

Printing within Tax Reporter

Transaction Code:
PU19

Purpose Use this procedure to print a form within the Tax Reporter Log Manager.

Trigger A form has been run (by you or someone else in your agency) within the last seven days and you want to print the form.

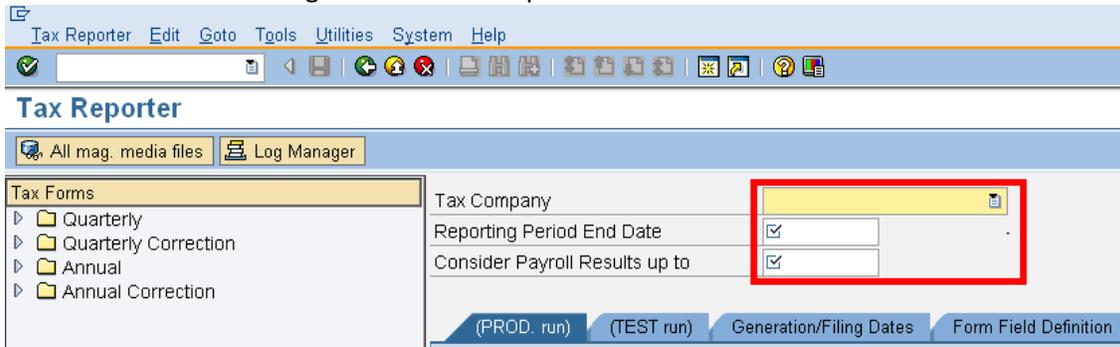
Prerequisites A form has been generated.

End User Roles In order to perform this transaction you must be assigned the following role:
Tax Processor Role.

Change History	Change Description
10/26/2011	Created

Transaction Code PU19

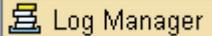
1 Start the transaction using the above menu path or transaction code **PU19**.

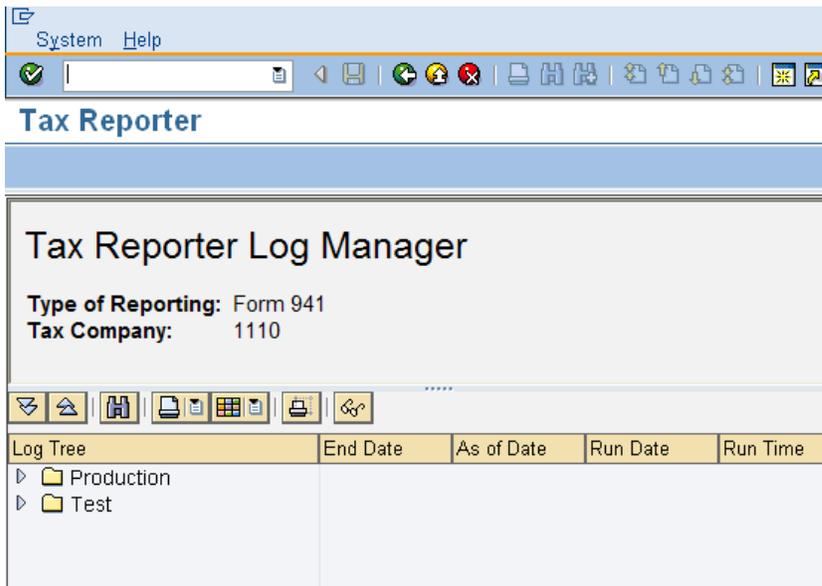


2 Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry												
Field Name	R/O/C	Description										
Tax Company	R	Agencies four-character designation used for reporting purposes. Example: 0110 State of WA House										
Reporting Period End Date	R	The reporting period end date <table border="1"> <thead> <tr> <th>Quarter</th> <th>End date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3/31/20XX</td> </tr> <tr> <td>2</td> <td>6/30/20XX</td> </tr> <tr> <td>3</td> <td>9/30/20XX</td> </tr> <tr> <td>4</td> <td>12/31/20XX</td> </tr> </tbody> </table> Example: 9/30/2011	Quarter	End date	1	3/31/20XX	2	6/30/20XX	3	9/30/20XX	4	12/31/20XX
Quarter	End date											
1	3/31/20XX											
2	6/30/20XX											
3	9/30/20XX											
4	12/31/20XX											
Consider Payroll Results up to	R	Payroll period end date Example: 9/30/2011										

