

## TempWorks Tax Pay

TempWorks Enterprise Tax Pay System helps automate tax payments and filings for both Federal and State Agencies. The basis is a wizard which automates all of the processes that you would normally have to complete manually. Tax Pay checks your entire database for taxes which need to be paid, lets you know when they are due and generates all the necessary forms and mag media.

Every night TempWorks Enterprise Tax Pay checks to see if there are any taxes to be filed and when they are due. Tax Pay runs are automatically created for you. They will be waiting to be processed when you log into Tax Pay.

When you log into Tax Pay, it will display all of your open Tax Pay runs.

**\*Note – Employers, Tax Authorities and Income Tax as well as Sales Tax Jurisdictions and Forms must be created and/or linked prior to being able to process Tax within Tax Pay.**

**Page 13 of this manual begins the Tax Pay processing section.**

Tax Management is dependant upon the Hierarchy level of the user. Make make sure you are at the proper Hierarchy level when processing tax payments which will always be at the Entity or System level.

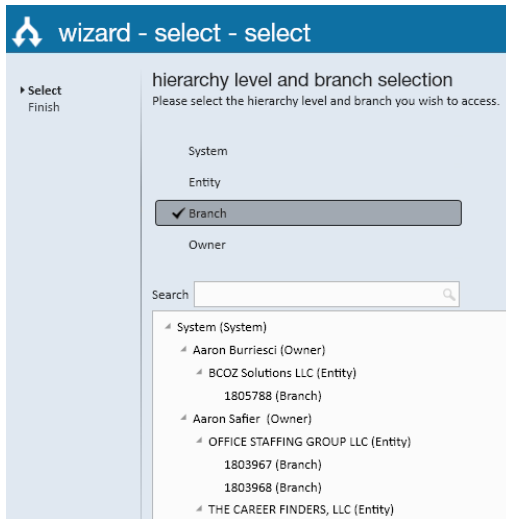
## Enterprise Company Hierarchy

To change levels within your company hierarchy click on the *E* menu in the upper left of the **Home** screen to display the menu functionality. Then select *Switch Branch* as shown here:

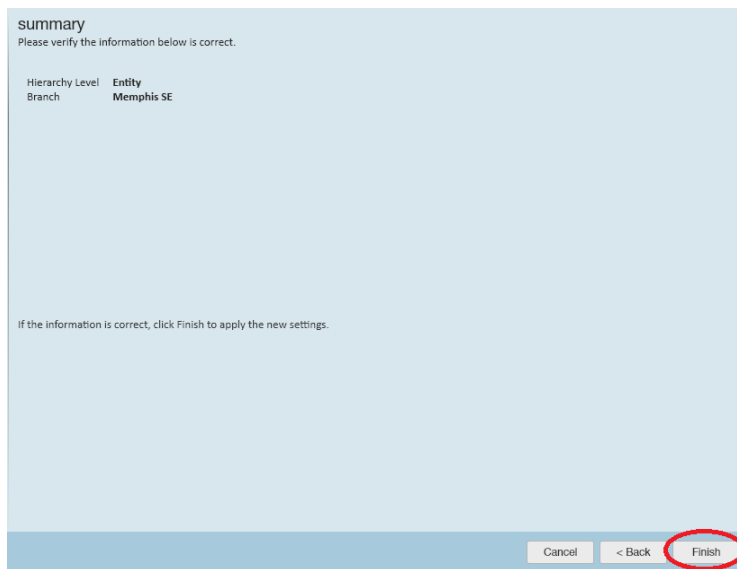


The hierarchy area can also be accessed by clicking on the hierarchy button in the top bar, right side of Enterprise.

Once this function is clicked the *Hierarchy Selector – Select* form will be displayed as shown below. Click on the correct hierarchy level (*System, Owner, Entity, Branch, etc.*) and then double-click on any *Branch* record within the Entity you are processing. This will update your hierarchy and bring you back to the Enterprise **Home** screen.

A screenshot of a web application window titled "wizard - select - select". The main content area is titled "hierarchy level and branch selection" and contains a list of options: "System", "Entity", "Branch" (which is selected with a checkmark), and "Owner". Below this list is a search field with a magnifying glass icon. A dropdown menu is open below the search field, showing a tree structure of hierarchy levels: "System (System)", "Aaron Burriesci (Owner)", "BCOZ Solutions LLC (Entity)" with sub-items "1805788 (Branch)", "Aaron Saffier (Owner)", "OFFICE STAFFING GROUP LLC (Entity)" with sub-items "1803967 (Branch)" and "1803968 (Branch)", and "THE CAREER FINDERS, LLC (Entity)".

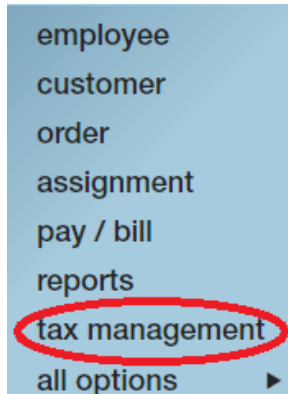
The *Search* field can be used to locate a specific **Entity** or **Branch** in the company hierarchy.

A screenshot of a web application window titled "summary". The main content area contains a table with two columns: "Hierarchy Level" and "Entity". The table has one row with "Branch" under "Hierarchy Level" and "Memphis SE" under "Entity". Below the table is a message: "If the information is correct, click Finish to apply the new settings." At the bottom of the window are three buttons: "Cancel", "< Back", and "Finish" (which is circled in red).

