



IN THE BUSINESS OF YOUR SUCCESSSM

Agency Notice Manager User's Guide

February 2012

HR. Payroll. Benefits.

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INTRODUCTION

The *Agency Notice Manager User's Guide* provides you with a general overview of the Agency Notice Manager online application features and functions. Products, services, or application role authorizations for individual users are based on assignments by your company's Client Master or Client Administrator.

System Requirements

- ◆ Microsoft Windows¹ XP Professional, Windows Vista, or Windows 7
- ◆ Microsoft Internet Explorer¹ Versions 7, 8, or 9 (set to accept third-party cookies), Firefox 3.5 or higher, or Safari
- ◆ Adobe Acrobat Reader² 8.3 or higher
- ◆ Browser Security set to Medium with JavaScript, ActiveX controls, and plug-ins enabled
- ◆ (JRE 1.6.0* or higher for Java³ Applet functionality)
*If your workstation does not meet the minimum Java Runtime Environment (JRE) 1.60 requirement, please contact your internal workstation support department. Your support person can visit the following Website to download the necessary JRE:
<http://www.oracle.com/technetwork/java/javase/downloads/index.html>
- ◆ 640 x 480, 256-color screen resolution or higher
- ◆ 56K modem or higher (DSL/Cable, T1 line, ISDN recommended)

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³ Oracle and Java are registered trademarks of Oracle and/or its affiliates

GETTING STARTED

Welcome to Agency Notice Manager! Through this application, you can access agency notices, agency notice statuses, and agency notice response packages. Both current and resolved notices can be accessed using this application.

The Client Master and/or Client Administrator (client-appointed) are responsible for the administrative management of application users through Netsecure and the Security Services Administration application. Please contact your company's Client Master or Administrator to assist you if you have questions regarding access authorizations. For users who are Client Masters or Administrators, more detailed instructions are available in the *Security Services Administration Guide*.

Main Menu Options

When you access the Agency Notice Manager application, the first page displays all active notices for the branch/company codes or site ID(s) entitled to you.

The screenshot shows the Agency Notice Manager application interface. At the top left is the ADP logo and the text "Welcome, A DPUser to Agency Notice Manager". At the top right are links for "Select application" and "Logout". A left-hand navigation menu includes "Active Notices", "Resolved Notices", "Search", "Reports", "Agency Notice", and "Agency Notice Package". The main content area is titled "Agency Notice Manager" and contains a "Welcome to Agency Notice Manager!" message with instructions on how to use the application. Below the message is a table of "Active Notices".

Notice #	Status	Received Date	Federal ID	Br/Co	Year/Qtr	Tax ID	Jurisdiction	Tax Type	Notice Amount
1234567V1	In Review	01/30/20XX	XXXXXXXXXX	XX/XXXX	20XX/1	XXXXXXXXXX	FEDERAL	940 (Unempl...	\$ 122.00
1234567V1	In Review	01/16/20XX	XXXXXXXXXX	XX/XXXX	20XX/1	XXXXXXXXXX	FEDERAL	Not Applicable	\$ 436.00
1234567V1	In Review	12/04/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	FEDERAL	941 (Income ...	\$ 498.00
1234567V1	In Review	12/01/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	FEDERAL	940 (Unempl...	\$ 499.00
1234567V1	Received	11/03/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	IA	Not Applicable	\$ 500.00
1234567V1	In Review	10/31/20XX	XXXXXXXXXX	XX/XXXX	20XX/1	XXXXXXXXXX	FEDERAL	941 (Income ...	\$ 0.00

The Main Menu serves as your navigation tool and offers several options to help you manage your current or resolved agency notices. These options include the following:



Active Notices

Displays agency notices that have been received but not yet resolved.

Resolved Notices

Displays notices that have been resolved and responded to within the past 30 days.

Search









Allows you to search for an individual notice (active or resolved) using the assigned agency notice number.

Reports

Allows you to access agency notice reports available on the application: *Agency Notice* and *Agency Notice Package*.

Button Descriptions

The following are descriptions of buttons that display throughout the Agency Notice Manager application.

-  Help Panel
-  Sort Selected Up
-  Sort Selected Down
-  Move Selected Right
-  Move Selected Left
-  Move All Right
-  Move All Left
-  Select

AGENCY NOTICE MANAGER

Active Notices

The Active Notices function displays all notices that have been received but not yet resolved.

Click on a notice number to display the Agency Notice Detail window and view the actions taken on the notice.

Active Notices									
Rows Per Page 10 of 335									
Notice #	Status	Received Date	Federal ID	Br/Co	Year/Qtr	Tax ID	Jurisdiction	Tax Type	Notice Amount
1234567V1	In Review	10/31/20XX	XXXXXXXXXX	XX/XXXX	20XX/3	XXXXXXXXXX	FEDERAL	941 (Income T...	\$ 0.00
1234567V1	In Review	10/30/20XX	XXXXXXXXXX	XX/XXXX	20XX/3	XXXXXXXXXX	RI	Unemployem...	\$ 123...
1234567V1	In Review	10/30/20XX	XXXXXXXXXX	XX/XXXX	20XX/3	XXXXXXXXXX	RI	Unemployem...	\$ 0.00
1234567V1	Received	10/28/20XX	XXXXXXXXXX	XX/XXXX	20XX/3	XXXXXXXXXX	FEDERAL	940 (Unemplo...	\$ 500...
1234567V1	Received	10/27/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	FEDERAL	940 (Unemplo...	\$ 10.00
1234567V1	In Review	10/26/20XX	XXXXXXXXXX	XX/XXXX	20XX/1	XXXXXXXXXX	FEDERAL	941 (Income T...	\$ 500...
1234567V1	Received	10/25/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	FL	Unemployem...	\$ 0.00
1234567V1	Received	10/24/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	FEDERAL	940 (Unemplo...	\$ 0.00
1234567V1	Received	10/24/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	FEDERAL	Not Applicable	\$ 23.00
1234567V1	Received	10/23/20XX	XXXXXXXXXX	XX/XXXX	20XX/1	XXXXXXXXXX	IN	W-2 (Annual R...	\$ 23.00

