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## 2023 Changes

- OR Quarter – Added Media Number/Personal ID for BIN and included OR Paid Leave (ORPL) wages as well as Transit Tax (other OR Local Codes).

# Quarterly Reports

The quarterly processing of payroll information provides management with much needed and sometimes required reports pertaining to employee payroll and taxes. With COATS, quarterly processing is simple and easily executed.

NOTE: Users should be aware that because of the nature of the data being reported, both staff and temp payroll information will appear in the reports generated in this section. Users who should not be able to access staff records should not have access to Quarterly Cycle Processing.

## Federal Quarterly Report

The report prints Employee names, SSN, Gross wages, Taxable Wage, F/W, Eligible FICA, FICA W/H, Eligible MDCR, MDCR W/H, and Eligible FUTA. The bottom of the report prints the company information relating to Federal Taxes. All employees who have worked within the quarter will be included in this report. This report is not based on view and will pull all payroll information.

NAME	SSN	GROSS	TAXABLE WAGES	F/W	ELIG FICA	FICA W/H	ELIG MDCR	MDCR W/H	ELIG FUTA
ARDUARK, MELISSA A.	554745412	205,000.00	204,630.00	0.00	113,700.00	7,049.40	204,630.00	3,015.74	7,900.00
ALH, JACKIE H.		1,360.00	1,260.00	52.16	1,260.00	78.12	1,260.00	18.28	1,260.00
ALM, GEORGE M.	199999999	1,525.00	1,425.00	30.08	1,425.00	88.35	1,425.00	20.67	1,425.00
ALMS, MSA.	833333333	1,790.00	1,790.00	28.08	1,790.00	110.98	1,790.00	25.97	1,790.00
ALO, JOHN O.	822285111	1,860.00	1,860.00	90.24	1,860.00	115.32	1,860.00	26.99	1,860.00
ALS, JAMIE S.	808525252	1,970.00	1,970.00	140.87	1,970.00	122.14	1,970.00	28.57	1,970.00
ARS1, JOSEPH B.	999999944	2,451.25	2,451.25	236.80	2,451.25	151.99	2,451.25	35.55	2,451.25
AZ27, JAMES R.	899996888	1,232.50	1,028.50	94.71	1,028.50	63.78	1,028.50	14.91	1,028.50
AZ36, ALIA R.	888888888	1,096.50	901.00	29.28	901.00	55.86	901.00	13.06	901.00
AZ51, BOB F.	333333311	1,113.50	926.50	30.32	926.50	57.44	926.50	13.44	926.50
BROWN, CHARLOTTE A.	854844521	255.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BROWN, CHARLOTTE E.	304853485	1,530.00	1,050.00	41.16	1,050.00	65.10	1,050.00	15.23	1,050.00
CAM1, JOSH	888883888	2,175.00	2,175.00	147.40	2,175.00	134.85	2,175.00	31.54	2,175.00
COM, JUNE T.	800000033	2,691.00	2,104.50	156.69	2,104.50	130.49	2,104.50	30.51	2,104.50
COS, PETER R.	980000000	2,673.75	2,052.75	248.20	2,052.75	127.28	2,052.75	29.76	2,052.75
CTA, PATRICIA J.	300000011	2,488.50	1,858.50	130.77	1,858.50	115.23	1,858.50	26.95	1,858.50
CTB, JOHN P.	811178841	2,346.75	1,795.50	209.61	1,795.50	111.32	1,795.50	26.04	1,795.50
CTC, BALLY J.	890000011	2,646.00	2,173.50	166.21	2,173.50	134.76	2,173.50	31.52	2,173.50
CTD, JACK B.	990000032	2,394.00	1,968.75	235.59	1,968.75	122.07	1,968.75	28.55	1,968.75
OTF, BUSIE	990008888	2,331.00	1,937.25	136.23	1,937.25	120.12	1,937.25	28.09	1,937.25
DCMC, JIM	000009999	2,006.00	1,696.25	110.79	1,696.25	105.17	1,696.25	24.60	1,696.25
DCSJ, BILL	002222299	2,286.25	1,961.75	234.55	1,961.75	121.63	1,961.75	28.45	1,961.75
DE, PAULA	031000000	1,914.25	1,630.20	99.17	1,630.20	101.08	1,630.20	23.64	1,630.20

### Printing the Federal Quarterly Report

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports/Federal Quarterly Report**.
3. Select the desired Quarterly date range, Click **OK**.
4. Choose the report destination: **Screen, Printer, or Cancel**.

## FUTA By State Summary

Effective 2010 Credit Reductions were established for States that borrow funds from the federal government to pay unemployment claims. These states have a

set period of time to repay this loan to the government. For states that have outstanding loans, they will receive a reduction in the FUTA credit. This information is reviewed by the US Department of Labor (DOL) to determine which states have repaid their loans and which states are outstanding on their repayment. The DOL publishes this information in November that will retroactively apply for the current year.

The FUTA By State Summary Report is a list of each state in which the agency pays unemployment tax and corresponding rate, as listed in the Federal Tax Table, during the selected date range. This report is not based on view and will pull all payroll information.

