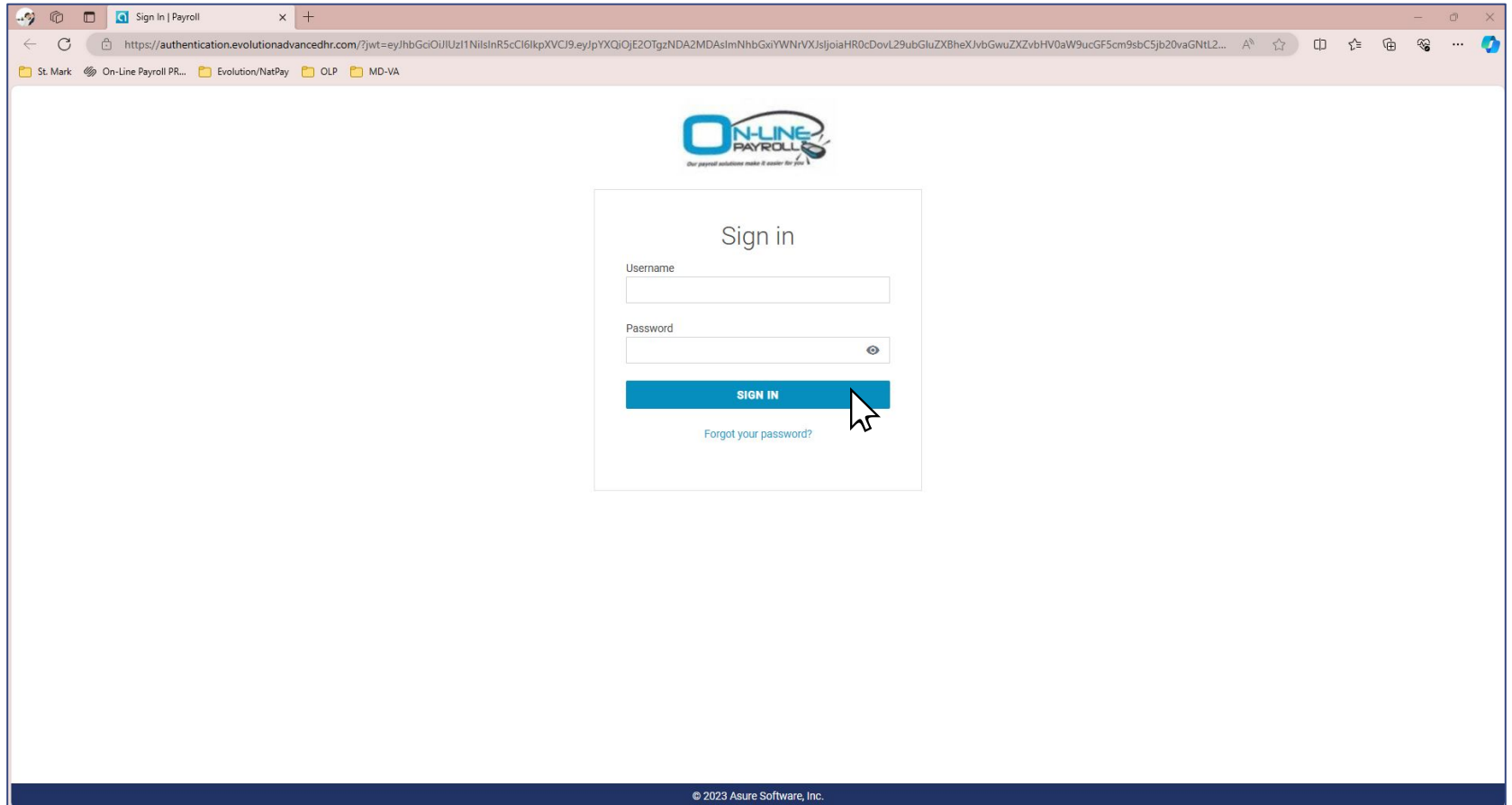




Retrieving Your Reports

The example used here is the 941. However, it is possible to retrieve many other reports, including but not limited to: Maryland Unemployments, payroll registers, and other tax reports.