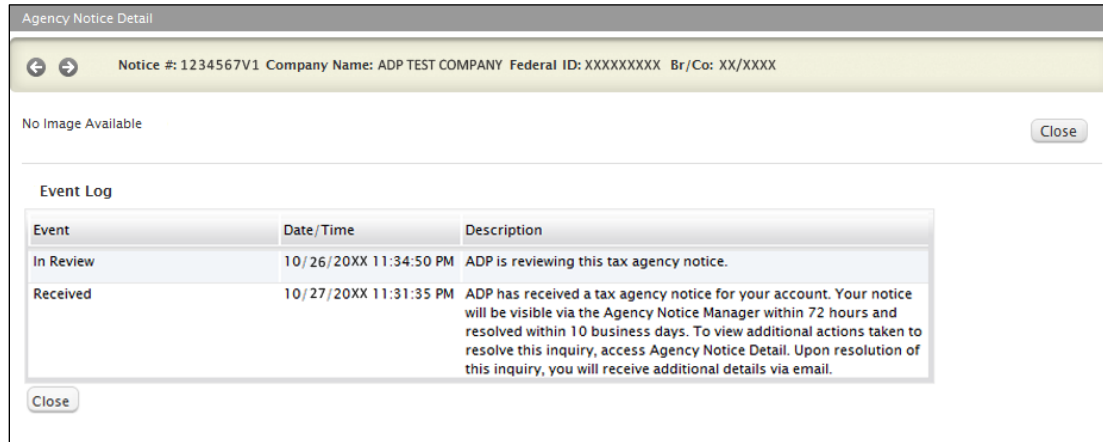
Each notice will display with the following information:

- ◆ Notice # – Agency notice number assigned by the system. The last two digits of the system-assigned notice number indicate V1 if it is the original notice or V2, V3, etc. if the notice has been received more than once.
- ◆ Status – Status of the notice. Possible statuses include:
 - Received – ADP has received a tax agency notice for your account from you or from the agency. Your notice will be visible on the Agency Notice Manager within 72 hours and resolved within 10 business days. To view additional actions taken to resolve this inquiry, access Agency Notice Detail. Upon resolution of this inquiry, you will receive additional details via email.
 - In Review – ADP is reviewing this tax agency notice.
 - Funding Required or In Process – ADP has completed the review of this tax agency notice and has determined an amount is due to the agency. If you have already remitted or authorized funding to ADP, no further action is required from you since actions to resolve this inquiry are in process.
 - Pending Client or Agency Action – Your notice is pending additional information from either your office or the tax agency. If information is pending from your office, a call has been initiated to obtain the necessary information. If information is pending from the agency, ADP is in the process of working with an agency representative to resolve your notice.

- Client/Agency Action Complete – ADP has obtained the information necessary to resume actions to resolve this inquiry.
- Resolved – ADP has resolved this tax agency notice. To view the actions taken to resolve this inquiry, you may also access Agency Notice Detail.
- ◆ Received Date – Date the notice was received by ADP.
- ◆ Federal ID – Federal ID number associated with the notice.
- ◆ Br/Co – Branch and company code of the notice. If multiple branch/company codes are related to this notice, the low branch/company code will display.
- ◆ Year/Qtr – Year and quarter related to the notice. If multiple years and quarters are related to the notice, the low year/quarter will display.
- ◆ Tax ID – Tax ID number associated with the notice.
- ◆ Jurisdiction – Tax jurisdiction that initiated the notice.
- ◆ Tax Type – Tax type associated with the notice.
- ◆ Notice Amount – The dollar amount due or credit amount of the notice.

Agency Notice Detail

The Agency Notice Detail window provides an easy-to-read, one-page format that displays all the actions taken on a notice.



Header section includes the following details:

- ◆ Notice # – Displays the agency notice number assigned by the system.
- ◆ Company Name – Name of the company based on low branch/company code.
- ◆ Federal ID – Federal ID number associated with the notice.
- ◆ Br/Co – Branch and company code of the notice. If multiple branch/company codes are related to this notice, this is the low branch/company code.

Event Log section includes the following details:

- ◆ Event – Status of the notice. Each event listed corresponds to a change in the status of the notice.
- ◆ Date/Time – Date and time the event took place
- ◆ Description – Detailed information about the actions taken on the notice.

Resolved Notices

The Resolved Notices function displays notices that have been resolved and responded to in the past 30 days.

Click on a notice number to display the Agency Notice Detail window and view the actions taken to resolve the notice.

