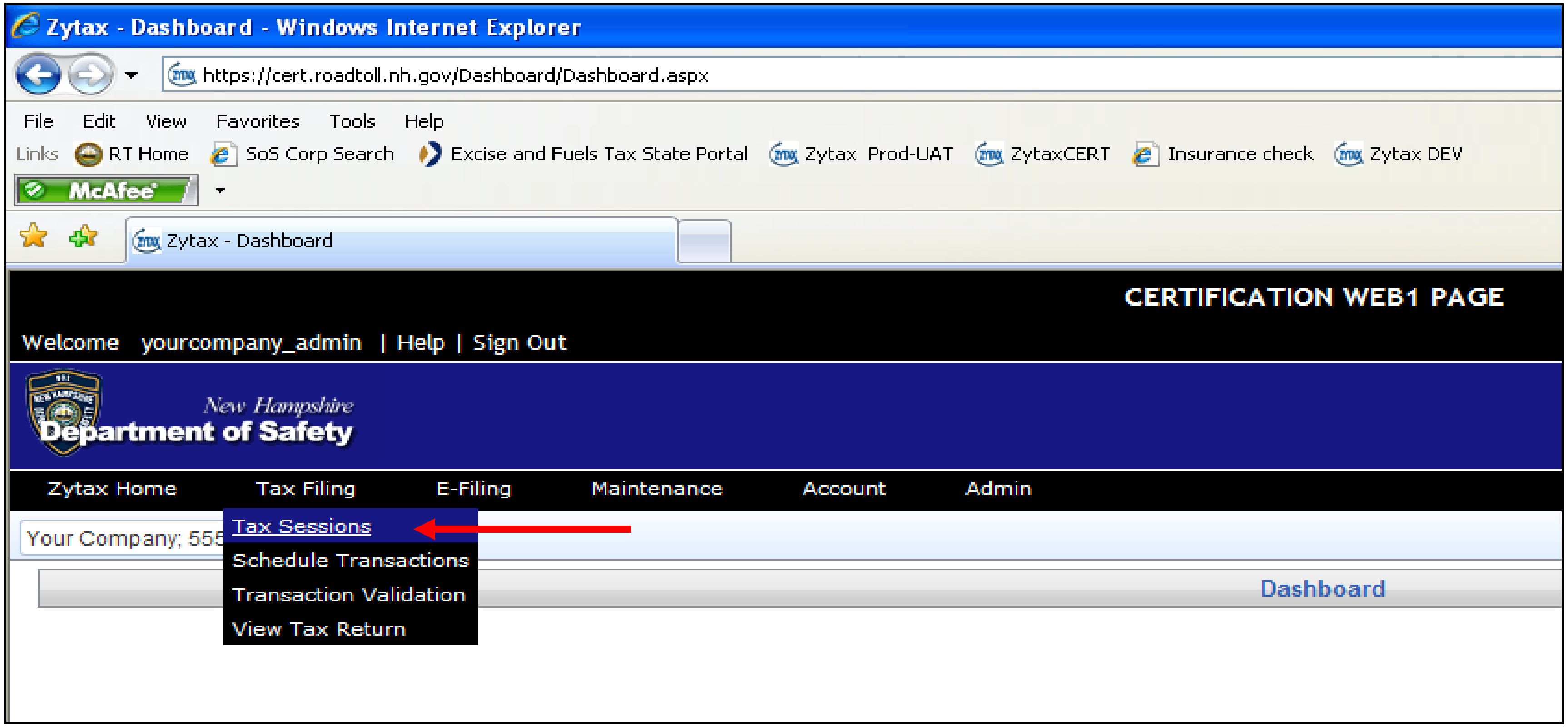
New Hampshire
Department of Safety
Road Toll Bureau

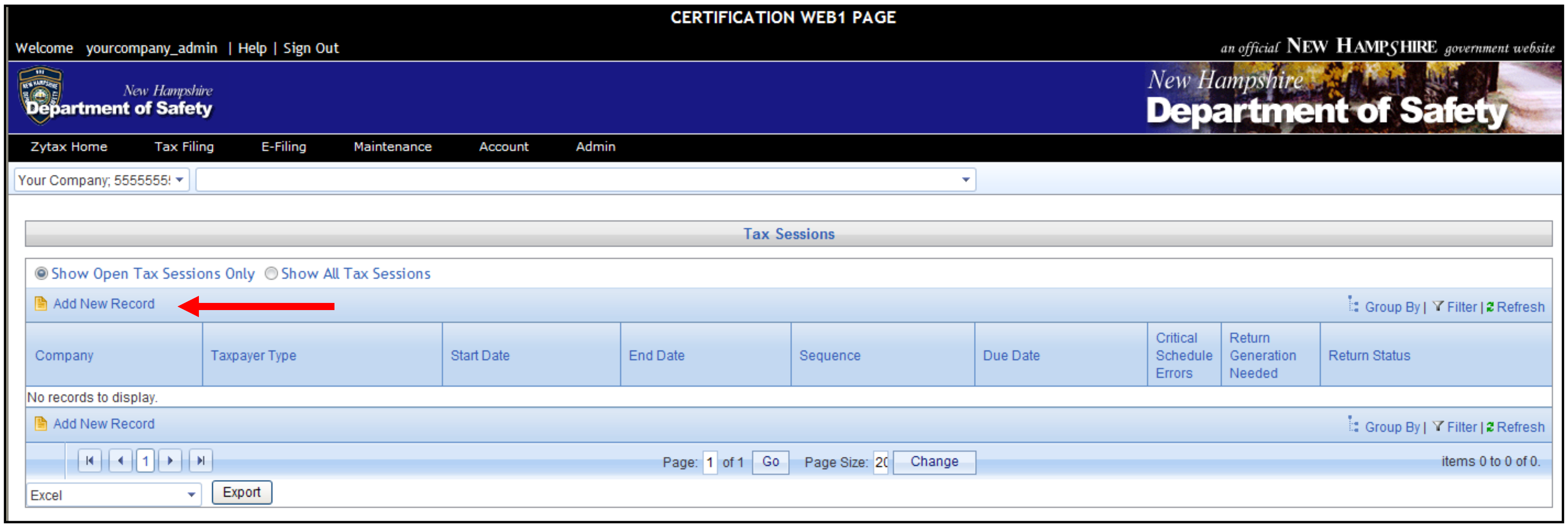
E-file tutorial:

Manually (non-EDI) Creating and Filing a Tax Return in the NH AFTS Certification Site

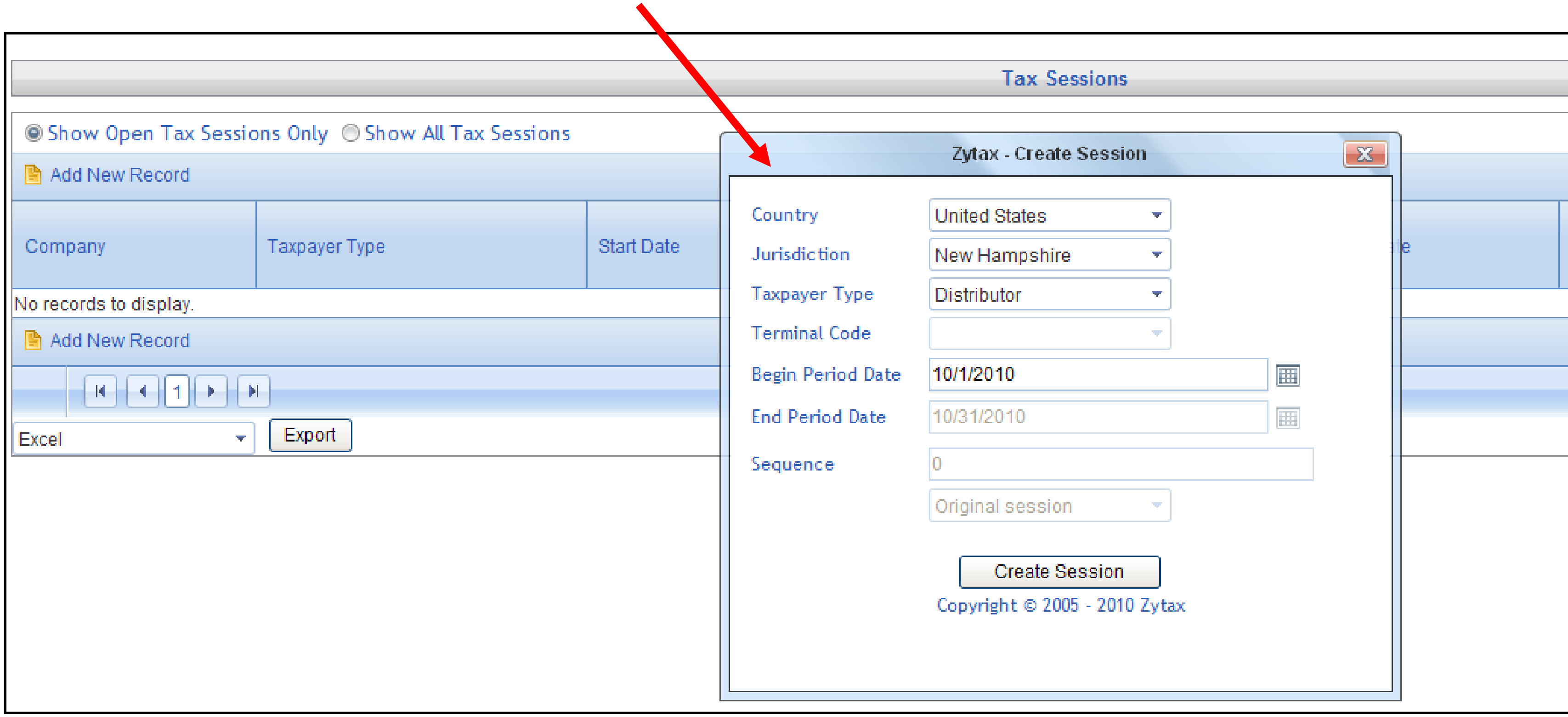
After logging in, go to Tax Filing > Tax Sessions, as shown below:



The following “Tax Session” screen appears. Select “Add New Record”.

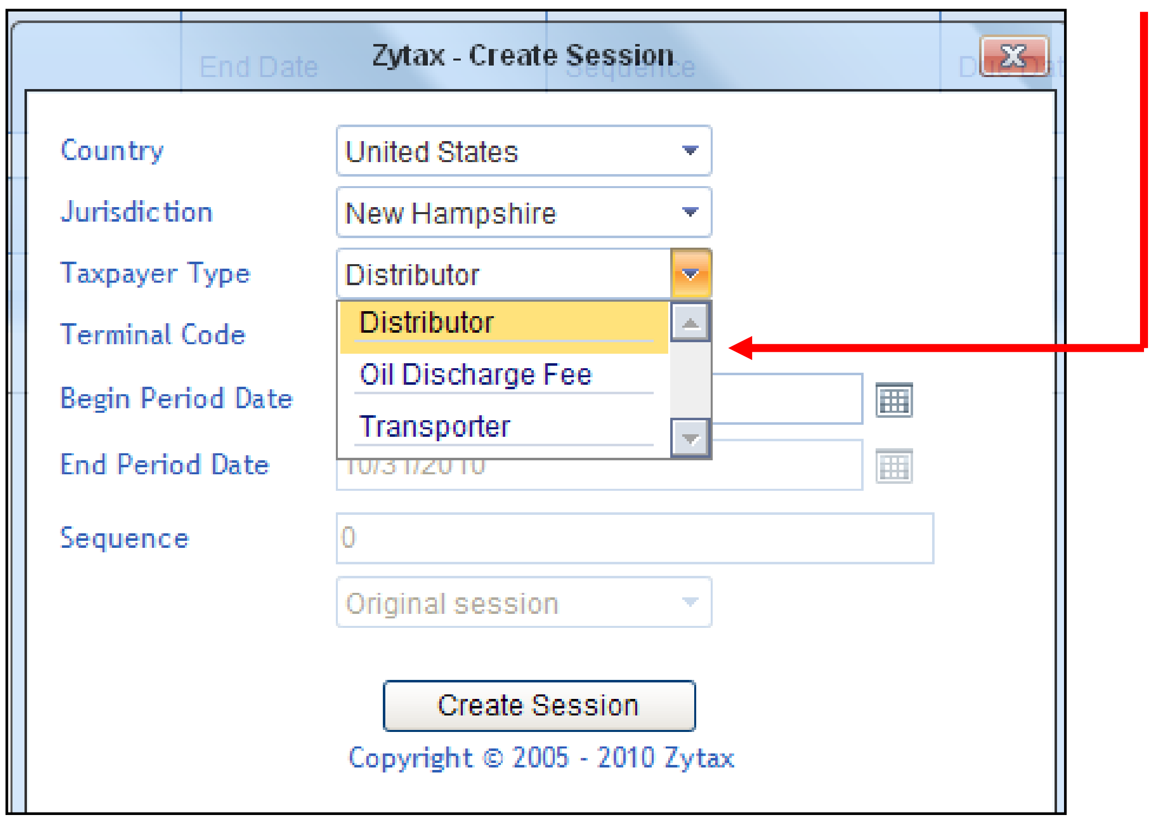


The following “Create Session” screen appears.



