



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

941 Filing Instructions

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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941 Filing Instructions

Overview

Federal law requires employers to withhold federal income tax, social security tax and Medicare tax from employees' paychecks each time wages are paid. Agencies must deposit federal income tax withheld, and both the employer and employee Social Security and Medicare taxes, no later than the date prescribed by the applicable Internal Revenue Service (IRS) deposit schedule.

Following the end of each quarter, agencies must file IRS Form 941 and (941) Schedule B to report:

- Federal income tax withheld (Form 941).
- Both the employer's and the employee's share of Social Security and Medicare taxes (Form 941).
- Current quarter's adjustments to Social Security and Medicare taxes for fractions of cents (Form 941).
- Tax liability by day (Schedule B).

For agencies to perform the daily tax liability and deposit reconciliation needed to ensure timely deposit of all tax liability payments, and to comply with the Form 941, Schedule B daily liability reporting requirement, they must have access to a detailed accounting of tax liabilities by actual payment issue date and document number for a specified period.

Reconciliation of daily tax liabilities and deposits is especially difficult when payments and tax deposits are generated from an external reporting system. This difficult process is further complicated by a large volume of payment and cancellation document traffic between the Central Accounting and Payroll/Personnel System (CAPPS) and external legacy systems. Inaccurate reconciliation, deposit and reporting of daily tax liabilities can lead to substantial penalties, interest and levies, so reconciliation tools and reports are critical.

For agencies to properly reconcile daily tax liabilities and deposits and complete accurate Form 941, Schedule B daily liability reporting, they must have access to a detailed accounting of tax liabilities by actual payment issue date and document number for a specified period.

Using the TX_PY_941_HISTORY QUERY: users must run the TX TAX 941 History Refresh process to pull accurate data.

The H_TAX941_HIST table stores daily tax liability information by agency and document number for each Standardized Payroll/Personnel Reporting System (SPRS) processing date. By using data stored in H_TAX941_HIST, agencies have access to employee and employer taxable gross wages and withholdings, and total liability for payments, cancellations and replacements by payment date, SPRS processing date, tax liability date and document number. The H_TAX941_HIST table is only updated on manual execution of the H941HIST SQR Report process.

When the H941HIST SQR process is executed, it updates H_TAX941_HIST with document-level reporting detail for all document batch types (*PAY, CAN, REP, SYS*) where the H_DOC_NUMBERS.H_STATUS = U (*USAS Accepted*) and H_DOC_NUMBERS.H_SPRS_DT >= the SPRS Process Date found on the H_RUN_H941HIST run control (*H_RUN_H941HIST.H_SPRS_DT*).

Form 941 processing steps are separated into two sections:

- Steps to Perform After Each Payroll
- Quarter-End Processing Steps.

Processing After Each Payroll (On and Off Cycle)

Balance the federal withholding, Old-Age, Survivors And Disability Insurance (OASDI) and Medicare taxes from the *Payroll Summary Report to the TX_PY_TAX941_History Query* and the daily *DAFR Report – USAS19133 Direct Deposits EFTPS Deductions by Agency*. Also include any CAPPS balance adjustments if applicable.

Step 1: Run Payroll Summary – PAY018

Navigation

Dashboard: Payroll & Commitment Acctg **Tile:** Payroll Processing; Payroll Reports; Payroll Summary

1. Enter appropriate on- or off-cycle parameters.
2. Select **Run**.

3. Review report PDFs.
Include amounts from both the *Employee* and *Employer Tax Summary* pages.

Report ID: PAY018 PeopleSoft
 Company US PAYROLL SUMMARY REPORT Page No. 7
 Pay Period End 04/30/2023 On Cycle CONFIRMED Run Date 08/10/2023
 Run ID: Run Time 13:04:34

