



Zytax Government 5 User Guide

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Zytax Government

The Zytax Government Application is a web-based system that enables State taxpayers to apply for access to file for particular account types, renew license information on an annual basis, file motor fuel taxes with the State, make payments on their account, review account balances and to review and amend past filings online. All current and past tax forms and associated schedules can be reviewed, printed and saved locally.

The purpose of this document is to identify the requirements for using the Zytax Government application, provide an overview for using the application, and provide a reference for system usage.

The Zytax Government application was designed and developed by Zytax a wholly owned subsidiary of Avalara. Zytax works in conjunction with State governments to implement State specific tax returns and functionality.

Zytax is the world's leading provider of indirect tax compliance technologies and consulting services. Zytax supplies strategic software automation solutions for indirect tax determination and excise motor fuels compliance for the energy industry. Our products minimize the effort required to maintain tax compliance and ensure determination accuracy, and we are the only proven commercial solution for energy tax complexities.

Zytax works with petroleum suppliers, commodity traders, fuel distributors & retailers, and government tax agencies to automate motor fuel excise tax calculation and reporting.

Find more information about Avalara and Zytax by visiting our home page at www.Avalara.com



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1 Introduction to Zytax

The South Carolina Motor Fuel Online Reporting System (Zytax Government) is a web-based system that enables South Carolina state employees and taxpayers to file motor fuel taxes with the State of South Carolina, make payments on their accounts and to review and amend past filings online. It also allows filers to print their tax forms and associated schedules..

1.1 Requirements

The minimum recommended hardware and software specifications for using the South Carolina Motor Fuel Online Reporting System (Zytax Government) are included in this section.

1.1.1 Workstation Requirements

The minimum and recommended client workstation requirements for running Zytax are listed below. For optimum performance it is highly recommended to utilize a workstation that meets the requirements.

Component	Minimum
Computer and Processor	2.0 GHz Processor or higher
Memory	2 gigabyte (GB) RAM or higher
Hard Disk	50 megabyte (MB) for temp files
Display	1024x768 or higher resolution monitor

Component	Recommended
Computer and Processor	Recent Multi-Core Processor or Higher
Memory	4 gigabyte (GB) RAM or higher
Hard Disk	1 GB for temp files
Display	1024x768 or higher resolution monitor

1.1.2 Browser Standards

The Zytax application has been designed to operate with one of the following browsers:

- Microsoft Internet Explorer 7.0 or later (and that are in General Release status recommended: Microsoft Internet Explorer 9.0). There have been occasional difficult-to-resolve issues with Internet Explorer 8. While in general Internet Explorer 8 is a viable browser, in certain circumstances Avalara will recommend a different browser to resolve errors caused by a particular browser.
- Mozilla supported versions of FireFox.
- Google supported versions of Chrome.

If a browser is used that does not meet this standard, then Zytax will not function properly.

Actual requirements and product functionality may vary based on your system configuration and operating system.

1.1.3 Adobe Acrobat Reader

Adobe Acrobat Reader version 7.0 or higher is required for viewing PDF files that are created by Zytax Government. This free software can be obtained from Adobe's web site at: <http://get.adobe.com/reader/>

1.2 Browser Restrictions

Important restrictions on browser usage should be understood by all users of Zytax Government. Adherence to these restrictions and limitations will improve user productivity and serve to explain application functionality.

1.2.1 Browser Controls

The history buttons ([Back] and [Forward]) found on the browser control panel and the address bar are enabled to navigate through the Zytax Government screens, but are not recommended. These functions deviate from the programmatic navigation of Zytax Government and can produce unpredictable results. Typically this would occur when accessing payment, Schedule Query Wizard, Cross Matching or other functionality that utilizes strict process flows. Utilizing the browser Back and Forward buttons can sometimes result in an error message. This can typically be corrected by using the menu options to return to Zytax Home and using the menu to navigate through the application. On occasion it may be beneficial to log back into Zytax Government in order to restore proper connection to the application.

The Backspace key is also a browser shortcut for the [Back] button. When the browser application focus is not in a field that can be edited, using the Backspace key will initiate the browser [Back] button functionality. Thus, the use of the Backspace key in this scenario should be avoided.

1.2.2 Browser Bookmarks

The Zytax Government screens should be accessed through the application menu selections. Accessing screens through a browser bookmark will have unpredictable results. Users that are not logged in will not be able to use a bookmark to access application screens. Attempting to access Zytax Government functionality through a bookmark will have unpredictable results and is not recommended.

1.2.3 Browser Termination

It is recommended that a user sign out from Zytax Government by selecting **Sign Out** from the top of the screen. Terminating the browser can also be used to sign out of Zytax Government. Note that terminating the browser while in the process of making a payment or generating a tax return will result in the cancellation of user activity and will result in the tax return being left open and not filed. When filing, making a payment or filing a tax return it is recommended that the browser not be terminated until the Tax Return Confirmation, Payment Confirmation or Tax Return and Payment Confirmation screen is displayed.

1.3 Usage Restrictions

A user is not restricted from signing into Zytax Government with multiple sign in sessions. With IE 7 multiple browser windows are required in order to sign in to Zytax more than once. In IE 8 a user must select File – New Session in order to open a browser window to sign in to Zytax more than once. Using multiple browser windows allows the user of Zytax Government to look at different tax returns in each window as needed.

1.4 Sign In

A user can sign in to Zytax Government by providing their user name and password on the top of the sign in screen. If the user name or password are incorrect the message ‘Sign in failed, please ensure user name and password are correct.’ will appear on the screen. Users that have a registered user can click on ‘Password Assistance’ to be given an opportunity to answer a security question and have their password reset and e-mailed to them.

1.5 Sign Out

A user can sign out of Zytax Government by selecting **Sign Out** on the top of the application screen.

1.6 Timing Out

Zytax Government is set to time out after 60 minutes of inactivity. A user is automatically signed out of the application if the user has no activity for 60 minutes. Screens that are in progress are not saved (schedule transactions, business entities, locations, etc.) when a user times out. Data that has already been saved is not affected by timing out.

For the purposes of timing out of the application, activity is defined as clicking menu options, executing a query, viewing a return or navigating throughout the application. Any activity resets the time of last activity for a user and the user then has another 60 minutes before they reach the timeout threshold.

If a user has been signed out due to inactivity, the user may sign back into Zytax Government and resume tax return activities.

1.7 Getting Help

The two sources of getting help for usage of Zytax Government are this document and the South Carolina Department of Revenue.

If there are any questions that the Help documentation cannot answer, please contact the South Carolina Department of Revenue.

South Carolina Department of Revenue
EFT/EDI Help Desk
Columbia, SC 29214-0016

Telephone: 1-800-4760311
E-Mail: EDI@SCTAX.org

1.8 Zytax Terminology

There are several key terms used in Zytax that are important to understand. Understanding these terms will simplify navigation within the application and will help the user to understand terms used throughout this document.

Session

Tax returns in Zytax are filed by session. All data is organized by session. A session is defined as a unique combination of:

- Company.
- Taxpayer Type.
- Filing Period.
- Year.
- Sequence.

Using session terminology a tax return would be referred to as a:

- South Carolina Fuel Supplier (Company).
- Supplier (Taxpayer Type).
- May (Filing Period).
- 2014 (Filing Year).
- 0 (Sequence for an original return).

A user cannot perform any activities on return data until a session is created or selected.

The Session can also be referred to as Filing Session; the two terms are interchangeable.

Sequence

The original tax return for a session will have a sequence number of 0 and all subsequent amended returns for the original will have a sequence number one higher than the previously completed return. The first amended return will have a sequence number of 1; the second amended return will have a sequence of 2, and so on.

Original Return

A tax return is referred to as the original return if the session for the return is 0.

Amendment

Amendment refers to an amended return. Each amendment has an associated sequence. The first amendment would be sequence 1, the second amendment would have a sequence of 2, and so on. An amended return cannot be created until the previous sequence return has been filed. If the Original return is open, an amendment cannot be created. If an amendment with a sequence of 2 is open, an amendment of sequence 3 cannot be created until the amendment of sequence 2 is filed.

Session Owner

A session is owned by a front-end or back-end user.

Taxpayer Type

Each tax return is associated with a taxpayer type. The taxpayer type or return code often

appear on application screens. Taxpayer types are used for account applications and for filing taxes.

Open Session

The status of a session is considered open until the session has been filed. An Open session can still be changed.

Filed Session

A session has a status of Filed, after the tax return is filed. A session is not considered filed, until the message confirmation screen is shown that indicates the return is filed. If Zytax is terminated in the middle of marking a session as filed, the session is still considered open, the session is not filed. A filed session cannot be edited.

Filing Period

Period or Filing Period is used to refer to the tax month and tax year that a tax return is filed. Period is part of the Session, but specifying the period only does not describe a session.

Consolidated View

When an amended tax return is submitted the tax return can be viewed in a Consolidated View. In this view the values represent the sum of the original return and all amended returns less than or equal to the current session sequence. For returns with schedules, the schedules in the original return and all schedules added in amended sessions less than or equal to the current session sequence are included in the Consolidated view of the tax return. Three examples will illustrate how this works.

- If the current session is an amendment with sequence 1, then the consolidated view would show values that are the sum of the original session (sequence 0) and the current session (sequence 1).
- If the current session is an amendment with sequence 2, then the consolidated view would show values that are the sum of the original session (sequence 0) and sequence 1 and the current session (sequence 2).
- In this scenario, the current session is an amendment with sequence 1 (filed session), but an open sequence 2 amendment exists. The consolidated view would show values that are the sum of the original session (sequence 0) and the current session (sequence 1). The values for sequence 2 would not be included. To see a consolidated view that included these values, the current session must be set to the sequence 2 amended session.

Instance Type

The type of instance of a Zytax implementation is a fundamental characteristic of the application. It is important to know if a system is Government-based or Filer-based. The tax return calculation basis must be either Filer or Government. A Government-based system would compare eFile fields to calculated fields – a Filer-based system does not make that distinction in the field calculations.

The instance type of a Zytax installation is defined in the license key. An instance of Zytax will be either Government or Filer based.

User Type

A user using Zytax is defined as either a front-end user or a back-end user. A front-end user is

responsible for creating and filing tax returns. A back-end user is responsible for supporting front-end users. A back-end user typically administers the system.

In a Government instance a front-end user is a taxpayer and a back-end user is a state employee that administers the system in some way and may or may not directly support tax filing.

Session Owner

A session is owned by a back-end user or a front-end user. A session is not owned by a specific user. A session owned by a back-end user cannot be edited by a front-end user. A session owned by a front-end user cannot be edited by a back-end user. A back-end user has the capability to change the session ownership as needed. A back-end user may change the ownership of an open session as needed to support a front-end user. Temporary ownership of a session would allow a back-end user to make changes to a tax session.

Role

A Zytax role is defined as having No Access, View or Edit access to a list of application screens. A user that has No Access to a screen associated with a menu option will not see the menu option. A user that has No Access to all menu items in a menu branch will not see the entire menu branch.

Company Zero

Data within the system that is system defined is often referred to as Company Zero data. Company Zero data is reserved data that cannot generally be changed by end users. Company Zero data is only changed by Zytax when a service pack is provided. An example of Company Zero data includes tax rates, schedule validation rules, products, countries, jurisdictions, taxpayer preferences and terminals as locations. Company Zero data that is overridden with a company specific value is not changed by a Zytax service pack. In order to prevent loss of data, any Company Zero data that is overridden by a back-end user in a Government system should be communicated to Zytax for inclusion in a future service pack.

2 Zytax Overview

The Zytax Government and Zytax Compliance applications allow a user to create and review tax returns on-line. This section describes high level features of the application interface. Various application screens are shown and high-level functionality is described.

2.1 Grid Based Displays

Zytax uses data grids to display lists of data throughout the application. Standard grid functionality provides the capability to sort, filter and export data displayed on a grid. This capability is demonstrated on the Products screen shown below.

Products							
Products		Exports					
Add New Record							
Master Company	Country	Jurisdiction	Product Code	Description	Effective Date	Obsolete Date	Product Category
0	*	TD	001	Crude Oil	01/01/2008		Crude Oil
0	*	TD	052	Ethane	01/01/2008		Other Hydrocarbons
0	*	TD	054	Propane	01/01/2008		Liquefied Petroleum Gas
0	*	TD	055	Butane	01/01/2008		Gasoline Blendstocks
0	*	TD	058	Isobutene	01/01/2008		Gasoline Blendstocks
0	*	TD	059	Pentane/Isopentane	01/01/2008		Gasoline Blendstocks
0	*	TD	061	Natural Gasoline	01/01/2008		Gasoline Blendstocks
0	*	TD	065	Gasoline	01/01/2008		Gasoline
0	*	TD	071	Gasoline MTBE	01/01/2008		Gasoline
0	*	TD	072	Kerosene - Dyed	01/01/2008		Kerosene Dyed
0	*	TD	073	Kerosene Low Sulfur Dyed	01/01/2008		Kerosene Dyed
0	*	TD	074	Kerosene High Sulfur Dyed	01/01/2008		Kerosene Dyed
0	*	TD	075	Propylene	01/01/2008		Liquefied Petroleum Gas

A grid that contains many pages of data will typically contain a footer section on the bottom of the grid. The footer contains statistics on what is displayed in the grid and allows the display characteristics of the grid to be customized. The footer of the Products screen is shown below.

Products							
Add New Record							
Master Company	Country	Jurisdiction	Product Code	Description	Effective Date	Obsolete Date	Product Category
0	*	TD	074	Kerosene High Sulfur Dyed	01/01/2008		Kerosene Dyed
0	*	TD	075	Propylene	01/01/2008		Liquefied Petroleum Gas
0	*	TD	076	Xylene	01/01/2008		Gasoline Blendstocks
0	*	TD	077	Excluded Liquid (Mineral Oil)	01/01/2008		Other Hydrocarbons
0	*	TD	090	Additive - Miscellaneous	01/01/2008		Gasoline Blendstocks
0	*	TD	091	Waste Oil	01/01/2008		Other Hydrocarbons
0	*	TD	092	Undefined (Other) Product	01/01/2008		Other Hydrocarbons
0	*	TD	093	MTBE	01/01/2008		Gasoline Blendstocks
0	*	TD	100	Transmix	01/01/2008		Transmix

The footer for the Products screen provides the following features:

- Ability to navigate page by page through the data or select a specific page.
- Highlights the page number currently displayed in the grid.
- Ability to go to a specific page by entering the page and selecting ‘Go’.
- Ability to change the number of records displayed in each page of the grid by entering a number and selecting ‘Change’.
- Display the records currently displayed on the grid and the total number of records contained in the view of the data.
- Ability to Export data from the grid to available formats.
 - The available formats will vary.
 - Typically Export as scheduled task – Excel and Export as schedule task – CSV is always available as an export option.
 - Master Data Export will create a file that is viewable under Master Data Export. Please see [Master Data Export](#) for more detailed information.
 - When exporting data, the file will be created under the ‘Exports’ tab.

Products							
Products		Exports					
Add New Record							
Status	Start Date	Completed Date	Description	User	Output File	Size	Last Modified
Passed	2/20/2013 10:58:32 AM	2/20/2013 10:58:34 AM	Products grid export	default_admin	26.2 kb		

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Each grid is displayed in a preset order depending on the data contained in the grid. By clicking on a column name, that data in the grid will be sorted based on that column. Clicking on ‘Jurisdiction’ would change the Products screen to appear as shown below.

Products							
Products		Exports					
Add New Record		Jurisdiction ▲		Product Code		Description	
Master Company	Country	Jurisdiction	Product Code	Description	Effective Date	Obsolete Date	Product Category
0	CAN	AB	X23	Straight-Run Distillate	01/01/2008		Other Hydrocarbons
0	CAN	AB	L09	Bulk Lubricating Grease	01/01/2008		Lubricants
0	CAN	AB	L08	Packaged Gear Oil	01/01/2008		Lubricants
0	CAN	AB	L07	Bulk Gear Oil	01/01/2008		Lubricants
0	CAN	AB	L06	Packaged Automatic Transmission Fluid	01/01/2008		Lubricants
0	CAN	AB	L05	Bulk Automatic Transmission Fluid	01/01/2008		Lubricants
0	CAN	AB	L04	Packaged Diesel Engine Oil	01/01/2008		Lubricants
0	CAN	AB	L03	Bulk Diesel Engine Oil	01/01/2008		Lubricants
0	CAN	AB	L02	Packaged Gasoline Engine Oil	01/01/2008		Lubricants
0	CAN	AB	L01	Bulk Gasoline Engine Oil	01/01/2008		Lubricants

Clicking on the ‘Jurisdiction’ column label once will sort the grid by this field in ascending order. Clicking a second time will sort in descending order and clicking a third time will remove the sort from the ‘Jurisdiction’ field and return the grid to its original sorting.

Show/Hide Columns

To assist with flexibility on what displays on the screen and in what order, the user can select which columns to show or hide on their screen .

On the top right hand side of the blue bar there is a Columns icon. When selected, a drop-down list will appear with all the possible columns. Certain columns are selected by default. The user can control which columns are visible by selecting or deselecting boxes. The page will retain the changes when the user leaves this page. There is a ‘Reset to defaults’ option that allows the user to have the columns revert back to the original defaults.

Products							
Products		Exports					
Add New Record		Jurisdiction		Product Code		Description	
Master Company	Country	Jurisdiction	Product Code	Description	Effective Date	Obsolete Date	Product Category
0	*	TD	001	Crude Oil	01/01/2008		
0	*	TD	052	Ethane	01/01/2008		
0	*	TD	054	Propane	01/01/2008		
0	*	TD	055	Butane	01/01/2008		
0	*	TD	058	Isobutane	01/01/2008		
0	*	TD	059	Pentane/Isopentane	01/01/2008		
0	*	TD	061	Natural Gasoline	01/01/2008		
0	*	TD	065	Gasoline	01/01/2008		
0	*	TD	071	Gasoline MTBE	01/01/2008		Gasoline
0	*	TD	072	Kerosene - Dyed	01/01/2008		Kerosene Dyed
0	*	TD	073	Kerosene Low Sulfur Dyed	01/01/2008		Kerosene Dyed
0	*	TD	074	Kerosene High Sulfur Dyed	01/01/2008		Kerosene Dyed

Group By

Clicking on the Group By icon at the top right of the grid will display an area where the user can drag columns to have the grid data grouped.

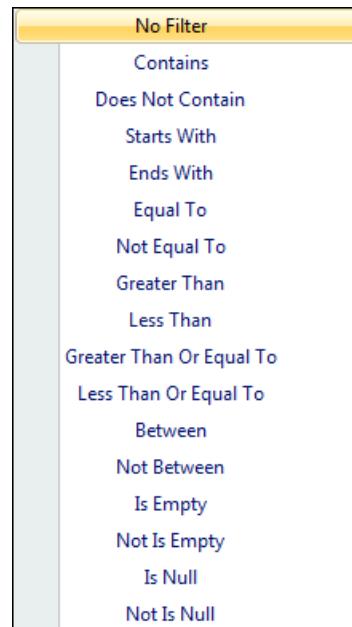
Products							
Products		Exports					
Add New Record		Jurisdiction		Product Code		Description	
Master Company	Country	Jurisdiction	Product Code	Description	Effective Date	Obsolete Date	Product Category
0	*	TD	001	Crude Oil	01/01/2008		
0	*	TD	052	Other Hydrocarbons	01/01/2008		
0	*	TD	054	Liquified Petroleum Gas	01/01/2008		
0	*	TD	055	Gasoline Blendstocks	01/01/2008		
0	*	TD	058	Gasoline Blendstocks	01/01/2008		
0	*	TD	059	Gasoline Blendstocks	01/01/2008		

Filter

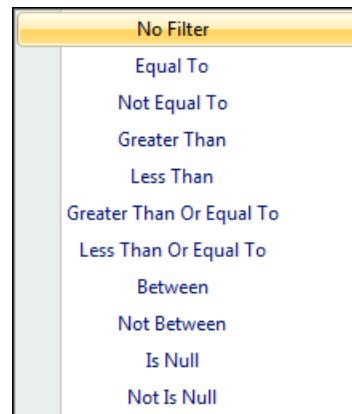
Clicking on the Filter icon at the top right of the grid will display an additional row below the column labels that allows filter specifications to be entered for each column. The Products grid with Filter turned on is shown below. A Filter icon will show next to the column(s) filtered on. In the below example, the ‘Description’ column was filtered on and a filer icon appears before ‘Description’.

Products							
Master Company		Country	Jurisdiction	Product Code	Description	Effective Date	Obsolete Date
0	*	TD	001	crude	Crude Oil	01/01/2008	Crude Oil
0	CAN	AB	001		Crude Oil	01/01/2008	Crude Oil
0	CAN	BC	001		Crude Oil	01/01/2008	Crude Oil
0	CAN	MB	001		Crude Oil	01/01/2008	Crude Oil
0	CAN	NB	001		Crude Oil	01/01/2008	Crude Oil
0	CAN	NL	001		Crude Oil	01/01/2008	Crude Oil
0	CAN	NS	001		Crude Oil	01/01/2008	Crude Oil
0	CAN	NT	001		Crude Oil	01/01/2008	Crude Oil
0	CAN	NU	001		Crude Oil	01/01/2008	Crude Oil

The filter can be activated for each field independently by entering a value in the provided field and selecting a filter option. The available filter options are different for a numeric and non-numeric field. A non-numeric field has the filter options shown below.



A numeric field (including a date field) has the filter options shown below.



After changing the filter specification for a field, the filter criteria must be re-selected by selecting . The grid will then be updated with the data selected by the new filter.

criteria. The grid can also be refreshed by selecting the  Refresh icon. When a grid is refreshed all selected filter criteria is applied when refreshing the data displayed on the grid.

Filtered, sorted, show/hide column criteria will be saved until the user clears out the specified criteria or changes companies. When the user returns to the page, the settings will be reloaded. When the users signs out and signs back in, the settings will be reloaded.

2.2 Grid Based Context Menus

Many of the data grids have an associated context menu. An example of a context menu for a Tax Sessions grid is shown below.

Tax Sessions									
<input checked="" type="radio"/> Show Open Tax Sessions Only <input type="radio"/> Show All Tax Sessions <input type="button" value="Add New Record"/> <input type="button" value="Group By"/> <input type="button" value="Filter"/> <input type="button" value="Refresh"/>									
Country	Jurisdiction	Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
United States	NH	Distributor	08/01/2010	08/31/2010	0	09/20/2010	0	Yes	
United States	AK	Dealer Avia							
United States	MI	Blender							
United States	MI	Supplier							
United States	MN	Distributor							
United States	NH	Distributor							
United States	NH	Transporter							
United States	OR	City of Coburg	07/01/2010	07/31/2010					
United States	TX	Blender Gasoline	07/01/2010	07/31/2010					
United States	TX	Distributor Diesel	07/01/2010	07/31/2010					

The context menu allows operations to be performed on a record in the data grid. The options available on a context menu are dependent upon the status of the data record and the role of the user selecting the context menu. A context menu can be accessed by selecting a data row with a right or a left mouse click. Options that are available can be selected while options that cannot be selected are grayed out.

2.3 Queue Based Execution of Long Running Processes

Processes that can be executed in the background and do not require direct user intervention are executed through a queue based approach. Through this approach tasks are added to a queue and executed in the order that they were added. There are five processes executed in a queue based approach.

- Tax Return Generation
- Application Form Generation
- eFile Import
- Cross-Match Report Execution
- Scheduled tasks

An example of a queue based approach for process execution is the Tax Sessions screen. This screen contains a grid of tax sessions for a company as shown below.

The screenshot shows a web-based application titled 'Tax Sessions'. At the top, there are two radio buttons: 'Show Open Tax Sessions Only' (selected) and 'Show All Tax Sessions'. Below this is a toolbar with a 'Add New Record' button, a 'Group By' icon, a 'Filter' icon, and a 'Refresh' icon. The main area is a grid with the following columns: Company, Taxpayer Type, Start Date, End Date, Sequence, Due Date, Critical Schedule Errors, Return Generation Needed, and Return Status. A message 'No records to display.' is shown above the grid. At the bottom of the grid, there are navigation icons (back, forward, first, last), a page number '1 of 1', a 'Go' button, a 'Page Size' dropdown set to '20' with a 'Change' button, and a status message 'items 0 to 0 of 0.'. There are also 'Excel' and 'Export' buttons.

When a tax return is requested to be generated the status of the return is displayed in the Return Status column of the grid. As a tax return is being generated the Return Status will be updated. To view the updated contents of the grid select the Refresh icon. For a return that takes several seconds to generate repeatedly click the Refresh icon until the return has been successfully generated.

Other application components that use queues for execution processes work in a similar manner. The queue items are executed in the order that they are submitted and the status of each item is displayed in the grid.

3 Welcome to Zytax

For a Zytax installation the Sign In screen can be customized for specific implementation requirements. For a government installation a unique Sign In screen is provided for each jurisdiction that licenses the application. The Sign In screen is described in this section.

3.1 South Carolina

The South Carolina application has a unique look and feel. The South Carolina Sign In screen is shown below.



A valid user name and password must be provided when signing into Zytax. A user name and an initial password are sent to all new users of Zytax. Failing to provide correct credentials will result in a ‘Sign in failed’ message.

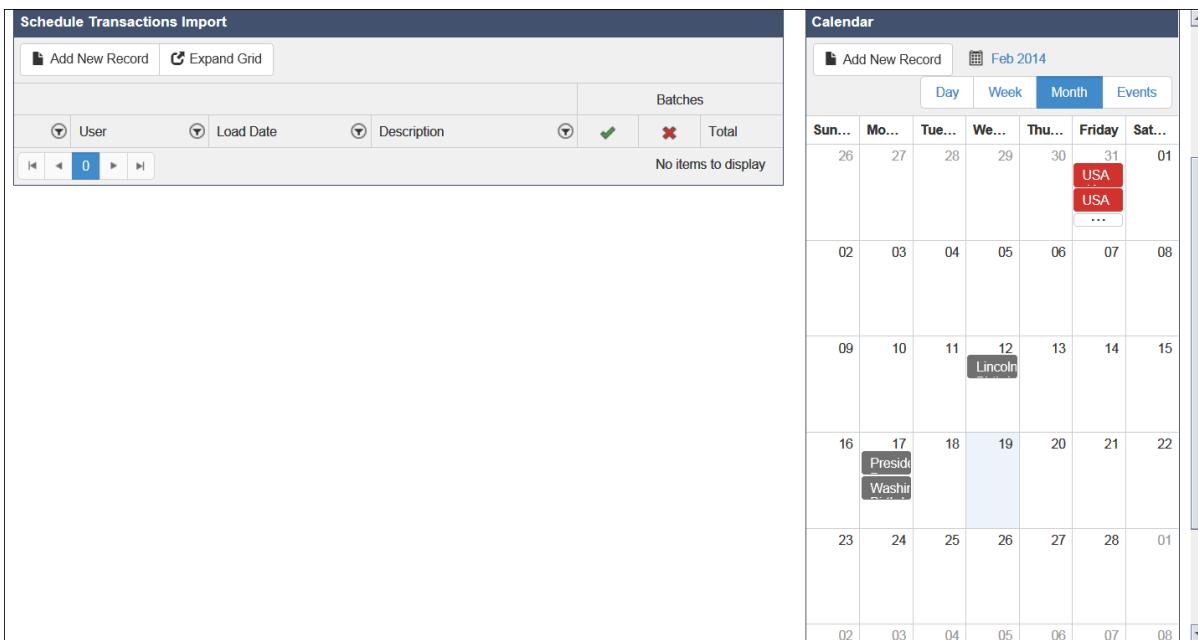
A license key expiration notice will display 30 days before your license key expires. This message will display at the bottom of all screens.



4

Zytax Home

The Zytax Home menu provides access to each user’s home screen. The contents of the System Default Dashboard or Zytax Home screen can be configured by the end user. The default dashboard is shown below.



Each component that can be displayed on the dashboard is a widget. The following widgets are supported in the dashboard.

- Calendar
- Current System Activity
- Schedule Transactions Import
- Tax Session Counts Per Period
- Tax Session Status Per Period
- Tax Session Workflow

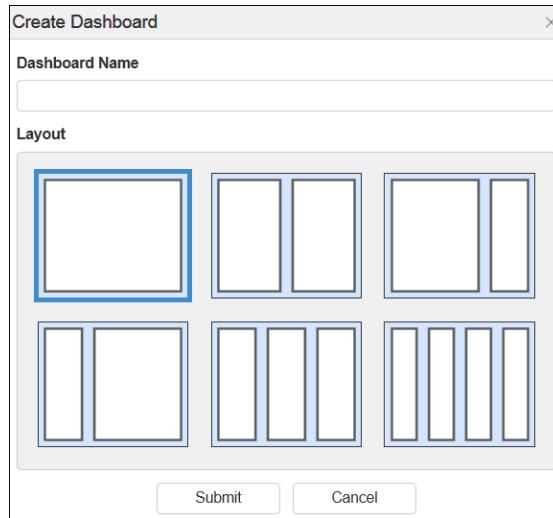
Security

Access to the Dashboard is controlled by the Zytax Home authorization element. An access level of 'None' will prevent the dashboard from displaying. An access level of 'View' or 'Edit' allows the dashboard to be displayed and to be customized.

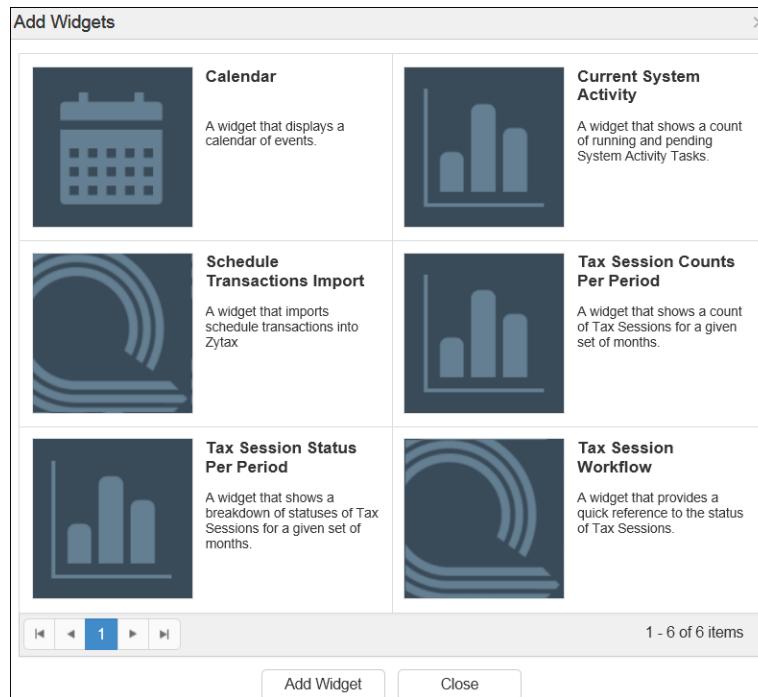
4.1 Creating a Dashboard and Adding Widgets

The default dashboard is first displayed when you select Zytax Home.

To create your own dashboard, select the drop-down menu and then select Create Dashboard menu option. Enter a name for your dashboard in the space below Dashboard Name and select the layout for your dashboard by clicking on one of the six layout types as shown below. If the browser window is too small to support the layout, the columns move from being side by side to being stacked. Click the button to save your changes.



To add widgets to your dashboard begin by clicking the **+ Add Widgets** button. The six choices give a brief description about each widget, as shown below. There are no limits to the number of widgets on a dashboard. The same widget can be added more than once. Click on the desired widget icon and then click the **+ Add Widgets** button. Continue to add other widgets then click **Close** when completed. The selected widgets will now display on your dashboard.



To edit the layout of the dashboard, click the **Tools** drop-down menu and select Edit Dashboard. Click on the layout you wish to change to and then click the **Submit** button.

Other options on the Tools drop-down include:

- Copy Dashboard which allows the current dashboard to be copied. Your list of dashboards

will show your original and the copied versions.

- Delete Dashboard removes the current dashboard.
- Pin Dashboard takes selected dashboard and brings it to the top of the list.

The widget title bar, as shown below, allows certain actions to be performed.



The plus or minus sign allows you to expand or minimize the widget.

The refresh sign allows you to manually refresh or update the widget.

The settings sign shows options available for that widget.

The delete sign removes the widget from the dashboard.

4.2 Calendar Widget

The Calendar widget displays a due date calendar, a list of due dates for open sessions, holidays, and any reminders you may add for the current company. An example of the Calendar widget displaying by month is shown below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	01

To display calendar by day, click on the Day icon. Calendar by day is shown below.

Day
Feb 19, 2014
Wed 2/19

To display calendar by week, click on the Week icon. Calendar by week is shown below.

Calendar						
Add New Record		2/16/14 - 2/22/14		Day Week Month Events		
Sun 2/16	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22
	Presidents Day					
	Washingtons Birth					

To display calendar events, click on the Events icon. Events within a two week period are displayed. Calendar events is shown below.

Calendar	
Add New Record	
Date	Event
12 Wednesday February, 2014	Lincolns Birthday
17 Monday February, 2014	Presidents Day
	Washingtons Birthday

Add New Record button allows entry of calendar reminders and is shown below.

Create Calendar Event

Type	Event
Title	
Date	2/19/2014
Description	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Fill in the following to add a new event.

Field	Description
Type	Event with a blue background is the only option.
Title	Enter a title for your event.
Date	Today's date is shown, but use the calendar control or type in the

	date for your event.
Description	Special notes about your event. Double click on the event, after it is added to the calendar, to view your special notes.

Click button to save any changes.

The calendar control on the calendar widget allows changing the date by day, week, or month depending on the calendar view.

Settings for the calendar widget is shown below.

The dialog box is titled "Widget Settings". It contains four sections: "Title" (set to "Calendar"), "Color" (set to "Default"), "Refresh Interval" (set to "Never"), and "Default Calendar View" (set to "Month"). At the bottom are "Submit" and "Cancel" buttons.

Settings can be adjusted by changing the following fields.

Field	Description
Title	Title can be customized.
Color	Color of the title bar can be changed.
Refresh Interval	Controls how often the widget will be refreshed.
Default Calendar View	Calendar view when dashboard is accessed.

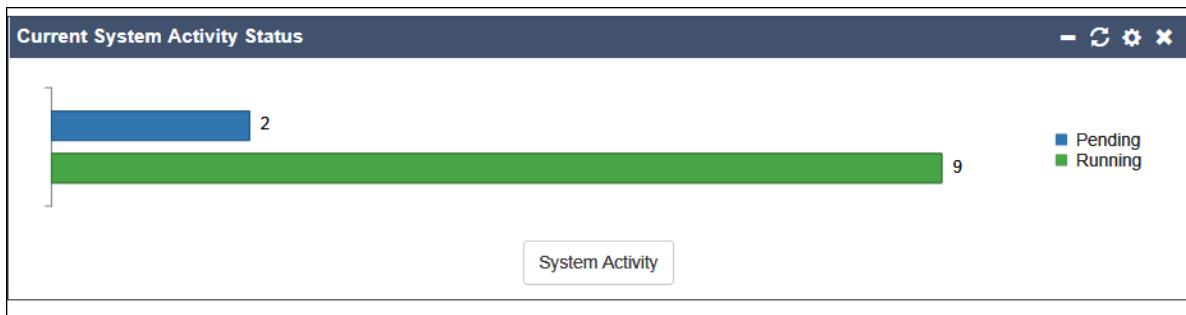
Click button to save any changes.

Security

Access to the Calendar widget is controlled by the Widget Calendar authorization element. An access level of 'None' will prevent the calendar from displaying. An access level of 'View' allows viewing the calendar and events while 'Edit' allows the calendar to be displayed and to be customized.

4.3 Current System Activity Widget

The Current System Activity widget shows a count of running and pending System Activity Tasks. An example of the Current System Activity widget is shown below.



Clicking the System Activity button allows viewing the System Activity log. An example of the System Activity Log is shown below.

System Activity						
Results		Exports		Columns Group By Filter Refresh		
	Status	Start Date	Completed Date	Process Name	Description	User
✓	Passed	2/21/2014 4:59:08 PM	2/21/2014 4:59:17 PM	Schedule Transaction Data Import Last Batch Processing for [1] total batches	Schedule Transaction Data Import Last Batch Processing - Batch Results [Total: 1, Passed: 0, Warnings: 0, Errors: 1] - Transaction Results [Total: 5, Source Name [zytax.201307031_RIVE_Srecs.csv]	henry
⚠	Errors	2/21/2014 4:58:57 PM	2/21/2014 4:59:08 PM	Schedule Transaction Data Import: Batch Number [1] of [1] total batches. Sending [5] transactions	Import Schedule Transactions received a request of [5] schedule transaction records to import. Load Id:[7985002-d22b-43b2-b4fa-91bf72176f46]. Main Job File Name [zytax.201307031_RIVE_Srecs.csv]	henry
✓	Passed	2/21/2014 4:58:54 PM	2/21/2014 4:58:57 PM	Data File Import	[zytax.201307031_RIVE_Srecs.csv] (Data File Import)	henry
✓	Passed	2/21/2014 4:55:22 PM	2/21/2014 4:55:32 PM	Schedule Transaction Data Import Last Batch Processing for [1] total batches	Schedule Transaction Data Import Last Batch Processing - Batch Results [Total: 1, Passed: 0, Warnings: 0, Errors: 1] - Transaction Results [Total: 7, Source Name [HENRYS_WORLD_201302_Test_TopTech.csv]	henry
⚠	Errors	2/21/2014 4:55:12 PM	2/21/2014 4:55:22 PM	Schedule Transaction Data Import: Batch Number [1] of [1] total batches. Sending [7] transactions	Import Schedule Transactions received a request of [7] schedule transaction records to import. Load Id:[e37aa769-5bda-45b0-8be3-e45abdb37acb]. Main Job File Name [HENRYS_WORLD_201302_Test_TopTech.csv]	henry
✓	Passed	2/21/2014 4:55:04 PM	2/21/2014 4:55:12 PM	Data File Import	HENRYS_WORLD_201302_Test_TopTech.csv (Data File Import)	henry
✓	Passed	2/21/2014 4:54:51 PM	2/21/2014 4:55:01 PM	Schedule Transaction Data Import Last Batch Processing for [1] total batches	Schedule Transaction Data Import Last Batch Processing - Batch Results [Total: 1, Passed: 0, Warnings: 0, Errors: 1] - Transaction Results [Total: 5, Source Name [zytax.201307031_RIVE_Srecs.csv]	henry
⚠	Errors	2/21/2014 4:54:40 PM	2/21/2014 4:54:52 PM	Schedule Transaction Data Import: Batch Number [1] of [1] total batches. Sending [5] transactions	Import Schedule Transactions received a request of [5] schedule transaction records to import. Load Id:[61e50f59-afef-466f-8e3a-74ac22b3c4]. Main Job File Name [zytax.201307031_RIVE_Srecs.csv]	henry

Settings for the Current System Activity widget is shown below.

The figure shows a "Widget Settings" dialog box. It has a title bar and several input fields. The "Title" field is set to "Current System Activity Status". The "Color" dropdown is set to "Default". The "Refresh Interval" dropdown is set to "30 Seconds". The "Filter By Current User" dropdown is set to "No". At the bottom are "Submit" and "Cancel" buttons.

Settings can be adjusted by changing the following fields.

Field	Description
-------	-------------

Title	Title can be customized.
Color	Color of the title bar can be changed.
Refresh Interval	Controls how often the widget will be refreshed.
Filter by Current User	Allows filtering by current user or all users.

Click button to save any changes.

Security

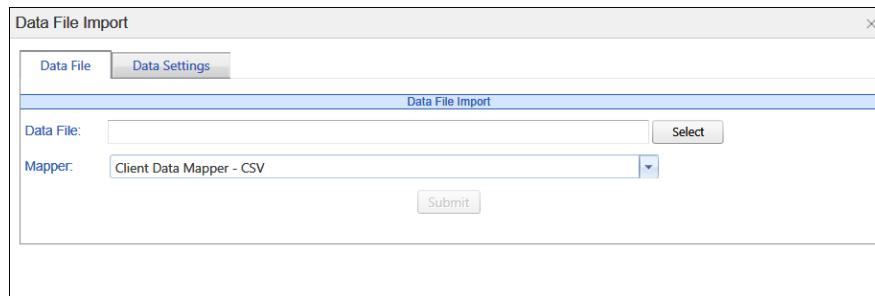
Access to the Current System Activity widget is controlled by the Widget Current System Activity authorization element. An access level of ‘None’ will prevent the widget from displaying. An access level of ‘View’ allows the widget to be displayed.

4.4 Schedule Transactions Import Widget

The Schedule Transactions Import widget displays a list of schedule transaction log messages from the System Activity Viewer. An example of the Schedule Transactions Import widget is shown below.

Schedule Transactions Import						
					Batches	
⌚	User	⌚	Load Date	⌚	Description	⌚
✓	henry		2/20/2014 3:00:53 PM		zytax.201307031_RIVE_5recs_COPY - Copy csv (Data File Import) - Removed	0 1 1
✓	henry		2/20/2014 2:58:25 PM		WI_T39WI3062_201401_Data csv (Data File Import)	0 1 1
✓	henry		2/20/2014 2:58:18 PM		MO_TRN_201401_1k_trim_test.csv (Data File Import)	1 0 1
✓	henry		2/20/2014 2:58:13 PM		MO_TRN_201401_100_trim_test.csv (Data File Import)	1 0 1
✓	henry		2/20/2014 2:58:09 PM		MO (Schedule Transaction Data Import)	1 0 1
✓	henry		2/20/2014 2:58:05 PM		MO_TRN_201401_1_trim_test.csv (Data File Import)	0 1 1
✓	henry		2/20/2014 2:57:59 PM		MO_TRN_201401_50_trim_test.csv (Data File Import)	0 1 1
✓	henry		2/20/2014 2:57:42 PM		PA_DST_FULL_YEAR_2014_7800records.csv (Data File Import)	8 0 8
✓	henry		2/20/2014 2:42:46 PM		MO_TRN_201401_1_trim_test.csv (Data File Import)	0 1 1
✓	henry		2/20/2014 1:57:44 PM		MO_TRN_201401_50_trim_test.csv (Schedule Transaction Data Import)	0 1 1

To add another file to be imported click the  [Add New Record](#) button to access the Data Import File screen as shown below.



Details on importing data and the settings options are found in Data File Import

Clicking on a record within the Schedule Transactions Import widget displays the log record within the System Activity Viewer. The Schedule Transactions Import Detail screen with the Tax Sessions tab open will be displayed as shown below.

Tax Sessions tab of the Schedule Transactions Import Detail screen displays tax session details from the import file selected.

The Process Jobs tab of the Schedule Transactions Import Detail screen, as shown below, shows system activity relating to the import file selected.

Schedule Transactions Import Detail

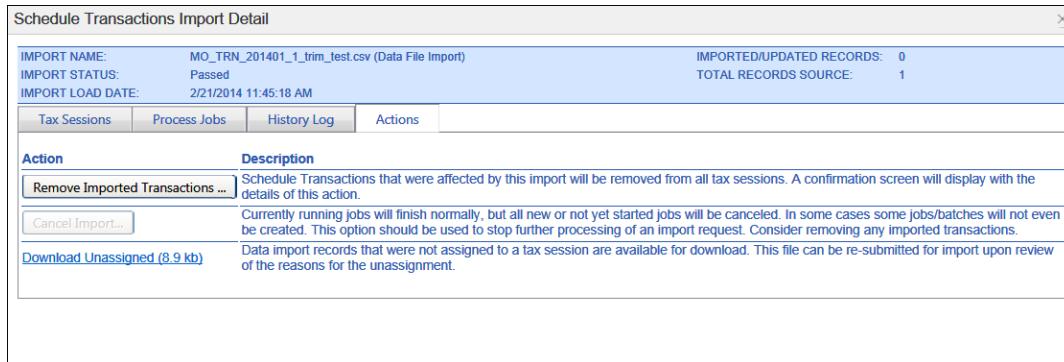
Import Summary																																																																																		
Import Name:	MO_TRN_201401_1_trim_test.csv (Data File Import)			Imported/Updated Records:	0																																																																													
Import Status:	Passed			Total Records Source:	1																																																																													
Import Load Date:	2/21/2014 11:45:18 AM																																																																																	
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The History Log tab of the Schedule Transactions Import Detail screen is shown below. The history log will show each time the import file was imported, updated, and processed and will display informational, warning and error messages concerning the processing of the import file.

Schedule Transactions Import Detail

Import Summary																																																																																																														
Import Name:	MO_TRN_201401_1_trim_test.csv (Data File Import)			Imported/Updated Records: 0																																																																																																										
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The Actions tab of the Schedule Transactions Import Detail screen show the various options available to process the selected import file. The Actions tab is shown below.

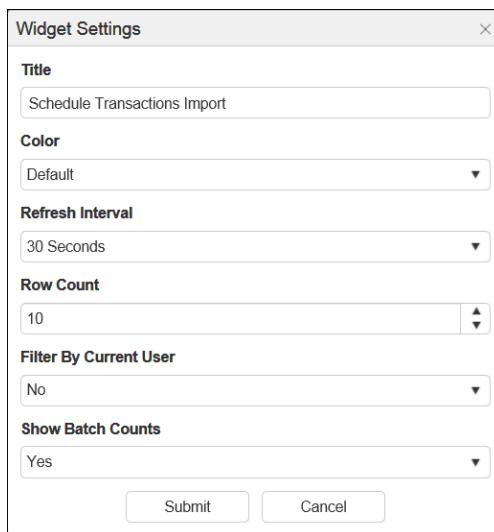


Clicking on the Expand Grid button of the Schedule Transactions Import widget shows the full view of the Schedule Transactions Import screen as shown below.

Schedule Transactions Import					Actions								
User	Load Date	Status	Description			Batches			Records				
						Passed	Failed	Total	Inserted/Updated	Total Source	Remove All	Cancel	Download Unassigned
✓ stroit	2/21/2014 2:04:51 PM	Passed	Test 1.xlsx (Data File Import)			0	1	1	0	14			16.6 kb
✓ henry	2/21/2014 1:49:37 PM	Passed	Test 1.xlsx (Data File Import)			0	1	1	0	14			16.6 kb
✓ henry	2/21/2014 1:45:22 PM	Passed	Test 1 - Copy.xlsx (Data File Import)			0	1	1	0	14			17 kb
✓ henry	2/21/2014 1:45:14 PM	Passed	Test 1.xlsx (Data File Import)			1	0	1	14	14			17 kb
✓ henry	2/21/2014 1:39:16 PM	Passed	Test 1 - Copy.xlsx (Data File Import)			0	1	1	0	14			17 kb
✓ henry	2/21/2014 1:39:05 PM	Passed	Test 1.xlsx (Data File Import)			1	0	1	14	14			17 kb
✓ henry	2/21/2014 1:30:49 PM	Passed	Test 1 - Copy.xlsx (Data File Import)			0	1	1	0	14			17 kb
✓ henry	2/21/2014 1:26:21 PM	Passed	Test 1.xlsx (Data File Import)			1	0	1	14	14			17 kb
✓ henry	2/21/2014 1:20:27 PM	Passed	Test 1.xlsx (Data File Import)			1	0	1	14	14			17 kb
✓ henry	2/21/2014 1:16:44 PM	Passed	Test 1.xlsx (Data File Import)			1	0	1	14	14			16.9 kb
✓ henry	2/21/2014 1:01:47 PM	Passed	Test 1.xlsx (Data File Import)			0	1	1	0	14			16.9 kb
✓ henry	2/21/2014 12:59:30 PM	Passed	MO_TRN_201401_1_trim_test.csv (Data File Import)			1	0	1	1	1			8.9 kb
✓ henry	2/21/2014 11:45:18 AM	Passed	MO_TRN_201401_1_trim_test.csv (Data File Import)			0	1	1	0	1			8.9 kb
✓ henry	2/21/2014 11:44:20 AM	Passed	MO_TRN_201401_1_trim_test.csv (Data File Import)			0	1	1	0	1			8.9 kb
✓ henry	2/21/2014 11:40:51 AM	Passed	MO_TRN_201401_1_trim_test.csv (Data File Import)			0	1	1	0	1			8.9 kb
✓ henry	2/21/2014 11:20:41 AM	Passed	MO_TRN_201401_1_trim_test.csv (Data File Import)			0	1	1	0	1			8.9 kb
✓ henry	2/21/2014 11:16:59 AM	Passed	MO_TRN_201401_1_trim_test.csv (Data File Import)			0	1	1	0	1			8.9 kb
✓ henry	2/21/2014 11:07:13 AM	Passed	MO_TRN_201401_1_trim_test.csv (Data File Import)			0	1	1	0	1			8.9 kb
✓ henrybe	2/21/2014 11:05:56 AM	Passed	MO_TRN_201401_1_trim_test.csv (Schedule Transaction Data Import)			0	1	1	0	1			8.9 kb
✓ henrybe	2/21/2014 11:03:11 AM	Passed	MO_TRN_201401_1_trim_test.csv (Schedule Transaction Data Import)			0	1	1	0	1			8.9 kb

For details on the functionality of Schedule Transaction Import area see [Schedule Transactions](#)

Settings for the Schedule Transaction Import widget is shown below.



Settings can be adjusted by changing the following fields.

Field	Description
Title	Title can be customized.
Color	Color of the title bar can be changed.
Refresh Interval	Frequency that the widget can be refreshed.
Row Count	Up to 20 rows can be displayed.
Filter by Current User	Allows filtering by current user or all users.
Show Batch Counts	Allows showing batch count information.

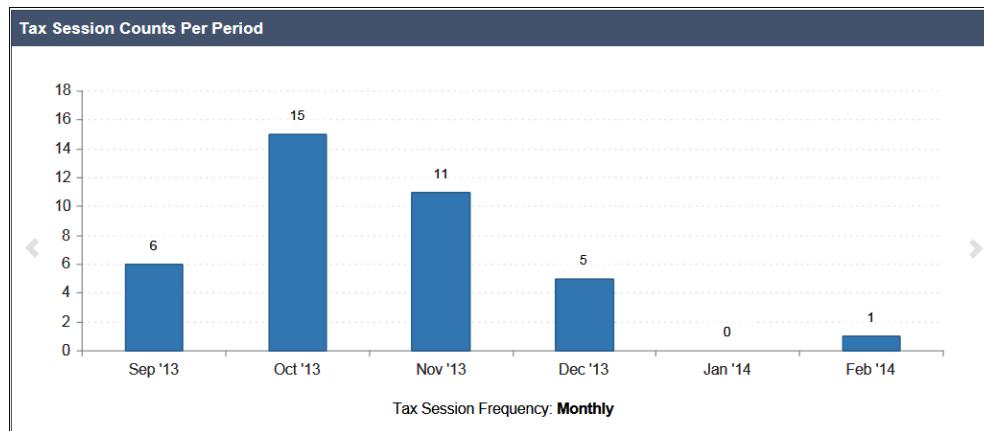
Click **Submit** button to save any changes.

Security

Access to the Schedule Transactions Import widget is controlled by the Widget Schedule Transactions Import authorization element. An access level of 'None' will prevent the widget from displaying. An access level of 'View' will allow users to view the grid and select rows, but will not allow them to create new imports. 'Edit' allows the widget to be displayed, the security of the pop-ups, enables all actions, and allows customization.

4.5 Tax Session Counts Per Period Widget

The Tax Session Counts Per Period widget shows a count of tax sessions for a given set of months. An example of the Tax Session Counts Per Period screen is shown below.



Using the arrows on the right and left sides of the screen allows moving forward or backward by one month.

For different views of tax session counts per period the settings can be changed. The settings screen is shown below.

Settings can be adjusted by changing the following fields.

Field	Description
Title	Title can be customized.
Color	Color of the title bar can be changed.
Tax Session Frequency	Shows counts by the frequency type of the return.
Chart Type	View the results in a column graph or line graph display.
Months to Show	Up to 24 months can be displayed.
Rotate Category Labels	Changes the month labels from horizontal to vertical display.

Click **Submit** button to save any changes.

Note that chart labels or bars may disappear if browser window is too small to accommodate all selections.

Security

Access to the Tax Sessions Counts Per Period widget is controlled by the Widget Tax Session Counts Per Period authorization element. An access level of ‘None’ will prevent the widget from displaying. An access level of ‘View’ allows the widget to be displayed.

4.6 Tax Session Status Per Period Widget

Tax Session Status Per Period widget shows a breakdown of open and filed tax session statuses for a given set of months. Open sessions are shown in red while filed sessions are in yellow. When you hover over the pie charts it will show the number of open and filed sessions. An example of tax session per period widget screen is shown below.



Using the arrows on the right and left sides of the screen allows moving forward or backward by one month.

For different views of tax session status per period the settings can be changed. The settings screen is shown below.

Title	Tax Session Status Per Period
Color	Default
Months to Show	3
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Settings can be adjusted by changing the following fields.

Field	Description
Title	Title can be customized.
Color	Color of the title bar can be changed.

Months to Show	Up to 12 months can be displayed.
-----------------------	-----------------------------------

Click button to save any changes.

Security

Access to the Tax Sessions Status Per Period widget is controlled by the Widget Tax Session Status Per Period authorization element. An access level of 'None' will prevent the widget from displaying. An access level of 'View' allows the widget to be displayed.

4.7 Tax Session Workflow Widget

The Tax Session Workflow widget displays a list of open tax sessions for the selected company. This widget displays the status of each tax session as it progresses from initial creation to filing of the tax session. The Tax Session Workflow widget is shown below.

Tax Session Workflow		Status					
Tax Session		Workflow	Transactions	Return	eFile	Filed	Due Date
NC - Refund - Taxicab 10/1/2009 - 12/31/2009 [1]		✓	✓				2/01/2010
IL - Distributor, Supplier, Environmental 10/1/2012 - 10/31/2012 [0]		✓	⚠	✗			11/20/2012
TX - Supplier Gasoline 1/1/2013 - 1/31/2013 [0]		✓	⚠				2/25/2013
FL - Terminal Operator T59FL2120 2/1/2013 - 2/28/2013 [0]		✓	✓	✗			3/20/2013
IN - Terminal Operator T35IN3236 2/1/2013 - 2/28/2013 [0]		✓	✓	⚠			3/20/2013
LA - Terminal Operator T72LA2367 2/1/2013 - 2/28/2013 [0]		✓	✓	⚠			3/20/2013
MI - Terminal Operator T38MI3023 2/1/2013 - 2/28/2013 [0]		✓	✓	⚠			3/20/2013

...
1 - 7 of 124 items

To sort the tax sessions alphabetically, click on the words 'Tax Session'. To reverse the alphabetical order, click on 'Tax Session' a second time.

The number of tax sessions and which ones you are viewing is shown at the bottom of the screen on the right side. Page controls are on the bottom, left side of the screen allowing you to move forward or backward a page, to the beginning or ending page, or to a select page.

The Tax Session Workflow widget displays a filed tax session for one week after the due date for that tax session.

For any open tax sessions listed in the Tax Sessions Workflow widget a context menu is displayed when selecting the tax session. The context menu is identical to the context menu that displays when selecting a tax session from the Tax Filing. See [Tax Sessions](#)

For each column displayed a visual indicator will show the status of a particular activity. Moving the mouse to hover over a status will display a pop-up with additional details of the

activity. The following icons are used to indicate the status of a Workflow item.

- **Empty Box** Indicates the activity has not yet been processed.
-  Indicates the workflow activity is in a pending state or can indicate a warning status. (click Workflow Details box, in pop-up, for details).
-  Indicates the workflow activity has failed.
-  Indicates the workflow activity has been successful.

To view more Workflow Details, hover over the checkmark for the tax session in questions, then click on the Workflow Details box as shown below.

Tax Session Workflow		Status				
Tax Session ▲		Workflow	Transactions	Return	eFile	Filed
▲ Due Date: 4/30/2013						
WV - Supplier // Permissive Supplier 3/1/2013 - 3/31/2013 [0]						
▲ Due Date: 7/31/2013		Workflow				
WV - Supplier // Permissive Supplier 6/1/2013 - 6/30/2013 [0]		Workflow has completed.				
Workflow Details						
▲ Due Date: 12/31/2013						
WY - Distributor Importer Exporter 11/1/2013 - 11/30/2013 [0]						
▲ Due Date: 1/31/2014						
WY - Dealer 12/1/2013 - 12/31/2013 [0]						
◀ ▶ ... 16 17 18 ▶		120 - 123 of 123 items				

Click for the Workflow Details box to display workflow details for the selected tax session. The Workflow Details screen is shown below.

Workflow Details

▶ Reset Workflow						 Refresh
Status	Task Type	Description	Completed Date		User	
No records to display.						
▶ Reset Workflow						 Refresh

The details for the workflow will depend upon the defined workflow components associated with the tax return. The Workflow Details screen can be refreshed to update the processing status of tax return generation, EFile creation, EFile Import and other tasks that require additional processing.

If there are any errors found during the processing of the workflow or if the workflow needs to be restarted for any reason, selecting the Reset Workflow link will reset the workflow for the selected tax session and start processing again from the first task in the workflow.

For different views of tax session workflow the settings can be changed. The settings screen is shown below.

The screenshot shows a configuration dialog box for a 'Tax Session Workflow' widget. The fields include:

- Title:** Tax Session Workflow
- Color:** Default
- Refresh Interval:** 1 Minute
- Row Count:** 7
- Filter by Jurisdiction:** (empty input field)
- Enable Grouping by Due Date:** Yes
- Status Columns:**
 - Workflow
 - Schedule Transactions
 - Tax Return
 - eFile
 - Filed

At the bottom are 'Submit' and 'Cancel' buttons.

Settings can be adjusted by changing the following fields.

Field	Description
Title	Title can be customized.
Color	Color of the title bar can be changed.
Refresh Interval	Controls how often the widget will be refreshed.
Row Count	Up to 20 rows can be displayed.
Filter by Jurisdiction	Limit the tax sessions to a state.
Enable Grouping by Due Date	Ability to group tax sessions by due date
Status Columns	Allows selection of the columns to display in widget.

Security

Access to the Tax Session Workflow widget is controlled by the Widget Tax Workflow authorization element. An access level of 'None' will prevent the widget from displaying. An access level of 'View' or 'Edit' allows the widget to be displayed and to be customized.

5 Tax Filing

The Tax Filing menu provides functionality to work with tax data associated with a tax session. The available menu options include:

- Tax Sessions
- Transactions
- Transactions Import
- Transactions Validation
- View Tax Return
- Legacy Tax Sessions

All of the Tax Filing menu items, except Legacy Tax Sessions, can be accessed when on a tax session by right-clicking to obtain a context menu.

5.1 Tax Sessions

The Tax Sessions grid provides a list of all tax sessions for a specified company. The session details are listed in a standard grid that provides the capability to filter and group as necessary to view the desired data. The Tax Sessions grid is shown below.

Tax Sessions									
Tax Session	Exports								
		Add New Record		Open Tax Sessions		Columns Group By Filter Refresh			
Company Name	Taxpayer Description	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
South Carolina Dept of Revenue	Supplier		10/01/2013	10/31/2013	0	11/22/2013	0	Yes	Warnings
South Carolina Dept of Revenue	Monthly Terminal Operator	T57SC2050	10/01/2013	10/31/2013	0	11/22/2013	0	Yes	

The Tax Sessions screen provides the capability to create tax sessions as well as to perform operations and view data associated with a tax session. An option to view only open tax sessions, all tax sessions, or historical sessions is provided in the Tax Sessions grid.

A context menu appears when a row on the Tax Sessions screen is right-clicked or left-clicked. The context menu on the Tax Sessions screen has the following options.

- Schedule Transactions.
- Transaction Validation.
- Generate Return.
- View Tax Return.
- File Tax Return.
- Create Amendment.
- Unfile Tax Return.
- Delete All Transactions
- Delete Tax Session
- Data File Upload
- Query Session

The Tax Sessions grid consists of a series of columns. To show or hide columns see [Grid Based Displays](#).

Company Name

The Company Name column shows the business name.

Taxpayer Description

The Taxpayer Description explains the taxpayer type abbreviation.

Taxpayer Type

The Taxpayer Type column contains the Taxpayer Type for each session.

Terminal Code

The Terminal Code column contains the Terminal Code associated with each session. If none of the sessions shown has a Terminal Code, this column does not display.

Start Date

The Start Date column contains the first day of the filing period for each session.

End Date

The End Date column contains the last day of the filing period for each session.

Sequence

The Sequence column contains the sequence associated with each session.

Due Date

The Due Date column contains the date that the tax session is due for filing.

Filed Date

The Filed Date column contains the date the tax session was filed. If the Tax Sessions grid option is selected to Show Open Tax Sessions Only this column does not display.

Critical Schedule Errors

The Critical Schedule Errors column contains the number of transactions that have critical validation errors. If the Tax Sessions grid option is selected to Show All Tax Sessions this column does not display.

Return Generation Needed

The Return Generation Needed column indicates if any data that could possibly influence the tax return has changed – thus requiring the tax return to be regenerated in order for it to be accurate. The indicator within the software when set to 'Yes', it will trigger this field to require return generation. The indicator will be set to 'Yes' when the session is first created, if a day has passed since the return was last generated, if schedules associated with the session are changed in any way, if a tax rate has been update and if any data in the Session Details page has been changed and 'Save' has been selected. A tax return with a value of Yes cannot be filed until the tax return has been regenerated. If the Tax Sessions grid option is selected to Show All Tax Sessions this column does not display.

Return Generation Needed Ind

The Return Generation Needed Ind column shows a single letter instead of the whole word as it does in the Return Generation Needed column.

Return Status

The Return Status column provides details on the status of the tax return associated with each session. The valid values for return status include:

- **Pending** Indicates that the tax return must be regenerated.
- **Running** Indicates that the tax return is in the process of being regenerated.
- **Passed** Indicates that the tax return has been regenerated and that there are no outstanding return errors.
- **Errors** Indicates that errors were found when the tax return was last generated. These errors can be reviewed by selecting Generate Return from the context menu when the session is selected and then navigating to the History Tab of the Session Details screen.

Selecting Refresh either above or below the Tax Sessions grid will re-fresh the contents of the grid. This can be used to monitor the status of a tax return for which a request has been made to regenerate the tax return.

Return Status Ind

The Return Status Ind column displays a single letter instead of the word that is shown in the Return Status column.

Purge Date

The Purge Date column shows the date when the tax session was purged. If the Tax Session grid option is selected to show Open Tax Sessions this column does not display.

Tracking Number

The Tracking Number column shows the system generated tracking number of the return.

The Exports tab will show any data that may have been converted from a Legacy product to Zytax 5. The Tax Sessions screen with Export tab is shown below.

Tax Sessions							
Tax Session	Exports						
		Status	Start Date	Completed Date	Description	User	Output File
No records to display.							
Columns Group By Filter Refresh Columns Group By Filter Refresh Page: 1 of 1 Go Page size: 5 Change Item 0 of 0							

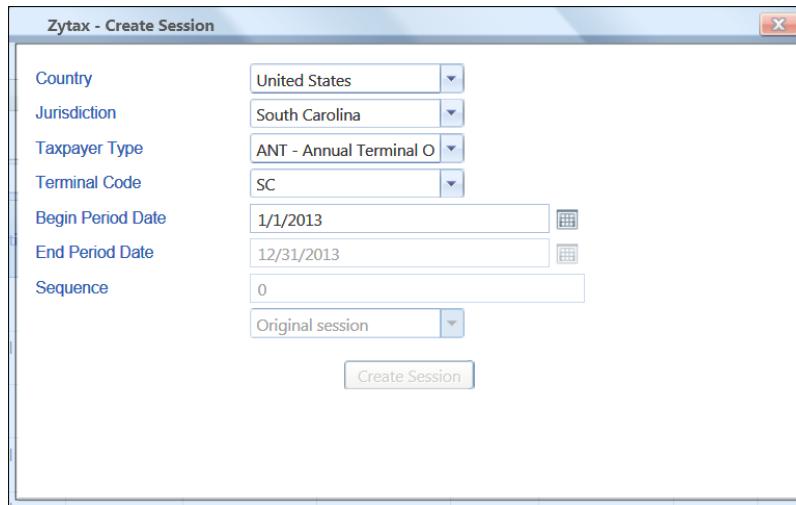
Security

Access to the ‘Tax Sessions’ menu option and Tax Sessions screen is controlled by the Return Tax Sessions authorization element. An access level of ‘View’ or ‘Edit’ is required for the

Tax Sessions screen to be displayed.

5.1.1 Create New Tax Session

Selecting the  icon on the Tax Sessions screen allows a user to create a tax session for the current company. The components within the Create Session screen, can be selected to create the desired session as shown below.



To create a tax session, the Jurisdiction, Taxpayer Type, Terminal Code if applicable and Begin Period Date must be specified. A tax session cannot be created that is a duplicate of an existing tax session. Guidelines for each field are provided below.

Jurisdiction

The available values for Jurisdiction are limited by the license key active for the current company. For a government installation the Jurisdiction will be limited to a single value.

Taxpayer Type

The available values for Taxpayer Type are limited by the license key active for the current company and by the taxpayer types for which the active company is licensed and configured. For a government installation, configuration of a taxpayer type is typically performed automatically when a company completes the account registration process. Manual configuration of Taxpayer Types is completed on the Maintenance Companies screen.

Terminal Code

The available values for Terminal Code are configured on the Maintenance Companies screen. Requirement for defining a Terminal Code is configured by Taxpayer Type. For most Taxpayer Types a Terminal Code cannot be added.

Begin Period Date / End Period Date

The Begin Period date can be specified by manually typing a valid date value or by selecting a date with the calendar control. The Begin Period Date must be within the effective date region of the Company Account associated with the selected Taxpayer Type. The Company Account can be configured on the Maintenance Companies screen. The actual Begin Period and End

Period used for the tax session are determined by the system based on the date entered. For example tax session periods begin on the first day of a month and end on the last day of the month. Entering a Begin Period Date will allow the system to calculate the date values.

Sequence

The Sequence value is automatically populated when the Jurisdiction, Taxpayer Type, Terminal Code and Begin Period Date are selected. A duplicate session is not allowed and a sequence greater than zero can only be entered if the previous sequence session has been filed.

Amendment Type

The Amendment Type is typically determined by the system and cannot be selected. For some government installations it is possible to select a value in the Amendment Type field.

Selecting the Create Session button will create a tax session using the parameters supplied.

Typical errors on this screen include:

- Attempting to create a session for a time frame that the Taxpayer Type / Return is not active as defined in the Company Accounts record on the Maintenance Screen.
- Attempting to create a duplicate session.
- Begin Period Date entered incorrectly or not supplied.

Security

Access to the ‘Add New Record’ option is controlled by the Return Add New Session authorization element. An access level of ‘Edit’ is required for the option to be displayed on the Tax Sessions screen.

5.1.2 Schedule Transactions

The Schedule Transactions option is available for all tax sessions and should always be active. Selecting the Schedule Transactions context menu option will change the current session to the selected session and direct the user to the Schedule Transactions screen.

The Schedule Transactions grid provides a list of all transactions by schedule for a specified tax session. The Transactions are listed in a standard grid that provides the capability to filter as necessary to view the desired data. The Schedule Transactions grid is shown below.

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013 12:00:00 AM	1	0	

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013 12:00:00 AM	1	0	

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013 12:00:00 AM	1	0	

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013 12:00:00 AM	1	0	

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013 12:00:00 AM	1	0	

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013 12:00:00 AM	1	0	

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013 12:00:00 AM	1	0	

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013 12:00:00 AM	1	0	

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013 12:00:00 AM	1	0	

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013 12:00:00 AM	1	0	

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013 12:00:00 AM	1	0	

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013 12:00:00 AM	1	0	

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013 12:00:00 AM	1	0	

Schedule Transactions									
Schedule Transactions		Exports							
15A: Terminal Operator Schedule of Receipts									
Product Code	Carrier	Mode	Origin	Destination	Position Holder	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons
E10	ACARRIER	J	LANCASTER, SC	T57SC2064	APOSHOLDER	6/10/2013			

5.1.2.1 Schedule Selection

The Schedule drop-down list allows selection of a schedule associated with the current taxpayer type and tax session. Selecting a schedule from the list sets the schedule code to be entered, updated or reviewed.

