allow you to print different reports for each state.

Generate Electronic File

For California Electronic Filers, select this box to create the XML files for the DE-9 and DE-9C for submission through the EDD's e-Services website. When this box is selected, the program will print an Electronic File Report at the end of the DE-9 with the location and file names of the generated files and payroll totals needed for submission.

The XML files will be generated and compressed into ZIP files. Upload the compressed ZIP files to the state e-Services web site, not the XML files. A tutorial for uploading your quarterly report electronic files can be found in the section [Upload DE 9 and DE 9C to the EDD](#).

Print Heading Data

Select this box to print your company name and address information. Deselect the box if this information is already pre-printed on the forms (if any).

Generic Report Format

Select this box if you want to print a generic report that can be used to fill in your state form. For many states, the payroll system will print on the state form, but if that is not available for your state, you can print the generic report to assist you in filling out the state form.

No Payroll (DE-6/DE-9)

Select this box if you did not have any payroll for the quarter.

Final Rpt, Business Closed (DE-9) / Date Closed

If necessary, select these boxes and the appropriate boxes will be checked on the California DE-9 form. Enter the date your business closed below.

Print Form

This box is used for the Michigan quarterly report. If you are printing the report on a preprinted form, leave this box deselected. Otherwise, select this box and the program will print the form on blank paper and fill it in.

Change of Address

Select this box if your address has changed since submitting the previous quarter's report.

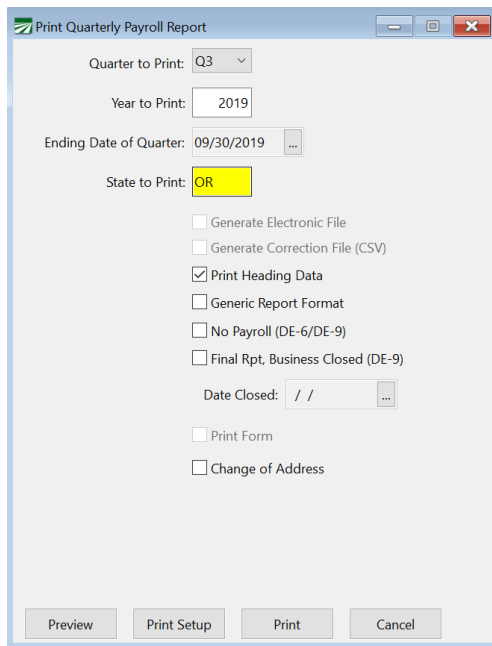
Previous Payments (Line I)

Fill in these items for the California DE-9.
Oregon Quarterly Reports

Oregon Payroll Reporting System (OPRS)

You can generate files for Form 132, Schedule B, and OQ from the Print Quarterly Payroll Report window. As of October 1, 2019, Form 132 and Schedule B files can be uploaded to the OPRS web site. It will also generate printed reports according to the blank paper specifications provided by Oregon.

Go to **Payroll > Quarterly Tax Reporting > Quarterly State Reports**.



1. Select the Quarter and enter the Year you are reporting.
2. Enter OR in State to Print. (You do not need to select any other options before previewing to generate the files.)
3. Click Preview, the Oregon Form-OQ window will appear.
4. Enter the amount of taxes you have paid for the quarter by tax type and click **ok**.



NOTE As of October 1, 2019, the OPRS is not able to upload files for Form OQ. You can enter tax rates into the Oregon Form-OQ window that will print the form. Then you can use those pages to assist you when entering this information manually into OPRS.

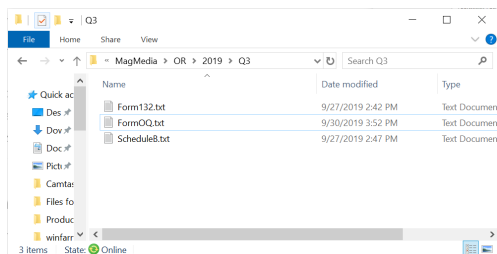
5. Print these files or save them digitally for your records.
6. Then carefully review and confirm all information is correct before uploading these files to the OPRS.

When you click Preview or Print, the program will generate all three files for reporting: Form 132, OQ, and Schedule B.

Your file explorer will automatically open to where the newly generated files are saved. Leave this window up for quick access when uploading. You can drag-and-drop the files directly into the OPRS.

Where to Find the Generated OPRS Files

When you generate these files, they will automatically be saved in “MagMedia\OR\YYYY\Q#” (under the main data folder).



Ready to Upload to OPRS?

Please check all information on the printed copies of the reports before uploading files to the OPRS. Then verify the correct data has been uploaded as you go through the wizard.

[Oregon Payroll Reporting System](#)

Reminder: When prompted for OQ information, this must be done manually at this time. Refer to your printed form for wage and payment information.

Entry Method

Once you are in the OPRS, the Form 132 – Entry Method screen will ask how you would like to complete your Form 132. Select Import data from an outside source.

Importing Selections

The screenshot shows the 'Form 132 - Importing' screen. At the top, a progress bar indicates the current step is 'Importing'. Below the progress bar, a message states 'Fields marked with an * are required'. The main instruction is 'Select a file to import by clicking on the browse button:'. There are three red annotations: 1. A box labeled 'Choose the Form 132.txt file from your File Explorer' with an arrow pointing to the 'Choose File' button. 2. A box labeled 'Select Delimited Text (ASCII) in the Data Format.' with an arrow pointing to the 'Delimited Text (ASCII)' option in the 'Data Format' dropdown. 3. A box labeled 'Do NOT change the column order.' with an arrow pointing to the 'Column Order' section, which lists fields: LBN, Last Name, First Name, Middle Initial, Hours Worked, Wages Paid, State Withholding, and Date Withholding. The 'Sample Format' section shows a table with these columns. The 'Field Separator' is set to comma. The 'Field Delimiter' is set to space. The 'Delimiters on Headers' checkbox is checked. The 'Implicit Decimal in Wages' checkbox is unchecked. The 'Middle Initial' checkbox is checked. The 'Hours Worked' checkbox is checked. The 'Wages Paid' checkbox is checked. The 'State Withholding' checkbox is checked. At the bottom, there are 'Back' and 'Import' buttons.

On the Form 132 – Import screen and Schedule B – Import screen, you will choose Delimited Text (ASCII) for the Data Format. Then you will choose the corresponding .txt file.

Do not change the column order.

Click Import in the bottom right corner of the page to upload the file to the OPRS web site.

Washington Quarterly Reports

Washington has 3 different reports you should submit each quarter

- Quarterly State Tax Report
- [Washington F&ML/LTC report](#)
- [WA Industrial Insurance Report](#)

See the instructions below for generating the Quarterly State Tax Report for WA.

Quarterly State Tax Report for WA

1. Go to **Payroll > Quarterly Tax reporting > Quarterly State reports**.
 2. In the *Quarter to Print* field, select the quarter you want to print from the drop-down menu. The *Year to Print* field will default to the year you are currently in.
 3. In the *State to Print* field, enter WA.
 4. Select the **Print Heading Data** checkbox.
 5. Click **Preview**. The path/filename will automatically populate to save in the magmedia folder. Be sure to make note of the path/filename for your records so that you know where to locate it when you are ready to upload.
-

Print Quarterly Payroll Report

2 Quarter to Print: Q4

Year to Print: 2024

Ending Date of Quarter: 12/31/2024

3 State to Print: WA

☐ Generate Electronic File
☐ Generate Correction File (CSV)
 4 ☒ Print Heading Data
☐ Generic Report Format
☐ No Payroll (DE-9)
☐ Final Rpt, Business Closed (DE-9)

Date Closed: / /

☐ Print Form
☐ Change of Address

Path/Filename:

5 Preview Print Setup Print Cancel

State to Print: WA

☐ Generate Electronic File
☐ Generate Correction File (CSV)
☒ Print Heading Data

5 Path/Filename:

Preview Print Setup Print Cancel

6. To upload the report, go to the [Employment Security Department](#) for Washington.

7. When uploading the file, it will ask for the number of employees who worked each month. To get the monthly numbers, select the **Generic Report Format** checkbox in the *Print Quarterly Payroll Report* window.
8. Click **Preview**.

State to Print: WA

☐ Generate Electronic File
☐ Generate Correction File (CSV)
☐ Print Heading Data
☒ **Generic Report Format**
☐ No Payroll (DE-9)
☐ Final Rpt, Business Closed (DE-9)
 Date Closed: / /
☐ Print Form
☐ Change of Address

Path/File name: \\DT-VMSEVER\TestFiles\winfarm\WEBINAR_DAY1\MagMedia\WA202

Preview Print Setup Print Cancel

9. In the PDF preview of the report, go to page 2 and look for the number of employees who worked during the pay period.

Print Preview

Magens test files
Quarterly Totals for Washington
Quarter Ending: 12/31/2024
Page # 2

State ID #	Month 1	Month 2	Month 3
Federal ID # 98-5456768			
Number of employees who worked during the pay period including the 15th	1	0	0
Total wages paid	1,440.00		
Wages over SUI Limit (\$8000)	0.00		
Taxable SUI Wages:	1,440.00		
SUI Tax (0.6%)	8.64		
Total state income tax withheld	0.00		
Total state liability:	8.64		
Total local tax withheld:	120.00		

Generate Quarterly Electronic File

From this window you can generate Electronic Reporting files for the following states:

STATE	TYPE OF UPLOAD FILE
AL	MMREF
CO	ICESA
FL	Custom Fixed Length
GA	ICESA
ID	ICESA
IL	ICESA
IN	ICESA
KS	MMREF
KY	ICESA
LA	MMREF
MA	ICESA
MD	ICESA
MI	Custom Fixed Length
MN	ICESA
MO	ICESA

STATE	TYPE OF UPLOAD FILE
MT	ICESA
NC	MMREF
NE	MMREF
NM	ICESA
NV	MMREF
NY	MMREF
OH	ICESA
OK	ICESA
PA	ICESA
SC	ICESA
TN	ICESA
TX	ICESA
UT	MMREF
VA	ICESA
VT	ICESA
WI	ICESA

Go to **Payroll > Quarterly Tax Reporting > Generate Quarterly Electronic Files.**

The screenshot shows a Windows-style dialog box titled "Generate Quarterly Electronic File". It has the following fields and controls:

- Quarter to Print:** A dropdown menu showing "Q1".
- Year to Print:** A text box containing "2014".
- Ending Date of Quarter:** A text box containing "03/31/2014" with a small calendar icon to its right.
- State:** A dropdown menu showing "AZ".
- Destination drive/path:** An empty text box with a folder icon to its right.
- Buttons:** Three buttons at the bottom: "Print Setup", "Generate", and "Cancel".



NOTE Prior to printing the quarterly report, you must archive the quarterly employee totals. The quarterly state reports use the information in the quarterly archive file to print the report. Quarterly reports can be printed at any time after you have archived the employee totals. That means that you can archive the totals, close the quarter, and proceed with payroll for the next quarter.

Quarter /Year to Print /Ending Date of Quarter

Select the calendar quarter and tax year to print. The Ending Date of the Quarter will be displayed.

State

Select the State to generate from the list.

Destination drive/path

The program will automatically create a new folder for each quarter and year reported in the data folder. This keeps an archive of files that have been reported. You can change the destination if you choose.

Print Setup

A Magnetic Media report will be provided with the location of the saved file and report totals. You may click on the Print Setup to change the printer.

Generate

Click on the Generate button to create the file. A box will appear for you to verify and/or edit your company information that will be included in the report file.

Arizona State Withholding Return

You can use this option to calculate and print the quarterly Arizona withholding return, form A1-QRT.

Go to **Payroll > Quarterly Tax Reporting > Arizona State WHT Report.**

To print this form:

Quarter /Year to Print /Ending Date of Quarter

Select the calendar quarter and tax year to print. The Ending Date of the Quarter will be displayed.

Prior Payments for Quarter

Enter any payments you have made to the State of Arizona for taxes withheld this quarter.

Type of Depositor

Select Quarterly, Monthly or Semi-Weekly depositor.

Update Tax Liability

If the tax liability does not appear, click on this button to update the totals. The total tax liability by month should be the same as the tax liability on the left side of the screen.

Preview/Print

The report is printed on blank paper, with the image of the Arizona form. If the pre-printed Arizona form does not print, contact Datatech support.

