

Overview - NH AFTS EXCEL FILE UPLOAD FEATURE

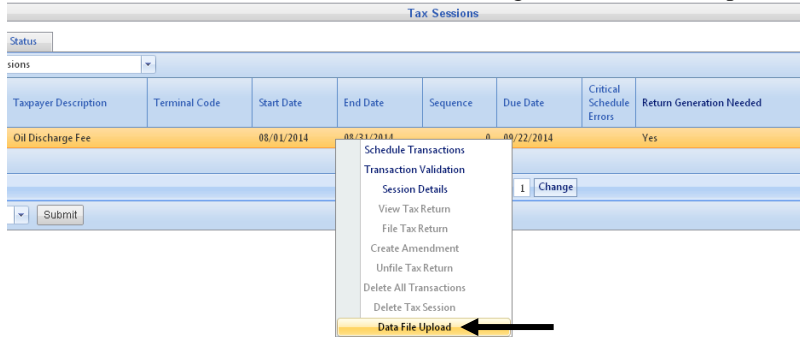
- 1) The Excel schedule upload process may be used only for a NH certified licensee fuel tax session (report) that has a total number of transactions **no greater than 1,000 transactions**. NOTE: the NH AFTS Excel upload file will error if the transaction count exceeds the maximum allowed.
- 2) Once 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 cell data; however, users cannot select and copy entire rows of Excel data. [This is an important distinction; refer to Microsoft Excel software help files if you are unsure about what this means.]

<p>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 <i>schedule codes</i> as required (1→1A→2E).</p>

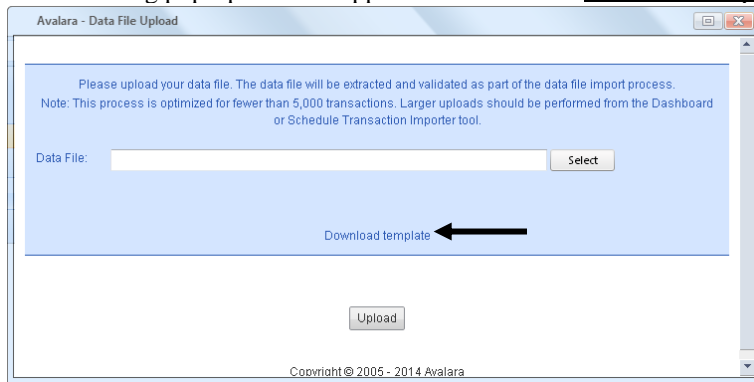
- 4) The Excel Template file – once it is downloaded and saved, tax session data entered, and the Excel file renamed and saved – must be uploaded into the related NH AFTS tax session in order to upload your tax session schedule transaction data.
 - 5) Once the Excel Template worksheet file is uploaded, 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.
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Working with the NH AFTS Excel Template Add-in Feature

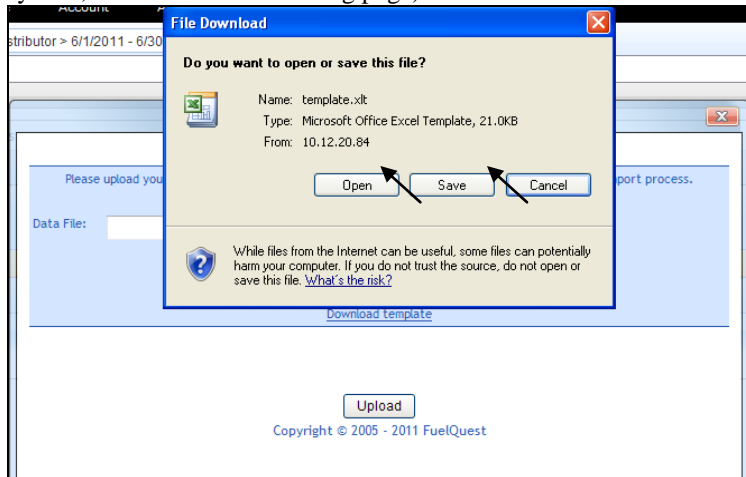
- 1) Create new tax session in the NH AFTS, or return to an existing non-filed tax session.
- 2) Click on the tax session and select “Data File Upload” from the drop-down menu:



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



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



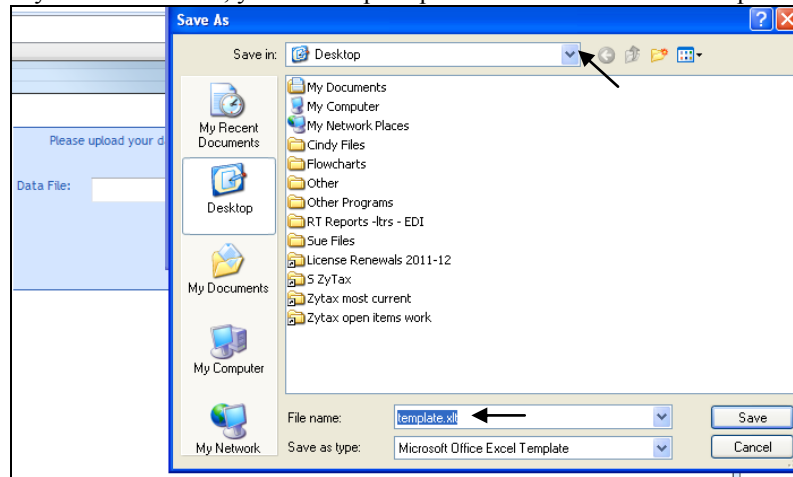
Working with the Excel Add-in Feature (continued)

4. Open or Save Template (continued)

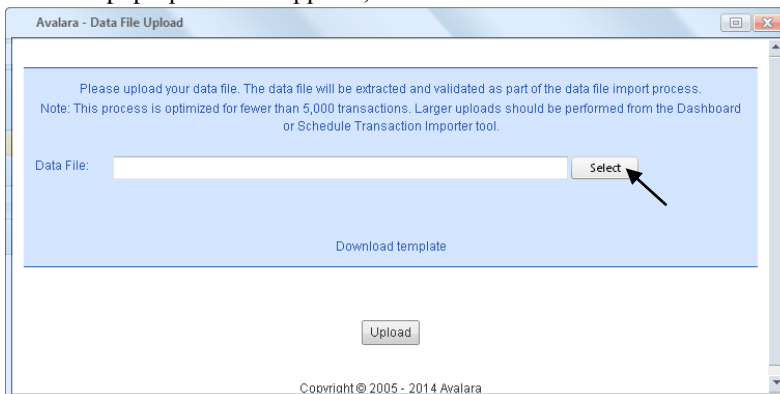
a. If you select “Open”, the template file opens in Excel as shown below:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ScheduleCo	ProductCo	CarrierIdTy	CarrierIdCo	CarrierLegalNam	SellerIdTy	SellerIdCo	SellerLegalNam	ModeCo	OriginCity	OriginJurisdic	OriginCountryCod	OriginTerminalCod
2													
3													
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b. If you select “Save”, you will be prompted on where to save the template and what to call it:

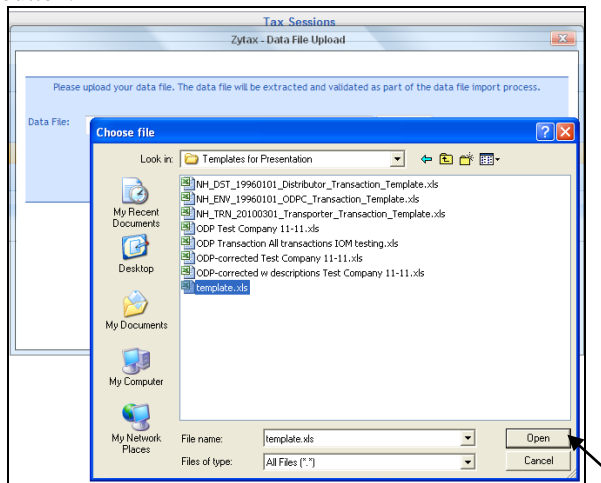


- 5) When reading, enter the required schedule information into the saved Excel Template file. Once you have completed entering the schedule information in the template, save the file.
- 6) Go back to the related tax session in the NH AFTS, click on it, and select “Data File Upload”.
- 7) After the pop-up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

