5 CHAPTER: VIEW TAX ACCOUNT PERIOD ENTRIES

A Tax Account Period (TAP) is the pre-defined time period for which a specific tax account has liability. The IRMS Web application allows you to view financial information from activities that occur within a Tax Account Period for business taxpayers in your locality or up to 20 adjacent localities, and individual taxpayers regardless of their locality, provided your MOU allows you this access. The TAP information is displayed in the form of entries on the Tax Account Period Entries window.

TAP entries that display on the Tax Account Period Entries window include:

- Assessments
- Returns
- Refunds
- Adjustments
- Payments

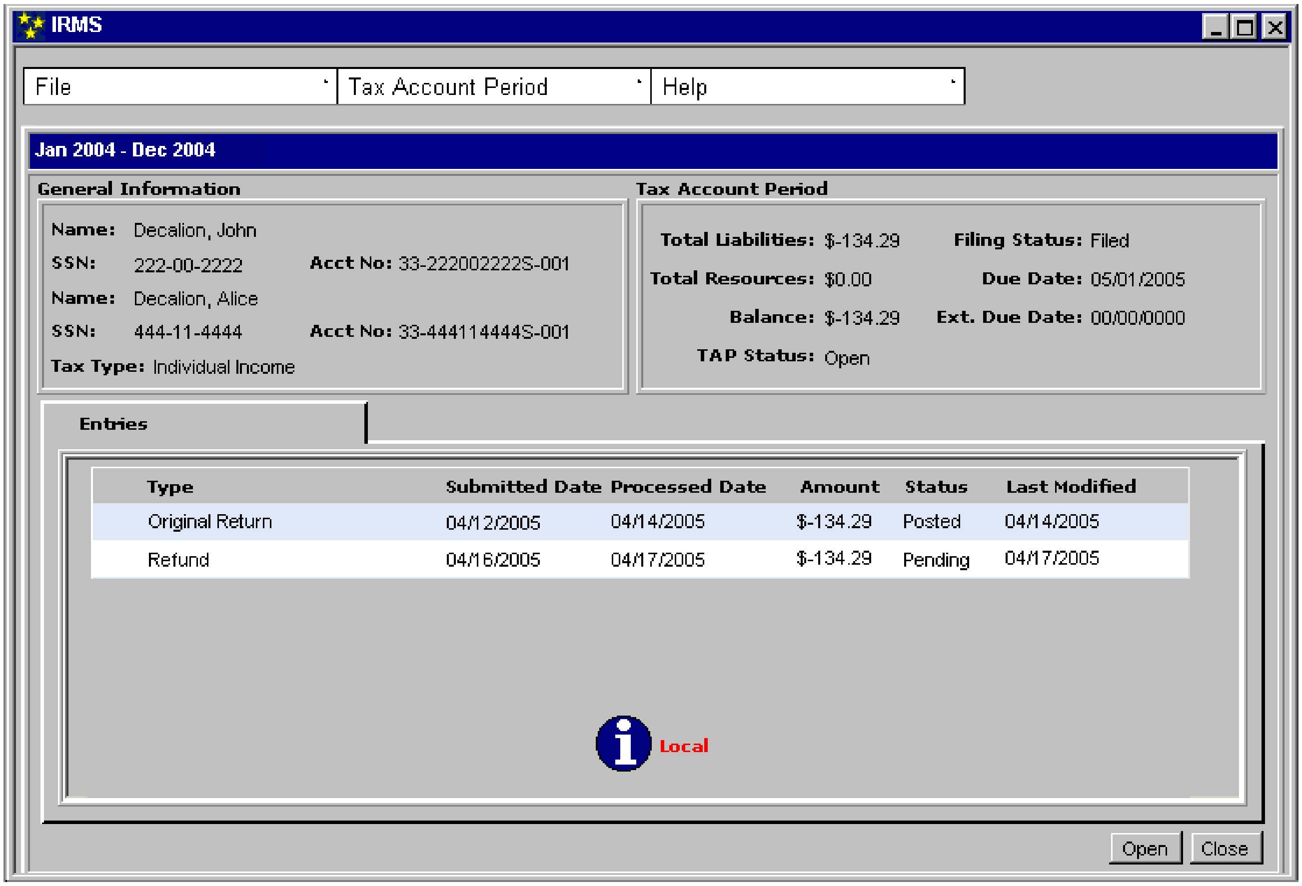
Entries related to updates to the financial information, such as added charges (i.e., penalty, interest), offsets, and overpayment credits also display on the Tax Account Period Entries window.