Federal Form 941

Form 941 is a Federal tax form for the reporting of wages, Social Security, Medicare and Federal income taxes. All regular (non-agricultural) wages are reported on this form.

The entire form can be printed on blank paper so that you do not have to transfer totals to the form you receive in the mail. The program will automatically compile the wage and tax information, and you can then enter on the screen various adjustments and other information needed before printing the final form.

If you need to report your tax liability by month in Part 2, or if you are a semi-weekly depositor, the program will also compile your tax liability information from the paychecks issued during the quarter.



NOTE You will need a list of the tax deposits you have made for the quarter you are processing. You can use the Vendor Check Inquiry window (**Payables > Inquiry > Checks**) to get a list of payments.



NOTE Make sure you include payments for the current quarter only, excluding any payments that may have been made in the first month of the quarter for the prior quarter, and including any payments made in the month following the quarter for the last month of the quarter you are processing.

Keep in mind that while the program has made the process of filling out the Form 941 easier, Datatech cannot be held responsible for any errors you might make in your tax reporting. Therefore, please make sure you have a correct understanding of reporting requirements and procedures.

Before you can print this form, these items must be completed:

- Verify quarter-to-date wage and deduction totals.
- Archive employee totals for the quarter.
- Make sure the legal name of your company has been entered in the system file if it is different than your trade name.

Accessing Federal Form 941 in the Program

It is recommended that you open the 941 from the *Payroll Tax Reports Control Center*. Go to **Payroll > Payroll Tax Reports Control Center**.

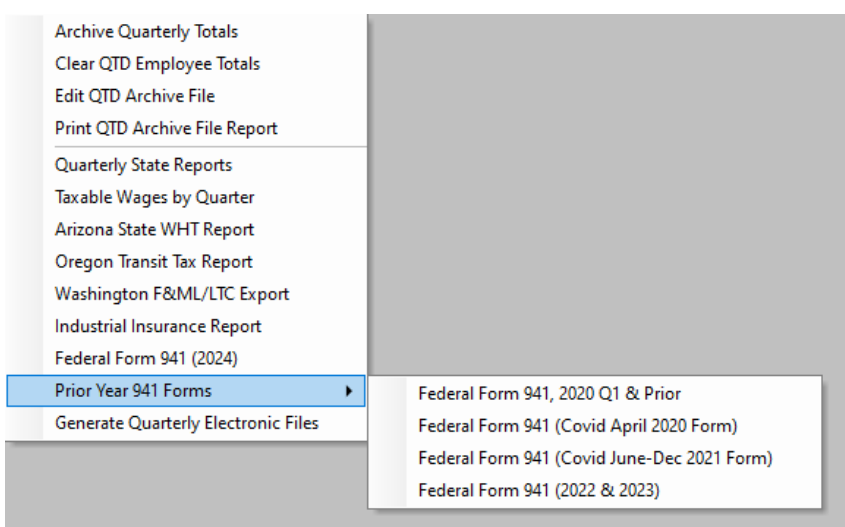
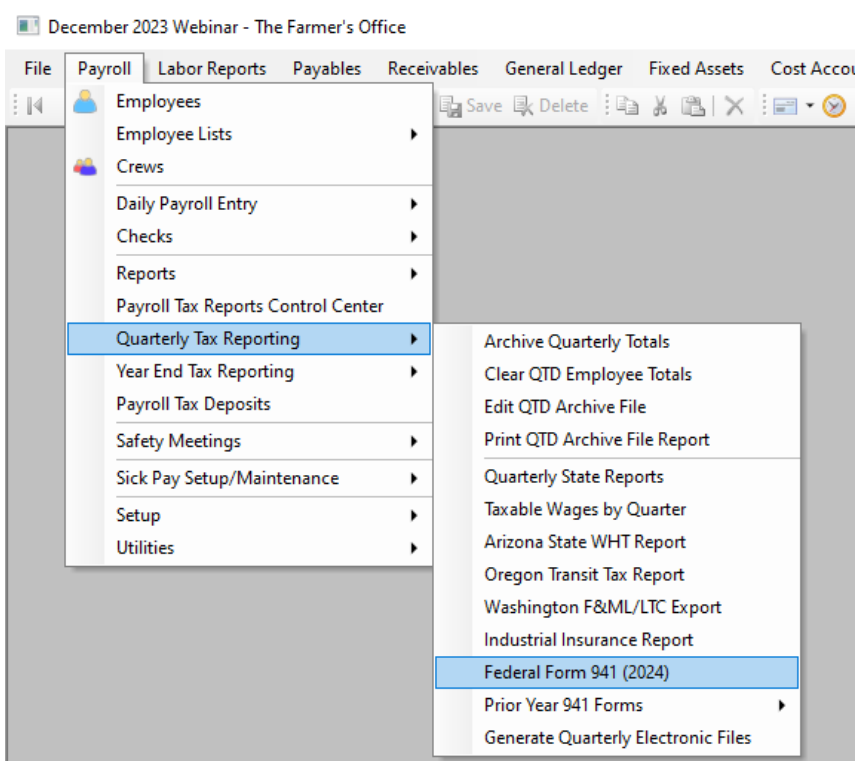
1. Under the *Quarter Closing* tab, enter the current year in the *Year* field.
2. In the *Quarter* field, select the current quarter from the drop-down menu.
3. Click **Federal 941** at the bottom of the window.



NOTE If you are running the 941 for a previous quarter, the software will change the entry form to the prior format.

The image displays two screenshots of the 'Payroll Tax Reports Control Center' window. The top screenshot shows the 'Quarter Closing' tab selected. It features a 'Year' input field (callout 1) and a 'Quarter' dropdown menu (callout 2). Below these is a 'Quarter Wage Detail Report' section with a 'Completed' checkbox and a 'Preview' button. To the right is a 'Total Wages' input field. The bottom screenshot shows the same window with the 'Reports & Tax Forms' section visible. It contains buttons for 'Taxable Wages By Qtr', 'State Reports', 'Electronic QTR Filing', and 'Federal 941' (callout 3). Above these buttons are 'Print Archive Rpt' and 'Print Archive Rpt' buttons.

You can also access the 941 by going to **Payroll > Quarterly Tax Reporting**. From here, you can select the form for the current year or for previous years.



Whether you use the *Payroll Tax Reports Control Center* or the *Quarterly Tax reporting* menu option to access the 941, the following window will open:

Print Form 941 (Tax Year 2024)

Form 941, 2024 | Form 941 (Cont'd) | Schedule B

STEP 1 Quarter to Print: Q1
 Year to Print: 2024
 Ending Date of Quarter: 03/31/2024

Buttons: List Payments, Calculate Totals

Wages & Taxes:

STEP 2

1. Number of Employees: 0

2. Wages, tips, and other compensation: 0.00

3. Total income tax withheld: 0.00

4. No wages subject to Social Security or Medicare tax: ☐

5a. Taxable SS Wages: 0.00

5b. Taxable SS Tips: 0.00

5c. Taxable Med Wages, Tips: 0.00

5d. Add'l Medicare Tax W/H: 0.00

5e. Total social security and Medicare Taxes: 0.00

5f. Sec. 3121(q) Notice-Tax due on unreported tips: 0.00

6. Total taxes before adjustments: 0.00

7. Current quarter's fraction of cents: 0.00

8. Current quarter's sick pay: 0.00

9. Current quarter's adj for tips & gtl: 0.00

Total Adjustments: 0.00

10. Total taxes after adjustments: 0.00

Payments:

STEP 3

10. Total taxes after all adjustments: 0.00

11. Qualified S.B. Payroll Tax Credit: 0.00

12. Total Taxes After Adj and Credits: 0.00

13a. Total deposits for quarter, incl overpayments: 0.00

14. Balance due: 0.00

15. Overpayment: 0.00 ☐ Apply to next return ☐ Refunded

Button: CONTINUE -->

Step 1

Quarter to Print/Year to Print /Ending Date of Quarter

Select the calendar quarter and tax year to print. These fields will already be pre-populated if you have accessed the form via the Payroll Tax Reports Control Center; the Ending Date of the Quarter will be displayed. Then click **Calculate Totals**.

You may now print the form as a worksheet, verify that the wages and taxes being reported are correct, and then proceed to fill out the balance of the form and print a final copy.

Step 2

Current Quarter's Fractions of Cents

Enter any adjustment to the total tax due for rounding differences. To reduce the tax due, enter the adjustment with a minus (-) sign.

Current Quarter's Sick Pay

If you have a sick pay adjustment to make, enter it here. If you have any questions about this entry, please consult with your accountant.

Current Quarter's adjustment for tips & gtl

If you have an adjustment for these items, enter it here. If you have any questions about this entry, please consult your accountant.

Step 3

Qualified S.B. Payroll Tax Credit

See [IRS instructions for Form 941](#) to determine whether or not this field is applicable to your company.

Total Deposits for this Quarter, including Overpayments

Enter the total tax deposits you have made for this quarter. If you have an overpayment from the previous quarter, include that amount.

You can get a list of tax deposits by using the vendor check inquiry screen to list the payments you have made. Be sure to include only payments for the 941.

Step 4

Update Tax Liability

Click this button to update the tax liability amounts.

State Where Deposits Were Made

Enter the 2 letter state abbreviation. If you made deposits in multiple states, enter "MU".

Type of Depositor

Select: Less than \$2500, monthly, or semiweekly depositor.

If you selected monthly depositor, you will need to list your tax liability for each of the three months of the quarter. If these amounts are filled in, be sure that the total equals the total taxes due on line 10 of the Form 941. If not, the difference is usually due to rounding corrections, and you can adjust the liability amount in the third month so that the total balances with line 10.

If you are a semiweekly depositor, you must print the 941 Schedule B form. Instructions for this form are below.

Step 5

Fill in this section if your business has closed or you are a seasonal employer.

The screenshot shows the 'Print Form 941 (Tax Year 2024)' window. At the top, there are tabs for 'Form 941, 2024', 'Form 941(Cont'd)', and 'Schedule B'. Below the tabs, 'Part 2:' is visible with a dropdown menu for 'State Where Deposits Were Made:' and a 'STEP 4' label. Below this, there are buttons for 'Update Tax Liability' and 'Adjust Tax Liability'. 'Part 3:' is also visible, containing two checkboxes: 'Business Has Closed' and 'Seasonal Employer'. A 'Date Closed:' field with a date picker is next to the 'Business Has Closed' checkbox. A yellow arrow points to the 'STEP 5' label, which is positioned to the right of the 'Part 3' section.

Step 6

Fill in this section if you want to designate an employee or other person to discuss the return with the IRS.

Print Form 941 (Tax Year 2024)

Form 941, 2024 | Form 941(Cont'd) | Schedule B

Part 2:

State Where Deposits Were Made: **STEP 4**

Part 4:

☐ Contact 3rd Party Designee **STEP 6**

Designee's Name:

Telephone #:

Personal ID #: ☐ Print Paid Preparer Information

You can now print the Form 941. If you have a duplex printer, use that option to print both pages on one piece of paper.

Form 941 Schedule B

This form must be filed along with the Form 941 if you are a semiweekly depositor. It is a day-by-day record of your tax liability.

Print Form 941 (Tax Year 2024)

Form 941, 2024 | Form 941(Cont'd) | Schedule B

Month 1 | Month 2 | Month 3

1: <input type="text" value="0.00"/>	9: <input type="text" value="0.00"/>	17: <input type="text" value="0.00"/>	25: <input type="text" value="0.00"/>
2: <input type="text" value="0.00"/>	10: <input type="text" value="0.00"/>	18: <input type="text" value="0.00"/>	26: <input type="text" value="0.00"/>
3: <input type="text" value="0.00"/>	11: <input type="text" value="0.00"/>	19: <input type="text" value="0.00"/>	27: <input type="text" value="0.00"/>
4: <input type="text" value="0.00"/>	12: <input type="text" value="0.00"/>	20: <input type="text" value="0.00"/>	28: <input type="text" value="0.00"/>
5: <input type="text" value="0.00"/>	13: <input type="text" value="0.00"/>	21: <input type="text" value="0.00"/>	29: <input type="text" value="0.00"/>
6: <input type="text" value="0.00"/>	14: <input type="text" value="0.00"/>	22: <input type="text" value="0.00"/>	30: <input type="text" value="0.00"/>
7: <input type="text" value="0.00"/>	15: <input type="text" value="0.00"/>	23: <input type="text" value="0.00"/>	31: <input type="text" value="0.00"/>
8: <input type="text" value="0.00"/>	16: <input type="text" value="0.00"/>	24: <input type="text" value="0.00"/>	

Month 3 Total:

If the total tax liability on Schedule B does not equal line 10, you can adjust the last tax liability amount for the quarter by clicking **Adjust Tax Liability** in Step 4 of the form. Usually there will be a small rounding difference. However, if it is a larger amount you may need to investigate the reason for the difference before completing the return.

