# Florida Sales Tax Program
2010 SAXTAX 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.

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 listing 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. Once the return is open you will need to enter the company & banking information in the setup. To do so, please select the Setup Menu in the upper left hand corner and select Company from the menu.

4. You will now see the Company Information Window. Please enter all company information, including; Sales Tax Certificate Number, Mailing Address, Filing Frequency, Surtax Rate and any other field that applies. Once you have completed this screen, select OK.

5. Next you will enter the banking information. Go back to the Setup Menu and select EDI/Bank Setup. First, please enter your Contact Information. Then enter your banking information. Please make certain the checkbox 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.
    Note: The EDI Test Mode Box should **NOT** *be checked.*

6. 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 select the month you need to prepare.
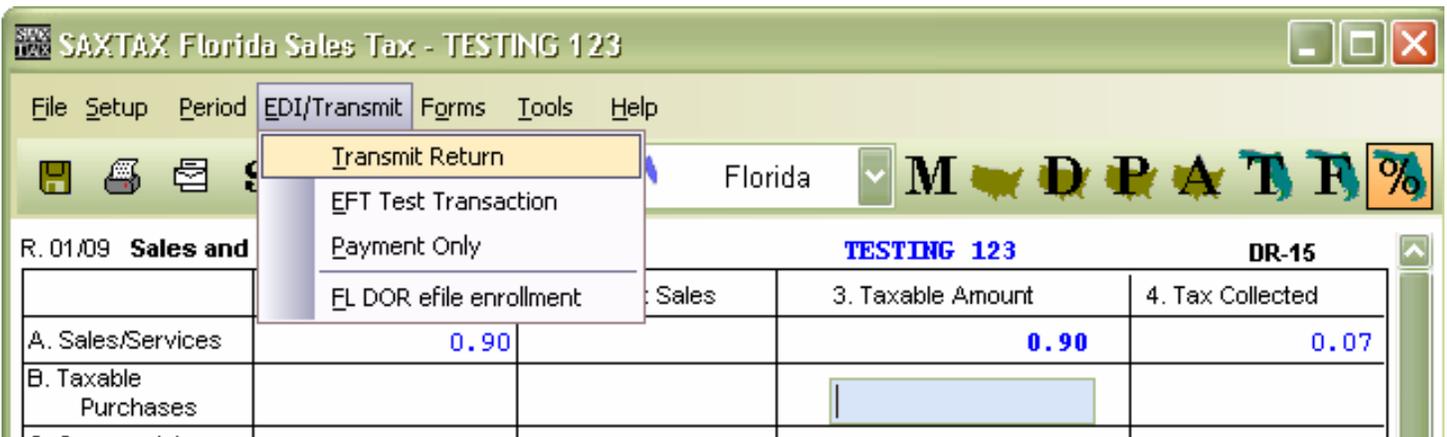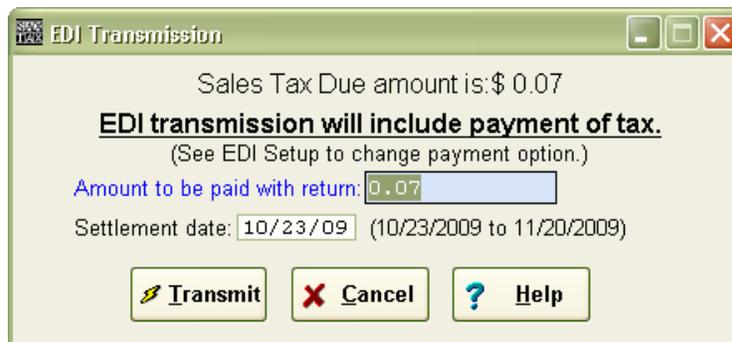
7. On the first screen the program will show you any errors with the return. If there are no errors select Transmit in the lower portion on that window.
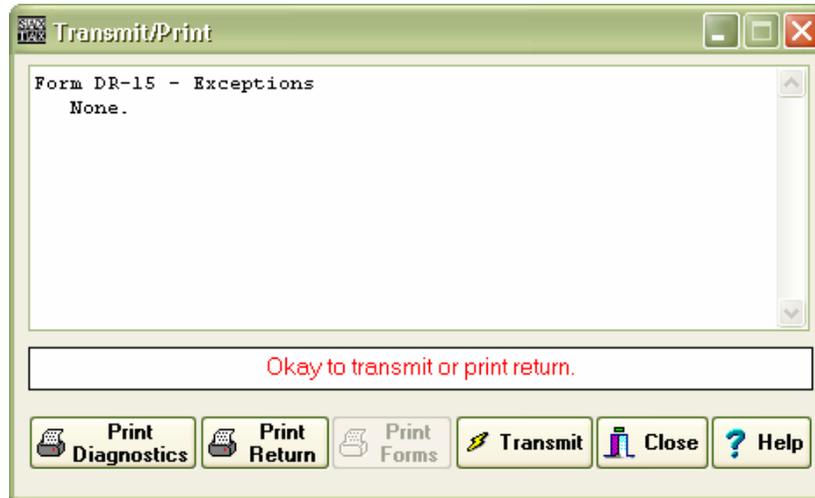
8. The next screen will indicate the total Sales Tax due and settlement date (if tax due). You may change the date if you would like to do so. If everything is correct, select Transmit.


