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.

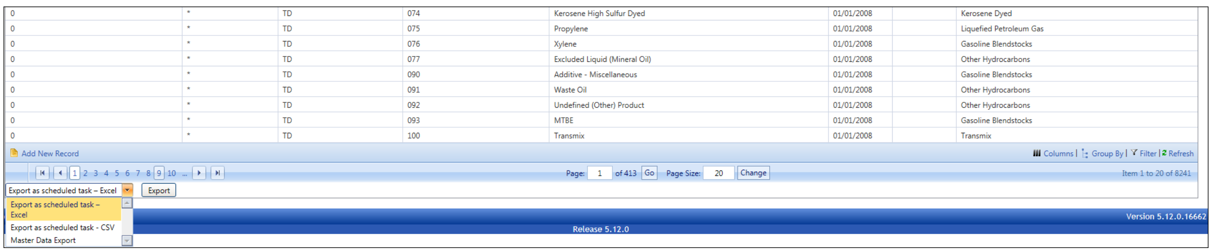
2 Zytax Overview

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

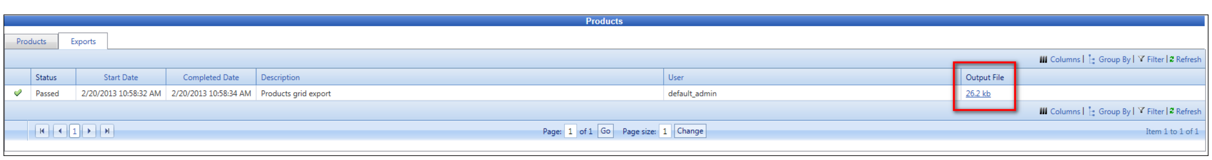
Zytax uses data grids to display lists of data throughout the application. Standard grid functionality provides the capability to sort, filter and export data displayed on a grid. This capability is demonstrated on the Products screen shown below.

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.

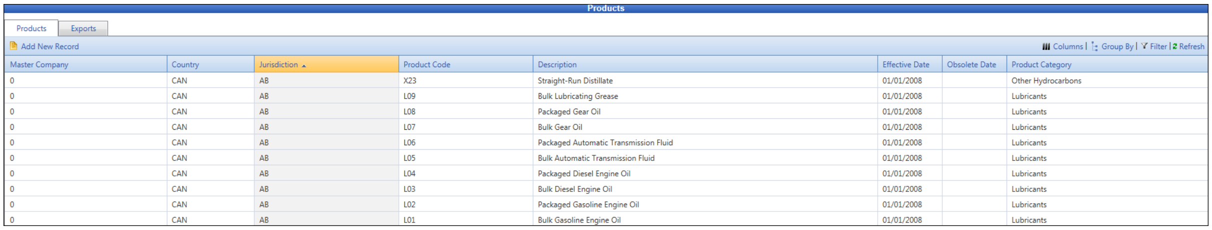


The footer for the Products screen provides the following features:

- 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.



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.

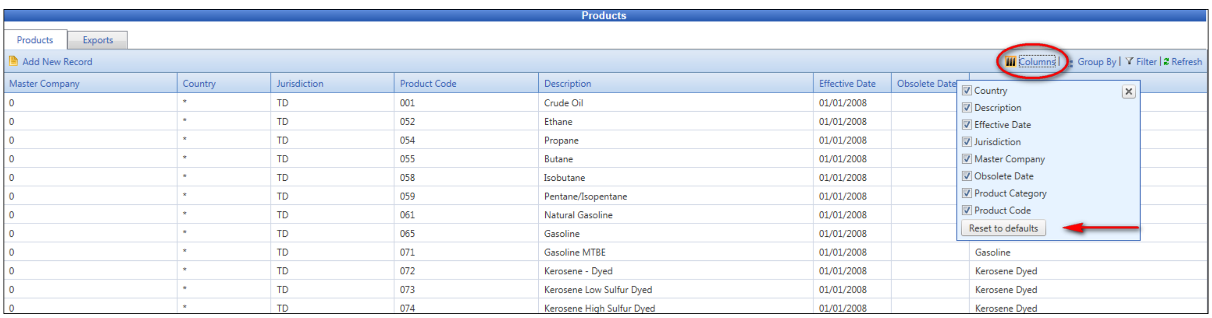


Clicking on the ‘Jurisdiction’ column label once will sort the grid by this field in ascending order. Clicking a second time will sort in descending order and clicking a third time will remove the sort from the ‘Jurisdiction’ field and return the grid to its original sorting.

Show/Hide Columns

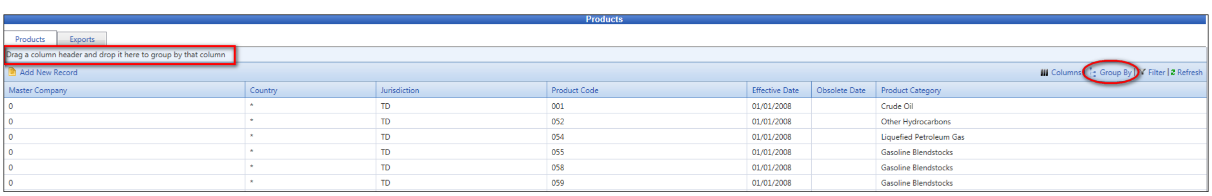
To assist with flexibility on what displays on the screen and in what order, the user can select which columns to show or hide on their screen .

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.



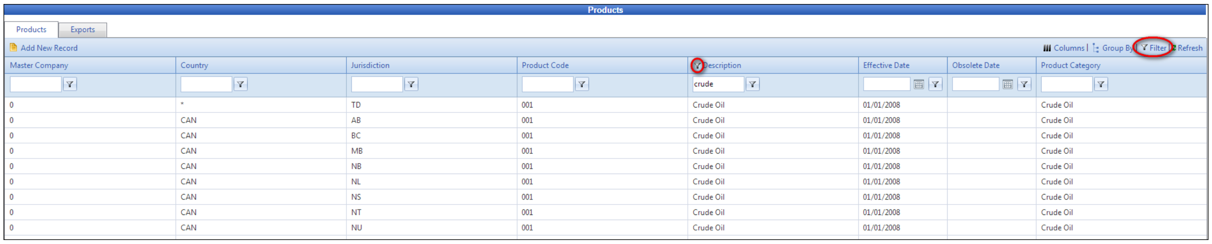
Group By

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.

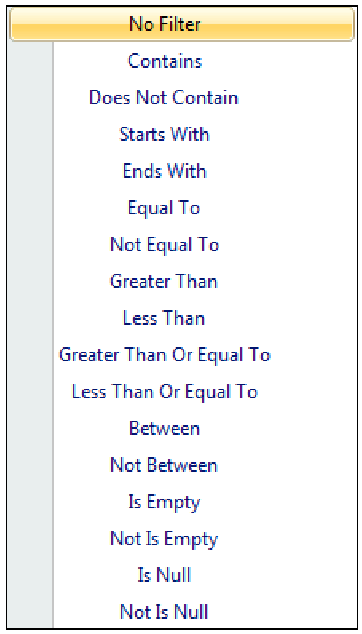


Filter

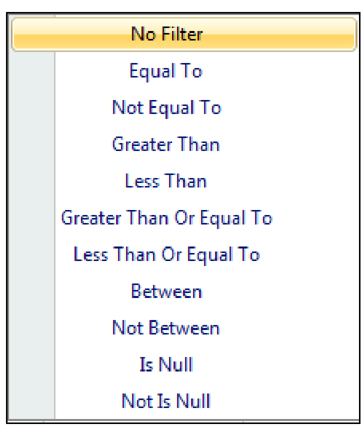
Clicking on the Filter icon at the top right of the grid will display an additional row below the column labels that allows filter specifications to be entered for each column. The Products grid with Filter turned on is shown below. A Filter icon will show next to the column(s) filtered on. In the below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



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.

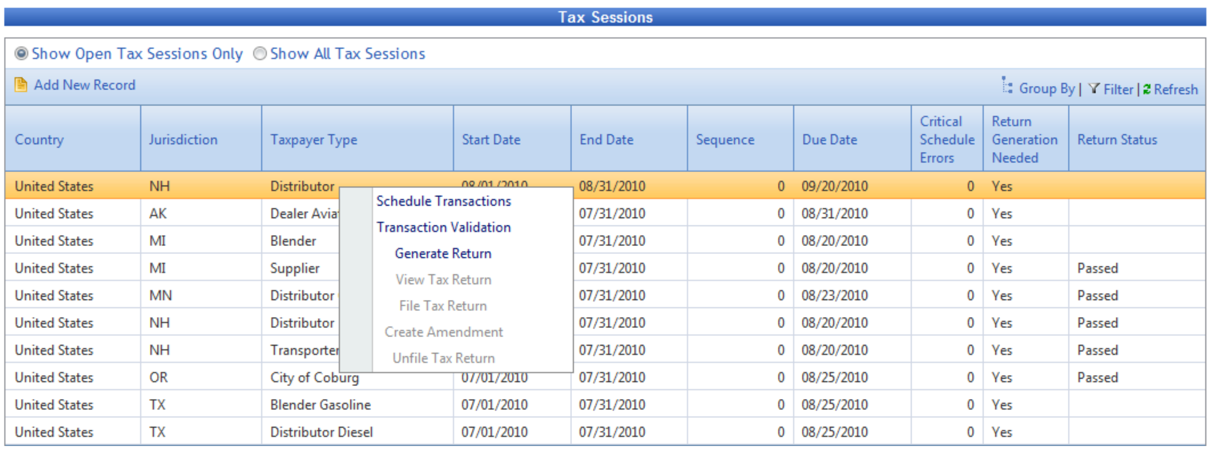


After changing the filter specification for a field, the filter criteria must be re-selected by selecting Filter icon. The grid will then be updated with the data selected by the new filter criteria. The grid can also be refreshed by selecting the Refresh icon. When a grid is refreshed all selected filter 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.



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		07/31/2010	0	08/31/2010	0	Yes	
United States	MI	Blender		07/31/2010	0	08/20/2010	0	Yes	
United States	MI	Supplier		07/31/2010	0	08/20/2010	0	Yes	Passed
United States	MN	Distributor		07/31/2010	0	08/23/2010	0	Yes	Passed
United States	NH	Distributor		07/31/2010	0	08/20/2010	0	Yes	Passed
United States	NH	Transporter		07/31/2010	0	08/20/2010	0	Yes	Passed
United States	OR	City of Coburg	07/01/2010	07/31/2010	0	08/25/2010	0	Yes	Passed
United States	TX	Blender Gasoline	07/01/2010	07/31/2010	0	08/25/2010	0	Yes	
United States	TX	Distributor Diesel	07/01/2010	07/31/2010	0	08/25/2010	0	Yes	

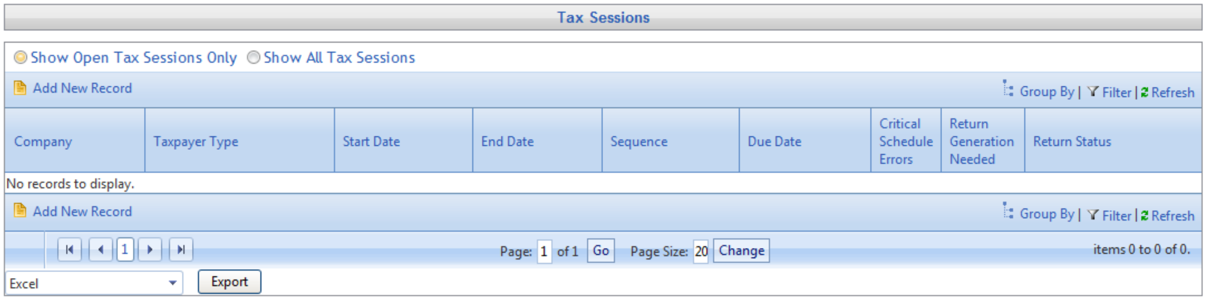
The context menu allows operations to be performed on a record in the data grid. The options available on a context menu are dependent upon the status of the data record and the role of the user selecting the context menu. A context menu can be accessed by selecting a data row with a right or a left 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.



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.

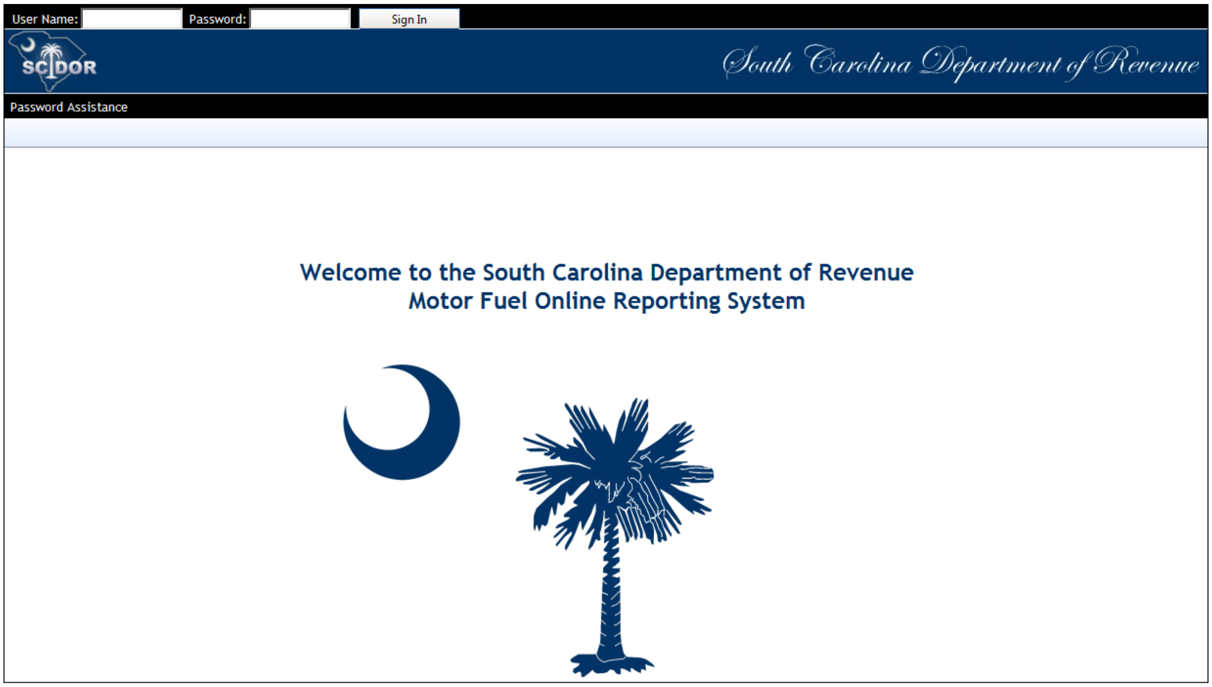
Other application components that use queues for execution processes work in a similar manner. The queue items are executed in the order that they are submitted and the status of each item is displayed in the grid.

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.

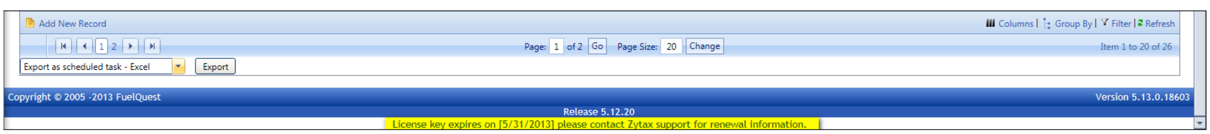
3.1 South Carolina

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



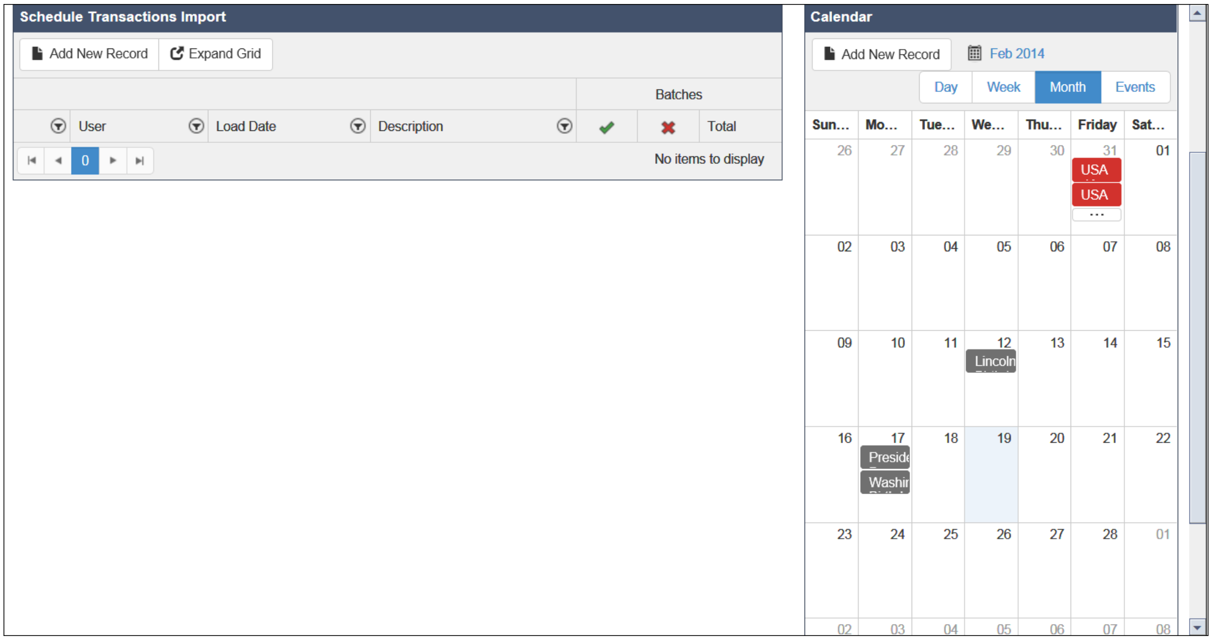
A valid user name and password must be provided when signing into Zytax. A user name and an initial password are sent to all new users of Zytax. Failing to provide correct credentials will result in a ‘Sign in failed’ message.

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

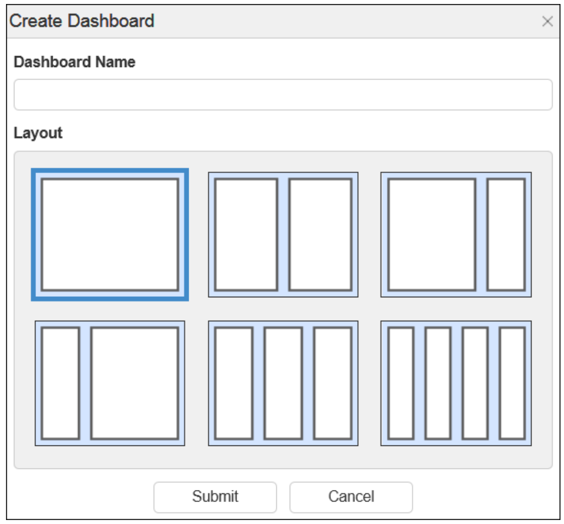
Security

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.

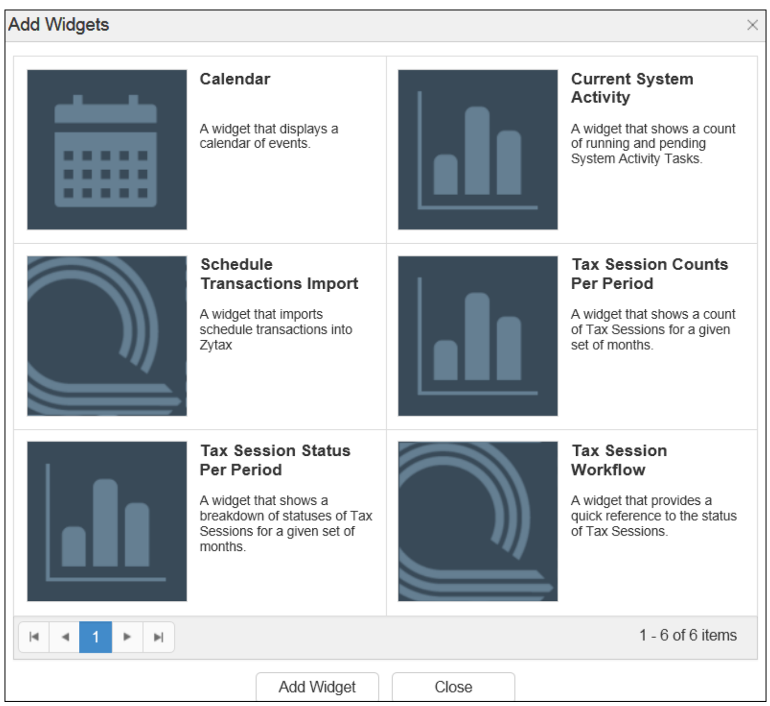
4.1 Creating a Dashboard and Adding Widgets

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

To create your own dashboard, select the Tools 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 Submit 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

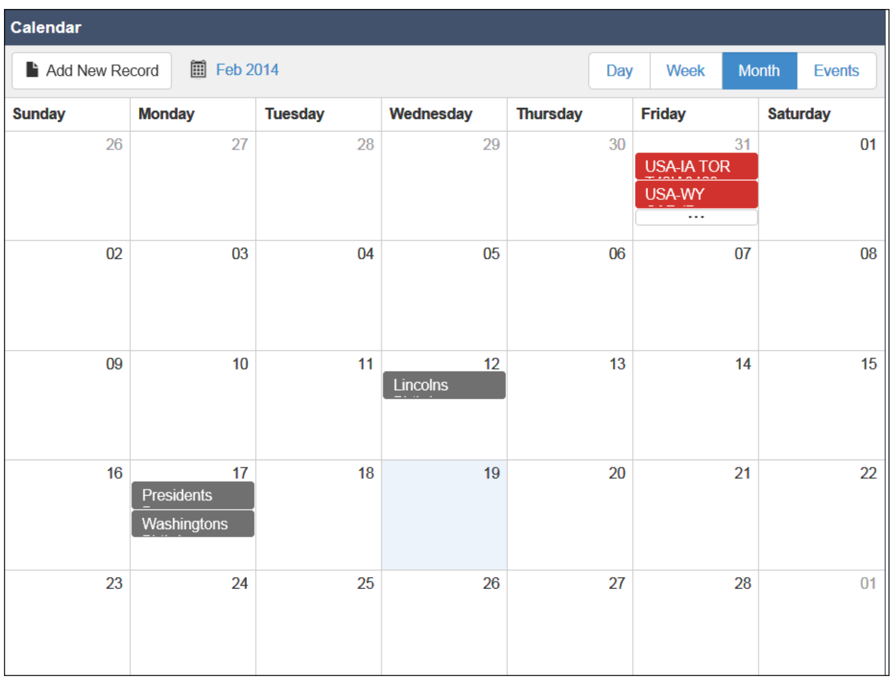
will show your original and the copied versions.
- Delete Dashboard removes the current dashboard.
- Pin Dashboard takes selected dashboard and brings it to the top of the list.

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

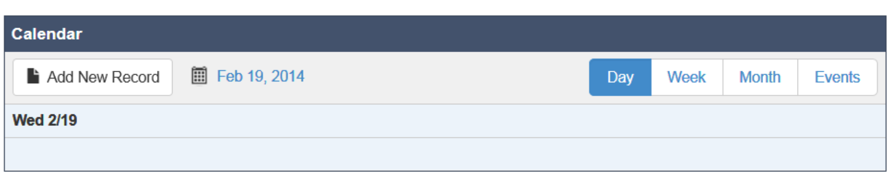
The plus or minus sign allows you to expand or minimize the widget.
The refresh sign allows you to manually refresh or update the widget.
The settings sign shows options available for that widget.
The delete sign removes the widget from the dashboard.

4.2 Calendar Widget

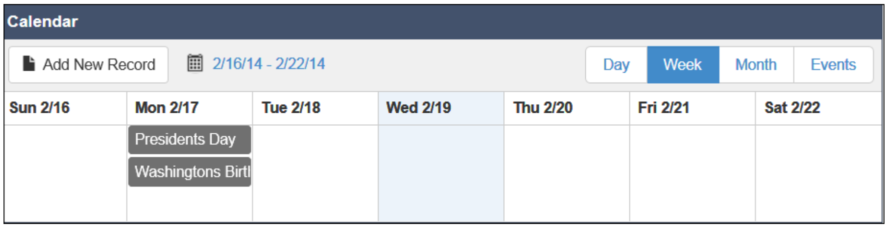
The Calendar widget displays a due date calendar, a list of due dates for open sessions, holidays, and any reminders you may add for the current company. An example of the Calendar widget displaying by month is shown below.



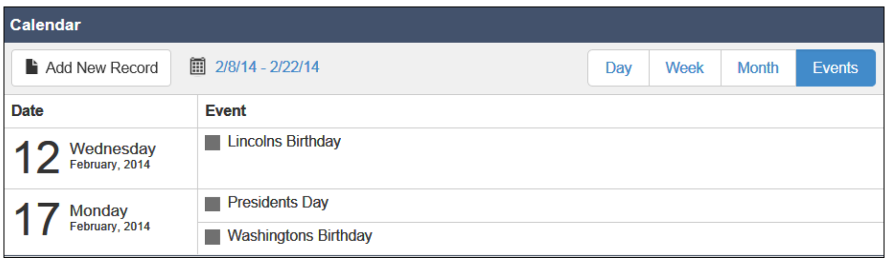
To display calendar by day, click on the Day icon. Calendar by day is shown below.



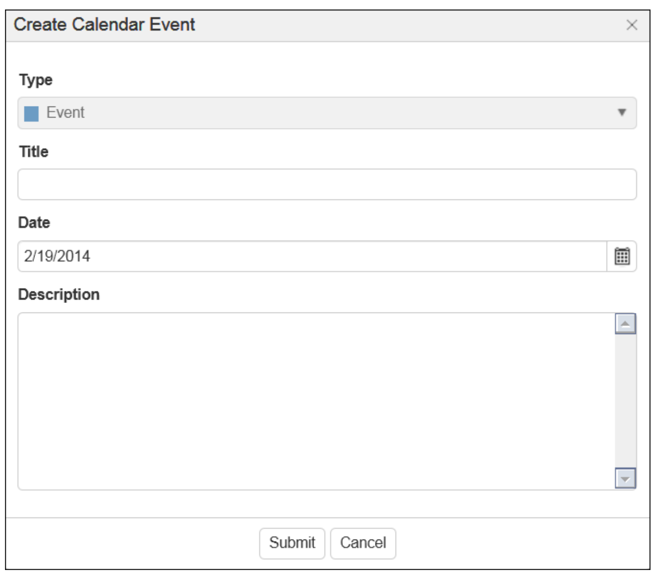
To display calendar by week, click on the Week icon. Calendar by week is shown below.



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



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



Fill in the following to add a new event.

