New Hampshire
Department of Safety
Road Toll Bureau

E-file tutorial:

# Uploading / troubleshooting an EDI File in the NH AFTS.

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# Filing a tax return after an EDI file is successfully extracted.

# General Information

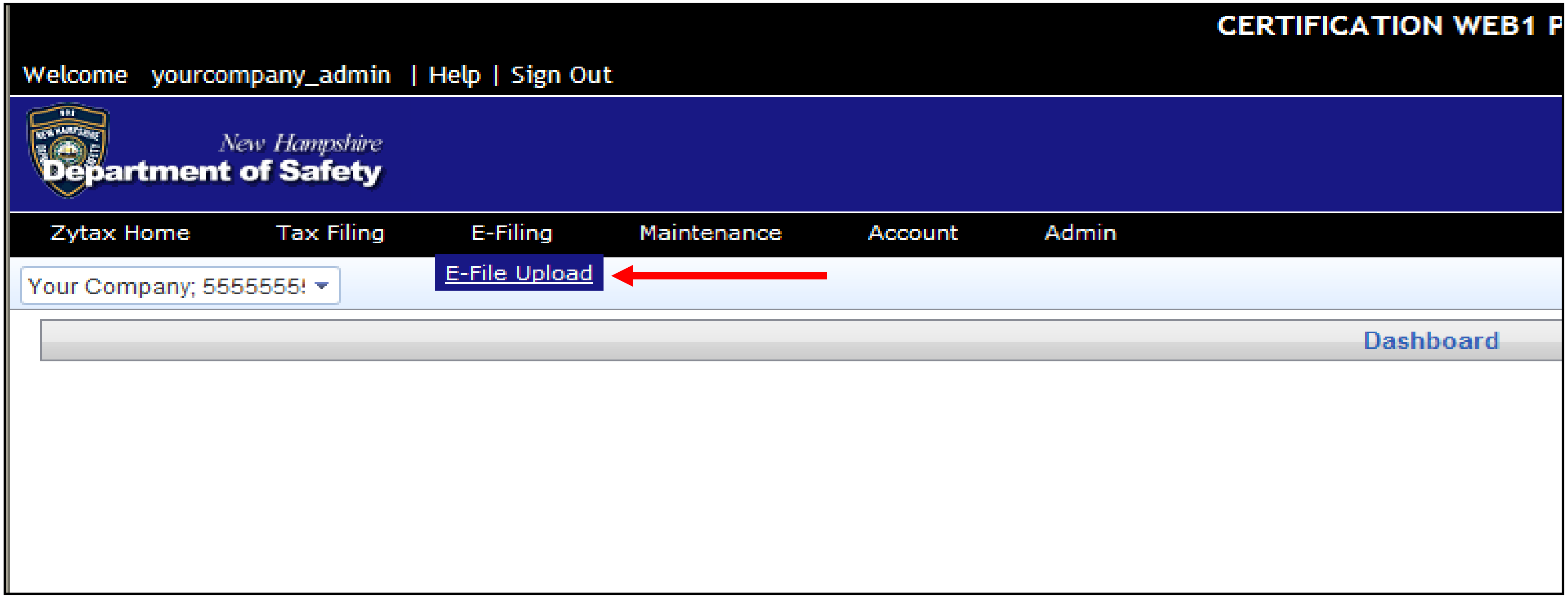
- Your company's EDI (**e**lectronic **d**ata **i**nterchange) file contains transaction sets required for NH Road Toll tax return information. NH uses **ANSI ASC X12 Version release 004030 EDI Standards**.
- The NH EDI Implementation guide is available at the following URL: http://www.nh.gov/safety/divisions/administration/roadtoll/documents/NHEDIGuide.pdf

# General Information (continued):

- The software provider code (BTI12) is provided by the State of New Hampshire Department of Safety's EDI Coordinator. [*See pp. 5-19 through 5-20 of the EDI Guide.*]
- Software vendors should contact the EDI Coordinator to request a software provider code: NHEDIRoadToll@dos.nh.gov.
- Filers who develop their own software may leave the BTI11 and BTI12 blank.

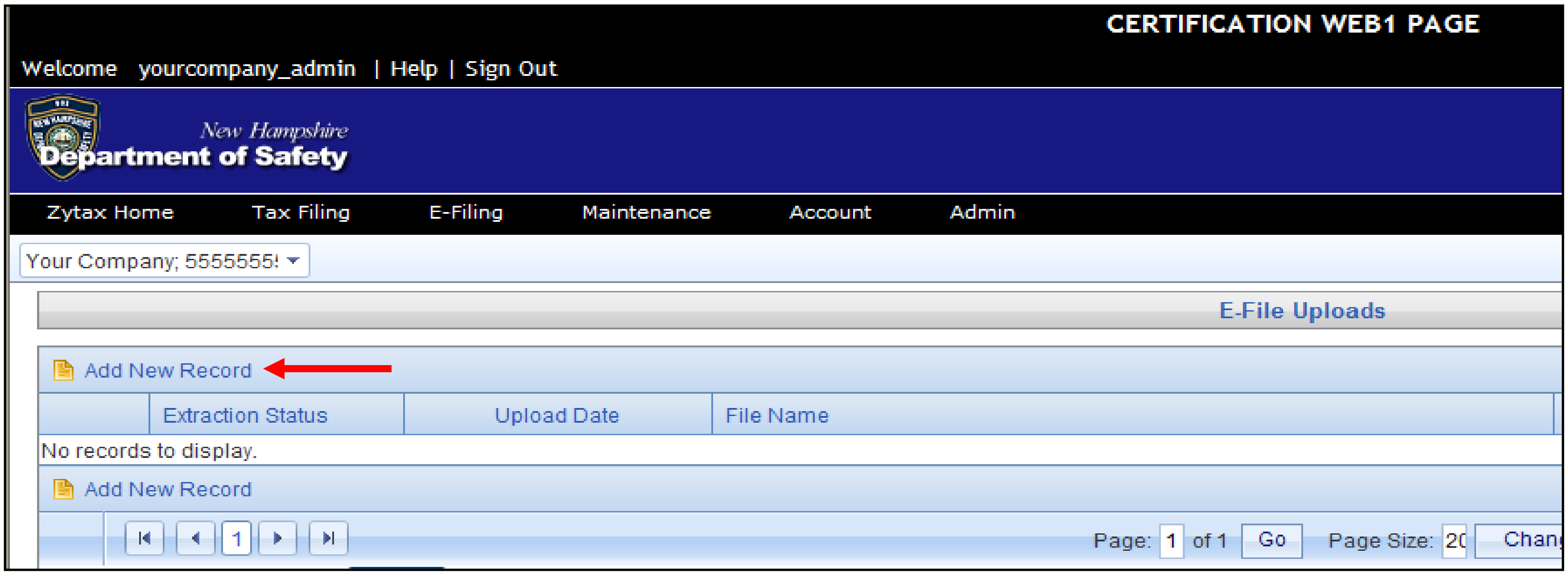
# <u>Getting Started</u>:

After logging in the NH AFTS, use the menu to go to E-Filing > <u>**E- File Upload**</u>, as shown below:

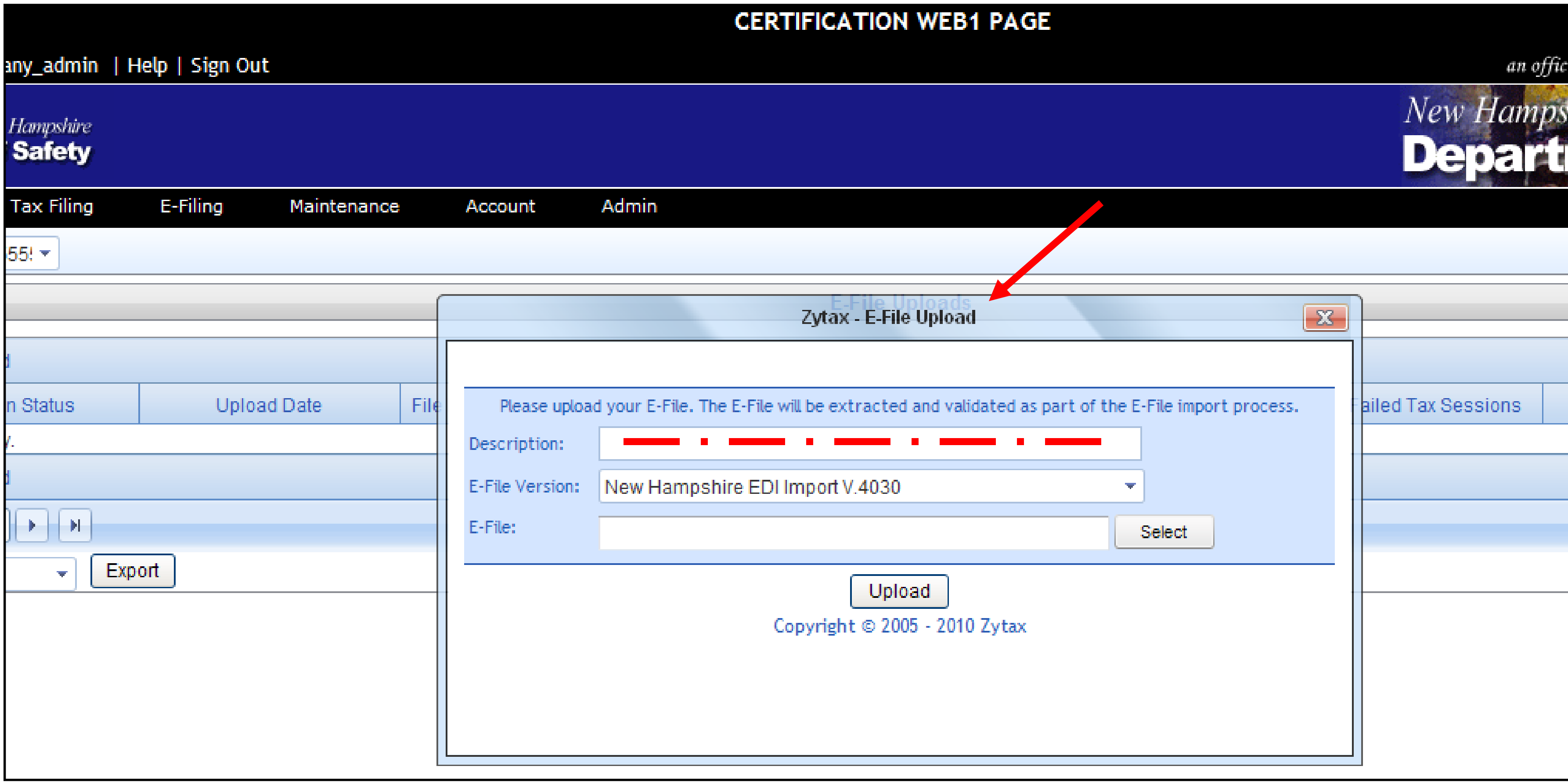


The following **E-File Upload** screen appears.

