PROFIT DEVELOPERS, INC. (PDI)

Florida Sales Tax Program Help Guide

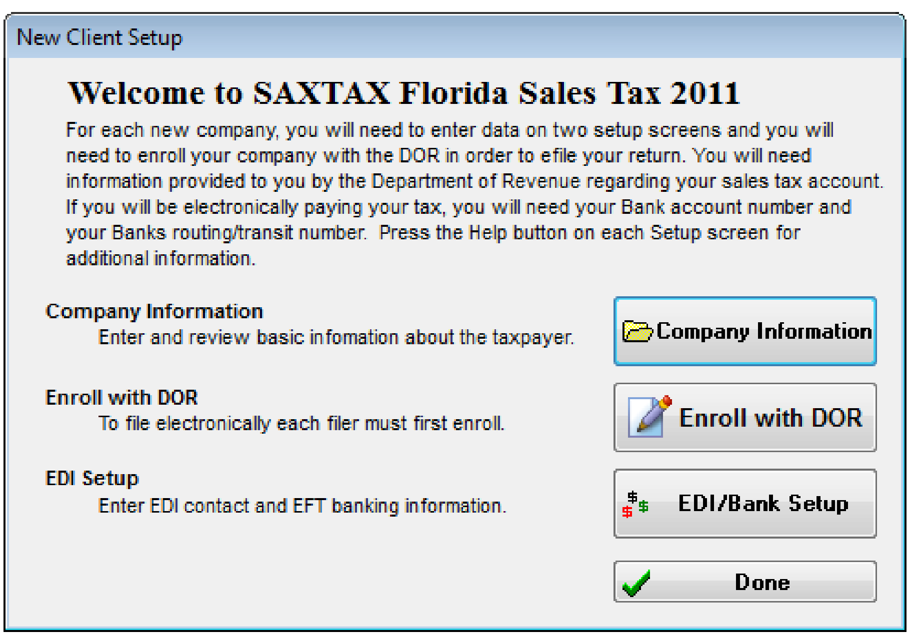
Please see the SAXTAX Installation & Setup Guide for help on installing and setting up the software.

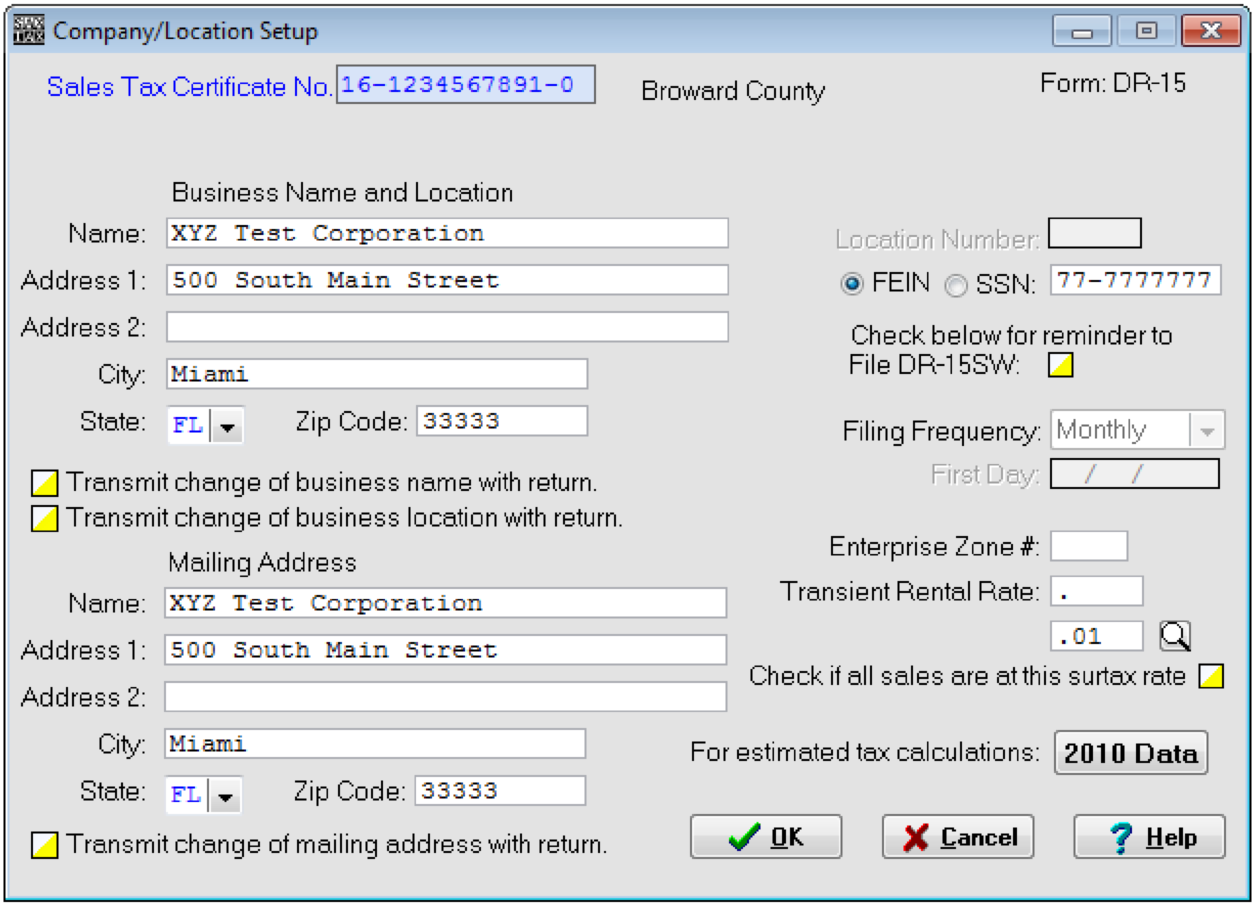
1. First, please make certain you are in the Florida portion of the SAXTAX Software. On the Main Screen/Program Manager screen you will see a dropdown menu Florida in the upper right hand corner of the screen. Please make certain Florida is displayed, not Georgia.
(Please note: You may not see this dropdown menu if you purchase only Florida programs.)