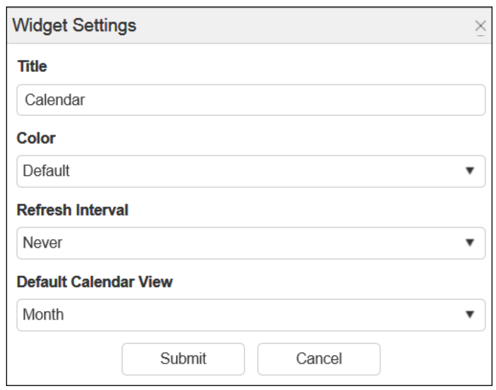
Field	Description
Type	Event with a blue background is the only option.
Title	Enter a title for your event.
Date	Today's date is shown, but use the calendar control or type in the

	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 Submit 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.



Settings can be adjusted by changing the following fields.

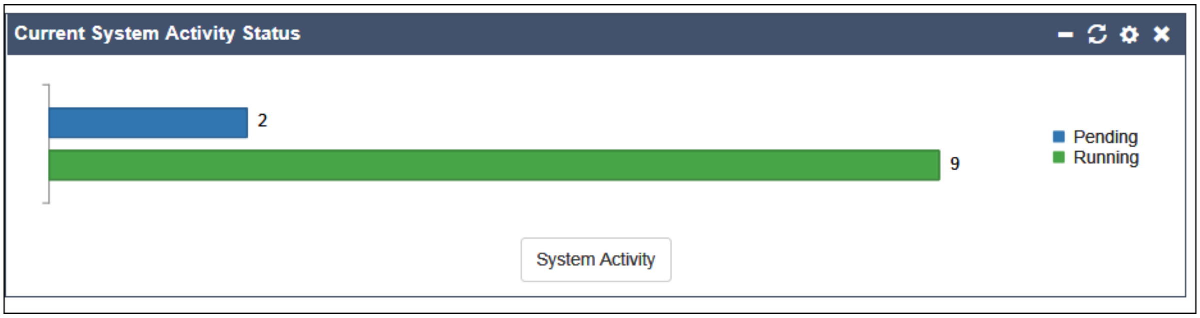
Field	Description
Title	Title can be customized.
Color	Color of the title bar can be changed.
Refresh Interval	Controls how often the widget will be refreshed.
Default Calendar View	Calendar view when dashboard is accessed.

Click Submit button to save any changes.

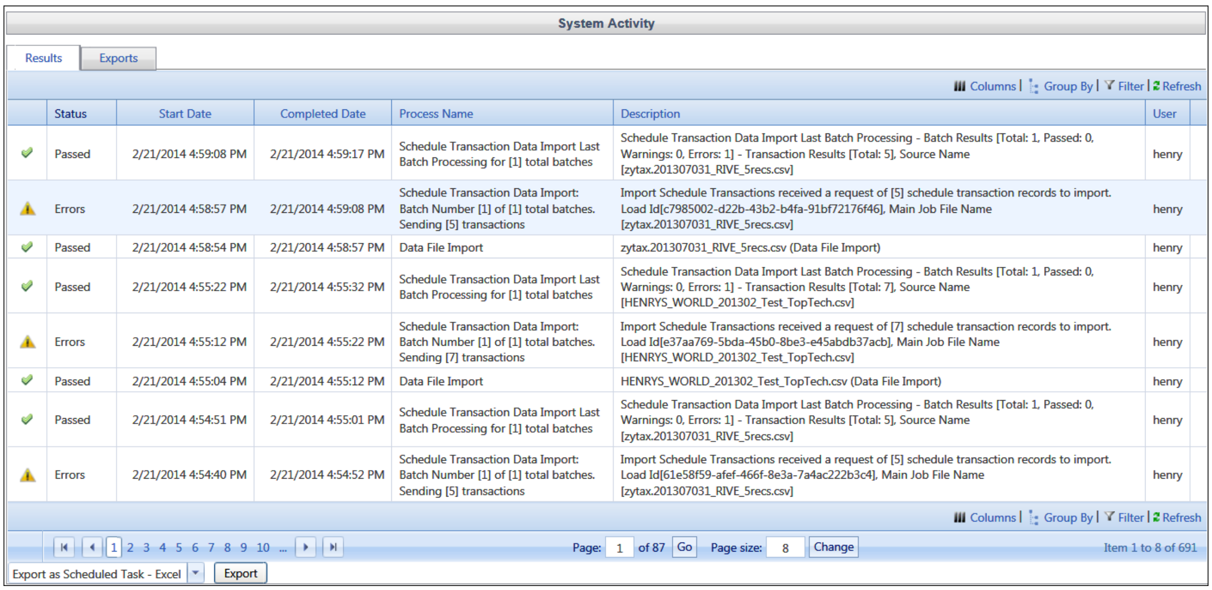
Security
Access to the Calendar widget is controlled by the Widget Calendar authorization element. An access level of 'None' will prevent the calendar from displaying. An access level of 'View' allows viewing the calendar and events while 'Edit' allows the calendar to be displayed and to be customized.

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.

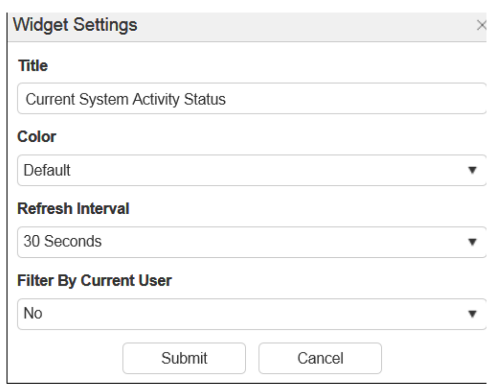


Clicking the System Activity button allows viewing the System Activity log. An example of the System Activity Log is shown below.



	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_5recs.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[c7985002-d22b-43b2-b4fa-91bf72176f46], Main Job File Name [zytax.201307031_RIVE_5recs.csv]	henry
	Passed	2/21/2014 4:58:54 PM	2/21/2014 4:58:57 PM	Data File Import	zytax.201307031_RIVE_5recs.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_5recs.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[61e58f59-afef-466f-8e3a-7a4ac222b3c4], Main Job File Name [zytax.201307031_RIVE_5recs.csv]	henry

Settings for the Current System Activity widget is shown below.



Settings can be adjusted by changing the following fields.

Field	Description

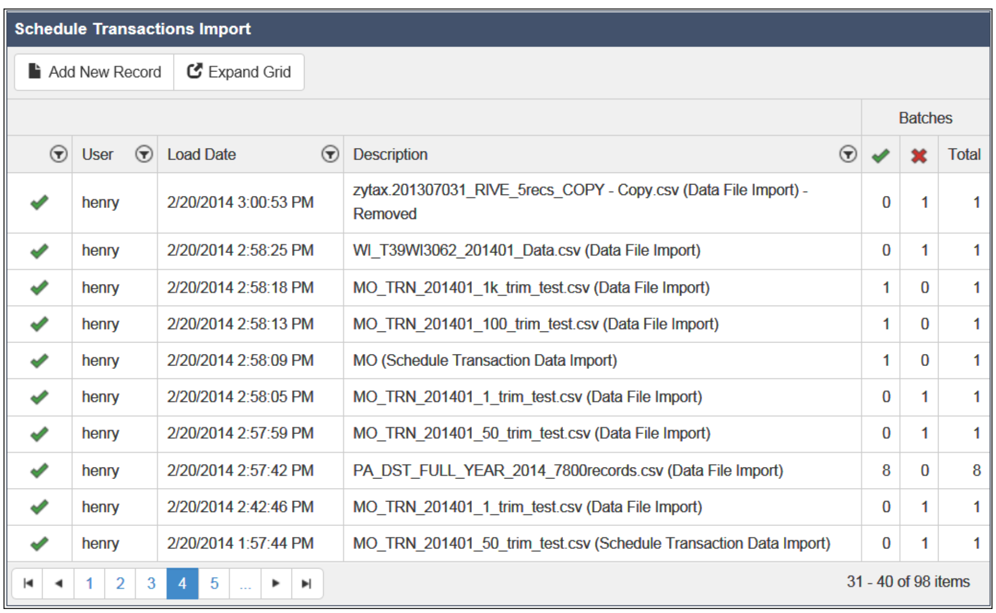
Title	Title can be customized.
Color	Color of the title bar can be changed.
Refresh Interval	Controls how often the widget will be refreshed.
Filter by Current User	Allows filtering by current user or all users.

Click Submit 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.

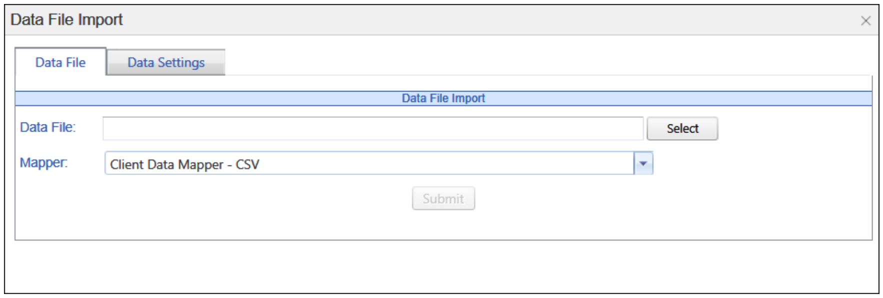

Schedule Transactions Import

Add New Record | Expand Grid

	User	Load Date	Description	Batches ✔	Batches ✖	Batches Total
✔	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

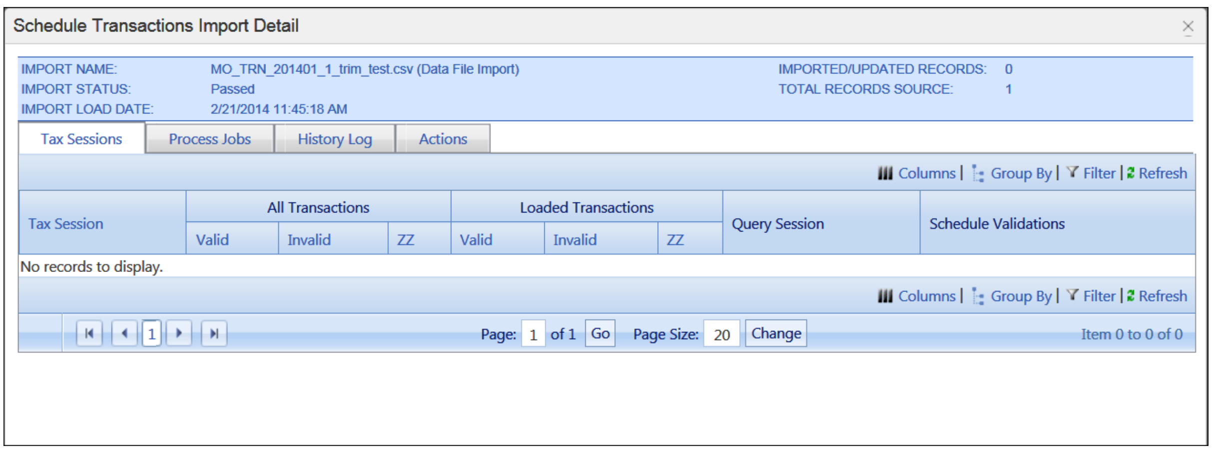
1 2 3 4 5 ... 31 - 40 of 98 items

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



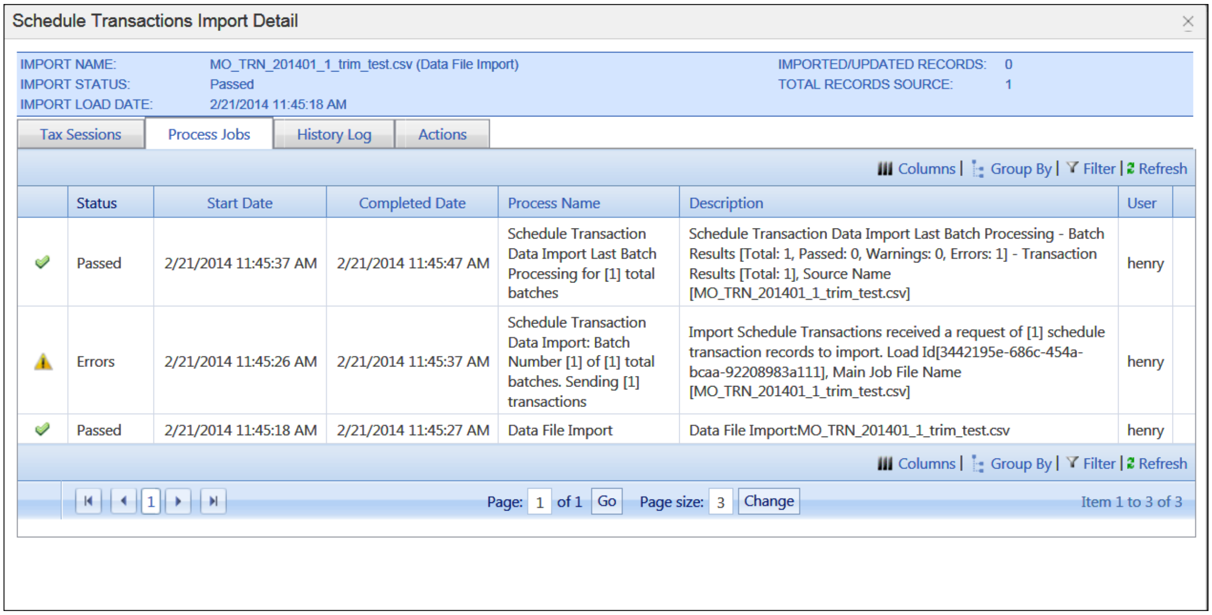
Details on importing data and the settings options are found in Data File Import

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.

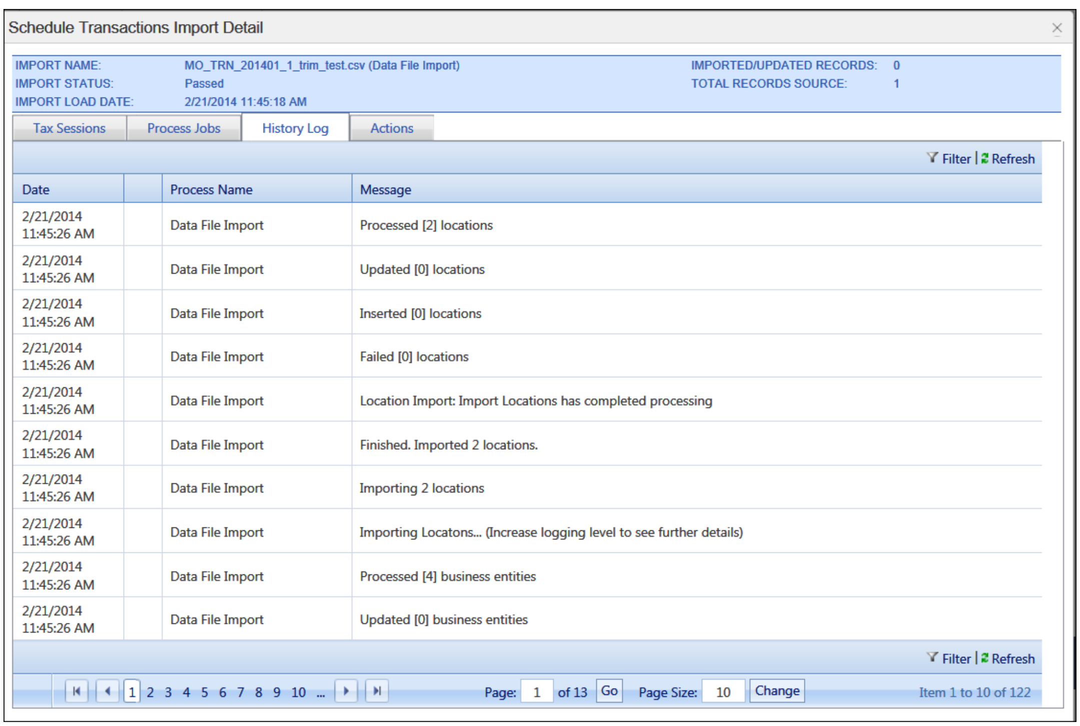


Tax Sessions tab of the Schedule Transactions Import Detail screen displays tax session details from the import file selected.

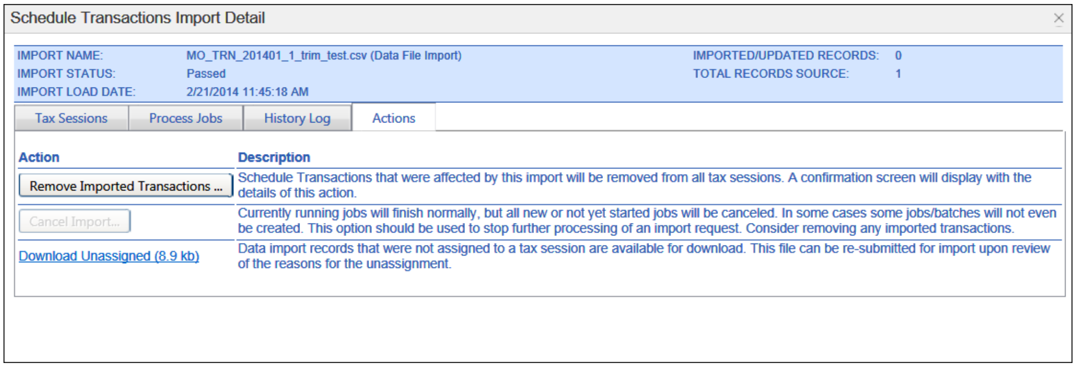
The Process Jobs tab of the Schedule Transactions Import Detail screen, as shown below, shows system activity relating to the import file selected.



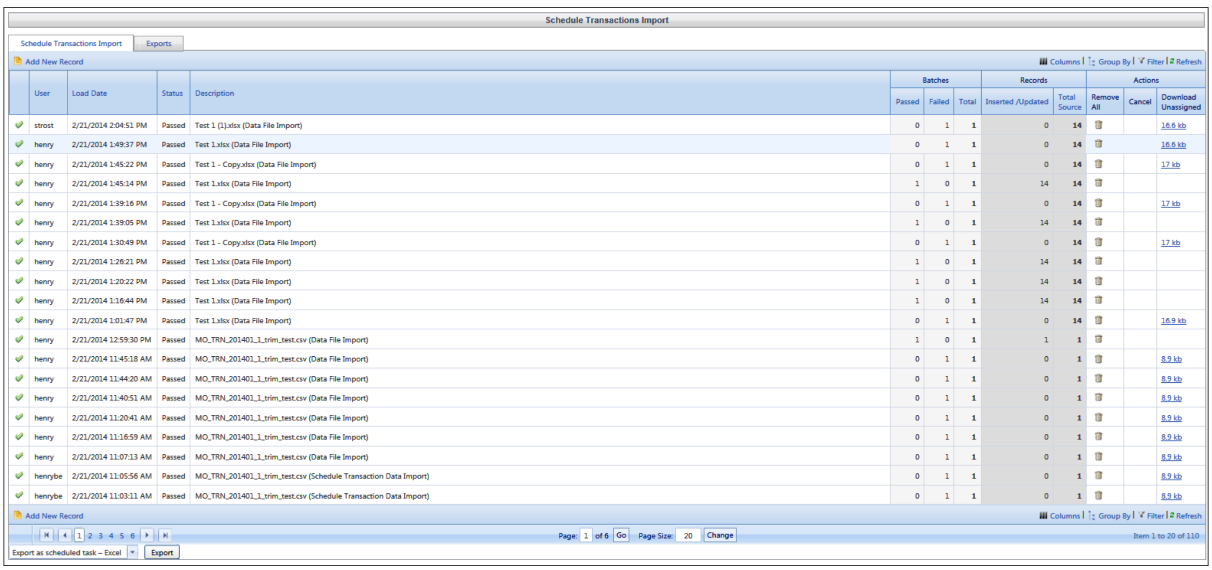
The History Log tab of the Schedule Transactions Import Detail screen is shown below. The history log will show each time the import file was imported, updated, and processed and will display informational, warning and error messages concerning the processing of the import file.



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.

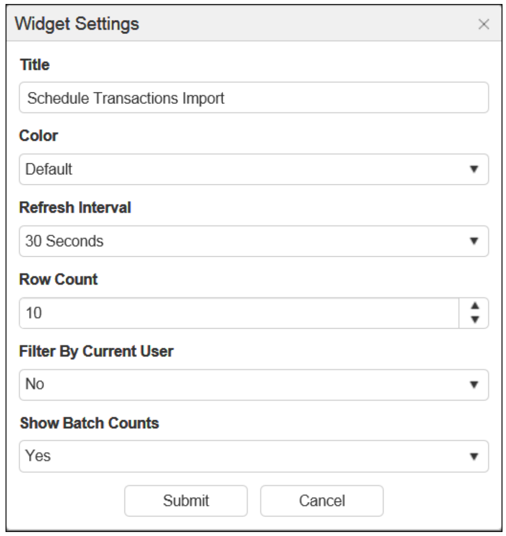


Clicking on the Expand Grid button of the Schedule Transactions Import widget shows the full view of the Schedule Transactions Import screen as shown below.



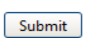
For details on the functionality of Schedule Transaction Import area see Schedule Transactions

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.

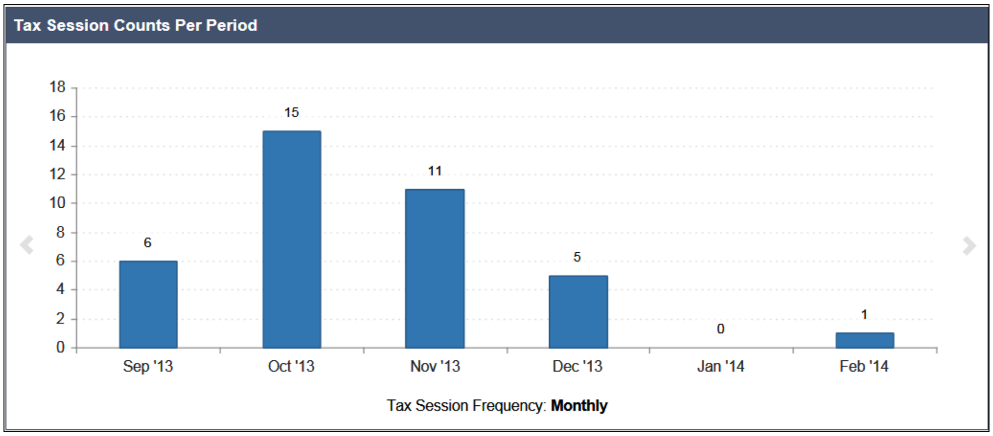
Click 

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.

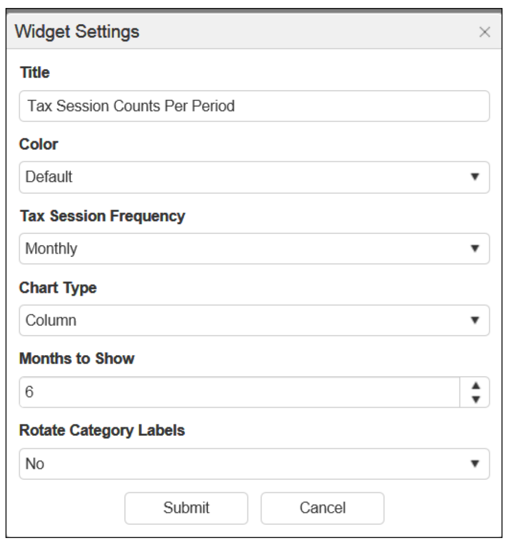
4.5 Tax Session Counts Per Period Widget

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.



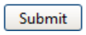
Using the arrows on the right and left sides of the screen allows moving forward or backward by one month.

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 

button to save any changes.

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

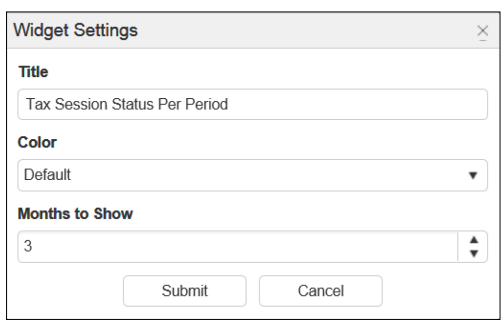
Security
Access to the Tax Sessions Counts Per Period widget is controlled by the Widget Tax Session Counts Per Period authorization element. An access level of 'None' will prevent the widget from displaying. An access level of 'View' allows the widget to be displayed.

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.



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.

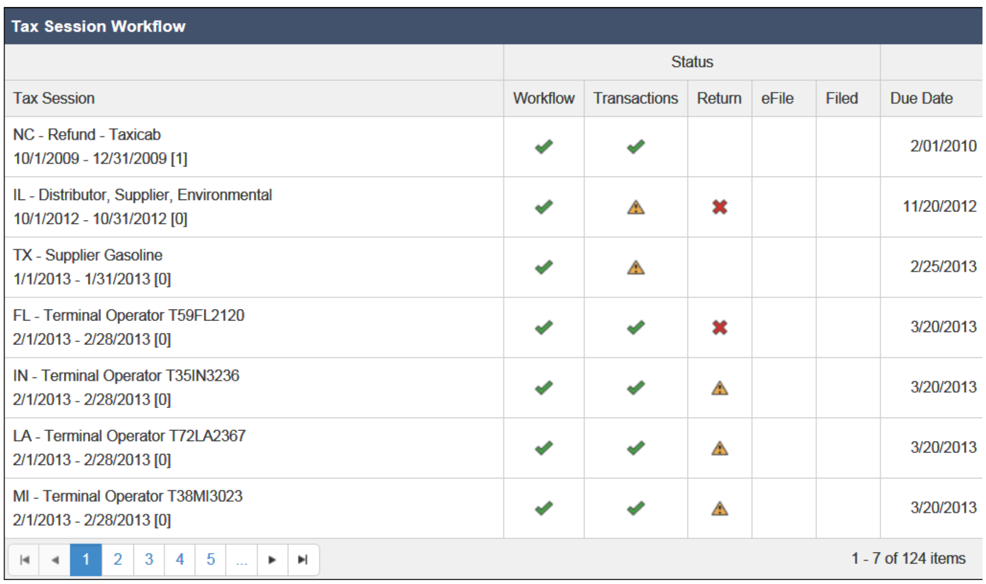
Months to Show	Up to 12 months can be displayed.

Click Submit 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 2 3 4 5 ... 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.

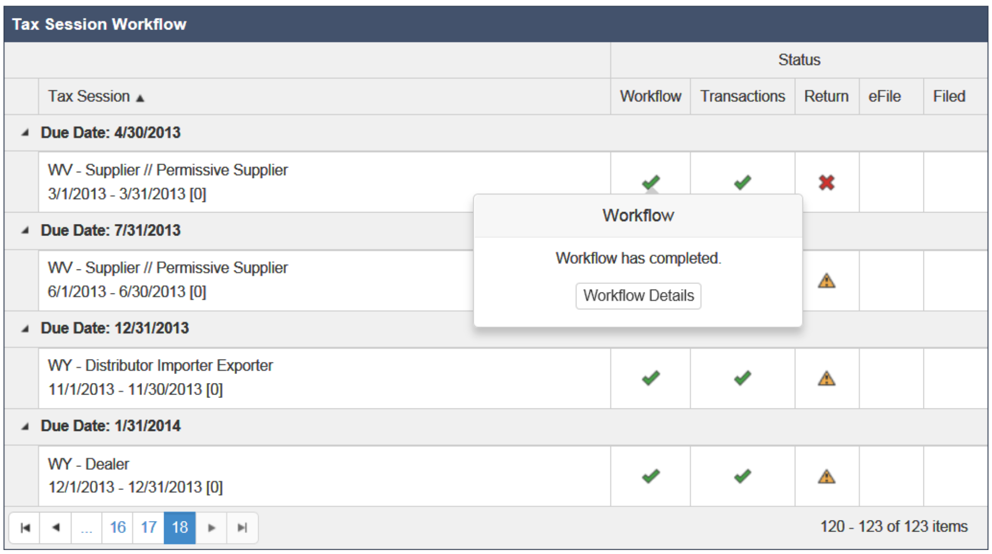
The Tax Session Workflow widget displays a filed tax session for one week after the due date for that tax session.