In addition, you can also view detailed information for many of the entry types that display on the Tax Account Period Entries window by either double-clicking on the entry or by highlighting the entry and clicking **Open**. Specific information regarding entry details can be found in the following chapters in this guide:

- View Taxpayer Returns
- View Payment and Remittance Information
- View Refund and Overpayment Credit Information
- View Extension Information
- View Offset Information

Tax Account Period Entries window

The illustration below is the Tax Account Period window.



Tax Account Period Entry Fields

The table below lists the fields in the Tax Account Period Entries window and provides a brief description of each.

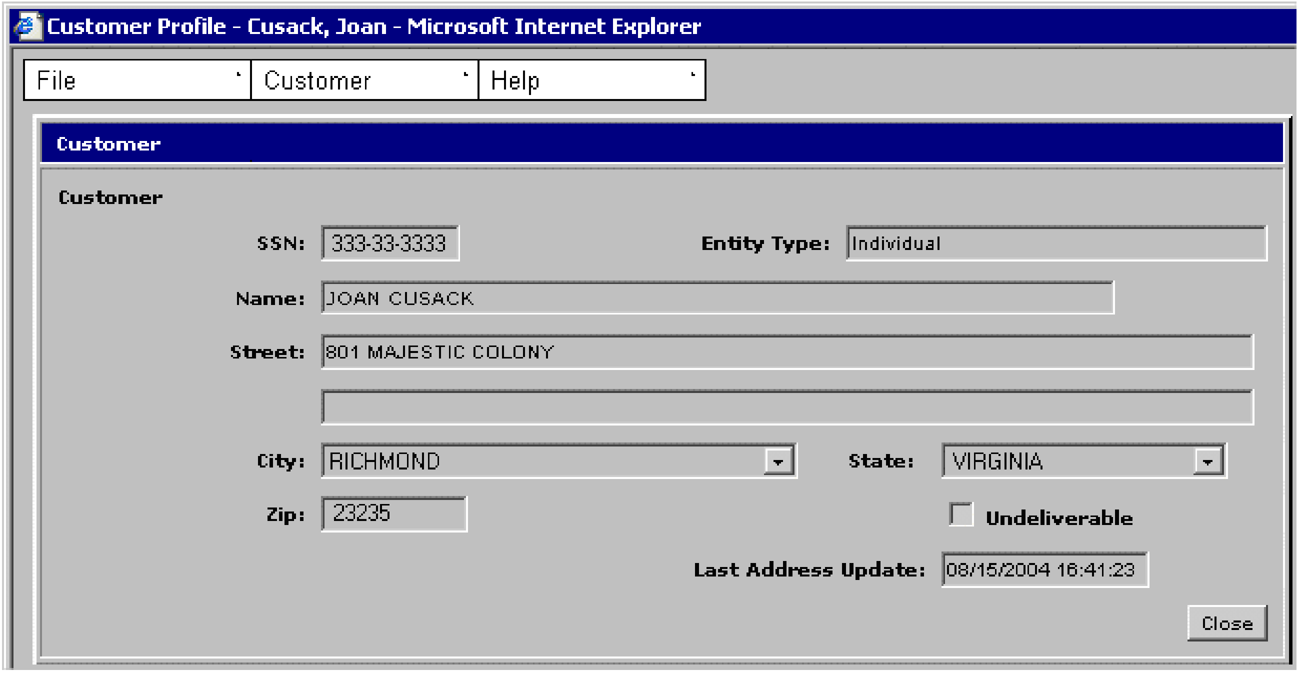
Field	Field Type	Description
Name	System Generated	The name of the account holder (If an individual, the name(s) of the account holder(s). If a business, the name under which the business is legally registered).
SSN/FEIN	System Generated	The social security number (SSN) of the account holder(s) if an individual. The FEIN (Federal Employer Identification Number) of the account holder(s) if a Business (If the Tax Type is a Sole Proprietor, then the SSN and FEIN, if available, displays).
Account No	System Generated	The number assigned to the Tax Account.
Tax Type	System Generated	The type of customer (i.e. individual, corporate, etc.)
Total Liabilities	System Generated	The total amount of tax owed for this period.