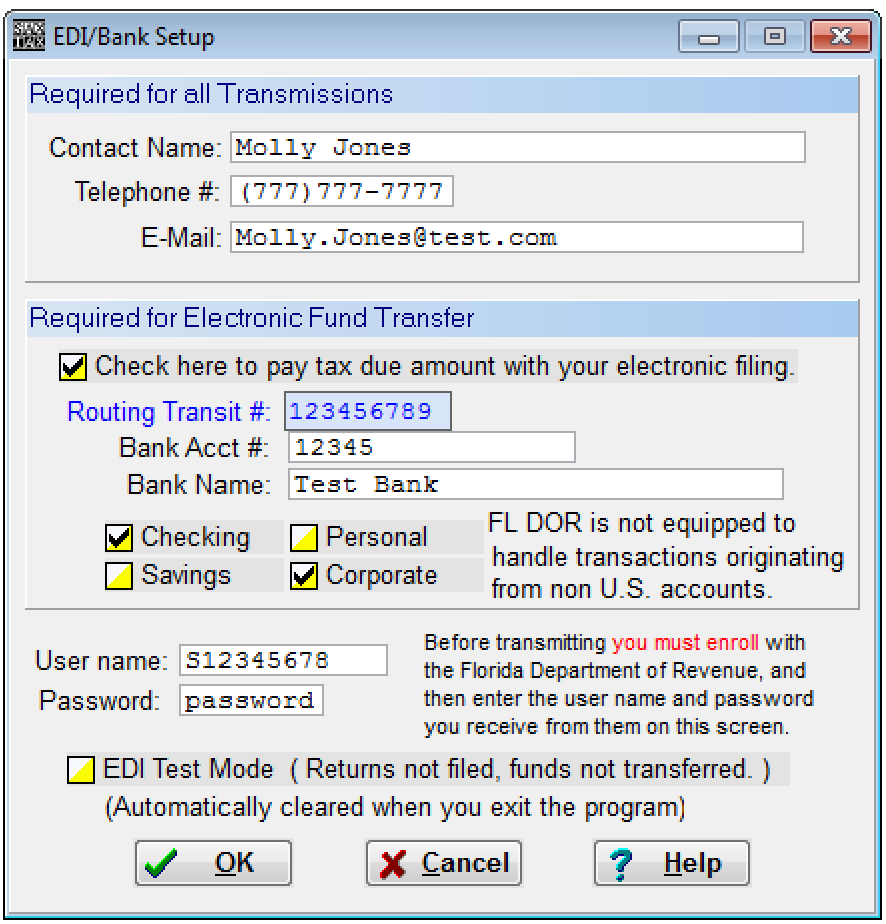
2. Once you have created a client, open up the Sales Tax return. You can do so by double clicking on the client on the Program Manager Screen and selecting Sales Tax from the window that appears. Or you may highlight the client in the Program Manager Screen and click on the icon in the upper right hand corner of the screen.