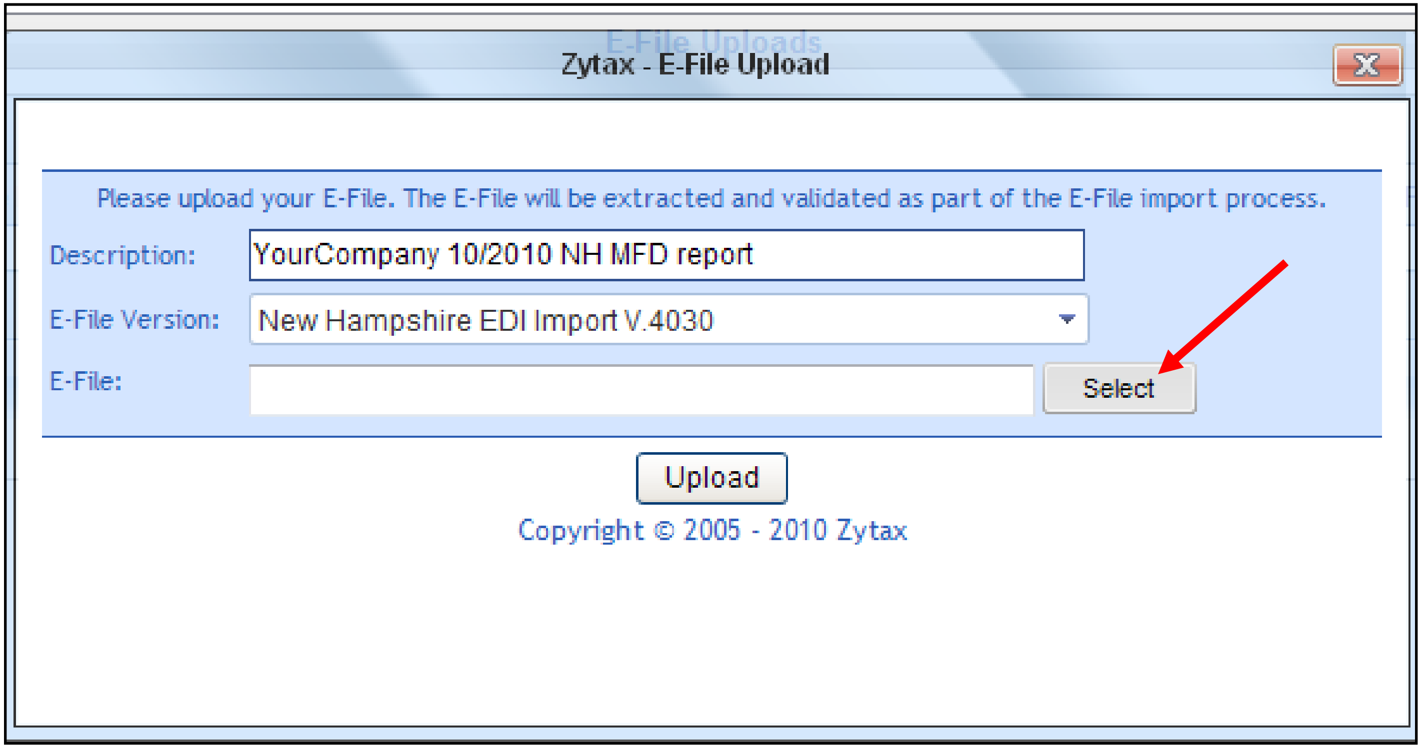
Click on **Add New Record**.



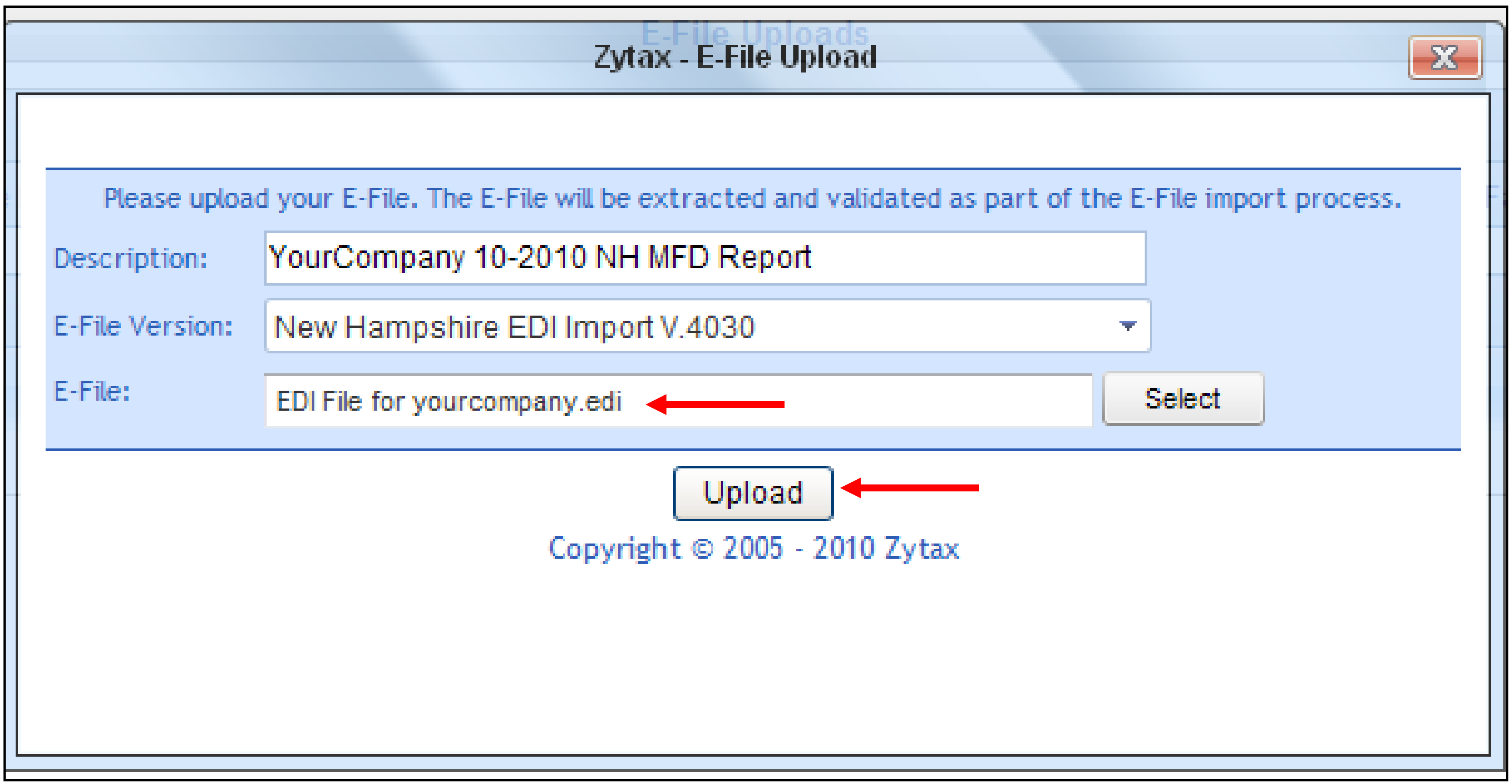
The pop-up **E-file Upload** screen appears. Enter a **Description** of the e-file, such as "YourCompany 10/2010 NH MFD report".



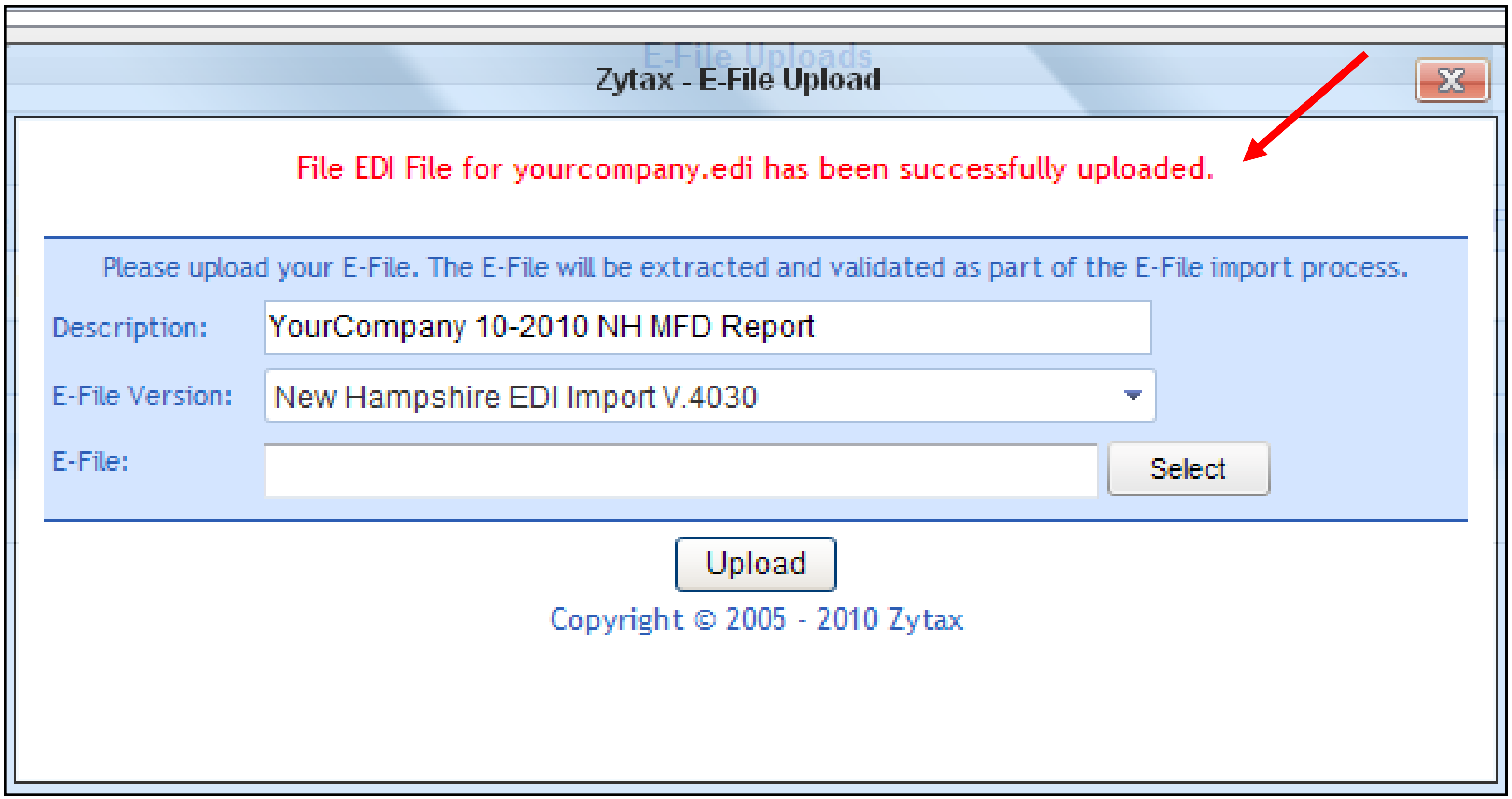
Next, click on the **Select** button so that you can navigate in your computer / network to locate and select your EDI file for upload.