Recently Resolved Notices									
Recently resolved notices within the last 30 days.									
Rows Per Page <input type="text" value="10"/> 1 - 10 of 13									
Notice #	Status	Resolved Date	Federal ID	Br/Co	Year/Qtr	Tax ID	Jurisdiction	Tax Type	Paid Amount
1234567V1	Resolved	10/29/20XX	XXXXXXXXXX	XX/XXXX	20XX/1	XXXXXXXXXX	IN	W-2 (Annual R...	\$ 0.00
1234567V2	Resolved	10/27/20XX	XXXXXXXXXX	XX/XXXX	20XX/3	XXXXXXXXXX	CA	State Income ...	\$ 0.00
1234567V1	Resolved	10/26/20XX	XXXXXXXXXX	XX/XXXX	20XX/1	XXXXXXXXXX	OR	State Income ...	\$ 0.00
1234567V1	Resolved	10/26/20XX	XXXXXXXXXX	XX/XXXX	20XX/1	XXXXXXXXXX	FEDERAL	940 (Unemplo...	\$ 0.00
1234567V1	Resolved	10/25/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	CT	State Income ...	\$ 0.00
1234567V1	Resolved	10/23/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXX	DE	Unemploymen...	\$ 0.00
1234567V1	Resolved	10/23/20XX	XXXXXXXXXX	XX/XXXX	20XX/1	XXXXXXXXXX	AL	State Income ...	\$ 0.00
1234567V1	Resolved	10/21/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	CA	State Income ...	\$ 0.00
1234567V1	Resolved	10/21/20XX	XXXXXXXXXX	XX/XXXX	20XX/3	XXXXXXXXXX	HI	Unemploymen...	\$ 0.00
1234567V1	Resolved	10/19/20XX	XXXXXXXXXX	XX/XXXX	20XX/3	XXXXXXXXXX	CA	Unemploymen... \$	56.00

Each notice will display with the following information:

- ◆ Notice # – Agency notice number assigned by the system. The last two digits of the system-assigned notice number indicate V1 if it is the original notice or V2, V3, etc. if the notice has been received more than once.
- ◆ Status – Status of the notice. All notices listed will reflect the following status:
 - Resolved – ADP has resolved this tax agency notice. To view the action taken to resolve this inquiry, you may also access Agency Notice Detail.
- ◆ Resolved Date – Date the notice was resolved by ADP.
- ◆ Federal ID – Federal ID number associated with the notice.
- ◆ Br/Co – Branch and company code of the notice. If multiple branch/company codes are related to this notice, the low branch/company code will display.
- ◆ Year/Qtr – Year and quarter related to the notice. If multiple years and quarters are related to the notice, the low year/quarter will display.
- ◆ Tax ID – Tax ID number associated with the notice.
- ◆ Jurisdiction – Tax jurisdiction that initiated the notice.
- ◆ Tax Type – Tax type associated with the notice.
- ◆ Paid Amount – The dollar amount due or credit amount of the notice.

Agency Notice Detail

The Agency Notice Detail window provides an easy-to-read, one-page format that displays all the actions taken to resolve a notice.

To access a copy of the agency notice (if available) or response package, click **Agency Notice Image** or **Agency Notice Response Package**.

The screenshot shows the 'Agency Notice Detail' window. At the top, it displays the following information: Notice #: 1234567V1, Company Name: ADP TEST COMPANY, Federal ID: XXXXXXXX, Br/Co: XX/XXXX. Below this, there are two tabs: 'Agency Notice Image' and 'Agency Notice Response Package', with a 'Close' button to the right. The main content is divided into two sections: 'Response Summary' and 'Event Log'.

Response Summary

Year/Qtr	Reason Summary	Amount Paid
20XX/4	LATE FILING (EXC)-MISP-PROVIDED PROOF	\$ 0.00
20XX/1	ACCT CLOSED BY AG/NOT LIAB-RET TO CLIENT	\$ 0.00
20XX/2	JOB CREDIT-PROCESSED CREDIT	\$ 0.00

Event Log

Event	Date/Time	Description
Resolved	10/21/20XX 08:07:50 PM	ADP has resolved this tax agency notice. To view the actions taken to resolve this inquiry, you may also access Agency Notice Detail.
Client/Agency Action Completed	10/21/20XX 05:23:52 PM	ADP has obtained the information necessary to resume actions to resolve this inquiry.
Pending Client or Agency Action	10/21/20XX 05:20:43 PM	Your notice is pending additional information from either your office or the tax agency. If information is pending from your office, a call has been initiated to obtain the necessary information. If information is pending from the agency, ADP is in the process of working with an agency representative to resolve your notice.
In Review	10/21/20XX 05:20:11 PM	ADP is reviewing this tax agency notice.
Received	10/21/20XX 05:03:31 PM	ADP has received a tax agency notice for your account. Your notice will be visible via the Agency Notice Manager within 72 hours and resolved within 10 business days. To view additional actions taken to resolve this inquiry, access Agency Notice Detail. Upon resolution of this inquiry, you will receive additional details via email.

At the bottom left of the window, there is a 'Close' button.

Header section includes the following details:

- ◆ Notice # – Displays the agency notice number assigned by the system.
- ◆ Company Name – Name of the company based on low branch/company code.
- ◆ Federal ID – Federal ID number associated with the notice.
- ◆ Br/Co – Branch and company code of the notice. If multiple branch/company codes are related to this notice, this is the low branch/company code.

Response Summary section includes the following details:

- ◆ Year/Qtr – Year and quarter related to the notice. If multiple years and quarters are related to the notice, the low year/quarter will display.
- ◆ Reason Summary – High-level notes on the actions that occurred during the corresponding year/quarter.
- ◆ Amount Paid – The dollar amount paid to the agency or credited by the agency.