9. A Final Confirmation Screen will appear next. This screen will show you one last time the tax due, amount being paid and settlement date. Please select Yes to continue forward with the transmission process.
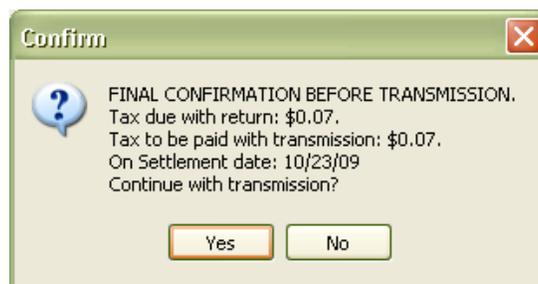
10. The last screen will simply show you Name, ID # and where the efile is being stored. Please select OK.

11. Once you have selected OK 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 1. Select All 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.
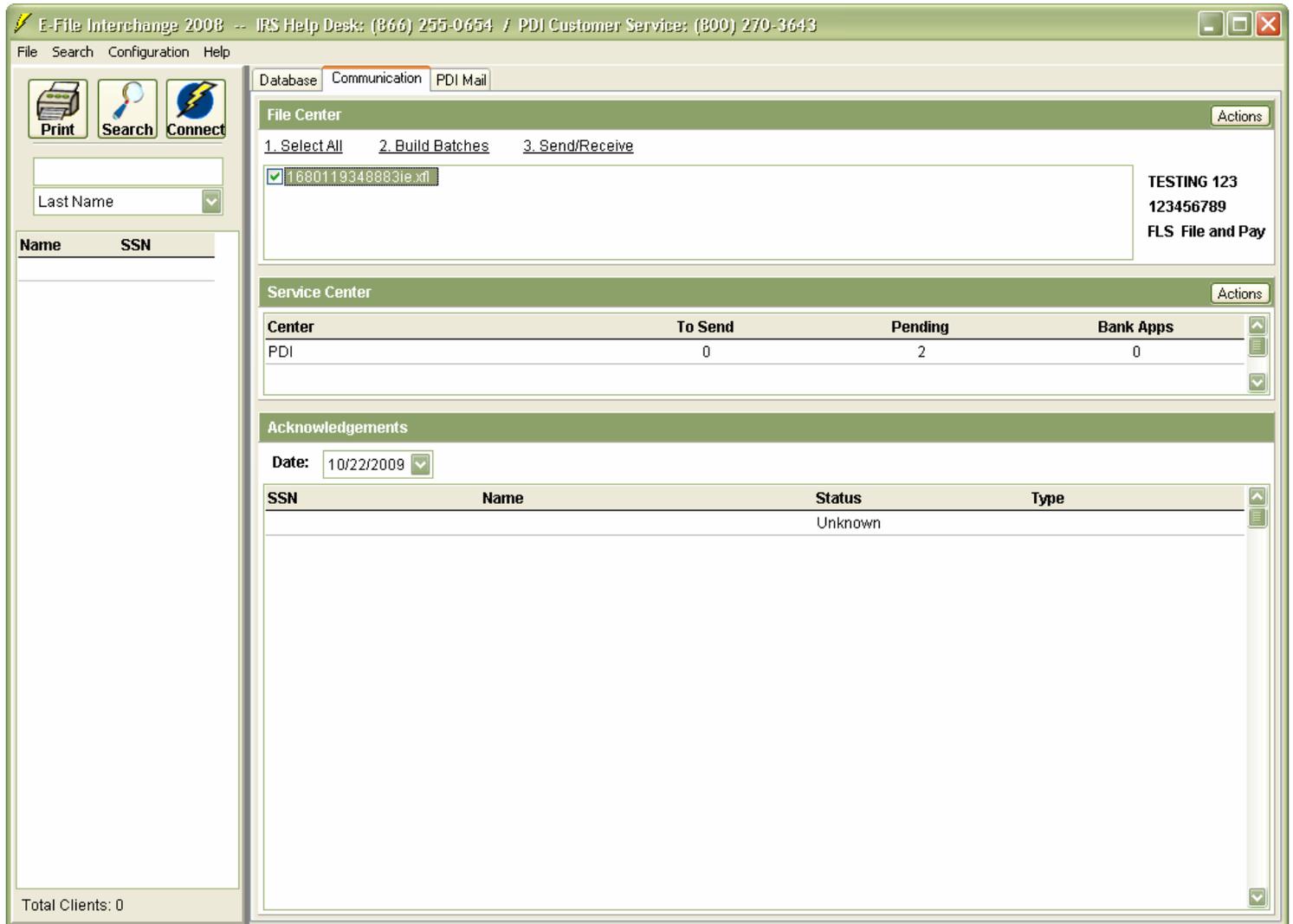

12. Next you will select 2. Build Batches. Whether there is only one return or multiple returns to be transmitted you must always select this option. This will validate the files and make certain they are in the correct format for the FL DOR. Once you have selected that option you will notice the file(s)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

13. Next you will select 3. Send/Receive 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 state. 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 Sales Tax return!