Once the *Branch* is highlighted, click *Next*, the form to the left will be displayed with a summary of the hierarchy level and *Branch* selections.

Click *Finish* to close the form and update your screen.

## Tax Management



To access the Tempworks Enterprise **Tax Management**, click on *Tax Management* within the **Navigational Tree** in the lower left corner of Enterprise.

If the option of **Tax Management** is not listed, click **All Options**, it will be listed there.

*\*Note – If you still do not see **Tax Management** a SecRole needs to be added for you. Please see your System Administrator.*


This will open the Tax Management area of Enterprise where you will have options to set up and access:

- Tax Pay
- Sales Tax Pay
- Tax Authorities
- Employers
- Sales Tax Setup

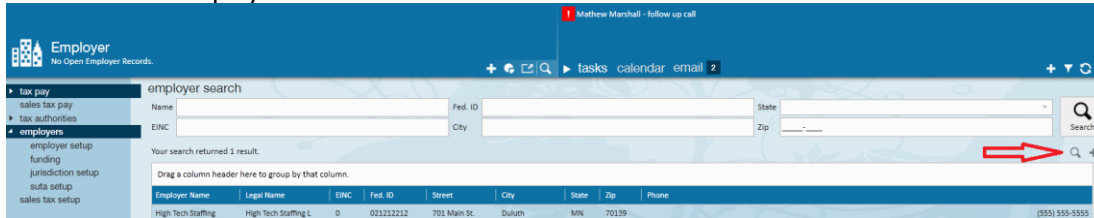


## Employers (Entities)

**Employer Search** allows searching for **Entities (Employers)** which already are setup in Tempworks and may need to be updated with new *Tax ID numbers, Frequencies, and State Unemployment rates.*

Search for Employers by entering any of the search criteria, including Federal ID and location information then click the  button.

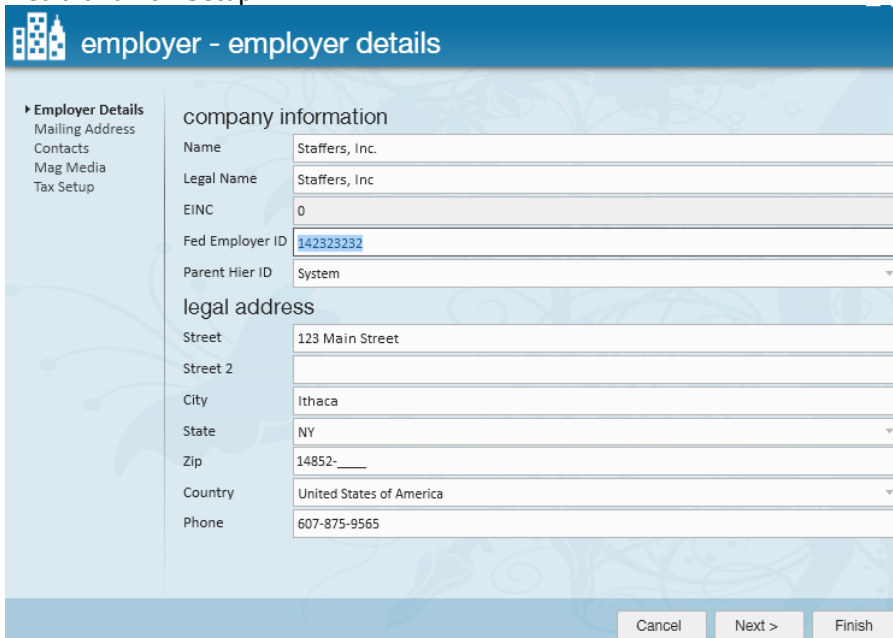
To add a new Employer click the  button:



\* Note New Employers may only be added when at System Level to ensure proper placement in the Hierarchy. User must know Parent Hier in order to complete Employer (Entity) setup.

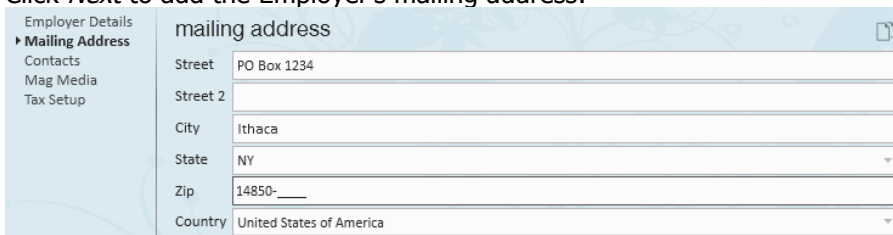
## Adding a new Employer

When adding a new **Employer** there is the option to enter their Mailing Address, Contacts, Mag Media and Tax Setup:



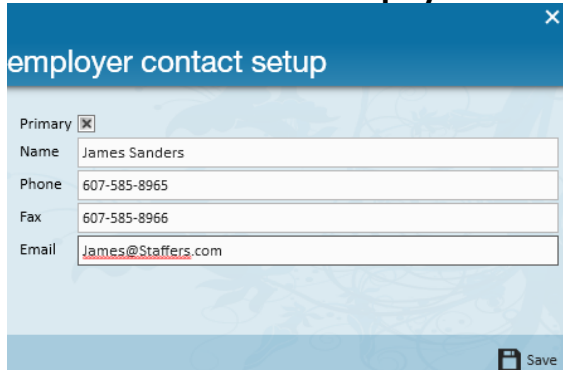
\*Note the Legal Name and Address will be used for all tax filing purposes.