If the above screen does not have any tax liability amounts, that is an indication that you need to click **Update Tax Liability** in Step 4 of the form to compile liability totals.

Once you have verified the liability amounts and adjusted to Line 10 of the Form 941, you can print the schedule.

Year End Reports

Edit YTD Employee Archive

At the end of the year, employee totals are moved to the YTD archive file. This archive file is used when printing W-2's. In addition to the YTD totals, there are several entries that are used for printing the correct information on W-2's for fringe benefits, deferred compensation, and other types of income. You may need to edit some of these fields to correctly report wages on your W-2s.

Go to **Payroll > Year End Tax Reporting > Edit YTD Archive File.**

Year / Acct

In order to access an archive record, follow these steps:

1. In the **Year** entry, click on the lookup button. This will open the *Year End Employee Archive Lookup* window. (Do not enter it manually, you must use the lookup window to select the year and employee account.)
2. Enter the **Year** and click **Ok**.

3. Then, in the same window, select the employee's account, or click the **Acct #** header to enter the employees account number, click Ok.

Name and Address

If the name or address needs to be changed for the W-2, edit the information on this screen.



WARNING Keep in mind that changes made to the name and address in the YTD Archive file does not update the main employee file. The main employee file must be changed separately.

Wages/Withholding Tab

The YTD totals from the employee accounts are saved here automatically by the program when you archive the YTD totals. You will not normally need to edit this information.

W-2 Information Tab

This tab page contains special entries for the W-2 for handling fringe benefits, deferred compensation, etc. For accurate W-2 reporting, be sure you read and understand the employer guide from the IRS that covers W-2 reporting.

Wages/Withholding W-2 Information W2 Box 14 States

Allocated Tips:

Dependant Care Benefits:

Misc/PS-58 Costs:

Misc Pay Description:

Expense Reim./IRS Approved Rate:

Group Term Life/Other Income:

Fringe Benefits/Other Income:

Nonqualified Plans:

☐ Pension

Deferred Comp. Amount:

Deferred Comp. Flag: <Undefined> ▾

Designated Roth Contr to 401k:

Designated Roth Contr to 403b:

Employer HSA Contribution:

Employer-Sponsored Health Coverage:

QSEHRA Payments:

☐ 3rd Party Sick Pay

Save Clear Delete



WARNING Reporting requirements, limits, etc. change from time to time. You must check current reporting IRS requirements each year to make sure you are in compliance. If you have any questions about W-2 reporting, please contact your accountant. Datatech support personnel cannot answer questions about your specific tax issues, but can only explain where to enter information for your W-2's.



TIP If you need to edit the same information for **multiple** employees, you can use the [Edit W-2 Info](#) button. Whether you are using the window below or the grid entry screen, the descriptions of the entries that follow will be the same.

Allocated Tips

The amount entered here will print in Box 8 on the W-2.

Dependent Care Benefits

See current IRS instructions for reporting Dependent Care Benefits in Box 10.

Misc/PS-58 Costs

Misc Pay Description

The amount and description that you enter here will print in Box 14 (Other) on the W-2.

Expense Reim/IRS Appr Rate

Reimbursement of employee business expenses in excess of rates allowed by the IRS must be included in Box 1, 3 and 5. This excess reimbursement is fully taxable, but is not listed separately. However, the amount of the reimbursement which does meet IRS guidelines, which IS NOT taxable, must be listed in Box 12. To do this, enter the amount in the Expense Reim/IRS Appr Rate entry.



NOTE If you have any employees with **Allocated Tips, Dependent Care Benefits, PS-58 Costs** or **Expense Reimbursements**, you must enter this information in the employee archive file by editing each employee's information. For more information on reporting of any of these items, consult the IRS instructions for W-2's or check with your accountant.

Group Term Life/Other Income

Premiums on group term life insurance in excess of \$50,000 are taxable as income and must be reported in Boxes 1, 3 and 5. In addition, this amount must be listed in Box 17. To do this, enter the amount of the premium in the Group Term Life/Other Income entry.

Fringe Benefits/Other Taxable Payments

If you have defined other income wage types, you may need to edit the employee archive file to print the other income amounts in the correct boxes. Other income may include such items as:

- Non-cash compensation, such as company use of auto and meals.
- Reimbursement of employee business expenses in excess of rates allowed

by the IRS

- Premiums on group term life insurance in excess of \$50,000

The IRS requires different treatment for each of the above items though they are all fully taxable. This requires editing the employee archive file.

Non-cash compensation, including personal use of company auto and meals, is considered a Fringe Benefit. In addition to adding this amount to wages in Box 1, 3 and 5 (Taxable Wages, Social Security Wages, and Medicare Wages), the amount must be printed in Box 14. This is done by entering the amount for these items in the Fringe Benefits/Other Income entry.



TIP Before you close the year, if you have any fringe benefits to report, such as excess auto reimbursements or personal use of a company vehicle, be sure to **include these on the last payroll check for the year as a fringe benefit**. This will record the income and deduct the appropriate FICA taxes. You can adjust income tax withholding as necessary. If you want to pay the FICA tax for the employee, you can add to the gross wages with an amount entered as a bonus or piecework.

Remember: When you pay a fringe benefit on a check, you are not actually paying the employee the amount. You are recording the amount as income paid, and deducting taxes from whatever other payment is included on the check.

You cannot issue a check for fringe benefits only!

Nonqualified Plans

The amount entered here will print in box 11 on the W-2.

Pension, Deferred Comp Amt, Deferred Comp Flag

See the Pension Plans section that follows if you have a pension plan.

Designated Roth Contributions to 401k:

If you have a 401k plan that includes Roth contributions, consult IRS rules for reporting.



TIP If your Miscellaneous Deductions are already set up with the Roth Retirement Type, the program will automatically update these amounts when archiving. If your Miscellaneous Deduction does not include the Roth Code, add the code first. Then, use the "Compile Roth 401(k)" button in the [Edit Additional W-2 Information](#) window to update amounts for all employees.

Designated Roth Contributions to 403b:

If you have a 403b plan that includes Roth contributions, consult IRS rules for reporting.

Employer HSA Contribution

If you have contributed to employee Health Savings Accounts, enter the amount contributed for each employee, including any amounts deferred by employees under a Section 125 cafeteria plan. Consult IRS rules for more information.

Employer-Sponsored Health Coverage

Enter the amount, if any, of any payments made by you for employee health coverage. Consult IRS rules to see what should be included, and whether or not your company is subject to reporting. For more information, see the IRS [Form W-2 reporting of employer-sponsored health coverage page](#).

Remember, some of the above items must be entered on a payroll check to properly record them as Other Income and deduct FICA and Federal Income Tax (and state taxes, if applicable). Once this has been done, the above editing will identify and distribute the Other Income to the correct boxes on the W-2.

After entering all W-2 information, including pension information as noted on the next page, you can print a report to check totals.

W-2 Box 14

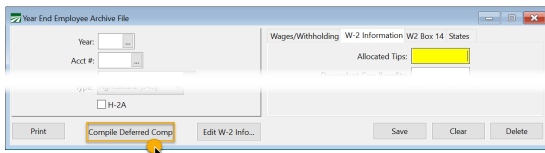
You may also manually enter information to print in Box 14. Click the **W2 Box 14** tab to view any compiled information and/or add any additional data.

Employer Pension Contr

During the YTD archive process, the software will compile the Employer Pension Contributions from check records. (Contributions will update from either the Payroll or the HR system, whichever is in use.) This will default to print in Box 14.

If you do not want employer contributions to print in Box 14, **deselect** the *Print in Box 14* check box.

Compile Deferred Comp (Pension Plans)



If you have employees with deferred compensation, that information needs to be added to the YTD archive file before printing W-2's or generating the federal electronic file.



NOTE This button is **only** used when you have not set up your [Wage Types](#) using the **W-2 Code, Box 12** entry. If you have properly set up your wage types, this process will have been done automatically when YTD totals were archived.

If you did not set up your wage types using the *W-2 Code, Box 12* entry, then using this option will update your wage types as they are entered in the *Compile Deferred Income Totals* window.

Employee pension contributions, which are based on salary reduction, are usually only taxable for FICA. 401K plans are usually set up in this manner.

In addition to the amount of contributions being entered in Boxes 3 and 5, the type of plan must also be identified. There are three items which must be edited using this option. They are:

1. **Pension Checkbox:** Select this box.
2. **Deferred Compensation:** Select the type of deferred compensation plan. Each plan has a letter code assigned to it which is printed on the W-2:
 - D for Section 401(k) plans
 - E for Section 403(b) plans
 - F for Section 408(k) plans

- G for Section 457 plans
- H for Section 501(c) plans
- S for Section 408(p) plans

3. **Deferred Compensation Amount:** This is the amount that the employee deferred during the year from his/her wages.

The easiest way to compile this information is to click **Compile Deferred Comp.**

The program will ask for the *Deferred Wage Type* that you are using for the deferred compensation, the *Starting and Ending Dates* for the tax year, and the *Type of Deferred Income*. Click Start.



NOTE If you are unsure of the plan type, consult your accountant or the IRS W-2 instructions. Datatech is unable to advise you on your deferred income type.

The program will then compile the amounts that each employee has deferred, enter them in the archive file, and set the correct deferred compensation plan type.

On the Archive File window, select an employee that is on this pension plan. Click on the *W-2 Information* tab. Confirm that the Pension box is checked, there is an amount in the Deferred Comp Amount box, and that the Deferred Comp Flag is set to the deferred income type. The amounts will now be correctly reported on W-2's.



NOTE If you are using the Other Income Wage Type for Deferred Compensation, you cannot enter any other type of income using this wage type. The program must assume that all wages entered in Other Income are wages deferred and will so classify them in Box 12 of the W-2.



NOTE If your employees are covered by a pension plan, but they do not defer wages, you must still select the **Pension** checkbox for each employee covered but select "None" for the Deferred Compensation Flag.

Edit W-2 Info... (Multiple Employees)

You can use the *Edit Additional W-2 Information* window to edit multiple employees in a grid, instead of one at a time.

See Topic: [Edit Additional W-2 Information](#)

Print YTD Archive Report

From this window, you can print reports of employees that have been archived and will have W-2's printed. Go to **Payroll > Year End Tax Reporting > Print YTD Archive Report**.

You can select the printing of Wages and Deductions, or Other Income and W-2 information.

You can print either Agricultural, Regular, All, or H-2A employees.

Federal Form 943

Form 943 is a Federal tax form for the reporting of wages, Social Security, Medicare and Federal income taxes. All agricultural wages are reported on this form.

The payroll program prints the entire form on blank paper so that you do not have to transfer totals to the form you receive in the mail. The program will automatically compile the wage and tax information, and you can then enter on the screen various adjustments and other information needed before printing the final form.

You will also need a list of the tax deposits you have made for the quarter you are processing. You can use the check inquiry screen to get a list of payments. Make sure you include payments for the current year only, excluding any payments that may have been made in the first month of the year for the prior year, and including any payments made in the month following the year end for the last month of the year you are processing.

Keep in mind that while the program has made the process of filling out the Form 943 easier, Datatech cannot be held responsible for any errors you might make in your tax reporting. Therefore, please make sure you have a correct understanding of reporting requirements and procedures.

Before you can print this form, these items must be completed:

- Verify year to date wage and deduction totals.
- Archive employee totals for the year.
- Make sure the legal name of your company has been entered in the system file, if it is different than your trade name.

Accessing Federal Form 943 in the Program

It is recommended that you open the 943 from the *Payroll Tax Reports Control Center*. Go to **Payroll > Payroll Tax Reports Control Center**.