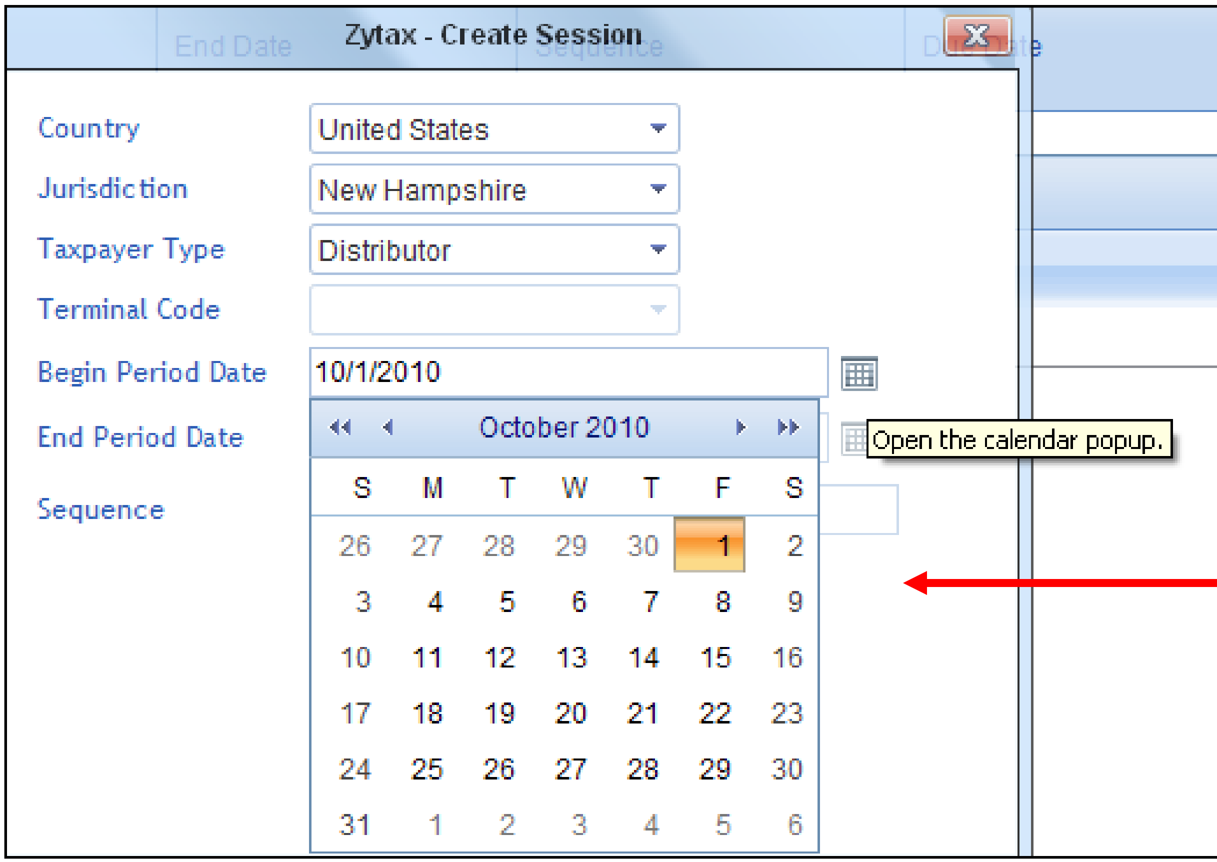
Create Session screen Information

- Licensees may only create session types related to the license types they hold, i.e., Distributor, Oil Discharge Fee, etc. We'll chose Distributor.



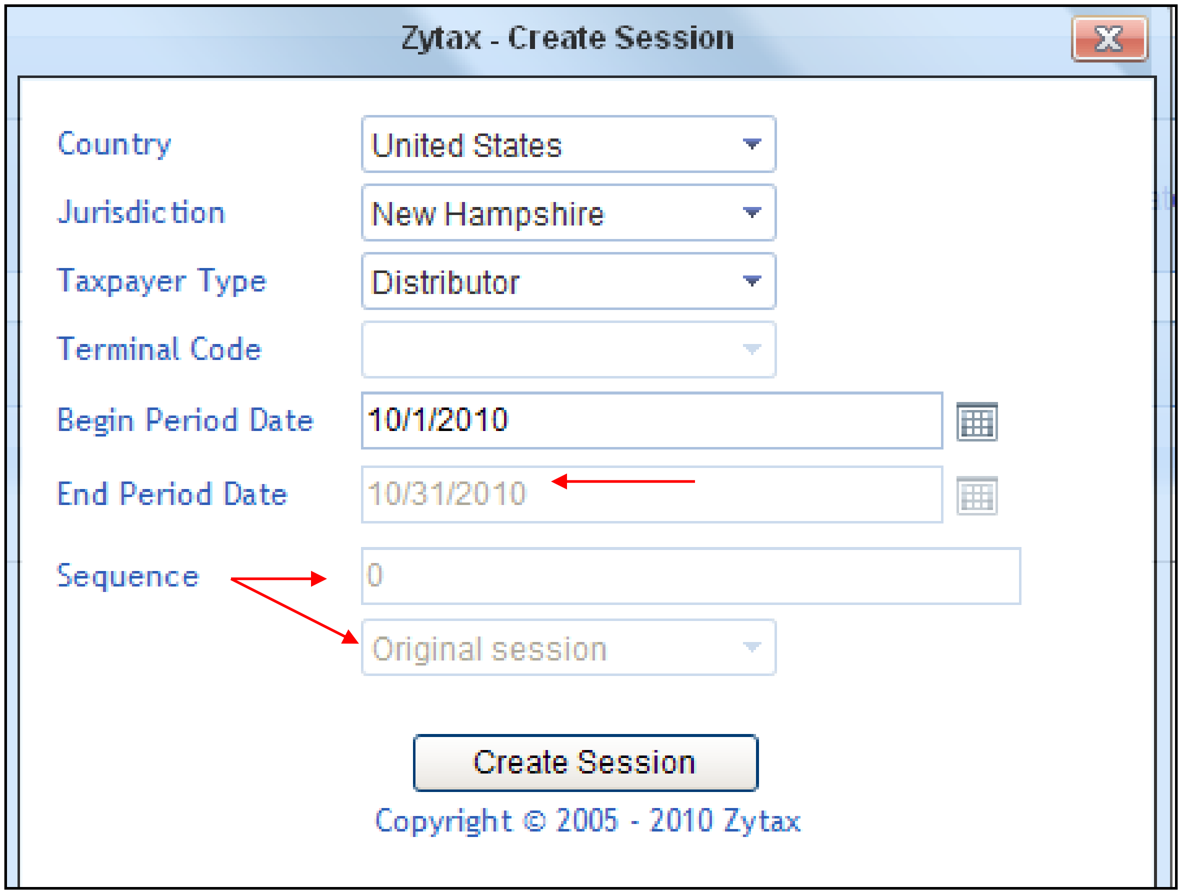
Create Session screen Information (cont.)

- Licensees must chose the reporting period (month) start date for the tax session. We'll use 10/1/2010.



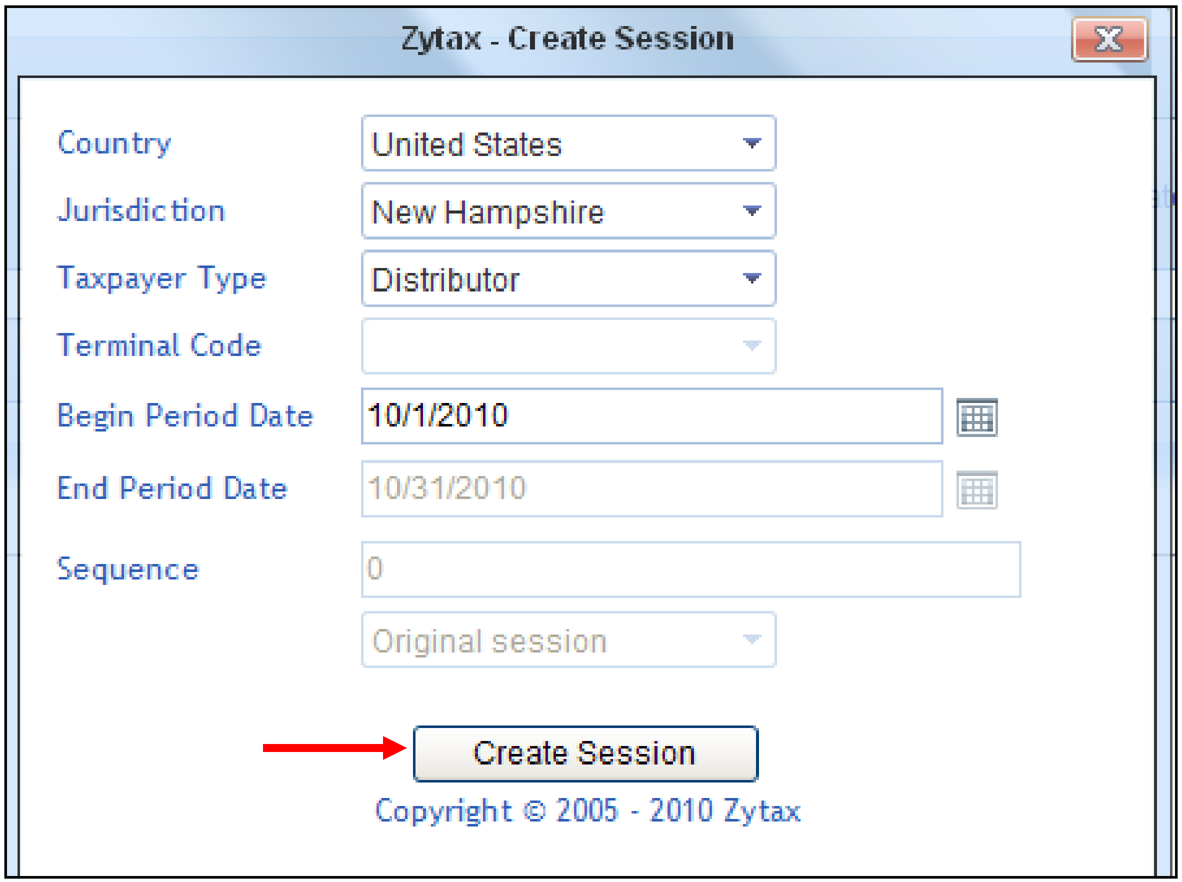
Create Session screen Information (cont.)