The report prints State Initials, Eligible FUTA Wages, Tax Rate, and Quarterly Unemployment Tax.

STATE	ELIGIBLE FUTA WAGES:	TAX RATE:	QUARTERLY UNEMPLOYMENT TAX:
AK	2,742.63	0.60	17.96
AL	8,305.00	0.60	49.47
AR	2,451.25	1.50	29.44
AZ	3,808.00	0.60	34.31
CA	20,320.00	1.50	243.51
CO	4,157.25	0.60	24.95
CT	9,733.50	1.50	116.82
DC	3,658.00	0.60	21.96
DE	5,001.75	1.20	45.02
FL	1,180.00	0.60	14.16
GA	11,261.25	1.50	135.18
HI	1,279.20	0.60	7.68
IA	7,199.00	0.60	43.24
ID	1,236.00	0.60	7.42
IL	55,162.50	0.60	349.12
IN	36,240.30	1.80	543.83
KS	3,654.00	0.60	21.93
KY	16,532.25	1.50	198.40
LA	1,974.00	0.60	11.85
MA	2,360.00	0.60	14.16
MD	14,238.00	0.60	85.47

### Printing the FUTA By State Summary

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports/ FUTA By State Summary**.
3. Select the desired Quarterly date range, Click **OK**.
4. Choose the report destination: **Screen, Printer, or Cancel**.

### State Quarterly Report

The report prints Employee names, SSN, Gross wages, Taxable Wage, F/W, Eligible FICA, FICA W/H, Eligible MDCR, MDCR W/H, and Eligible FUTA. The bottom of the report prints the company information relating to State Taxes and Unemployment. All employees who have worked within the quarter will be included in this report. This report is not based on view and will pull all payroll information.

COATS Crystal Reports Viewer

powered by crystal

66%

1 of 1

Preview

DEMONSTRATION COMPANY  
300 Lynnhaven Pkwy  
SUITE 200  
VIRGINIA BEACH, VA  
23462

State Qtr Report  
VA  
01/01/2013 To 03/31/2013

12/26/2013  
2:33:22PM

NAME	OR033	TXABLE WAGE3	FW	ELIO FICA	FICA WHT	ELIO MDOR	MDOR WHT	ELIO FIDL	STATE WAGE3	9/W	ELIO STATE
AARDVARK, MELISSA A.	25114110	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JURSTENT, PAUL A.	21514210	741.00	381.00	39.22	381.00	22.25	381.00	6.25	381.00	12.87	381.00
VK, JANE S.	40291210	330.00	330.00	22.04	330.00	23.68	330.00	6.61	330.00	12.62	330.00
VAOC, JASON R.	11121411	330.00	330.00	22.04	330.00	23.68	330.00	6.61	330.00	12.62	330.00
4		1,691.00	1,121.00	83.30	1,121.00	88.60	1,121.00	18.26	1,121.00	28.29	1,121.00

VA

STATE UNEMPLOYMENT TX LIMIT :	8,000.00	491k	0.00
ELIGIBLE UNEMPLOYMENT WAGE3 :	1,121.00	EIC	0.00
UNEMPLOYMENT TAX RATE :	0.0037	DED 7,8,8	0.00
QUARTERLY UNEMPLOYMENT TX :	9.75	NTX	0.00

EMPLOYEE FICA TAX :	69.50
EMPLOYER FICA TAX :	69.50
TOTAL FICA TX :	139.00
EMPLOYEE MEDICARE TAX :	16.25
EMPLOYER MEDICARE TAX :	19.18
TOTAL MEDICARE TX :	35.40
FEDERAL INCOME TX WITHHELD :	83.30
COMBINED TOTAL FICA, MDOR, AND FW TX :	257.70

EMPLOYEE MEDICARE TAX INCLUDES THE ADDITIONAL MEDICARE WAGES.  
ADDITIONAL MEDICARE WAGES ARE CALCULATED FOR EMPLOYEES THAT MAKE OVER \$200,000.00 FOR THE YEAR

## Printing the State Quarterly Report

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports/State Quarterly Report**.
3. Select the desired Quarterly date range, Click **OK**.
4. Type in the desired **State Code**, Click **OK**.
5. Choose the report destination: **Screen, Printer, or Cancel**.

## Hire Act Discount

Hire Act Discount was a credit applied between March 18th, 2010 and December 31st, 2010. For Further assistance related to Hire Act Discount please contact Tech Support 800-888-5894.

## Federal 941

Effective January 1, 2014 Cobra Premium Assistance is no longer claimed on the 941.

The Federal 941 prints with the current information from the COATS System. This report is not based on view and will pull all payroll information.