3. When you initially prepare a sales tax return for a client for the first time, the window below will appear. This will allow you to enter all information required to setup the company. After it is all entered, the next time you open the sales tax return you will simply see the entry screen. You always have the option to change the information from the Setup Menu in the return.

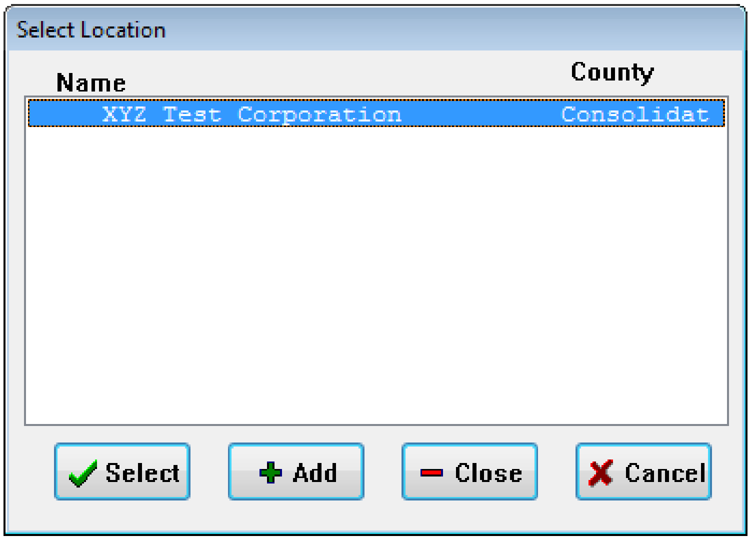
- **Company Information:** Please enter all company information, including; Sales Tax Certificate Number, Mailing Address, Filing Frequency, Surtax Rate and any other field that applies to the company. Once you have completed this screen, select OK. *You can also access this by selecting Company from the Setup Menu.*
  Enroll With DOR: Before you can file your Sales Tax return electronically, you must enroll the company with the FL DOR. If you select this box you will be directed to the FL DOR website where you can signup. Please see below for additional information.
- **EDI/Bank Setup:** First, please enter your Contact Information. Then enter your banking information. Please make certain the checkbox (Check here to pay tax due amount with your electronic filing.) in the banking information is checked if you will be making payments along with the transmission. If that checkbox is not checked off, the banking information will not be transmitted along with the return, so it is important that box is checked. And last, you must enter your Username and Password received from the FL DOR. In order to transmit Sales Tax Returns to the FL DOR you must have this login information. If you do not, please visit the following link.
  http://dor.myflorida.com/dor/eservices/apps/enroll/goenroll.html and select "Start A New Enrollment".
  Note: It will tax 2 business days to activate the account and receive a FL DOR Username & Password.
  The EDI Test Mode Box should NOT be checked.
  You can also access this by selecting EDI/Bank Setup from the Setup Menu.




Company/Location Setup
Sales Tax Certificate No. 16-1234567891-0
Broward County
Form: DR-15
Business Name and Location
Name: XYZ Test Corporation
Address 1: 500 South Main Street
Address 2:
City: Miami
State: FL
Zip Code: 33333
Transmit change of business name with return.
Transmit change of business location with return.
Mailing Address
Name: XYZ Test Corporation
Address 1: 500 South Main Street
Address 2:
City: Miami
State: FL
Zip Code: 33333
Transmit change of mailing address with return.
Location Number:
FEIN SSN: 77-7777777
Check below for reminder to File DR-15SW:
Filing Frequency: Monthly
First Day: / /
Enterprise Zone #:
Transient Rental Rate: .
.01
Check if all sales are at this surtax rate
For estimated tax calculations: 2010 Data
OK
Cancel
Help

