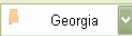


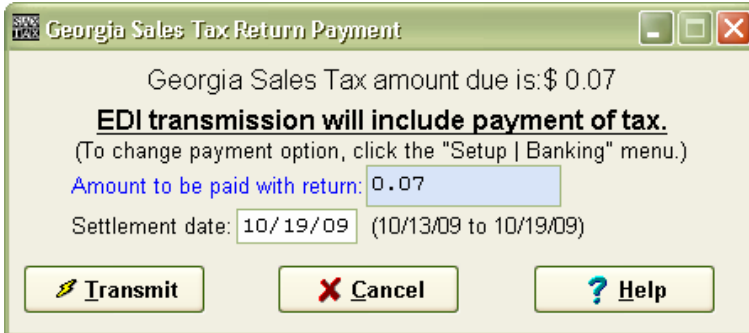




## Georgia Sales Tax Program 2010 SEXTAX Help Guide

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

1. First, please make certain you are in the Georgia portion of the SEXTAX Software. On the Main Screen/Program Manager screen you will see a dropdown menu  in the upper right hand corner of the screen. Please make certain Georgia is displayed, not Florida.
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; Account Number or STI Number (Received from the GA DOR), EIN, Filing Period, Commodity Code, Address and the County of Business Registration. Once this information is completed, select Close.  
(Note: To access the Commodity Code please click on the magnifying glass icon  to the right.)
5. Next you will enter the banking and transmission information. Go back to the Setup Menu and select Transmission/Banking Information. First, please enter your Georgia Username & Password. In order to log into the GA DOR website you must have this log in information. If you do not, please visit the following link. [https://gtc.dor.ga.gov/GA\\_xwTapMgr.aspx](https://gtc.dor.ga.gov/GA_xwTapMgr.aspx) and select "Signup For Web Access"
6. Next enter your email address. And last, fill in the banking information. Once all information is correct select OK. *Note: Please leave the default Transmission Settings as they appear.*
7. Now you will be ready to transmit. These settings will be saved for that client for future filings. Once the return is complete and all totals are correct, select the e-file Menu and select Transmit Return.
8. You will now see the screen below. It will show confirm total amount being paid to the GA DOR as well as indicate the settlement date. You may change the settlement date if you would like. Now select Transmit.




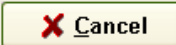
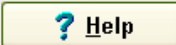
Georgia Sales Tax Return Payment

Georgia Sales Tax amount due is: \$ 0.07

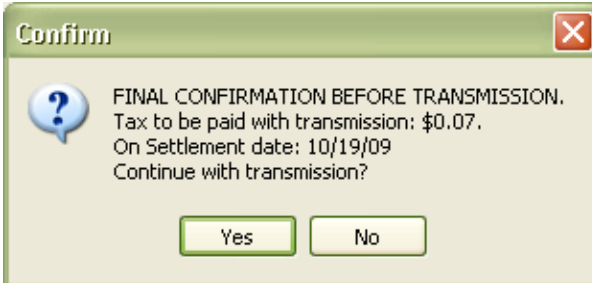
**EDI transmission will include payment of tax.**  
(To change payment option, click the "Setup | Banking" menu.)

Amount to be paid with return:


Settlement date:  (10/13/09 to 10/19/09)

9. You will now see a final confirmation screen. Verify all information and select Yes.



Confirm

 FINAL CONFIRMATION BEFORE TRANSMISSION.  
Tax to be paid with transmission: \$0.07.  
On Settlement date: 10/19/09  
Continue with transmission?

10. Once you have selected Yes you will be directed to the GTC Website. The first screen you will see is the login screen below. You can drop in your Username and Password that you previously saved in the software. To do so simply click in the User ID box and select the Drop in User ID option in the lower left hand corner. You can also do the same with the Password field and select the Drop in Password option at the bottom of the screen. Next select Login.

(place cursor on the appropriate field and press the corresponding button below)

Copy button data to clipboard (if you prefer to use your own browser)

11. Now you will be on the Main Screen. On the right, there will be a list of links you can select in blue. Select [File Upload](#).

Id	Type	Name	Frequency	Address	Balance
	Sales	PROFIT DEVELOPERS INC	Monthly		0.00
					0.00

(place cursor on the appropriate field and press the corresponding button below)

Copy button data to clipboard (if you prefer to use your own browser)

12. You will now see the File Upload screen below. From here you will select [Attachments](#).

GTC Online filing for Sales and Use Tax (https://gtc.dor.ga.gov/)

1800 Century Blvd. NE Atlanta GA 30345-3205 Tel: 404-417-4468 Toll Free: 1-888-604-9875

georgia department of revenue tax center

Georgia Tax Center - Profit Developers Log Off

Home Save and finish later Cancel Refresh

**File Upload**

**FILE UPLOAD**

[Attachments](#)

Click the attachments link above to upload your file

Next >

[Georgia Department of Revenue](#) [Frequently Asked Questions](#) [Additional Help](#)

(place cursor on the appropriate field and press the corresponding button below)

Drop in User Id Drop in password Drop in filename Close Help

Copy button data to clipboard (if you prefer to use your own browser)

12. Now you will attach the file created in the SACTAX Program. First you can type in a Description in the box provided. Example: "September Sales Tax Report". Next click in the file box and select Drop in Filename at the bottom of the screen. This is the file path in which the SACTAX Program has stored the Sales Tax Return. Once you have completed these steps select the Attach  box below. Once you have attached the file in will appear below in the Current Attachment Box.