Note the following: the “**End Period Date**” is automatically entered; the “**Sequence**” = “**0**” for an original tax session, and it will read “Original Session” (the 1st amendment to a tax session would have “Sequence” = “1”, and it will read “Amendment”).



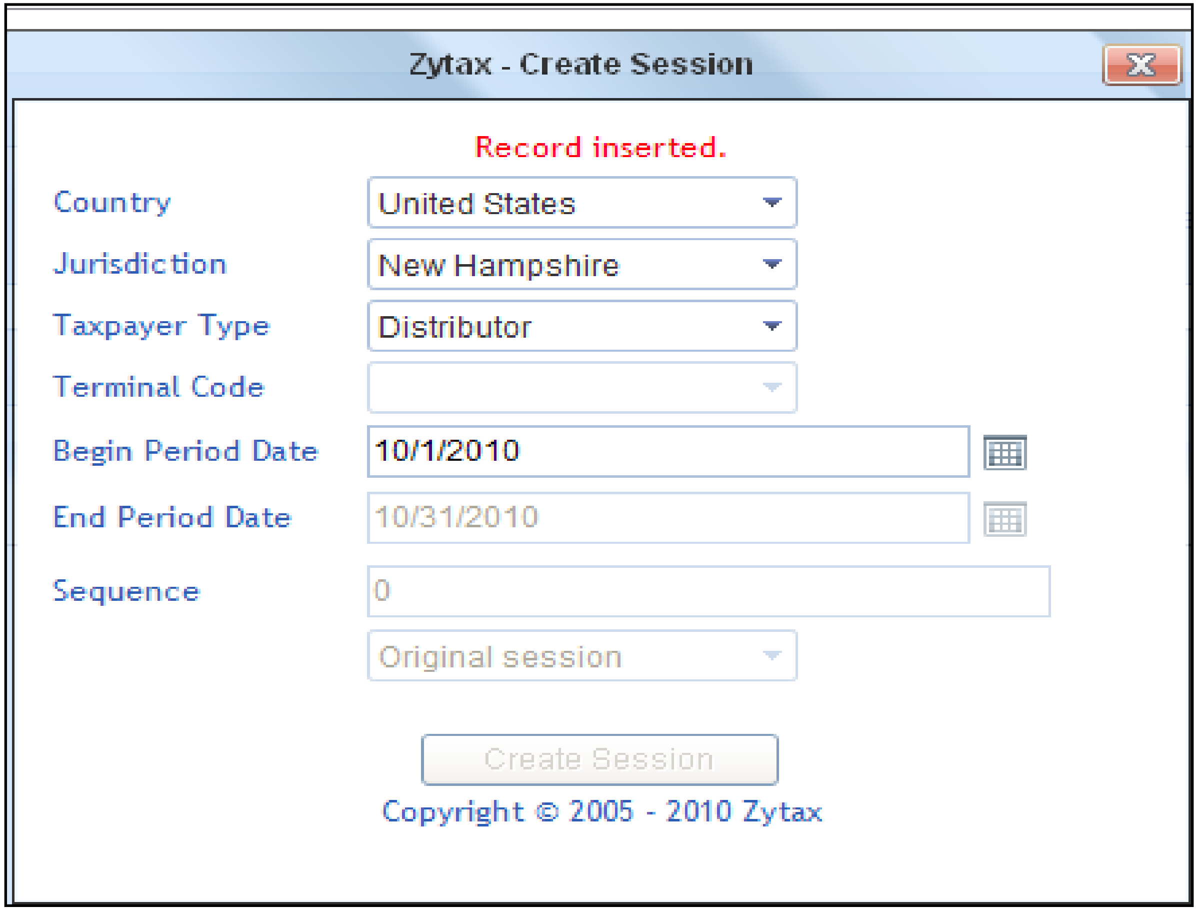
Create Session screen Information (cont.)

- Click “Create Session” to create new tax session.

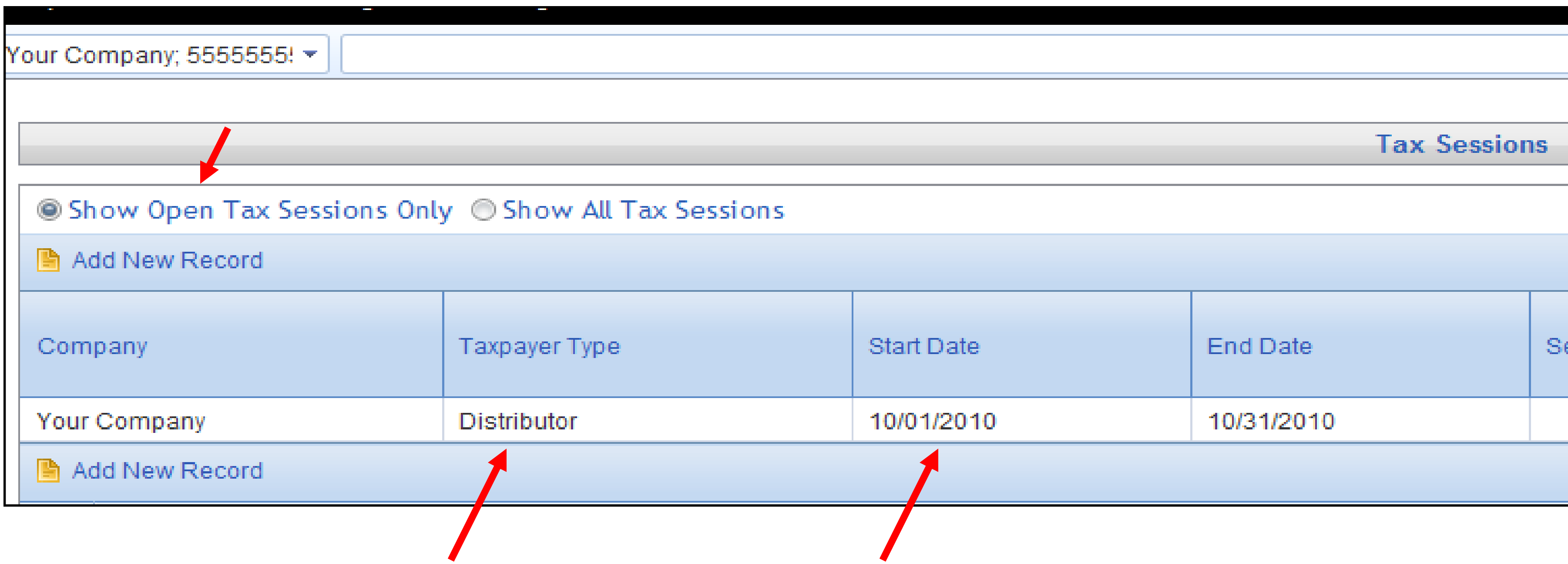


Create Session screen Information (cont.)

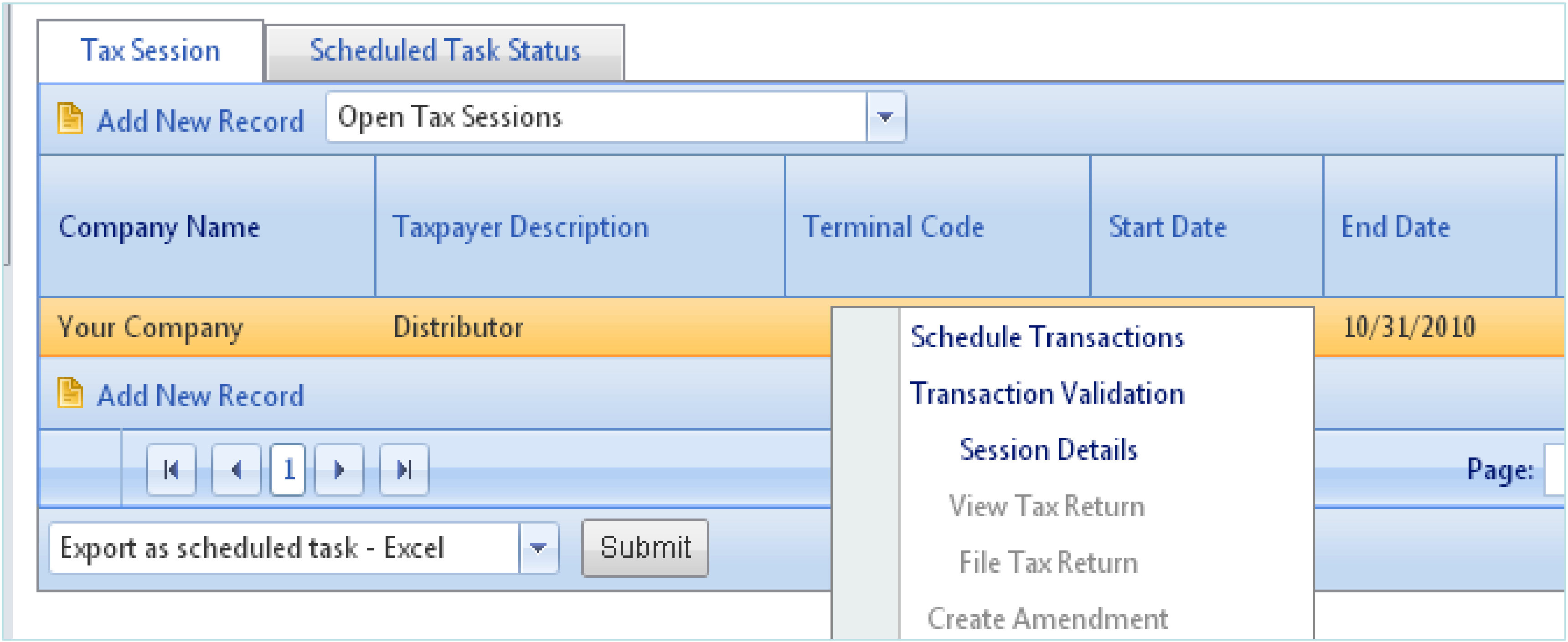
- The screen will now show, "Record Inserted". Click on the red X to close the Create Session screen.



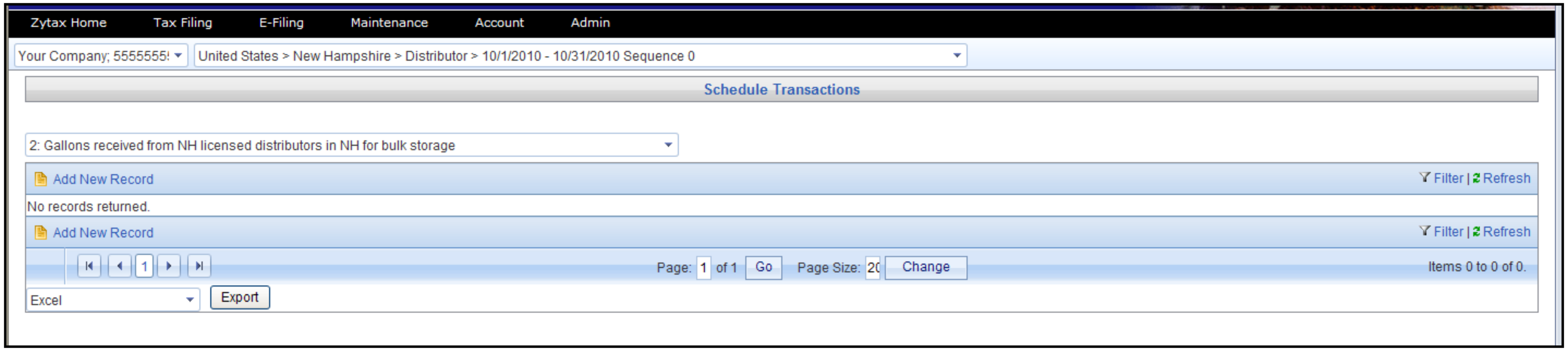
Note that there now is an open record in the Tax Sessions screen. Part of the screen is shown below; note the Distributor Tax session that is open (unfiled) for the reporting month beginning 10/1/10.



