# 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, Sales Tax and Use Tax information for businesses regardless of their locality, 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.

IRMS					
ile · · ·	Tax Account Period	• Help		·	
an 2004 - Dec 2004					
eneral Information		Tax Account Pe	eriod		
Name: Doe, John		Total Liabiliti	i <b>es:</b> \$1200.0	) Fil	ing Status: Filed
SSN: 111-22-3333 Acc	t No: 33-1112233338-001	Total Resource	es: \$1200.0	0	Due Date: 05/01/200
Tax Type: Individual Income		Balan	ce: \$0.00	Ext.	Due Date: 00/00/000
		TAP Stat	us: Open		
Entries	1				
Entries Type	Submitted Date	Processed Date	Amount	Status	Last Modified
Entries Type Original Return	Submitted Date 04/28/2005	Processed Date 04/30/2005	<b>Amount</b> \$1200.00	<b>Status</b> Posted	Last Modified 04/30/2005
Entries Type Original Return Payment-Local Estimated R	Submitted Date           04/28/2005           Payment         01/15/2005	Processed Date 04/30/2005 01/17/2005	Amount \$1200.00 \$300.00	Status Posted Posted	Last Modified 04/30/2005 01/17/2005
Entries Type Original Return Payment-Local Estimated R Payment-Local Estimated R	Submitted Date           04/28/2005           Payment         01/15/2005           Payment         09/15/2004	Processed Date 04/30/2005 01/17/2005 09/17/2004	Amount \$1200.00 \$300.00 \$300.00	Status Posted Posted Posted	Last Modified 04/30/2005 01/17/2005 09/17/2004
Entries Type Original Return Payment-Local Estimated R Payment-Local Estimated R	Submitted Date           04/28/2005           Payment         01/15/2005           Payment         09/15/2004           Payment         06/15/2004	Processed Date 04/30/2005 01/17/2005 09/17/2004 06/17/2004	Amount \$1200.00 \$300.00 \$300.00 \$300.00	Status Posted Posted Posted Posted	Last Modified 04/30/2005 01/17/2005 09/17/2004 06/17/2004
Entries Type Original Return Payment-Local Estimated R Payment-Local Estimated R Payment-Local Estimated R	Submitted Date           04/28/2005           Payment         01/15/2005           Payment         09/15/2004           Payment         06/15/2004           Payment         05/01/2004	Processed Date 04/30/2005 01/17/2005 09/17/2004 06/17/2004 05/03/2004	Amount \$1200.00 \$300.00 \$300.00 \$300.00 \$300.00	Status Posted Posted Posted Posted Posted	Last Modified 04/30/2005 01/17/2005 09/17/2004 06/17/2004 05/03/2004
Entries Type Original Return Payment-Local Estimated R Payment-Local Estimated R Payment-Local Estimated R	Submitted Date           04/28/2005           Payment         01/15/2005           Payment         09/15/2004           Payment         06/15/2004           Payment         05/01/2004	Processed Date 04/30/2005 01/17/2005 09/17/2004 06/17/2004 05/03/2004	Amount \$1200.00 \$300.00 \$300.00 \$300.00	Status Posted Posted Posted Posted	Last Modified 04/30/2005 01/17/2005 09/17/2004 06/17/2004 05/03/2004

### **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.
Тах Туре	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.).
Туре	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).

Customer								
Customer								
	SSN:	222-22-2222		Entity Typ	e:	Individual	I	
	Name:	JOHN DOE						
	Street:	600 E. MAIN ST	REET					
	City:	RICHMOND		•	5	State:	VA	•
	Zip:	23238					🔲 Undeliverable	
				Last Addre	ss U	pdate:	08/15/2004 16:41:23	
								Close

View Tax Account Period Entries Version 1.0

Step 2: From the Customer Profile window, select <u>Customer: Tax Account</u>. 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.