13. Now select Return to Main Form in the bottom left hand corner of the Current Attachments Box.

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Home Save and finish later Cancel Refresh

**File Upload**

Choose file to attach:

Type XML ST3 File Upload

Description TEST TEST TEST TEST TEST

File Browse...

Add the file to the list:

CURRENT ATTACHMENTS				
Type	Name	Description	Size(K)	
XML ST3 File Upload	6012345679.GAX	TEST TEST TEST TEST TEST	1	<a href="#">Remove</a>

[Georgia Department of Revenue](#) [Frequently Asked Questions](#) [Additional Help](#)

(place cursor on the appropriate field and press the corresponding button below)

Drop in User Id Drop in password Drop in filename Close Help

Copy button data to clipboard (if you prefer to use your own browser)



14. This will take you back to the File Upload Page and show you that your file has been added. Select Next. Now you will be asked for your Password once again (see below). You can add the Password once more by clicking in the Password Box and selecting Drop In Password. Next select Yes under the question, "Are you sure you want to submit this request?"



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1800 Century Blvd. NE Atlanta GA 30345-3205 Tel: 404-417-4488 Toll Free: 1-888-604-9875

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Home

**File Upload**

By entering your GTC password below, you are certifying that this return, including schedules or statements, has been examined by you and is to the best of your knowledge and belief, a true and complete return made in good faith for the return period.

Are you sure you want to submit this request?

Password  Password not verified

**FILE UPLOAD**

[Attachments](#) 6012345679.GAX

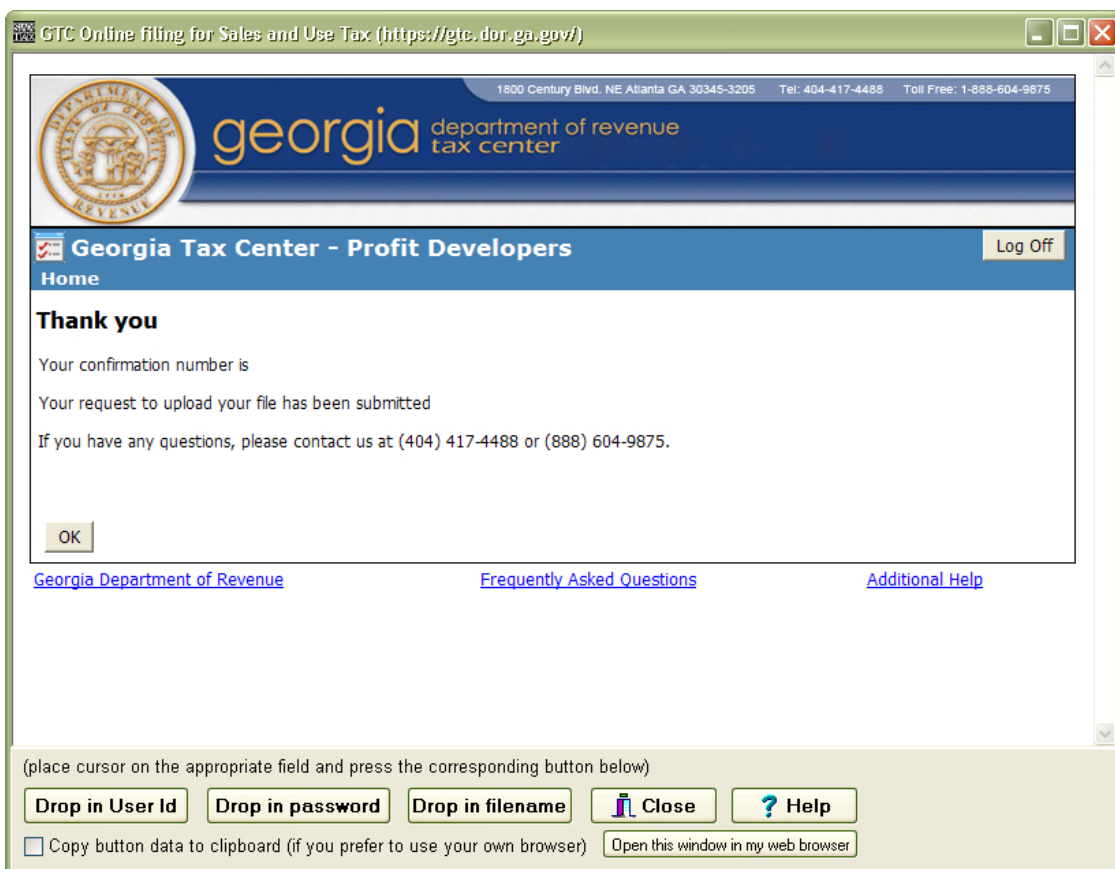
Status:

[Georgia Department of Revenue](#) [Frequently Asked Questions](#) [Additional Help](#)

(place cursor on the appropriate field and press the corresponding button below)

Copy button data to clipboard (if you prefer to use your own browser)  Open this window in my web browser

15. Once submitted, you will receive a confirmation. You may right click on the page to print for your records.



GTC Online filing for Sales and Use Tax (https://gtc.dor.ga.gov/)

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Georgia Tax Center - Profit Developers Log Off

Home

**Thank you**

Your confirmation number is

Your request to upload your file has been submitted

If you have any questions, please contact us at (404) 417-4488 or (888) 604-9875.

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(place cursor on the appropriate field and press the corresponding button below)

Copy button data to clipboard (if you prefer to use your own browser)  Open this window in my web browser