Event Log section includes the following details:

- ◆ Event – Status of the notice. Each event listed corresponds to a change in the status of the notice.
- ◆ Date/Time – Date and time the event took place.
- ◆ Description – Detailed information about the actions taken on the notice.

Search

The Search function allows you to search for an individual agency notice using the assigned agency notice number. In the **Search by Agency Notice Number** field, enter either the entire notice number (nine digits including the version number) or the first seven digits, and click **Search**.

Search by Agency Notice Number:

[Advanced Search](#)

Rows Per Page: 10 | 1-1 of 1

Notice #	Status	Received Date	Federal ID	Br/Co	Year/Qtr	Tax ID	Jurisdiction	Tax Type	Notice Amount
1234567V1	In Review	09/20/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	FEDERAL	944 (Income T...	\$ 35.00

The notice(s) that matches your selection will display. If there is no match for the notice number entered, the screen will display the message: *No Rows Available*.

Advanced Search


An advanced search can also be performed from the Search screen. The Advanced Search function allows you to search for more than one notice using various search criteria. To begin, click **Advanced Search**.

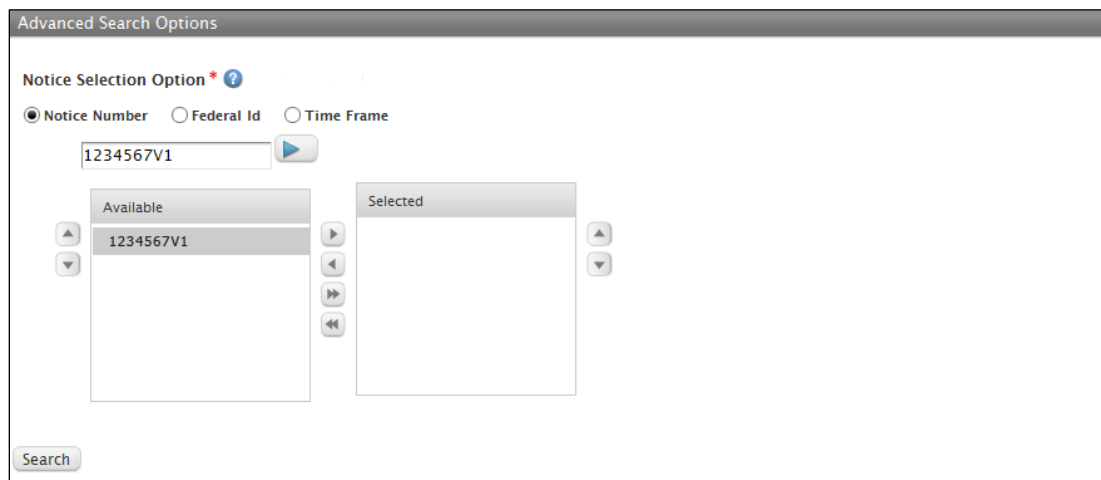


The screenshot shows a search interface with a text input field labeled "Search by Agency Notice Number:" and a "Search" button. Below the input field, there is a link for "Advanced Search" and a button that says "Click here for advanced search options".


Notice Number

To search by notice number, click **Notice Number**.

1. Enter either the entire notice number (nine digits including the version number) or the first seven digits in the data field, then click **Select**  to move the selection to the Available list box.



The screenshot shows the "Advanced Search Options" dialog box. It has a "Notice Selection Option" dropdown menu with three radio button options: "Notice Number" (selected), "Federal Id", and "Time Frame". Below the options is a text input field containing "1234567V1" and a "Select" button with a right-pointing arrow. Below the input field are two list boxes: "Available" and "Selected". The "Available" list box contains the notice number "1234567V1". Between the list boxes are navigation buttons: a right arrow, a left arrow, a double right arrow, and a double left arrow. At the bottom left of the dialog is a "Search" button.

2. Click to highlight the notice number(s) from the Available list box, and click **Move Selected Right**  to move the selection(s) to the Selected list box.
3. Click **Search**.

Advanced Search Options

Notice Selection Option * ?

Notice Number Federal Id Time Frame

1234567V1

Available Selected

1234567V1

Search

Rows Per Page 10 1 - 1 of 1

Notice #	Status	Received Date	Federal ID	Br/Co	Year/Qtr	Tax ID	Jurisdiction	Tax Type	Notice Amount
1234567V1	In Review	09/20/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	FEDERAL	944 (Income T...	\$ 35.00

4. The notice(s) matching your search criteria displays at the bottom of the screen.

Federal ID

To search by **Federal ID**, **Branch/Company Code**, or **Company Name**, click the appropriate selection.

1. Enter the appropriate information (no dashes for the Federal ID) in the data field, and click **Select** to move the selection(s) to the Available list box.

Advanced Search Options

Notice Selection Option * ?

Notice Number Federal Id Time Frame

Federal ID Branch/Company Code Company Name ?


