

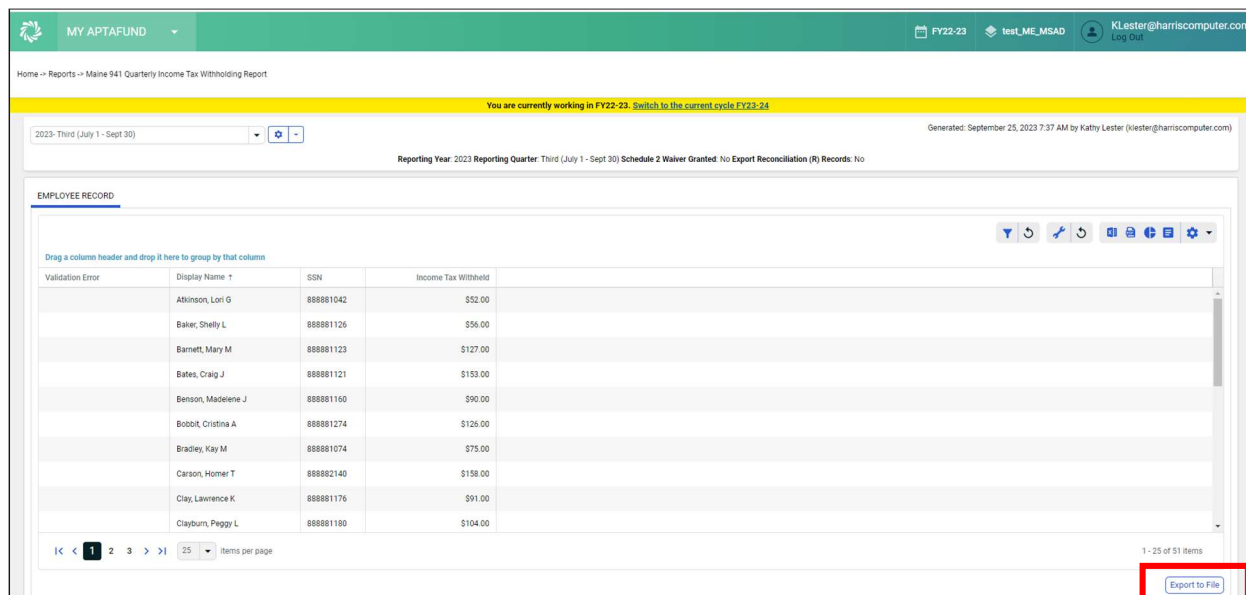
Maine 941 Quarterly Income Tax Withholding Report now creates an XLSX file when exporting to grid.

APTAFUND-3450

Introduction

The Maine 941 Quarterly Income Tax Withholding report has been updated to export data into the Excel spreadsheet native format XLSX file. This is the report-to-grid available to Maine customers only. Currently, the program creates a .TXT file for the export to grid option.

In order to use this report, navigate to My AptaFund > Reports and select the Maine 941 Quarterly Income Tax Withholding Report. Enter the parameters on the screen and click on Report to Grid. Next, click the **Export To File** button below the grid to create the XLSX file.



MY APTAFUND

FY22-23 testL_ME_MSAD KLester@harriscomputer.com Log Out

Home -> Reports -> Maine 941 Quarterly Income Tax Withholding Report

You are currently working in FY22-23. Switch to the current cycle FY23-24

2023-Third (July 1 - Sept 30)

Generated: September 25, 2023 7:37 AM by Kathy Lester (klester@harriscomputer.com)

Reporting Year: 2023 Reporting Quarter: Third (July 1 - Sept 30) Schedule 2 Waiver Granted: No Export Reconciliation (R) Records: No

EMPLOYEE RECORD

Drag a column header and drop it here to group by that column

Validation Error	Display Name	SSN	Income Tax Withheld
	Atkinson, Lori G	888881042	\$52.00
	Baker, Shelly L	888881126	\$56.00
	Barnett, Mary M	888881123	\$127.00
	Bates, Craig J	888881121	\$153.00
	Benson, Madeleine J	888881160	\$90.00
	Bobbit, Cristina A	888881274	\$126.00
	Bradley, Kay M	888881074	\$75.00
	Carson, Homer T	888882140	\$158.00
	Clay, Lawrence K	888881176	\$91.00
	Clayburn, Peggy L	888881180	\$104.00

1 - 25 of 51 items

Export to File

Figure 1: Maine Quarterly 941 Employee Record



	A	B	C	D	E	F
	Payee Name	Social Security	Original Withholding	Amended Withholding		
1						
2	Ramsey, Cinthia D	888881007	\$102.00	\$0.00		
3	Engalwood, Pat P	888881008	\$132.00	\$0.00		
4	Lincoln, Phil Z	888881020	\$178.00	\$0.00		
5	Jones, Hellen R	888881023	\$188.00	\$0.00		
6	DeYoung, Adam D	888881031	\$221.00	\$0.00		
7	Short, Tammy D	888881038	\$287.00	\$0.00		
8	Atkinson, Lori G	888881042	\$52.00	\$0.00		
9	Engalls, Christopher P	888881043	\$474.00	\$0.00		
10	Griffen, Homer L	888881052	\$113.00	\$0.00		
11	Thomas, Lenord J	888881054	\$189.00	\$0.00		
12	Patterson, Terry L	888881059	\$203.00	\$0.00		
13	Bradley, Kay M	888881074	\$75.00	\$0.00		
14	West, Cathy R	888881088	\$53.00	\$0.00		
15	Wright, Nelly A	888881089	\$93.00	\$0.00		
16	Wengert, Cynthia J	888881095	\$52.00	\$0.00		
17	Farnsworth, Stacy L	888881109	\$113.00	\$0.00		
18	Engalwood, Vanna J	888881112	\$107.00	\$0.00		
19	Warner, Louis L	888881114	\$118.00	\$0.00		
20	Bates, Craig J	888881121	\$153.00	\$0.00		
21	Barnett, Mary M	888881123	\$127.00	\$0.00		
22	Baker, Shelly L	888881126	\$56.00	\$0.00		
23	Wolf, Tina S	888881129	\$22.00	\$0.00		
24	Gibson, Danny H	888881133	\$114.00	\$0.00		
25	Benson, Madelene J	888881160	\$90.00	\$0.00		

Figure 2: Sample Maine Quarterly 941 Income Tax Withholding XLSX file