



# New Hampshire Department of Safety Road Toll Bureau

E-file tutorial:

**Creating Locations in the NH AFTS**

# Overview

- Locations are Points of Origins and Destinations that are **not** 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.

The screenshot shows the 'Zytax - Location' window with the 'Original' tab selected. The form contains the following fields:

Field	Value
Country	United States
Region/State	
Terminal Code	
Description	
Address Line 1	
Address Line 2	
City	
Postal Code	
County	
Effective Date	
Obsolete Date	
Custom ID	
DEP Number	
SPLC	
Alternate Jurisdiction	
Outside City Limits	
Location Type	
County Code	

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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.]

The screenshot shows the 'Zytax - Location' window with the 'Original' tab selected. The form contains the following fields with example data and arrows indicating the entry order:

Field	Value
Country	United States
Region/State	New Hampshire
Terminal Code	
Description	Pembroke,NH
Address Line 1	
Address Line 2	
City	PEMBROKE; PEMBROKE
Postal Code	
County	
Effective Date	7/1/10
Obsolete Date	
Custom ID	
DEP Number	
SPLC	
Alternate Jurisdiction	
Outside City Limits	
Location Type	
County Code	

The 'Insert' button is highlighted with an arrow. The 'Effective Date' field is also highlighted with an arrow.

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## 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.

The screenshot shows a web application window titled "Locations" with a subtitle "Zytax - Location". A red message "Record inserted." is displayed at the top. Below the message are two tabs: "Original" (selected) and "Copy". The form contains two columns of fields. The left column includes: Country (United States), Region/State (New Hampshire), Terminal Code (dropdown), Description, Address Line 1, Address Line 2, City, Postal Code, and County. The right column includes: Effective Date (7/1/2010), Obsolete Date, Custom ID, DEP Number, SPLC, Alternate Jurisdiction, Outside City Limits (dropdown), Location Type (dropdown), and County Code. An "Insert" button is located at the bottom center. The copyright notice "Copyright © 2005 - 2010 Zytax" is at the bottom.

Country	United States	Effective Date	7/1/2010
Region/State	New Hampshire	Obsolete Date	
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.

The screenshot shows the same "Zytax - Location" form, but with an error message "• Description is required" in red at the top. The "Description" field is highlighted with a red asterisk. The "City" dropdown is now set to "ALBANY; ALBANY" and the "Location Type" dropdown is set to "DEP". The "Insert" button is still visible at the bottom. The copyright notice "Copyright © 2005 - 2010 Zytax" is at the bottom.

Country	United States	Effective Date	7/1/2010
Region/State	New Hampshire	Obsolete Date	
Terminal Code		Custom ID	
Description		DEP Number	
Address Line 1		SPLC	
Address Line 2		Alternate Jurisdiction	
City	ALBANY; ALBANY	Outside City Limits	
Postal Code		Location Type	DEP
County		County Code	

Insert

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