

**Form 941 & Schedule B- Test Mode**

Transaction Code:  
PU19

**Purpose** Use this procedure to create your agency’s Form 941 and Schedule B quarterly reports in test mode.

**Trigger** Perform this procedure for every quarter end.

- March 31, 2XXX
- June 30, 2XXX
- September 30, 2XXX
- December 31, 2XXX

**Prerequisites** Payroll results from all periods in the quarter are final by Department of Personnel.

**End User Role** Tax Processor Role.

Change History	Change Description
2/7/2011	Created
11/7/2013	Updated screen shot of Form 941- to reflect data in field 5d

**Menu Path** Human Resources → Payroll→ Americas → USA Subsequent activities → Period-Independent→ Payroll supplement  
PU19 Tax Reporter

**Transaction Code** PU19

**Helpful Hints**

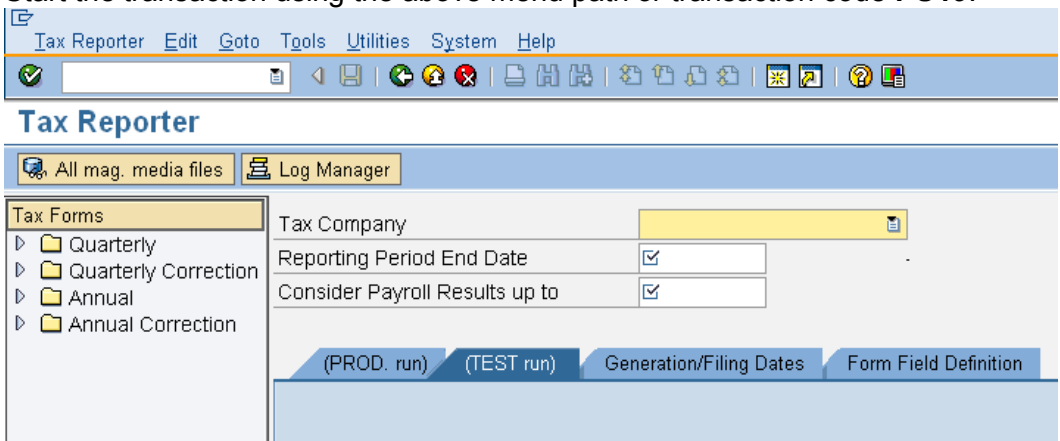
Agencies should run (in **test** mode) after each payroll to verify the deposits and liabilities are in balance. Running in test mode will allow the agencies to view their 941s without creating a final document. At the end of the quarter, when the 941 is in balance, a production run can be made and the filing date can be generated.




If the 941 is run in **Production** mode prematurely the production run will have to be deleted to run the final Production mode to file. If a year to date adjustment is needed and the agency has already completed a Production run, a new year to date adjustment can be made, but the original year to date will stay the same. Also, the Consider Payroll Results Up To date needs to be advanced one day for each production run that is deleted.



Example: A year-to-date adjustment is done for an employee in Tax Company 0110 for 1<sup>st</sup> quarter 2013. On April 10, 2013 Tax Company 0120 runs their 941 in Production mode. The Production run is deleted. The year to date adjustment for Tax Company 0110 is sealed. A new year to date adjustment can be done for Tax Company 0110 but the original year to date is unchangeable, and a new Production run needs to be executed with the Reporting period end date 3/31/20XX and Consider Payroll Results up to 4/1/20XX