Click *Next* to add the Employer's mailing address:



Click  to copy the *Legal address* into the *Mailing address* fields.  
Click *Next* to set up any **Employer Contacts**:

Click the *Plus* button to add **Employer Contacts**:



employer contact setup

Primary

Name James Sanders

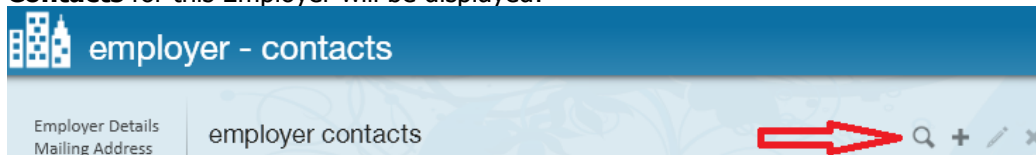
Phone 607-585-8965

Fax 607-585-8966

Email James@Staffers.com

Save

If you have looked up an existing Employer by Clicking the *Magnifying Glass* all existing **Contacts** for this Employer will be displayed:

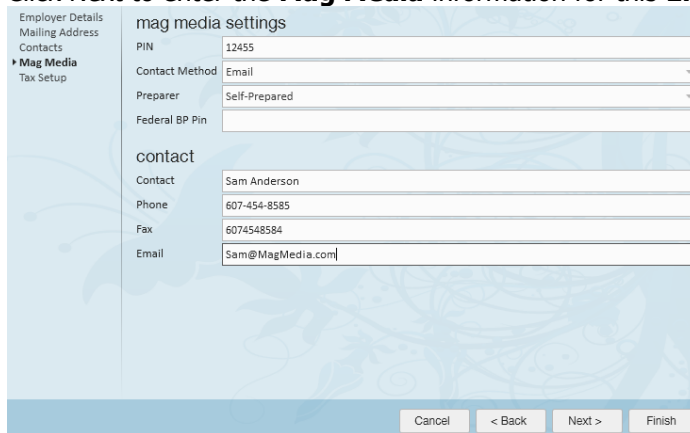


employer - contacts

Employer Details Mailing Address

employer contacts

Click *Next* to enter the **Mag Media** information for this **Employer**:



mag media settings

PIN 12455

Contact Method Email

Preparer Self-Prepared

Federal BP Pin

contact

Contact Sam Anderson

Phone 607-454-8585

Fax 6074548584

Email Sam@MagMedia.com

Cancel < Back Next > Finish


Enter:

- Pin
- Contact Method
- Preparer
- Federal BP Pin (if using the Batch Provider web site)

The Contact information can also be tracked for whom to contact regarding mag-media transmittals.

Click *Next* to set up the **Tax Jurisdictions** which apply to this Employer:

jurisdiction setup		filing options	
Jurisdiction	NY NYS-45-MN Quarterly	Pay Method	Electronic
Verified	<input checked="" type="checkbox"/>	Pay Frequency	Quarterly
		Filing Method	Website
identification numbers		filing instructions	
NYIncTax ID	321	Instructions	These are internal notes and will be able to be referenced when needed
NYSUTA ID	321		
NYSUTARES F ID	123		
XNYB956949 ID	456	Website	www.ny.com
XNYK92787 ID	97897	Username	dbrell
XNYN843143 ID	858	Password	12345

 Save

- Select the *Jurisdiction*
- Check *Verified* only if the ID and Rate are accurate

*\*Note – Taxes will not pull into a Tax Pay Run for this Jurisdiction until the verified box is checked.*

- Enter the *ID Numbers*

*\*Note – if Number is not in the correct format it will error out when attempting to print the pay ready forms.*

- Select the proper *Pay Method*
- *Pay Frequency* will only display available frequencies for this Juris
- Select the *Filing Method*
- The *Filing Instructions* are optional, but will be viewable during the filing process and should be utilized.

Continue to Enter all *Tax Jurisdictions* needed for this **Employer**.

*\*Note each Jurisdiction must be setup per Employer due to the information being specific to an Entity (Employer).*

**Employer Setup** form displays all the data which was added from the **Employers** area. This is also the area where changes can be made to the Employer. The Employer can also be deactivated from here.

company information

Active

Name Staffers, Inc. Street 123 Main Street

Legal Name Staffers, Inc. Street 2

EINC 587 City Ithaca

Fed Employer ID 142323232 State NY

Phone 607-875-9565 Zip 14852-\_\_\_\_

Country United States of America

mailing address

Street PO Box 1234

Street 2

City Ithaca

State NY

Zip 14850-\_\_\_\_

Country United States of America

mag media

PIN 12455

Contact Sam Anderson

Phone 607-454-8585

Fax 6074548584

Email Sam@MagMedia.com

Contact Method Email

Preparer Self-Prepared

Federal BP Pin

employer contacts

Primary	Name	Email	Phone	Fax
<input checked="" type="checkbox"/>	James Sanders	James@Staffers.com	607-585-8965	607-585-8966

tax filing defaults

Taxes Filed Externally

Taxes Paid Externally

Print W2's Externally

Skip New Hire Reporting

### Tax Filing Options

tax filing defaults

Taxes Filed Externally

Taxes Paid Externally

Print W2's Externally

Skip New Hire Reporting

- Setting *Taxes Filed Externally* to checked will pull the payments for the taxes as due into the **Tax Pay Module**, but the sign ready filings will be marked as 'Copy' in order to add additional information from outside the system as needed.
- Setting *Taxes Paid Externally* to checked will stop the payments for that **Employer** from pulling into the **Tax Pay Module** along with stopping the sign ready forms from generating.
- Setting *Print W2s Externally* to checked will ensure the W2 printing does not include this **Entity** at the closing of the year. These W2s will also not pull into the Federal SSA Mag Media file for electronic submission to the SSA as required by the IRS.
- Setting *Skip New Hire Reporting* to checked will ensure the **New Hire Employees** will not pull into the electronic file to be submitted when run at **System Level**.

