

# Quarterly Reporting

Last Modified on 04/07/2022 8:38 am CDT

This document details the necessary steps to be followed in order to complete the Quarter End Processing in TempWorks Software.

**\*Note\*** Review the TempWorks Quarter End calendar, including start and end dates of all Quarter End services, [here](#).

In order to manage the high volume of Quarter End needs in a limited time frame, we ask that clients proactively generate these files well in advance of the deadline. This allows us to ensure we have enough resources allocated to each clients' need.

Quarter End Hot Days are defined as the 5 business days preceding a quarterly filing deadline and will be billed at an increased hourly rate.

If you have any questions relating to Hot Day rates, please reach out to your TempWorks Account Manager.

Prior to exporting data for your Mag Media files, if you would like to export separately for different EINCs, you should know your EINCs prior to the export. You'll also want to have the Mag Media details set up.

**\*Note\*** This process should be completed at **System** or **Entity** level, depending on your company's internal hierarchy and database. If in doubt please contact the TempWorks [Support Team](#).

Navigate to **Administration**, and **Employers** to find your EINC:

The screenshot shows a software interface with a sidebar on the left containing a menu with items like 'branch', 'business code types', 'company', 'custom data', 'doccenter', 'employers', 'aca setup', 'employer setup', and 'funding'. The 'employers' item is selected. The main area shows a search result: 'Your search returned 1 result.' Below this is a table with columns: Employer Name, Legal Name, EINC, Fed. ID, Street, City, State, Zip, and Phone. The first row contains: High Tech Staffing, High Tech Staffing L, 0, 021212212, 701 Main St., Duluth, MN, 70139, (555) 5... The 'EINC' cell is highlighted with a red border.

Employer Name	Legal Name	EINC	Fed. ID	Street	City	State	Zip	Phone
High Tech Staffing	High Tech Staffing L	0	021212212	701 Main St.	Duluth	MN	70139	(555) 5...

Double-click on the Employer to enter/view the Mag Media information:

The screenshot displays a software interface with a navigation menu on the left and several data entry sections. The 'electronic w-2 file' section is highlighted with a red box.

**company information**

Active	<input checked="" type="checkbox"/>	Street	701 Main St.
Name	High Tech Staffing Inc	Street 2	
Legal Name	High Tech Staffing Inc.	City	Duluth
Web Public Name		State	MN
EINC	0	Zip	55123-____
Fed Employer ID	154645165	Country	United States of America
Phone	555-555-5555		

**mailing address**

Street	701 Main St.
Street 2	
City	Duluth
State	MN
Zip	55123-____
Country	United States of America

**electronic w-2 file**

BSO User ID	123654
Contact	Joe Johnson
Phone	555-555-5555
Fax	6515551314
Email	twtaxes@tempworks.com
Contact Method	Email
Preparer	
Federal BP Pin	1234
PSD Code	

**tax filing defaults**

<input checked="" type="checkbox"/> Taxes Filed Externally	<input type="checkbox"/> Print W2's Externally
<input type="checkbox"/> Taxes Paid Externally	<input type="checkbox"/> Skip New Hire Reporting

**employee contacts**

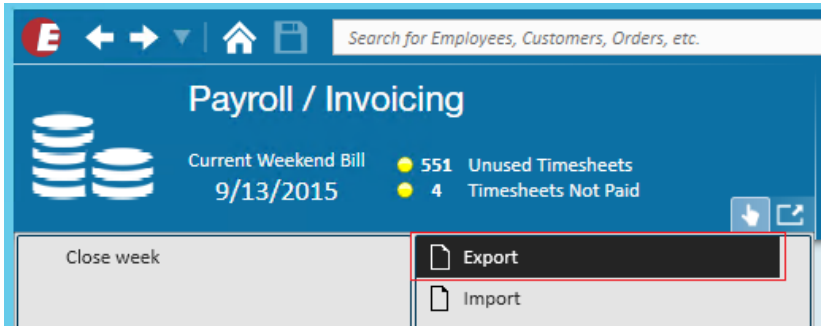
Primary	Name	Email	Phone
<input type="checkbox"/>	Charles Babbage		
<input type="checkbox"/>	Eddie Vetter		
<input type="checkbox"/>	Jeremy Clarkson		

**\*Note\*** This information should already be set up in your database.

**\*Note\*** Prior to Exporting Quarter End data, it is recommended you run the Data Integrity Check found in *Step 1 of Year End*.

To begin the Quarter End export, from your navigation bar, click on the **Pay/Bill** section.

Once in the **Pay/Bill** area, click on the 'Actions' button and select 'Export'.



After clicking on the 'Export' button the export file window will be displayed.

- **Select category:** Select "Taxes" from this dropdown for Quarter End processing.
- **Select procedure:** Select "Quarterly Mag Media Files".
- **Parameters:** Enter the appropriate parameters in the respective fields:
- **Year:** Enter the desired Year
- **Quarter:** Enter the desired Quarter: 1, 2, 3 or 4
- **Tax State:** Enter the 2 character abbreviation for the desired state or leave blank if you would like to export Mag Media files for all states.

**\*Note\*** The 'Tax State' field is optional. You can run the exports by state, or, if left blank exports will be produced for all states in which you have done business with this EINC.

- **EINC:** Enter the EINC Code for the Company you would like to export Mag Media files for.

**\*Note\*** The 'EINC' is an optional field, if left blank the Export will include files for all EINC's.

Once all parameters have been entered, click '*Export File*' in the bottom right.

This will produce the file(s) for the respective *Quarter*, *EINC*, and *if indicated*, *State*. Save the file(s) where desired.

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## Reports:

Within the reports section of Enterprise are the reports which will support the files exported:

[Quarter End Mag Media Employee Detail:](#)


This report will display the total amounts per employee that were used in the mag media files for the selected year and quarter.