Click on the Distributor Tax session; you will see the following **context menu** appear. Select “Schedule Transactions” from the context menu to begin the process of creating tax return Schedule Transactions.

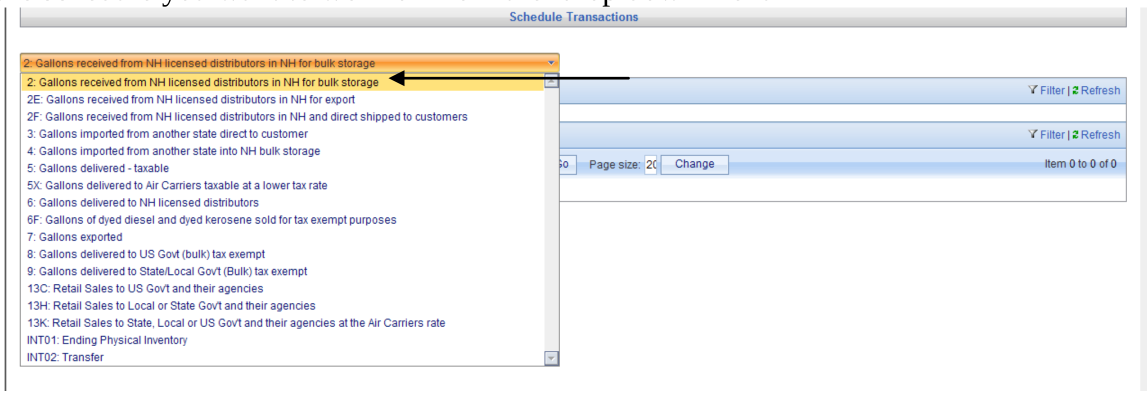


The “Schedule Transactions” screen appears, as shown below.

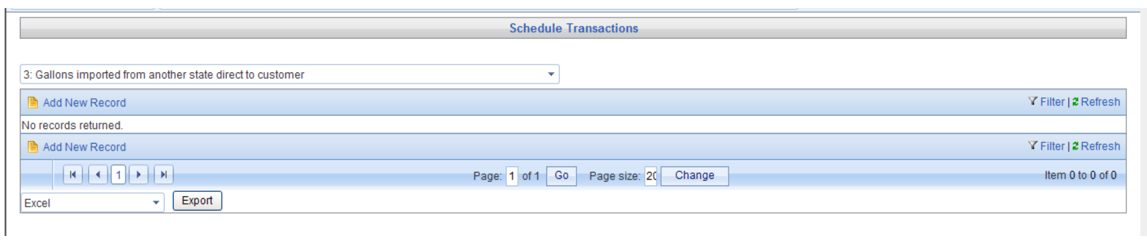


The following information will help you work in the Schedule Transaction screen and other areas required to file a tax return in your tax session.

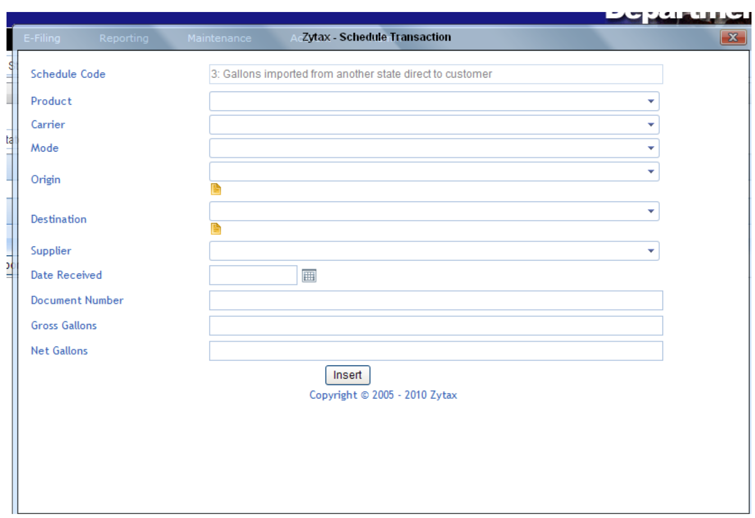
Select the schedule you want to work on from the drop down menu



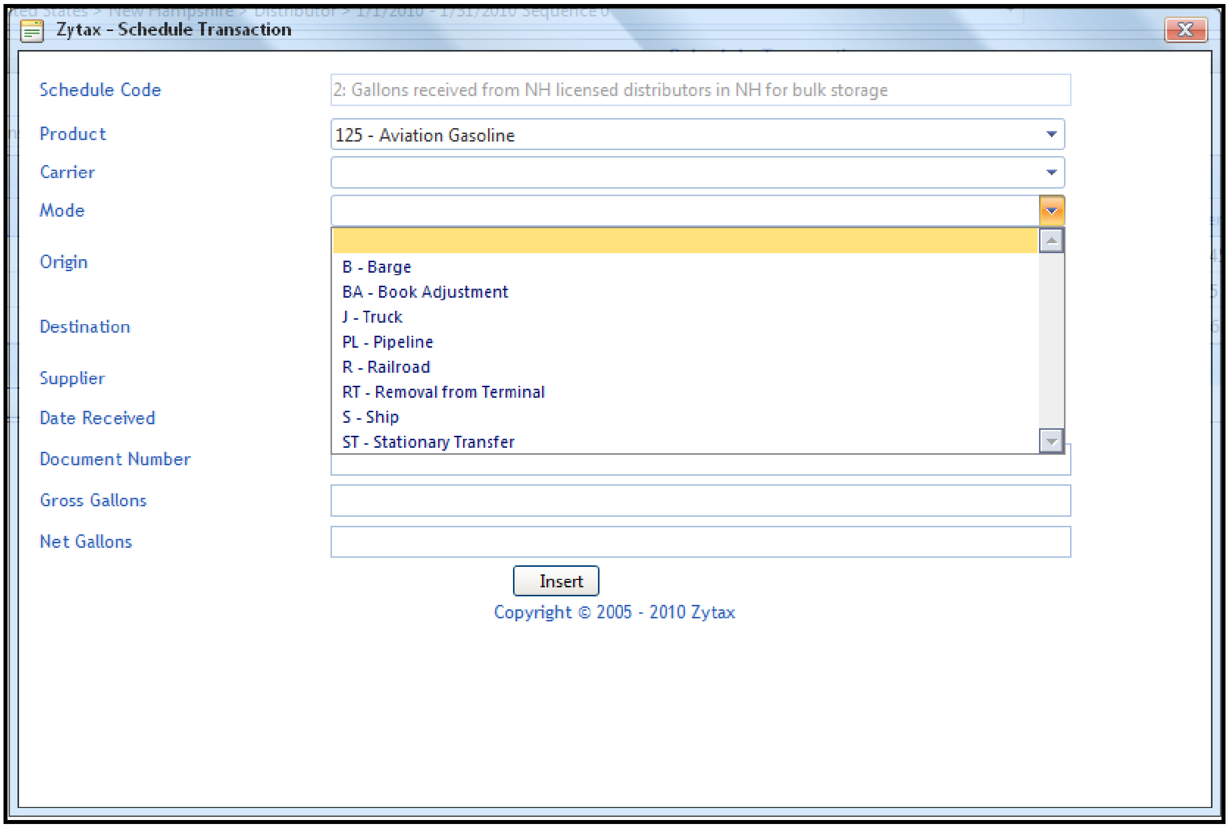
Next Select "Add New Record"



Enter the information for the schedule



Dropdowns in the schedule entry page are used to select individual components. As an example, the screen below shows the mode dropdown list:

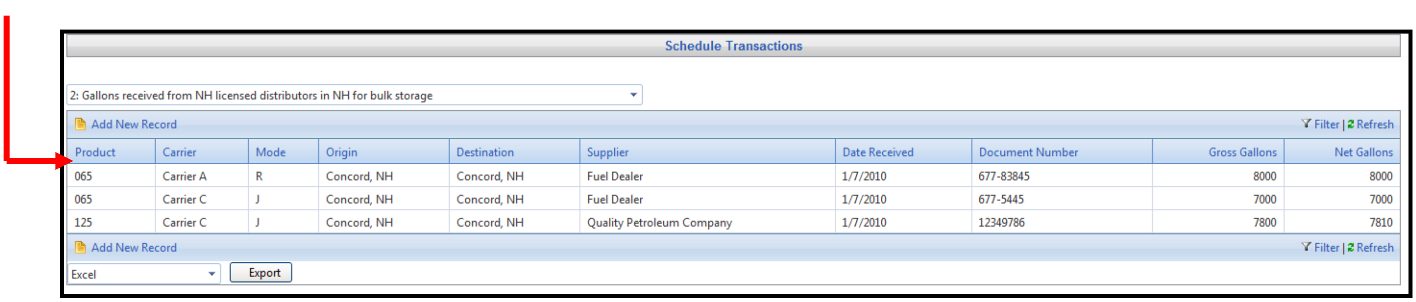


Continue entering schedule information and adding additional schedules until report is complete. Once the report is complete, or if you wish to view what you have entered, you must generate the return (***refer to Generate Return section***).

More information about Schedule Transactions

The Schedule Transactions grid provides a list of all transactions by schedule for a specified tax session.

The Schedule Transactions grid is displayed below



Product	Carrier	Mode	Origin	Destination	Supplier	Date Received	Document Number	Gross Gallons	Net Gallons
065	Carrier A	R	Concord, NH	Concord, NH	Fuel Dealer	1/7/2010	677-83845	8000	8000
065	Carrier C	J	Concord, NH	Concord, NH	Fuel Dealer	1/7/2010	677-5445	7000	7000
125	Carrier C	J	Concord, NH	Concord, NH	Quality Petroleum Company	1/7/2010	12349786	7800	7810

Schedule Entry Components

Dropdown lists are populated in the following manner:

The Product list is provided by and maintained by New Hampshire Road Toll.

The Carrier list includes two types of entries
- New Hampshire Licensed Transporters – provided by and maintained by New Hampshire Road Toll
- Filer entered Business Entities with NH Business Account type of 'Carrier'

The Origin list includes two types of entries
- Terminal Locations – provided by and maintained by New Hampshire Road Toll
- Filer entered Locations.

The Destination list is populated from the same locations used to populate the Origin list
- Terminal Locations – provided by and maintained by New Hampshire Road Toll
- Filer entered Locations

The Mode List is provided by and maintained by New Hampshire Road Toll.