**Funding Options** are available for future use in setting the *Invoice Funding Contract Details* on the employer for factoring of **Invoices**. The **Account Representatives** are used for reporting purposes only and are not required upon **Employer Setup**.

funding options

Funding Enabled

Funding Plan NoPlan

account representatives

Payroll aaron

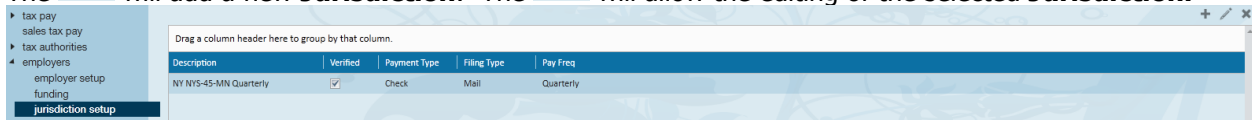
Billing alarson

Collections andrew

Operations aramg



**Jurisdiction Setup** allows the editing of existing Jurisdictions as well as creating new Jurisdictions for this Employer.

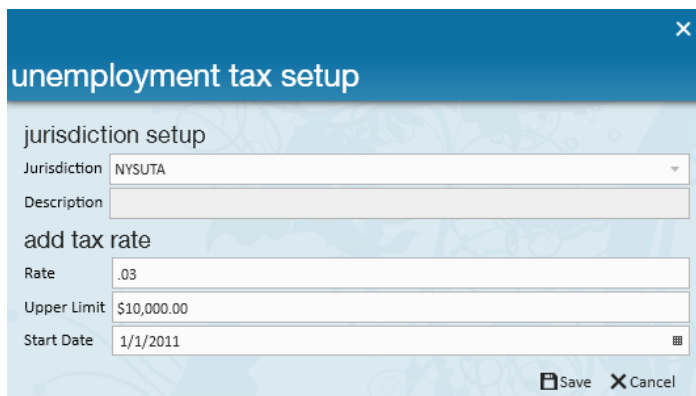
The  will add a new **Jurisdiction**. The  will allow the editing of the selected **Jurisdiction**.



Description	Verified	Payment Type	Filing Type	Pay Freq
NY NYS-45-MN Quarterly	<input checked="" type="checkbox"/>	Check	Mail	Quarterly

**Suta Setup** allows the setup of **State Unemployment Frequencies and ID Numbers** as well as **Rates** with **Start Dates** as needed per **Entity**.

The  will add a new Unemployment Jurisdiction. The  will allow the editing of the selected Unemployment Jurisdiction, as well as insert a new Rate.



unemployment tax setup

jurisdiction setup

Jurisdiction: NYSUTA

Description:

add tax rate

Rate: .03

Upper Limit: \$10,000.00

Start Date: 1/1/2011

Save Cancel

\*Note upon entering an **updated** SUTA Rate, if the start date is prior to the current date, the system will prompt the user to update the accrued liability back to the start date or the first of the year, whichever one comes first.

This difference in the originally accrued SUTA cost and the new and accurate SUTA cost will be reflected in the current Week End Bill.

## Tax Authorities

**Authority Details** allows searching for **Authorities** which already are setup in Tempworks and may need to be updated with new *Addresses, Contact Information, and Jurisdictions* which are to be paid to those **Authorities**. Use the main page to find an existing **Authority** with sorting capabilities on the column headers, use the + button to setup a new **Authority**.

Active	Authority Name	Contact	Phone	Email	Address
<input checked="" type="checkbox"/>	Brevard Authority	Bob Smith	321-234-2344	Bob@BrevardCou...	1234 Main Street Viera, FL 32908
<input checked="" type="checkbox"/>	Radio City Author...				5452 Radio Drive Radio City, CA 99865
<input checked="" type="checkbox"/>	Alaska Authority				123 Juno St/r/nAnkorage, AK 98556
<input checked="" type="checkbox"/>	Atlanta Authority				90th st south/r/nAtlanta, GA 35648
<input checked="" type="checkbox"/>	Minnesota Tax				123 Main St St Paul, MN 55124
<input checked="" type="checkbox"/>	Minnesota Reven...				123 Main St/r/nSt Paul, MN 55124

The **Authority** details are able to be setup during the *Create Wizard* or by double clicking on an existing **Authority**.