Schedule Transactions									
Schedule Transactions		Exports							
More than 1000 transactions for the current schedule code, limiting functionality									
 Add New Record	1: Gallons Received User Fee Paid								
Product Code	C	1: Gallons Received User Fee Paid	5A: Gallons Removed Subject to User Fee (Non-eligible Purchaser)	5C: Gallons Removed Subject to User Fee (Eligible Purchaser)	5E: Gallons Removed User Fee Paid for Import by Importer				
065	1	5H: Gallons Removed User Fee Paid - For Export by Licensed Exporter	6F: Gallons Removed - Dyed Fuel	6H: Gallons Removed User Fee Free Import by Licensed Importer	7A: Gallons Removed for Export to _____ by Supplier (Dest State Tax Collected)				
065	1	7B: Gallons Removed for Export to _____ by Supplier (Dest State Tax Exempt)	8: Gallons Removed for US Government Sales	9C: Gallons Removed for SC Department of Education School Buses	10B: Gallons Removed for Aviation Use				
065	1	10G: Gallons Removed for Other Exempt Sales	11: State Diversion Corrections	1: CARRIER	1575C2U77 1575C2U55 ASELLER 10/10/2015 12:00:00 AMI 705				
065	1								

5.1.2.2 Create Schedule Transaction

Selecting the  Add New Record icon on the Schedule Transactions screen allows a user to create a new transaction record for the current tax session. The screen as shown below, allows the components to be selected for each transaction.

Zytax - Schedule Transaction		QAQ1 - SQL
Schedule Code	8: Gallons Removed for US Government Sales	
Product Code	<input type="text"/>	
Carrier	<input type="text"/>	
Mode	<input type="text"/>	
Origin	<input type="text"/>	
Destination	<input type="text"/>	
Purchaser	<input type="text"/>	
Date Shipped	<input type="text"/>	<input type="button" value="Calendar"/>
Document Number	<input type="text"/>	
Net Gallons	<input type="text"/>	
Gross Gallons	<input type="text"/>	
Billed Gallons	<input type="text"/>	
<input type="button" value="Insert"/>		

The fields displayed on a schedule entry page are the fields defined for the schedule. Each

schedule has different requirements and only displays the defined fields. Many fields have drop-down lists that allow a value to be selected from the list.

The following types of fields are generally available on a schedule.

Field	Description
Product	A product can be selected from a list of products valid for a taxing jurisdiction.
Mode	A mode can be selected from a list of transportation modes valid for a taxing jurisdiction.
Location	A destination, origin or diversion destination can be selected from a list of company specific or Company Zero locations.
Business Account	A buyer, carrier, consignor, position holder or seller can be selected from a list of company specific or Company Zero business accounts.
Date	A manifest date, bill of lading date, invoice date or many other types of dates can be selected with a date control or entered using a mmddyy, mmddyyyy, mm/dd/yy or mm/dd/yyyy format.
Unit Fields	Net gallons, gross gallons, billed gallons and other unit type fields can be entered as text in the appropriate fields.
Text Fields	A number of text fields are also provided including document number, bill of lading and many other fields.

An example of a drop-down list in the schedule entry page is shown below.

The screenshot shows a software interface titled "Zytax - Schedule Transaction" with a sub-title "QAQ1 - SQL". On the left, there is a vertical list of fields: Schedule Code, Product Code, Carrier, Mode, Origin, Destination, Purchaser, Date Shipped, Document Number, Net Gallons, Gross Gallons, and Billed Gallons. To the right of each field is a text input or dropdown field. The "Mode" field is currently active, displaying a dropdown menu with several options: B - Barge, BA - Book Adjustment, J - Truck, PL - Pipeline, R - Rail, S - Ship, and ST - Stock Transfer. The "ST - Stock Transfer" option is highlighted with a yellow background. At the bottom right of the form, there is a blue "Insert" button.

Security

Access to the Add New Record option on the Schedule Transactions screen option is controlled by the Schedule Transactions authorization element. An access level of 'Edit' is required to see the Add New Record option on the Schedule Transactions screen.

5.1.2.3 Schedule Entry Validation

Once all the components for a schedule transaction are completely entered, pressing insert button will validate the transaction and display any errors found. If any errors are found, the appropriate error messages are displayed. A transaction cannot be saved if any critical errors are found with the transaction. After correcting all critical errors, the transaction can be successfully inserted.

A schedule transaction with several validation errors is shown below.

The screenshot shows a Windows application window titled "Zytax - Schedule Transaction" with a sub-title "QAQ1 - SQL". The main title bar has a close button ("X"). Inside the window, there is an error message at the top right: "Record could not be inserted." Below this, two critical errors are listed in red text:
 40481: Critical: Origin terminal is required.
 40546: Critical: Destination state must be 'SC'.

Field	Value
Schedule Code	8: Gallons Removed for US Government Sales
Product Code	065 - Gasoline
Carrier	A - T TRUCKING; 32967; 870123517; *; NONE; 870123517
Mode	J - Truck
Origin	ABBA, GA; 1000000517; ; ABBA; GA;
Destination	Transmontaigne - Greenville- S; 1107; T64MS2406; Greenville; MS; WASHINGTON
Purchaser	1 CARRIER; 1041; 010001234; SC; NP; 371000005
Date Shipped	9/15/2013
Document Number	1234
Net Gallons	500
Gross Gallons	500
Billed Gallons	500

At the bottom left is a radio button labeled "Rectangular Snip". At the bottom center is a blue "Insert" button. At the bottom right is copyright information: "Copyright © 2005 - 2014 FuelQuest".

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 allows similar schedules to be entered quickly without re-keying all fields. Any pre-filled value can easily be modified by selecting another value from a drop-down list or keying in a new entry.

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

Schedule Transactions											
Schedule Transactions		Exports		More than 1000 transactions for the current schedule code, limiting functionality to increase performance.							
Add New Record		5A: Gallons Removed Subject to User Fee (Non-eligible Purchaser)							Columns Filter Refresh		
Product Code	Carrier	Mode	Origin	Destination	Purchaser	Date Shipped	Document Number	Net Gallons	Gross Gallons	Billed Gallons	
065	1 CARRIER	J	T57SC2050	ABBEVILLE, SC	ABUYER	10/1/2013	214	1.000	1.000	1.000	
065	1 CARRIER	J	T57SC2050	ABBEVILLE, SC	ABUYER	10/1/2013	470	1.000	1.000	1.000	
065	1 CARRIER	J	T57SC2050	ABBEVILLE, SC	ABUYER	10/1/2013	726	1.000	1.000	1.000	
065	1 CARRIER	J	T57SC2050	ABBEVILLE, SC	ABUYER	10/1/2013	982	1.000	1.000	1.000	
065	1 CARRIER	J	T57SC2050	ABBEVILLE, SC	ABUYER	10/1/2013	215	1.000	1.000	1.000	
065	1 CARRIER	J	T57SC2050	ABBEVILLE, SC	ABUYER	10/1/2013	471	1.000	1.000	1.000	
065	1 CARRIER	J	T57SC2050	ABBEVILLE, SC	ABUYER	10/1/2013	727	1.000	1.000	1.000	
065	1 CARRIER	J	T57SC2050	ABBEVILLE, SC	ABUYER	10/1/2013	983	1.000	1.000	1.000	

Schedule entry screen with retained values after the transactions has been successfully added is shown below.

The screenshot shows the Zytax - Schedule Transaction window titled 'QAQ1 - SQL'. A red message 'Record Inserted.' is displayed above the form fields. The form contains the following data:

Schedule Code	8: Gallons Removed for US Government Sales
Product Code	065 - Gasoline
Carrier	1 CARRIER; 1041; 010001234; *; NONE; 10001234
Mode	J - Truck
Origin	Magellan Terminals Holdings LP; 908; T57SC2059; North Augusta; SC; EDGEFIELD
Destination	Saluda; 1000000097; ; Saluda; SC; SALUDA
Purchaser	A - M INC; 33286; 870123500; *; NONE; 870123500
Date Shipped	10/12/2013
Document Number	(empty)
Net Gallons	(empty)
Gross Gallons	(empty)
Billed Gallons	(empty)

At the bottom right of the form is a blue 'Insert' button.

5.1.2.4 Modify Schedule Transaction

To update or delete an existing Schedule Transaction Record, first select a schedule from the schedule drop-down list. In the Schedule Transactions grid, locate the transaction to be modified. The filter at the top of the grid can be used to help locate a transaction.

Clicking on a row in the grid will display the Schedule Transaction Update screen. The screen below will appear and allows the displayed transaction to be updated or deleted. After updating fields as necessary, pressing button will validate the transaction. If there are no critical errors, the changes will be saved. If any validation errors are found, the appropriate error messages will be displayed to allow the transaction to be corrected.

While the Schedule Transactions screen is open, clicking on another row in the Schedule Transaction grid that is behind the Schedule Transaction screen will change the selected record that is displayed.

An example of the Schedule Transaction screen in update mode is shown below.

The screenshot shows the 'Zytax - Schedule Transaction' window with the title 'QAQ1 - SQL'. The form contains the following data:

Schedule Code	8: Gallons Removed for US Government Sales
Product Code	065 - Gasoline
Carrier	1 CARRIER: 1041: 010001234; *; NONE: 10001234
Mode	J - Truck
Origin	Magellan Terminals Holdings LP: 908; T57SC2059; North Augusta; SC: EDGEFIELD
Destination	Saluda: 1000000097; Saluda; SC: SALUDA
Purchaser	A - M INC: 33286: 870123500; *; NONE: 870123500
Date Shipped	10/12/2013
Document Number	5244
Net Gallons	456
Gross Gallons	456
Billed Gallons	456

Buttons at the bottom include 'Update' and 'Delete'.

Selecting the **Delete** button will prompt the user to decide if the transaction should be deleted as shown below. If deletion is confirmed, the selected transaction will be deleted and the Schedule Transaction pop-up screen will be closed.

The screenshot shows the same 'Zytax - Schedule Transaction' window as above, but with a modal dialog box titled 'Message from webpage' overlaid. The dialog box contains the question 'Delete current record?' with 'OK' and 'Cancel' buttons. The background window remains mostly visible.

Security

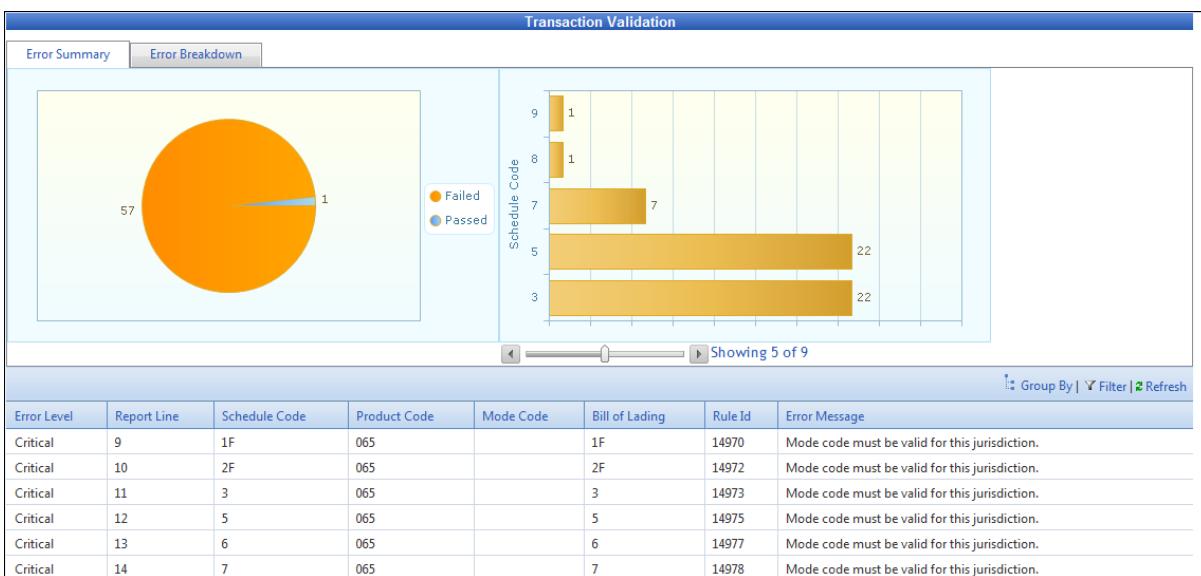
Access to modifying transactions on the Schedule Transactions screen option is controlled by the Schedule Transactions authorization element. An access level of 'Edit' is required to modify or delete a transaction.

5.1.3 Transaction Validation

The Transaction Validation option is available for all tax sessions and should always be active. Selecting the Transaction Validation context menu option will change the current session to the selected session and direct the user to the Transaction Validation screen.

Transaction Validation provides information on critical errors, warnings, and informational messages for Schedule Transactions for a specified tax session. The Transaction Validation records are listed both in graph format and in a standard grid that provides the capability to filter as necessary to view the desired data.

The Transaction Validation screen is shown below.

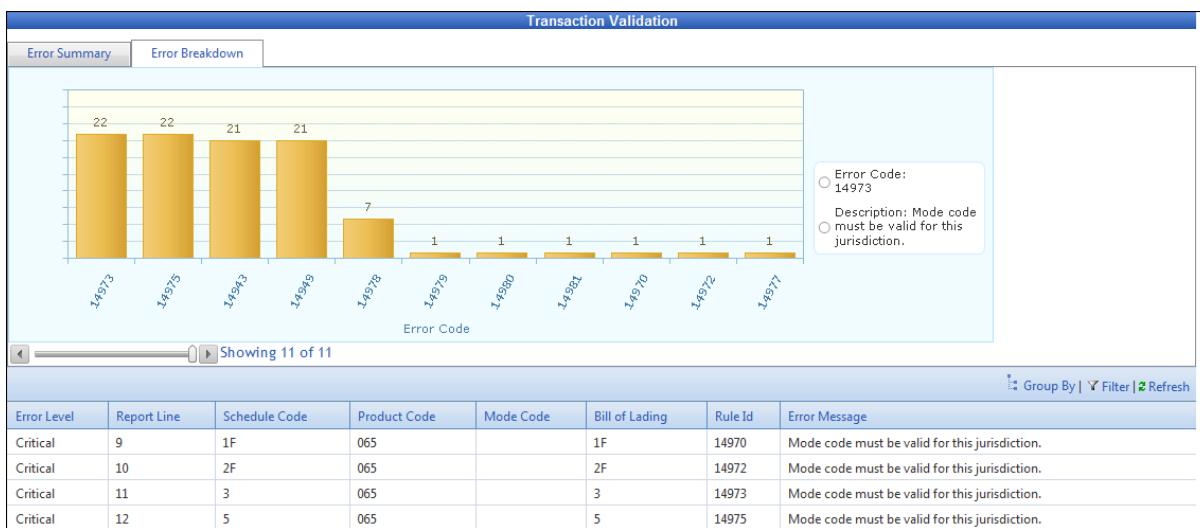


The graph portion of the Transaction Validation screen provides an Error Summary tab and an Error Breakdown tab.

The Error Summary tab contains a pie chart showing the total number of Failed and Passed transactions associated with the current session. It also contains a bar graph displaying a count of errors by schedule code for the current session. The slider bar under the bar graph allows the user to show more or less schedule code bars in the graph.

The Error Breakdown tab contains a bar graph displaying the count of errors by Rule ID. Clicking on a bar in the graph will populate the Error Code and Error Description to the right of the graph based on the bar that was clicked. The slider bar under the bar graph allows the user to show more or less Rule ID bars in the graph.

An example of the Transaction Validation screen with the Error Breakdown tab selected is shown below.



Clicking on a row in the Transaction Validation grid will open the Schedule Transaction Update screen to allow data correction. Once the corrections are made and the record saved, statistics will be updated and the schedule will no longer display in the Transaction Validation grid.

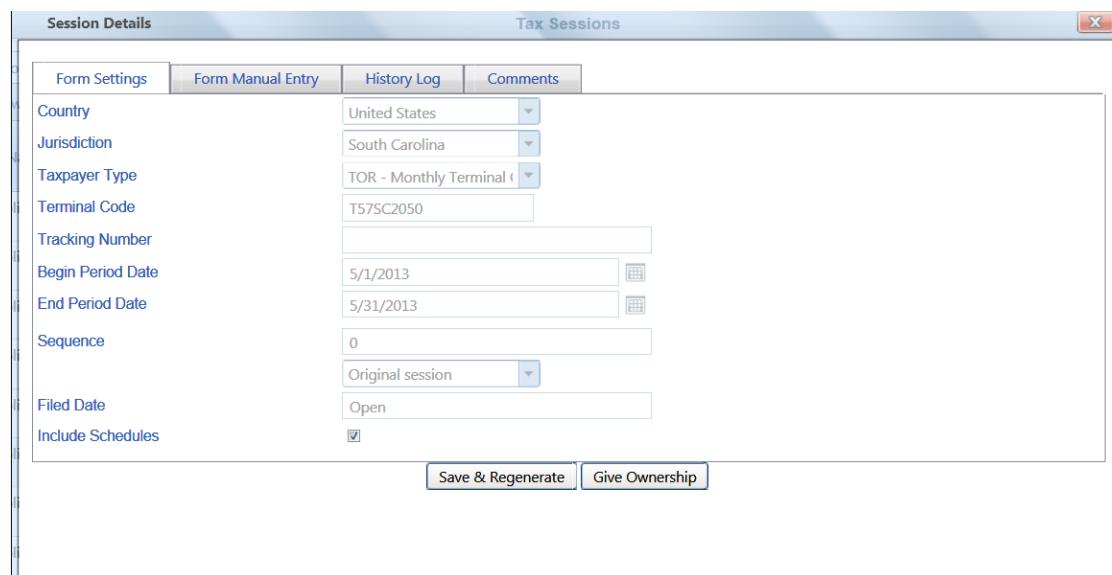
Security

Access to the Transaction Validation screen option is controlled by the Schedule Transactions Validation authorization element. An access level of 'View' is required to have access to the screen.

Access to modifying transactions on the Schedule Transaction screen that appears when a transaction is selected from the Transaction Validation screen is controlled by the Schedule Transactions authorization element. An access level of 'Edit' is required to modify or delete a transaction. An access level of 'View' will allow the transaction to be reviewed, but not updated or deleted. An access level of 'None' will not display the Schedule Transaction screen.

5.1.4 Generate Return

The Generate Return option is available for all tax sessions and should always be active. Selecting the Generate Return context menu option will change the current session to the selected session and display the Session Details screen. The Session Details screen is shown below.



The tabs available on the Session Details screen will depend upon the system type and the access level of the Zytax user. The following sections describe the functionality available on each tab. The available tabs on the Session Details screen include.

Form Settings

Form Manual Entry

Override

Filer Intent

History Log

Comments

The buttons at the bottom of the Session Details screen are available for every tab. The following buttons are available:

Save & Regenerate

The Save & Regenerate button will save validated changes to all tabs and then submit a request for the tax return to be regenerated. Any restrictions on saving entries on a tab are described on that tab. The tax return re-generation status can be monitored from the Tax Sessions grid. If Save & Regenerate is successful, the message ‘Record Updated’ will appear on top of the Session Details screen.

Give Ownership / Take Ownership

The Give Ownership button is available for a back-end user to give ownership of a tax session to a front-end user. The Take Ownership button is available for a back-end user to take ownership of a tax session that is owned by a front-end user. These buttons are available only for a back-end user and only when the tax session is not filed. If a user cannot edit fields for a session due to ownership issues a message indicating that status will be shown.

Security

Access to the buttons on the Session Details screen is controlled by the Return Settings authorization element. An access level of ‘Edit’ is required for the buttons to appear at the

bottom of the Session Details screen.

Access to the Save & Generate and Take Ownership buttons as well as the ability to navigate between the tabs on the Session Details screen is controlled by the Return Tax Sessions authorization element. An access level of ‘View’ prevents navigation between tabs and prevents the buttons from functioning. An access level of ‘Edit’ is required for the tabs and buttons to be operational.

5.1.4.1 Form Settings

The Form Settings tab of the Session Details screen provides overview information for the return associated with the current tax session. The following fields are available on the Form Settings tab.

Country

This is the Country of the current tax session. This field is always available and cannot be edited on the Form Settings tab.

Jurisdiction

This is the Jurisdiction of the current tax session. This field is always available and cannot be edited on the Form Settings tab.

Taxpayer Type

This is the Taxpayer Type of the current tax session. This field is always available and cannot be edited on the Form Settings tab.

Terminal Code

This is the Terminal Code of the current tax session. This field is available only if the taxpayer type of the current tax session requires a terminal code. This field cannot be edited on the Form Settings tab.

Tracking Number

This is the Tracking Number associated with the current tax session. This field is given a value when the tax session is filed. This field cannot be edited on the Form Settings tab. This field is only displayed for a Government instance.

Begin Period Date

This is the Begin Period Date of the current tax session. This field is always available and cannot be edited on the Form Settings tab.

End Period Date

This is the End Period Date of the current tax session. This field is always available and cannot be edited on the Form Settings tab.

Sequence

This is the Sequence of the current tax session. This field is always available and cannot be edited on the Form Settings tab.

Amendment Type

This is the Amendment Type of the current tax session. This field is always available and cannot be edited on the Form Settings tab.

Filed Date

This is the Filed Date of the current tax session. This field is always available and cannot be edited on the Form Settings tab. This field will display the value ‘Open’ for session that has not been filed.

Include Schedules

For tax sessions that have associated schedules, the option to specify whether or not to Include Schedules will be available. Selecting ‘Yes’ will include the schedules associated with the current session in the generated tax return PDF. Selecting ‘No’ will exclude the associated schedules from the generated tax return PDF. Excluding schedules is only for the display of the schedules. Excluding schedules does not exclude schedules from tax calculations in the tax return.

Return Calculation Method

For amended tax sessions the option to specify the Return Calculation Method is available. The default setting is Current with options for Delta, Consolidated and Overall available.

5.1.4.2 Form Manual Entry

The Form Manual Entry tab provides data entry capability for fields on a form that are not calculated and are not input from schedules. The format of this screen and the available fields will vary by tax return, an example is shown below.

Field	Value / Override System Value
Date Signed	<input type="text"/>
Contact	<input type="button" value="Select a Taxpayer Contact"/>
Line 6d - Audit Tax	0.00
Line 6e - Penalty	0.00
Line 6f - Interest	0.00
Beginning inventory	0
Line 15 Stock Gain	0
Line 30 - Current Penalty Due	0.00
Line 31 - Current Interest Due	0.00
Line 32 - Prior Audit Tax Due	0.00
Line 33 - Prior Penalty Due	0.00
Line 34 - Prior Interest Due	0.00

There are several different types of fields that can be entered on the manual entry screen. Certain fields as this example demonstrates can be calculated or are manual entry fields. For these fields the Override System Value setting for the field must be changed from ‘No’ to ‘Yes’

in order for data to be entered for the field.

For fields such as the taxpayer contact, field values can be selected from a drop-down list. The date field has a calendar control that allows a date to be picked from a calendar.

The available fields on the Form Manual Entry tab can vary based upon the session owner. Certain fields that are available for a back-end user are not available for a front-end user. The available fields will vary by tax return.

Selecting Save & Regenerate on the Form Manual Entry tab will validate all of the fields on the tab. Any validation error messages will be displayed beside the affected field. The field values are not actually saved until validation for all fields has passed. When validation passes and the fields have been saved the message ‘Record Updated’ appears at the top of the screen as is shown below.

Field	Value / Override System Value	
Postmark Date	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Line 1 - Beginning Physical Inventory (must agree with prior months ending inventory) - Automotive Gasoline	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Line 1 - Beginning Physical Inventory (must agree with prior months ending inventory) - Special Fuel	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Line 1 - Beginning Physical Inventory (must agree with prior months ending inventory) - Aviation Gasoline	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Line 1 - Beginning Physical Inventory (must agree with prior months ending inventory) - Jet Fuel	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Line 3 - Gallons of biodiesel refined, distilled, blended or manufactured	<input type="text" value="0"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Taxpayer Contact	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Save & Regenerate

Additional validation issues that are not on the Form Manual Entry tab can be viewed in the History Log after the tax return has been regenerated.

Complex field entry requirements are supported by a custom manual entry screen on the Form Manual Entry tab. The types of fields and validation rules for these custom manual entry screens will vary from form to form.

Fields must be specifically defined to display on the Form Manual Entry tab for a filer instance using the parameter indicator. Fields are configured by Zytax to display on this tab as follows:

- **C** Field is calculated, does not display on Form Manual Entry tab.
- **M** Field is manually entered, field displayed on Form Manual Entry tab.
- **O** Field is calculated but can be overridden, field displayed on Form Manual Entry tab.

Fields must be specifically defined to display on the Form Manual Entry tab for a government instance using the front-end override and back-end override indicators. Fields are configured by Zytax to display on this tab as follows:

- Front-End User
 - **Y** Yes field is displayed on Form Manual Entry tab for a front-end user.
 - **N** No field is not displayed on Form Manual Entry tab for a front-end user.
- Back-End User
 - **N** No field is not displayed on Form Manual Entry tab for a back-end user.
 - **M** Field is manually entered, field displayed on Form Manual Entry tab for a back-end user.
 - **O** Field is calculated but can be overridden, field displayed on Form Manual Entry tab for a back-end user.

Security

Access to the Form Manual Entry tab is controlled by the Return Manual Entry authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply.

5.1.4.3 Override

The Override tab is available on a government instance for a back-end user only. This tab supports manual entry of fields that allow a government user to override a calculated value. This typically will include penalty and interest fields only. The Override tab functions similarly to the Form Manual Entry tab from a data entry and field validation perspective.

Selecting Save or Save & Regenerate on the Override tab will validate all of the fields on the tab. Any validation error messages will be displayed beside the affected field. The field values are not actually saved until validation for all fields has passed. When validation passes and the fields have been saved the message ‘Record Updated’ appears at the top of the screen.

Fields must be specifically defined to display on the Override tab for a government instance using the back-end override indicator. Fields that display on this tab are configured by Zytax as follows:

- **O** Indicates field can be overridden by government back-end user.

Security

Access to the Override tab is controlled by the Return Government Override authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply.

5.1.4.4 Filer Intent

The Filer Intent tab is available on a government instance. For a front-end user the fields on this tab are read-only. The fields are populated by eFile import for a front-end owned session. For a back-end user these fields can be entered for a back-end owned session to represent what a taxpayer provided on a form. This is used to keep a record of what the filer provided on the paper return submitted to the taxing jurisdiction. The fields are not used for calculations on the tax return. These fields will not appear on a tax return. The fields available on this tab are determined by the taxing jurisdiction in which the government instance of Zytax is deployed.

The Filer Intent tab is shown below for a front-end user. As indicated, the fields are display only and cannot be edited.

Field	Value / Override System Value
13. Total Tax Due (Total all columns in Line 12) - Filer Intent	0.00
14. Penalty - Filer Intent	0.00
15. Interest - Filer Intent	0.00
16. Total Amount Due (add Lines 13, 14 and 15) - Filer Intent	0.00

Selecting Save & Regenerate on the Filer Intent tab will validate all of the fields on the tab. Any validation error messages will be displayed beside the affected field. The field values are not actually saved until validation for all fields has passed. When validation passes and the fields have been saved the message ‘Record Updated’ appears at the top of the screen.

Fields must be specifically defined to display on the Filer Intent tab for a government instance. The fields are configured as follows by Zytax:

- **E** Indicates eFile only, field is provided by an electronic file during import.
- **M** Indicates manual field, field is entered manually and is not provided by eFile.
- **B** Indicates field is provided by eFile and can also be manually entered.
- **N** Indicates field does not display on the filer intent tab.

Security

Access to the Filer Intent tab is controlled by the Return Filer Intent authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply.

5.1.4.5 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 regenerated 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 regenerated. Statistics on the transactions associated with the tax session are also displayed in the history log. The history log tab is shown below.

Session Details

Date	Message
9/3/2010 4:39:02 PM	Tax Session created by [sshannonnhcompanyadmin]
9/3/2010 4:40:45 PM	Return generation request was made.
9/3/2010 4:40:54 PM	Return Generation Started
9/3/2010 4:40:54 PM	Transaction Validation Results:Total Transactions = 1; Critical Errors = 0; Warnings = 0; Informational Messages = 0; Not Validated = 0;
9/3/2010 4:40:55 PM	Return Generation Completed
9/3/2010 4:57:03 PM	Tax Session has been filed by [sshannonnhcompanyadmin] Return Tracking Number: 1024600005
9/3/2010 4:57:03 PM	Return generation request at time of filing by [sshannonnhcompanyadmin]
9/3/2010 4:57:04 PM	Return Generation Started
9/3/2010 4:57:04 PM	Tax Session has been filed. Return was not recalculated, instead existing calculated values were used.
9/3/2010 4:57:04 PM	Return Generation Completed

Page: 1 of 1 Go Page Size: 10 Change items 1 to 10 of 10.

Excel Export Save & Regenerate

Security

Access to the History Log tab is controlled by the Return History Log authorization element. Access levels of ‘None’ and ‘View’ apply.

5.1.4.6 Comments

The Comment tab allows the user to enter notes or comments for the selected tax return. Comments can be added as needed. The comment tab with a comment already added is shown below.

Record inserted.

Form Settings	Form Manual Entry	History Log	Comments
<p>This month's filing was done by Tracy. The payment was transmitted by Joan.</p> <p>2/12/2014 1:40:11 PM Insert patti</p>			

To add a comment, begin typing in the large box. When message is complete click on the Insert button to save the comment. Any comments added will be shown in the display below the Insert button.

Security

Access to the Comment Tab is controlled by the Comment Add, Comment Edit, and Comment Edit My Comments authorization elements. Access levels of 'None' and 'Edit' apply.

5.1.5 View Tax Return

The View Tax Return option is available for all tax sessions that have had the return generated. Selecting the View Tax Return context menu option will change the current session to the selected session and direct the user to the View Tax Return screen.

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

		Original
1350		STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE MOTOR FUEL SUPPLIERS MONTHLY USER FEE AND FEE CALCULATION <small>(Rev. 8/29/11) 4207</small>
Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.		
SUPPLIER NAME AND ADDRESS South Carolina Department of Revenue 1 South Park Circle Suite 100 Charleston, SC 29407		License Number 371000023 FEIN 400001234 Period Covered 10/2013
USER FEE AND OTHER APPLICABLE FEE CALCULATIONS		
1. Gasoline User Fee Collected 2. Less Tare Allowance 3. Less Administration Allowance 4. Less Credit 5. Net Gasoline User Fee Due ► 6. Penalty ► 7. Interest ► 8. Total Gasoline User Fee Due		-1,440,000.00 2,000.00 -1,440.00 0.00 -1,440,560.00 0.00 0.00 1,440,560.00

Security

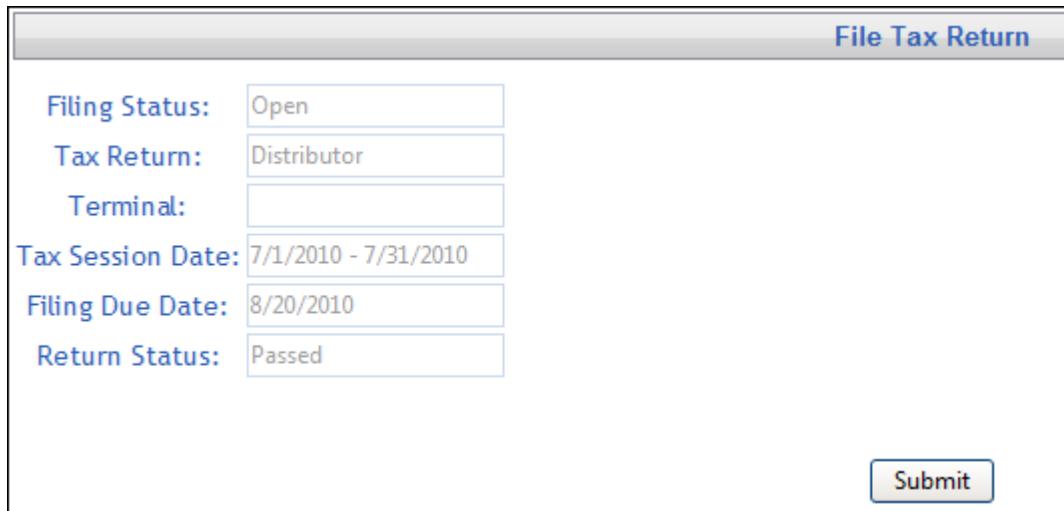
Access to the View Tax Return context menu is controlled by the Return View Tax Return authorization element. Access levels of 'None' and 'View' apply.

5.1.6 File Tax Return

The File Tax Return option is available for a tax session that does not have any Critical Schedule Errors and that has a value of 'No' for the Return Generation Needed column. The options for File Tax Return will vary for a Filer instance and a Government instance.

5.1.6.1 File Tax Return – Back-End User

Selecting File Tax Return will provide a status screen that shows the details of the tax session that is being filed. The screen is shown below.

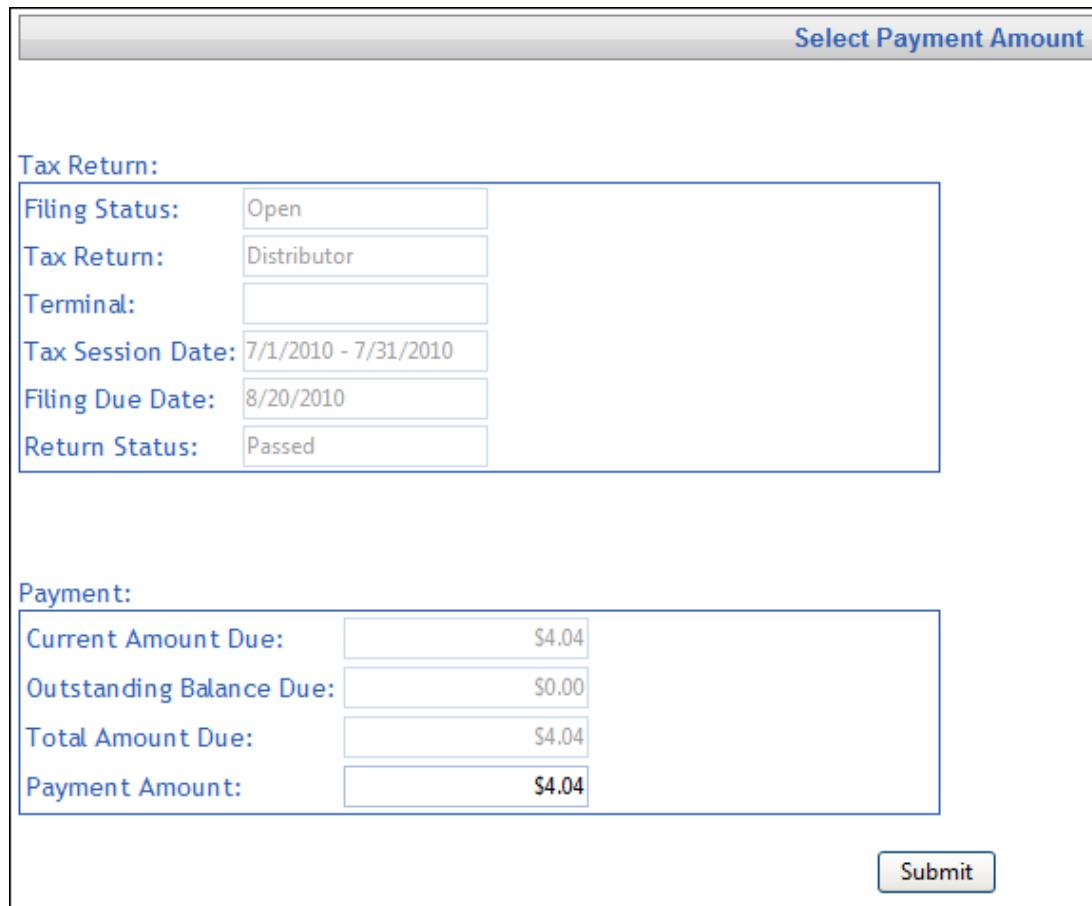


The screenshot shows a 'File Tax Return' window with the following fields:

Filing Status:	Open
Tax Return:	Distributor
Terminal:	[empty]
Tax Session Date:	7/1/2010 - 7/31/2010
Filing Due Date:	8/20/2010
Return Status:	Passed

At the bottom right is a 'Submit' button.

Selecting **Submit** will display the Select Payment Amount screen as shown below.



The screenshot shows a 'Select Payment Amount' window with two main sections: 'Tax Return:' and 'Payment:'.

Tax Return:

Filing Status:	Open
Tax Return:	Distributor
Terminal:	[empty]
Tax Session Date:	7/1/2010 - 7/31/2010
Filing Due Date:	8/20/2010
Return Status:	Passed

Payment:

Current Amount Due:	\$4.04
Outstanding Balance Due:	\$0.00
Total Amount Due:	\$4.04
Payment Amount:	\$4.04

At the bottom right is a 'Submit' button.

5.1.6.2 File Tax Return – Front-End User

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

[File Tax Return](#)

Filing Status:	Open
Tax Return:	Supplier
Terminal:	
Tax Session Date:	8/1/2012 - 8/31/2012
Filing Due Date:	9/24/2012
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 South Carolina. 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](#)

After selecting Submit, the Tax Return Confirmation screen as shown below.

[Tax Return Confirmation](#)

Tax Return:	
Filing Status:	Filed
Tax Return:	Supplier
Terminal:	
Tax Session Date:	8/1/2012 - 8/31/2012
Filing Due Date:	9/24/2012
Return Status:	NotStarted
Date Filed:	11/17/2011 9:39:57 AM
Return Tracking Number:	1132100010

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

5.1.7 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 for an amended session as shown below.

Company	1000000006
Country	USA
Jurisdiction	SC
Taxpayer Type	SPL
Begin Period Date	8/1/2012
End Period Date	8/31/2012
Sequence	Amended session
Filed Date	0
	11/17/2011
Create Amendment	

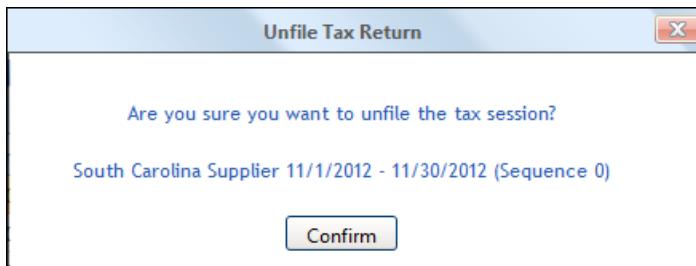
Selecting [Create Amendment](#) will display the message ‘Record inserted.’ at the top of the screen.

Security

Access to the Create Amendment context menu is controlled by the Return Create Amendment authorization element. Access levels of ‘None’ will not gray out the context menu option. An access level of ‘View’ will display the Create Amendment screen but will not allow the amendment to be created. An access level of ‘Edit’ will allow the amendment to be created.

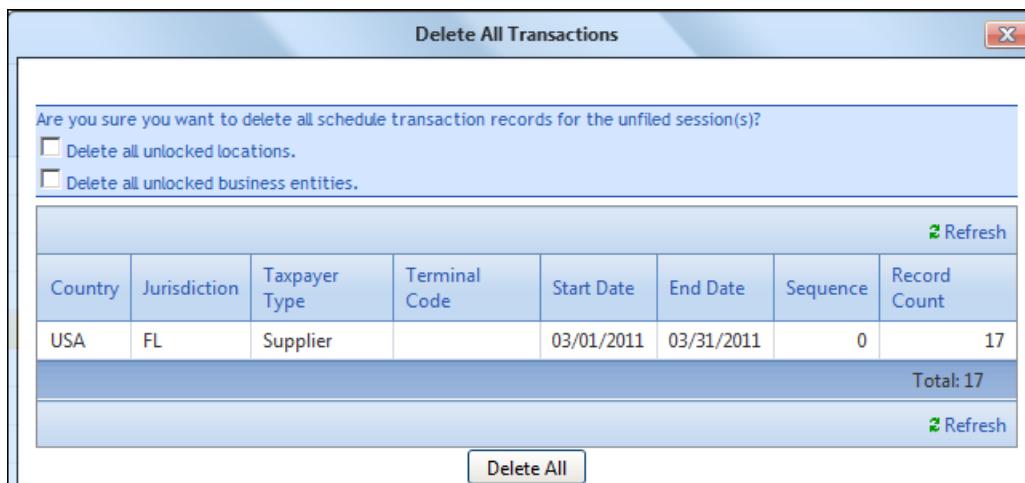
5.1.8 Unfile Tax Return

When selecting a filed tax session from the Tax Sessions grid, the Unfile Tax Return option is available for sessions that do not already have an amended session. Selecting this option will display a confirmation screen that allows the session to be unfiled as shown below.



5.1.9 Delete All Transactions

When selecting an unfiled tax session from the Tax Sessions grid, the Delete All Transactions option is available. Selecting this option will display a confirmation screen that allows the transactions to be deleted as shown below.



Selecting the **Delete All** button will remove all of the schedule transactions for the listed tax session.

The 'Delete all unlocked locations' and 'Delete all unlocked entities' checkbox options allow for removal of the locations and entities associated with the transactions to be deleted. Only those locations and entities that are unlocked will be removed.

Security

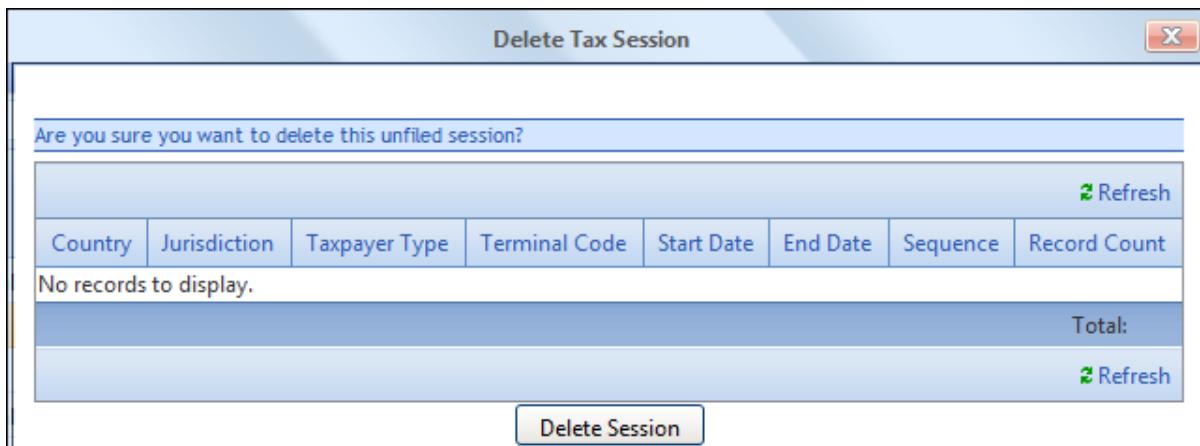
Access to the Delete All Transactions context menu is controlled by the Schedule Transactions Delete All authorization element. Access levels of 'Edit' is required.

In order to use the 'Delete all unlocked locations' and 'Delete all unlocked entities' checkboxes, users will have to have an access level of 'Edit' to the Delete Unlocked Locations

and Delete Unlocked Business Entities authorization elements respectively.

5.1.10 Delete Tax Session

When selecting an unfiled tax session from the Tax Sessions grid, the Delete Tax Session option is available as shown below.



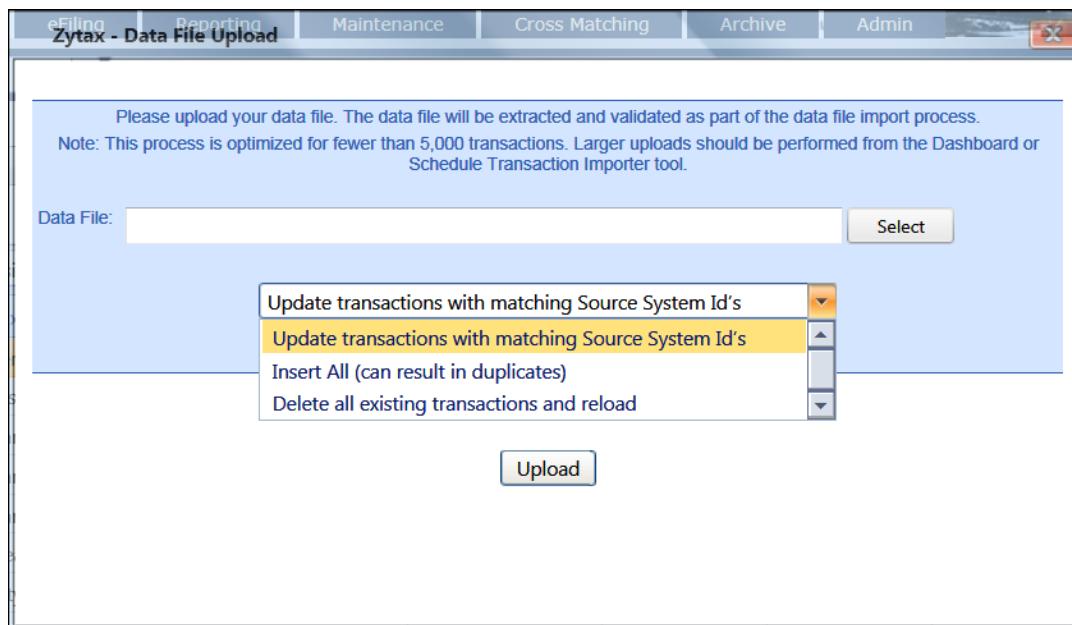
Selecting the **Delete Session** button will remove the tax session and all corresponding schedule transactions. Selecting this option will display a confirmation screen that allows the tax session to be deleted.

Security

Access to the Delete Tax Session context menu is controlled by the Tax Session Delete authorization element. An access level of 'Edit' is required.

5.1.11 Data File Upload

When selecting a tax session from the Tax Sessions grid, the Data File Upload option is available. Selecting this option will display a pop-up screen that allows the user to select an excel data file to be uploaded. The Data File Upload screen is shown below.



A drop-down list on the Data File Upload screen allows for customized functionality with regards to existing transactions. The following options are available:

Update transactions with matching Source System ID's.

- There is a column in the Data File Upload excel template named Source System ID. This column is used to uniquely identify schedule transactions records that are uploaded. When using the 'Update transactions with matching Source System ID's' option, any existing schedule transaction records with a matching Source System ID in the upload file will be updated with the data in the upload file record.

Insert All (can result in duplicates).

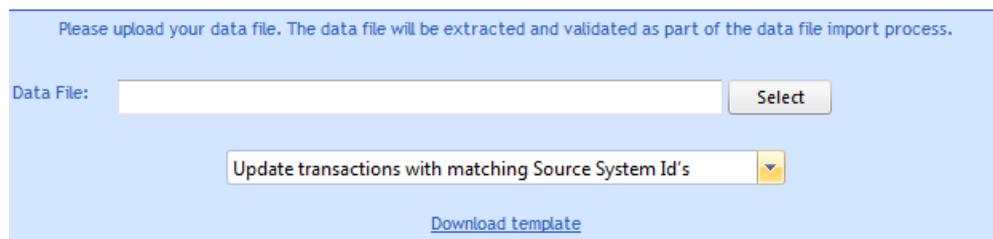
- This option will insert all records in the upload file

Delete all existing transactions and reload.

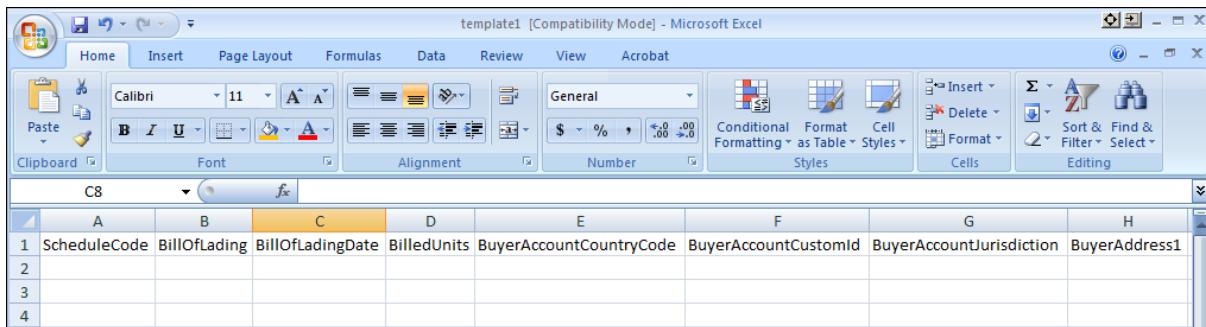
- This option will first remove all schedule transactions from the selected tax session and then insert all records in the upload file.

Clicking on the **Upload** button will upload the file using the selected upload option.

Clicking on the **Download template** link shown below will open the excel template to be used for the schedule transactions records to be imported using the Data File Upload functionality. Once the excel template has been populated and saved, it can be browsed to and selected using the **Select** button.



A screen shot of the excel data file upload template is shown below.



After uploading the excel data file, results and any errors encountered with the Data File Upload can be monitored using the Admin → System Activity screen. Details on troubleshooting Data File Upload errors are described in [System Activity](#).

Security

Access to the Data File Upload context menu is controlled by the Data File Upload authorization element. An Access level of ‘Edit’ is required.

6 eFiling

The eFiling menu provides functionality to upload and import electronic files. The available menu options include:

- eFile Upload

6.1 eFile Upload

The eFile Uploads option allows an EDI file to be uploaded and extracted for the currently selected company. The eFiles tab displays status information and details for all eFiles that have been loaded for the current company, as shown below.

Status	Upload Date	File Name	Total Tax Sessions	Failed Tax Sessions	Critical Messages	Warning Messages
No records to display.						

There are seven columns on the eFile Uploads grid.

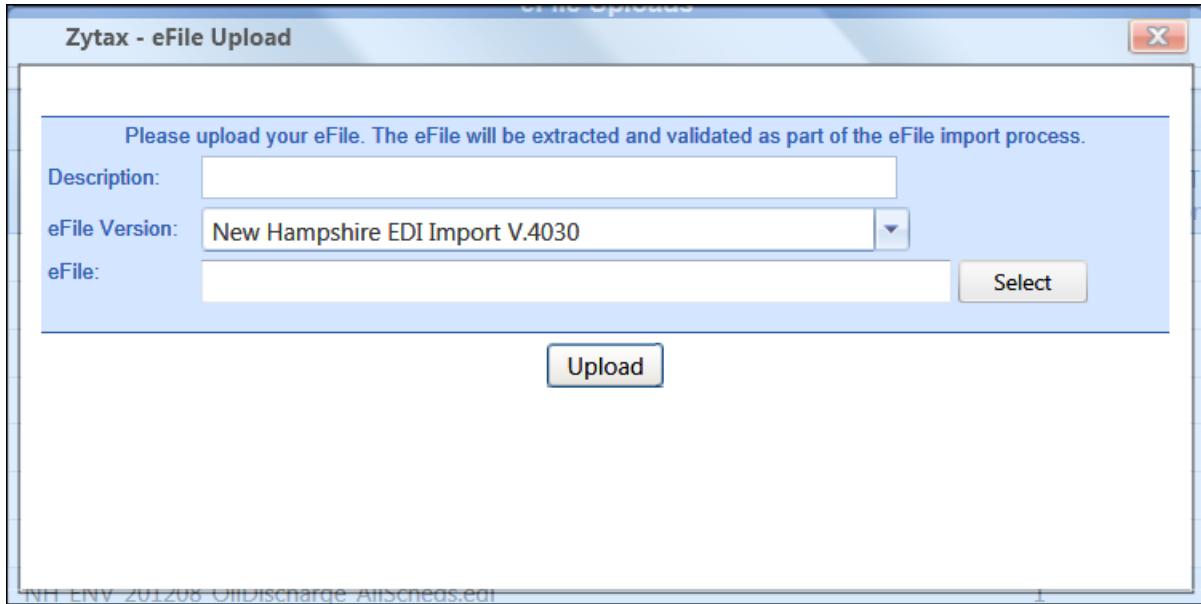
Field	Description
-------	-------------

Status	The Status column provides details on the status of a data file. The valid values for data file status include: Processing - The processing icon  is displayed next to the Status column when the data file is generating. Passed - The passed icon  is displayed next to the Status column when the data file has been generated with no outstanding audit errors. Failed - The failed icon  is displayed next to the Status column when audit errors were found when the data file was last generated.
Upload Date	The Upload Date column contains the date that the data file was generated.
File Name	The eFile name user provided when a new record was added.
Total Tax Sessions	Displays the number of tax sessions that attempted to import during the upload process.
Failed Tax Sessions	Display the number of tax sessions that were unable to be uploaded.
Critical Messages	Displays the number of critical errors that occurred during the upload.
Warning Messages	Displays the number of warning errors that occurred during the upload.

The eFile Uploads screen provides an option to export the data file in two formats.

- Export Scheduled Task – Excel.
- Export Scheduled Task – CSV (Comma Separated Values).

Selecting the  icon will prompt to enter values for uploading a new eFile, as shown below.



Zytax - eFile Upload

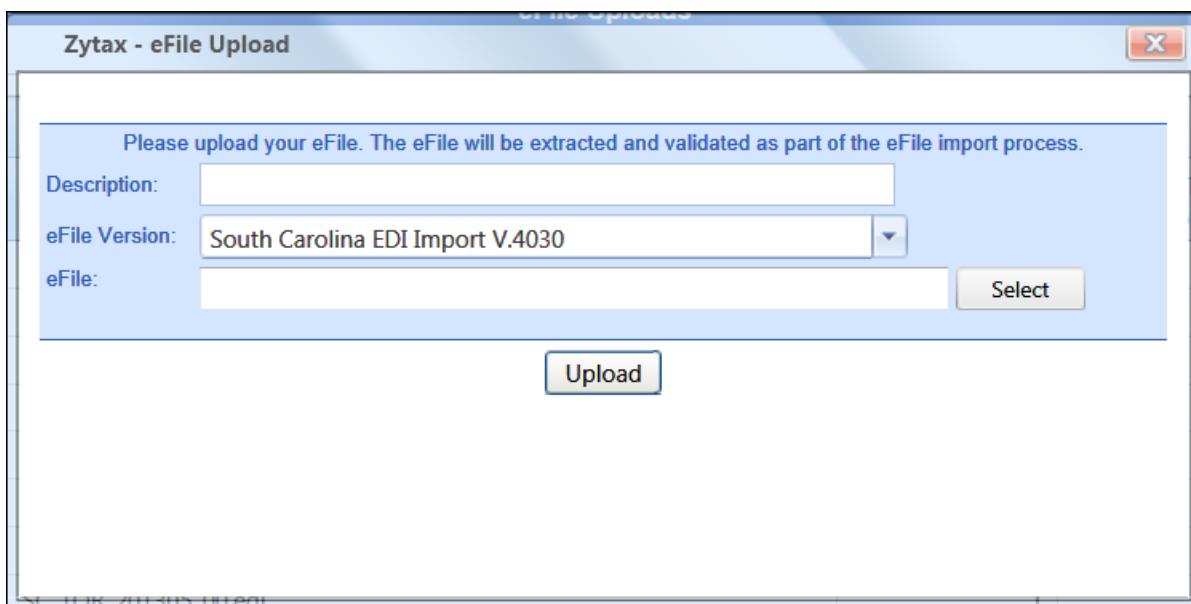
Please upload your eFile. The eFile will be extracted and validated as part of the eFile import process.

Description:

eFile Version:

eFile:

NH ENV 201208 OffDischarge AllScheds.edl



There are three fields on the eFile Upload screen.

Field	Description
Description	Key in a meaningful description of the EDI file to be uploaded.
eFile Version	Select from the drop-down list the eFile version of the file to be uploaded. The supported eFile Version displayed are dependent upon the currently selected company. When logging in as Company Zero, the options 'ExSTARS Flat File Import' and 'FTA Flat File Import' are available.
eFile	Click on the Select button to navigate to the file to be uploaded.

Once the required fields have been entered, select the **Upload** button to begin uploading the eFile.

Zytax - eFile Upload

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

Description: 2013 07 01

eFile Version: South Carolina EDI Import V.4030

eFile: VT+MFIT+July+Zytax+5+.xlsx

Zytax - eFile Upload

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

Description: NH EDI 2014 04 17

eFile Version: New Hampshire EDI Import V.4030

eFile: eFile_20140417_54921.edi

After the eFile has been uploaded, a message will be displayed file has been successfully uploaded.

The image contains two identical windows titled "Zytax - eFile Upload". Both windows display a message in red text: "File eFile_20140417_54921.edi has been successfully uploaded." Below this message, there is a blue header bar with the text "Please upload your eFile. The eFile will be extracted and validated as part of the eFile import process." Underneath the header, there are three input fields: "Description:" with the value "New Hampshire EDI Import V.4030", "eFile Version:" with the value "New Hampshire EDI Import V.4030", and "eFile:" with a "Select" button. At the bottom of each window is a blue "Upload" button.

Click on the button to close the eFile Upload window. A row will appear on the eFile Uploads grid with an Extraction Status of Pending. Click on Refresh button until the Extraction Status column is no longer Pending.

The image shows a grid titled "eFile Uploads" with a single row. The grid has columns: Status, Upload Date, File Name, Total Tax Sessions, Failed Tax Sessions, Critical Messages, and Warning Messages. The first row contains the following data:

	Status	Upload Date	File Name	Total Tax Sessions	Failed Tax Sessions	Critical Messages	Warning Messages
	Pending	04/17/2014	eFile_20140417_54921.edi	0	0		

Successful extracts will show an Extraction Status of Passed. An unsuccessful extracts will show an Extraction Status of Failed.

eFile Uploads						
	Status	Upload Date	File Name	Total Tax Sessions	Failed Tax Sessions	Critical Messages
✗	Failed	04/17/2014	eFile_20140417_54921.edi	2	2	2
✗	Failed	04/17/2014	eFile_20140417_54921.edi	2	2	2
✓	Passed	01/10/2013	eFile_20130110_20780.edi	1	0	0
✓	Passed	10/26/2012	NH_DST_201210_00.edi	1	0	0
✓	Passed	10/26/2012	NH_DST_201211_00.edi	1	0	0

Add New Record Columns Group By Filter Refresh
1 2 3 4 5 6 7 8 9 10 ... Next Last
Page: 1 of 11 Go Page Size: 5 Change Item 1 to 5 of 51
Export as Scheduled Task - Excel Export

Selecting a line from the eFile Uploads grid will display the eFile Viewer screen.

6.1.1 Tax Sessions

The Tax Sessions tab displays high-level information about the EDI file. Under the Tax Session tab, the taxpayer types and filing period extracted will display, as shown below.

eFile Viewer					
Country:	United States	Taxpayer Session:	04/30/2013	Jurisdiction:	Wisconsin
					eFiling Option: Original
eFile Version:	Wisconsin XML				
Tax Sessions		Settings			
<input type="checkbox"/>	Taxpayer Type	Sequence	Terminal Code	Form Status	Warning
<input type="checkbox"/>	Carrier	0		Passed	
<input type="checkbox"/>	Supplier	0		Passed	
Generate					

6.1.2 Viewer

The Viewer tab displays the EDI file formatted with line breaks, as shown below.

eFile Viewer	
Company Name:	Chris Company
Description:	Supplier
eFile Version:	EDI
Tax Sessions Viewer Settings Inventory History Log	
Status: Passed ✓ Filter Refresh	
Line Number	Detail
0	ISA~00~ ~00~ ~32~391234567 ~ZZ~FL0096 ~130412~1624~ ~00403~000000002~0~T~^\\
1	GS~TF~391234567~8504145792 ~20130412~16242723~3~X~004030\\
2	ST~813~0004~20071\\
3	BTI~T6~050~47~FLDOR~20130412~~24~391234567~~~SV~FLZytax5.0~0~0\\
4	DTM~194~20130331\\
5	N1~TP~Chris Company\\

There are two eFile viewer features.

- Context-sensitive help.

- **Direct navigation.**

Context-sensitive help – provides a short description for an item.

Use the mouse to hover over a field in the viewer. A short description for the EDI segment will display, as shown below.

17	FGS~BI~PG~065\
18	TIA~5002.....0\
19	Description: Beginning Inventory for product [065 - Gasoline]

Direct Navigation – provides direct access to contact information and schedule transactions page.

Use the mouse to hover over a schedule gallons field in the viewer. A link to the transaction is available, as shown below.

148	TFS~T3~2~PG~130~94~J\
149	N1~OT~~TC~T02NH1056\
150	N1~SE~B SELLER~24~700000001\
151	N1~CA~A CARRIER~24~800000002\
152	N1~DT~~TC~T02NH1056\
153	FGS~D~BM~a\
154	DTM~095~20090701\
155	TIA~5005~~4004~GA\
156	Transaction Detail
157	Click for Transaction Detail
158	TIA~5005~~4004~GA\

Clicking the link brings up the Schedule Transaction Maintenance page. The transaction can be viewed on the Schedule Transaction Maintenance page. For open sessions, the transactions can be updated on the Schedule Transaction Maintenance page depending on the user's role and permissions.

6.1.3 History Log

The History Log tab displays informational messages, error messages, and generation statistics, as shown below.

eFile Viewer	
Company Name: Henry's World Description: eFile Submission[Tennessee, 6/30/2013, Distributor] eFile Version: Tennessee FTP Transmission	
Tax Sessions	Viewer
TN FTP	History Log
	<input checked="" type="checkbox"/> Filter <input type="button" value="Refresh"/>
Date	Message
6/19/2013 2:01:58 PM	Initial Tennessee FTP Acknowledgement Upload.
6/19/2013 2:01:58 PM	Tennessee FTP Acknowledgement Control Number Validation: Started.
6/19/2013 2:01:58 PM	Tennessee FTP Acknowledgement Extraction Process: Extracted [10] Lines.
6/19/2013 2:01:58 PM	Tennessee FTP Acknowledgement Extraction Process: Started.
6/19/2013 2:00:30 PM	eFile Transmission Process: Completed
6/19/2013 2:00:30 PM	Successfully uploaded Henry's World_DST_062013.txt to the TN FTP site.
6/19/2013 2:00:27 PM	eFile Transmission Process: Started [5.13.10.19770]
6/19/2013 1:59:12 PM	eFile Generation Process: Completed
6/19/2013 1:58:27 PM	eFile Generation Process: Started [5.13.10.19770]
	<input checked="" type="checkbox"/> Filter <input type="button" value="Refresh"/>
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/>	Page: 1 of 1 <input type="button" value="Go"/> Page Size: 9 <input type="button" value="Change"/> Items 1 to 9 of 9.

7 Reporting

The Reporting menu provides functionality to standard and custom reporting capabilities. The available menu options include:

- Company/Schedule/Product Summary
- Express View Query
- Return Filing Status
- Schedule Query Wizard
- Taxpayer Notification Letters
- Taxpayer/Schedule/Product Report
- SC Reports
 - 307/551 Extract
 - Critical EDI Errors
 - Daily Transfer
 - File by EDI
 - Filer Credit Due or Net 0
 - Fuel Venders Gallons by County
 - Late Filers
 - Payment
 - Product Code Activity
 - Product Totals for Blended Fuel
 - Return Status by Company
 - Return Status by Taxpayer Type
 - Schedule Errors
 - Supplier Summary
 - Terminal Operator Detail
 - Terminal Operator Summary

- Unlicensed Suppliers on Terminal

7.1 Company/Schedule/Product Summary

The Company Schedule Product Summary report provides gallon summary by schedule and product for a given company. Both filed and open sessions are included. The Company/Schedule/Product Summary report is shown below.

Company Schedule Product Summary Report

Country	<input type="text" value="United States"/>
Jurisdiction	<input type="text" value="Illinois"/>
Taxpayer Type	<input type="text" value="Distributor, Supplier, Environmental"/>
Terminal Code	<input type="text" value="Select a Terminal"/>
Begin Period Date	<input type="text" value="1/1/2014"/> <input type="button" value="Calendar"/>
Sequence	<input type="text" value="ALL"/>

2/20/2014 5:10 PM **Company/Schedule/Product Summary** Page 1 of 1

Company: Dunder Mifflin FEIN: 387387387 License: ILDST
 Jurisdiction: IL Taxpayer Type: DSTSP Terminal:
 Filing Period: 01/2014 Filing Sequence: ALL

Schedule	Product	Product Description	Net Gallons	Billed Gallons	Gross Gallons	Transaction Count
A	GAS	Gasoline	274,336	277,048	298,648	56
		Total:	274,336	277,048	298,648	56
B	GAS	Gasoline	75,277	79,989	83,665	20
		Total:	75,277	79,989	83,665	20
C	GAS	Gasoline	26,246	28,202	34,951	19
		Total:	26,246	28,202	34,951	19
D	GAS	Gasoline	35,478	31,311	44,604	20
		Total:	35,478	31,311	44,604	20
DA	DYE	Dyed Diesel (Liab Jan 2014 and after)	194,560	182,136	244,144	32

Report Parameters

- **Country** United States.
- **Jurisdiction** Select valid state.
- **Taxpayer Type** Select valid taxpayer type based on state selected.
- **Terminal Code** Select terminal code if applicable.
- **Begin Period Date** Key in a date or use the calendar control to select the date to include in the report.
- **Sequence** Select to include ALL sequences or sequence 0 (original session).

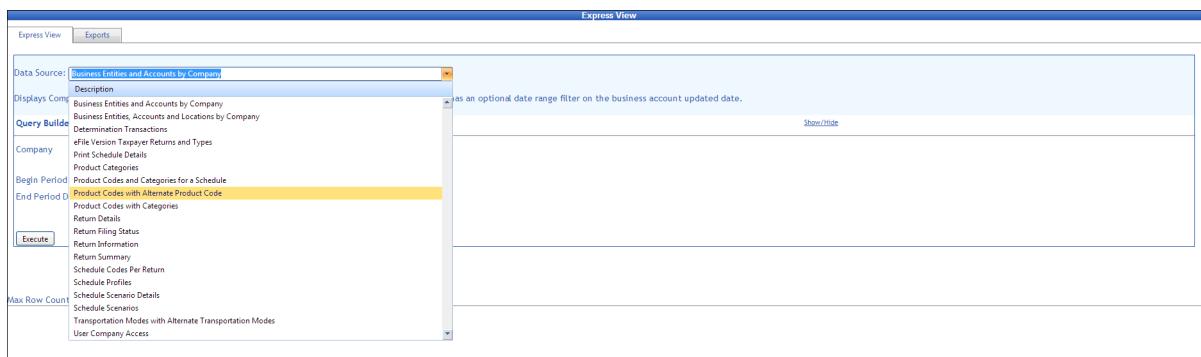
Click button to generate report.

Security

Access to the Company Schedule Product Summary report option is controlled by the Reports Company Schedule Product Summary authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.2 Express View

The Express View query wizard provides a quick, ad hoc reporting function using several defined table views. Views have been provided for business entities, comments, cover sheets totals, determination transactions, eFile version taxpayer returns and types, fields in schedules, products, return information, roles, schedule codes per return, tracking numbers, user company access and transportation modes. The Express View screen is shown below.



Data Source

Click on a data source from the drop-down list, this view will be used to generate the query results. Note: A brief description of the query along with instructions on what needs to be populated in the Query Builder section will be displayed.

Query Parameters

Populate the fields based on the instructions given under the Data Source field. Once all appropriate parameters are selected, then click on the **Execute** button to query the data.

Query results are displayed in grid format with standard filter and export options available. The Express View screen with report results is shown below.