The Supplier list includes two types of entries
- New Hampshire Distributor Licensees, ODPC Licensees, and Biodiesel Licensees – provided by and maintained by New Hampshire Road Toll
- Filer entered Business Entities with NH Business Account type of 'Seller'

The Buyer list includes two types of entries
- New Hampshire Distributor Licensees, ODPC Licensees, and Biodiesel Licensees – provided by and maintained by New Hampshire Road Toll
- Filer entered Business Entities with NH Business Account type of 'Buyer'

The Consignor list includes two types of entries
- New Hampshire Distributor Licensees, ODPC Licensees, and Biodiesel Licensees – provided by and maintained by New Hampshire Road Toll
- Filer entered Business Entities with NH Business Account type of 'Consignor'

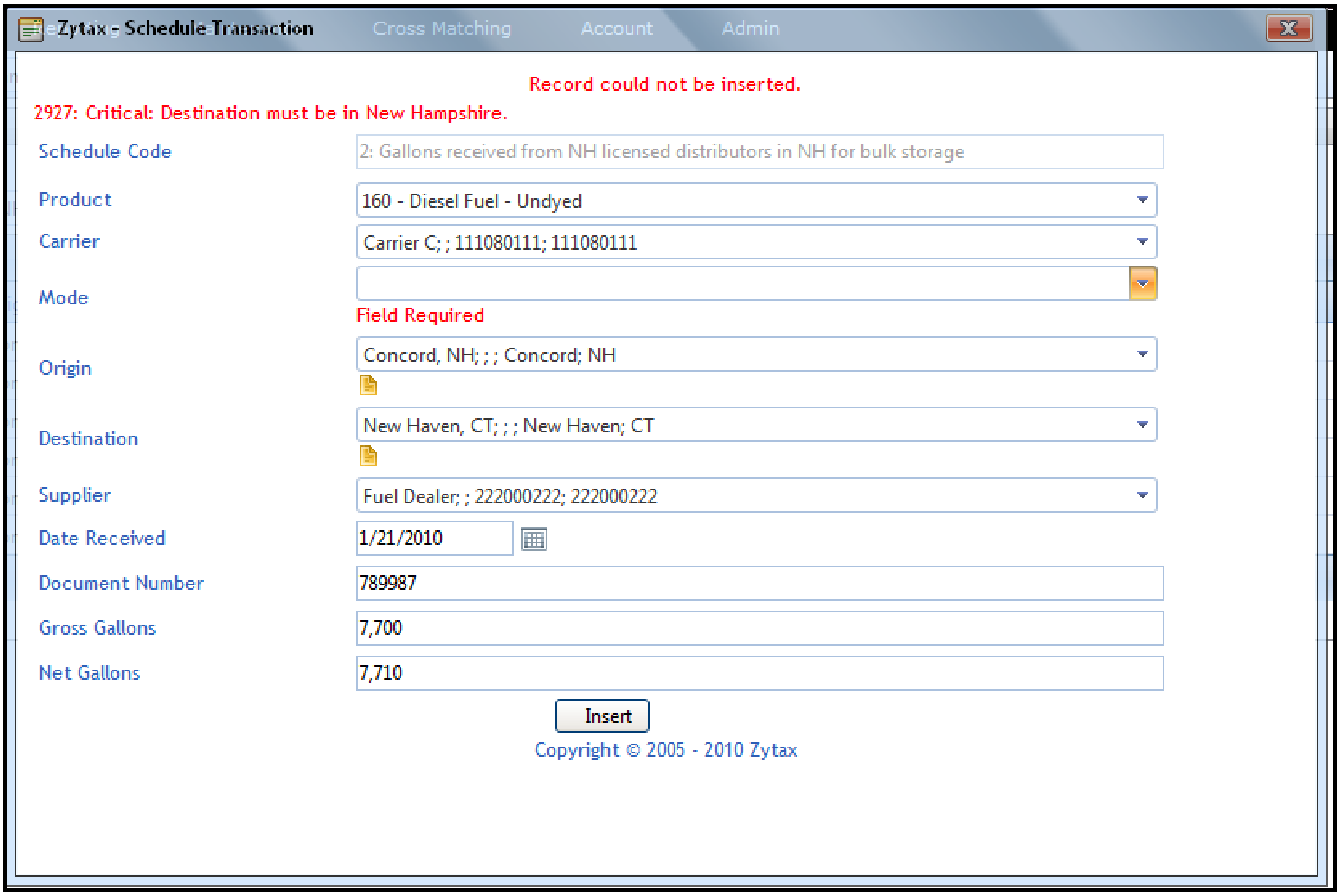
Date Fields (Date Received, Date Shipped, Date Delivered) are populated in the following manner:
- Using the calendar control to select a date
- Typing in a date using a mmddyy, mmddyyyy, mm/dd/yy or mm/dd/yyyy format

Text Fields (Document Number, Gross Gallons, Net Gallons) are populated in the following manner:
- Typing a value in the text box

Schedule Entry Validation

Once all the components for a schedule transaction are completely entered, pressing insert will check for errors. If errors are found, error messages are displayed; the schedule transaction is not saved until corrections are made and insert is pressed again.

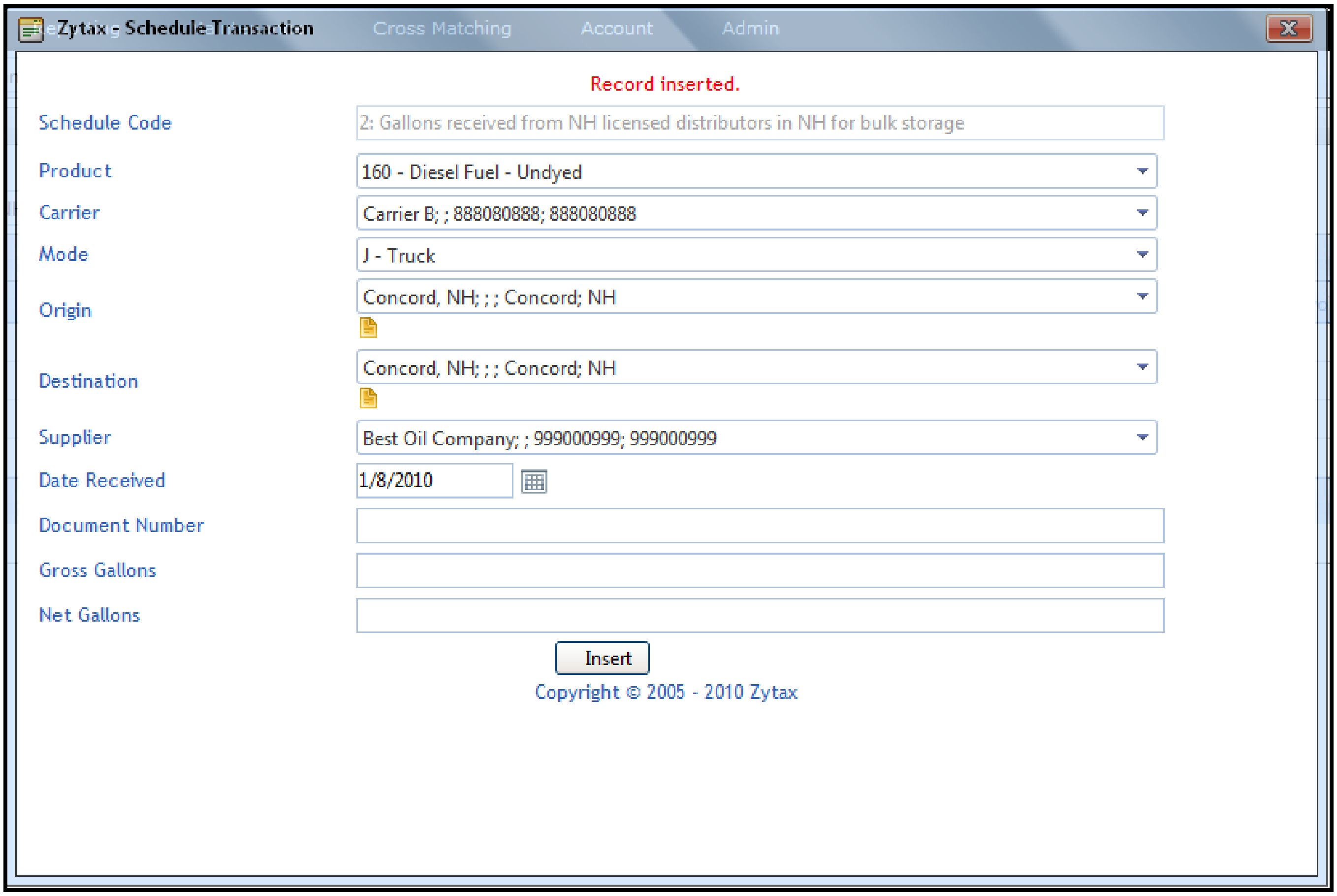
The screen below shows a schedule transaction with validation errors:



If no errors are found, the schedule transaction is saved and the insert page is redisplayed with several pre-filled values from the previously saved schedule. This functionality is designed for ease of data entry. Any pre-filled value can easily be modified by selecting another value from a dropdown list or keying in a new entry.

As schedule transactions are inserted, the saved records will appear in the schedule transactions grid.

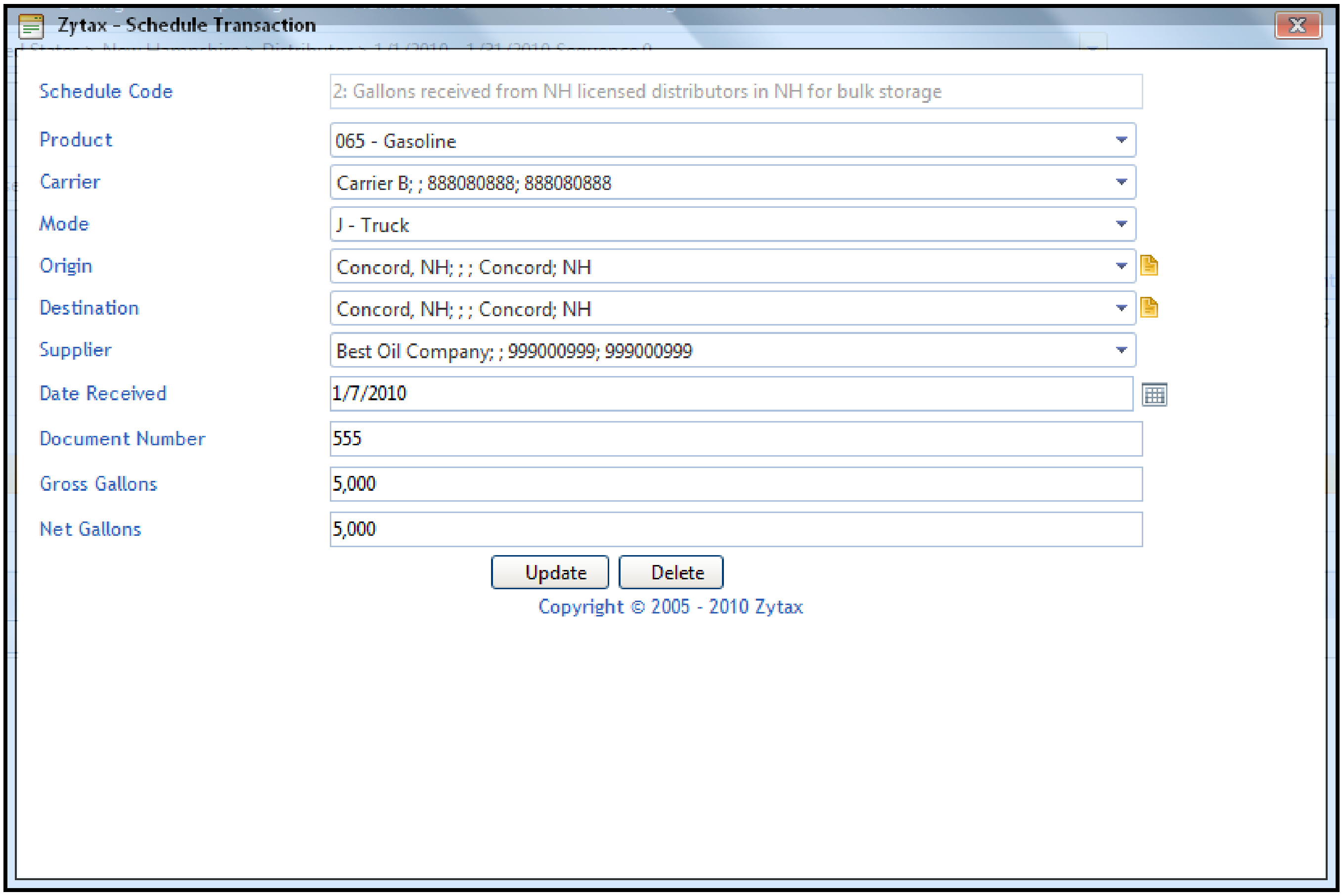
The screen below shows retained values after successful insert:



Update Record – Modify Schedule Transaction

To update an existing Schedule Transaction Record, first select a schedule from the schedule dropdown. In the Schedule Transactions grid, locate the transaction to be updated. Using the filter function can help locate the transaction.

