

Create and Upload a Local Estimated Income Tax File Using Munis Software

This job aid is used by localities with Munis Software to produce a file of local estimated income tax data to be uploaded to TAX using the External Entity Secure Messaging Center (EESMC).

Step	Action
1.	Enter State Income Tax Estimated Data into you Munis software using the Enter Estimated Payments function.  NOTE: This function is located in the Virginia State Income Tax Module in the Treasurer's Office menu.
2.	Create a Deposit Certificate for the deposit.  NOTE: This document may be created using a Word template.
3.	Click on Estimated Tax Payment Export .
4.	Access the Create Export File module.  NOTE: This function is located in the Virginia State Income Tax Module in the Treasurer's Office menu.
5.	Select " Define " in the upper right portion of the toolbar.
6.	Enter the taxable year associated with the payments in the Estimated tax year field in YYYY format.
7.	Assign the name of the file to be exported and enter it in the Export file field.
8.	Enter the file-specific data as follows: <ul style="list-style-type: none"> • The 8-digit Deposit Certificate Number. • Deposit Date (use the calendar function to the right of the field to choose the proper date). • The Batch Number. • The 2-digit numeric value of the month in which the data is being submitted in the Submission Month field. <u>Example:</u> If submitting items in October, 10 would be entered in the field. If submitting items in April, 04 would be entered. • The frequency of file creation in the Frequency field (use the drop-down menu and choose the proper value). • The Submission Week Ending date (use the calendar function to the right of the field to chose the proper date). • The Payment Date Range given the "from" and "to" date range (use the calendar function to the right of each field to select the proper dates).  IMPORTANT: Make sure the "Export the Alternate Address in place of the primary address" box is UNCHECKED .
9.	Select the green Accept button in the upper left corner of the toolbar.  IMPORTANT: Ensure that the number of records displayed on the screen by the reporting tool equals the number of vouchers being processed.
10.	Click Select in the upper right hand portion of the tool bar.
11.	Click Text File in the upper middle portion of the tool bar.

12.	<p>Click Export in the upper right hand portion of the tool bar.</p>  <p>NOTE: Once the export is complete, a dialogue box will be presented.</p>
13.	<p>Click “OK” on the Export Dialogue box.</p>
14.	<p>Select the File Transfer function.</p>
15.	<p>Select the file that’s been created as follows:</p> <ul style="list-style-type: none"> • Point to the Download from the pool directory. • Select the file that you previously named and saved in STEP 7.
16.	<p>Select the green Accept button in the upper left corner of the toolbar.</p>
17.	<p>Save the file with the following naming convention of LOCEST_51XXX_YYYY_ZZZ where:</p> <ul style="list-style-type: none"> • XXX is the locality’s 3-digit FIPS code. • YYYY is the 4-digit year associated with the deposit date. • ZZZ is the sequential number of the file, beginning with 001.  <p>NOTE: The three (3) underscores shown in the file name example above must be typed into the file name as shown above when the new file is named.</p>  <p>IMPORTANT: The numbering system for local estimated files starts with 001 for the locality’s first file of the calendar year and continues with 002, 003, etc. for subsequent files.</p>  <p>IMPORTANT: The file should reflect a “.txt” file extension.</p>
18.	<p>Log into TAX’s EESMC server.</p>  <p>NOTE: The <u>External Entity Secure Messaging Center (EESMC) User Guide</u> may be found in the TARP Repository.</p>
19.	<p>Go to the FILE TRANSFERS section and click on “Send/Upload New Files” link.</p>
20.	<p>When the Add/Delete Attachments window opens, enter the following transmission data:</p> <ul style="list-style-type: none"> • In the Message Topic field, select “Local Estimated Payment Information” from the drop-down menu. • Enter the Number of Records associated with the file. • Enter the Estimated Payment Total associated with the file in dollars and cents.  <p>IMPORTANT: Do not include a dollar sign (\$).</p> <ul style="list-style-type: none"> • Browse/select/ the file name from the designated location.  <p>NOTE: The filepath of the file may be obtained by using the BROWSE function or by typing the name of the file directly into the provided window. <ul style="list-style-type: none"> • Select the Attach File button.  <p>NOTE: A box will be presented at this time that displays the File Name, Size File, and Records in File for the file which has been attached. <ul style="list-style-type: none"> • Click on the Submit button.  <p>NOTE: A message will be displayed if the file has been uploaded successfully.</p> </p></p>

21.	Logout of the EESMC application.
22.	<p>Complete a Transmittal Form for Locality Estimated Payments once the file has been uploaded successfully.</p>  <p>NOTE: A Word version and Fillable version of the Transmittal Form may be found in the TARP Repository.</p>
23.	<p>Forward the completed Transmittal Form to TAX via email or fax.</p>  <p>NOTE: If emailing the completed Transmittal Form, use the following email address: TAX-ProcessingEESMC@tax.virginia.gov. Include the File Name, Your Locality Name, and FIPS Code on the Subject line. EXAMPLE: <u>LOCEST_51089_2016_999.txt</u> Henry 51089.</p>  <p>IMPORTANT: A cover sheet is NOT required when emailing the completed Transmittal Form</p>  <p>IMPORTANT: PLEASE DO NOT INCLUDE COPIES OF DEPOSIT CERTIFICATE(S) OR DEPOSIT RECEIPTS WHEN EMAILING A LOCAL ESTIMATED TRANSMITTAL.</p>