Express View						
Data Source: nh_filer_business_entities						
Drag a column header and drop it here to group by that column						
company name	business type	entity name	entity id	entity id type	account license number	account date added
demo	Y		Y		Y	
Demo Company Inc	CAR	Fuel Transporter	234565432	FEIN	234565432	01/06/2010
Demo Company Inc	CAR	Tank Lines	444222444	FEIN	444222444	01/06/2010
Demo Company Inc	CAR	Carrier A	789789789	FEIN	789789789	01/06/2010
Demo Company Inc	CAR	Carrier B	888080888	FEIN	888080888	01/06/2010
Demo Company Inc	CAR	Carrier C	111080111	FEIN	111080111	01/06/2010

User will have the ability to click on a record and go to the maintenance page of that item. For example: If business entity is displaying in results, the user can click on the record and a pop-up will open for that business entities' maintenance page.

Export

The report grid allows for exporting of the results to Excel or to CSV. Select the export type and click on the **Export** button to view the Exports tab. Once the Status has changed from Running to Passed then a history and access of the export file is available on the Exports tab as shown below.

Express View						
Exports						
Filter Refresh						
	Status	Start Date	Completed Date	Description	User	Output File
	Passed	02/21/2012 04:09:58 PM	02/21/2012 04:10:05 PM	Express View [Return Details] export to Excel		Download 5 mb
	Passed	02/21/2012 04:03:45 PM	02/21/2012 04:03:49 PM	Express View [Business Entities and Accounts by Company] export to Excel		Download 1.8 mb

Filter | Refresh

Item 1 to 2 of 2

Security

Access to the Express View Query screen is controlled by the Query Express View authorization element. An access level of 'Edit' is required to access the screen and run queries.

7.3 Return Filing Status

The Return Filing Status report lists all active taxpayers for the selected filing period and displays the status of the tax sessions as shown below.

Return Filing Status Report

Start Date: 1/1/2014 End Date: 2/28/2014 **Generate Report**

Export to the selected format ▾ Export

2/6/2014 3:26 PM Page 1 of 1

Return Filing Status

Tax Periods From: January, 2014 To February, 2014

Tax Period	Company Name	Taxpayer Type	License Number	Sequence	Filed Date	Transaction Count
January, 2014	1 debbie	Environmental	112244557790			
	1 Fidler Company	Distributor	1234546789	0		0
	1Test	Distributor	112244557793			
	1Test	Distributor Biodiesel	112244557793			
	1Test	Environmental	112244557793			
	1Test	Transporter	112244557793			
	1Test	Transporter	112244557793			
	Alderman Oil LLC	Distributor	101010101			
	Amy NH Co.	Environmental	112244557797			
	Amy NH Co.	Transporter	123456789			

Report Parameters

- Start Date** Key in a date or use the calendar control to select the begin date to include in the report.
- End Date** Key in a date or use the calendar control to select the end date to include in the report.

Generate Report

Click button to generate report.

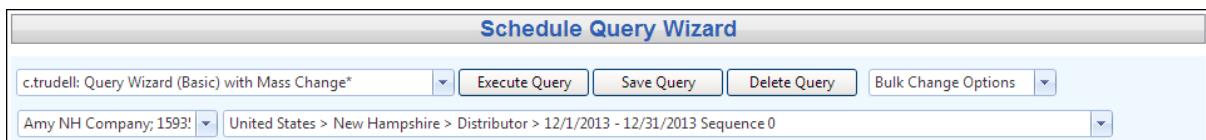
Security

Access to the Return Filing Status screen option is controlled by the Reports Return Filing Status authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.4

Schedule Query Wizard

The Schedule Query Wizard provides an ad hoc reporting function against Schedule Transactions. Queries can be created and saved for future use. The top portion of the Schedule Query Wizard screen allows the user to select schedule transaction data from available database views. These views join the fields in schedule transactions and related tables so they can be referenced to in a user-friendly format. Previously saved queries can also be selected in this section of the Schedule Query Wizard. The top portion of the Schedule Query Wizard is shown below.



Data Source

Click on a database view or saved query from the drop-down list, this selection will be used as the basis to execute, save, or delete a previously saved query. The company and return information is populated based on current tax session data.

Security

Access to the Schedule Query Wizard context menu is controlled by the Query Schedule Wizard authorization element. Access levels of 'None', 'View', and 'Edit' apply. 'View' access gives the user the ability to execute saved queries. 'Edit' access gives the user the ability to create, edit, and execute queries as well as execute saved queries.

7.4.1 Query Builder

The Query Builder section is used to select the criteria to be included in the report along with the fields to be displayed as shown below.

The screenshot shows the 'Query Builder' interface. At the top, it has the same toolbar and dropdown as the Schedule Query Wizard. Below that, it shows 'c.trudell: Curt test* description' and 'Amy NH Company; 1593?'. The main area is titled 'Query Builder' and has a 'Show/Hide' link. It includes tabs for 'Current tax session', 'Companies / Filing Period', and 'Jurisdiction / Taxpayer Types'. Under 'Current tax session', there are tabs for 'Schedules', 'Products', 'Entities', 'Locations', 'Misc', 'Numerics', 'Dates', 'Display', 'Sort', and 'Criteria'. The 'Schedules' tab is selected. Two radio buttons are present: 'Retrieve All Schedules' (unchecked) and 'Retrieve Selected Schedules' (checked). A scrollable list box displays a long list of schedules, many of which are in red, indicating they are not currently selected:

- Retrieve All Schedules
- Retrieve Selected Schedules
- USA NH DST 13C Retail Sales to US Gov't and their agencies
- USA NH DST 13H Retail Sales to Local or State Gov't and their agencies
- USA NH DST 13K Retail Sales to State, Local or US Gov't and their agencies at the Air Carriers rate
- USA NH DST 2 Gallons received from NH licensed distributors in NH for bulk storage
- USA NH DST 2E Gallons received from NH licensed distributors in NH for export
- USA NH DST 2F Gallons received from NH licensed distributors in NH and direct shipped to customers
- USA NH DST 3 Gallons imported from another state direct to customer
- USA NH DST 4 Gallons imported from another state into NH bulk storage
- USA NH DST 5 Gallons delivered - taxable
- USA NH DST 5X Gallons delivered to Air Carriers taxable at a lower tax rate
- USA NH DST 6 Gallons delivered to NH licensed distributors
- USA NH DST 6F Gallons of dyed diesel and dyed kerosene sold for tax exempt purposes
- USA NH DST 7 Gallons exported
- USA NH DST 8 Gallons delivered to US Govt (bulk) tax exempt
- USA NH DST 9 Gallons delivered to State/Local Gov't (Bulk) tax exempt

Navigation

- Any enabled tab can be selected by clicking on the tab.
- Tabs become enabled as the user moves through the query creation process.
- 'Current tax session' is the default query builder option. This option sets the last company and tax session that was accessed in the system as the default. The drop-down list allows

the user to change the defaults by selecting the ‘Advanced query definition’. When this option is selected two additional tabs will become available as shown below.

- **Companies/Filing Period**
- **Jurisdiction/Taxpayer Types**

7.4.2 Companies / Filing Period Tab

The Companies / Filing Period tab will be displayed when ‘Advanced query definition’ is selected. This tab is used to narrow the section criteria of companies, filing periods, and tax sessions as shown below.

Company(s)

- **All Companies**
- **Select Specific Companies**

Includes all company records in the report.

Includes those companies in the report that were moved to the right hand (selected) column.

Instructions

Click on a company. If more than one company is desired, hold down the Ctrl key and then click on each company. Once the company(s) are highlighted, select the arrow button or drag the company(s) to the right (selected) column. The provides a company name look-up that start with that criteria. If performing multiple searches, move each company prior to the next search request.

Navigation

- Moves the highlighted field(s) from non-selected company(s) to selected.
- Moves the highlighted field(s) from selected company(s) to non-selected.
- Moves all non-selected company(s) to selected.

 Moves all selected company(s) to non-selected.

Filing Period(s) - Click on one radio button.

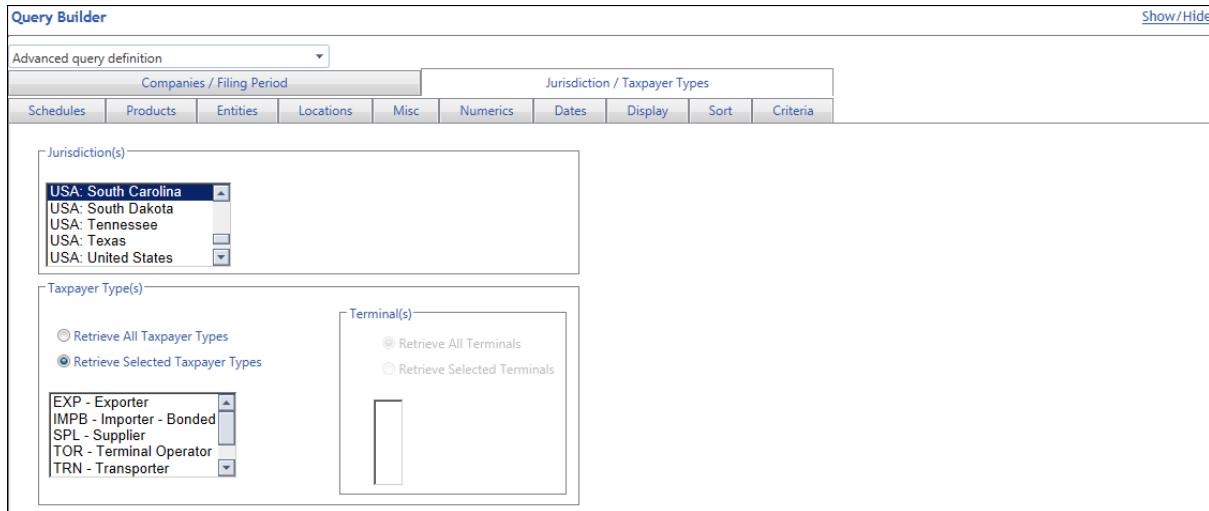
- **Current Session** Includes all records with the filing period from the current tax session.
- **Previous Session** Includes all records with the filing period from the prior tax session.
- **Date Range**
 - **Begin Date** Key in a begin date or use the calendar control.
 - **To Date** Key in an end date or use the calendar control.
- **No Date Criteria** Includes all records, regardless of filing period, the date range will be unavailable.
- **Current Return Year** Includes all records for current year's tax sessions.
- **Last Year** Includes all records for the prior year's tax sessions.

Session(s) - Click on one radio button.

- **By Sequence** Select sequence number from drop-down list.
- **Both Open and Filed** Includes open and filed session records.
- **Filed** Includes only filed session records.
- **Open** Includes only open session records.

7.4.3 Jurisdiction / Taxpayer Types Tab

The Jurisdiction / Taxpayer Types tab will be displayed when 'Advanced query definition' is selected. This tab is used to narrow the selection criteria of a jurisdictions and taxpayer types as shown below.



Query Builder										Show/Hide
Advanced query definition										
Companies / Filing Period					Jurisdiction / Taxpayer Types					
Schedules	Products	Entities	Locations	Misc	Numerics	Dates	Display	Sort	Criteria	
<div style="border: 1px solid black; padding: 5px;"> Jurisdiction(s) <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px; margin-bottom: 5px;" type="button" value="USA: South Carolina"/> <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px;" type="button" value="USA: South Dakota"/> <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px;" type="button" value="USA: Tennessee"/> <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px;" type="button" value="USA: Texas"/> <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px;" type="button" value="USA: United States"/> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Taxpayer Type(s) <input checked="" type="radio"/> Retrieve All Taxpayer Types <input type="radio"/> Retrieve Selected Taxpayer Types <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px; margin-bottom: 5px;" type="button" value="EXP - Exporter"/> <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px;" type="button" value="IMPB - Importer - Bonded"/> <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px;" type="button" value="SPL - Supplier"/> <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px;" type="button" value="TOR - Terminal Operator"/> <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px;" type="button" value="TRN - Transporter"/> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Terminal(s) <input checked="" type="radio"/> Retrieve All Terminals <input type="radio"/> Retrieve Selected Terminals <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px;" type="button"/> </div>										

Jurisdiction(s)

Selecting a jurisdiction highlights the jurisdiction and narrows the query criteria to that jurisdiction.

Taxpayer Type(s)

- **Retrieve All Taxpayer Types** Includes all taxpayer types records in the report.
- **Retrieve Selected Taxpayer Types** Includes those taxpayer types in the report that are selected.

Instructions

Click on a taxpayer type. If more than one taxpayer type is desired, hold down the Ctrl key and then click on each taxpayer type.

Terminal(s)

- **Retrieve All Terminals** Includes all terminal records in the report.
- **Retrieve Selected Terminals** Includes those terminals in the report that are selected.

Instructions

Click on a terminal. If more than one terminal is desired, hold down the Ctrl key and then click on each terminal.

7.4.4 Schedules Tab

The Schedules tab is used to narrow the selection criteria of schedules associated with a jurisdiction and that jurisdiction's taxpayer types as shown below.

The screenshot shows a software interface for selecting schedules. At the top, there is a horizontal menu bar with tabs: Schedules, Products, Entities, Locations, Misc, Numerics, Dates, Display, Sort, and Criteria. The 'Schedules' tab is currently active and highlighted in blue. Below the menu, there are two radio buttons: 'Retrieve All Schedules' (which is selected) and 'Retrieve Selected Schedules'. Underneath these buttons is a scrollable list box titled 'Schedule(s)' containing a long list of schedule names, each preceded by a small checkbox. The list includes items such as 'USA NH DST 10 Sales & transfers out of State', 'USA NH DST 11 Sales to NH Licensed Distributors', 'USA NH DST 12 Bulk Sales to US Government', and many others up to 'USA NH DST INT02 Gain or Loss'.

Schedule(s)

- **Retrieve All Schedules** Includes all schedule records in the report.
- **Retrieve Selected Schedules** Includes those schedules in the report that are selected.

Instructions

Click on a schedule. If more than one schedule is desired, hold down the Ctrl key and then click on each schedule.

7.4.5 Products Tab

The Products tab is used to narrow the selection criteria of products associated with a jurisdiction as shown below.

Schedules	Products	Entities	Locations	Misc	Numerics	Dates	Display	Sort	Criteria
<input type="radio"/> Retrieve All Products	<input checked="" type="radio"/> Retrieve Selected Products								
Product(s) <div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> 065 - Gasoline 072 - Kerosene - Dyed 092 - Other 125 - Aviation Gasoline 130 - Jet Fuel 142 - Kerosene - Undyed 152 - Heating Oil 160 - Diesel Fuel - Undyed 175 - Residual Fuel Oil 188 - Asphalt 228 - Diesel - Dyed B00 - Biodiesel 100% - Undyed B01 - Biodiesel Blend 1% - Undyed B05 - Biodiesel Blend 5% - Undyed B20 - Biodiesel Blend 20% - Undyed </div>									

Product(s)

- **Retrieve All Products**
- **Retrieve Selected Products**

Includes all product records in the report.
Includes those products in the report that are selected.

Instructions

Click on a product. If more than one product is desired, hold down the Ctrl key and then click on each product.

7.4.6 Entities Tab

The Entities tab is used to narrow the selection criteria of specified business entities as shown below.

Companies / Filing Period				Jurisdiction / Taxpayer Types								
Schedules	Products	Entities	Locations	Misc	Numerics	Dates	Display	Sort	Criteria			
<input type="radio"/> Retrieve All Business Entities	<input checked="" type="radio"/> Retrieve Business Entities by Selection	<input checked="" type="checkbox"/> Use logical 'And' (uncheck to use logical 'Or')										
Business Entities <div style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;"> Buyer Legal Name Buyer Id Code Buyer License Number Seller Legal Name Seller Id Code </td> <td style="width: 30%; vertical-align: top;"> <input type="button" value="Starts With"/> <input type="button" value="Ends With"/> <input type="button" value="Contains"/> <input type="button" value="Equals"/> <input type="button" value="Not Equal"/> </td> <td style="width: 40%; vertical-align: top;"> </td> </tr> </table> </div>										Buyer Legal Name Buyer Id Code Buyer License Number Seller Legal Name Seller Id Code	<input type="button" value="Starts With"/> <input type="button" value="Ends With"/> <input type="button" value="Contains"/> <input type="button" value="Equals"/> <input type="button" value="Not Equal"/>	
Buyer Legal Name Buyer Id Code Buyer License Number Seller Legal Name Seller Id Code	<input type="button" value="Starts With"/> <input type="button" value="Ends With"/> <input type="button" value="Contains"/> <input type="button" value="Equals"/> <input type="button" value="Not Equal"/>											

Business Entities

- **Retrieve All Business Entities**
- **Retrieve Business Entities by Selection**

Includes all business entity records as default in the report.
Includes those business entities retrieved based on selection criteria in the report. Up to five sorts maybe specified.

Columns

- **Left** Choose a business entity field from the drop-down list.

- **Center** Choose the comparison type from the drop-down list (starts with, ends with, contains, equals, etc).
- **Right** Key in a value for comparison.

Use Logical 'And'

Use logical 'And' (uncheck to use logical 'Or')

Use logical 'And' (uncheck to use logical 'Or')

Example

Seller Legal Name Starts With Fuel

OR

Carrier Legal Name Ends With Transport

Seller Legal Name Starts With Fuel

AND

Carrier Legal Name Ends With Transport

7.4.7 Locations Tab

The Locations tab is used to narrow selection criteria of specified origin and destination fields as shown below.

The screenshot shows the 'Locations' tab selected in a top navigation bar. Under the 'Locations' section, there are two radio button options: 'Retrieve All Locations' (unchecked) and 'Retrieve Locations by Selection' (checked). A checkbox labeled 'Use logical 'And' (uncheck to use logical 'Or')' is checked. Below these, a 'Locations' panel displays a 'Destination City' dropdown menu, a 'Comparison Operator' dropdown set to 'Equals', and a text input field containing 'Nashua'. A dropdown menu for comparison operators includes 'Starts With', 'Ends With', 'Contains', 'Equals' (which is highlighted), and 'Not Equal'.

Locations

- **Retrieve All Locations**
- **Retrieve Locations by Selection**

Includes all location records as default in the report.

Includes those locations retrieved based on selection criteria in the report. Up to five sorts maybe specified.

Columns

- **Left** Choose a location field from the drop-down list.
- **Center** Choose the comparison type from the drop-down list (starts with, ends with, contains, equals, etc).
- **Right** Key in a value for comparison.

Use Logical 'And'

Use logical 'And' (uncheck to use logical 'Or')

Use logical 'And' (uncheck to use logical 'Or')

Example

Origin City Equals Nashua

OR

Destination City Equals Concord

Origin City Equals Nashua

AND

Destination City Equals Concord

7.4.8 Misc Tab

The Misc tab is used to narrow the selection criteria of specified miscellaneous fields as shown below.

The screenshot shows the 'Misc' tab selected in a top navigation bar. Below the tabs are two radio buttons: 'Retrieve All Values' (unchecked) and 'Limit Retrieval by Selection' (checked). A checkbox labeled 'Use logical 'And'' (unchecked to use logical 'Or') is also present. The main area is titled 'Miscellaneous Fields' and contains three columns: 'Left' (a dropdown menu listing 'Mode Code', 'Bill of Lading', 'Invoice Number', 'Scenario Id', and 'Load Id'), 'Center' (a dropdown menu with comparison operators: '=', '<>', '>', '>='), and 'Right' (an input field for keying in a value).

Miscellaneous Fields

- **Retrieve All Values**
- **Limit Retrieval by Selection**

Includes all miscellaneous fields as default in the report.
Includes those miscellaneous fields retrieved based on selection criteria in the report. Up to five sorts maybe specified.

Columns

- **Left** Choose a miscellaneous field from the drop-down list.
- **Center** Choose the comparison type from the drop-down list (=, <>, >, etc).
- **Right** Key in a value for comparison.

Use Logical 'And'

Use logical 'And' (uncheck to use logical 'Or')

Example

Mode = J

OR

Bill of Lading = 23455

Mode = J

AND

Bill of Lading = 23455

7.4.9 Numerics Tab

The Numerics tab is used to narrow the selection criteria of specified numeric fields as shown below.

The screenshot shows the 'Numerics' tab selected in a top navigation bar. Below the tabs are two radio buttons: 'Retrieve All Numeric Values' (unchecked) and 'Limit Retrieval by Selection' (checked). A checkbox labeled 'Use logical 'And'' (unchecked to use logical 'Or') is also present. The main area is titled 'Numeric Fields' and contains three columns: 'Left' (a dropdown menu listing 'Gross Units'), 'Center' (a dropdown menu with comparison operators: '=', '<>', '>', '>='), and 'Right' (an input field for keying in a value).

Numeric Fields

- **Retrieve All Numeric Values** Includes all numeric field records in the report as the default.
- **Limit Retrieval by Selection** Includes those numeric fields in the report that are selected. Up to five sorts maybe specified.

Columns

- **Left** Choose a numeric field from the drop-down list.
- **Center** Choose the comparison type from the drop-down list (=, <>, >, etc).
- **Right** Key in a value for comparison.

Use Logical 'And'

Use logical 'And' (uncheck to use logical 'Or')

Use logical 'And' (uncheck to use logical 'Or')

Example

Gross Units < 8000

OR

Net Units < 8000

Gross Units < 8000

AND

Net Units < 8000

7.4.10 Dates Tab

The Dates tab is used to narrow the selection criteria to be specified against date fields as shown below.

Companies / Filing Period		Jurisdiction / Taxpayer Types							
Schedules	Products	Entities	Locations	Misc	Numerics	Dates	Display	Sort	Criteria
<input type="radio"/> Retrieve All Date Values <input checked="" type="radio"/> Limit Retrieval by Selection <input checked="" type="checkbox"/> Use logical 'And' (uncheck to use logical 'Or')									
Date Fields <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Activity Date</div> <div style="background-color: #ffffcc; border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Beginning Date</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">BOL DATE</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Created Date</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Custom Created Date</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Custom Date 01</div> </div> <div style="flex: 1; margin-right: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">=</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"><></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">>=</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"><</div> </div> <div style="flex: 1;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> </div>									

Date Fields

- **Retrieve All Date Values** Includes all date fields in the report.
- **Limit Retrieval by Selection** Includes those date fields retrieved based on selection criteria in the report. Up to five sorts maybe specified.

Columns

- **Left** Choose a date field from the drop-down list.
- **Center** Choose the comparison type from the drop-down list (=, <>, >, etc).
- **Right** Key in a value for comparison.

Use Logical 'And'

Use logical 'And' (uncheck to use logical 'Or')

Example

Bill of Lading Date > 1/1/2014

OR
 Use logical 'And' (uncheck to use logical 'Or')
 Bill of Lading Date < 3/1/2014
 Bill of Lading Date > 1/1/2014
 AND
 Bill of Lading Date < 3/1/2014

7.4.11 Display Tab

The Display tab is used to select the schedule fields to be included in the report. There are two distinct options available under this tab. When reporting on detail data, use the Display Selected Fields option. When reporting on summary data, use the Group and Summarize Fields option.

Display Selected Fields

The Display Selected Fields option provides the ability to reduce the number of fields displayed on the report as shown below.

Display Fields	
Buyer Id	Bill of Lading
Buyer License Number	Bill of Lading Date
Carrier Id	Billed Units
Carrier License Number	Buyer Id Code
Company Id	Buyer Legal Name
Consignor Id	Carrier Id Code
Consignor Id Code	Carrier Legal Name
Consignor Legal Name	Destination
Consignor License Number	Gross Units

- **Non-Display Fields** Lists all non-display fields currently identified in the query.
- **Display Fields** Includes these fields in the report.

Instructions

Click on a non-display field. If more than one non-display field is desired, hold down the Ctrl key and then click on each non-display field. Once the non-display field(s) are highlighted, select the arrow button or drag the company(s) to the right (display fields) column.

Navigation

- Moves the highlighted field(s) from non-display field(s) to display field(s).
- Moves the highlighted field(s) from display fields(s) to non-display field(s).
- Moves all non-display field(s) to display field(s).
- Moves all display fields(s) to non-display field(s).
- Moves the highlighted display field up in the display list.
- Moves the highlighted display field down in the display list.

Group and Summarize Fields

The Group and Summarize Fields option provides the ability to group, summarize, and order the data displayed in the report as shown below.

Group By

- **Non-Display Fields** Lists all non-display fields currently identified in the query.
- **Display Fields** Includes these fields in the report.

Instructions

Click on a non-display field. If more than one non-display field is desired, hold down the Ctrl key and then click on each non-display field. Once the non-display field(s) are highlighted, select the arrow button or drag the company(s) to the right (display fields) column.

Navigation

- Moves the highlighted field(s) from non-display field(s) to display field(s).
- Moves the highlighted field(s) from display fields(s) to non-display field(s).
- Moves all non-display field(s) to display field(s).
- Moves all display fields(s) to non-display field(s).

Field(s) to Summarize

Five summary functions are available for Billed Units, Net Units, Gross Units, and Tax Collected. Select the corresponding checkbox for the desired summary functions.

- **Count** Provides a count of the selected records.
- **Sum** Provides a sum of the selected records.
- **Average** Provides an average for the selected records
- **Minimum** Provides the minimum value for the selected records.
- **Maximum** Provides the maximum value for the selected records.

Display Order

For each field selected in the Field(s) to Summarize, the display order can be set.

Instructions

Click on a field name, select the arrow down or arrow up button to move the fields to the desired report field display order.

Navigation

- Moves the highlighted display field up in the display list.
- Moves the highlighted display field down in the display list.

7.4.12 Sort Tab

The Sort tab is used to indicate the sort order of specified report fields as shown below.



Sort Criteria

- **No Sort Criteria** Click on option if no particular sort order is required in the report.
- **Sort as Specified** Click on option to specify a sort order in the report. Up to five sorts maybe specified.

Columns

- **Left** Choose a field to sort from the drop-down list.
- **Right** Choose ascending or descending order from the drop-down list.

7.4.13 Criteria Tab

The Criteria tab lists the query specifications and the generated SQL statement. The Criteria tab is shown below.

Schedules	Products	Entities	Locations	Misc	Numerics	Dates	Display	Sort	Criteria
<p>Companies</p> <p>QA Forms Company</p> <p>Filing Period</p> <p>From: 1/1/2014 To: 12/31/2014 11:59:59 PM</p> <p>Jurisdictions</p> <p>New Hampshire</p> <p>Taxpayer Types</p> <p>Distributor Oil Discharge Fee Transporter</p> <p>SQL Statement</p> <pre>Select bill_of_lading as [Bill of Lading], bill_of_lading_date as [Bill of Lading Date], billed_units as [Billed Units], buyer_id_code as [Buyer Id Code], buyer_legal_name as [Buyer Legal Name], carrier_id_code as [Carrier Id Code], carrier_legal_name as [Carrier Legal Name], destination as [Destination], gross_units as [Gross Units], jurisdiction as [Jurisdiction], load_date as [Load Date], load_id as [Load Id], mode_code as [Mode Code], net_units as [Net Units], origin as [Origin], product_code as [Product Code], scenario_id as [Scenario Id], schedule_code as [Schedule Code], seller_id_code as [Seller Id Code], seller_legal_name as [Seller Legal Name], start_period as [Start Period], taxpayer_type as [Taxpayer Type], terminal_code as [Terminal Code]</pre> <p>From BARE_SCHEDULE_INFORMATION</p> <pre>Where ((((company_id In (40) And (jurisdiction = 'NH') And (filed_date Is Null) And ((taxpayer_type = 'DST' Or (taxpayer_type = 'ENV') Or (taxpayer_type = 'TRN')) And (start_period >= '1/1/2014 12:00:00 AM') And (end_period <= '12/31/2014 11:59:59 PM'))</pre>									

7.4.14 Results

The **Execute** button on the Schedule Query Wizard displays the Results and Exports tabs. The Exports tab displays the status, results, and export options for the executed query as shown below.

Results								
<input type="button" value="Results"/> <input type="button" value="Exports"/> <input type="button" value="Filter"/> <input type="button" value="Refresh"/>								
Status	Start Date	Completed Date	Description	User	<input type="button" value="Output File"/> <div style="border: 1px solid red; padding: 2px;"> Download 12.5 kb Download 12.5 kb Download 12.5 kb Download 769 kb </div>			
Passed	05/25/2012 01:07:57 PM	05/25/2012 01:07:58 PM	Query Id 535 export					
Passed	05/25/2012 01:07:57 PM	05/25/2012 01:07:58 PM	Query Id 535 export					
Passed	05/25/2012 01:09:43 PM	05/25/2012 01:09:46 PM	Query Id 535 export					
Passed	05/25/2012 12:57:32 PM	05/25/2012 12:57:37 PM	Query Id 531 export					

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item 1 to 4 of 4

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Export

The report grid allows for exporting of the results to Excel or to CSV. Select the export type and click on the **Export** button to view the Exports tab. Once the Status has changed from Running to Passed then a history and access of the export file is available on the Exports tab as shown below.

Execute**Export**

Click on this button to run the query, returning the results to the grid.
 Click on this button to save the output file(s).

Results

The Results tab of the Schedule Query Wizard allows the user to view the schedule transactions details.

Schedule Query Wizard																																				
superuser: New Basic Schedule Information*		Execute		Save		Delete		Bulk Change Options																												
QA Forms Company; 01001		United States > South Carolina > Vendor Annual > 1/1/2009 - 12/31/2009 Sequence						Bulk Change Options																												
Query Builder																				Show/Hide																
Results																																				
Bill of Lading	Bill of Lading Date	Billed Units	Buyer Id Code	Buyer Legal Name	Carrier Id Code	Carrier Legal Name	Load Date	Destination	Gross Units	Jurisdiction	Load Id	Mode Code	Net Units	Origin	Product Code	Scenario Id	Schedule Code	Seller Id Code	Seller Legal Name	Start Period																
									1.0	NH			2.0		065		INT02			8/1/2009																
									1.0	NH			2.0		E00		INT02			8/1/2009																
									1.0	NH			2.0		E10		INT02			8/1/2009																
									1.0	NH			2.0		E85		INT02			8/1/2009																
									1.0	NH			2.0		160		INT02			8/1/2009																
									1.0	NH			2.0		228		INT02			8/1/2009																
									1.0	NH			2.0		142		INT02			8/1/2009																
									1.0	NH			2.0		072		INT02			8/1/2009																
									1.0	NH			2.0		B00		INT02			8/1/2009																
									1.0	NH			2.0		B01		INT02			8/1/2009																
									1.0	NH			2.0		B05		INT02			8/1/2009																
									1.0	NH			2.0		B20		INT02			8/1/2009																
									1.0	NH			2.0		B99		INT02			8/1/2009																
									1.0	NH			2.0		D00		INT02			8/1/2009																
									1.0	NH			2.0		D01		INT02			8/1/2009																
									1.0	NH			2.0		D05		INT02			8/1/2009																
									1.0	NH			2.0		D20		INT02			8/1/2009																
									1.0	NH			2.0		D99		INT02			8/1/2009																
									1.0	NH			2.0		125		INT02			8/1/2009																
									1.0	NH			2.0		130		INT02			8/1/2009																
Sum : 0								Sum : 286032.0								Sum : 14224065.0																				
[First] [Previous] [Next] [Last]																																				

Clicking on a row in the results grid will open a pop-up window containing the individual schedule transactions record.

Zytax - Schedule Transaction

Schedule Code	2: Gallons received from NH licensed distributors in NH for bulk storage
Product	065 - Gasoline
Carrier	All States Carrier Legal; 1035; 800000321; 800000321
Mode	J - Truck
Origin	
Destination	Sprague Energy Corp. - Newington; 51; T04NH1057; Newington; NH
Supplier	A SELLER; 1032; 800000006; 800000666
Date Received	7/15/2010
Document Number	456
Gross Gallons	6,000
Net Gallons	6,000
<input type="button" value="Update"/> <input type="button" value="Delete"/>	

There are three buttons available on the Results tab.

Save

The button allows users to save the query and allow others access to the query.

Zytax - Schedule Query Wizard

Query Name	New Basic Schedule Information*
Description	
<input type="checkbox"/> Share Query	
<input type="button" value="Save"/>	

The user gives the audit a specific name for the new custom audits as shown below. The Save window allows the user to give the query a name and description. It also provides for the option of making the query available to other users of the system.

Query Name
Description
Share Query
query.

Enter a user-defined name used for referencing a query.
Enter additional description to further define and identify the query.
Click on to check the box and allow others to see and use the defined query.
Leave unchecked to prevent other users from seeing the defined query.



Click on button to save the query.

Only the original query creator can modify a query. Those who use a shared query as a template will see a ‘Save As’ button instead of a button.

Execute

Once all appropriate parameters are selected, then click on the button to query the data. Query results are displayed in grid format with standard filter and export options available as shown below.

Express View						
Data Source: nh_filer_business_entities						
Drag a column header and drop it here to group by that column						
company name	business type	entity name	entity id	entity id type	account license number	account date added
demo <input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>
Demo Company Inc	CAR	Fuel Transporter	234565432	FEIN	234565432	01/06/2010
Demo Company Inc	CAR	Tank Lines	444222444	FEIN	444222444	01/06/2010
Demo Company Inc	CAR	Carrier A	789789789	FEIN	789789789	01/06/2010
Demo Company Inc	CAR	Carrier B	888080888	FEIN	888080888	01/06/2010
Demo Company Inc	CAR	Carrier C	111080111	FEIN	111080111	01/06/2010

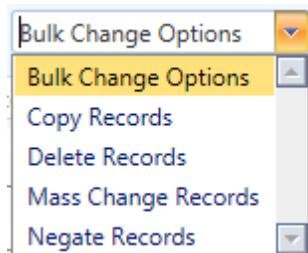
User will have the ability to click on a record and go to the maintenance page of that item. For example: If business entity is displaying in results, the user can click on the record and a pop-up will open for that business entities’ maintenance page.

Delete

The button allows the user to delete a query that is no longer needed. Only the original query creator can delete the query.

7.4.15 Results – Bulk Change

Once a query has been executed and results are displayed, making bulk updates to records via the Bulk Change Options will be available. The drop-down list is located in the upper portion of the Schedule Query Wizard screen. Options available under the Bulk Change Options drop-down list are shown below.



The ‘Copy Records’ option is available for all data displayed in the Results. The ‘Delete Records’, ‘Mass Change Records’, and ‘Negate Records’ options are only available when the data in the Results tab is based on Open Sessions.

Security

Access to the options under the Bulk Change button is controlled by authorization elements. An access level of ‘Edit’ is required to have access to the options under the Bulk Change button.

- The Query Schedule Wizard Copy Records authorization element allows access to the Copy Records option.
- The Query Schedule Wizard Delete Records authorization element allows access to the Delete Records option.
- The Query Schedule Wizard Mass Change authorization element allows access to the Mass Change Records option.
- The Query Schedule Wizard Negate Records authorization element allows access to the Negate Records option.

7.4.15.1 Copy Records

The Copy Records option allows the user to create a copy of the records displayed in the results tab and move them into a specified tax session.

Upon selecting Copy Records under the Bulk Change button on the Results tab, the user will be brought to the From Session tab on the screen below. The From Session tab will show the records to be copied.

The screenshot shows the 'Copy Records' dialog box with the 'From Session' tab selected. On the left, there is a 'Criteria' section containing the following SQL-like query:

```
Criteria
company_id = 134
jurisdiction = 'NH'
filed_date Is Null
taxpayer_type = 'DST'
start_period >= '12/1/2010 12:00:00 AM'
end_period <= '12/31/2010 11:59:59 PM'
```

In the center, it displays a message: "2 records will be copied from the following session:". Below this is a table showing the selected records:

Company	Country	Jurisdiction	Taxpayer Type	Terminal	Filing Period	Sequence	Record Count
JJJ	USA	NH	DST		12/1/2010 - 12/31/2010	0	2

At the bottom, there are navigation buttons (Back, Forward, Page 1 of 1, Go, Page Size 1, Change), a status message "items 1 to 1 of 1.", and a 'Next' button.

Clicking Next will bring the user to the To Session tab. The To Session tab will allow the user to select a valid session to copy the records to.

Copy Records

Criteria		From Session		To Session		Copy Options		Results	
<pre>company_id = 134 jurisdiction = 'NH' filed_date Is Null taxpayer_type = 'DST' start_period >= '12/1/2010 12:00:00 AM' end_period <= '12/31/2010 11:59:59 PM'</pre>		<input type="button" value="Select Session"/>							
Select Session Company: JJJ; 999444777 Country: United States Jurisdiction: Alabama Taxpayer Type: DST Terminal Code: Begin Period Date: [date input] End Period Date: [date input] Sequence: 0 Amendment Type: Original session <input type="button" value="Select Session"/>									
<input type="button" value="Previous"/> <input type="button" value="Next"/>									

After selecting a valid session to copy the records to and selecting Next, the user will navigate to the Copy Options tab shown below. This tab will allow the user to specify a specific schedule code to copy. The option to negate tax, gallon, and other numeric fields also is available on this tab.

Copy Records

Criteria		From Session		To Session		Copy Options		Results	
<pre>company_id = 134 jurisdiction = 'NH' filed_date Is Null taxpayer_type = 'DST' start_period >= '12/1/2010 12:00:00 AM' end_period <= '12/31/2010 11:59:59 PM'</pre>						<input type="button" value="Schedule Code"/> <input checked="" type="checkbox"/> Negate tax, gallon, and other numeric fields.			
<input type="button" value="Previous"/> <input type="button" value="Copy Records"/> <input type="button" value="Next"/>									

After clicking on the Copy Records button on the Copy Options tab, the user will be brought to the Results tab shown below. The Results tab will display the newly created records.

Copy Records

Criteria		From Session		To Session		Copy Options		Results																	
<pre>company_id = 134 jurisdiction = 'NH' filed_date Is Null taxpayer_type = 'DST' taxpayer_type = 'TRN' start_period >= '1/1/2010 12:00:00 AM' end_period <= '12/31/2010 11:59:59 PM'</pre>								2 records were copied from the following session: <table border="1"> <thead> <tr> <th>Company</th> <th>Country</th> <th>Jurisdiction</th> <th>Taxpayer Type</th> <th>Terminal</th> <th>Filing Period</th> <th>Sequence</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>JJJ</td> <td>USA</td> <td>NH</td> <td>DST</td> <td></td> <td>12/1/2010 - 12/31/2010</td> <td>0</td> <td>2</td> </tr> </tbody> </table> <input type="button" value="Previous"/>		Company	Country	Jurisdiction	Taxpayer Type	Terminal	Filing Period	Sequence	Record Count	JJJ	USA	NH	DST		12/1/2010 - 12/31/2010	0	2
Company	Country	Jurisdiction	Taxpayer Type	Terminal	Filing Period	Sequence	Record Count																		
JJJ	USA	NH	DST		12/1/2010 - 12/31/2010	0	2																		

7.4.15.2 Delete Records

The Delete Records option allows the user to delete the records displayed in the results tab.

Upon selecting Delete Records under the Bulk Change button on the Results tab, the user will be brought to the Session tab on the screen below.

This screenshot shows the 'Delete Records' interface on the 'Session' tab. On the left, a 'Criteria' panel displays search parameters: company_id = 134, jurisdiction = 'NH', filed_date Is Null, taxpayer_type = 'DST', taxpayer_type = 'TRN', start_period >= '1/1/2010 12:00:00 AM', and end_period <= '12/31/2010 11:59:59 PM'. In the center, a message states '4 records will be deleted from the following session(s)'. Below this is a table showing the details of the selected session: Company (JJJ), Country (USA), Jurisdiction (NH), Taxpayer Type (DST), Terminal (empty), Filing Period (12/1/2010 - 12/31/2010), Sequence (0), and Record Count (4). Navigation buttons include back, forward, page 1, go, page size 1, change, and a note about items 1 to 1 of 1. A 'Next' button is located at the bottom right.

The Session tab will show the session(s) that the records will be deleted from.

Clicking Next will bring the user to the Delete Records tab shown below.

This screenshot shows the 'Delete Records' interface on the 'Delete Records' tab. It features a 'Criteria' panel identical to the one above. The central area contains a message: 'Pressing the Delete button will permanently remove the records.' Below this is a large 'Delete' button. Navigation buttons for 'Previous' and 'Next' are present at the bottom.

Click on the Delete button on this tab will confirm the deletion of the records.

After selecting Delete on the Delete Records tab, the user will be brought to the Results tab shown below.

This screenshot shows the 'Delete Records' interface on the 'Results' tab. It includes a 'Criteria' panel and a message indicating '4 records were deleted from the following session(s)'. A table displays the deleted session details: Company (JJJ), Country (USA), Jurisdiction (NH), Taxpayer Type (DST), Terminal (empty), Filing Period (12/1/2010 - 12/31/2010), Sequence (0), and Record Count (4). Navigation buttons for 'Previous' and 'Next' are at the bottom.

The Results tab will display the session(s) that the records were deleted from.

7.4.15.3 Mass Change Records

The Mass Change Records option allows the user to modify data on the records displayed in the results tab.

Upon selecting Mass Change Records under the Bulk Change button on the Results tab, the user will be brought to the Session tab on the screen below. The Session tab will show the session(s) containing the records to have data changed on them.

Company	Country	Jurisdiction	Taxpayer Type	Terminal	Filing Period	Sequence	Record Count
JJJ	USA	NH	DST		12/1/2010 - 12/31/2010	0	4
	Previous	Next	1	Go	Page Size 1	Change	items 1 to 1 of 1.

Clicking Next will bring the user to the Fields to Change tab shown below. On this tab, the user will select the fields on the records that they would like to change data on.

Clicking Next will bring the user to the Values to Change tab shown below. On this tab, the user will identify the new value for each field specified previously on the Fields to Change tab.

Field to Change	Value to Change
Bill Of Lading Date	12/29/2010

After selecting Update on the Values to Change tab, the user will be brought to the Results Scheduled Task Status tab shown below. The Results tab will display the session(s) that the records were changed in. Once the task is completed, the user can select the record to get more details on tax session and how many records were changed.

Mass Change

Session Fields to Change Values to Change Results							
Fields in 4 records were changed in the following session(s):							
Company	Country	Jurisdiction	Taxpayer Type	Terminal	Filing Period	Sequence	Record Count
JJJ	USA	NH	DST		12/1/2010 - 12/31/2010	0	4
<input type="button" value="Previous"/> Page: 1 of 1 <input type="button" value="Go"/> Page Size: 1 <input type="button" value="Change"/> items 1 to 1 of 1.							

Mass Change

Session Fields to Change Values to Change Scheduled Task Status			
Status	Start Date	Completed Date	Description
Running	5/2/2013 2:25:50 PM		Bulk Change Mass Change Records
<input type="button" value="Previous"/> Page: 1 of 1 <input type="button" value="Go"/> Page size: 1 <input type="button" value="Change"/> Item 1 to 1 of 1.			

System Activity Viewer

History Log		
Date	Status	Message
05/02/2013 02:25:54 PM	Informational	Bulk Change Mass Change Records Results:
05/02/2013 02:25:54 PM	Informational	[Status - Passed]
05/02/2013 02:25:54 PM	Informational	[User - superuser]
05/02/2013 02:25:54 PM	Informational	[Records changed - 87]
05/02/2013 02:25:54 PM	Informational	[Date - 5/2/2013 2:25:54 PM]
05/02/2013 02:25:54 PM	Informational	[Fields - ACRES]
05/02/2013 02:25:54 PM	Informational	[Criteria - (((((ST_INFO_QUERY.company_id In (122)) And (ST_INFO_QUERY.jurisdiction = 'US')) And (ST_INFO_QUERY.header_sequence = 0)) And (ST_INFO_QUERY.taxpayer_type = 'RFEX')) And (ST_INFO_QUERY.start_period >= '2/2/2013 12:00:00 AM') And (ST_INFO_QUERY.end_period <= '2/2/2013 11:59:59 PM'))]
05/02/2013 02:25:54 PM	Informational	Bulk Change Mass Change Records has finished.
05/02/2013 02:25:50 PM	Informational	Bulk Change Mass Change Records has started.
05/02/2013 02:25:50 PM	Informational	Bulk Change Mass Change request submitted.
<input type="button" value="Previous"/> Page: 1 of 1 <input type="button" value="Go"/> Page Size: 10 <input type="button" value="Change"/> Items 1 to 10 of 10.		
<input type="button" value="Excel"/> <input type="button" value="Export"/>		

7.4.15.4 Negate Records

The Negate Records option allows the user to negate numeric data fields such as units, prices, and tax on the records displayed in the results tab.

Upon selecting Negate Records under the Bulk Change button on the Results tab, the user will be brought to the From Session tab on the screen below. The From Session tab will show the session(s) containing the records to have values negated on them.

Negate Records

Criteria							
company_id = 134 jurisdiction = 'NH' filed_date Is Null taxpayer_type = 'DST' taxpayer_type = 'TRN' start_period >= '1/1/2010 12:00:00 AM' end_period <= '12/31/2010 11:59:59 PM'							

From Session Negate Options Results							
4 records will be negated in the following session(s):							
Company	Country	Jurisdiction	Taxpayer Type	Terminal	Filing Period	Sequence	Record Count
JII	USA	NH	DST		12/1/2010 - 12/31/2010	0	4
<input type="button" value="Previous"/> <input type="button" value="Next"/> Page: 1 of 1 <input type="button" value="Go"/> Page Size: 1 <input type="button" value="Change"/> items 1 to 1 of 1.							

Clicking Next will bring the user to the Negate Options tab shown below. On this tab, the user will select the fields on the records that they would like to negate.

Negate Records

Criteria							
company_id = 134 jurisdiction = 'NH' filed_date Is Null taxpayer_type = 'DST' taxpayer_type = 'TRN' start_period >= '1/1/2010 12:00:00 AM' end_period <= '12/31/2010 11:59:59 PM'							

From Session Negate Options Results							
Fields to Negate							
<input checked="" type="checkbox"/> Net Units <input type="checkbox"/> Gross Units <input type="checkbox"/> Billed Units <input type="checkbox"/> Unit Price <input type="checkbox"/> Tax Collected							
<input type="button" value="Previous"/> <input type="button" value="Negate Records"/> <input type="button" value="Next"/>							

After selecting Negate Records on the Negate Options tab, the user will be brought to the Results tab shown below. The Results tab will display the session(s) that the records were changed in.

Negate Records

Criteria							
company_id = 134 jurisdiction = 'NH' filed_date Is Null taxpayer_type = 'DST' taxpayer_type = 'TRN' start_period >= '1/1/2010 12:00:00 AM' end_period <= '12/31/2010 11:59:59 PM'							

From Session Negate Options Results							
4 records were negated in the following session(s):							
Company	Country	Jurisdiction	Taxpayer Type	Terminal	Filing Period	Sequence	Record Count
JII	USA	NH	DST		12/1/2010 - 12/31/2010	0	4
<input type="button" value="Previous"/> <input type="button" value="Next"/> Page: 1 of 1 <input type="button" value="Go"/> Page Size: 1 <input type="button" value="Change"/> items 1 to 1 of 1.							

7.5 Taxpayer Notification Letters

The Taxpayer Notification Letter provides a function to generate notification letters to taxpayers, pulling company account and address information from Zytax tables as shown below.

Taxpayer Notification Letter

Taxpayer Type: Leave blank to select all.	Companies:
Select a Taxpayer Type	<input style="margin-right: 10px;" type="button" value="QA-OIL"/> <input checked="" style="background-color: #FFCCBC; color: black; margin-right: 10px;" type="button" value="QA-OIL"/> <input type="button" value="QA-OIL NH GOV"/>
Date:	<input type="text" value="2/10/2014"/> <input style="font-size: small; border: none; background-color: inherit; color: inherit;" type="button"/>
Salutation:	<input type="text" value="Greetings Taxpayer"/>
	Letter Title: <input type="text" value="Tax Rate Change"/>
	Return Address: <input type="text"/>
Message Body: Sample message Line 1. Sample message Line 2. Sample message Line 3. Sample message Line 4.	
Signature: Thank you, State Coordinator	
<input type="button" value="Generate Report"/>	

Results can be previewed and standard export options are available.

Letter Parameters

- **Taxpayer Type**
 - Select a taxpayer type by clicking on any entry in the drop-down list.
 - Leave blank to select all taxpayer types

- **Companies Columns**
 - **Left (non-selected)** Lists all companies currently identified in the query.
 - **Right (selected)** Lists the companies that will be included in the report.

Instructions

Click on a non-selected company(s). If more than one non-selected company(s) is desired, hold down the Ctrl key and then click on each non-selected company. Once the non-selected company(s) are highlighted, select the arrow button or drag the company(s) to the right (selected) company column.

Navigation

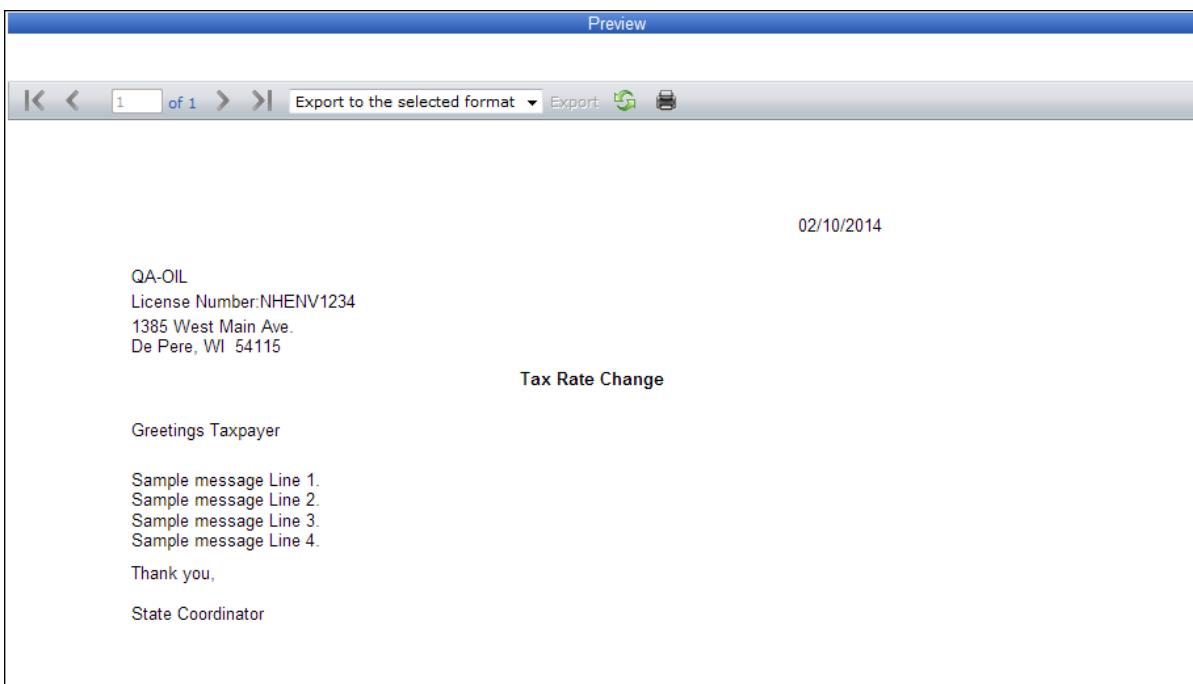
- Moves the highlighted company (s) from non-selected companies to selected companies.
- Moves the company (s) from selected companies to non-selected companies.
- Moves all non-selected companies to selected companies.
- Moves all selected companies to non-selected companies.

- **Date** Key in date in format desired to appear on letter.
- **Salutation** Key in salutation.

- **Letter Title** Key in a title for the letter.
- **Return Address** Key in return address (if using letterhead paper, may leave blank).
- **Signature** Key in closing line.
- **Message Body** Key in the body of the letter.

Click button to preview letter.

Example Letter



Security

Access to the Taxpayer Notification Letters screen option is controlled by the Reports Generic Taxpayer Notification Letters authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.6 Taxpayer/Schedule/Product Report

The Taxpayer Schedule Product Summary report provides gallon summary by taxpayer type, schedule and product for a given company. Both filed and open sessions are included in the Taxpayer/Schedule/Product Summary report is shown below.

Taxpayer Schedule Product Summary Report

Country	<input type="text" value="United States"/>
Jurisdiction	<input type="text" value="New Hampshire"/>
Filing Frequency	<input type="text" value="Monthly"/>
Begin Period Date	<input type="text" value="1/1/2014"/> <input type="button" value="Calendar"/>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Available Taxpayer Types <div style="border: 1px solid #ccc; padding: 5px; height: 150px; margin-bottom: 5px;"></div> Taxpayer Types </div> <div style="width: 45%;"> Selected Taxpayer Types <div style="border: 1px solid #ccc; padding: 5px; height: 150px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-around; width: 100%;"> <input type="button" value="<"/> <input type="button" value="<<"/> <input type="button" value=">"/> <input type="button" value=">>"/> </div> </div> </div>	
Sequence	<input type="text" value="ALL"/>
<input type="button" value="Generate Report"/>	
() () < < > > Export to the selected format ▾ Export <input type="button" value="CSV"/> <input type="button" value="PDF"/> <input type="button" value="Word"/>	

Report Parameters

- **Country** Default set based on companies country.
- **Jurisdiction** Default set based on companies state.
- **Filing Frequency** Select filing frequency from drop-down list of available tax session frequencies.
- **Begin Period Date** Key in a date or use the calendar control to select the date to include in the report.
- **Taxpayer Type** Allows moving Available Taxpayer Types to Selected Taxpayer Types.

Columns

- **Available Taxpayer Types** Lists all taxpayer types currently identified in the query.
- **Selected Taxpayer Types** Includes these taxpayer types in the report.

Instructions

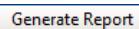
Click on a taxpayer types. If more than one taxpayer types is desired, hold down the Ctrl key and then click on each taxpayer type. Once the available taxpayer types are highlighted, select the arrow button or drag the taxpayer types to the selected taxpayer types.

Navigation

- Moves the highlighted taxpayer types from available taxpayer types to selected taxpayer types.
- Moves the taxpayer types from selected taxpayer types to available taxpayer types.
- Moves all available taxpayer types to selected taxpayer types.

 Moves all selected taxpayer types to available taxpayer types.

- **Sequence** Select sequence from drop-down list.
 - **0** Includes only the original tax sessions based on report parameters.
 - **ALL** Includes all tax sessions based on report parameters.



Click button to generate report.

Security

Access to the Taxpayer Schedule Product Report option is controlled by the Reports Taxpayer Schedule Product authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.7 SC Reports

The SC reports provide reporting designed to the State's specifications. Standard export options are available.

7.7.1 307/551 Extract

The 307/551 Extract report is based on the financial period in which the tax return was transferred to the TAS accounting system. All Supplier tax returns transferred in the selected Financial Month and Year are summarized. A preassigned field name for each value of the tax return and its summary value are retrieved for this extract. South Carolina will use the extract file values to generate the 307/551 Extract Report.

Period Month	Period Year	Field Name	Value	Value
11	2011	SFTARE	42.696800	42.696800
11	2011	SFTARE	85.393600	85.393600
11	2011	SFTARE	213.484000	213.484000
11	2011	SFTARE	0.000000	0.000000
11	2011	SFTARE	42.696800	42.696800
11	2011	SFTARE	85.393600	85.393600
11	2011	SFTARE	85.400000	85.400000
11	2011	SFTARE	0.000000	0.000000
11	2011	SFTARE	42.696800	42.696800
11	2011	SFTARE	42.696800	42.696800
11	2011	SFADMINALLOW	6.000000	6.000000
11	2011	SFADMINALLOW	12.000000	12.000000
11	2011	SFADMINALLOW	30.000000	30.000000
11	2011	SFADMINALLOW	-1533.030000	-1533.030000
11	2011	SFADMINALLOW	6.000000	6.000000
11	2011	SFADMINALLOW	12.000000	12.000000
11	2011	SFADMINALLOW	16.680000	16.680000
11	2011	SFADMINALLOW	0.000000	0.000000
11	2011	SFADMINALLOW	6.000000	6.000000
11	2011	SFADMINALLOW	6.000000	6.000000

Dates in this report are based on transfer date, not on tax session date.

Report Parameters

- **Date Range** Key in a date or use the calendar control to select the begin date to include in the report.
Key in a date or use the calendar control to select the end date to include in the report.

[Generate Report](#)

Click button to generate report.

Security

Access to the 307/551 Extract report option is controlled by the Reports S C Extract authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.7.2 Critical EDI Errors

The Critical EDI Errors report is a Daily report listing rejected EDI files uploaded within the date range selected and the critical errors that were received as shown below.

South Carolina Critical Edi Errors Report

Date Range:	11/1/2011	8/31/2012	Generate Report	
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> of 1 <input type="button"/> <input type="button"/> Export to the selected format <input type="button"/> Export <input type="button"/>				
11/17/2011 1:23 PM Critical EDI Errors Page 1 of 1				
Uploaded Date Range: 11/1/2011 - 8/31/2012				
Company FEIN	Company FEIN	Date/Time Uploaded	File Name	Error Description

Report Parameters

- Date Range**
 - Key in a date or use the calendar control to select the begin date to include in the report.
 - Key in a date or use the calendar control to select the end date to include in the report.

Click button to generate report.

Security

Access to the Critical EDI Errors report option is controlled by the Reports S C Critical EDI Errors authorization element. An access level of ‘Edit’ is required to access the screen and run the report.

7.7.3 Daily Transfer

The Daily Transfer report is a report that has control totals for number of records transferred during the selected settlement date, as shown below.

South Carolina Daily Transfer Report

Settlement Date:	11/24/2011	Generate Report	
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> of 1 <input type="button"/> <input type="button"/> Export to the selected format <input type="button"/> Export <input type="button"/>			
11/17/2011 1:24 PM Daily Transfer Report Page 1 of 1			
Settlement Date: 11/24/2011			
G/L Code	Return	Record Count	Dollar Total

Report Parameters

- Settlement Date**
 - Key in a date or use the calendar control to select the begin date to include in the report.

Click button to generate report.

Security

Access to the Daily Transfer report option is controlled by the Reports S C Daily Transfer Report authorization element. An access level of ‘Edit’ is required to access the screen and run the report.

7.7.4 File by EDI

The File by EDI report lists the current filing status of all companies that can file EDI returns. For South Carolina, taxpayer types that can file via EDI are Terminal Operators, Suppliers, and Transporters as shown below.

South Carolina File By Edi Report

Taxpayer Type(s)

- TOR - Terminal Operator
- SPL - Supplier
- TRN - Transporter

Generate Report

Export to the selected format | Export

11/17/2011 2:06:52 PM | Page 1 of 1

File By Edi

Taxpayer Types: TOR,SPL,TRN

Company	Company FEIN	License Number	Taxpayer Type	Terminal Code	EDI Status
B SC TRACKING	112233445	371111145	Terminal Operator	T57SC2050	Production
B SC TRACKING	112233445	371111154	Transporter		Production
B SC TRACKING	112233445	371111136	Terminal Operator	T57SC2054	Production
B SC TRACKING	112233445	371111127	Supplier		Production
Blue Company	989123123	SUPLIC	Supplier		Production

Report Parameters

- Taxpayer Type(s)** Allows moving Available Taxpayer Types to Selected Taxpayer Types.

Columns

- Left (Available)** Lists all taxpayer types currently identified in the query.
- Right (Selected)** Includes these taxpayer types in the report.

Instructions

Click on a taxpayer type. If more than one taxpayer types is desired, hold down the Ctrl key and then click on each taxpayer type. Once the available taxpayer types are highlighted, select the arrow button or drag the taxpayer types to the selected taxpayer types.

Navigation

- Moves the highlighted taxpayer types from available taxpayer types to selected taxpayer types.
- Moves the taxpayer types from selected taxpayer types to available taxpayer types.
- Moves all available taxpayer types to selected taxpayer types.
- Moves all selected taxpayer types to available taxpayer types.

Generate Report

Click button to generate report.

Security

Access to the File by EDI report option is controlled by the Reports S C File By EDI authorization element. An access level of ‘Edit’ is required to access the screen and run the report.

7.7.5 Filer Credit Due or Net 0

The Filer Credit Due or Net 0 report shows tax returns that either claim a credit or have a tax liability of zero. Report includes all filing periods within the date range selected for filed returns as shown below.

Report Parameters

- Taxpayer Type(s)** Allows moving Available Taxpayer Types to Selected Taxpayer Types.

Columns

- Left (Available)** Lists all taxpayer types currently identified in the query.
- Right (Selected)** Includes these taxpayer types in the report.

Instructions

Click on a taxpayer type. If more than one taxpayer types is desired, hold down the Ctrl key and then click on each taxpayer type. Once the available taxpayer types are highlighted, select the arrow button or drag the taxpayer types to the selected taxpayer types.

Navigation

- Moves the highlighted taxpayer types from available taxpayer types to selected taxpayer types.
- Moves the taxpayer types from selected taxpayer types to available taxpayer types.
- Moves all available taxpayer types to selected taxpayer types.
- Moves all selected taxpayer types to available taxpayer types.

- Date Range** Key in a date or use the calendar control to select the begin date filing period to include in the report.
Key in a date or use the calendar control to select the end date filing period to include in the report.

Generate Report

Click button to generate report.

Security

Access to the Filer Credit Due or Net 0 report option is controlled by the Reports S C Filer Credit Due Or Net authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.7.6 Fuel Vendors Gallons by County

The Fuel Vendors Gallons by County report summarizes gallons sold by county for all vendors that file the Fuel Vendors Annual Return within the date range selected is shown below.

Filing Year	County	Gallons
2011	South Carolina	1,000,000

Report Parameters

- Date Range** Key in the year or use the calendar control to select the begin yeardate to include in the report.
Key in a date or use the calendar control to select the end date to include in the report.

Generate Report

Click button to generate report.

Security

Access to the Fuel Vendors Gallons by Country report option is controlled by the Reports SC Fuel Vendors Gallons By County authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.7.7 Late Filers

The Report of Late Filers will show original returns that were filed after the due date as shown below.

South Carolina Report Of Late Filers Report

Taxpayer Type(s) <div style="border: 1px solid #ccc; padding: 5px; height: 150px; overflow-y: auto;"> ▶ ANT-Terminal Operator Annual ◀ EXP-Exporter ▶▶ IMPB-Importer - Bonded ◀◀ IMPO-Importer - Occasional ▶▶▶ IMPT-Importer - Tankwagon ◀◀◀ MANF-Manufacturer ▶▶▶▶ MISC-Miscellaneous ◀◀◀◀ SPL-Supplier ▶▶▶▶▶ </div>	<p>Date Range: <input type="text" value="11/1/2011"/> <input type="button" value="Calendar"/> <input type="text" value="2/29/2012"/> <input type="button" value="Calendar"/></p> <p>Generate Report</p> <p style="text-align: center;"> ◀ ▶ ◀◀ ▶▶ ◀◀◀ ▶▶▶ ◀◀◀◀ ▶▶▶▶ ◀◀◀◀◀ ▶▶▶▶▶ Export to the selected format <input type="button" value="Export"/> <input type="button" value="Print"/> </p> <p style="text-align: center;"> 1 of 1 > >> << < > >> Page 1 of 1 </p> <p style="text-align: center;"> 11/17/2011 2:21 PM Report of Late Filers Filing Period Date Range: 11/1/2011 - 2/29/2012 </p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="background-color: #4f81bd; color: white;">Company</th> <th style="background-color: #4f81bd; color: white;">Company FEIN</th> <th style="background-color: #4f81bd; color: white;">License Number</th> <th style="background-color: #4f81bd; color: white;">Taxpayer Type</th> <th style="background-color: #4f81bd; color: white;">Terminal</th> <th style="background-color: #4f81bd; color: white;">Filing Period End Date</th> <th style="background-color: #4f81bd; color: white;">Due Date</th> <th style="background-color: #4f81bd; color: white;">Filed Date</th> </tr> </thead> </table>	Company	Company FEIN	License Number	Taxpayer Type	Terminal	Filing Period End Date	Due Date	Filed Date
Company	Company FEIN	License Number	Taxpayer Type	Terminal	Filing Period End Date	Due Date	Filed Date		

The report includes returns for sequence 0 only where filed date is > than due date for all filing periods within the date range selected.

Report Parameters

- **Taxpayer Type(s)** Allows moving Available Taxpayer Types to Selected Taxpayer Types.

Columns

- **Available Taxpayer Types** Lists all taxpayer types currently identified in the query.
- **Selected Taxpayer Types** Includes these taxpayer types in the report.

Instructions

Click on a taxpayer type. If more than one taxpayer types is desired, hold down the Ctrl key and then click on each taxpayer type. Once the available taxpayer types are highlighted, select the arrow ▶ button or drag the taxpayer types to the selected taxpayer types.

Navigation

- ▶ Moves the highlighted taxpayer types from available taxpayer types to selected taxpayer types.
- ◀ Moves the taxpayer types from selected taxpayer types to available taxpayer types.
- ▶▶ Moves all available taxpayer types to selected taxpayer types.
- ◀◀ Moves all selected taxpayer types to available taxpayer types.

- **Date Range** Key in a date or use the calendar control to select the begin date filing period to include in the report.
Key in a date or use the calendar control to select the end date filing period to include in the report.

Generate Report

Click button to generate report.

Security

Access to the Late Filers report option is controlled by the Reports S C Report Of Late Filers authorization element. An access level of ‘Edit’ is required to access the screen and run the report.

7.7.8 Payment

The Payment report is a daily report listing the taxpayer payment amount, payment method, and settlement date as shown below.

South Carolina Payment Report										
Date Range:		11/1/2011	6/30/2012	Generate Report						
		Payments Report						Page 1 of 1		
		Settlement Date Range: 11/1/2011 - 6/30/2012								
Filing Period End Date	Sequence	Taxpayer Type	Company	Company FEIN	License Number	Settlement Date	Payment Category	Amount Due		
02/2012	0	Voucher Import Payment	SC Taxpayer CLG	911911911	371000050	2/3/2012	ACH Credit	66.66		
02/2012	0	Voucher Import Payment	SC Taxpayer CLG	911911911	371000050	2/3/2012	ACH Credit	1,675.17		
02/2012	0	Voucher Import Payment	SC Taxpayer CLG	911911911	371000050	2/3/2012	ACH Credit	16,750.00		
02/2012	0	Importer - Bonded Importer - Occasional	SC Taxpayer CLG	911911911	371000050	3/22/2012	ACH Credit	0.00		
02/2012	0	Occasional Importer -	Fitness Express State of South Carolina	123456789	371000050	3/22/2012	ACH Credit	0.00		
02/2012	0	Occasional Importer -	Fitness Express State of South Carolina	760684579	IMPO123	3/22/2012	ACH Credit	-9,801.18		
02/2012	0	Manufacturer	Fitness Express	123456789	371000050	3/22/2012	ACH Credit	0.00		
02/2012	0	Manufacturer	SC Taxpayer CLG	911911911	371000050	3/22/2012	ACH Credit	13,065.00		

Dates in the report are based on settlement date. A payment category will be used to show how the returns are paid. A return that was submitted by EDI and automatically filed will have a payment category of EDI. For a return that is manually filed, the payment category will be ACH Credit or ACH Debit.

Report Parameters**• Date Range**

Key in a date or use the calendar control to select the begin date to include in the report.

Key in a date or use the calendar control to select the end date to include in the report.

Generate Report

Click button to generate report.

Security

Access to the Payment report option is controlled by the Reports SC Payment Report authorization element. An access level of ‘Edit’ is required to access the screen and run the report.

7.7.9 Product Code Activity

The Product Code Activity report is an on demand report that displays the activity by tax return for a specified product code. This report will be used to query which companies filed schedules that made use of a product code in a given month as shown below.

The screenshot shows a web-based reporting application titled "South Carolina Product Code Activity Report". At the top, there are input fields for "Date Range" (11/1/2011 to 11/30/2011) and "Product Code" (065 - Gasoline). Below these are buttons for "Generate Report" and "Export" (with options for CSV or PDF). The main content area displays a table titled "Product Code Activity" with the following data:

Company	Company FEIN License Number	Return	Product Reported?

Below the table, the page footer indicates "Page 1 of 1".

Report Parameters

- **Date Range** Key in a date or use the calendar control to select the begin date to include in the report.
Key in a date or use the calendar control to select the end date for one filing period to include in the report.
- **Product Code** Select only one product from list of product codes & descriptions.