Clicking on a row in the grid will display the Schedule Transaction Update screen. The screen below will appear and allows modification of the displayed transaction.



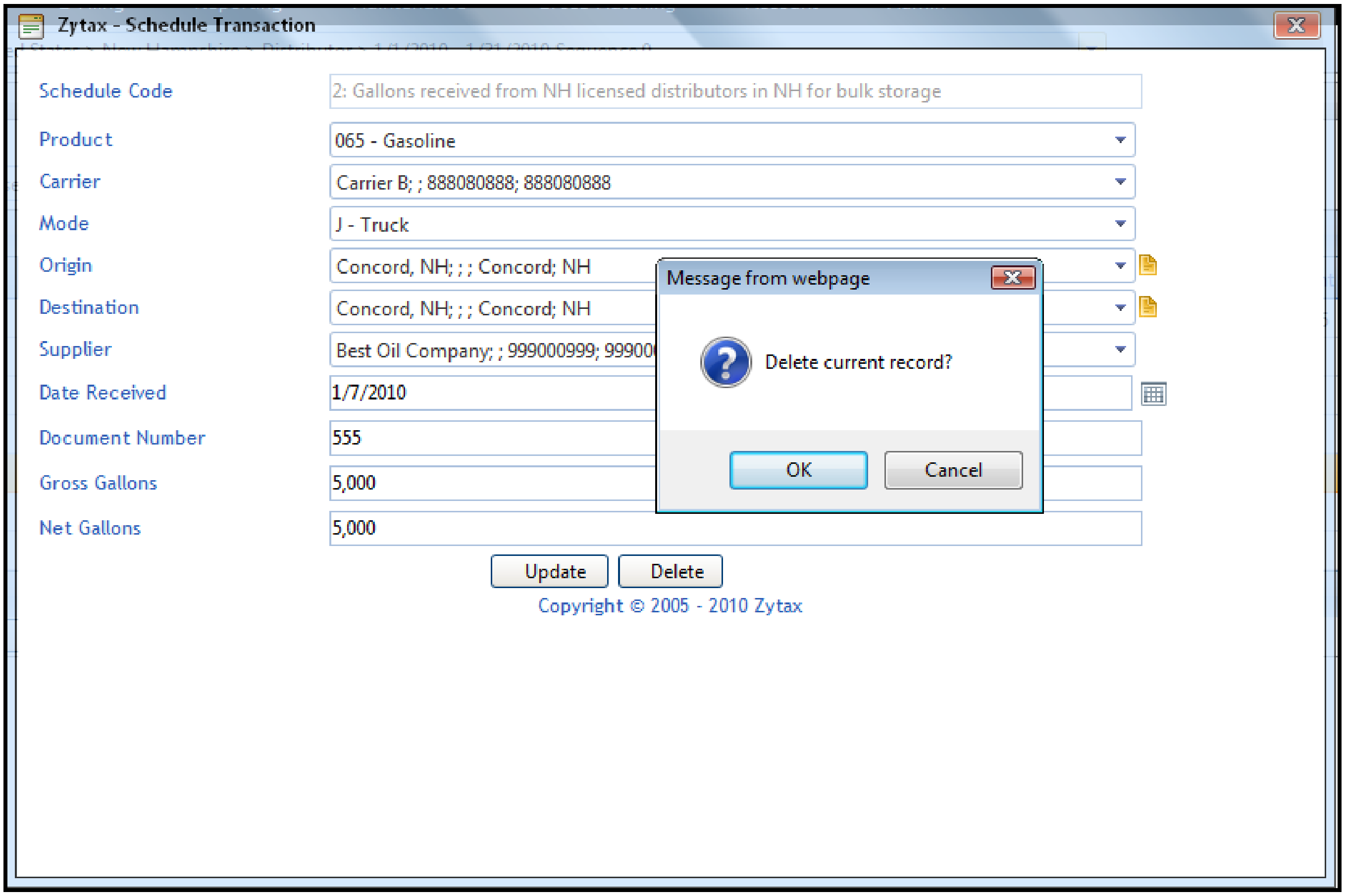
Note: When working in Schedule Transaction "Insert" indicates adding a new record, "Update" indicates editing/changing an existing record.

Delete Record – Delete Schedule Transaction

To delete an existing Schedule Transaction Record, first select a schedule from the schedule dropdown. In the Schedule Transactions grid, locate the transaction to be deleted. Using the filter function can help locate the transaction.

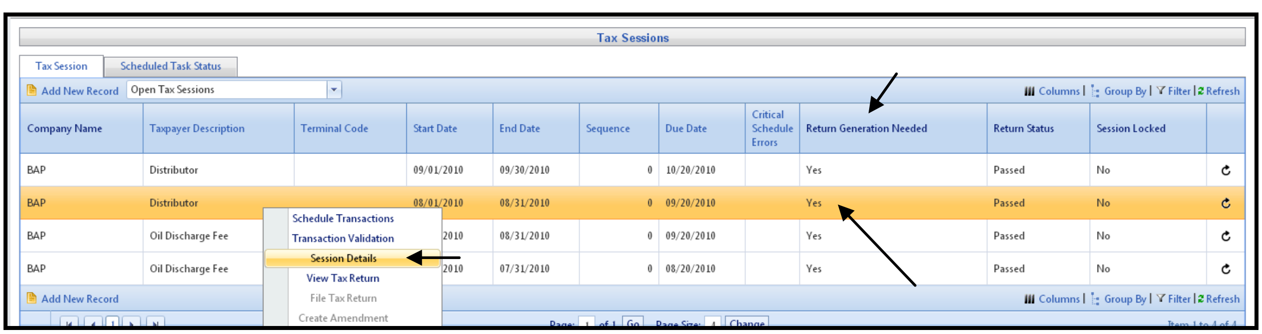
Clicking on a row in the grid will display the Schedule Transaction Update screen, which allows deletion of the displayed transaction.

Pressing ‘Delete’ will display a confirmation message as shown on the screen below. Pressing ‘Cancel’ will stop the deletion request. Pressing ‘OK’ will delete the record.

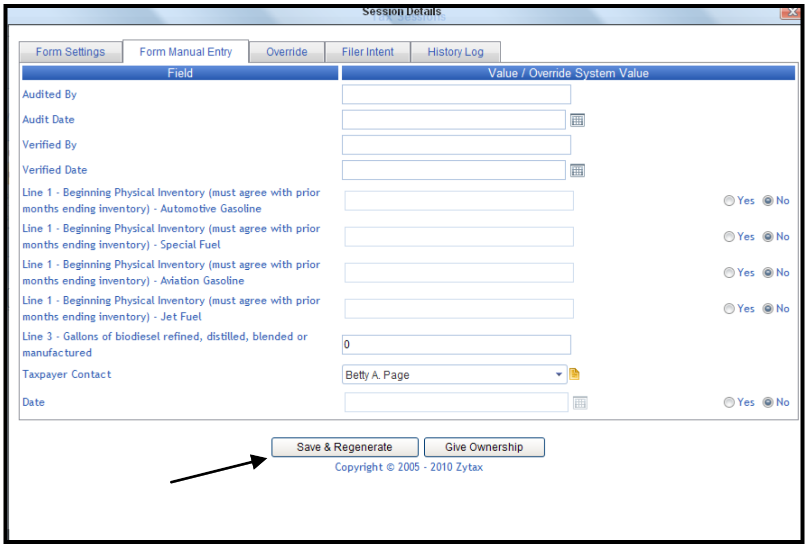


Generate Return

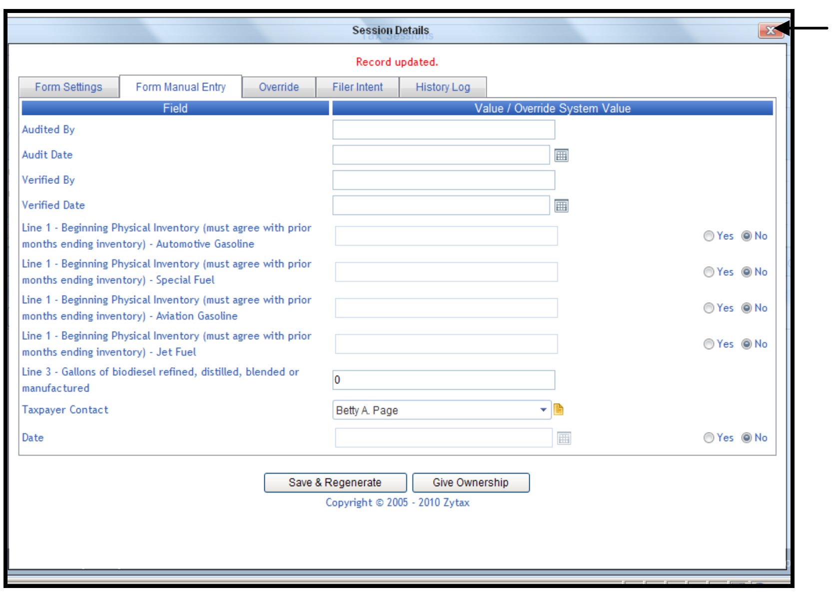
From the “Tax Sessions” screen click on the report you wish to generate and a drop down menu will appear. Returns cannot be viewed or filed until generated. Note the “Return Generation Needed” column, if YES the return needs to be generated. Click on “Session Details”.



The Generate Return screen opens. In the Generate Return screen select “Save & Regenerate”. Note: On Distributor reports, if your company has a beginning inventory, you would enter inventory in “Generate Return”, select “Form Manual Entry” and enter inventory.



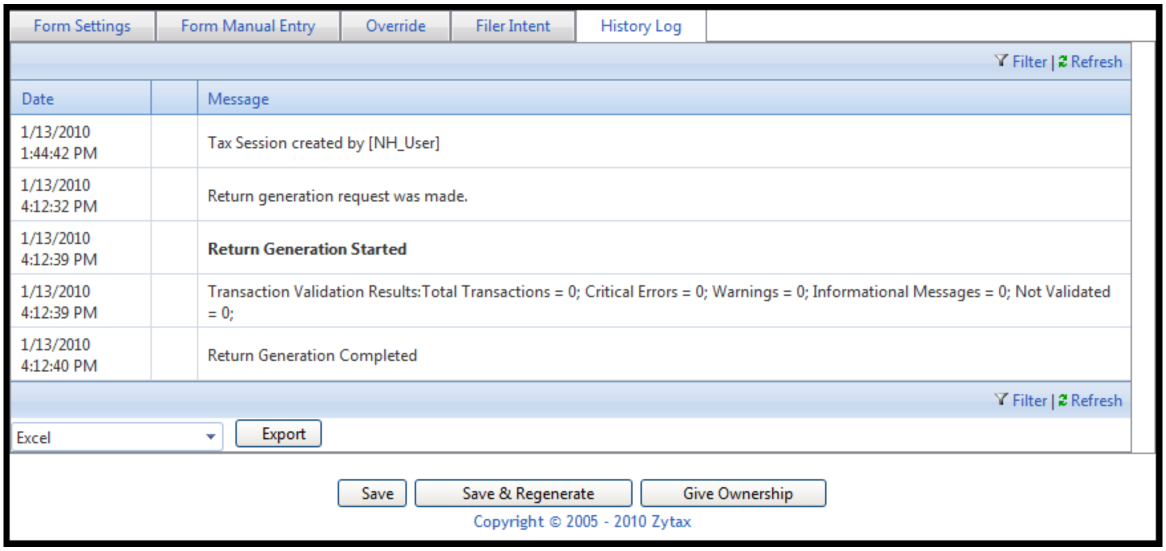
Once “Save & Regenerate” has been clicked you should receive a message, “Record updated”. You can now red “X” out and view and/or file your return.