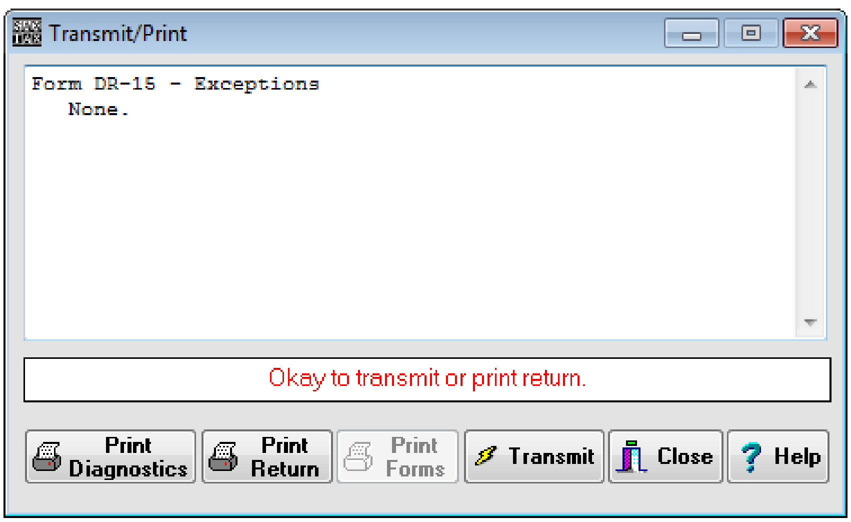

EDI/Bank Setup
Required for all Transmissions
Contact Name: Molly Jones
Telephone #: (777)777-7777
E-Mail: Molly.Jones@test.com
Required for Electronic Fund Transfer
Check here to pay tax due amount with your electronic filing.
Routing Transit #: 123456789
Bank Acct #: 12345
Bank Name: Test Bank
Checking
Savings
Personal
Corporate
FL DOR is not equipped to handle transactions originating from non U.S. accounts.
User name: S12345678
Password: password
Before transmitting you must enroll with the Florida Department of Revenue, and then enter the user name and password you receive from them on this screen.
EDI Test Mode (Returns not filed, funds not transferred.)
(Automatically cleared when you exit the program)
OK
Cancel
Help

4. If you file a consolidated return you can add the other locations/certificates by selecting the Location Menu at the top left hand corner of the screen and adding all the locations included in that consolidated return.

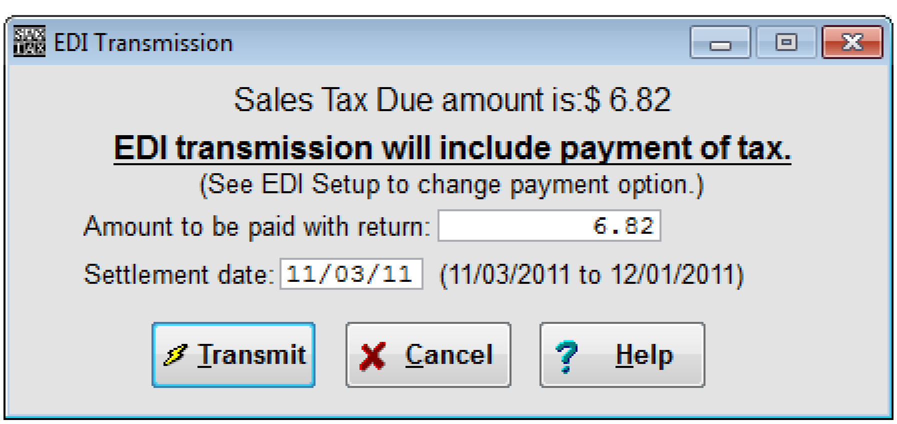


5. Once you have completed the Sales Tax return and it is ready to be efiled please go to the EDI/Transmit Menu and select Transmit Return.
Note: The SAXTAX Program will automatically update to the correct period/month every month. If you need to prepare a prior month select the Period Menu and choose the month you need to prepare.

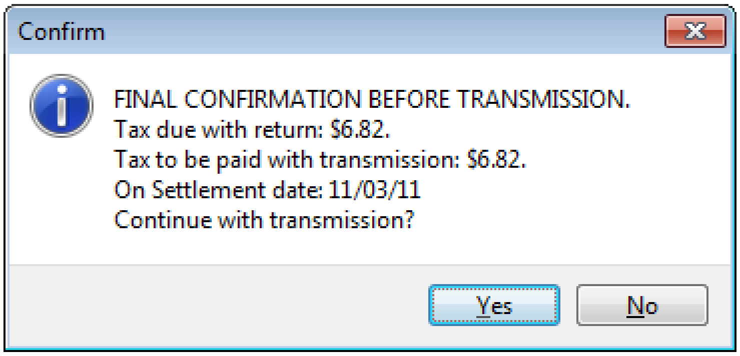
6. On the first screen the program will indicate if there are any errors with the return. If there are no errors select Transmit in the lower portion on that window.



