



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

## 941 Filing Instructions — Deploying Agencies

**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 — Deploying Agencies

## 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*).

**For Recent CAPPS Agencies Only:** The following *941 Filing Notes* only apply to agencies that recently deployed CAPPS in the middle of a quarter. For future quarters, all data needed to complete the 941 processes will exist in CAPPS.

## 941 Filing Notes

- Since the conversion to CAPPS was performed mid-quarter, the reconciliation process for wages and taxes related to the federal 941 form must include information from both the Uniform Statewide Payroll/Personnel System (USPS) and CAPPS.
- Since we converted year- and quarter-to-date balances into CAPPS, the 941 report information in the CAPPS report includes all wages and taxes for the entire quarter.
- Since this is the first quarterly filing from CAPPS, it is very important that a complete and accurate reconciliation is performed as quickly as possible to provide a second validation of the balance conversion. An accurate filing for this quarter will avoid year-end reconciliation issues during a critical processing window for W-2 forms.

Form 941 processing steps are separated into two sections:

- Steps to perform after each payroll
- Quarter-end processing steps

## Steps to Perform 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.

### Navigation

**Dashboard:** Payroll & Commitment Acctg; **Title:** Payroll Processing, Payroll Reports, Payroll Summary

## Step 1: Run Payroll Summary – PAY018

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

The screenshot displays the 'Payroll Summary Report' interface. At the top right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button highlighted with a red box. Below this, the 'Report Request Parameter(s)' section is visible, containing two main areas: 'Pay Run' and 'Off-Cycle Pay Calendar'. The 'Pay Run' area has a 'Pay Run ID' field with the value 'X00M0423' and a search icon, and a 'MON' label below it. The 'Off-Cycle Pay Calendar' area includes fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' with a 'Thru' field. At the bottom left, there is a 'Report Style' field.

3. Review the report PDFs.

Include amounts from both the Employee and Employer Tax Summary pages.

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

**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
<b>Total</b>					703130.52			0.00

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

**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
GA	Y		Withholding	1	232.02	4809.63		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
<b>Total</b>	<b>2,527,452.26</b>

**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.

**Navigation**

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

**TX Tax 941 History Refresh:**

1. Enter the 3-digit agency number in the COMPANY field.
2. Enter the SPRS PROCESSING DATE.  
 This date represents the SPRS date appearing on Page 1 of the TX Document History page.  
 (Example: A SPRS date of 04/21/2023 for PPE 04/30/2023.)
3. Enter the date of the SPRS document created for the applicable payroll cycle.

**Note on SPRS processing date:** This populates all payroll data from this date forward.  
 (Reminder: this is not the paycheck date; it is the date the SPRS document was processed.)

## Locate the SPRS Processing Date

### Navigation

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

1. Select the **Find an Existing Value** tab.
2. Enter a PAY PERIOD END DATE (PPE).  
(As an example for an on-cycle monthly pay group, use a PPE of 04/30/23).
3. 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 has a search criteria form. The 'Pay Period End Date' field is set to '04/30/23' and is highlighted with a red box. Below the form, the 'Search' button is highlighted with a red box.

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

The screenshot shows the details for a document. The 'SPRS Date' field is highlighted with a red box and contains '04/21/2023'. Other fields include 'Company', 'Document Number: 83044002', 'Batch Type: PAY', 'Status: USAS Accepted', 'Payment Date: 05/01/2023', and 'Approval Date: 04/21/2023'.

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

The screenshot shows the 'TX Tax 941 History Refresh' run control page. The 'Refresh Tax History from this SPRS Processing Date Forward' field is highlighted with a red box and contains '04/21/2023'. There is also a 'Run' button at the top right.

5. 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 entered on the previous section.

The following tables are 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 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).

Enter the appropriate date ranges to review and adjust balances monthly.

#### Navigation

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

1. Enter the DATE RANGE (*begin and end dates*).
2. Enter the 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** and 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 **USAS191933** 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	UNIFORM STATEWIDE ACCOUNTING SYSTEM						323	USAS19133
DATE 8/17/23	STATE COMPTROLLER OF PUBLIC ACCOUNTS							PAGE 4
	DIRECT DEPOSIT EFTPS DEDUCTIONS BY AGENCY							
							TAX FORM TYPE: 945	
-----								
PAYEE NUMBER	PAYEE NAME	DUE DATE	DOCUMENT NUMBER	AMOUNT	TRACE SEQ NUM	BANK ACCT NUMBER TYPE	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

### Navigation

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

### Step 1: Enter TX Quarterly Tax Parameters

The examples shown below use calendar year 2023, second quarter.