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

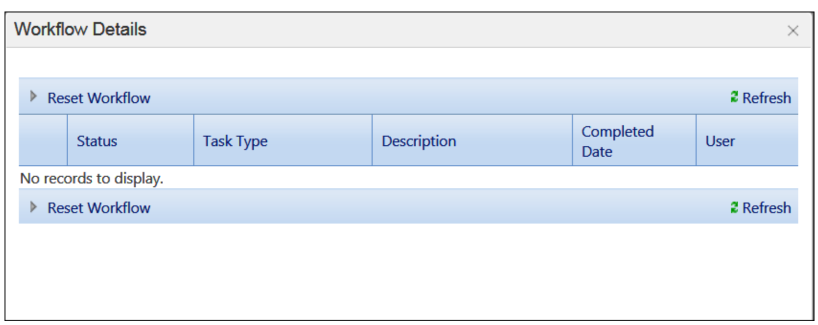
For each column displayed a visual indicator will show the status of a particular activity. Moving the mouse to hover over a status will display a pop-up with additional details of the activity. The following icons are used to indicate the status of a Workflow item.

- **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.



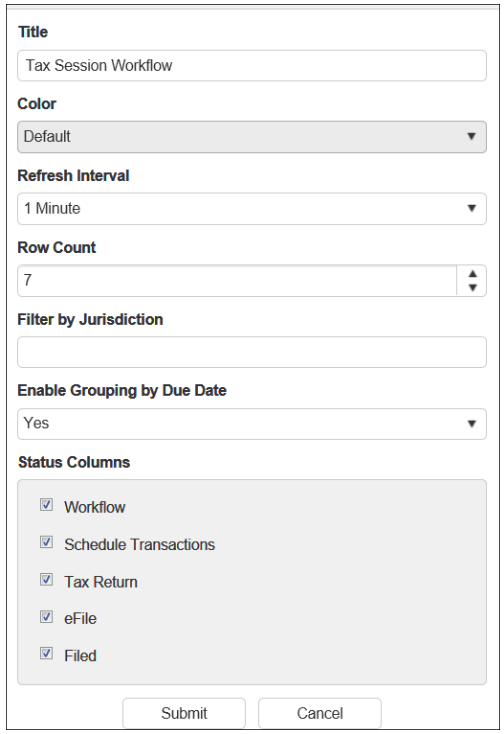
Click for the Workflow Details box to display workflow details for the selected tax session. The Workflow Details screen is shown below.



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.



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.

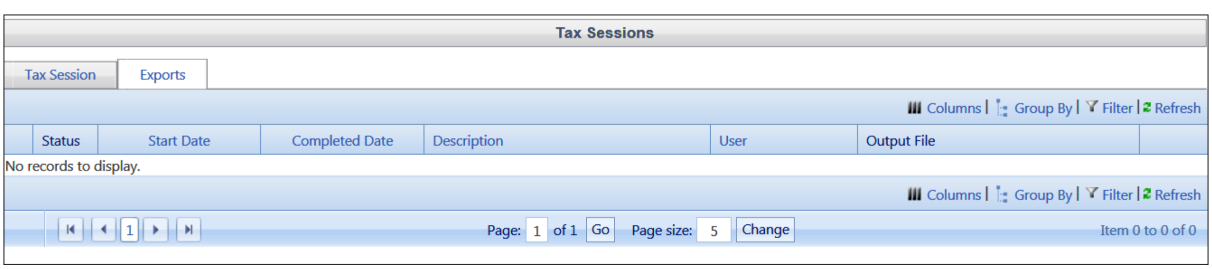
Selecting Refresh either above or below the Tax Sessions grid will re-fresh the contents of the grid. This can be used to monitor the status of a tax return for which a request has been made to regenerate the tax return.

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.

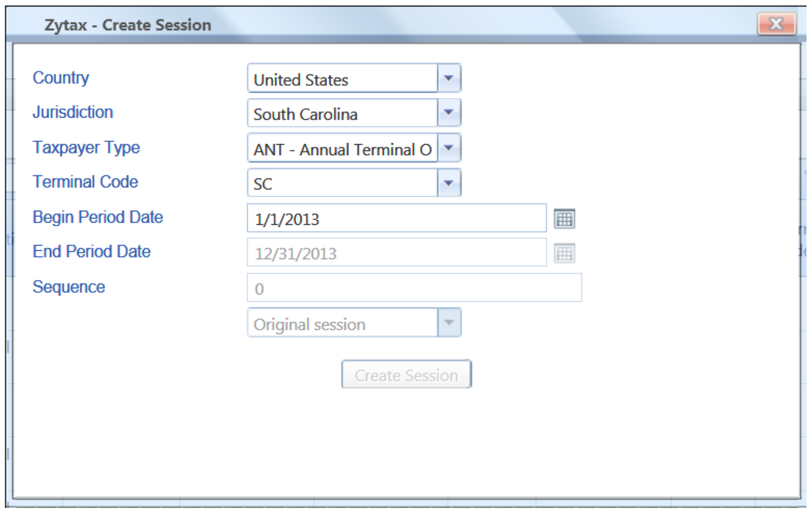


Security
Access to the 'Tax Sessions' menu option and Tax Sessions screen is controlled by the Return Tax Sessions authorization element. An access level of 'View' or 'Edit' is required for the

Tax Sessions screen to be displayed.

5.1.1 Create New Tax Session

Selecting the Add New Record 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 license 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:

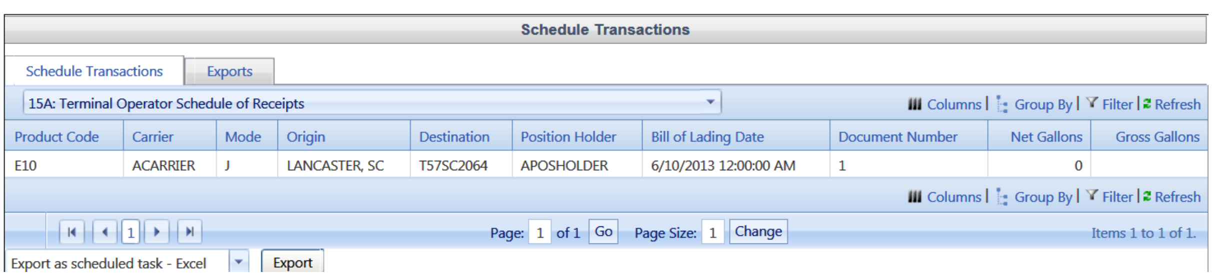
- Attempting to create a session for a time frame that the Taxpayer Type / Return is not active as defined in the Company Accounts record on the Maintenance Screen.
- Attempting to create a duplicate session.
- Begin Period Date entered incorrectly or not supplied.

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.



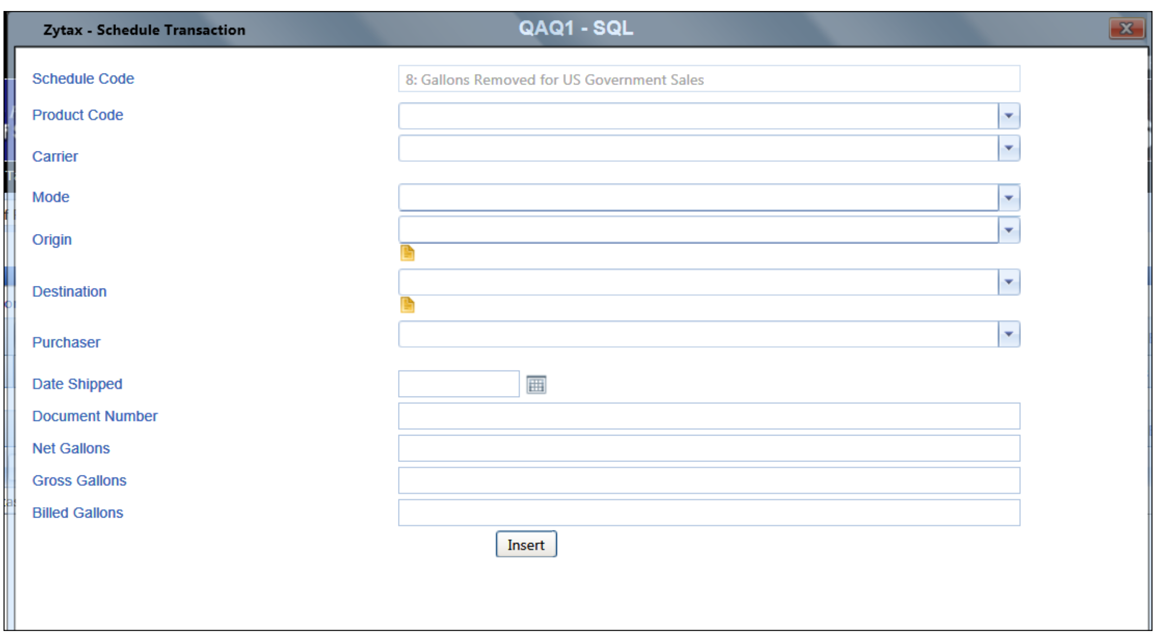
Security
Access to the Schedule Transactions screen option is controlled by the Schedule Transactions authorization element. An access level of ‘View’ or ‘Edit’ is required to navigate to the Schedule Transactions screen from the Tax Filing menu.

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.

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.

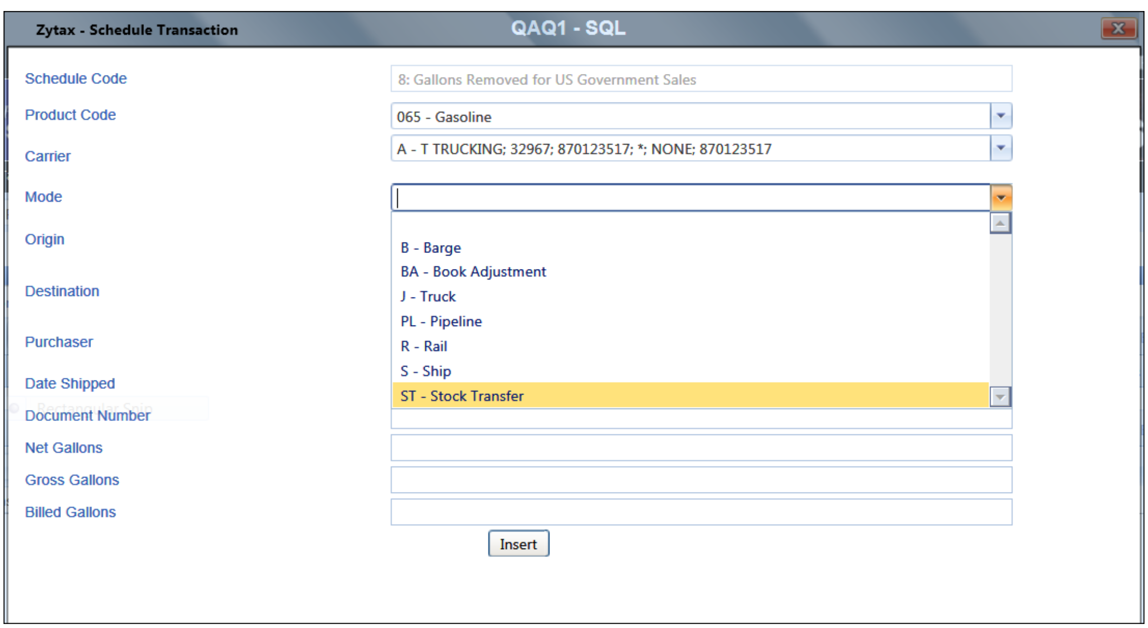


The fields displayed on a schedule entry page are the fields defined for the schedule. Each schedule has different requirements and only displays the defined fields. Many fields have drop-down lists that allow a value to be selected from the list.

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.



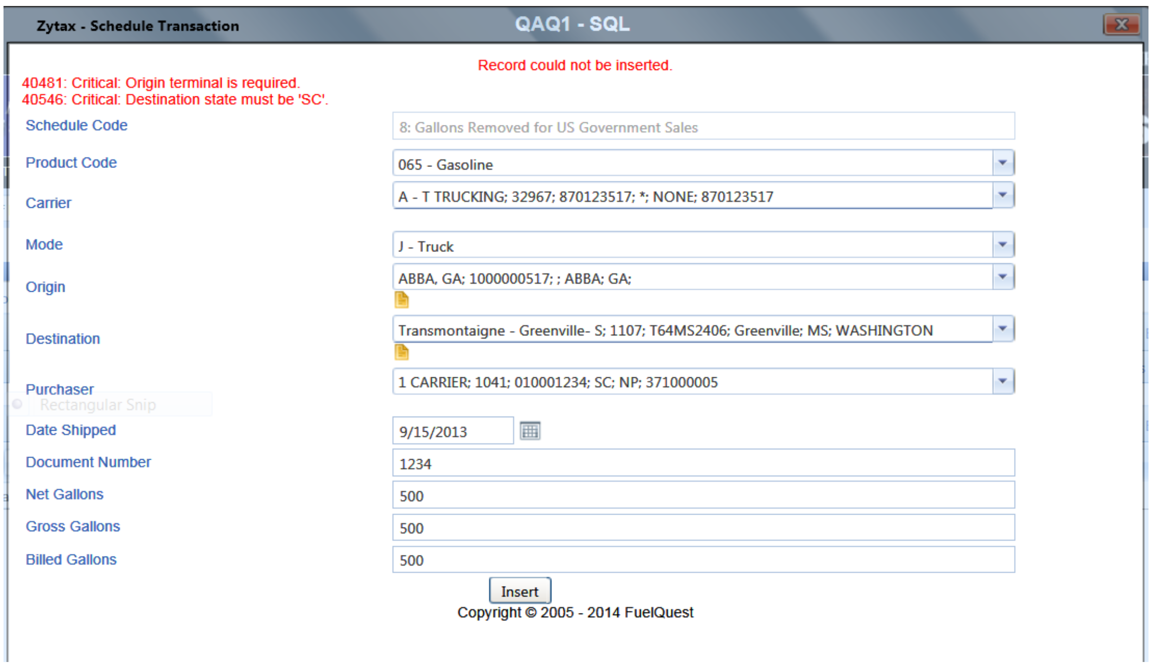
Security

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

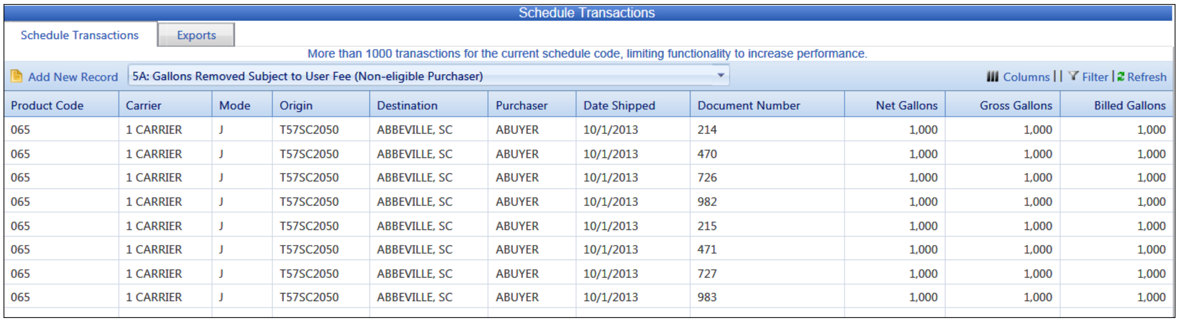
Once all the components for a schedule transaction are completely entered, pressing insert button will validate the transaction and display any errors found. If any errors are found, the appropriate error messages are displayed. A transaction cannot be saved if any critical errors are found with the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

A schedule transaction with several validation errors is shown below.



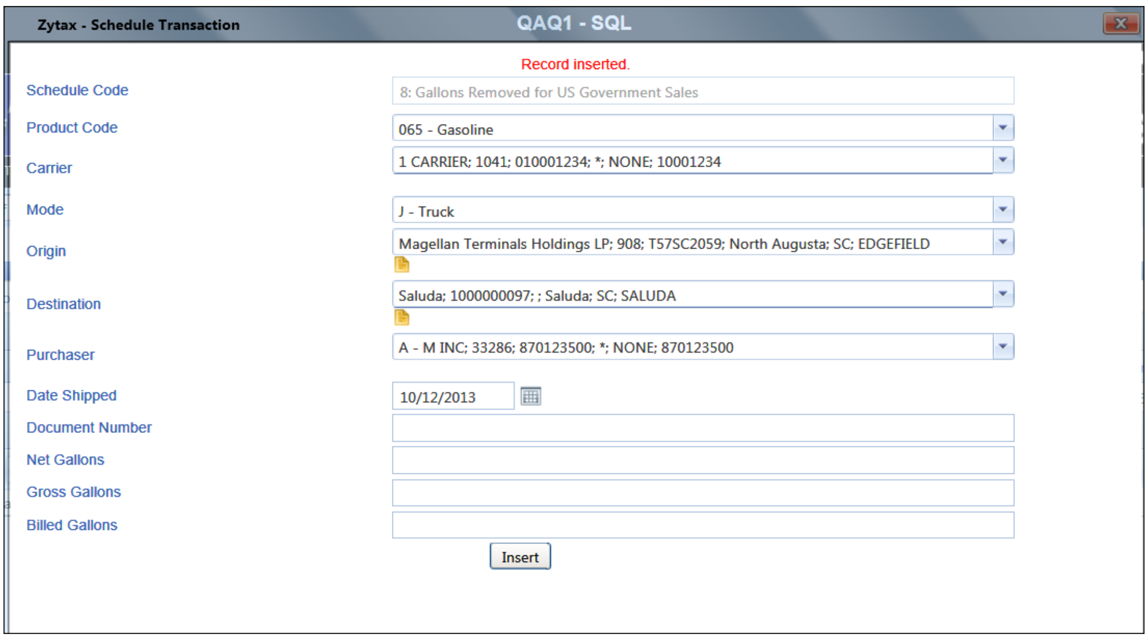
If no errors are found, the schedule transaction is saved and the insert page is redisplayed with several pre-filled values from the previously saved schedule. This allows similar schedules to be entered quickly without re-keying all fields. Any pre-filled value can easily be modified by selecting another 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 tranasctions 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.



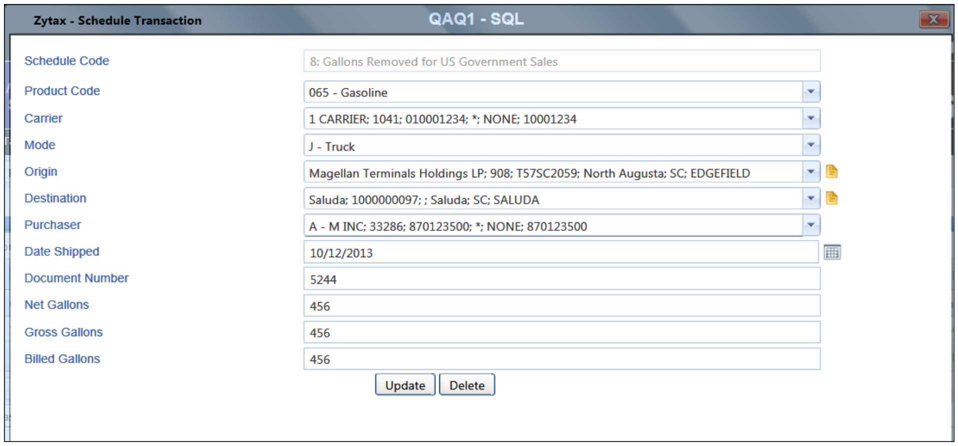
5.1.2.4 Modify Schedule Transaction

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.

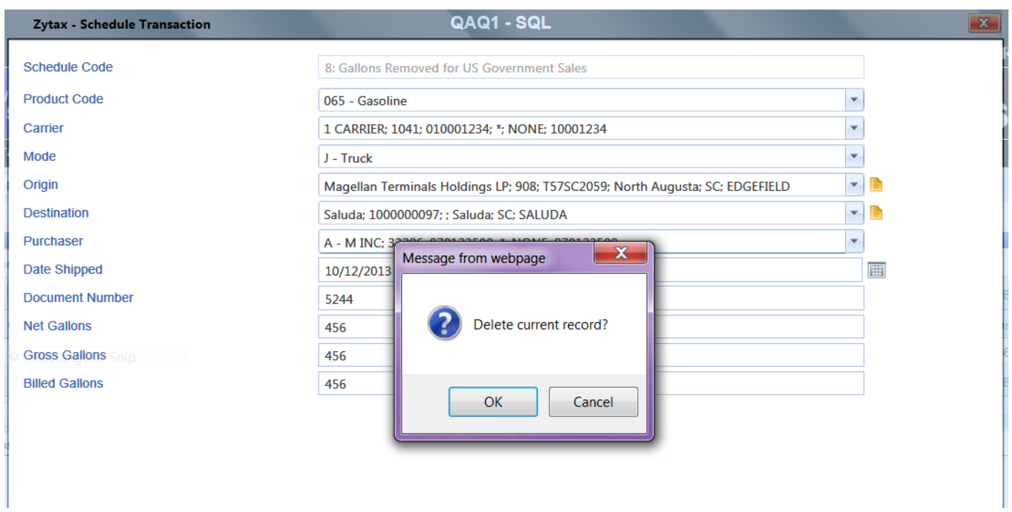
Clicking on a row in the grid will display the Schedule Transaction Update screen. The screen below will appear and allows the displayed transaction to be updated or deleted. After updating fields as necessary, pressing Update button will validate the transaction. If there are no critical errors, the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



Selecting Delete buttonwill 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.



Security

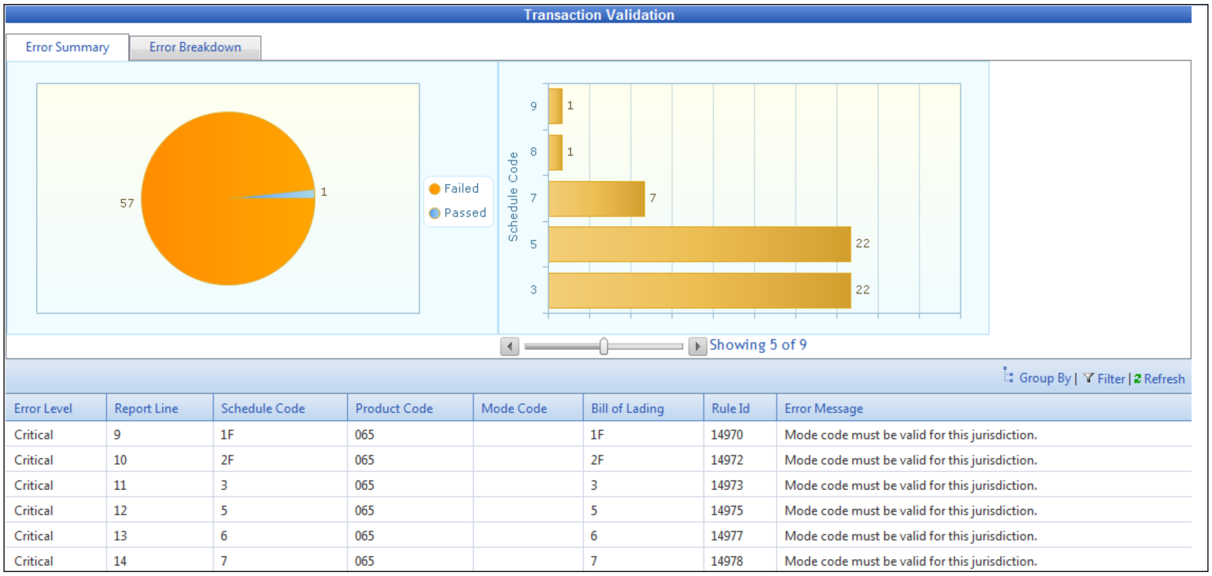
Access to modifying transactions on the Schedule Transactions screen option is controlled by the Schedule Transactions authorization element. An access level of 'Edit' is required to modify or delete a transaction.

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.

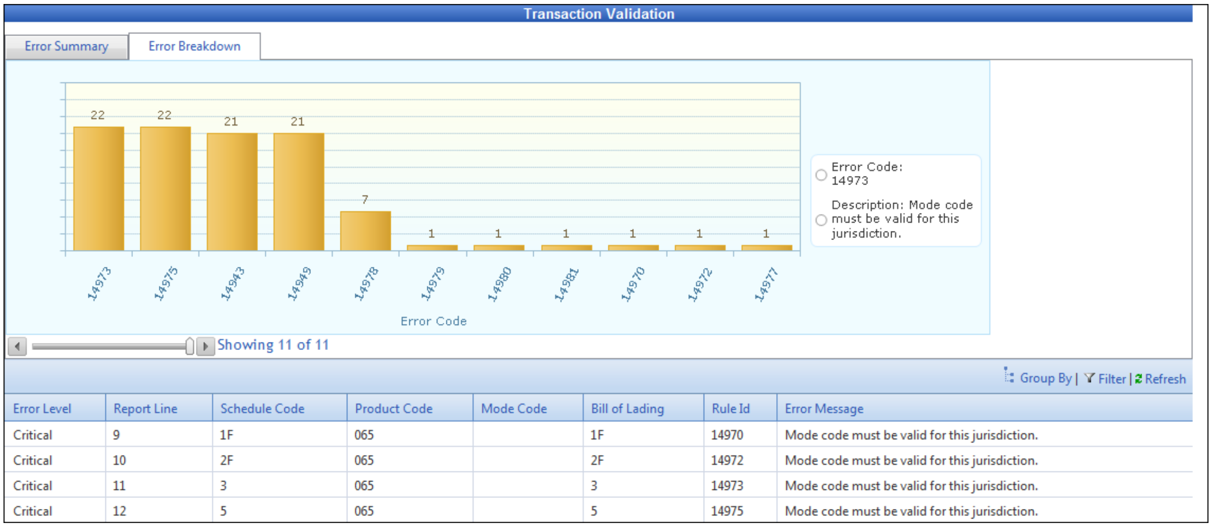


The graph portion of the Transaction Validation screen provides an Error Summary tab and an Error Breakdown tab.

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.