Field	Field Type	Description
Filing Status	System Generated	Indicates if the filer has or has not filed a return for the period (i.e. Filed, Not Filed) Can also indicate if the return has been adjusted (i.e. Filed-Adjusted).
Total Resources	System Generated	The amount of credits applied, if any, that the taxpayer has for this period.
Due Date	System Generated	The date that the return is due for this period.
Balance	System Generated	The total amount of tax owed after any credits are applied for this period.
Ext. Due Date	System Generated	The date that the return is due when an extension has been granted. If an extension has not been granted, this field is blank.
TAP Status	System Generated	The current state of the TAP (i.e. Open, etc.).
Type	System Generated	The name of the TAP entry (i.e. Refund, Payment, Return, etc.).
Submitted Date	System Generated	The submission date associate with the TAP entry (The determination of this date varies with the type of entry).
Processed Date	System Generated	The date the specific entry was processed by IRMS.
Amount	System Generated	The amount associated with the TAP entry.
Status	System Generated	The status associated with the TAP entry.
Last Modified	System Generated	The date that any changes were made to the TAP entry.

View Tax Account Period Entries

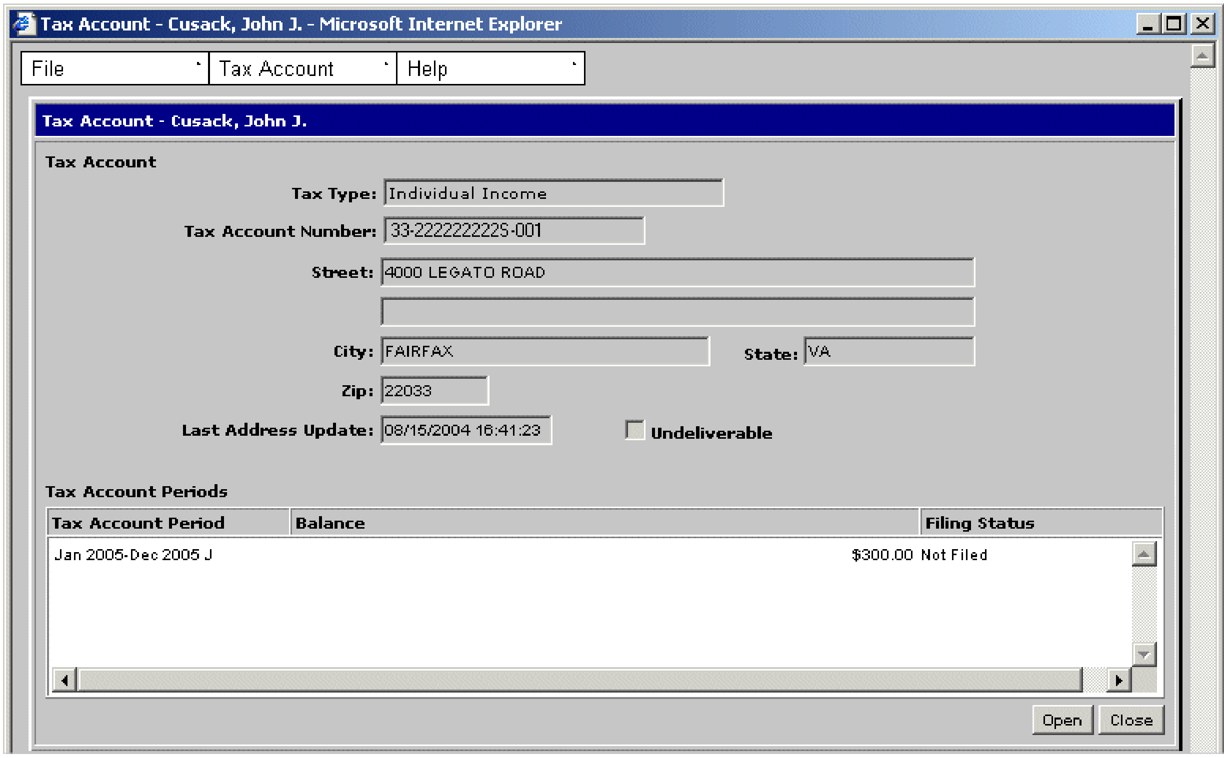
To view Tax Account Period Entries, the following steps are performed:

Step 1: Perform a **Customer Search** to open the Customer Profile window (see the *View Customer Profile Information* chapter of this User Guide for detailed instructions on performing a customer search).

