Overview - NH AFTS EXCEL FILE UPLOAD FEATURE

- The Excel schedule upload process may be used only for a NH certified licensee fuel tax session (report) that has a <u>total number of transactions</u> no greater than 1,000 transactions. NOTE: the NH AFTS Excel upload file will error if the transaction count exceeds the maximum allowed.
- 2) Once a licensee has created and opened a tax session, the licensee may download and save a related Excel template file from the NH AFTS. Each tax type (Motor Fuel and Aviation Fuel, Oil Discharge and Pollution Control, Transporter, Biodiesel Distributor) template file contains three Excel worksheets: a Template worksheet, a Schedule Requirements worksheet, and a Product Restrictions worksheet.
- 3) Data entered into the Excel Template worksheet (schedule codes, FEINs, names, dates, etc.) must be entered correctly and in the correct column; note the Template worksheet column headers and map your data accordingly. Please note that the templates allow users to copy and paste Excel <u>cell data</u>; however, users cannot select and copy <u>entire rows of Excel data</u>. [This is an important distinction; refer to Microsoft Excel software help files if you are unsure about what this means.]

EXAMPLE: an Oil Discharge and Oil Pollution Control licensee can copy and paste cell data repetitively used in schedules 1, 1A, and 2E – however, the licensee will need to change related *schedule codes* as required $(1\rightarrow 1A\rightarrow 2E)$.

- 4) The Excel Template file once it is downloaded and saved, tax session data entered, and the Excel file renamed and saved must be uploaded into the related NH AFTS tax session in order to upload your tax session schedule transaction data.
- 5) Once the Excel Template worksheet file is uploaded, if there are file errors the user must review the error message(s) and adjust the Excel file as required. The user subsequently can upload the corrected file. NOTE: any subsequent Excel tax session file upload will overwrite all previously uploaded data for the corresponding tax session.
- 6) If the Excel template file has no errors, the user must generate the related tax session to populate the uploaded file data. The user should review the tax session and schedules to ensure accuracy. The user subsequently can file the tax session when desired. NOTE: no tax session is filed just by uploading an Excel data file; the user still needs to file the tax session.

Working with the NH AFTS Excel Template Add-in Feature

- 1) Create new tax session in the NH AFTS, or return to an existing non-filed tax session.
- 2) Click on the tax session and select "Data File Upload" from the drop-down menu:

Tax Sessions									
Status									
ions	×								
Taxpayer Description	Terminal Code	Start Date	End	d Date	Sequence	Du	ie Date	Critical Schedule Errors	Return Generation Needed
Oil Discharge Fee		08/01/2014	0.8/	31/2014 Schedule Tra		0.0	/22/2014		Yes
				Transaction					
				Session I	Details		1 Change		
Submit				View Tax	Return				
			-	File Tax I	Return				
				Create Am	endment				
				Unfile Tax	Return				
				Delete All Tra	ansactions				
				Delete Tax	Session				
				Data File	Upload 🚽				

3) The following pop-up window appears. Click on the "Download template" link.

Avalara - Dat	a File Upload
	e upload your data file. The data file will be extracted and validated as part of the data file import process. rocess is optimized for fewer than 5,000 transactions. Larger uploads should be performed from the Dashboard or Schedule Transaction Importer tool.
Data File:	Select
	Download template
	Upload
	Copyright © 2005 - 2014 Avalara

4) A "File Download" pop-up window appears. Either select "Open" or "Save" (depending on your operating system, see below and following page):

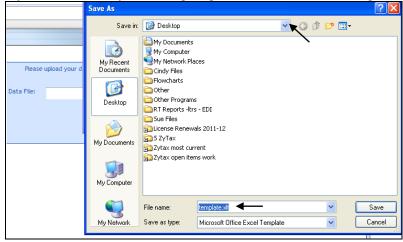
stributor > 6/1/2011 - 6/30	Do you want to open or save this file?	
	From: 10.12.20.84	X
Please upload you Data File:	Open Save Cancel	port process.
	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk? Download template	

Working with the Excel Add-in Feature (continued)

- 4. Open or Save Template (continued)
 - a. If you select "Open", the template file opens in Excel as shown below:

	Microsoft Excel - Template(1).xls												
:0)	Eile Edit Viev	/ Insert Form	at <u>T</u> ools Laws	on <u>D</u> ata <u>W</u> indo	w <u>H</u> elp Ado <u>b</u> e PDF								Type a question for hel
	〕 🞯 🖬 👌 🗐 🙆 🐧 🚏 🌋 Կ 🖄 🖓 👘 · (* -) Υ 🐎 ∋ Ψ 🛞 Σ - (1) 전 1 100% - (2) 📲 🚺 (altri 👘 11 -) Β Ι Ξ Ε 프 포) S % , % 3									E \$%, *****	🕸 🕸 🔛 • 🔕 • 🗛		
	P14 🔻	fx-											
	A	B	С	D	E	F	G	н	- I	J	К	L	M
1	ScheduleCo	ProductCo 🗣	CarrierIdTy 🗸	CarrierIdCod	CarrierLegalNam 🗸	SellerIdTy 🔫	SellerIdCo	SellerLegalNam 👻	ModeCo	OriginCity 🔽	OriginJurisdictid	OriginCountryCod	OriginTerminalCod
2													
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13													
14													
15													
16													
17													

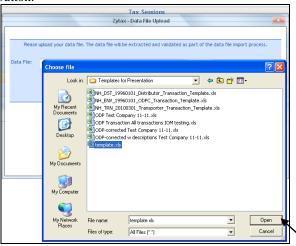
b. If you select "Save", you will be prompted on where to save the template and what to call it:



- 5) When reading, enter the required schedule information into the saved Excel Template file. Once you have completed entering the schedule information in the template, save the file.
- 6) Go back to the related tax session in the NH AFTS, click on it, and select "Data File Upload".
- 7) After the pop-up window appears, click on the "Select" button:

	Avalara - Dat	a File Upload	х
Γ			^
		e upload your data file. The data file will be extracted and validated as part of the data file import process. ocess is optimized for fewer than 5,000 transactions. Larger uploads should be performed from the Dashboard or Schedule Transaction Importer tool.	
	Data File:	Select	
		\sim	
		Download template	
		Upload	
L		Copyright © 2005 - 2014 Avalara	•

8) In the "Choose File" pop-up box, you will need to navigate to the template, select it, and click the "Open" button:



9) The "Choose File" pop-up box disappears. Click on the "Upload" button.

		Zytax - Data File Upload
Γ		
	Please	upload your data file. The data file will be extracted and validated as part of the data file import process.
	Data File:	Distributor template-test write-up.xls Select
		Developed terminate
		Download template
		Upload Copyright © 2005 - 2011 FuelQuest

10) The following screen message appears. Click on "Go to the System Activity Page".

	Zytax - Data File Upload								
File Distributor template-test write-up.xls has been successfully uploaded.									
Please (upload your data file. The data file will be extracted and validated as part of the data file import process.								
Data File:	Select								
	Download template								
	Go to the System Activity page								
	Upload Copyright © 2005 - 2011 FuelQuest								

11) You may see an error message in the System Activity Log if there is an issue with your data / Excel file at this point; see the example below re: Status is "Failed":

				System Activity	
					Y Fi
	Status	Start Date	Completed Date	Process Name	Description
×	Failed	11/28/2011 10:10:35 AM	11/28/2011 10:10:36 AM	Schedule Transaction Data File Import: ODP Test Company 11-11.xls	Schedule Transaction Data File Import: ODP Test Company 11-11.xls

If you get an error message reporting the status is "Failed", click on the row, read the error message, and troubleshoot your file. Once your file is corrected, re-upload the Excel file, then go to the system activity screen to make sure the Excel file loaded successfully. Repeat as required until you get your file to upload successfully into the NH AFTS.

