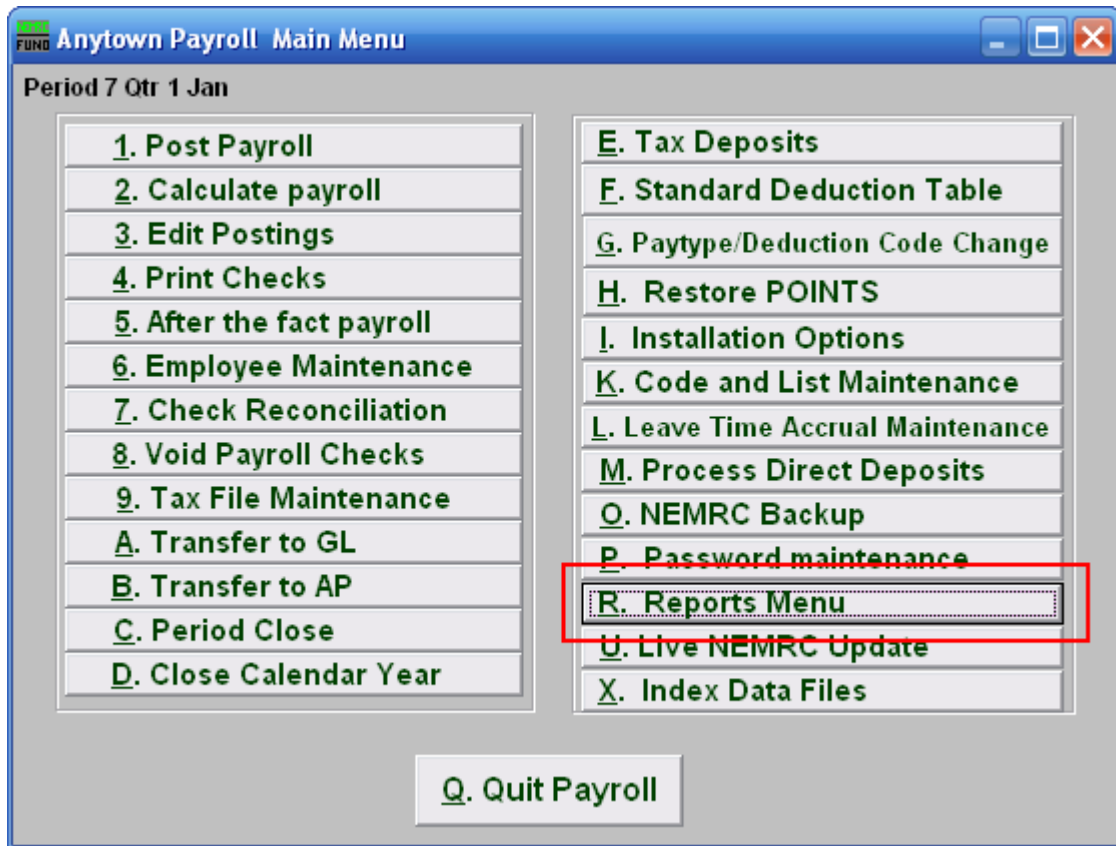


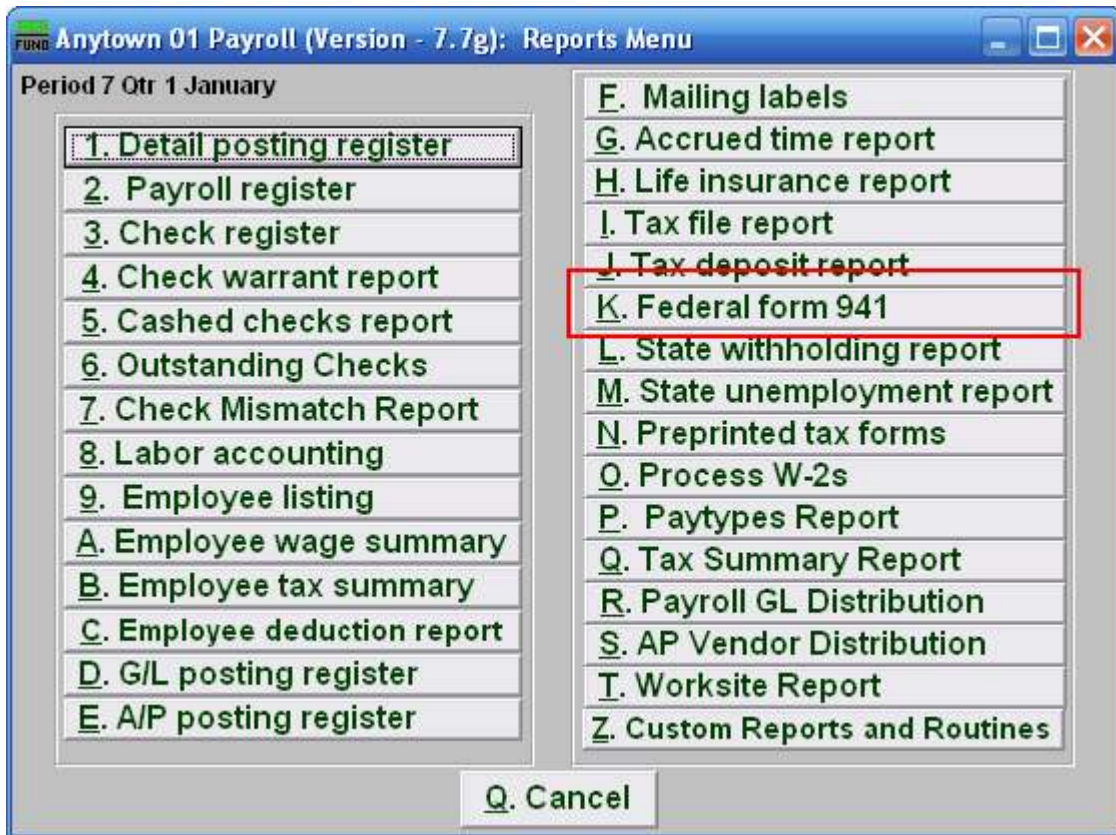
Payroll

R. Reports Menu: K. Federal form 941



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Payroll



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.