1. Under the *Quarter Closing* tab, enter the current year in the *Year* field.
2. In the *Quarter* field, select the current quarter from the drop-down menu.

3. Click the **Year End Closing** tab.
4. Click **Federal 943** at the bottom of the window.

Payroll Tax Reports Control Center

Quarter Closing Year End Closing

1 Year: Quarter:

2

Quarter Wage Detail Report:

☐ Completed

Preview

Total Wages:

Payroll Tax Reports Control Center

Quarter Closing Year End Closing 3

Year: Quarter:

Payroll Tax Reports Control Center

Quarter Closing Year End Closing

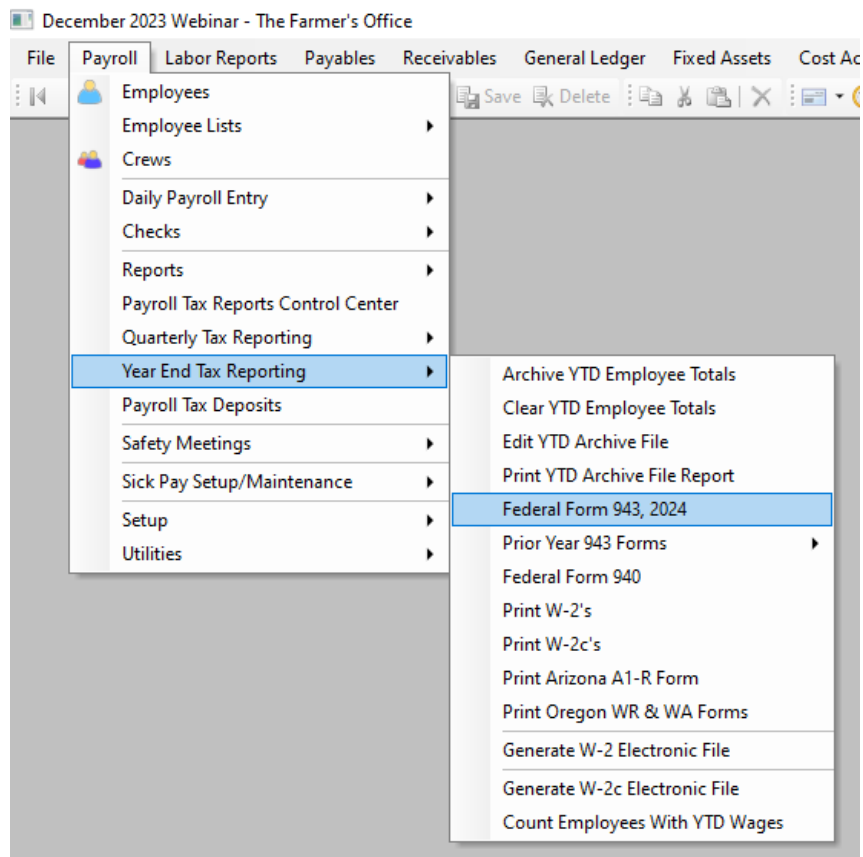
Year To Date Wage Detail Report:

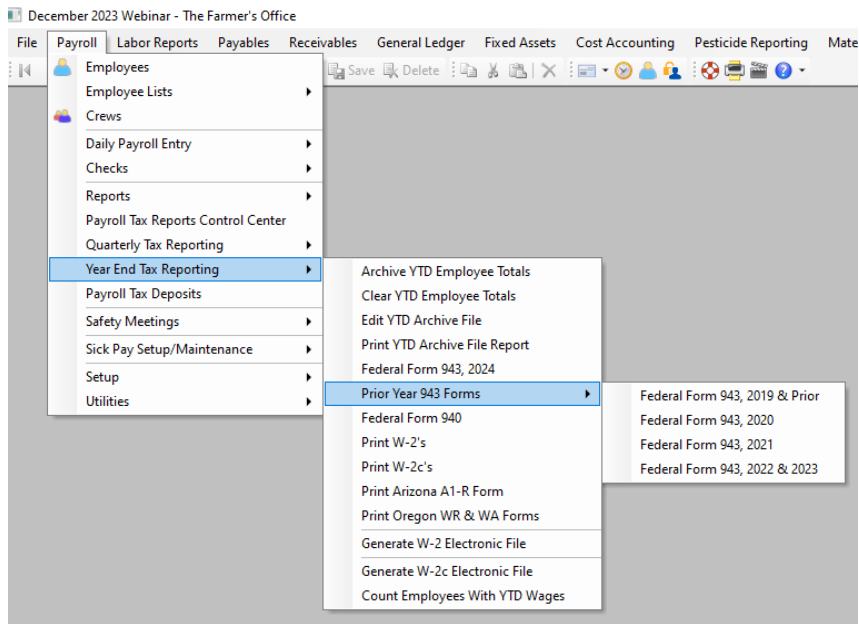
Show Mapping Print W-2's Print W-2's

Reports & Tax Forms:

4 Federal 943 ITA 940 W-2 Information Print W-2's Electronic W-2's

You can also access the 943 by going to **Payroll > Year End Tax Reporting**. From here, you can select the form for the current year or for previous years.





Whether you use the *Payroll Tax Reports Control Center* or the *Year End Tax Reporting* menu option to access the 943, the following window will open:

Form 943 Entries

Year to Print

Enter the tax year for which you are printing the Form 943.

Calculate Totals

Click this button to calculate the totals for this report. Depending on the number of employees you have, this may take a few minutes. When it is finished, totals will be automatically populated.

10. Adjustments to Taxes

Enter any rounding adjustments to the tax owed. If you wish to subtract an adjustment, enter it with the minus (-) sign.

12. Qualified small business payroll tax credit Form 8974

See [IRS instructions for Form 943](#) to determine whether or not this field is applicable to your company.

14. Total Deposits including prior year overpayments

Enter the total tax deposits you have made for this year. If you have an overpayment from the previous year, include that amount.

You can get a list of tax deposits by using the vendor check inquiry screen to list the payments you have made. Be sure to include only payments for Form 943.

16. Overpayment

If there is an overpayment, select either the *Apply to next return* or *Refunded* check box.

Monthly Summary of Federal Tax Liability

Update Tax Liability

If your Tax Liability is not completed, click Update Tax Liability.

After the amounts have been calculated, it should be close to the Total Taxes on line 13. Click Adjust Tax Liability to make any rounding adjustments so that the adjusted Tax Liability matches Line 13 – Total Taxes After Adj. and Credits:

Semiweekly schedule depositor/Monthly schedule depositor

If the total tax due is less than \$2500, do not select either of the depositor boxes. Otherwise, select either the *Semiweekly schedule depositor* or *Monthly schedule depositor* check box.

If you are a semiweekly depositor, you must print the 943 schedule A form. Instructions for this form are below.

Total Liability for year

Make sure that the total tax liability for the year equals line 9, *Total taxes before adjustments*.

If there is a small difference, it is usually due to rounding differences, and you can adjust the liability for the last month of the year to balance. To do this, click **Adjust Tax Liability** to automatically adjust the liability on line 9.

If there is a large difference, you may need to investigate further.

Third Party Designee

If you wish to designate an employee or another individual to discuss this return with the IRS, select this box. Then enter their name, phone number and personal ID number.

If you are a Paid Preparer, select **Print Paid Preparer Information** and click **Paid Preparer Info** to enter your information.

Signature Line

Enter the title of the person signing the return and the date.

You can now proceed with printing Form 943.

Semiweekly Depositor, Form 943A

If you are a semiweekly depositor, you must file *Form 943A*. This form details your tax liability for each day of the year. To view this liability data, click the *Form 943A* tab page.

If amounts do not appear in this window or on the 943A when printed, you will need to click **Update Tax Liability** on the *Form 943* tab to compile the amounts. If the total tax liability for the year does not equal line 13 of the 943, click **Adjust Tax Liability** on the *Form 943* tab so that they are equal.

Once the adjustments are made, this form can be printed.

Federal Form 940

Form 940 is the Federal tax form for reporting of wages and Federal unemployment Insurance tax due. It is used for both regular and agricultural employees. Before you can print this form these items must be completed:

1. Verify year-to-date wage and deduction totals (See Topic: [Year End Closing Checklist](#)).
2. Archive employee totals for the year.
3. Make sure the legal name of your company has been entered in the Program Setup window if it is different than your trade name.

Go to **Payroll > Year End Tax Reporting > Federal Form 940**.

To complete the form, enter the following:

Year to Print

Enter the 4-digit tax year for which you are printing the form.

Calculate Totals

Click on this button to calculate the report totals. If you have a large number of employees, this might take a few minutes.

Part 1

One State Only

More than one state (Multi-state employer)

The state will automatically be entered for you when you click on the Calculate button, if you have wages in a single state. If you need to report wages for multiple states, the box will be checked to indicate that you are multi-state employer.

Wages in state subject to Credit Reduction

This box will be checked automatically if there is a Credit Reduction rate in the State Tax Rate Table for the year you are reporting. If you are in a Credit Reduction state and this box is not selected, add the rate in the State Tax Rate Table and then re-calculate the Form 940.

Part 2: Determine your FUTA tax before adjustments

Payments Exempt from FUTA Tax

If there is any exempt payment amount, you need to check one or more boxes to indicate that nature of the exempt payments.

Part 3: Determine your adjustments, if any

If you have any adjustments for lines 9 and 10, enter the amounts here. See the instructions for information about these adjustments.

Credit Reduction, amount from Schedule A (940)

If you have paid any wages in a credit reduction state, and you have the credit reduction rate entered in the state tax rate file, the program will calculate the tax due, enter it here, and print the Schedule A(940).

Part 4: Determine your FUTA tax and balance due or overpayment

Total FUTA Tax Deposited For the Year

Enter the total amount of taxes you have deposited for the year.

You can get a list of tax deposits by using the vendor check inquiry screen to list the payments you have made. Be sure to include only payments for Form 940.

Balance Due

If you owe over \$500 in FUTA tax, you must make a FUTA tax deposit before filing the form. A payment voucher will not be printed when the amount due is over \$500.00.

[Click here for instructions for Balance Due over \\$500.](#)

Overpayment Disposition

If there is an overpayment, check the appropriate box to indicate whether you want the overpayment "Apply to Next Return" or "Refunded".

Part 5: Quarterly FUI Tax Liability

Your tax liability for each quarter should appear here. If it does not, you may not have printed the Tax Liability Report for the year. You can calculate the tax liability by clicking on the Update Tax Liability button.

If the Total Liability for Year does not equal Line 8, and the difference is due to rounding, or due to an amount due for the credit reduction, you can click on the Adjust Tax Liability button to adjust the tax liability.

Any Credit Reduction taxes that are due are deemed to be a liability in December, and that is how the program will adjust.

Part 6: Third Party Designee

If you wish to designate an employee or other individual to discuss this return with the IRS, enter their name and personal ID number.

Part 7: Signature

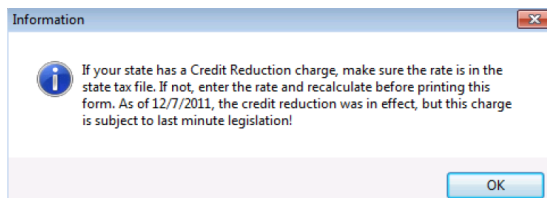
Signature Information

Enter the name and title of the person signing the return, the date and phone number.

Preview/Print

You can now print the form. If you have a duplex printer, pages one and two can be printed on one sheet. Pages three and four must be printed on separate sheets.

When you Preview or Print the report you will get a reminder that if you are in a credit reduction state you must have a rate in the state tax file. If this has been verified and the Form completed correctly, click OK on the message to proceed. If you are in a Credit Reduction state and the rate is not in the file, click OK, enter the rate and come back and complete the form.



Printed Report

When the form is printed Schedule A will be the 3rd page. Send this form with your completed and signed Form 940.

Schedule A (Form 940) for 2011:
Multi-State Employer and Credit Reduction Information
Department of the Treasury - Internal Revenue Service

OMB No. 1545-0038

Employer identification number (EIN) -

Name (not your trade name)

See Instructions on back. File this schedule with Form 940.