1. Start the transaction using the above menu path or transaction code **PU19**.



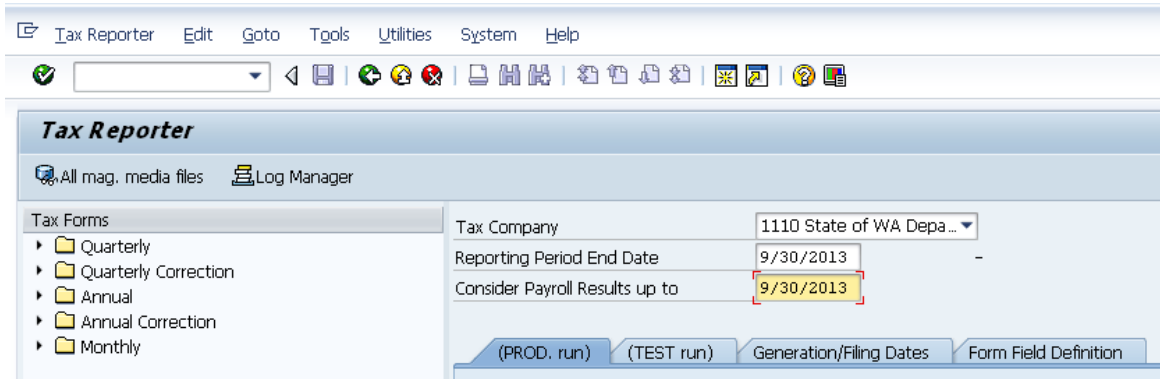
2. Complete the following fields:

Field Name	R/O/C	Description										
Tax Company	R	<p>Select your agency's Tax Company ID.</p> <p> Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information.</p> <p><b>Example:</b> 1110 (Department of Personnel)</p> <table border="0"> <thead> <tr> <th>Main Tax Company</th> <th>Included sub-areas</th> </tr> </thead> <tbody> <tr> <td>1110 (Department of Personnel)</td> <td>1110 and 1111</td> </tr> <tr> <td>2450 (Military Department)</td> <td>2450 through 2453</td> </tr> <tr> <td>30RU (Department of Social and Health Services)</td> <td>3000 through 3019, 3021 through 3029, &amp; 3031</td> </tr> <tr> <td>31RU (Department of Corrections)</td> <td>3101 through 3123</td> </tr> </tbody> </table>	Main Tax Company	Included sub-areas	1110 (Department of Personnel)	1110 and 1111	2450 (Military Department)	2450 through 2453	30RU (Department of Social and Health Services)	3000 through 3019, 3021 through 3029, & 3031	31RU (Department of Corrections)	3101 through 3123
Main Tax Company	Included sub-areas											
1110 (Department of Personnel)	1110 and 1111											
2450 (Military Department)	2450 through 2453											
30RU (Department of Social and Health Services)	3000 through 3019, 3021 through 3029, & 3031											
31RU (Department of Corrections)	3101 through 3123											

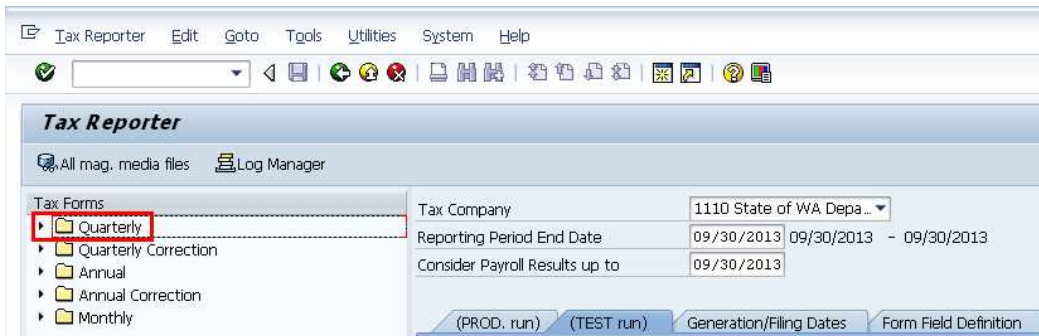
		<p>40RU (Department of Transportation)      4050 and 4051</p> <p>4610 (Department of Ecology)      4610 through 4612</p> <p>5401 (Employment Security Department)      5401 through 5416</p>
Reporting Period End Date	R	<p>The Reporting Period End Date.</p> <p> Enter the Quarter End Date as listed below.</p> <p>Quarter 1 – Period 03/31/20XX          Quarter 2 – Period 06/30/20XX          Quarter 3 – Period 09/30/20XX          Quarter 4 – Period 12/31/20XX</p> <p><b>Example:      12/31/2013</b></p>
Consider Payroll Results up to	R	<p>The Consider Payroll Results up to.</p> <p> Enter the Quarter End Date. (Using the same format above.)</p> <p><b>Example:      12/31/2013</b></p>



