

E-File Queue system:

The E-File queue system allows the user to E-File returns in batches. When working on the returns when the E-File queue system is turned on the E-File button's description changes to "E-File to Queue". The returns go through the normal validation process to catch many common errors and then if the return passes validation it is added to the E-File queue instead of being directly filed with the IRS. This allows for further review of the returns before they are actually sent to the IRS.

To activate the E-File queue system go to the Setup Menu and select Configuration and then on the Defaults tab check the "Add E-File Returns to Queue" option. See below:

The screenshot shows the 'Configuration Setup' dialog box with the 'Defaults' tab selected. The 'Proforma Folder' is set to 'WIAEXP24'. Under the 'Instruction Letter' section, there are five rows, each with a dropdown menu and an 'Apply this letter to existing returns' button. The 'Add E-File Returns to Queue' checkbox is checked, and a callout box points to it with the text: 'Check this box to activate or deactivate the E-File Queueing system.' At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

Instruction Letter	Selected Letter	Action
940 FUTA letter	940 Letter1	Apply this letter to existing returns
941 letter	941 Letter1	Apply this letter to existing returns
Quarterly Wage/tax report (e-File)	MESC e-File Letter	Apply this letter to existing returns
940:8879-EMP Letter	940: 8879-EMP Letter1	Apply this letter to existing returns
941:8879-EMP Letter	941: 8879-EMP Letter1	Apply this letter to existing returns

X out SSN on all Reports (Except 1028)

Enable E-File Auto Rejection reminder Notify after Days

Do not print amounts on lines 16a-d in 940, if less than \$500. Hide Inactive Clients

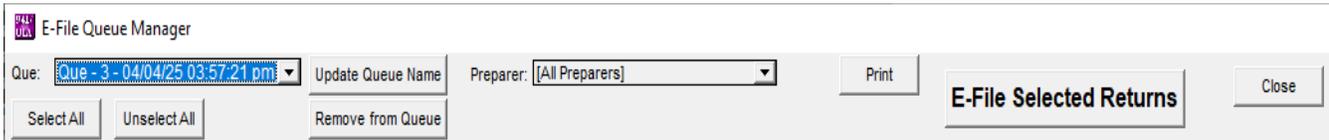
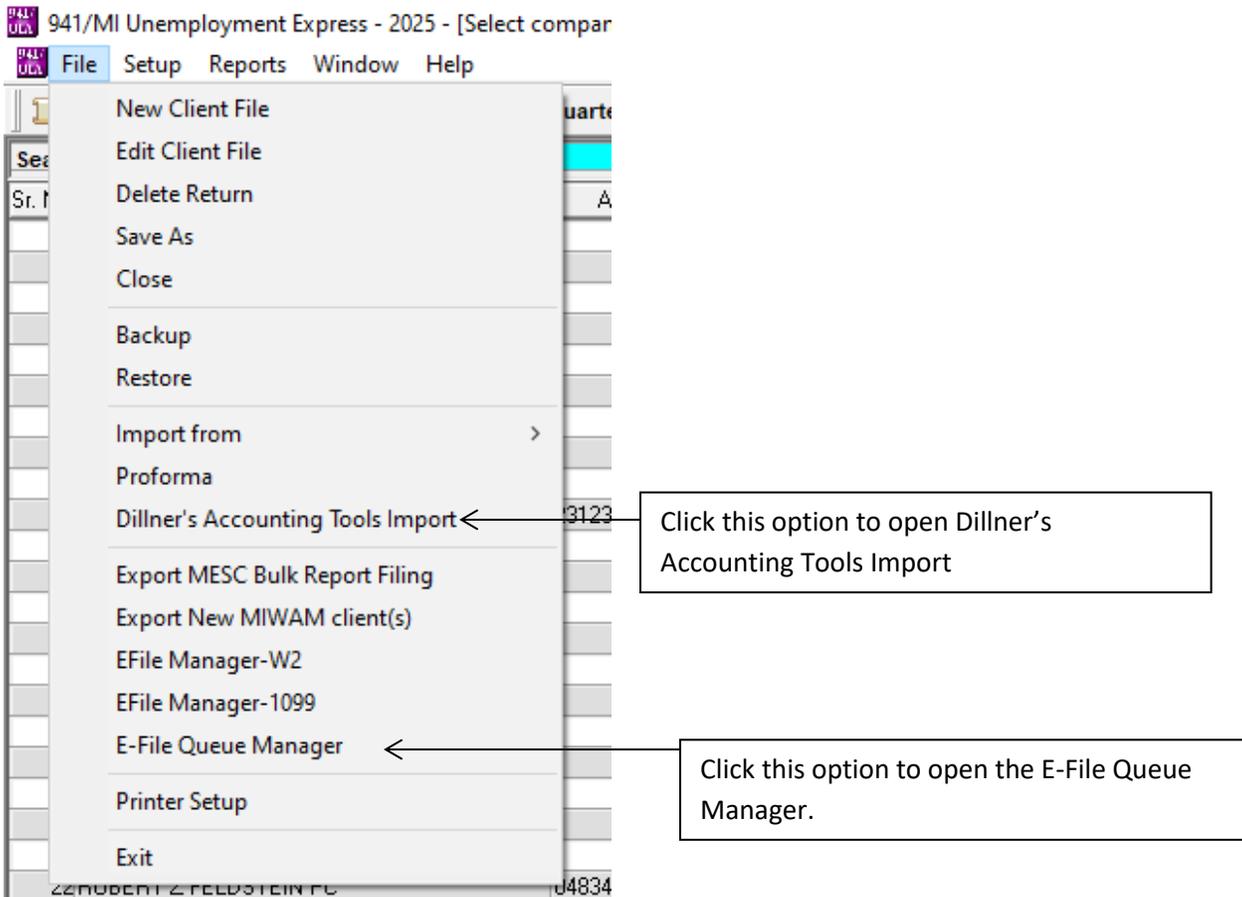
Always check for updates when going into program