3 Click  to the left of folder of the form you want to access. For this example the  Quarterly folder is selected.

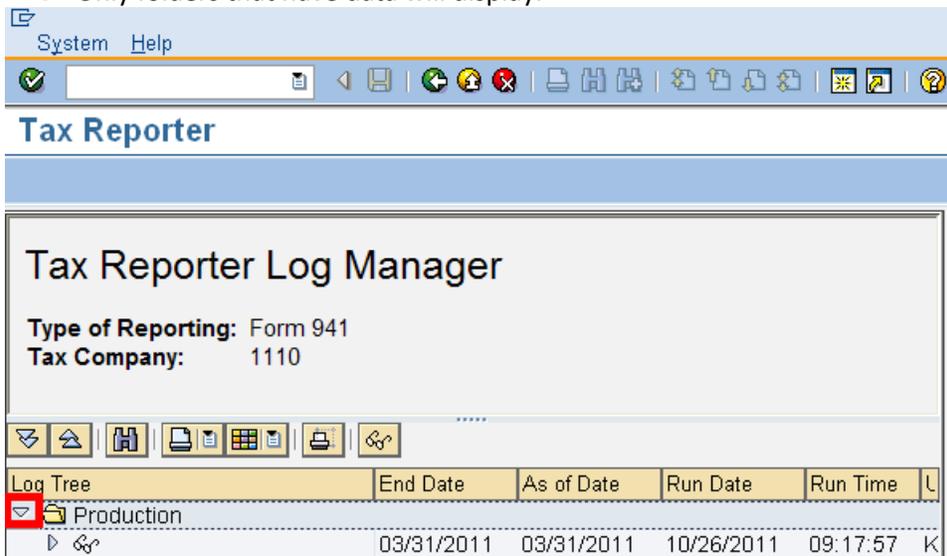
4 Select the  Form 941 and click  Log Manager.



5 Click the  to the left of the folder of the form you want to view.



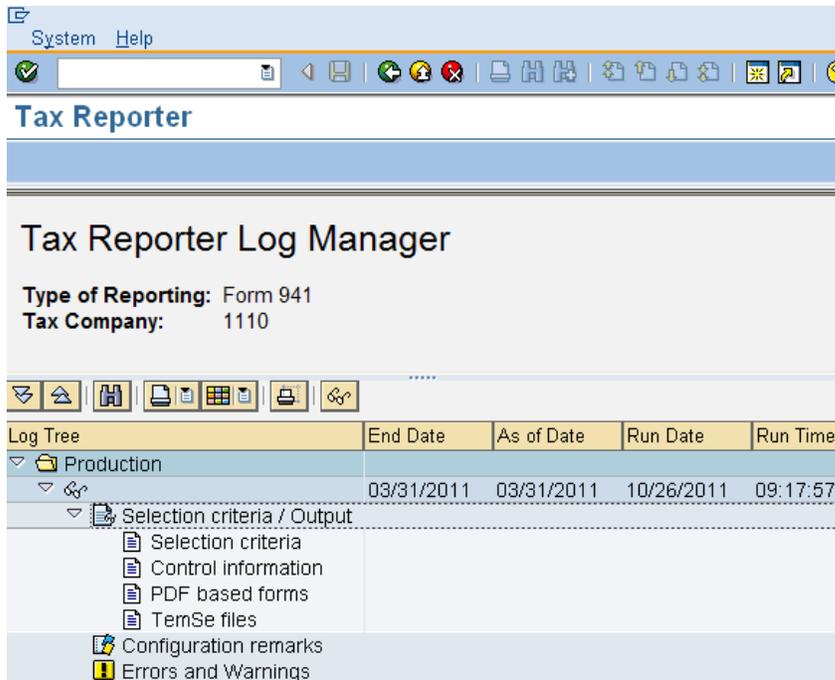
Only folders that have data will display.



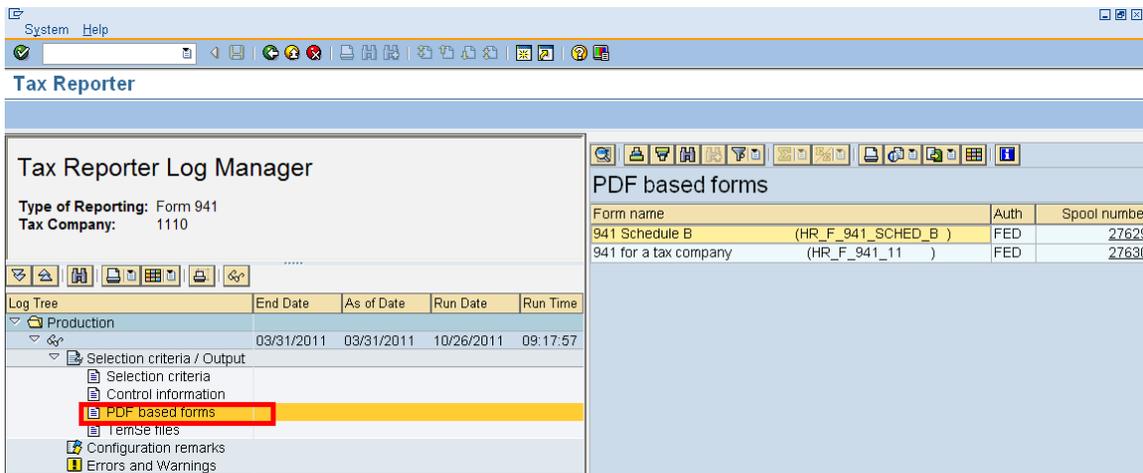
6. Click the  to the left of the form run to print.