XXXXXXXXXX

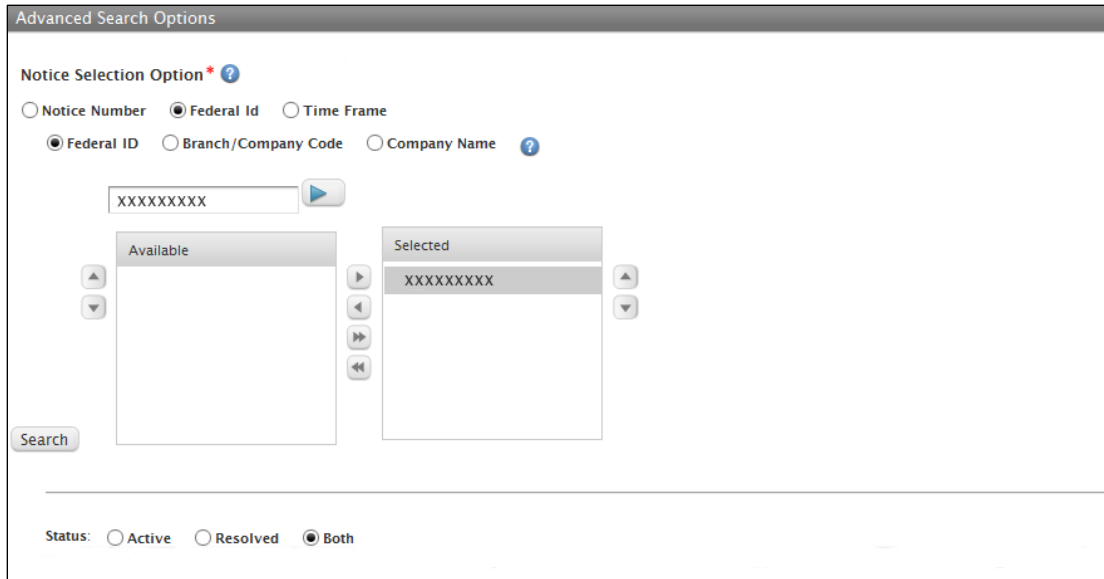
Available Selected

XXXXXXXXXX

Search

Status: Active Resolved Both

2. Click to highlight the selection(s) from the Available list box, and click **Move Selected Right**  to move the selection(s) to the Selected list box.
NOTE: Only criteria in the Selected list box will be included in the search result.
3. Select a status of **Active**, **Resolved**, or **Both**.




Advanced Search Options

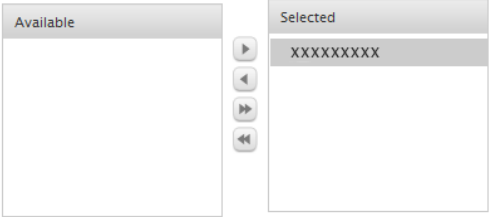
Notice Selection Option* ?


Notice Number
 Federal Id
 Time Frame

Federal ID
 Branch/Company Code
 Company Name ?

XXXXXXXX 

Available Selected

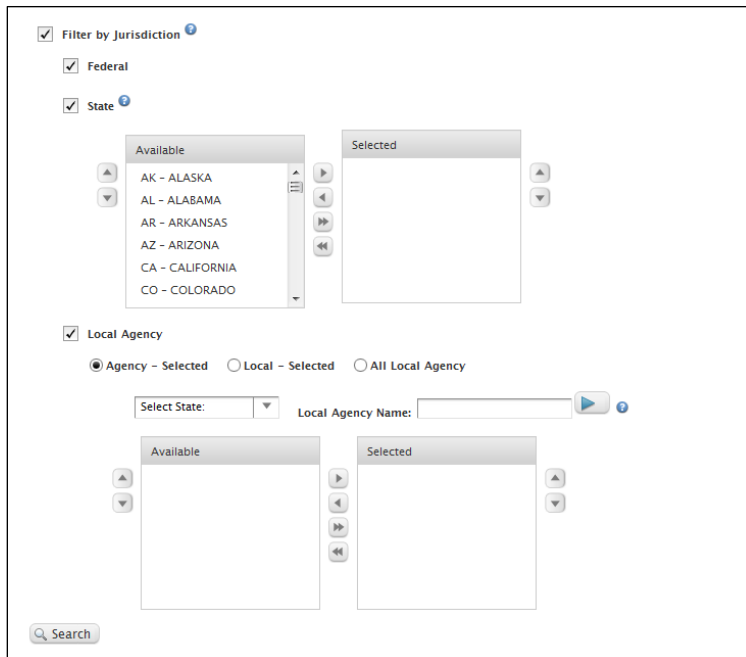


Search 

Status: Active Resolved Both

For Additional Filter Options

4. Select the **Filter by Jurisdiction** check box to display the options. Click the **Federal** checkbox, or click the **State** check box to display all states set up for this company.
5. Click the **Local Agency** check box to display the three available options: Agency – Selected, Local – Selected, or All Local Agency.



Filter by Jurisdiction ?

Federal

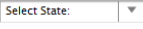


State ?

Available Selected


AK - ALASKA
AL - ALABAMA
AR - ARKANSAS
AZ - ARIZONA
CA - CALIFORNIA
CO - COLORADO


Local Agency

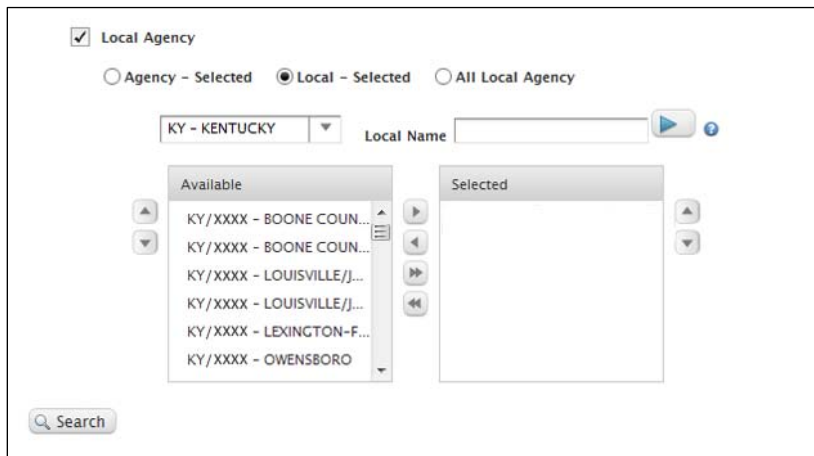
Agency - Selected Local - Selected All Local Agency