Addition Information on Generate Return – History Log

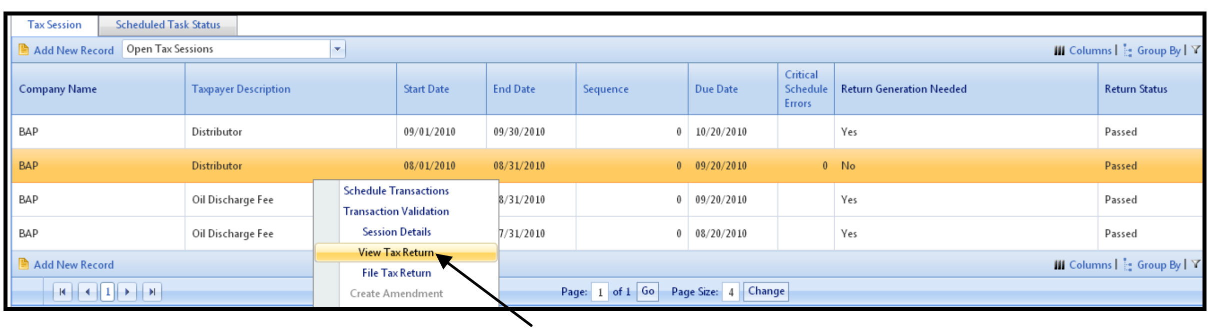
The History Log tab provides a grid display of the history for the selected tax return. The history log will show each time the tax return was re-generated and will display informational, warning and error messages concerning the generation of the tax return. For some tax returns there will be validation messages displayed indicating if there are errors on the tax return that need to be corrected. If any errors are found in the generation of the return, the tax return cannot be filed until the errors are corrected and the tax return is re-generated. Statistics on the transactions associated with the tax session are also displayed in the history log.

The history log tab is shown below:

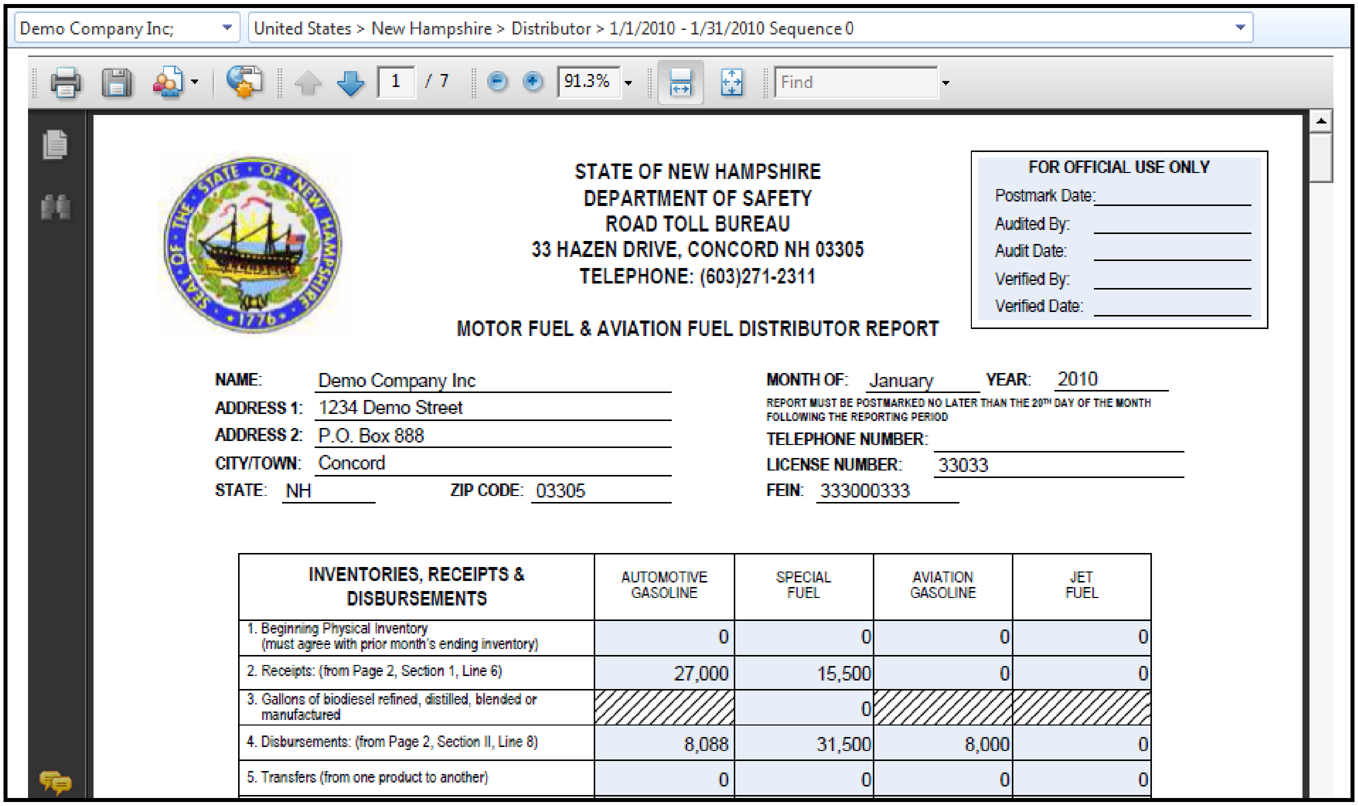


View Tax Return

It is recommended that licensees view returns in order insure accuracy.



View Tax Return displays the generated tax return and schedules in PDF format. The return can be downloaded or printed using standard PDF functionality.



STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
ROAD TOLL BUREAU
33 HAZEN DRIVE, CONCORD NH 03305
TELEPHONE: (603)271-2311

FOR OFFICIAL USE ONLY
Postmark Date:
Audited By:
Audit Date:
Verified By:
Verified Date:

MOTOR FUEL & AVIATION FUEL DISTRIBUTOR REPORT

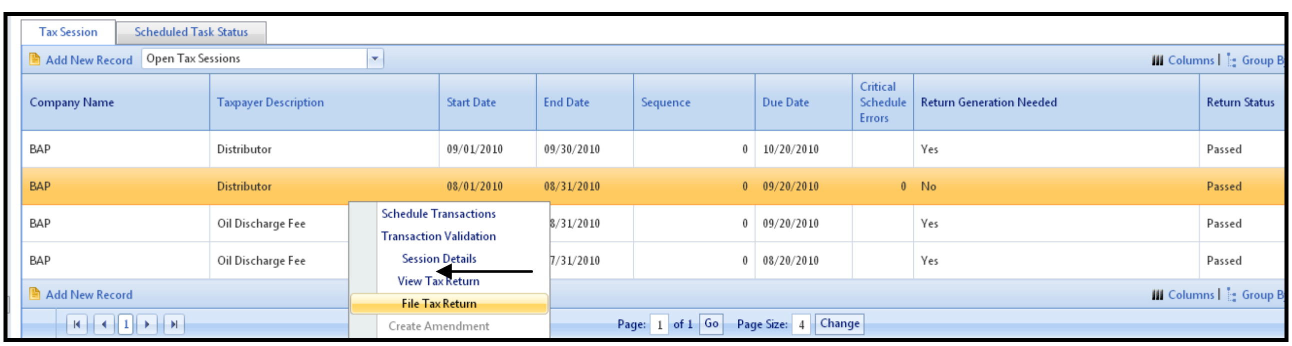
NAME: Demo Company Inc
ADDRESS 1: 1234 Demo Street
ADDRESS 2: P.O. Box 888
CITY/TOWN: Concord
STATE: NH ZIP CODE: 03305

MONTH OF: January YEAR: 2010
REPORT MUST BE POSTMARKED NO LATER THAN THE 20TH DAY OF THE MONTH FOLLOWING THE REPORTING PERIOD
TELEPHONE NUMBER:
LICENSE NUMBER: 33033
FEIN: 333000333

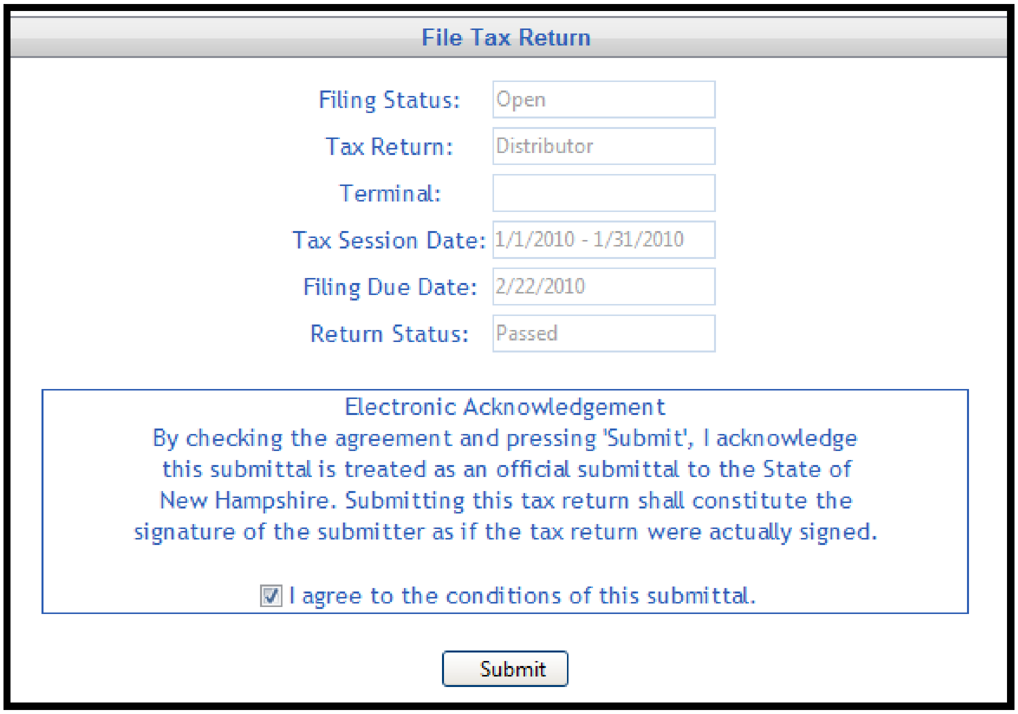
INVENTORIES, RECEIPTS & DISBURSEMENTS	AUTOMOTIVE GASOLINE	SPECIAL FUEL	AVIATION GASOLINE	JET FUEL
1. Beginning Physical Inventory (must agree with prior month's ending inventory)	0	0	0	0
2. Receipts: (from Page 2, Section 1, Line 6)	27,000	15,500	0	0
3. Gallons of biodiesel refined, distilled, blended or manufactured		0		
4. Disbursements: (from Page 2, Section II, Line 8)	8,088	31,500	8,000	0
5. Transfers (from one product to another)	0	0	0	0

File Tax Return

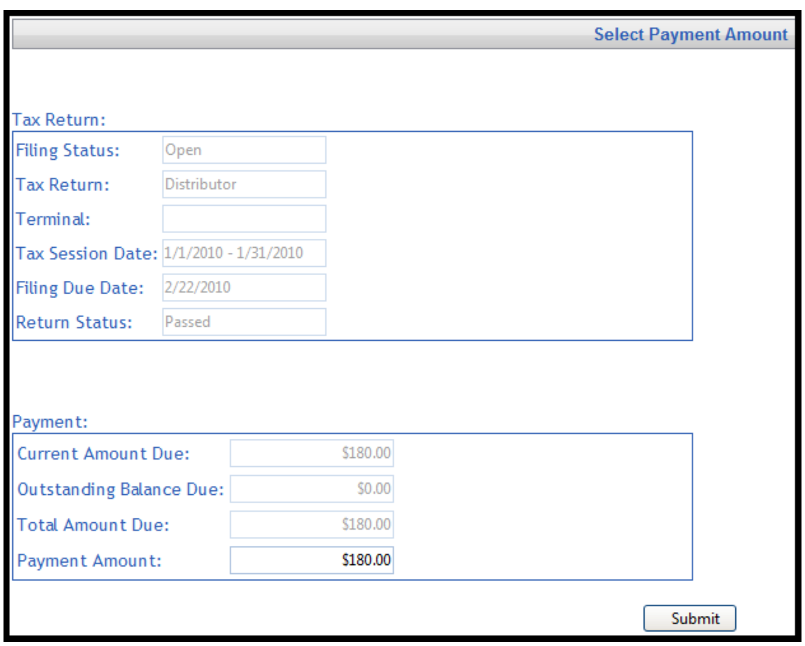
Once return has been reviewed, click "File Tax Return"



Selecting File Tax Return will provide a status screen that shows the details of the tax session that is being filed. An Electronic Acknowledgement must be checked in order for the tax return to be submitted for filing. The screen shown below is shown to allow the tax return to be filed.