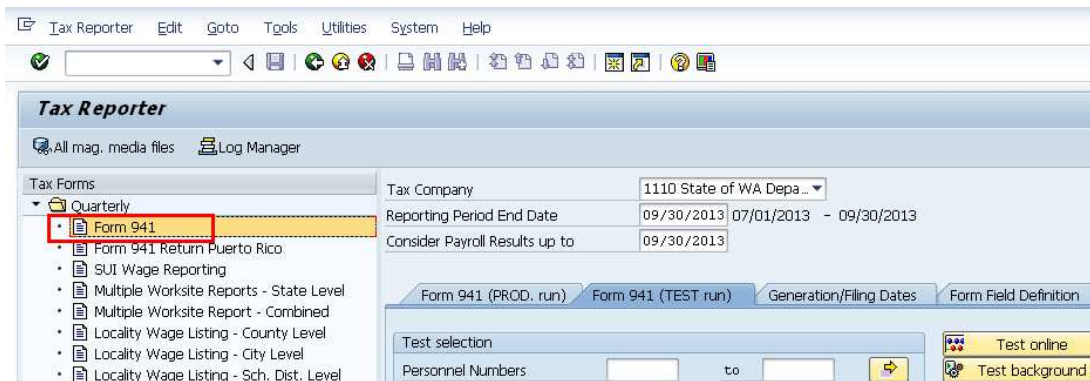
All three fields are required and must be filled before moving on to the next step or you will receive the following message:




3. In the Tax Forms section, click the arrow next to the Quarterly folder to open this list.



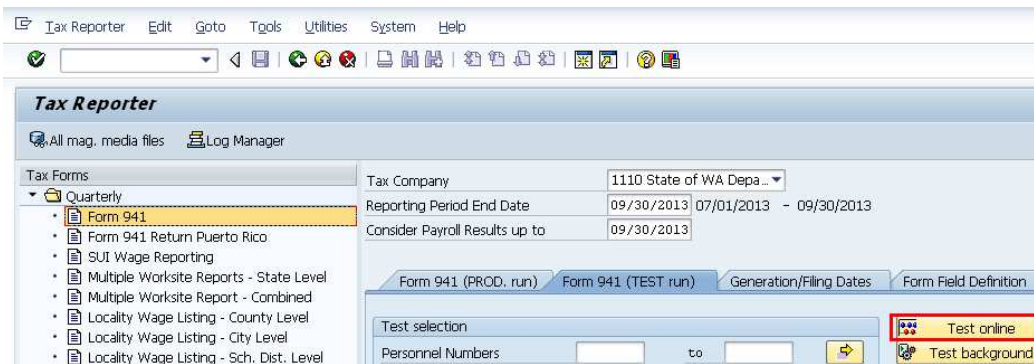
4. Double-click on the Form 941 (Form 941) document.