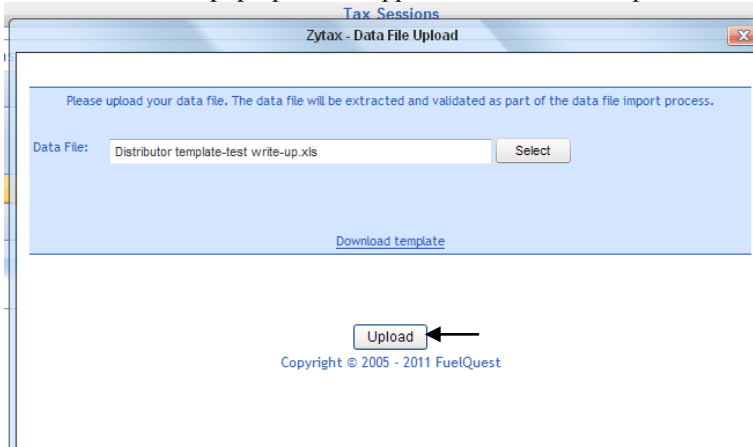


Working with the Excel Add-in Feature (continued)

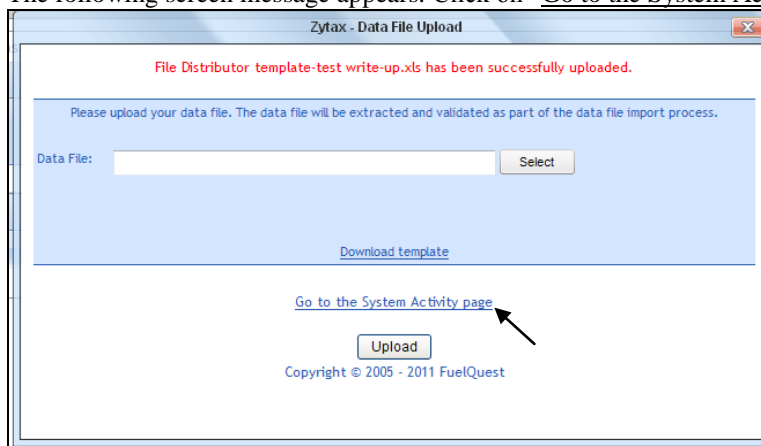
- 8) In the “Choose File” pop-up box, you will need to navigate to the template, select it, and click the “Open” button:



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



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



Working with the Excel Add-in Feature (continued)

- 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					
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:

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

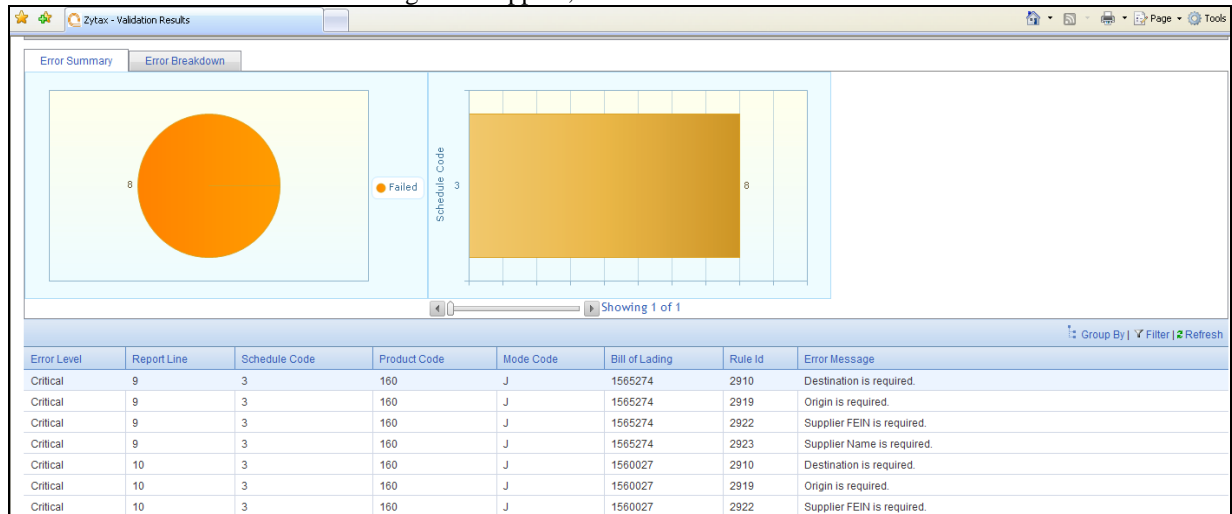
Tax Sessions							
Taxpayer Description	Start Date	End Date	Sequence	Due Date	✓ Critical Schedule Errors	Return Generation Needed	Return Status
Oil Discharge Fee	07/01/2014	07/31/2014	0	08/20/2014	7	Yes	Passed