Employer Tax Summary

State	Locality	Resident	Tax Class	Count	Current Tax	Current Taxable Gross	Current No-Limit Taxable Gross	Tax Not Taken
FED			OASDI/ER	1030	567885.67	9159448.03	9327223.81	0.00
FED			Med/ER	1030	135244.85	9327223.81	9327223.81	0.00
TX			Unempl ER	1030	0.00	82789.77	9591710.62	0.00
Total					703130.52			0.00

Report ID: PAY018 PeopleSoft
 Company US PAYROLL SUMMARY REPORT Page No. 6
 Pay Period End 04/30/2023 On Cycle CONFIRMED Run Date 08/10/2023
 Run ID: Run Time 13:04:32

Employee Tax Summary

State	Locality	Resident	Tax Class	Count	Current Tax	Current Taxable Gross	Current No-Limit Taxable Gross	Tax Not Taken
FED			Addl Med	2	852.34	94704.39	94704.39	0.00
FED			OASDI/EE	1030	567885.67	9159448.03	9327223.81	0.00
FED			MED/EE	1030	135244.85	9327223.81	9327223.81	0.00
FED			Withholding	1030	1120338.88	8176410.91	0.00	0.00
GA		Y	Withholding	1	232.02	4809.63	0.00	0.00

Example of total federal tax liability amounts from a *Payroll Summary Report*:

Tax Class	Current Tax Amount
FED OASDI/ER	567,885.67
FED MED/ER	135,244.85
FED Addl Med	852.34
OASDI/EE	567,885.67
MED/EE	135,244.85
FED Withholding	1,120,338.88
Total	2,527,452.26

Step 2: Run TX Tax 941 History Refresh Process

This process populates custom history tables that the TX_PY_TAX941_HISTORY query uses to extract the data that is used in your reconciliation process.

TX Tax 941 History Refresh

Navigation

Dashboard: Payroll & Commitment Acctg; **Title:** Quarterly Processing, Quarterly Processing, TX Tax 941 History Refresh

1. Enter the 3-digit agency number in the COMPANY field.
2. Enter the SPRS PROCESSING DATE.
This date mirrors the SPRS date appearing on the **TX Document History page – Page One** tab. (Example: A SPRS date of 04/21/2023 for PPE 04/30/2023.)

Note on SPRS processing date: This populates all payroll data from this date forward. Keep in mind, this is not the paycheck date; it is the date the SPRS document was processed. Enter the date of the SPRS document created for the applicable payroll cycle.

Finding the SPRS Processing Date

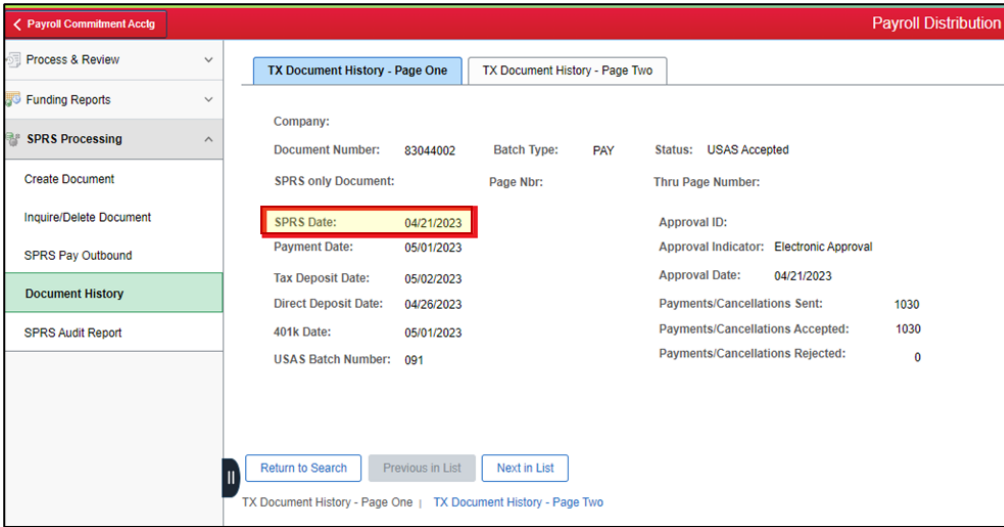
Navigation

Dashboard: Payroll & Commitment Acctg; **Title:** Payroll Processing, Payroll Distribution, SPRS Processing, Document History