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 to search/select your agency.

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

3. Select **Search**.

The screenshot shows the 'TX Tax Reporting Parameters' search interface. On the left is a navigation menu with 'Tax Reporting Parameters' selected. The main area contains search criteria fields: 'Company' (with a dropdown set to 'begins with' and a text input 'XXX'), 'Include History', and 'Correct History'. At the bottom, the 'Search' button is highlighted with a red box, along with 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

On the **TX Quarterly Tax Reporting Parameters** screen, for company transmitter only, enter data in the following fields:

4. Enter the calendar year being processed in the **BALANCES FOR YEAR** field.
5. 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.
6. Enter the 3-digit agency number in the **TRANSMITTER ID** field.
7. Leave the defaulted values in all other fields.
8. Select **Save**.

The screenshot shows the 'TX Quarterly Tax Reporting Parameters' form. At the top, there are 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' containing several fields: 'Company/Transmitter' (highlighted with a red box), '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 '6250 CPI'). At the bottom 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 uses to extract the data that will be used in your reconciliation process.

### 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 is the **SPRS date** on Page 1 of the TX Document History page.)

**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).

## Locate the SPRS Processing Date

### Navigation

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

The screenshot shows a web interface for 'TX Document History - Page One'. It displays a list of document details for a specific document. The 'SPRS Date' field is highlighted with a red box and contains the value '03/23/2023'. Other fields include Document Number (83034002), Batch Type (PAY), Status (USAS Accepted), Payment Date (04/03/2023), and Approval Date (03/23/2023). There are also buttons for 'Return to Search', 'Previous in List', and 'Next in List'.

1. Enter the 3-digit agency number in the COMPANY field to run control parameters for *TX Tax 941 History Refresh*.
2. Enter the SPRS DATE (as in previous example, 03/23/2023) to refresh tax history date.
3. Select **Save**.

The screenshot shows the 'TX Tax 941 History Refresh' process form. It includes a 'Run Control ID' field and a 'Run' button. Below, there is a 'Process Request Parameter(s)' section with two fields: '\*Company:' (containing 'XXX') and '\*Refresh Tax History from this SPRS Processing Date Forward:' (containing '03/23/2023'). The second field is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### 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

**Note for Recently Deployed Agencies:** If your agency converted to CAPPS mid-quarter, you must use the daily liabilities from this CAPPS query in addition to the payrolls processed in USPS for **only the first quarterly filing** processed in CAPPS. In the future, all data will be included in this CAPPS query.

1. Enter the 3-digit agency number in the COMPANY field.
2. Enter the SPRS PROCESSING DATE entered in the previous step.

**TX\_PY\_TAX941\_HISTORY - Tax 941 History Refresh Table**

\*Company:

\*SPRS Processing Date:

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 (TXX10FD).

Enter appropriate date ranges to review and adjust balances monthly.

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

1. Enter 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** and review PDF report.

**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 YTD Balance Adjustments page.

Report ID: PAY025  
 Company: [redacted]  
 For the period 04/01/2023 through 06/30/2023

Page No. 5  
 Run Date 08/21/2023  
 Run Time 09:59:06

**Tax YTD Balance Adjustments**

EmpID/ Reason	Adj Date Seq Adjusted	Calendar Year	Qtr Code	Month Code	Field Name	Before Adjustment	Adjustment Amount	After Adjustment	State	Locality/ Work PSD/ 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 displays at the bottom of the report.