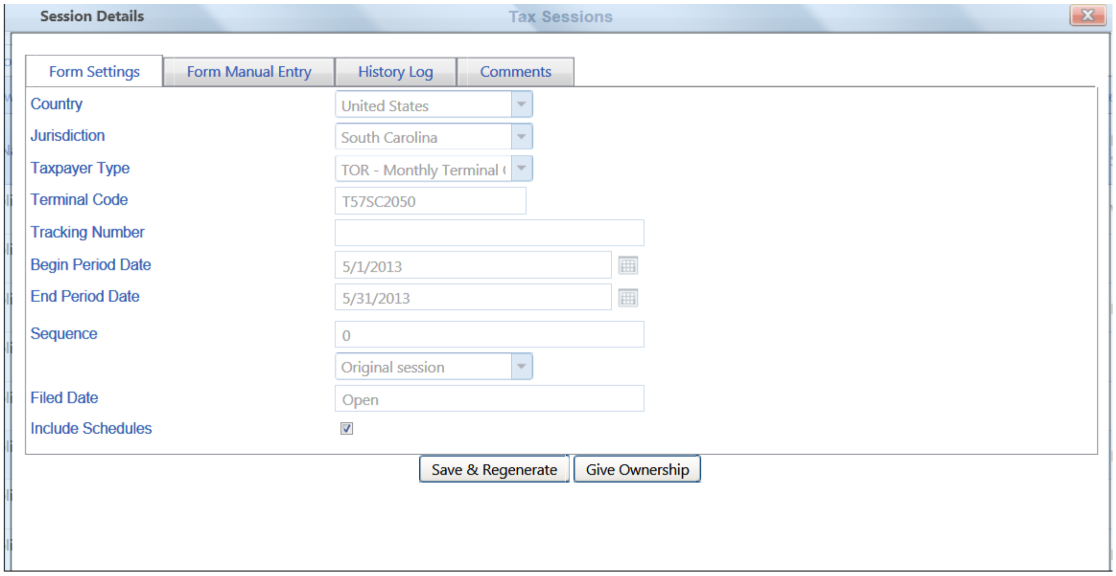
Security

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
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.

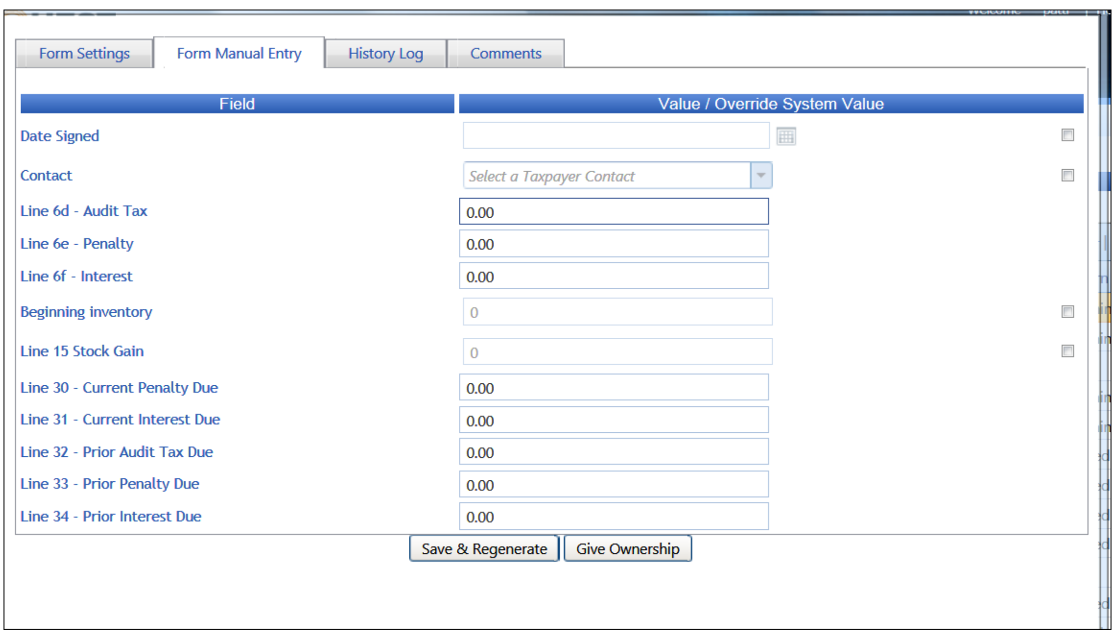
Filed Date
This is the Filed Date of the current tax session. This field is always available and cannot be edited on the Form Settings tab. This field will display the value ‘Open’ for session that has not been filed.

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.

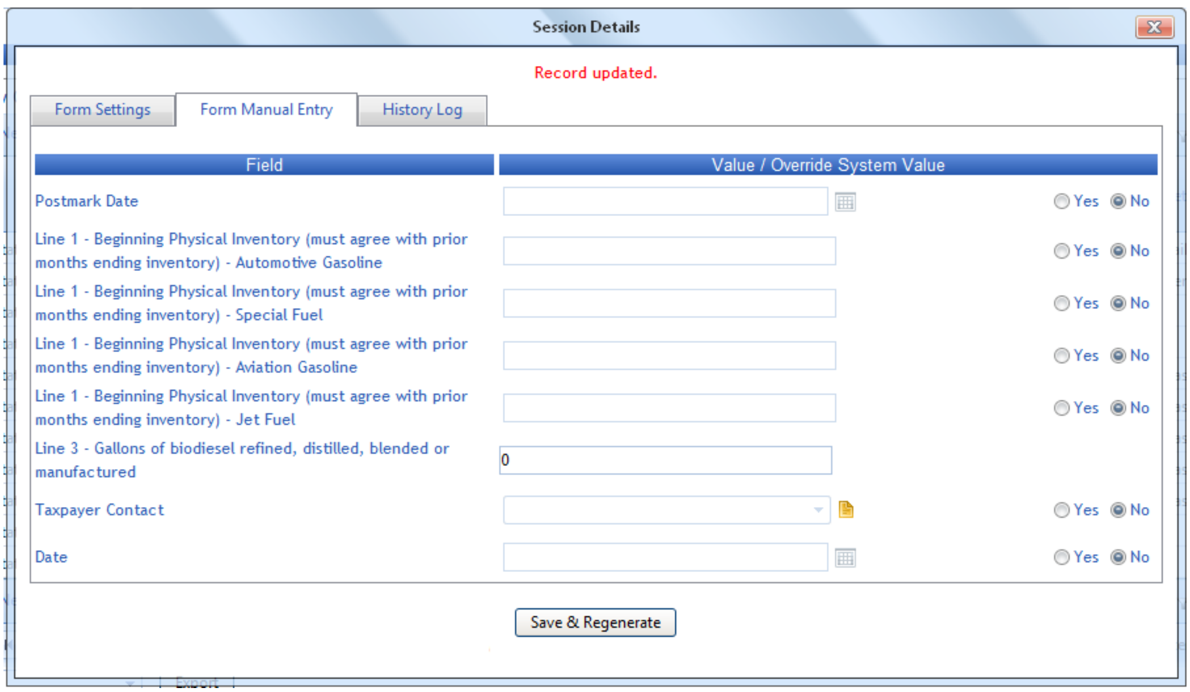


There are several different types of fields that can be entered on the manual entry screen. Certain fields as this example demonstrates can be calculated or are manual entry fields. For these fields the Override System Value setting for the field must be changed from ‘No’ to ‘Yes’ in order for data to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



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.

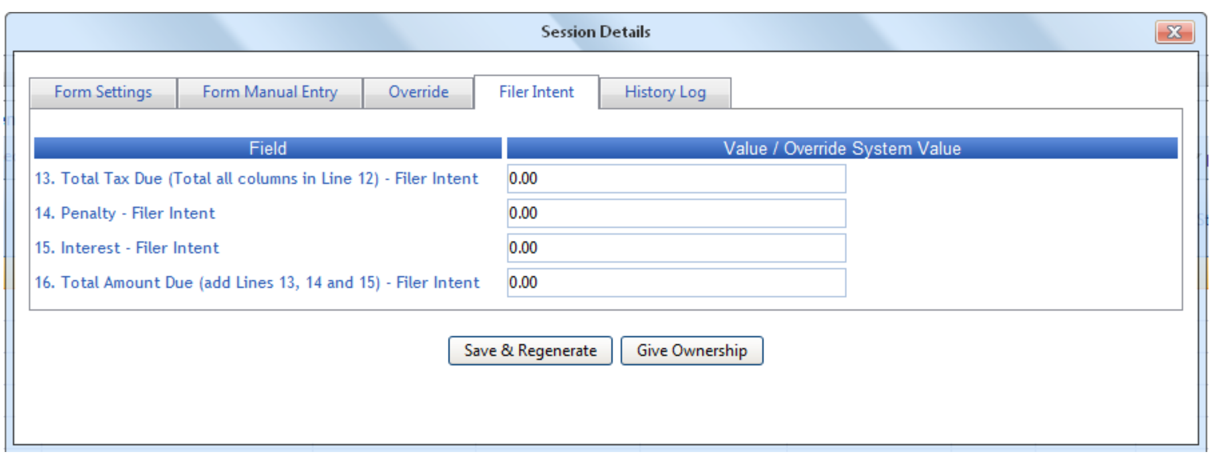
Security

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 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.



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:

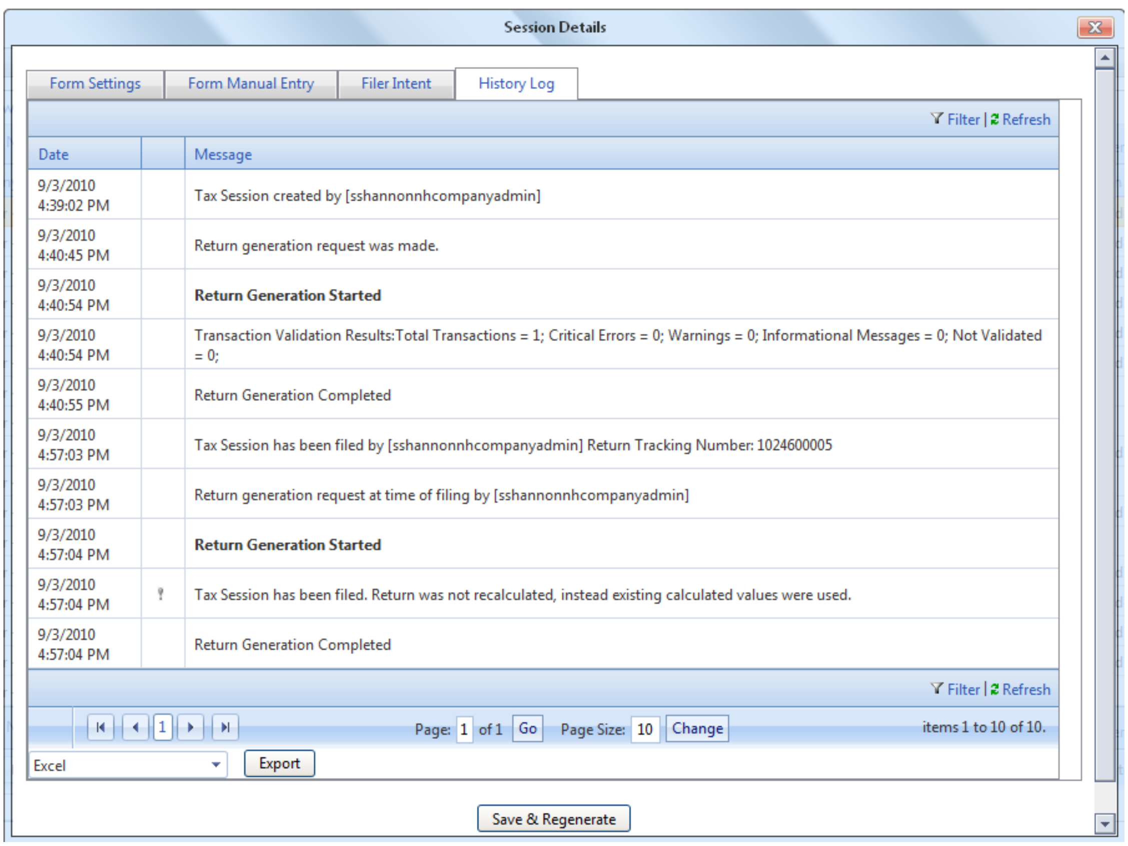
- **E** Indicates eFile only, field is provided by an electronic file during import.
- **M** Indicates manual field, field is entered manually and is not provided by eFile.
- **B** Indicates field is provided by eFile and can also be manually entered.
- **N** Indicates field does not display on the filer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

5.1.4.4 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.

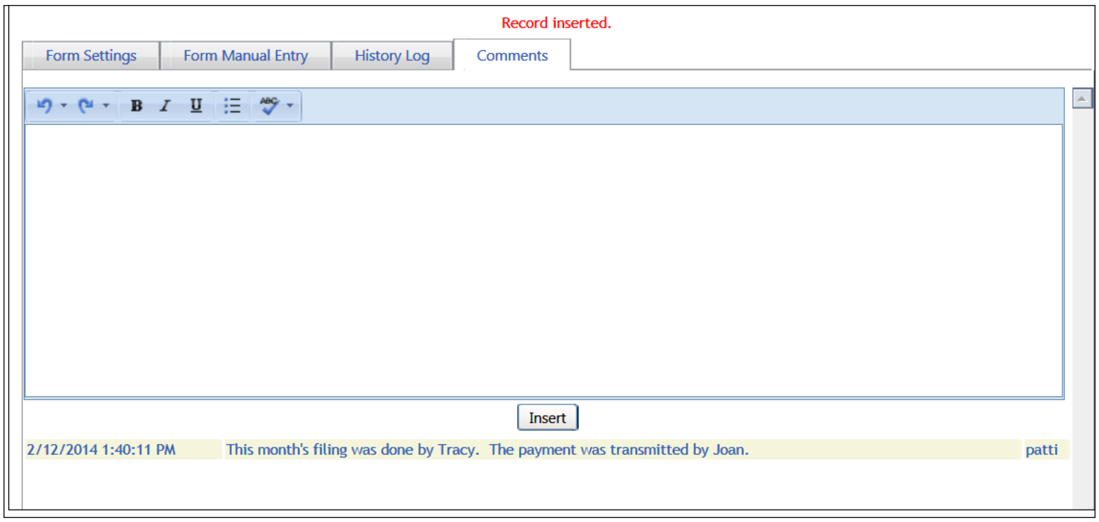


Security

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

5.1.4.5 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.



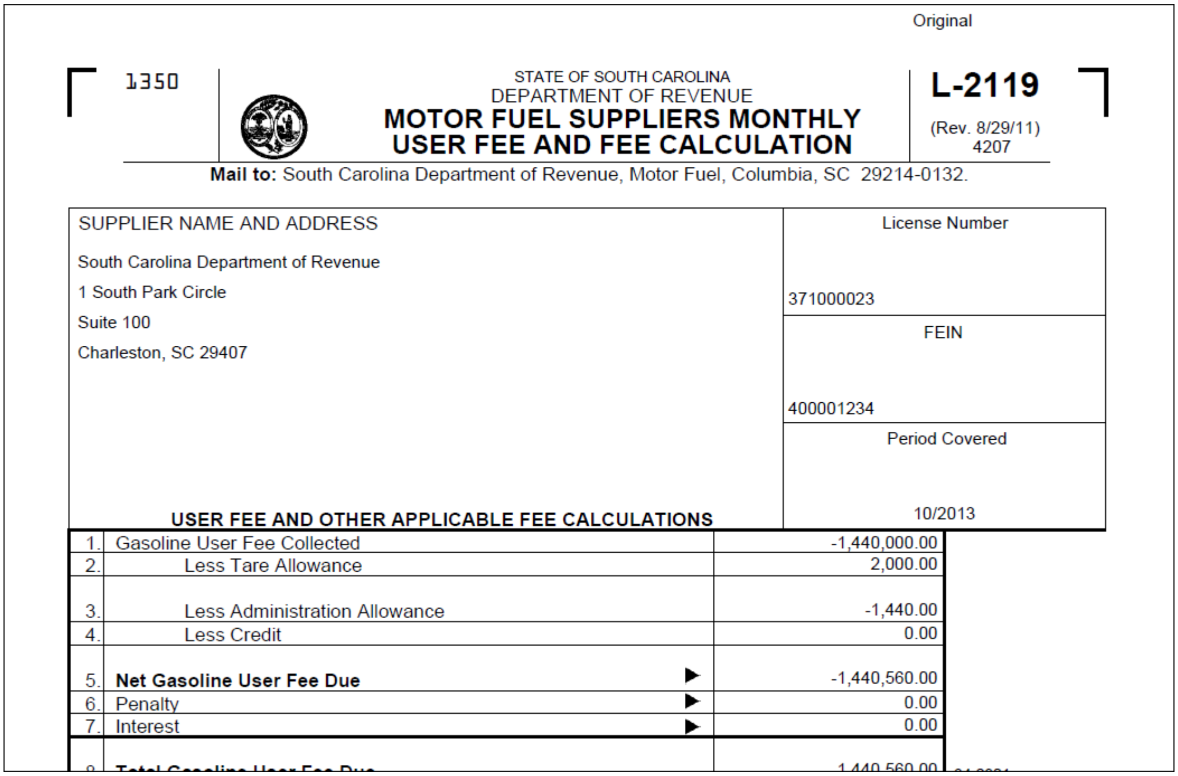
To add a comment, begin typing in the large box. When message is complete click on the Insert button to save the comment. Any comments added will be shown in the display below the Insert button.

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

L-2119
(Rev. 8/29/11)
4207

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	-1,440,000.00
2.	Less Tare Allowance	2,000.00
3.	Less Administration Allowance	-1,440.00
4.	Less Credit	0.00
5.	**Net Gasoline User Fee Due** ▶	-1,440,560.00
6.	Penalty ▶	0.00
7.	Interest ▶	0.00
8.	**Total Gasoline User Fee Due**	1,440,560.00

Security

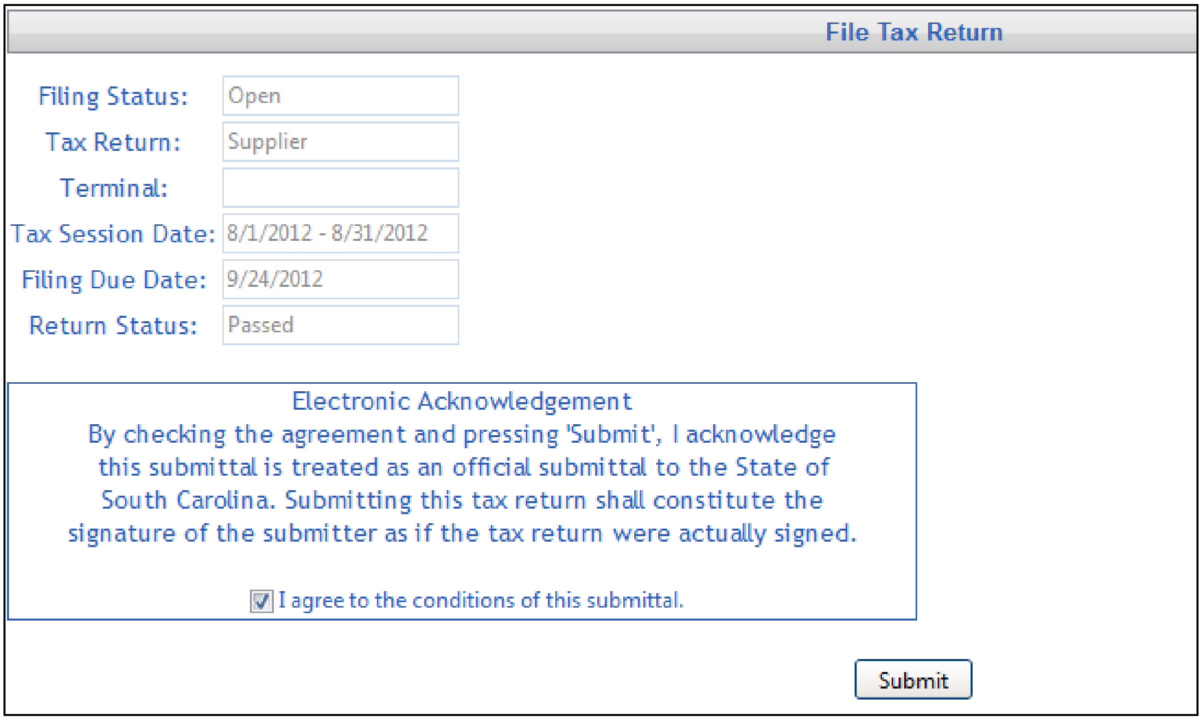
Access to the View Tax Return context menu is controlled by the Return View Tax Return authorization element. Access levels of 'None' and 'View' apply.

5.1.6 File Tax Return

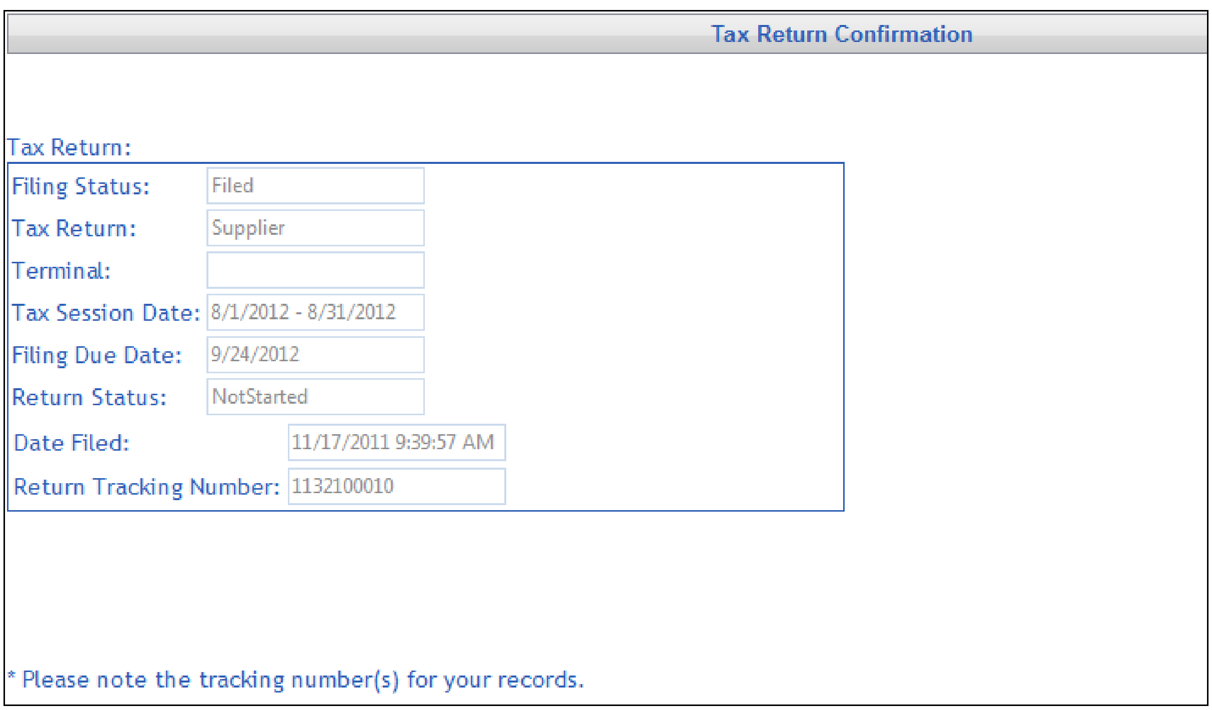
The File Tax Return option is available for a tax session that does not have any Critical Schedule Errors and that has a value of 'No' for the Return Generation Needed column. The options for File Tax Return will vary for a Filer instance and a Government instance.

5.1.6.1 File Tax Return – 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.

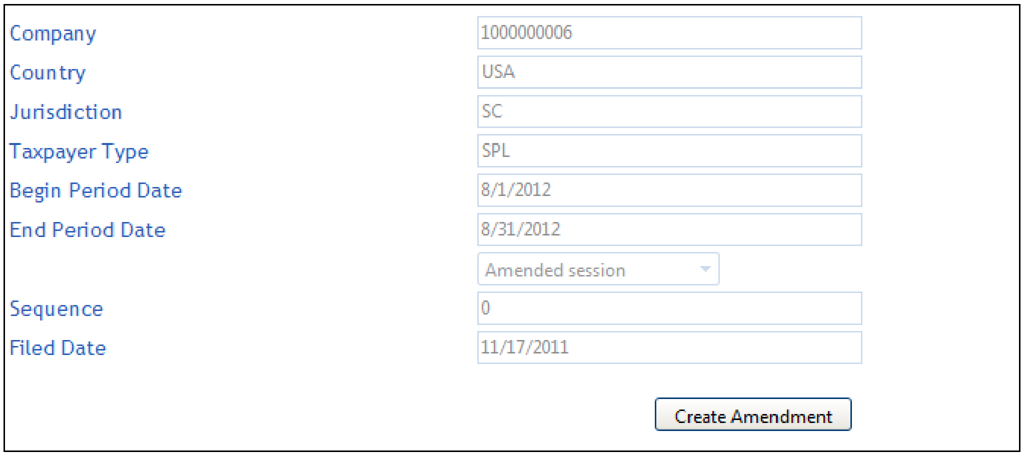


After selecting Submit, the Tax Return Confirmation screen as shown below.



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.

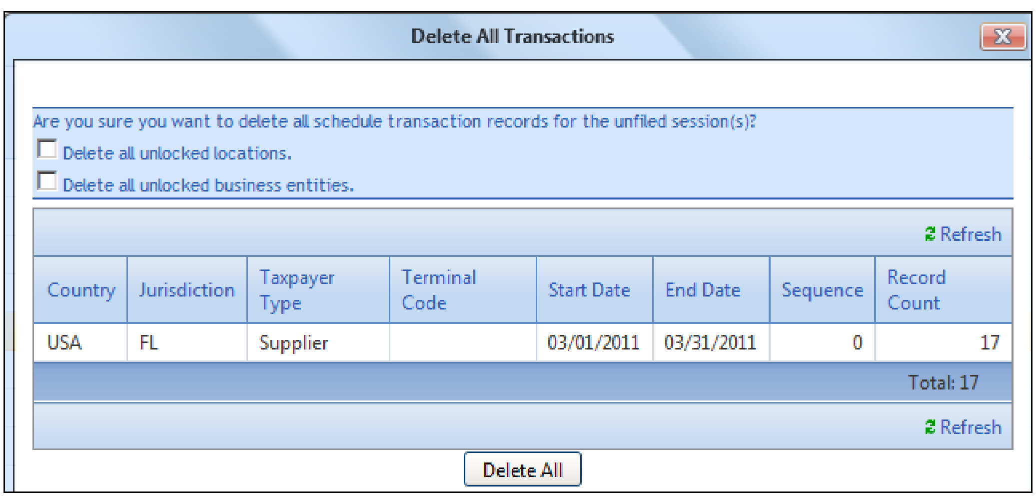


Selecting Create Amendment will display the message 'Record inserted.' at the top of the screen.

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 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.