14. 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 efile 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 10/12/2009 with a payment due of $0.07. 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 more.

15. 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. Please make sure you file your returns well before that time to ensure they are received in a timely manner, especially on deadline days. 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.

16. If you have received an acknowledgement a report will pop up. It will indicate that the return has been Accepted and will show some 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.
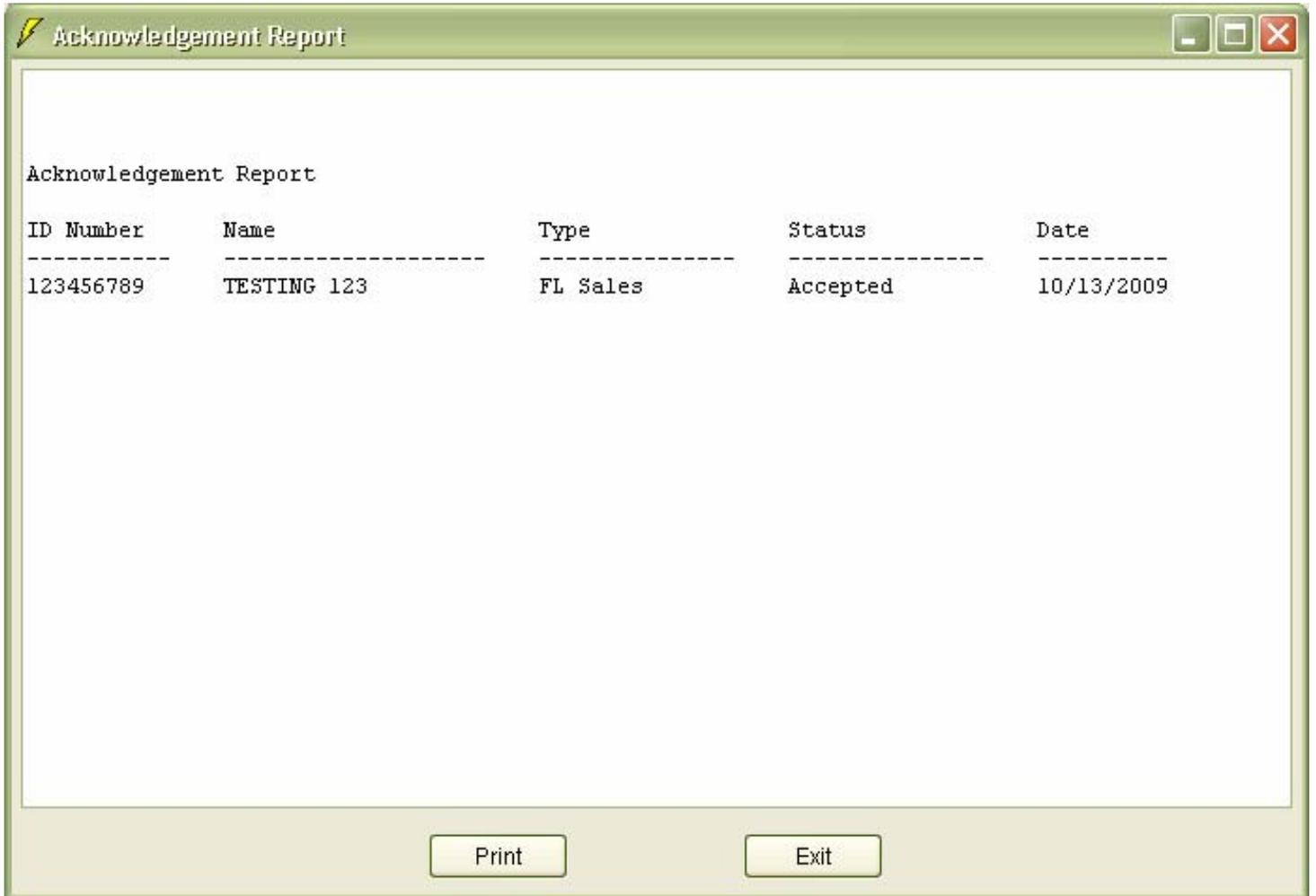
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Acknowledgement Report                                                    _ □ ✕

  Acknowledgement Report

  ID Number       Name                    Type              Status            Date
  -----------     --------------------    ---------------   ---------------   ----------
  123456789       TESTING 123             FL Sales          Accepted          10/13/2009




                        [ Print ]                    [ Exit ]
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17. Once you have picked up that accepted acknowledgement it will update to your database, as you will observe below.