Place an "X" in the box of every state in which you were required to pay state unemployment tax this year even if that state's credit reduction rate was zero. For states with a credit reduction rate greater than zero, enter the FUTA taxable wages, multiply by the reduction rate, and then enter the credit reduction amount for that state. If any states do not apply to you, leave them blank.

Postal Abbreviation	FUTA Taxable Wages	Reduction Rate	Credit Reduction	Postal Abbreviation	FUTA Taxable Wages	Reduction Rate	Credit Reduction
<input type="checkbox"/> AL	*	> .000	*	<input type="checkbox"/> SC	*	> .003	*
<input type="checkbox"/> AK	*	> .000	*	<input type="checkbox"/> SD	*	> .000	*
<input type="checkbox"/> AR	*	> .003	*	<input type="checkbox"/> SE	*	> .000	*
<input type="checkbox"/> AZ	*	> .000	*	<input type="checkbox"/> SH	*	> .000	*
<input checked="" type="checkbox"/> CA	5060 • 65	> .003	15 • 18	<input type="checkbox"/> SI	*	> .003	*
<input type="checkbox"/> CO	*	> .000	*	<input type="checkbox"/> SN	*	> .000	*
<input type="checkbox"/> CT	*	> .003	*	<input type="checkbox"/> SV	*	> .003	*
<input type="checkbox"/> DC	*	> .000	*	<input type="checkbox"/> SY	*	> .003	*

Instructions for Balance Due Over \$500

940 Form Voucher Not Printing?

If the program is not printing the 940 Voucher, you owe more than \$500 in FUTA Tax. You cannot have an amount due of more than \$500. If you do, you must make a FUTA tax deposit before filing the form.

When Must You Deposit Your FUTA Tax?

According to the 2023 940 instructions, "... you may have to deposit your FUTA tax before you file your return. If your FUTA tax is more than \$500 for the calendar year, you must deposit at least one quarterly payment."

The instructions further explain, "If your FUTA tax for the fourth quarter (plus any un-deposited amounts from earlier quarters) is more than \$500, deposit the entire amount by January 31, 2023. If it is \$500 or less, you can either deposit the amount or pay it with your Form 940 by January 31, 2023. In years when there are credit reduction states, you must include liabilities owed for credit reduction with our fourth quarter deposit."

When To Deposit Your FUTA Tax

If your undeposited FUTA tax is more than \$500 on . . .*	Deposit your tax by . . .
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 31
*Also, see the instructions for line 16 .	



NOTE You will need to check each year for current due dates.

Edit Additional W-2 Information

This window allows you to easily edit the additional W-2 Info fields for all employees on a grid.

1. Go to **Payroll > Payroll Tax Reports Control Center > Year End Closing** tab > **W-2 Information** button.
2. Additionally, this window can be accessed by going to **Payroll > Year End Tax Reporting > Edit YTD Archive File**.

When using the Edit W-2 Information window, it is helpful to select just the columns you need to modify. Use the **Select Columns** button to choose which columns to display. Then, edit the amounts, box descriptions, and/or print settings as needed.

You can edit the information in the Archive file at any time. When W-2 forms are printed, the information entered on this tab will print in Box 14:

VOID <input type="checkbox"/>		Employee's social security number		OMB No. 1545-0008	
b Employer identification number (EIN) 99-1234567		1 Wages, tips, other compensation 5214.32		2 Federal income tax withheld 224.50	
c Employer's name, address, and ZIP code Webinar Training Files PO Box 1234 Fresno, CA 92727		3 Social security wages 5363.75		4 Social security tax withheld 332.55	
		5 Medicare wages and tips 5363.75		6 Medicare tax withheld 77.77	
		7 Social security tips 0.00		8 Allocated tips 0.00	
d Control number 1201		9		10 Dependent care benefits 0.00	
e Employee's first name and initial JOHN		Last name AYALA		11 Nonqualified plans 0.00	
1911 N FINE FRESNO CA		13 See instructions for box 12 D		14a See instructions for box 12 149.43	
f Employee's address and ZIP code		16 State wages, tips, etc. 5214.32		17 State income tax 87.53	
15 State CA 11-1234-11		18 Local wages, tips, etc. 5363.75		19 Local income tax 53.64	
		20 Locality rate CA SDI			

Form **W-2 Wage and Tax Statement** 2020 Department of the Treasury—Internal Revenue Service
Copy D—For Employer For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

To use the grid entry:

Tax Year to Edit

Enter the tax year, 4 digits, e.g. "2025". After entering the tax year, the employees with wages in that year will be displayed in the grid.

Department to Select

If you need to edit a selected group of employees by department, enter the *Department to Select*.

Select Columns

Before starting to edit, click on the **Select Columns** button to select only the columns you need to edit. This will reduce the horizontal size of the grid and make the data entry much quicker.

The window defaults to editing all of the Additional Information fields, but it is unlikely that you will need to edit all of these fields. Click on the Select Columns window at the bottom left corner to turn on just the columns you need:

After you click Ok, the grid will be rebuilt and resized to display the columns that you have selected.

The window is resizable, so you can expand it to show more columns and employees.

Compile DD Amounts

For the Employer Health Care Coverage amount (reported under code DD in box 12) there are two methods available to add these amounts automatically to the W-2.

The first option may be used if you are not using the Human Resources Management software from Datatech. Create a wage type that is not taxable using the “Memo Wages” base pay type. This wage type can be used on a check to add the annual amount of the employer provided health coverage. Once this is done, you can use the Compile Deferred Comp button and select “DD-Health” for the Type of Deferred Income to add these amounts to the W-2.

The second approach uses the employee benefit records to compile the months that each employee is covered under a health plan along with the cost information that has been set up for each health plan to determine the amounts to report under the DD code on the W-2. For this option to work, you must have the correct enrollment dates for each employee and the correct cost information on your health plan setup. Refer to the Human Resources documentation for more information about doing this.

Importing Coverage

The **Import Coverage** button will import coverage information from a spreadsheet file provided by your insurance company. The program currently supports importing information from UABT and Western Growers/Pinnacle. This option is designed to accomplish two things:

1. Import the employer's cost of coverage for each employee and update the W-2 information with the total cost for the year.
2. Compare the coverage dates and enrolled plan(s) to the benefit records in the Human Resources Management system. A report will be generated so that you can review the information in both the insurance companies file and in the HR system. You can then choose to import the information from the insurance company's spreadsheet. This will update your existing records and create new records if necessary in the HR system.

After you click on the button, the program will ask you to select the spreadsheet to import. The program will read the information from the spreadsheet, and then produce two reports.

The first report will have the annual employer health coverage cost amounts on it. After the preview window for the report appears, the program will ask if you want to update the employer sponsored health insurance amounts. Currently, only UABT provides the cost information. If no costs are included in the spreadsheet, then the program will display the report but it will not ask you to update the amounts.

The second report will list the employee enrollment dates from the import file and from your records in the Human Resource Management program. The Group or Plan # will be listed on this report along with the starting and ending dates from both the import file and the current HR benefit records. The rightmost column on the report will print zero to three checkboxes, depending on whether or not the information matches between the import file and the HR records.

The first two checkboxes indicate whether the starting and ending dates match. The third checkbox indicates whether the insurance plan matches.

If three checkboxes appear in the Match column on the report, then your records match the insurance company's information exactly. If the first or second checkboxes is missing, then

either the starting date or ending date of enrollment does not match. If the third checkbox is missing, then the plan on the benefit record could not be matched to the plan in the insurance company's file.

If no checkboxes appear in the Match column on the report, this could indicate that the employee was enrolled in coverage but this information was never entered into the HR program. (For instance, the employee was enrolled through a manual process and not through an electronic enrollment file.)

UABT provides a "Group Code" in the spreadsheet to identify the plan. Your medical plan setup must have a plan with a match group code for the program to be able to match the plan selected on the HR benefit records to the information in the spreadsheet.

Western Growers provides a Plan Number in the spreadsheet to identify the plan. Your medical plan setup must have a plan with a matching Plan # for the program to be able to match the plan selected on the HR benefit records to the information in the spreadsheet.

The screenshot shows the 'Setup Health Insurance Plans' window. The 'Plan Description' is 'Basic Coverage'. The 'Group Code' is '15289'. The 'Plan Choices' section shows 'Medical' as 'Included', 'Dental' as 'None', 'Vision' as 'None', 'Pharmacy' as 'Included', and 'Other' as 'None'. The 'Codes for Default Coverage' section shows 'Medical' as 'MM', 'Dental' as '00000', 'Vision' as '00000', 'Pharmacy' as 'PHM', and 'Other' as '00000'. The 'Plan #' is '69524'.

After the preview window for the second report appears, the program will ask if you want to update the HR coverage records. Answer No if you want to review the benefit records in the HR program before importing the information.

Matching Employee Accounts

For both reports, there may be cases where the program is unable to identify the employee accounts listed in the insurance company's spreadsheet. Usually the insurance company will have the employee's social security number. If you have corrected the employee's Social

Security Number (for example, a data entry error was made when the employee was originally set up) then the insurance company may have enrolled the employee under the original, incorrect S.S. #.

You may also have a situation where a person is enrolled in coverage but they are not an employee. For instance, the owner of a company may not receive a payroll check, but still be enrolled in coverage. In this case, the program may not be able to find an archive record for the individual. In this situation, nothing may need to be done. If the individual is not going to receive a W-2 because he or she did not receive any wages, then reporting a DD amount is not relevant.

If the program cannot identify the account number for an individual based on the Social Security Number, it will display a zero for the Account # on the reports. For the Health Coverage Enrollment Dates Report, it will also not be able to find any health benefit records, so the Match column will not have any checkboxes.

The program will not be able to import any amounts or enrollment dates if it cannot identify the employee account based on the social security number. In these cases, you have two options:

1. Manually find the correct employee accounts and review/update the information as needed.
2. Determine the correct social security numbers for the individuals and edit the insurance company's spreadsheet so that it has the correct information. You can then re-import the file and the program should then find the correct accounts.

Print W-2's

To print W-2's, go to **Payroll > Year End Tax Reporting > Print W-2s**.

Year to Print

Enter the year to print W-2's for here.

Employee YTD totals must have already been archived.

Top Margin

The Top Margin is a setting in inches that controls where on the page the forms will start printing. Increasing this setting will move all of the information farther down on the page. Decreasing this setting will move all the information up.

Each of the forms (2 Up, 3 Up, and 4 Up) have a different default top margin setting. In most cases you will not need to adjust this setting.

For the 3 Up and 4 Up forms, you can also press [F12] while the cursor is on this entry to control additional settings to fine-tune where the forms are printed. This might be necessary if your forms do not match exactly the forms that Datatech used when programming the print positions. All of the position settings are measured in inches.

For the 3 Up forms, you can control the starting vertical positions of each of the three forms on the page.

For the 4 Up forms, you can control horizontal offsets for the two left and two right forms and a vertical offset for the bottom forms. Entering a negative horizontal offset will move the left or right forms to the left; entering a positive horizontal offset will move the left or right forms to the right. Entering a negative vertical offset will move the bottom forms up; entering a positive vertical offset will move the bottom forms down.

State to Select

If you need to print W-2's for multiple states, you can enter the state to print here. Otherwise, leave this entry blank.

Type of Employees

Select either Regular or Agricultural employees.

Type of W-2's

For laser printers, you can select either 2 per Page, 3 per Page, or 4 per Page forms. You also have the option of printing an Employer Copy of the W-2 on blank paper. This is the only copy that the program will print the form for you, and cannot be used for any of the employee copies or the S.S.A.'s copy.

Printing W-2's on dot matrix printers is still possible; however this option is no longer supported as of 2011. The only format supported for dot matrix printers is single wide. The next time the W-2 form is changed by the IRS, we will no longer support W-2's on dot matrix.

Custom Format: Do not use the Custom Format option unless instructed to do so by Datatech Support. This is designed for a pressure sealed mailer format and requires special equipment.

Employees to Print

You can print W-2's for all employees, a single employee, resume printing at a specific employee account if W-2 printing was interrupted, or select multiple employee accounts to print.

Print Order

Select the order you want to print W-2's in.

Exclude Employees With Invalid S.S. #'s (No W-3)

Select this box to exclude employees that do not have a valid Social Security Number. An invalid number starts with three zeros or has zeros for the middle two digits.

When this box is selected, the W-3 form will not be printed.