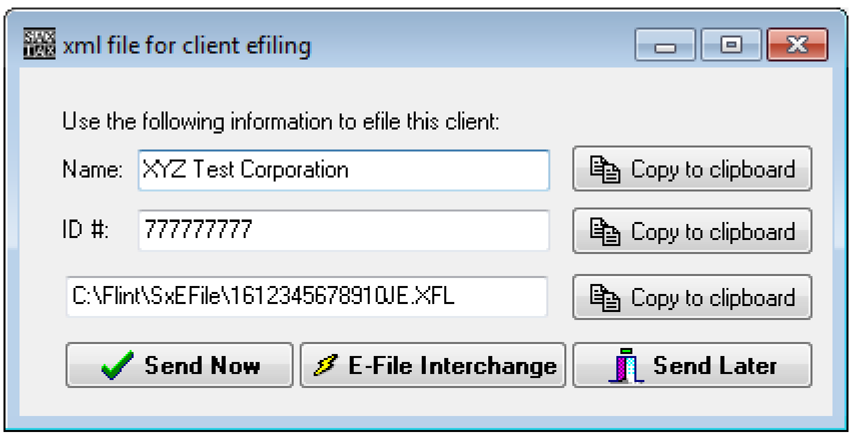
7. The next screen will indicate the total Sales Tax due and settlement date (if tax due). You may change the date if you would like to do so. If everything is correct, select Transmit.



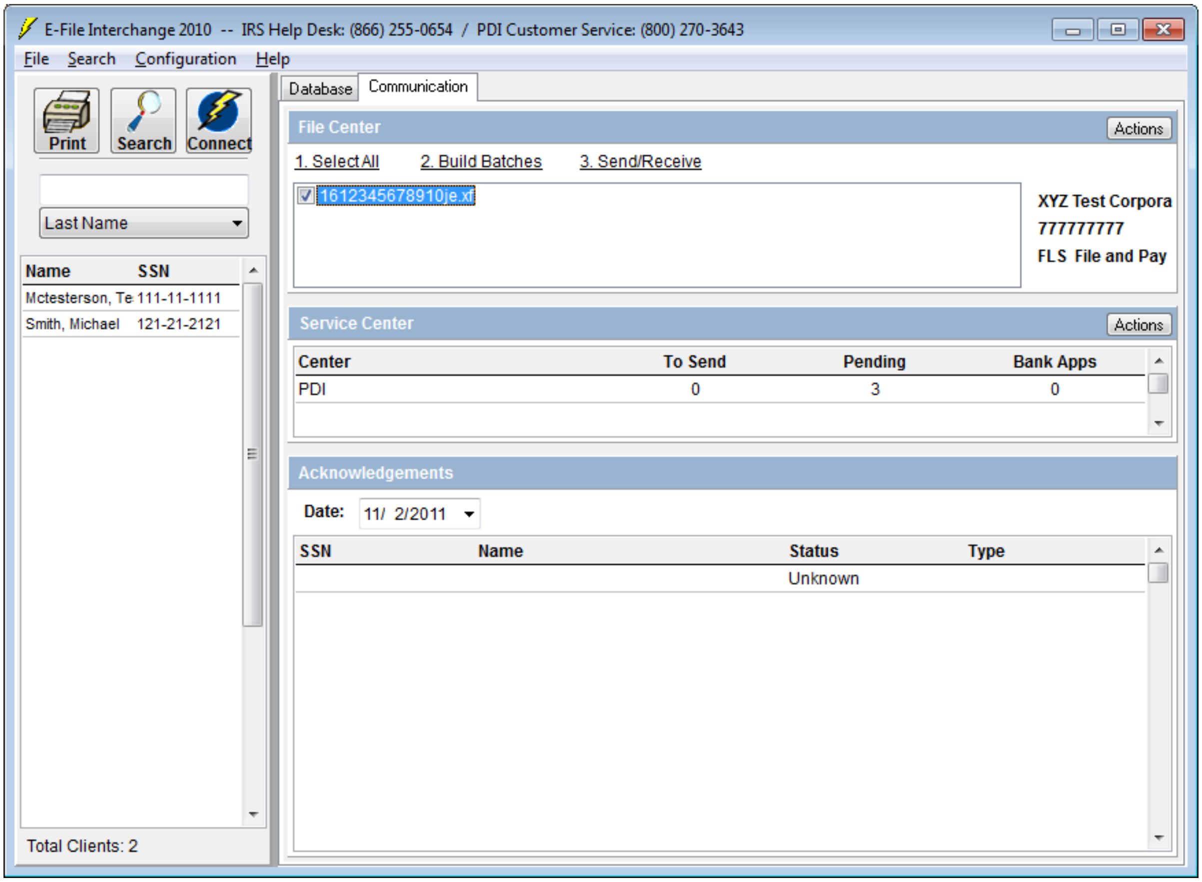
8. A Final Confirmation Screen will appear next. This screen will verify the tax due, amount being paid and settlement date. Please select Yes to continue forward with the transmission process.