**authority information**

Name: Brevard Authority  
 Contact Name: Bob Smith  
 Phone: 321-234-2344  
 Email: Bob@BrevardCounty.gov  
 Status: Active

**tax pay options**

Sales Tax Report: Sales Tax Paid to Authority

**main address**


Street: 1234 Main Street  
 Street 2:   
 City: Viera  
 State: FL  
 Zip: 32908-\_\_\_\_  
 Country: United States of America

**remittance address**



Street: PO Box 12345  
 Street 2:   
 City: Viera  
 State: FL  
 Zip: 32908-\_\_\_\_  
 Country: United States of America

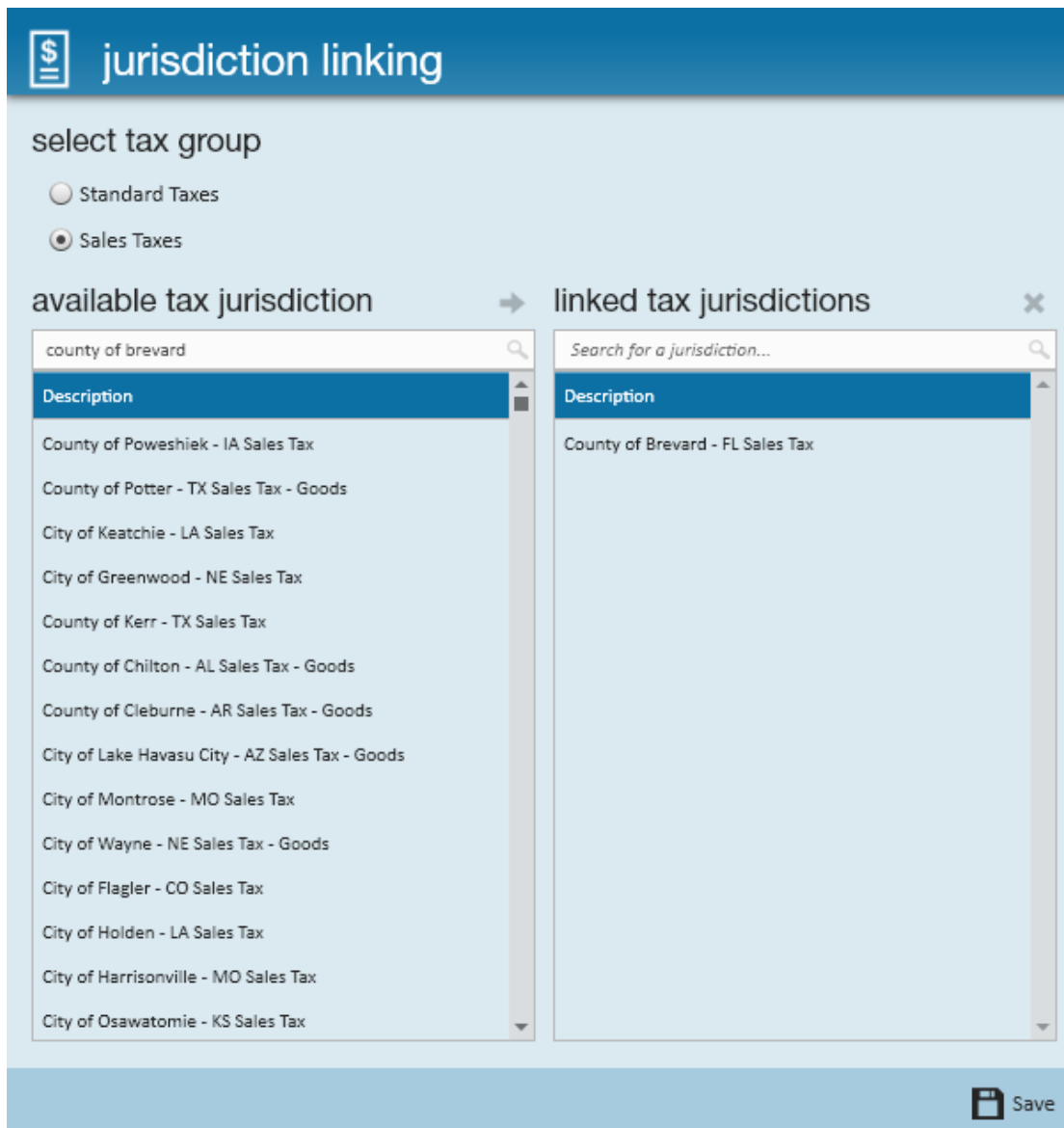
Buttons: Cancel, Next >, Finish

\*Note - all Authorities are setup at System level to alleviate setup being needed for each Entity.

The **Jurisdiction Linking** is available on the setup of a new **Authority** and editable on an existing **Authority** by clicking  next to the *Linked Jurisdictions*.

Each **Jurisdiction** can only be linked to one **Authority**. When changing the **Jurisdictions** which are linked to the **Authority**, all unpaid check tax records will be updated to be paid to the new **Authority**.

The *Tax Group* will limit the *available tax jurisdiction* list to either payroll or sales taxables. Click  to add the highlighted **Jurisdiction** to the **Authority**. Click  to remove the highlighted **Jurisdiction** from the **Authority**.



**jurisdiction linking**

select tax group

Standard Taxes

Sales Taxes

available tax jurisdiction → linked tax jurisdictions ×

county of brevard

Description

County of Poweshiek - IA Sales Tax

County of Potter - TX Sales Tax - Goods

City of Keatchie - LA Sales Tax

City of Greenwood - NE Sales Tax

County of Kerr - TX Sales Tax

County of Chilton - AL Sales Tax - Goods

County of Cleburne - AR Sales Tax - Goods

City of Lake Havasu City - AZ Sales Tax - Goods

City of Montrose - MO Sales Tax

City of Wayne - NE Sales Tax - Goods

City of Flagler - CO Sales Tax

City of Holden - LA Sales Tax

City of Harrisonville - MO Sales Tax

City of Osawatomie - KS Sales Tax

Search for a jurisdiction...