Select State:  Local Agency Name:  


Available Selected

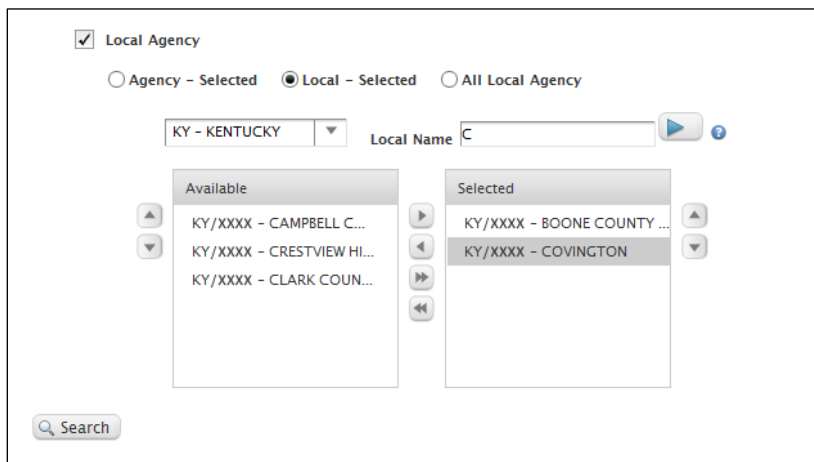
Search 

6. a. Click **Agency – Selected** or **Local – Selected**. Use the drop-down menu to select a state. Then, click **Select**  to populate the Available list box with the corresponding agency(ies) or local(s) set up on the system.



NOTE: To limit the selection for states with more than 100 agencies or locals, you *must* enter the first letter of the agency or local name in the **Local Name** field. Then click **Select** .

Once populated in the Available list box, highlight the selection(s), and click **Move Selected Right**  to move to the Selected list box.



- b. Click **All Local Agency** to select all locals/agencies set up for this company.

NOTE: Be certain that the Selected list box is clear before using the All Local Agency option. Any previously selected items in the Selected list box will override the All Locals Agency option.

7. Click **Search**. A listing of all notices that match the search criteria entered will display.

Time Frame

To search by one or more year/quarters, do the following:

1. Click **Year/Quarter**. The **Available** list box populates all available year/quarters.

Advanced Search Options

Notice Selection Option * ?

Notice Number Federal Id Time Frame


Year/Quarter Received Date

Available	Selected
20XX QUARTER 3	20XX QUARTER 2
20XX QUARTER 2	
20XX QUARTER 1	
20XX QUARTER 4	
20XX QUARTER 3	

Status: Active Resolved Both

2. Click to select the year/quarter(s) from the Available list box, and click **Move Selected Right** to move to the Selected list box.
3. Select a status of **Active**, **Resolved**, or **Both**.
4. Click **Search** to display a list of all notices for the criteria entered.

To search by received date or a range of dates, do the following:

1. Click **Received Date**. Enter desired values (MM/DD/YY) in the **From** and **To** date fields, or click the **Calendar**  icon.



Advanced Search Options

Notice Selection Option * ?

Notice Number Federal Id Time Frame

Year/Quarter Received Date

From: 03/12/20XX  To: 10/10/20XX 

Status: Active Resolved Both

2. Select a status of **Active**, **Resolved**, or **Both**.
3. Click **Search** to display a list of all notices for the criteria entered.

Reports

Two reports are available as part of the Agency Notice Manager: *Agency Notice* and *Agency Notice Package*. These reports can be used to view and export information about notices and packages from ANM. To access the reports, click **Reports** from the menu.

Agency Notice



The *Agency Notice* report provides a listing of agency notices that have been submitted to ADP. This report is broken down at a company level and shows the date ADP received the notice, the date it was resolved, an agency notice number, tax type, and tax period. The dollar amount is also shown if applicable.

Generate a Full Report

To generate a report with all details for your company, leave the optional filters unchecked.

1. Select the **Agency Notice** from the Main Menu.
2. Choose the **Notice Number**, **Federal ID**, or **Time Frame** Package Selection Option.

