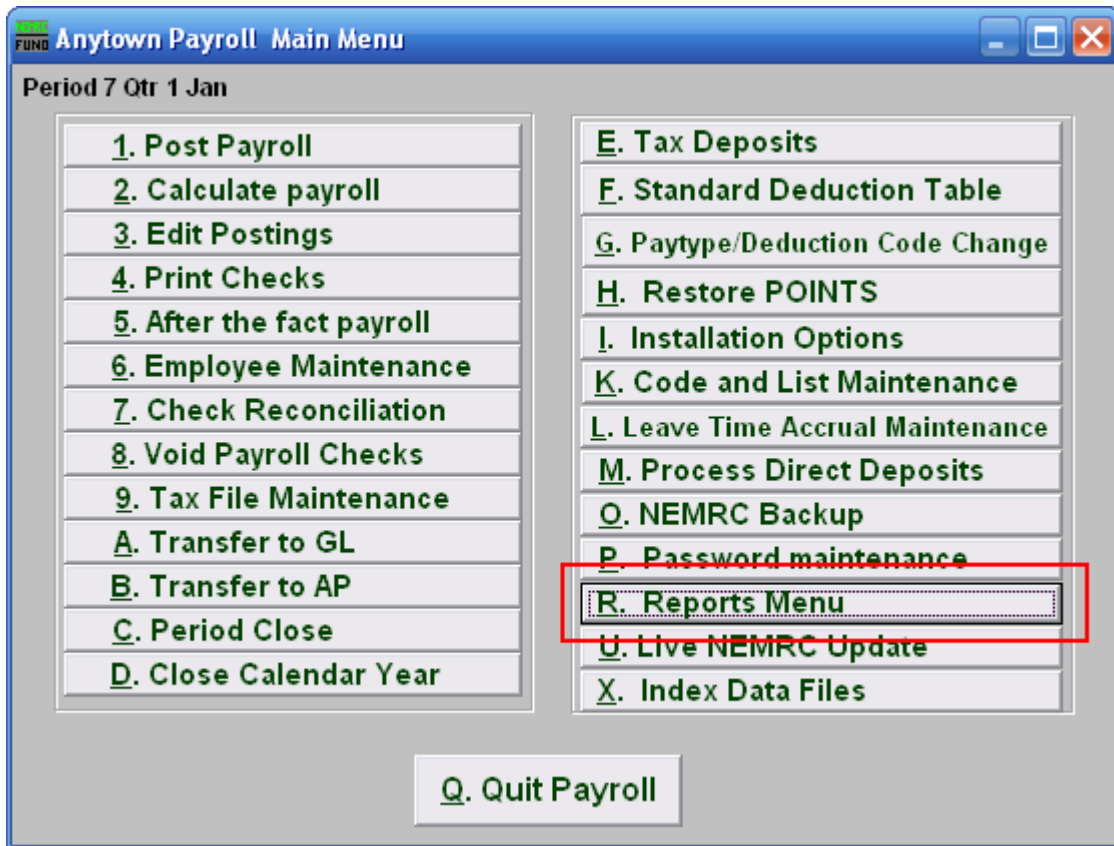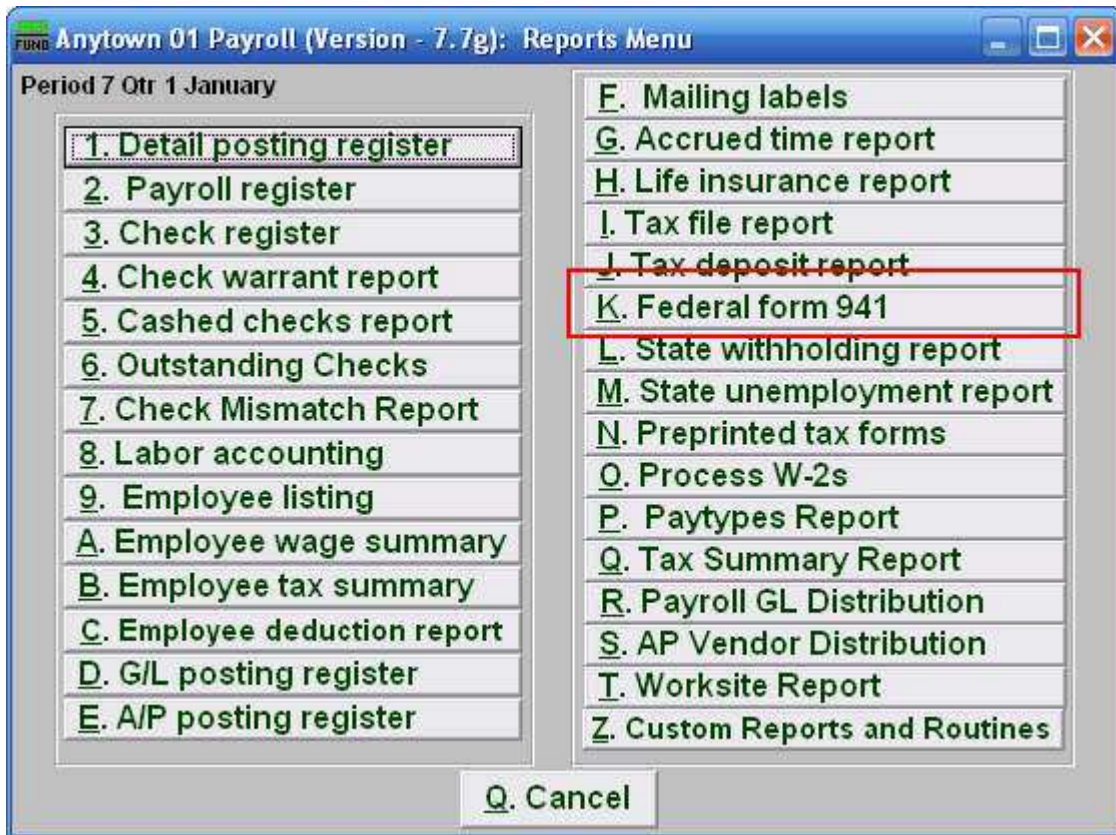Payroll

