

# **STS Portal Reference Guide**

**Version 2.0**

# **TAXWARE**

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# STS Portal

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## Signing In

The STS Portal can be accessed via Salesforce on the Content tab. Once you navigate there, you should see the STS Portal Log in screen:



The image shows a login interface for TAXWARE. At the top, the word "TAXWARE" is displayed in a large, bold, blue font. Below the logo is a horizontal line. Underneath the line, the text "Please Sign in" is centered. Below this text are two input fields: the first is labeled "Username" and the second is labeled "Password". Both fields have a small eye icon on the right side, indicating they are password fields. Below the input fields is a button labeled "Sign in".

Please provide your **Username** and **Password** to **Sign in**.

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**Note:** Usernames and passwords are created and managed by Customer Support. If you forget your username or password please contact your Designated Support Contact or call toll free at +1(866) 890-3971.

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# Homepage

Once you are logged in to the STS Portal you will see the STS Portal Client Homepage:

The screenshot shows the TAXWARE STS Portal Client Homepage. At the top left is the TAXWARE logo. Below it, a message says "Signed in successfully. Welcome test account!". In the top right corner, there are links for "Sign out" and "Modify Account". The main content area is divided into two sections: "Sales and Use Tax Data Upload" and "Sales and Use Tax Report & Returns".

The "Sales and Use Tax Data Upload" section contains a form with the following fields and buttons:

- Data source:** A dropdown menu with "--Select Data Source--" selected. (Annotation A)
- Filing period:** A dropdown menu with "2014 - 11 (November)" selected. (Annotation B)
- Environment:** A dropdown menu with "Production" selected. (Annotation C)
- File selection:** A "Browse..." button next to the text "No file selected." and a "Submit" button. (Annotation D)

The "Sales and Use Tax Report & Returns" section contains two panels: "Reports" and "Returns". Each panel has "Current" and "Archive" tabs and a table with columns for "Name" and "Date Modified".

The "Reports" table lists:

Name	Date Modified
Test>Returns_QA_combined_Dec-2014.pdf	2014-12-19
Test>Returns_QA_Dec-2014.pdf	2014-12-19

The "Returns" table lists:

Name	Date Modified
Test>Returns_QA_combined_Dec-2014.pdf	2014-12-19
Test>Returns_QA_Dec-2014.pdf	2014-12-19

Below these sections is an "Upload History" table with columns for "Username", "Original Filename", "New Filename", "Due", and "Arrived".

Username	Original Filename	New Filename	Due	Arrived
hei	big_text_file_for_portal.tdix.txt	P.QA.SU.RETURNS.TDFX2.TEST.201411.20141211145319187.001.V3.LATE.txt	2014-12-04 00:00:00 UTC	2014-12-11 19:53:19 UTC
hei	big_text_file_for_portal.tdix.txt	P.QA.SU.RETURNS.TDFX2.TEST.201411.20141211145143608.001.V2.LATE.txt	2014-12-04 00:00:00 UTC	2014-12-11 19:51:43 UTC

Annotations A through G point to the following features:

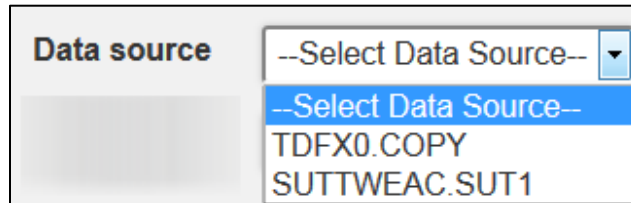
- A: Data source dropdown
- B: Filing period dropdown
- C: Environment dropdown
- D: Submit button
- E: Upload History table
- F: Reports & Returns section
- G: Sign out / Modify Account links

On the STS Portal Client Homepage you will notice the following features:

- [Data Source](#)
- [Filing Period](#)
- [Environment](#)
- [Submitting a File \(Browse and Submit buttons\)](#)
- [Upload History](#)
- [Reports & Returns](#)
- [Modifying Accounts](#)

## Data Source

The **Data source** drop-down menu will include all data source names that are expected by Taxware from you on a monthly basis.



A screenshot of a web form element labeled "Data source". It features a dropdown menu with the text "--Select Data Source--" and a downward arrow. The dropdown is open, showing three options: "--Select Data Source--" (highlighted in blue), "TDFX0.COPY", and "SUTTWEAC.SUT1".