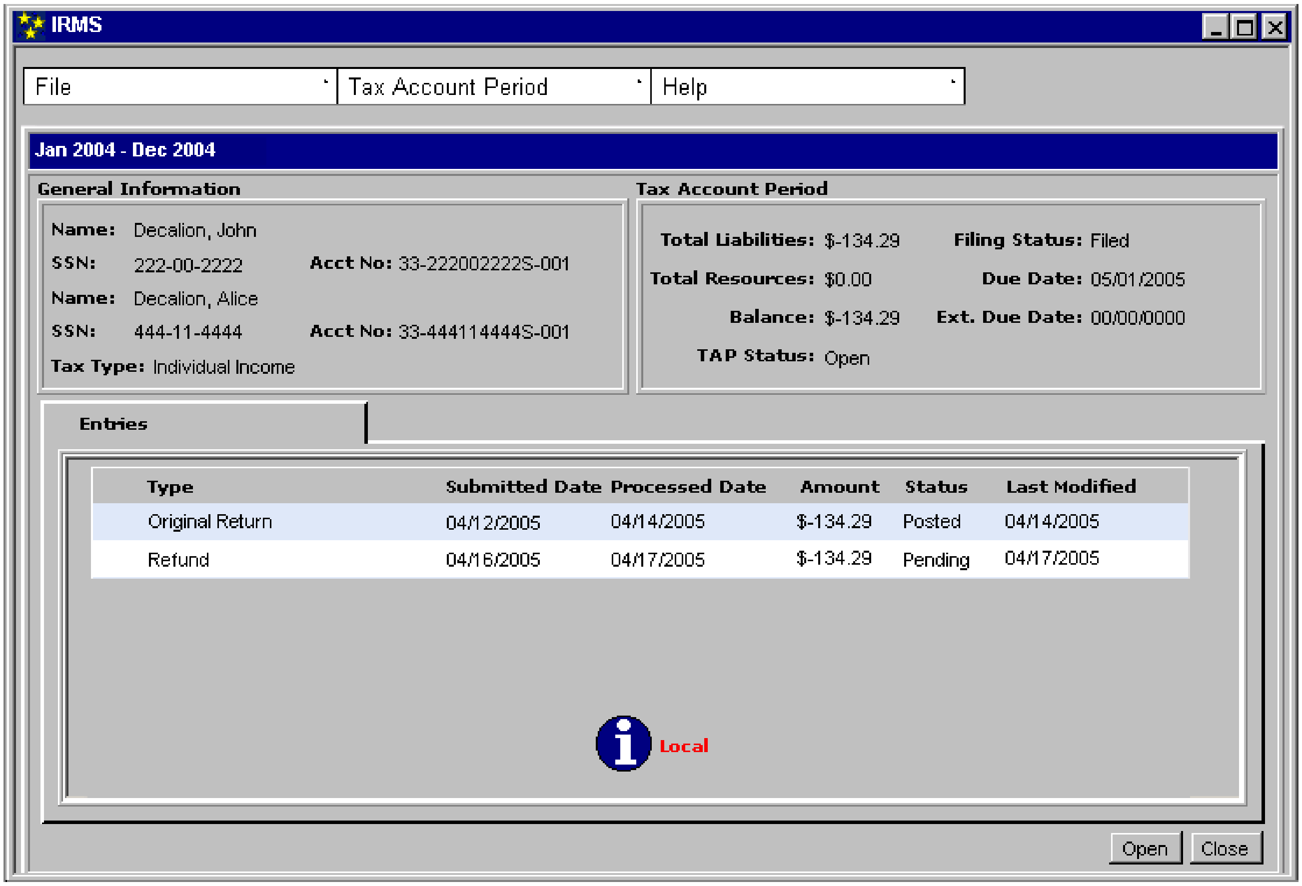


Step 2: From the Customer Profile window, select **Customer: Tax Account**. The Tax Account window opens.

Note: If this is a joint filing period, the letter "J" displays immediately to the right of the Tax Account Period entry.



Step 3: **Double-click** on the desired Tax Account Periods entry. The Tax Account Period Entries window opens.



