Master Tax

Last Modified on 11/19/2024 4:52 pm CST

What is Master Tax?

Master Tax is a 3rd party resource to assist in payroll tax filings. There are two types of file exports (PTS & RTS) built into Enterprise which allow us to import data from Enterprise into Master Tax. This data allows you to generate returns and ACH bulk file uploads from Master Tax to complete tax filings.

Note This is an additional module that may be added into your database. Please work with a TempWorks representative for assistance.

How to Complete a MasterTax Export

To access the MasterTax Export navigate to the 'Pay/Bill' area, then select the(1.) 'Actions' menu, from here (2.) select export (3.):



Once export is chosen, select "MasterTax" from the select category drop down. Select the export that you wish to execute (PTS or RTS):



PTS

With the "MasterTax PTS Export" selected, enter/select the following:

- End Date
- Include Converted Checks
- Federal Employer ID
- Regenerate Previous Run ID

Note If Federal Employer ID is left blank, the export will generate data for all Employer ID's visible from the current hierarchy location.

🗋 export file		×
select category		
MasterTax		-
select procedure		
MasterTax PTS Export		
parameters		
End Date !		Â
Include Converted Checks		
Federal Employer ID		
Regenerate Previous Run ID		Ŧ
0 A	🗙 Close 🔡 Export Fi	le

Once the information has been entered, select "Export File".

A 'Save As' dialog will appear when the data is ready. The default file name will take the form of "MT_Export_" (EmployerID) "_" (Today's Date as YYMMDD). (If Employer ID is left empty, the file name will instead default to "All".)

€ 🕘 ד ↑ 星 •	This PC P on LINDSEY	~ ¢	Search P on LIN	NDSEY 🔎
Organize 👻 New fol	der			H 🕶 🥳
👉 Favorites	Name	Date modified	Туре	Size
	🐌 Resumes	2/28/2017 9:08 AM	File folder	
🌉 This PC	🌗 Sample Docs	8/31/2017 11:14 AM	File folder	
	鷆 UKHRcenter	10/20/2016 3:30 PM	File folder	
📬 Network	Ach_BanklD17_2017_03070551	3/7/2017 5:52 PM	Text Document	3 KB
	Ach_BanklD491_2017_08241020	8/24/2017 10:22 AM	Text Document	1 KB
	Ach_BanklD514_2016_12010259	12/1/2016 2:59 PM	Text Document	2 KB
	Ach_BanklD514_2017_04130211	4/13/2017 2:11 PM	Text Document	1 KB
	ach824	8/24/2017 10:21 AM	Text Document	1 KB
	📧 New Volume (C) - Shortcut	12/4/2015 2:06 PM	Shortcut	1 KB
	📰 Shared (S) - Shortcut	9/21/2016 8:00 AM	Shortcut	1 KB
	🚡 Test Timecard - Shortcut	9/8/2016 7:53 AM	Shortcut	2 KB
File name: M	IT_Export_All_170907			
Save as type: Ex	port File Type (*.txt)			

RTS

With the "MasterTax RTS Export" selected, enter/select the following:

- Year
- Quarter
- Federal Employer ID

Note If Federal Employer ID is left blank, the export will generate data for all Employer ID's visible from the current hierarchy location.

🗋 export file		×
select category MasterTax		•
select procedure MasterTax RTS Export		•
parameters _{Year}		
Quarter Federal Employer ID		
• •	× Close	Export File

Once the information has been entered, select "Export File".

A 'Save As' dialog will appear when the data is ready. The default file name will take the form of "MT_Export_" (EmployerID) "_" (Today's Date as YYMMDD). (If Employer ID is left null, the file name will instead default to "All".)

€ 🗇 ד ↑ 💂	This PC P on LINDSEY	~ ¢	, Search P on LIN	IDSEY 🔎
Organize 🔻 New f	older			:== 🗸 🄇
🛠 Favorites	Name	Date modified	Туре	Size
A ravontes	Resumes	2/28/2017 9:08 AM	File folder	
📜 This PC	Sample Docs	8/31/2017 11:14 AM	File folder	
1	UKHRcenter	10/20/2016 3:30 PM	File folder	
🗣 Network	Ach_BanklD17_2017_03070551	3/7/2017 5:52 PM	Text Document	3 KB
	Ach_BanklD491_2017_08241020	8/24/2017 10:22 AM	Text Document	1 KB
	Ach_BanklD514_2016_12010259	12/1/2016 2:59 PM	Text Document	2 KB
	Ach_BankID514_2017_04130211	4/13/2017 2:11 PM	Text Document	1 KB
	🛗 ach824	8/24/2017 10:21 AM	Text Document	1 KB
	📧 New Volume (C) - Shortcut	12/4/2015 2:06 PM	Shortcut	1 KB
	📰 Shared (S) - Shortcut	9/21/2016 8:00 AM	Shortcut	1 KB
	🔝 Test Timecard - Shortcut	9/8/2016 7:53 AM	Shortcut	2 KB
File name:	MT_Export_All_170907			
Save as type:	Export File Type (*.txt)			

Related Articles