



New Hampshire Department of Safety Road Toll Bureau

E-file tutorial:

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

~

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

General Information

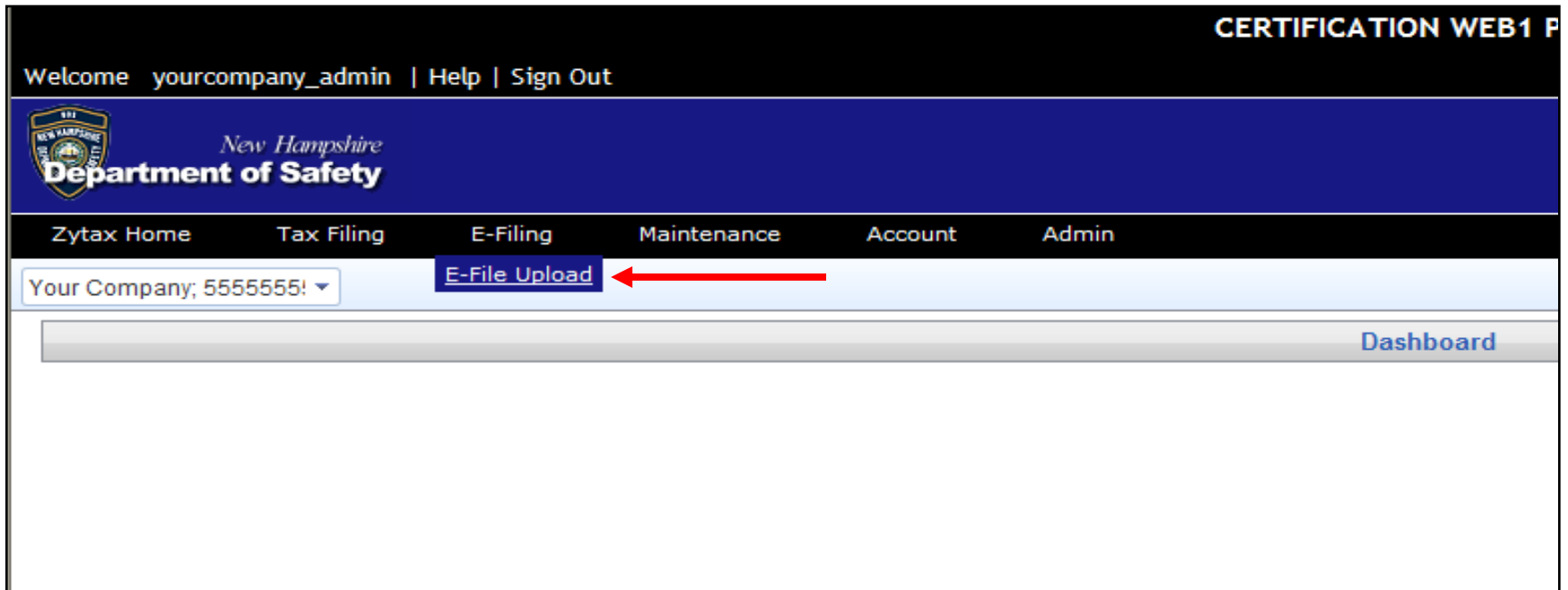
- Your company's EDI (electronic data interchange) file contains transaction sets required for NH Road Toll tax return information. NH uses **ANSI ASC X12 Version release 004030 EDI Standards.**
- The NH EDI Implementation guide is available at the following URL:
<http://www.nh.gov/safety/divisions/administration/roadtoll/documents/NHEDIGuide.pdf>

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.

Getting Started:

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



The screenshot displays the user interface of the NH AFTS system. At the top right, it says "CERTIFICATION WEB1 P". Below this, a navigation bar contains "Welcome yourcompany_admin | Help | Sign Out". The main header features the New Hampshire Department of Safety logo and the text "New Hampshire Department of Safety". A secondary navigation bar includes links for "Zytax Home", "Tax Filing", "E-Filing", "Maintenance", "Account", and "Admin". Under the "E-Filing" link, a sub-menu is visible with "E-File Upload" highlighted in blue, and a red arrow points to it from the right. To the left of the sub-menu is a dropdown menu showing "Your Company; 5555555!". At the bottom right of the page, there is a "Dashboard" link.

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

Click on **Add New Record**.