***Note*:** An **iLocal** icon displays at the bottom of the window when the customer files a tax return locally for that period.

Step 4: From the **File** menu, select **Close** to exit the window and return to the Tax Account window.

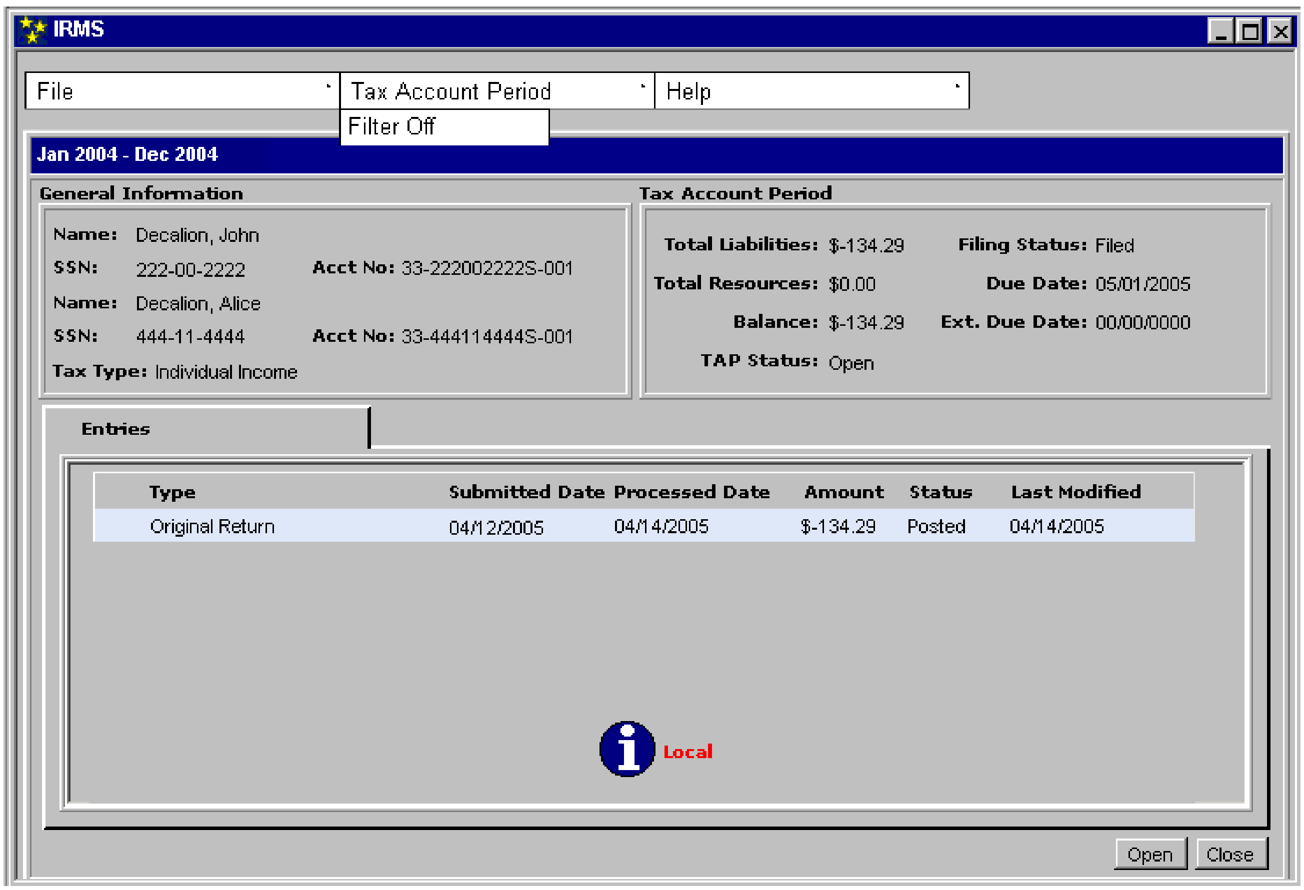
5.1 Turn Filter Off/On

There is a filter feature on the Tax Account Period menu that enables you to view entries that are inactive (i.e., cancelled). The filter is automatically on when the window opens, which means that the inactive entries are filtered out. However, you can turn the filter off so you can view these inactive entries.