Generate Report

Click button to generate report.

Security

Access to the Product Code Activity report option is controlled by the Reports SC Product Code Activity authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.7.10 Product Totals for Blended Fuel

The Product Totals for Blended Fuel report summarizes gallons of each blending component reported by Fuel Blenders on Schedule A (Internal schedules INT01, INT02, INT03) as shown below.

The screenshot shows a web-based reporting interface for South Carolina's Product Totals For Blended Fuel Report. At the top, there are date range inputs set to 11/1/2011 and 11/30/2011, and a 'Generate Report' button. Below the header, there are navigation icons, a page number (Page 1 of 1), and a table header with columns: Filing Period, Product Code, Blend Percent, Gallons Blended, and Gallons Blend Components.

Only products E01- E99 (Product Category 11), B01- B99 (Product Category 12), and D01- D99 (Product Category 13) will be included within the date range selected. Validation on schedules INT01, INT02 and INT03 will limit the products to these categories.

Report Parameters

- **Date Range**
 - Key in a date or use the calendar control to select the begin date to include in the report.
 - Key in a date or use the calendar control to select the end date to include in the report.

[Generate Report](#)

Click button to generate report.

Security

Access to the Product Totals for Blended Fuel report option is controlled by the Reports SC Product Totals For Blended Fuel authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.7.11 Return Status by Company

The Return Status by Company report shows the status of one or more tax returns based on selected filing companies. The report retrieves all returns, in error returns and returns not transferred to TAS within the date range selected as shown below.

South Carolina Tax Return Status By Company Report

Companies

1 Aces
1 debbie
1 Fidler Company
1Test

Date Range:

Transfer Status:

Error Status:

11/17/2011 2:29:08 PM

Tax Return Status by Company
Filing Period Range: 11/1/2011 - 4/30/2012

Filing Period	Company	Company FEIN	License Number	Taxpayer Type	Sequence	Filed Date	Transfer Date	Settlement Date
2/1/2012	State of South Carolina	760684579	EXP123	Exporter	0	11/16/2011	11/17/2011	11/17/2011
2/1/2012	SC Taxpayer CLG	911911911	371000050	Importer - Bonded	0	11/4/2011	11/8/2011	11/8/2011
2/1/2012	State of South Carolina	760684579	IMPB123	Importer - Bonded	0		11/14/2011	11/15/2011
2/1/2012	State of South Carolina	760684579	IMPB123	Importer - Bonded	0		11/14/2011	11/15/2011
2/1/2012	State of South Carolina	760684579	IMPB123	Importer - Bonded	0		11/17/2011	11/18/2011

Report Parameters

- **Companies** Allows moving Available Companies to Selected Companies.

Columns

- **Left (Available)** Lists all companies currently identified in the query.
- **Right (Selected)** Includes these companies in the report.

Instructions

Click on a company. If more than one company is desired, hold down the Ctrl key and then click on each company. Once the available companies are highlighted, select the arrow button or drag the companies to the selected companies.

Navigation

- Moves the highlighted companies from available companies to selected companies.
- Moves the companies from selected companies to available companies.
- Moves all available companies to selected companies.
- Moves all selected companies to available companies.

- **Date Range** Key in a date or use the calendar control to select the begin date to include in the report.

Key in a date or use the calendar control to select the end date to include in the report.

- **Transfer Status** Select only one option from the drop-down list.

- **All**
- **Not Transferred**
- **Transferred**

- **Error Status** Select only one option from the drop-down list.
 - All
 - Errors
 - No Errors

[Generate Report](#)

Click button to generate report.

Security

Access to the Return Status by Company report option is controlled by the Reports S C Tax Return Status By Company authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.7.12 Return Status by Taxpayer Type

The Tax Return Status by Taxpayer Type report shows the status of one or more tax returns based on a taxpayer types. The report retrieves all returns, in error returns and returns not transferred to TAS within the date range selected as shown below.

Filing Period	Company	Company FEIN	License Number	Taxpayer Type	Sequence	Filed Date	Transfer Date	Settlement Date
2/1/2012	State of South Carolina	760684579	EXP123	Exporter	0	11/16/2011	11/17/2011	11/17/2011
2/1/2012	SC Taxpayer CLG	911911911	371000050	Importer - Bonded	0	11/4/2011	11/8/2011	11/8/2011
2/1/2012	State of South Carolina	760684579	IMPB123	Importer - Bonded	0		11/14/2011	11/15/2011
2/1/2012	State of South Carolina	760684579	IMPB123	Importer - Bonded	0		11/14/2011	11/15/2011

South Carolina will use the extract file values to generate the 307 and 551 report information.

Report Parameters

- **Taxpayer Type(s)** Allows moving Available Taxpayer Types to Selected Taxpayer Types.

Columns

- Left (Available)** Lists all taxpayer types currently identified in the query.
- Right (Selected)** Includes these taxpayer types in the report.

Instructions

Click on a taxpayer type. If more than one taxpayer types is desired, hold down the Ctrl key and then click on each taxpayer type. Once the available taxpayer types are highlighted, select the arrow button or drag the taxpayer types to the selected taxpayer types.

Navigation

- Moves the highlighted taxpayer types from available taxpayer types to selected taxpayer types.
- Moves the taxpayer types from selected taxpayer types to available taxpayer types.
- Moves all available taxpayer types to selected taxpayer types.
- Moves all selected taxpayer types to available taxpayer types.

- **Date Range** Key in a date or use the calendar control to select the begin date to include in the report.
Key in a date or use the calendar control to select the end date to include in the report.
- **Transfer Status** Select only one option from the drop-down list.
 - All
 - Not Transferred
 - Transferred
- **Error Status** Select only one option from the drop-down list.
 - All
 - Errors
 - No Errors

Click button to generate report.

Security

Access to the Return Status by Taxpayer Type report option is controlled by the Reports S C Tax Return Status By Taxpayer Type authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.7.13 Schedule Errors

The Schedule Errors report is an on demand report that lists errors found on schedules for all filing periods within the date range selected. Only open sessions will be included on this report as shown below.

South Carolina Schedule Errors Report									
Start Date:		11/1/2011	6/29/2012		Generate Report				
				1 of 1		Export to the selected format	Export		
11/17/2011 2:36 PM							Schedule Errors		
Filing Period Range: 11/1/2011 - 6/29/2012									
Filing Period	Sequence	Company Name	Company FEIN	License Number	Taxpayer Type	Terminal Rule Number	Error Level	Error Description	Record Count
3/31/2012	0	CI Legal Name	987654321	SCSPL12345Supplier		3187	C	Product code must be valid for this jurisdiction and tax return.	697
3/31/2012	0	Henry SCGOVT13333338	317987611	Transporter		3301	C	Consignor legal name is required.	930
3/31/2012	0	Henry SCGOVT13333338	317987611	Transporter		3302	C	Consignor FEIN is required and must be 9 digits in length.	930
3/31/2012	0	Henry SCGOVT13333338	317987611	Transporter		3303	C	Seller legal name is required.	930

Report Parameters

- **Start Date** Key in a date or use the calendar control to select the begin date to include in the report.
Key in a date or use the calendar control to select the end date to include in the report.

[Generate Report](#)

Click button to generate report.

Security

Access to the Schedule Errors report option is controlled by the Reports SC Schedule Errors authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.7.14 Supplier Summary

The Supplier Summary report summarizes terminal operator disbursements for a selected Supplier across all terminals reporting in South Carolina within the date range selected as shown below.

South Carolina Supplier Summary Report

Product(s) <input checked="" type="radio"/> Retrieve All Products <input type="radio"/> Retrieve Selected Products <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9; min-height: 150px; overflow-y: auto;"> 054-Propane 065-Gasoline 072-Kerosene - Dye Added 092-Other / Substitute Fuel 122-Blending Components 123-Alcohol 124-Gasohol 125-Aviation Gasoline 130-Jet Fuel </div>	Date Range: <input type="text" value="1/1/2012"/> <input type="button" value="Calendar"/> <input type="text" value="12/31/2012"/> <input type="button" value="Calendar"/> Supplier: <input type="text" value="Henry's World"/>																																										
<input type="button" value="Generate Report"/>																																											
Export to the selected format <input type="button" value="Export"/> Print Email																																											
5/23/2012 9:20 AM Page 1 of 1 Supplier Summary Supplier: Henry's World FEIN: 010001234 License: 317987639																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Terminal Operator Name</th> <th style="text-align: left;">Terminal</th> <th style="text-align: left;">Product Code</th> <th style="text-align: left;">Filing Period</th> <th style="text-align: left;">Net Gallons</th> <th style="text-align: left;">Gross Gallons</th> </tr> </thead> <tbody> <tr> <td>TransMontaigne - Belton</td> <td>T57SC2050</td> <td>065</td> <td>5/1/2012</td> <td>5,000</td> <td>5,001</td> </tr> <tr> <td>TransMontaigne - Belton</td> <td>T57SC2050</td> <td>065</td> <td>8/1/2012</td> <td>100,944</td> <td>44,101</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">Total Gallons:</td> <td style="text-align: right;">105,944</td> </tr> <tr> <td>TransMontaigne - Belton</td> <td>T57SC2050</td> <td>072</td> <td>8/1/2012</td> <td>80,499</td> <td>37,444</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">Total Gallons:</td> <td style="text-align: right;">80,499</td> </tr> <tr> <td>TransMontaigne - Belton</td> <td>T57SC2050</td> <td>092</td> <td>8/1/2012</td> <td>67,730</td> <td>179,624</td> </tr> </tbody> </table>		Terminal Operator Name	Terminal	Product Code	Filing Period	Net Gallons	Gross Gallons	TransMontaigne - Belton	T57SC2050	065	5/1/2012	5,000	5,001	TransMontaigne - Belton	T57SC2050	065	8/1/2012	100,944	44,101					Total Gallons:	105,944	TransMontaigne - Belton	T57SC2050	072	8/1/2012	80,499	37,444					Total Gallons:	80,499	TransMontaigne - Belton	T57SC2050	092	8/1/2012	67,730	179,624
Terminal Operator Name	Terminal	Product Code	Filing Period	Net Gallons	Gross Gallons																																						
TransMontaigne - Belton	T57SC2050	065	5/1/2012	5,000	5,001																																						
TransMontaigne - Belton	T57SC2050	065	8/1/2012	100,944	44,101																																						
				Total Gallons:	105,944																																						
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				Total Gallons:	80,499																																						
TransMontaigne - Belton	T57SC2050	092	8/1/2012	67,730	179,624																																						

Report Parameters

- **Product(s)**
 - Retrieve All Products**
 - Retrieve Selected Products**
- **Date Range**
Key in a date or use the calendar control to select the begin date to include in the report.
Key in a date or use the calendar control to select the end date to include in the report.
- **Supplier**
Select only one supplier from the drop-down list of suppliers.

Click button to generate report.

Security

Access to the Supplier Summary report option is controlled by the Reports S C Supplier Summary authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.7.15 Terminal Operator Detail

The Terminal Operator Detail report provides the ability to select and report detail for Terminal Operator schedule transactions. Terminals can be either SC or non-SC terminals for the selected filing period as shown below.

South Carolina Terminal Operator Detail Report

Product(s) <input checked="" type="radio"/> Retrieve All Products <input type="radio"/> Retrieve Selected Products	Filing Period: <input type="text" value="2/1/2012"/> <input type="button" value="Calendar"/> Company: <input type="text" value="State of South Carolina;"/> Terminal Code: <input type="text" value="T57SC2051-Buckeye Terminals, LLC - Belton"/>																																								
<input type="button" value="Generate Report"/>																																									
 Export to the selected format <input type="button" value="Export"/> <input type="button" value="Print"/> <input type="button" value="Save"/> 11/17/2011 2:39 PM Terminal Operator Detail Page 1 of 1																																									
Company: 1000000007 FEIN: 760684579 License: 371012341																																									
Terminal: T57SC2051 T57SC2051-Buckeye Terminals, LLC - Belton																																									
Filing Period: 2/1/2012																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Schedule</th> <th>Product Code</th> <th>Position Holder Name</th> <th>Position Holder FEIN</th> <th>Bill of Lading Date</th> <th>Document Number</th> <th>Net Gallons</th> <th>Gross Gallons</th> </tr> </thead> <tbody> <tr> <td>15A</td> <td>065</td> <td>A POSHOLDER</td> <td>800000004</td> <td>2/9/2012</td> <td>jd1001</td> <td>100</td> <td>200</td> </tr> <tr> <td>15A</td> <td>065</td> <td>A POSHOLDER</td> <td>800000004</td> <td>2/9/2012</td> <td>jd1001</td> <td>105</td> <td>205</td> </tr> <tr> <td colspan="6"></td> <td>Position Holder Total:</td> <td>205</td> </tr> <tr> <td colspan="6"></td> <td>Gross Gallons</td> <td>405</td> </tr> </tbody> </table>		Schedule	Product Code	Position Holder Name	Position Holder FEIN	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons	15A	065	A POSHOLDER	800000004	2/9/2012	jd1001	100	200	15A	065	A POSHOLDER	800000004	2/9/2012	jd1001	105	205							Position Holder Total:	205							Gross Gallons	405
Schedule	Product Code	Position Holder Name	Position Holder FEIN	Bill of Lading Date	Document Number	Net Gallons	Gross Gallons																																		
15A	065	A POSHOLDER	800000004	2/9/2012	jd1001	100	200																																		
15A	065	A POSHOLDER	800000004	2/9/2012	jd1001	105	205																																		
						Position Holder Total:	205																																		
						Gross Gallons	405																																		

Report Parameters

- **Product(s)**
 - **Retrieve All Products**
 - **Retrieve Selected Products**
 - **Filing Period**
 - **Company**
 - **Terminal Code**
- The radio button allows either all or selected product(s) in the report.
- Select to retrieve all products.
- Select to specify specific products.
- Key in a date or use the calendar control to select the filing period begin date to include in the report.
- Select only one company from the list.
- Select only one terminal code from drop-down list of terminal number, name, and jurisdiction.

Click button to generate report.

Security

Access to the Terminal Operator Detail report option is controlled by the Reports SC Terminal Operator Detail authorization element. An access level of ‘Edit’ is required to access the screen and run the report.

7.7.16 Terminal Operator Summary

The Terminal Operator Summary report summarizes the inventory and fuel movements for a company’s terminals in a filing session. Report include all filed sequences for the selected filing period. A consolidated view of receipts and disbursements by terminal is shown below.

South Carolina Terminal Operator Summary Report

Filing Period:	<input type="text" value="3/1/2012"/> <input type="button" value="Calendar"/>							
Company:	<input type="text" value="State of South Carolina;"/> <input type="button" value="▼"/>							
<input type="button" value="Generate Report"/>								
<input type="button" value="Back"/> <input type="button" value="Forward"/> <input type="button" value="Print"/> [1 of 1] <input type="button" value="Export to the selected format"/> <input type="button" value="Export"/> <input type="button" value="Help"/>								
11/17/2011 2:41:11 PM Terminal Operator Summary								
Company: State of South Carolina, FEIN: 123450001								
Filing Period: 3/1/2012								
Terminal	Product	Product Description	Beginning Inventory	Receipts	Disbursements	Total Available	Net Available	S
T57SC2051-Buckeye Terminals, LLC - Belton	065	Gasoline	5	0	0	5	5	
	072	Kerosene - Dye Added	130	0	0	130	130	
	092	Other / Substitute Fuel	150	0	0	150	150	
	125	Aviation Gasoline	140	0	0	140	140	
	130	Jet Fuel	145	0	0	145	145	
	142	Kerosene - Undyed Low Sulfur Diesel Fuel - Undyed	135	0	0	135	135	
	167	High Sulfur Diesel Fuel	115	0	0	115	115	

Report Parameters

- **Filing Period** Key in a date or use the calendar control to select the filing period begin date to include in the report.
- **Company** Select only one company from the drop-down list.

Click button to generate report.

Security

Access to the Terminal Operator Summary report option is controlled by the Reports SC Terminal Operator Summary authorization element. An access level of 'Edit' is required to access the screen and run the report.

7.7.17 Unlicensed Suppliers on Terminal

The Terminal Operator Unlicensed Suppliers report shows Suppliers on Terminal Operator Schedule 15B that aren't licensed in South Carolina for all filing periods within the date range selected. Any Supplier that is reported on Schedule 15B of the Terminal Operator return should be a licensed South Carolina Supplier. If a Supplier FEIN on this schedule is not found in Company Accounts (or if the period begin date is not within the company accounts' effective date range), the supplier will be included on this report as shown below.

South Carolina Terminal Operator Unlicensed Suppliers Report										
Date Range:		11/1/2011	5/31/2012	Generate Report						
 <	 >	 <<	 >>	1	of 1	Export to the selected format	Export			
11/17/2011 2:43 PM		Unlicensed Suppliers On Terminal Operator Return							Page 1 of 1	
Filing Period Range: 11/1/2011 - 5/31/2012										
Filing Period	Company	Company FEIN	License Number	Terminal	Supplier Name	Supplier FEIN	Sequence	Filed Date	Record Count	
2/1/2012	Debbie Below	760684579	371012341	T57SC2051	A SELLER	800000006	0		17	
2/1/2012	Fitness Express	123456789	123456789	T57SC2076	A SELLER	800000006	0		1	
2/1/2012	State of South Carolina	760684579	371012341	T57SC2051	A SELLER	800000006	0	11/14/2011	17	

Report Parameters

- **Date Range**

Key in a date or use the calendar control to select the filing period begin date to include in the report.

Key in a date or use the calendar control to select the filing period end date to include in the report.

[Generate Report](#)

Click button to generate report.

Security

Access to the Unlicensed Suppliers on Terminal report option is controlled by the Reports S C Unlicensed Suppliers On Terminal Operator Return authorization element. An access level of 'Edit' is required to access the screen and run the report.

8

Maintenance

The Maintenance menu provides functionality to view and maintain master data used to configure the Zytax Application. The license held will determine what menu options are available.

Menu Option	Compliance Only License	Determination Only License	Compliance and Determination License
Business Entities	X	X	X
Common Codes	X	X	X
Companies	X	X	X
Countries	X	X	X
Determination Errors		X	X
Determination Profiles		X	X
Determination Scenarios		X	X
Determination Scenario Groups		X	X
Due Dates	X		X

Local Jurisdictions	X	X	X
Locations	X	X	X
Products	X	X	X
Rates	X	X	X
Region/States	X	X	X
Schedule Corrections	X		X
Schedule Profiles	X		X
Schedule Scenarios	X		X
Schedule Validation Rules	X		X
Taxpayer Contacts	X		X
Taxpayer Preferences	X		X
Terminals	X		X
Transportation Modes	X	X	X
Unit of Measure		X	X
Workflows	X		X

8.1 Business Entities

Business Entities tab allows entry and maintenance of individuals and firms a company does business with as shown below.

Business Entities													
Business Entities		Exports											
Add New Record													
Id	Master Company ID	Legal Name	Id Type	Id Code	Custom Id Code	Effective Date	Obsolete Date	City	Region/State	Country	Updated Date	Updated By	View Parent
1044	0	AA POSITION HOLDER	FEIN	121212121	1044	04/01/2009					2/16/2014 1:58:48 AM	Anonymous	
2062	0	FUEL MASTERS	FEIN	222222222	1061	04/01/2009					2/16/2014 2:00:36 AM	Anonymous	
2077	0	B POSHOLDER	FEIN	987000001	1077	04/01/2009					2/16/2014 1:59:12 AM	Anonymous	
2159	0	T.C.B.IX, INC.	FEIN	411392024	1159	04/01/2009					2/16/2014 2:01:49 AM	Anonymous	
2176	0	CONSIGNOR3	FEIN	111111111	1176	04/01/2009					2/16/2014 2:00:08 AM	Anonymous	
2037	0	All States Buyer Legal	FEIN	800000002	1037	01/01/2007		city	IL	USA	2/16/2014 1:59:00 AM	Anonymous	
2053	0	KY BUYER	FEIN	222222211	1053	04/01/2009		city	KY	USA	2/16/2014 2:00:56 AM	Anonymous	
2064	0	KY Carrier state	CUSTOM	54444441525	1064	01/01/2009		test city	KY	USA	2/16/2014 2:00:56 AM	Anonymous	
2080	0	FUELQUEST CARRIER	FEIN	987987987	1080	04/01/2009					2/16/2014 2:00:36 AM	Anonymous	
2146	0	AMOCO OIL CO36244031301	FEIN	362440313	1146	04/01/2009					2/16/2014 1:59:05 AM	Anonymous	
2193	0	Combo Breaker	FEIN	300000003	1193	07/01/2000					2/16/2014 2:00:06 AM	Anonymous	
2210	0	test company	FEIN	888000888	1210	01/01/2010	d	WT	USA		2/16/2014 2:01:51 AM	Anonymous	

Selecting a record in the Business Entity Maintenance grid will allow for updating or deleting of the Business Entity and all associated Business Accounts. A business entities and/or business account can be ‘Unlocked’ by unfileing a tax session. However, only business entities and business accounts that are not associated with another filed tax session will be unlocked.

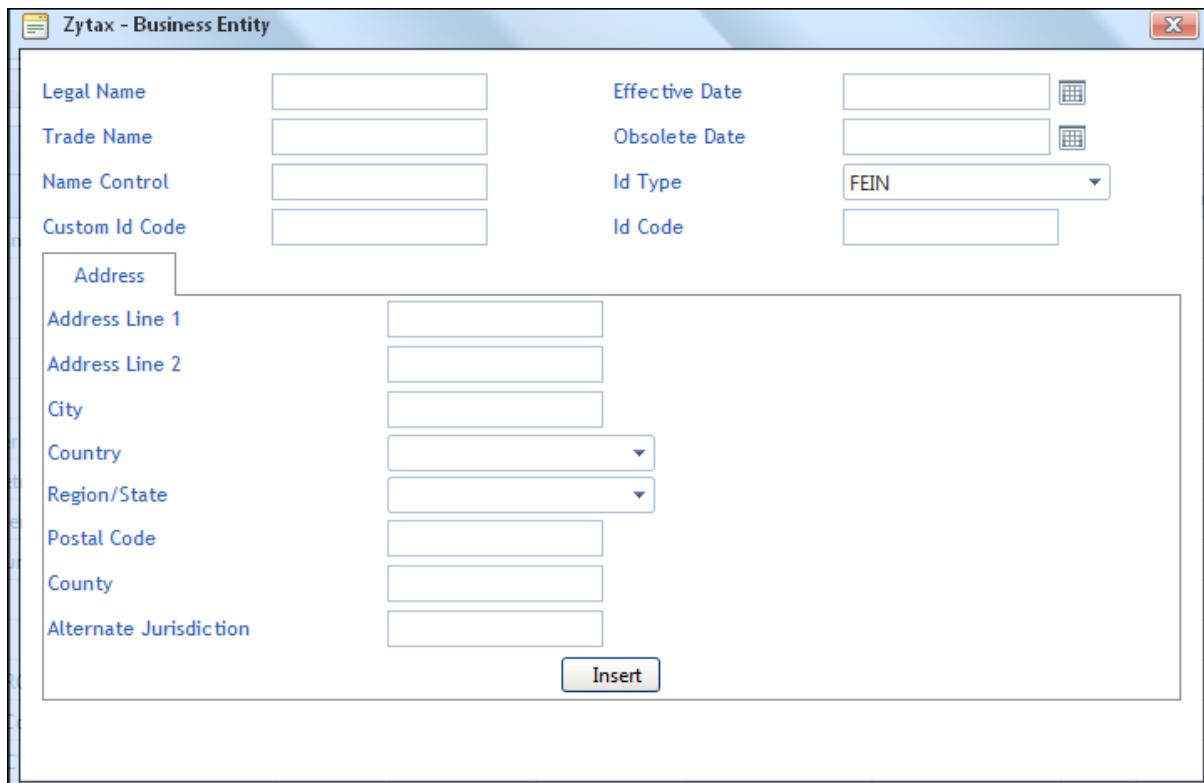
Note: If any Business Accounts associated to a Business Entity are assigned to a filed tax session, those Business Accounts will be marked as ‘Locked’. A Business Entity that contains any ‘Locked’ Business Accounts cannot be deleted.

Security

Access to the Business Entities screen option is controlled by the Maintenance Business Entities authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply.

8.1.1 Add New Record

The  icon is used to create a new business entity as shown below.



The screenshot shows the 'Zytax - Business Entity' window. It contains several input fields and dropdown menus. On the left, there are four input fields: 'Legal Name', 'Trade Name', 'Name Control', and 'Custom Id Code'. To the right of these are two more input fields: 'Effective Date' and 'Obsolete Date', each with a calendar icon. Below these are two dropdown menus: 'Id Type' (set to 'FEIN') and 'Id Code'. A large rectangular area labeled 'Address' contains six input fields: 'Address Line 1', 'Address Line 2', 'City', 'Country' (with a dropdown arrow), 'Region/State' (with a dropdown arrow), 'Postal Code', 'County', and 'Alternate Jurisdiction'. At the bottom right of this area is a blue 'Insert' button.

When creating a business entity record, the following restrictions apply to each field.

Field	Description
Legal Name	Business Entity legal name (required)
Trade Name	Business Entity legal name (required)
Name Control	4 Character, IRS defined control name. (optional) Used by ExSTARS, Wisconsin
Custom ID code	User defined custom field to identify a business entity such as vendor number, internal account reference. (optional)
Effective Date	Date business entity is first used as business partner (required) [will appear in schedule transactions drop-down list for those tax sessions on or after the effective date]
Obsolete Date	Date business entity is no longer used as business partner (optional) [will not appear in schedule transactions drop-down list for those tax sessions on or after the obsolete date]

ID Type	FEIN or Social Security Number selection – identifies ID Code (required)
ID Code	Assigned identifier – FEIN or Social Security Number (required)
Address Line 1	Business Entity's Location – Address Line 1 (optional)
Address Line 2	Business Entity's Location – Address Line 2 (optional)
City	Business Entity's Location – City (optional)
Country	Business Entity's Location – Country (optional)
Region/State	Business Entity's Location – Region / State (optional)
Postal Code	Business Entity's Location – Zip or Postal code (optional)
County	Business Entity's Location – County (optional)
Alternate Jurisdiction	Business Entity's Location – Alternate jurisdiction. (optional) Used for states which require alternate location information such as airport code.

Selecting **Insert** will validate the entries per the above restrictions, display any error messages and, if error-free, create the requested business entity. A successful insert opens the Business Accounts tab.

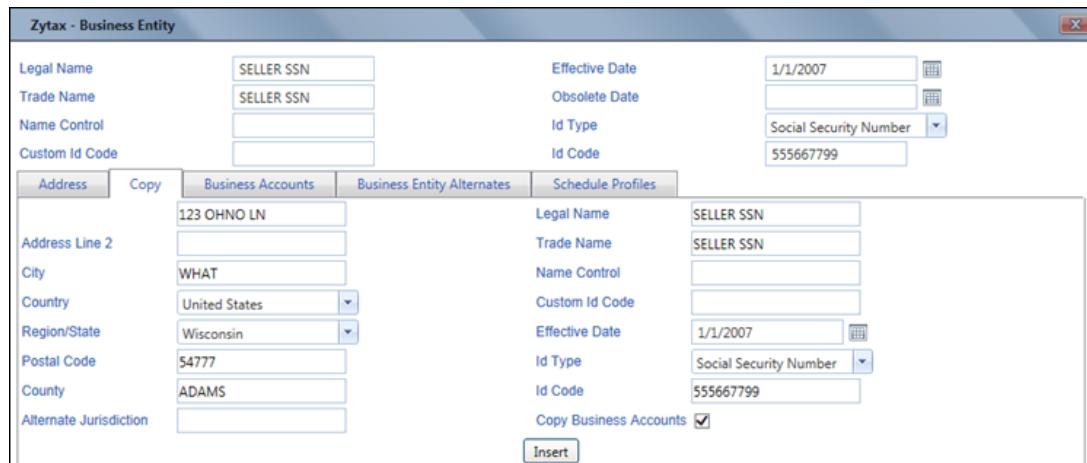
Security

Access to the Add New Record functionality on the Business Entities screen option is controlled by the Maintenance Business Entities authorization element. An access level of 'Edit' is required.

8.1.2 Copy tab

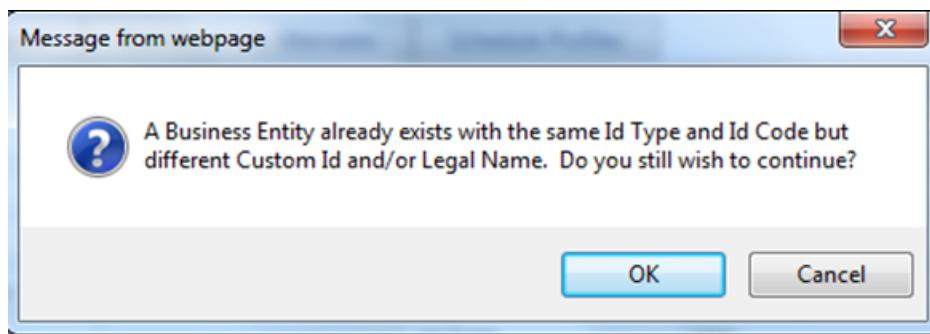
Copy is a feature to copy a business entity and all of the related business accounts. The resulting new business entity will match the source but will be unlocked and have no obsolete dates.

- Users with edit permissions for business entities will be able to make a copy of a business entity
- The Business Accounts will be copied
- The Profile Groups will not be copied (must have a determination license for this tab)
- The Business Entity Alternates will not be copied
- The Schedule Profiles will not be copied
- The new Business Accounts will be unlocked
- The new Business Entity and Business Accounts will be active with no obsolete date
- Copies of Company Zero records will generate a company specific record. No new Company Zero business entities will be generated from a copy.



- The Copy tab will default information from the Address tab and top banner.
- The user will be able to modify this data prior to inserting the new record.
- The Effective date will default to either
 - The day after the source's obsolete date. For example 12/31/2012 obsolete will be defaulted to 1/1/2013
 - If the source does not have an obsolete date, the default will be the 1st of the current month. For example 9/23/2013 the default effective date would be 9/1/2013.
- The obsolete date is not an option. All copied records will be active
- The user will be given an option to Copy Business Accounts.
 - This option will be defaulted ON.
 - Only active business accounts (with no obsolete date) or business accounts with the same obsolete date as the business entity will be copied.

After clicking the **Insert** button the warning message displays



Upon executing the copy, a new Business Entity and Business Accounts will be created. All of these records will be unlocked with no obsolete date. All Business Entity and Business Accounts records will have the same effective date as the Business Entity

Security:

Access to the Business Entities -Copy screen option is controlled by the Maintenance Business Entities authorization element. Access levels of 'None', 'View' and 'Edit' apply.

8.1.3 Business Accounts tab

Business Accounts further defines a Business Entity as shown below.

Business accounts indicate whether a business entity is a buyer, seller, carrier, consignor, and / or position holder and provides for jurisdiction-specific license numbers. Because most jurisdictions require the FEIN, Zytax provides a designation for global or default usage of a license number to minimize the number of entries needed. At the end of the grid, there is a ‘Change Ind’ field. This field indicates if the record was updated manually (M) or by the system (S).

Security

Access to the Business Accounts tab is controlled by the Maintenance Business Entities authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply.

8.1.3.1 Business Accounts – Add New Record

The icon is used to create a new business account as shown below.

When creating a business account record, the following restrictions apply to each field.

Field	Description
Country	Country associated with jurisdiction that oversees business account (required)
Jurisdiction	Jurisdiction that oversees business account (required) An asterisk * denotes a default jurisdiction; if a state-specific entry is not provided, the default will be used. An entry with * asterisk is recommended for each business entity/account
Business Type	Selection of buyer, carrier, seller, consignor etc – identifies the relationship of the business partner to the filer partner and determines which schedule drop-downs will be populated with the business account (required)
Business Subtype	Further defines a business type (optional)
Custom Id	User defined custom field to identify a business account such as vendor number, internal account reference. (optional)
Effective Date	Date business accounts license is first effective (required) (will appear in schedule transactions drop-downs for those tax sessions on or after the effective date)
Obsolete Date	Date business account is no longer effective (optional) [will not appear in schedule transactions drop-downs for those tax sessions on or after the obsolete date]
License Number	Assigned identifier - FEIN or jurisdiction-specific license number For entries with jurisdiction of * asterisk, the FEIN should be entered as a default value

Selecting will validate the entries per the above restrictions, display any error messages and, if error-free, create the requested business account.

Security

Access to the Add New Record functionality on the Business Accounts tab is controlled by the Maintenance Business Entities authorization element. An access level of ‘Edit’ is required.

8.1.4 Profile Groups tab

A Determination License is needed to see the Profile Groups screen. This screen lists the Profile Groups that the Business Entity belongs to as shown below.

Buyer	Seller	Next Buyer	Previous Seller	Name
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State Agencies

To link the Business Entity to Profile Group, click the drop-down box and select the ‘Show all Profile Groups’. Only Profile Groups with type of ENTITY will display. Then can select ‘Buyer’, ‘Seller’, ‘Next Buyer’ or ‘Previous Seller’ for the Profile Group being added.

Buyer	Seller	Next Buyer	Previous Seller	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Federal Agencies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test Global Profile
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State Agencies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TN Retailers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TN Wholesalers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK Elections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MI Sales Tax Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Federal Oil Spill Fee Override

Security

Access to the Profile Groups tab is controlled by the Maintenance Business Entities authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply.

8.1.5 Business Entity Alternate

Business Entity Alternates tab allows for duplicate business entities to be tied together as shown below.

The screenshot shows the 'Business Entity Alternates' tab selected in the Zytax - Business Entity window. The main panel displays a table with columns: Legal Name, Id Type, Id Code, Custom Id Code, Effective Date, Obsolete Date, Edit Alternate, and Delete. A single row is visible: 'Trucking Transport' (Legal Name), 'FEIN' (Id Type), '123123123' (Id Code), empty (Custom Id Code), '01/01/2012' (Effective Date), '12/31/2012' (Obsolete Date), 'Edit' (Edit Alternate), and a delete icon (Delete). Below the table are navigation buttons (back, forward, first, last, page number, go) and a page size selector. The top right corner has a 'Filter' and 'Refresh' button.

Any obsolete business entities can be set as a business entity alternate on the Business Entity Alternates tab.

Security

Access to the Business Entity Alternates tab is controlled by the Maintenance Business Entities authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply.

8.1.5.1 Business Entity Alternate – Add Relationship

The ‘Add Relationship’ button is used to assign another business entity as an alternate. Begin typing the name of the obsoleted business entity and an entity(s) will display.

The screenshot shows the 'Business Entity Alternates' tab selected in the Zytax - Business Entity window. The main panel displays a table with columns: Legal Name, Custom Id Code, Id Type, Id Code, and Effective Date Range. A single row is visible: 'Trucking Transport' (Legal Name), 'FEIN' (Id Type), '123123123' (Id Code), and '1/1/2012 - 12/31/2012' (Effective Date Range). Below the table are navigation buttons (back, forward, first, last, page number, go) and a page size selector. The top right corner has a 'Filter' and 'Refresh' button. A message 'No records to display.' is shown above the table.

Selecting an entity from the dropdown and click the ‘Add Relationship’ button, the following screen will be displayed.

The screenshot shows the Zytax - Business Entity application window. The main area displays a grid of alternate business entity records. The columns are: Legal Name, Id Type, Id Code, Custom Id Code, Effective Date, Obsolete Date, Edit Alternate, and Delete. One record is visible in the grid: 'Trucking Transport' with Id Type 'FEIN' and Id Code '123123123'. The Effective Date is '01/01/2012' and the Obsolete Date is '12/31/2012'. Below the grid, there are navigation buttons (Back, Forward, Page 1 of 1, Go, Page Size, Change) and a message 'Items 1 to 1 of 1.'

The alternate can be deleted by clicking on red 'X' in Delete column. To edit the alternate, click on 'Edit' and will be brought to the alternate business entity record.

When viewing the alternate business entity record, the tab is now called 'Primary Business Entity' and clicking on the link will bring you back to the main business entity record.

The Primary Business Entity tab is shown below:

The screenshot shows the Zytax - Business Entity application window with the 'Primary Business Entity' tab selected. The main area displays the same information as the previous screenshot, including the grid of alternate business entity records. A note at the bottom of the main area reads: 'This business entity is an alternate. Click here to view the primary business entity.'

When viewing the alternate business entities in the main grid, the 'View Parent' column will be populated with a link to go directly to the main business entity.

The screenshot shows a grid of business entities. The columns include: Id, Master Company ID, Legal Name, Id Type, Id Code, Custom Id Code, Effective Date, Obsolete Date, City, Region/State, Country, Updated Date, Updated By, and View Parent. The 'View Parent' column contains a yellow highlighted link labeled 'View Parent'.

Security

Access to the Add Relationship functionality on the Business Entity Alternates tab is controlled by the Maintenance Business Entities authorization element. An access level of 'Edit' is required.

8.1.6 Schedule Profiles tab

The 'Schedule Profiles' tab allows user to create specific criteria for a specific Business Entity Business Accounts to specify conditions for matching schedule profiles for imported transactions.

This screenshot shows the Zytax - Business Entity window. It contains fields for Legal Name (SELLER IMPORT TEST), Trade Name (SELLER IMPORT), Name Control, Custom Id Code, Effective Date (1/1/1990), Obsolete Date, Id Type (FEIN), and Id Code (100104349). Below these are tabs for Address, Copy, Business Accounts, Profile Groups, Business Entity Alternates, and Schedule Profiles. The Schedule Profiles tab is selected, showing a grid with columns for Buyer, Seller, Description, Jurisdiction, Taxpayer Type, Taxpayer Description, Schedule Code, Profile Type, and Profile Operation. A message indicates 'No records to display.' At the bottom are navigation buttons and an Excel export option.

Click on drop-down and select ‘All Schedule Profiles’ to display Schedule Profiles setup for Business Accounts. Select boxes for ‘Buyer’, ‘Seller’, or both. The Business Account will now display under ‘Selected Schedule Profiles’. These specific conditions for this Business Account will be used for matching schedule profiles for imported transactions.

This screenshot shows the Zytax - Business Entity window with the 'All Schedule Profiles' dropdown selected in the grid header. The grid displays a single row for 'Business Account Matching' with all columns marked with an asterisk (*). The bottom of the window shows the same basic account information and navigation controls as the previous screenshot.

This screenshot shows the Zytax - Business Entity window with the 'Buyer' and 'Seller' checkboxes selected in the grid header. The grid displays a single row for 'Business Account Matching' with all columns marked with an asterisk (*). The bottom of the window shows the same basic account information and navigation controls as the previous screenshots.

Security:

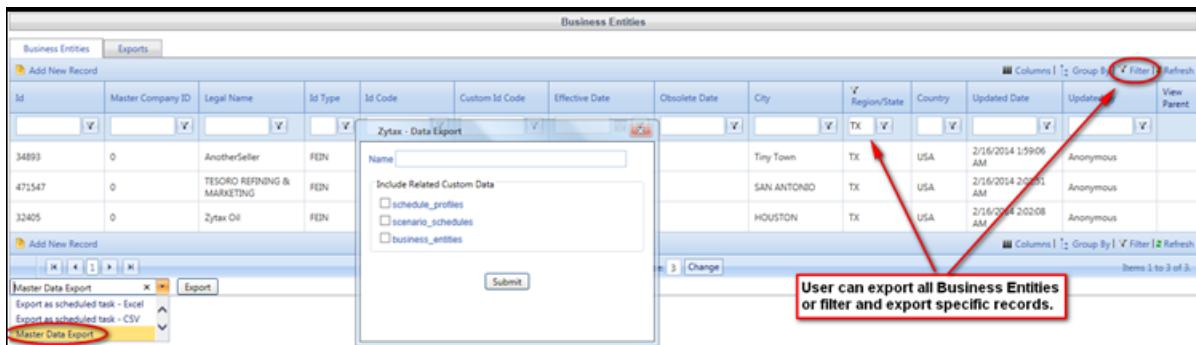
Access to the Add Relationship functionality on the Schedule Profiles tab is controlled by the Maintenance Business Entities authorization element. An access level of ‘Edit’ is required.

8.1.7 Business Entity – Export

Master Data Export allows the user to export all company specific Business Entities or filter and export specific Business Entities. Company 0 data will not be exported even if it matches filtered criteria.

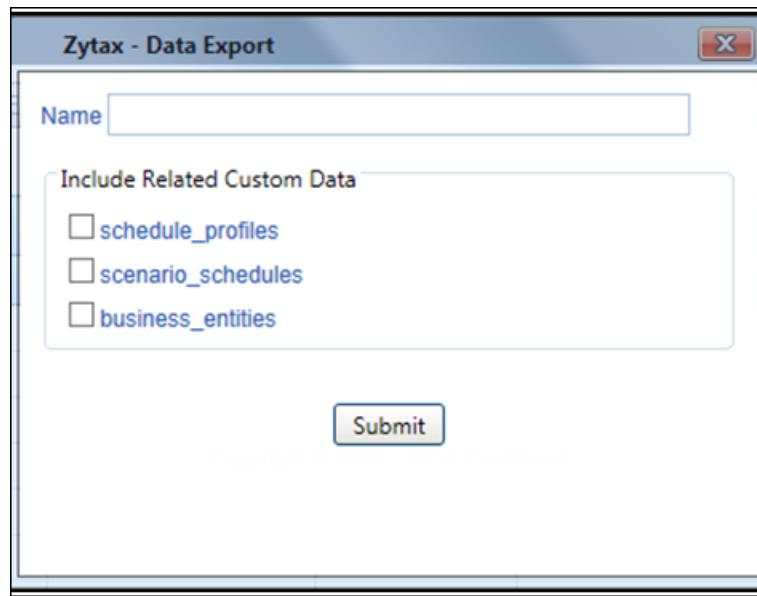
The Master Data Export option is available to both Compliance and Determination licensed customers and by default will be given to users with the ZMS_ADMIN role. The Master Data Export option on Business Entities is visible for users with Edit access to Master Data Export screen.

Once the user has the data they want to export, click on Master Data Export in the Export dropdown box in lower left hand corner of screen. A popup box will open to 'Name' the file name and options to import additional data.

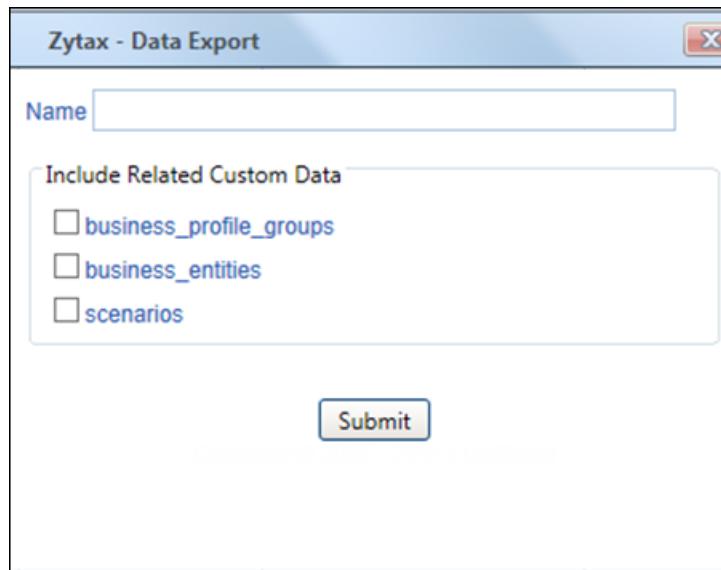


Once the file is named and custom data is selected, click on Submit button and the file has been created and is an available file to export in the Master Data Export. To complete the export process go to [Master Data Export](#) for further explanation.

Compliance licensed customers will have the option to export business entities, scenario schedules and/or schedule profiles that are associated with the business entities being exported as shown below.



Determination licensed customers will have the option to export profile groups, scenarios and/or business entities that are associated with the business entities being exported as shown below.



When exporting using 'Export as schedule task - Excel' or 'Export as scheduled task - CSV' option, the results will display in the 'Exports' tab. Click on the file created under 'Output File' column to get results.

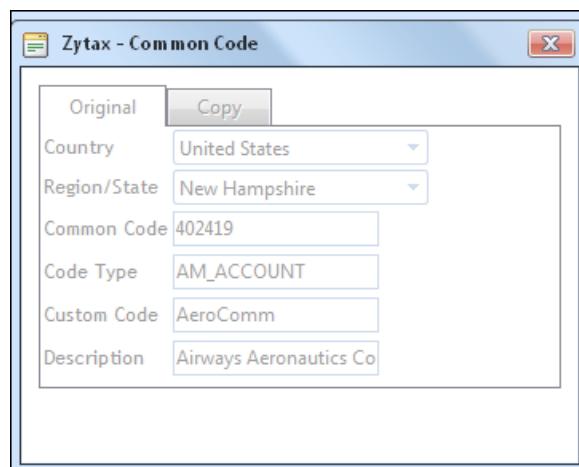
Business Entities						
Business Entities		Exports				
Status	Start Date	Completed Date	Description	User	Output File	
Passed	2/26/2014 1:40:16 PM	2/26/2014 1:40:20 PM	Business Entities grid export	superuser	5.3 kb	
Columns Group By Filter Refresh						
Columns Group By Filter Refresh						
Page: 1 of 1 Go Page size: 1 Change Item 1 to 1 of 3						

8.2 Common Codes

Common Codes is a configuration table provided by and maintained by Zytax as shown below.

Common Codes						
Country	Jurisdiction	Master Company Id	Common Code	Code Type ▾	Custom Code	Description
USA	NH	0	402419	AM_ACCOUNT	AeroComm	Airways Aeronautics Commission
USA	NH	0	402420	AM_ACCOUNT	Aviation	Aviation Jet Fuel
USA	NH	0	407482	AM_ACCOUNT	FOD	Fuel Oil Discharge Fund
USA	NH	0	401699	AM_ACCOUNT	RoadToll	Gasoline - Road Toll
USA	NH	0	405224	AM_ACCOUNT	Overslip	General Credits and Refunds
USA	NH	0	403199	AM_ACCOUNT	MODC	Motor Oil Discharge Cleanup Fund
USA	NH	0	402315	AM_ACCOUNT	ODD	Oil Discharge & Disposal Fund
USA	NH	0	401675	AM_ACCOUNT	OPC	Oil Pollution Control Fund
USA	NH	0	405442	AM_ACCOUNT	RoadToll	Penalties - Road Toll
USA	NH	0	407328	AM_ACCOUNT	UOC	Used Oil Collection Fee

Common codes are used throughout the Zytax application to provide values for drop-down lists and application functions.



The following fields apply to common codes.

Field	Description
Country Code	Country associated with region/state
Region/State	Region state that is associated with common code

Common Code	Common code value
Code Type	Category of common code
Custom Code	Further defines common code
Description	Common Code description

Security

Access to the Common Codes screen option is controlled by the Maintenance Common Codes authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply.

8.3 Companies

The company maintenance screen provides the ability to create and edit company information. The Companies screen is shown below. Not all tabs may be displayed depending upon the role of the user accessing the screen.

The screenshot shows the 'Companies' screen with a title bar 'Companies'. Below it is a section labeled 'Selected Company' containing a dropdown menu with 'Zytax Oil' selected. The main area displays a list of companies with 'Zytax Oil' highlighted. At the bottom of the list are navigation buttons and a message 'Items 1 to 1 of 1.'. Above the list are several tabs: 'Accounts', 'Details', 'Information', 'Settings', and 'Comments'. Below the tabs are three 'Add New Record' buttons. At the very bottom are buttons for 'Excel' and 'Export'.

Security

Access to the Maintenance Companies screen is determined by the Maintenance Companies authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply.

8.3.1 Add New Record

The icon is used to create a new company as shown below.

The screenshot shows the 'Companies' screen with a 'Selected Company' dropdown set to 'Zytax Oil'. A modal dialog box is open, titled 'Companies'. It has tabs 'Details' and 'Comments'. Under 'Details', there are fields for 'Name' (set to 'New Company'), 'Master Company' (set to '[self]'), and 'Database Name' (set to 'ZMSClient'). At the bottom of the dialog is an 'Insert' button.

When creating a company, the Name, Master Company and Database Name must be selected. The following restrictions apply to each field:

Field	Description
Name	Company name must not be longer than 100 characters

Master Company	[self] is used for taxpayers within Government systems and installations within a single company. Company Zero is commonly used for non-Government systems For non-Government systems, one or more companies can be designated as master companies. This option sets up a hierarchy of companies whereby data owned by a master company can be viewed and edited by a sub-company. This option facilitates sharing of master data between companies.
Database Name	Database name is configured by the local system administrator. Typically there will be a single option available. If more than one option is available consult with the local system administrator to ensure that the correct name is selected.

Selecting [Insert](#) will create the requested company. Successful creation of the company is subject to license key restrictions. When a company is created the license key of the current company is used to create the new company.

For a government instance the license key will allow additional companies to be created. Since the current license key has the volume license option, additional companies can be created.

For a non-government instance the license key will not allow additional companies to be created. Since the current license key will not have the volume license option, additional companies cannot be created.

For a non-government instance where multiple companies are required, a license key is required for each company that is needed.

Security

Access to the Maintenance Companies Add New Record functionality requires ‘Edit’ access for the Maintenance Companies authorization element.

8.3.2 Accounts tab

The Accounts tab on the Companies maintenance screen allows taxpayer types to be configured for the selected company. The Accounts tab is shown below.

The screenshot shows the 'Companies' screen with a sub-tab for 'Accounts'. A search bar at the top left contains 'zytax oil'. The main area displays a table of company accounts for 'Zytax Oil'. The columns are: Country, Jurisdiction, Taxpayer Type, Terminal Code, Effective Date, Obsolete Date, License, and License Type. The data in the table is as follows:

Country	Jurisdiction	Taxpayer Type	Terminal Code	Effective Date	Obsolete Date	License	License Type
United States	NH	Distributor		7/1/2010		234000000	
United States	NH	Transporter		6/1/2010		234000000	
United States	UT	Supplier		8/1/2010		234000000	

At the bottom of the screen, there are buttons for 'Excel' and 'Export'.

Security

Access to the Accounts tab is determined by the Maintenance Company Accounts authorization element. Access levels of 'None', 'View' and 'Edit' apply.

Selecting the icon will allow a new company account to be entered on the screen below.

The screenshot shows the 'Zytax - Company Account' dialog box. It contains the following fields:

Country	United States	Effective Date	<input type="text"/>
Jurisdiction	<input type="text"/>	Obsolete Date	<input type="text"/>
Taxpayer Type	<input type="text"/>	License Number	<input type="text"/>
Terminal Code	<input type="text"/>	Account Status	Active
		E-File Status	Production

At the bottom center of the dialog box is a blue 'Insert' button.

When creating a company account record, the following restrictions apply to each field:

Field	Description
Country	Country corresponding to account that is being created. The possible values are limited by the license key of the current company. (required)
Jurisdiction	Jurisdiction corresponding to account that is being created. The possible values are limited by the license key of the current company. (required)
Taxpayer Type	Taxpayer Type corresponding to account that is being created. The possible values are limited by the license key of the current company. (required)
Terminal Code	For taxpayer types that require a terminal code, this field will be required. Available Terminals are defined through the Maintenance-Terminals screen. (conditional)
Effective Date	Date company accounts license is first effective (required) [will be able to create tax sessions for filing periods on or after the effective date]
Obsolete Date	Date company account is no longer effective (optional) [will not be able to create tax sessions on or after the obsolete date]
License Number	Taxing Jurisdiction assigned license number (required)
Account Status	Indicates whether taxpayer license is active, inactive, suspended or not renewed (required)
eFile Status	Indicates whether taxpayer's e-files are in test, production or not accepted (required)

Security

Access to the Maintenance Companies Accounts Add New Record functionality requires 'Edit' access for the Maintenance Company Account authorization element.

8.3.3 Details tab

Companies Details shows high-level set-up information for a company as shown below.

Accounts	Details	Information	Settings	Comments
Name	Zytax Oil			
Master Company	Zytax Oil			
Database Name	ZytaxDB002_zms_qa			
Custom ID				
Update				

Security

Access to the Details tab is determined by the Maintenance Companies authorization element. Access levels of 'None', 'View' and 'Edit' apply.

8.3.4 Information tab

Companies Information provides maintenance of general company information, normally information for corporate headquarters as shown below.

Accounts	Details	Information	Settings	Comments
Add New Record				Filter Refresh
Country	ID Type	ID Code	Trade Name	Legal Name
United States	FEIN	007007007	Zytax Oil	Zytax Oil
Add New Record				Filter Refresh
[<]	[<<]	[1]	[>]	[>>]
Page: 1	of 1	Go	Page Size: 1	Change
Items 1 to 1 of 1.				
Excel	Export			

Security

Access to the Information tab is determined by the Maintenance Company Information authorization element. Access levels of 'None', 'View' and 'Edit' apply.

8.3.4.1 Add New Record

One Company Information record should be set up for each company as shown below.

Zytax - Company Information

Company Information	State Information												
Country Code <input type="text" value="United States"/>	Id Type <input type="text" value="FEIN"/>												
Legal Name <input type="text"/>	Id Code <input type="text"/>												
Trade Name <input type="text"/>	Alternate Id Type <input type="text"/>												
EFT Status <input type="text" value="No"/>	Alternate Id Code <input type="text"/>												
Name Control <input type="text"/>													
Physical Address <table border="1"> <tr> <td>Address 1 <input type="text"/></td> <td>Address 2 <input type="text"/></td> </tr> <tr> <td>City <input type="text"/></td> <td></td> </tr> <tr> <td>Country <input type="text" value="United States"/></td> <td>Region/State <input type="text"/></td> </tr> <tr> <td>Postal Code <input type="text"/></td> <td></td> </tr> <tr> <td>County <input type="text"/></td> <td></td> </tr> <tr> <td>County Code <input type="text"/></td> <td></td> </tr> </table>		Address 1 <input type="text"/>	Address 2 <input type="text"/>	City <input type="text"/>		Country <input type="text" value="United States"/>	Region/State <input type="text"/>	Postal Code <input type="text"/>		County <input type="text"/>		County Code <input type="text"/>	
Address 1 <input type="text"/>	Address 2 <input type="text"/>												
City <input type="text"/>													
Country <input type="text" value="United States"/>	Region/State <input type="text"/>												
Postal Code <input type="text"/>													
County <input type="text"/>													
County Code <input type="text"/>													
Mailing Address <table border="1"> <tr> <td>Address 1 <input type="text"/></td> <td>Address 2 <input type="text"/></td> </tr> <tr> <td>City <input type="text"/></td> <td></td> </tr> <tr> <td>Country <input type="text" value="United States"/></td> <td>Region/State <input type="text"/></td> </tr> <tr> <td>Postal Code <input type="text"/></td> <td></td> </tr> <tr> <td>County <input type="text"/></td> <td></td> </tr> <tr> <td>County Code <input type="text"/></td> <td></td> </tr> </table>		Address 1 <input type="text"/>	Address 2 <input type="text"/>	City <input type="text"/>		Country <input type="text" value="United States"/>	Region/State <input type="text"/>	Postal Code <input type="text"/>		County <input type="text"/>		County Code <input type="text"/>	
Address 1 <input type="text"/>	Address 2 <input type="text"/>												
City <input type="text"/>													
Country <input type="text" value="United States"/>	Region/State <input type="text"/>												
Postal Code <input type="text"/>													
County <input type="text"/>													
County Code <input type="text"/>													
Insert													

When creating a company information record, the following restrictions apply to each field:

Field	Description
Country	Country corresponding to account that is being created. The possible values are limited by the license key of the current company. (required)
Legal Name	Company's Legal Name (required)
Trade Name	Company's Trade Name (optional)
EFT Status	For government applications, indicates the taxpayer pays by EFT (required)
Id Type	Indicates the type of Federal ID Code [for US, options are FEIN or SSN] (required)
Id Code	Company's Federal ID Code or SSN (required)
Alternate Id Type	Type of Additional id code
Alternate Id Code	Additional id code other than FEIN or SSN (optional)
Name Control	4 Character, IRS defined control name. (optional) Used by many EDI states including ExSTARS, Tennessee, Wisconsin Not used by New Hampshire
Physical Address – Address 1	Physical Address Line 1 (optional)
Physical Address – Address 2	Physical Address Line 2 (optional)
Physical Address – City	Physical Address – City (optional)
Physical Address – Country	Physical Address – Country (optional)
Physical Address – Region/ State	Physical Address – Region / State (optional)
Physical Address – Postal Code	Physical Address – Zip or Postal Code (optional)
Physical Address – County	Physical Address – County (optional)
Physical Address – County Code	Physical Address – County Code (optional)
Mailing Address – Address 1	Mailing Address Line 1 (optional)
Mailing Address – Address 2	Mailing Address Line 2 (optional)
Mailing Address – City	Mailing Address – City (optional)
Mailing Address – Country	Mailing Address – Country (optional)
Mailing Address – Region/ State	Mailing Address – Region / State (optional)
Mailing Address – Postal Code	Mailing Address – Zip or Postal Code (optional)
Mailing Address – County	Mailing Address – County (optional)
Mailing Address – County Code	Mailing Address – County Code (optional)

Field	Description
Code	

Security

Access to the Add New Record functionality on the Information tab is determined by the Maintenance Company Information authorization element. An access level of 'Edit' is required.

8.3.4.2 Information /State Information tab – Add New Record

The State information tab is applicable to government systems. It provides government staff with the ability to enter official information about the taxpayer.

The screenshot shows a software interface titled "Zytax - Company Information" with a window title "QAQ1 - SQL". The window contains two tabs: "Company Information" (selected) and "State Information". Under the "State Information" tab, there are three dropdown menus: "Company Type", "Authorized Payment Type", and "Eligible Purchaser". At the bottom of the window is an "Insert" button.

When adding state information, the following restrictions apply to each field:

Field	Description
Company Type	Designates the type of company (required)
Authorized Payment Type	ACH Credit or ACH Debit (required)
Eligible Purchaser	Indicates whether an eligible purchaser (required)

Security

Access to the Add New Record functionality on the Information tab is determined by the Maintenance Company Information authorization element. An access level of 'Edit' is required.

8.3.5 Settings tab

The Settings tab displays various system used default settings that apply to the company. The Settings Category drop-down list displays the available settings. Available settings are based

on the jurisdiction that the company is licensed for.

Accounts	Details	Information	Settings	Comments
Settings Category		System Defaults		
Company ID	Cou	Determination Engine	Filter Refresh	
0	*	Legacy Import		
		Payment Settings		
		Schedule Transaction Import		
		System Defaults	Value	
		Transmission Settings	Encrypted	
0	*	Automated Archive Mos. to Retain Restored Archive	36	No
0	*	Automated Archive Output Directory	URL or mapped drive path (example: C:\Temp\ or \\server\share\)	No
0	*	Default Country	USA	No
0	*	Default Currency	USD	No
Filter Refresh				
Excel		Page: 1 of 3 Go Page Size: 5 Change		Items 1 to 5 of 12.
Export				

After selecting a settings category from the drop-down list, the applicable setting are displayed in the grid. Clicking on an existing setting will bring up the following screen which allows the user to view the details of the setting as well as make a copy of the setting in order to change the details.

Zytax - Company Setting

Company Settings are saved at the Master Company level. All changes affect the master company and all sub-companies.

Original	Copy
Country	*
Jurisdiction	*
Setting	Batch Size
Value	1000
Encrypted	<input type="checkbox"/>
	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Below is an explanation of each settings category and the settings available to be configured for each one:

Legacy Import

The following setting will allow a Zytax 4 database to be converted to a Zytax 5 system. Once the linkage is established, a scheduled task will need to be setup.

Setting	Description
Convert last sequence as sequence zero	In situations where amendment was created by copying sequence 0 into sequence 1 and making adjustments allows only last sequence to be converted.
Enable conversion of ZZ Schedule Transactions	Allowing the ZZ schedule transactions, which are unique to each customer, to be converted.
Enforce Prior Session Constraints	Returns that get data from prior filed session such as Inventory.
Zytax 4 Mapper - Schedule Transactions	An option to specify the Zytax 4 Data Mappers used during Legacy Import of Schedule Transactions.
Zytax 4 Mapper - ZZ Schedule Transactions	An option to specify the Zytax 4 Data Mappers used during Legacy Import of ZZ Schedule Transactions.
Zytax 4.4 Company UID	Initial value will be <blank> Value will be set to
Zytax 4.4 Database	Initial value will be <blank> Value will be set to Zytax 4.4 Database that is being converted to Zytax 5
Zytax 4.4 DbProvider	Initial value will be <blank> Value will be set to Zytax 4.4 Database that is being converted to Zytax 5

System Defaults

Shows a listing of various system setting defaults.

Setting	Description
Automated Archive Months to Retain	Defaults to 36 months of archived data to be retained.
Automated Archive Mos. to Retain Restored Archive	Defaults to 3 months to retain the restored archive
Automated Archive Output Directory	Shows the default directory for archive output.
Default Country	Default country to be used through the system
Default Currency	Default currency to be used through the system
Default Unit of Measure	Default unit of measure to be used throughout the system
View user Ids in Tax Session Log	Yes ('Y') or No ('N') indicator to determine whether or not user ids are logged
Determination Minimum Effective Date	Minimum effective date used in Determination system

Setting	Description
Import Logging Level: Low (1..2..3) High	Error Level for Import errors.
Limit the products on manual entry	Allows products to be limited on manual entry.
Number of months for future tax session	Number of months into the future allowed to create a tax session

Transmission Settings

Default settings by state for eFile transmissions.

At this time there are no settings for your state.

Payment Settings

At this time there are no payment settings for your state.

Schedule Transaction Import

Many of the defaults reflected on this listing come from the Data Setting tab in the Schedule Transactions Import widget. They can be configured when selecting the Add New Record button then go to the Data Settings tab. See [Schedule Transactions Import Widget](#) for setup details.

Field	Description
Apply Schedule Profiles	Indicates if schedule profiles should be used in conjunction with schedule scenarios when determining schedule transaction assignment based on the import file.
Batch Size	The number of transactions sent to the back-end server and processed at a given time.
Business Entity Default Id Code	The Id Code default entered.
Business Entity Default Id Type	The selected Id Type from drop-down list.
Business Entity Priority Override CustomId	Allows the user to override the default priority of fields used to match the Business Entity import. Normal default for CustomId is '1'.
Business Entity Priority Override Enabled	Indicates if the Business Entity Priority Override is enabled.
Business Entity Priority Override Id Type Id Code	Allows the user to override the default priority of fields used to match the Business Entity import. Normal default for Id Type is '2'.
Business Entity Priority Override Legal Name	Allows the user to override the default priority of fields used to match the Business Entity import. Normal default for Legal Name is '2'.
Business Entity Restrict	Indicator based on override Id Type.

Field	Description
FEIN Length to 9 Digits	
Business Entity Set Default Id	Indicator if using default Id Type and Id Code.
Business Entity Terminate New Records	If new Business Entity records are created via Data File Import, this option allows those to be terminated.
Business Entity Update Matches	Indicator if update Business Entity upon match is selected.
Concurrent Batches	Number of batches processing at the same time.
Zytax Returns Conversion Connection String	An option to specify the Zytax 4 Database Connection String used during Zytax Return Conversions.
Correction Type	An option to specify the default Transaction Update Behavior used during Schedule Transaction Import.
Email Notification Enabled Step 1	Indicator if notification by email is requested at the start of data mapping.
Email Notification Enabled Step 2	Indicator if notification by email is requested at the completion of transmission.
Email Notification Enabled Step 3	Indicator if notification by email is requested at the completion of the import process.
Enable Tracing	An option to log the performance of the import.
End Period To Match	an option to set the default End Period that is matched for schedule transactions when using Schedule Transaction Import. This option is no longer in use.
End Period To Target	An option used to specify the default Target End Filing Period in the Tax Session Assignment tab for Schedule Transaction Import.
Bulk Insert Batch Size	An option to specify the amount of schedule transactions included in each bulk insert.
Import Engine Type	An option to allow a specific import engine to be chosen.
Jurisdiction To Match	An option to specify the default jurisdiction that will be used for Schedule Transaction Import.
Use Address1 in Exact Location Match	An option to exactly match Address1 in location import.
Use Address2 in Exact Location Match	An option to exactly match Address2 in location import.
Use Alternate Facility Number in Exact Location Match	An option to exactly match Alternate Facility Number in location import.
Use Alternate Jurisdiction in Exact Location Match	An option to exactly match Alternate Jurisdiction in location import.

Field	Description
Use City in Exact Location Match	An option to exactly match City in location import.
Use Country Code in Exact Location Match	An option to exactly match Country Code in location import.
Use County (name) in Exact Location Match	An option to exactly match County name in location import.
Use County Code in Exact Location Match	An option to exactly match County Code in location import.
Use Dep Number in Exact Location Match	An option to exactly match Dep Number in location import.
Use Description in Exact Location Match	An option to exactly match Description in location import.
Use Jurisdiction in Exact Location Match	An option to exactly match Jurisdiction in location import.
Use Location Type in Exact Location Match	An option to exactly match Location Type in location import.
Use Outside City Limit in Exact Location Match	An option to exactly match Outside City Limit in location import.
Use Postal Code in Exact Location Match	An option to exactly match Postal Code in location import.
Location Terminate New Records	If new Location records are created via Data File Import, this option allows those to be terminated.
Location Update Matches	If new Location records are created via Data File Import, this option allows existing locations to be updated.
Mapper Type	An option to specify the default Mapper used during Schedule Transaction Import.
Primary Filing Mode	An option to specify the default primary Tax Session Assignment mode that will be used for Schedule Transaction Import.
Report missing company accounts as an error	An option to log missing company accounts as errors during Schedule Transaction Import.
Schedule transaction entry complete	An option to allow the Schedule Transaction Import to notify the Workflow Service when an entry is complete.
Secondary Filing Mode	An option to specify the default secondary Tax Session Assignment mode that will be used for Schedule Transaction Import.
Taxpayer Type To Match	An option to specify the default Taxpayer Type that will be matched when using Schedule Transaction Import.
Use Bulk Insert	An option to have the system insert schedule transactions in bulk

Field	Description
	rather than one by one. Using bulk insert will improve performance on large import files.
Use Company Zero Data Mappers (TRUE/FALSE)	An option to allow Company Zero mappers to be used for Schedule Transaction Import.
Use Company Zero Schedule Scenarios	An option to have Schedule Transaction Import also use Company Zero Schedule Scenarios when determining an eligible Tax Session.

Security

Access to the Settings tab is determined by the Maintenance Company Settings authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to create a copy of an existing setting.

8.3.6 Comments tab

The Comments tab allows entering and viewing comments about the company. An example is shown below.

Comment Id	Description	Created By	Created Date	Updated By	Updated Date
254	Company ABC is a subsidiary of Big Town Oil Business and follows the same procedures.	patti	3/21/2014 9:29:14 AM	patti	3/21/2014 9:32:59 AM

To add a comment select the icon and a comment box is provided to enter comments. When completed select the icon to keep the comment or select the icon to delete the comment. When saved the entire comment is displayed as a line entry in the grid. To edit the comment select the and to remove the comment select the .

Security

Access to the Comments tab is determined by the Maintenance Company Comments authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to insert new comments.

8.4 Countries

The data in the Countries screen is provided by and maintained by Zytax. Countries are used throughout the Zytax application to provide values for drop-down lists and application functions.

The Countries screen is shown below.

Countries				
Name	3 Character Abbreviation	2 Character Abbreviation	Country Digit Code	Change
Canada	CAN	CA	124	S
Mexico	MEX	ME	999	M
United States	USA	US	840	M

Filter | Refresh

Excel

Select a country from the grid to view the Country Detail record which is shown below.