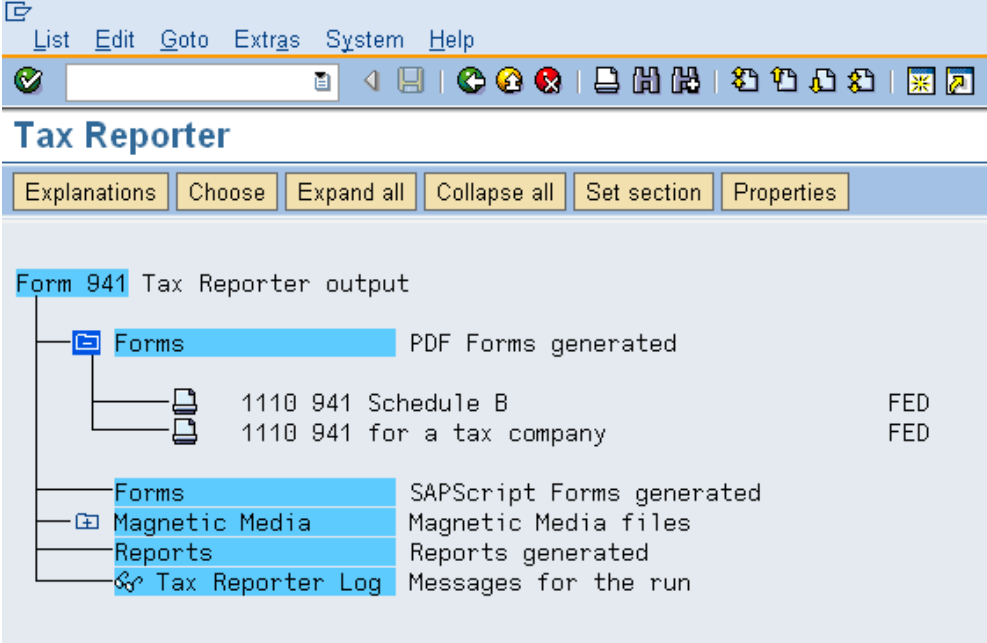
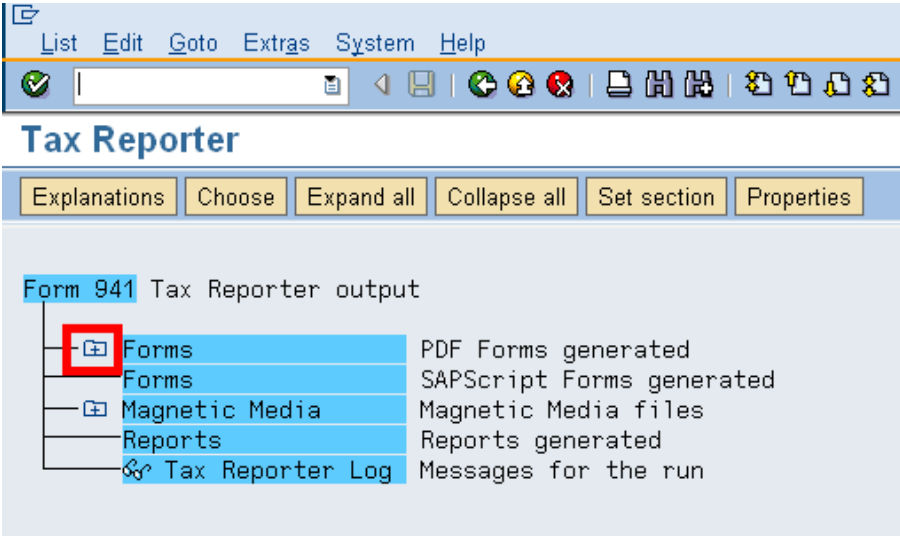
5. Complete the following fields:

Field Name	R/O/C	Description
Personnel Numbers	R	<p>The employee's unique identifying number.                      Example: 10001111 (single personnel number)</p> <p> Entering the range of 1 to 99999999 will capture your entire agency. If wanting to see only one employee (or a few) you may enter just those individuals.                      Example: 1 to 99999999 (8 digits)</p>

6. Click  **Test online** (Execute Test Online) to start the report.



7. Click on the  (folder) next to PDF Forms generated



- 8. To view the Form 941 online, double-click **1110 941 for a tax company** (941 for a tax company) on the text/report name.