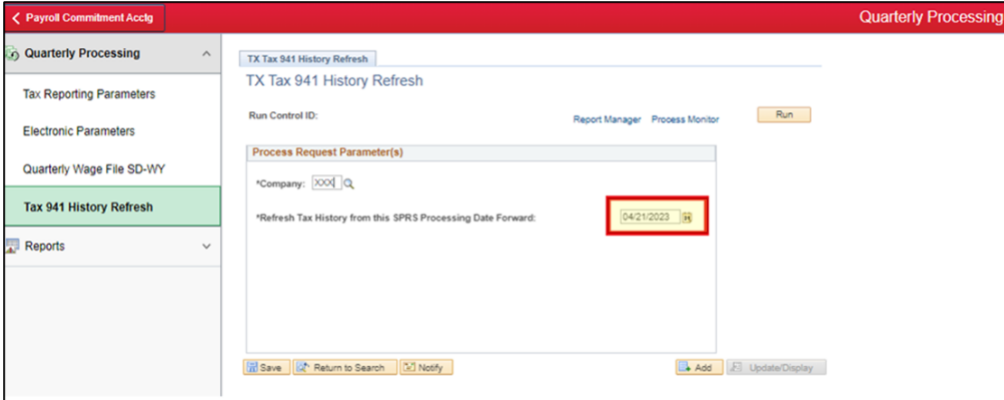
1. Enter a PAY PERIOD END DATE (PPE) on the **Find an Existing Value** tab. (As an example for an on-cycle monthly pay group, use a PPE of 04/30/23.)
2. Select **Search**.

The screenshot shows the 'TX Document History' search page. On the left is a navigation menu with 'Document History' selected. The main area contains search criteria fields: Company (begins with XXX), Pay Group (begins with MON), Pay Period End Date (set to 04/30/23), Document Number (begins with), Batch Type, and Status. A 'Search' button is highlighted with a red box at the bottom left of the form area.

The **TX Document History – Page One** tab displays a SPRS date of 04/21/2023 from the monthly on-cycle PPE of 04/30/23, with a payment date 5/2/23.



3. Enter the run control parameters on the **TX Tax 941 History Refresh** tab using the SPRS date provided from the TX Document History search. (This example uses a SPRS date of 4/21/2023.)



4. Select **Run**.

Step 3: Run TX_PY_TAX941_History Query

Use this query to reconcile the totals to the Payroll Summary Report and DAFR Report USAS19133.

Navigation

NavBar: Navigator Icon, Reporting Tools, Query, Query Viewer

1. Enter the 3-digit agency number in the COMPANY field.
2. Enter the SPRS PROCESSING DATE.
This is the same date entered prior in the **TX Tax 941 History Refresh** process, which also mirrors the SPRS date appearing on the **TX Document History page – Page One** tab.



The following tables are an examples of the query results using SPRS date of 4/21/23, PPE 04/30/23:

Company	SPRS Date	Pay Group	Pay Period End Date	Off Cycle	Document Number	Batch Type	Payment Date	Tax Deposit Date
XXX	4/21/2023	MON	4/30/2023	N	83044002	PAY	5/1/2023	5/2/2023

Cancel Doc #	FIT Txgrs	FIT Tax	EIC Txgrs	EIC Tax	OASDI EE Txgrs	OASDI EE Tax
	8,176,410.91	1,120,338.88	—	—	9,159,448.03	567,885.67

OASDI ER Txgrs	OASDI ER Tax	MED EE Txgrs	MED EE Tax	MED ER Txgrs	MED ER Tax	Total Taxes
9,159,448.03	567,885.67	9,327,223.81	136,097.19	9,327,223.81	135,244.85	2,527,452.26

Step 4: Run Balance Adjustment Report – PAY025

This report pulls any balance adjustments processed by document type 5 payments made directly to the IRS through USAS, not in CAPPS. The Comptroller’s office manually enters these adjustments in CAPPS. Any amounts appearing on this report are not included in the TX_PY_TAX941_History query, so agencies must add these amounts to the query results to ensure they balance with the Federal Tax Summary Report (TXTX10FD).