**Federal Form 941**

Name (not trade) | |  
 Trade Name | |  
 Address | | | |  
 City State Zip | | | |

State or "MU" (box 14) | | Use Schedule B  Monthly Depositor

Current quarter's fractions of cents	0.00	7
Current quarter's sick pay	0.00	8
Current quarter's Adjustments for Tips and group-term Life insurance	0.00	9
Qualified small business Payroll Tax Credit for Research	0.00	11
Total deposits for quarter, including overpayment applied from a prior quarter	0.00	13

Next

### ***Printing the Federal 941***

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports/Federal 941**.
3. Enter the date range desired for the appropriate Quarter, Click **OK**.
4. Enter the Company information in the top half.
5. Enter the State or "MU".
6. Check Use Schedule B, if applicable.
7. Check Monthly Register, if applicable.
8. Enter any Fractions of Cents Adjustments. (7)
9. Enter any Sick Pay Adjustments. (8)
10. Enter any Adjustments for Tips and group-term Life insurance. (9)
11. Enter any Qualified Small Business Payroll Tax Credit for research (11)
12. Enter Total deposits for quarter, including overpayment applied from a prior quarter. (13)
13. Click **Next**.
14. Choose the report destination: **Screen, Printer or Cancel**.

### **Federal Schedule B**

The Federal Schedule B prints with the current information from the COATS System. This report is not based on view and will pull all payroll information. This will pull the current payroll transaction totals for each payroll batch and calculate what is owed.

### ***Printing the Federal Schedule B***

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports/Federal Schedule B**.

3. Enter the desired Quarterly date range, Click **OK**.
4. Enter the company name.
5. Click Next.
6. Choose the report destination: Screen, Printer or Cancel.

## Known Quarterly errors

- **“Variable “THEMONTH” is not found”** – is caused when the user is printing the Federal Schedule B and selects the date range of **All Dates to Today** or **All Dates to Yesterday**. Click OK, then Program Error window will appear. Click Cancel to be booted from COATS. The user can then click to Open COATS and rerun the report.
- **“Variable “MYMON2” is not found”** – is caused when the user is printing the Federal Schedule B and selects **Month to Date, Month, All From Today**, and **All From Yesterday**. Click OK, then Program Error window will appear. Click Cancel to be booted from COATS. The user can then click to Open COATS and rerun the report.
- **“Alias ‘MSY’ is not found”** – is caused when the user tries to print the State QTD Report through Payroll/ Quarterly Reports/ Mag Media A-M or N-Z and didn’t create the data prior to printing the report. Clicking OK will bring up an Open window to which the user should click OK. This will result in a Program Error Window that the user will click Cancel, this will boot the user out of COATS. The user can now log back into COATS and create the data. The data will need to be created for the State Quarterly Mag Media reports every time.
- **“Exception Processing Message...”** – this error is caused when trying to write to a floppy and a floppy is not in the drive. Clicking Cancel will give the below message.
- **“Cannot Create Output File”** – this error is usually found in the top right corner of COATS and accompanied with a **“Total Bytes = 0”** window. This error appears when the user is creating the quarterly magnetic media file and is unable to write to the location selected. For Example, the file location states “A:\” however the user does not have a floppy in the A drive. As well as if the user is writing to “D:\” and either doesn’t have this drive or does not have access to write to the selected drive. Clicking OK will return to the Magnetic Media Creator window for the user to create file again.

## Mag Media / State Quarterly Report(s)

The Mag Media option allows the user to generate State reports as well as magnetic media to be submitted to the state for state unemployment purposes. The user will be prompted to indicate for which state they want to create this data. If the user operates in multiple states, it will be necessary to run the procedure multiple times, once for each state, as each state has its own magnetic media requirements.

Magnetic media is a term that means to file the tax data electronically, by floppy or uploading on the internet. Each state has a specific format and list of data they need included in the file that is sent. COATS has created a unique program and screen for each state to accommodate these needs. For questions regarding

where to send the magnetic media or how to label it, please contact the agency's state.

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports**.
3. Click either **Mag Media A-M** or **Mag Media N-Z**.
4. Click on the appropriate **State**.
5. Under the **Create Data** tab; the first time creating Magnetic Media for each state the user will need to enter their Corporate information; including, Corporate Name, Corporate Address, Corporate City and State, Corporate Zip, Contact Name and Contact Phone.
6. Choose the desired **Quarter** and **Month**, and type in the correct year, in the middle of the screen.

*Choose a Quarter and Month*

7. Ensure the appropriate **State Code**, **State Unemployment Limit**, and **State Unemployment Rate** are correct.

*Verify State Data*

8. Click **Create State QTD, YTD Data**.
9. Once complete, a window will appear stating "Data Complete," click **OK**.
10. Click the **Administrative Info** tab.

11. This screen contains default information that will be contained in the magnetic media file. Some of the fields described below may not appear on the screen; this means that the state selected does not require that information. Fill in the following information if it appears on the screen:

**YYYY** – Enter the four digit year. For example: 2022

**MMYY** – Enter the two digits for the last month of the quarter and the two digit year. For example: 0322

**MMDDYY** – Enter the two digits for the last month of the quarter, two digits for the last day of the month, and the two digit year. For example: 033122

**MMDDYYYY** – Enter the two digits for the last month of the quarter, two digits for the last day of the month, and the four digit year. For example: 03312022

**Beginning Control Number** – Accept the default unless the agency's state specifies a beginning number.

**Remit Number** – Enter the remit number assigned for this quarter by the agency's state. You may need to contact the state if you have not been issued a remit number.