After selecting the file, the file name appears in the box to the right of “**E-File:**”. Next, click the **Upload** button to upload the EDI file into the NH AFTS.

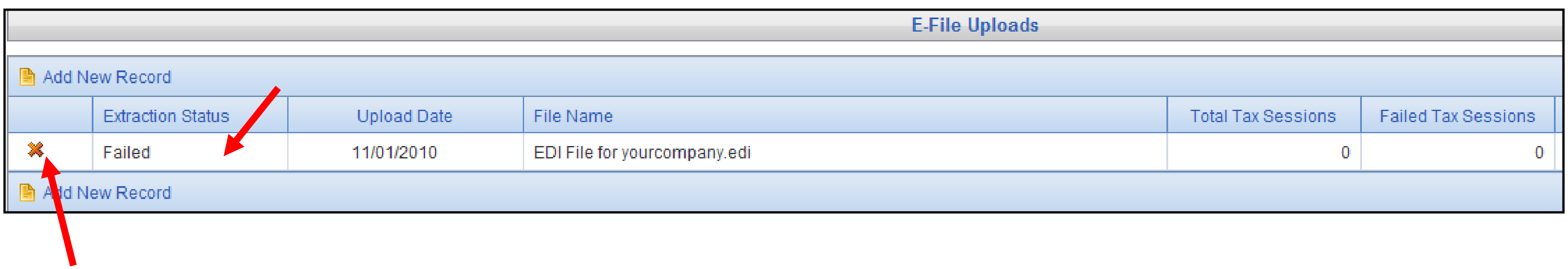


The **E-File Upload** screen will be updated, as shown in the red text in the image below. Close the screen by clicking on the red-boxed X.



Review the information in the **E-File Upload** screen. The screen will show a green check mark ☑, and the word “Passed” under “**Extraction Status**”, if the file is extracted.

In the case below, the EDI file failed to extract; note the red **X**, and the word “Failed” under “**Extraction Status**”. To get information on what needs to be remedied, click on the line with the word “Failed”.



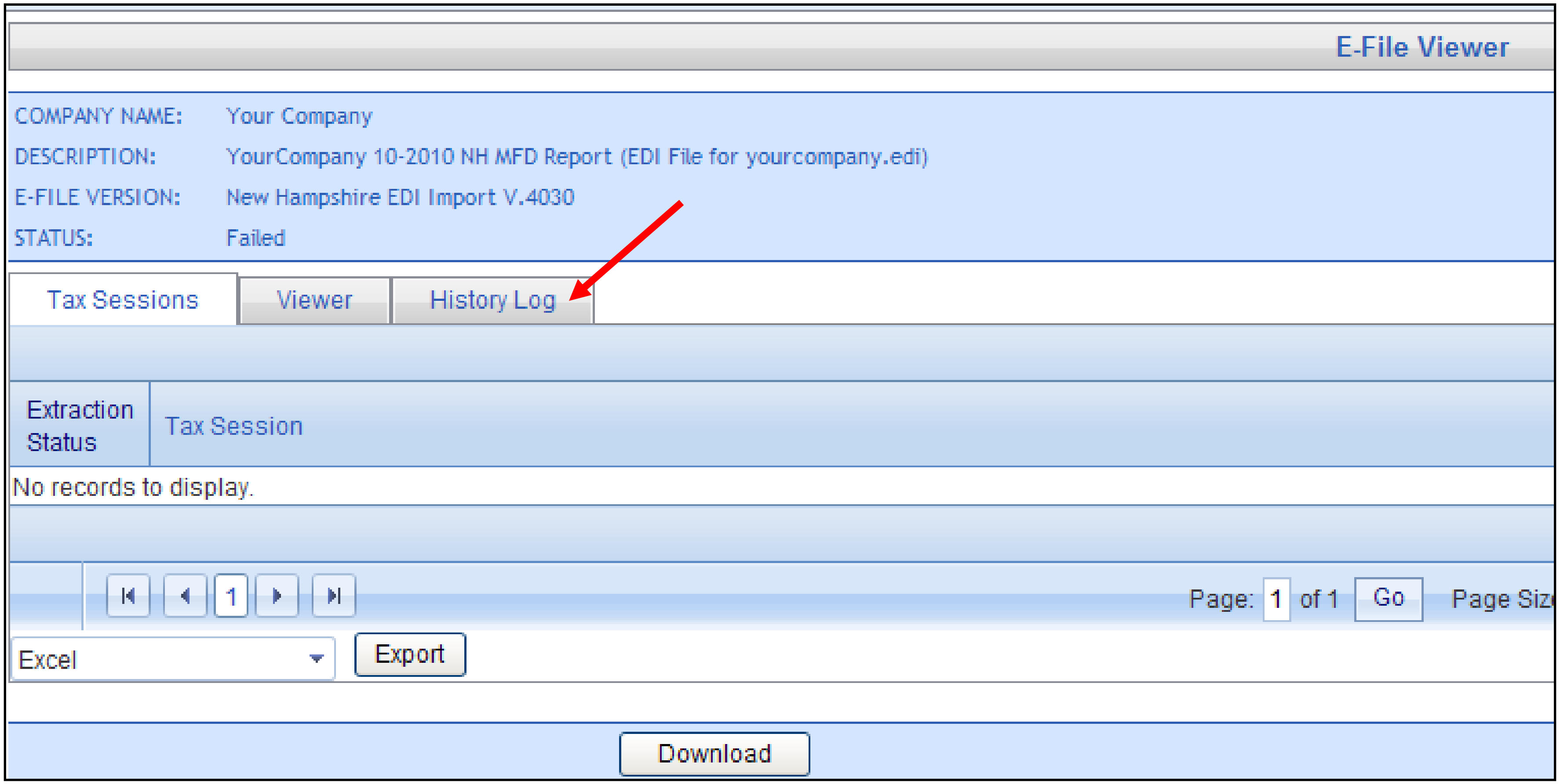
E-File Uploads

Add New Record

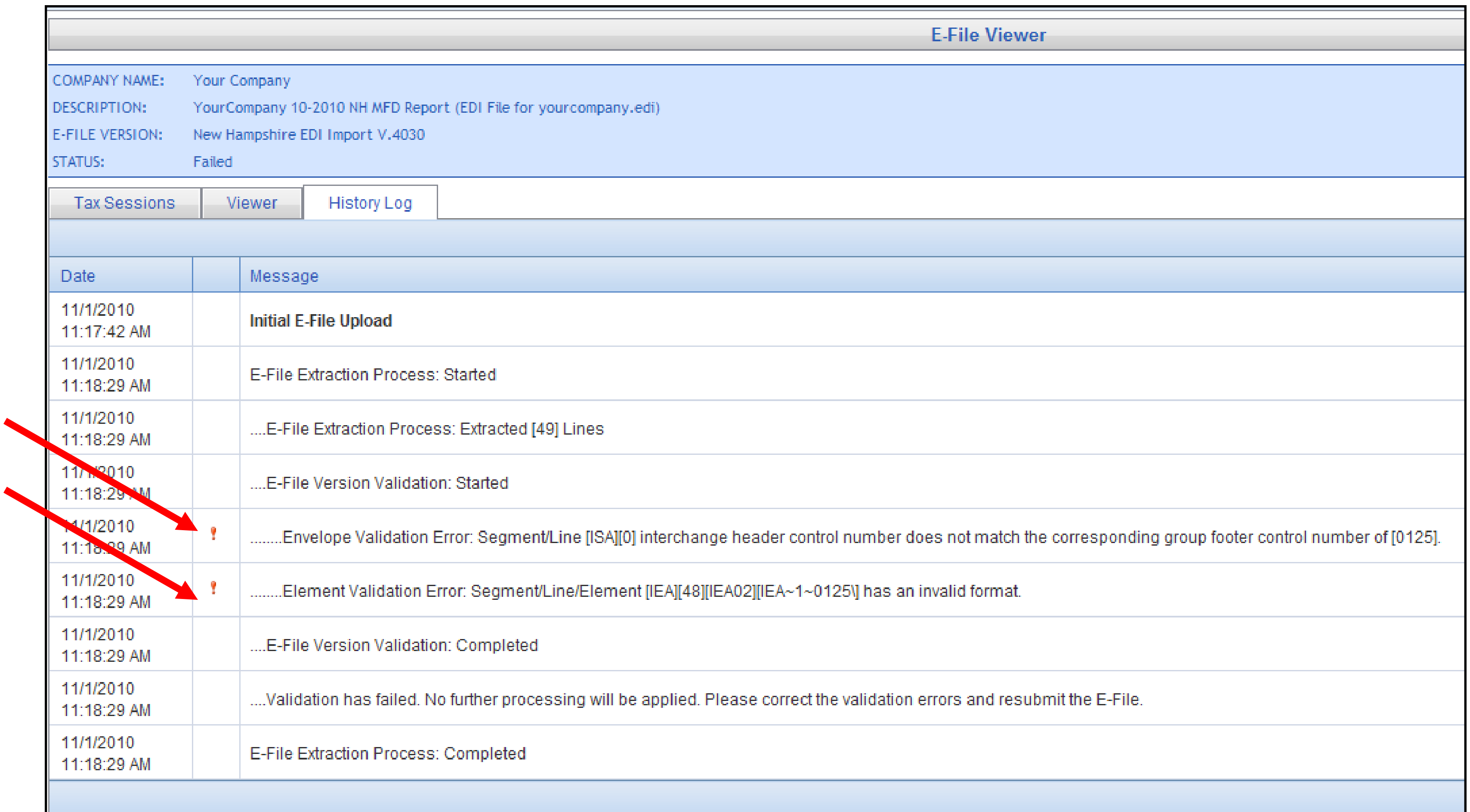
| | Extraction Status | Upload Date | File Name | Total Tax Sessions | Failed Tax Sessions |
|---|---|---|---|---|---|
| ✖ | Failed | 11/01/2010 | EDI File for yourcompany.edi | 0 | 0 |