For Notice Number or Federal ID selections:

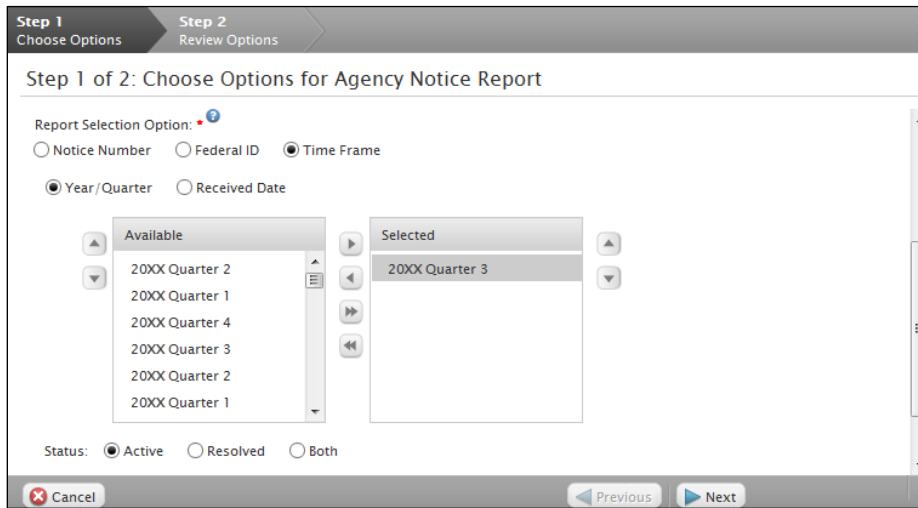
3. Enter the complete or partial information in the data field and click **Select**  to populate all matches into the Available list box.
4. Click to select one or more entries from the Available list box and click **Move Selected Right**  to move to the Selected list box.

NOTE: Only criteria in the Selected list box will be included in the report.

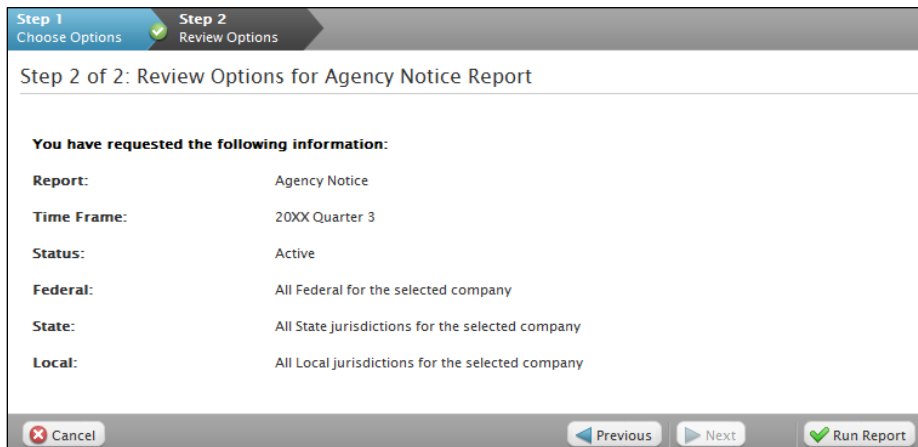
For Time Frame selection:

- Click to choose **Year/Quarter** or **Received Date**. For Year/Quarter, click to select one or more entries from the Available list box and click **Move Selected Right** to move to the Selected list box. For Received Date, click the calendar link to enter the dates in the **From** and **To** fields.

NOTE: Only criteria in the Selected list box will be included in the report. The maximum calendar date range is 100 days.




- Click to choose a Status of **Active**, **Resolved**, or **Both**.
- Click **Next** to continue to Step 2 of 2: Review Options for Agency Notice Report.





- Review the information for accuracy. If all options are correct, click **Run Report**. To modify, click **Previous** to go back. The report displays in Crystal Reports Viewer.


Generate With Optional Report Filters

To generate a report with only specifically selected report details for your company, select one or more of the optional filters. Click **Next** once you have selected all desired optional filters. Any option not selected will default to include all available details. Options to choose from include:

- Jurisdiction – All jurisdictions set up on your account with ADP
1. Select the **Agency Notice** from the Main Menu.
 2. Select the **Filter by Jurisdiction** check box to display the options. Click **Federal**, or click the **State** check box to display all states set up for this company in the Available list box.
 3. Click to select the state(s) from the Available list box and click **Move Selected Right**  to move to the Selected list box. (No screen is displayed.)
 4. Click the **Local Agency** check box to display the three available options: Agency – Selected, Local – Selected, or All Local Agency.

5. a. Click **Agency – Selected** or **Local – Selected**. Use the drop-down menu to select a state. Then, click **Select**  to populate the Available list box with the corresponding agency(ies) or local(s) set up on the system.

NOTE: To limit the selection for states with more than 100 agencies or locals, you *must* enter the first letter of the agency or local name in the **Local Name** field. Then click **Select** .

Once populated in the Available list box, highlight the selection(s) and click **Move Selected Right**  to move to the Selected list box.

- b. Click **All Local Agency** to select all locals/agencies set up for this company.

NOTE: Be certain that the Selected list box is clear before using the All Local Agency option. Any previously selected items in the Selected list box will override the All Local Agency option.

6. Click **Next** to continue to Step 2 of 2: Review Options for Agency Notice Package Report.

The screenshot shows a software window titled "Step 2 of 2: Review Options for Agency Notice Report". At the top, there are two tabs: "Step 1 Choose Options" and "Step 2 Review Options", with a green checkmark next to "Step 2". Below the tabs, the text "Step 2 of 2: Review Options for Agency Notice Report" is displayed. Underneath, a section titled "You have requested the following information:" lists several fields with their corresponding values:

Report:	Agency Notice
Time Frame:	20XX Quarter 3
Status:	Active
Federal:	No Federal for the selected company
State:	KY
Local:	KY XXXX - KENTON COUNTY

At the bottom of the window, there are four buttons: "Cancel" (with a red X icon), "Previous" (with a left arrow icon), "Next" (with a right arrow icon), and "Run Report" (with a green checkmark icon).

7. Review the information for accuracy. If all options are correct, click **Run Report**. To modify, click **Previous** to go back.