The screenshot shows the 'E-File Uploads' interface. At the top right, it says 'CERTIFICATION WEB1 PAGE'. Below that, a navigation bar includes 'Zytax Home', 'Tax Filing', 'E-Filing', 'Maintenance', 'Account', and 'Admin'. The user is logged in as 'yourcompany_admin'. The main content area has a header 'E-File Uploads' and a table with columns 'Extraction Status', 'Upload Date', and 'File Name'. A red arrow points to the 'Add New Record' link above the table. Below the table, it says 'No records to display.' and another 'Add New Record' link. At the bottom, there are pagination controls showing 'Page: 1 of 1' and 'Page Size: 20'.

Welcome yourcompany_admin | Help | Sign Out

New Hampshire Department of Safety

Zytax Home Tax Filing E-Filing Maintenance Account Admin

Your Company, 5555555! ▾

E-File Uploads

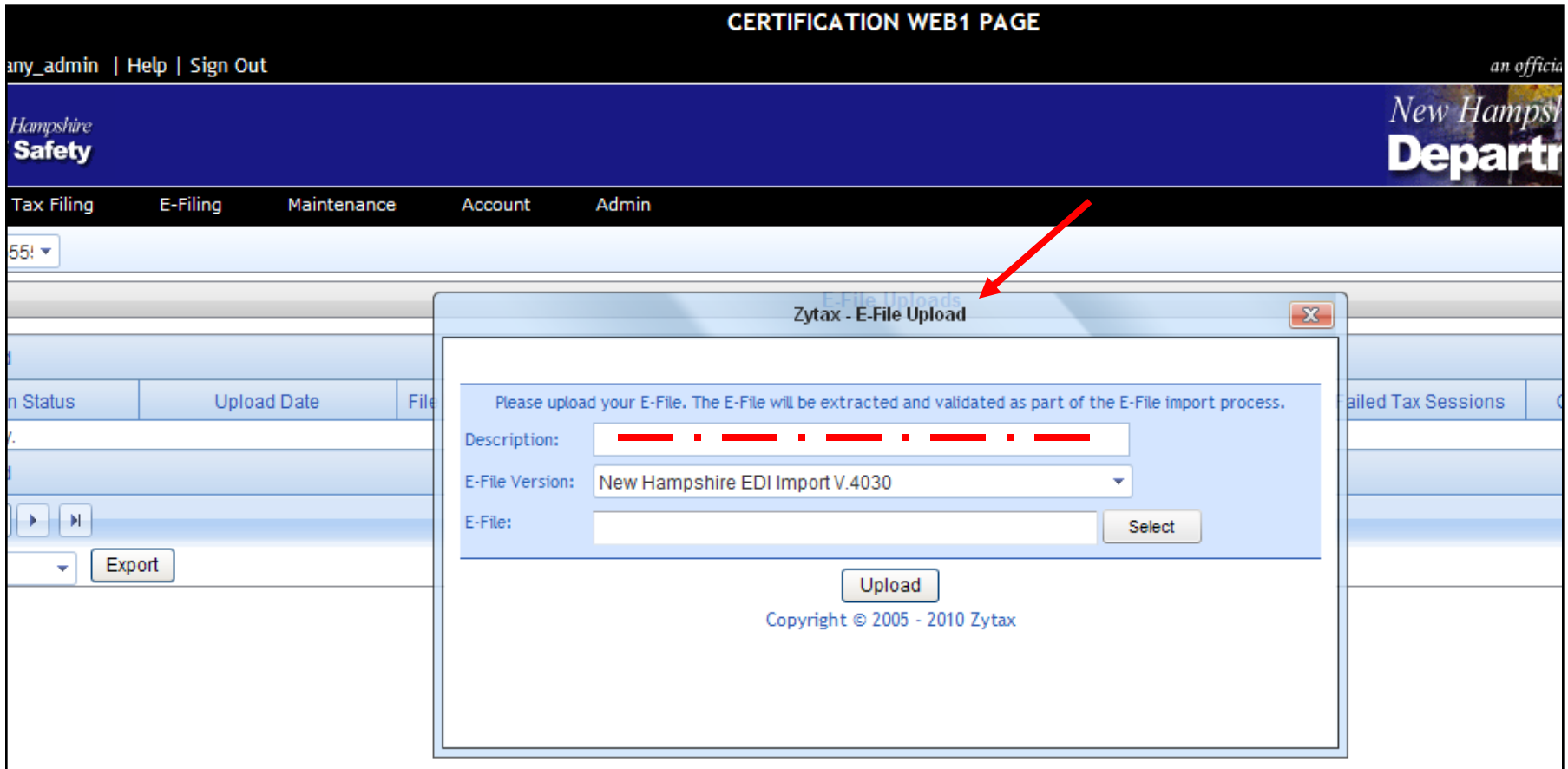
Add New Record ←

Extraction Status	Upload Date	File Name
No records to display.		