7. Double click  to open selection criteria/output.



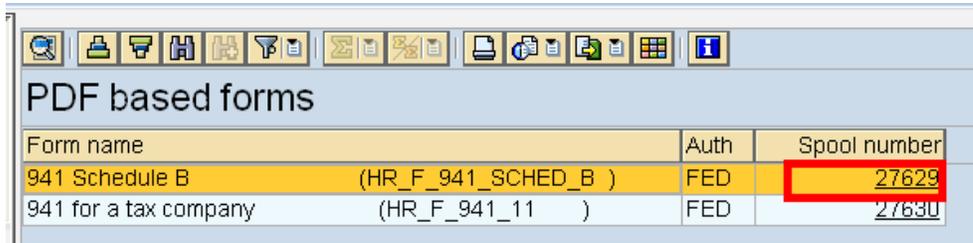
- 8. Double click  PDF based forms



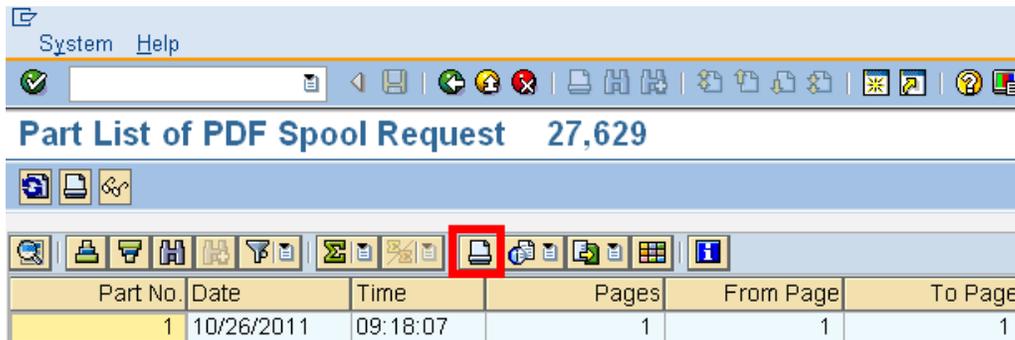
- 9. To print the form:

- A. Option 1:

- i. Click on the **Spool Number** of the form you wish to print (For this screen shot, The 941 Schedule B was selected.



- ii. Click on the Print Icon:



Print ALV List

Output Device: Front-end printer Sapgui

Windows printer:

Number of copies:

Number of pages

Print all

Print from page: To:

Properties

iii. Enter the number of copies and press  to print.

B. Option 2

i. Click on the **Spool Number** of the form you wish to print (For this screen shot, The 941 Schedule B was selected).

Form name	Auth	Spool number
941 Schedule B (HR_F_941_SCHED_B)	FED	27629
941 for a tax company (HR_F_941_11)	FED	27630

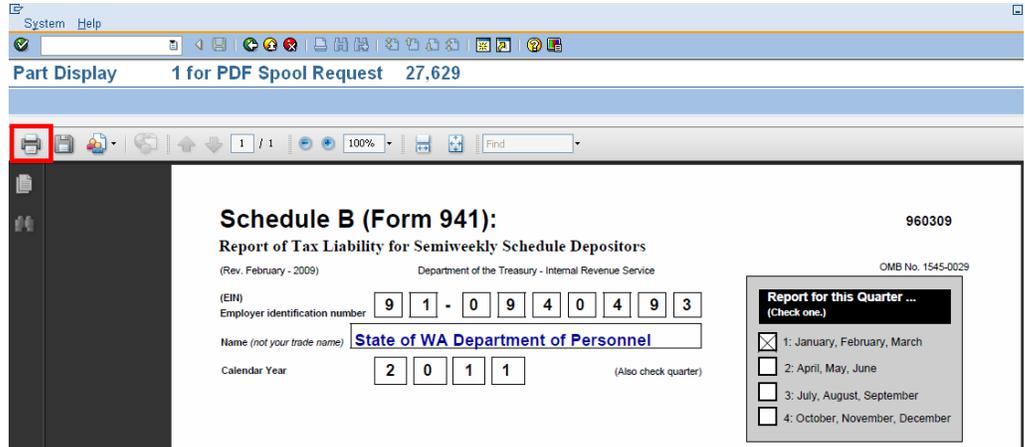
ii. Double click the line items to view and print the form.

System Help

Part List of PDF Spool Request 27,629

Part No.	Date	Time	Pages	From Page	To Page
1	10/26/2011	09:18:07	1	1	1

iii. The form will display, click  to print.



System Help

Part Display 1 for PDF Spool Request 27.629

1 / 1 100% Find

Schedule B (Form 941):

Report of Tax Liability for Semiweekly Schedule Depositors

(Rev. February - 2009) Department of the Treasury - Internal Revenue Service OMB No. 1545-0029 960309

(EIN)
Employer identification number 9 1 - 0 9 4 0 4 9 3

Name (not your trade name) State of WA Department of Personnel

Calendar Year 2 0 1 1 (Also check quarter)

Report for this Quarter ...
(Check one.)

- 1: January, February, March
- 2: April, May, June
- 3: July, August, September
- 4: October, November, December