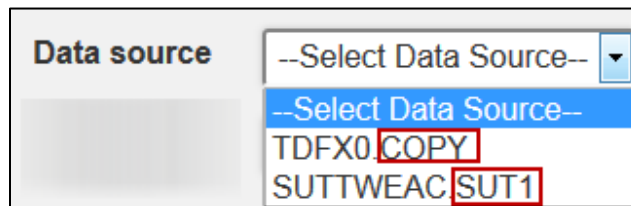
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**Note:** If you have any files that do not match the data source name in the drop-down menu please contact your Professional Services Implementation Consultant, your Designated Support Contact, or call toll free at +1(866) 890-3971.

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### Data Source Name

No two data sources can have the same data source name. The data source name is usually customized to the client by the Professional Service Implementation Consultant during the implementation.

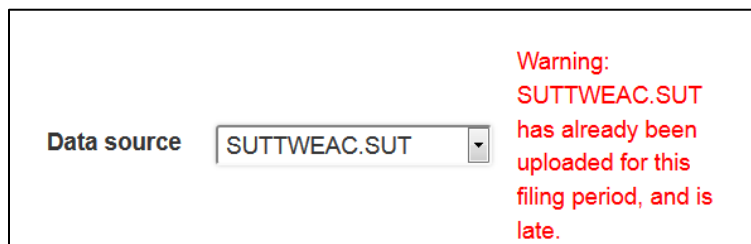


A screenshot of a web form element labeled "Data source". It features a dropdown menu with the text "--Select Data Source--" and a downward arrow. The dropdown is open, showing three options: "--Select Data Source--" (highlighted in blue), "TDFX0.COPY", and "SUTTWEAC.SUT1". Red boxes highlight the text "COPY" in the second option and "SUT1" in the third option.

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**Warning:** The STS Portal will warn you if you have already uploaded a file with a particular data source name for the selected **Filing Period**.

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A screenshot of a web form element labeled "Data source". The dropdown menu is set to "SUTTWEAC.SUT". To the right of the dropdown, there is a red warning message: "Warning: SUTTWEAC.SUT has already been uploaded for this filing period, and is late."

### File Types

The current file types supported by Taxware's STS Services are as follows:

### **SUT TWEAC file**

TWEAC files are the standard because they import into TaxSolver for preparers to work with. An SUT TWEAC is a file that is generated by the SUT Extractor from a client using our SUT tax engine to calculate taxes. When TDFX files are run through ADI and TDFX they are converted to a TWEAC file. It can have the following file extensions: *.txt*, *.out*, *.asc*.

### **TWE TWEAC file**

A TWE TWEAC file is a file generated by the Export Data Tool by a client using our TWE tax engine to calculate their taxes. It can have the following file extensions: *.txt*, *.out*, *.asc*.

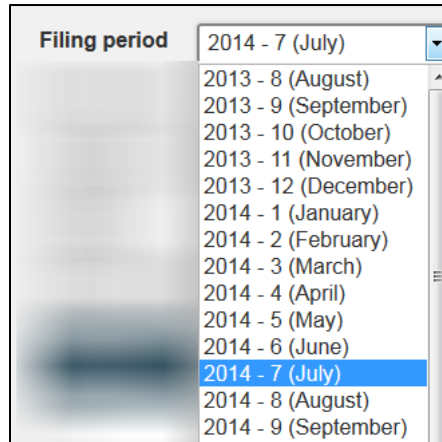
### **TDFX file**

TDFX files are in UFF (Universal File Format) and can have the following file extensions: *.xls*, *.xlsx*, *.csv*, *.txt*. There are four types of TDFX files:

- TDFX0: Provides only tax information. Taxware back-calculates to estimate gross sales.
- TDFX1: Provides only tax and exempt information. Taxware back-calculates to estimate gross sales.
- TDFX2: Provides only tax and gross sales information. Taxware back-calculates to find exemptions.
- TDFX3: This file is only used for Consumer's Use tax. Provides only the sales information.

## Filing Period

The **Filing Period** drop-down menu is always defaulted to the current filing period. From the menu you are able to select other filing periods up to one year prior and after the current filing period.



### Warnings (Production Only)

- If the selected **Data source** is late for the current filing period, the STS Portal will warn you. It will still accept the file and include LATE in the file naming convention.