Add New Record

Page: 1 of 1 Go Page Size: 20 Change

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.

Please upload your E-File. The E-File will be extracted and validated as part of the E-File import process.

Description:

E-File Version:

E-File:

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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.

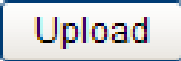

E-File Uploads
Zytax - E-File Upload

Please upload your E-File. The E-File will be extracted and validated as part of the E-File import process.

Description: YourCompany 10-2010 NH MFD Report

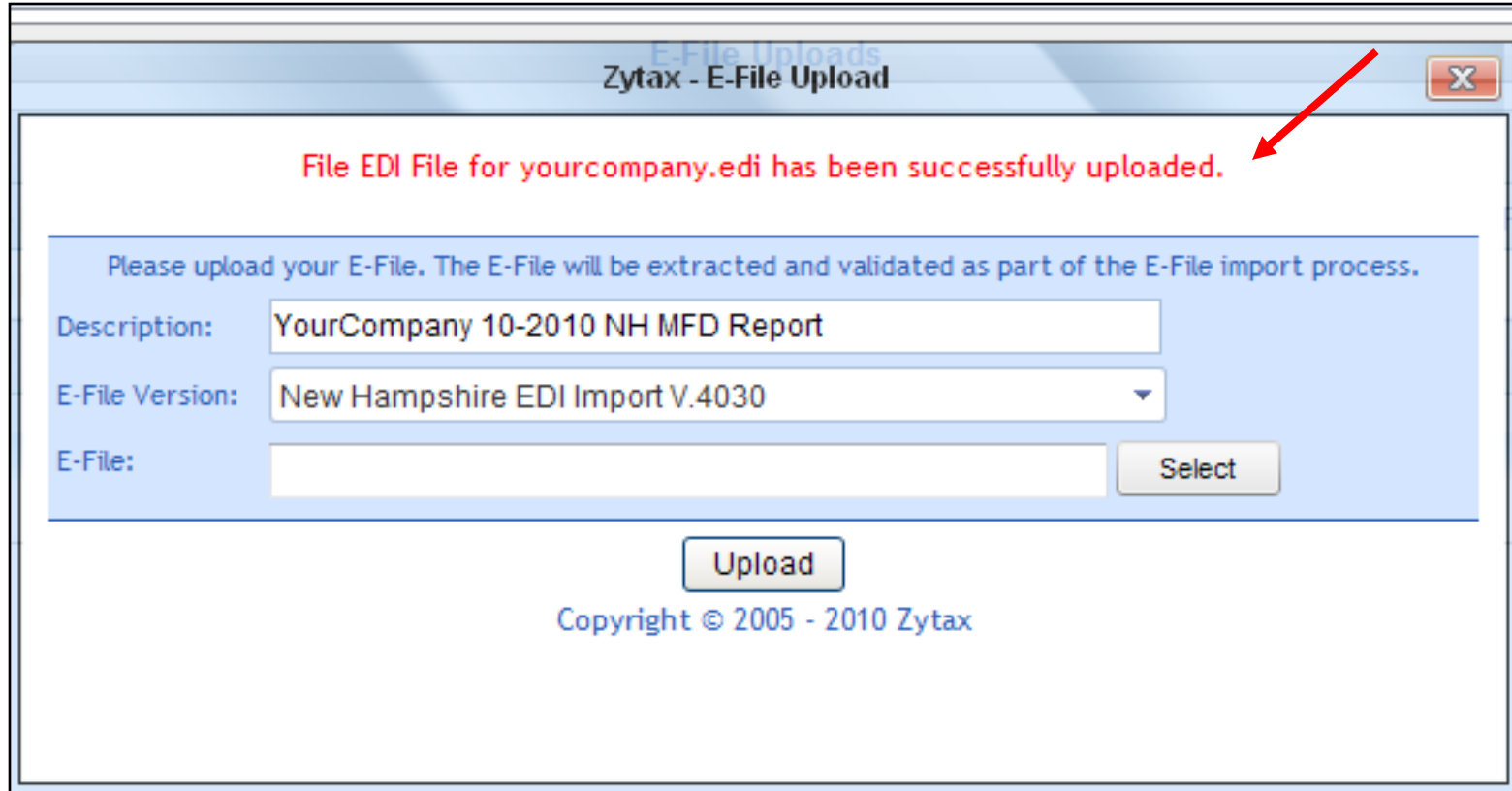
E-File Version: New Hampshire EDI Import V.4030

E-File: EDI File for yourcompany.edi  

Copyright © 2005 - 2010 Zytax

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**.