Report Viewer - Quarter End Mag Media

Year: 2015 Quarter: 2

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### Quarter End Mag Media Employee Detail

High Tech Staffing Entity Level (Hierid 2) 

Employee wage detail for mag media files in year 2015, quarter 2

State	SSN	Employee	SUTA Gross Wages	SUTA Amount Taxable	SUTA Amount Tax	State Amount Taxable	State Amount Tax	SDI Amount Taxable	SDI Amount Tax	Weeks	Hrs	M1	M2	M3
<b>High Tech Staffing L EINC: 0 FEIN: 021212212</b>														
<b>AZ SUTA ID: 12345671 State Inc Tax ID:</b>														
AZ	xxx-xx-1489	Abinteh, Mary	\$1,324.78	\$1,324.78	\$67.56	\$1,324.78	\$17.22			2	56	1		
AZ	xxx-xx-5453	Jenkins, Joann	\$600.00	\$600.00	\$30.60	\$600.00	\$7.80			1	40			
AZ	xxx-xx-2839	Nieland, Kevin L	\$720.00	\$720.00	\$36.72	\$720.00	\$30.24			2	72	1		
<b>AZ Totals: 3 Employees</b>			<b>\$2,644.78</b>	<b>\$2,644.78</b>	<b>\$134.88</b>	<b>\$2,644.78</b>	<b>\$55.26</b>			<b>5</b>	<b>168</b>	<b>2</b>		
<b>CA SUTA ID: 133456879 State Inc Tax ID: 133456879</b>														
CA	xxx-xx-7895	Adams4, Molly4	\$200.00	\$200.00	\$9.40	\$200.00	\$0.00			1	10			
CA	xxx-xx-4169	Krula, David A	\$0.00	\$0.00	\$0.00	\$1,044.00	\$0.00			3	58			
CA	xxx-xx-5555	Lastenson, Firsty	\$0.00	\$0.00	\$0.00	\$540.00	\$0.00			1	20			
CA	xxx-xx-4573	Marshall, Jonathan A	\$0.00	\$0.00	\$0.00	\$802.50	\$0.00			1	49			
CA	xxx-xx-5665	Severson, Ryan	\$10.00	\$10.00	\$0.47	\$10.00	\$0.00			2	112			
CA	xxx-xx-5332	White, Ronan	\$5,400.00	\$5,400.00	\$253.80	\$5,400.00	\$202.41			10	695			
<b>CA Totals: 6 Employees</b>			<b>\$5,610.00</b>	<b>\$5,610.00</b>	<b>\$263.67</b>	<b>\$7,996.50</b>	<b>\$202.41</b>			<b>18</b>	<b>944</b>			

Quarter End Mag Media Files Summary:

This report will display a summary by Tax State for the selected year and quarter.



Year 2015 Quarter 2

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### Quarter End Mag Media Files Summary

High Tech Staffing

Entity Level (Hierd 2)



File summary for year 2015, quarter 2

Quarter ID	EINC	Tax State	Mag Format Type	Total Gross	SUTA Taxable	SUTA Tax	SUTA Due	State WH Taxable	State WH Tax
					# Employers	# Employees	Month 1 Count	Month 2 Count	Month 3 Count
2015Q2_0	0	AZ	CSV_AZ	\$2,644.78	\$2,644.78	\$134.88	\$134.88	\$2,644.78	\$55.26
2015Q2_0	0	CA	CSV_CA	\$5,610.00	\$5,610.00	\$263.67	\$263.67	\$7,996.50	\$202.41
2015Q2_0	0	DC	ICESA_DC	\$375.00	\$375.00	\$10.88	\$10.88	\$0.00	\$0.00
2015Q2_0	0	FL	XML_FL	\$1,975.75	\$1,975.75	\$53.35	\$53.35	\$1,735.75	\$0.00
2015Q2_0	0	IA	CSV_IA	\$2,062.00	\$2,062.00	\$20.62	\$20.62	\$2,822.00	\$82.00
2015Q2_0	0	KY	ICESA_KY	\$25,552.75	\$18,452.75	\$498.22	\$498.22	\$24,754.75	\$1,283.36
2015Q2_0	0	MN	ICESA_MN	\$282,779.42	\$248,991.42	\$2,739.10	\$2,739.10	\$287,109.14	\$14,840.91
2015Q2_0	0	MS	MMREF1_MS	\$13,720.50	\$13,720.50	\$370.47	\$370.47	\$13,720.50	\$516.00
2015Q2_0	0	NM	ICESA_NM	\$1,500.00	\$1,500.00	\$15.00	\$15.00	\$1,500.00	\$58.42
2015Q2_0	0	NY	TIB4_NY	\$2,837.75	\$2,837.75	\$102.01	\$102.01	\$7,345.75	\$136.38
2015Q2_0	0	OH	ICESA_OH	\$6,228.15	\$6,228.15	\$168.17	\$168.17	\$5,955.65	\$120.46
2015Q2_0	0	WI	CSV_WI_TAB	\$1,538.19	\$1,538.19	\$20.00	\$20.00	\$1,538.19	\$54.14
<b>Report Totals:</b>				<b>\$346,824.29</b>	<b>\$305,936.29</b>	<b>\$4,396.37</b>	<b>\$4,396.37</b>	<b>\$357,123.01</b>	<b>\$17,349.34</b>
					<b>12</b>	<b>269</b>	<b>80</b>	<b>35</b>	<b>54</b>

NOTE: Mag media files can be exported by going to the Pay/Bill area and using the Export action menu item. Choose the "Taxes" category and then choose the "Quarterly Mag Media Files" procedure.

# Related Articles