

# New Hampshire Department of Safety Road Toll Bureau

# E-file tutorial:

Creating Locations in the NH AFTS

# Overview

- Locations are <u>Points of Origins and Destinations</u> that are <u>not</u> IRS-coded terminals. A required location is the City/Town and State of a: 1) Point of Origin, and 2) Point of Destination.
- You need to enter only one location entry per City/Town, State. Ex: you sometimes pick up (Origin) product from Rockville, MD, and sometimes deliver (Destination) product to Rockville, MD. You would enter a single Rockville, MD location.
- IMPORTANT: For locations that are IRS recognized terminals, you are required to use IRS Terminal Codes. An IRS recognized terminal is defined as a terminal which is supplied by a barge or pipeline. Note that all IRS Terminal Codes are preloaded in the NH AFTS.

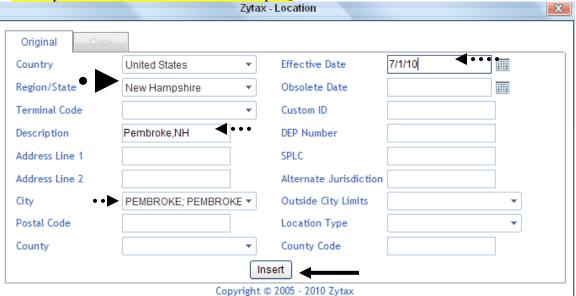
### **How to Enter Location Records for Use as Origins and Destinations**

1. Got to Locations (Maintenance>Locations), and click on Add New Record. The following will appear.

Original Cor	DV.			
Country	United States	•	Effective Date	<b>=</b>
Region/State		-	Obsolete Date	
Terminal Code		<b>-</b>	Custom ID	
Description			DEP Number	
Address Line 1			SPLC	
Address Line 2			Alternate Jurisdiction	
City		•	Outside City Limits	•
Postal Code			Location Type	•
County		•	County Code	

2. **IMPORTANT - Enter/select location data in the following order**: a) Region/State, b) City, c)Description, and d) Effective Date (note: the effective date should be the 1<sup>st</sup> day of reporting period you need the record to be available). Then click on **insert**. (**Before you click on Insert, make sure you have chosen a City!**)

[NOTE: The **Description** field should be carefully considered. It helps populate the location city and state data for Origin and Destination areas in tax returns, when you are entering information for report Schedule Transactions. Consider entering "Town,ST" in the Description field, as shown in the example.]



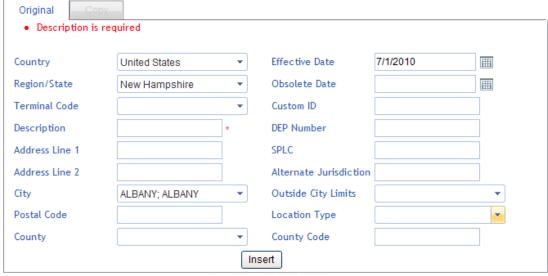
## **How to Enter Non-Terminal Location Records (cont.)**

3. If the location record was inserted, a red message stating "Record Inserted" appears and the user may enter additional locations or "red X out". Note that the location entry area will maintain the Region/State and Effective date used for the last record successfully entered, but the other data that you entered will not now be visible on the form.

Zytax - Location									
Record inserted.									
Original Copy									
Country	United States	•	Effective Date	7/1/2010	<b>=</b>				
Region/State	New Hampshire	•	Obsolete Date		<b>=</b>				
Terminal Code		•	Custom ID						
Description			DEP Number						
Address Line 1			SPLC						
Address Line 2			Alternate Jurisdiction						
City		•	Outside City Limits		•				
Postal Code			Location Type		•				
County		•	County Code						
Insert									

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If there is an error with the record that the user is trying to create, after the user clicks **insert** a red message will appear at top of the record, and the user will need to remedy the error and retry to insert the record.



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