Description




County of Brevard - FL Sales Tax

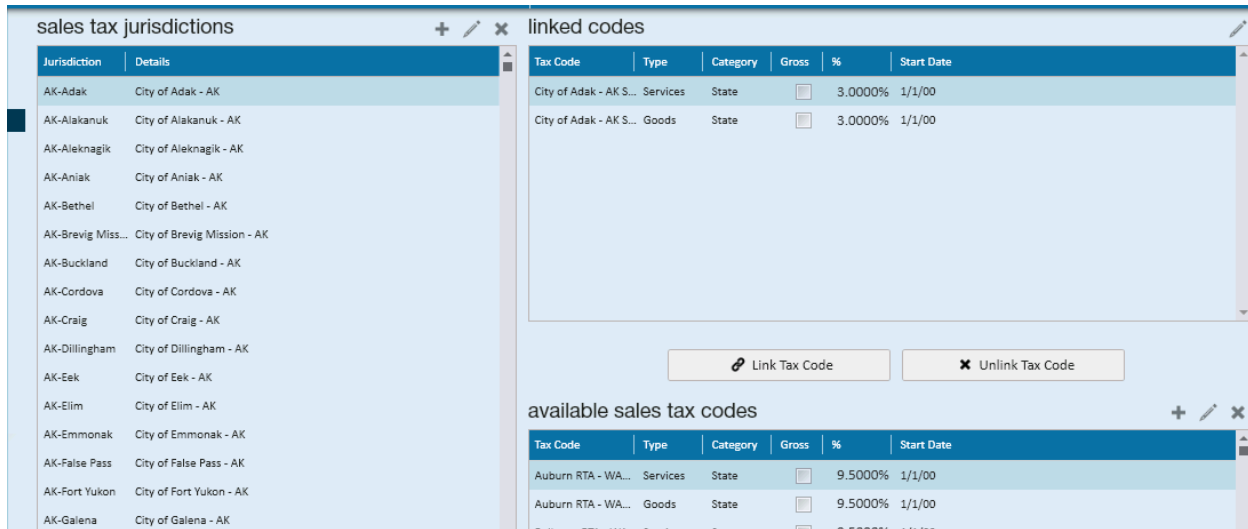
Save

\*Note all Jurisdiction Linking will be saved at System level, so they will only have to be completed once.

## Sales Tax Setup

**Sales Tax Setup** allows for changes in individual **Sales Tax Rates**. All available **Jurisdiction** codes are supplied with the current rates. Only if a rate changes or is no longer valid should you have to open a **Sales Tax Jurisdiction**.

New **Sales Tax Jurisdictions** can be added using the , they can be edited by pressing the  or deleted using the .



The screenshot displays the 'sales tax jurisdictions' window. On the left, a list of jurisdictions is shown with columns for 'Jurisdiction' and 'Details'. The 'linked codes' window on the right shows a table with columns: Tax Code, Type, Category, Gross, %, and Start Date. Below this table are two buttons: 'Link Tax Code' and 'Unlink Tax Code'. At the bottom, the 'available sales tax codes' window shows another table with the same columns, listing codes like 'Auburn RTA - WA...'.

Jurisdiction	Details
AK-Adak	City of Adak - AK
AK-Alakanuk	City of Alakanuk - AK
AK-Aleknagik	City of Aleknagik - AK
AK-Aniak	City of Aniak - AK
AK-Bethel	City of Bethel - AK
AK-Brevig Miss...	City of Brevig Mission - AK
AK-Buckland	City of Buckland - AK
AK-Cordova	City of Cordova - AK
AK-Craig	City of Craig - AK
AK-Dillingham	City of Dillingham - AK
AK-Eek	City of Eek - AK
AK-Elim	City of Elim - AK
AK-Emmonak	City of Emmonak - AK
AK-False Pass	City of False Pass - AK
AK-Fort Yukon	City of Fort Yukon - AK
AK-Galena	City of Galena - AK

Tax Code	Type	Category	Gross	%	Start Date
City of Adak - AK S...	Services	State	<input type="checkbox"/>	3.0000%	1/1/00
City of Adak - AK S...	Goods	State	<input type="checkbox"/>	3.0000%	1/1/00

Tax Code	Type	Category	Gross	%	Start Date
Auburn RTA - WA...	Services	State	<input type="checkbox"/>	9.5000%	1/1/00
Auburn RTA - WA...	Goods	State	<input type="checkbox"/>	9.5000%	1/1/00

To change the specific **Sales Tax Codes** which are linked to a specific **Sales Tax Jurisdiction**

- Navigate to the proper **Sales Tax Jurisdiction** by clicking to highlight it
- To **Unlink** a tax code click the code within the *Linked Codes* area to highlight it then select:


 Unlink Tax Code

- To **Link** a tax code click the code within the *Available Sales Tax Codes* area and select:

 Link Tax Code

To **change** the **rate** of a specific **Sales Tax Code** double click on the Code or select the  button:

### edit tax code

 Modifying this sales tax code will affect all tax jurisdictions linked with this code.

**tax code details**


Description: City of Adak - AK Sales Tax

Sales Tax Type: Services


Sales Tax Category: State

Calculate from Gross Profit Only:

Current Sales Tax Rate: 3.0000%

**tax rates** 

Tax Rate	Tax Start Date
3.0000%	1/1/00


 Save


Click the  to add a new **Tax Percentage** and the **Date** it should start:

### new sales tax rate

Tax rates may not be changed or removed once added. Please enter these values with care.