9. The last screen will simply show the company name, ID # and where the efile is being stored. You have the option to select Send Now, E-File Interchange or Send Later. If you select Send Now, it will automatically send your file using the *e*file Interchange Program (this is recommended). If you choose this option please skip down to number 15.
If you choose the E-File Interchange or Send Later option and plan to manually send the file, please follow the subsequent steps.
(Please make certain efile Interchange is installed and properly configured prior to transmitting any returns. If you are not certain, please contact one of our helpful representatives at (772) 337-2921.



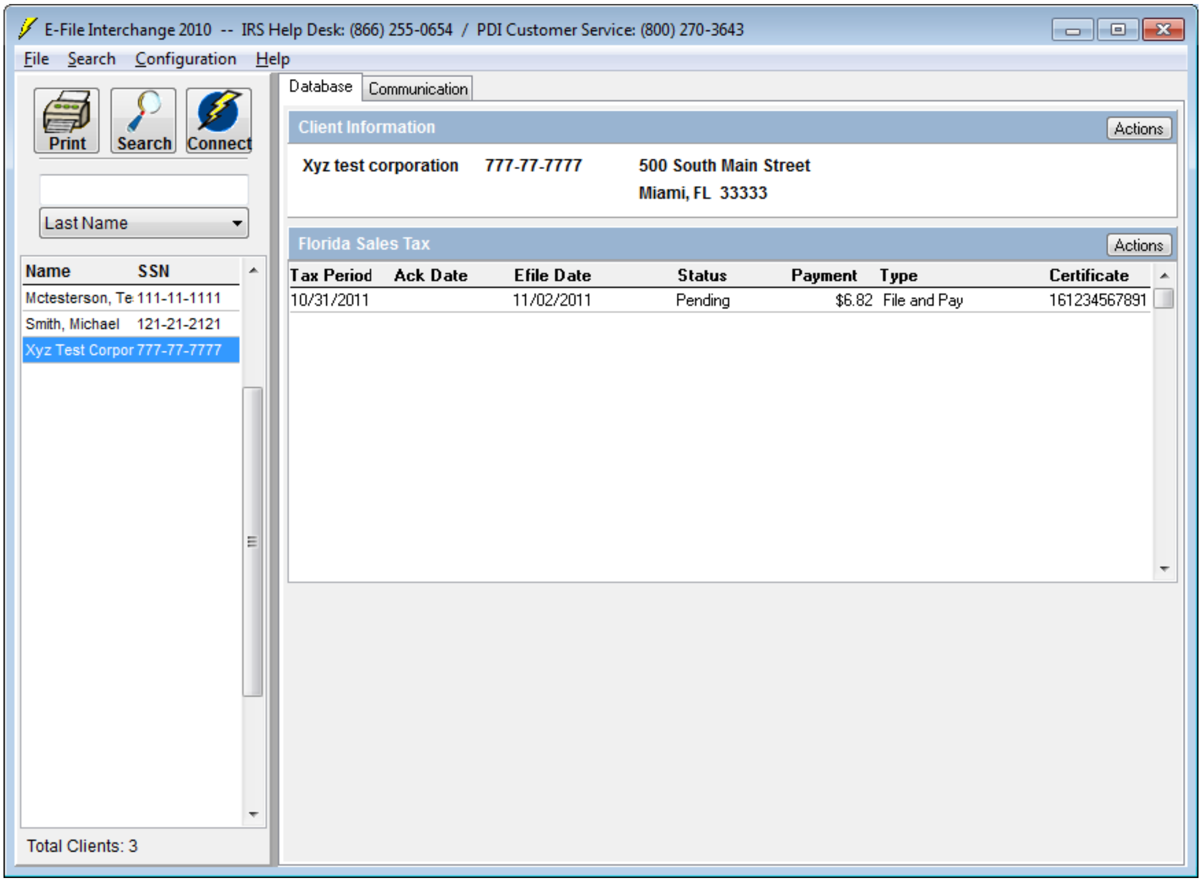
10. Once you have selected E-file Interchange the *e*file Interchange program will launch automatically. This is the program used to transmit these returns. Please go to the Communication Tab at the top on the screen. All files will initially appear in this Tab in the File Center Box (Top Box). They will appear with a file name (which will be their certificate number in this case) and a checkbox to the left. Please check off the return or simply select the <u>1. Select All</u> option. This feature is also useful if you have created more than one file. You can simply select all of the returns displaying if you are ready to transmit all of them.