Skip Printing of Employees With No Address (employee copy only)

Account #/Name Key

If you are printing a single W-2 or resuming printing, enter the employee account here to print/start printing at.

W-3 Printing

When you are printing all employees or resuming printing at a specific employee account, the program will ask you if you want to print the W-3 when all of the W-2's have been printed.

If you need to print the W-3 only, you can use the Preview button to display the W-2's in the Preview window, close it, then the W-3 will be previewed in a separate window.

W-2 Printing Tips

First, make sure that you have enough W-2 forms for all your employees. To help determine how many forms you will need, click on Payroll, Year End Tax Reporting, Count Employees with YTD Wages. This option will provide you with the minimum number of W-2's to order. You should have some additional forms in case of printer problems, or employees that need another copy.

Follow the instructions below that apply to the printer you are using for printing W-2's.

Printing Single Sheet W-2's on Laser or Ink Jet Printers

First, make sure which way you need to feed the forms into the printer. This will depend on the printer you have. Some printers may require the form to be face down, others face up. If you aren't sure, experiment on blank paper first.

Some customers have reported problems with their laser and ink jet printers not feeding the W-2 forms correctly. The printer pulls the form in at an angle, resulting in the page being skewed, and possibly some amounts not printing within the correct boxes. If you suspect that this is happening to you, try printing a W-2 on a blank piece of paper and compare how it prints to what is printed on the W-2 form. Sometimes, the printer will feed blank paper in ok, but not the W-2

forms. Since this is a problem with the sheet feeder mechanism on the printer, our software cannot do anything to prevent this. Have the printer serviced by your dealer to correct the problem.

You may need to adjust the top margin setting for the W-2's to line up properly. This is due to variations between different printer drivers, models and manufacturers. You can print a test W-2 on blank paper before printing them for all employees, by selecting a single employee to print, or by previewing the W-2's to the screen and printing only page one.

In our testing, the default top margin setting of 2/3" (0.6667) for the 2 per page W-2's worked correctly on two different models of HP Inkjet printers. The same setting used on three different laser printers resulted in the W-2's printing too high on the page (each of the three laser printers in fact, printed the W-2's in a slightly different position). In this case, the top margin setting needed to be increased by a different amount for each printer.

These differences in how W-2's print out on different makes and models of printers are due to differences in printer drivers that are beyond our control. If you find the W-2's start printing too high on the page, try increasing the top margin. If the W-2's start printing too far down on the page, decrease the top margin.

Making Adjustments: 4 per Page Format

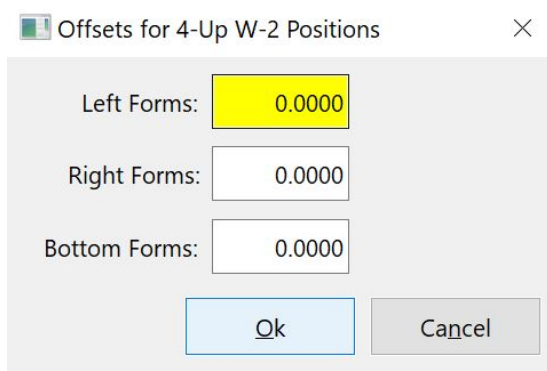
If you are printing with the 4 per page format and need to make adjustments, follow these steps:

The screenshot shows the 'Print W-2's' dialog box with the following settings:

- Year to Print: 2018
- Top Margin: 0.4750
- State to Select: (empty)
- Type of Employees: ☒ Regular (941), ☐ Agricultural (943)
- Printer Type: ☒ Laser/Ink Jet
- Type of W-2's: ☐ 2 per Page, ☐ 3 per Page, ☒ 4 per Page, ☐ Employer Copy
- Employees to Print: ☒ All, ☐ Single, ☐ Resume Printing, ☐ Multiple (with a 'Select' button)
- Print Order: ☒ Alphabetical, ☐ Account #, ☐ Social Security #, ☐ Zip Code

At the bottom, there are four buttons: 'Preview', 'Print Setup', 'Print', and 'Cancel'. The 'Preview' button is highlighted.

1. Under Type of W-2's, select 4 per Page.
2. Click in the Top Margin entry, ensuring the entry is selected.
3. Press the F12 key. This will bring up the following window:



Offsets for 4-Up W-2 Positions

Left Forms: 0.0000

Right Forms: 0.0000

Bottom Forms: 0.0000

Ok Cancel

4. Make your adjustments for the form and click **Ok**.

Restarting W-2 Printing

In some cases, you may need to stop printing W-2's and restart at a later time. For instance, the printer may be running out of toner, you run out of W-2 forms, or you need to print payroll checks, etc.

If this happens, you can restart printing right where you left off. Be sure to make a note of the last employee that printed, and also what the printing order that you are using. When you are ready to start printing again, select the Resume Printing option for the Employees to Print. Then select the employee account that printing needs to resume with. You can enter either the account number or name key. If you are not sure what the next employee account should be, use the lookup. Find the employee account that printed last, then change the lookup order to match the print order that you were using. You can then see which employee should come next.

W-2 FAQ

What is considered a bad address for W2 printing?

The program will determine a bad address when one of the following has occurred:

1. The Bad Address checkbox is selected on the employee's account.
2. The mailing address, city, or state is blank in the employee's account.
3. The zip code is blank in the employee's account.

When an employee has worked in multiple states, will he get a W-2 for each state?

Currently, if an employee works in two different states, the program will print a single W-2 listing both states. The W-2 will list the wages, withholding, and local tax (if any) for both states.

The program does not currently print a separate W-2 if the employee works in three or more states for each state. If you have employees that have worked in three or more states, contact Datatech Customer Support.

How do I print an amount for moving expense reimbursements on the W-2?

Certain amounts are printed in box 12 on the W-2. There are spaces for up to four different amounts. In box 12, there is space for a letter code and an amount. The letter code identifies what the amount is for. The letter codes are identified on the back of the W-2 form given to the employee.

Letter codes for some items, such as deferred compensation plan contributions, are handled automatically by the software. Other codes may not be. In these cases, the customer may at this time use a typewriter to enter the letter code and amount on box 12. As long as the amount does not get reported on the W-3/electronic filing, it can simply be added to the W-2 after it is printed.

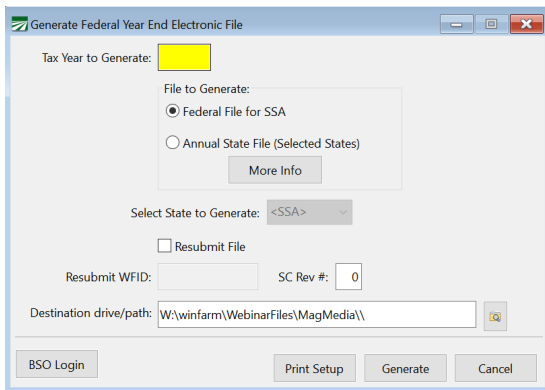
Moving expense reimbursements that can be excluded are printed in box 12 using the “P” letter code. These amounts are not totaled on the W-3 and can be added manually.

At some point in the future, we may add fields for entering other amounts that need to be reported in box 12 to the YTD employee archive file.

Generate W-2 Electronic File

If you have more than 250 employees, you are required to submit your year-to-date wage report electronically instead of using paper W-2 forms. The Electronic File option generates the file needed to report your annual wages to the Social Security Administration.

Go to **Payroll > Year End Tax Reporting > Generate W-2 Electronic Files**.



1. Enter the **Tax Year to Generate**.
2. Select the *File to Generate*, either
 - **Federal File for SSA**
 - or **Annual State File (Selected States)**
 - If you selected Annual State File, **select the state to generate**.
3. If you are resubmitting a file, select **Resubmit File** and enter the **Resubmit WFID** (Wage File Identifier).
4. Enter the **SC Rev #**.
5. Click **Generate**.

Generate Year End Electronic File Reference

Go to **Payroll > Year End Tax Reporting > Generate W-2 Electronic File**.

Tax Year

Enter the tax year that you are reporting. When you enter the year, the Destination drive/path will be generated automatically for you.

File to Generate

Select either Federal File for SSA, or Annual State File. The Annual State File is used **ONLY** for submission to certain states, and the file must not be used for the SSA.

Select State to Generate

Enter the two-letter abbreviation for the state file you are generating.

Resubmit File

If there was a problem with your original submission, select this box to indicate that you are resubmitting the electronic file.

Destination Drive/Path

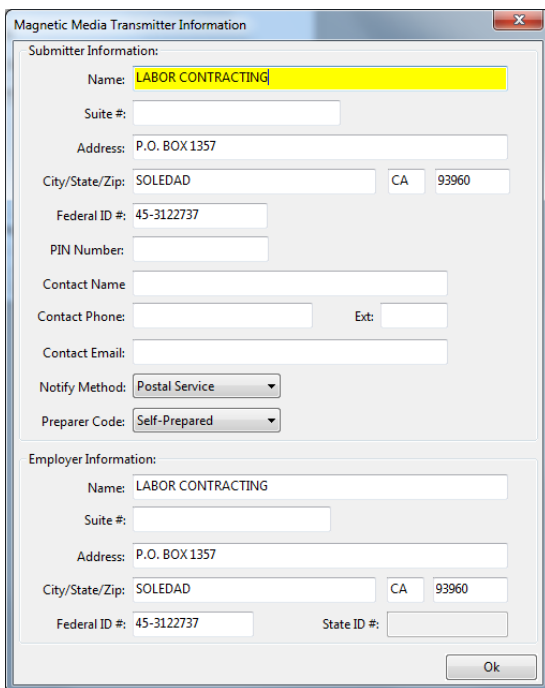
This will be automatically generated by the program. We recommend using the default path, but you can change it if necessary.

Print Setup

Click this button to select the default printer.

Generate

Click this button to start generating the file. Before the file is generated, the program will display the following window for you to enter your employer and submission information:



Magnetic Media Transmitter Information

Submitter Information:

Name: LABOR CONTRACTING

Suite #:

Address: P.O. BOX 1357

City/State/Zip: SOLEDAD CA 93960

Federal ID #: 45-3122737

PIN Number:

Contact Name:

Contact Phone: Ext:

Contact Email:

Notify Method: Postal Service

Preparer Code: Self-Prepared

Employer Information:

Name: LABOR CONTRACTING

Suite #:

Address: P.O. BOX 1357

City/State/Zip: SOLEDAD CA 93960

Federal ID #: 45-3122737 State ID #:

Ok

After entering and verifying the information, click the **Ok** button to continue.

After the file has been generated, a preview window will open listing the totals for the wage report file.

The wage report file will be named W2REPORT.TXT and it will be compressed into a file called W2REPORT.ZIP. You can upload the ZIP file to the Social Security Administration's website. The upload time will be shorted because the information has been compressed.

You can click on the BSO Login button at the bottom left corner of the window to open your web browser and go directly to the BSO login page.

Once you have logged in, you can upload your annual wage report file.

Using Accuwage

The Social Security Administration has a program called "Accuwage" that will read the electronic file and verify that the format of the file is valid. Click [here](#) for more information on where to access Accuwage and how to use it.

Print W-2c's

When you generate W-2's the software records the current information printed on the W2's. If you need to make a correction to a W2 AFTER printing the original:

Go to **Payroll > Year End Tax Reporting > Print W-2c's**.



WARNING When fixing wages, you cannot Re-Archive year-to-date totals. This will overwrite the file, losing the original values needed for the form. If you have already done this, contact Datatech Support.

Year to Print

Enter the Year to Print.

Top Margin

This will default to 0.15. If your margins are not correct, try adjusting this setting.

State to Select

Enter the state abbreviation.

Select

- Type of Employees
- Form(s) to Print
- Employees to Print
- Print Order

Now you can preview or print your W-2cs.

Corrections to SSN

1. Correct the number in the Employee file, which will update the Archive file.
2. Run the W2C and select the forms you would like to print.