12) Once the Excel file successfully uploads, return to the related tax session, from the drop-down menu select "Session Details", and then click on the "Save and Regenerate" button in the "Session Details" box:

Schedule Transactions				Session De	tails	New Han 💌 i
			Close			
Transaction Validation	Form Settings	Form Manual Entry	Filer Intent	History Log		
Session Details	Country		United States	*		
	Jurisdiction		New Hampshire			
View Tax Return	Taxpayer Type		Distributor	*		
	Tracking Number					
File Tax Return	Begin Period Date		8/1/2011			
Create Amendment	End Period Date		8/31/2011			
Creace / Internation	Sequence		0			
Unfile Tax Return			Original session	-		
	Filed Date		Open			
Delete All Transactions	Include Schedules		Yes	⊚ No		
Delete Tax Session						
			(Save & Reg		
Data File Upload			Cop	pyright © 2005 - 3	2011 FuelQuest	

13) Note if there are any critical schedule error messages related to the uploaded transactions (the example has 7):

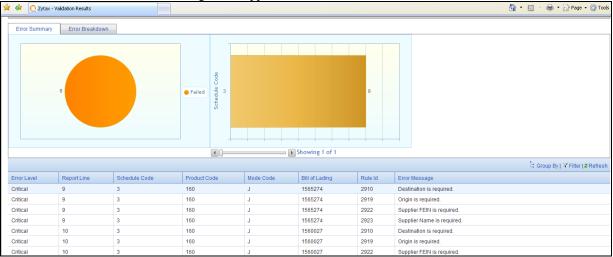
	Tax Sessions											
tus												
ons 🔹 🖬 Columns 📜 Group By 🏹 Filter 🕏 Refresh												
Taxpayer Description	Start Date	End Date	Sequence	Due Date	Y Critical Schedule Errors	Return Generation Needed	Return Status					
Y	T	T	Y	Y	0 7	•	•					
Oil Discharge Fee	07/01/2014	07/31/2014	0	08/20/2014	7	Yes	Passed	¢				
						III Columns	🗽 Group By 🏹 Filter 💈	Refresh				

a. If there are any critical schedule errors, remedy them. To start, select "Transaction Validation", as shown below:

			Tax S	essions				
itatus								
ions	•							III Columns
Taxpayer Description	Start Date	End Date	Sequence		Due Date		♥ Critical Schedule Errors	Return Generation Needed
Y	T T	T T		Y		T	0 7	•
Oil Discharge Fee	07/01/2014	07/31/2014		0 Schedule Trar	08/20/2014 Isactions	_	7	Yes
				Transaction V	alidation			III Columns
		Page	: 1 of	Session D	etails			
Submit				View Tax R	eturn			
- Coonne				File Tax R	eturn			
				Create Amer	ndment			
				Unfile Tax F	Return			
				Delete All Trar	nsactions			
				Delete Tax S	ession			
				Data File U	pload			

Working with the Excel Add-in Feature (continued)

- 13) Critical Schedule Errors (continued)
 - b. A list of error messages will appear, as shown below:



c. Click on the first Error Message in the Validation table, correct any related error messages in the schedule transaction as required by the red "Critical" errors, and continue until all errors are corrected (see below):

	Zytax - Schedule Transaction	X
2910: Critical: Destination 2919: Critical: Origin is ree 2922: Critical: Supplier FEI 2923: Critical: Supplier Na	quired. IN is required.	
Schedule Code	3: Gallons imported from another state direct to customer	
Product	160 - Diesel Fuel - Undyed 🔹	

14) If your tax session has no errors, or after any and all errors are remedied, regenerate the tax session, review it, and then file the tax session by the due date as required.

IMPORTANT: no tax session <u>is filed only by uploading an Excel file</u>. All tax sessions need to be filed in the NH AFTS by selecting the tax session, then selecting "File Tax Return" from the session's drop-down menu, etc. See image below.

Taxpayer Description	Start Date	End	Date	Sequence	Due Date		Critical Schedule Errors	Return Generation Needed	Return Status
Oil Discharge Fee	07/01/2014	07/3		Schedule Transactions Transaction Validation Session Details		2014	0	No	Passed
									III Columns
		Viev	View Tax Return		Size: 1	Change			
Bubmit			File	e Tax Return	-	_			
			Creat	e Amendment					
			Unfi	le Tax Return					
			Delete	All Transactions					
			Delet	te Tax Session					
			Data	a File Upload					