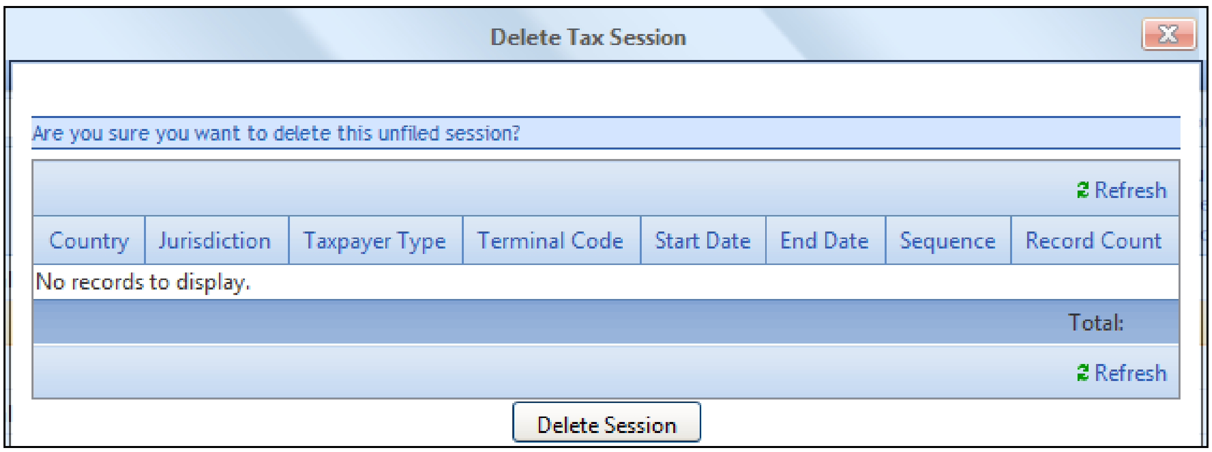
The 'Delete all unlocked locations' and 'Delete all unlocked entities' checkbox options allow for removal of the locations and entities associated with the transactions to be deleted. Only those locations and entities that are unlocked will be removed.

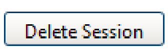
Security
Access to the Delete All Transactions context menu is controlled by the Schedule Transactions Delete All authorization element. Access levels of ‘Edit’ is required.

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.

5.1.9 Delete Tax Session

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



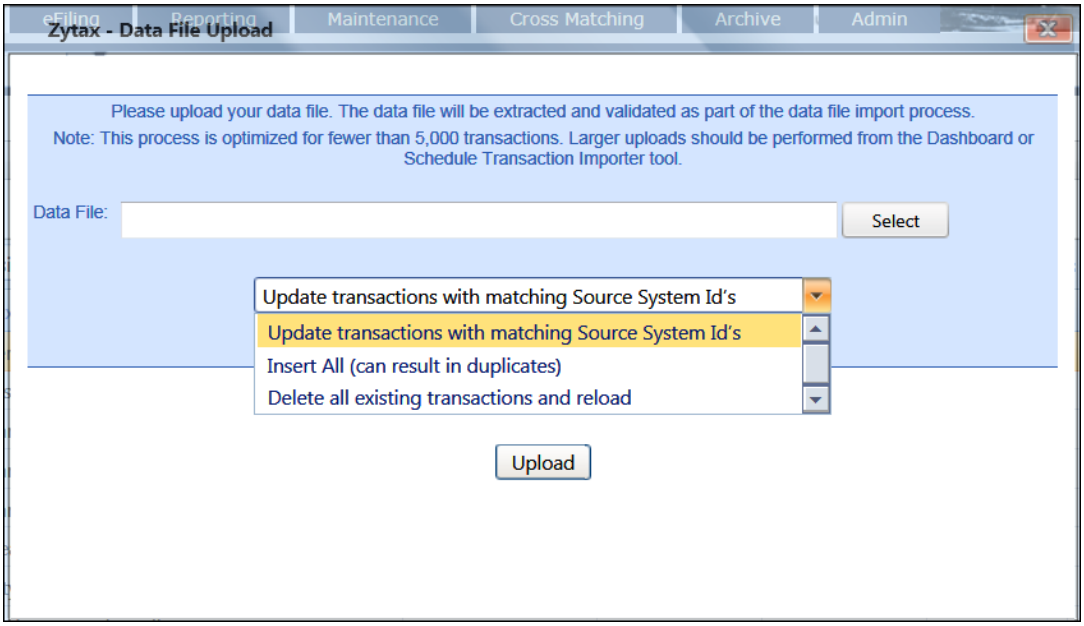
Selecting the 

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.

5.1.10 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).

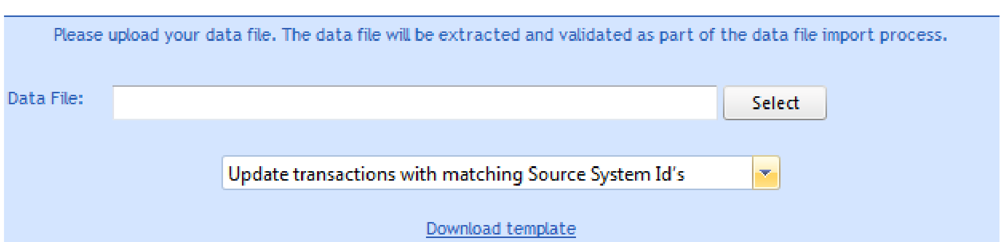
- This option will insert all records in the upload file

Delete all existing transactions and reload.

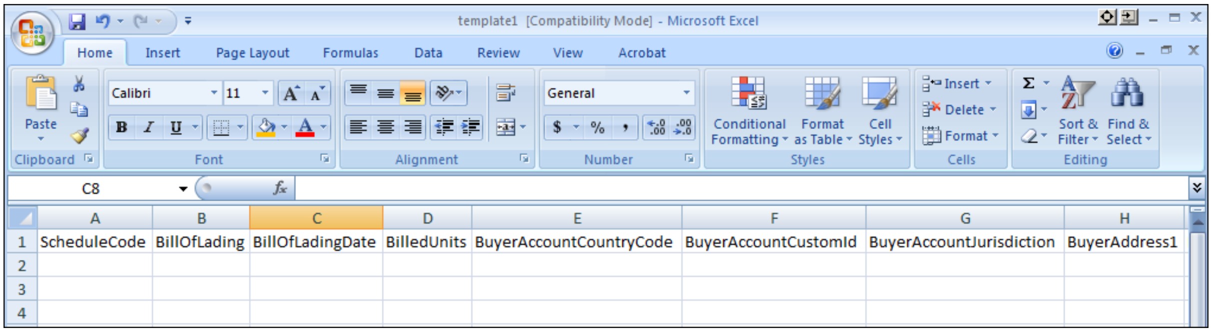
- This option will first remove all schedule transactions from the selected tax session and then insert all records in the upload file.

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.

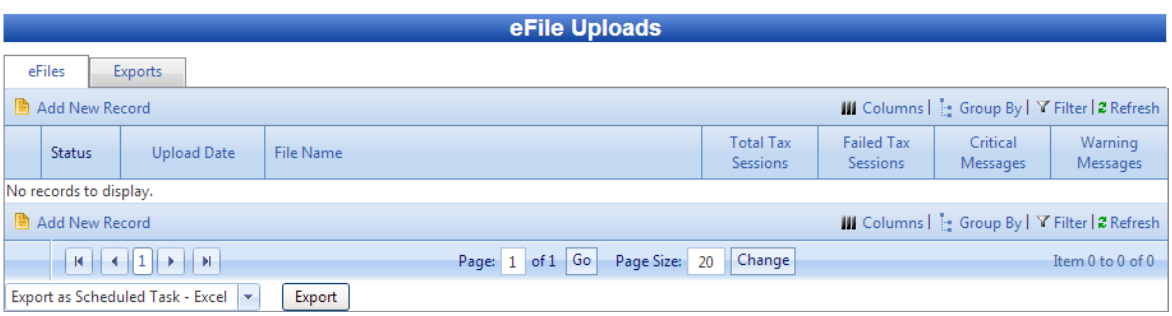
6 eFiling

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.



There are seven columns on the eFile Uploads grid.

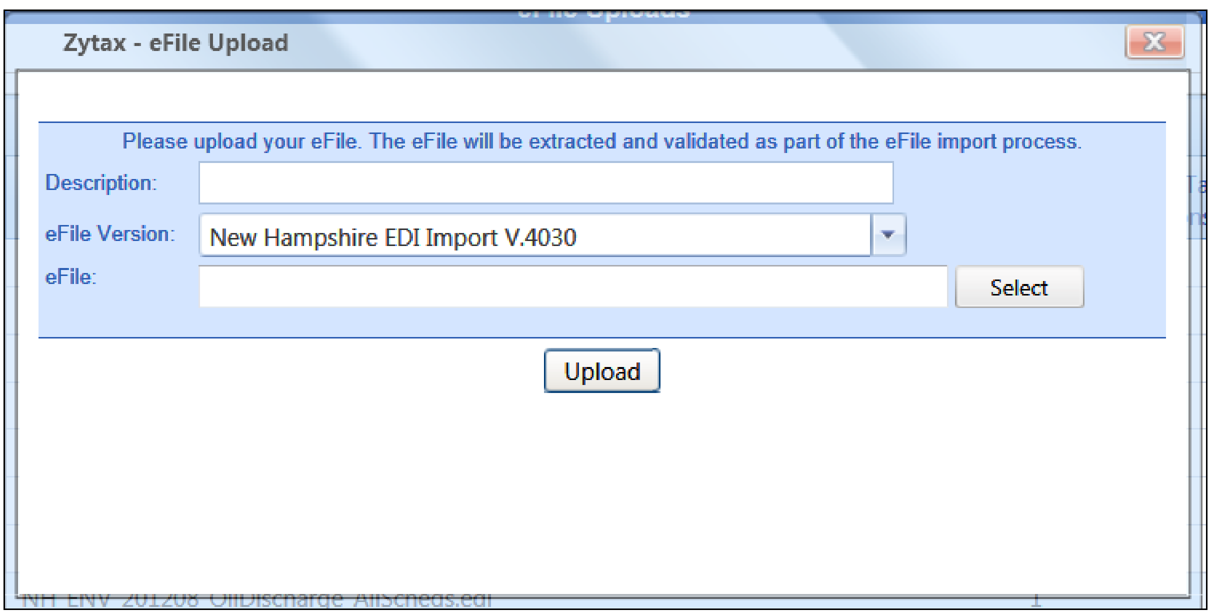
Field	Description

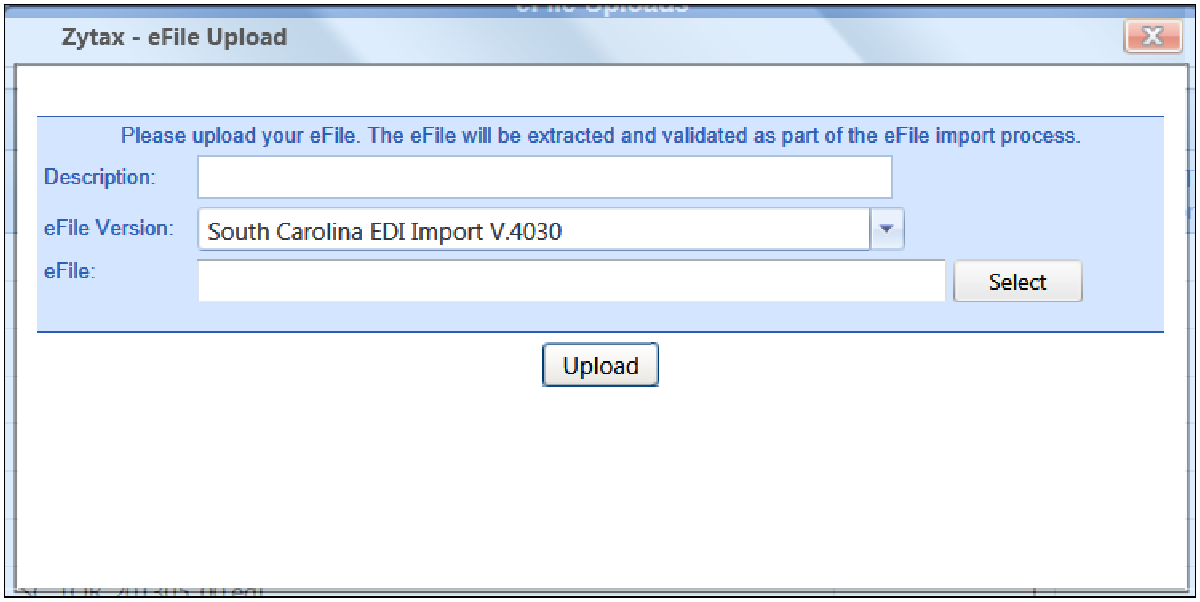
Status	The Status column provides details on the status of a data file. The valid values for data file status include: **Processing -** The processing icon is displayed next to the Status column when the data file is generating. **Passed -** The passed icon is displayed next to the Status column when 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 Add New Record icon will prompt to enter values for uploading a new eFile, as shown below.

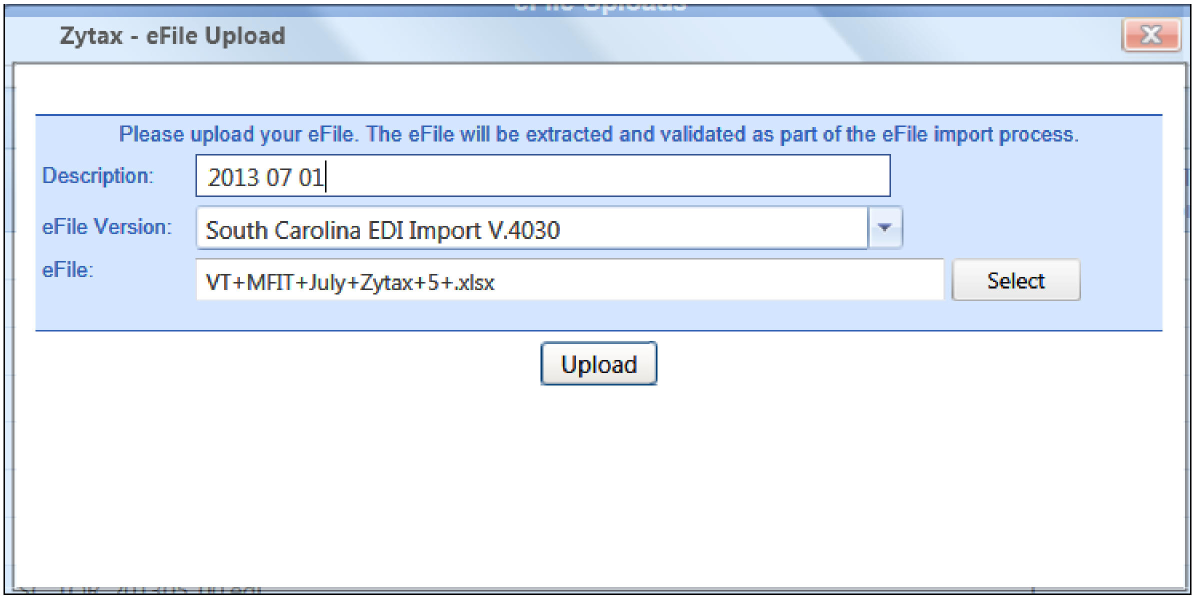


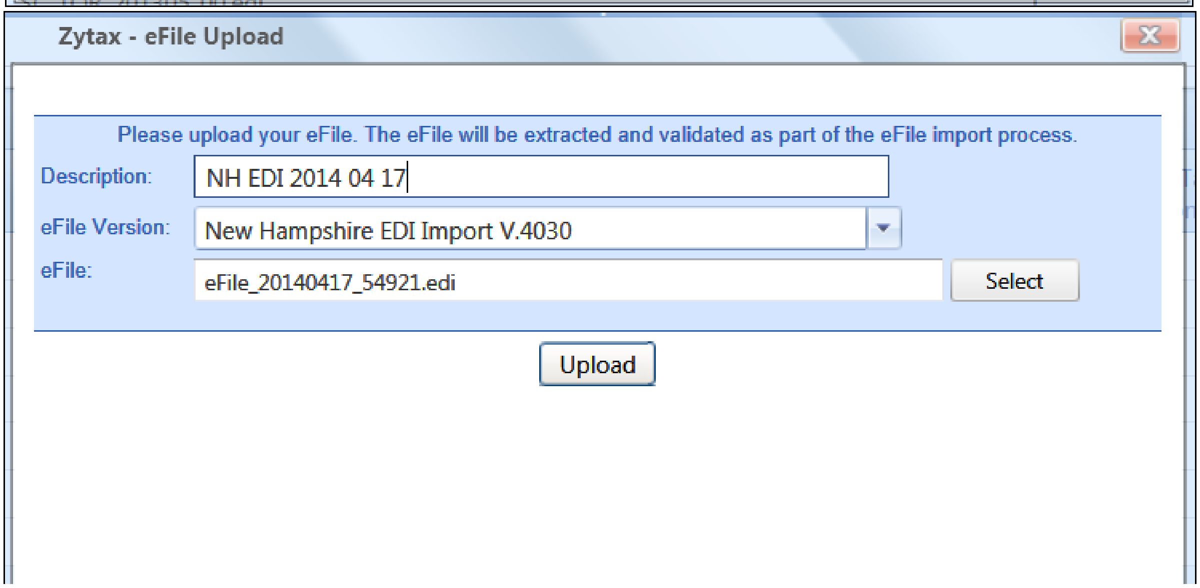


There are three fields on the eFile Upload screen.

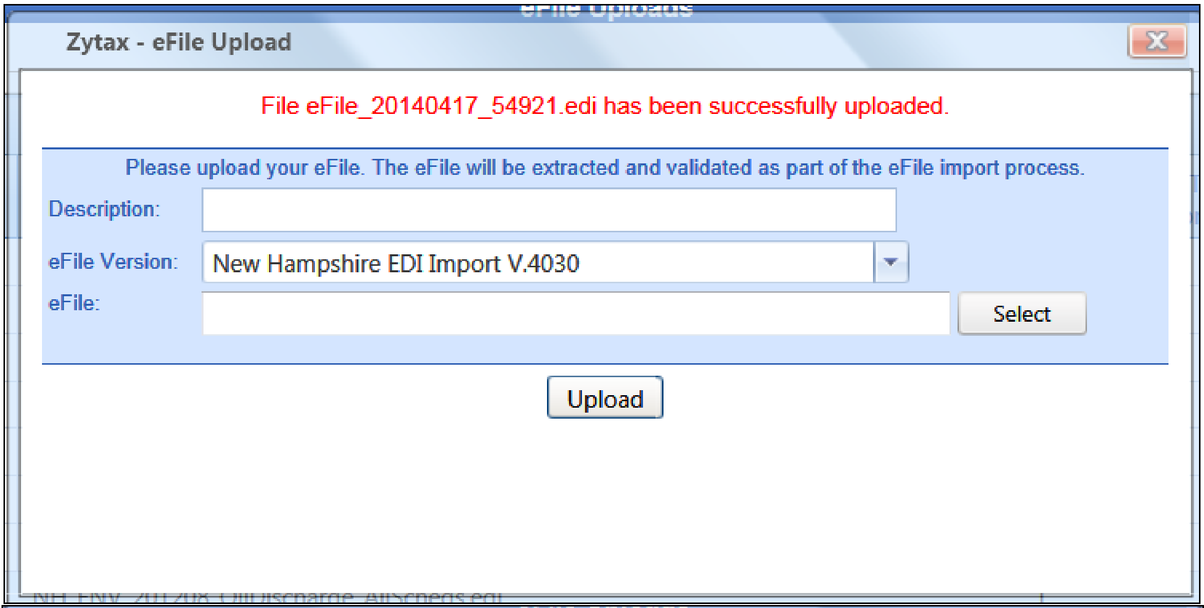
Field	Description
Description	Key in a meaningful description of the EDI file to be uploaded.
eFile Version	Select from the drop-down list the eFile version of the file to be uploaded. The supported eFile Version displayed are dependent upon the currently selected company. When logging in as Company 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.

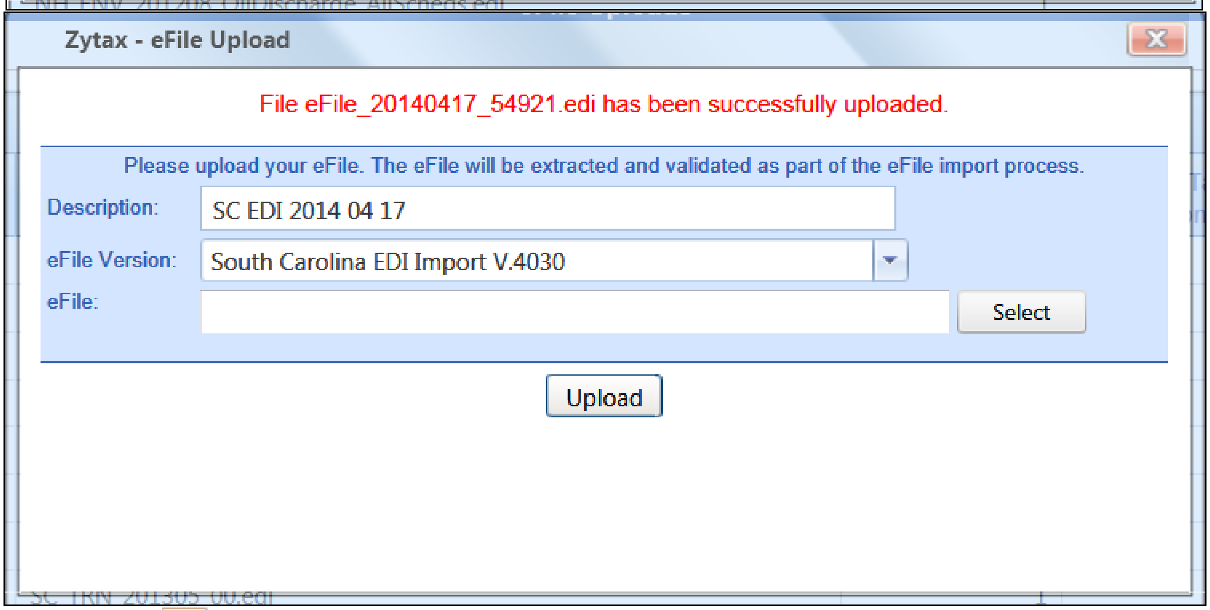
Once the required fields have been entered, select the Upload button to begin uploading the eFile.



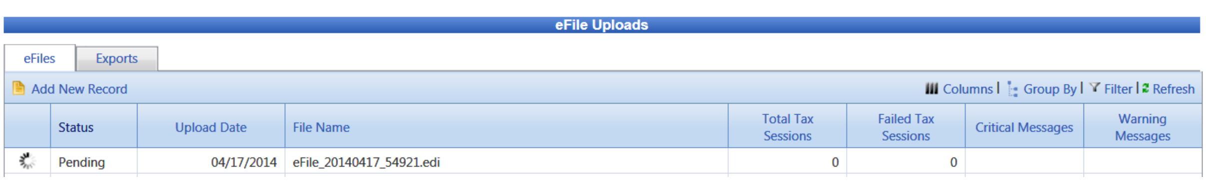


After the eFile has been uploaded, a message will be display file has been successfully uploaded.

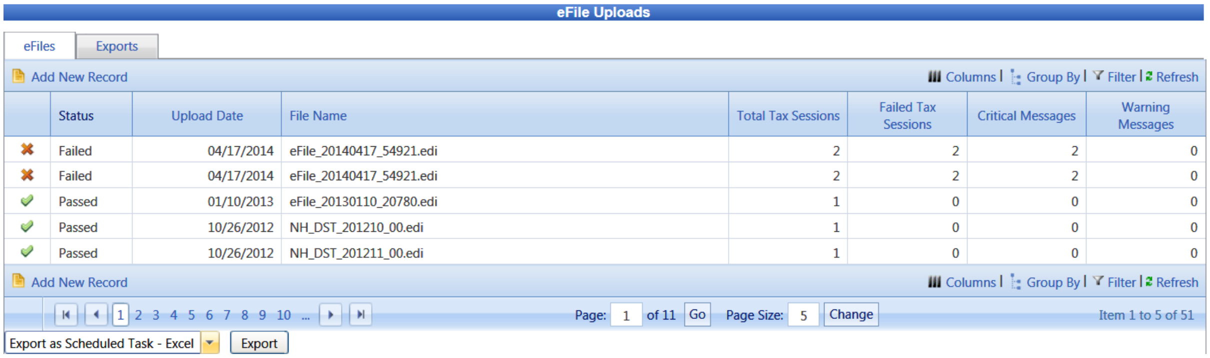




Click on the button to close the eFile Upload window. A row will appear on the eFile Uploads grid with an Extraction Status of Pending. Click on Refresh button until the Extraction Status column is no longer Pending.



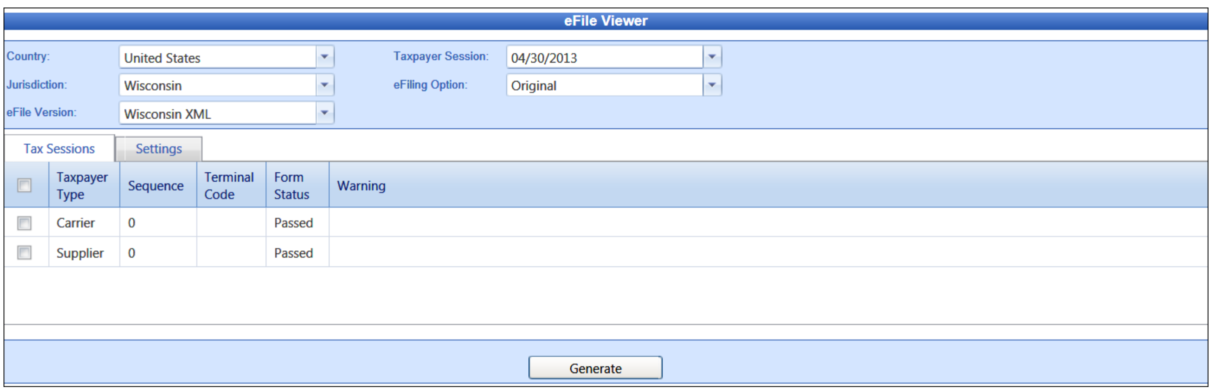
Successful extracts will show an Extraction Status of Passed. An unsuccessful extracts will show an Extraction Status of Failed.



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

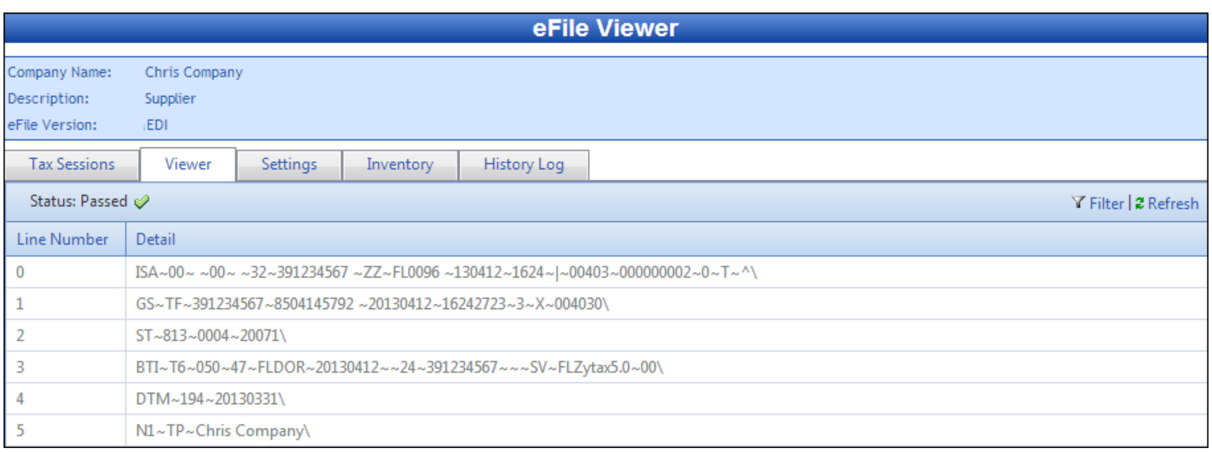
6.1.1 Tax Sessions

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.