Add New Record

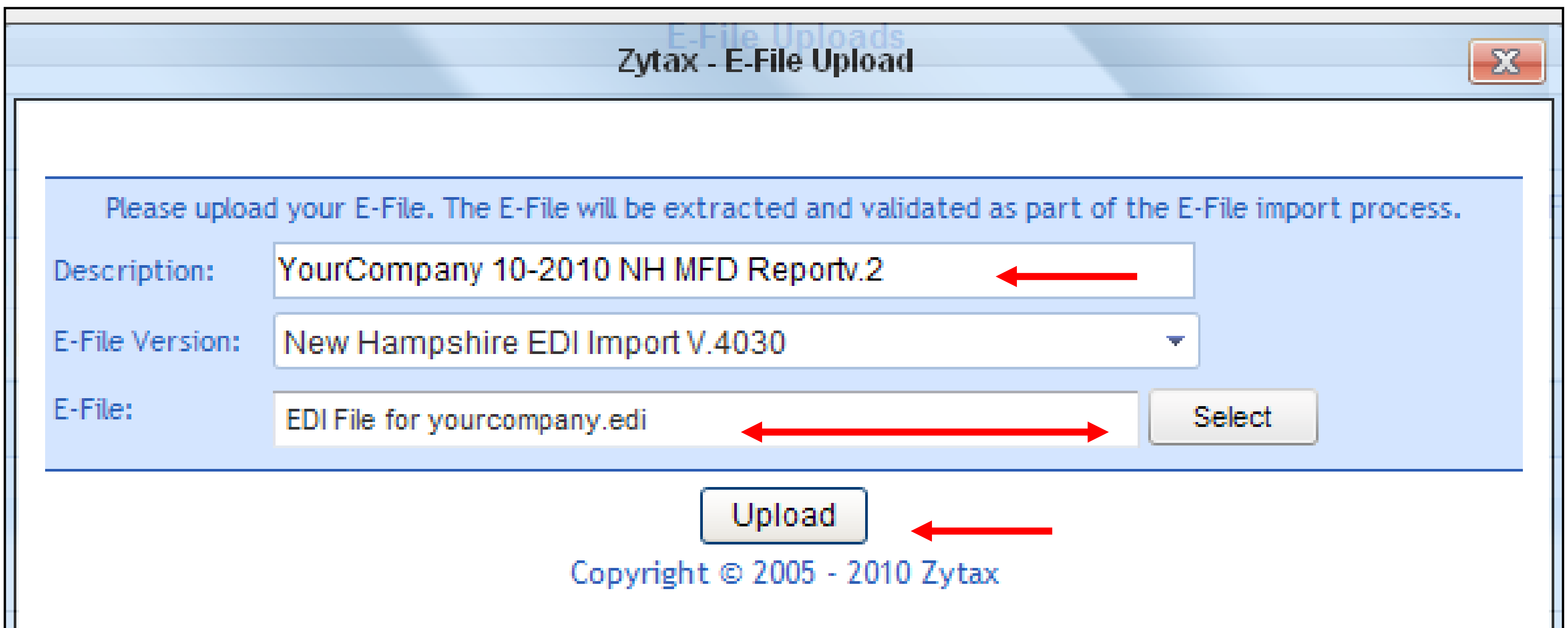
The **E-File Viewer** screen appears. Click on the **History Log** tab in order to view error messages related to the failed e-file.



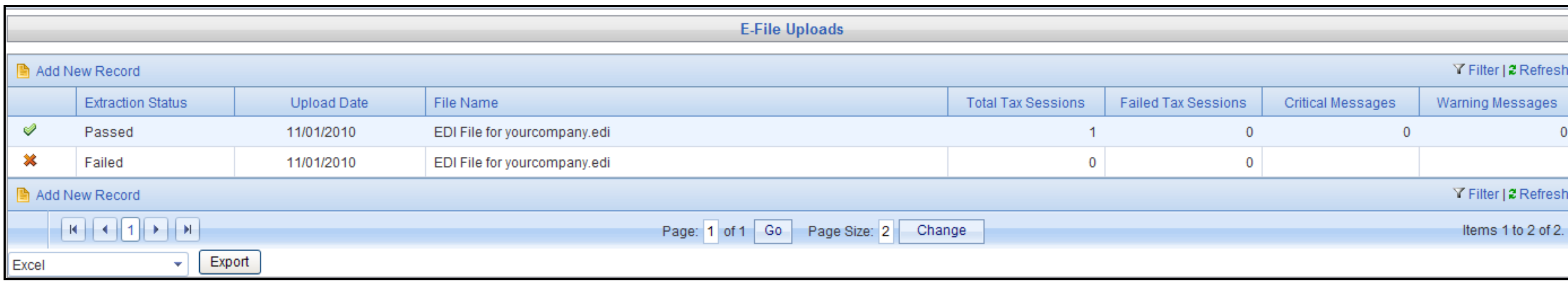
In this case the **E-File Viewer History Log** indicates there are two file errors to be remedied (note the “!”). If your file has failed, review the **History Log** and make file corrections, then submit the corrected file.



To upload the corrected file, go back to **E-File Upload** and select **Add New File**. The **E-File Upload** pop-up screen appears. As in the example below, enter a **Description**, select the **E-File**, then click **Upload**.



The **E-File Upload** screen will update to let you know the file has uploaded. Close out of the pop-up screen to see if your file was successfully extracted. In the images below, the green check ☑ and word **Passed** indicate the file successfully extracted.



E-File Uploads

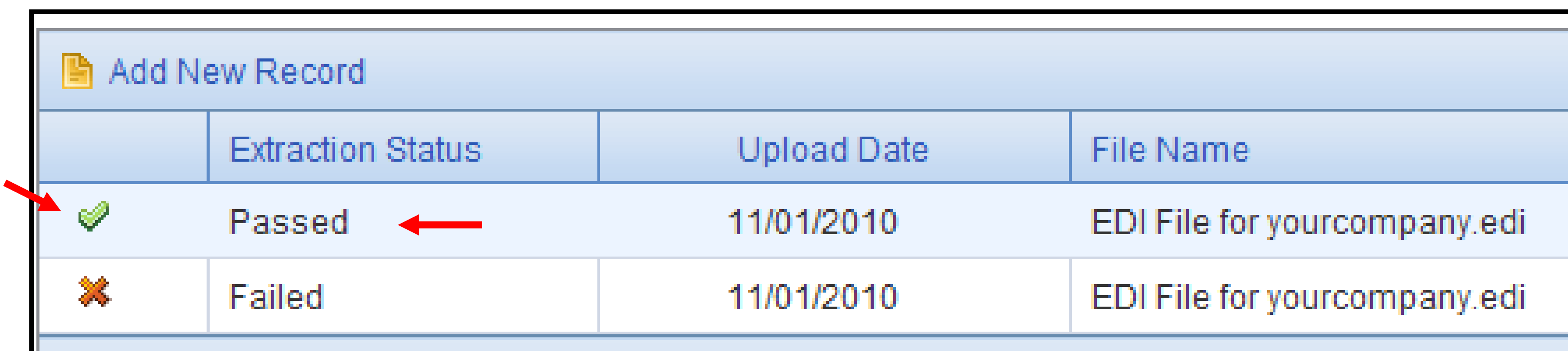
Add New Record | Filter | Refresh

| | Extraction Status | Upload Date | File Name | Total Tax Sessions | Failed Tax Sessions | Critical Messages | Warning Messages |
|---|---|---|---|---|---|---|---|
| ✔ | Passed | 11/01/2010 | EDI File for yourcompany.edi | 1 | 0 | 0 | 0 |
| ✖ | Failed | 11/01/2010 | EDI File for yourcompany.edi | 0 | 0 | | |

Add New Record | Filter | Refresh

Page: 1 of 1 Go Page Size: 2 Change Items 1 to 2 of 2.