Zytax - Country

Details	Alternates
Name	Argentina
3 Character Abbreviation	ARG
2 Character Abbreviation	AR
Country Digit Code	032
<input type="button" value="Update"/> <input type="button" value="Delete"/>	

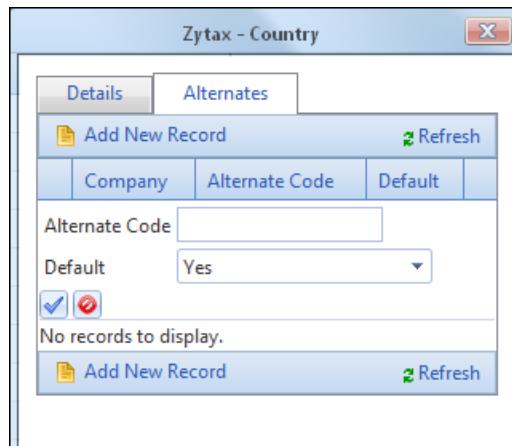
The Country Alternates view record screen is shown below.

If a default alternate value is configured (Default = ‘Yes’), the Determination Engine will return this value to the calling system instead of the standard Country.

Zytax - Country

Details	Alternates			
<input type="button" value="Add New Record"/> <input type="button" value="Refresh"/>				
	Company	Alternate Code	Default	
	1000000001	ARG	Yes	
<input type="button" value="Add New Record"/> <input type="button" value="Refresh"/>				

The [Add New Record](#) icon is used to create a new Alternate for Country and will display the following screen:



When creating a Country record, the following restrictions apply to each field.

Field	Description
Name	Country name
3 Character Abbreviation	ISO Standard three character country abbreviation
2 Character Abbreviation	ISO Standard two character country abbreviation
Country Digit Code	ISO Standard country digit code
Alternate Code	Alternate Code
Default	Yes or No

Security

Access to the Countries screen is determined by the Maintenance Countries authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to update or delete countries.

8.5 Cross Matching

Cross Matching has multiple maintenance screens that are used in the Cross Matching process.

8.5.1 Blended Products

Blended products are used in cross matching process to compare two or more component products with the resulting blended product as shown below.

Blended Products					
 Add New Record <input checked="" type="checkbox"/> Filter  Refresh					
Country	Jurisdiction	First Component	Second Component	Third Component	Blended Product
USA	NH	065	E00		E10
USA	NH	E00	065		E85
USA	NH	065	E00		E85
USA	NH	160	B00		D99
USA	NH	B00	160		B20

 Add New Record Filter |  Refresh

For example, a distributor reports transactions with 9000 gallons of gasoline and 1000 gallons of ethanol. The transporter reports 10000 gallons of E10. Cross matching will use the blended products table to compare the distributor reported products to the transporter reported products. Create each blended product combination that will be used in the cross matching process.

The  Add New Record icon is used to create a new blended product record as shown below.

 Zytax - Blended Product X

Country	USA
Jurisdiction	NH
First Component	<input type="text"/>
Second Component	<input type="text"/>
Third Component	<input type="text"/>
Blended Product	<input type="text"/>

When creating a blended products record, the following restrictions apply to each field.

Field	Description
Country	Country abbreviation (display)
Jurisdiction	Jurisdiction abbreviation (display)
First Component	Primary product used in blending (required)
Second Component	Secondary product used in blending (required)
Third Component	Additional product used in blending (optional)
Blended Product	Resulting product from blending two or more component products

	(required)
--	------------

Security

Access to the Blended Products screen is determined by the Maintenance Cross Match Blended Products authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of 'Edit' is required to Add New Record.

8.5.2 Company Exclusions

Company Exclusions is used in cross matching process to omit a company from comparison as shown below.

Company Exclusions					
Add New Record		Filter Refresh			
Company ID	Country Code	Jurisdiction	Name	From Date	To Date
172	USA	NH	Demo Company Inc	01/01/2010	03/31/2010
Add New Record				Filter Refresh	
Excel		Export			

This function is primarily used when a state elects to roll out e-filing over a period of time.

The Add New Record icon is used to create a company exclusions record as shown below.

The screenshot shows the Zytax - Company Exclusion dialog box. It contains the following fields:

- Country: USA
- Jurisdiction: NH
- Company: Dev Fuels (selected in a dropdown menu)
- From: (date input field with a calendar icon)
- To: (date input field with a calendar icon)
- Insert: (button at the bottom)

When creating a company exclusions record, the following restrictions apply to each field.

Field	Description
Country	Country abbreviation (display)
Jurisdiction	Jurisdiction abbreviation (display)
Company	Company to exclude from cross match (required)
From	Begin date of period company will be excluded from cross match (required)
To	End date of period company will be excluded from cross match (required)

Security

Access to the Company Exclusions screen is determined by the Maintenance Cross Match Company Exclusions authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of 'Edit' is required to Add New Record.

8.5.3 Settings

The Cross Matching Settings displays the specific values used in Cross Matching as shown below.

Cross Matching Settings		
Name	Value	Description
Tolerance Type	G	Type of Tolerance to be used in matching
Tolerance Value	99	Amount of Tolerance Type
Report Runtime	3	Number of months in arrears to extract data for reporting.

Filter | Refresh

Page: 1 of 1 Go Page Size: 3 Change Items 1 to 3 of 3.

Excel Export

Clicking on a row in the settings grid will allow update of that value as shown below.

Zytax - Cross Matching Setting

Name	Tolerance Type
Value	Gallons
Type of Tolerance to be used in matching	
Description	
<input type="button" value="Update"/>	

When updating a settings record, the following restrictions apply to each field.

Field	Description
Name	Field name (display)
Value	Value corresponding to field name (required) For Tolerance Type, options are Gallons and Percent For Tolerance Value, an integer value is required

	For Report Runtime, an integer value is required
Description	Settings description (display)

Security

Access to the Cross Matching Settings screen is determined by the Maintenance Cross Match Settings authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to update values.

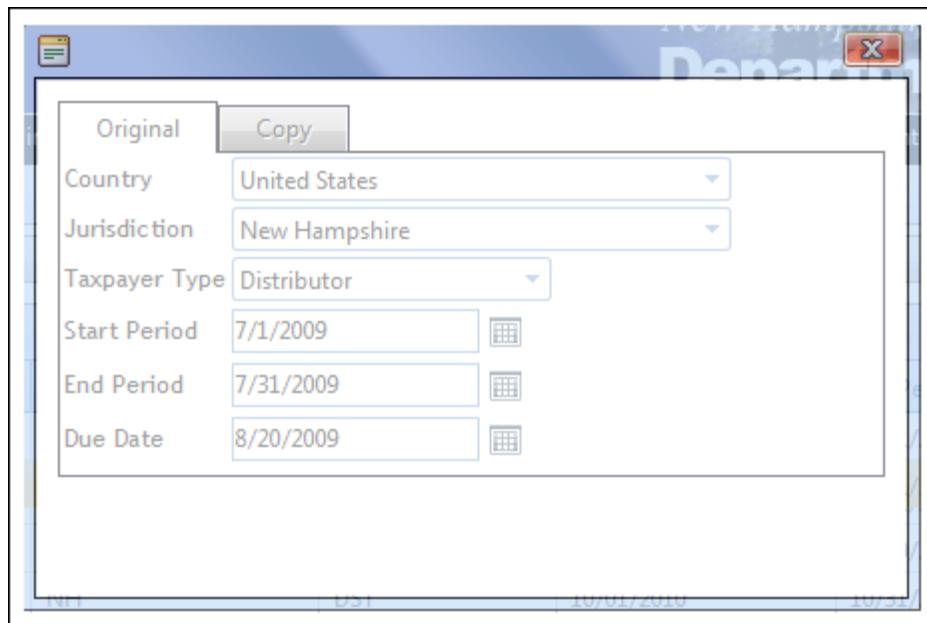
8.6 Due Dates

Due Dates is a table used in determining whether a tax return is timely filed. Configuration entries are provided by Zytax.

The Due Dates grid is shown below.

DueDates						
<input type="checkbox"/> Filter <input type="button" value="Refresh"/>						
Master Company Id	Country Code	Jurisdiction	Taxpayer Type	Start Period	End Period	Due Date
0	USA	NH	DST	07/01/2009	07/31/2009	08/20/2009
0	USA	NH	DST	08/01/2009	08/31/2009	09/20/2009
0	USA	NH	DST	09/01/2009	09/30/2009	10/20/2009
0	USA	NH	DST	10/01/2009	10/31/2009	11/20/2009
0	USA	NH	DST	11/01/2009	11/30/2009	12/21/2009
0	USA	NH	DST	12/01/2009	12/31/2009	01/20/2010
0	USA	NH	DST	01/01/2010	01/31/2010	02/22/2010
0	USA	NH	DST	02/01/2010	02/28/2010	03/22/2010

The due dates view record screen is shown below.



The following fields apply to due dates.

Field	Description
Country Code	Country associated with the jurisdiction
Jurisdiction	Jurisdiction associated with due date
Taxpayer Type	Zytax defined taxpayer type associated with a return
Start Period	Filing period begin date
End Period	Filing period end date
Due Date	Return due date

Security

Access to the Due Dates screen is determined by the Maintenance Due Dates authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of 'Edit' is required to create new due date records via the Copy function.

8.7 Local Jurisdictions

The Local Jurisdictions table is used to define cities and countries which are used in mapping rates. Configuration entries have been provided by Zytax. Local Jurisdictions cannot be added or removed.

The Local Jurisdictions Maintenance grid is shown below.

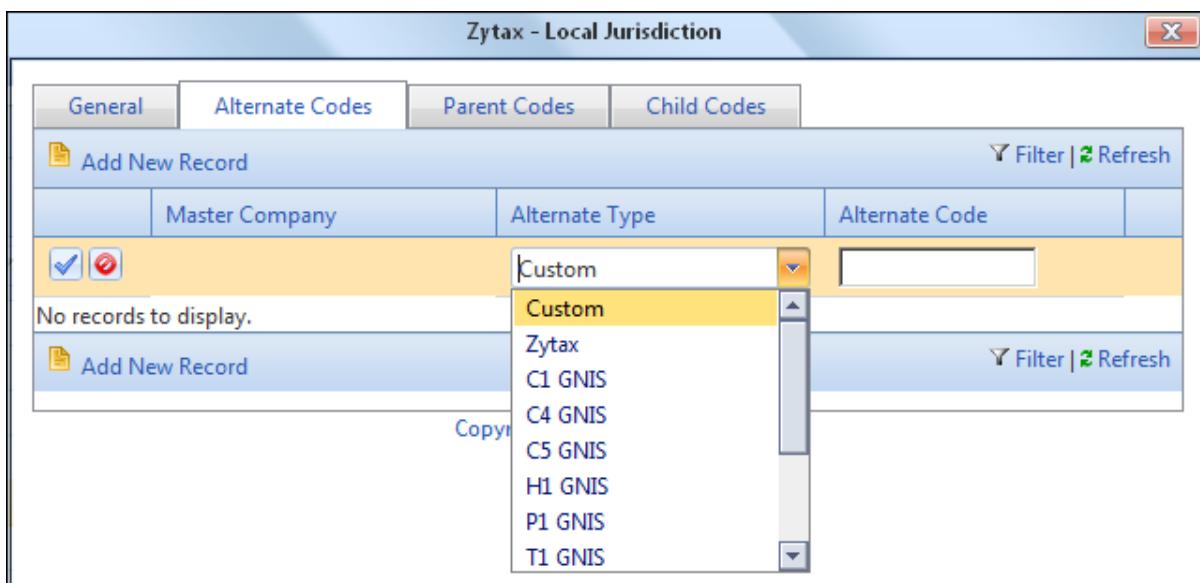
Local Jurisdictions									
Country	Jurisdiction	Local Jurisdiction Type	Local Jurisdiction Code	Name	Description	Effective Date	Obsolete Date	Special Jurisdiction	
USA	NH	CITY	1001	ACWORTH	Acworth	01/01/2009		No	
USA	NH	CITY	1002	ALBANY	Albany	01/01/2009		No	
USA	NH	CITY	1245	ALDERBROOK	Alderbrook	01/01/2009		No	
USA	NH	CITY	1003	ALEXANDRIA	Alexandria	01/01/2009		No	
USA	NH	CITY	1246	ALLENS MILLS	Allens Mills	01/01/2009		No	
USA	NH	CITY	1004	ALLENSTOWN	Allenstown	01/01/2009		No	
USA	NH	CITY	1247	ALLENSTOWN ELEMENTARY SCHOOL	Allenstown Elementary School	01/01/2009		No	
USA	NH	CITY	1005	ALSTEAD	Alstead	01/01/2009		No	
USA	NH	CITY	1248	ALSTEAD CENTER	Alstead Center	01/01/2009		No	
USA	NH	CITY	1006	ALTON	Alton	01/01/2009		No	
USA	NH	CITY	1249	ALTON BAY	Alton Bay	01/01/2009		No	

Clicking on a record in the Local Jurisdictions Maintenance grid will display a detailed view of the record. The detailed view shown below allows the user to view parent and child local jurisdiction records as well as add alternate codes via the Alternate Codes tab.

Zytax - Local Jurisdiction

General	Alternate Codes	Parent Codes	Child Codes
Add New Record			
Filter Refresh			
Master Company	Alternate Type	Alternate Code	
No records to display.			
Add New Record			
Filter Refresh			

The icon is used to create a new alternate code and will display the following screen.



Parent Codes tab and Child Codes tabs display any relationships that have been created between the local and alternate jurisdictions.

Security

Access to the Local Jurisdictions screen is determined by the Maintenance Local Jurisdictions authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to create alternate codes.

8.8 Locations

The Locations table is used to define points of origin and points of destination which are used in entering schedules. Initial entries for terminal locations have been provided by Zytax using the Federal TCN list. In addition, state locations have been provided. Selecting a record in the Locations Maintenance grid will allow for updating or deleting of the Location.

Note: If a Location is assigned to a filed tax session, that Location will be marked as ‘Locked’. A ‘Locked’ Location cannot be deleted.

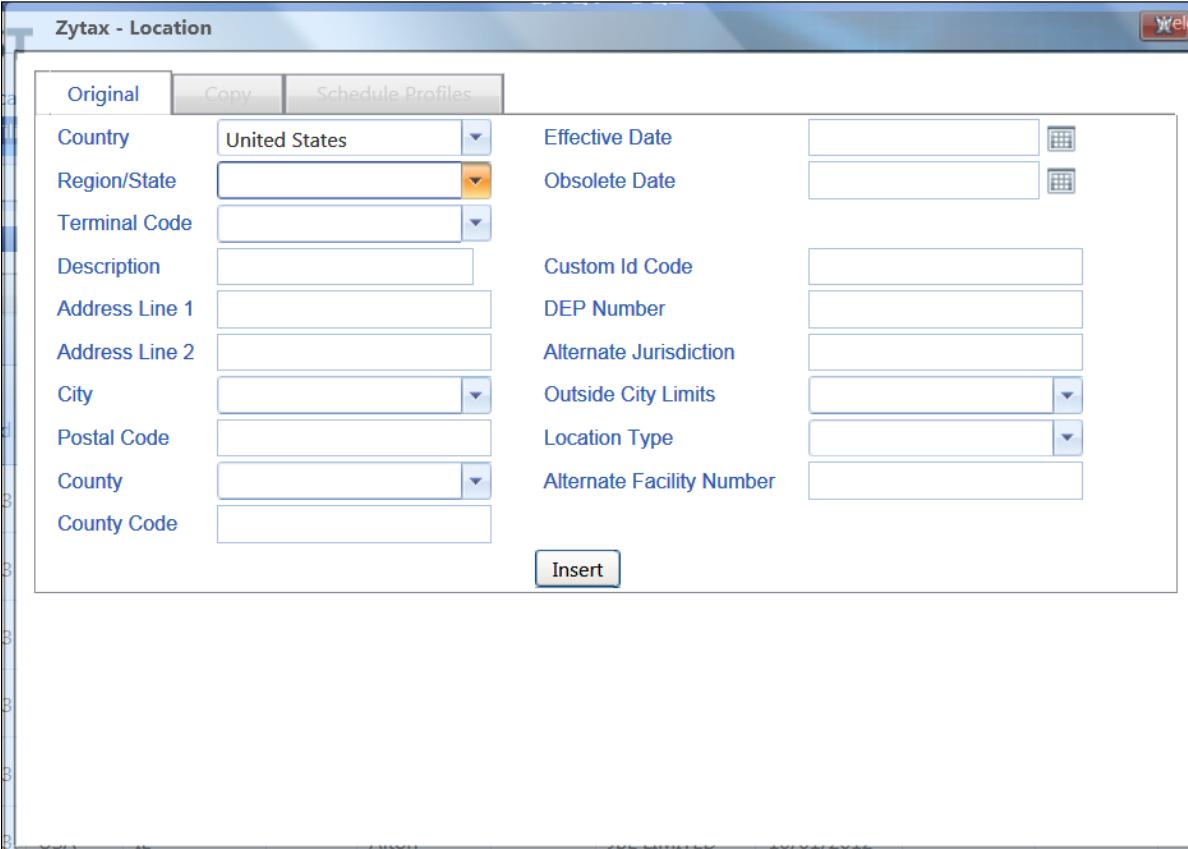
A location can be ‘Unlocked’ by unfilling a tax session. However, only locations that are not associated with another filed tax session will be unlocked.

The Locations Maintenance grid is shown below.

Locations													
ID	Master Company Id	Country	Region/State	County	City	Terminal Code	Description	Effective Date	Obsolete Date	Locked Date	Custom Id Code	Type	Updated Date
1000000444	0	USA	AL	Birmingham	T63AL2300	Amoco Oil Company - Birmingham	01/01/2010	04/30/2011		1000000444	Terminal	8/23/2012 3:25:51 PM	
1000000963	0	USA	AL	117.sample	Birmingham	T63AL2300	Amoco Oil Company - Birmingham	06/01/2010	04/30/2011		1000000963	Terminal	8/23/2012 3:25:51 PM
1000000962	0	USA	AL	117.SHELBY	Birmingham	T63AL2300	Amoco Oil Company - Birmingham	06/01/2010	04/30/2011		1000000962	Terminal	8/23/2012 3:25:51 PM
1000001473	0	USA	AL	Birmingham	T63AL2300	Amoco Oil Company - Birmingham	09/01/2010	04/30/2011		1000001473	Terminal	8/23/2012 3:25:51 PM	
1000001148	0	USA	AL	Birmingham	T63AL2300	Amoco Oil Company - Birmingham	11/01/2010	04/30/2011		1000001148	Terminal	8/23/2012 3:25:51 PM	
1072	0	USA	AL	Jefferson	Birmingham	T63AL2301	Chevron USA, Inc.- Birmingham	01/01/2008		06/14/2012	1072	Terminal	8/23/2012 3:25:51 PM
1000000448	0	USA	AL	Birmingham	T63AL2302	CITGO - Birmingham	01/01/2000		06/01/2012	1000000448	Terminal	8/23/2012 3:25:51 PM	
1073	0	USA	AL	Jefferson	Birmingham	T63AL2302	CITGO - Birmingham	01/01/2008		06/14/2012	1073	Terminal	8/23/2012 3:25:51 PM
1074	0	USA	AL	Jefferson	Birmingham	T63AL2303	Crown Central Petro - Birmingham	01/01/2008	04/30/2011		1074	Terminal	8/23/2012 3:25:51 PM
1076	0	USA	AL	Jefferson	Birmingham	T63AL2305	Bp Exploration + Oil, Inc. - Birmin	01/01/2008	04/30/2011		1076	Terminal	8/23/2012 3:25:51 PM
1077	0	USA	AL	Jefferson	Birmingham	T63AL2306	Marathon Birmingham	01/01/2008		06/26/2012	1077	Terminal	8/23/2012 3:25:51 PM

8.8.1 Add New Record

The  icon is used to create a new location and is shown below.



The following fields apply to Locations.

Field	Description
Country	Country corresponding to region/state being created (required)
Region/State	Region/state of location being created (required)
Terminal Code	Federal Terminal Control Number (optional) Note that when selecting a terminal code, several other fields are filled automatically from the terminals table. The terminals table is populated from the Federal TCN database.
Description	Location description (optional)
Address Line 1	Address Line 1 (optional)
Address Line 2	Address Line 2 (optional)
City	City (optional)
Postal Code	Zip or Postal code (optional)
County	County (optional)

County Code	Standard code associated with County (optional)
Effective Date	Date location is first effective (required) [Location will appear in schedule transactions drop-down list for those tax sessions on or after the effective date]
Obsolete Date	Date location is no longer effective (optional) [Location will not appear in schedule transactions drop-down list for those tax sessions on or after the obsolete date]
Custom ID	User defined custom field to identify a location (optional) Not used by South Carolina
DEP Number	Department of Environmental Protection Facility Number (optional) Not used by South Carolina
Alternate Jurisdiction	Alternate jurisdiction. (optional) Used for states which require alternate location information such as airport code. Not used by South Carolina
Outside City Limits	Outside City Limits. (optional) Used to signify whether a location is located inside or outside of the city limits. Not used by South Carolina
Location Type	Location Type. (optional) Used to further define the type of location. Not used by South Carolina
Alternate Facility Number	A secondary number used to define a location. (optional)

8.8.2 Copy Tab

The Copy function is used to create a new location using an existing location as a template. Selecting Copy tab will display the following screen.

Zytax - Location

	Original	Copy	Location Alternates	Schedule Profiles
Country	United States		Effective Date	5/1/2011
Region/State	Kentucky		Obsolete Date	
Terminal Code			Custom Id Code	
Description	BEREA, KY, USA		DEP Number	
Address Line 1			Alternate Jurisdiction	
Address Line 2			Outside City Limits	
City	Berea		Location Type	
Postal Code			Alternate Facility Number	
County				
County Code				
<input type="button" value="Insert"/>				

Some key data fields from the original location are copied allowing editing and adding additional information to create a new location. Click the **Insert** button once all new information has been added.

If this new location is to replace the original location, then the obsolete date needs to be added to the original location.

Security

Access to the Locations screen is determined by the Maintenance Locations authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to add new locations or use the copy function.

8.8.3 Location Alternates tab

Location Alternates is used to add an alternate terminal location or add a relationship between the current location and a termed location. When selecting the Add Alternate Terminals radio button the following screen is displayed.

Zytax - Location

Original	Copy	Location Alternates	Schedule Profiles
----------	------	---------------------	-------------------

Country/Jurisdiction: USA - Maryland
Terminal Code:
Description: Maryland Enterprises

Select Termed Locations
 Add Alternate Terminals

Alternate Terminal:

Terminal Code	Custom Id Code	Description	Effective Date	Obsolete Date	Edit Alternate	Delete
Grover County Termin		Maryland Enterprises	01/01/1990	01/02/1990	Edit	
Cedar County Termina		Maryland Enterprises	01/01/1990	01/02/1990	Edit	

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

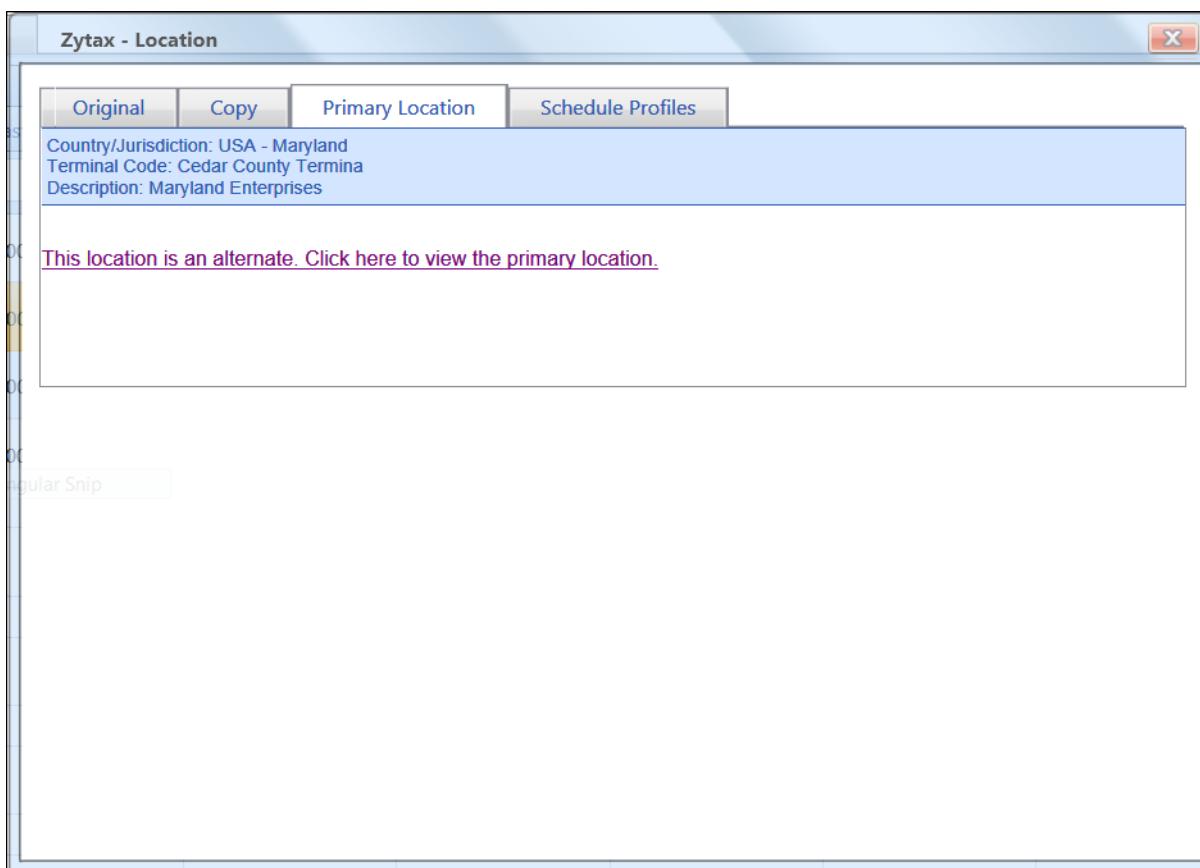
USA MD Baltimore Baltimore LOZMID155U

Note: The original location is displayed at the top of the screen on the left, under the tabs.

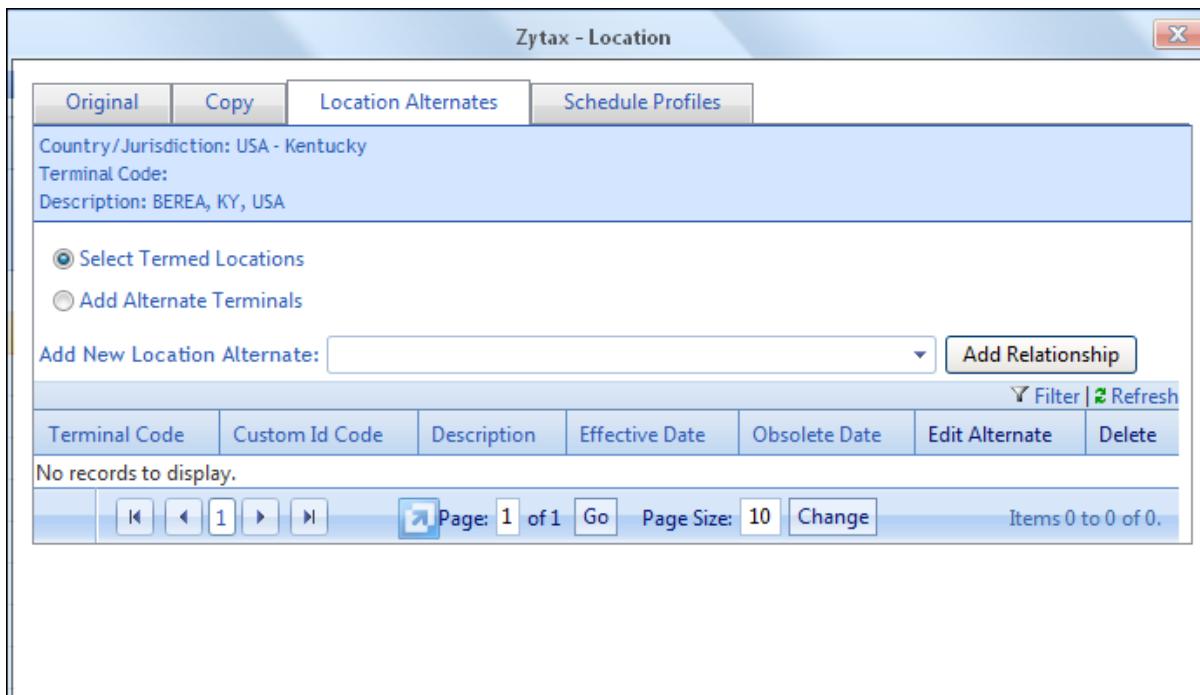
Enter the termed location or the alternate terminal code in the Alternate Terminal text box.

Select to add this location. Inserted records are displayed on the screen and can be updated by selecting [Edit](#) or deleted by selecting the red X.

An alternate location has its own entry on the Locations grid. When the alternate location is selected it does not have an Alternate Locations tab but instead has a Primary Location tab which allows you to view the primary location as shown below.



Selecting the Select Termed Location radio button allows a relationship to a terminated location to be added, as shown below.



Make your selection from the list of terminated locations shown in the drop-down list. Once selected click **Add Relationship** and the selected location will be added. It displays with the alternate locations and shows its relationship when viewing the Primary Location tab.

Security

Access to the Location Alternates tab is controlled by the Maintenance Locations element. An access levels of 'Edit' is required.

8.9 Master Data Export

Master Data Export allows user to build the export file using:

- All custom data from a given table
- Partial exports from areas outside of the Master Data Export area

Company zero data will not be exported even if it matches filtered criteria.

This option is available to both Compliance and Determination customers and by default will be given to users in the ZMS_ADMIN role.

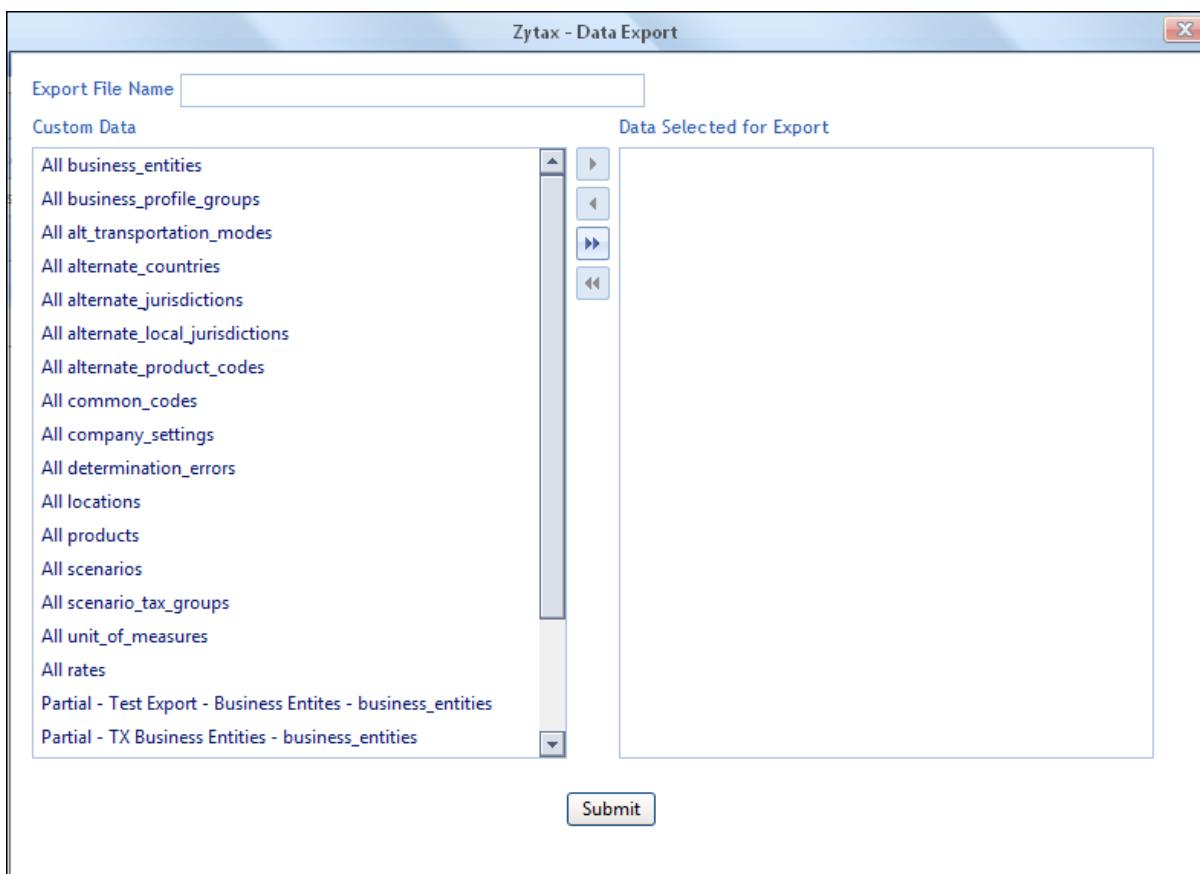
Both locked and unlocked records can be exported. The locked date will be cleared when records are exported. This allows users to re-run the full replace multiple times provided the company does not file any sessions in between runs.

The Master Data Export screen is shown below.



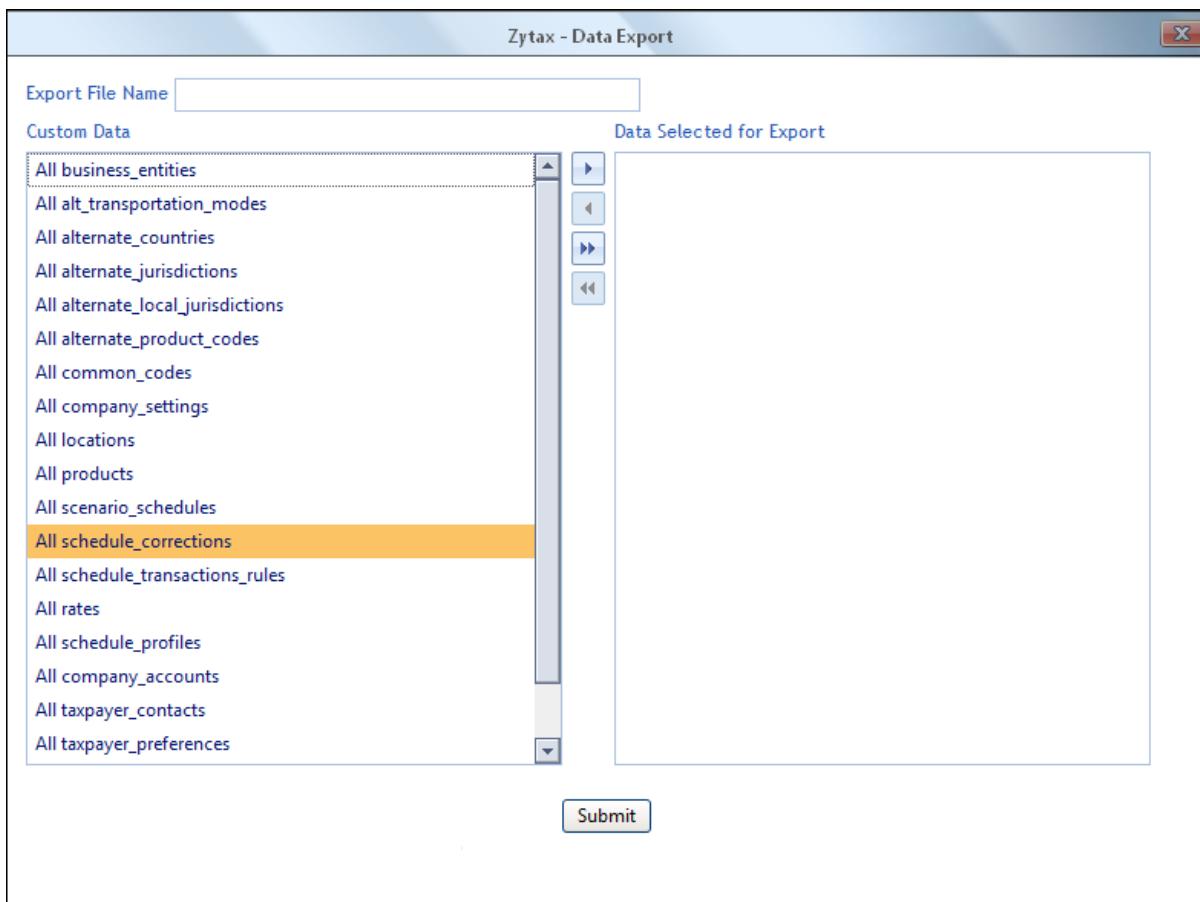
Determination License:

When selecting **Add New Record** the pop-up window, as shown below, will display for users with Determination License. The tables displayed are license driven. An export from the listed files will export all records in the table. Any partial export files created will display in the Custom Data column.



Compliance License:

A user with a Compliance License will see the pop-up window below when selecting . The tables displayed are license driven. Any partial export files created will display in the Custom Data column.



Use the arrow keys in the center column to move a file or all files to be exported. Once the user has selected files to export and has named the Export File, click on **Submit** icon.

Master Data Export						
					<input type="button" value="Filter"/>	<input type="button" value="Refresh"/>
	Status	Start Date	Completed Date	Description	User	Output File
<input checked="" type="checkbox"/>	Passed	02/27/2012 10:34:52 AM	02/27/2012 10:36:49 AM	Master Data Export:Kelly Test - All Compliance and Determination	kelly	Download 790 kb
<input type="checkbox"/>	Warnings	02/27/2012 08:58:31 AM	02/27/2012 08:58:37 AM	Master Data Export:Kelly test - dpp bcs	kelly	Download 209.6 kb
<input checked="" type="checkbox"/>	Passed	02/27/2012 08:42:59 AM	02/27/2012 08:43:00 AM	Master Data Export:kelly test - rates	kelly	Download 52.5 kb
<input checked="" type="checkbox"/>	Passed	02/27/2012 08:39:21 AM	02/27/2012 08:39:23 AM	Master Data Export:kelly test - rates	kelly	Download 52.4 kb
<input checked="" type="checkbox"/>	Passed	02/27/2012 08:35:52 AM	02/27/2012 08:35:55 AM	Master Data Export:kelly test - rates	kelly	Download 37.8 kb
<input checked="" type="checkbox"/>	Passed	02/27/2012 08:27:47 AM	02/27/2012 08:27:49 AM	Master Data Export:Kelly Test - products	kelly	Download 37.1 kb

Location Special Jurisdictions will automatically export along with Locations.

The status of the file will display. Selecting a record will bring the user to System Activity Viewer with more details or specific errors.

The screenshot shows the 'System Activity Viewer' interface. At the top, it displays job details: JOB PROCESS NAME: Master Data Export, JOB DESCRIPTION: Master Data Export:Test, JOB STATUS: Passed, JOB START DATE: 2/24/2012 4:01:48 PM, and JOB END DATE: 2/24/2012 4:01:50 PM. Below this is a table with columns for Date, Status, and Message. The log entries are:

Date	Status	Message
02/24/2012 04:01:50 PM	Informational	Workflow Master Data Export Task has completed.
02/24/2012 04:01:50 PM	Informational	Input file compression completed. [InputFile_143257_Test.xml.zip] [0.4 kb]
02/24/2012 04:01:50 PM	Informational	Input file compression started. [Test.xml] [0.3 kb]
02/24/2012 04:01:49 PM	Informational	Workflow Master Data Export Task has started.

At the bottom, there are navigation buttons (First, Previous, Next, Last) and a status bar indicating Page: 1 of 1, Go, Page Size: 4, and Change. There are also 'Filter' and 'Refresh' buttons.

To complete the export process the user must download the file. Click on the Output File and pop-up window will display giving option to Open or Save the file. The file can now be imported.

The screenshot shows the 'Master Data Export' interface. On the left, there is a table with a single row: Status: Passed, Start Date: 02/24/2012 04:01:48 PM, Completed Date: 02/24/2012 04:01:50 PM, and Description: Master Data Export:Test. Below this is an 'Add New Record' button and a navigation bar with icons for back, forward, and search. On the right, there is a progress bar showing '0% of DOWNLOADASHX from zmsqaq1 Completed'. A 'File Download' dialog box is open, prompting 'Do you want to open or save this file?'. It shows the file details: Name: Test.dat, Type: dat-auto_file_102K8, From: zmsqaq1. It includes 'Open', 'Save', and 'Cancel' buttons, and a checked checkbox for 'Always ask before opening this type of file'. A warning message at the bottom says: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'. The 'Save' button in the dialog is circled in red. To the right of the dialog, there is another small window titled 'Output File' with the text 'Download 102.1 KB' and a 'Filter' button.

Creating a Partial Export File

Export files can be created outside of the Master Data Export area. Areas where the Master Data Export option is available are based on the software license used.

Determination Licensed customers can create partial exports from the following areas

- Business Entities
- Common Codes
- Company Settings
- Determination Profile
- Determination Scenarios
- Determination Scenario Groups
- Determination Errors
- Locations
- Products
- Rates
- Unit of Measure

Compliance Licensed customers can create partial exports from the following areas

- Business Entities
- Common Codes
- Company Settings
- Locations

- Products
- Scenario Schedules
- Schedule Corrections
- Schedule Transaction Rules
- Schedule Profiles
- Rates

Select the area to export data and view the grid. In the example below, Business Entities data will be exported. Filter to get the specific data to export. After all data is determined, select Master Data Export as the option from lower left corner and then select **Export** button.

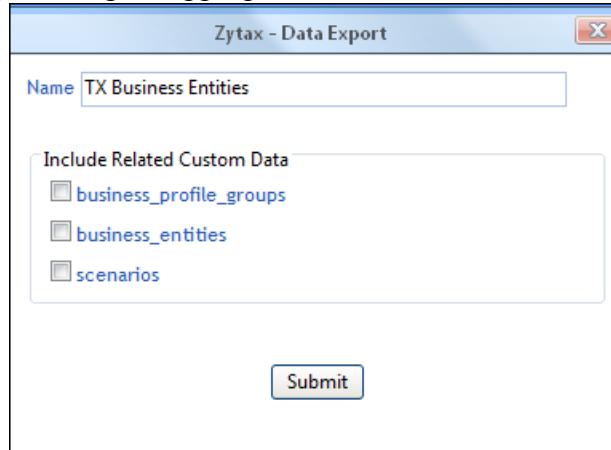
Business Entities												
Add New Record	Master Company ID	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City	Region/State	Country	Updated Date	
307	1000000001	ABC Oil Co Inc	FEIN	357689241	ABC	01/01/2009		Houston	TX	USA	5/24/2012 8:59:16 AM	
519	1000000001	Alternate ABC Oil Co Inc	FEIN	357689242	ABC2	01/01/2008	12/31/2007	Houston	TX	USA	5/24/2012 8:59:16 AM	
520	1000000001	Alternate XYZ Oil Company, Inc.	FEIN	951753655	XYZ2	01/01/2010	12/31/2010	HOUSTON	TX	USA	5/24/2012 8:59:16 AM	
301	1000000001	GRAIL OIL COMPANY INC	FEIN	481516234	GOC	01/01/2009		HOUSTON changed	TX	USA	5/24/2012 8:59:16 AM	
304	1000000001	Joe 6 Pack Truck Stop	FEIN	12345679	JOE6	01/01/2009		Anytown	TX	USA	5/24/2012 8:59:16 AM	
300	1000000001	Tennessee Valley Authority	FEIN	738405118	TVA	01/01/2009		HOUSTON	TX	USA	5/24/2012 8:59:16 AM	
302	1000000001	XYZ Oil Company, Inc.	FEIN	951753654	XYZ	01/01/2009		HOUSTON	TX	USA	5/24/2012 8:59:16 AM	
34893	0	AnotherSeller	FEIN	123456789	34893	10/01/2010		Tiny Town	TX	USA	5/24/2012 2:00:20 PM	
32405	0	Zytax Oil	FEIN	007007007	32405	07/01/2010		HOUSTON	TX	USA	5/24/2012 2:01:18 PM	
32407	0	Zytax Oil	FEIN	7007007	32407	07/01/2010	03/20/2012	HOUSTON	TX	USA		

Add New Record

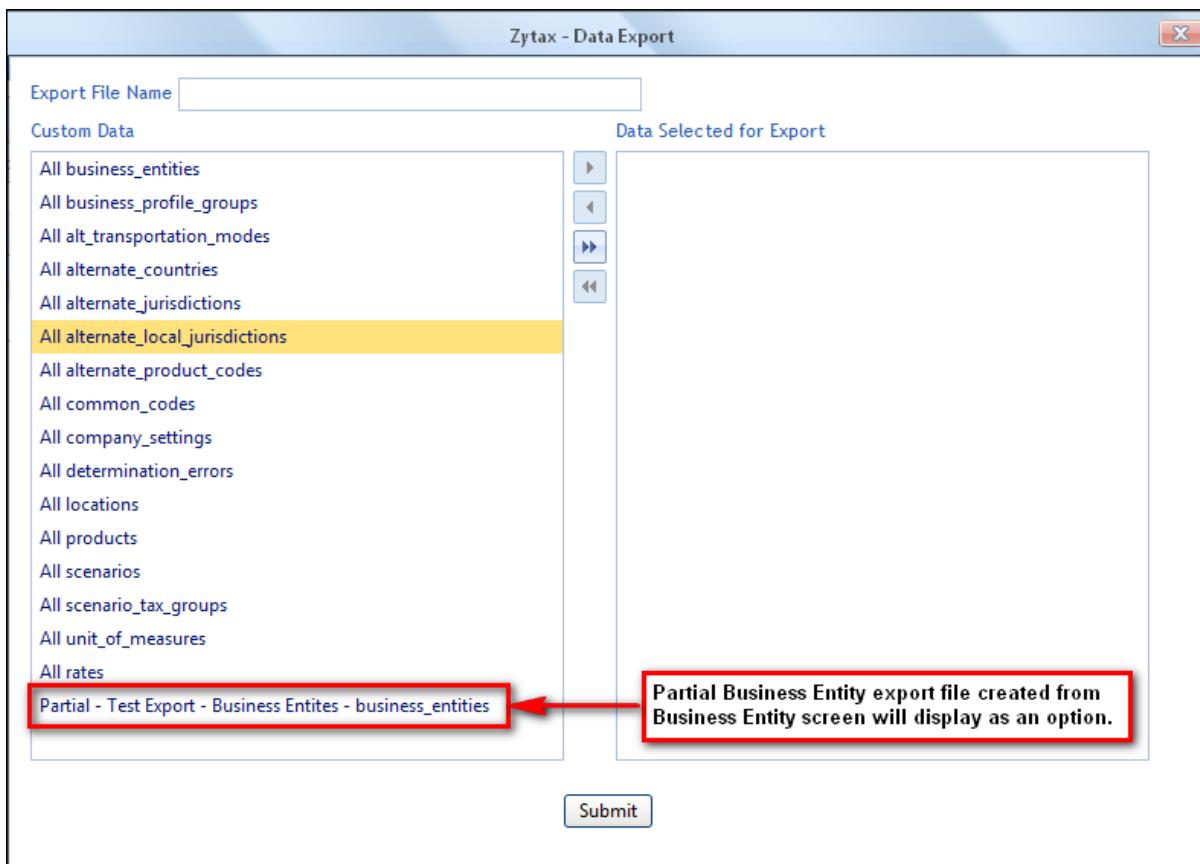
Page: 1 of 1 | Go | Page Size: 10 | Change | Items 1 to 10 of 10.

Master Data Export

In the displayed pop-up box, name the saved export file. The options for Include Related Custom Data will be determined by the table being exported. Select any additional files to include in the export by clicking the appropriate checkbox. Click **Submit** button to save the file.



The partial file can be viewed under Data Export page in Custom Data column. Partial files will have that noted in their name as shown in the example below.

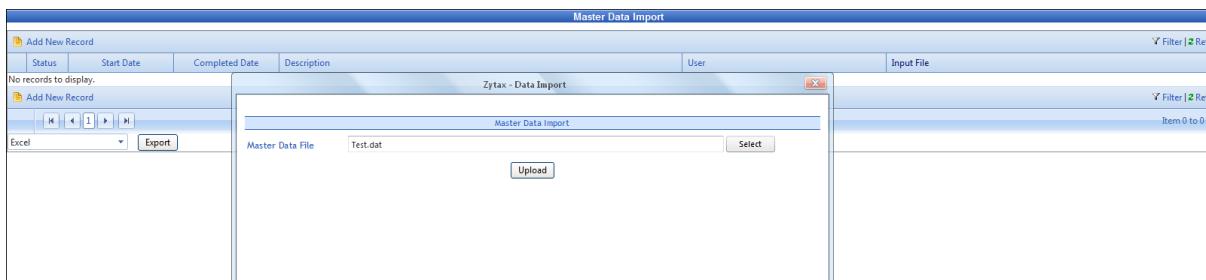


8.10 Master Data Import

Master Data Import simplifies movement of Zytax configuration data.

Master Data Import is available to both Compliance and Determination customers and by default will be given to users in the ZMS_ADMIN role.

Once the export file is created as described in [Master Data Export](#), the user logs in to the target system, goes into Master Data Import, clicks on icon, selects the file and clicks on [Upload](#).



The screen shown below will display. The Data File tab shows the amount of records per table to be imported.

Data File	Data Settings
Data File Viewer	
Table Name	Record Count
alt_transportation_modes	0
alternate_countries	0
alternate_jurisdictions	0
alternate_local_jurisdictions	0
business_entities	0
common_codes	0
company_settings	0
locations	6
products	0
rates	0
scenario_schedules	1
schedule_corrections	0
schedule_profiles	1
schedule_transactions_rules	7
Submit	

When selecting Data Settings tab, the tabs displaying on the left will be determined by the file being imported. The General tab and Save Default Values tab will always display.

Data File	Data Settings
General Business Entity Import Locations Import Save Default Values	General Match Type <input checked="" type="radio"/> Merge and Append <input type="radio"/> Delete All and Replace

General Tab

User will have the option to ‘Merge and Append’ or ‘Delete All and Replace’ the data being imported.

- Merge and Append is intended for migrating changes between existing environments. Specified data is added to the target system.
- Delete All and Replace is intended for setting up new environments. Specified data is deleted from target system and replaced with the source system’s data.

Integration with existing Business Entity/Location imports

Importing Business Entities, Business Accounts, and Locations using the Merge option diverts to the existing import process. The tables have extensive specialized logic. For more

information and rules see Business Entity Import.

Full support for ‘locked’ Compliance data

- Import with Merge and Append: These tables use the existing data import routines which do not allow updates to locked data in the target system
- Import with Delete All and Replace: The Master Data import process checks for locked data in the target system before clearing the existing records. For example, if a company has any locked Business Entities in the target system they will get an error when trying to use the import file containing Business Entities.

Business Entity Import

Options in Business Entity Import allow the user to Immediately terminate business entities, Update existing business entities upon match, or Override matching priority assignments as shown below.

<div style="background-color: #e0e0e0; padding: 2px 0; margin-bottom: 2px;">General</div> <div style="background-color: #e0e0e0; padding: 2px 0; margin-bottom: 2px;">Business Entity Import</div> <div style="background-color: #e0e0e0; padding: 2px 0; margin-bottom: 2px;">Locations Import</div> <div style="background-color: #e0e0e0; padding: 2px 0; margin-bottom: 2px;">Save Default Values</div>	<div style="background-color: #e0f2ff; border: 1px solid #c0c0c0; padding: 5px; margin-bottom: 10px;"> Business Entity Import </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; margin-bottom: 5px;"> <input type="checkbox"/> Immediately terminate business entities </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; margin-bottom: 5px;"> <input type="checkbox"/> Update existing business entities upon match </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; margin-bottom: 5px;"> <input type="checkbox"/> Override Matching Priority Assignments </div> <div style="display: flex; justify-content: space-around; align-items: center;"> Custom Id <input type="text" value="0"/> Id Type/Id Code <input type="text" value="0"/> Legal Name <input type="text" value="0"/> </div> <div style="text-align: right; margin-top: 10px;"> ◀ ▶ </div>
---	--

Locations Import Tab

Options in the Locations Import tab allow the user to Immediately terminate new locations upon import or Update existing locations upon match.

Locations Import

- Immediately terminate new locations
- Update existing locations upon match

Save Default Values Tab

Once all tabs have been updated, preferences can be saved to run again in the future. If the settings are not saved, the tabs will be set back to default setting and will need to be entered again.

Save Default Values

Save Default Values:

Once user has setup all the controls on all the Data Settings tabs, select Data File tab and click **Submit** button. The file(s) will now be imported.

The import will be queued in the Master Data Import window. Once it has imported, it will give the status and the record can be selected to get more details.

Master Data Import						
Add New Record					Filter	Refresh
	Status	Start Date	Completed Date	Description	User	Input File
!	Waiting	02/27/2012 10:21:48 AM		Master Data Import:Dunder Miffline FULL.dat	superuser	Download 440.5 kb
✓	Passed	02/27/2012 08:49:55 AM	02/27/2012 08:49:58 AM	Master Data Import:Kelly SC Co - schedule profiles.dat	kelly	Download 9 kb
!	Waiting	02/27/2012 08:49:36 AM		Master Data Import:Kelly test co - schedule profiles.dat	kelly	Download 101.5 kb
✓	Passed	02/27/2012 08:45:19 AM	02/27/2012 08:45:37 AM	Master Data Import:Kelly SC Co - schedule profiles.dat	kelly	Download 8.9 kb
✓	Passed	02/27/2012 08:37:52 AM	02/27/2012 08:38:23 AM	Master Data Import:qa forms - all rates.dat	kelly	Download 8 kb
⚠	Errors	02/24/2012 12:14:36 PM	02/24/2012 12:14:54 PM	Master Data Import:KELLY NH GOV -PRODUCTS.DAT	kelly	Download 4 kb

Selecting a file shows the details in the System Activity Viewer.

System Activity Viewer		
JOB PROCESS NAME: Master Data Import JOB DESCRIPTION: Master Data Import:Kelly SC Co - schedule profiles.dat JOB STATUS: Passed JOB START DATE: 2/27/2012 8:49:55 AM JOB END DATE: 2/27/2012 8:49:58 AM		
<input type="button" value="History Log"/> <input checked="" type="button" value="Input"/> <input type="button" value="Filter"/> <input type="button" value="Refresh"/>		
Date	Status	Message
02/27/2012 08:49:58 AM	Informational	Workflow Master Data Import
02/27/2012 08:49:58 AM	Informational	Input file compression complete [file profiles.dat.zip] [9 kb]
02/27/2012 08:49:58 AM	Informational	Input file compression stored [entry 2012-02-27-schedule_profiles.dat.zip] [9 kb]
02/27/2012 08:49:58 AM	Informational	Importing Completed.
02/27/2012 08:49:58 AM	Debug	Importing 1 rows.
02/27/2012 08:49:58 AM	Debug	Mapping Columns:
02/27/2012 08:49:58 AM	Informational	Importing 1 rows into schedule_profile_locations
02/27/2012 08:49:58 AM	Debug	Importing 1 rows.
02/27/2012 08:49:58 AM	Debug	Mapping Columns:
02/27/2012 08:49:58 AM	Informational	Importing 1 rows into schedule_profile_loc_xrefs
02/27/2012 08:49:58 AM	Debug	Importing 1 rows.
02/27/2012 08:49:58 AM	Debug	Mapping Columns:
02/27/2012 08:49:58 AM	Informational	Importing 1 rows into schedule_profile_details
02/27/2012 08:49:58 AM	Debug	Importing 1 rows.

8.11 Products

Determination Product Categories are not jurisdiction specific. They are designated with a jurisdiction ‘TD’ and are used only by the Determination System.

Compliance Product Categories are jurisdiction specific and each state has its own set. These are used by both the Compliance and Determination System.

The Products table is used to define fuel product codes. Configuration entries have been provided by Zytax.

Products							
<input type="button" value="Add New Record"/> <input type="button" value="Filter"/> <input type="button" value="Refresh"/>							
Master Company	Country	Jurisdiction	Product Code	Description	Effective Date	Obsolete Date	Product Category
0	USA	NH	160	Diesel Fuel - Undyed	01/01/1996		Diesel - Undyed
0	USA	NH	175	Residual Fuel Oil	01/01/1996		Motor Fuel
0	USA	NH	188	Asphalt	01/01/1996		Other Gallons
0	USA	NH	228	Diesel - Dyed	01/01/1996		Diesel - Dyed
0	USA	NH	B00	Biodiesel 100% - Undyed	01/01/1996		Biodiesel - Undyed
0	USA	NH	B01	Biodiesel Blend 1% - Undyed	01/01/1996		Biodiesel - Undyed
0	USA	NH	B05	Biodiesel Blend 5% - Undyed	01/01/1996		Biodiesel - Undyed
0	USA	NH	B20	Biodiesel Blend 20% - Undyed	01/01/1996		Biodiesel - Undyed
0	USA	NH	B99	Biodiesel Blend 99% - Undyed	01/01/1996		Biodiesel - Undyed
0	USA	NH	D00	Biodiesel 100% - Dyed	01/01/1996		Biodiesel - Dyed
0	USA	NH	D01	Biodiesel Blend 1% - Dyed	01/01/1996		Biodiesel - Dyed
0	USA	NH	D05	Biodiesel Blend 5% - Dyed	01/01/1996		Biodiesel - Dyed

The product view record screen is shown below. Note the tabs for Alternate Product Codes and Copy are not used by New Hampshire.

The screenshot shows the 'Zytax - Product' dialog box. The 'General' tab is selected. The fields and their values are:

- Country: United States
- Jurisdiction: New Hampshire
- Product Category: Biodiesel - Undyed
- Product Code: B00
- Description: Biodiesel 100% - Undyed
- Effective Date: 1/1/1996
- Obsolete Date: (empty)

Security

Access to the Products screen is determined by the Maintenance Products authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of 'Edit' is required to add new products, use the copy function, or add alternate product codes.

The icon is used to create a new product and will display the following screen.

The screenshot shows the 'Zytax - Product' dialog box. The 'General' tab is selected. The fields are empty except for the 'Insert' button at the bottom right.

The following fields apply to products.

Field	Description
Country	Country associated with the product
Jurisdiction	Jurisdiction associated with product
Product Category	Zytax defined product category used to determine the column and/or cell of a return to which the product applies
Product Code	Jurisdiction defined Product Code
Description	Product Code Description
Effective Date	Date product is first effective [will appear in schedule transactions drop-down list for those tax sessions on or after the effective date]

Obsolete Date	Date product is no longer effective [will not appear in schedule transactions drop-down list for those tax sessions on or after the obsolete date]
----------------------	---

The Alternate Product Codes tab allows the user to assign an alternate product code, alternate fuel content, or terminal code for a product. An example of the Alternate Product Codes screen is shown below.

Product Code	Alternate Product Code	Effective Date	Obsolete Date	Alternative Fuel Content	Terminal Code	
065	GAS	01/01/2012		85.00000	T55IL2068	X

To edit the Alternate Product Code select the icon. Make changes to the Alternate Product and save by selecting the icon.

The Copy tab is also used to add a product by copying an existing product. Select the Copy tab and then make your changes to create a new product.

8.12 Rates

The Rates table is used to define rates for tax and fees used in return calculations. Configuration entries have been provided by Zytax. Rates cannot be added, but existing rates can be copied.

The rates grid is shown below.

Rates													
Filter Refresh													
Master Company Id	Country	Jurisdiction	Local Jurisdiction	Tax Type	Taxing Level	Rate Type	Rate Subtype	Product Category	Effective Date	Obsolete Date	Tax Rate	Calc Type Ind	Description
0	USA	NH	NONE	FUEL	STATE	INT	NONE	0	07/01/2009		0.0100000000	P	Interest
0	USA	NH	NONE	FUEL	STATE	PEN	LATEFILEFLAT	0	07/01/2005		500.0000000000	F	Late Filing Fee - Flat
0	USA	NH	NONE	FUEL	STATE	PEN	LATEFILEPCT	0	07/01/2005		0.1000000000	P	Late Filing Fee - Percentage
0	USA	NH	NONE	FUEL	STATE	FEE	DISCHARGE	1	07/01/2005		0.0150000000	C	New Hampshire State Oil Discharge Fee - Gasoline
0	USA	NH	NONE	FUEL	STATE	TAX	NONE	1	07/01/2005		0.1800000000	C	New Hampshire State Tax - Gasoline
0	USA	NH	NONE	FUEL	STATE	FEE	DISCHARGE	2	07/01/2005		0.0150000000	C	New Hampshire State Oil Discharge Fee - Diesel

Security

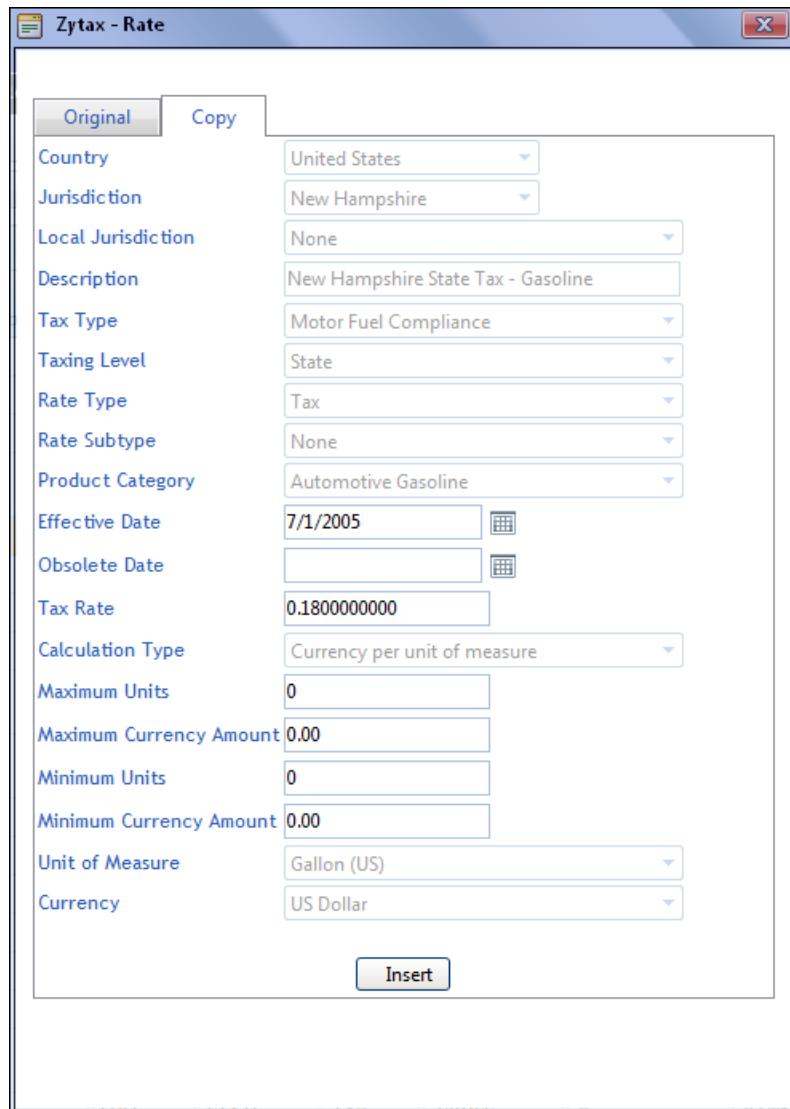
Access to the Rates screen is determined by the Maintenance Rates authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of 'Edit' is required to use the copy function to create a new rate.

The rates view record screen is shown below.

Original	Copy
Country	United States
Jurisdiction	New Hampshire
Local Jurisdiction	None
Description	New Hampshire State Tax - Gasoline
Tax Type	Motor Fuel Compliance
Taxing Level	State
Rate Type	Tax
Rate Subtype	None
Product Category	Automotive Gasoline
Effective Date	7/1/2005
Obsolete Date	
Tax Rate	0.1800000000
Calculation Type	Currency per unit of measure
Maximum Units	0
Maximum Currency Amount	0.00
Minimum Units	0
Minimum Currency Amount	0.00
Unit of Measure	Gallon (US)
Currency	US Dollar

8.12.1 Copy Tab

The Copy function is used to create a new rate record using an existing rate as a template. Selecting Copy tab will display the following screen.



The following fields apply to rates.

Field	Description
Country	Country associated with the jurisdiction (display)
Jurisdiction	Jurisdiction associated with rate (display)
Local Jurisdiction	City or County jurisdiction associated with rate (display)
Description	Rate Description (display)
Tax Type	Specifies tax type [Motor Fuel, Sales & Use)] (display)

Taxing Level	Specifies Jurisdiction level tax applies to (State, County, City) (display)
Rate Type	Zytax defined rate type [tax, fee, penalty, interest, allowance, etc] (display)
Rate Subtype	Zytax defined rate subtype [Environmental, Discharge, Late File Flat, Late File Percent] (display)
Product Category	Zytax defined product category used to determine the column and/or cell of a return to which a rate applies (display)
Effective Date	Date rate is first effective (required)
Obsolete Date	Date rate is no longer effective (optional)
Tax Rate	Numeric value of tax rate (required – can be zero)
Calculation Type	Specified whether calculation is based on currency per unit or percentage (display)
Maximum Units	Unit (gallon) threshold for maximum allowances, penalties, etc (required – can be zero)
Maximum Currency Amount	Currency(dollar) threshold for maximum allowances, penalties, etc (required – can be zero)
Minimum Units	Unit (gallon) threshold for minimum allowances, penalties, etc (required – can be zero)
Minimum Currency Amount	Currency(dollar) threshold for minimum allowances, penalties, etc (required – can be zero)
Unit of Measure	Unit of measure for calculating tax [gallon, barrel, etc] (display)
Currency	Currency used for calculating tax [dollar, euro, peso, etc] (display)

8.13 Regions/States

Regions/States is a configuration table provided by and maintained by Zytax. Regions/States are used throughout the Zytax application to provide values for drop-down lists and application functions.

The Regions/States screen is shown below.

Regions/States		
Country Code	Region/State	Name
CAN	NB	New Brunswick
CAN	NL	Newfoundland
CAN	NT	Northwest Territory
CAN	NS	Nova Scotia
CAN	NU	Nunavut
CAN	ON	Ontario
CAN	PE	Prince Edward Island
CAN	QC	Quebec
CAN	SK	Saskatchewan
CAN	YT	Yukon Territory

Columns | Group By | Filter | Refresh

Page: 8 of 38 Go Page Size: 10 Change Item 71 to 80 of 380

Export as scheduled task – Excel Export

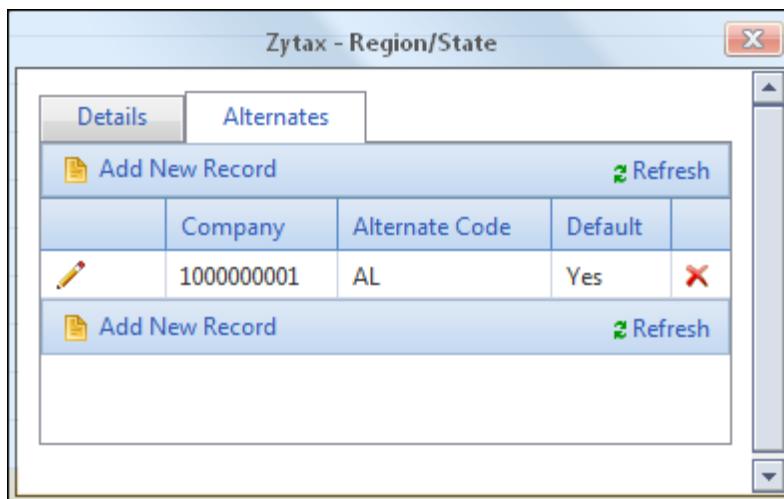
Clicking on a region/state from the grid will display the regions/states view record screen as shown below.