**Media Transmitter Number** – Enter the transmitter number assigned for this quarter by the agency's state. You may need to contact the state if you have not been issued a transmitter number. This number will be used to track the progress and success of the agency's mag media submission

**End of Quarter Due Date** – Enter the date the file must be submitted by for the current quarter.

**Federal Employer Identification Number** – Enter the FEIN assigned to the company by the federal government for income tax purposes.

**State Employer Identification Number** – Enter the SEIN assigned to the company by the state government for income tax purposes.

**Other FEIN** – If the company submitted a 943 to the IRS or submitted W-2 data to the SSA for the current tax year under a different federal EIN, enter the other FEIN here.

**County Code** – Enter County Code. Currently only used with TX. To verify the code needed please see Appendix A.

**Manufacturer of Computer** – Enter what type of computer the file was created from.

**Type of Employment** – Enter the letter code for the appropriate type of employment.

**R** – Regular

**A** – Agriculture

**H** – Household

**M** – Military

**Q** – Medicare Qualified Government Employment (MQGE)

**X** – Railroad

**401K** – If checked, this indicated that the user utilizes 401K as a retirement plan. If unchecked, the user utilizes 401K as deferred compensation.

**State Unemployment Account Number** – Enter the number assigned by the state body that governs state unemployment; this is not the state employer identification number for income tax purposes.

**Personal Identification Number** – If you were assigned a PIN number for inquiring about the agency’s magnetic media file, enter it here.

**Terminating Business Indicator** – Check this box if the company will be going out of business and this is the last quarter that will be filed.

**Resubmit Indicator** – If generating a corrected file after already submitting for this quarter, check this box.

**Resubmit TLCN** – If generating a corrected file, enter the number assigned for identifying the resubmitted file.

**Wage Plan Code** – Used for RI and CA; please see State Tax Booklet for a detailed listing of possible codes.

**Preparer Code** – If preparing taxes for another company, enter the agency’s preparer code here.

**First 4 Characters of Company Name** – Enter the first four significant characters of the company’s name; eliminate articles such as “A”, “An”, “The”, etc.

**Underpayment** – Enter the amount of underpayment from the previous quarter.

**Penalty Amount** – Enter the penalty due as a result of the underpayment.

**Interest Due** – Enter any interest due.

**Overpayment** – Enter the amount of overpayment from the previous quarter.

**Assessment** – Enter the company’s tax assessment as provided by the state.

**Payment Made** – Enter the amount of payment included with the submission of the magnetic media file.

**Income Tax Withheld by a 3<sup>rd</sup> Party** – If a third party withheld income taxes for the agency during this quarter; enter the total for those income taxes.

**Contact Person** – Enter the name of the person to be contacted if the state has questions about the file.

**Contact Person’s Title** – Enter the title of the contact person.

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NOTE: Only information required by the agency’s state will appear on the screen; this list is a comprehensive list for all states. Please ignore information that does not appear on the screen.

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12. Click **Reports**.

13. Click **QTD Report**. The report displays state taxable wages, withholdings, number of weeks worked and state unemployment wages for the current quarter. This report totals each page and will provide a grand total on the last page.
14. Choose the report destination: Screen, Printer, Send to File, Set Printer or Cancel.



*State Quarterly Report Example*

15. This window will default with the selected states file type and location. To change type in the path for the file such as C:\ for the local C drive or A:\ for the floppy drive for which a floppy will need to be in the computer that COATS SQL application is installed.
16. Click **Create File**.

---

**NOTE:** IL State will click **Create QTR**.

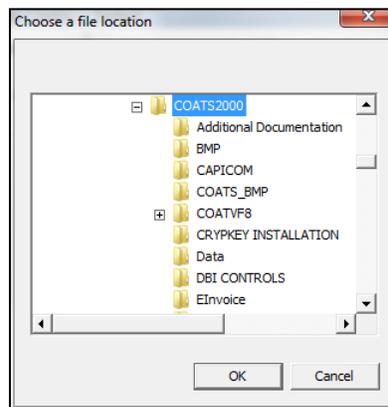
---

17. Window will appear “Are you ready to start” Click **OK** to start or **CANCEL** to quit.
18. Choose a file location will appear, Navigate to where the file will be saved. This will allow the user to choose where they wish to save the file. By default it will save the file to the c:\program files\coats\coats2000 folder.

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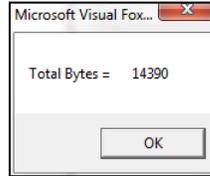
**NOTE:** Terminal Server/ Intellipath Users will need to put this in a location they have access to, example Intellipath users have E:/data/share/. Users will need to refer to their computer tech or network administrators to verify this file location.

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19. Click **OK**.

20. The following window will appear: (your bytes may be a different number.)



21. Click **OK**. (This file will be found on the Local C drive of the computer in which the data resides.)

## IL Monthly Mag Media

Effective Jan 2013, IL Medicaid Reform "SMART" Act requires Employer's to submit a monthly file as well as the Quarterly files.

Magnetic media is a term that means to file the tax data electronically, by floppy or uploading on the internet. There are two files for IL, monthly and quarter. For Quarterly Instructions see Mag Media/ State Quarterly sections. For questions regarding where to send the magnetic media, please contact the agency's state.