Excel Export



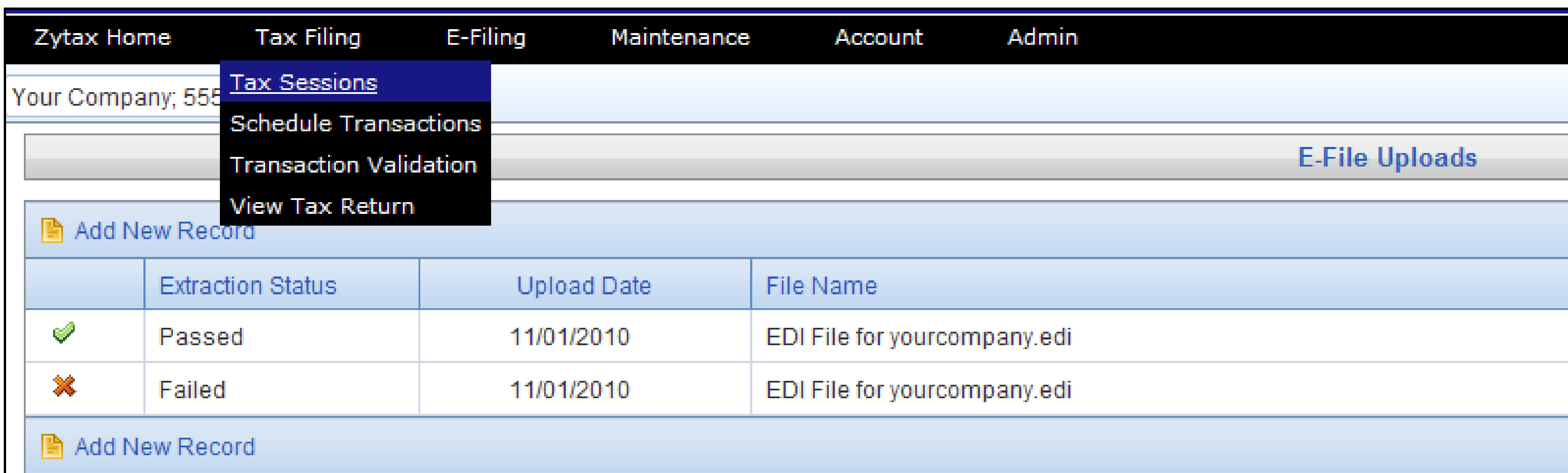
Add New Record

| | Extraction Status | Upload Date | File Name |
|---|---|---|---|
| ✔ | Passed | 11/01/2010 | EDI File for yourcompany.edi |
| ✖ | Failed | 11/01/2010 | EDI File for yourcompany.edi |

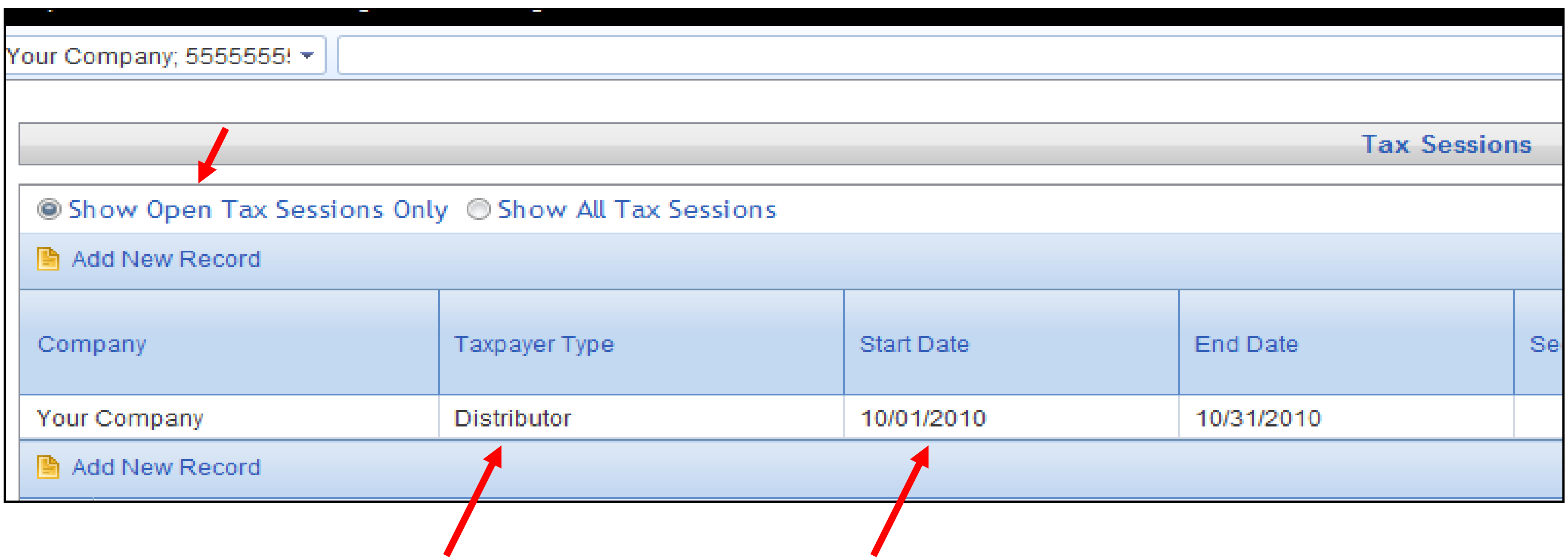
# Filing a Tax Return:

Now that you have successfully created a tax session with your EDI file upload, you may <u>proceed to file the tax return</u>.

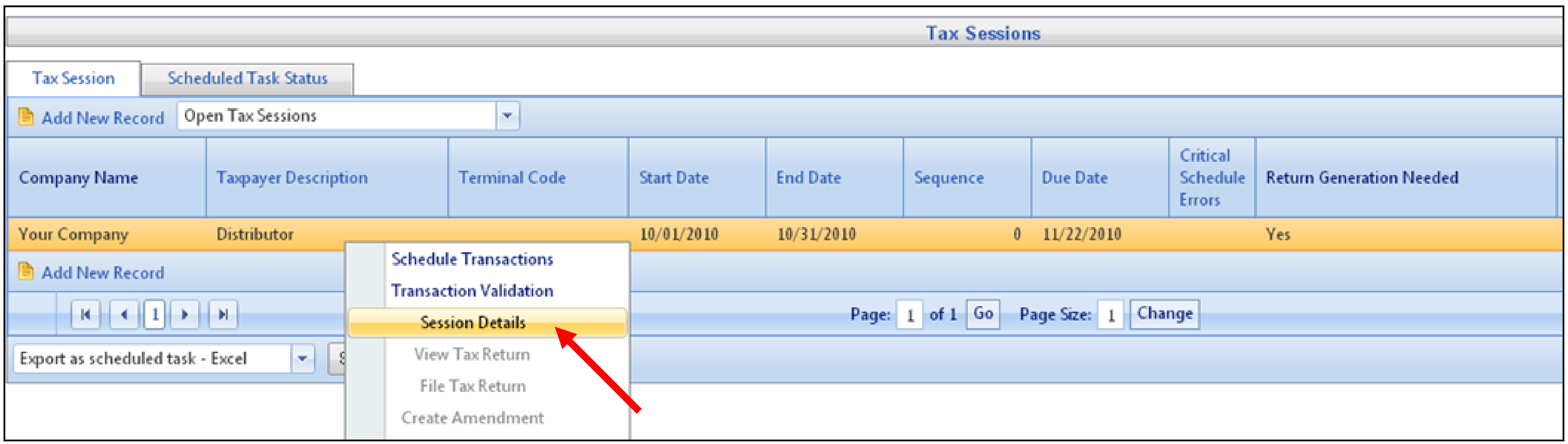
Go to **Tax Filing** > **Tax Sessions**.



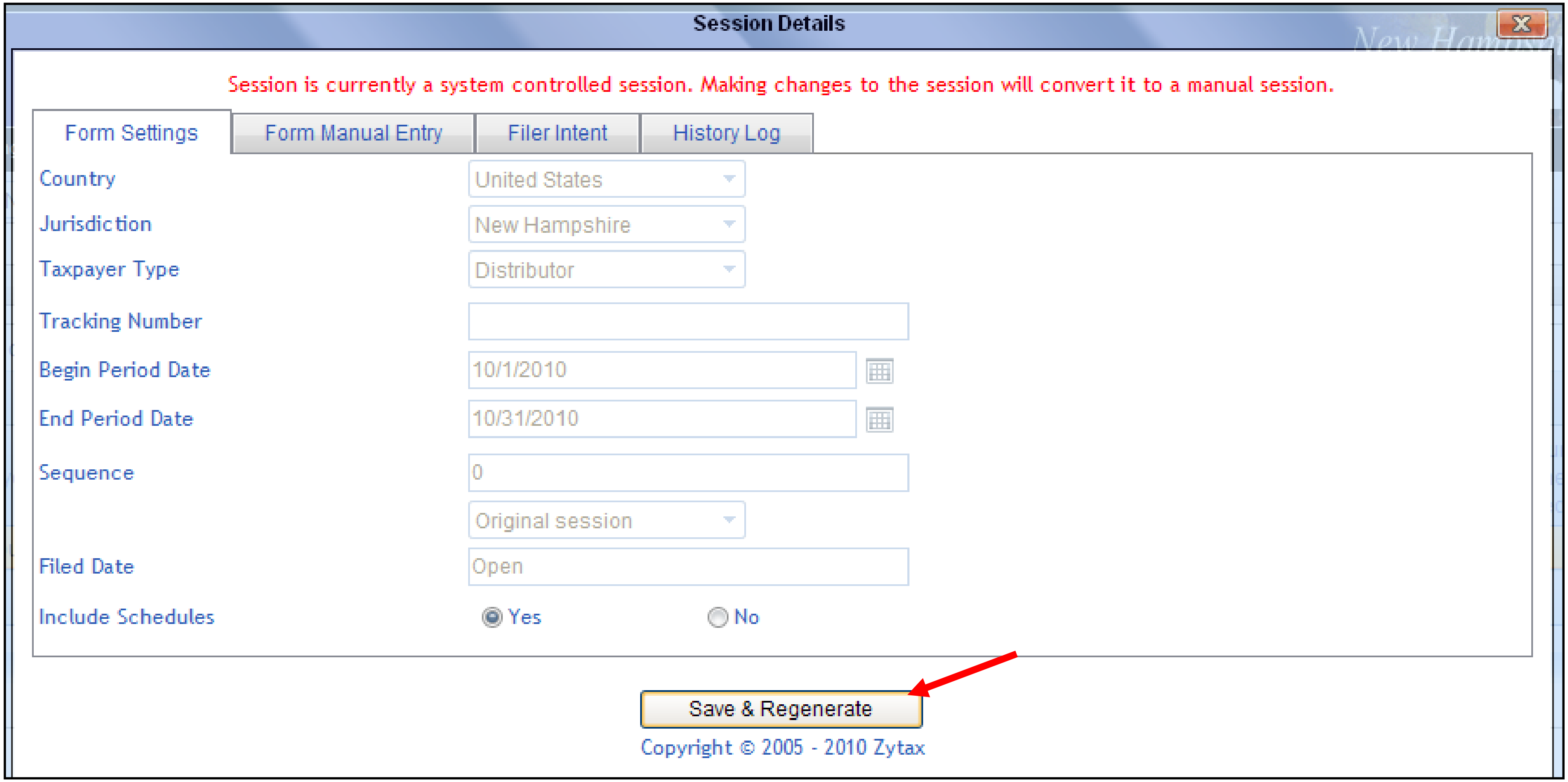
Note there is an open tax session in the **Tax Sessions** screen, which was created by the successful EDI file upload. Part of the screen is shown below; note in this example the Distributor tax session that is open (unfiled) for the reporting month beginning 10/1/10.