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

Working with the Excel Add-in Feature (continued)

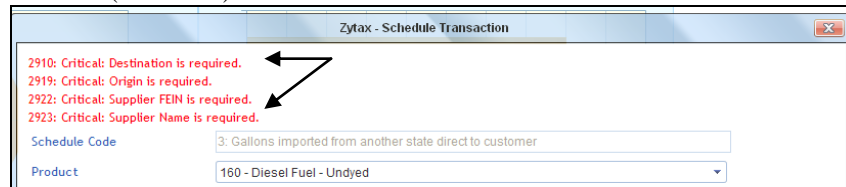
13) Critical Schedule Errors (continued)

b. A list of error messages will appear, as shown below:



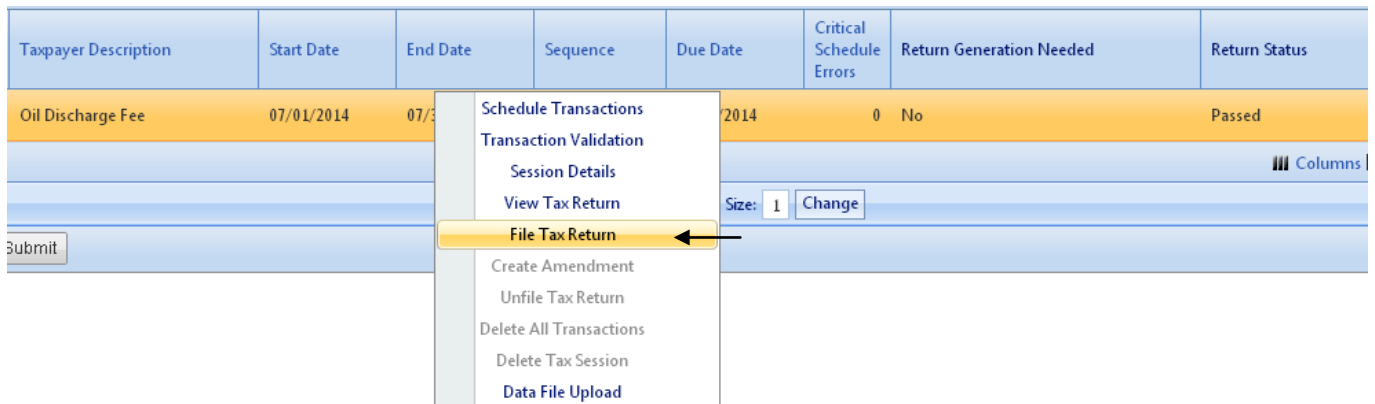
Error Level	Report Line	Schedule Code	Product Code	Mode Code	Bill of Lading	Rule Id	Error Message
Critical	9	3	160	J	1565274	2910	Destination is required.
Critical	9	3	160	J	1565274	2919	Origin is required.
Critical	9	3	160	J	1565274	2922	Supplier FEIN is required.
Critical	9	3	160	J	1565274	2923	Supplier Name is required.
Critical	10	3	160	J	1560027	2910	Destination is required.
Critical	10	3	160	J	1560027	2919	Origin is required.
Critical	10	3	160	J	1560027	2922	Supplier FEIN is required.

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):



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 is filed only by uploading an Excel file. 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	07/31/2014	1	07/31/2014	0	No	Passed