A screenshot of the "Magnetic Media Creator -- Federal & State -- Illinois" software interface. The window has three tabs: "Create Data", "Administrative Info", and "Reports". The "Create Data" tab is active. At the top, it says "LAST DATA CREATED FOR STATE IL". Below this is a form with several fields: "Corp Name" (CORP NAME), "Corp Address" (CORP ADDRESS), "Corp City, State" (CITY, ST, Corp Zip 12345 6789), "Contact Name" (CONTACT NAME), "Contact Phone" ((111)111-1111), and "Contact Email" (CONTACT@EMAIL.COM). Below the form are controls for "YYYY: 2013", "CHOOSE A QUARTER:" (radio buttons 1, 2, 3, 4), and "CHOOSE A MONTH:" (radio buttons 1-12). On the right side, there are fields for "FED UNP LIMIT: \$7000.00" and "FED UNP RATE: 0.600000". At the bottom left, there are fields for "STATE: IL", "STATE UNEMPLOYMENT LIMIT: \$9000.00", and "STATE UNEMPLOYMENT RATE: 1.1130". On the bottom right, there are two buttons: "Create State Month" and "Create State QTD, YTD Data".

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports**.
3. Click **Mag Media A-M**.
4. Under the **Create Data** tab; the first time creating Magnetic Media the user will need to enter their Corporate information; including, Corporate Name, Corporate Address, Corporate City and State, Corporate Zip, Contact Name and Contact Phone.

- Choose the desired **Quarter** and **Month**, and type in the correct year, in the middle of the screen.

YYYY: 2013	CHOOSE A QUARTER: <input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
CHOOSE A MONTH:	
<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12	

*Choose a Quarter and Month*

- Ensure the appropriate **State Code**, **State Unemployment Limit**, and **State Unemployment Rate** are correct.

STATE: IL	
STATE UNEMPLOYMENT LIMIT:	\$9000.00
STATE UNEMPLOYMENT RATE:	1.1130

*Verify State Data*

- Click **Create State Month**.
- Once complete, a window will appear stating “Data has been created,” click **OK**.
- Click the **Administrative Info** tab.
- This screen contains default information that will be contained in the magnetic media file. Fill in the following information if it appears on the screen:

**YYYY** – Enter the four digit year. For example: 2022

**MMYY** – Enter the two digits for the last month of the quarter and the two digit year. For example: 0122

**MMDDYY** – Enter the two digits for the last month of the quarter, two digits for the last day of the month, and the two digit year. For example: 013122

**MMDDYYYY** – Enter the two digits for the last month of the quarter, two digits for the last day of the month, and the four digit year. For example: 01312022

**Federal Employer Identification Number** – Enter the FEIN assigned to the company by the federal government for income tax purposes.

**Manufacturer of Computer** – Not Required for Monthly File, see information in the Mag Media/ State Mag Media Section.

**State Unemployment Account # (do not include hyphen and the number after)** – Enter the number assigned by the state body that governs state unemployment; this is not the state employer identification number for income tax purposes.

**Underpayment** – Not Required for Monthly File, see information in the Mag Media/ State Mag Media Section.

**Interest Due** - Not Required for Monthly File, see information in the Mag Media/ State Mag Media Section.

**Penalty Amount** - Not Required for Monthly File, see information in the Mag Media/ State Mag Media Section.

**Overpayment** - Not Required for Monthly File, see information in the Mag Media/ State Mag Media Section.

11. Click **Reports**.
12. Click **Month Report**. The report displays gross wages for current month. This report totals each page and will provide a grand total on the last page.
13. Choose the report destination: Screen, Printer, Send to File, Set Printer or Cancel.

Report Designer - ilmonth.frx - Page 1

Print Preview

2632 Nazereth Road  
Suite 210  
Easton, PA 18042

IL  
STATE MONTHLY REPORT  
MONTH 1

Employee Name	SSN	Gross Wages
IL GINGER P	750-00-0222	1100.00
IL01 PETE J	775-00-0000	1292.50
IL02 JAMES R	780-00-0011	2200.00
IL03 JOEL R	750-00-3333	1375.00
IL04 JANE Q	756-00-0001	1430.00
IL05 PAULINE	955-00-0000	1512.50
IL06 CASSIE P	201-00-0001	1650.00
IL07 JANICE R	230-00-0001	1100.00

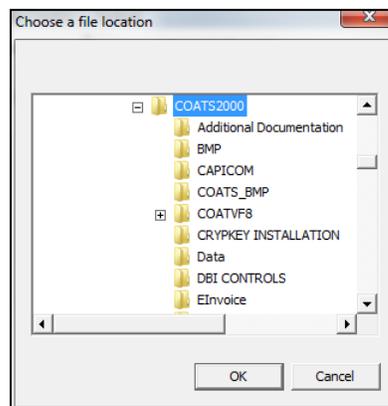
*State Quarterly Report Example*

14. Click **Create Month**.
15. Window will appear “Are you ready to start” Click **OK** to start or **CANCEL** to quit.
16. Choose a file location will appear, Navigate to where the file will be saved.  
This will allow the user to choose where they wish to save the file. By default it will save the file to the c:\program files\coats\coats2000 folder.