Navigation

Dashboard: Payroll & Commitment Acctg; **Tile:** Quarterly Processing, Reports, Balance Adjustment Report

1. Enter the DATE RANGE (*begin and end dates*).
2. SELECT DATE TYPE (*balance date recommended*).
 - Adjustment date (*date adjustment entered in CAPPS*)
 - Balance date (*month that was updated by the balance adjustment*)
3. Enter the 3-digit agency number in the COMPANY field.
4. Select **Run**.
5. Review the report PDF.

Note: This report displays balance adjustments made to other items, such as earnings and garnishments. Be sure to scroll through the pages to find the Tax TYD Balance Adjustments page.

Step 5: Review the Daily DAFR USAS191333 Report to Verify Federal Tax Deposits

The USAS191333 Report is provided with an agency’s daily USAS reports. This report provides a list of the tax deposits made from USAS for a specific payroll.

USAS19133 DATE 8/17/23	UNIFORM STATEWIDE ACCOUNTING SYSTEM STATE COMPTROLLER OF PUBLIC ACCOUNTS DIRECT DEPOSIT EFTPS DEDUCTIONS BY AGENCY	323 USAS19133 PAGE 4
		TAX FORM TYPE: 945
PAYEE NUMBER	PAYEE NAME	DUE DATE
DOCUMENT NUMBER	AMOUNT	TRACE SEQ NUP
	BANK ACCT NUMBER	ACCOUNT NUMBER
		NUMBER OF TRANS

Step 6: Verify the Federal Withholding, OASDI and Medicare Tax Amounts

The tax amounts can be reconciled using the following documents:

- Payroll Summary Totals: Include both Employee and Employer Federal Withholding, OASDI and Medicare Tax amounts.
- TX_PY_TAX941_History Query (*add balance adjustments if applicable*).
- USAS DAFR USAS19133 Report.

IMPORTANT: The Comptroller’s office recommends completing steps 1-6 above after every on- and off-cycle payroll.

Quarter-End Processing

Step 1: Enter TX Quarterly Tax Parameters

The examples below are for calendar year 2023, second quarter.

Navigation

Dashboard: Payroll & Commitment Acctg; **Tile:** Quarterly Processing, Tax Reporting Parameters

1. Enter the calendar year and calendar quarter to define dates to include for 941 reporting.
2. Enter the 3-digit agency number in the COMPANY field.

Note: If your agency number does not exist, select the **Add a New Value** tab to set up your agency.

3. Select **Search**.

On the **TX Quarterly Tax Reporting Parameters** screen, for company transmitter only:

1. Enter the calendar year being processed in the BALANCES FOR YEAR field.
2. Enter the calendar quarter being processed in the BALANCES FOR QUARTER field.
 - Quarter 1 includes January through March.
 - Quarter 2 includes April through June.
 - Quarter 3 includes July through September.
 - Quarter 4 includes October through December.
3. Enter your agency number in the TRANSMITTER ID field.
4. Leave all other fields with their defaulted values.
5. Select **Save**.

The screenshot shows the 'TX Quarterly Tax Reporting Parameters' interface. At the top, there are search fields for 'Balance ID CY', 'Balances for Year' (set to 2023), and 'Balances for Quarter' (set to 2). Below this is a section titled 'Electronic Mag Media Rpt Parm' which contains several input fields and dropdown menus. The 'Company/Transmitter' field is highlighted with a red box. Other fields include 'Computer Manufacturer', '*Type of Employment' (set to Regular (All Others)), 'Tape Label' (set to No Label), 'Blocking Factor', '*Organization Type' (set to Govt), '*Recording Code' (set to ASCII), and 'Tape Density' (set to 8250 CPI). At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Step 2: Run TX Tax 941 History Refresh Process

This process populates custom history tables that the **TX_PY_TAX941_HISTORY** query to extract the data for use in your reconciliation process.