Step 1: Log into Evolution Online



The screenshot shows a web browser window with the address bar displaying the URL: <https://authentication.evolutionadvancedhr.com/?jwt=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJpYXQiOiJlZ2OTgzNDA2MDAsImNhbGciOiYWVWVXJlJm9iaHR0cDovL29ubGludX8heXJvGwuZXZvbHV0aW9ucGF5cm9sbC5jb20vaGNTL2...> The browser tabs include "Sign In | Payroll". The page content features the "ON-LINE PAYROLL" logo at the top center, with the tagline "Our payroll solutions make it easier for you." Below the logo is a "Sign in" form. The form contains two input fields: "Username" and "Password". The "Password" field has a toggle icon for visibility. A blue "SIGN IN" button is positioned below the fields, with a mouse cursor hovering over it. Below the button is a link that says "Forgot your password?".

ON-LINE
PAYROLL
Our payroll solutions make it easier for you.

Sign in

Username

Password

SIGN IN

[Forgot your password?](#)

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Step 2: Select “Reports”

The screenshot shows a web application interface for payroll management. At the top right, there are dropdown menus for 'CLIENT *Sample 1 - ABC' and 'COMPANY *Sample 1 - ABC'. The main content area is divided into two sections: 'Payroll Today' and 'Agenda'. The 'Payroll Today' section displays 'Regular Payroll 11/19/2021 - 1' and a red 'Past Due' button. Below this are five icons representing different payroll tasks. The 'Agenda' section shows a date range from 'Thursday, October 26, 2023' to 'Thursday, November 02, 2023' and a table with columns for 'Date', 'Time', and 'Event'. On the left side, there is a vertical navigation menu with the following items: 'Dashboard', 'Company', 'Employees', 'Check Calculator', 'Payrolls', 'Check Finder', 'Reports', and 'Task Queue'. The 'Reports' item is circled in red, and a mouse cursor is pointing at it.

CLIENT *Sample 1 - ABC COMPANY *Sample 1 - ABC Ann

ONLINE
PAYROLL

Dashboard
Company
Employees
Check Calculator
Payrolls
Check Finder
Reports
Task Queue

Payroll Today
Regular Payroll 11/19/2021 - 1
Past Due

Agenda
Today Thursday, October 26, 2023-Thursday, November 02, 2023

Date	Time	Event
------	------	-------

Step 3: Select “Published Reports”

CLIENT *Sample 1 - ABC COMPANY *Sample 1 - ABC Ann

ONLINE PAYROLLS

Reports

- Dashboard
- Company
- Employees
- Check Calculator
- Payrolls
- Check Finder
- Reports

DEFINED REPORTS

PUBLISHED REPORTS

AD HOC REPORTS

Search For Report... EXPORT LIST TO EXCEL

Report Name	Report #
Payroll Register (S109)	109
Pre-Process Payroll Register (S109)	109
Cover Letter (S193)	193
Direct Deposit (S211)	211
Check Reconciliation (S214)	214
Tax Report For Payroll (S247)	247
Employee Profiles (S263)	263
Timesheet (S351)	351
Period Summary Report (S404)	404
Quarterly Tax Summary (S1080)	1080
Check Stub Detail (S2590)	2590
W2 Preview (S2594)	2594