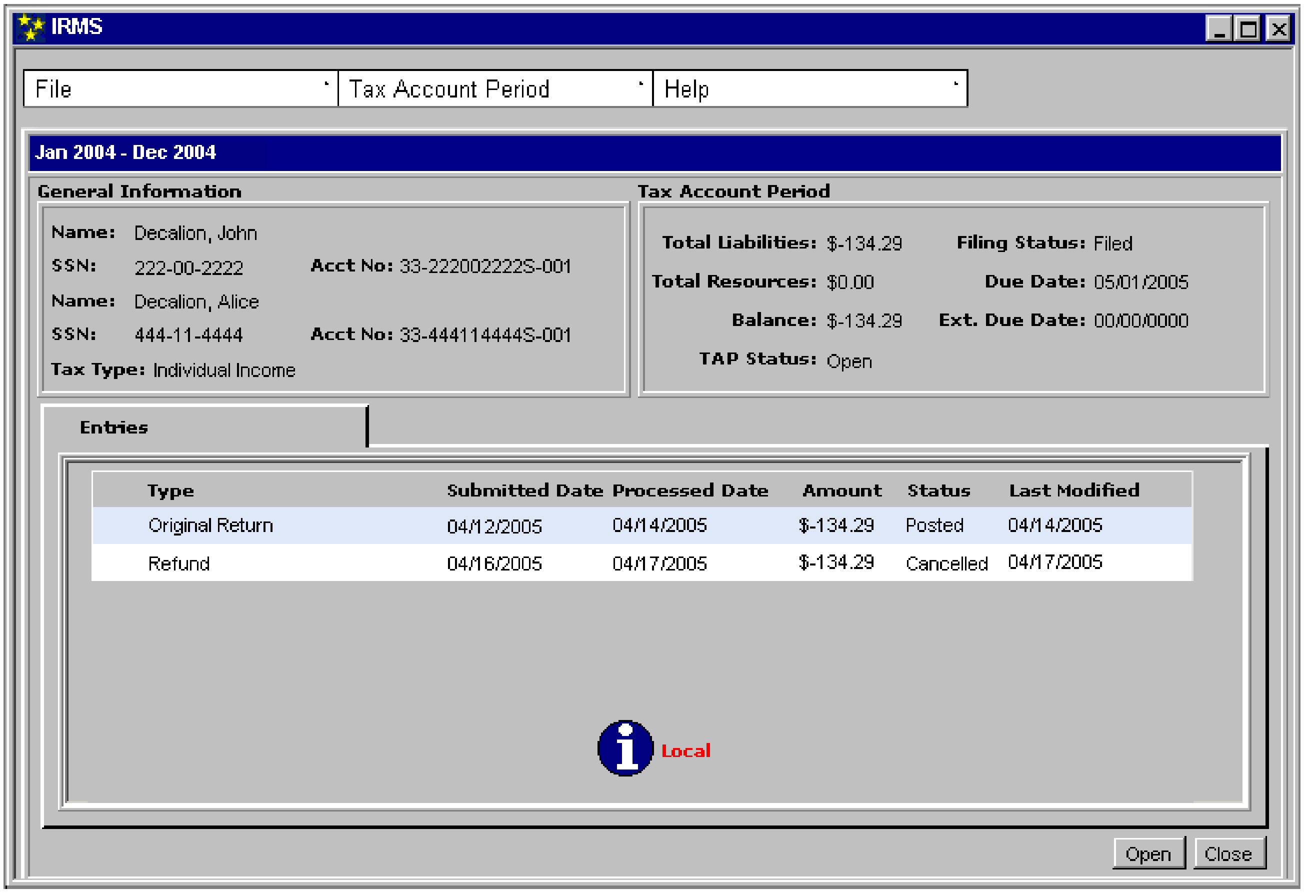
Turn Filter Off

To turn the filter off, the following steps are performed:

Step 1: Open the Tax Account Period Entries window (*See previous topic for steps on accessing this window*). The window opens with the filter On (no inactive entries display).



Step 2: From the Tax Account Period Entries window, select **<u>Tax Account Period: Filter Off.</u>** Any inactive entries for the period now display.



Note: When you want to turn the Filter back on, select **<u>Tax Account Period: Filter On</u>**. The inactive entries no longer display.

Step 3: From the **File** menu, select **Close** to exit the window and return to the Tax Account window.

