

## Running an Illinois Tax Report

The Illinois Department of Employment Security requires employers with 25 or more employees to electronically submit monthly payroll reports to its online tax filing application, Illinois TaxNet. The report can be generated within the Payroll application of FLEX DMS's Accounting module and submitted to <http://taxnet.ides.state.il.us>.

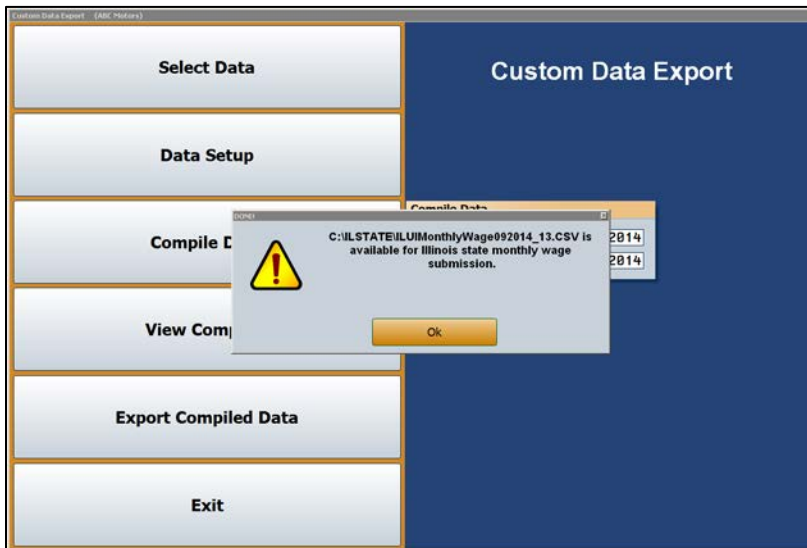
## Setting up the Illinois Tax Report

Configuration of this report is done within the Reports screen, accessible from Accounting's Payroll menu.

1. Click on **Payroll**. From the Payroll menu, click **Reports**.
2. Click on **Custom Data Export**.
3. To begin to establish the report fields, click **Data Setup**.
4. Click on **1b First Name** from the right column and place it in the left column by clicking on **01** in the left column.
5. Click on **1d Last Name** in the right column and then **02** in the left column.
6. Click on **1e Employee Social** and then **03** in the left column.
7. Scroll down in the right column to locate **4z Gross Pay**, click it, and then click on **04** in the left column.
8. In the screen's center column, check the boxes next to **Include Inactive Records** and **Format SSN With Dashes**.
9. Click **Save Setup**.
10. In the Data Set Name screen, you can type any number within the **Data Set Number** field. However, in the **Data Set Name** field, you must type Illinois to ensure you can retrieve the file from the C:\ILSTATE folder later.
11. Click **OK**.

## Compiling the Illinois Tax Report

1. On the Custom Data Export Screen, click **Compile Data**.
2. Enter a date range for the report. Do not use dashes or hyphens to separate month, day, and year.
3. A pop-up window will appear, telling you that your report is available for Illinois state monthly wage submission. Click **Ok**.



4. A pop-up message will notify you that the report is complete. Click **Ok**.
5. To view the compiled report, click the **View Compiled** button on the Custom Data Export screen. You can print the report by clicking **Print**.

Prior to e-filing the report, you should first ensure that your W3 Transmittal setup contains ID numbers recognized by Illinois.

1. From the main Payroll menu, click on **Maintenance**.
2. Click **Year-End Closing & W2's**.
3. Click **Print W3 Transmittal**.
4. Once on the Print W3 Transmittal screen, ensure that the **Federal Id/EIN** and **User ID for e-file** fields contain ID numbers in a format recognized by Illinois. Illinois requires that the Federal Employer Identification Number (FEIN) contains only numeric characters with no hyphens, prefixes, and suffixes. If the supplied FEIN is fewer than nine characters, TaxNet will assume leading zeros are to be included and will insert leading zeros to the supplied FEIN prior to processing.
5. To review the W3 Transmittal, click **Print W3** and choose either **To Printer** or **To Screen**. Click **Print**.

## Retrieving the Illinois Tax Report for Submission to TaxNet

If you have entered Illinois in the Data Set Name field in the report's setup, you can easily retrieve the file from the C:\ILSTATE folder. Simply look for the file name that pop-up message provided in Step 3 of Compiling the Illinois Tax Report. If you have not noted the name of the file, simply search the contents of C:\ILSTATE folder based on date. Submit the file to <http://taxnet.ides.state.il.us> using TaxNet's instructions.