The screenshot shows the SAP Tax Reporter interface. At the top is a menu bar with options: List, Edit, Goto, Extras, System, Help. Below the menu is a toolbar with various icons for navigation and actions. The main title is "Tax Reporter". Below the title is a row of buttons: Explanations, Choose, Expand all, Collapse all, Set section, Properties. The main content area is titled "Form 941 Tax Reporter output" and displays a tree view of generated files. The tree structure is as follows:

- Forms (PDF Forms generated)
  - 1110 941 Schedule B (FED)
  - 1110 941 for a tax company (FED)
- Forms (SAPScript Forms generated)
- Magnetic Media (Magnetic Media files)
- Reports (Reports generated)
- Tax Reporter Log (Messages for the run)



Form **941 for 2013: Employer's QUARTERLY Federal Tax Return** 950113  
 (Rev. January 2013) Department of the Treasury - Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN)	<input type="text"/>
Name (not your trade name)	State Agency Name
Trade name (if any)	<input type="text"/>
Address	<input type="text"/>
City	Olympia
State	WA
ZIP code	98504

**Report for this Quarter of 2013**  
(Check one.)

1: January, February, March

2: April, May, June

3: July, August, September


4: October, November, December

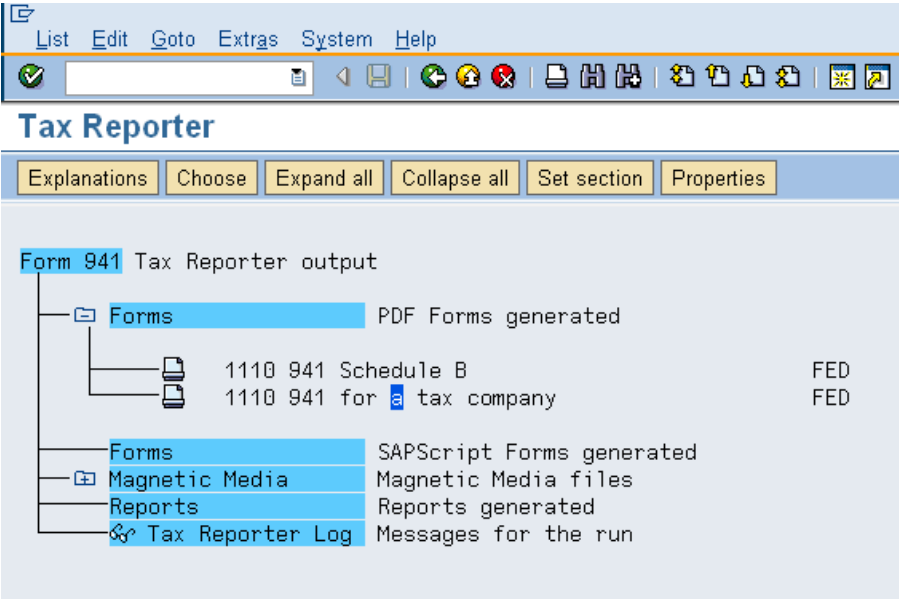
Instructions and prior year forms are available at [www.irs.gov/form941](http://www.irs.gov/form941).