Zytax - Region/State

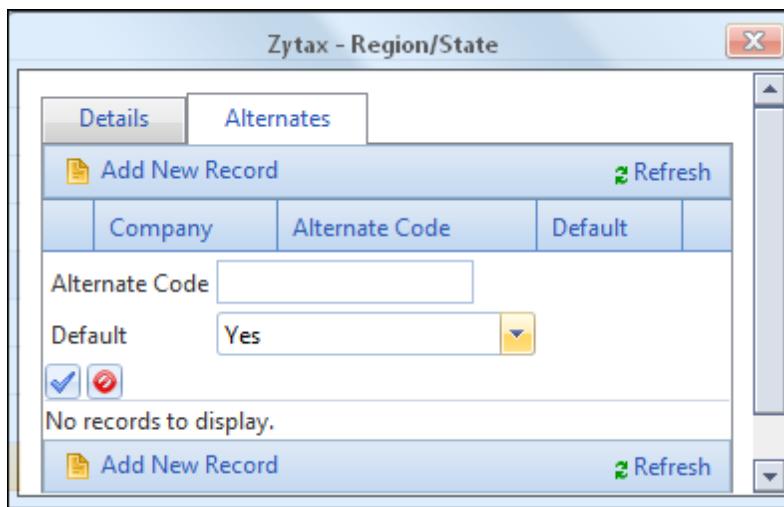
Details	Alternates
Country	United States
Region/State	AL
Name	Alabama
<input type="button" value="Update"/> <input type="button" value="Delete"/>	

Clicking on the Alternates tab will display the alternates created for that specific regions/states as shown below.

If a default alternate value is configured (Default = ‘Yes’), the Determination Engine will return this value to the calling system instead of the standard Region/State.



The [Add New Record](#) icon is used to create a new region/state alternate. Selecting [Add New Record](#) will display the following screen where an alternate code can be added.



The following fields apply to regions/states.

Field	Description
Country Code	ISO standard Country code
Region/State	ISO standard Region/State abbreviation
Name	Region/State Name
Alternate Code	Alternate Code
Default	Yes or No

Security

Access to the Regions/States screen is determined by the Maintenance Jurisdictions authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of

‘Edit’ is required to add new regions/states or to update a region/state.

8.14 Return Tolerances

Return Tolerances are used in validation during return generation by a government back-end user. A tolerance calculation exists and can be configured for the Supplier Return.

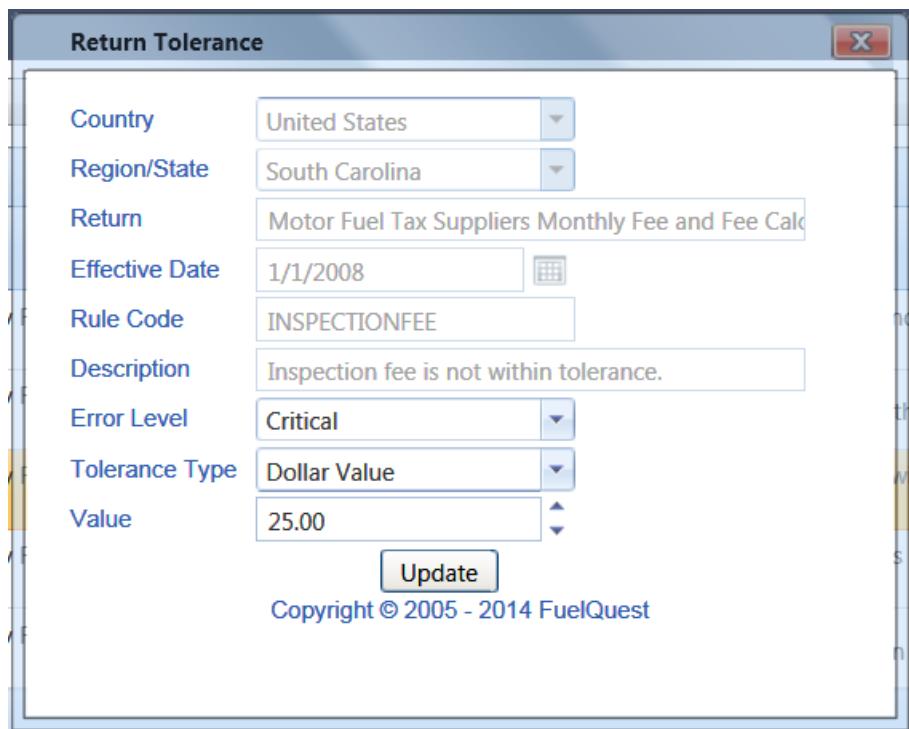
When Tolerance Type is set to ‘Gallon’, the absolute value difference between the State Calculated Total Tax Due and the Filer Intent Total Tax Due will be calculated. If the difference is greater than the entered value, then an error will be generated during return generation.

When Tolerance Type is set to ‘Percent’, the absolute value percentage difference between the State Calculated Total Tax Due and the Filer Intent Total Tax Due will be calculated. If the difference is greater than the entered percentage value, then an error will be generated during return generation.

The Return Tolerances grid is shown below.

Return Tolerances								
Filter Refresh								
Country	Jurisdiction	Return	Return Effective Date	Rule Code	Description	Error Level	Tolerance Type	Value
USA	South Carolina	Motor Fuel Tax Suppliers Monthly Fee and Fee Calculation	01/01/2008	ENVIRONMENTALFEE	Environmental fee is not within tolerance.	Critical	Dollar Value	25.00
USA	South Carolina	Motor Fuel Tax Suppliers Monthly Fee and Fee Calculation	01/01/2008	GASTAX	Gas user fee is not within tolerance.	Critical	Dollar Value	25.00
USA	South Carolina	Motor Fuel Tax Suppliers Monthly Fee and Fee Calculation	01/01/2008	INSPECTIONFEE	Inspection fee is not within tolerance.	Critical	Dollar Value	25.00
USA	South Carolina	Motor Fuel Tax Suppliers Monthly Fee and Fee Calculation	01/01/2008	SPECIALFUELTA	Special fuel user fee is not within tolerance.	Critical	Dollar Value	25.00
USA	South Carolina	Motor Fuel Tax Suppliers Monthly Fee and Fee Calculation	01/01/2008	TOTALDUE	Total due is not within tolerance.	Critical	Dollar Value	25.00

Clicking on a return tolerance from the grid will display the return tolerance view record screen as shown below.



When editing a return tolerance record, the following restrictions apply to each field.

Field	Description
Error Level	Indicates the severity of the rule (required)
Tolerance Type	Either Percent or Gallons (required)
Value	If Tolerance Type is set to 'Percent', then the value is a percent value. If Tolerance Type is set to 'Gallon', then the value is an integer value. (required)

Security

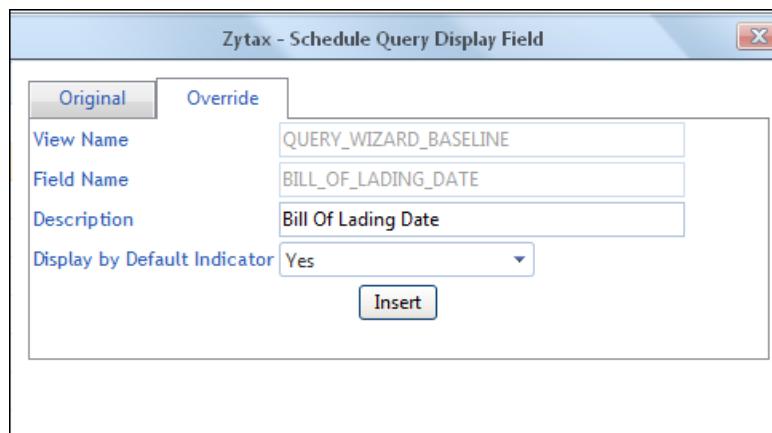
Access to the Return Tolerances screen is determined by the Maintenance Return Tolerances authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of 'Edit' is required to edit the error level, tolerance type, or value.

8.15 Schedule Query Display Fields

Maintenance page to allow users to override field descriptions used in Schedule Query Wizard. The Schedule Query Display Fields screen is shown below. Select a field to override.

Schedule Query Display Fields				
Master Company	View Name	Field Name	Description	Display by Default Indicator
0	QUERY_WIZARD_BASELINE	BILL_OF_LADING	Bill Of Lading	Y
0	QUERY_WIZARD_BASELINE	BILL_OF_LADING_DATE	Bill Of Lading Date	Y
0	QUERY_WIZARD_BASELINE	BILLED_UNITS	Billed Units	Y
0	QUERY_WIZARD_BASELINE	BUYER_CUSTOM_ID	Buyer Custom Id	N
0	QUERY_WIZARD_BASELINE	BUYER_ID	Buyer Id	N
0	QUERY_WIZARD_BASELINE	BUYER_ID_CODE	Buyer Id Code	Y
0	QUERY_WIZARD_BASELINE	BUYER_ID_TYPE	Buyer Id Type	N
0	QUERY_WIZARD_BASELINE	BUYER_JURISDICTION	Buyer Jurisdiction	N
0	QUERY_WIZARD_BASELINE	BUYER_LEGAL_NAME	Buyer Legal Name	Y
0	QUERY_WIZARD_BASELINE	BUYER_LICENSE_NUMBER	Buyer License Number	N
0	QUERY_WIZARD_BASELINE	BUYER_SUB_TYPE	Buyer Sub Type	N
0	QUERY_WIZARD_BASELINE	CARRIER_CUSTOM_ID	Carrier Custom Id	N
0	QUERY_WIZARD_BASELINE	CARRIER_ID	Carrier Id	N
0	QUERY_WIZARD_BASELINE	CARRIER_ID_CODE	Carrier Id Code	Y
0	QUERY_WIZARD_BASELINE	CARRIER_ID_TYPE	Carrier Id Type	N
0	QUERY_WIZARD_BASELINE	CARRIER_JURISDICTION	Carrier Jurisdiction	N
0	QUERY_WIZARD_BASELINE	CARRIER_LEGAL_NAME	Carrier Legal Name	Y
0	QUERY_WIZARD_BASELINE	CARRIER_LICENSE_NUMBER	Carrier License Number	N
0	QUERY_WIZARD_BASELINE	CARRIER_SUB_TYPE	Carrier Sub Type	N
0	QUERY_WIZARD_BASELINE	CHANGE_IND	Change Ind	N

The record will open and user has option to select Override tab to enter new description. The new description entered will now display in any new queries created in the grid results.



The Display by Default Indicator determines if the field is in the list of display fields by default whenever a new query is created in Schedule Query Wizard. A value of Yes will include the field in the Display Fields column while a value of No will include the field in the Non-Display column.

Once the Description for a field is changed, the change is not reflected until a new query is created. For existing queries, the description is not changed.

Security

Access to the Schedule Query Display Field screen is determined by the Maintenance Schedule Query Display Fields authorization element. Access levels of ‘None’ and ‘Edit’ apply. An access level of ‘Edit’ is required to override an existing record.

8.16 Schedule Validation Rules

Schedule Validation rules is a configuration table provided by and maintained by Zytax. Schedule Validation rules are used to verify schedules meet state-defined reporting requirements. Manually entered schedules, schedules extracted from uploaded eFiles and imported transactions all use the same set of schedule validation rules.

The Schedule Validation rules screen is shown below.

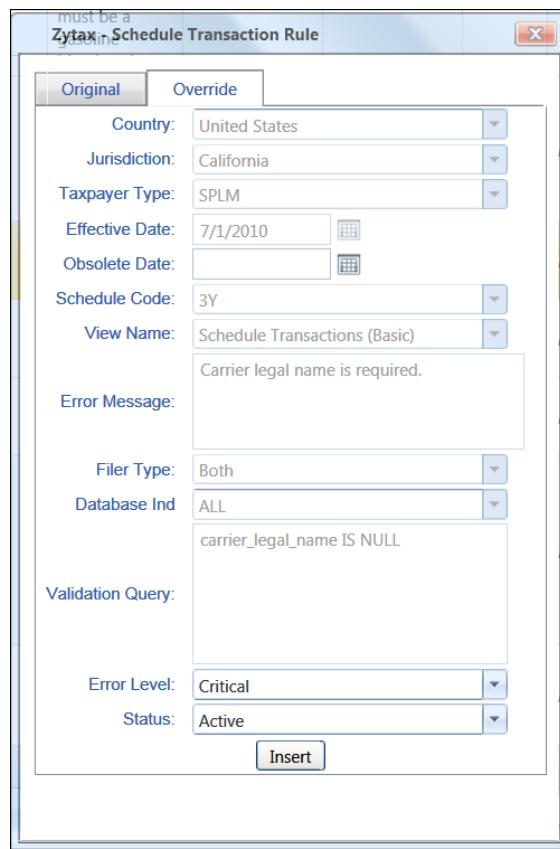
Schedule Validation Rules												
Schedule Validation Rules		Exports										
Rule Id	Master Company Id	Country	Jurisdiction	Taxpayer Type	Schedule Code	Error Message			Effective Date	Obsolete Date	Error Level	Enabled
26579	0	USA	WY	Distributor Importer Exporter	1A	Mode code must be valid for this jurisdiction.			01/01/2008		Critical	Active
26583	0	USA	WY	Distributor Importer Exporter	1A	Seller FEIN or SSN is required			01/01/2008		Critical	Active
26875	0	USA	CA	Dealer Aviation Fuel	7	Mode code must be valid for this jurisdiction.			07/01/2010		Critical	Active
27500	1000000303	USA	NH	Distributor	*	Bill of lading date must be a valid date within the filing period (or jurisdiction's grace period).			03/01/2010		Warning	Active
27527	0	USA	WY	Distributor Importer Exporter	2B	Consignor legal name is required if origin is out of Wyoming.			01/01/2008		Critical	Active
27538	0	USA	WY	Supplier	2B	Consignor legal name is required if origin is out of Wyoming.			06/01/2008		Critical	Active
27542	0	USA	WY	Supplier	6A	Consignor legal name is required if destination is out of Wyoming.			06/01/2008		Critical	Active

Security

Access to the Schedule Validation rules screen is determined by the Maintenance Schedule Validation Rules authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to use the override and copy functions or to create a new schedule validation rule.

8.16.1 Override Tab

The Override function allows you to bypass the existing rule through several methods. An example of the Override tab is shown below.



Use the context menu to click on a schedule transaction rule to modify. The original tab displays information about the schedule transaction rule while the Override tab allows access to several fields where changes can be made.

Obsolete Date	Enter a date where the schedule transaction rule no longer applies.
Error Level	Select a new level making the rule easier or harder to move past.
Status	Allows the rule to be active or inactive.

8.16.2 Mass Change

Mass change allows multiple rules to be changed at once. During conversion of legacy tax sessions, it may be necessary to override multiple rules. The Override Validation Rules and Delete Validation Rules options will operate on the filtered grid rows. If a filter is not applied, then all records displayed in the grid will be submitted to the selected operation.

The Mass Change is located in the Grid Actions in the lower left hand corner of the page. After filtering results, select ‘Mass Change’ and select button.

28321	0	USA	IL	Distributor, Supplier, Environmental	LD	Product code n for this jurisdiction return, and must be 'Kerosene or aviation product.'
28321	150	USA	IL	Distributor, Supplier, Environmental	LD	Product code n for this jurisdiction return. Product must be '1K', 'AVI' or 'KERO'.

Page: 1 of 35 Go Page 9

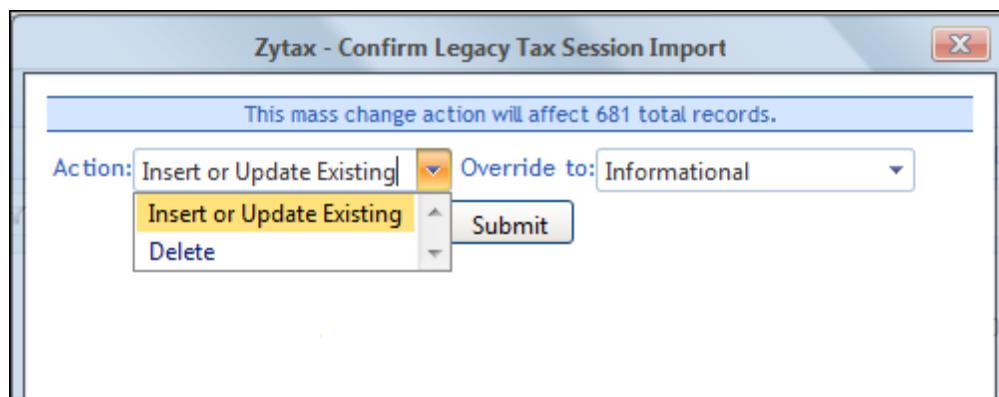
Mass Change | [Submit](#)

(comma delimited) [Export as Excel](#) [Quest](#)

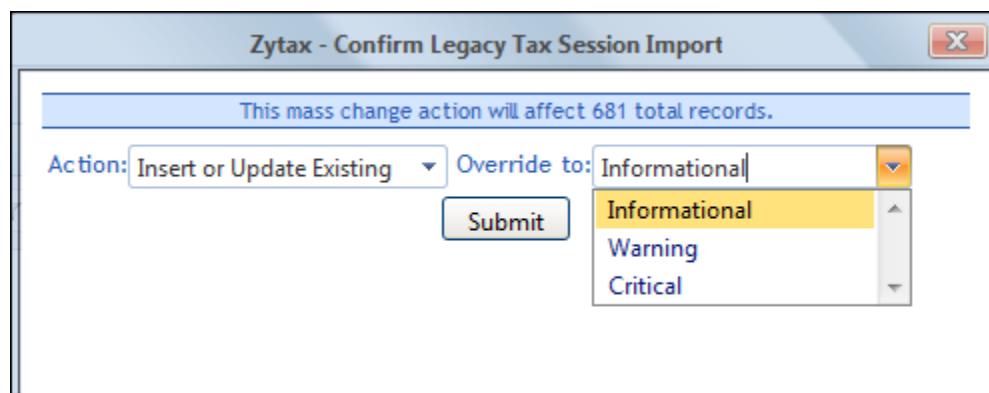
Mass Change

Release 5.10.0

From the pop-up shown below, select the Action to Insert or Update Existing Rules or Delete Rules.



The rules can be overridden to Informational, Warning or Critical by making the selection from the drop-down. The filtered rows can contain company zero and company specific validation rules.



At the top of the screen, the number of records affected is displayed. Selecting the [Submit](#) button will perform the specified changes to the schedule validation rules. All changes will be executed as a scheduled task.

When creating a schedule validation rule record, the following restrictions apply to each field.

Field	Description
Country	Country associated with the jurisdiction (required)
Jurisdiction	Jurisdiction associated with rule (required)
Taxpayer Type	Taxpayer Type corresponding to rule being created (required)
Schedule Code	Schedule Code or ‘All’ corresponding to rule being created (required)
View Name	Schedule Transaction view to apply rule against (required)
Error Message	Error message to display if transaction fails validation (optional)
Filer Type	Indicates whether rule applies to filer applications, government applications or both filer and government (required)
Data Base Ind	Indicates the database type the query will run against (required)
Effective Date	Date rule is first effective (required)
Obsolete Date	Date rule is no longer effective (optional)
Validation Query	SQL query specifying validation rule (required)
Error Level	Indicates the severity of the rule (required)
Status	Indicates whether a rule is active or inactive (required)

8.17 Scheduled Tasks

Scheduled Tasks option is used to schedule defined processes. The Scheduled Tasks grid is shown below.

Schedule Tasks					
 Add New Record					
Task Description	Status	Frequency	Detail	Start	Completed Date
Database Maintenance Plan	Pending	Daily	EveryDay	11/22/2010 8:57:17 AM	
Database Maintenance Plan	Pending	Daily	EveryDay	5/23/2012 2:45:00 PM	
Database Maintenance Plan	Passed	One Time		5/23/2012 2:56:30 PM	

 Filter |  Refresh

Items 1 to 3 of 3

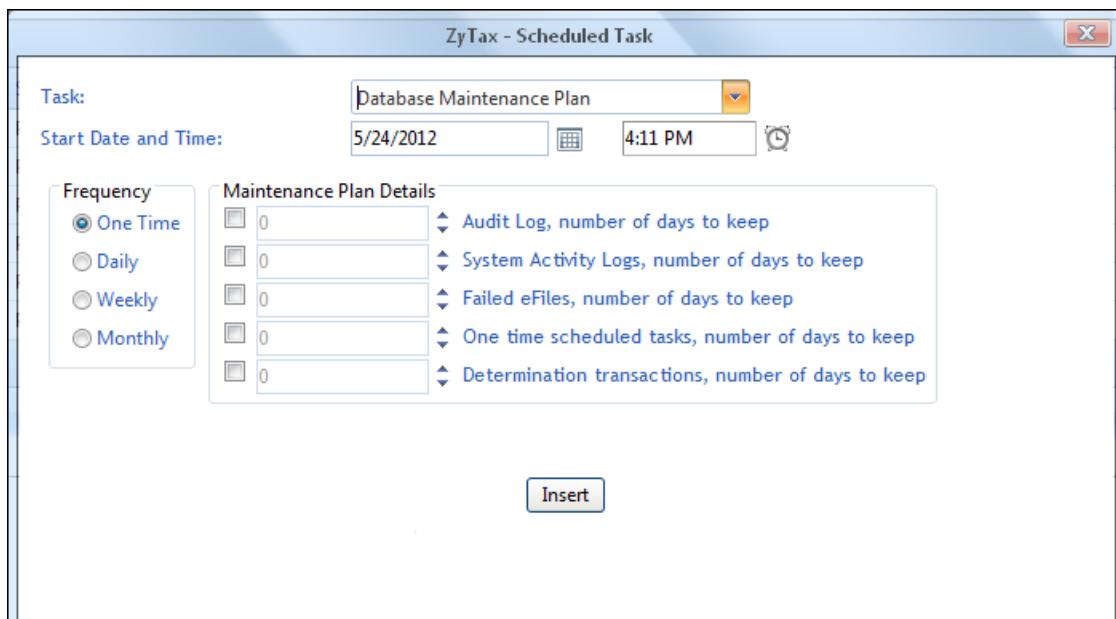

Page: 1 of 1 | Go | Page Size: 3 | Change

Security

Access to the Scheduled Tasks screen is determined by the Maintenance Scheduled Tasks authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to add new scheduled tasks.

8.17.1 Add New Record

The  Add New Record icon is used to schedule a process and displays the following screen.



When creating a scheduled task record, the following restrictions apply to each field.

Field	Description
Task	Select a defined process to be scheduled from drop-down list. (required)
Start Date	Date task will be scheduled to start (required)
Start Time	Time task will be scheduled to start (required)
Frequency	Frequency task will run by selecting a radio button (required)
Details	Options vary depending on selected task and frequency (conditional)

8.18 Taxpayer Contacts

The Taxpayer Contacts table is used to store filer contact information and is shown below.

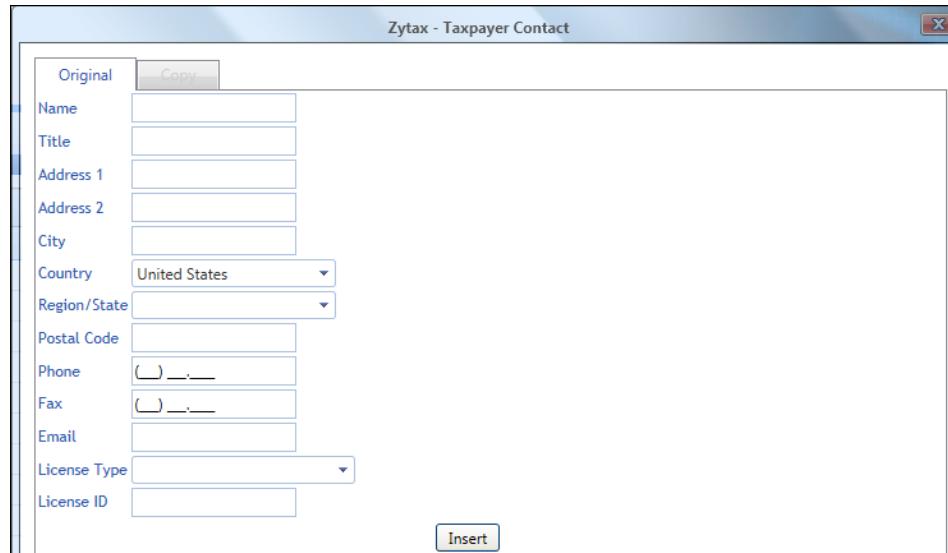
Taxpayer Contacts								
Add New Record		Filter Refresh						
Master Company ID	Name	Title	Address 1	Address 2	City	Region/State	Postal Code	Country Code
172	Primary Contact		1234 Demo Street	P.O. Box 888	Concord	NH	03305	USA
Add New Record								
Excel		Export						

Security

Access to the Taxpayer Contacts screen is determined by the Maintenance Taxpayer Contacts authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of 'Edit' is required to add new taxpayer contacts or to use the copy functionality.

8.18.1 Add New Record

The  icon is used to create a new taxpayer contact and displays the following screen.



The screenshot shows a software window titled "Zytax - Taxpayer Contact". On the left, there is a vertical list of fields: "Original", "Name", "Title", "Address 1", "Address 2", "City", "Country" (with a dropdown menu showing "United States"), "Region/State" (with a dropdown menu), "Postal Code", "Phone", "Fax", "Email", "License Type" (with a dropdown menu), and "License ID". Above the "Original" field is a "Copy" button. At the bottom right of the form area is an "Insert" button.

8.18.2 Copy Tab

The Copy tab is used to create a new taxpayer contact by copying an existing record. Selecting Copy tab will display the following screen.

Zytax - Taxpayer Contact

Original	Copy
Name	General Contact
Title	Tax Preparer
Address 1	
Address 2	
City	
Country	United States
Region/State	Wisconsin
Postal Code	
Phone	(920) 123.4567
Fax	(920) 765.4321
Email	GC@ZYTAX.COM
License Type	
License ID	
Update	
Taxpayer Contact Comments	
Comment	Insert

When creating or copying a taxpayer contact record, the following restrictions apply to each field.

Field	Description
Name	Contact Name (optional)
Title	Contact Title (optional)
Address1	Street Address Line 1(optional)
Address2	Street Address Line 2 (optional)
City	City (optional)
Country	Country (optional)
Region/State	Region / State (optional)
Postal Code	Zip or Postal code (optional)
Phone	Contact phone Number (optional)
Fax	Contact Fax Number (optional)
Email	Contact e-mail (required)

License ID	Contact License Number (optional)
License Type	Contact License Type (optional)

8.19 Taxpayer Preferences

Taxpayer Preferences is a configuration table that specifies options for generating returns. Initial entries for each taxpayer type are provided by Zytax.

Taxpayer Preferences								
Taxpayer Preferences		Exports						
Columns Group By Filter Refresh								
Company ▾	Country	Jurisdiction	Taxpayer Type	Return Code	Reporting Method	Return Effective Date	Effective Date	Obsolete Date
0	USA	SC	Annual Terminal Operator	L-2101	Net	01/01/2012	01/01/2012	12/31/2012
0	USA	SC	Annual Terminal Operator	L-2101	Net	01/01/2013	01/01/2013	
0	USA	SC	Exporter	L-2112	Billed	01/01/2008	01/01/2008	05/31/2012
0	USA	SC	Exporter	L-2112	Billed	06/01/2012	06/01/2012	
0	USA	SC	Bonded Importer	L-2105	Billed	10/01/2008	10/01/2008	05/31/2012
0	USA	SC	Bonded Importer	L-2105	Billed	06/01/2012	06/01/2012	
0	USA	SC	Occasional Importer	L-2107	Billed	01/01/2008	01/01/2008	05/31/2012
0	USA	SC	Occasional Importer	L-2107	Billed	06/01/2012	06/01/2012	

Security

Access to the Taxpayer Preferences screen is determined by the Maintenance Taxpayer Preferences authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to use the copy functionality.

8.19.1 Copy Tab

The Copy tab is used to create a new taxpayer preference by copying an existing record. Selecting Copy will display the following screen.

Zytax - Taxpayer Preference

	Original	Copy
Country	United States	<input type="button" value="▼"/>
Jurisdiction	Alaska	<input type="button" value="▼"/>
Taxpayer Type	Dealer Gasoline	<input type="button" value="▼"/>
Return Effective Date	9/1/2009	<input type="button" value="▼"/>
Effective Date	9/1/2009	<input type="button" value="▼"/>
Obsolete Date		<input type="button" value="▼"/>
Reporting Method	Billed	<input type="button" value="▼"/>
Contact	Select a Taxpayer Contact	<input type="button" value="▼"/>
Preparer	Select a Taxpayer Contact	<input type="button" value="▼"/>
Late Load Data Type	Bill of Lading Date	<input type="button" value="▼"/>
Late Load Cut-off Months	0	
Process Amended	Yes	<input type="button" value="▼"/>
eFile Calculation View	Current	<input type="button" value="▼"/>
eFile Amended Schedules	Current	<input type="button" value="▼"/>
PDF Calculation View	Current	<input type="button" value="▼"/>
PDF Amended Schedules	Current	<input type="button" value="▼"/>
PDF Include Schedules	No	<input type="button" value="▼"/>
Filed PDF Include Schedules	Yes	<input type="button" value="▼"/>
<input type="button" value="Insert"/>		

When copying a taxpayer preference record, the following restrictions apply to each field.

Field	Description
Country	Country associated with the jurisdiction (required)
Jurisdiction	Jurisdiction associated with return (required)
Taxpayer Type	Taxpayer Type corresponding to preference being created (required)
Return Effective Date	Effective Date of tax return (required)
Effective Date	Date preference is first effective (required)
Obsolete Date	Date preference is no longer effective (optional)
Reporting Method	Determines whether return calculations are based on Net, Gross or Billed units (required)
Contact	Taxpayer General Contact (optional)
Preparer	Return preparer (optional)
Late Load Data Type	Field to be used to determine whether a transaction is out of period; options are bill of lading date or invoice date (required)
Late Load Cut-off Months	Grace period for late loads. '0' indicates all bill of ladings must be within filing period. '1' indicates taxing jurisdiction

	permits late loads from the previous month to be filed with the current month's return. (required)
Process Amended	Indicates whether the taxing jurisdiction accepts amended returns (required)
eFile Calculation View	For amended eFiles, indicates whether only the current amended return values are included or a full replacement of return values (across all header sequences) should be included (required)
eFile Amended Schedules	For amended eFiles, indicates whether only the current header sequences schedules are included or all schedules (across all header sequences) should be included (required)
PDF Calculation View	For amended returns, indicates whether only the current amended return values are included or a full replacement of return values (across all header sequences) should be included in the PDF (required)
PDF Amended Schedules	For amended returns, indicates whether only the current header sequences schedules are included or all schedules (across all header sequences) should be included in the PDF (required)
PDF Include Schedules	For PDF generation, indicates whether only the cover pages should be generated, or the cover pages plus all schedule pages should be included (required)
Filed PDF Include Schedules	For PDF generation of a filed return, indicates whether only the cover pages should be generated, or the cover pages plus all schedule pages should be included (required)

8.20 Terminals

The Terminals table is a configuration table provided by and maintained by Zytax. The Terminals screen is shown below.

Terminals								
Terminals		Exports						
Add New Record		Columns Group By Filter Refresh						
Master Company	Country	Region/State	Terminal	Description	City	Address	Postal Code	Revision Date
0	USA	AK	R92AK0001	BP - Prudhoe Bay	Prudhoe Bay		99734	1/1/2000 12:00:00 AM
0	USA	AK	R92AK0002	ConocoPhilips - Kuparuk	Kuparuk		99734	1/1/2000 12:00:00 AM
0	USA	AK	R92AK0003	North Pole Refinery	North Pole	1100 H & H	99705	1/1/2000 12:00:00 AM
0	USA	AK	R92AK0004	Petro Star - North Pole	North Pole	1200 H and H Ln	99705	1/1/2000 12:00:00 AM
0	USA	AK	R92AK0005	Petro Star - Valdez	Valdez	201 Artic Slope Avenue	99686	1/1/2000 12:00:00 AM
0	USA	AK	R92AK0006	Tesoro - Kenai	Kenai	Kenai Spur Hwy	99611	1/1/2000 12:00:00 AM
0	USA	AK	T91AK4506	Petro Star Inc - Kodiak Oil Sales	Kodiak	715 Shelikof	99615	1/1/2000 12:00:00 AM
0	USA	AK	T91AK4507	Petro Star Inc - Valdez Petroleum Term	Valdez	402 West Egan	99686	1/1/2000 12:00:00 AM

Add New Record		Columns Group By Filter Refresh						
First	Previous	1	2	3	4	5	6	7
Next	Last	10	...	>	>>	Page:	1	of 244

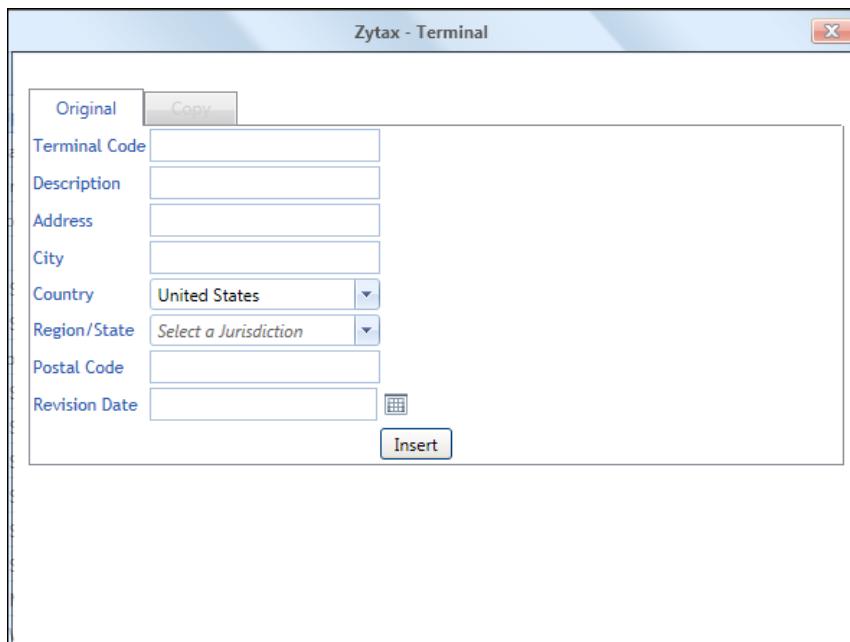
Page: 1 of 244 Go Page Size: 8 Change

Item 1 to 8 of 1952

Terminals are populated from the Federal TCN database and are used across the Zytax application to provide values for drop-down list.

8.20.1 Add New Record

The  icon is used to create a new terminal and displays the following screen.



When creating a terminal record, the following restrictions apply to each field.

Field	Description
Master Company	Zytax assigned company id (display)
Terminal Code	IRS assigned terminal control number (required)
Description	Terminal Description (required)
Address	Terminal Location – Street Address (required)
City	Terminal Location – City (required)
CountryRegion/State	Terminal Location – Country (required)Terminal Location – Region / State (required)
Region/StateCountry	Terminal Location – Region / State (required)Terminal Location – Country (required)
Postal Code	Terminal Location – Zip or Postal code (optional)
Revision Date	Date the Terminal was updated

Security

Access to the Terminals screen is determined by the Maintenance Terminals authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to add new terminals or to use the copy functionality.

8.21 Transportation Modes

The Transportation modes table is a configuration table provided by and maintained by Zytax. Modes are used within schedule transactions to provide values for drop-down list.

The Modes screen is shown below.

Transportation Modes					
Transportation Modes		Exports			
Country	Jurisdiction	Mode Code	Description	Effective Date	Obsolete Date
USA	SC	B	Barge	01/01/2008	
USA	SC	BA	Book Adjustment	01/01/2008	
USA	SC	J	Truck	01/01/2008	
USA	SC	PL	Pipeline	01/01/2008	
USA	SC	R	Rail	01/01/2008	
USA	SC	S	Ship	01/01/2008	
USA	SC	ST	Stock Transfer	01/01/2008	

Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 7 Change Item 1 to 7 of 7

Export as scheduled task – Excel Export

Security

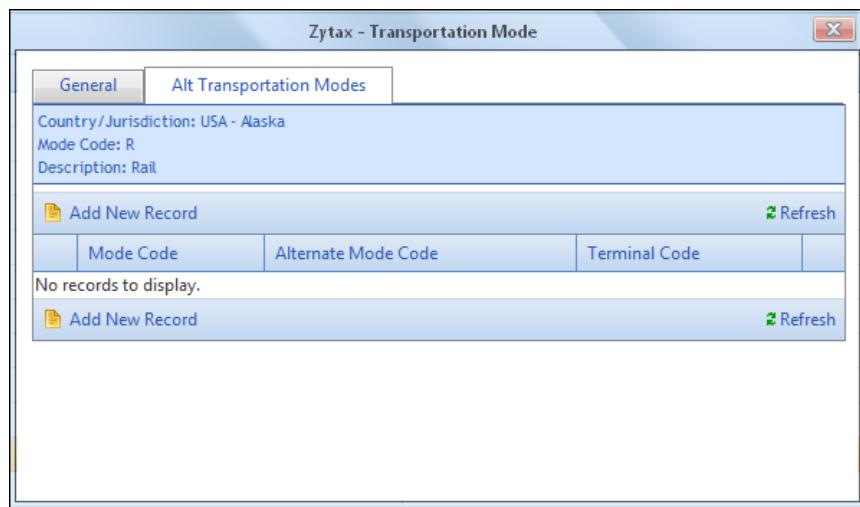
Access to the Transportation Modes screen is determined by the Maintenance Transportation Modes authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to add alternate transportation modes.

Clicking on a Transportation Mode from the grid will display the transportation modes view record screen is shown below.

Zytax - Transportation Mode

General	Alt Transportation Modes
Country	United States
Jurisdiction	Alaska
Mode Code	J
Description	Truck

The Alt Transportation Modes tab is used to create an alternate transportation mode code. Selecting  Add New Record displays the following screen.



Alternate mode codes created will be used in the eFile transmissions in place of the original mode code. The Terminal Code will provide the capability to map product codes that are dependent on the terminal as well as the jurisdiction. If terminal is not populated on the alternate product codes table, the product mapping will be valid for all terminals.

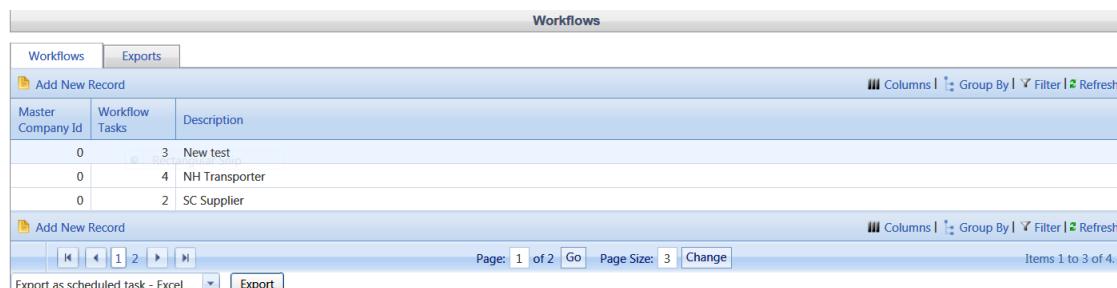
The following fields apply to transportation modes.

Field	Description
Country Code	Country code
Jurisdiction	Jurisdiction associated with the transportation modes
Mode Code	State-defined transportation mode code
Description	Description associated with transportation mode code

8.22 Workflows

Workflows maintenance is used to automate tasks. Successful completion of one task triggers subsequent tasks. Government application users should first select company zero before creating a workflow.

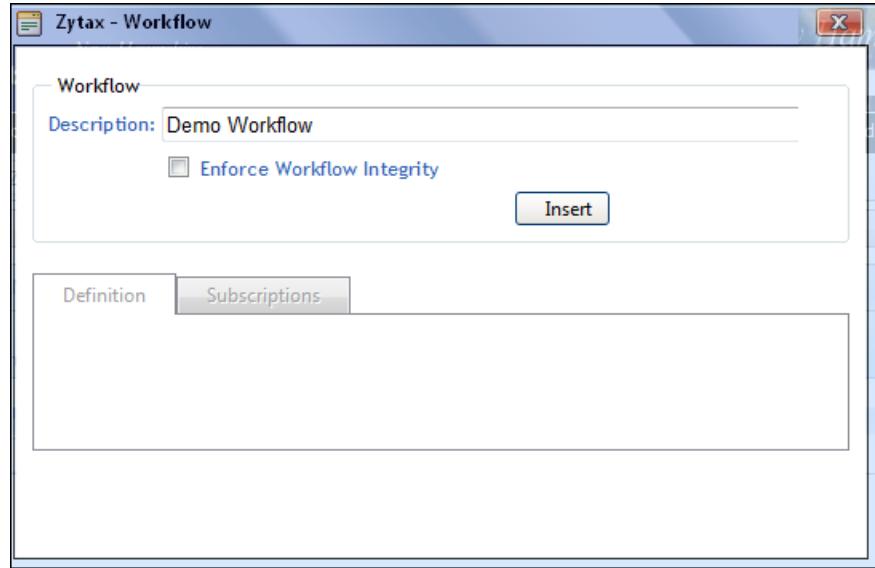
The workflows screen is shown below.



Each entry line in the grid represents a series of tasks or a workflow.

8.22.1 Add New Record

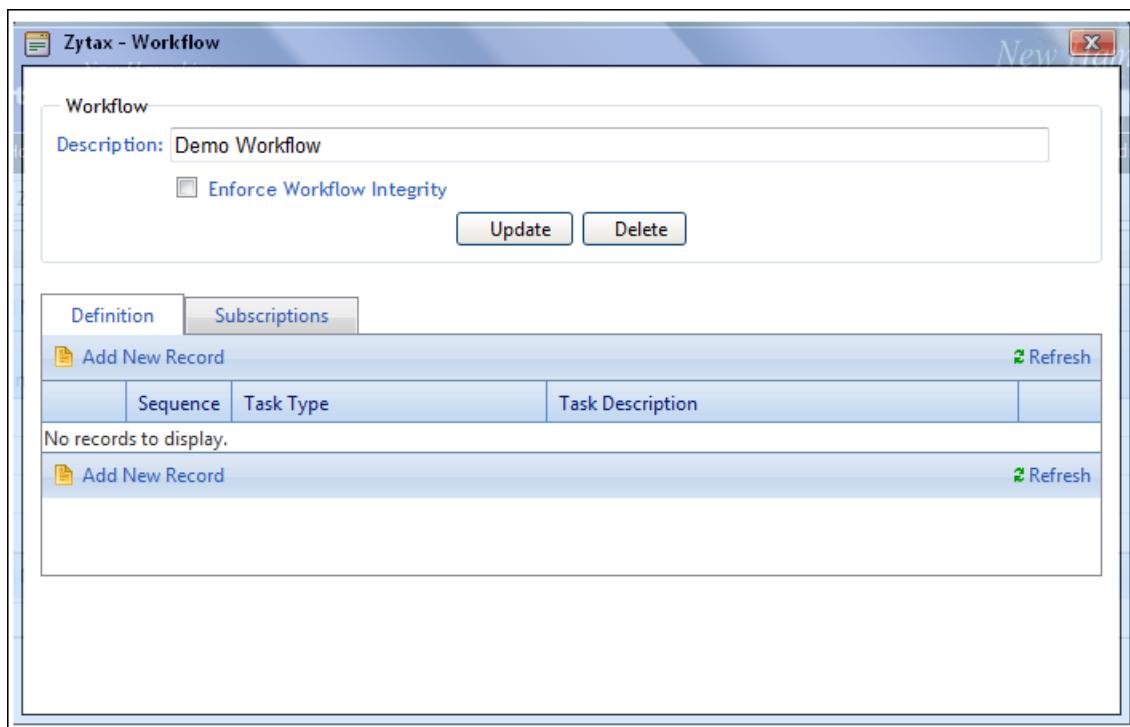
The  [Add New Record](#) icon is used to create a new workflow. Selecting  [Add New Record](#) from the Workflows grid will display the following screen.



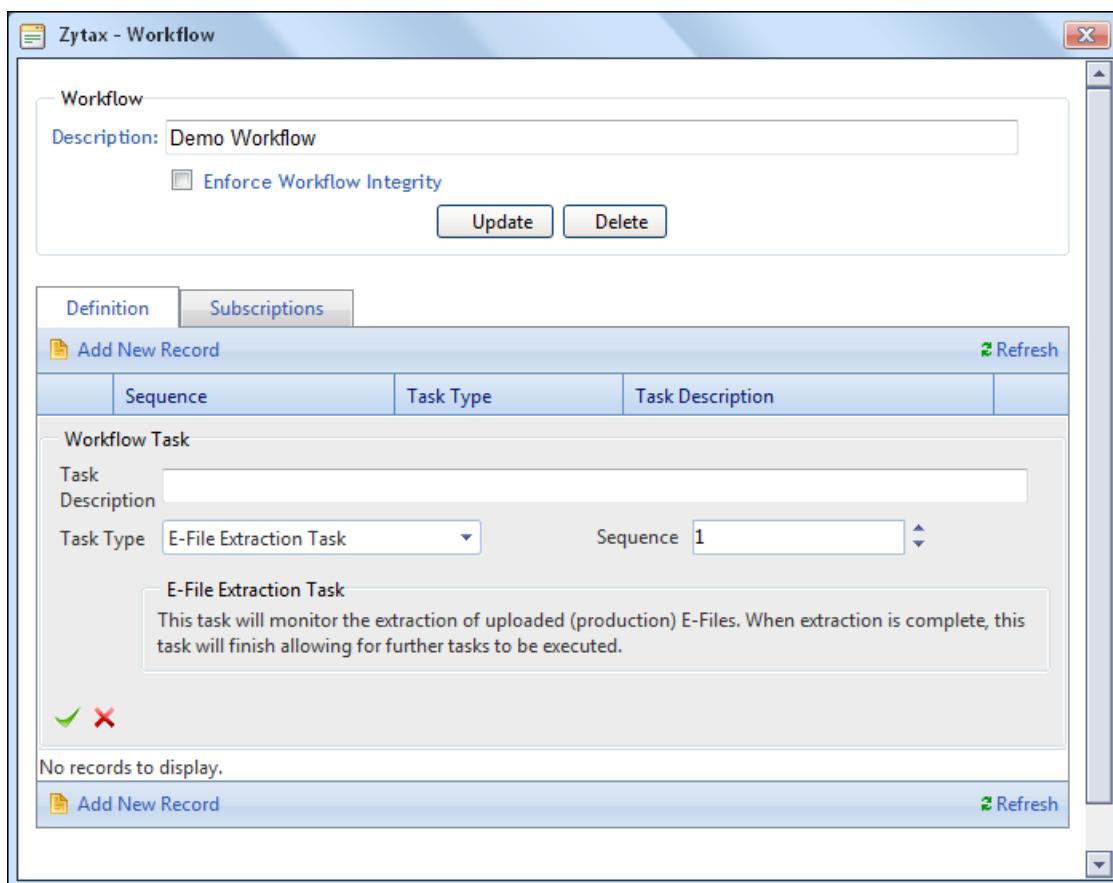
To create a Workflow, enter a name for your Workflow in the Description field. Click the  [Insert](#) icon to save this Workflow.

8.22.2 Definition tab

After entering a description and pressing insert, the workflow can be defined by selecting the workflow definition tab as shown below.



Select **Add New Record** icon to create the definition records which are the tasks or details of the workflow as shown below.



When creating and defining a workflow record, the following restrictions apply to each field.

Field	Description
Task Description	User defined task description (required)
Task Type	Workflow task type must be selected from drop-down list. (required)
Sequence	Workflow task processing order (required)

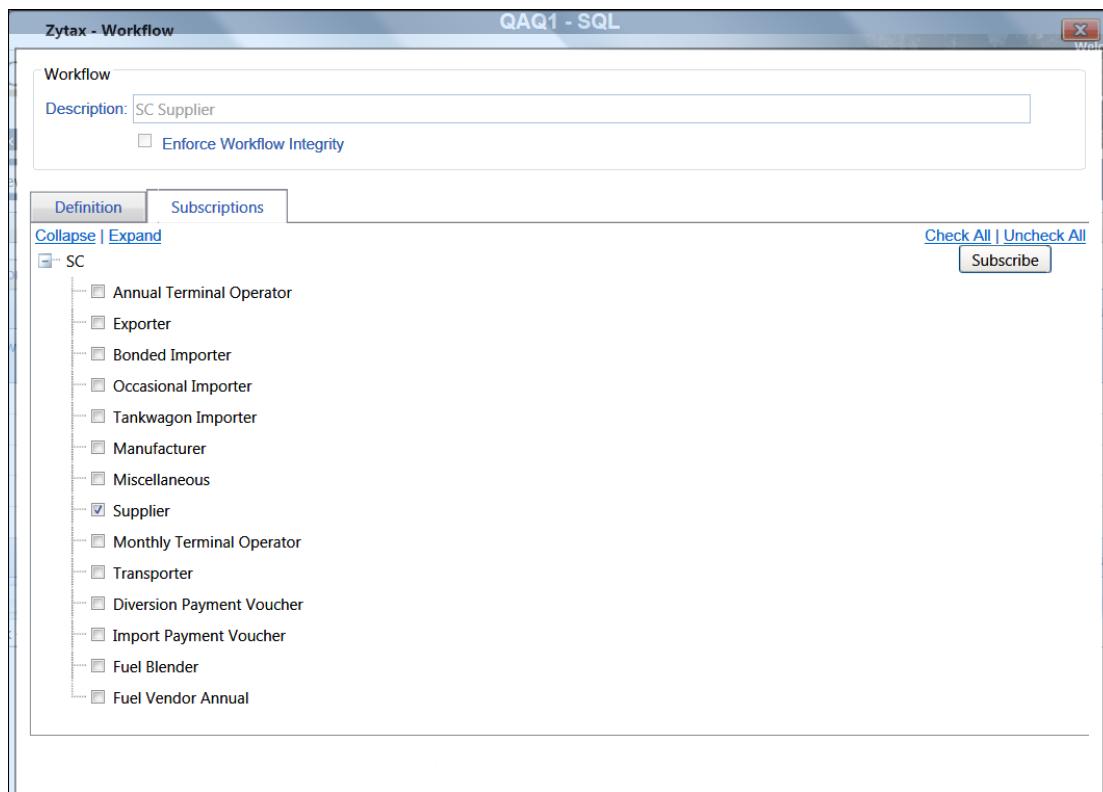
Continue to add tasks as needed. The list of tasks will be displayed on the grid. Tasks can be edited after they have been added.

Security

Access to the Workflows screen is determined by the Maintenance Workflows authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of 'Edit' is required to add workflows.

8.22.3 Subscriptions tab

After a workflow is created, it can be subscribed to by using the company selector to first select a company as shown below.



After selecting the workflow subscription tab, check the box corresponding to the applicable taxpayer type(s) and press **Subscribe**.

The list of subscribing taxpayers can be found by returning to the subscription tab and viewing this screen.

9 Cross Matching

Cross Matching is an automated compliance tool used to ensure that all fuel that is transported into or out of a state is reported on the appropriate tax returns of the taxing agency. The cross matching menu provides functionality to create and execute cross match audits, manually match mismatched fuel shipments, and generate reports. The available menu options include:

- Data Export
- Audit Wizard
- Audit Results and Reports

9.1 Data Export

The Data Export grid allows a user to create an export file for a designated session and jurisdiction. This data file can then be sent to that jurisdiction for verification. The export file details are listed in a standard grid that provides the capability to filter and group as necessary to view the desired data. The Data Export grid is displayed below.

The screenshot shows the 'Cross Matching Data Exports' screen. At the top, there are tabs for 'Exports' and 'Imports'. Below the tabs, there are buttons for 'Add New Record' and 'Export'. A search bar includes fields for 'Status', 'Tax Period', 'Jurisdiction', and 'Import (I) Only or Export (E) Only'. To the right of the search bar are buttons for 'Columns', 'Group By', 'Filter', 'Refresh', 'Download Date', and 'Updated Date'. The main area displays a grid of data with columns for 'Status', 'Tax Period', 'Jurisdiction', 'Import (I) Only or Export (E) Only', and 'Actions'. At the bottom of the grid, there are buttons for 'Page', 'Page Size', 'Change', and 'Export as scheduled task - Excel'. The status bar at the bottom right shows 'Items 0 to 0 of 0'.

Security

Access to the Cross Matching Data Exports screen is determined by the Cross Matching Import External Data authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of 'Edit' is required to add new records.

9.1.1 Add New Record

Selecting the [Add New Record](#) button on the Cross Matching Data Export screen will display the screen as shown below.

The dialog box has several sections: 'Jurisdiction' set to 'South Carolina', 'Start Date' set to '9/1/2013', 'End Date' set to '9/30/2013', 'Taxpayer Type(s)' containing 'Biodiesel Distributor', 'Application', 'Distributor', 'Distributor Biodiesel', and 'International Fuel Tax', 'Imports/Exports' set to 'All', 'Ship to /From Jurisdiction' with a dropdown menu, and a 'Create Extract' button.

Jurisdiction

The Jurisdiction field is auto-filled with the jurisdiction name for which the user is associated. This field cannot be changed.

Start Date

The Start Date field represents to first day of the session for which the file is to be created.

End Date

The End Date field represents the last day of the session for which the file is to be created. This field is auto-filled based on the Start Date and may not be changed.

Taxpayer Type(s)

The Taxpayer Type(s) field represents the taxpayer type(s) that should be included in the data file creation. Select the taxpayer type to be included in the data file. If more than one taxpayer type(s) is desired, hold down the Ctrl key and then click on each taxpayer type. Once the taxpayer type(s) are highlighted, select the button to move the taxpayer type(s) to the right.

- Moves the highlighted field(s) from non-selected taxpayer types to selected.
- Moves the highlighted field(s) from selected taxpayer types to non-selected.
- Moves all non-selected taxpayer types to selected.
- Moves all selected taxpayer types to non-selected.

Imports/Exports

The Imports/Exports field contains options to include ‘Imports’ from the designated jurisdiction, ‘Exports’ from the designated jurisdiction, or ‘All’ designated jurisdiction imports and exports.

Ship to/From Jurisdiction

The Ship to/From Jurisdiction field represents the origin or destination jurisdiction.

Select the [Create Extract](#) button to generate the file once the selections have been made for the data file. Once the data file has been successfully generated, the results will be displayed on the Cross Matching Data Reports screen.

9.1.2 Cross Matching Data Exports

Selecting the Exports tab re-generates the data file, the screen re-displays, and provides file identification information. The Cross Matching Data Exports tab displays the generated data file and provides file identification information. Each data file is listed on a separate page. The screen is shown below.

Cross Matching Data Exports								
Cross Matching Data Exports		Exports						
Add New Record			Create Extract					
Status	Tax Period	Jurisdiction	Import (I) Only or Export (E) Only	Download Date	Updated Date			
<input checked="" type="checkbox"/> Passed	06/30/2013	NH	I	09/06/2013				
Add New Record			Create Extract					
[<] [<] [1] [2] [>] [>] Page: 1 of 2 Go Page Size: 1 Change Items 1 to 1 of 2								
Export as scheduled task – Excel Export								

There are six columns on the Cross Matching Data Exports grid.

Status

The Status column provides details on the status of a data file. The valid values for data file status include:

- **Processing** The processing icon  is displayed next to the Status column when the data file is generating.
- **Passed** The passed icon  is displayed next to the Status column when the data file has been generated with no outstanding audit errors.
- **Failed** The failed icon  is displayed next to the Status column when audit errors were found when the data file was last generated.

Tax Period

The Tax Period column contains the last day of the data file period or the End Date.

Jurisdiction

The Jurisdiction column represents the origin or destination jurisdiction.

Import (I) Only or Export (E) Only

The Import (I) Only or Export (E) Only column contains either an ‘I’ or ‘E’ to indicate that only imports or exports are included in the data file. If both imports and exports are included in the data file then the column will be blank.

Download Date

The Download Date column contains the date that the data file was sent to the receiving jurisdiction.

Upload Date

The Upload Date column contains the date that the data file was generated.

The Cross Matching Data Exports screen provides an option to export the data file in two formats.

- Export Scheduled Task – Excel.
- Export Scheduled Task – CSV (Comma Separated Values).

Selecting the data file will display the eFile Viewer screen shown below.

The screenshot shows the eFile Viewer interface. At the top, there are fields for Company Name (Company Zero), Description, and eFile Version (FTA Flat File Creation). Below these are tabs for 'Viewer' and 'History Log', with 'History Log' being the active tab. A status message 'Status: Passed' is displayed. The main area shows a table with one row, indicating 'No data was extracted. Please review extract parameters.' There are buttons for 'Filter' and 'Refresh'. At the bottom, there are navigation buttons (first, previous, next, last), a page number 'Page: 1 of 1', a 'Go' button, a 'Page Size' dropdown set to '1', a 'Change' button, and a note 'Items 1 to 1 of 1'. Below the table are 'Download' and 'Generate' buttons.

9.1.2.1 eFile Viewer – History Log

The History Log tab in the eFile Viewer screen displays the history along with export, download and generation buttons as shown below.

The screenshot shows the 'eFile Viewer' interface with the 'History Log' tab selected. At the top, there are fields for 'Company Name' (Company Zero), 'Description' (FTA Flat File Creation), and 'eFile Version' (FTA Flat File Creation). Below these are tabs for 'Viewer' and 'History Log'. The main area displays a table with two columns: 'Date' and 'Message'. The table contains 12 rows of log entries. At the bottom of the table are navigation buttons for 'Excel' and 'Export', and at the very bottom are 'Download' and 'Generate' buttons.

Date	Message
9/9/2013 7:26:19 AM	eFile Generation Process: Completed
9/9/2013 7:26:18 AM	eFile Generation Process: Started [514.10.21661]
9/9/2013 7:26:14 AM	[Saved E-File Setting] Control Number: '0'
9/9/2013 7:26:14 AM	[Saved E-File Setting] Test/Production Indicator: 'Test'
9/9/2013 7:26:14 AM	eFile has been re-initialized. efile will be regenerated.
9/9/2013 7:17:38 AM	eFile Generation Process: Completed
9/9/2013 7:17:37 AM	eFile Generation Process: Started [514.10.21661]
9/9/2013 7:17:28 AM	[Saved E-File Setting] Control Number: '0'
9/9/2013 7:17:28 AM	[Saved E-File Setting] Test/Production Indicator: 'Test'
9/9/2013 7:17:28 AM	eFile has been re-initialized. efile will be regenerated.
9/9/2013 7:17:08 AM	eFile Generation Process: Completed
9/9/2013 7:17:07 AM	eFile Generation Process: Started [514.10.21661]

The History Log screen displays the Date and Message columns.

Date

The Date column displays the data and time that the activity occurred.

Message

The Message column displays each individual activity that occurred in the file re-generation and download process.

The eFile Viewer screen provides an [Export](#) option which allows the History Log to be exported in two formats.

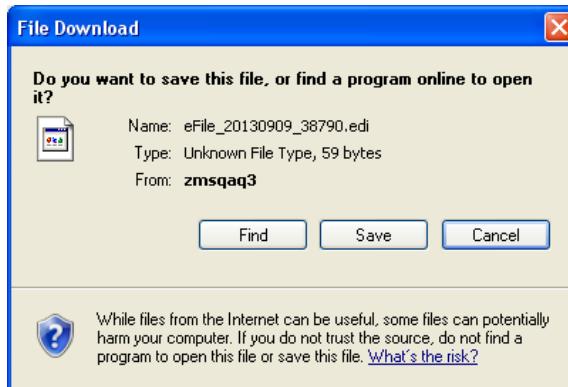
- Export Scheduled Task – Excel.
- Export Scheduled Task – CSV (Comma Separated Values).

9.1.2.2 eFile Viewer – Viewer

The Viewer tab displays details about the file to be generated. The two options on this screen are Download and Generate.

Download

Selecting the [Download](#) button will display as shown below.



The **Find** button authorizes the system to find a program online to open the file.
The **Save** button will save the file to a location as designated by the user.

Generate

Selecting the **Generate** button after the **Download** button returns the screen to the Cross Matching Data Exports screen. Notice: The Download Date column is now populated with the date that the download occurred.

Cross Matching Data Exports					
Exports					
Add New Record				Columns Group By Filter Refresh	
Status	Tax Period	Jurisdiction	Import (I) Only or Export (E) Only	Download Date	Updated Date
Passed	06/30/2013	NH		09/09/2013	09/09/2013
Add New Record					
[] [<] [1] [2] [>] []		Page: 1 of 2 Go Page Size: 1 Change		Items 1 to 2 of 2	
Export as scheduled task - Excel Export					

9.1.3 Exports

Selecting the Exports tab re-generates the data file, the screen re-displays, and provides file identification information. The screen is shown below.

Cross Matching Data Exports					
Exports					
Add New Record				Columns Group By Filter Refresh	
Status	Start Date	Completed Date	Description	User	Output File
Passed	9/5/2013 8:02:52 AM	9/9/2013 8:03:58 AM	Cross Match Data Exports Grid Export	donna nh manager	4.7 kb
Passed	9/6/2013 7:24:17 PM	9/6/2013 7:24:19 PM	Cross Match Data Exports Grid Export	donna nh manager	4.7 kb
Passed	9/6/2013 7:21:32 PM	9/6/2013 7:21:38 PM	Cross Match Data Exports Grid Export	donna nh manager	0.4 kb
Passed	9/6/2013 7:19:07 PM	9/6/2013 7:19:17 PM	Cross Match Data Exports Grid Export	donna nh manager	4.7 kb
Passed	9/6/2013 7:19:03 PM	9/6/2013 7:19:08 PM	Cross Match Data Exports Grid Export	donna nh manager	4.7 kb
Add New Record					
[] [<] [1] [2] [>] []		Page: 1 of 1 Go Page size: 5 Change		Items 1 to 5 of 5	

There are six columns on the Exports grid.

Status

The Status column provides details on the status of a data file. The valid values for data file status include:

- Processing** The processing icon is displayed next to the Status column when the data file is generating.
- Passed** The passed icon is displayed next to the Status column when the data file has been generated with no outstanding audit errors.

- Failed** The failed icon  is displayed next to the Status column when audit errors were found when the data file was last generated.

Start Date

The Start Date field represents the file re-generation start date and time.

Completed Date

The Completed Date field represents the file re-generation completed date and time.

Description

The Description field provides a brief description of the file that was re-generated.

User

The User column contains the name of the user who created the data file.

Output File

The Output File column contains a listing of those data files that were downloaded.

Selecting a line on the grid will display the System Activity Viewer as shown on the following screen. There are two options available in the System Activity Viewer.

- History Log**
- Output**

9.1.3.1 Exports History Log

The History Log tab in the System Activity Viewer screen displays the history of the data export generation information, as shown below.

E-File Viewer				
Company Name: JJJ Oil Description: Test (SC_DST_201311_schedulesorting test_sql.edi) E-File Version: South Carolina EDI Import				
Tax Sessions Viewer History Log				
Extraction Status	Tax Session	Extracted Date	Critical Messages	Warning Messages
	- Distributor : 11/01/2013 - 11/30/2013 [0]	12/08/2013	0	0
     		Page: 1 of 1 Go Page Size: 1 Change	 Items 1 to 1 of 1.	
Excel		Export	Download	Extract

There are three columns in the System Activity Viewer History Log grid.

Date

The Date field represents the export activity date and time.

Status

The Status column provides details on the status of the export activity.

Message

The Description field provides a brief description of the file export activity.

The System Activity Viewer screen provides an option to export the data file in two formats.

- Export – Excel.
- Export – CSV (Comma Separated Values).

9.1.3.2 Exports Output

The Output tab in the System Activity Viewer screen displays the ‘Download Output File’ hyperlink, as shown below.

The screenshot shows the 'System Activity Viewer' interface. At the top, there's a header bar with the title. Below it, a table displays job details:

JOB PROCESS NAME:	Grid Export
JOB DESCRIPTION:	Cross Match Data Exports Grid Export
JOB STATUS:	Passed
JOB START DATE:	9/9/2013 8:02:52 AM
JOB END DATE:	9/9/2013 8:02:58 AM

Below the table, there are two tabs: 'History Log' and 'Output'. The 'Output' tab is selected. Underneath the tabs, there is a blue hyperlink labeled 'Download Output File(4.7 kb)'. The rest of the screen is a large, empty white area.

The Download Output File contains the end date, download date, updated date and time, jurisdiction, and import/export indicator.

9.2 Audit Wizard

The Cross Matching Audit Wizard allows for a cross match audit to be created for selected company(s) and selected taxpayer type(s). The Cross Matching Audit Wizard provides the ability to create a new custom query cross match audit or select an existing saved cross-match audit query, as shown below.

The screenshot shows the 'Cross Matching Audit Wizard' interface. At the top, there's a toolbar with buttons for 'New', 'Select', 'Save', 'Delete', and 'Start Audit'. Below the toolbar, there's a section titled 'Taxpayer Types' with dropdown menus for 'From' and 'To'. A large 'Start Audit' button is located to the right of the dropdowns. The main area of the screen is a grid with several columns: General, Companies, Schedules, Match Columns, Products and Modes, Entities, Locations, Numerics, Dates, and Summary. The 'General' column is currently selected. The 'New' button in the toolbar is highlighted with a red box.

New

Selecting the **New** button permits the user to create a customized cross match audit by specifying parameters for comparing one set of transactions against another. Audits can be created and saved for future use.

Select

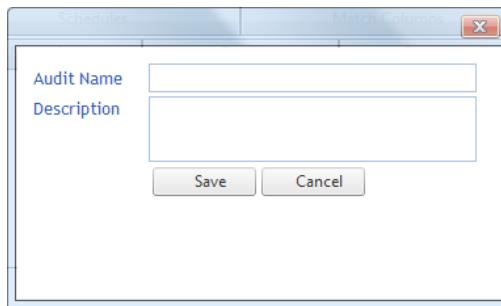
Selecting the **Select** button allows the user to view a list of standard or custom cross match audit queries.

Security

Access to the Cross Matching Audit Wizard context menu is controlled by the Cross Matching Audit Definition authorization element. Access levels of 'None', 'View', and 'Edit' apply. An access level of 'Edit' is required to create new audits.

9.2.1 Add New Audit

The **New** button is used to create a new Cross Match Audit. Selecting **New** will display the screen as shown below.



When the **Save** button is selected, the audit will be registered using the Audit Name and the Description (used to identify the audit).

9.2.1.1 General

The General tab allows audit sharing and audit settings to be identified in two separate sections as shown below.

Auditor Information - An additional auditor must be selected in order to share the audit.

- **Primary Auditor** Individual's name appears who created the audit.
- **Additional Auditor(s)** Lists the authorized auditor(s) that may be selected to share the audit.

Instructions

Click on an auditor. If more than one auditor is desired, hold down the Ctrl key and then click on each auditor.

Navigation

Allows the audit to be shared with all auditors on the list.

Allows all selected auditors to be cleared.

Audit Settings - Filing Period range may include multiple periods.

- **Filing Periods From** Enter the starting filing period to be used in the audit.
- **Filing Periods To** Enter the ending filing period to be used in the audit.
- **Unit Tolerance** Enter the unit value either in gallons or percentage and select the matching Unit Type value.
- **Unit Type** - Select only one radio button.
 - Gallons**
 - Percentage**
- **Leading Zero Checkbox**
 - [Ignore leading zeroes for Bill of Lading](#)
 - [Ignore leading zeroes for Bill of Lading](#)
- **Require Bill of Lading Checkbox**
 - [Require Bill Of Lading as a Match Column](#)
 - [Require Bill Of Lading as a Match Column](#)

Unselecting this checkbox may increase mismatches. Selecting this checkbox is designed to limit false mismatches when the only difference in Bill of Lading value is leading zeroes.

Unselecting this checkbox may increase mismatches. Selecting this checkbox is designed to limit false mismatches when Bill of Lading is not part of the Match Columns.

9.2.1.2 Companies

The Companies tab is used to narrow the section criteria of companies based on taxpayer types as shown below.