USAS1913Q		UNIFORM STATEWIDE ACCOUNTING SYSTEM				323	USAS1913Q	
RUN DATE 6/30/2023 SECOND QUARTER		STATE COMPTROLLER OF PUBLIC ACCOUNTS					PAGE 54	
		DIRECT DEPOSIT REPTS DEDUCTIONS BY AGENCY QUARTERLY						
							TAX FORM TYPE: 941	
PAYEE NUMBER	PAYEE NAME	DUE DATE	DOCUMENT NUMBER	AMOUNT	TRACE SEQ NUM	BANK ACCT NUMBER	ACCOUNT NUMBER	NUMBER OF TRANS
13817984241X01	INTERNAL REVENUE SERVI	4/04/23	83034002	1,408,576.36	5507041		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	4/04/23	83034002	1,108,359.15	5507060		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	4/04/23	83036003	7.26	5535828		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	4/05/23	83036007	7,097.20	5575547		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	4/05/23	83036007	4,054.90	5575571		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	4/07/23	83036008	10,551.96	5625306		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	4/13/23	83036009	21,292.44	5665858		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	4/13/23	83036009	27,101.94	5665859		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	5/01/23	83046001	83,862.91	5673973		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	5/02/23	83044002	1,407,113.38	0342328		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	5/02/23	83044002	1,120,338.88	0342347		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	5/02/23	83044003	4,962.08	0362271		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	5/02/23	83044003	2,816.28	0362272		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	5/03/23	83046004	6,929.48	0401531		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	5/03/23	83046004	4,377.84	0401535		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	5/09/23	83046005	9,858.28	0470934		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	5/11/23	83046006	18,742.18	0492321		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	5/11/23	83046006	24,810.96	0492322		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	6/01/23	83056001	63,958.40	0514500		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	6/02/23	83054002	1,385,640.36	1182037		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	6/02/23	83054002	1,136,252.26	1182056		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	6/02/23	83056003	4,158.54	1213240		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	6/02/23	83056003	2,522.11	1213241		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	6/05/23	83056006	7,737.26	1251979		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	6/05/23	83056006	4,703.72	1251983		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	6/07/23	83056007	8,618.93	1299282		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	6/13/23	83056008	14,882.01	1347094		22	XXXX1009
13817984241X01	INTERNAL REVENUE SERVI	6/13/23	83056009	14,364.02	1347093		22	XXXX1009
30003185995X01	INTERNAL REVENUE SERVI	7/03/23	83066001	63,834.33	1364227		22	XXXX1009
				7,957,529.42]				

**Step 6: Run Federal Tax Summary (TXX10FD) Report**

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

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

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

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

**TX Federal Tax Summary Report**

Run Control ID: Report Manager Process Monitor Run

Process Instance: 4128179

**Report Request Parameter(s)**

Company

Balances for Year

Quarter or

Period

Save Return to Search Notify Add Update/Display

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

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

**Note:** Run this report only if you need to reconcile employee-level tax amounts.

### Navigation Path

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

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

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

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

### Navigation

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

1. Enter the 3-digit agency number in the COMPANY field.
2. Enter the BALANCES FOR YEAR (*the calendar tax reporting year*).
3. Enter the BALANCES FOR QUARTER (*the 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: 8/16/2023				
								Run Time: 13:24:31				
								Report ID: TXTAX941				
<b>COMPANY:</b>						Balance Year:	2023	Balance Quarter:	2	Federal EIN:		
Employee Counts Established as of:						6/12/2023	Oasd Tax Rate:	12.40%	Medicare Tax Rate:	2.90%	Additional Medicare Tax Rate:	0.90%
1)	Employees with wages for the period including the 15th day of the last month of the quarter:										1,200.00	
2)	Federal Income Taxable Wages:										26,445,743.90	
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 Oasd 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:										837,376.38	
5d Column 1)	Taxable Additional Medicare Wages:										392,899.28	
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:										4,315,649.51	
6)	Calculated Total Taxes before Adjustments - Line 3 plus Line 5e:										7,967,529.21	
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:										7,967,529.42	

**Step 9: Complete Form 941 Using Data From TX IRS 941 Quarterly Tax Report**

IRS's Form 941 is for the employer's **quarterly** federal tax return (*Report ID TXTAX941*).

**Step 10: Complete Schedule B (if applicable)**

This step is only applicable to agencies that are required to complete this form.

1. Use the query results from **Step 3: Run TX\_PY\_TAX941\_History Query**. This query provides a list of the payroll tax liability amounts for each payroll that can be used to complete form Schedule B (*Form 941*).

**Note for Recently Deployed Agencies:** If your agency converted to CAPPS mid-quarter, you must use the daily liabilities from this CAPPS query in addition to the payrolls processed in USPS for only the first quarterly filing processed in CAPPS. In the future, all data will be included in this CAPPS query.

## 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