1 - 12 of 12 items

Payroll Register

Choose options for this report

CONFIGURE REPORT →

Task Queue

Step 4: Type the name your desired report

CLIENT *Sample 1 - ABC COMPANY *Sample 1 - ABC Ann

ONLINE PAYROLLS

Dashboard Company Employees Check Calculator Payrolls Check Finder Reports

Reports

DEFINED REPORTS PUBLISHED REPORTS AD HOC REPORTS

Search for Report... EXPORT LIST TO EXCEL PREVIEW REPORT

<input type="checkbox"/>	Check Date	Run #	Check Period	Report #	Report Name	Type
<input type="checkbox"/>	09/30/2023	0		S1252	Taxable Wage Recon Newest Version-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S1252	Taxable Wage Recon Newest Version-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S2	Reconciliation Report-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S2	Reconciliation Report-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S3	Employee Qtrly Taxable Wage Summary-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S3	Employee Qtrly Taxable Wage Summary-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S336	Quarterly Tax Report-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S336	Quarterly Tax Report-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S356	SUI Tax Wages By Quarter-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S356	SUI Tax Wages By Quarter-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S361	Qtrly Return Checklist-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S361	Qtrly Return Checklist-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S4946	941-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S4946	941-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S97	MD DLLR-OUI 15 Unemployment Return-1554	TaxReturn

Page 1 of 38 1 - 15 of 563 items

Task Queue

Step 5: Check boxes and click "Preview Report"

CLIENT *Sample 1 - ABC COMPANY *Sample 1 - ABC Ann

ONLINE
PARTICULARS

Dashboard
Company
Employees
Check Calculator
Payrolls
Check Finder
Reports

Reports

DEFINED REPORTS
PUBLISHED REPORTS
AD HOC REPORTS

941 EXPORT LIST TO EXCEL

<input type="checkbox"/>	Check Date	Run #	Check Period	Report #	Report Name	Type
<input checked="" type="checkbox"/>	09/30/2023	0		S4946	941-1554	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S4946	941-1554	TaxReturn
<input type="checkbox"/>	06/30/2023	0		S4946	941-1554	TaxReturn
<input type="checkbox"/>	06/30/2023	0		S4946	941-1554	TaxReturn
<input type="checkbox"/>	03/31/2023	0		S4946	941-1554	TaxReturn
<input type="checkbox"/>	03/31/2023	0		S4946	941-1554	TaxReturn
<input type="checkbox"/>	12/31/2022	0		S4880	941-1554	TaxReturn
<input type="checkbox"/>	12/31/2022	0		S4880	941-1554	TaxReturn
<input type="checkbox"/>	09/30/2022	0		S4880	941-1554	TaxReturn
<input type="checkbox"/>	09/30/2022	0		S4880	941-1554	TaxReturn
<input type="checkbox"/>	06/30/2022	0		S4880	941-1554	TaxReturn
<input type="checkbox"/>	06/30/2022	0		S4880	941-1554	TaxReturn
<input type="checkbox"/>	03/31/2022	0		S4659	941-1554	TaxReturn
<input type="checkbox"/>	03/31/2022	0		S4659	941-1554	TaxReturn
<input type="checkbox"/>	12/31/2021	0		S4558	941-1554	TaxReturn

PREVIEW REPORT

Page 1 of 2 1 - 15 of 26 items

Task Queue

Step 6: Save the report

CLIENT *Sample 1 - ABC COMPANY *Sample 1 - ABC Ann

ONLINE
e-file.com

Reports

DEFINED REPORTS ← REPORTS LIST
PUBLISHED REPORTS
AD HOC REPORTS

Dashboard
Company
Employees
Check Calculator
Payrolls
Check Finder
Reports

page 1 of 4

Form **941 for 2023: Employer's QUARTERLY Federal Tax Return**
(Rev. March 2023) Department of the Treasury — Internal Revenue Service

OMB No. 1545-0029

Report for this Quarter of 2023
(Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Go to www.irs.gov/Form941 for instructions and the latest information.

Employer identification number (EIN) _____

Name (not your trade name) _____

Trade name (if any) _____

Address _____

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: *Mar. 12* (Quarter 1), *June 12* (Quarter 2), *Sept. 12* (Quarter 3), or *Dec. 12* (Quarter 4). . . . 1 _____