11. Next you will select <u>2. Build Batches</u>. Whether there is only one return or multiple returns to be transmitted, you must always select this option. This will validate the files and make certain they are in the correct format for the FL DOR. Once you have selected that option you will notice the file(s) will disappear from that box and reappear on the left under the Name and SSN panel. As you continue the send more and more that left panel will display all the companies you have transmitted. This is your database and we will touch on that in a moment.

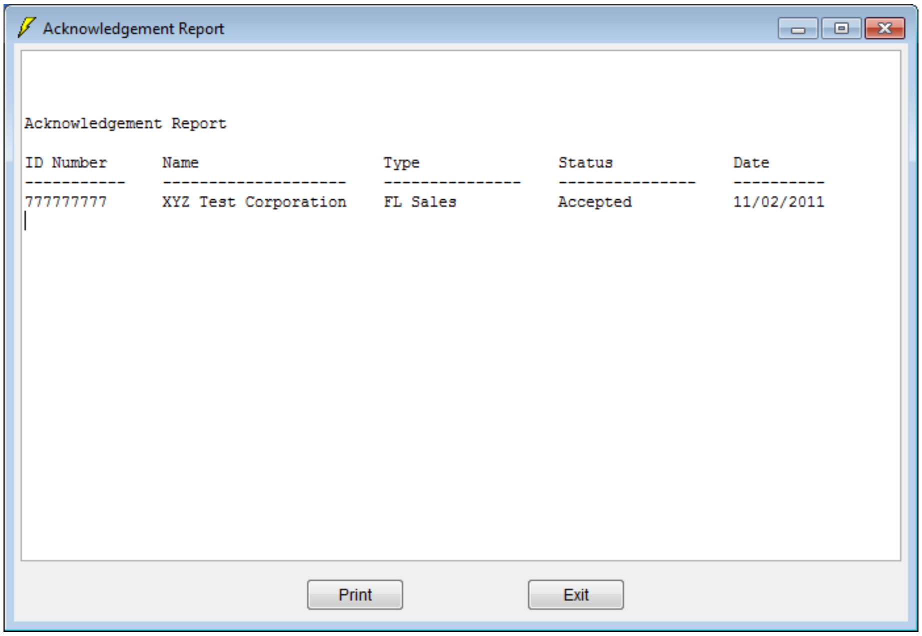
12. Next you will select <u>3. Send/Receive</u> or the Connect Button to the left. They both perform the same functions. They will send any batched returns to PDI and they also check for acknowledgements received from the FL DOR. This will send all returns you have checked off and built the batch for. Again, whether there is only one or multiple it will send all that were ready to be transmitted. And that's it! You have efiled a Florida Sales Tax return!

13. Now let's get back to the Database. You can access the files sent and see when they were transmitted by simply highlighting or clicking on the company name on the left hand portion of the *e*file Interchange software. This will store all returns efiled and display general information about that return. As you will see in the image below by clicking on the company name it will display information on that particular company. For this particular company below only one Sales Tax return has been sent on 06/07/2010 with a payment due of $0.06. The return shows a status of Pending. This means it has been transmitted to PDI but has not been acknowledged yet by the FL DOR. As you transmit more reports month after month they will display in the Florida Sales Tax Box. You will see each Tax Period, Amount Due and all other information begin to accumulate as you file additional returns.