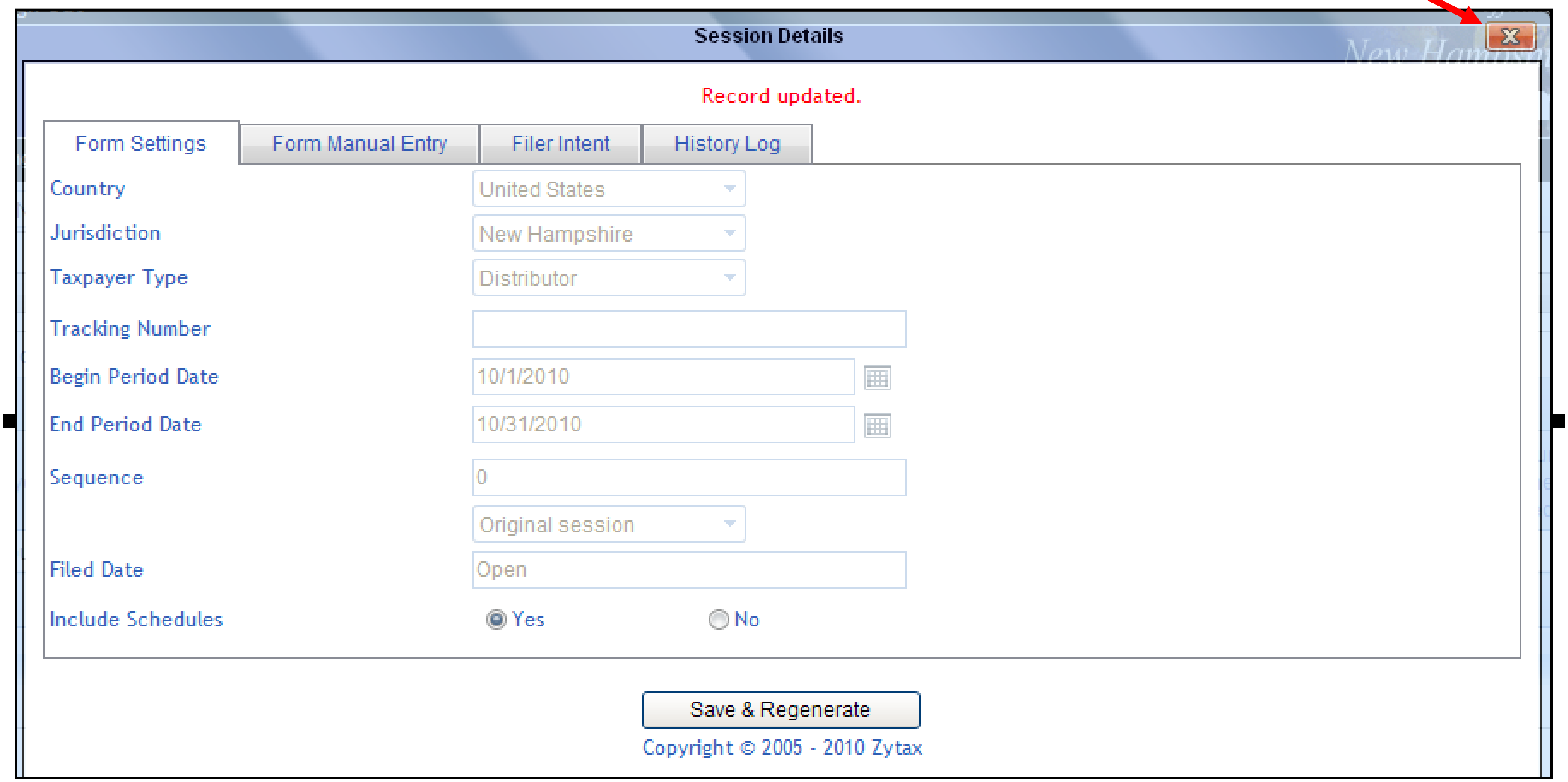
Click on the Distributor tax session; you will see the following **context menu** appear. Select "**Session Details**" from the context menu.



The **Session Details** screen appears with a message, as shown below. Click on the **Save & Regenerate** button.

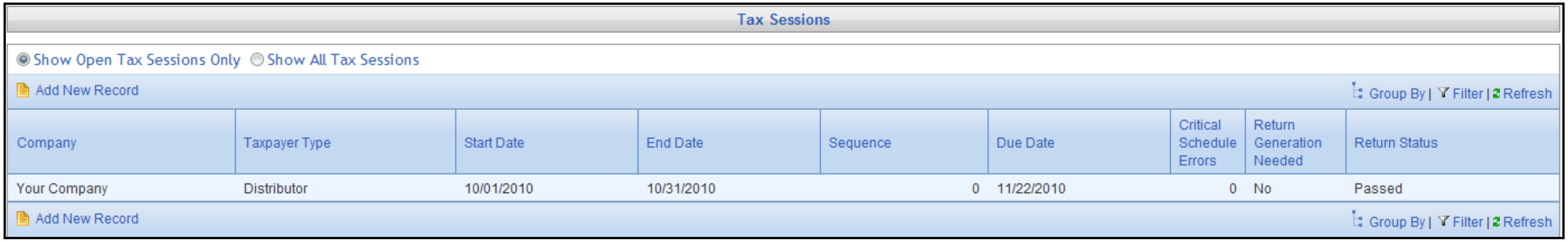


The words "Record Updated" appear, as shown below. Click on the X to close the screen.



The **Tax Sessions** screen should show a **Return Status** of “Passed”, the **Return Generation Needed** field should read “No”.

NOTE: if the **Return Status** reads “Pending”, click on the word “Refresh” until the Return Status is updated.



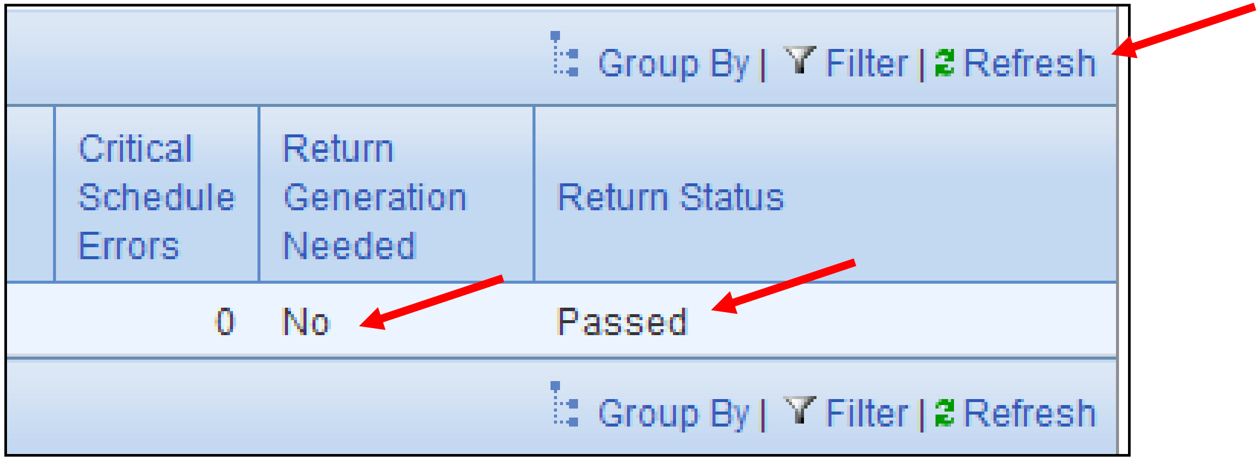
Tax Sessions

Show Open Tax Sessions Only   Show All Tax Sessions

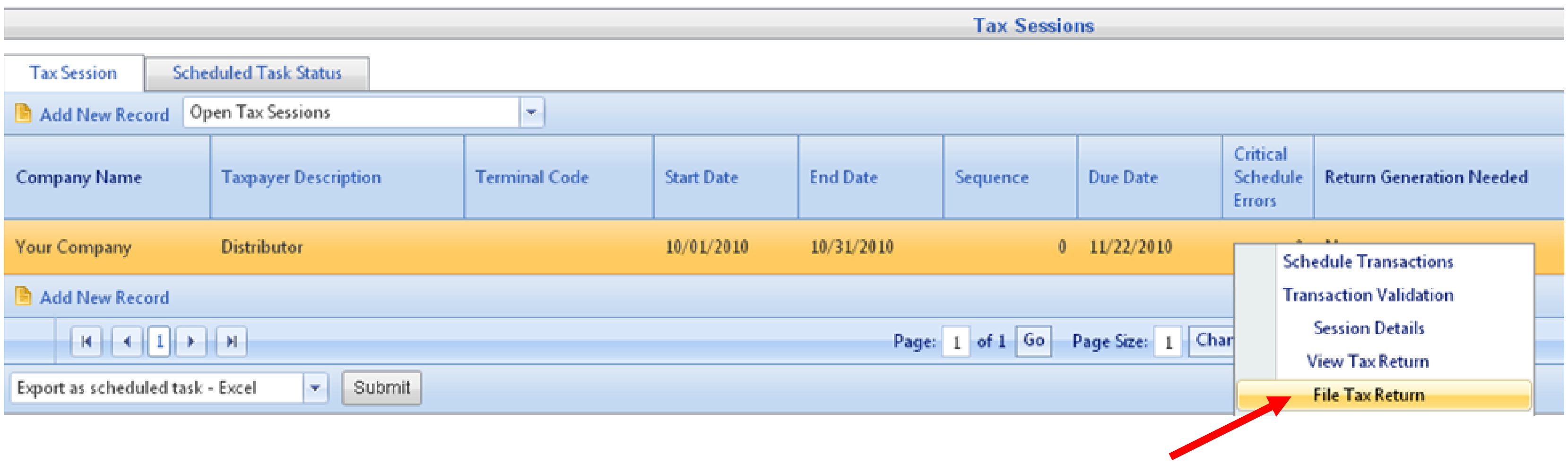
Add New Record   Group By | Filter | Refresh

| Company | Taxpayer Type | Start Date | End Date | Sequence | Due Date | Critical Schedule Errors | Return Generation Needed | Return Status |
|---|---|---|---|---|---|---|---|---|
| Your Company | Distributor | 10/01/2010 | 10/31/2010 | 0 | 11/22/2010 | 0 | No | Passed |