The screenshot shows a web browser window titled "Zytax - E-File Upload". The main content area displays a red message: "File EDI File for yourcompany.edi has been successfully uploaded." A red arrow points from the close button in the top right corner to this message. Below the message is a blue-bordered box containing instructions: "Please upload your E-File. The E-File will be extracted and validated as part of the E-File import process." This box includes three input fields: "Description:" with the value "YourCompany 10-2010 NH MFD Report", "E-File Version:" with a dropdown menu showing "New Hampshire EDI Import V.4030", and "E-File:" with an empty text box and a "Select" button. At the bottom of the page is an "Upload" button and a copyright notice: "Copyright © 2005 - 2010 Zytax".

Zytax - E-File Upload

File EDI File for yourcompany.edi has been successfully uploaded.

Please upload your E-File. The E-File will be extracted and validated as part of the E-File import process.


Description: YourCompany 10-2010 NH MFD Report

E-File Version: New Hampshire EDI Import V.4030


E-File: Select

Upload

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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.

The screenshot displays the 'E-File Viewer' interface. At the top right, the title 'E-File Viewer' is visible. Below the title, the following information is displayed:

- COMPANY NAME: Your Company
- DESCRIPTION: YourCompany 10-2010 NH MFD Report (EDI File for yourcompany.edi)
- E-FILE VERSION: New Hampshire EDI Import V.4030
- STATUS: Failed

Below this information, there are three tabs: 'Tax Sessions', 'Viewer', and 'History Log'. A red arrow points to the 'History Log' tab, indicating it should be selected. Below the tabs, there is a section for 'Extraction Status' and 'Tax Session'. The status is 'No records to display.' At the bottom of the interface, there are navigation controls including a page indicator 'Page: 1 of 1', a 'Go' button, and a 'Page Size' dropdown. There is also an 'Export' button and a 'Download' button at the very bottom.

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.

E-File Viewer		
COMPANY NAME: Your Company		
DESCRIPTION: YourCompany 10-2010 NH MFD Report (EDI File for yourcompany.edi)		
E-FILE VERSION: New Hampshire EDI Import V.4030		
STATUS: Failed		
Tax Sessions Viewer History Log		
Date		Message
11/1/2010 11:17:42 AM		Initial E-File Upload
11/1/2010 11:18:29 AM		E-File Extraction Process: Started
11/1/2010 11:18:29 AM	E-File Extraction Process: Extracted [49] Lines
11/1/2010 11:18:29 AM	E-File Version Validation: Started
11/1/2010 11:18:29 AM	!Envelope Validation Error: Segment/Line [ISA][0] interchange header control number does not match the corresponding group footer control number of [0125].
11/1/2010 11:18:29 AM	!Element Validation Error: Segment/Line/Element [IEA][48][IEA02][IEA~1~0125\] has an invalid format.
11/1/2010 11:18:29 AM	E-File Version Validation: Completed
11/1/2010 11:18:29 AM	Validation has failed. No further processing will be applied. Please correct the validation errors and resubmit the E-File.
11/1/2010 11:18:29 AM		E-File Extraction Process: Completed

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**.

E-File Uploads
Zytax - E-File Upload


Please upload your E-File. The E-File will be extracted and validated as part of the E-File import process.



Description: YourCompany 10-2010 NH MFD Reportv.2

E-File Version: New Hampshire EDI Import V.4030

E-File: EDI File for yourcompany.edi




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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		

Excel

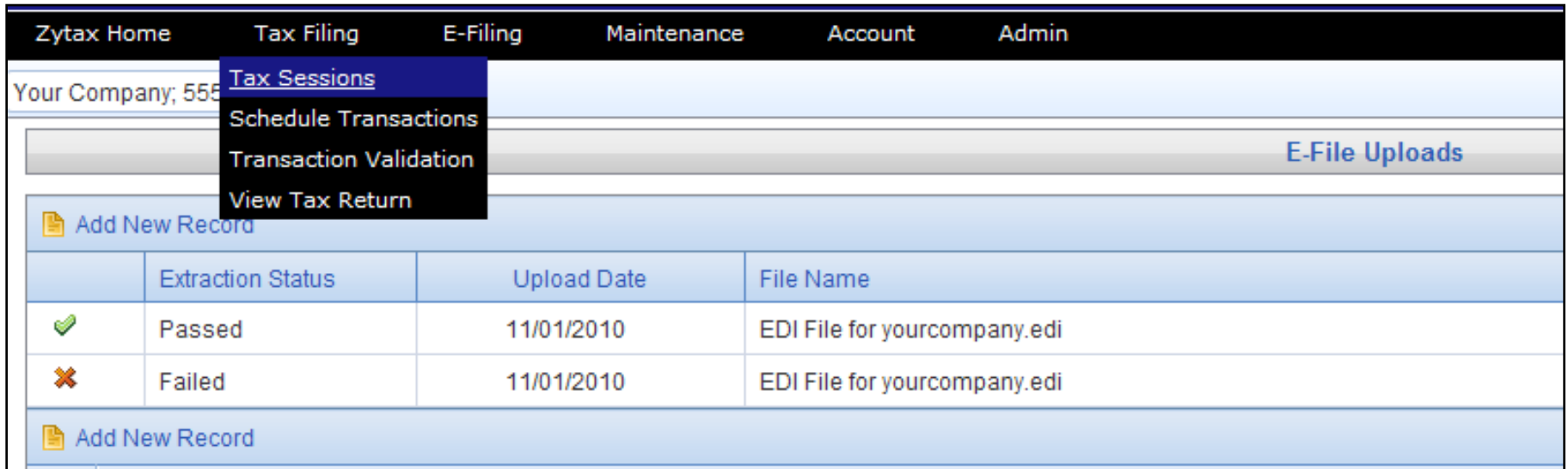
Page: 1 of 1 Go Page Size: 2 Change Items 1 to 2 of 2