Tax Percentage: 0

Start Date: 2/21/11 

 Save

## Tax Pay

**Tax Pay** allows for the payment of Taxes as well as searching for taxes payments (past, present and future).

When opening **Tax Pay**, select the search criteria then click *search* to find the tax pay runs you desire to view. By default the *incomplete* option is selected. This will show you any tax run that has been created but has not been paid.

**Tax Runs** can be searched by *Employer, Authority, Due Dates* and whether they have been *completed* or not.

find tax pay runs

Employer  Due Between

Authority  And

Incomplete  
 Completed  
 All

Clicking *More Options* allows for searching on the *Run Type, Payment Method and Jurisdiction*:

Run Type  Jurisdictions

Pay Method

Run ID

ADAMS TOWNSHIP PA  
 ADAMS TOWNSHIP PA  
 ADDISON BOR PA  
 AL Unemployment

Prepared  
 Approved

The search results for Tax Pay Runs will display not only the payment Run but if it has been Prepared, Approved and when the payment is Due.

Your search returned 144 rows.

Priority	ID	Run Type	Employer	Jurisdiction	Amount	Payment Type	Prepared	Approv...	Due On
	23318	Standard	CliffJumper	Alabama State...	\$631.17	Check	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/31/2010
	23583	0 Dollar Payment(s)	Mirage Inc	Minnesota Stat...	\$0.00	Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2/28/2011
	23596	Standard	CliffJumper	Wisconsin Stat...	\$1,734.31	Check	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1/31/2011
	23599	940/941		Federal 941	\$5,222.15	None	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6/15/2011

To manually create a tax run click the .

\$ tax pay - create new run

**▶ Create New Run**

- Review Transactions
- Past Transactions
- File Tax Forms
- Post to AP
- File Reconciliations
- Post Reconciliations
- Print and Save
- Summary

### new tax run criteria

Run Type

EINC

Description TaxPayRun created on 2/21/11 by Dalyce Brell

Select the *Run Type* and *EINC*. The Description can be overwritten.

- *Run Type* allows for "Standard", "940/941" and "0 Dollar Payments".
- *EINC* allows for any **Employer** to be selected or, if processing 940/941's **All Accessible Employers** is an option.

After selecting the Tax Run options, all related transactions will be listed.

Select the Taxes to be paid at this time by clicking to enter an *x* into the *Selected* field then click *Next*.

▶ Create New Run

Review Transactions

Past Transactions

File Tax Forms

Post to AP

File Reconciliations

Post Reconciliations

Print and Save

Summary

new tax run criteria

Run Type:

EINC:

Description:

select tax authorities

Selected	Authority	Employer	Tax Jurisdiction	Due Date	Tax Amount
<input type="checkbox"/>	Radio City Authority	High Tech Staffing	Federal 941	1/14/11	\$48,641.78
<input type="checkbox"/>	Radio City Authority	High Tech Staffing	Federal 941	1/19/11	\$804.21
<input type="checkbox"/>	Radio City Authority	High Tech Staffing	Federal 941	1/28/11	\$416.91
<input type="checkbox"/>	Radio City Authority	High Tech Staffing	Federal 941	2/2/11	\$0.00
<input type="checkbox"/>	Radio City Authority	High Tech Staffing	Federal 941	2/4/11	\$67.55
<input type="checkbox"/>	Radio City Authority	High Tech Staffing	Federal 941	2/18/11	\$84.87
<input type="checkbox"/>	Radio City Authority	High Tech Staffing	Federal 941	2/23/11	\$779.69

Merge selected taxes into most recent period

**Review Tax Transactions** will list all taxes included in this payment run.

▶ Create New Run

▶ Review Transactions

Past Transactions

File Tax Forms

Post to AP

File Reconciliations

Post Reconciliations

Print and Save

Summary

review tax transactions

Drag a column header here to group by that column.

Authority	Employer Name	Employee	Check	Tax Jurisdic...	Tax Amount	Check Date	WE Bill Date
Radio City Authority	High Tech Staffing	Spade, Sam	25034	CFica	\$24.80	1/11/11	1/2/11
Radio City Authority	High Tech Staffing	Spade, Sam	25034	CMed	\$5.80	1/11/11	1/2/11
Radio City Authority	High Tech Staffing	Spade, Sam	25034	EFica	\$16.80	1/11/11	1/2/11
Radio City Authority	High Tech Staffing	Spade, Sam	25034	EMed	\$5.80	1/11/11	1/2/11
Radio City Authority	High Tech Staffing	Spade, Sam	25034	USS	\$45.77	1/11/11	1/2/11
Radio City Authority	High Tech Staffing	Yonkers, Jeff	25095	CFica	\$64.73	1/11/11	1/2/11
Radio City Authority	High Tech Staffing	Yonkers, Jeff	25095	CMed	\$15.14	1/11/11	1/2/11
Radio City Authority	High Tech Staffing	Yonkers, Jeff	25095	EFica	\$43.85	1/11/11	1/2/11
Radio City Authority	High Tech Staffing	Yonkers, Jeff	25095	EMed	\$15.14	1/11/11	1/2/11
Radio City Authority	High Tech Staffing	Yonkers, Jeff	25095	USS	\$158.60	1/11/11	1/2/11
Radio City Authority	High Tech Staffing	Vania, Pensyl	25076	CFica	\$24.80	1/11/11	1/2/11
Radio City Authority	High Tech Staffing	Vania, Pensyl	25076	CMed	\$5.80	1/11/11	1/2/11
Radio City Authority	High Tech Staffing	Vania, Pensyl	25076	EFica	\$16.80	1/11/11	1/2/11
Radio City Authority	High Tech Staffing	Vania, Pensyl	25076	EMed	\$5.80	1/11/11	1/2/11

Total Taxes: \$48,641.78

At this point the **paycheck** affiliated with each individual tax can be previewed by clicking .

