CHAPTER 21: VIEW SALES TAX DISTRIBUTION INFORMATION

21.1 Overview

In order to view Sales tax distribution information online, IRMS provides the Distribution History and Distribution Summary windows.

21.2 View Sales Tax Distribution History Information Online

The Distribution History window allows you to search for and view all the businesses that have paid Sales tax in a specific locality, up to three years prior to the current system date. This feature is used to ensure that all businesses have filed their Sales tax returns and reported sales in the proper locality.

Distribution History Window

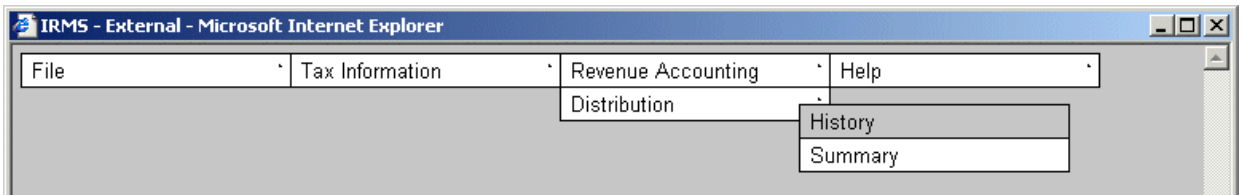The illustration below is the Distribution History window:

Distribution History Window Fields

The table below identifies the fields on the Distribution History window.

Field	Field Type	Description
FIPS	Required	Name and code of the locality in which the Sales tax was reported. Defaults to your locality.
Tax Account Number	Conditionally Required	Tax Account number associated with the Sales tax that was reported.
		Either the Tax Account Number or Distribution Month field must be populated to perform a search.
Distribution Month	Conditionally Required	Calendar month and year during which the Sales tax was reported (MMYYYY format). Must be within three years prior to the current date.
		Either the Tax Account Number or Distribution Month field must be populated to perform a search.
Customer Name	System Generated	Name of the customer associated with the Tax Account Number.
Transaction Period	System Generated	Tax Account Period associated with the filed Sales tax return.
Distribution Amount	System Generated	Amount of Sales tax reported by the customer.

View Distribution History Information Online

To view distribution history information online, the following steps must be performed:

Step 1: From the IRMS main window, select **Revenue Accounting: Distribution: History** to open the Distribution History window.

Step 2: Select the locality for which you want to view distribution information from the **FIPS** drop-down list, if necessary.

Step 3: Enter the **Tax Account Number** of the business for which you want to view distribution information.

OR

Enter the calendar month and year (in the MMYYYY format) for which you want to view distribution information in the **Distribution Month** field.

Step 4: Click **Find**. IRMS searches for and displays distribution information for the business(es) in the specific locality.

Step 5: Click **Close** when finished. The Distribution History window closes and you return to the IRMS main window.

21.3 View Sales Tax Distribution Summary Information Online

The Distribution Summary window enables you to view entries that have been distributed to a specific locality for the current month, or those that have not yet been distributed.

Distribution Summary Window

The illustration below is the Distribution Summary window:
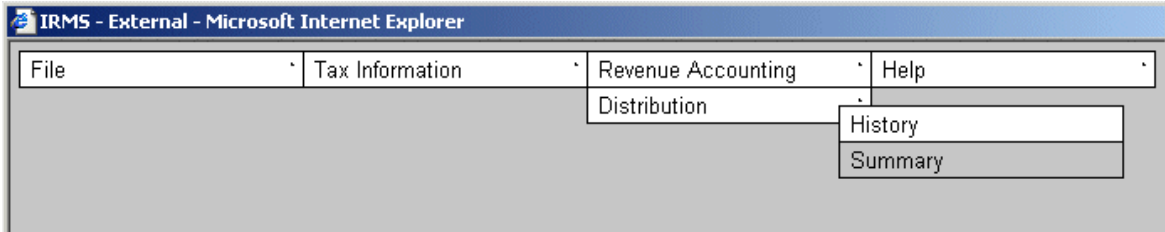

Distribution Summary Window Fields

The table below identifies the fields on the Distribution Summary window.

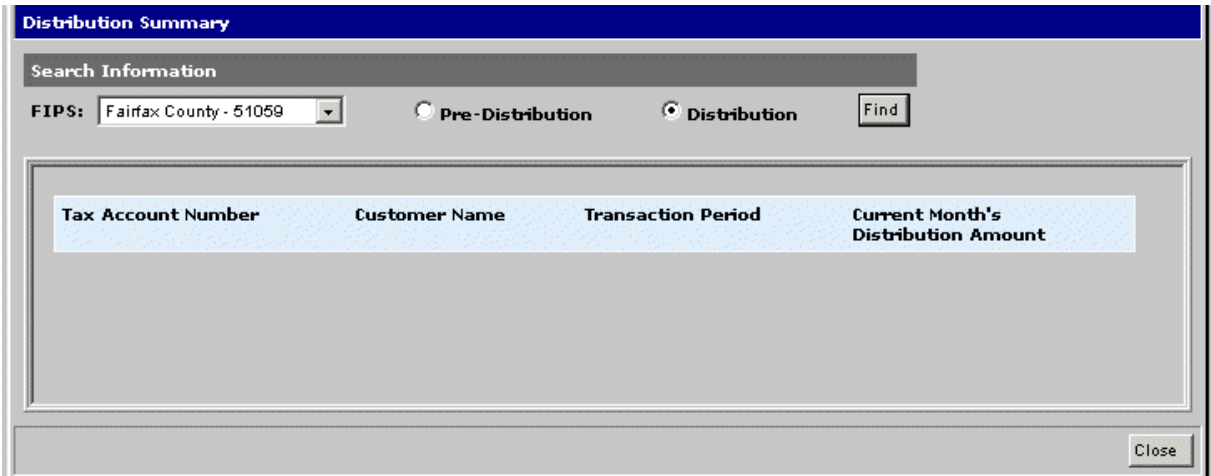| Field	Field Type	Description
FIPS	Required	Name and code of the locality in which the Sales tax was reported.
		Defaults to your locality.
Pre-Distribution	Conditionally Required	Shows transactions that have not yet been distributed to the locality.
		Either the Pre-Distribution or Distribution option must be selected to perform a search.
Distribution	Conditionally Required	Shows transactions that have been distributed to the locality for the current month.
		Either the Pre-Distribution or Distribution option must be selected to perform a search.
Tax Account Number	System Generated	Tax Account number associated with the return that was filed.
Customer Number	System Generated	Name of the customer associated with the Tax Account Number.
Transaction Period	System Generated	Tax Account Period associated with the filed Sales tax return.

Field	Field Type	Description
Current Month's Distribution Amount	System Generated	Amount of Sales tax reported by the customer.

View Distribution Summary Information Online

To view distribution summary information online, the following steps must be performed:

Step 1: From the IRMS main window, select **Revenue Accounting: Distribution: Summary** to open the Distribution Summary window.

Step 2: Select the locality for which you want to view distribution information from the **FIPS** drop-down list, if necessary.

Step 3: Select the **Pre-Distribution** option to view transactions that have not yet been distributed to the locality.

OR

Select the **Distribution** option to view transactions that have been distributed to the locality for the current month.

Step 4: Click **Find**. IRMS searches for and displays distribution information for the specific locality.

Step 5: Click **Close** when finished. The Distribution Summary window closes and you return to the IRMS main window.