Print W-2c's

Year to Print: 2022
Top Margin: 0.1500
State to Select:

Type of Employees:
☐ Regular (941)
☒ Agricultural (943)

Form(s) to Print:
☒ Copy B ☐ Copy 1
☐ Copy C ☐ Copy 2
☐ Copy D ☐ Blank

Employees to Print:
☐ All
☒ Single
☐ Resume Printing
☐ Multiple

Print Order:
☒ Alphabetical
☐ Account #
☐ Social Security #

Employee to Print:
 Account #: 1058 Name Key: ANNAT
 Name: TITTERINGTON, ANNA

For Official Use Only OMB No. 1545-0047		Sally, accounts, FAST, Use		Visit the IRS website at www.irs.gov	
a. Employee's name, address, and ZIP code		b. Year of form corrected		c. Employee's correct SSN	
Webinar Training Files PO Box 1234 Fresno, CA 92727		2022 / Web		666 66 6666	
d. Employee's Federal EIN		e. Corrected SSN and/or name (check this box and complete boxes f and g if it is an error on form previously filed)		f. Employee's previously reported SSN	
99-1234567		Complete boxes f and/or g only if received on form previously filed		555 55 5555	
g. Employee's previously reported name		h. Employee's first name and initial		i. Employee's last name	
		ANNA		TITTERINGTON	
j. Employee's address and ZIP code		k. Employee's address and ZIP code		l. Employee's address and ZIP code	
4910 E CLINTON AVE		4910 E CLINTON AVE		4910 E CLINTON AVE	
m. Social Security wages		n. Social Security wages		o. Social Security wages	
1		1		1	
p. Medicare wages and tips		q. Medicare wages and tips		r. Medicare wages and tips	
2		2		2	
s. Social Security tips		t. Social Security tips		u. Social Security tips	
3		3		3	
v. Dependent care benefits		w. Dependent care benefits		x. Dependent care benefits	
4		4		4	
y. Nonqualified plans		z. Nonqualified plans		aa. Nonqualified plans	
5		5		5	
ab. State income tax		ac. State income tax		ad. State income tax	
6		6		6	
ae. Local income tax		af. Local income tax		ag. Local income tax	
7		7		7	
ah. Local income tax		ai. Local income tax		aj. Local income tax	
8		8		8	
ak. Local income tax		al. Local income tax		am. Local income tax	
9		9		9	
an. Local income tax		ao. Local income tax		ap. Local income tax	
10		10		10	
aq. Local income tax		ar. Local income tax		as. Local income tax	
11		11		11	
at. Local income tax		au. Local income tax		av. Local income tax	
12		12		12	
aw. Local income tax		ax. Local income tax		ay. Local income tax	
13		13		13	
az. Local income tax		ba. Local income tax		bb. Local income tax	
14		14		14	
bc. Local income tax		bd. Local income tax		be. Local income tax	
15		15		15	
bf. Local income tax		bg. Local income tax		bh. Local income tax	
16		16		16	
bi. Local income tax		bj. Local income tax		bk. Local income tax	
17		17		17	
bl. Local income tax		bm. Local income tax		bn. Local income tax	
18		18		18	
bo. Local income tax		bp. Local income tax		bq. Local income tax	
19		19		19	
br. Local income tax		bs. Local income tax		bt. Local income tax	
20		20		20	
bu. Local income tax		bv. Local income tax		bw. Local income tax	
21		21		21	
bx. Local income tax		by. Local income tax		bz. Local income tax	
22		22		22	
ca. Local income tax		cb. Local income tax		cc. Local income tax	
23		23		23	
cd. Local income tax		ce. Local income tax		cf. Local income tax	
24		24		24	
cg. Local income tax		ch. Local income tax		ci. Local income tax	
25		25		25	
cj. Local income tax		ck. Local income tax		cl. Local income tax	
26		26		26	
cm. Local income tax		cn. Local income tax		co. Local income tax	
27		27		27	
cp. Local income tax		cq. Local income tax		cr. Local income tax	
28		28		28	
cs. Local income tax		ct. Local income tax		cu. Local income tax	
29		29		29	
cv. Local income tax		cw. Local income tax		cx. Local income tax	
30		30		30	
cy. Local income tax		cz. Local income tax		ca. Local income tax	
31		31		31	
cb. Local income tax		cc. Local income tax		cd. Local income tax	
32		32		32	
ce. Local income tax		cf. Local income tax		cg. Local income tax	
33		33		33	
ch. Local income tax		ci. Local income tax		cj. Local income tax	
34		34		34	
ck. Local income tax		cl. Local income tax		cm. Local income tax	
35		35		35	
cn. Local income tax		co. Local income tax		cp. Local income tax	
36		36		36	
cq. Local income tax		cr. Local income tax		cs. Local income tax	
37		37		37	
ct. Local income tax		cu. Local income tax		cv. Local income tax	
38		38		38	
cw. Local income tax		cx. Local income tax		cy. Local income tax	
39		39		39	
cz. Local income tax		ca. Local income tax		cb. Local income tax	
40		40		40	
cc. Local income tax		cd. Local income tax		ce. Local income tax	
41		41		41	
ce. Local income tax		cf. Local income tax		cg. Local income tax	
42		42		42	
ch. Local income tax		ci. Local income tax		cj. Local income tax	
43		43		43	
ck. Local income tax		cl. Local income tax		cm. Local income tax	
44		44		44	
cn. Local income tax		co. Local income tax		cp. Local income tax	
45		45		45	
cq. Local income tax		cr. Local income tax		cs. Local income tax	
46		46		46	
ct. Local income tax		cu. Local income tax		cv. Local income tax	
47		47		47	
cw. Local income tax		cx. Local income tax		cy. Local income tax	
48		48		48	
cz. Local income tax		ca. Local income tax		cb. Local income tax	
49		49		49	
cc. Local income tax		cd. Local income tax		ce. Local income tax	
50		50		50	
ce. Local income tax		cf. Local income tax		cg. Local income tax	
51		51		51	
ch. Local income tax		ci. Local income tax		cj. Local income tax	
52		52		52	
ck. Local income tax		cl. Local income tax		cm. Local income tax	
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cn. Local income tax		co. Local income tax		cp. Local income tax	
54		54		54	
cq. Local income tax		cr. Local income tax		cs. Local income tax	
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ct. Local income tax		cu. Local income tax		cv. Local income tax	
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cw. Local income tax		cx. Local income tax		cy. Local income tax	
57		57		57	
cz. Local income tax		ca. Local income tax		cb. Local income tax	
58		58		58	
cc. Local income tax		cd. Local income tax		ce. Local income tax	
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ce. Local income tax		cf. Local income tax		cg. Local income tax	
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ch. Local income tax		ci. Local income tax		cj. Local income tax	
61		61		61	
ck. Local income tax		cl. Local income tax		cm. Local income tax	
62		62		62	
cn. Local income tax		co. Local income tax		cp. Local income tax	
63		63		63	
cq. Local income tax		cr. Local income tax		cs. Local income tax	
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ct. Local income tax		cu. Local income tax		cv. Local income tax	
65		65		65	
cw. Local income tax		cx. Local income tax		cy. Local income tax	
66		66		66	
cz. Local income tax		ca. Local income tax		cb. Local income tax	
67		67		67	
cc. Local income tax		cd. Local income tax		ce. Local income tax	
68		68		68	
ce. Local income tax		cf. Local income tax		cg. Local income tax	
69		69		69	
ch. Local income tax		ci. Local income tax		cj. Local income tax	
70		70		70	
ck. Local income tax		cl. Local income tax		cm. Local income tax	
71		71		71	
cn. Local income tax		co. Local income tax		cp. Local income tax	
72		72		72	
cq. Local income tax		cr. Local income tax		cs. Local income tax	
73		73		73	
ct. Local income tax		cu. Local income tax		cv. Local income tax	
74		74		74	
cw. Local income tax		cx. Local income tax		cy. Local income tax	
75		75		75	
cz. Local income tax		ca. Local income tax		cb. Local income tax	
76		76		76	
cc. Local income tax		cd. Local income tax		ce. Local income tax	
77		77		77	
ce. Local income tax		cf. Local income tax		cg. Local income tax	
78		78		78	
ch. Local income tax		ci. Local income tax		cj. Local income tax	
79		79		79	
ck. Local income tax		cl. Local income tax		cm. Local income tax	
80		80		80	
cn. Local income tax		co. Local income tax		cp. Local income tax	
81		81		81	
cq. Local income tax		cr. Local income tax		cs. Local income tax	
82		82		82	
ct. Local income tax		cu. Local income tax		cv. Local income tax	
83		83		83	
cw. Local income tax		cx. Local income tax		cy. Local income tax	
84		84		84	
cz. Local income tax		ca. Local income tax		cb. Local income tax	
85		85		85	
cc. Local income tax		cd. Local income tax		ce. Local income tax	
86		86		86	
ce. Local income tax		cf. Local income tax		cg. Local income tax	
87		87		87	
ch. Local income tax		ci. Local income tax		cj. Local income tax	
88		88		88	
ck. Local income tax		cl. Local income tax		cm. Local income tax	
89		89		89	
cn. Local income tax		co. Local income tax		cp. Local income tax	
90		90		90	
cq. Local income tax		cr. Local income tax		cs. Local income tax	
91		91		91	
ct. Local income tax		cu. Local income tax		cv. Local income tax	
92		92		92	
cw. Local income tax		cx. Local income tax		cy. Local income tax	
93		93		93	
cz. Local income tax		ca. Local income tax		cb. Local income tax	
94		94		94	
cc. Local income tax		cd. Local income tax		ce. Local income tax	
95		95		95	
ce. Local income tax		cf. Local income tax		cg. Local income tax	
96		96		96	
ch. Local income tax		ci. Local income tax		cj. Local income tax	
97		97		97	
ck. Local income tax		cl. Local income tax		cm. Local income tax	
98		98		98	
cn. Local income tax		co. Local income tax		cp. Local income tax	
99		99		99	
cq. Local income tax		cr. Local income tax		cs. Local income tax	
100		100		100	
ct. Local income tax		cu. Local income tax		cv. Local income tax	

Form **W-2c** (Rev. 8-2014) **Corrected Wage and Tax Statement** Department of the Treasury Internal Revenue Service

Correct Wages/Move Checks/Void Check

1. Use the Change Qtr/year utility to move back to the 4th quarter/
2. Use the appropriate tool to make your corrections.
3. **Do Not Re-Archive**
4. Use the Fix Employee Totals* to Update the Archive File



NOTE *In the past multi-state customers could not use this option and had to call Datatech Support for assistance with generating the corrected forms. Programming has been completed and will be included with the year-end update to allow for multi-state to fix to the archive file.

5. Print the W-2C's

The blank paper formats included the forms to file by paper with the IRS. If you need to create an Electronic W2C file, you can use the Generate W-2c Electronic File to create it:

Enter the **Tax Year to Generate** and click **Generate**. If you are sending a correction file due to an incorrect Federal EIN, you can enter the incorrect number and then generate.

Arizona Form A1-R Information Return

This Arizona report is printed annually, to reconcile with the W-2's printed. Although there is a separate option on the year-end menu to print this, the W-2 printing program will automatically go to this screen and fill in the totals when you print any W-2's that include Arizona wages.

Go to **Payroll > Year End Tax Reporting > Print Arizona A1-R Form**.

If you need to print this separately, you will need to enter the tax year as well as the totals for items 1 through 5.

Items 6 through 10 will come from the tax liability file. If they are not filled in automatically, click **Update Tax Liability**.

Re-Issue Net Check for the Checkbook

This method is recommended for re-issuing lost checks that don't need to be edited or changed to another employee.

1. Use the Direct Expense Check to Issue a check for the Net Amount.

2. Enter a Miscellaneous Transaction, entering a negative amount for the Net Payroll check. This will offset the original check.

