LOGOS.NET®

Public Administration Software

Georgia State Requirements

User Guide

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New World Systems®

The Public Sector Software Company

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GEORGIA STATE REQUIREMENTS

Overview

The "Georgia Quarterly Tax and Wage Report" page provides the ability to submit and save state requirements reports. For more information about state remittances, please refer to the following Web sites:

- http://www.gatax.org
- http://www.georgia.gov.

1 "Georgia Quarterly Tax and Wage Report" on page 2 provides specific window and field information for the "Georgia Quarterly Tax and Wage Report" page. Use this page to submit a report to myReports. For more information, please refer to "Submitting the Quarterly Tax and Wage Report" on page 4.

2 "Printing a Report" on page 5 provides an overview of the .NET Dashboard from which you can print reports. For more information, please refer to "Printing a Report" on page 5.

Georgia Quarterly Tax and Wage Report

The "Georgia Quarterly Tax and Wage Report" page, accessed from the Human Resources menu (**Human Resources > State Requirements > GA > Quarterly Tax and Wage Report**), enables authorized users to select the information that appears on the Georgia Quarterly Tax and Wage Report and submit it to **myReports**. Use this page to submit a report to myReports. For more information, please refer to "Submitting the Quarterly Tax and Wage Report" on page 4.

Entry Control Descriptions

Table 1 "Georgia Quarterly Tax and Wage Report" Controls

Control	Description
Quarter	This control enables you to select the quarter for which you want to run the report. The available options are 1-4. The default selection is 1.
Year	This control enables you to specify the year for which you want to run the report. This control is required. The acceptable range is 2001 - 2999. The current year is the default.
GDOL Account Number	This control enables you to enter the Georgia Department of Labor account number for which you want to run the report. The number can be 1-8 numeric characters.
Taxable Wage Limit	This control enables you to specify the taxable wage limit for which you want to run the report. This control is required. The *Taxable Wage Limit* acceptable range is .01 through 9,999,999.99.
Create Disk File	This control indicates whether you want to save this file to a disk. If this control is selected, the system will open a standard Microsoft File Download popup page when the report is submitted. This page enables you to specify the file location and file type.
No. of Employees Per Page	This control enables you to enter the number of employees to display on each page of the report. The acceptable range is 1 - 999. The default value is 10.

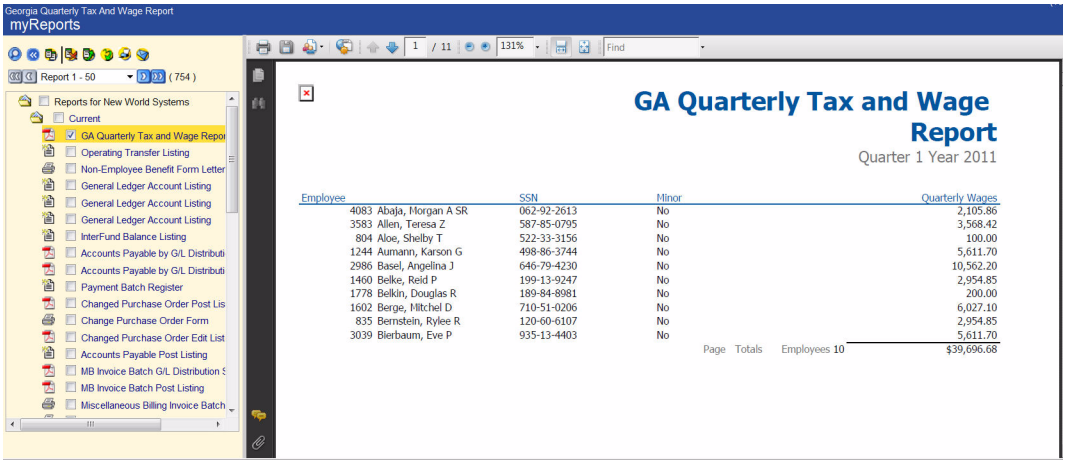
Command Buttons

Table 2 "Georgia Quarterly Tax and Wage Report" Command Buttons

Button	Description
Submit	This button automatically sends the "Georgia Quarterly Tax and Wage Report" to **myReports**.
Reset	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.

Report Output

Generated via the "Georgia Quarterly Tax and Wage Report" page, the report provides users with information detailing the quarterly wages paid to each employee. Use this report as a guide in preparing the Georgia Department of Revenue Employer's Quarterly Report. Data on the report is sorted by *Name*. A sample report appears below.



Report Fields

Table 3 "Georgia Quarterly Tax and Wage Report" Fields

Column	Description
Employee	This column displays the name of the employee.
SSN	This column displays the Social Security Number of the employee.
Minor	This column displays whether the employee is a minor.
Quarterly Wages	This column displays the wages received for the employee during the selected quarter.