The button will navigate to the **Employee** affiliated with the highlighted tax (check).

Clicking allows a specific tax to be **removed** from the list to be paid.

Tax Pay Run can be Saved by clicking:

Save and Close

If the Tax is ready to be paid click:

Next >

Before processing the **Tax Payment it must be approved.**

file tax forms

Drag a column header here to group by that column.

Approved	Payee	Employer Name	Payment Method	Net Bill Amount	
<b>Staged Tax Bill Summary</b>					
Payable to:	Radio City Authority	Frequency:	Semi-Weekly	Original Bill Amount	\$416.91
By:	High Tech Staffing	Filing Method:	Electronic ?	Total Adjustments	\$0.00
Due:	1/28/2011	Form(s):	Federal EFTPS Feed	Net Bill	\$416.91
Period End:	1/25/2011				

Mark as Paid Externally  Not Approved

Approved Tax Bills: 0 / 1 Total Taxes: \$416.91

Print forms for electronic payments  
 Force reconciliation forms to generate early

Cancel Save and Close Next >

There are two **Approval** options available:

- The default Approval Option is a one-step "approved" button that flags a bill as ready to pay/post.
- The second option is a two-step approval, where one service rep marks the bill as **"prepared"** and a second person has to mark it **"approved"**.

In the second scenario, the bill cannot be posted/paid until both steps are checked off. Also, both steps cannot be completed by the same person, and any changes to the staged bill will reset the approval flags.

To **Approve** the **Tax Payment**, an Approver must click:

Not Approved

Approval can also be given by clicking:



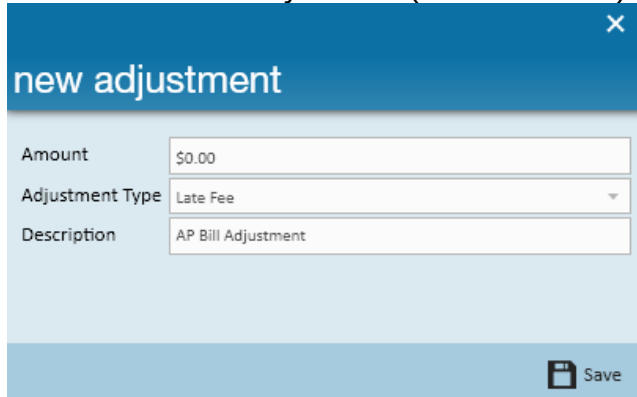
Once approved the *Not Approved* button will change to:

Approved by dwood

**\*Note – All these approval flags are logged in the database for auditing purposes.**


Clicking will display filing instructions which were added within the **Authorities** area.

Click the  to add adjustments (such as late fees) to the Tax Pay Run.



- Enter the **amount** of the adjustment,
- Select the **Adjustment Type** and
- Enter a **Description** of the adjustment in the form that appears.

Clicking  will generate a **Mag Media** payment, if applicable.

Clicking either  or  **Mark as Paid Externally** will indicate that this **Tax Payment will be made outside of TempWorks Enterprise.**

- Print forms for electronic payments
- Force reconciliation forms to generate early

**\*Note – By default, TempWorks Enterprise will only generate a Nelco form if the employer is set up to pay by check.** Flagging the *Print Forms for Electronic Payments* checkbox will override that behavior and print the Nelco sign-ready form for all staged bills in the run, regardless of payment type.

The **Force Reconciliation Forms To Generate Early** checkbox can be used to force the reconciliation forms early. This can be used in cases where you might want to generate the form before the current tax period has ended, if you know that there won't be any more tax data to pull in.

Once the Tax Pay Run is approved, click



If Taxes are paid out of an external A/P system, a prompt will display the number of Tax Bills to be paid, the total dollar amount. By clicking *Post* the amounts will post to the A/R system.

## approved staged tax bill summary

Bills to be Created: 1

Total Amount: \$416.91

## posting actions



Post Approved Staged Bills to AP

Posting Taxpay Run	✓
Associating unfinished staged AP bill(s) with new taxpay run	Skipped
Creating AP bills	✓
Generating form(s) for filing	✓
Generating mag media file(s)	✓
Posting AP bill(s)	✓
Checking for reconciliation item(s)	✓



Save and Close

&lt; Back

Next &gt;

Enterprise will run through the steps to post the Taxpay Run and Create the AP Bills.

Mag Media is ready to be saved to disk



Save mag media files now



Skip mag media

Cancel

Save and Close

&lt; Back

Next &gt;

If filing is being done via Mag Media, click Save mag media files now to save the files.

Create New Run  
Review Transactions  
Past Transactions  
File Tax Forms  
Post to AP  
File Reconciliations  
Post Reconciliations  
Print and Save  
▶ Summary

### tax pay summary

AP Bills Created **1**  
Total Taxes Paid **\$804.21**

#### bills posted to ap:

Radio City Authority	\$804.21
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printed tax forms:  
No forms were generated for this tax pay run

exported mag media files:  
TaxPayment\_Federal 941\_2011-2-22.txt

Cancel Save and Close < Back Finish

A summary will display showing the number of AP Bills Created, the total amount of Taxes paid. It will list out the Bills which have been posted to AP.

Also listed are the Forms which were generated, if any. And the Mag Media files which have been created.

Once verified click *Finish*.