Tax Account						
File	* Tax Account	• Help	•			
Tax Account -	DOE, JOHN					
Tax Account						
	Tax Type:	: Individual Income	1	_		
	Tax Account Number	: 33-222222225-001				
	Street:	600 E. MAIN STRE	ET			
	City:	FAIRFAX		State: VA		
	Zip:	22033		,		
	Last Address Update:	08/15/2004 16:41:23	🗌 🗌 Undeliv	verable		
Tax Account Pe	riods					
Tax Account Po	eriod Balance				Filing Status	
Jan 2005-Dec 20	05 J			\$300.0	0 Not Filed	*
						×
•						

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

RMS					
le	ount Period	• Help		•	
n 2004 - Dec 2004					
eneral Information		Tax Account P	eriod		
Name: Doe, John		Total Liabilit	ies: \$1200.0	D Fil	ing Status: Filed
SSN: 111-22-3333 Acct No: 33-	112233338-001	Total Resource	:es: \$1200.0	D	Due Date: 05/01/2005
fax Type: Individual Income		Balar	ce: \$0.00	Ext.	Due Date: 00/00/0000
		TAP Stat	tus: Open		
Entries					
Туре	Submitted Date	Processed Date	Amount	Status	Last Modified
Original Return	04/28/2005	04/30/2005	\$1200.00	Posted	04/30/2005
Payment-Local Estimated Payment	01/15/2005	01/17/2005	\$300.00	Posted	01/17/2005
Payment-Local Estimated Payment	09/15/2004	09/17/2004	\$300.00	Posted	09/17/2004
Payment-Local Estimated Payment	06/15/2004	06/17/2004	\$300.00	Posted	06/17/2004
Payment-Local Estimated Payment	05/01/2004	05/03/2004	\$300.00	Posted	05/03/2004
		•			
		Local			
		-			
J					
μ					Open

**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).

IRMS					
ile	Tax Account Period	• Help		•	
	Filter Off				
an 2004 - Dec 2004					
eneral Information		Tax Account P	eriod		
Name: Doe, John		Total Liabilit	<b>ties:</b> \$1200.0	) Fil	ling Status: Filed
SSN: 111-22-3333 Ac	ct No: 33-1112233338-001	Total Resour	<b>ces:</b> \$1200.0	)	Due Date: 05/01/2005
Tax Type: Individual Income		Bala	nce: \$0.00	Ext.	Due Date: 00/00/0000
		TAP Sta	tus: Open		
		]			
Entries					
Туре	Submitted Da	ate Processed Date	Amount	Status	Last Modified
Original Return	04/28/2005	04/30/2005	\$1200.00	Posted	04/30/2005
Payment-Local Estimated	Payment 01/15/2005	01/17/2005	\$300.00	Posted	01/17/2005
Payment-Local Estimated	Payment 09/15/2004	09/17/2004	\$300.00	Posted	09/17/2004
Payment-Local Estimated	Payment 06/15/2004	06/17/2004	\$300.00	Posted	06/17/2004
Payment-Local Estimated	Payment 05/01/2004	05/03/2004	\$300.00	Posted	05/03/2004
		~			
		Local			
		0			

**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</u> On**. The inactive entries no longer display.</u>

**Step 3:** Click **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 <u>File: Print</u>. A copy of the Tax Account Period Entries prints to your local printer.