Add E-file Returns to Queue ← Check this box to activate or deactivate the E-File Queueing system.

Ok Cancel

To E-File the returns

Go to the “E-File Queue” by going to the **File Menu** and Select “**E-File Queue Manager**”



Select	Company Name	File Name	Form Type	Return Period	Amended Return	Amount Efile Due	Submission ID	Sent to State	Preparer
<input type="checkbox"/>	Marigold Corporation	941 IRS Test 2	941	March	No				

Select All – Selects all the returns in the E-File Queue

Unselect All – unchecks the all the returns

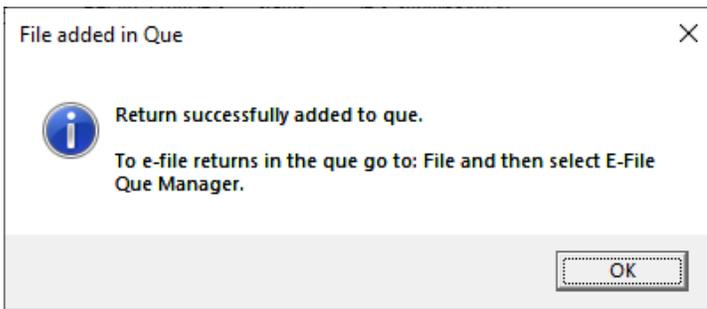
Update Queue Name – Allows the user to change the name of the E-File Queue

Remove from Queue - - removes the selected returns from the queue without E-Filing them. They can be added again by going to for page and clicking the “E-File to Queue” Button.

Print – Prints the contents of the E-File Queue browse window.

E-File Selected Returns – E-Files the returns with check marks

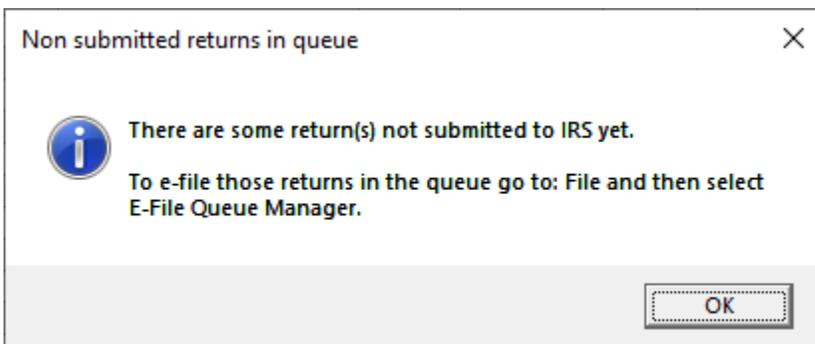
From within a return, when a user clicks the “E-File to Queue” button the system will do a validation and then if you answer “Yes” to the question send to Queue the following message box will open after successfully sending the return to the queue.



Changes can be made to a return that has already been sent to the E-File Queue. Once the return is saved the changes are automatically applied to the return in the queue.

If a return is rejected for some reason it can be added to a “E-File Queue” and resubmitted as usual.

If items are left in the Queue when exiting or entering the program the program will display the following message to remind the users to submit the returns in the E-File Queue.



Dillner’s Accounting Tools Import:

TaxTime has created an import that allows our users to import 941 quarterly returns and the 940 returns data directly into our software. In addition to the return data it will also import the general information data if the client does not already exist and update the existing information if it does exist in MI Unemployment /941/940 Express.