6.1.2 Viewer

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

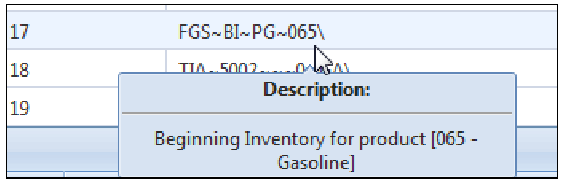


There are two eFile viewer features.

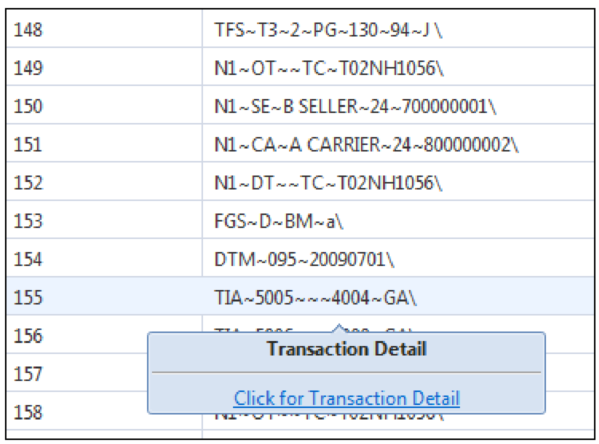
- **Context-sensitive help.**

- **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.



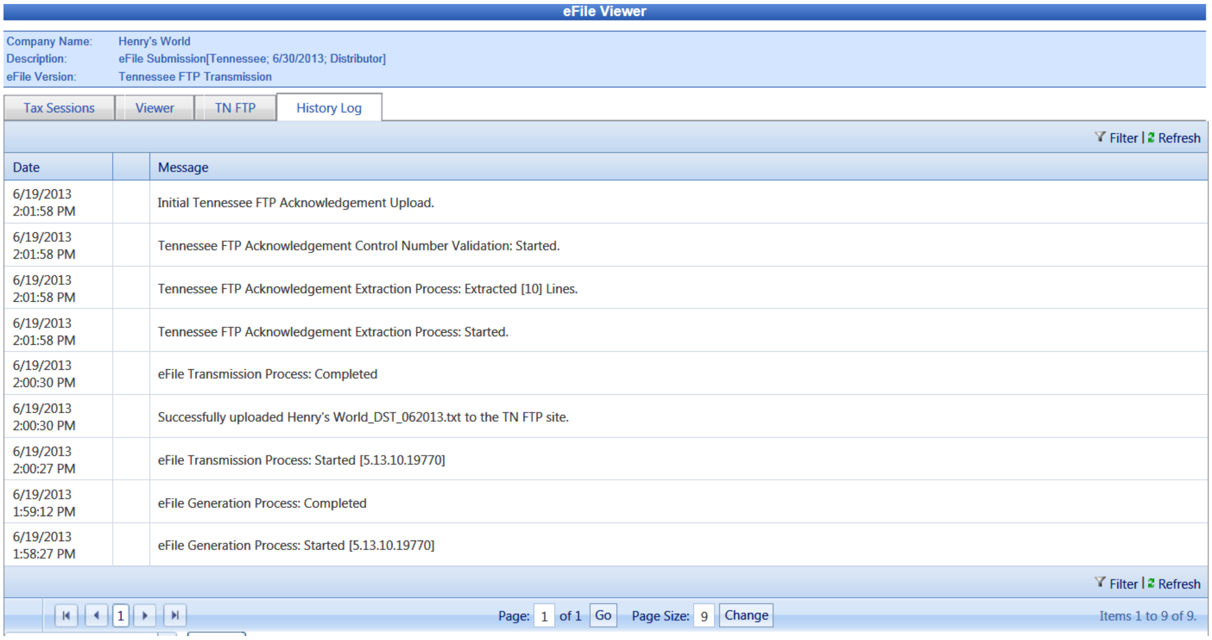
Direct Navigation – provides direct access to contact information and schedule transactions page.
Use the mouse to hover over a schedule gallons field in the viewer. A link to the transaction is available, as shown below.



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

Filter | 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]

Filter | Refresh

1 Page: 1 of 1 Go Page Size: 9 Change Items 1 to 9 of 9.

7 Maintenance

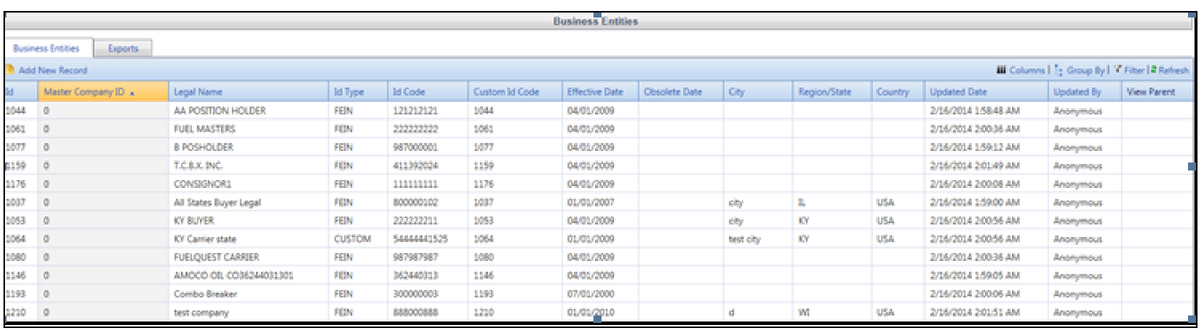
The Maintenance menu provides functionality to view and maintain master data used to configure the Zytax Application. The license held will determine what menu options are available.

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

7.1 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 — Columns | Group By | Filter | Refresh

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	
1061	0	FUEL MASTERS	FEIN	222222222	1061	04/01/2009					2/16/2014 2:00:36 AM	Anonymous	
1077	0	B POSHOLDER	FEIN	987000001	1077	04/01/2009					2/16/2014 1:59:12 AM	Anonymous	
1159	0	T.C.B.X. INC.	FEIN	411392024	1159	04/01/2009					2/16/2014 2:01:49 AM	Anonymous	
1176	0	CONSIGNOR1	FEIN	111111111	1176	04/01/2009					2/16/2014 2:00:08 AM	Anonymous	
1037	0	All States Buyer Legal	FEIN	800000102	1037	01/01/2007		city	IL	USA	2/16/2014 1:59:00 AM	Anonymous	
1053	0	KY BUYER	FEIN	222222211	1053	04/01/2009		city	KY	USA	2/16/2014 2:00:56 AM	Anonymous	
1064	0	KY Carrier state	CUSTOM	54444441525	1064	01/01/2009		test city	KY	USA	2/16/2014 2:00:56 AM	Anonymous	
1080	0	FUELQUEST CARRIER	FEIN	987987987	1080	04/01/2009					2/16/2014 2:00:36 AM	Anonymous	
1146	0	AMOCO OIL CO36244031301	FEIN	362440313	1146	04/01/2009					2/16/2014 1:59:05 AM	Anonymous	
1193	0	Combo Breaker	FEIN	300000003	1193	07/01/2000					2/16/2014 2:00:06 AM	Anonymous	
1210	0	test company	FEIN	888000888	1210	01/01/2010		d	WI	USA	2/16/2014 2:01:51 AM	Anonymous	

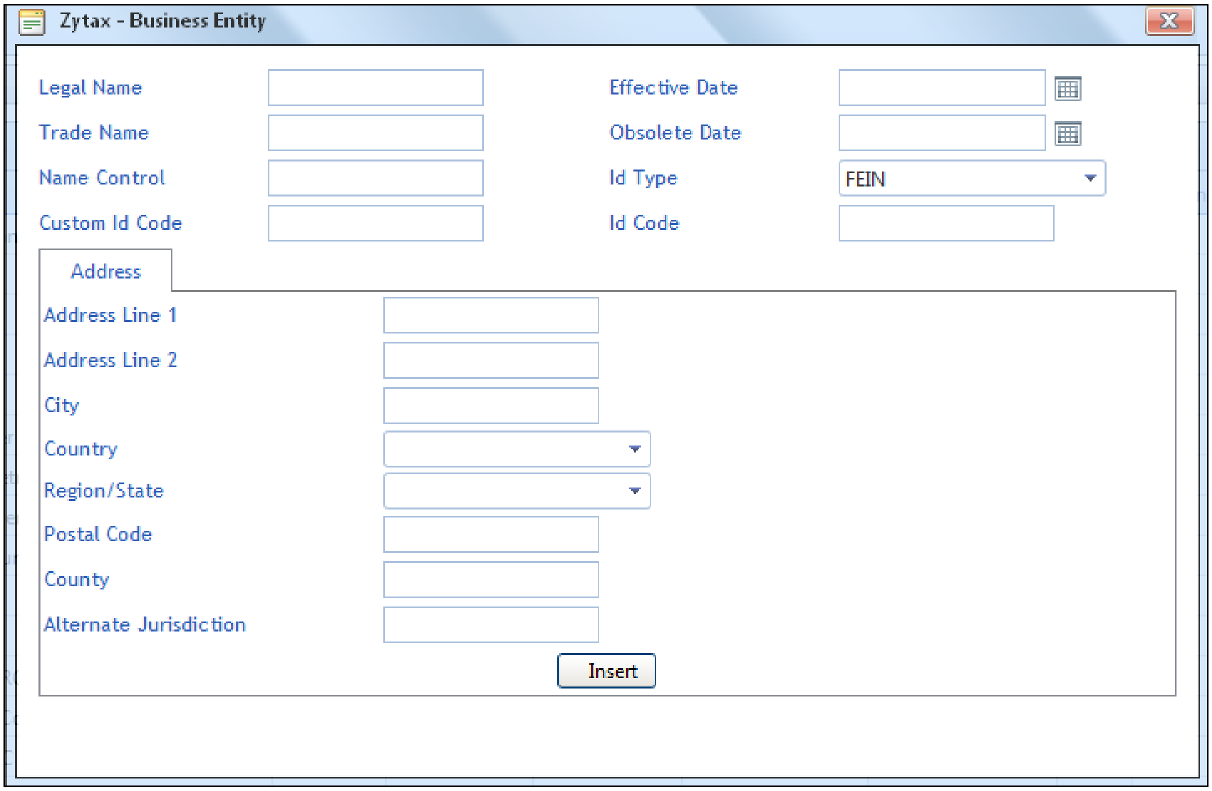
Selecting a record in the Business Entity Maintenance grid will allow for updating or deleting of the Business Entity and all associated Business Accounts. A business entities and/or business account can be ‘Unlocked’ by unfiling a tax session. However, only business entities and business accounts that 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.

7.1.1 Add New Record

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



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.

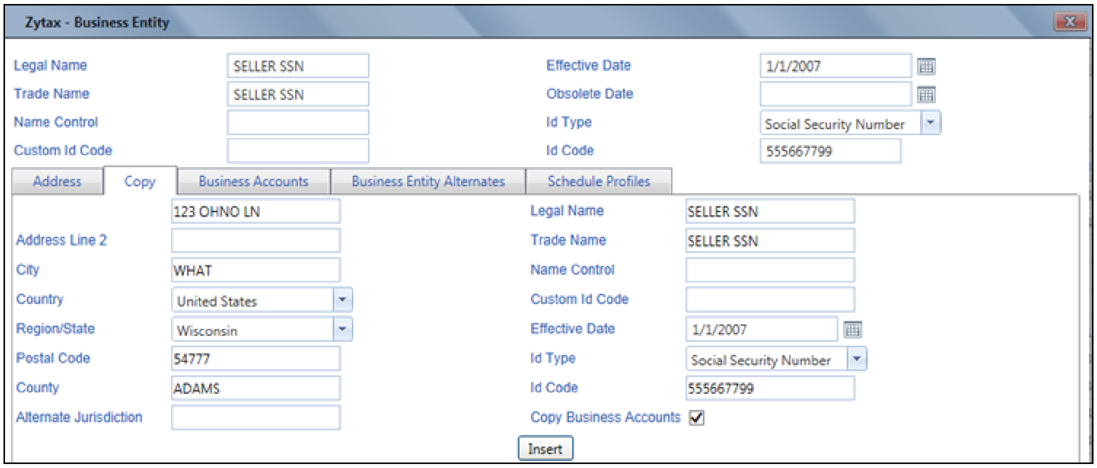
Selecting Insert will validate the entries per the above restrictions, display any error messages and, if error-free, create the requested business entity. A successful insert opens the Business Accounts tab.

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.

7.1.2 Copy tab

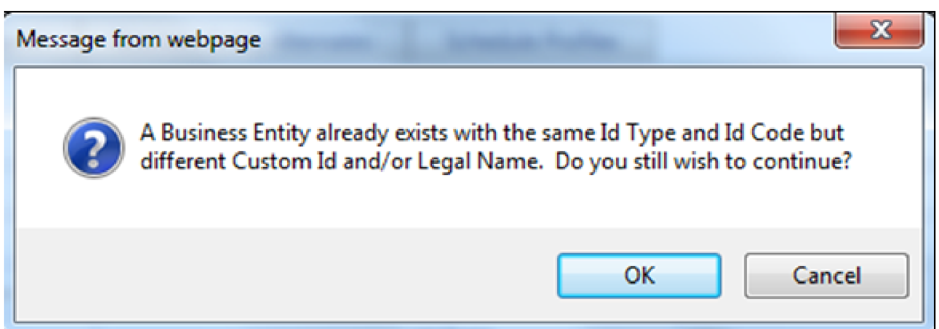
Copy is a feature to copy a business entity and all of the related business accounts. The resulting new business entity will match the source but will be unlocked and have no obsolete dates.

- Users with edit permissions for business entities will 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

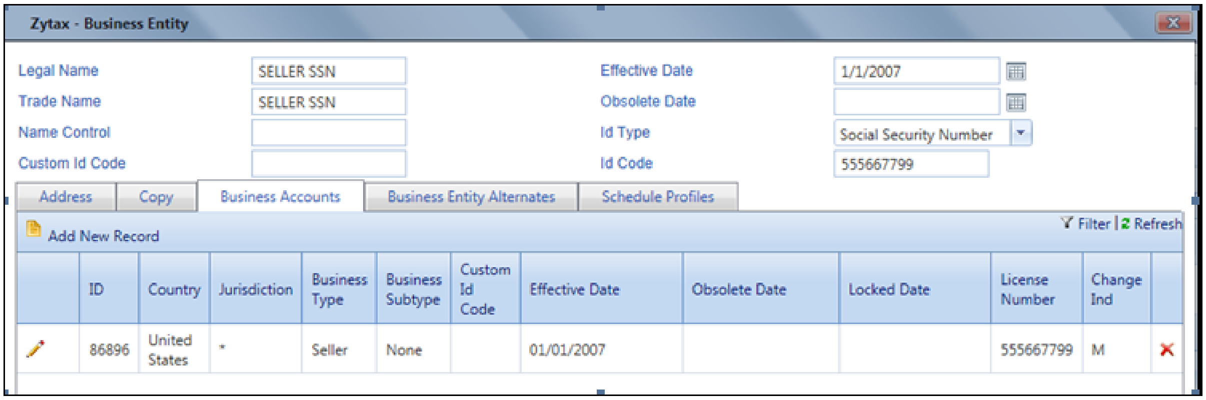


Upon executing the copy, a new Business Entity and Business Accounts will be created. All of these records will be unlocked with no obsolete date. All Business Entity and Business Accounts records will have the same effective date as the Business Entity

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.

7.1.3 Business Accounts tab

Business Accounts further defines a Business Entity as shown below.



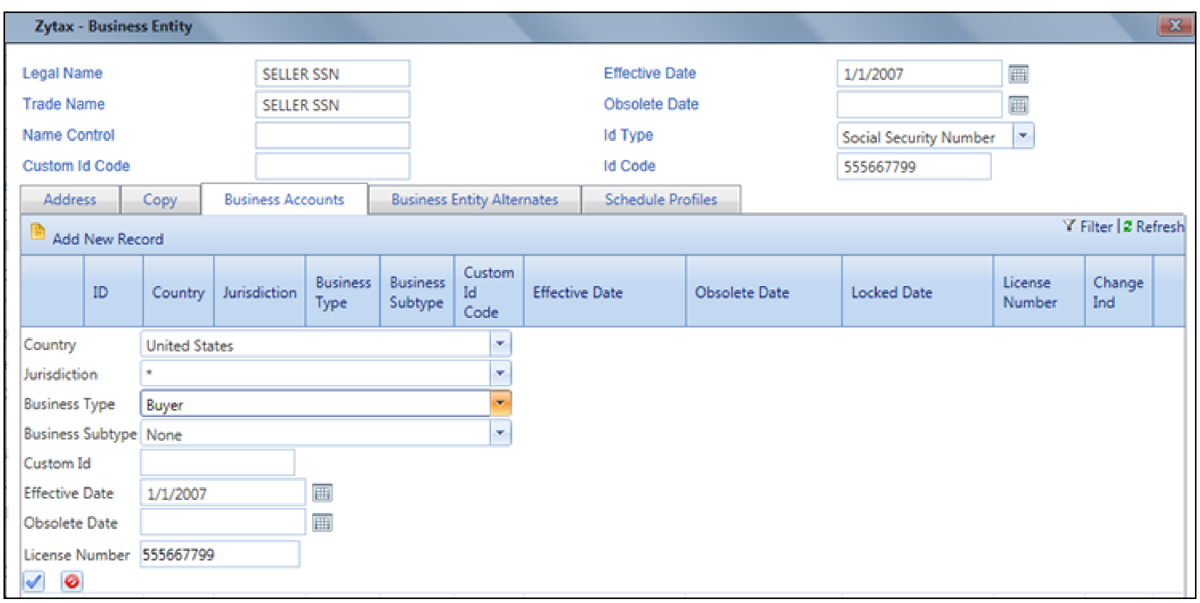
Business accounts indicate whether a business entity is a buyer, seller, carrier, consignor, and / or position holder and provides for jurisdiction-specific license numbers. Because most jurisdictions require the FEIN, Zytax provides a designation for global or default usage of a license number to minimize 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.

7.1.3.1 Business Accounts – Add New Record

The Add New Record 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.

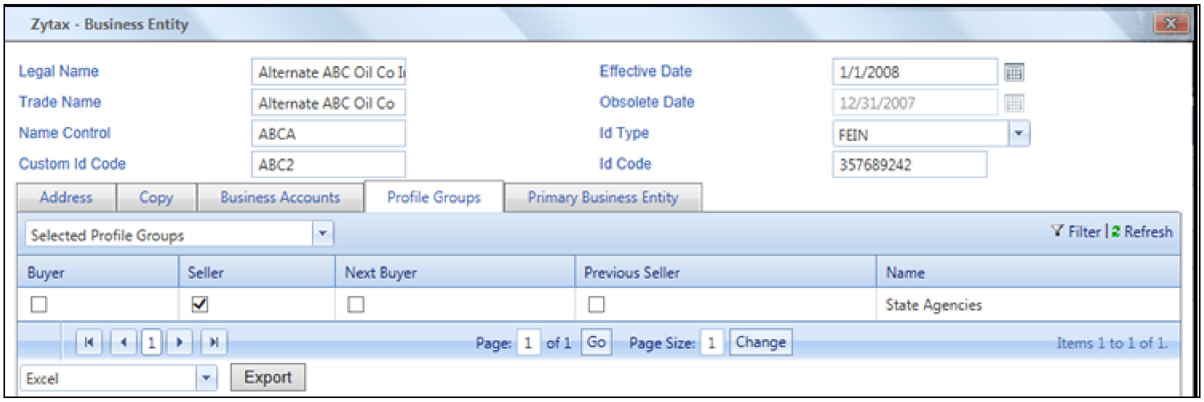
Field	Description
Country	Country associated with jurisdiction that oversees business account (required)
Jurisdiction	Jurisdiction that oversees business account (required) An asterisk * denotes a default jurisdiction; if a state-specific entry is not provided, the default will be used. An entry with * 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.

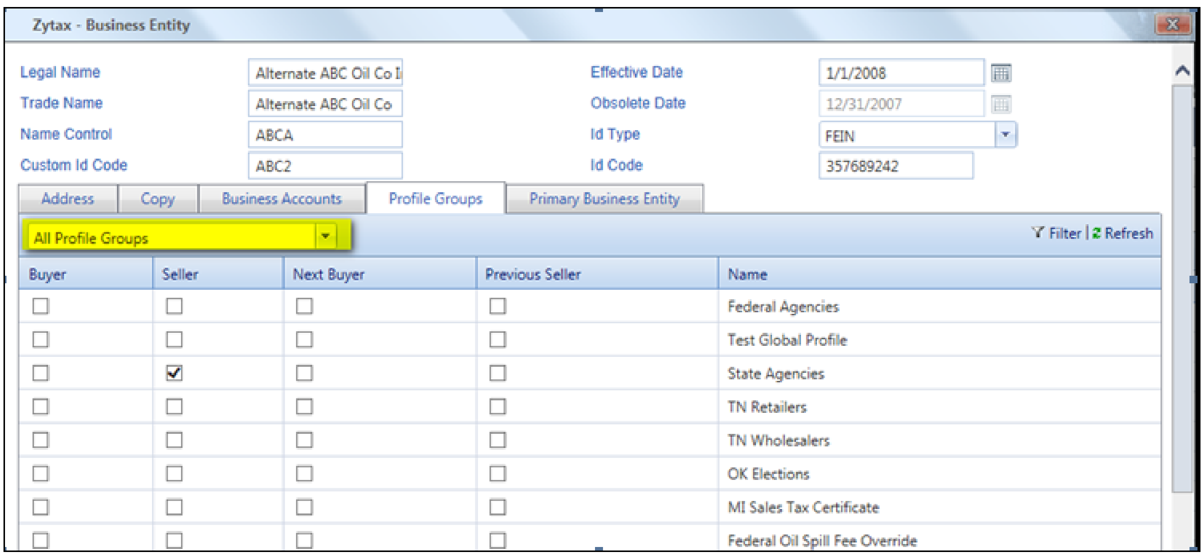
Security
Access to the Add New Record functionality on the Business Accounts tab is controlled by the Maintenance Business Entities authorization element. An access level of 'Edit' is required.

7.1.4 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.



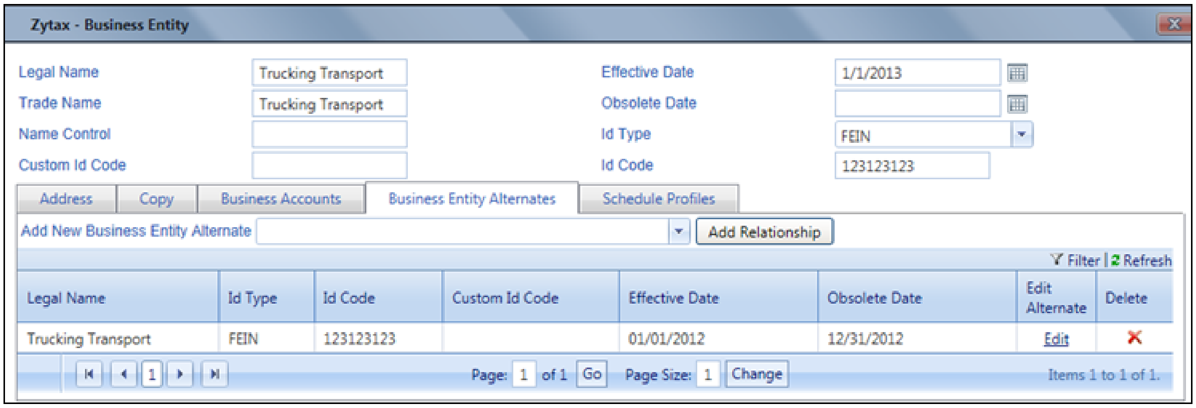
To link the Business Entity to Profile Group, click the drop-down box and select the 'Show all Profile Groups'. Only Profile Groups with type of ENTITY will display. Then can select 'Buyer', 'Seller', 'Next Buyer' or 'Previous Seller' for the Profile Group being added.



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

7.1.5 Business Entity Alternate

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



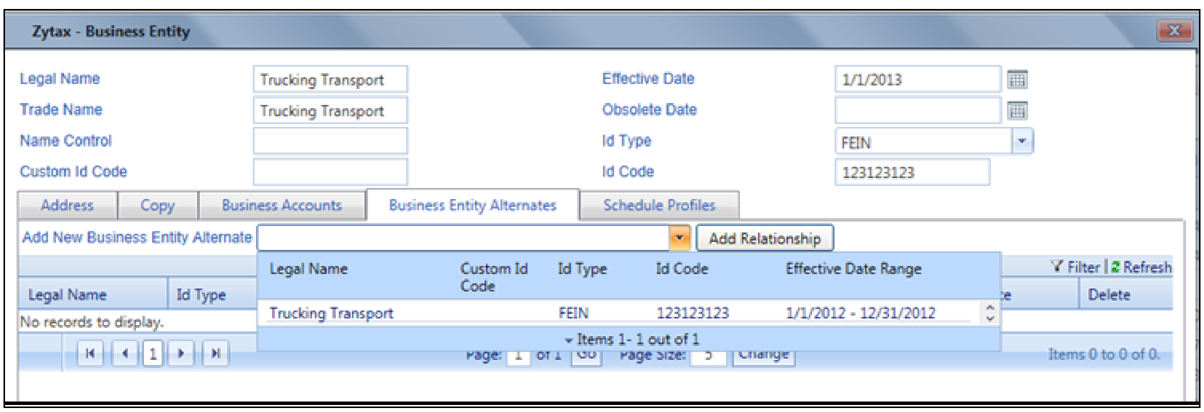
Any obsolete business entities can be set as a business entity alternate on the Business Entity Alternates tab.