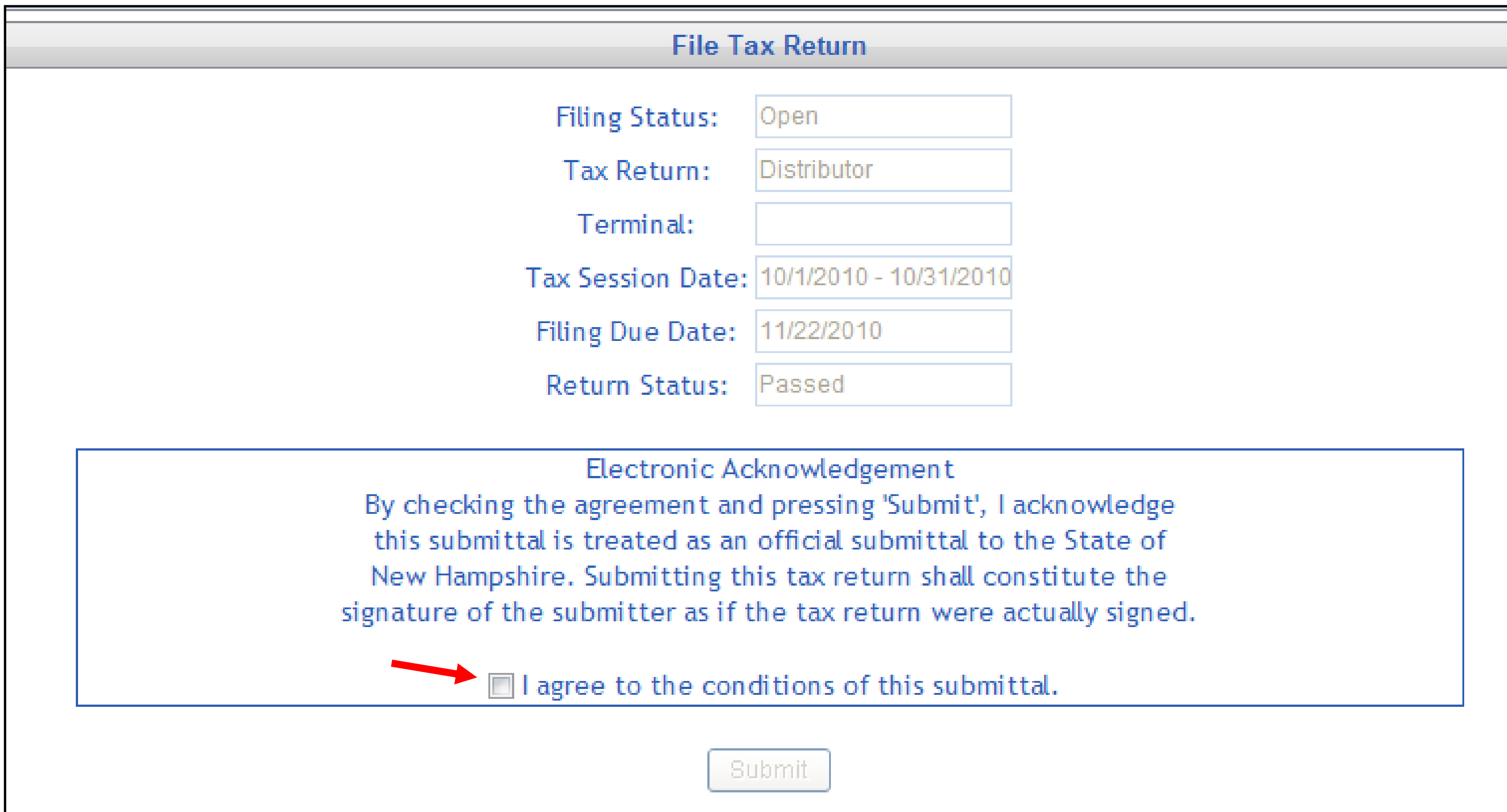
Add New Record   Group By | Filter | Refresh



Click on the Distributor return line again, and from the **Context Menu** select **File Return**. (NOTE: You may select **View Tax Return** should you want to look at your return prior to electronically filing.)



The **File Tax Return** screen appears. Note that you must agree to the Electronic Acknowledgement in order to file your return; otherwise, the **Submit** button will remain grayed out.


File Tax Return

| | |
|---|---|
| Filing Status: | Open |
| Tax Return: | Distributor |
| Terminal: | |
| Tax Session Date: | 10/1/2010 - 10/31/2010 |
| Filing Due Date: | 11/22/2010 |
| Return Status: | Passed |

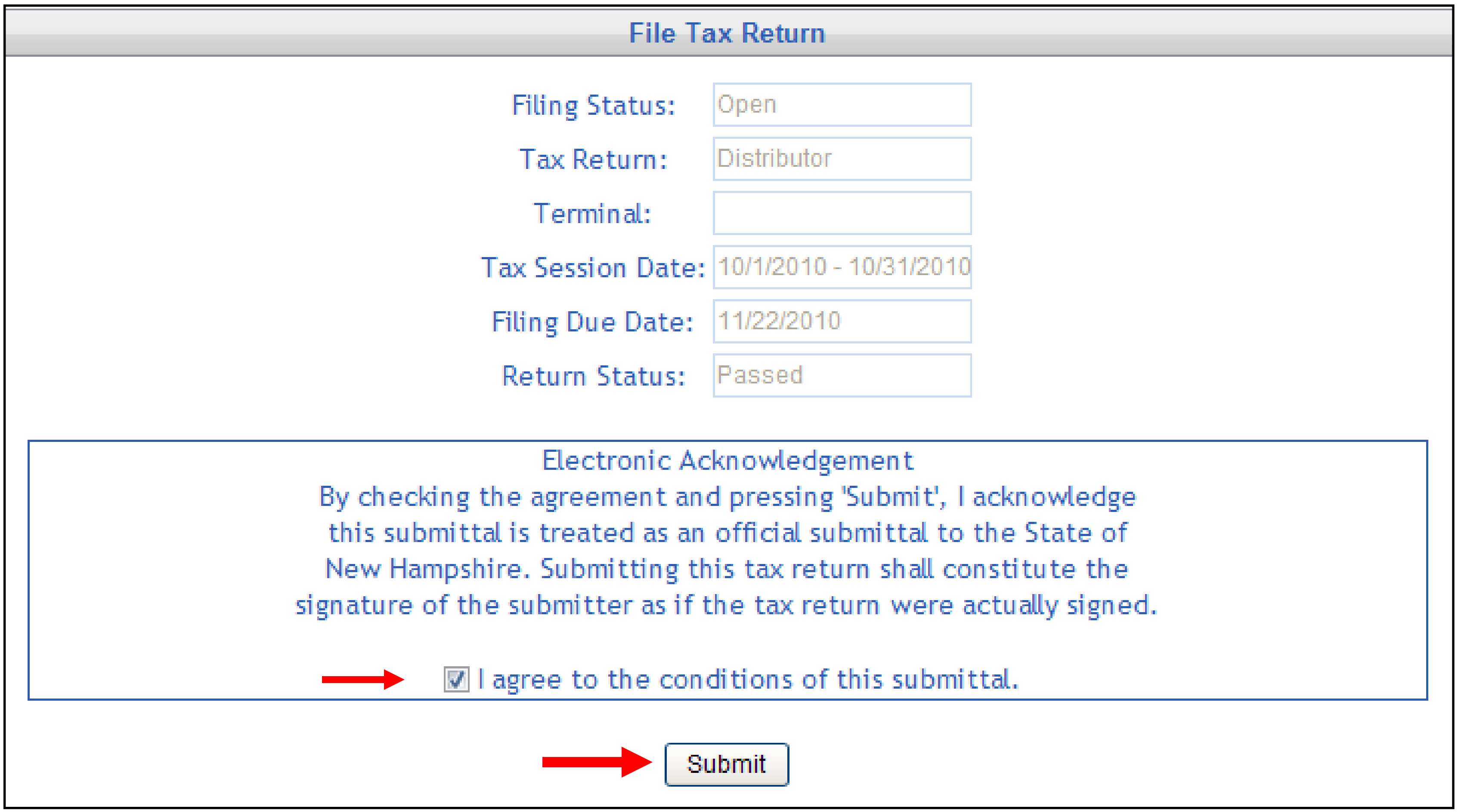
Electronic Acknowledgement
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of New Hampshire. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

☐ I agree to the conditions of this submittal.