Navigation

Dashboard: Payroll & Commitment Acctg; **Tile:** Quarterly Processing, Quarterly Processing, TX Tax 941 History Refresh

1. Enter the 3-digit agency number in the COMPANY field.
2. Enter the SPRS PROCESSING DATE field.
This is the same date entered prior in the **TX Tax 941 History Refresh** process, which also mirrors the SPRS date appearing on the **TX Document History page – Page One** tab.

Note on SPRS Processing Date: This populates all data from this date forward. This is not the paycheck date; it is the date the SPRS document was processed. Enter the date of the first SPRS document processed for the quarter being reported. The example below reports second quarter of calendar year 2023 (paycheck dates April through June). The first payroll processed was the March monthly on-cycle, PPE 03/31/23, paycheck date 04/03/23, with a SPRS processing date of 03/23/23).

Finding the SPRS Processing Date

Navigation Path

Dashboard: Payroll & Commitment Acctg; **Tile:** Payroll Processing, Payroll Distribution, SPRS Processing, Document History

Run Control parameters for TX Tax 941 History Refresh:

1. Enter the 3-digit agency number in the COMPANY field.
2. Enter the REFRESH TAX HISTORY FROM THIS SPRS PROCESSING DATE FORWARD field. *(This is the same date entered in the SPRS PROCESSING DATE field in the prior step).*
3. Select **Save**.

Step 3: Run TX_PY_TAX941_History Query

This query produces results of all SPRS documents processed on and after the date entered in the Run Control parameters. Use this query to reconcile the totals to the Payroll Summary Reports and DAFR Report USAS1913Q.

Navigation

NavBar: Navigator Icon, Reporting Tools, Query, Query Viewer

1. Enter the 3-digit agency number in the COMPANY field
2. Enter the SPRS PROCESSING DATE field.
This is the same date entered prior in the **Run TX Tax 941 History Refresh** process.

The following is an example of the query results showing all SPRS documents processed for the second quarter of 2023 starting with the SPRS date of 3/23/23.

Note: Due to the volume of columns in this query, this table shows only a partial view (the dates of SPRS documents). The actual query has additional columns to right that show the specific tax liability amounts for each federal tax type. Those columns are hidden here, and this example only displays the last column representing the total tax amounts.