Security

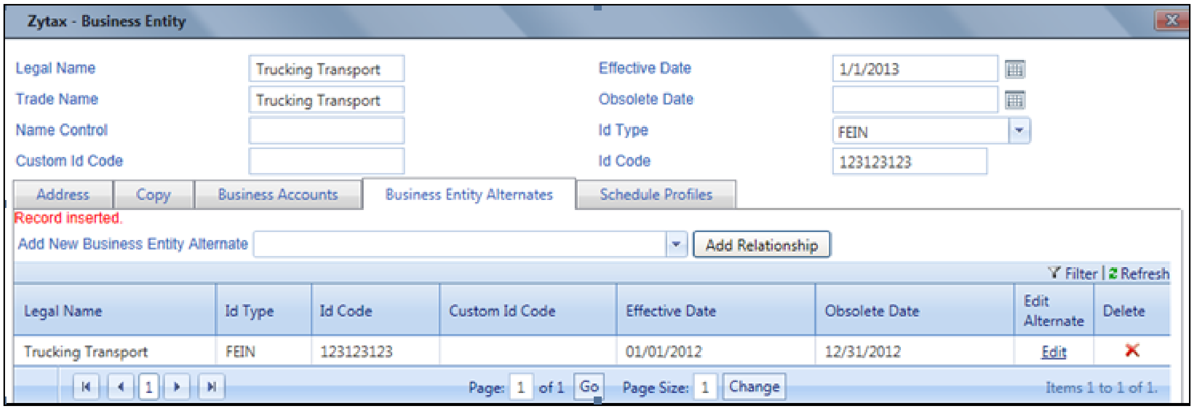
Access to the Business Entity Alternates tab is controlled by the Maintenance Business Entities authorization element. Access levels of 'None', 'View' and 'Edit' apply.

7.1.5.1 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.



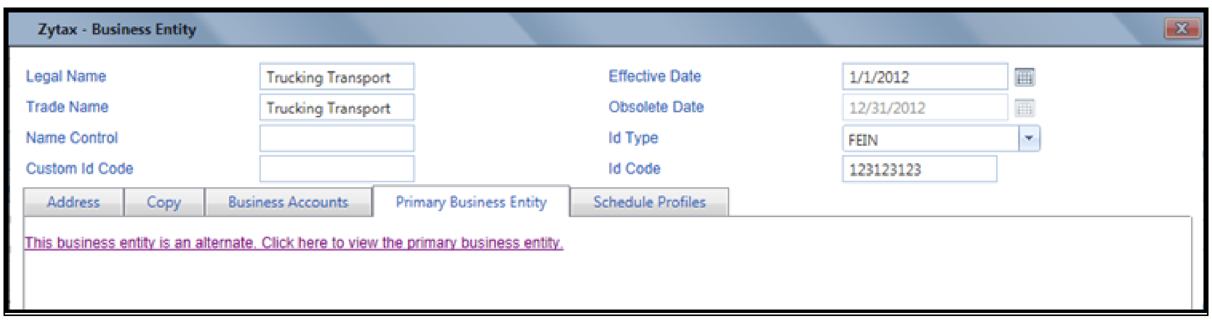
Selecting an entity from the dropdown and click the 'Add Relationship' button, the following screen will be displayed.



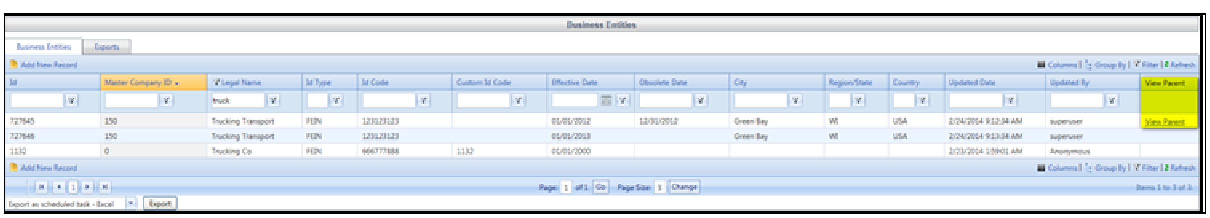
The alternate can be deleted by clicking on red 'X' in Delete column. To edit the alternate, click on 'Edit' and will be brought to the alternate business entity record.

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:



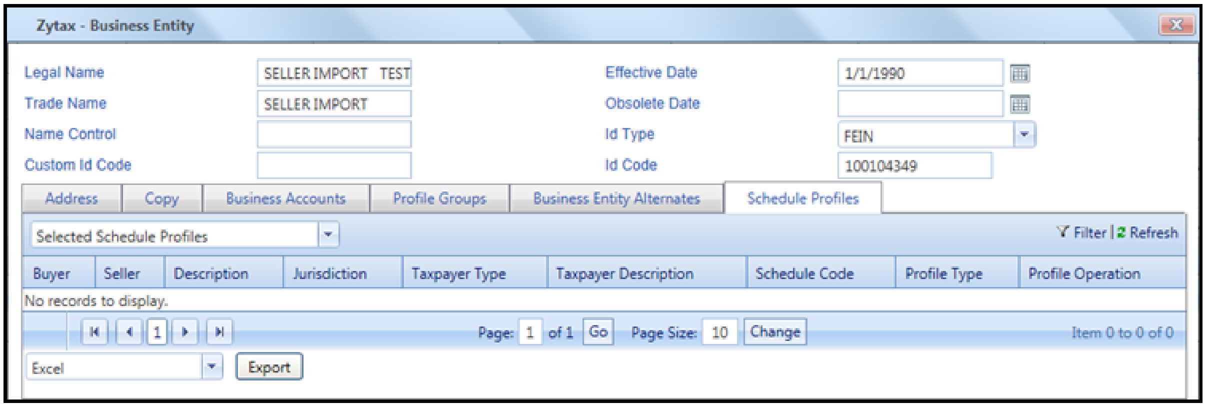
When viewing the alternate business entities in the main grid, the 'View Parent' column will be populated with a link to go directly to the main business entity.



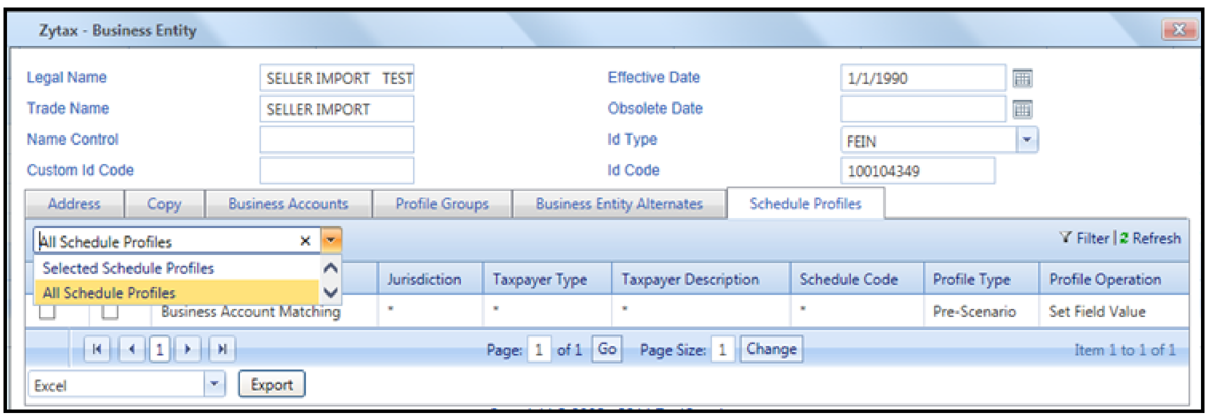
Security
Access to the Add Relationship functionality on the Business Entity Alternates tab is controlled by the Maintenance Business Entities authorization element. An access level of 'Edit' is required.

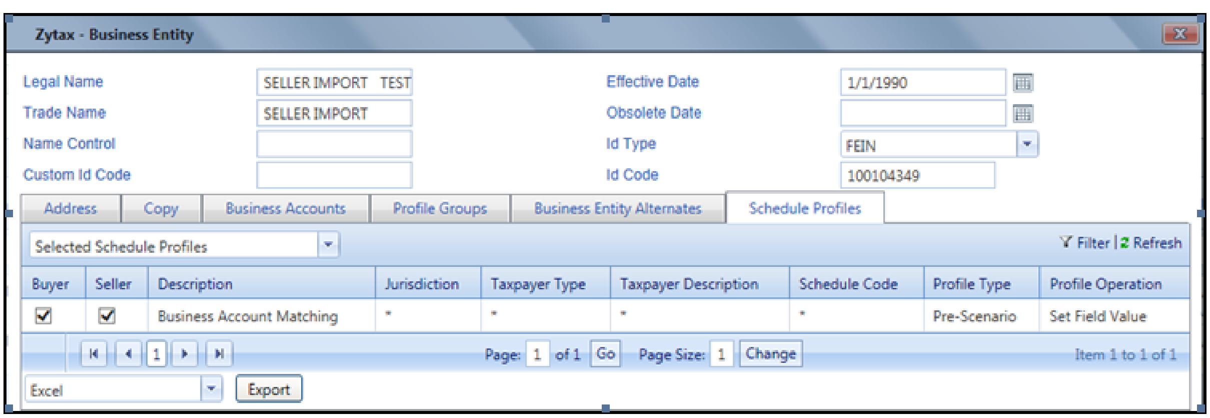
7.1.6 Schedule Profiles tab

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.



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.





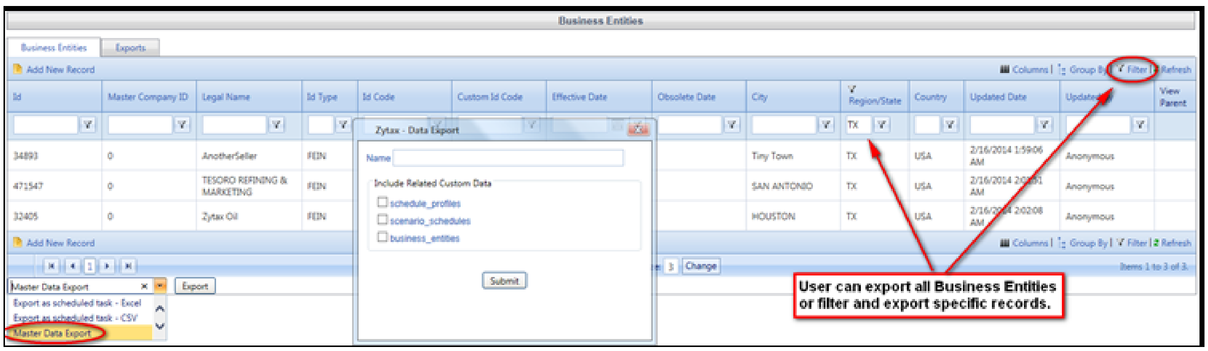
Security:
Access to the Add Relationship functionality on the Schedule Profiles tab is controlled by the Maintenance Business Entities authorization element. An access level of ‘Edit’ is required.

7.1.7 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.

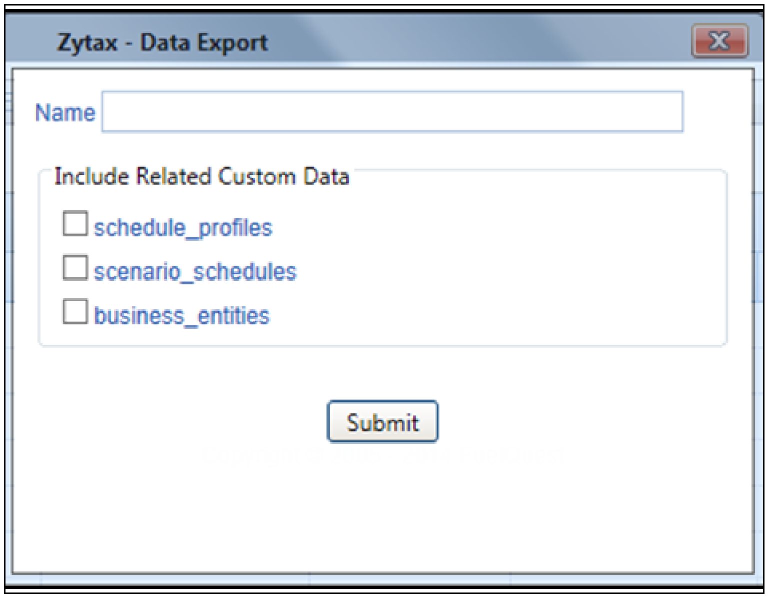
The Master Data Export option is available to both Compliance and Determination licensed customers and by default will be given to users with the ZMS_ADMIN role. The Master Data Export option on Business Entities is visible for users with Edit access to Master Data Export screen.

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.

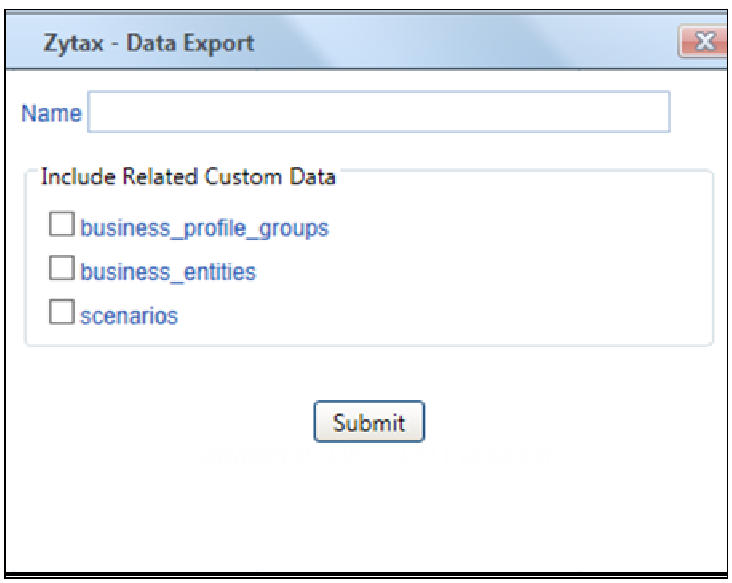


Once the file is named and custom data is selected, click on Submit button and the file has been created and is an available file to export in the Master Data Export. To complete the export process go to Master Data Export for further explanation.

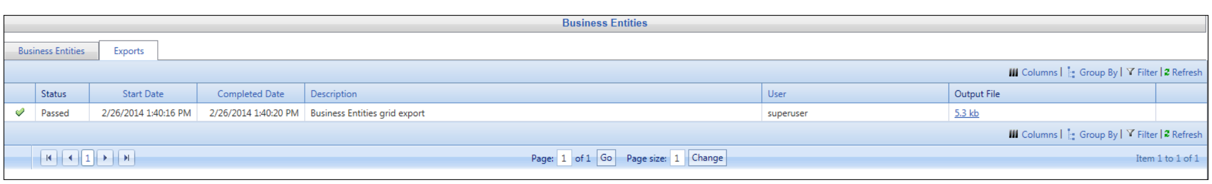
Compliance licensed customers will have the option to export business entities, scenario schedules and/or schedule profiles that are associated with the business entities being exported as shown below.



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.



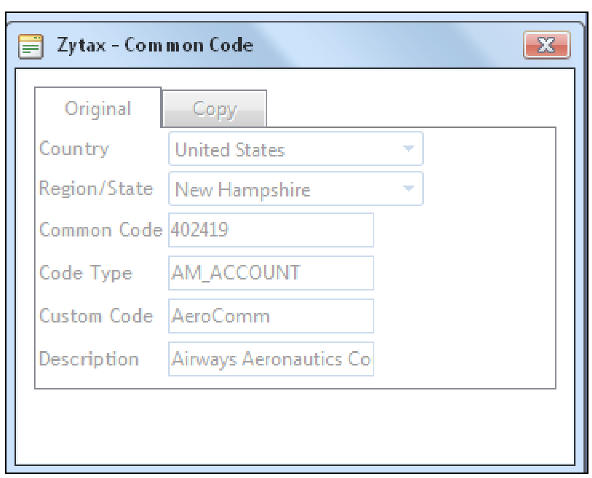
7.2 Common Codes

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
	NH					
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.

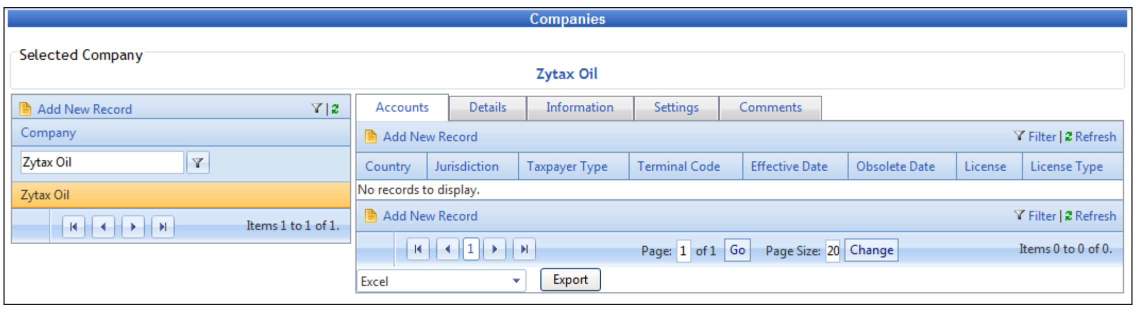
Field	Description
Country Code	Country associated with region/state
Region/State	Region state that is associated with common code

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.

7.3 Companies

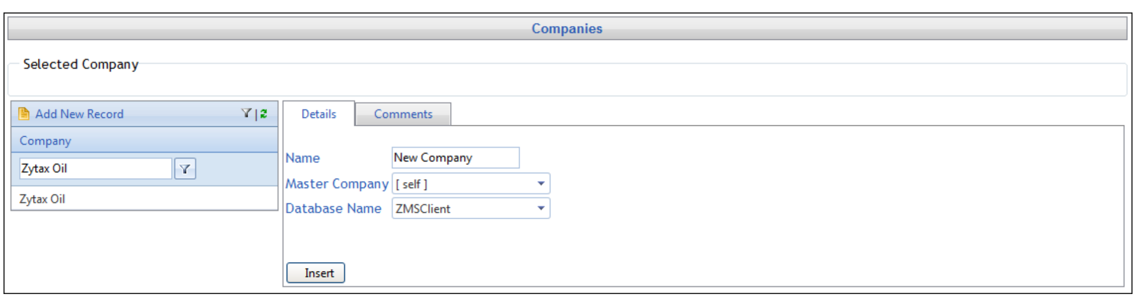
The company maintenance screen provides the ability to create and edit company information. The Companies screen is shown below. Not all tabs may be displayed depending upon the role of the user accessing the screen.



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

7.3.1 Add New Record

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



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.

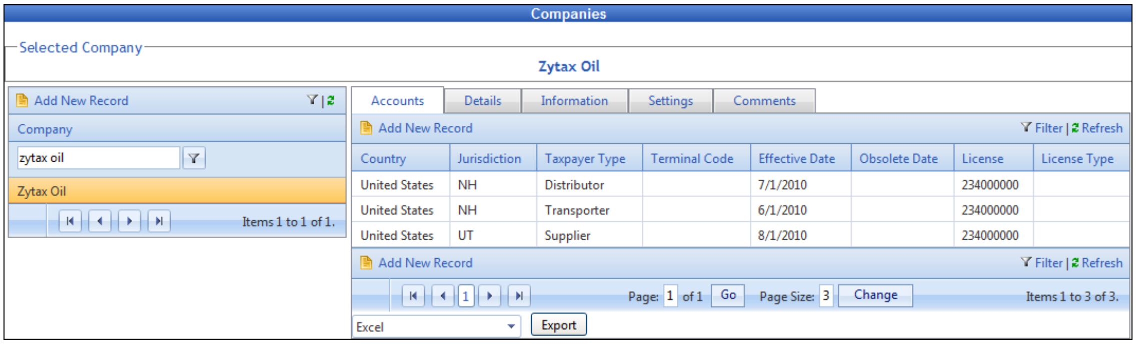
For a non-government instance the license key will not allow additional companies to be created. Since the current license key will not have the volume license option, additional companies cannot be created.

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.

7.3.2 Accounts tab

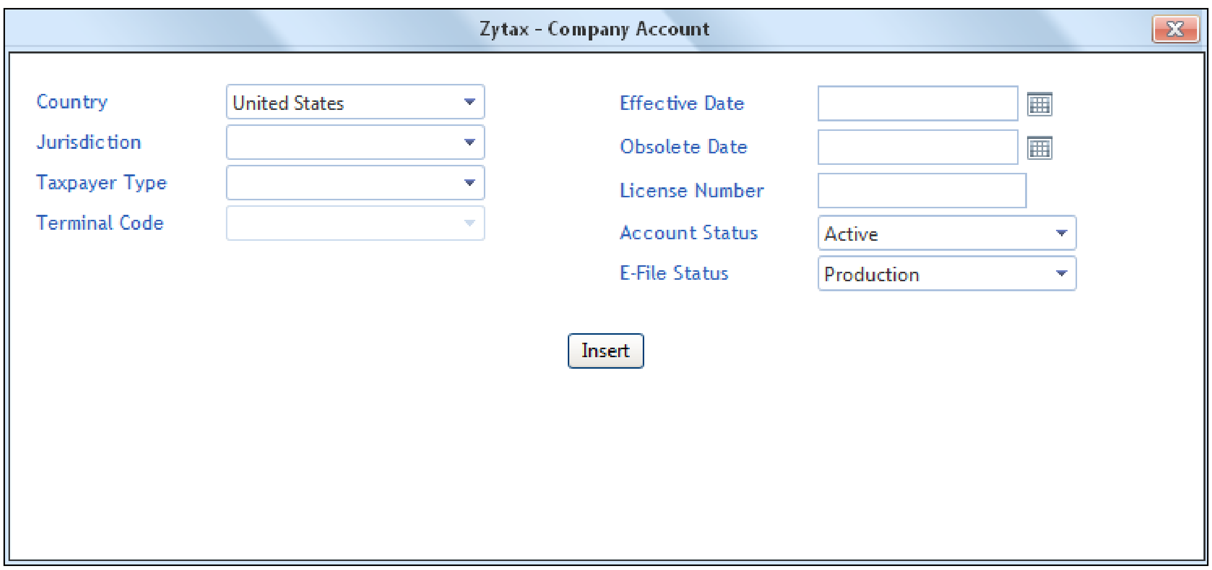
The Accounts tab on the Companies maintenance screen allows taxpayer types to be configured for the selected company. The Accounts tab is shown below.



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 Add New Record icon will allow a new company account to be entered on the screen below.



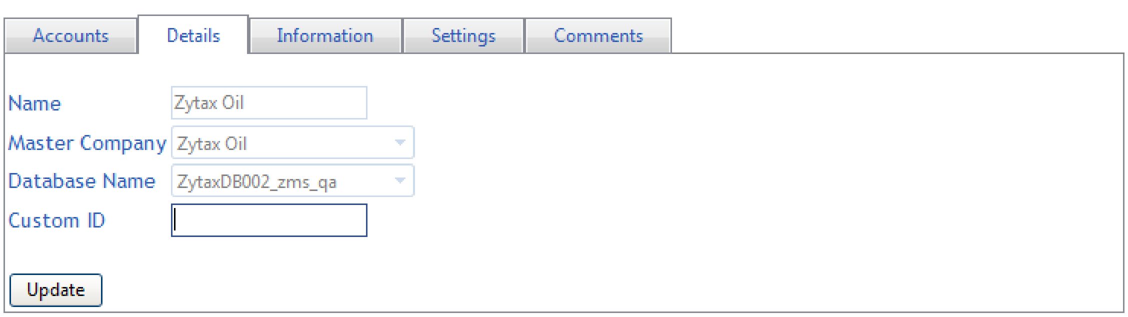
When creating a company account record, the following restrictions apply to each field:

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.

7.3.3 Details tab

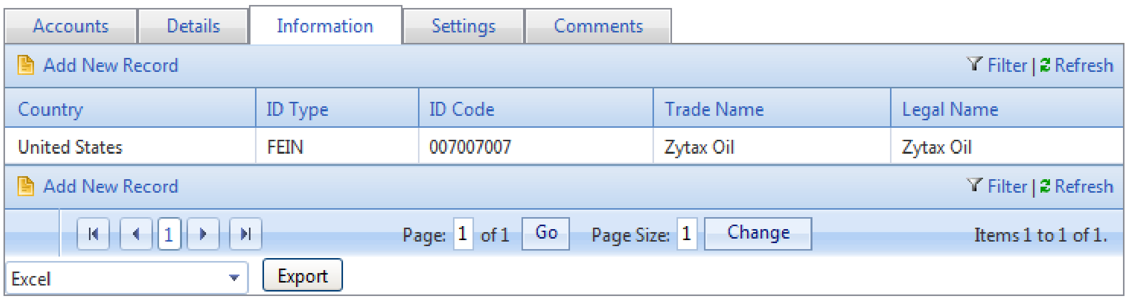
Companies Details shows high-level set-up information for a company as shown below.



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

7.3.4 Information tab

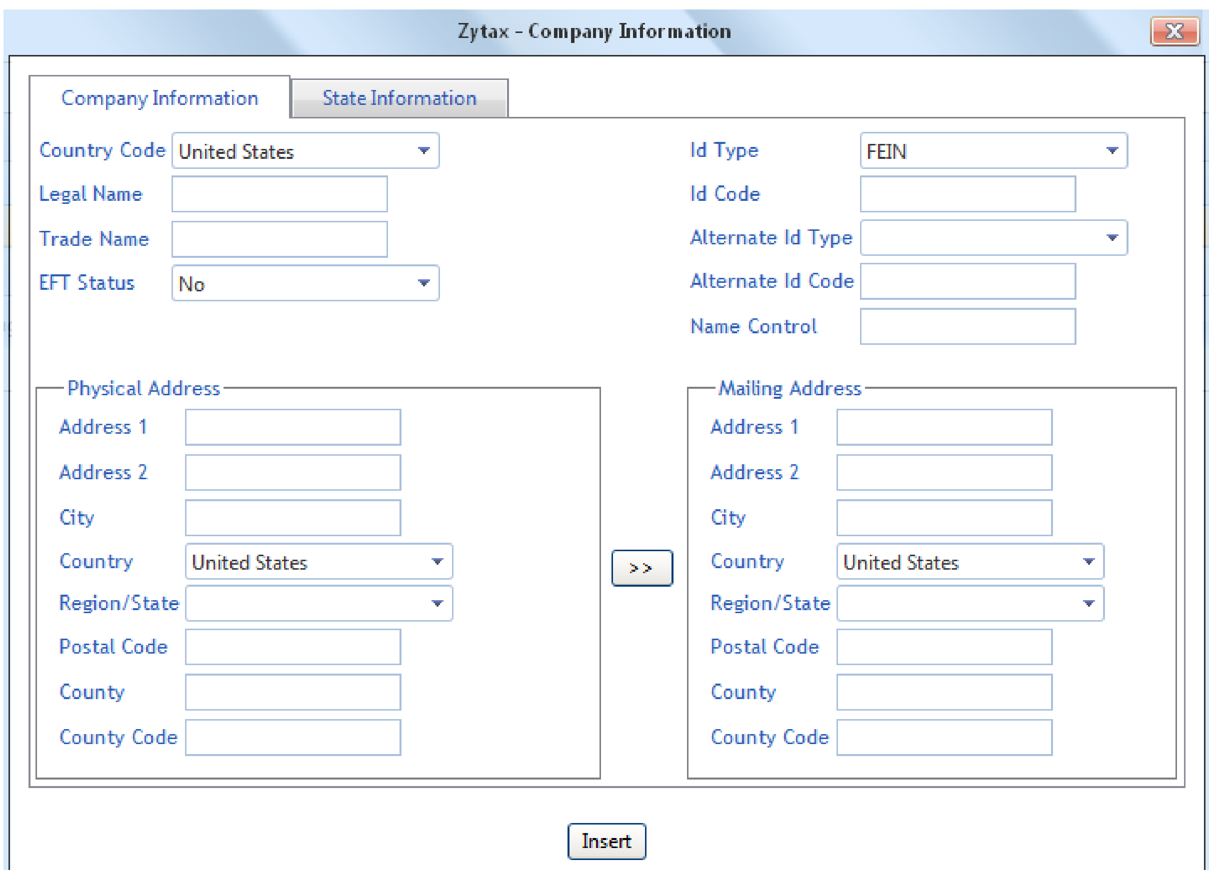
Companies Information provides maintenance of general company information, normally information for corporate headquarters as shown below.