---

NOTE: Terminal Server/ Intellipath Users will need to put this in a location they have access to, example Intellipath users have E:/data/share/. Users will need to refer to their computer tech or network administrators to verify this file location.

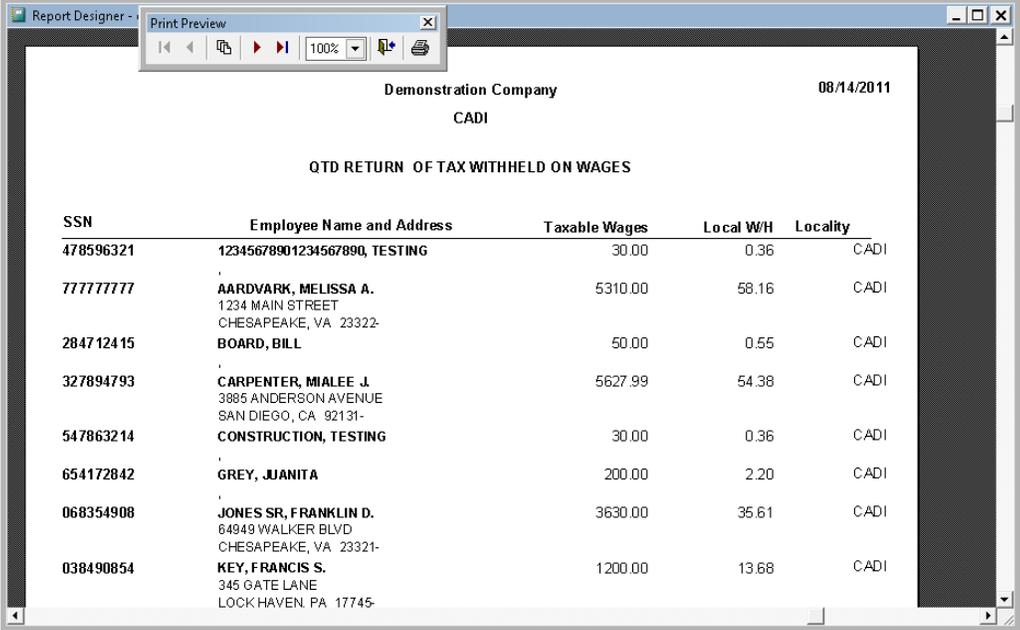
---



17. Click **OK**. (This file will be found on the Local C drive of the computer in which the data resides.)

NOTE: The file will default to the required Monthly Naming Convention. (ex. ILUIMonthlyWage012022\_01.csv) . The file name listed on the Reports Tab is for Quarterly purposes only.

## Local Quarterly Report(s)

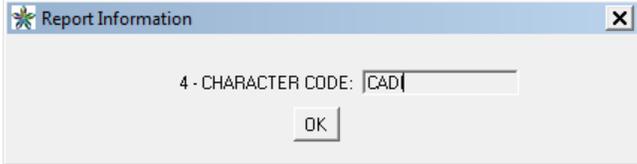


SSN	Employee Name and Address	Taxable Wages	Local WH	Locality
478596321	12345678901234567890, TESTING	30.00	0.36	CADI
77777777	AARDVARK, MELISSA A. 1234 MAIN STREET CHESAPEAKE, VA 23322-	5310.00	58.16	CADI
284712415	BOARD, BILL	50.00	0.55	CADI
327894793	CARPENTER, MIALEE J. 3885 ANDERSON AVENUE SAN DIEGO, CA 92131-	5627.99	54.38	CADI
547863214	CONSTRUCTION, TESTING	30.00	0.36	CADI
654172842	GREY, JUANITA	200.00	2.20	CADI
068354908	JONES SR, FRANKLIN D. 64949 WALKER BLVD CHESAPEAKE, VA 23321-	3630.00	35.61	CADI
038490854	KEY, FRANCIS S. 345 GATE LANE LOCK HAVEN, PA 17745-	1200.00	13.68	CADI

Example of Local Quarterly Report

### To print one local quarterly report:

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports**.
3. Click **Local Quarterly Reports**.
4. Click **Print Local QTR Reports**.



Local Quarterly Report Locality Specification screen

5. Enter the four digits that represent the **Local Tax Code** and click **OK**.
6. Select a Date range and click **OK**.
7. Choose the report destination: **Screen, Printer, Send to File, Set Printer** or **Cancel**.
8. The user will need to repeat this process for EACH locality for which a report is needed.

### To print all local quarterly reports:

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports**.
3. Click **Local Quarterly Reports**.
4. Click **Print All Local QTR Reports**.
5. Select the Date Range and Click **OK**.
6. Choose the report destination: **Screen, Printer, Send to File, Set Printer** or **Cancel**.
7. As you close out of one local report the next one will come up.

## Local Mag Media

The Mag Media option allows the user to generate Local reports as well as magnetic media to be submitted to the state for Local Wages Reporting. Currently this field is available for State of PA.

Magnetic media is a term that means to file the tax data electronically, by floppy or uploading on the internet. There are three formats for PA Local specific to the site the file is uploaded through. The user will select the version they are required to submit. 1. PA Lite, 2. PA Standard File, or 3. Cumberland (EFW2 extended). For questions regarding where to send the magnetic media or how to label it, please contact the agency's state.