FEIN	Name	License Number	TCN
133333337	HENRY TRACKING	133333337	
123456789	QA-OIL GOV	112699894	
123456789	QA-OIL Legal	123456789	
420001337	Henry OIL CO	540102731404412	
546982179	Test Inc	540102731404413	
123456789	Troy Test Name	2315	
125487562	KVNHCO	540102731404418	
123456789	Archive Test Company	DST	
025555555	CLG Filer A	111111111	
222222222	CLG Filer C	12345	

FEIN	Name	License Number	TCN
No records to display.			

Match To Companies				
Available			Selected	
FEIN	Name	License Number	TCN	
010001234	QA Forms Legal 111111111111111111111111151111	TRNL234		
222222222	CLG Filer C	12345		

[Filter](#) | [Refresh](#)

FEIN	Name	License Number	TCN
No records to display.			

[Filter](#) | [Refresh](#)

◀◀
◀
▶
▶▶

1

Match From Companies & Match To Companies - may need to scroll down to see both sections.

- **Available** Includes all company records in the audit.
 - **Selected** Includes those companies in the report that were moved to the selected column.

Instructions

Click on a company. If more than one company is desired, hold down the Ctrl key and then click on each company. Once the company(s) are highlighted, click on the arrow  button or drag the company(s) to the selected column.

Navigation

- ▶ Moves the highlighted field(s) from available company(s) to selected.
 - ◀ Moves the highlighted field(s) from selected company(s) to available.
 - ▶▶ Moves all available company(s) to selected.
 - ◀◀ Moves all selected company(s) to available.

9.2.1.3 Schedules

The Schedules tab is used to narrow the selection criteria of schedules to include in the Cross Matching Audit as shown below.

Cross Matching Audit Wizard

Training
Info for training guide

New	Select	Save	Delete	Taxpayer Types	From DST - Distributor	To TRN - Transporter	Start Audit																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">General</th> <th style="width: 25%;">Companies</th> <th style="width: 25%;">Schedules</th> <th style="width: 25%;">Match Columns</th> </tr> <tr> <td style="text-align: center;">Products and Modes</td> <td style="text-align: center;">Entities</td> <td style="text-align: center;">Locations</td> <td style="text-align: center;">Numerics</td> </tr> <tr> <td style="text-align: center;">Dates</td> <td></td> <td></td> <td style="text-align: center;">Summary</td> </tr> </table>								General	Companies	Schedules	Match Columns	Products and Modes	Entities	Locations	Numerics	Dates			Summary																								
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<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px; margin-right: 5px;" type="button" value="1"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px;" type="button" value="2"/>		<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px; margin-right: 5px;" type="button" value=">>"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px;" type="button" value="<<"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px;" type="button" value="<<>>"/>																																									
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<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px; margin-right: 5px;" type="button" value="1"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px;" type="button" value="2"/>																																											

Schedule(s)

- #### • Match From Schedules

Displays all schedules available based on the Taxpayer Type as identified in the 'From' field in the screen header.

- Match To Schedules** Displays all schedules available based on the Taxpayer Type as identified in the 'To' field in the screen header.
- Selected Schedule Matches** Displays each row of selected schedules that will be selected in the audit.

Instructions

Click on a schedule code in the Match From Schedules section and the corresponding schedule code from the Match To Schedule section. Select the arrow button to save selection to the Selected Schedule Matches section. Repeat for each schedule code combination required for the audit.

Navigation

- Moves the highlighted schedule code in Match From Schedules and Match To Schedules to Selected Schedule Matches.
- Removes the highlighted row from Selected Schedule Matches.
- Removes all Selected Schedule Matches.

9.2.1.4 Match Columns

The Match Columns tab allows the user to define the schedules data elements for matching in the audit as shown below.

The screenshot shows the 'Cross Matching Audit Wizard' interface. At the top, there's a toolbar with 'New', 'Select', 'Save', 'Delete', 'Taxpayer Types' dropdown (From: DST - Distributor, To: TRN - Transporter), and 'Start Audit' button. Below the toolbar is a navigation bar with tabs: General, Companies, Schedules, Match Columns (selected), Products and Modes, Entities, Locations, Numerics, Dates, and Summary. The main area is divided into three sections:

- Match From Table Columns:** A list of data elements: bill_of_lading, bill_of_lading_date, billed_units, buyer_id_code, buyer_legal_name, carrier_id_code, carrier_legal_name, company_id_code, company_legal_name, consignor_id_code, consignor_legal_name, destination_city, destination_jurisdiction, destination_terminal.
- Match To Table Columns:** A list of data elements: bill_of_lading, bill_of_lading_date, billed_units, buyer_id_code, buyer_legal_name, carrier_id_code, carrier_legal_name, company_id_code, company_legal_name, consignor_id_code, consignor_legal_name, destination_city, destination_jurisdiction, destination_terminal.
- Selected Column Matches:** A table with columns 'From Column' and 'To Column'. It contains the message: 'No records to display.'

Match Columns

- Match From Table Columns**
- Match To Table Columns**
- Selected Column Matches**

- Lists the data elements for the defined schedules identified by the from schedules.
- Lists the data elements for the defined schedules identified by the to schedules.
- Lists the data element matching's that will be selected in the audit.

Instructions

Click on the data element from the 'Match From Table Columns' and click on the data element from the 'Match To Table Columns' that will be match in the audit. Click on the arrow button. Repeat this step until all requested schedule matches are listed under the

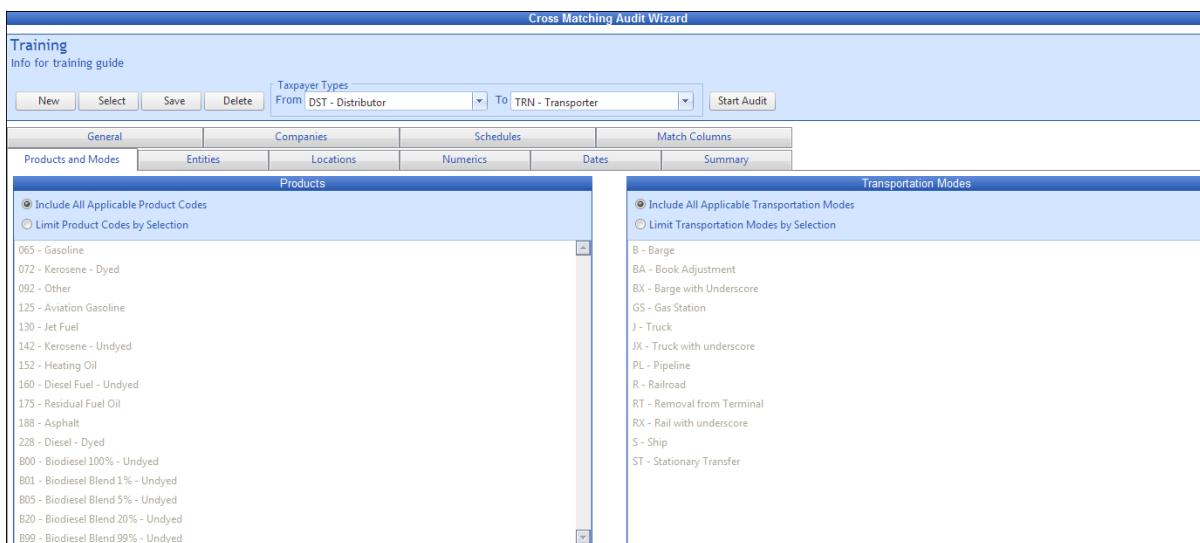
'Selected Column Matches' section. Example: Bill of Lading to Bill of Lading

Navigation

- Moves the highlighted row from Match From and To Table Columns respectively to Selected Column Matches.
- Moves the highlighted row from Selected Column Matches to Match From and To Table Columns respectively.
- Moves all rows from Selected Column Matches to Match From and To Table Columns respectively.

9.2.1.5 Products and Modes

The Products and Modes tab is used to narrow the selection criteria of products associated with the taxpayer type as shown below.



Products - Click on one radio button.

- **Include All Applicable Product Codes** Includes by default all product records in the audit.
- **Limit Product Code by Selection** Includes those products selected in the audit.

Instructions

Click on a product. If more than one product is desired, hold down the Ctrl key and then click on each product.

Transportation Modes - Click on one radio button.

- **Include All Applicable Transportation Modes** Includes by default all transportation mode records in the audit.
- **Limit Transportation Modes by Selection** Includes those transportation modes selected in the audit.

Instructions

Click on a transportation mode. If more than one transportation mode is desired, hold down the Ctrl key and then click on each transportation mode.

9.2.1.6 Entities

The Entities tab is used to narrow the selection criteria of specified business entities as shown below.

Entities From & Entities To Sections - Click on one radio button.

- **Include All Business Entities** Includes by default all business entity records in the audit.
- **Limit Business Entities by Selection** Includes those business entities retrieved based on selection criteria in the audit. Up to five selections maybe specified.

Columns

- **Left** Choose a business entity field from the drop-down list.
- **Center** Choose the comparison type from the drop-down list (starts with, ends with, contains, equals, etc).
- **Right** Key in a value for comparison.

Use Logical 'And'

Use logical 'And' (uncheck to use logical 'Or')

Example

Seller Legal Name Starts With Fuel
OR

Use logical 'And' (uncheck to use logical 'Or')

Carrier Legal Name Ends With Transport
Seller Legal Name Starts With Fuel
AND
Carrier Legal Name Ends With Transport

9.2.1.7 Locations

The Locations tab is used to narrow selection criteria of specified origin and destination fields as shown below.

The screenshot shows the 'Cross Matching Audit Wizard' interface with the 'Locations' tab selected. At the top, there are buttons for 'New', 'Select', 'Save', 'Delete', 'Taxpayer Types' (set to 'From: 813 - IRS 813 Fuel Data' and 'To: DST - Distributor'), and 'Start Audit'. Below these are tabs for 'General', 'Companies', 'Schedules', 'Match Columns', 'Products and Modes', 'Entities', 'Locations', 'Numerics', 'Dates', and 'Summary'. The 'Locations' tab is active. Under 'Locations From' and 'Locations To', there are two sets of radio buttons: 'Include All Locations' (selected) and 'Limit Locations by Selection'. Each set includes a checkbox labeled 'Use logical "And"' (which is checked). Below each set are five dropdown menus for location selection.

Locations From & Locations To Sections - Click on one radio button in each section.

- **Include All Locations** Includes all location records as default in the audit.
- **Retrieve Locations by Selection** Includes those locations retrieved based on selection criteria in the audit. Up to five selections maybe specified.

Columns

- **Left** Choose a location field from the drop-down list.
- **Center** Choose the comparison type from the drop-down list (starts with, ends with, contains, equals, etc).
- **Right** Key in a value for comparison.

Use Logical 'And'

Use logical 'And' (uncheck to use logical 'Or')

Use logical 'And' (uncheck to use logical 'Or')

Example

Origin City Equals Nashua

OR

Destination City Equals Concord

Origin City Equals Nashua

AND

Destination City Equals Concord

9.2.1.8 Numerics

The Numerics tab is used to narrow the selection criteria of specified numeric fields as shown below.

The screenshot shows the 'Cross Matching Audit Wizard' interface with the 'Numerics' tab selected. At the top, there are buttons for 'New', 'Select', 'Save', 'Delete', 'Taxpayer Types' (set to 'From: 813 - IRS 813 Fuel Data' and 'To: DST - Distributor'), and 'Start Audit'. Below these are tabs for 'General', 'Companies', 'Schedules', 'Match Columns', 'Products and Modes', 'Entities', 'Locations', 'Numerics', 'Dates', and 'Summary'. The 'Numerics' tab is active. Under 'Numerics From' and 'Numerics To', there are two sets of radio buttons: 'Include All Numerics' (selected) and 'Limit Numerics by Selection'. Each set includes a checkbox labeled 'Use logical "And"' (which is checked). Below each set are five dropdown menus for numeric selection.

Numerics From & Numerics To Sections - Click on one radio button in each section.

- Include All Numerics** Includes by default all numeric field records in the audit.
- Limit Numerics by Selection** Includes those numeric fields selected in the audit. Up to five selections maybe specified.

Columns

- Left** Choose a numeric field from the drop-down list.
- Center** Choose the comparison type from the drop-down list (=, <>, >, etc).
- Right** Key in a value for comparison.

Use Logical 'And'

Use logical 'And' (uncheck to use logical 'Or')

Example

Gross Units < 8000

OR

Net Units < 8000

Gross Units < 8000

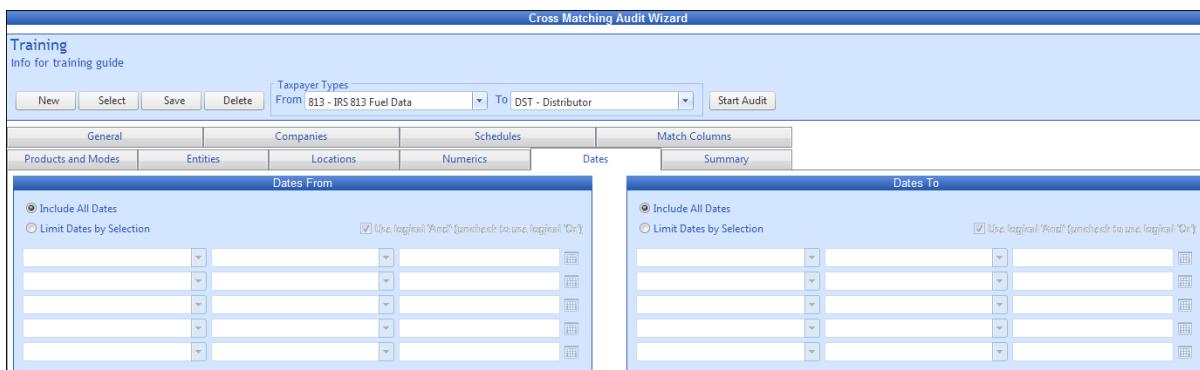
AND

Net Units < 8000

Use logical 'And' (uncheck to use logical 'Or')

9.2.1.9 Dates

The Dates tab is used to narrow the selection criteria to be specified against Bill of Lading date fields as shown below.



Dates From & Dates To Sections - Click on one radio button in each section.

- Include All Dates** Includes by default all date fields in the audit.
- Limit Dates by Selection** Includes those date fields retrieved based on selection criteria in the audit. Up to five selections maybe specified.

Columns

- Left** Choose a date field from the drop-down list.
- Center** Choose the comparison type from the drop-down list (=, <>, >, etc).
- Right** Key in a value for comparison.

Use Logical 'And'

Use logical 'And' (uncheck to use logical 'Or')

Example

Bill of Lading Date > 1/1/2014

OR

Bill of Lading Date < 3/1/2014

Bill of Lading Date > 1/1/2014

Use logical 'And' (uncheck to use logical 'Or')

AND
Bill of Lading Date < 3/1/2014

9.2.1.10 Summary

The Summary tab provides statistics concerning the cross match audit based on the data that was provided from each of the tabs as shown below.

Audit Statistics	
Filing Periods:	9/1/2013 - 9/30/2013
Estimated Number of From Transactions:	0
Estimated Number of To Transactions:	0
Number of Filers:	0
Number of Terminals:	0

The information provided by the Audit Statistics is used to determine the size of data that will be returned once the cross match is generated. If too many transactions are indicated then more filters may be included to narrow the cross match audit. If too few transactions are indicated then reducing the filters may be necessary to broaden the transactions for the cross match audit.

Note: It is not required to utilize the ‘Products and Modes’, ‘Entities’, ‘Locations’, ‘Numerics’, and ‘Dates’ filters.

Once satisfied with the selections for the cross match audit, select the **Start Audit** button to run the cross match audit. Once the audit has been successfully processed, the results will be displayed in the Cross Matching Results and Reports.

9.2.2 Audit Wizard – Select

The **Select** button is used to copy a pre-defined cross-match audit and add it to the audit list. From this list the user selects an audit in which the schedules, products, modes, matching columns, entities, locations, dates, and numerics, have been pre-selected. Once the audit is selected the **Copy** button is available for selection as shown below.

					Open	Copy	Delete
					Columns Filter Refresh		
Name	Primary Auditor	Created Date	Beginning Period	Ending Period			
Zytax: MFD Sales to Licensed Distributor Match on Purchaser	system	07/01/2010	05/01/2010	05/31/2010			
Zytax: MFD Import Receipts Matched to Transporter Deliveries	system	07/01/2010	05/01/2010	05/31/2010			
Zytax: MFD Receipts Matched to ODPC Schedules	system	07/01/2010	05/01/2010	05/31/2010			
Zytax: ODPC Import Receipts Matched to Transporter Deliveries	system	07/01/2010	05/01/2010	05/31/2010			
Zytax: MFD Import Receipts Matched to ExSTARS (826)	system	07/01/2010	05/01/2010	05/31/2010			
Zytax: MFD Import Receipts Matched to ExSTARS (813)	system	07/01/2010	05/01/2010	05/31/2010			
Zytax: ODPC Import Receipts Matched to ExSTARS (826)	system	07/01/2010	05/01/2010	05/31/2010			
Zytax: ODPC Import Receipts Matched to ExSTARS (813)	system	07/01/2010	05/01/2010	05/31/2010			
MFD Receipts Matched to ODPC Schedules Copy 9:45:10 AM	superuser	06/07/2010	07/01/2009	07/31/2009			
Dena MFD Sales to Licensed Distributor Match on Purchaser Copy 12:13:40 PM	dena	06/29/2010	08/01/2010	08/31/2010			

[Columns](#) | [Filter](#) | [Refresh](#)

1 2 3 4 5 6 7 8

The user will then define the companies to be included in the audit and make any modification to the pre-selections. Each of the preset selections can be modified in the same manner as creating a new audit. Select [Copy](#) and the audit is displayed as shown below.

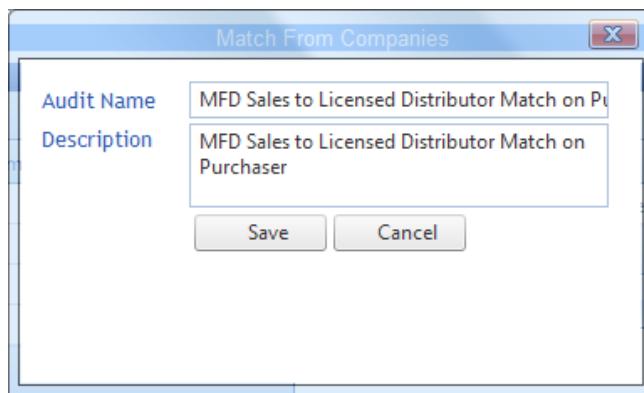
Cross Matching Audit Wizard

MFD Sales to Licensed Distributor Match on Purchaser Copy 6:53:28 PM
MFD Sales to Licensed Distributor Match on Purchaser

New	Select	Save	Delete	Taxpayer Types From: DST - Distributor To: DST - Distributor	Start Audit
				Match Columns	
General		Companies	Schedules	Dates	Summary
Products and Modes	Entities	Locations	Numerics		
Auditor Information				Audit Settings	
Primary Auditor Donna Manager Additional Auditor(s) adam amy.boehm buhr c.trudell carey chad chads cheryl sc company craigqa danielle darla				Filing Periods From: 5/1/2010 To: 5/31/2010 Unit Tolerance: 99 <input type="radio"/> Gallons <input checked="" type="radio"/> Percentage <input type="checkbox"/> Ignore leading zeroes for Bill of Lading	

9.2.3 Audit Wizard – Save

The [Save](#) button allows users to re-use the audits for different companies and parameters. The user gives the audit a specific name for the new custom audits as shown below.



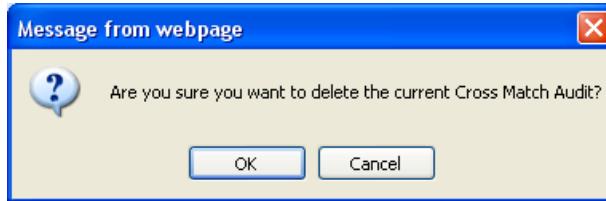
The saved audit is now displayed on the audit list. Select the Created Date header to order the list by date, newest to oldest.

Open Copy Delete Columns Filter Refresh				
Name	Primary Auditor	Created Date	Beginning Period	Ending Period
Test Licensed Distributor Match on Purchaser Copy 7:02:58 PM	Donna Manager	09/10/2013	05/01/2010	05/31/2010
MFD Receipts Matched to ODPC Schedules Copy 10:18:59 AM	Donna Manager	09/05/2013	07/01/2009	07/31/2009
Dena MFD Sales to Licensed Distributor Match on Purchaser Copy 9:40:10 AM	Donna Manager	09/05/2013	08/01/2010	08/31/2010
MFD Sales to Licensed Distributor Match on Purchaser Copy 6:10:43 AM	Donna Manager	09/05/2013	05/01/2010	05/31/2010
Training	donna manager	09/03/2013	09/01/2013	09/30/2013
MFD Import Receipts Matched to Transporter Deliveries Copy 7:47:57 AM	Donna Manager	09/03/2013	05/01/2010	05/31/2010
Test 1	donna manager	08/30/2013	08/01/2013	08/31/2013
MFD Receipts Matched to ODPC Schedules Additional Criteria	kelly	08/26/2013	08/01/2010	08/31/2012
MFD Import Receipts Matched to Transporter Deliveries Copy 2 8:33:02 AM	kelly	08/26/2013	07/01/2010	07/31/2012
MFD Receipts Matched to ODPC Schedules Copy 8:19:13 AM	kelly	08/24/2013	08/01/2010	08/31/2012

Columns Filter Refresh				
1	2	3	4	5

9.2.4 Audit Wizard – Delete

The [Delete](#) button allows the user to delete audits that are no longer needed, displaying a message for confirmation of the deletion as shown below.



Instructions

- Clicking on the **OK** button permanently delete the audit.
- Clicking on the **Cancel** button will exit without deleting the audit.

9.3 Audit Results and Reports

The Cross Matching Results and Reports list the audits that were previously generated and are available for view by the user as shown below.

Cross Matching Results and Reports												
	Status	Processed	Name	Username	Start Period	End Period	Automated Matches	Manually Matched	Run Type	Matched Transactions	Unmatched Transactions	Error Message
✓	Passed	09/05/2013	MFD Receipts Matched to OOPC Scheduler Copy 101859 AM	Donna Manager	07/01/2009	07/31/2009	0	0	Manual	0	0	
✓	Passed	09/05/2013	Dena MFD Sales to Licensed Distributor Match on Purchaser Copy 94010 AM	Donna Manager	08/01/2010	08/31/2010	0	0	Manual	0	14	
✓	Passed	09/03/2013	Kelly NH Audit	kelly manager	09/01/2013	09/30/2013	0	0	Manual	0	0	
✓	Passed	08/30/2013	Test 1	Donna Manager	08/01/2013	08/31/2013	0	0	Manual	0	0	
✓	Passed	08/27/2013	SC TOR to TRN Copy 11854 PM	kelly	08/01/2013	08/31/2013	1	0	Manual	2	0	
✓	Passed	08/27/2013	SC SPL to TRN Copy 10840 PM	kelly	11/01/2012	11/30/2012	1000	0	Manual	2000	0	
✓	Passed	08/27/2013	MFD Sales to Licensed Distributor Match on Purchaser Copy 112312 AM	kelly	06/01/2010	06/30/2012	3	0	Manual	6	7	
✓	Passed	08/27/2013	MFD Receipts Matched to OOPC Scheduler Copy 81913 AM	kelly	08/01/2010	08/31/2012	7	0	Manual	14	21	
✓	Passed	08/27/2013	MFD Import Receipts Matched to Transporter Deliveries Copy 2 8:30:02 AM	kelly	07/01/2010	07/31/2012	4	0	Manual	8	7	
✓	Passed	08/27/2013	MFD Import Receipts Matched to Transporter Deliveries Copy 3:04:27 PM	kelly	07/01/2010	07/31/2012	4	0	Manual	8	7	
✓	Passed	08/27/2013	SC SPL to SPL Split	kelly	05/01/2012	05/31/2012	1	0	Manual	3	0	
✓	Passed	08/27/2013	SC SPL to SPL Reversal	kelly	04/01/2012	04/30/2012	2	0	Manual	4	0	
✓	Passed	08/27/2013	SC SPL to TOR Blend	kelly	07/01/2013	07/31/2013	1	0	Manual	4	0	
✓	Passed	08/27/2013	SC SPL to TRN Blended	kelly	02/01/2012	02/28/2012	1	0	Manual	3	12	
✓	Passed	08/27/2013	MFD Receipts Matched to OOPC Schedules Additional Criteria	kelly	08/01/2010	08/31/2012	1	0	Manual	2	13	
✓	Passed	08/26/2013	SC SPL to TOR 1 to 1	kelly	10/01/2012	12/31/2012	0	0	Manual	0	1002	
✓	Passed	08/26/2013	MFD Import Receipts Matched to Transporter Deliveries Copy 3:04:27 PM	kelly	05/01/2010	05/31/2012	2	0	Manual	4	8	
✓	Passed	08/23/2013	MFD Sales to Licensed Distributor Match on Purchaser Copy 112312 AM	kelly	05/01/2010	05/31/2012	3	0	Manual	6	4	
✓	Passed	08/22/2013	SC TOR to TRN	kelly	08/01/2013	08/31/2013	1	0	Manual	2	0	
✓	Passed	08/22/2013	CLG NH Test	default_admin	08/01/2013	08/31/2013	2	1	Manual	6	1	

There are twelve columns on the Cross Matching Results and Reports grid.

Status

The Status column provides details on the status of a data file. The valid values for data file status include:

- Processing** The processing icon is displayed next to the Status column when the data file is generating.
- Passed** The passed icon is displayed next to the Status column when the data file has been generated with no outstanding audit errors.
- Failed** The failed icon is displayed next to the Status column when audit errors were found when the data file was last generated.

Processed

The Processed column contains the date the audit was run.

Name

The Name column contains the audit name as assigned by the user.

Username

The Username column contains the name of the user who created the audit.

Start Period

The Start Period column contains the first day of the audit period.

End Period

The End Period column contains the last day of the audit period.

Automated Matches

The Automated Matches column contains the number of data matches identified by the system.

Manually Matched

The Manually Matched column contains the number of data matches that were manually matched by the user.

Run Type

The Run Type column identifies the submission method of the audit for processing. The two types are

- **Manual**
- **System**

Matched Transactions

The Matched Transactions column contains the number of transactions that were matched by either the system or the user.

Unmatched Transactions

The Unmatched Transactions column contains the number of transactions that were not matched by either the system or the user.

Error Message

The Error Message column contains the reason that the audit generation failed.

Security

Access to the Cross Matching – Audit Results and Reports screen is determined by the Cross Matching Audit Status authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to use the Edit & Regenerate Criteria functionality.

9.3.1 View Audit Results

The Cross Matching Results and Reports list the audits that were previously generated and are available for view by the user. View the audit results by hovering over the desired audit, then right clicking on the audit allows selection of the report options as shown below.

Cross Matching Results and Reports												
	Status	Processed	Name	Username	Start Period	End Period	Automated Matches	Manually Matched	Run Type	Matched Transactions	Unmatched Transactions	Error Message
Passed	Passed	09/05/2013	MFD Receipts Matched to ODPC Schedules Copy 10:18:59 AM	Donna Manager	07/01/2009	07/31/2009	0	0	Manual	0	0	
Passed	Passed	09/05/2013	Dena MFD Sales to Licensed Distributor Match on Purchaser Copy 9:40:10 AM	Donna Manager	08/01/2010	08/31/2010	0	0	Manual	0	14	
Passed	Passed	09/03/2013	Kelly Audit	kelly_nh_manager	09/01/2013	09/30/2013	0				0	
Passed	Passed	08/30/2013	Test1	Donna Manager	08/01/2013	08/31/2013	0				0	

There are three report options available to click on when displaying a requested audit.

- **Generate Report**
- **Manual Matching**
- **Edit & Regenerate Audit**

9.3.1.1 Generate Report

Selecting Generate Report option from the Cross Matching Results & Reports screen displays five tabs as shown below.

- **Criteria Information**
- **Automatic Matches**
- **Manual Matches**
- **Unmatched Transactions**
- **Exports**

9.3.1.1.1 Criteria Information

The Criteria Information tab contains the audit criteria as identified in the audit setup. This information includes the matching schedules, matching data elements, product types, modes, entities, locations, numerics, and dates as shown below.

Cross Match Report																																																																																														
AUDIT NAME:	Dena MFD Sales to Licensed Distributor Match on Purchaser Copy 9:40:10 AM																																																																																													
AUDIT DESCRIPTION:	MFD Sales to Licensed Distributor Match on Purchaser																																																																																													
AUDIT TOLERANCE:	99 Gallons																																																																																													
AUDIT PERIOD:	8/1/2013 - 8/31/2013																																																																																													
AUDIT TAXPAYER TYPES:	DST → DST																																																																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Criteria Information</td> <td style="padding: 2px;">Automatic Matches</td> <td style="padding: 2px;">Manual Matches</td> <td style="padding: 2px;">Unmatched Transactions</td> <td style="padding: 2px;">Exports</td> </tr> </table>					Criteria Information	Automatic Matches	Manual Matches	Unmatched Transactions	Exports																																																																																					
Criteria Information	Automatic Matches	Manual Matches	Unmatched Transactions	Exports																																																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">Match Schedules</td> <td style="width: 20%; padding: 2px;">Schedule Code From</td> <td style="width: 20%; padding: 2px;">Description From</td> <td style="width: 20%; padding: 2px;">Schedule Code To</td> <td style="width: 20%; padding: 2px;">Description To</td> </tr> <tr> <td style="padding: 2px;">2</td> <td style="padding: 2px;">Gallons received from licensed distributors for bulk storage</td> <td style="padding: 2px;">2F</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">Gallons received from licensed distributors and direct shipped to customers</td> </tr> <tr> <td style="padding: 2px;">Match Columns</td> <td style="padding: 2px;">Match Column From</td> <td style="padding: 2px;">Match Column To</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">bill_of_lading</td> <td style="padding: 2px;">bill_of_lading</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">billed_units</td> <td style="padding: 2px;">billed_units</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">mode_code</td> <td style="padding: 2px;">mode_code</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Product</td> <td style="padding: 2px;">Product Code</td> <td style="padding: 2px;">Description</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">065</td> <td style="padding: 2px;">Gasoline</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">072</td> <td style="padding: 2px;">Kerosene - Dyed</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">092</td> <td style="padding: 2px;">Other</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">125</td> <td style="padding: 2px;">Aviation Gasoline</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">130</td> <td style="padding: 2px;">Jet Fuel</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">142</td> <td style="padding: 2px;">Kerosene - Undyed</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">152</td> <td style="padding: 2px;">Heating Oil</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">160</td> <td style="padding: 2px;">Diesel Fuel - Undyed</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">175</td> <td style="padding: 2px;">Residual Fuel Oil</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">188</td> <td style="padding: 2px;">Asphalt</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">228</td> <td style="padding: 2px;">Diesel - Dyed</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> </table>					Match Schedules	Schedule Code From	Description From	Schedule Code To	Description To	2	Gallons received from licensed distributors for bulk storage	2F		Gallons received from licensed distributors and direct shipped to customers	Match Columns	Match Column From	Match Column To				bill_of_lading	bill_of_lading				billed_units	billed_units				mode_code	mode_code			Product	Product Code	Description				065	Gasoline				072	Kerosene - Dyed				092	Other				125	Aviation Gasoline				130	Jet Fuel				142	Kerosene - Undyed				152	Heating Oil				160	Diesel Fuel - Undyed				175	Residual Fuel Oil				188	Asphalt				228	Diesel - Dyed		
Match Schedules	Schedule Code From	Description From	Schedule Code To	Description To																																																																																										
2	Gallons received from licensed distributors for bulk storage	2F		Gallons received from licensed distributors and direct shipped to customers																																																																																										
Match Columns	Match Column From	Match Column To																																																																																												
	bill_of_lading	bill_of_lading																																																																																												
	billed_units	billed_units																																																																																												
	mode_code	mode_code																																																																																												
Product	Product Code	Description																																																																																												
	065	Gasoline																																																																																												
	072	Kerosene - Dyed																																																																																												
	092	Other																																																																																												
	125	Aviation Gasoline																																																																																												
	130	Jet Fuel																																																																																												
	142	Kerosene - Undyed																																																																																												
	152	Heating Oil																																																																																												
	160	Diesel Fuel - Undyed																																																																																												
	175	Residual Fuel Oil																																																																																												
	188	Asphalt																																																																																												
	228	Diesel - Dyed																																																																																												

9.3.1.1.2 Automatic Matches

The Automated Matches tab displays those transactions which were systematically matched based on the matching criteria as defined during audit creation. The transactions are displayed in two portals, ‘From’ and ‘To’. The Automated Matches screen is shown below.

Cross Match Report														
From														
Match ID	Company Name	Seller Name	SellerID Code	Buyer Name	BuyerID Code	Carrier Name	CarrierID Code	Origin	Destination	Schedule Code	Product Code	Bill of Lading	Bill of Lading Date	Gross Gallons
16138	Regression Test	A SELLER	800000006			ACARRIER	800000005	BOX CORNER, NH	T02NH1056	2	065	3	05/10/2012	301.0
16139	Regression Test	A SELLER	800000006			ACARRIER	800000005	T04NH1057	T02NH1056	2	065	5	05/10/2012	501.0
16140	Regression Test	A SELLER	800000006			ACARRIER	800000005	T02NH1056	T02NH1056	2	065	6	05/10/2012	601.0
16141	Regression Test	A SELLER	800000006			ACARRIER	800000006	T02NH1056	T02NH1056	2	065	8	05/10/2012	801.0
16142	Regression Test	A SELLER	800000007			ACARRIER	800000006	T02NH1056	T02NH1056	2	065	9	05/10/2012	901.0
16143	Regression Test	B SELLER	800000006			ACARRIER	800000006	T02NH1056	BOX CORNER, NH	2	065	14	05/10/2012	15.0
16144	Regression Test	B SELLER	800000006			ACARRIER	800000006	T02NH1056	T02NH1050	2	065	12	05/10/2012	13.0
16145	Regression Test	B SELLER	800000006			ACARRIER	800000006	T02NH1056	T02NH1050	2	065	13	05/10/2012	12.0
16146	Regression Test	B SELLER	800000006			ACARRIER	800000006	T02NH1056	T02NH1056	2	065	16	05/10/2012	17.0
16147	Regression Test	B SELLER	800000006			ACARRIER	800000006	T02NH1056	T04NH1057	2	065	15	05/10/2012	16.0

To														
Match ID	Company Name	Seller Name	SellerID Code	Buyer Name	BuyerID Code	Carrier Name	CarrierID Code	Origin	Destination	Schedule Code	Product Code	Bill of Lading	Bill of Lading Date	Gross Gallons
16138	Regression Test	A SELLER	362229591	A Buyer	800000002	ACARRIER	800000005	BOX CORNER, NH	NEW YORK, NY	14A	065	3	05/10/2012	301.0
16139	Regression Test	A SELLER	362229591	A Buyer	800000002	ACARRIER	800000005	T04NH1057	NEW YORK, NY	14A	065	5	05/10/2012	501.0
16140	Regression Test	A SELLER	362229591	A Buyer	800000002	ACARRIER	800000005	T02NH1056	NEW YORK, NY	14A	065	6	05/10/2012	601.0
16141	Regression Test	A SELLER	362229591	A Buyer	800000002	ACARRIER	800000006	T02NH1056	NEW YORK, NY	14A	065	8	05/10/2012	801.0
16142	Regression Test	A SELLER	362229591	A Buyer	800000002	ACARRIER	800000006	T02NH1056	NEW YORK, NY	14A	065	9	05/10/2012	901.0
16143	Regression Test	A SELLER	362229591	A Buyer	800000002	ACARRIER	800000006	T02NH1056	NEW YORK, NY	14A	065	14	05/10/2012	15.0
16144	Regression Test	A SELLER	362229591	A Buyer	800000002	ACARRIER	800000006	T02NH1056	NEW YORK, NY	14A	065	12	05/10/2012	13.0
16145	Regression Test	A SELLER	362229591	A Buyer	800000002	ACARRIER	800000006	T02NH1056	NEW YORK, NY	14A	065	13	05/10/2012	12.0
16146	Regression Test	A SELLER	362229591	A Buyer	800000002	ACARRIER	800000006	T02NH1056	NEW YORK, NY	14A	065	16	05/10/2012	17.0
16147	Regression Test	A SELLER	362229591	A Buyer	800000002	ACARRIER	800000006	T02NH1056	NEW YORK, NY	14A	065	15	05/10/2012	16.0

There are fifteen columns on the Cross Match Report grid - clicking on the header of each column will modify the sort to either ascending or descending order.

Match ID

The Match ID column contains the system-generated unique number assigned to matched transactions.

Company Name

The Company Name column contains the company name that is associated with the tax return for which data is used in the cross match.

Seller Name

The Seller Name column contains the name of the entity that owns the product prior to distribution.

Seller ID Code

The Seller ID Code column contains the FEIN/SSN or other identifying codes of the seller.

Buyer Name

The Buyer Name column contains the name of the entity that purchased the product from the seller.

Buyer ID Code

The Buyer ID Code column contains the FEIN/SSN or other identifying codes of the buyer.

Carrier Name

The Carrier Name column contains the name of the entity that transports the product from the seller to the buyer.

Carrier ID Code

The Carrier ID Code column contains the FEIN/SSN or other identifying codes of the carrier.

Origin

The Origin column contains the terminal control number or city and state of the origin location of the product as identified on the shipping document.

Destination

The Destination column contains the terminal control number or city and state of the destination location of the product as identified on the shipping document.

Schedule Code

The Schedule Code column contains the schedule code that used to classify data when generating the tax return.

Product Code

The Product Code column contains the product code that was used to generate the tax return.

Bill of Lading

The Bill of Lading column contains the number used on a shipping document that is issued when product is transported.

Bill of Lading Date

The Bill of Lading Date column contains the date used on a shipping document that is issued when product is transported.

Gross Gallons

The Gross Gallons column contains the gallons as listed on the shipping document and reported on the tax return.

9.3.1.3 Manual Matches

The Manual Matches tab displays those transactions which were manually matched by the user as shown below.

Cross Match Report

AUDIT NAME: Show and Tell Test
AUDIT DESCRIPTION: A Cross Match Audit that demonstrates some of the new capabilities of the Cross Match Wizard.
AUDIT TOLERANCE: \$ Gallons
AUDIT PERIOD: 5/1/2010 - 5/31/2012
AUDIT TAXPAYER TYPE: DST TRN

From															
Match ID	Comments	Company Name	Seller Name	Seller ID Code	Buyer Name	Buyer ID Code	Carrier Name	Carrier ID Code	Origin	Destination	Schedule Code	Product Code	Bill of Lading	Bill of Lading Date	Gross Gallons
16169	Regression Test	A SELLER		80000006			ACARRIER	80000005	BOX CORNER, NH	T02NH1056	2	065	1	05/10/2012	101.0

To

Match ID	Company Name	Seller Name	Seller ID Code	Buyer Name	Buyer ID Code	Carrier Name	Carrier ID Code	Origin	Destination	Schedule Code	Product Code	Bill of Lading	Bill of Lading Date	Gross Gallons
16169	Regression Test	A SELLER	362229591	A Buyer	80000002	ACARRIER	80000005	BOX CORNER, NH	NEW YORK, NY	14A	065	0000000001	05/10/2012	101.0

Export All Reports | Export

The column fields and definitions are the same as for the Automated Matches tab. The transactions are displayed in two sections ‘From’ and ‘To’. In this example, the record was originally mismatched since the bill of lading number was different due to leading zeros. The Match ID indicates the user manually matched these items. The reason for the mismatch was due to leading zeros in the Bill of Lading field.

9.3.1.1.4 Unmatched Transactions

The Mismatched Transactions tab displays those transactions which were identified by the system as mismatched. The transactions are displayed in two portals, ‘From’ and ‘To’. The screen below is an example of mismatched transactions.

Cross Match Report

AUDIT NAME: Show and Tell Test
AUDIT DESCRIPTION: A Cross Match Audit that demonstrates some of the new capabilities of the Cross Match Wizard.
AUDIT TOLERANCE: \$ Gallons
AUDIT PERIOD: 5/1/2010 - 5/31/2012
AUDIT TAXPAYER TYPE: DST TRN

From													
Company Name	Seller Name	Seller ID Code	Buyer Name	Buyer ID Code	Carrier Name	Carrier ID Code	Origin	Destination	Schedule Code	Product Code	Bill of Lading	Bill of Lading Date	Gross Gallons
Regression Test	A SELLER	80000006			ACARRIER	80000005	ALBANY, NH	T02NH1056	2	065	4	05/10/2012	401.0

To

Company Name	Seller Name	Seller ID Code	Buyer Name	Buyer ID Code	Carrier Name	Carrier ID Code	Origin	Destination	Schedule Code	Product Code	Bill of Lading	Bill of Lading Date	Gross Gallons
Regression Test	A SELLER	362229591	A Buyer	80000002	ACARRIER	80000005	ALBANY, NH	NEW YORK, NY	14A	065	0000000000004	05/10/2012	401.0

Export All Reports | Export

The column fields and definitions are the same as for the Automated Matches tab. Each of the preceding reports can also be exported to Excel for sharing with others. At the bottom of each screen a drop-down allows the user to export the individual report or to export all of the reports.

9.3.1.1.5 Exports

When the **Export** button is selected the final Exports tab is displayed and provides file identification information as shown below.

Cross Match Report														
AUDIT NAME:		CLG NH Test												
AUDIT DESCRIPTION:		Compare DST schedule 6 to DST Schedule 2												
AUDIT TOLERANCE:		99% 8/1/2013 - 8/31/2013 DST → DST												
AUDIT TAXPAYER TYPES:														
Criteria Information		Automatic Matches		Manual Matches		Unmatched Transactions		Exports						
							Columns	Group By	Filter	Refresh				
							Output File	23.9 kb						
							Columns	Group By	Filter	Refresh				
							Page: 1 of 1	Go	Page size: 1	Change				
							Item 1 to 1 of 1							

There are six columns on the Exports grid.

Status

The Status column provides details on the status of a data file. The valid values for data file status include:

- **Processing** The processing icon  is displayed next to the Status column when the data file is generating.
- **Passed** The passed icon  is displayed next to the Status column when the data file has been generated with no outstanding audit errors.
- **Failed** The failed icon  is displayed next to the Status column when audit errors were found when the data file was last generated.

Start Date

The Start Date field represents the export file re-generation start date and time.

Completed Date

The Completed Date field represents the export file re-generation completed date and time.

Description

The Description field provides a brief description of the export file that was re-generated.

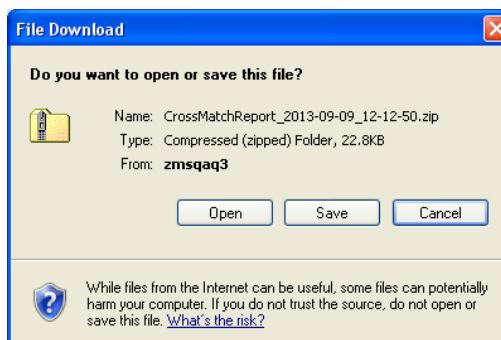
User

The User column contains the name of the user who created the export file.

Output File

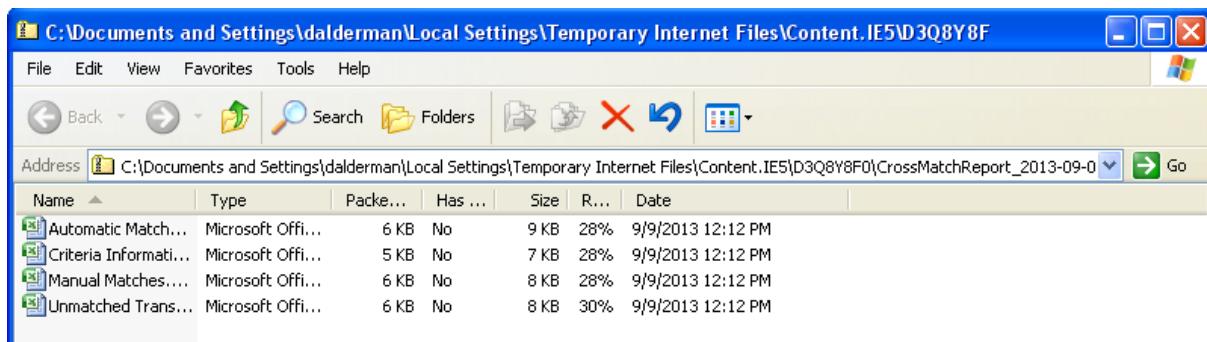
The Output File column contains a listing of those export reports that were downloaded.

Selecting the hyperlink in the Output File column will display the screen as shown below.



The **Open** button will display a list of the Excel reports to be viewed or saved.

The **Save** button will allow the report file(s) to be saved in a location as designated by the user.



9.3.1.2 Manual Matching

Manual Matching allows the user to view generated and reviewed audits to further analyze the mismatched transactions. Transactions that have minor differences in the data reported but are, in fact, the determined to be the same transaction are manually matched as shown below.

Manual Matching																				
		Match		Unmatch																
Distributor																				
Record Id	Match Id	Company Legal Name	Company FEIN	Terminal	Schedule	Product	Mode	Origin TCN	Origin City	Origin Jurisdiction	Destination TCN	Destination City	Destination Jurisdiction	Bill of Lading	Bill of Lading Date	Net Units	Gross Units	Billed Units	Carrier Name	Carrier FEIN
Comment 9096	16169	Regression Test	123456789		2	065	J	BOX CORNER	NH	T02NH1056	Portsmouth	NH	1	05/10/2012	100.0	101.0	0.0	ACARRIER	800000005	
9097		Regression Test	123456789		2	065	B	ALBANY	NH	T02NH1056	Portsmouth	NH	4	05/10/2012	400.0	401.0	0.0	ACARRIER	800000005	

Transporter																				
		Match		Unmatch																
Carrier																				
Record Id	Match Id	Company Legal Name	Company FEIN	Terminal	Schedule	Product	Mode	Origin TCN	Origin City	Origin Jurisdiction	Destination TCN	Destination City	Destination Jurisdiction	Bill of Lading	Bill of Lading Date	Net Units	Gross Units	Billed Units	Carrier Name	Carrier FEIN
Comment 9129	16169	Regression Test	123456789		14A	065	J	BOX CORNER	NH		NEW YORK	NY	0000000001	05/10/2012	100.0	101.0	0.0	ACARRIER	800	
9130		Regression Test	123456789		14A	065	J	ALBANY	NH		NEW YORK	NY	00000000000004	05/10/2012	400.0	401.0	0.0	ACARRIER	800	

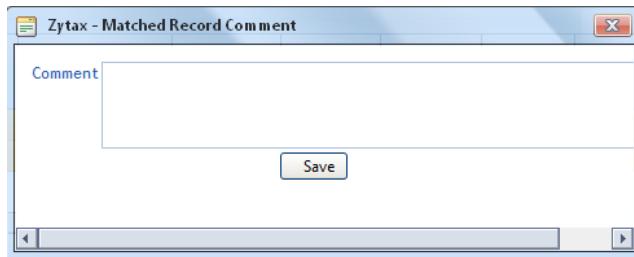
Match button

Instructions

- Identify any transactions that should be considered a match.
- Once the transactions are identified, click on the transactions in the top section (From taxpayer type).
- Click on a transaction displayed in the bottom section (To taxpayer type).
- Once the transactions are identified manually match the records by selecting the **Match** button.

A Comment hyperlink is displayed next to the transactions that were manually matched.

Selecting the hyperlink enables the user to add comments concerning the manually matched transactions.



The comment drop-down provides for generic comments as well as the ability to create specific comments concerning the manual matching.

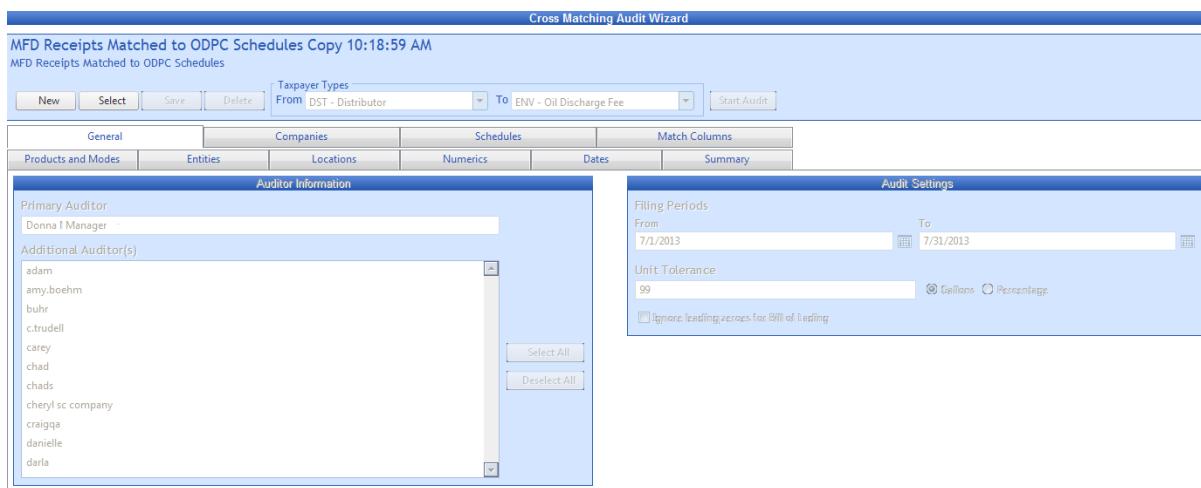
Unmatch button

Instructions

1. Identify any transactions that were manually matched in error.
 2. Once the unmatched transaction(s) are identified, click on the transaction(s) in the top section (From taxpayer type).
 3. Click on a transaction(s) displayed in the bottom section (To taxpayer type).
 4. Once the transactions are identified manually unmatched the records by selecting the **Unmatch** button.

9.3.1.3 Edit & Regenerate Audit

Edit & Re-Generate Audit option allows the user to make modifications to the previously saved audit by returning the user to the Cross Matching Audit Wizard as shown below.



10 Account

The Account menu provides functionality to government specific application functions for managing applications, registrations, company balance and payments.

10.1 Management

Account Management functionality provides the capability to review account activity and account balance. Access will be restricted to only the companies that a user is accessed to review.

10.1.1 Payment History

From the Account – Management menu, the Payment History menu option will be used to review payments associated with the current company. The Payment History grid provides a list of payments sorted with the most recent payments at the top of the list. The Payment History screen is shown below.

Payment History						
Created Date	Payment Date	Tracking Number	Payment Type	Card Type	Status	Amount
5/25/2011	5/27/2011	1114500010	Check		Success	8.00
5/25/2011	5/26/2011	1114500008	Check		Success	3.00
5/25/2011	5/26/2011	1114500006	Check		Success	6.00
5/25/2011	5/26/2011	1114500004	Check		Success	5.00

Filter | Refresh

Page: 1 of 1 Go Page Size: 4 Change Items 1 to 4 of 4

Excel Export

The columns of the Payment History grid include:

Field	Description
Created Date	The Created Date column contains the creation date of the payment record.

Payment Date	The Payment Date column contains the payment date of the payment record.
Tracking Number	The Tracking Number column contains the tracking number associated with the payment.
Payment Type	The Payment Type column indicates the type of payment. The available types include Check and EFT.
Card Type	The Card Type column indicates the credit card type used for the payment. Credit Card payments are not supported for New Hampshire and this field will be blank.
Status	The Status column will indicate if the payment has been successful. For a payment type of Check or EFT this column will always indicate 'Success'.
Amount	The Amount column contains the amount for each transaction.

Selecting a payment on the Payment History screen displays the Payment History Detail screen as is shown below.

The screenshot shows a Windows-style dialog box titled "Zytax - Payment History Detail". Inside, there are two columns of labels and corresponding input fields. The labels are: Company Name, Payment Amount, Created Date, Clear Date, Payment Type, Card Type, Payment Status, Payment Date, Check Number, Termination Status, Result, Result Code, Transaction Routing Id, and Authorization Code. The "Company Name" field contains "Cheryl Nh Filer", "Payment Amount" contains "8.00", "Created Date" and "Clear Date" both contain "5/25/2011 10:54:38 AM", "Payment Type" contains "Check", "Payment Status" contains "Success", "Payment Date" contains "5/27/2011 12:00:00 AM", "Check Number" contains "2222", and the other fields are empty.

Field	Description
Clear Date	The Clear Date field contains the date / time that

Several fields are included on the Payment History Detail pop-up that are not included on the Payment History grid. The additional fields include:

Field	Description
Clear Date	The Clear Date field contains the date / time that

	the payment was submitted and processed by Zytax.
Payment Date	The Payment Date field contains the payment date of the payment record. For an EFT payment the time the payment was submitted will be included.
Check Number	The Check Number field is used for check payments to record the check number.
Termination Status	The Termination Status field is used only for Credit Card payments.
Result	The Result field is used only for Credit Card payments.
Result Code	The Result Code field is used only for Credit Card payments.
Transaction Routing Id	The Transaction Routing Id field is used only for Credit Card payments.
Authorization Code	The Authorization Code field is used only for Credit Card payments.

Security

Access to the Payment History screen is determined by the Account Management Payment History authorization element. An access level of ‘View’ is required.

11 Archive

Archiving supports the generation of an archive file, the downloading of an archive file, and the re-upload of an archive file.

11.1 Archive Tax Session

The Archive Tax Session maintenance page supports the generation of an archive and the re-upload of an archive file as shown below.

Status	Start Date	Completed Date	Description	User	Output File
Passed	05/29/2012 11:10:49 AM	05/29/2012 11:11:06 AM	Archive Scheduled Task		Download 90.9 kb

11.2 Create Archive

The Create Archive screen creates a scheduled one-time task to be processed by the workflow engine. This process will create a zip file archive by:

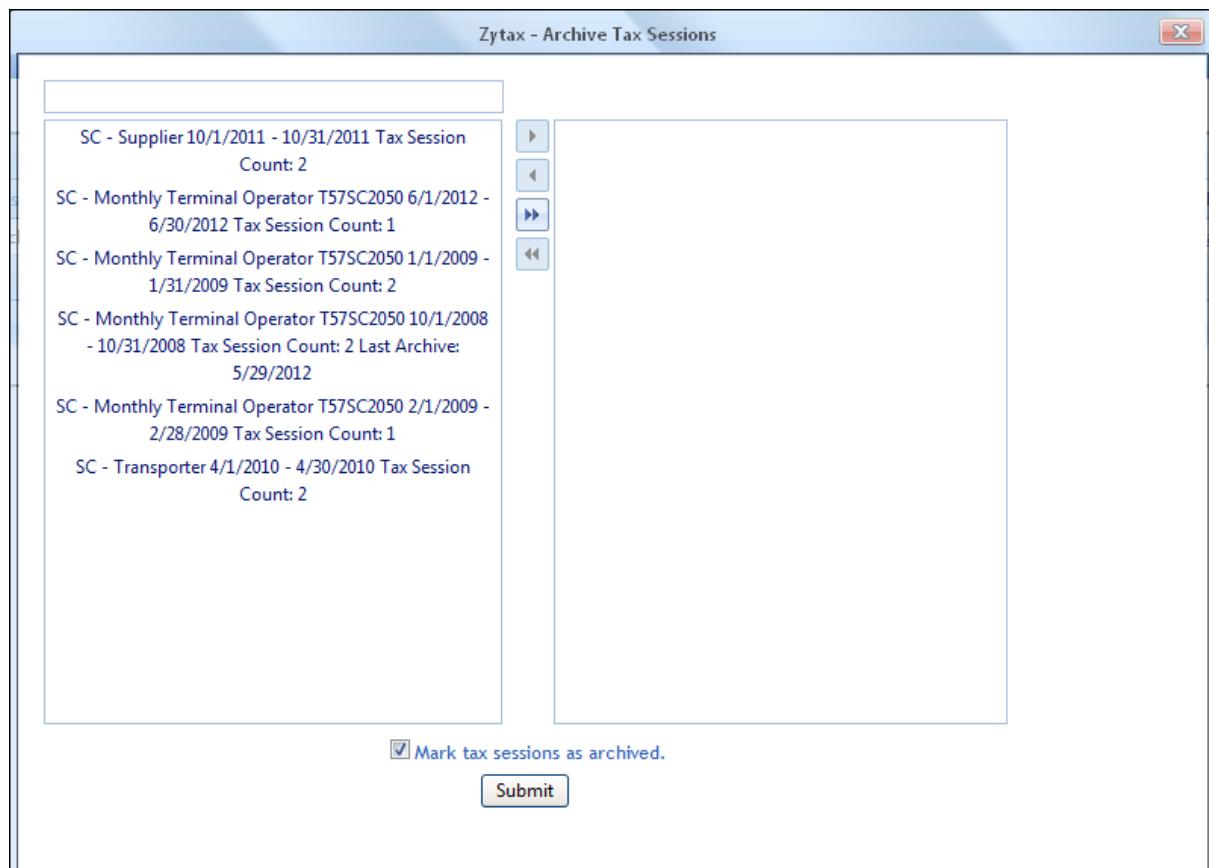
- Processing each selected tax session and creating a zip file of all data for these tax sessions
- Updating the tax sessions (header sequences table) with archive date

The tax session archive feature will allow the user to select closed tax sessions to be archived.

- Only closed tax sessions will be archived
- All sequences for a tax session will be archived
- All tax session sequences must be closed to be selected to be archived

11.2.1 Add New Record

Users with the appropriate access will be able to select the  Add New Record icon that will allow an archived session to be created. The screen is shown below.



The left hand side will display a list of tax sessions available to archive and the user will use the arrows in the middle of the screen to move to the right column to be archived. Only tax session types that have ALL sequences filed will appear in the list.

The tax session list will include:

- Jurisdiction Code
- Taxpayer Type Description
- Terminal Code
- Start Date
- End Date

- Count of tax sessions included
 - Example: An original sequence (0) will be counted as one. The display on this screen will then show 1 tax session.
- Last Archive Date
 - Display the max archive date from the header sequences table
 - If there is a null for any of the sequences, show no last archived date.
 - Example:
 - On 01/21/2012 a user archives three IA – Terminal Operator tax sessions.
 - After this is executed, the tax session is archived with an archive date of 1/21/2012.
 - Later, an amended tax session is created.
 - While the amended tax session is open, the entire tax session group is removed from the list.
 - When the amendment is filed, the entire tax session group is again available for archiving.
 - Since the amended session has not yet been archived. The tax session group shows a blank Last Archive Date.

At the bottom of the screen is the ‘Mark tax sessions as archived’ checkbox. The checkbox is defaulted to yes. This will update the archived date on the tax sessions. If the box is left unchecked, this allows user to create an archive but ensures that the purge process does not pick up the tax sessions. Another archive will be required to get the tax sessions into the available purge list.

When the user selects the **Submit** button, the status of the task will display (see below). The user can select the record and will be taken to History Log that shows the progress of the request.

Archive Tax Sessions					
Create Archive		Upload Archive			
Add New Record					
<input checked="" type="checkbox"/>	Status	Start Date	Completed Date	Description	User
<input checked="" type="checkbox"/>	Passed	05/29/2012 11:10:49 AM	05/29/2012 11:11:06 AM	Archive Scheduled Task	Output File Download 90.9 kb
Add New Record <input checked="" type="checkbox"/> Filter Refresh					
<input type="button" value="H"/> <input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value=">"/> <input type="button" value="I"/> Page: 1 of 1 Go Page size: 1 Change <input checked="" type="checkbox"/> Filter Refresh					
Excel <input type="button" value="Export"/> Item 1 to 1 of 1					

When the request is complete, an output zip file will be created. The user can get to the output file on the ‘Create Archive’ screen or the ‘Output’ tab by clicking on the record.

System Activity Viewer		
JOB PROCESS NAME:	Archive Scheduled Task	
JOB DESCRIPTION:	Archive Scheduled Task	
JOB STATUS:	Passed	
JOB START DATE:	5/29/2012 11:10:49 AM	
JOB END DATE:	5/29/2012 11:11:06 AM	
<input type="button" value="History Log"/> <input type="button" value="Output"/> <input checked="" type="checkbox"/> Filter Refresh		
Date	Status	Message
05/29/2012 11:11:06 AM	Informational	Workflow Archive Create Task has completed.
05/29/2012 11:10:50 AM	Informational	Archive Create Task has started.
05/29/2012 11:10:49 AM	Informational	User has submitted Archive request for [1] tax session groups.
<input checked="" type="checkbox"/> Filter Refresh		
<input type="button" value="H"/> <input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value=">"/> <input type="button" value="I"/> Page: 1 of 1 Go Page Size: 3 Change Items 1 to 3 of 3		
Excel <input type="button" value="Export"/>		

Security

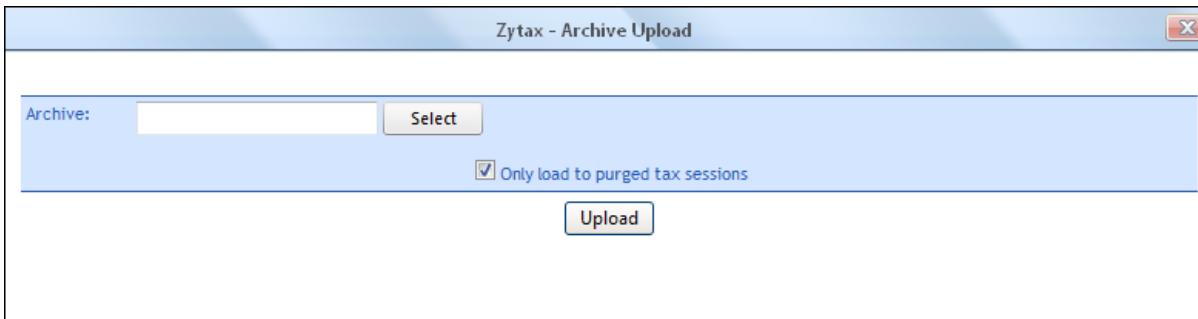
Access to the Create Archive screen is determined by the Archive Create Archive authorization element. An access level of ‘Edit’ is required to create an archive.

11.3 Upload Archive

The Upload Archive tab allows the user to upload previously extracted archived files back into Zytax 5. The Archive Tax Sessions screen is displayed below.

11.3.1 Add New Record

Clicking the icon will open a pop-up which will prompt the user for the archive file. Users will be able to upload the archived file used for extraction. The user can also choose whether to 'Only load to purge tax session'.



Once the user selects button, the task will begin and the user can monitor the status.

Click on the row to view full details of the process job in the System Activity Viewer shown below.

System Activity Viewer		
JOB PROCESS NAME: Archive File Import: C:\Users\melissa.winkler\Desktop\Archive192821.zip JOB DESCRIPTION: Archive File Import: C:\Users\melissa.winkler\Desktop\Archive192821.zip JOB STATUS: Running JOB START DATE: 5/29/2012 5:22:30 PM JOB END DATE:		
History Log	Input	Output
05/29/2012 05:22:45 PM	Informational	Finished Schedule Transactions Import For Session = [USA-SC-TOR T575C2050; Period [10/01/2008 - 10/31/2008]; Sequence 0; Return Effective[07/01/2008]] Records Processed = [8] Records Inserted = [8] Records Failed = [0]
05/29/2012 05:22:45 PM	None	Batch Processing Statistics: Process Time [3.7805482] seconds
05/29/2012 05:22:45 PM	None	Batch Processing Statistics: Batch Size [8]
05/29/2012 05:22:45 PM	None	Batch Processing Statistics: Seconds per Transaction [0.473]
05/29/2012 05:22:42 PM	None	Settings: Locations Match Only [False]. Locations Update Matches [True]. Terminate New Locations [False].
05/29/2012 05:22:42 PM	None	Settings: Business Entity Match Only [False]. Business Entity Update Matches [True]. Terminate New Business Entities [False].
05/29/2012 05:22:42 PM	None	Settings: Load Behavior [INSERT]. Primary Selection Type [ARCHIVE]. Secondary Selection Type [0]. Target End Period [10/31/2008 11:59:59 PM]. Apply Profiles [False]. Schedule Transaction Data Entry Complete [False]. Limit Tax Sessions By End Period []. Limit Tax Sessions By Jurisdiction []. Limit Tax Sessions By Taxpayer Type [].
05/29/2012 05:22:42 PM	None	Import Logging Level [1]
05/29/2012 05:22:41 PM	Informational	Started Schedule Transactions Import For Session = [USA-SC-TOR T575C2050; Period [10/01/2008 - 10/31/2008]; Sequence 0; Return Effective[07/01/2008]]
05/29/2012 05:22:35 PM	Informational	Workflow Archive Import Task: Starting the Extraction of the Current Zip File. File [ZipTempFolder193478] contains [2] folders to process.
05/29/2012 05:22:34 PM	Informational	Workflow Archive Import Task has started.
05/29/2012 05:22:34 PM	Informational	Archive Import Task has started.

Security

Access to the Upload Archive screen is determined by the Archive Import Archive authorization element. An access level of ‘Edit’ is required to upload an archive file.

11.4 Purge Tax Session

The purge process does not delete a tax session. It leaves relevant information such as the return pdf and eFile.

Only Archived Tax Sessions can be purged.

- Only tax sessions which have an archived date (on the header sequences) can be selected to be purged.
- All sequences for the tax session group must be purged – no partial purge.

Purge will remove the following data:

- Return Details
- eFile Details
- eFile Related Tables
- Schedule Transactions

When a tax session has been purged we have the following rules:

- Header sequences has a purged date field to indicate when the tax session was purged. When the archive restores the purged data, the purge date will be cleared along with the archived date
- A purged tax session cannot be unfiled.
- A return cannot be regenerated on a purged tax session

The Purge Tax Sessions screen is displayed below.

Purge Tax Sessions				
Add New Record				<input checked="" type="checkbox"/> Filter Refresh
Status	Start Date	Completed Date	Description	User
Passed	05/30/2012 09:38:33 AM	05/30/2012 09:38:35 AM	Purge Scheduled Task	
Passed	05/29/2012 03:43:41 PM	05/29/2012 03:43:43 PM	Purge Scheduled Task	

Add New Record Filter | Refresh

Page: 1 of 1 Go | Page size: 2 | Change Item 1 to 2 of 2

Excel | Export

11.4.1 Add New Record

Users with the appropriate access will be able to select the icon that will allow an archived session to be purged. The screen shown below will appear.

Zytax - Purge Tax Sessions

There are no sessions available to purge.

Retain Return PDF and eFile

Submit

The left hand side will display a list of tax sessions available to purge and the user will use the arrows in the middle of the screen to move to the right column to be archived. Only tax session types that have ALL sequences filed and purged will appear in the list.

At the bottom of the screen, there is a button ‘Retain Return and eFile’. Users can select to retain the return pdf and eFile document which can be viewed on the Historical Tax Session Grid.

The tax session group list will include:

- Jurisdiction Code
- Taxpayer Type Description

- Terminal Code
- Start Date
- End Date
- Count of tax sessions included
 - Example: An original sequence (0) will be counted as one. The display on this screen will then show 1 tax session.
- Last Archive Date
 - Display the max archive date from the header sequences table
 - If there is a null for any of the sequences, omit from the list.

When the user selects the **Submit** button, the status of the task will display (see below).

The screenshot shows a table titled "Purge Tax Sessions" with two rows of data. The columns are Status, Start Date, Completed Date, Description, and User. Both rows show a "Passed" status, specific dates, and the description "Purge Scheduled Task". Below the table are standard navigation controls (Add New Record, Filter, Refresh, Excel export, and a page number indicator showing 1 of 1).

Status	Start Date	Completed Date	Description	User
Passed	05/30/2012 09:38:33 AM	05/30/2012 09:38:35 AM	Purge Scheduled Task	
Passed	05/29/2012 03:43:41 PM	05/29/2012 03:43:43 PM	Purge Scheduled Task	

The user can select the record and will be taken to History Log that shows the progress of the request.