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 proceed to file the tax return.

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



The screenshot displays the Zytax software interface. At the top, there is a navigation bar with the following tabs: Zytax Home, Tax Filing, E-Filing, Maintenance, Account, and Admin. Below the navigation bar, the text "Your Company; 555" is visible. A dropdown menu is open under "Tax Filing", showing the following options: Tax Sessions (highlighted), Schedule Transactions, Transaction Validation, and View Tax Return. To the right of the dropdown menu, the text "E-File Uploads" is visible. Below the dropdown menu, there is a button labeled "Add New Record" with a document icon. Below the button, there is a table with the following columns: Extraction Status, Upload Date, and File Name. The table contains two rows of data:

Extraction Status	Upload Date	File Name
✓ Passed	11/01/2010	EDI File for yourcompany.edi
✗ Failed	11/01/2010	EDI File for yourcompany.edi

At the bottom of the screenshot, there is another button labeled "Add New Record" with a document icon.

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.

Your Company; 5555555! ▾

Tax Sessions

Show Open Tax Sessions Only Show All Tax Sessions

Add New Record

Company	Taxpayer Type	Start Date	End Date	Se
Your Company	Distributor	10/01/2010	10/31/2010	

Add New Record

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

The screenshot displays a software interface titled "Tax Sessions". At the top, there are two tabs: "Tax Session" and "Scheduled Task Status". Below the tabs, there is a section with "Add New Record" and a dropdown menu set to "Open Tax Sessions". The main area contains a table with the following columns: Company Name, Taxpayer Description, Terminal Code, Start Date, End Date, Sequence, Due Date, Critical Schedule Errors, and Return Generation Needed. The first row of data is highlighted in orange and contains: "Your Company", "Distributor", (blank), "10/01/2010", "10/31/2010", "0", "11/22/2010", and "Yes". A context menu is open over the "Distributor" cell, listing the following options: "Schedule Transactions", "Transaction Validation", "Session Details" (highlighted in yellow), "View Tax Return", "File Tax Return", and "Create Amendment". A red arrow points to the "Session Details" option. Below the table, there are navigation controls including "Add New Record", a set of arrows, and a dropdown menu set to "Export as scheduled task - Excel". On the right side, there is a pagination control showing "Page: 1 of 1 Go" and "Page Size: 1 Change".

Company Name	Taxpayer Description	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed
Your Company	Distributor		10/01/2010	10/31/2010	0	11/22/2010		Yes

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

Session Details

Session is currently a system controlled session. Making changes to the session will convert it to a manual session.

Form Settings | Form Manual Entry | Filer Intent | History Log

Country: United States

Jurisdiction: New Hampshire

Taxpayer Type: Distributor

Tracking Number:

Begin Period Date: 10/1/2010

End Period Date: 10/31/2010

Sequence: 0

Original session

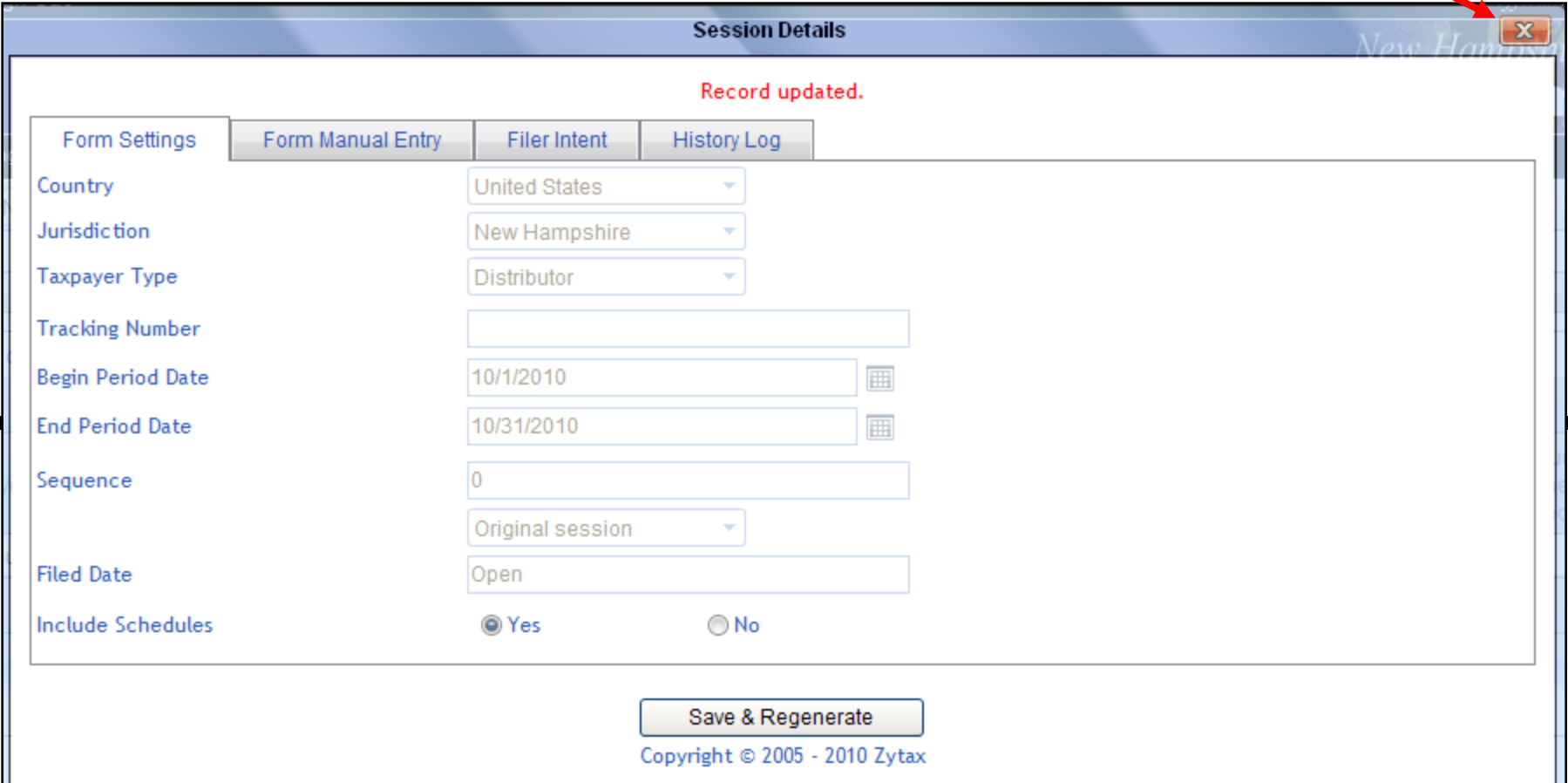
Filed Date: Open

Include Schedules: Yes No

Save & Regenerate

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



The screenshot shows a web application window titled "Session Details" with a blue header bar. In the top right corner of the header, there is a close button with a white "X" on a red background. A red arrow points to this button from the text above. Below the header, a red message "Record updated." is displayed. The main content area has four tabs: "Form Settings", "Form Manual Entry", "Filer Intent", and "History Log". The "Form Settings" tab is active. It contains several fields: "Country" (United States), "Jurisdiction" (New Hampshire), "Taxpayer Type" (Distributor), "Tracking Number" (empty), "Begin Period Date" (10/1/2010), "End Period Date" (10/31/2010), "Sequence" (0), "Original session" (dropdown), "Filed Date" (Open), and "Include Schedules" (radio buttons for Yes and No). At the bottom center is a "Save & Regenerate" button. The footer text reads "Copyright © 2005 - 2010 Zytax".

Session Details

Record updated.