Agency Notice Package



The *Agency Notice Package* is an inquiry regarding your payroll tax liabilities and may include information about your identification number, deposit frequency, unemployment rate, and more. This report will provide a listing of agency notices responded to on your behalf and includes a link to a copy of the original notice and any response packages sent to you and the agency.

Generate a Full Report

To generate a report with all details for your company, leave the optional filters unchecked.

1. Select the **Agency Notice Package** from the Main Menu.
2. Choose the **Notice Number**, **Federal ID**, or **Time Frame** Package Selection Option.

For Notice Number or Federal ID selections:

3. Enter the complete or partial information in the data field and click **Select**  to populate all matches into the Available list box.
4. Click to select one or more entries from the Available list box and click **Move Selected Right**  to move to the Selected list box.

NOTE: Only criteria in the Selected list box will be included in the report.

The screenshot displays the 'Step 1 of 2: Choose Options for Agency Notice Package Report' window. At the top, there are two tabs: 'Step 1 Choose Options' (active) and 'Step 2 Review Options'. Below the title bar, the 'Package Selection Option' section has three radio buttons: 'Notice Number', 'Federal ID' (selected), and 'Time Frame'. Underneath, there are three more radio buttons: 'Federal ID', 'Branch/Company Code', and 'Company Name' (selected). A search input field contains the text 'ADP' and a blue 'Select' button with a play icon. Below the search field are two list boxes. The 'Available' list box contains two entries: 'XX/XXXX - ADP TEST ONE...' and 'XX/XXXX - ADP TEST TWO...'. The 'Selected' list box contains one entry: 'XX/XXXX - ADP TEST COMP...'. Between the list boxes are four arrow buttons: a right-pointing arrow, a left-pointing arrow, a right-pointing arrow, and a left-pointing arrow. At the bottom of the window, there are three buttons: 'Cancel' (with a red X icon), 'Previous' (with a left arrow icon), and 'Next' (with a right arrow icon).

For Time Frame selection:

- Click to choose **Year/Quarter** or **Received Date**. For Year/Quarter, click to select one or more entries from the Available list box and click **Move Selected Right** to move to the Selected list box. For Received Date, click the calendar link to enter the dates in the **From** and **To** fields.


NOTE: Only criteria in the Selected list box will be included in the report. The maximum calendar date range is 100 days.


- Click **Next** to continue to Step 2 of 2: Review Options for Agency Notice Package Report.


- Review the information for accuracy. If all options are correct, click **Run Report**. To modify, click **Previous** to go back.


Generate With Optional Report Filters

To generate a report with only specifically selected report details for your company, select one or more of the optional filters. Click **Next** once you have selected all desired optional filters. Any option not selected will default to include all available details. Options to choose from include:

- Jurisdiction – All jurisdictions set up on your account with ADP
1. Select the **Agency Notice Package Report** from the Main Menu.
 2. Select the **Filter by Jurisdiction** check box to display the options. Click **Federal**, or click the **State** check box to display all states set up for this company in the Available list box.
 3. Click to select the state(s) from the Available list box and click **Move Selected Right**  to move to the Selected list box. (No screen is displayed.)
 4. Click the **Local Agency** check box to display the three available options: Agency – Selected, Local – Selected, or All Local Agency.

5. a. Click **Agency – Selected** or **Local – Selected**. Use the drop-down menu to select a state. Then, click **Select**  to populate the Available list box with the corresponding agency(ies) or local(s) set up on the system.

To limit the selection for states with more than 100 agencies or locals, enter the first letter of the agency or local name in the **Local Agency Name** or **Local Name** field. Then click **Select** .

Once populated in the Available list box, highlight the selection(s) and click **Move Selected Right**  to move to the Selected list box.

- b. Click **All Local Agency** to select all locals/agencies set up for this company.

NOTE: Be certain that the Selected list box is clear before using the All Local Agency option. Any previously selected items in the Selected list box will override the All Local Agency option.

6. Click **Next** to continue to Step 2 of 2: Review Options for Agency Notice Package Report.

Step 1 Choose Options Step 2 Review Options

Step 2 of 2: Review Options for Agency Notice Package Report

You have requested the following information:

Report:	Agency Notice Package
Time Frame:	20XX Quarter 2
Federal:	No Federal for the selected company
State:	KY
Local:	KY - KENTON COUNTY

Cancel Previous Next Run Report

7. Review the information for accuracy. If all options are correct, click **Run Report**. To modify, click **Previous** to go back.

FREQUENTLY ASKED QUESTIONS

This section provides answers to some frequently asked questions regarding ADP Tax Reporting Online.

Q1 *How do I reset a forgotten password?*

A1 Only a Client Master or Client Administrator is authorized to reset your password. If you have forgotten your ADP Internet Services password, contact your Netsecure Administrator to have it reset. Once your password has been reset, you will receive an e-mail message.

Q2 *How long are Notice Packages available online?*

A2 Notice packages are available online for seven years from the reporting year.

Q3 *Why am I unable to view history information for a notice?*

A3 Notices processed before the Agency Notice Manager installation date do not include historical tracking information.

Q4 *Why am I unable to see information for all my company codes?*

A4 Please confirm that you have the correct company code entitlements. This can be verified by accessing the My Info under Company Codes Assignment. If the desired company codes are not listed in this field, contact your Client Administrator to assign the codes. For more details, the Client Administrator can refer to the Company Code Maintenance section in the *Security Services Administration Guide*.