Company	SPRS Date	Pay Group	Pay Period End Date	Off Cycle	Document Number	Batch Type	Payment Date	Tax Deposit Date	Total Taxes
XXX	3/23/2023	MON	3/31/2023	N	83034002	PAY	4/3/2023	4/4/2023	\$ 2,516,935.51
XXX	3/24/2023	MON	3/31/2023	Y	83036003	CAN			-994.53
XXX	3/27/2023	MON	3/31/2023	Y	83034004	PAY	4/3/2023	4/4/2023	-883.21
XXX	3/28/2023	MON	3/31/2023	Y	83034006	PAY	4/3/2023	4/4/2023	1,688.20
XXX	4/3/2023	HRM	3/31/2023	N	83036007	PAY	4/4/2023	4/5/2023	11,348.90
XXX	4/5/2023	F01	3/31/2023	N	83036008	PAY	4/6/2023	4/7/2023	10,551.96
XXX	4/11/2023	MON	3/31/2023	Y	83036009	PAY	4/12/2023	4/13/2023	48,394.38
XXX	4/12/2023	SPC	4/1/2023	Y	83046001	PAY	4/28/2023	5/1/2023	63,862.91
XXX	4/21/2023	MON	4/30/2023	N	83044002	PAY	5/1/2023	5/2/2023	2,527,452.26
XXX	4/25/2023	MON	4/30/2023	Y	83044003	PAY	5/1/2023	5/2/2023	7,778.36
XXX	5/1/2023	HRM	4/30/2023	N	83046004	PAY	5/2/2023	5/3/2023	11,307.32
XXX	5/5/2023	F01	4/30/2023	N	83046005	PAY	5/8/2023	5/9/2023	9,858.28
XXX	5/9/2023	MON	4/30/2023	Y	83046006	PAY	5/10/2023	5/11/2023	43,553.14
XXX	5/11/2023	SPC	5/1/2023	Y	83056001	PAY	5/31/2023	6/1/2023	63,958.40
XXX	5/22/2023	MON	5/31/2023	N	83054002	PAY	6/1/2023	6/2/2023	2,521,892.62
XXX	5/23/2023	MON	5/31/2023	Y	83056003	CAN			-11,272.91
XXX	5/24/2023	MON	5/31/2023	Y	83054004	PAY	6/1/2023	6/2/2023	-1,250.92
XXX	5/25/2023	MON	5/31/2023	Y	83054005	PAY	6/1/2023	6/2/2023	19,204.48
XXX	6/1/2023	HRM	5/31/2023	N	83056006	PAY	6/2/2023	6/5/2023	12,440.98
XXX	6/5/2023	F01	5/31/2023	N	83056007	PAY	6/6/2023	6/7/2023	8,618.93
XXX	6/9/2023	MON	5/31/2023	Y	83056008	PAY	6/12/2023	6/13/2023	29,123.63
XXX	6/9/2023	HRM	5/31/2023	Y	83056009	PAY	6/12/2023	6/13/2023	122.4
XXX	6/13/2023	SPC	6/1/2023	Y	83066001	PAY	6/30/2023	7/3/2023	63,838.33

Grand Total Taxes **\$ 7,957,529.42**

Step 4: Run Balance Adjustment Report – PAY025

This report pulls any balance adjustments processed by document type 5 payments made directly to the IRS through USAS, not in CAPPS. The Comptroller’s office manually enters these adjustments in CAPPS. Any amounts appearing on this report will not be included in the TX_PY_TAX941_History query, so agencies must add these amounts to the query results to ensure they balance with the Federal Tax Summary Report (TXTX10FD).

Navigation

Dashboard: Payroll & Commitment Acctg; **Tile:** Quarterly Processing, Reports, Balance Adjustment Report

1. Enter the DATE RANGE (*begin and end dates*).
2. SELECT DATE TYPE (*balance date recommended*).
 - Adjustment date (*date adjustment entered in CAPPS*)
 - Balance date (*month that was updated by the balance adjustment*)
3. Enter the 3-digit agency number in the COMPANY field.

4. Select **Run**.
5. Enter **company** (agency number).
6. Select **Run**.

Quarterly Processing

Balance Adjustment Report

Run Control ID: Report Manager Process Monitor Run

Report Request Parameter(s)

Date Range

Start Date:

As Of Date:

Company:

Select Date Type

Use Balance Date
 Use Adjustment Date

7. Review the report PDF.

Note: This report example displays balance adjustments made to other items, such as earnings and garnishments. Be sure to scroll through the pages to find the **Tax YTD Balance Adjustments** page.

Report ID: PAY025	PeopleSoft	Page No: 3
BALANCE ADJUSTMENT AUDIT		Run Date 08/21/2023
For the period 04/01/2023 through 06/30/2023		Run Time 09:59:06
Tax YTD Balance Adjustments		
EmpID/ Reason	Adj Date Seq Adjusted	Calendar Year Year
Qtr Code	Month Code	Field Name
Before Adjustment	Adjustment Amount	After Adjustment
State	Locality/ Res PSD	Tax Class

No Tax Adjustments Found for		

Step 5: Review the USAS1913Q Quarterly Report From USAS

This report is provided from USAS and represents tax amounts paid to the IRS for second quarter, calendar year 2023. The total tax amounts paid display at the bottom of the report.