Form Settings Form Manual Entry Filer Intent History Log

Country United States

Jurisdiction New Hampshire

Taxpayer Type Distributor

Tracking Number

Begin Period Date 10/1/2010

End Period Date 10/31/2010

Sequence 0

Original session

Filed Date Open

Include Schedules Yes No

Save & Regenerate

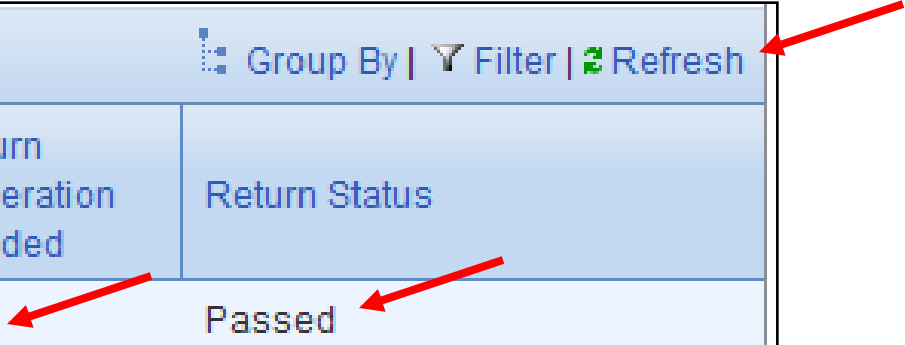
Copyright © 2005 - 2010 Zytax

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									
<input checked="" type="radio"/> Show Open Tax Sessions Only <input type="radio"/> 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									

Group By Filter Refresh		
Critical Schedule Errors	Return Generation Needed	Return Status
0	No	Passed
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 screenshot displays the 'Tax Sessions' application interface. At the top, there are tabs for 'Tax Session' and 'Scheduled Task Status'. Below the tabs is a header bar with 'Add New Record' and a dropdown menu set to 'Open Tax Sessions'. The main area contains a table with the following columns: Company Name, Taxpayer Description, Terminal Code, Start Date, End Date, Sequence, Due Date, Critical Schedule Errors, and Return Generation Needed. A single record is visible, highlighted in orange, with the following data: Company Name: Your Company, Taxpayer Description: Distributor, Start Date: 10/01/2010, End Date: 10/31/2010, Sequence: 0, Due Date: 11/22/2010. Below the table is a navigation bar with 'Add New Record', navigation buttons, and pagination information: 'Page: 1 of 1 Go Page Size: 1 Char'. At the bottom left, there is an 'Export as scheduled task - Excel' dropdown and a 'Submit' button. A context menu is open over the 'Distributor' record, listing the following options: Schedule Transactions, Transaction Validation, Session Details, View Tax Return, and File Tax Return. The 'File Tax Return' option is highlighted in yellow, and a red arrow points to it from the bottom right of the image.

Company Name	Taxpayer Description	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed
Your Company	Distributor		10/01/2010	10/31/2010	0	11/22/2010		


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.

Note that the Electronic Acknowledgement box is checked.

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

File Tax Return

Filing Status:	<input type="text" value="Open"/>
Tax Return:	<input type="text" value="Distributor"/>
Terminal:	<input type="text"/>
Tax Session Date:	<input type="text" value="10/1/2010 - 10/31/2010"/>
Filing Due Date:	<input type="text" value="11/22/2010"/>
Return Status:	<input type="text" value="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.

→

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.

Your Company; 5555555! ▾

Select Payment Amount


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

Payment:

Current Amount Due:	\$100.00
Outstanding Balance Due:	\$0.00
Total Amount Due:	\$100.00
Payment Amount:	\$100.00


Submit



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

Select Payment Method:

<input checked="" type="radio"/> Electronic Funds Transfer	Payment by EFT is only available after successful completion of the Registration for Electronic Funds Transfer (RT 150) form. Select this payment option to pay via EFT.
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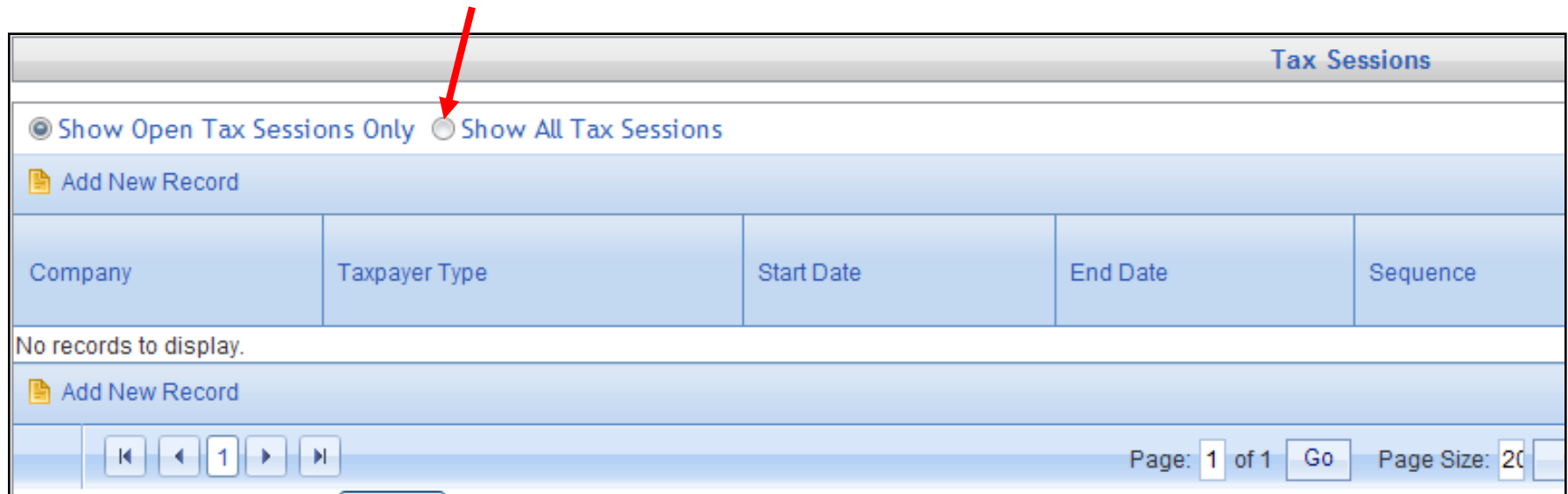


The Tax Return and Payment Confirmation screen appears. [The Road Toll office recommends printing this screen for your records.]

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**.





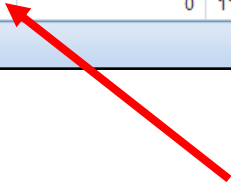
The screenshot shows a web application interface for "Tax Sessions". At the top right, the title "Tax Sessions" is displayed. Below the title, there are two radio buttons: "Show Open Tax Sessions Only" (which is selected) and "Show All Tax Sessions". A red arrow points to the "Show All Tax Sessions" radio button. Below the radio buttons is a blue bar with a document icon and the text "Add New Record". Underneath is a table with five columns: "Company", "Taxpayer Type", "Start Date", "End Date", and "Sequence". The table is currently empty, with the text "No records to display." below it. At the bottom of the table area, there is another blue bar with a document icon and the text "Add New Record". At the very bottom of the screen, there is a pagination control with buttons for "Previous", "First", "Next", and "Last", and a page number "1" in a box. To the right of the pagination control, it says "Page: 1 of 1" followed by a "Go" button and "Page Size: 20" followed by a dropdown menu.

Company	Taxpayer Type	Start Date	End Date	Sequence
No records to display.				

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							
<input type="radio"/> Show Open Tax Sessions Only <input checked="" type="radio"/> 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**.


The screenshot displays a software interface for managing tax sessions. At the top, a header bar reads "Tax Sessions". Below this, there are two tabs: "Tax Session" and "Scheduled Task Status". A dropdown menu is set to "All Tax Sessions". The main area contains a table with the following columns: "Company Name", "Taxpayer Description", "Terminal Code", "Tracking Number", "Start Date", and "End Date". A single record is visible with the following data: "Your Company", "Distributor", a terminal code, a tracking number, "10/01/2010", and "10/31/2010". A context menu is open over the record, listing the following options: "Schedule Transactions", "Transaction Validation", "Session Details", and "View Tax Return". A red arrow points to the "View Tax Return" option. Below the table, there are navigation buttons and a "Page Size: 1 Change" indicator.

Company Name	Taxpayer Description	Terminal Code	Tracking Number	Start Date	End Date
Your Company	Distributor			10/01/2010	10/31/2010

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.

Your Company, 55555555 | United States > New Hampshire > Distributor > 10/1/2010 - 10/31/2010 Sequence 0

141% | Collaborate | Sign | Find



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

MOTOR FUEL & AVIATION FUEL DISTRIBUTOR REPORT

NAME: Your Company
ADDRESS 1: Your Address
ADDRESS 2: Your Address 2
CITY/TOWN: Your City
STATE: NH ZIP CO

MONTH OF: October YEAR: 2010
REPORT MUST BE POSTMARKED NO LATER THAN THE 20TH DAY OF THE MONTH FOLLOWING THE REPORTING PERIOD

Tracking Number - 1030500097
FOR OFFICIAL USE ONLY
Postmark Date: 11/01/2010
Audited By: _____
Audit Date: _____

R: _____
YourCo1

Tracking Number - 1030500097
FOR OFFICIAL USE ONLY
Postmark Date: 11/01/2010
Audited By: _____
Audit Date: _____