<b>Data source</b>	TDFX0.COPY	Warning: TDFX0.COPY is late.
<b>Filing period</b>	2014 - 7 (July)	

- If the selected **Filing period** is **not** the current filing period, the STS Portal will warn you. It will still accept the file and include LATE in the file naming convention if the selected filing period is earlier than the current filing period.

<b>Filing period</b>	2014 - 10 (October)	Warning: Not the current filing period.
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## Environment

Environment   Production    Testing

Depending on how Professional Services has your account configured you may encounter the following options:

### Testing

During Implementation, Professional Services will configure your account so that all files are marked as test files.

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**Note:** Test files are attributed a **C.** to begin the Taxware File Naming Convention.

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### Production

Once implementation is complete, Professional Services may configure your account so that all files are marked as production files.

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**Note:** Production files are attributed a **P.** to begin the Taxware File Naming Convention.

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### Testing or Production

In some cases, Professional Services may configure your account so that you have the option to designate uploaded files for testing or production.

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**Note:** You must select an environment to upload a file using the STS Portal.

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## Submitting a File

To submit a tax data file using the STS Portal please do the following:

1. Select a **Data source** from the drop-down menu.

**Data source** SUTTWEAC.SUT1

2. Select a **Filing period** from the drop-down menu.

**Filing period** 2014 - 7 (July)

3. Select your **Environment**.

**Environment** Production  Testing

4. Click **Browse...**

5. Use Windows Explorer to find and select the tax data file. Your file will appear on screen:

**Browse...** sample\_tax\_data\_file.txt

6. Click **Submit**

7. View the file in the **Upload History** list.

Upload History				
Username	Original Filename	New Filename	Due	Arrived
[REDACTED]	sample_tax_data_file.txt	C:\[REDACTED]\SU.RETURNS.TDFX0.STOREUSE.201407.20140820114635618.001.V1.txt	2014-08-06 00:00:00 UTC	2014-08-20 15:46:35 UTC

8. If successful, the STS Portal will indicate so:

**TAXWARE**

• **Success!**

Welcome [REDACTED]

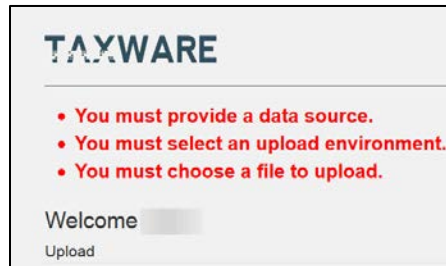
Upload

**Data source** SUTTWEAC.SUT1

**Filing period** 2014 - 7 (July)

9. The STS Portal will also indicate if the upload was unsuccessful for the following reasons:

- The user did not provide a Data Source.
- The user did not select an upload Environment.
- The user did not choose a file to upload.



## Reports & Returns

With version 2.0 of the STS Portal, clients will not only be able to upload their tax data files but they will also have access to any Reports and/or Returns that STS provides for them. Reports can be found in the Reports module and any Returns can be found in the Returns module. The functionality for both modules is the same. The module is broken into two categories: **Current** and **Archive**.

### Sales and Use Tax Report & Returns

#### Reports

**Current**      **Archive**

Name	Date Modified
Test_Returns_QA_combined_Dec-2014.pdf	2014-12-19
Test_Returns_QA_Dec-2014.pdf	2014-12-19

#### Returns

**Current**      **Archive**

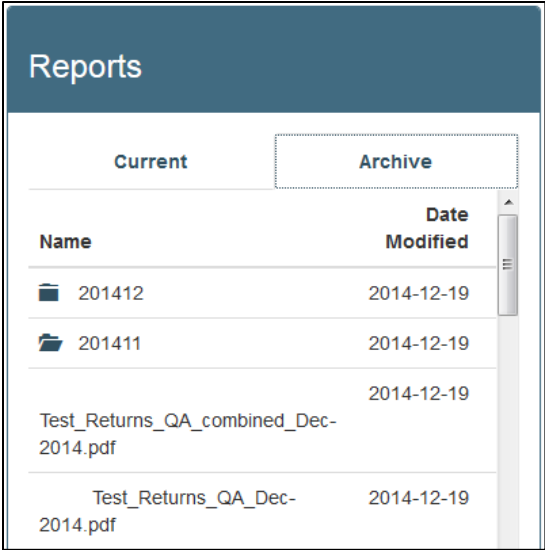
Name	Date Modified
Test_Returns_QA_combined_Dec-2014.pdf	2014-12-19
Test_Returns_QA_Dec-2014.pdf	2014-12-19

### Current

Under **Current**, will be the Returns and Reports for the current Filing Period. In the screenshot above, the Returns and Reports are listed for the month of December Filing Period. The **Name** of the file and the **Date Modified** will be listed for each file. Click on any filename to view or save that file.

