Report Blueprints
TAX

How to Create Popular HRPyramid
Tax Reports in Report Center

PRISM**HR**

Create Your Favorite HRPyramid Reports in Report Center with Step-by-Step Blueprints

Following the sunset of HRPyramid on June 30, 2023, it's important to us that you have access to the reports you need in Report Center. Our Report Center experts put together a series of do-it-yourself *Report Blueprints* to make it easy for you to create your favorite and most-used HRPyramid reports in Report Center.

In this guide you'll find *Blueprints* for the top Tax reports in HRPyramid:

- Tax Register Summary Report
- Tax Register Detail Report
- Quarterly Wages Paid SUTA by Employer Report
- 941 Quarterly Worksheet
- Federal Tax Liability Report Journal
- Client Tax Register Detail Report
- Client Tax Register Summary Report
- FUTA Tax Summary Report
- Payroll Tax Billing Report

Find more Report Blueprints in the HRP Sunset section of the Customer Resource Center.

Need help creating these reports?

PrismHR Professional Services can do it for you!

Sometimes it's easier (and faster) to let the pros do it for you. Whether you need one report or many— our team of experts is here to help.

Reach out to your Customer Success Manager to learn more about our Report Building options which can be tailored to exactly what you need.

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Tax Register Summary Report

HRP Menu Path: Employer Admin > Reports > Tax Reports > Tax Register (Legacy) Reports > Tax Register Summary Report

Process ID: B:BEF.ER.TAX.RPT,SUM

Starting Report in Report Center: Tax Liability Detail Journal (All Tax Types)

Columns

HRP COLUMNS	REPORT CENTER COLUMNS
ER-ID	Employer ID
Employer Name	Employer Name
Tax ID	Tax Id
Tax Authority	Tax Authority
Tax Description	Tax Description
Gross Pay	Gross Earnings
Taxable Earnings	Subject Wages
Tax Withheld	Tax Amount
EE Count	EE ID

Aggregations
- Tax Gross Earnings - Sum
- Tax Subject Wages - Sum
- Tax Amount - Sum
- EE ID - Count Distinct

Groupings
- Employer ID
- Employer Name
- Tax ID
- Tax Authority Name
- Tax Description

Filters
- None

Summary Mode
- Yes

Note: While the parameters may not be the same, all parameters are contained on the report and can be filtered on.

PRISM**HR**

Tax Register Detail Report

HRP Menu Path: Employer Admin > Reports > Tax Reports > Tax Register (Legacy) Reports > Tax Register Detail Report

Process ID: B:BEF.ER.TAX.RPT,DTL

Starting Report in Report Center: Tax Liability Detail Journal (All Tax Types)

Columns

HRP COLUMNS	REPORT CENTER COLUMNS
Employer ID	Employer ID
Employer Name	Employer Name
Client ID	Client ID
Tax Code	Tax Deduction Code
Tax Description	Tax Description
Employee	Employee Name
SSN	SSN (Masked)
Gross Pay	Gross Earnings
Taxable Earnings	Subject Wages
Tax Amount	Tax Amount
Employee Count	EE ID

Aggregations
- Tax Gross Earnings - Sum
- Tax Subject Wages - Sum
- Tax Amount - Sum
- EE ID - Count Distinct

Groupings
- Employer ID
- Employer Name
- Tax ID
- Tax Authority Name
- Tax Description
- Employee Name
- SSN

Filters
- None

PRISM**HR**

Quarterly Wage Paid SUTA by Employer Report

HRP Menu Path: Employer Administration > Report > Tax Reports > Quarterly & Year End Tax Reports > Quarterly Wages Paid Suta By Employer Report

Process ID: B:EXEC.QTRLY.SUTA.RPT

This report is in development by the Report Center team and planned for release on May 17, 2023.

941 Quarterly Worksheet

HRP Menu Path: Employer Administration > Report > Quarterly and Year End Reports > 2020 941 Quarterly Return

This report is located in PrismHR under the Quarterly Tax Processing Workcenter.

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Federal Tax Liability Report Journal

HRP Menu Path: Employer Admin > Reports > Tax Reports > Tax Liability Journal Reports > Federal Tax Liability Journal Report

Process ID: B:EXEC.TAX.LIABILITY.RPT,941

Starting Report in Report Center: Federal Tax Liability Detail

Columns

HRP COLUMNS	REPORT CENTER COLUMNS
ID #	Employer ID
Employer Name	Employer Name
Tax Authority	Tax Authority Code
Tax ID	Tax Identifier
Tax Description	Tax Description
Pay Date	Pay Date
Gross Earnings	Tax Gross Wages
Gross Taxable	Subject Wages
Net Taxable	Taxable Basis
Tax Amount	Tax Amount