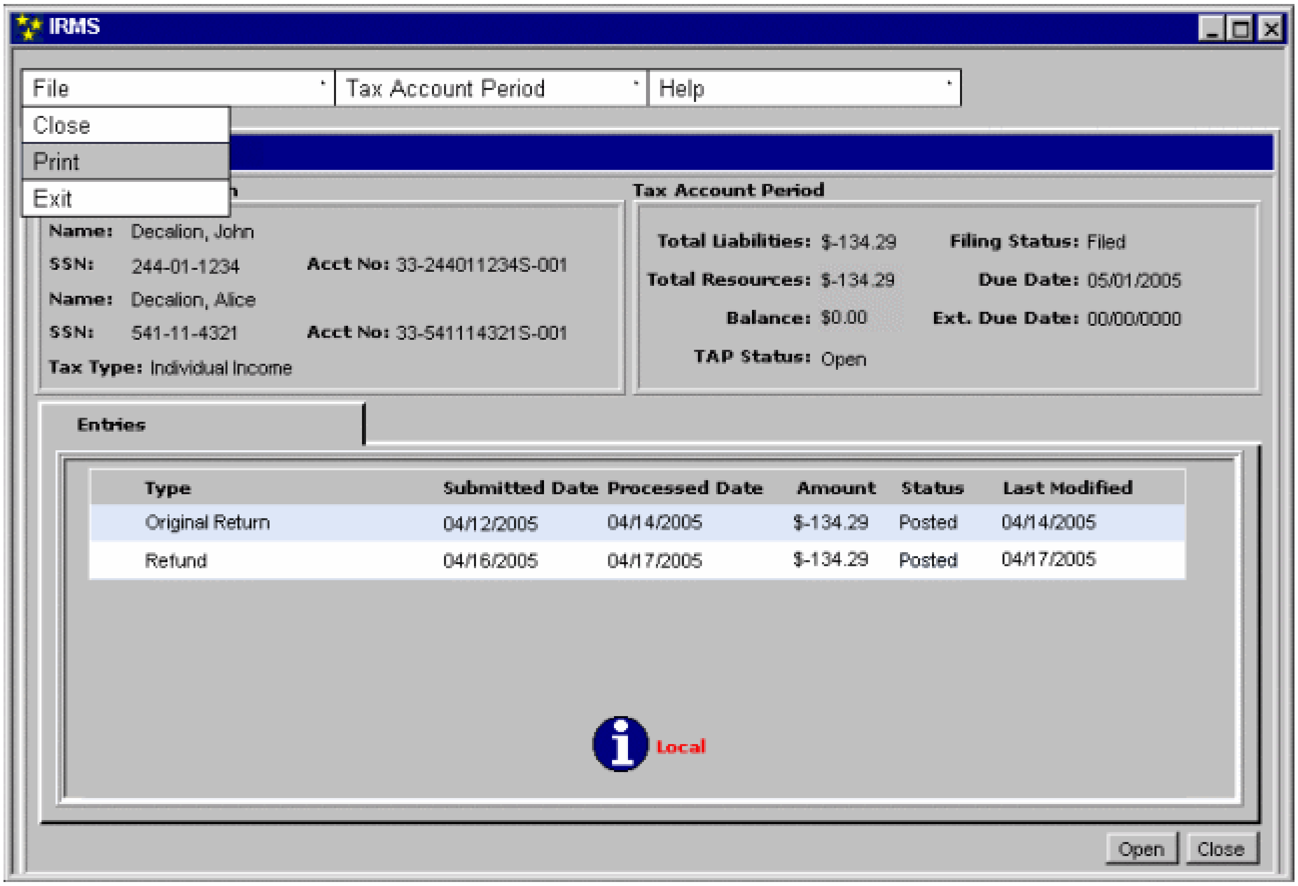
5.2 Print Tax Account Period Entries

There is a menu function on the Tax Account Period Entries window that enables you to print a copy of the Tax Account Period Entries.

Print Tax Account Period Entries

To print a copy of the Tax Account Period entries, the following steps are performed:

Step 1: From the Tax Account Period Entries window, select **File: Print**. A copy of the Tax Account Period Entries prints to your local printer.



Step 2: From the **File** menu, select **Close** to exit the window and return to the Tax Account window.