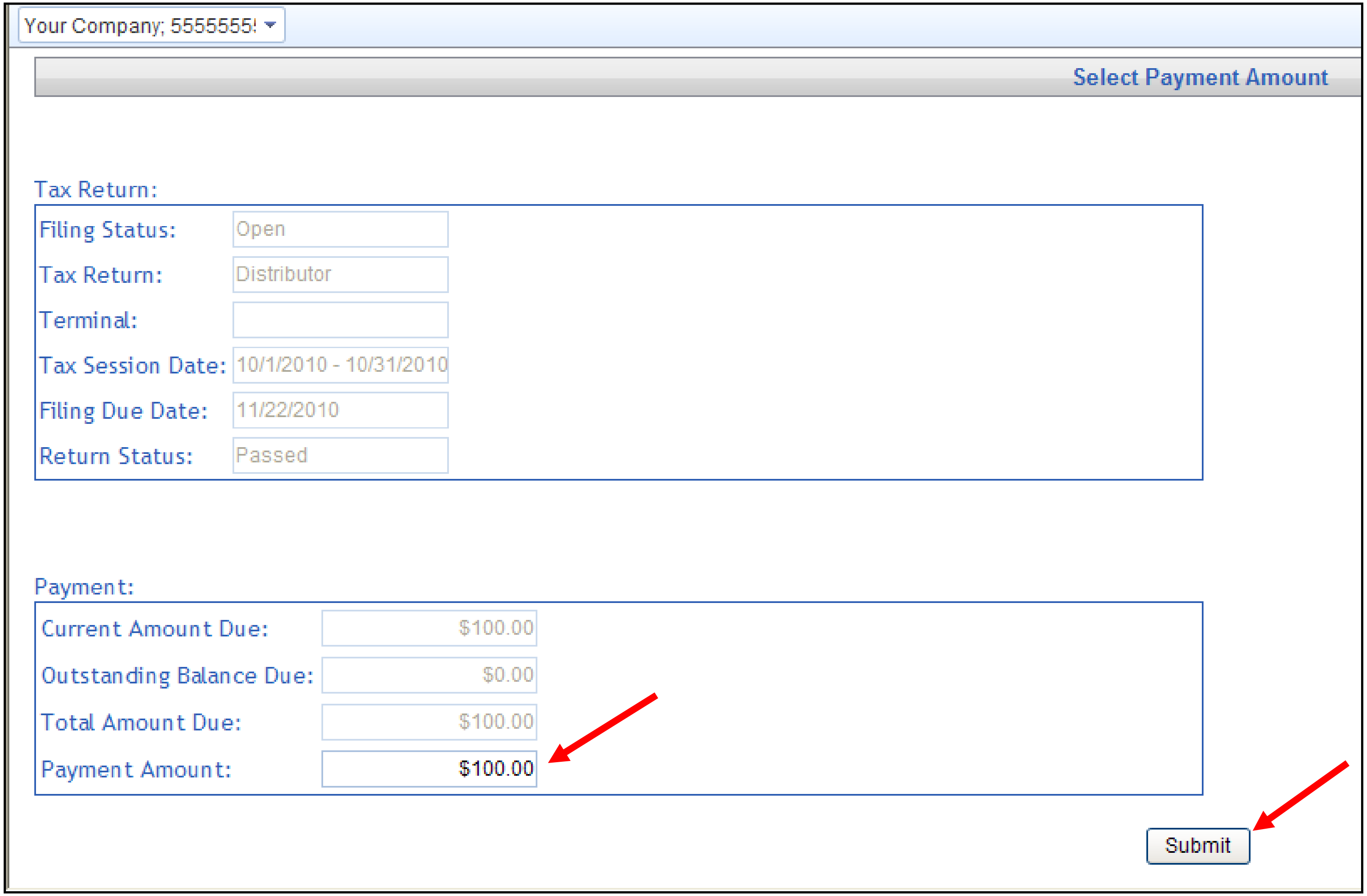
Submit

Note that the <u>Electronic Acknowledgement</u> box is checked.

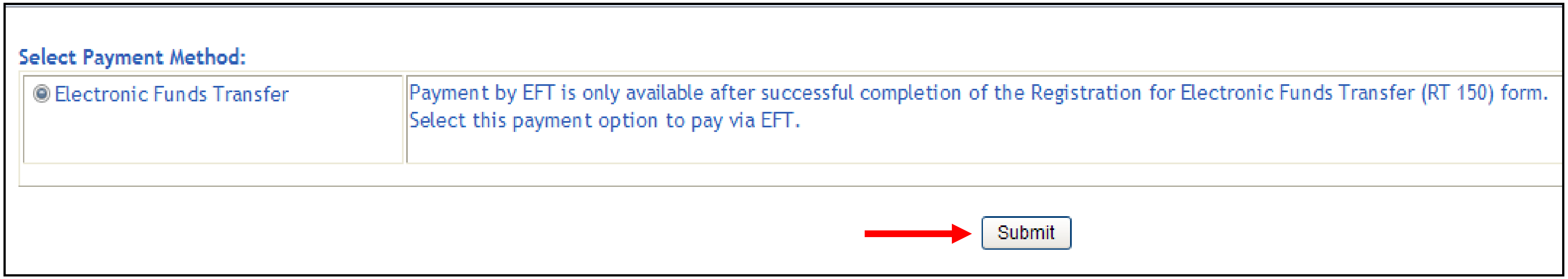
Next, click on the **Submit** button.



Review the payment information. [IMPORTANT: the date the return is filed is the date any required payment is authorized via ACH Debit.] Next, click on the **Submit** button.



The **Select Payment Method** screen appears, and payment via Electronic Funds Transfer is the only option. Click on the **Submit** button.



The **Tax Return and Payment Confirmation** screen appears. [The Road Toll office recommends printing this screen for your records.]

Tax Return and Payment Confirmation

Tax Return:

| | |
|---|---|
| Filing Status: | Filed |
| Tax Return: | Distributor |
| Terminal: | |
| Tax Session Date: | 10/1/2010 - 10/31/2010 |
| Filing Due Date: | 11/22/2010 |
| Return Status: | NotStarted |
| Date Filed: | 11/1/2010 4:19:45 PM |
| Return Tracking Number: | 1030500097 |

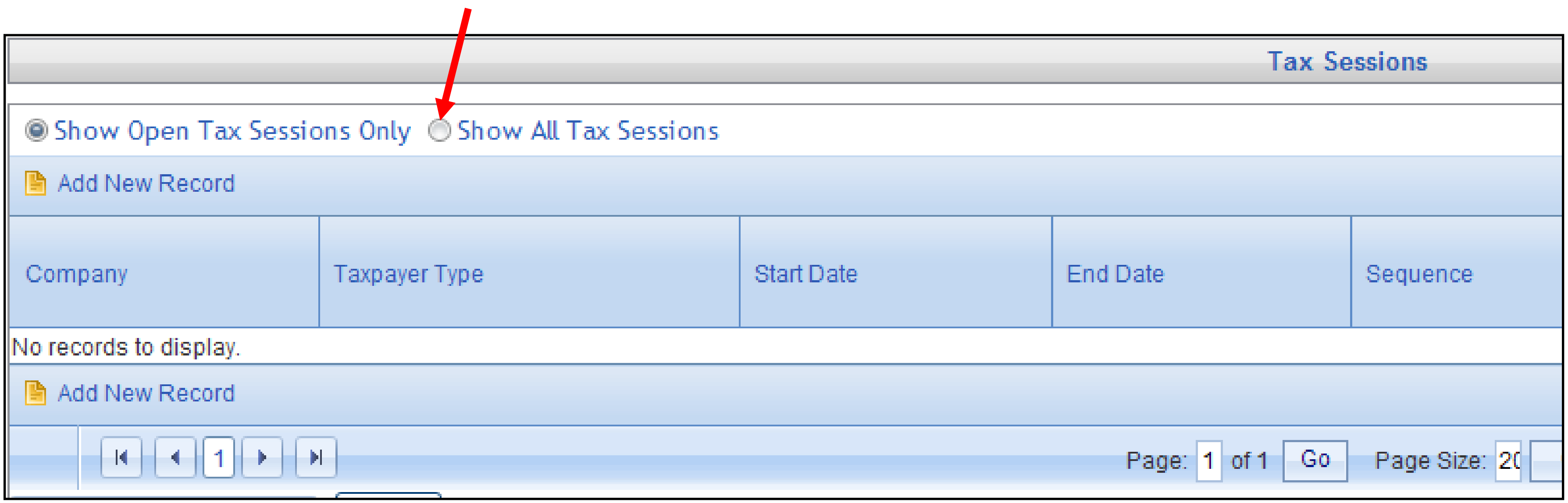
Payment:

| | |
|---|---|
| Payment Type: | EFT |
| Payment Amount: | 100.00 |
| Payment Tracking Number: | 1030500096 |

* Please note the tracking number(s) for your records.

Navigate to Tax Filing > Tax Sessions, and review the **Tax Sessions** screen. Note there are no open sessions.

Click on the radio button next to **Show All Tax Sessions**.



Now information related to your filed tax session is visible, including Taxpayer Type, Start Date of the return period, Tracking Number, and Filed Date.

Click anywhere on the tax return's information line.

Tax Sessions

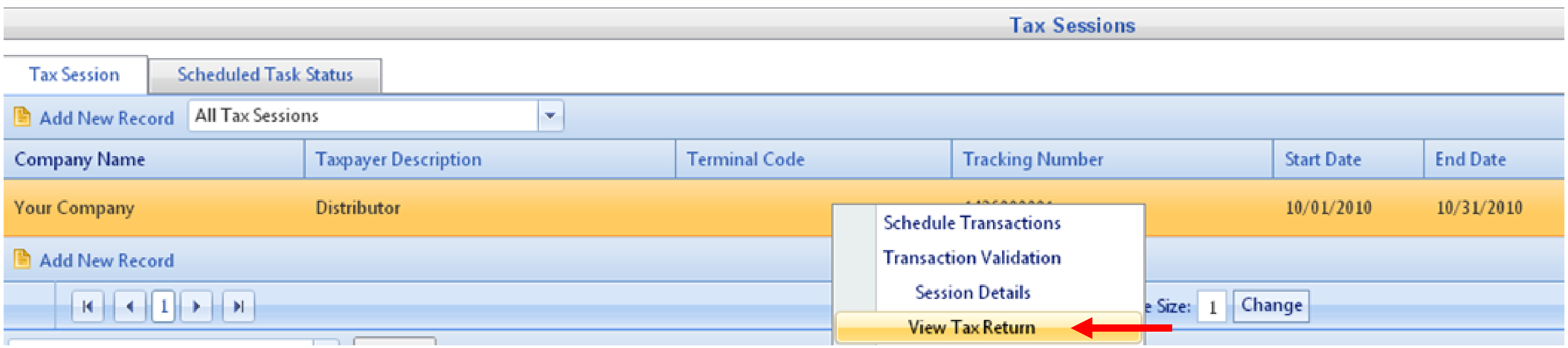
Show Open Tax Sessions Only   Show All Tax Sessions

Add New Record

| Company | Taxpayer Type | Tracking Number | Start Date | End Date | Sequence | Due Date | Filed Date |
|---|---|---|---|---|---|---|---|
| Your Company | Distributor | 1030500097 | 10/01/2010 | 10/31/2010 | 0 | 11/22/2010 | 11/01/2010 |

Add New Record

Select **View Tax Return** from the **Context Menu**.



Your tax return, available for review in PDF format, may be printed and saved. [In this example, since tax was paid with the return, the **Payment Tracking Number** is visible in the upper right corner.] Note the date the return was electronically filed is in the **Postmark Date** field.