The screenshot shows a "System Activity Viewer" page with a "History Log" section. It displays three log entries: "Workflow Purge Task has completed.", "Workflow Purge Task has started.", and "User has submitted purge request for [1] tax session groups.". Below the log is a table with columns Date, Status, and Message, showing the same three entries. Navigation controls include Add New Record, Filter, Refresh, Excel export, and a page number indicator showing 1 of 1.

Date	Status	Message
05/30/2012 09:38:35 AM	Informational	Workflow Purge Task has completed.
05/30/2012 09:38:34 AM	Informational	Workflow Purge Task has started.
05/30/2012 09:38:33 AM	Informational	User has submitted purge request for [1] tax session groups.

When the request is complete, the user can view the tax session under Historical Tax Sessions.

To view a purged tax session, go to Tax Filing > Tax Sessions. There is an option 'Historical Sessions'.

The screenshot shows a "Tax Sessions" page with a table of historical sessions. One row is highlighted in yellow, showing "Historical Sessions" for "All Tax Sessions" under "Company Name". The table includes columns for Company Name, Taxpayer Type, Terminal Code, Start Date, End Date, Sequence, Filed Date, and Parsed Date. Navigation controls include Add New Record, Filter, Refresh, Excel export, and a page number indicator showing 1 of 1.

Company Name	Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Filed Date	Parsed Date
South Carolina Dept of Revenue	Monthly Terminal Operator	T57SC2050	10/01/2008	10/31/2008	0	05/29/2012	05/30/2012
South Carolina Dept of Revenue	Monthly Terminal Operator	T57SC2050	10/01/2008	10/31/2008	1	05/29/2012	05/30/2012

Security

Access to the Archive Purge screen is determined by the Archive Purge authorization element. An access level of 'Edit' is required to purge.

12 Admin

The Admin menu provides functionality for reviewing and managing users, roles, audit logging and license information.

12.1 Audit Log

The Audit Log screen displays a searchable grid that contains a log of all system activity. The Audit Log screen is shown below.

The screenshot shows the 'Audit Log' interface. At the top, there are 'Start Timestamp' and 'End Timestamp' fields set to 5/24/2010 5:00 PM and 5/25/2010 12:00 AM respectively. Below these are 'Search Criteria' and a 'Search' button. The main area is titled 'Audit Log' and contains a table with columns: LogID, TimeStamp, Event Name, Severity, MachineName, Title, and Message. A message at the top of the table says 'No records to display.' At the bottom, there are navigation buttons (first, previous, next, last), a page number '1 of 1', a 'Go' button, a 'Page size' dropdown set to 10, and a 'Change' button. There are also 'Group By', 'Filter', and 'Refresh' buttons. At the very bottom are 'Excel' and 'Export' buttons.

The Audit Log is often used when determining the cause of any system errors. An export of the audit log can be provided to Zytax support when debugging an application issue. Selecting an entry in the Audit Log grid will bring up the Audit Log Entry screen as shown below.

The screenshot shows the 'Zytax - Audit Log Entry' dialog box. It contains a form with the following fields and their values:

Log ID	1365099	Priority	-1
Event ID	0	Severity	Information
Process ID	5844	Thread ID	6020
Process	c:\windows\system32\inetsrv\w3wp.exe		
App Domain	/LM/W3SVC/9/ROOT-1-129380160025742520		
Timestamp	12/28/2010 15:36:38		
Title	Bulk Change Results		

Below the form is a large text area containing the log entry details:

```

Timestamp: 12/28/2010 8:36:38 PM
Message: Successful Bulk Change Operation: [Action Performed - Copy Records] [User - dena] [Records copied - 11]
[Date Time - 12/28/2010 2:36:38 PM] [Criteria - (((((bs.company_id = 113) And (bs.jurisdiction = 'NY')) And (bs.filed_date Is Null)) And (bs.taxpayer_type = 'DST')) And (bs.start_period >= '6/1/2010 12:00:00 AM')) And (bs.end_period <= '6/30/2010 11:59:59 PM')) And (bs.schedule_code = '101.2PART1'))]
Category: General
Priority: -1
EventId: 0
Severity: Information
Title:Bulk Change Results
Machine: ZT08ZMSQA001

```

Security

Access to the Audit Log screen is determined by the Admin Audit Log authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of 'Edit' is required to edit audit log entries.

12.2 Roles

The Roles menu option provides a list of all defined roles and allows reviewing and editing of those roles. The Roles screen is shown below.

Roles					
	Original	Copy			
Role	Role Name		Description	Back-End Role	
INTERNAL_KEY_GENERATION					
NH_APPLICANT					
NH_AUDITOR					
NH_AUDITOR_SUPERVISOR					
NH_CLERICAL					
NH_CLERICAL_SUPERVISOR					
NH_COMPANY_ADMIN					
NH_COMPANY_CERTIFICATION					
NH_IT_ADMIN					
NH_MANAGER					
NH_TAXPAYER					
ZMS_ADMIN					
ZMS_EDIT	ZMS_EDIT		FRONT-END EDIT ROLE		
ZMS_VIEW					
Name					
Account Application Status	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Management Account Activity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Management Company Balance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Management Make Payment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Management Payment History	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Management Transaction Manual Entry	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Registration Create Amendment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Registration Generate Filer Intent	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Registration Generate Form Settings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Registration Generate Government Override	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Registration Generate History Log	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Registration Generate Manual Entry	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Registration Manage Registration	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Registration Registration Details	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Registration Status	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Registration Submit Registration	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Registration View Certificate	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Registration View Registration Form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Account Renewals	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Admin About	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		

The Roles screen displays the characteristics of each system role. Each role is defined to have None, View or Edit access to each menu and component of the application. The settings for a role can be determined by clicking on a valid role in the Role list on the left of the screen. The details of the role including if the role is a Back-End role is shown on the screen.

A role that does not begin with ‘ZMS’ can be edited. An existing role can be used copied to create a new role.

Application components that have an access level of ‘None’ are not accessible by the user with the assigned role. When ‘None’ applies to a menu option, the menu option will not be available to the user with the assigned role.

Application components that have an access level of ‘View’ can be accessed by the user with the assigned role, but the functionality will not be enabled. The application component can refer to a screen, button or function within a screen.

Application components that have an access level of ‘Edit’ can be accessed by the user with the assigned role. There are not any other role limitations for the component. Note that Jurisdiction and company specific access restrictions are still enforced.

Hovering over the ‘View’ or ‘Edit’ access level radio buttons will display a help pop-up dialog explaining what access will be granted by selecting the access level for the given authorization element.

An example of the help pop-up dialog is shown below.



Security

Access to the Roles screen is determined by the Admin Roles authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of 'Edit' is required to edit roles, add new roles, or use the copy functionality.

Out of the box ZMS_Admin, ZMS_Edit, and ZMS_View are available. The three roles should not be changed because they will be changed by software updates. Instead a new role should be created with desired permissions.

ZMS_Admin Back-end role with the ability to create and administer companies as well as user security. ZMS_Admin does have the ability to change roles and create roles.

ZMS_Edit Front-end role with the following permissions:

- Admin System Activity
- Data File Upload
- Data Import Business Entities
- Data Import Locations
- Data Import Schedule Import
- Delete Unlocked Business Entities
- Delete Unlocked Locations
- Determination Transactions
- eFile Creation
- eFile Submission
- eFile Submission Upload
- eFile Upload
- eFile Viewer
- G L Recon Audit Definition
- G L Recon Audit Status
- G L Recon Import External Data
- Maintenance Business Entities
- Maintenance Business Profiles
- Maintenance Common Codes(View Only)
- Maintenance Companies (View Only)

- Maintenance Company Accounts (View Only)
- Maintenance Company Comments (View Only)
- Maintenance Company Information (View Only)
- Maintenance Company Information Company Contact
- Maintenance Countries (View Only)
- Maintenance Determination Errors (View Only)
- Maintenance Due Dates (View Only)
- Maintenance Jurisdictions
- Maintenance Local Jurisdictions
- Maintenance Locations
- Maintenance Products
- Maintenance Rates
- Maintenance Scenarios
- Maintenance Scenario Schedules
- Maintenance Schedule Profiles
- Maintenance Taxpayer Contacts
- Maintenance Taxpayer Preferences
- Maintenance Terminals
- Maintenance Transportation Modes
- Maintenance Units Of Measure
- Maintenance Workflows
- Query Express View
- Query Schedule Wizard
- Query Schedule Wizard Copy Records
- Query Schedule Wizard Delete Records
- Query Schedule Wizard Mass Change
- Query Schedule Wizard Negate Records
- Reports Company Schedule Product Summary
- Return Add New Session
- Return Create Amendment
- Return File Tax Return
- Return Generate Consolidated
- Return Generate Delta
- Return Generate Overall
- Return History Log (View only)
- Return Manual Entry
- Return Settings
- Return Tax Sessions
- Return View Tax Return (View Only)
- Schedule Transactions
- Schedule Transactions Delete All
- Schedule Transactions Validation (View Only)
- Tax Session Legacy Import
- Zytax Home

ZMS_View Front end role that takes what's in ZMS_Edit and allows only view access.

12.3 Schedules Data Generator

12.4 Site Settings

The Site Settings screen provides a grid that contains a listing of configuration settings used by the system.

Site Settings		
Category	Setting Description	Setting Value
Determination Engine	Max Determination Transaction Count	1000
General	Announcement Banner - Bottom	
General	Announcement Banner - Top	Q2 Branch
General	Email address to receive error reports	zms_developers@fuelquest.com
General	Email outgoing sender address	support@zytax.com
General	Email server which sends outgoing emails	ZT08DC002.fuelquest.com
General	Error Reporting	true
General	Excluded connection strings for the company page	LocalSqlServer,OraAspNetConnectionString,ZmsAudit,ZmsControl
General	GMT hour offset used for the audit page	-5
General	Language code	en-us
General	Log WebService SOAP Requests	N
General	Max records returned from the query wizard	10000
General	Number of days until a password expires	3659
General	Site address included within emails	http://hosted.zytax.com
General	Site Skin	ZMS
General	View user names within the tax session log	N
Services	Workflow Engine - Max Working Threads	10
Services	Workflow Engine - Pooling Rate (ms)	1000

Filter | Refresh

Page: 1 of 1 Go Page Size: 18 Change Items 1 to 18 of 18.

Excel Export

For any record listed on the Site Settings screen, the details of the setting can be displayed by clicking on the record. The screen below shows an example of the detail for a Site Settings record.

Zytax - Site Setting

Setting Description	Language code
Setting Value	en-us
Setting Category	General
Encrypted	<input type="checkbox"/>
Update	

Security

Access to the System Activity screen is determined by the Admin Site Settings authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of 'Edit' is

required to edit site settings entries.

12.5 System Activity grid and System Activity viewer

The System Activity screen provides a grid that contains a log of scheduled and data import tasks. Any task that is scheduled on the Maintenance – Scheduled Tasks screen or any user evoked server side process will display in this grid. The scheduled tasks can be viewed by picking Company Zero from the company selector. The user system activity for user evoked processes can be viewed by picking the corresponding company that the process was performed on from the company selector. The System Activity Screen is shown below.

System Activity						
	Status	Start Date	Completed Date	User Name	Process Name	Description
✓	Passed	02/23/2012 09:23:58 AM	02/23/2012 09:24:07 AM	superuser	Schedule Transaction Data File Import: FL Import Test sched 3x.csv	Schedule Transaction Data File Import: FL Import Test sched 3x.csv
✓	Passed	02/22/2012 11:24:19 AM	02/22/2012 11:24:21 AM	kelly	Master Data Export	Master Data Export:qa forms - all products
✓	Passed	02/22/2012 11:23:33 AM	02/22/2012 11:23:41 AM	kelly	Master Data Import	Master Data Import:kelly Test - Products.dat
⚠	Errors	02/22/2012 10:28:59 AM	02/22/2012 10:29:09 AM	kelly	Master Data Import	Master Data Import:kelly test - locations.dat
✓	Passed	02/22/2012 10:18:56 AM	02/22/2012 10:18:58 AM	kelly	Master Data Export	Master Data Export:QA Forms - company settings
✓	Passed	02/22/2012 10:16:10 AM	02/22/2012 10:16:11 AM	kelly	Master Data Export	Master Data Export:QA Forms - company settings
✓	Passed	02/22/2012 10:12:53 AM	02/22/2012 10:12:54 AM	kelly	Master Data Export	Master Data Export:QA Forms - common codes
✓	Passed	02/22/2012 09:46:57 AM	02/22/2012 09:46:59 AM	kelly	Master Data Export	Master Data Export:QA Forms - alt local jurisdictions
✓	Passed	02/22/2012 09:30:19 AM	02/22/2012 09:30:20 AM	kelly	Master Data Export	Master Data Export:QA Forms - alt transportation modes
✓	Passed	02/22/2012 09:24:16 AM	02/22/2012 09:24:16 AM	kelly	Master Data Export	Master Data Export:QA Forms - alt jurisdictions
✓	Passed	02/22/2012 09:10:14 AM	02/22/2012 09:10:15 AM	kelly	Master Data Export	Master Data Export:QA Forms - alt countries
✓	Passed	02/21/2012 04:09:58 PM	02/21/2012 04:10:05 PM		Export Express View to Excel	Express View [Return Details] export to Excel
✓	Passed	02/21/2012 04:03:45 PM	02/21/2012 04:03:49 PM		Export Express View to Excel	Express View [Business Entities and Accounts by Company] export to Excel
✓	Passed	02/21/2012 10:50:24 AM	02/21/2012 10:50:40 AM	kelly	Master Data Export	Master Data Export:All Compliance
✓	Passed	02/21/2012 10:38:31 AM	02/21/2012 10:38:50 AM	kelly	Master Data Export	Master Data Export:All Compliance
✓	Passed	02/21/2012 09:55:37 AM	02/21/2012 09:55:59 AM	kelly	Master Data Export	Master Data Export:All Compliance
✓	Passed	02/21/2012 09:30:49 AM	02/21/2012 09:31:03 AM	kelly	Master Data Export	Master Data Export:All Compliance
✓	Passed	02/17/2012 03:17:25 PM	02/17/2012 03:17:27 PM	kelly	Master Data Export	Master Data Export:All Schedule Corrections
✓	Passed	02/17/2012 03:03:12 PM	02/17/2012 03:03:12 PM		File Tax Session Scheduled Task	File Tax Session Task for Session: USA-WI-CAR ; Period [03/01/2012 - 03/31/2012]; Sequence 0; Return Effective[01/01/2008]
⚠	Warnings	02/17/2012 02:41:28 PM	02/17/2012 02:41:31 PM	kelly	Master Data Export	Master Data Export:BE's

System Activity						
	Status	Start Date	Completed Date	User Name	Process Name	Description
✓	Passed	02/23/2012 09:23:58 AM	02/23/2012 09:24:07 AM	superuser	Schedule Transaction Data File Import: FL Import Test sched 3x.csv	Schedule Transaction Data File Import: FL Import Test sched 3x.csv
✓	Passed	02/22/2012 11:24:19 AM	02/22/2012 11:24:21 AM	kelly	Master Data Export	Master Data Export:qa forms - all products
✓	Passed	02/22/2012 11:23:33 AM	02/22/2012 11:23:41 AM	kelly	Master Data Import	Master Data Import:kelly Test - Products.dat
⚠	Errors	02/22/2012 10:28:59 AM	02/22/2012 10:29:09 AM	kelly	Master Data Import	Master Data Import:kelly test - locations.dat
✓	Passed	02/22/2012 10:18:56 AM	02/22/2012 10:18:58 AM	kelly	Master Data Export	Master Data Export:QA Forms - company settings
✓	Passed	02/22/2012 10:16:10 AM	02/22/2012 10:16:11 AM	kelly	Master Data Export	Master Data Export:QA Forms - company settings
✓	Passed	02/22/2012 10:12:53 AM	02/22/2012 10:12:54 AM	kelly	Master Data Export	Master Data Export:QA Forms - common codes
✓	Passed	02/22/2012 09:46:57 AM	02/22/2012 09:46:59 AM	kelly	Master Data Export	Master Data Export:QA Forms - alt local jurisdictions
✓	Passed	02/22/2012 09:30:19 AM	02/22/2012 09:30:20 AM	kelly	Master Data Export	Master Data Export:QA Forms - alt transportation modes
✓	Passed	02/22/2012 09:24:16 AM	02/22/2012 09:24:16 AM	kelly	Master Data Export	Master Data Export:QA Forms - alt jurisdictions
✓	Passed	02/22/2012 09:10:14 AM	02/22/2012 09:10:15 AM	kelly	Master Data Export	Master Data Export:QA Forms - alt countries
✓	Passed	02/21/2012 04:09:58 PM	02/21/2012 04:10:05 PM		Export Express View to Excel	Express View [Return Details] export to Excel
✓	Passed	02/21/2012 04:03:45 PM	02/21/2012 04:03:49 PM		Export Express View to Excel	Express View [Business Entities and Accounts by Company] export to Excel
✓	Passed	02/21/2012 10:50:24 AM	02/21/2012 10:50:40 AM	kelly	Master Data Export	Master Data Export:All Compliance
✓	Passed	02/21/2012 10:38:31 AM	02/21/2012 10:38:50 AM	kelly	Master Data Export	Master Data Export:All Compliance
✓	Passed	02/21/2012 09:55:37 AM	02/21/2012 09:55:59 AM	kelly	Master Data Export	Master Data Export:All Compliance
✓	Passed	02/21/2012 09:30:49 AM	02/21/2012 09:31:03 AM	kelly	Master Data Export	Master Data Export:All Compliance
✓	Passed	02/17/2012 03:17:25 PM	02/17/2012 03:17:27 PM	kelly	Master Data Export	Master Data Export:All Schedule Corrections
✓	Passed	02/17/2012 03:03:12 PM	02/17/2012 03:03:12 PM		File Tax Session Scheduled Task	File Tax Session Task for Session: USA-WI-CAR ; Period [03/01/2012 - 03/31/2012]; Sequence 0; Return Effective[01/01/2008]
⚠	Warnings	02/17/2012 02:41:28 PM	02/17/2012 02:41:31 PM	kelly	Master Data Export	Master Data Export:BE's

For any task listed on the System Activity screen, the details of the task can be displayed in the System Activity Viewer by clicking on the task.

Security

Access to the System Activity screen is determined by the Admin System Activity authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to edit system activity entries.

12.5.1 History Log

The History Log tab of the System Activity Viewer screen is available when clicking on a record in the System Activity screen. The grid on the History Log tab displays detailed messages as the process runs. Any errors encountered during the process will be displayed as well. The screen below shows an example of the History Log tab.

System Activity Viewer		
JOB PROCESS NAME:	TAS Interface	
JOB DESCRIPTION:	[1] TAS Interface records were available to transfer.	
JOB STATUS:	Passed	
JOB START DATE:	11/16/2011 8:55:47 AM	
JOB END DATE:	11/16/2011 8:55:47 AM	
History Log		Filter Refresh
Date	Status	Message
11/16/2011 08:55:47 AM	Informational	Workflow Interface Processing - South Carolina Interface Task has passed for: 22
11/16/2011 08:55:47 AM	Informational	[1] TAS Interface records were available to transfer.
11/16/2011 08:55:47 AM	Informational	Writing Interface File [SC_TAS_20111116_05.txt] using mode [filecopy]

12.5.2 Input

The Input tab of the System Activity Viewer screen is only available when clicking on a record in the System Activity screen if the record was for a data import. The Input tab allows the user to review the data file that was used for the data import by clicking on the ‘Download Input File’ link and opening the file. The screen below shows an example of the Input tab.

System Activity Viewer		
JOB PROCESS NAME:	Schedule Transaction Data File Import: NH DST Data File Upload.xlsx	
JOB DESCRIPTION:	Schedule Transaction Data File Import: NH DST Data File Upload.xlsx	
JOB STATUS:	Errors	
JOB START DATE:	8/19/2011 11:05:15 AM	
JOB END DATE:	8/19/2011 11:05:24 AM	
History Log		Input Output
Download Input File		

12.5.3 Output

The Output tab of the System Activity Viewer screen is only available when clicking on a record in the System Activity screen if the record was for a data import. The Output tab is used to review the status of a data import. A summary of schedule transaction, location, and business entity import results will be displayed. Any errors during the import will be signified by a red . The user can expand a section under the results to determine details of an import error. The screen below shows an example of the Output tab.

The screenshot shows the System Activity Viewer interface. At the top, it displays job details: JOB PROCESS NAME: Schedule Transaction Data File Import: FL Import Test sched 3x.csv, JOB DESCRIPTION: Schedule Transaction Data File Import: FL Import Test sched 3x.csv, JOB STATUS: Errors, JOB START DATE: 2/24/2012 8:50:25 AM, and JOB END DATE: 2/24/2012 8:50:30 AM. Below this is a navigation bar with tabs: History Log, Input, Output (which is selected), and Summary. A link to 'Download Output File(4.3 kb)' is present. The main content area shows a 'Load Id:[6760f56e-82fc-4524-93d9-14b78c36e624]' and a 'Delete All Transactions' button. Under 'Batch Report', it shows Processed: 4, Inserted: 0, Updated: 0, Failed: 4. The 'Batch Import Results' section lists three categories: 'Schedule Transaction Import Results' (Errors: [4] Warnings: [0]), 'Location Import Results' (Errors: [0] Warnings: [0]), and 'Business Entity Import Results' (Errors: [0] Warnings: [0]).

The ‘Delete All Transactions’ button will allow the user to remove schedule transactions, locations, and business entities that were created based on the data import.

The ‘Download Output File’ link will open an XML representation of the schedule transaction, location, and business entity import results.

12.5.4 Summary

The Summary tab of the System Activity Viewer screen is only available when clicking on a record in the System Activity screen if the record was for a data import. The Summary Tab will also only be available if there were errors in the data import.

The Summary tab works in conjunction with the ‘Batch Size’ setting used in the Data File Import. If the number of scheduled transactions included in the import file is greater than the batch size setting, the system will create a System Activity record for each batch. The Batch Summary section of the Summary tab will summarize all batches together on the tab; eliminating the need to open each System Activity record.

The Summary tab will also display a summary of the schedule transactions related to the data import in the Tax Session Summary section. Transaction counts will be displayed for the number of schedule transactions that were created along with the number of schedule validation errors. Links will be available allowing the user to navigate to either the Schedule Query Wizard for a given session or to the Schedule Validation screen for a given session.

The ‘Download Unassigned Transactions File’ link will open the import file, but only any transactions that the Data File Import process could not assign to a schedule transaction will be included in the file. This will allow the user to edit any errors with the data, save the file, and re-import through Data File Import.

Delete All Transactions button allows users to delete all transactions that were imported.
 Note: If multiple System Activity records are present for a given Data File Import process, the ‘Download Unassigned Transactions File’ link on any of the System Activity records will contain all of the unassigned transactions for that import process.

The screen below shows an example of a successful import.

This screenshot shows the System Activity Viewer interface. At the top, it displays job details: JOB PROCESS NAME: Schedule Transaction Data Import Last Batch Processing for [1] total batches., JOB DESCRIPTION: Schedule Transaction Data Import Last Batch Processing for [1] total batches., JOB STATUS: Passed, JOB START DATE: 8/24/2012 9:52:23 AM, and JOB END DATE: 8/24/2012 9:52:31 AM. Below these are two tabs: History Log (selected) and Summary. Under History Log, there is a button labeled Delete All Transactions. The main content area shows a batch summary: Load Id:[b3f78c79-91a5-4ea5-8100-971a9adafef0]. A green checkmark icon indicates a successful import: Schedule Transaction Data Import: Batch Number [1] of [1] total batches. Sending [5] transactions. Below this is a Tax Session Summary note: Transaction counts reflect all existing and imported transactions for the session. At the bottom, there is a section for USA-US-EXCIS: Period [04/01/2011 - 06/30/2011]; Sequence 0; Return Effective[01/01/2010]. It lists validation results: 5 - Valid transactions, 0 - Transactions with validation errors, and 5 - Total Transactions.

The screen shot below shows a batch with an error.

This screenshot shows the System Activity Viewer interface. The job details are identical to the previous successful import: JOB PROCESS NAME: Schedule Transaction Data File Import: FL Import Test sched 3x.csv, JOB DESCRIPTION: Schedule Transaction Data File Import: FL Import Test sched 3x.csv, JOB STATUS: Errors, JOB START DATE: 2/24/2012 8:57:24 AM, and JOB END DATE: 2/24/2012 8:57:28 AM. The History Log tab is selected, showing a Download Unassigned Transactions File link and a Load Id:[8350652d-ebc2-4952-ace6-458ff0b12b7d]. The Batch Summary section shows a red X icon and the message: Schedule Transaction Data File Import: FL Import Test sched 3x.csv. The Tax Session Summary note is present. The validation results at the bottom show 0 valid transactions, 1 error, and 1 total transaction.

12.6 System Diagnostic

The System Diagnostic menu option provides access to a series of reports that can be used to determine the status of the application and supporting technical components.

Screen shot below showing the layered menu for System Diagnostics.

Screen shot below showing the System Diagnostics Report.

Security

Access to the System Diagnostic Reports screen is determined by the Admin System Diagnostic authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to edit report parameters and export data.

12.6.1 Application Version & Database Table Counts Report

The Application Version & Table Counts tab of the System Diagnostic report displays information about all of the assemblies that are collectively involved to run Zytax. The table counts portion provides a snapshot of each table by displaying how many rows and columns are in any particular table in any of the Zytax databases. An example Application Version & Table Counts report is shown below.

System Diagnostic - Application Version & Table Counts Report

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Application Version & Database Table Counts Report

Application Version SubReport (ZT08ZMSQA001, 10.31.1.117)	
Name	Version Number
DiffieHellman.dll	0.0.0
EntLibContrib.Data.OdpNet.dll	5.0.505.1
FlexCel.dll	5.3.0.0
Ionic.Zip.Partial.dll	1.9.1.2
itextsharp.dll	4.1.6.0
Microsoft.Practices.CompositeWeb.dll	3.0.0.0
Microsoft.Practices.CompositeWeb.EnterpriseLibrary.dll	3.0.0.0
Microsoft.Practices.EnterpriseLibrary.Common.dll	5.0.505.0
Microsoft.Practices.EnterpriseLibrary.Data.dll	5.0.505.0
Microsoft.Practices.EnterpriseLibrary.ExceptionHandling.dll	5.0.505.0
Microsoft.Practices.EnterpriseLibrary.ExceptionHandling.Logging.dll	5.0.505.0
Microsoft.Practices.EnterpriseLibrary.Logging.Database.dll	5.0.505.0
Microsoft.Practices.EnterpriseLibrary.Logging.dll	5.0.505.0
Microsoft.Practices.EnterpriseLibrary.Security.dll	5.0.505.0

The System Performance tab of the System Diagnostic report is useful for determining how long it takes a web server to process any particular page. This provides an easy to read graph showing how many page hits each web server has encountered over a single day (limited to the last 30 days). An example System Performance report is shown below.

System Diagnostic Report

Background Information System Performance Services & Queue Tables Application Version & Table Counts Database Schema Database Version

Customize Report

Specify Number of Days to Include: 30 Specify Date Range: [] [] []

Generate Report Delete Existing Page Request Data

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System Performance Report

Page Requests Per Day Per Web Server

Page Performance Log SubReport

12.6.2 Database Schema

The Database Schema tab of the System Diagnostic report contains a grid holding the schema information for every column of every table of every Zytax database (Audit, Control, and possibly multiple Client databases). An example Database Schema report is shown below.

System Diagnostic Report						
Background Information	System Performance	Services & Queue Tables	Application Version & Table Counts	Database Schema	Database Version	
Column Name	System Data Type		Max Length	Precision	Scale	Is Nullable
Data Source: ZMSAudit_QA_NH; Table: Category						
CategoryID	int		4	10	0	False
CategoryName	nvarchar		128	0	0	False
Data Source: ZMSAudit_QA_NH; Table: CategoryLog						
CategoryID	int		4	10	0	False
CategoryLogID	int		4	10	0	False
LogID	int		4	10	0	False
> Data Source: ZMSAudit_QA_NH; Table: Log						
> Data Source: ZMSAudit_QA_NH; Table: page_requests						
> Data Source: ZMSAudit_QA_NH; Table: script_log						
> Data Source: ZMSClient_QA_NH; Table: account_registrations						
> Data Source: ZMSClient_QA_NH; Table: accounting_transactions						
> Data Source: ZMSClient_QA_NH; Table: alt_transportation_modes						
> Data Source: ZMSClient_QA_NH; Table: alternate_local_jurisdictions						
> Data Source: ZMSClient_QA_NH; Table: alternate_product_codes						
> Data Source: ZMSClient_QA_NH; Table: analyze_criteria_configuration						
> Data Source: ZMSClient_QA_NH; Table: analyze_criteria_preferences						
> Data Source: ZMSClient_QA_NH; Table: ap_distributions						
> Data Source: ZMSClient_QA_NH; Table: ap_invoices						

Screen shot below showing the detail of a line when selected.

System Diagnostic - DatabaseSchema						
Database Name	ZMSAudit	Column Name	System Data Type	Max Length	Precision	Scale
						Is Nullable
Data Source: ZMSQAQ1_Audit; Table: Category						
CategoryID	int		4	10	0	False
CategoryName	nvarchar		128	0	0	False
Data Source: ZMSQAQ1_Audit; Table: CategoryLog						
Data Source: ZMSQAQ1_Audit; Table: Log						
AppDomainName	nvarchar		1024	0	0	False
EventID	int		4	10	0	True
FormattedMessage	ntext		16	0	0	True
LogID	int		4	10	0	False
MachineName	nvarchar		64	0	0	False
Message	nvarchar		3000	0	0	True
Priority	int		4	10	0	False
ProcessID	nvarchar		512	0	0	False
ProcessName	nvarchar		1024	0	0	False
Severity	nvarchar		64	0	0	False
ThreadName	nvarchar		1024	0	0	True
Timestamp	datetime		8	23	3	False
Title	nvarchar		512	0	0	False
Win32ThreadID	nvarchar		256	0	0	True
> Data Source: ZMSQAQ1_Audit; Table: page_requests						
> Data Source: ZMSQAQ1_Audit; Table: script_files						
> Data Source: ZMSQAQ1_Audit; Table: script_log						
Excel Export						

12.6.3 Database Version

The Database Version tab of the System Diagnostic report contains a grid listing every script run on the database through Zytax's Script Runner (built into ZMS installation). This provides insight to what version a particular script belongs to, how many times it ran, and the last time it ran. An example Database Version report is shown below.

System Diagnostic Report

Database Name
ZMSAudit

Audit Missing Scripts

Version Number	Script File Name
[Y]	[Y]

No records to display.

Change page | < | < | > | > | Page 1 of 1, items 0 to 0 of 0.

Database Table Versions

5.13.0		Source	Version Number	File Name	Applied Count	Last Applied On
[Y]	[Y]	[Y]	[Y]	[Y]	[Y]	[Y]
ZMSQAQ2_Audit	5.13.0.0017		_5.13.0.0017_ZMS-15158_Insert_Page_Requests_Stored_Proc_SQLsql	3		
ZMSQAQ2_Audit	5.13.0.0016		_5.13.0.0016_ZMS-15158_Page_Requests_Server_Address_Increase_Size_SQLsql	3		
ZMSQAQ2_Audit	5.13.0.0015		_5.13.0.0015_ZMS-15477_Rename_Indexes_SQLsql	3		
ZMSQAQ2_Audit	5.13.0.0014		_5.13.0.0014_ZMS-14681_update_db_size_statsql	3		
ZMSQAQ2_Audit	5.13.0.0013		_5.13.0.0013_ZMS-14681_insert_db_table_statssql	3		
ZMSQAQ2_Audit	5.13.0.0012		_5.13.0.0012_ZMS-14681_insert_db_size_statsql	3		
ZMSQAQ2_Audit	5.13.0.0011		_5.13.0.0011_ZMS-14681_get_db_table_stats_by_filter.sql	3		
ZMSQAQ2_Audit	5.13.0.0010		_5.13.0.0010_ZMS-14681_get_db_table_stat_by_pksql	3		
ZMSQAQ2_Audit	5.13.0.0009		_5.13.0.0009_ZMS-14681_get_db_size_stats_by_filter.sql	3		
ZMSQAQ2_Audit	5.13.0.0008		_5.13.0.0008_ZMS-14681_get_db_size_stat_by_pksql	3		
ZMSQAQ2_Audit	5.13.0.0007		_5.13.0.0007_ZMS-14681_get_all_db_table_stats.sql	3		
ZMSQAQ2_Audit	5.13.0.0006		_5.13.0.0006_ZMS-14681_get_all_db_size_statsql	3		

The Application Version & Table Counts tab of the System Diagnostic report displays information about all of the assemblies that are collectively involved to run Zytax. The table counts portion provides a snapshot of each table by displaying how many rows and columns are in any particular table in any of the Zytax databases. An example Application Version & Table Counts report is shown below.

System Diagnostic Report

Background Information System Performance Services & Queue Tables **Application Version & Table Counts** Database Schema Database Version

1 of 1 | Export to the selected format | Export | Page 1 of 1

Application Version & Database Table Counts Report

Application Version SubReport (ZT08ZMSQA001)

Name	Version Number
AjaxControlToolkit.WCSFExtensions.dll	2.0.1.0
DiffieHellman.dll	0.0.0.0
Interop.CRAXDRT.dll	11.0.0.0
iTextSharp.dll	4.1.2.0
Microsoft.Practices.CompositeWeb.dll	2.0.0.0
Microsoft.Practices.CompositeWeb.EnterpriseLibrary.dll	2.0.0.0
Microsoft.Practices.EnterpriseLibrary.Common.dll	3.1.0.0
Microsoft.Practices.EnterpriseLibrary.Configuration.Design.dll	3.1.0.0
Microsoft.Practices.EnterpriseLibrary.Data.dll	3.1.0.0
Microsoft.Practices.EnterpriseLibrary.ExceptionHandling.Configuration.Design.dll	3.1.0.0
Microsoft.Practices.EnterpriseLibrary.ExceptionHandling.dll	3.1.0.0
Microsoft.Practices.EnterpriseLibrary.ExceptionHandling.Logging.Configuration.Design.dll	3.1.0.0
Microsoft.Practices.EnterpriseLibrary.ExceptionHandling.Logging.dll	3.1.0.0
Microsoft.Practices.EnterpriseLibrary.Logging.Configuration.Design.dll	3.1.0.0
Microsoft.Practices.EnterpriseLibrary.Logging.Database.Configuration.Design.dll	3.1.0.0

12.6.4 License Information

The License Information tab of the System Diagnostic report contains a grid listing every company and an indicator of the licensing applicable to each one. An example License Information report is shown below.

System Diagnostic Report																															
Background Information		System Performance		Services & Queue Tables		Application Version & Table Counts		Database Schema		Database Version		License Information		Page Request Information																	
License Information																															
Country: United States Jurisdiction: Select a Jurisdiction Taxpayer Type: Select a Taxpayer Type Filter Filter Refresh																															
Company Name	Database	Expiration Date	System Indicator	Auth Determination	Is Active	Is Valid	Is Volume	Auth Default	Auth Archive	Auth Cross Matching	Auth Data File Import	Auth Schedule Import	Auth Reporting	Auth Workflow	Auth GLRecon	Auth Utilities															
1 Aces	ZMSClient	11/10/2099	Government	✗	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✓	✓															
1 debbie	ZMSClient	03/17/2099	Filer	✓	✓	✓	✗	✓	✗	✓	✗	✓	✓	✓	✓	✓															
1 Fidler Company	ZMSClient	11/10/2099	Government	✗	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✓	✓															
1Test	ZMSClient	11/10/2099	Government	✗	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✓	✓															
2 Aces	ZMSClient	11/10/2099	Government	✗	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✓	✓															

12.6.5 Page Request Information

The Page Request Information tab of the System Diagnostic report contains a reporting grid that displays information about the application page requests that have been submitted.

System Diagnostic Report																
Background Information		System Performance		Services & Queue Tables		Application Version & Table Counts		Database Schema		Database Version		License Information		Page Request Information		
Date	Username	User Address	URI	Page Name	Process Seconds	Server Address	Server Name	Physical Path	Url Referrer	User Session Id	User Agent	English (United States)	User Culture	Group By	Filter	Refresh
1/21/2013 2:09:02 PM	janet.hinkfuss	10.31.11.124	http://zmsqaq1.80/TaxSessions/GetSessions.aspx	ASP.taxesessions_listsessions.aspx	0.877872	10.31.11.17	ZT0BNQG4002	/zmsqaq1/80/SQLQuery/Wizard.aspx	http://zmsqaq1/Reports/ScheduleQueryWizard.aspx	4ewqyjgnos3h0hduvance	Mozilla/5.0 (Windows NT 6.1; WOW64) AppleWebKit/537.17 (KHTML, like Gecko) Chrome/24.0.1312.37 Safari/537.17	English (United States)	Group By	Filter	Refresh	
1/21/2013 2:09:02 PM	janet.hinkfuss	10.31.11.124	http://zmsqaq1.80/Reports/ScheduleQueryWizard.aspx	ASP.reports_schedulequerywizard.aspx	7.307811	10.31.11.17	ZT0BNQG4002	/zmsqaq1/80/SQLQuery/Wizard.aspx	http://zmsqaq1/Reports/ScheduleQueryWizard.aspx	4ewqyjgnos3h0hduvance	Mozilla/5.0 (Windows NT 6.1; WOW64) AppleWebKit/537.17 (KHTML, like Gecko) Chrome/24.0.1312.37 Safari/537.17	English (United States)	Group By	Filter	Refresh	
1/21/2013 2:09:02 PM	superuser	10.31.11.141	http://zmsqaq1.80/Admin/SystemDiagnostic.aspx	ASP.admin_systemdiagnostic.aspx	6.513173	10.31.11.17	ZT0BNQG4002	/zmsqaq1/80/SQLQuery/Wizard.aspx	http://zmsqaq1/Admin/SystemDiagnostic.aspx	4ewqyjgnos3h0hduvance	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 6.1; WOW64; Trident/5.0; SLCC2; .NET CLR 3.5.30729; Media Center PC 6.0; .NET4.0ED; AT&T40)	English (United States)	Group By	Filter	Refresh	
1/21/2013 2:09:02 PM	janet.hinkfuss	10.31.11.124	http://zmsqaq1.80/Reports/ScheduleQueryWizard.aspx	ASP.reports_schedulequerywizard.aspx	1.592308	10.31.11.17	ZT0BNQG4002	/zmsqaq1/80/SQLQuery/Wizard.aspx	http://zmsqaq1/TaxSessions/GetSessions.aspx	4ewqyjgnos3h0hduvance	Mozilla/5.0 (Windows NT 6.1; WOW64) AppleWebKit/537.17 (KHTML, like Gecko) Chrome/24.0.1312.37 Safari/537.17	English (United States)	Group By	Filter	Refresh	

The report can be filtered by Date, Username, or User IP Address. The report can be used to troubleshoot or to determine which application pages a user or computer IP address is accessing. An example Page Request Information report is shown below.

System Diagnostic - Page Request Information																
Date		Username		User Address		URI			Page Name		Process Seconds		Server Address		Server	
Date		Username		User Address		URI			Page Name		Process Seconds		Server Address		Server	
5/1/2013									ASP.admin_systemdiagnosticlicenseinformation.aspx		3.075182		10.31.11.17		ZT0BZ1	
									ASP.admin_systemdiagnosticlicenseinformation.aspx		0.497500		10.31.11.17		ZT0BZ1	
									ASP.admin_systemdiagnosticdatabaseschema.aspx		1.658093		10.31.11.17		ZT0BZ1	
									ASP.admin_systemdiagnosticdatabaseversion.aspx		12.143266		10.31.11.17		ZT0BZ1	
									ASP.admin_systemdiagnosticnoticdataversion.aspx		1.475716		10.31.11.17		ZT0BZ1	
									ASP.dashboard_dashboard.aspx		4.716612		10.31.11.17		ZT0BZ1	
									ASP.dashboard_dashboard.aspx		2.582961		10.31.11.17		ZT0BZ1	
									ASP.dashboard_dashboard.aspx		5.470273		10.31.11.17		ZT0BZ1	
									ASP.default.aspx		0.378817		10.31.11.17		ZT0BZ1	
									ASP.default.aspx		0.773293		10.31.11.17		ZT0BZ1	
									ASP.taxsessions_listsessions.aspx		0.450829		10.31.11.17		ZT0BZ1	
									ASP.taxsessions_listsessions.aspx		0.396192		10.31.11.17		ZT0BZ1	
									ASP.taxsessions_listsessions.aspx		0.305241		10.31.11.17		ZT0BZ1	
									ASP.taxsessions_listsessions.aspx		0.345626		10.31.11.17		ZT0BZ1	
									ASP.taxsessions_sessiondetails.aspx		1.942533		10.31.11.17		ZT0BZ1	
									ASP.taxsessions_sessiondetails.aspx		5.754331		10.31.11.17		ZT0BZ1	
									ASP.taxsessions_listsessions.aspx		0.311923		10.31.11.17		ZT0BZ1	
									ASP.taxsessions_listsessions.aspx		0.378364		10.31.11.17		ZT0BZ1	
									ASP.default.aspx		0.075690		10.31.11.17		ZT0BZ1	
									ASP.taxsessions_listsessions.aspx		1.949292		10.31.11.17		ZT0BZ1	

The Database Version tab of the System Diagnostic report contains a grid listing every script run on the database through Zytax's Script Runner (built into ZMS installation). This provides insight to what version a particular script belongs to, how many times it ran, and the last time it ran. An example Database Version report is shown below.

12.6.6 Services & Queue Table Report

The Services & Queue Tables tab of the System Diagnostic report is used to review the status of one or more of the Windows Services/EEngines. A Services Heartbeat table with a color indicator is provided to give an understanding of each service's status. In addition a summary of several key items in each queue table is provided. An example Services & Queue Tables report is shown below.

System Diagnostic Report

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Services & Queue Table Report

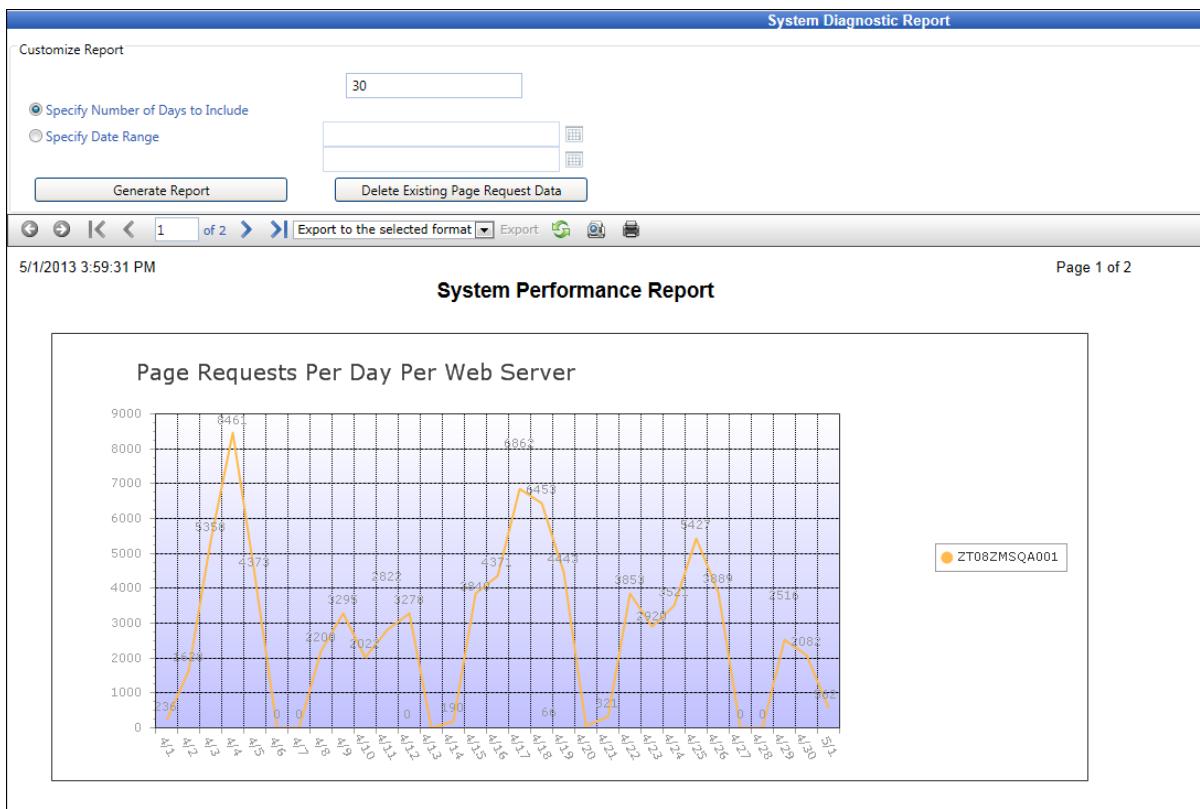
Service Heartbeats SubReport					
Name	Machine Name	Version	IP Address	Last Heartbeat	Next Heartbeat Expected
Cross Match Engine	ZT08ZMSQA001	5.12.20.18578	10.31.1.117	05/01/13 03:44:58 PM	05/01/13 03:45:28 PM
Cross Match Engine	ZT08ZMSQA002	5.12.20.9999	10.31.1.93	04/30/13 03:30:16 PM	04/30/13 03:30:46 PM
E-File Engine	ZT08ZMSQA001	5.12.20.18578	10.31.1.117	05/01/13 03:42:47 PM	05/01/13 03:46:17 PM
E-File Engine	ZT08ZMSQA002	5.12.20.9999	10.31.1.93	04/30/13 03:28:49 PM	04/30/13 03:32:19 PM
Return Engine	ZT08ZMSQA001	5.12.20.18578	10.31.1.117	05/01/13 03:41:49 PM	05/01/13 03:48:39 PM
Return Engine	ZT08ZMSQA002	5.12.20.9999	10.31.1.93	04/30/13 03:27:02 PM	04/30/13 03:33:52 PM
Workflow Engine	ZT08ZMSQA001	5.12.20.18578	10.31.1.117	05/01/13 03:44:52 PM	05/01/13 03:45:22 PM
Workflow Engine	ZT08ZMSQA002	5.12.20.9999	10.31.1.93	04/30/13 03:33:19 PM	04/30/13 03:33:49 PM

Key:

- The service appears to be running and has not missed its next projected heartbeat.
- The service appears to have missed its next expected heartbeat but has yet to miss more than just that one. It is inconclusive whether the service is currently running. Please re-run report in a few minutes to see if status changes.
- The service appears to have missed two or more heartbeats at the time when this report ran. It is likely that this service is not currently running. As a result, the queue table for this service may be backed up.

12.6.7 System Performance

The System Performance tab of the System Diagnostic report is useful for determining how long it takes a web server to process any particular page. This provides an easy to read graph showing how many page hits each web server has encountered over a single day (limited to the last 30 days). An example System Performance report is shown below.



12.7 User List

From the Admin menu, the User List menu option will be used to review users that are defined in the system. The Users grid provides a list of all users that belong to common companies with the current user. The Users grid is shown below.

Users								
Add New User		Filter Refresh						
User Name	Email	Enabled	Locked Out	Backend User	ZMS Role	Last Login Date	Last Password Changed Date	
sc_manager_sk	sharon.kalupske@fuelquest.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SC_MANAGER	7/9/2013 10:59:22 AM	7/8/2013 2:20:41 PM	
Add New User								
 		Page: 1 of 1 Go		Page Size: 1 Change		Items 1 to 1 of 1.		
Excel CSV PDF Print		Export						

Selecting a row on the Users grid will display the tabs for the following:

- User Details
- User Companies
- User Jurisdictions

The Users screen provides the capability to create new users as well as to perform operations and view details associated with each user. The columns of the User grid include:

Field	Description
User Name	The User Name column contains the user name for each user.

Email	The Email column contains the e-mail address for each user.
Enabled	The Enabled column indicates if the user is allowed to log in to Zytax. A user that does not have the Enabled flag set will not be allowed to log in to Zytax.
Locked Out	The Locked Out column indicates that a user has been locked out of Zytax. A user is locked out when they enter the wrong password too many times.
Back-End User	The Back-End User column indicates if a user is a back-end user as defined by their assigned role.
ZMS Role	The Role column contains the role that the user is assigned. The role determines if a user is a back-end or front-end user and also the access available to Zytax screens.
Last Login Date	The Last Login Date column shows the date and time of when the user last logged into Zytax.
Last Password Changed Date	The Last Password Changed Date column shows the date and time of when the user's password was last changed.

Security

Access to the Users screen is determined by the Admin User List authorization element. Access levels of 'None', 'View' and 'Edit' apply. An access level of 'Edit' is required to edit or add new users.

12.7.1 Details tab

The User Details screen allows details of the selected user to be reviewed and updated. The User Details screen is shown below.

User Details

Details Companies Jurisdictions

User

User Name	abercrombie_admin
Email	abercrombieadmin@abercrombie.com
Enabled	<input checked="" type="checkbox"/>
Back-End User:	<input checked="" type="checkbox"/>
Jurisdictions Access:	Edit All
Role	ZMS_ADMIN

Reset Password Reset Profile Update

The Details tab provides information for the user selected in the Users grid. The fields and associated options available on the Details tab include:

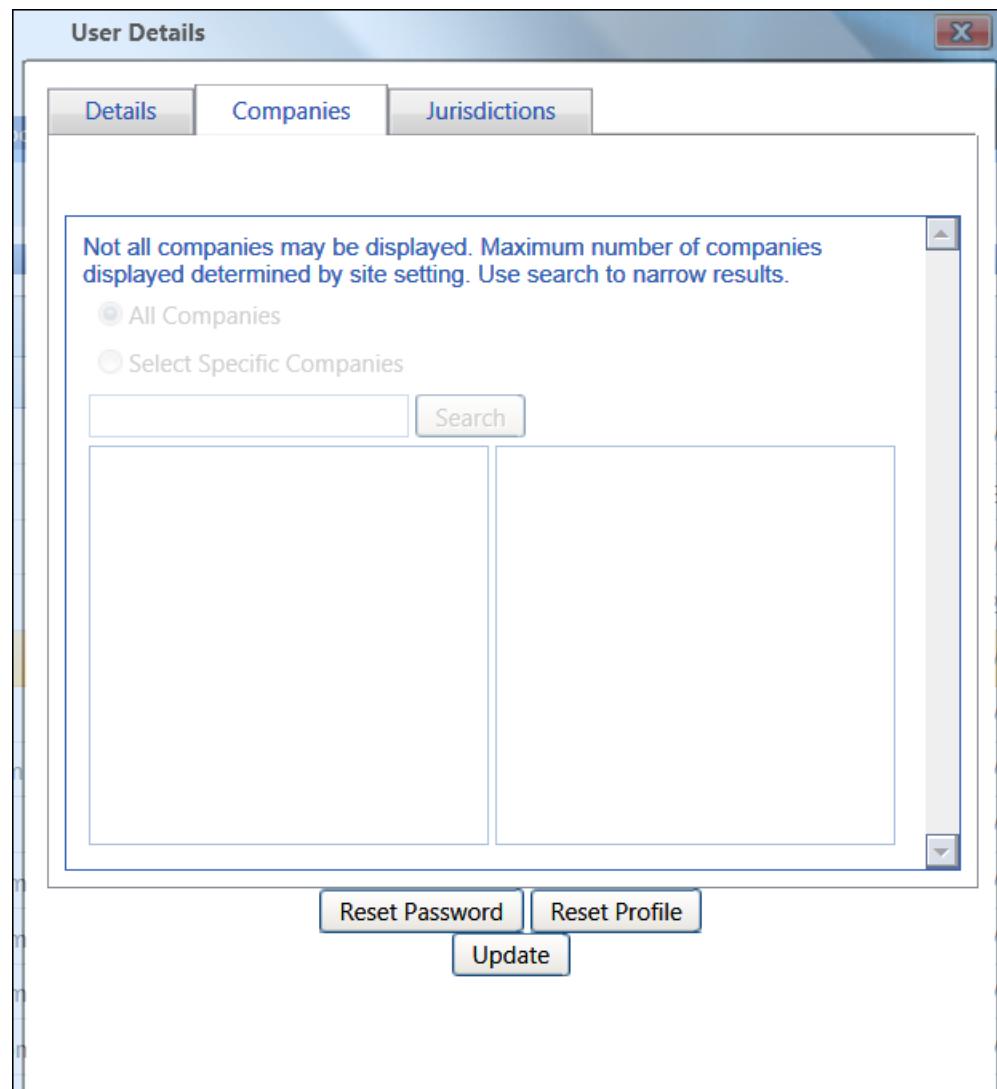
Field	Description
User Name	The User Name field displays the current user name. The user name cannot be changed.
Email	The Email field displays the email address associated with the selected user. The Update button must be selected to make an email address change effective.
Enabled	The Enabled checkbox indicates if the selected user is enabled for login. The Update button must be selected to make a change to the Enabled checkbox effective.
Back-End User	The Back-End User checkbox indicates if the selected user is a back-end user. After a user is created, the type cannot be changed.
Jurisdictions Access	The Jurisdictions Access field is used to indicate if a user is configured to have None, View or Edit access for all jurisdictions for all companies that the user can access. Jurisdiction access can also be configured individually for each company and jurisdiction. This option is used to set the access level globally in a single location. The Update button must be selected in order for the option selected in the All Jurisdictions field to be applied.
Role	The Role field drop-down list displays the role assigned to the selected user. Roles are defined as front-end or back-end. The roles available in the drop-down list are limited to match the Back-End User indicator associated with the selected user. Thus a front-end role cannot be selected for a back-end user and a back-end role cannot be selected for a front-end user. The Update button must be selected in order for a role change to be applied.

The following buttons at the bottom of the User Detail screen are available:

Button	Function
Reset Password	The Reset Password button will reset the password of the selected user. An email message will be sent to the user to provide a new generated password. The user will be required to change the password the first time they login to the application with the new password.
Reset Profile	The Reset Profile button will remove the saved grid settings, dashboard settings, and do an update on the user to fix any role-related issues. It resets the user profile back to its default.
Update	The Update button is used to commit any changes made on any of the tabs of the User Detail screen. Any changes are not effective until the Update button has been selected and a Record Updated message appears at the top of the screen.

12.7.2 Companies tab

The Companies tab of the User Details screen displays the companies that can be associated with the selected user. Back-end users will also have the option to have access to all companies. The Companies tab is shown below:



The companies displayed in the box are limited to companies for which the current user has access. Managing users is typically performed by a back-end user that has access to all companies. The All Companies checkbox allows a back-end user to be assigned to all companies. Users can also be assigned to specific companies. The Update button must be selected for any changes to be applied.

The Company selector is used to select various companies for which a user has access. For each company selected, the jurisdictions and access level is displayed in the main panel. The jurisdictions that appear in the panel are dependent upon the license key for the selected company. The access level for each jurisdiction can be set on the Jurisdictions tab. This allows a user to have different access levels for different jurisdictions. The Update button must

be selected for any changes to be applied.

The following buttons at the bottom of the User Companies screen are available:

Button	Function Description
Reset Password	The Reset Password button will reset the password of the selected user. An email message will be sent to the user to provide a new generated password. The user will be required to change the password the first time they login to the application with the new password.
Reset Profile	The Reset Profile button will remove the saved grid settings, dashboard settings, and do an update on the user to fix any role-related issues. It resets the user profile back to its default.
Update	The Update button is used to commit any changes made on any of the tabs of the User Detail screen. Any changes are not effective until the Update button has been selected and a Record Updated message appears at the top of the screen.

12.7.3 Jurisdiction tab

The Jurisdictions tab provides a view of the access level by company and jurisdiction. The Jurisdictions tab is shown below.

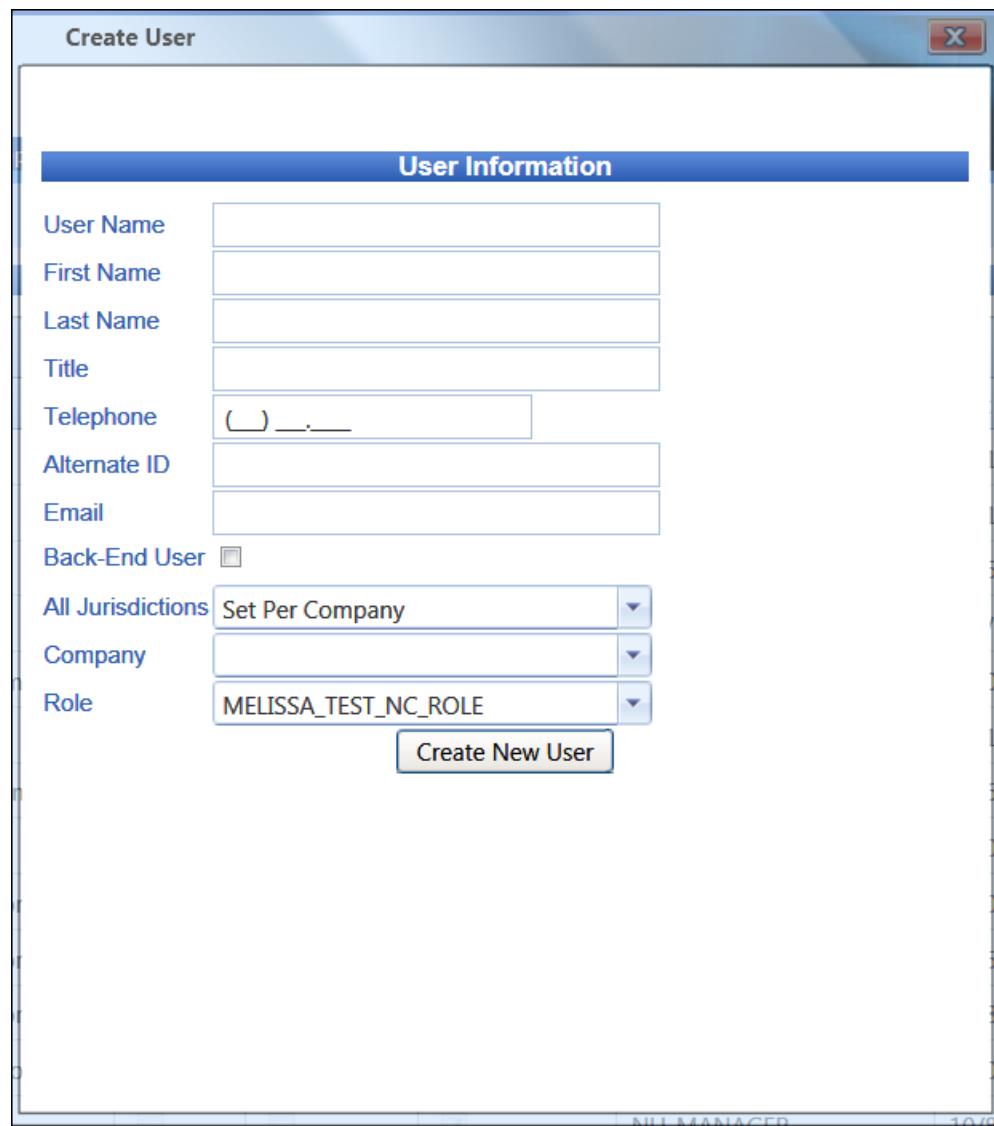
Country	Jurisdiction	None	View	Edit
USA	Alabama	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
USA	Alaska	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
USA	Arizona	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
USA	Arkansas	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
USA	California	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
USA	Colorado	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
USA	Connecticut	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
USA	Delaware	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
USA	District of Columbia	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

The following buttons at the bottom of the User Jurisdictions screen are available:

Button	Function Description
Reset Password	The Reset Password button will reset the password of the selected user. An email message will be sent to the user to provide a new generated password. The user will be required to change the password the first time they login to the application with the new password.
Reset Profile	The Reset Profile button will remove the saved grid settings, dashboard settings, and do an update on the user to fix any role-related issues. It resets the user profile back to its default.
Update	The Update button is used to commit any changes made on any of the tabs of the User Detail screen. Any changes are not effective until the Update button has been selected and a Record Updated message appears at the top of the screen.

12.7.4 Add New User

Users with the appropriate access will be able to select the  Add New Record icon to create a new user. The Create User screen is shown below.



The following fields are used to create a new user:

Field	Description
User Name	A unique name to identify the user. (required)
First Name	The first name of the user. (optional)
Last Name	The last name of the user (optional)
Title	The user's title. (optional)
Telephone	The user's telephone number. (optional)
Alternate ID	An ID that will link to this user. (optional)
Email	The user's email address. (required)
Back-End User	An indicator to check if the user has the Back-End assigned

	role. (optional)
All Jurisdictions	Using the drop-down select when All Jurisdictions are allowed. (optional)
Company	Using the drop-down select which Company this user is assigned to. (required)
Role	The Role column contains the role that the user is assigned. The role determines if a user is a back-end or front-end user and also the access available to Zytax screens. (optional)

Selecting the Create New User button will create the user and send an email notification to the new user. The email notification will provide the user id and a temporary password for the user.

12.8 About

The Admin - About Zytax menu option provides the capability to review and update the license key for the Zytax application. There are several tabs available that provide the details of what application components are available with the applied license key. The About menu option is available only for selected roles.

Security

Access to the About Zytax screen is determined by the Admin About authorization element. Access levels of ‘None’, ‘View’ and ‘Edit’ apply. An access level of ‘Edit’ is required to edit parameters and update the license key.

12.8.1 General

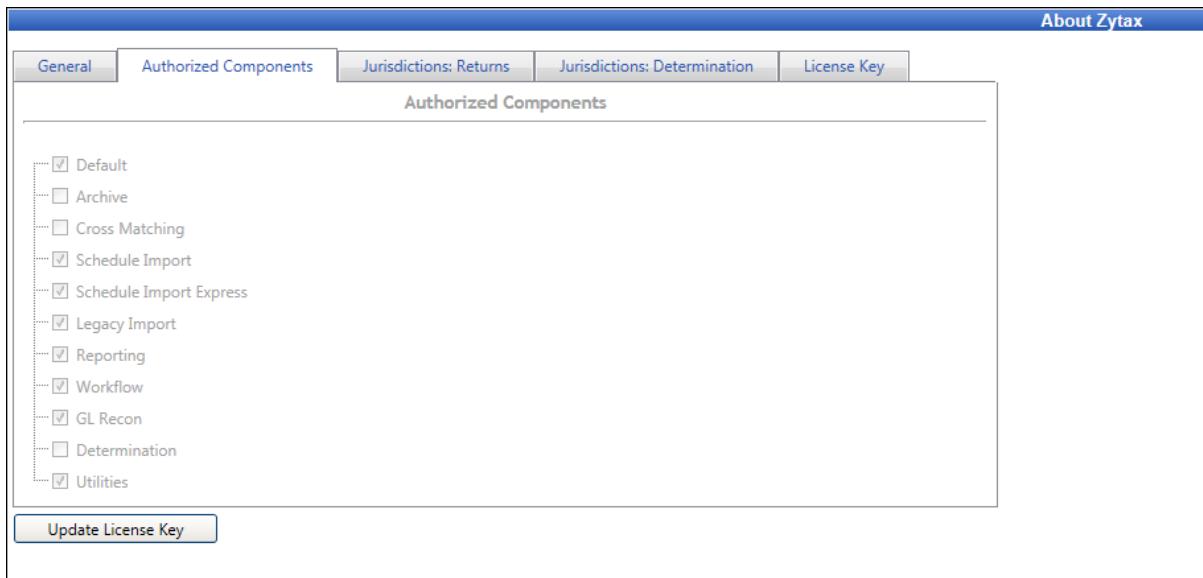
The first tab displayed on the About Zytax screen is the General tab. This tab provides general details on the license in use for the current company as shown below.

The following details are included in this tab:

Field	Functionality
Company Name	company name of the license key applied to the current company
Expiration Date	date of expiration for the license key applied to the current company
Volume License	indicates if the license key applied to the current company supports a volume license (a volume license is used for a government installation)

12.8.2 Authorized Components

The Authorized Components tab is the second tab on the About Zytax screen. This provides an overview of the components that are authorized for the license key applied to the current company. The Authorized Components tab is shown below.



12.8.3 Jurisdictions: Returns

The Jurisdictions: Returns tab is the third tab on the About Zytax screen. This screen displays features specific to the type of license that is applied to the current company. For a Government license key the Country and Jurisdiction that apply to the current license are shown in the Jurisdictions: Return tab. The tax returns that are accessible for the license key are shown in this tab. The Jurisdictions: Returns tab for a government license key are shown below.

About Zytax

General	Authorized Components	Jurisdictions: Returns	Jurisdictions: Determination	License Key
System Indicator: GOVERNMENT	Country: United States	Jurisdiction: New Hampshire	<input type="button" value="Set Jurisdiction"/>	
United States (USA)				
<ul style="list-style-type: none"> <input type="checkbox"/> New Hampshire (NH) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Biodiesel Distributor Application <input checked="" type="checkbox"/> Registration for Electronic Funds Transfer Payment <input checked="" type="checkbox"/> Motor Fuel & Aviation Fuel Distributor Application <input checked="" type="checkbox"/> Oil Discharge & Oil Pollution Control Application <input checked="" type="checkbox"/> Motor Fuel & Petroleum Products Transporter Application <input checked="" type="checkbox"/> Motor Fuel Distributor Bond <input checked="" type="checkbox"/> Distributor <input checked="" type="checkbox"/> Distributor Biodiesel <input checked="" type="checkbox"/> Oil Discharge Fee <input checked="" type="checkbox"/> Transporter 				
<input type="button" value="Update License Key"/>				

12.8.4 Jurisdictions: Determination

The Jurisdictions: Determination tab is the fourth tab on the About Zytax screen. This screen displays the Jurisdictions that are licensed by the current company. In order for any Jurisdictions to be available in this tab the Determination component on the Authorized Components tab has been enabled. The top portion of the Jurisdictions: Determination tab for a government license key that does not have access to Determination is shown below.

About Zytax

General	Authorized Components	Jurisdictions: Returns	Jurisdictions: Determination	License Key
<p>The following jurisdictions are available for determination. Note that the determination authorized component must also be enabled.</p>				
Jurisdictions				
<ul style="list-style-type: none"> <input type="checkbox"/> Aruba (ABW) <ul style="list-style-type: none"> <input type="checkbox"/> Aruba (AW) <input type="checkbox"/> Afghanistan (AFG) <ul style="list-style-type: none"> <input type="checkbox"/> Afghanistan (AF) <input type="checkbox"/> Angola (AGO) <ul style="list-style-type: none"> <input type="checkbox"/> Angola (AO) <input type="checkbox"/> Anguilla (AIA) <ul style="list-style-type: none"> <input type="checkbox"/> Anguilla (AI) <input type="checkbox"/> Åland Islands (ALA) <ul style="list-style-type: none"> <input type="checkbox"/> Åland Islands (AX) <input type="checkbox"/> Albania (ALB) <ul style="list-style-type: none"> <input type="checkbox"/> Albania (AL) <input type="checkbox"/> Andorra (AND) <ul style="list-style-type: none"> <input type="checkbox"/> Andorra (AD) <input type="checkbox"/> Netherlands Antilles (ANT) <ul style="list-style-type: none"> <input type="checkbox"/> Netherlands Antilles (AN) 				

12.8.5 License Key

The License Key tab is the last tab on the About Zytax screen. This screen displays the license key in use by the current company. A user with the proper authority can update the license key.

To update the license key, perform the following steps:

1. Select the license key by clicking on the key with the mouse
2. Delete the license key
3. Paste a new license key into the window
4. Select the Update License Key button at the bottom of the screen

Making changes to the license key should only be done at the direction of Zytax Support. Changing the license key in any way that is not authorized will make Zytax unusable until a correct license key can be applied. Please consult with Zytax Support if there are any questions on applying a license key. The License Key tab is shown below.