Aggregations

- Tax Gross Wages - Sum
- Subject Wages - Sum
- Taxable Basis - Sum
- Tax Amount - Sum

Groupings

- Employer ID
- Employer Name
- Tax Name
- Tax Authority
- Tax Identifier
- Tax Description
- Pay Date

Filters

- None

Summary Mode

- Yes

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Client Tax Register Detail Report

HRP Menu Path: Employer Administration > Report > Tax Reports > Client Tax Register Reports > Client Tax Register Detail Report

Process ID: B:BEF.CLIENT.TAX.REG.RPT,DTL

Starting Report in Report Center: State Tax Liability Report

Columns

HRP COLUMNS	REPORT CENTER COLUMNS
Client ID	Client ID
Authority ID	Tax Authority Code
Tax Authority	Tax Authority
Tax ID	Tax Identifier
Tax Description	Tax Description
Employee Name	Employee Name
SSN	Employee SSN (Masked)
Gross Pay	Tax Gross Wages
Gross Taxable	Taxable Basis
Tax Withheld	Tax Amount

Aggregations
- Tax Gross Wages - Sum
- Tax Gross Earnings - Sum
- Taxable Basis - Sum
- Tax Amount - Sum

Groupings
- Client ID
- Tax Authority Code
- Tax Identifier
- Tax Description
- Employe Name
- EE SSN

Filters
- Tax Entity = C

Summary Mode
- Yes

PRISM**HR**

Client Tax Register Detail Report

HRP Menu Path: Employer Administration > Report > Tax Reports > Client Tax Register Reports > Client Tax Register Summary Report

Process ID: B:BEF.CLIENT.TAX.REG.RPT,SUM

Starting Report in Report Center: State Tax Liability Report

Columns

HRP COLUMNS	REPORT CENTER COLUMNS
Client ID	Client ID
Authority ID	Tax Authority Code
Tax Authority	Tax Authority
Tax ID	Tax Identifier
Tax Description	Tax Description
Gross Pay	Tax Gross Wages
Gross Taxable	Taxable Basis
Tax Withheld	Tax Amount
EE Count	EE ID

Aggregations
- Tax Gross Wages - Sum
- Tax Gross Earnings - Sum
- Taxable Basis - Sum
- Tax Amount - Sum
- EE ID - Count Distinct

Groupings
- Client ID
- Tax Authority Code
- Tax Authority
- Tax Identifier
- Tax Description

Filters
- Tax Entity = C

Summary Mode
- Yes

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FUTA Tax Summary Report

HRP Menu Path: Employer Admin > Reports > Tax Reports > Tax Register (Legacy) Reports > FUTA Tax Summary Report

Starting Report in Report Center: Federal Tax Liability Detail Report

Columns

HRP COLUMNS	REPORT CENTER COLUMNS
Employer ID	Employer ID
Tax Exempt Pymt	Tax Exempt Amount
Gross Pay	Tax Gross Earnings
Tax Sheltered	Tax Sheltered
Gross Taxable	Subject Wages
Gross Taxable Over Limit	Over the Limit Wages
Gross Taxable	Taxable Basis
Tax Withheld	Tax Amount
EE Count	EE ID

Aggregations
- Tax Exempt Amount - Sum
- Tax Gross Earnings - Sum
- Tax Sheltered Amount - Sum
- Tax Overlimit Basis - Sum
- Subject Wages - Sum
- Tax Amount - Sum
- EE ID - Count Distinct

Groupings
- Employer ID

Filters
- Tax Code = 00-17

Summary Mode
- Yes

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Payroll Tax Billing Report

HRP Menu Path: Operations Management > Report > Payroll Reports > Payroll Tax Reports > Payroll Tax Billing Report

Process ID: B:EXEC.TAX.BILLING.RPT

Starting Report Center Report: Payroll Tax Billing

Columns

HRP COLUMNS	REPORT CENTER COLUMNS
Client Name	Client Name
Company ID	Client ID
Tax Description	Tax Description
Tax Deduction Code	Tax Deduction Code
Employee Name	Employee Name
EE ID	EE ID
Gross Tax	Gross Taxable Earnings
Gross TXBL SHLTRD WAGES	Sheltered Wages
SHLTRD TAX	Sheltered Tax Amount
Over Limit Wages	Overlimit Wages
Billed Amount	Billed Amount
Employer Net Taxable	Employer Net Taxable
Employer Tax Accrued	Employer Tax Accrued

Aggregations

- Gross Taxable Earnings - Sum
- Sheltered Wages - Sum
- Overlimit Wages - Sum
- Billed Amount - Sum
- Employer Net Taxable - Sum
- Employer Tax Accrued - Sum

Groupings

- Client Name
- Tax Description
- Tax Deduction Code
- Employee Name
- EE ID

Filters

- None

Summary Mode

- Yes

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