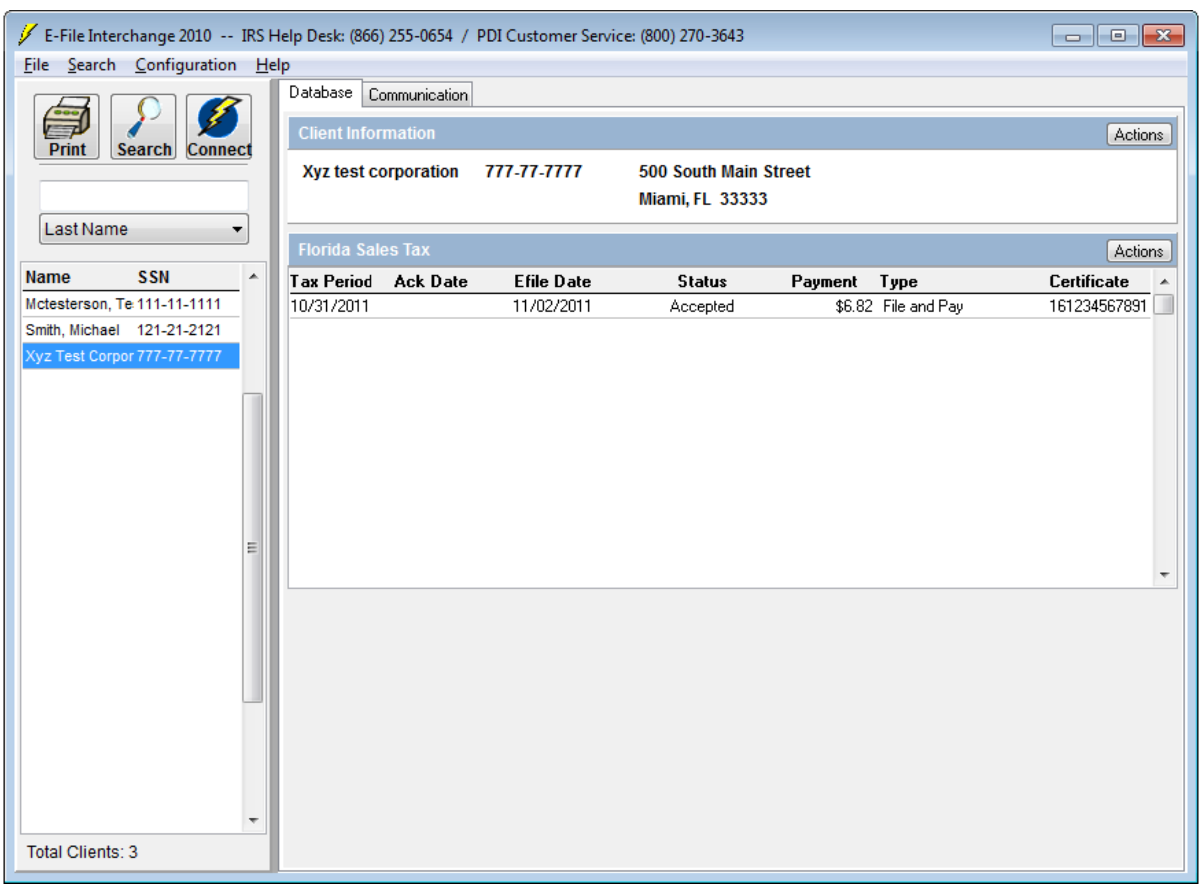


14. Once you have initially transmitted a return it will show a status of Pending in the Status Section of the Database Tab. You will need to check back for acknowledgements released by the state. Typically the FL DOR will release acknowledgments the next business day after you have transmitted. Please keep in mind the FL DOR closes at 5:00 PM EST and stops processing returns at that time and also does not process on weekends or holidays. Please make sure you file your returns well before that time to ensure they are received in a timely manner, especially on deadline days. The Sales Tax returns are due by the 20th of the collection month. If a payment is due, they must be transmitted by the 19th before 5:00 PM. The FL DOR recommends all filers to transmit their returns by 4:30 PM EST to ensure these returns are received in a timely manner. To check for acknowledgements you will select the Connect Button in the upper left hand corner of the program or the Send/Receive in the Communication Tab. Again, they both perform the same functions.

15. If you have received an acknowledgement a report will appear on your screen. It will indicate that the return has been Accepted and will display basic information. You may print this page for your records. See example below. The FL DOR does not create a rejected acknowledgement, like the IRS does. In the rare occurrence that a Sales Tax Return is rejected they will notify PDI via email and we will forward that information on to you. If you have not received an acknowledgment within one business day of transmitting the return, please contact our office.



16. Once you have picked up that accepted acknowledgement and close the window it will update to your database, as you will observe below.



This will complete the entire transmission process for a Florida Sales Tax return. If you have any questions or need anything at all please contact one of our helpful customer service associates @ (772) 337-2921