Submitting the Quarterly Tax and Wage Report

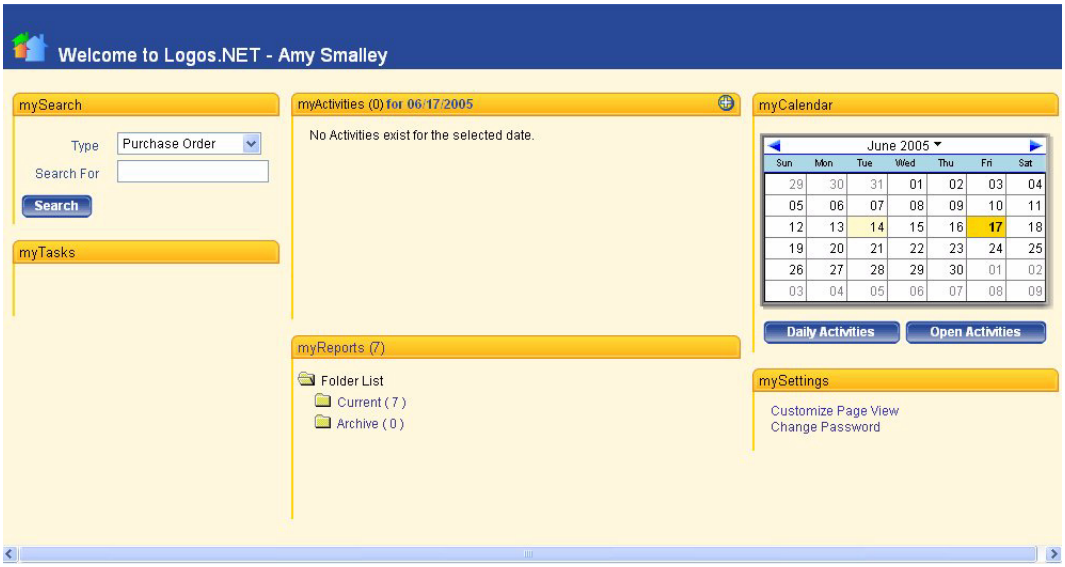
Use the "Georgia Quarterly Tax and Wage Report" page to submit a report to **myReports**.

1. From the **Human Resources** menu, select **State Requirements > GA > Quarterly Tax and Wage Report.** The "Georgia Quarterly Tax and Wage Report" page displays.
2. Complete the controls as detailed in the "Entry Control Descriptions" on page 2.
3. Click the **Submit** button.

   The "Georgia Quarterly Tax and Wage Report" is automatically sent to **myReports**. For more information on retrieving and printing reports, please refer to the "Printing a Report" topic.

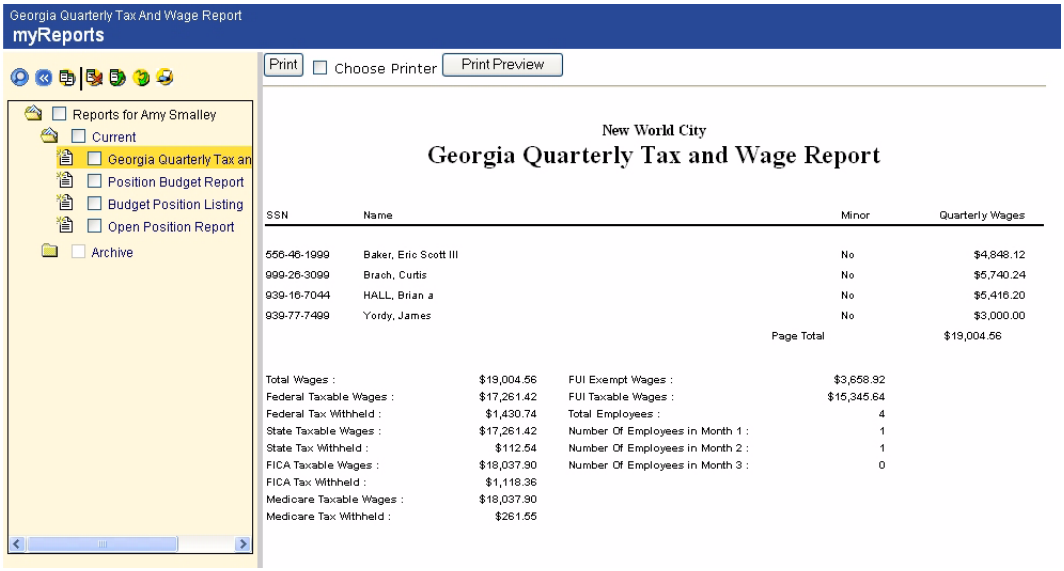
Printing a Report

The **myReports** feature on the dashboard displays folders that hold all reports that are waiting to be printed by the logged-in user.



When you click on the Current hyperlink next to the folder icon, the myReports page will launch. The reports you have run will be listed on the left side of the page:

The report name is hyperlinked. Click on the name of the report you want to see, and the results will display on the right-hand side of the page:



To print the report, click the **Print** button.