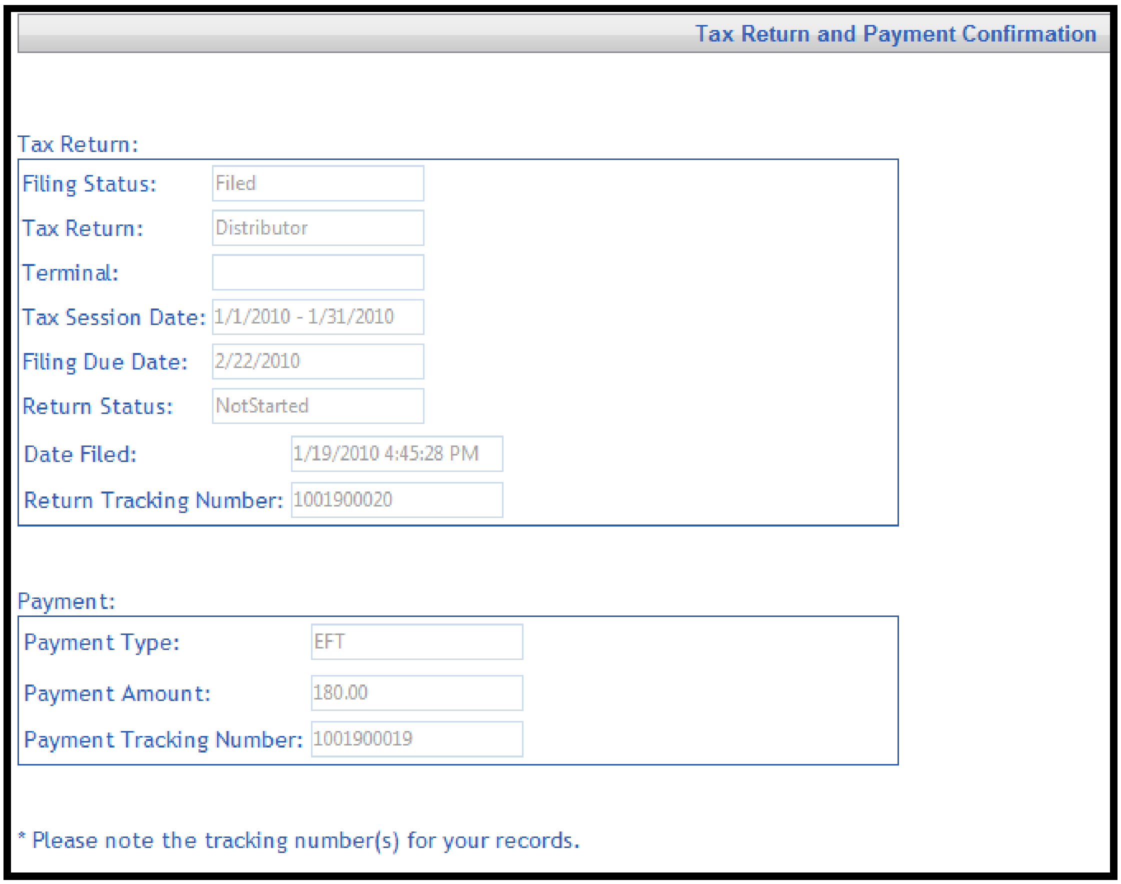


After selecting Submit, the Select Payment Amount screen is displayed.



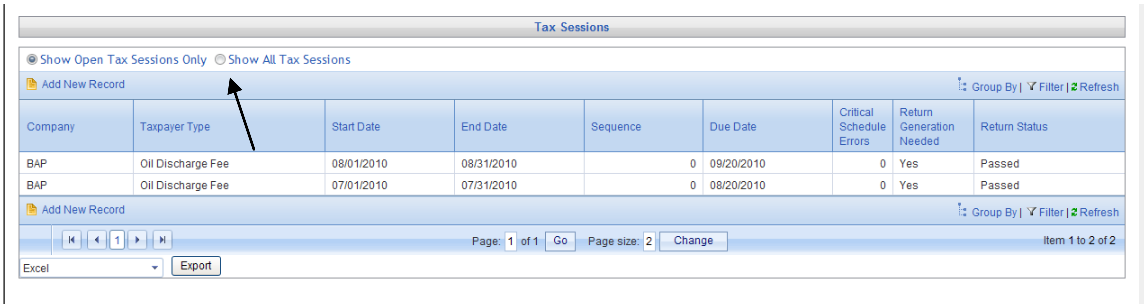
The payment amount must equal either the current amount due or the total amount due. After selecting Submit, the following screen is displayed to allow the payment method to be selected.

The only valid payment method is Electronic Funds Transfer. Selecting Submit will process the payment and display the Tax Return and Payment Confirmation screen.



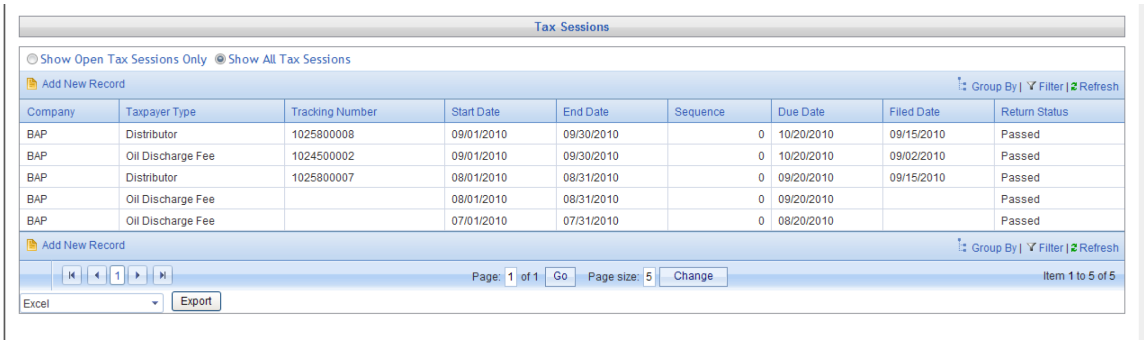
The Payment and Return tracking number are displayed on the confirmation screen.

If you return to “Tax Sessions” you will noticed the report (Distributor) which was filed is no longer listed. In order to see filed returns select “Show All Tax Sessions”



Company	Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
BAP	Oil Discharge Fee	08/01/2010	08/31/2010	0	09/20/2010	0	Yes	Passed
BAP	Oil Discharge Fee	07/01/2010	07/31/2010	0	08/20/2010	0	Yes	Passed

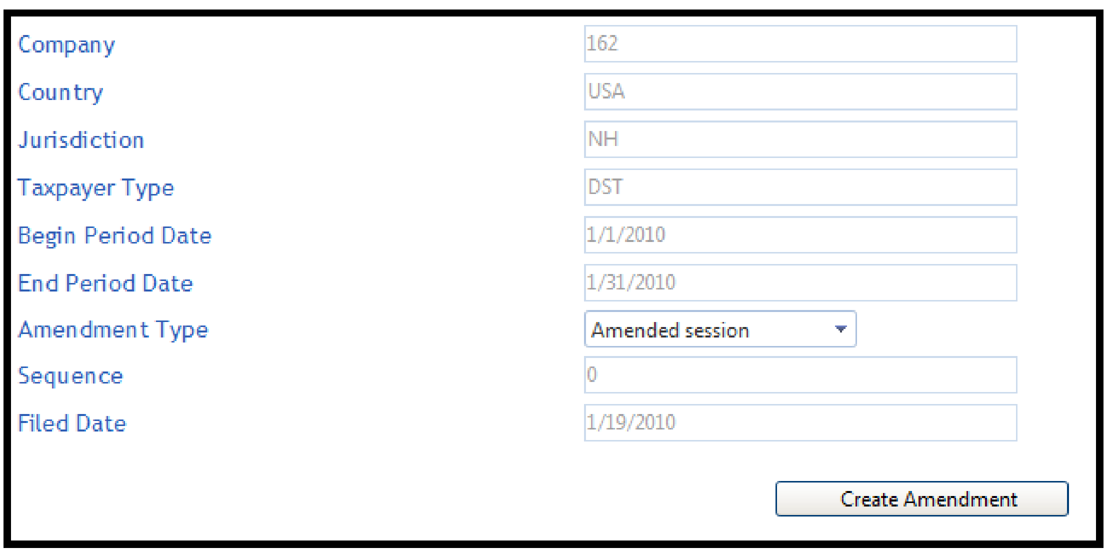
Now all tax sessions, open and filed are visible. Note the tracking number and filed date are also listed for filed tax returns.



Company	Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
BAP	Distributor	1025800008	09/01/2010	09/30/2010	0	10/20/2010	09/15/2010	Passed
BAP	Oil Discharge Fee	1024500002	09/01/2010	09/30/2010	0	10/20/2010	09/02/2010	Passed
BAP	Distributor	1025800007	08/01/2010	08/31/2010	0	09/20/2010	09/15/2010	Passed
BAP	Oil Discharge Fee		08/01/2010	08/31/2010	0	09/20/2010		Passed
BAP	Oil Discharge Fee		07/01/2010	07/31/2010	0	08/20/2010		Passed

Create Amendment

When selecting a filed tax session from the Tax Sessions grid, the Create Amendment option is available for sessions that do not already have an amended session. Selecting this option will display a confirmation screen that allows the amendment to be created. The following screen is displayed.



Selecting Create Amendment will display the message “Record inserted.” at the top of the screen. Licensees then enter schedule transactions as required to create and subsequently file an amended tax session.

Troubleshooting and Additional Information

A. If a business entity you have setup will not populate in the desired field, check to make sure “Business Account” was setup (refer to Business Entity Training Document).
B. If City is not populating in Origin/Destination most likely “City” was not entered into proper field. Make location obsolete and recreated (refer to Location Training Document).
C. If you cannot view a tax return or not all the information entered on schedules appear when tax return is viewed make sure the return has been generated. (Review “Return Generation Needed” column and if it is YES then generate the return).
D. If you cannot file the return make the return has been generated (Review “Return Generation Needed” column and it is YES then generate the return).
E. If you have ending inventory on distributor report, select schedule INTO1 from schedule drop down menu.
F. If filing a transporter report, all business entities that should be scheduled as “Person Hiring the Carrier” should be set up under business accounts as “Consignor” in addition to buyer/seller.
G. You have generated the return but the return status is “pending” or “running”, click on the refresh button until status changes to “passed”.
H. If you filed a tax return and discovered errors or missing information, an amended return will need to be filed. (Contact Road Toll Bureau if assistance is needed in filing an amended return).