Miscellaneous Charge/Debits

Account #: Name Key: NO VENDOR Bank #:

Name/Addr: Kyle Vasquez Columbia Payroll

P.O. #: Transaction #:

Description: Reverse Payroll Check 2241 Transaction Date: 01/01/2024

Amount: -627.30

Cost ID	Year	Job ID	G/L #	Description	Units	Type	Rate	Amount
			625.00	Reverse P/E Che# 2241/Re-Issued ...	0.00		0.0000	-627.30

Cost Center: (no cost center) Total: -627.30

Job ID: (no Job ID code) Difference: 0.00

G/L: Misc Expenses

Print Voucher Acreage Split Save Clear Delete Check

3. Print the original Payroll Check Voucher and provide to the employee with the check.

Resources

Fix Employee Totals

Fixing Totals for the Quarter or Year

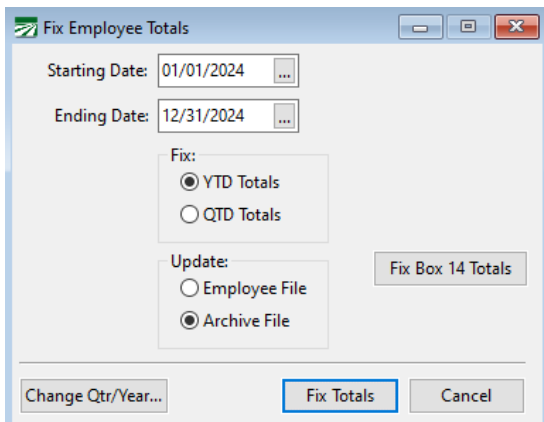
Totals from payroll checks are updated to the employee file through the check printing process; these totals are then used for quarterly and year-end payroll forms. If those totals are somehow affected (e.g. the checking printing process is interrupted), there is an option to fix - or recalculate - those totals. The program will clear the total field and then recalculate it based on the check records for the time period selected.

Fixing totals can also be used to update the archive file when changes are made to employee information such as name, address, social security number, etc.

Go to **Payroll > Utilities > Fix Employee Totals**.

1. Enter the *Starting Date* and *Ending Date* for the quarter or year that needs to be fixed.
2. Select the time period you are fixing, either YTD (year-to-date) or QTD (quarter-to-date) Totals.
3. Select the file to update, either the *Employee File* (if you are fixing names, addresses, social security numbers) or the *Archive File* (if you are fixing check totals).
4. Click **Fix Totals**.

See the example below:





NOTE This option does not allow you to fix totals to the employee file if the *Starting* and *Ending* dates used don't match the current quarter or year. The *Change Qtr/Year* button should be used if you have to fix totals outside of the current quarter and/or year.

Fix Box 14 Totals

This option should be used if (1) the archive file has already been created and box 14 totals were not updated; or (2) edits were made to the mapping.

Since only box 14 totals and employer pension contributions are updated when using this option (not any wage totals), it will also work with multi-state payroll.

Changing the Current Quarter/Year

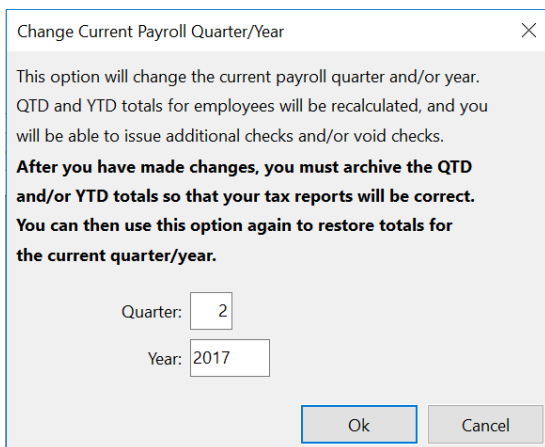
The payroll system keeps track of the current payroll quarter and year and uses this information to make sure that dates you enter when printing checks are correct.

In some cases, you may have closed the quarter or year and discover that you need to write additional checks or void checks in the prior quarter/year. Because you have closed the quarter and/or year, the program doesn't let you date transactions in the prior quarter: a new quarter/year has been started, and totals have been zeroed out for the new quarter/year.

However, there is an option that makes re-opening a quarter and/or year a single-step process.

1. To re-open a quarter/year, go to **Payroll > Utilities > Fix Options > Fix Employee Totals**.

2. Click **Change Qtr/Year** in the bottom left corner of the window and the following window will open:



Change Current Payroll Quarter/Year

This option will change the current payroll quarter and/or year. QTD and YTD totals for employees will be recalculated, and you will be able to issue additional checks and/or void checks.

After you have made changes, you must archive the QTD and/or YTD totals so that your tax reports will be correct. You can then use this option again to restore totals for the current quarter/year.

Quarter:

Year:

Ok Cancel

This window will show the current payroll quarter and year.

3. Enter the **Quarter/Year** that you want to re-open then click **Ok**. The program will add up all checks in the quarter/year that you selected and save the totals to employee accounts. This process may take some time, depending on how many checks you have written. A progress bar will appear at the bottom of the program window two times (once for the quarter-to-date totals and once for the year-to-date totals) indicating how far along the process is.
4. After you have re-opened a quarter, you can issue additional checks or void checks in that quarter.



NOTE While in a prior quarter, you cannot create checks for the current quarter in Batch Payroll Check entry, nor can you print checks. However, Daily Payroll Entry can be used to enter checks since it does not involve tax deduction calculations.

After Corrections Are Made

Once you have finished making changes, you can archive the quarter-to-date totals (and year-to-date totals, if necessary). You can then print tax reports for the quarter/year that include the changes you have made.

Keep in mind that if you have already filed quarterly or annual reports and then make changes, you will need to file amended or corrected reports with state and federal agencies. The program does not keep track of the changes that you make, so you will need to do this and know the procedures and requirements for filing amended reports.

If you have not filed any reports yet, you will not need to worry about filing amended or corrected reports.

After you have re-archived the quarter and/or year-to-date totals, you will need to use this option again to change back to the current quarter/year. Otherwise, you will not be able to issue current payroll checks. For this reason, it is also important for companies that use the payroll system on a network to coordinate with other users. For instance, if you need to make adjustments in the prior quarter and change back to that quarter, other users cannot print checks in the current quarter until you are done.



EXAMPLE In January 2024, Monica discovers that a payroll check in December was issued to the wrong employee account. The employee account that the check was written to had the same name, but it was the wrong account number. The employee went ahead and cashed the check, so she doesn't need to re-issue a check to him. However, the employee's W-2 totals and total wages on her quarterly report will be wrong.

To correct this, first she changes the current quarter back to 4 and the current year to 2023 using the Change Qtr/Year button on the Fix Employee Totals window. Next she voids the check that was issued to the wrong account, and selects the correct account to re-issue the check to. She prints the re-issued check on blank paper (because the employee doesn't need a replacement check), then she prints and finalizes the Payroll Journal. Then she archives the quarter-to-date totals and the year-to-date totals, so that her quarterly report and W-2's will be correct. Finally, she goes back to the Fix Employee Totals option and uses the Change Qtr/Year button to change the current quarter back to 1 and the current year back to 2024. This restores the totals for the checks that have been issued so far in January.

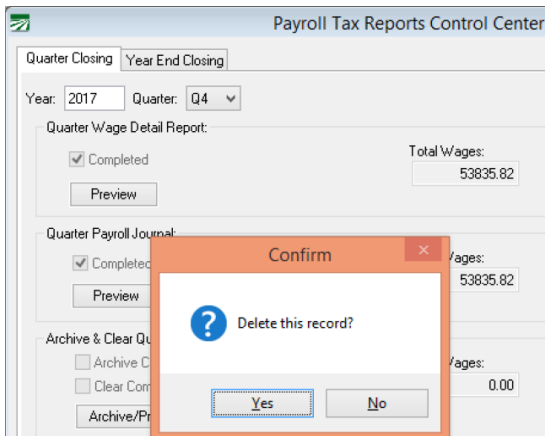
Re-closing through the Payroll Tax Reports Control Center

If you have re-opened the Quarter/Year and want to re-close through the Payroll Tax Reports Control Center. Enter the Year & Quarter to re-close. Press the Shift key and F2. Select Yes to Delete the closing record and you can run through the closing again.

Note: If you have made corrections to do a W-2C, see topic [Print W-2Cs](#).



WARNING DO NOT re-archive, as this over-writes the originally reported totals, necessary for generating a W-2C.



NOTE For Year End Adjustments that need to be reported on a W-2C, do not use the Closing process, see topic, [Edit YTD Employee Archive](#).

Year End FAQ

Employee File Utilities

Two handy tools are available from the Employee File Utilities (Payroll > Utilities):

- Set employees to Inactive by the last check date received
- Update Pay Rates

Uploading Your State Quarterly File

You can view videos of the process to upload files in California and Oregon from <https://datatechag.com/payroll-section-1/>.

Unfortunately, we don't have access to record this process for all states, so if you have any questions regarding your particular state's process, contact their support line.

The quarter and/or year end reports are printing zero totals.

The quarterly and year end reports print from the Archive file. If you have not archived, do so and then print the report again. On the Quarterly State Reports you must enter the abbreviation for the state in all capital letters. Make sure that you have entered CA for California, AZ for Arizona, etc.

How do I figure out payments for the DE-9, 940, 941 & 943 reports?

If you have issued the tax deposit checks through the accounting system you can run a Vendor Inquiry to get a list of payments. You will need to subtract any payments for the prior quarter (941) or year (940, 943, DE-7). Also subtract any penalties or other charges that are not tax payments.

If you do not issue the checks through the program, you can download payment history from the EFTPS and EDD (California). Other states can refer to your payment system for options.

If you make tax deposits to your bank it will be easier in the future if you set up a separate vendor for tax payments only. This way you will not need to sort through the payments to get a total.

I need to issue more checks and/or void a check in a prior quarter/year that I have closed.

You can move back to the prior quarter/year by following instructions on page 48.



NOTE If you have already submitted quarterly or year-end reports, you will need to file amendments to your reports. The procedures for filing amendments are beyond the scope of this manual.

How do I handle pay periods that span two quarters or years?

The quarter or year the check is reported in is determined by the check date. If the check date will be in the later quarter you will need to close before the checks can be printed.

Can I start a new year's payroll before installing the year end update?

We do not recommend starting payroll for the new year before installing the update. It is important to note that the new tax rates will not go into effect until the current quarter totals have been archived and cleared, and the year to date totals have also been archived and cleared. The program may install the tax rates, and you can see them in the tax rate file, but until you perform these steps (which moves the current payroll year forward), the tax rates for the next year do not go into effect.

When payroll checks are entered into the Batch Payroll Check window, the program will use the tax rates for the current year. It is possible to enter checks that will be dated in the new year prior to closing the current year, but the program will use the current year to calculate taxes. In most cases, issuing one check that was calculated with older tax rates will not cause a problem. Tax tables do not change too much, and any taxes that are computed on a percentage basis (FICA, Medicare, SDI) will be recalculated for the next check, so if these rates change, an adjusted withholding amount will be calculated on the employees' next checks to compensate for the check that was calculated with the old rate.

You must be aware, however, that if a payroll is completed before new tax rates are installed, the accrued totals in the liability accounts and displayed in the Tax Deposit window are not correct. You should calculate the amounts you owe based on the new tax rates and make the adjustment in the Rounding Column (see Auditing the Tax Deposit totals for more information). This is common when the SUI rate is not changed before the first payroll.

For Daily Payroll, the same applies, except that it is during the Create Checks process when taxes are computed. So if you enter payroll time in the Daily Payroll window, install the year end update with the new tax rates, enter your new year's SUI rate and then Create Checks, the new tax rates will be in effect.

My W-2's won't print

Check the Year to Print. The date must be entered with four digits (2004).

Check the Type of Employees to print. If you are an Ag company, select Agricultural (943), if you are a Regular company, select Regular (941).

If your W-2's stop printing in the middle of a batch you can select the Resume Printing option and select the employee to start with. Remember to select the same order you were printing in the first batch!

My SUI rate changed, but I already did a few payrolls with the old rate.

If you have done payroll with the old rate the amounts accrued for your SUI liability are incorrect. You will need to manually calculate the difference and pay this amount (or take a credit) on your next tax deposit.

To find out the correct liability total, enter the correct rate in Payroll, Setup, State Tax Rate Tables. Then print a Taxable Wages by Quarter Report for the SUI tax by clicking on Payroll, Quarterly Tax Reporting, Taxable Wages by Quarter. This report will provide the correct tax liability based on the rate you entered in the State Tax Rate file. Then print a Journal Transaction report by G/L #. Enter the dates for the current year, the G/L #, and PR for the Source. Print the report.

The difference between the Taxable Wages report and the totals updated to the general ledger is the amount you need to add (or credit) on your next tax deposit. (See Rounding and Tax Deposits on page 37.) Another way to reconcile the Taxable Wages total and general ledger balance is to enter a journal entry to make the general ledger account match the total that should have been accrued.