**Archive**

Under Archive, a user will be able to access the Returns and Reports provided by STS for past months. A folder is established for each month named with the YYYYMM naming convention. Click on the folder name to open:



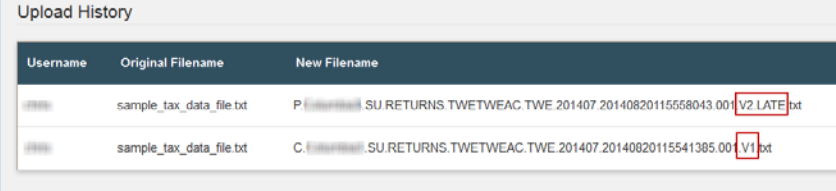
The archived files (Reports or Returns depending on the module you click in) will appear below the folder name. Click on any filename to view or save that file.

## Upload History

The Upload History list will keep track of all the files that have been previously uploaded using this tool.

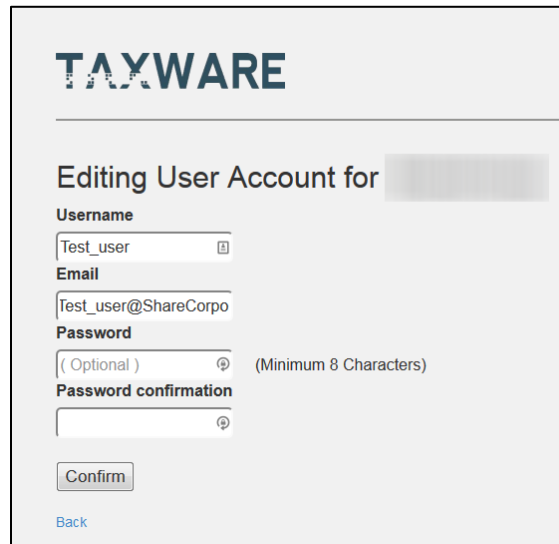
Upload History				
Username	Original Filename	New Filename	Due	Arrived
...	sample_tax_data_file.txt	C. ... SU.RETURNS.TDFX0.STOREUSE.201407.20140820114635618.001.V1.txt	2014-08-06 00:00:00 UTC	2014-08-20 15:46:35 UTC

It includes the following information:

<b>User Name</b>	The user who uploaded the file is identified.
<b>Original File Name</b>	This is the original name of your file.
<b>New File Name</b>	<p>The STS Portal will automatically rename your file based on Taxware's File Naming Convention as well as the following modifications:</p> <ul style="list-style-type: none"> <li>• V1, V2, V3, etc. is added to the end of each file. The version number will increase for each uploaded file the same <b>Data Source</b> and <b>Filing Period</b>.</li> <li>• LATE is added to the end of any file that is uploaded after the agreed upon due date.</li> </ul>
	
<b>Due</b>	This is the agreed upon due date for file upload. Professional Services can configure this date as the <i>n</i> th business day of the month for each <b>Data Source</b> .
<b>Arrived</b>	This is a date/time stamp generated when the file is uploaded.

## Modifying Accounts

A link to the **Modify Account** screen can be located at the top-right of the window.



The screenshot shows a web form titled "TAXWARE" with the subtitle "Editing User Account for [redacted]". The form contains the following fields and controls:

- Username:** A text input field containing "Test\_user" with a small square icon on the right.
- Email:** A text input field containing "Test\_user@ShareCorpo".
- Password:** A text input field containing "( Optional )" with a small square icon on the right. To the right of the field is the text "(Minimum 8 Characters)".
- Password confirmation:** A text input field with a small square icon on the right.
- Confirm:** A button with the text "Confirm".
- Back:** A blue text link with the text "Back".

From the Modify Accounts screen, the user can change any of the following the following for their user account and then click **Confirm**:

- User Name
- Email
- Password (Minimum of 8 characters)