USAS1913Q RUN DATE 6/30/2023 SECOND QUARTER	UNIFORM STATEWIDE ACCOUNTING SYSTEM STATE COMPTROLLER OF PUBLIC ACCOUNTS DIRECT DEPOSIT RPTPS DEDUCTIONS BY AGENCY QUARTERLY	323	USAS1913Q PAGE 54
TAX FORM TYPE: 941			
PAYEE NUMBER	PAYEE NAME	DUE DATE	DOCUMENT NUMBER
AMOUNT	TRACE SEQ NUM	BANK ACCT NUMBER	ACCOUNT NUMBER

13817984241X01	INTERNAL REVENUE SERVI	4/04/23	83034002
30003185995X01	INTERNAL REVENUE SERVI	4/04/23	83034002
13817984241X01	INTERNAL REVENUE SERVI	4/04/23	83036003
13817984241X01	INTERNAL REVENUE SERVI	4/05/23	83036007
30003185995X01	INTERNAL REVENUE SERVI	4/05/23	83036007
13817984241X01	INTERNAL REVENUE SERVI	4/07/23	83036008
13817984241X01	INTERNAL REVENUE SERVI	4/13/23	83036009
30003185995X01	INTERNAL REVENUE SERVI	4/13/23	83036009
30003185995X01	INTERNAL REVENUE SERVI	5/01/23	83046001
13817984241X01	INTERNAL REVENUE SERVI	5/02/23	83044002
30003185995X01	INTERNAL REVENUE SERVI	5/02/23	83044002
13817984241X01	INTERNAL REVENUE SERVI	5/02/23	83044003
30003185995X01	INTERNAL REVENUE SERVI	5/02/23	83044003
13817984241X01	INTERNAL REVENUE SERVI	5/03/23	83046004
30003185995X01	INTERNAL REVENUE SERVI	5/03/23	83046004
13817984241X01	INTERNAL REVENUE SERVI	5/09/23	83046005
13817984241X01	INTERNAL REVENUE SERVI	5/11/23	83046006
30003185995X01	INTERNAL REVENUE SERVI	5/11/23	83046006
30003185995X01	INTERNAL REVENUE SERVI	6/01/23	83056001
13817984241X01	INTERNAL REVENUE SERVI	6/02/23	83054002
30003185995X01	INTERNAL REVENUE SERVI	6/02/23	83054002
13817984241X01	INTERNAL REVENUE SERVI	6/02/23	83056003
30003185995X01	INTERNAL REVENUE SERVI	6/02/23	83056003
13817984241X01	INTERNAL REVENUE SERVI	6/05/23	83056006
30003185995X01	INTERNAL REVENUE SERVI	6/05/23	83056006
13817984241X01	INTERNAL REVENUE SERVI	6/07/23	83056007
30003185995X01	INTERNAL REVENUE SERVI	6/13/23	83056008
13817984241X01	INTERNAL REVENUE SERVI	6/13/23	83056009
30003185995X01	INTERNAL REVENUE SERVI	7/03/23	83066001
			7,957,529.42]
			29

Step 6: Run Federal Tax Summary (TXTX10FD) Report

This report is used to balance to the 941 query results over the full quarter.

Navigation

Dashboard: Payroll & Commitment Acctg; **Tile:** Quarterly Processing, Reports, Federal Tax Summary

1. Enter the 3-digit agency number in the COMPANY field.
2. Enter BALANCES FOR YEAR (*calendar tax reporting year*).
3. Enter the QUARTER (*calendar tax reporting quarter*).

–or–

Enter the PERIOD.

Note: this report can be run by period (*monthly*) or quarter. If both are populated, quarter overrides period.

IMPORTANT: If you need to change from quarter to period or vice versa, clear the populated value appearing in that field, then select **Save**. Both fields will be open for entry.

