Step 1: Print Quarterly Payroll Reports

This section covers reports you should run quarterly to save for your own records and to compare the information on your forms.

How to run the Quarterly Earnings Report

The Quarterly Earnings report displays all paycheck information for each employee with subtotals for the selected quarter of the calendar year. Each payroll field is displayed with totals. These totals are included on the 941, and state quarterly forms.

To run the Quarterly Earnings report:

1. From the Reports and Forms menu, select Payroll. The Select a Report or Form window appears.
2. In the Report list, select the Quarterly Earnings report.
3. On the Options window, accept the default or choose which quarter to print in the Date drop-down list.
4. Click OK to run the report.

How to run the Tax Liability Report

You can use this report to compare what was calculated in Peachtree versus what taxes were withheld. It includes subtotals for the 940 and 941 Federal tax forms as well as subtotals for State and Local taxes.

To run the Tax Liability report:

1. From the Reports and Forms menu, select Payroll. The Select a Report or Form window appears.
2. In the Report list, select the Tax Liability Report.
3. On the Options window, choose which quarter/year to print in the Date drop-down list.
   Note: If you want to only see totals on this report, select Summarize report on the Options screen.
4. Click OK to run the report.

How to run the Payroll Tax Report

This report can be used for reviewing the payroll taxes for your company. The tax reports that can be printed are: FICA EE, FICA ER, FUTA, MEDICARE, XXSUI ER, XXSDI, XXSSA (where XX represents your state code).

To run the Payroll Tax report:

1. From the Reports and Forms menu, select Payroll. The Select a Report or Form window appears.
2. In the Report list, select the Payroll Tax Report.
3. On the Options window, choose which quarter to print in the Date drop-down list

4. Also choose which tax you want to review.
5. Click OK to run the report.

How to run the Payroll Exception Report

The Exception Report helps you identify and correct employees with incorrect withholdings due to rounding issues. Incorrect withholdings are often the result of manually calculated paychecks that were figured incorrectly. Also, Peachtree may make a rounding difference in some cases (usually by a penny). This report shows the actual amount withheld (as entered in Peachtree) as opposed to the calculated amount withheld.

This report filters differently from other reports. First, you need to select Tax to Check from the drop-down list. This lists all Employee and Company/EmployER payroll fields that require a calculation using taxable (adjusted) gross. Additional filters you can select are Employee ID, Employee Type, and whether the employees are active or inactive.

To run the Payroll Exception report:

1. From the Reports and Forms menu, select Payroll. The Select a Report or Form window appears.
2. In the reports list, select the Exception Report. Then, select the Options button to display the Filters window.
3. In the filter window, enter or select the tax ID of the payroll tax you want to check.
4. Choose which quarter to print.
5. Click OK to run the report.

For the tax and quarter selected, the default Exception report displays:

- Employee information found in the General Tab of Maintain Employees window
- Quarter: The quarter in which the payroll exception took place
- Taxable Gross: Total taxable gross amount for the quarter
- Amount Withheld: Total amount actually withheld of filtered payroll field
- Calculated Amount: Total amount of payroll field recalculated
- Difference: The net change from Amount Withheld and Calculated Amount

To adjust payroll taxes using the Exception report

You can choose to have Peachtree make correcting entries for you. We recommend you first display the report to examine the differences.

1. Once you are comfortable with the differences, select the Prepare Correcting Entries check box in the report's Filter window.

   If the report is displayed on-screen, select the Options button to display the Filter window.

   Note: If you use the batch method of posting, and you decide to check the Prepare Correcting entries box, make sure you post Payroll before you continue.

2. Next, choose the Tax to adjust from the drop-down list.

   This lists all Employee payroll fields available (even if they do not use a calculation). Notice that you cannot adjust to a Company/EmployER payroll field. The Fed_Income field will typically be chosen.
3. Select the Quarter for which the adjustment will need to be calculated and entered.
4. Optionally, select additional filters such as Employee ID, Employee Type, and whether the employees are active or inactive.
5. Select OK to accept the filter and make the correcting entries.

The report will appear just as it did without selecting Prepare Correcting Entries. However, Peachtree made General Ledger entries in the background adjusting the taxes you selected. You can examine these entries by selecting Payroll Entry from the Tasks menu. Then, select the List/Open button. An entry for the employee who is being adjusted appears. If there is an error, you can simply delete the transactions.