Magnetic Media Creator -- Local PSD -- Pennsylvania

Create Data | Administrative Info | Reports

LAST DATA CREATED FOR STATE PA

Corp Name: NAME  
Corp Address: ADDRESS  
Corp City, State: CITY ST Corp Zip: 12345 6789  
Contact Name: CONTACT NAME  
Contact Phone: (999)999-9999  
Contact Email: EMAIL@TEST.COM

YYYY: 2014 CHOOSE A QUARTER: 1 2 3 4  
CHOOSE A MONTH: 1 2 3 4 5 6 7 8 9 10 11 12

STATE: PA  
STATE UNEMPLOYMENT LIMIT: \$8000.00  
STATE UNEMPLOYMENT RATE: 0.8700

PSD Branch Information  
Create State QTD, YTD Data

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports**.
3. Click **Local Mag Media**.
4. Click on the appropriate Format, **PA** (PA Standard File Format), **PA Lite, Cumberland** (EFW2 Extended), or **Local by Branch**.

5. Under the **Create Data** tab; the first time creating Magnetic Media the user will need to enter their Corporate information; including, Corporate Name, Corporate Address, Corporate City and State, Corporate Zip, Contact Name and Contact Phone.
6. Choose the desired **Quarter** and **Month**, and type in the correct year, in the middle of the screen.

YYY: 2011	CHOOSE A QUARTER: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4
CHOOSE A MONTH:	
<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input checked="" type="radio"/> 12	

*Choose a Quarter and Month*

7. Ensure the appropriate **State Code**, **State Unemployment Limit**, and **State Unemployment Rate** are correct.

STATE: PA	
STATE UNEMPLOYMENT LIMIT:	\$8000.00
STATE UNEMPLOYMENT RATE:	0.8700

*Verify State Data*

8. If in Local by Branch users will have a PSD Branch Information Button and will need to set this up, if not continue to the next step, otherwise, Click **PSD Branch Information**. The first time will requires the setup of Branch, ER PSD and selecting the File Format.
  - a. Click **Add**
  - b. Select the branch
  - c. Line will reflect on the list, click **Edit**
  - d. Select the file location format, double click to close or highlight and X out.
  - e. Update PSD code with Employer code for that location.
  - f. Repeat above steps until all branches are updated/added.
  - g. "X" out window when all branches are setup
9. Click **Create State QTD, YTD Data**.
10. Once complete, a window will appear stating "Data Complete," click **OK**.
11. Click the **Administrative Info** tab.
12. This screen contains default information that will be contained in the magnetic media file. Fill in the following information if it appears on the screen:
 

**YYYY** – Enter the four digit year. For example: 2022

**MMYY** – Enter the two digits for the last month of the quarter and the two digit year. For example: 0322

**MMDDYY** – Enter the two digits for the last month of the quarter, two digits for the last day of the month, and the two digit year. For example: 033122

**MMDDYYYY** – Enter the two digits for the last month of the quarter, two digits for the last day of the month, and the four digit year. For example: 03312022

**Federal Employer Identification Number** – Enter the FEIN assigned to the company by the federal government for income tax purposes.

**Employer PSD Code** - Enter the 6 digit PSD code for the agency. This will auto fill from Maintenance/ COATS Set Up/ Global Preferences.

**Manufacturer of Computer** – Enter what type of computer the file was created from.

**Type of Employment** – Enter the letter code for the appropriate type of employment.

**R** – Regular

**A** – Agriculture

**H** – Household

**M** – Military

**Q** – Medicare Qualified Government Employment (MQGE)

**X** – Railroad

**State Tax Entity Code** – For Lite File creation using the Space bar on the keyboard to select the Tax Entity Code.

**BCTCB** – Blair County Tax Collection Bureau

**YATB** – York Adams Tax Bureau

**WATO or WASD** – Williamsport Area Earned Income Tax Office

**DATO or DANV** – Danville Earned Income Tax Office

**FCTO or FCTB** – Forest County Earned Income Tax Office

**State Unemployment Account Number** – Enter the number assigned by the state body that governs state unemployment; this is not the state employer identification number for income tax purposes.

**Contact Person's Title** – Enter the title of the contact person.

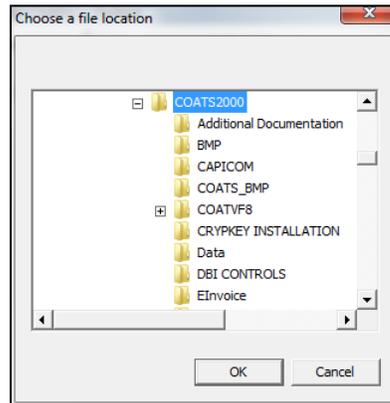
13. Click **Reports**.
14. Click **QTD Report**. The report displays Employee Name, Social, Gross Wages, Local Taxable Wages, Local Withholding, and PSD Code for the current quarter. This report totals each page and will provide a grand total on the last page.
15. Choose the report destination: **Screen, Printer, Send to File, Set Printer, or Cancel**.
16. This window will default with the selected states file type and location. To change type in the path for the file such as C:\ for the local C drive or A:\ for the floppy drive for which a floppy will need to be in the computer that COATS SQL application is installed.
17. Click **Create File**.
18. Window will appear “Are you ready to start” Click **OK** to start or **CANCEL** to quit.
19. Choose a file location will appear, Navigate to where the file will be saved.  
This will allow the user to choose where they wish to save the file. By

default it will save the file to the c:\program files\coats\coats2000 folder.