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

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

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3) or Dec. 12 (Quarter 4)	1	<input type="text"/>																									
2	Wages, tips, and other compensation	2	2867481.41																									
3	Income tax withheld from wages, tips, and other compensation	3	945966.45																									
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/>	Check and go to line 6.																									
<table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Column 1</th> <th style="text-align: center;">x</th> <th></th> <th style="text-align: center;">Column 2</th> </tr> </thead> <tbody> <tr> <td>5a</td> <td>Taxable social security wages</td> <td>2957110.77</td> <td>x .124 =</td> <td>366681.74</td> </tr> <tr> <td>5b</td> <td>Taxable social security tips</td> <td>0.00</td> <td>x .124 =</td> <td></td> </tr> <tr> <td>5c</td> <td>Taxable Medicare wages &amp; tips</td> <td>2976517.27</td> <td>x .029 =</td> <td>86319.00</td> </tr> <tr> <td>5d</td> <td>Taxable wages &amp; tips subject to Additional Medicare Tax withholding</td> <td>0.00</td> <td>x .009 =</td> <td></td> </tr> </tbody> </table>					Column 1	x		Column 2	5a	Taxable social security wages	2957110.77	x .124 =	366681.74	5b	Taxable social security tips	0.00	x .124 =		5c	Taxable Medicare wages & tips	2976517.27	x .029 =	86319.00	5d	Taxable wages & tips subject to Additional Medicare Tax withholding	0.00	x .009 =	
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5d	Taxable wages & tips subject to Additional Medicare Tax withholding	0.00	x .009 =																									
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	453000.74																									
5f	Section 3121(q) Notice and Demand — Tax due on unreported tips (see instructions)	5f	<input type="text"/>																									
6	Total taxes before adjustments (add lines 3, 5e and 5f)	6	1398967.19																									
7	Current quarter's adjustment for fractions of cents	7	0.24																									
8	Current quarter's adjustment for sick pay	8	<input type="text"/>																									

- 10 Click  (Back) twice to return to the Tax Reporter Screen to view the Schedule B



- 11. To view your 941 Schedule B the report online, double-click **1110 941 Schedule B** (Schedule B) on the text/report name.

### Schedule B (Form 941):

960311

#### Report of Tax Liability for Semiweekly Schedule Depositors

(Rev. June 2011)

Department of the Treasury - Internal Revenue Service

OMB No. 1545-0029

(EIN) Employer identification number   -

Name (not your trade name)

Calendar year     (Also check quarter)

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

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

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

Month 1

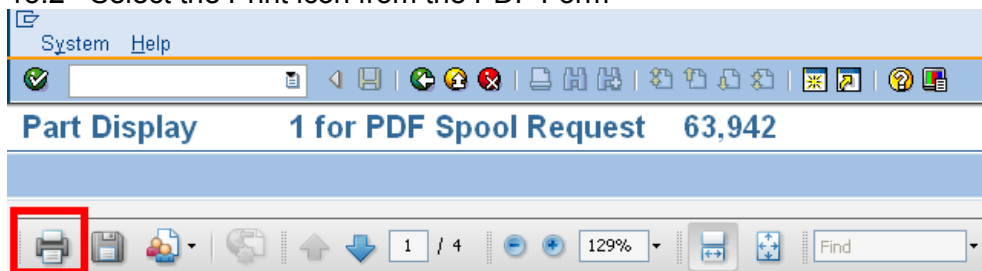
1	9	17	25	1391699.99	Tax liability for Month 1 1392196.72
2	10	18	26	496.73	
3	11	19	27		
4	12	20	28		
5	13	21	29		
6	14	22	30		
7	15	23	31		
8	16	24			



This is only a partial screen shot. Use the Scroll Bars to view the Schedule B in its entirety.

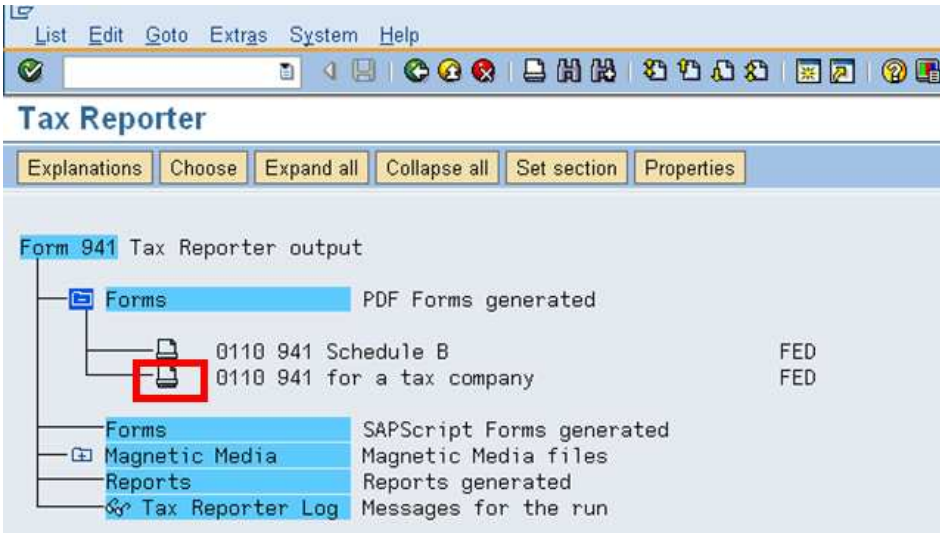
13.1 To print the form 2 options:


13.2 Select the Print icon from the PDF Form




13.3 Select the form from the Spool Request and click Print

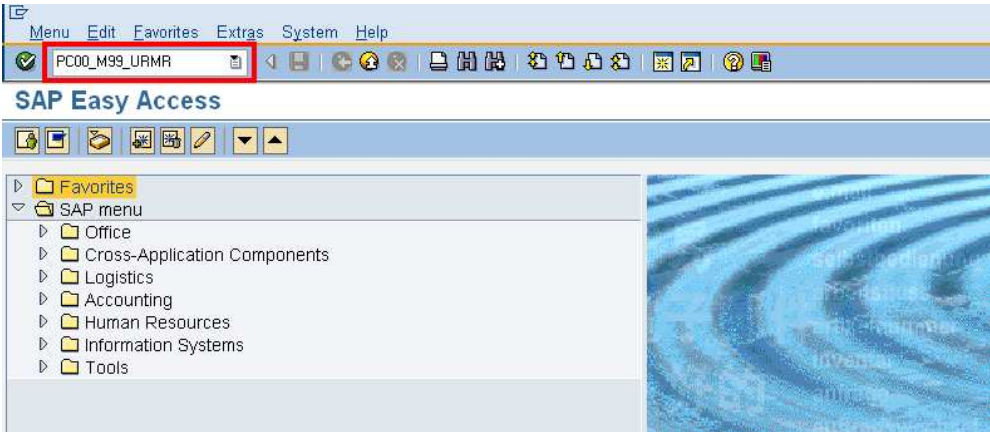
13.4 Select the Print icon from the Tax reporter



14  Run the 3rd Party Remittance Detail report to verify the liabilities on the Schedule B.

14.1 To access the Remittance Detail Report click the  (Exit) to return back to the SAP Easy Access Screen.

14.2 Enter the transaction code: PC00\_M99\_URMR into the command field and click  (Enter)



**HR payee item selection**

Company Code	<input type="text"/>		
Business Area	<input type="text"/>		
Vendor	<input type="text"/>		
Vendor subgroup	<input type="text"/>		
HR payee type	<input type="text"/>		
HR payee number	<input type="text"/>		
Evaluation run no.	<input type="text"/>		
Due date	<input type="text"/>		
Posting run number	<input type="text"/>		
Acknowledgement run	<input type="text"/>		
HR document ref. no.	<input type="text"/>		
Remittance Status	<input type="text"/>		
Stopped payments	<input type="text"/>		

**Control data**

**Additional data**

None  
 Include employee data  
 Include symbolic account data

**GUI control**

ALV grid control  
 ALV tree control  
ALV Layout:   
 GUI header

**Level of detail on double click**

HR pay item summary  
 Employee details  
 HR payee item status  
 HR payee item details  
 Payroll data  
 Additional information

**Error checking and correction**

Check payments stopped  
 Check already posted items

Correct stopped status  
 Correct already posted items



14.3 Click the (Get Variant) icon.

14.4 Remove the created by field end key SWV\* into the Variant field:

**Find Variant**

Variant	<input type="text" value="SWV*"/>	
Environment	<input type="text"/>	
Created by	<input type="text"/>	
Changed by	<input type="text"/>	
Original language	<input type="text"/>	