The screenshot shows the 'TX Federal Tax Summary Report' interface. At the top, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, the 'Report Request Parameter(s)' section contains a form with the following fields: 'Company' (with a search icon), 'Balances for Year' (set to '2023' with a search icon), 'Quarter or' (set to '2' with a search icon), and 'Period' (with a search icon). The 'Quarter 2' text is visible next to the 'Quarter or' field. At the bottom of the form, there are buttons for 'Save' (highlighted with a red box), 'Return to Search', 'Notify', 'Add', and 'Update/Display'. The 'Process Instance: 4128179' is displayed in the top right corner.

Step 7: Run TX Fed Tax Summary – Detail (TXTAX007) – Employee Level

Note: Only run this report if you need to reconcile employee-level tax amounts.

Navigation

Dashboard: Payroll & Commitment Acctg; **Tile:** Quarterly Processing, Reports, Fed Tax Summary, Detail

1. Enter the 3-digit agency number in the COMPANY field.
2. Select **Run**
3. Review the report PDF.

The screenshot shows the 'TX Fed Tax Summary - Detail' interface. At the top, there is the Oracle logo and the title 'TX Fed Tax Summary - Detail'. Below the title, there are links for 'Run Control ID', 'Report Manager', and 'Process Monitor', and a 'Run' button (highlighted with a red box). The 'Process Request Parameter(s)' section contains a form with a '*Company:' field and a search icon. The 'Run' button is highlighted with a red box.

Step 8: Run TX IRS 941 Quarterly Tax Report – TXTAX941

This report displays all quarterly 941 reportable data including federal withholding, OASDI and Medicare tax amounts formatted to match Form 941. Use this data to complete Form.

Navigation

Dashboard: Payroll & Commitment Acctg; **Tile:** Quarterly Processing, Reports, 941 Quarterly Fed Tax

1. Enter the 3-digit agency number in the COMPANY field.
2. Enter BALANCES FOR YEAR (*calendar tax reporting year*).
3. Enter BALANCES FOR QUARTER (*calendar tax reporting quarter*).

4. Select **Run** to generate reports.
Each line number listed in the **FIRS 941 Quarterly Federal Tax Return Report** represents the amount to enter on the same line number on the 941 Return Form.

CAPPS		FIRS 941 Quarterly Federal Tax Return Report - 2013 Form Definition				Page: 1 of 1	
		Report ID: TXTAX941				Run Date: 8/10/2023	
						Run Time: 13:34:31	
						Report ID: TXTAX941	
COMPANY:							
Balance Year:	2023	Balance Quarter:	2	Federal EIN:			
Employee Counts Established as of:	6/12/2023	Oasdi Tax Rate:	12.40%	Medicare Tax Rate:	2.90%	Additional Medicare Tax Rate:	0.90%
1)	Employees with wages for the period including the 12th day of the last month of the quarter:						1,200.00
2)	Federal Income Taxable Wages:						26,445,743.95
3)	Federal Income Tax Withheld:						3,641,879.69
5a Column 1)	Taxable Social Security Wages:						28,022,079.70
5a Column 2)	Calculated Social Security Taxes - Line 5a Column 1 times Oasdi Rate:						3,474,737.88
5c Column 1)	Taxable Medicare Wages:						28,875,046.85
5c Column 2)	Calculated Medicare Taxes - Line 5c Column 1 times Medicare Rate:						837,376.35
5d Column 1)	Taxable Additional Medicare Wages:						392,809.28
5d Column 2)	Calculated Additional Medicare Taxes - Line 5d Column 1 times Additional Medicare Rate:						3,535.28
5e)	Calculated Fica Taxes - Line 5a Column 2 plus Line 5c Column 2 plus Line 5d Column 2:						4,315,649.52
6)	Calculated Total Taxes before Adjustments - Line 3 plus Line 5e:						7,957,529.21
7)	Calculated Fraction of Cents Adjustment - Actual federal payroll taxes deducted minus line 6:						0.21
10)	Total Taxes after Adjustments - Line 6 plus Line 7:						7,957,529.42

Revision History

Date	Description of Change	Changed By
Nov. 7, 2023	Initial release.	M. Duke
Dec. 11, 2025	Converted to the template with the new CAPPS branding logo/colors.	N/A