R. Reports Menu: K. Federal form 941

Click on "R. Reports Menu" from the Main Menu and the following window will appear:
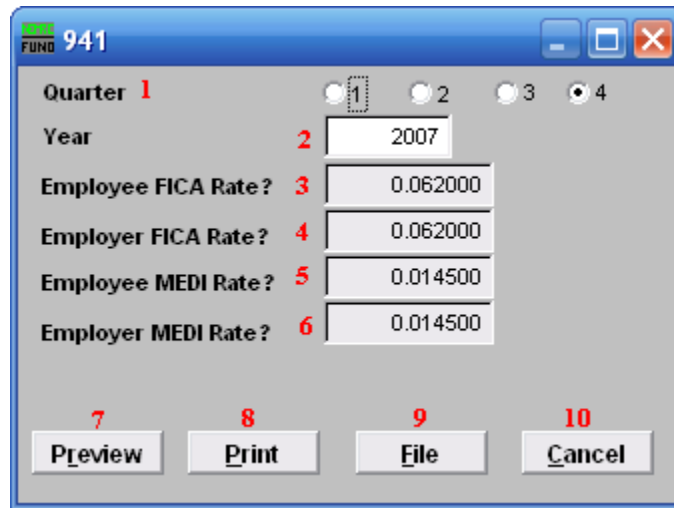
Click on "K. Federal form 941" from the Reports Menu and the following window will appear:

Payroll

Federal form 941

1. **Quarter:** Select which calendar quarter to collect data for reporting.

2. **Year:** Enter the calendar year to collect data for reporting.

3. **Employee FICA Rate?:** Enter the FICA withholding rate, the system will default to the current value.

4. **Employer FICA Rate?:** Enter the FICA expense rate, the system will default to the current value.

5. **Employee MEDI Rate?:** Enter the Medicare withholding rate, the system will default to the current value.

6. **Employer MEDI Rate?:** Enter the Medicare expense rate, the system will default to the current value.

7. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

8. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

9. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

10. **Cancel:** Click "Cancel" to cancel and return to the previous screen.