IRMS						
ile	• Tax Acc	ount Period	• Help		·	
lose						
rint						
xit	n		Tax Account P	eriod		
Nam	e: Doe, John		Total Liabilit	ies: \$1200.0	0 Fil	ing Status: Filed
SSN:	111-22-3333 Acct No: 33-1	111223333 <b>5-001</b>	Total Resource	es: \$1200.0	D	Due Date: 05/01/200
Tax 1	Type: Individual Income		Balar	ice: \$0.00	Ext.	Due Date: 00/00/000
			TAP Stat	tus: Open		
_						
En	itries					
En	Type	Submitted Date	Processed Date	Amount	Status	Last Modified
En	Type Original Return	Submitted Date 04/28/2005	• Processed Date 04/30/2005	<b>Amount</b> \$1200.00	Status Posted	Last Modified 04/30/2005
En	Type Original Return Payment-Local Estimated Payment	Submitted Date 04/28/2005 01/15/2005	Processed Date 04/30/2005 01/17/2005	Amount \$1200.00 \$300.00	Status Posted Posted	Last Modified 04/30/2005 01/17/2005
En	Type Original Return Payment-Local Estimated Payment Payment-Local Estimated Payment	Submitted Date 04/28/2005 01/15/2005 09/15/2004	Processed Date 04/30/2005 01/17/2005 09/17/2004	Amount \$1200.00 \$300.00 \$300.00	Status Posted Posted Posted	Last Modified 04/30/2005 01/17/2005 09/17/2004
En	Type Original Return Payment-Local Estimated Payment Payment-Local Estimated Payment Payment-Local Estimated Payment	Submitted Date 04/28/2005 01/15/2005 09/15/2004 06/15/2004	Processed Date 04/30/2005 01/17/2005 09/17/2004 06/17/2004	Amount \$1200.00 \$300.00 \$300.00 \$300.00	Status Posted Posted Posted Posted	Last Modified 04/30/2005 01/17/2005 09/17/2004 06/17/2004
En	Type       Original Return       Payment-Local Estimated Payment       Payment-Local Estimated Payment       Payment-Local Estimated Payment       Payment-Local Estimated Payment       Payment-Local Estimated Payment	Submitted Date 04/28/2005 01/15/2005 09/15/2004 06/15/2004 05/01/2004	Processed Date 04/30/2005 01/17/2005 09/17/2004 06/17/2004 05/03/2004	Amount \$1200.00 \$300.00 \$300.00 \$300.00 \$300.00	Status Posted Posted Posted Posted Posted	Last Modified 04/30/2005 01/17/2005 09/17/2004 06/17/2004 05/03/2004
En	Type Original Return Payment-Local Estimated Payment Payment-Local Estimated Payment Payment-Local Estimated Payment Payment-Local Estimated Payment	Submitted Date 04/28/2005 01/15/2005 09/15/2004 06/15/2004 05/01/2004	Processed Date 04/30/2005 01/17/2005 09/17/2004 06/17/2004 05/03/2004	Amount \$1200.00 \$300.00 \$300.00 \$300.00 \$300.00	Status Posted Posted Posted Posted Posted	Last Modified 04/30/2005 01/17/2005 09/17/2004 06/17/2004 05/03/2004
En	htries Type Original Return Payment-Local Estimated Payment Payment-Local Estimated Payment Payment-Local Estimated Payment Payment-Local Estimated Payment	Submitted Date 04/28/2005 01/15/2005 09/15/2004 06/15/2004 05/01/2004	Processed Date 04/30/2005 01/17/2005 09/17/2004 06/17/2004 05/03/2004	Amount \$1200.00 \$300.00 \$300.00 \$300.00	Status Posted Posted Posted Posted	Last Modified 04/30/2005 01/17/2005 09/17/2004 06/17/2004 05/03/2004
En	htries Type Original Return Payment-Local Estimated Payment Payment-Local Estimated Payment Payment-Local Estimated Payment Payment-Local Estimated Payment	Submitted Date 04/28/2005 01/15/2005 09/15/2004 06/15/2004 05/01/2004	Processed Date 04/30/2005 01/17/2005 09/17/2004 05/03/2004 05/03/2004	Amount \$1200.00 \$300.00 \$300.00 \$300.00	Status Posted Posted Posted Posted	Last Modified 04/30/2005 01/17/2005 09/17/2004 06/17/2004 05/03/2004
En	htries Type Original Return Payment-Local Estimated Payment Payment-Local Estimated Payment Payment-Local Estimated Payment Payment-Local Estimated Payment	Submitted Date 04/28/2005 01/15/2005 09/15/2004 06/15/2004 05/01/2004	Processed Date 04/30/2005 01/17/2005 09/17/2004 06/17/2004 05/03/2004	Amount \$1200.00 \$300.00 \$300.00 \$300.00	Status Posted Posted Posted Posted	Last Modified 04/30/2005 01/17/2005 09/17/2004 05/03/2004

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