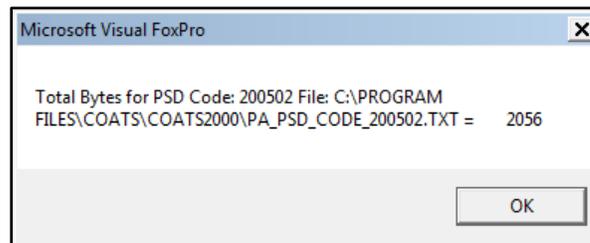
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NOTE: Terminal Server/ Intellipath Users will need to put this in a location they have access to, example Intellipath users have E:/data/share/. Users will need to refer to their computer tech or network administrators to verify this file location.

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20. Click **OK**.
21. The following window will appear: (your bytes may be a different number.)



This window will come forward for each file format used.

22. Click **OK**. (This file will be found on the Local C drive of the computer in which the data resides.)

# School Reports

Report Designer - qsch2006.frx - Page 1

Demonstration Company 12/23/2012  
OH01

QTD RETURN OF TAX WITHHELD ON WAGES

SSN	Employee Name and Address	Taxable Wages	School W/H	District
656541648	OH, JORGE P. 8685 ANY STREET CINCINNATI, OH 45215-	384.75	4.81	OH01

*Example of School Report*

## To print one School Report:

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports**.
3. Click **School Reports**.
4. Click **Print School QTR Reports**.

Report Information

4 - CHARACTER CODE: OH01

OK

*School Quarterly Report Locality Specification screen*

5. Enter the four digits that represent the **School Tax Code** and click **OK**.
6. Select a Date range and click **OK**.
7. Choose the report destination: **Screen, Printer, Send to File, Set Printer** or **Cancel**.
8. The user will need to repeat this process for EACH school code for which a report is needed.

## To print all School Reports:

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports**.
3. Click **School Reports**.

4. Click **Print All School QTR Reports**.
5. Select the Date Range and Click **OK**.
6. Choose the report destination: **Screen, Printer, Send to File, Set Printer** or **Cancel**.
7. As you close out of one School report the next one will come up.

## County Reports

SSN	Employee Name and Address	Taxable Wages	County W/H	District
528475633	NYH, GUIDO J. 658 S 8TH ST BRONX, NY 10453-	1178.00	0.60	NYDI

*Example of County Report*

### To print one County Report:

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports**.
3. Click **County Reports**.
4. Click **Print County QTR Report**.

*County Quarterly Report Locality Specification screen*

5. Enter the four digits that represent the **County Tax Code** and click **OK**.
6. Select a Date range and click **OK**.
7. Choose the report destination: **Screen, Printer, Send to File, Set Printer** or **Cancel**.
8. The user will need to repeat this process for EACH county code for which a report is needed.

### To print all School Reports:

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.

2. Click **Quarterly Reports**.
3. Click **County Reports**.
4. Click **Print All County QTR Reports**.
5. Select the Date Range and Click **OK**.
6. Choose the report destination: **Screen, Printer, Send to File, Set Printer** or **Cancel**.
7. As you close out of one County report the next one will come up.

## Local Services Tax Report

LST TAX REPORT								12/29/2013
01/01/2013 TO 03/31/2013								2:42 pm
PA								
EMPLOYEE NAME	SSN	ADDRESS	CITY	ST	ZIP	CODE	LST TAX WITHHELD	
BROWN, CHARLOTTE E.	304883496	3489 SMITH STATION ROAD	SUFFOLK	VA	23435	W	4.00	
MORLEY, ANDREW	465246565	1491 SAN TIAGO STREET APT 45	SAN DIEGO	CA	92131	W	4.00	
PARKER III, ALEX B.	038488540	69594 SMITH ROAD	CHESAPEAKE	VA	23321	W	5.00	
SLIP, MAY A.	227579923	321 HANOVER DRIVE	CHESAPEAKE	VA	23320	W	4.00	
TUCKER, MARSHALL E.	038698543	78 LOFTON LANE	LINDEN	PA	17744	W	3.00	
TOTALS							20.00	

*Example of Local Services Tax Report*

### To print the local services tax report:

1. Click **Payroll** in the main menu or use the key command **ALT+Y**.
2. Click **Quarterly Reports**.
3. Click **Local Services Tax**.
4. Enter desired range.

*Local Services Tax Report Code Specification screen*

5. Enter the code that represent the **Local Services Tax**.
6. Click **OK**.
7. Choose the report destination: **Screen, Printer, Send to File, Set Printer** or **Cancel**.

8. The user will need to repeat this process for EACH LST for which a report is needed.