

QRTRPT-Breakdown of Lines for the Totals and Form 941

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QRTRPT

Balancing the QRTRPT information is an important part of the checks and balances within USPS. Many districts use this data to ensure the integrity of their quarter and year-end totals.

Here is a breakdown of each line and where each line is pulling from in the Payroll system

Example of QRTRPT Totals

DATE	04/29/14	QUARTER, YEAR AND FISCAL TO DATE REPORT		
TIME	09:33:50	SORTED BY EMPLOYEE NAME		
PAGE	46 (QRTRPT)	QTD TOTAL	YTD TOTAL	FTD TOTAL
TOTAL GROSS		333,742.04	978,827.05	2,356,966.73
TOTAL ANNUITIES		45,031.88	129,552.42	296,727.51
NON-FED. TAX ANNU. 'S		0.00	0.00	0.00
NON-CASH EARNINGS		0.00	0.00	164.88
TOTAL ADJUSTED GROSS		288,710.16	849,274.63	
CALCULATED ADJ GROSS		288,710.16	849,274.63	
DIFFERENCE IN GROSS		0.00	0.00	
TOTAL EMP COUNT PER 941 INSTRUCTIONS:			0	
TOTAL EMPLOYEES PAID IN QUARTER :			107	
TOTAL EMPLOYEES REPORTABLE FOR ODJFS:			0	

QRTRPT BREAKDOWN

Total Gross = JOBSCN Screen 3 Total Gross Amounts

Total Annuities = DEDSCN Deduct amount for all ANNUITIES, ADOPTION, BBSERS, BBSTRS, SERSPU, STRSPU and DEPCARE

Non-Fed. Tax Annu.'s = If DEDNAM Exempt Annuities flag not Y and DEDSCN ANNUITY, ADOPTION, BBSERS, BBSTRS, SERSPU, STRSPU, DEPCARE, add all deduct amounts

Non-Cash Earnings = JOBSCN Screen 3, Non-cash earnings

Total Adjusted Gross = DEDSCN taxable gross from 001 (FED) record

Calculated Adj Gross = Total gross – total annuities + Non-cash earnings

Difference In Gross = Total Adjusted Gross – Calculated Adj Gross

Total Emp count Per 941 Instructions = Look at check history and see if paid 12th of month of qtr closing. If paid, count employee

Total Employees paid in Quarter = If JOBSCN Screen 3 QTD Gross > 0, count employee

Total Employees Reportable for ODJFS = If DEDSCN OH (002) record has ODJFS gross amount > 0, count employee

FORM 941 TOTALS

FORM 941 QUARTERLY RETURN OF WITHHELD FEDERAL INCOME TAX			
LINE 1) TOTAL EMP. COUNT PER 941 INSTRUCTIONS :	0		
TOTAL EMPLOYEES PAID IN QUARTER :	107		
LINE 2) QTD TAXABLE WAGES :	289,298.68	(Includes board paid Medicare/FICA =	588.52)
LINE 3) QTD FEDERAL WITHHOLDING :	28,382.26		
LINE 5A) QTD FICA Taxable Wages :	0.00		
QTD Employees' FICA contributions :	0.00	(Picked up by board =	0.00)
QTD Employer's FICA contributions :	0.00		
LINE 5C) QTD Medicare Taxable Wages :	294,392.12		
QTD Employees' Medicare contributions :	4,268.74	(Picked up by board =	588.52)
QTD Employer's Medicare contributions :	4,268.74		
LINE 11) QTD FEDERAL WITHHOLDING DEPOSITS :	36,919.74		
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FORM 941 TOTALS BREAKDOWN

Line 1)

Total Emp Count Per 941 Instructions = Looks at check history and see if paid 12th of month of QTR closing. If paid, count employee

Total Employees paid in Quarter = If JOBSCN Screen 3 QTD Gross > 0, count employee

Line 2)

QTD Taxable Wages = Federal taxable gross amount on DEDSCN 001 + 694/695 board share amount (Includes board paid Medicare/FICA) = Only includes 694/695 board share amount, not Federal taxable gross amount

Line 3) QTD Federal Withholding = 001 Fed deduct amount

Line 5A)

QTD FICA Taxable Wages = FICA Taxable Gross from DEDSCN

QTD Employees' FICA Contributions = 692/693 FICA deduct amount & 694/695 FICA board share amount

(Picked up by board) = 694/695 FICA Board share amount only

QTD Employer's FICA Contributions = 692/693 FICA Board share amount

Line 5C)

QTD Medicare Taxable Wages = Medicare Taxable Gross from DEDSCN

QTD Employees' Medicare Contributions = 692/693 Medicare deduct amount & 694/695 Medicare board share amt

(Picked up by board) = 694/695 Medicare Board share amount only

QTD Employer's Medicare Contributions = 692/693 Medicare Board share amount

Line 11)

QTD Federal Withholding Deposits = Line 3 + 5A & 5C Employees' & Employers Contributions