14.5 Select the appropriate variant




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

14.6 Click  (Copy) to accept.















14.7 Complete the following field

Field Name	R/O/C	Description
Business Area	R	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN).  Example: 1110 (Department of Personnel)

**Reconciliation of Remittance Posting Items**

HR payee item selection

Company Code	WA01	
Business Area	1110	
Vendor	2181700	
Vendor subgroup		
HR payee type		
HR payee number		
Evaluation run no		
Due date	10/10/2013	
Posting run number		
Acknowledgement run		
HR document ref. no.		
Remittance Status		
Stopped payments		


Control data

Additional data

- None
- Include employee data
- Include symbolic account data

GUI control


- ALV grid control
- ALV tree control

14.8 Click  (Execute) to generate the report.

**Remittance Detail - Overview**

HR payee items

C...	Vendor	HR.PType	HR pay...	EvalRun	Σ	Amount	Crcy	Payday	Due	TranDate	Pay. date	Run On
W	2181700	2		1	4011	93,028.07	USD	10/10/2013	10/10/2013	10/04/2013		
		2			4021	93,934.56	USD		10/10/2013	10/04/2013		
		2			4031	33,400.61	USD		10/10/2013	10/04/2013		
		2			4041	30,511.39	USD		10/10/2013	10/04/2013		
		2			4051	27,822.67	USD		10/10/2013	10/04/2013		
				1		<b>278,697.30</b>	<b>USD</b>					
		2		2	4011	47,511.63	USD		10/10/2013	10/04/2013		
		2			4021	50,316.75	USD		10/10/2013	10/04/2013		
		2			4031	20,257.18	USD		10/10/2013	10/04/2013		
		2			4041	20,150.00	USD		10/10/2013	10/04/2013		
		2			4051	16,127.07	USD		10/10/2013	10/04/2013		
				2		<b>154,362.63</b>	<b>USD</b>					
		2		3	4011	47,511.63	USD		10/10/2013	10/04/2013		
		2			4021	50,316.75	USD		10/10/2013	10/04/2013		
		2			4031	20,257.18	USD		10/10/2013	10/04/2013		
		2			4041	20,150.00	USD		10/10/2013	10/04/2013		
		2			4051	16,127.07	USD		10/10/2013	10/04/2013		
				3		<b>154,362.63</b>	<b>USD</b>					
		2		4	4011	11,111.54	USD		10/10/2013	10/04/2013		
		2			4021	11,767.56	USD		10/10/2013	10/04/2013		
		2			4031	4,737.49	USD		10/10/2013	10/04/2013		
		2			4041	4,712.43	USD		10/10/2013	10/04/2013		
		2			4051	2,771.62	USD		10/10/2013	10/04/2013		

 To view names, social security numbers and the amount each employee paid to the vendor double click on the selected amount.

HR Payee types:

- 1: Employee withholding
- 2: Employee Social Security
- 3: Employer Social Security
- 4: Employee Medicare
- 5: Employer Medicare.

Employee and Employer shares should always be equal.



**Reconciliation of remittance posting items**

**Remittance summary**

*HR payee item*

Company Code	:	WA01 STATE OF WASHINGTON
Company Name	:	STATE OF WASHINGTON
Vendor	:	2181700 EFTPS IRS Payment for WH Ta
Name 2	:	EFTPS - PAYROLL TAX DEPOSITS
Name 3	:	OGDEN SERVICE CENTER
Street	:	
Po Box	:	
City	:	OGDEN
Region	:	UT
Postal Code	:	84201
Vendor name	:	EFTPS IRS Payment for W/H Ta
Reference Document	:	HR 0240100000
Business Area	:	
HR payee type	:	2 Tax payee(s)
HR payee number	:	00000001 Federal Withholding Tax
HR payee	:	Federal Withholding Tax



The screen shot above is a partial screen shot of the Remittance summary.

**Results**

You have generated the Form 941 and Schedule B in test mode.