To setup the system to import and E-File:

Go to Setup->Preparers Setup – Add any preparers that will be included on the import file in particular the PTIN. This is essential for importing as an ERO. You can refer to our Manual or Quick Start for more information on adding preparers.

Go to Setup->Configuration->Firm Address tab and configure the “Federal ID”, “EFIN” and “Originator Type Code” fields with the appropriate values, see below:

Configuration Setup

Firm Address | Defaults | 1099 & W2 (Defaults) | Printing | Program & Database | 1099 & W2 (Margins)

Company Name: TAXTIME USA, INC. Enter Password

Address: 30800 TELEGRAPH RD
SUITE 1775

City: BINGHAM FARMS State: MI Zip: 48025-2541

Telephone: (248) 642-7070

Federal ID: 46-3011234

W-2/1099 Required E-file Info

Preparer Code: Accounting Firm

SSA Business online Userid: ABCDEFG1

IRS Fire System TCC: 54818

941/940 Required E-file Info

EFIN: 123456

Originator Type Code: Reporting Agent

Name Control: TAXT

Ok Cancel

From the File menu select **Dillner's Accounting Tools Import**. The following window will open:

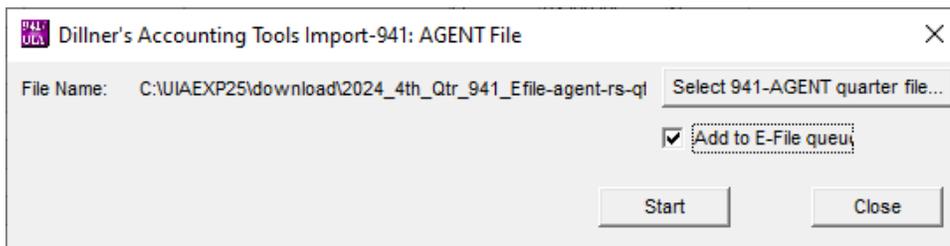
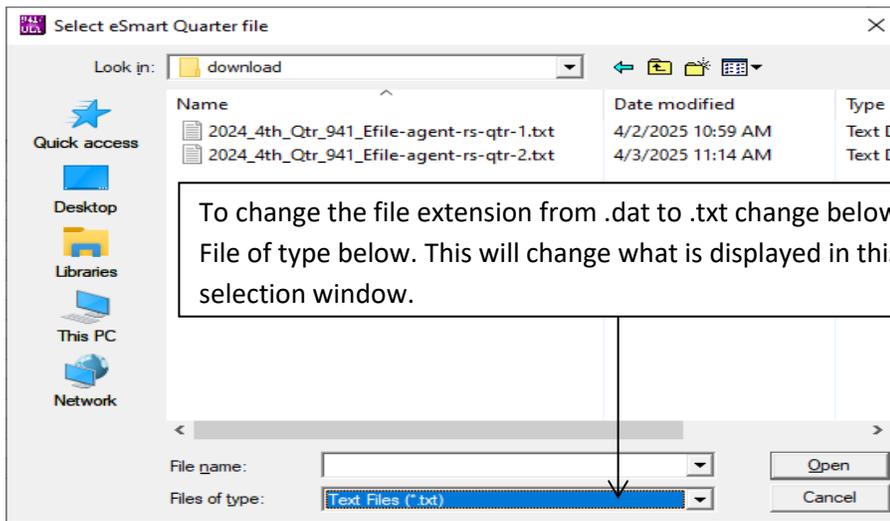
Dillner's Accounting Tools Import-941: AGENT File

File Name: Select 941-AGENT quarter file...

Add to E-File queue

Start Close

To select the file you will import click the button **"Select 941 – Agent/ERO quarter file"**



To add the returns directly to the E-File Queue check the above check box “Add to E-File Queue”

This will allow the user to go the E-File Manager and E-File them without editing the returns.

Click Start to import the Return data from the selected file. A message will display when completed.

If you added the returns directly to the E-File Queue you can go to the “E-File Queue Manager” and E-File the returns.

If you did not add them to the Queue directly you can go into each return and review the information and then add them to the E-File queue or E-File them directly to the IRS if the E-File Queue system is not being used.

Notes:

During import we are automatically answering the question “Does IRS have most current responsible party on file” as “Yes” therefore if you have to notify the IRS of change of responsible party then you should not add the return to the queue automatically because you will need to edit the return and answer “No” to that question and attach the change document and then add it to the E-File Queue or E-File it directly to the IRS.

If the business has closed or has stop paying wages then you should edit the return before it is E-Filed as there is some additional information that the IRS is requesting that does not come in from the Import.