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

7.3.4.1 Add New Record

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



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

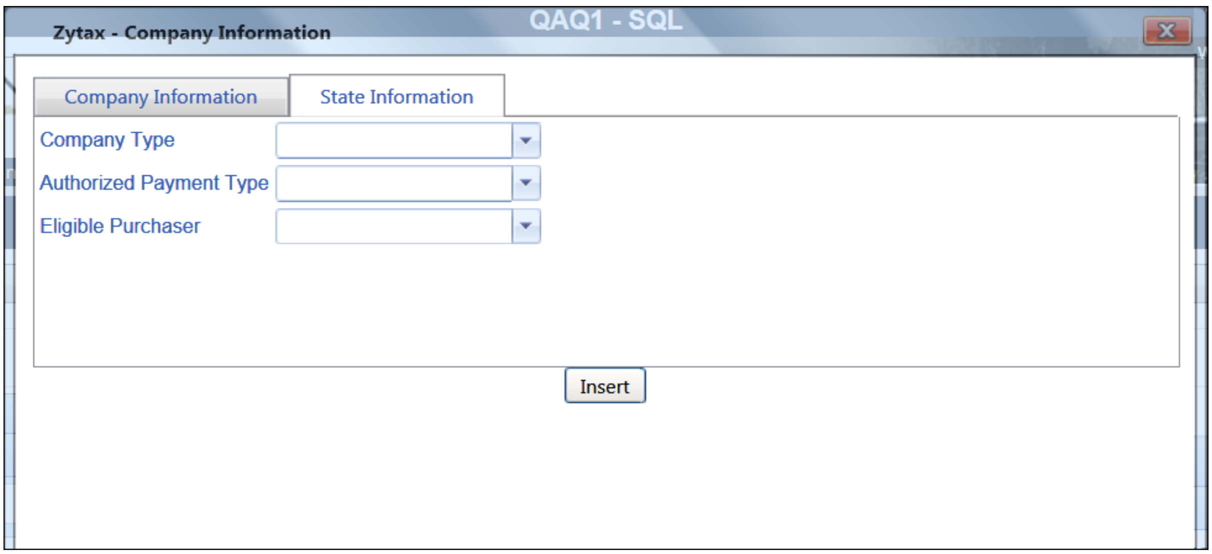
Field	Description
Country	Country corresponding to account that is being created. The possible values are limited by the license key of the current company. (required)
Legal Name	Company's Legal Name (required)
Trade Name	Company's Trade Name (optional)
EFT Status	For government applications, indicates 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	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.

7.3.4.2 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.



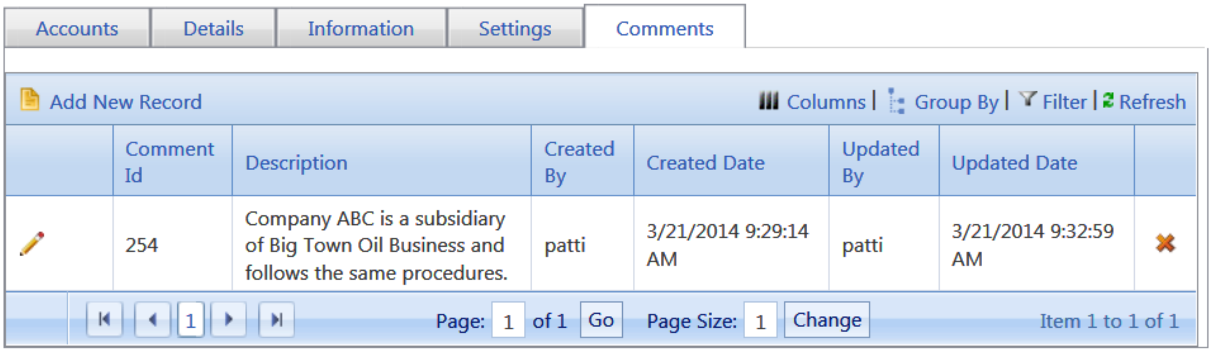
When adding state information, the following restrictions apply to each field:

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.

7.3.5 Comments tab

The Comments tab allows entering and viewing comments about the company. An example is shown below.



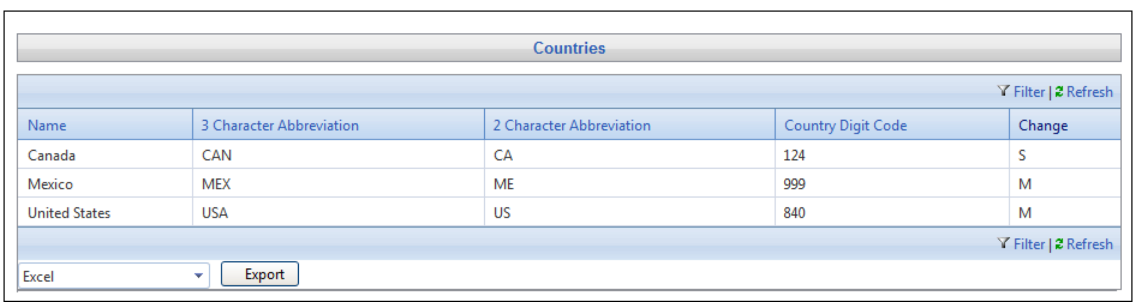
To add a comment select the Add New Record icon and a comment box is provided to enter comments. When completed select the icon to keep the comment or select the icon to delete the comment. When saved the entire comment is displayed as a line entry in the grid. To edit the comment select the icon and to remove the comment select the icon.

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.

7.4 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.

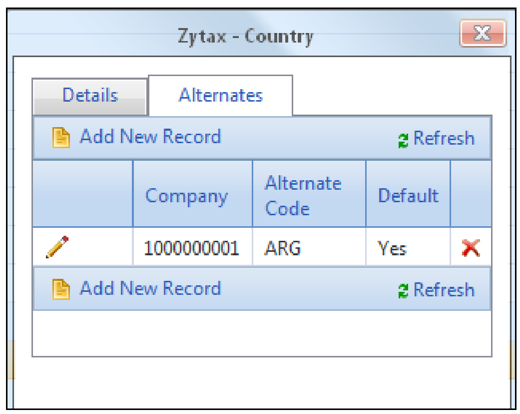
The Countries screen is shown below.



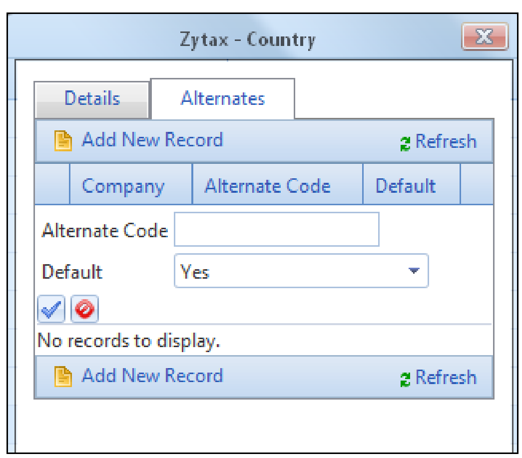
Select a country from the grid to view the Country Detail record which is shown below.

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.



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.

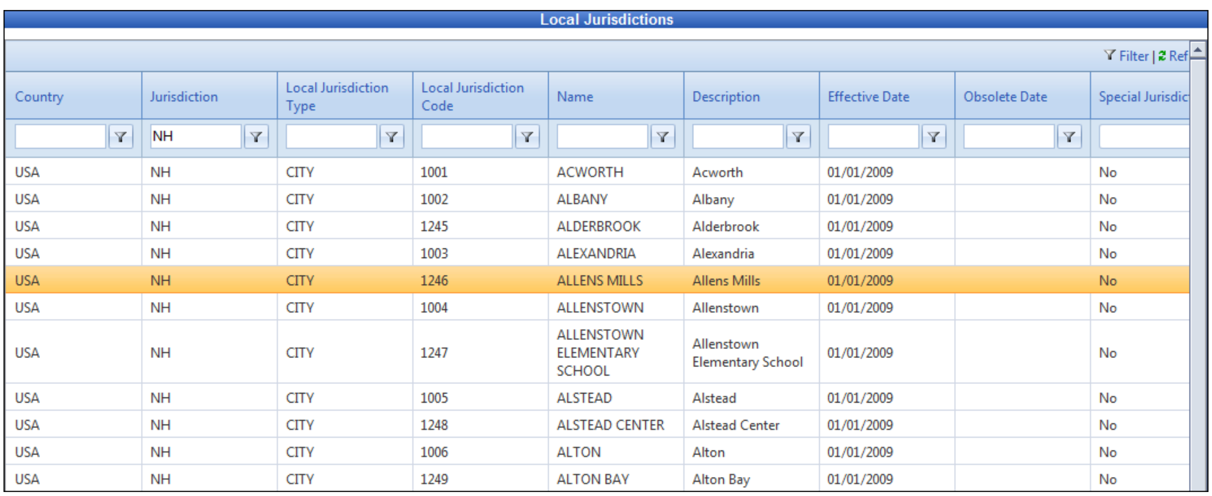
Field	Description
Name	Country name
3 Character Abbreviation	ISO Standard three character country abbreviation
2 Character Abbreviation	ISO Standard two character country abbreviation
Country Digit Code	ISO Standard country digit code
Alternate Code	Alternate Code
Default	Yes or No

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.

7.5 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.

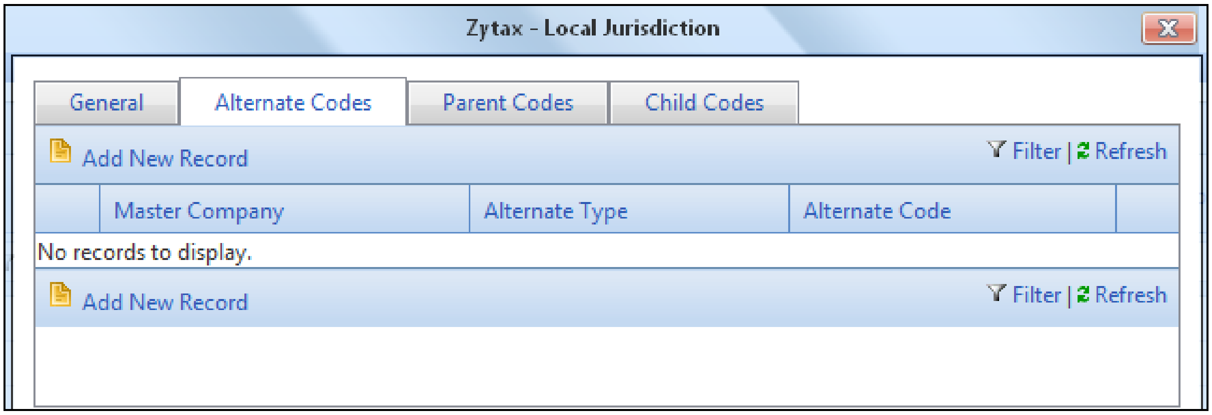
The Local Jurisdictions Maintenance grid is shown below.


Local Jurisdictions

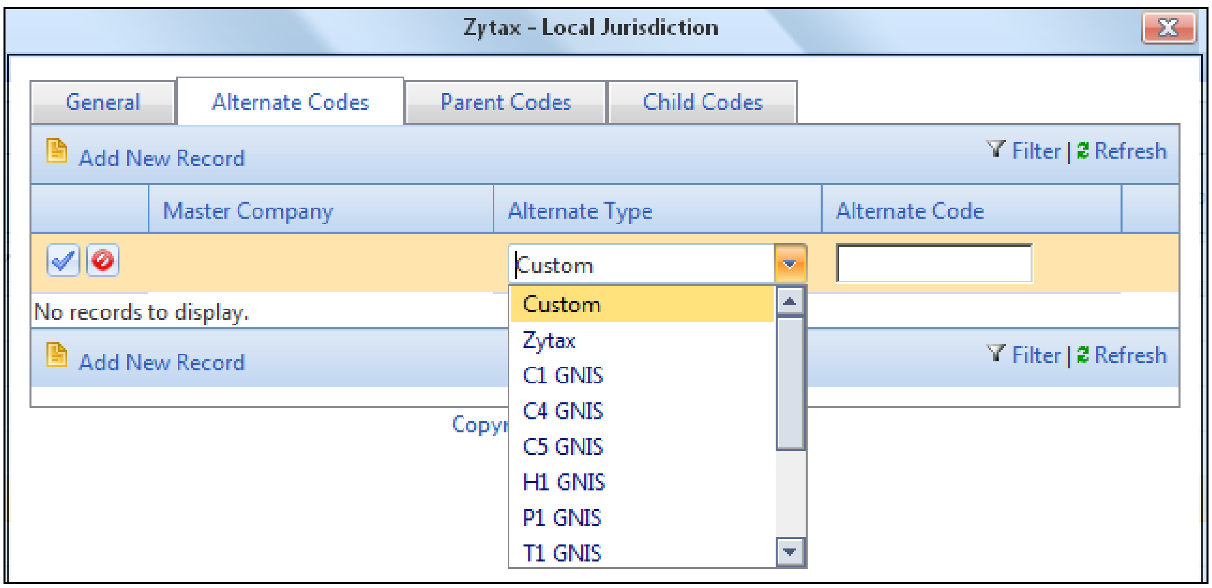
Filter | Ref

Country	Jurisdiction	Local Jurisdiction Type	Local Jurisdiction Code	Name	Description	Effective Date	Obsolete Date	Special Jurisdic
	NH							
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.



The Add New Record 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.

7.6 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.

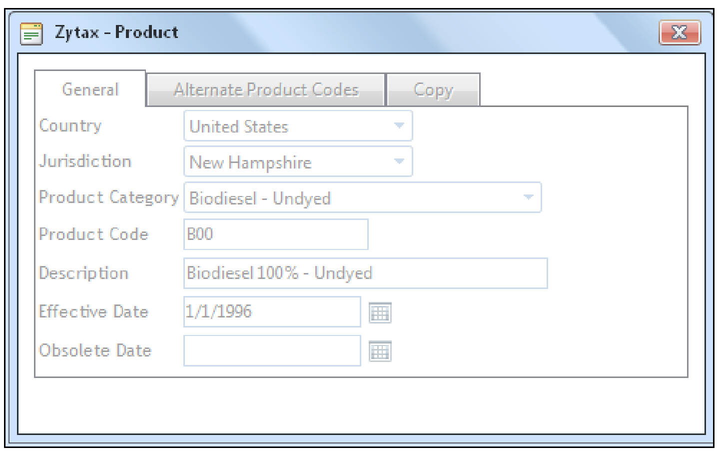
The Products table is used to define fuel product codes. Configuration entries have been provided by Zytax.

Products

Add New Record — Filter | 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

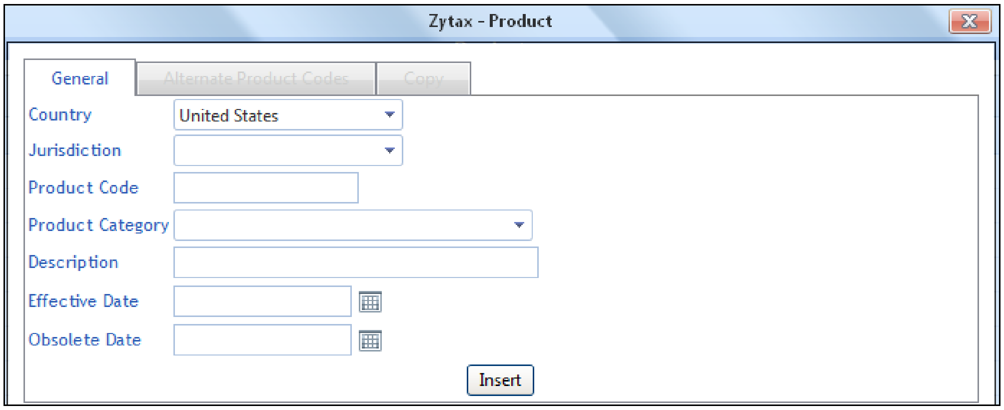
The product view record screen is shown below. Note the tabs for Alternate Product Codes and Copy are not used by New Hampshire.



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.

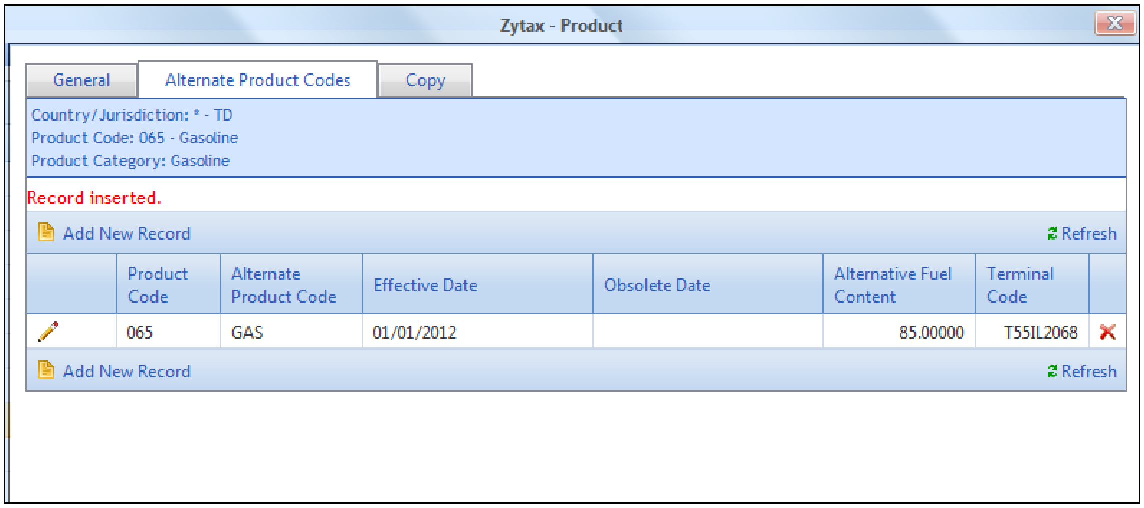
The Add New Record icon is used to create a new product and will display the following screen.



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.



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.

7.7 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

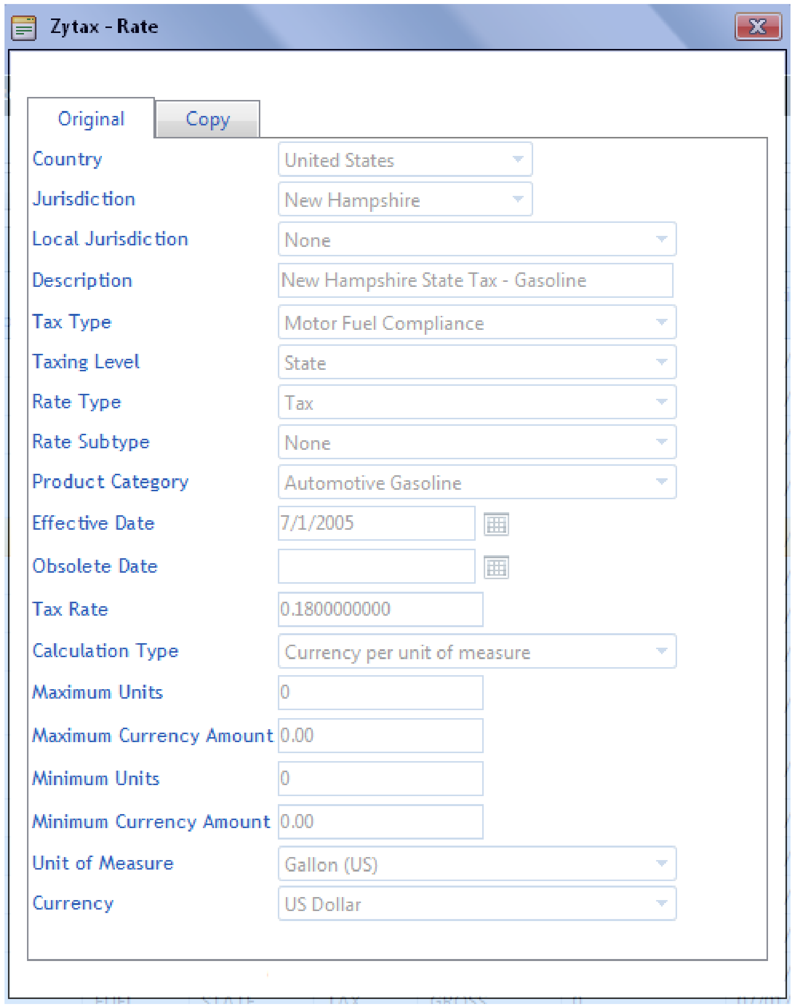
Filter | Refresh

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.

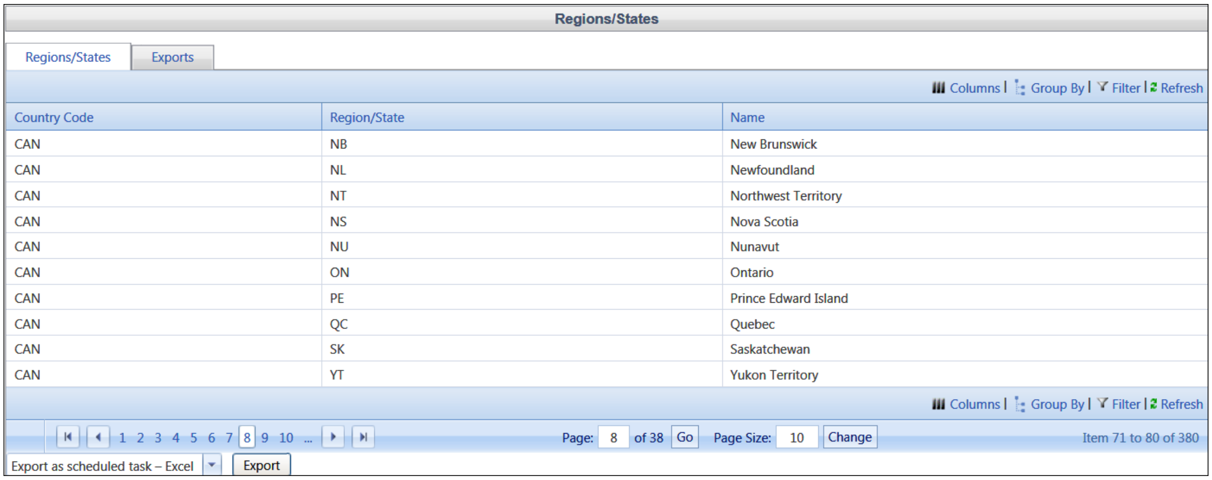
The rates view record screen is shown below.



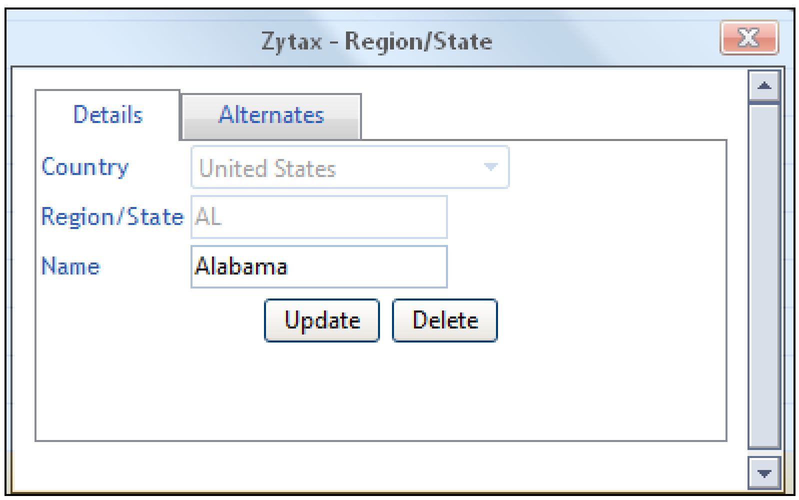
7.8 Regions/States

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.

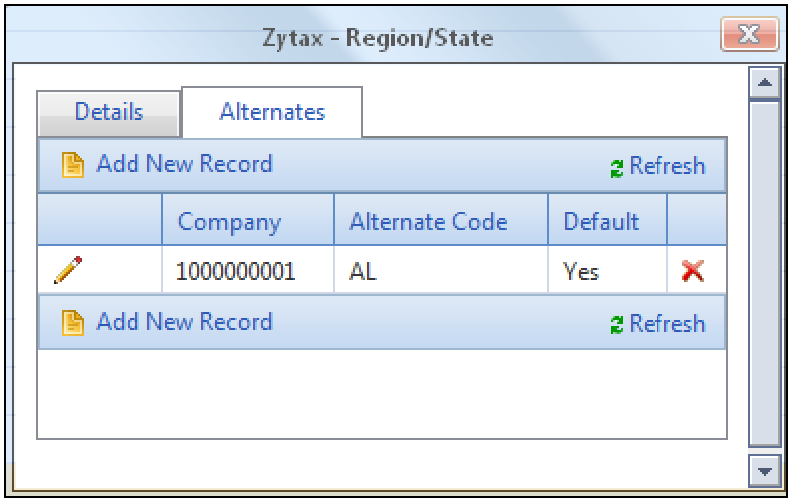


Clicking on a region/state from the grid will display the regions/states view record screen as shown below.

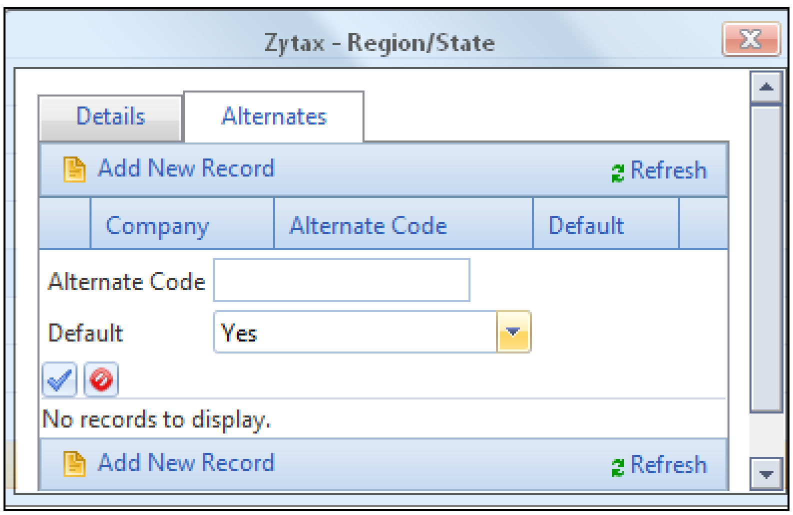


Clicking on the Alternates tab will display the alternates created for that specific regions/states as shown below.

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.

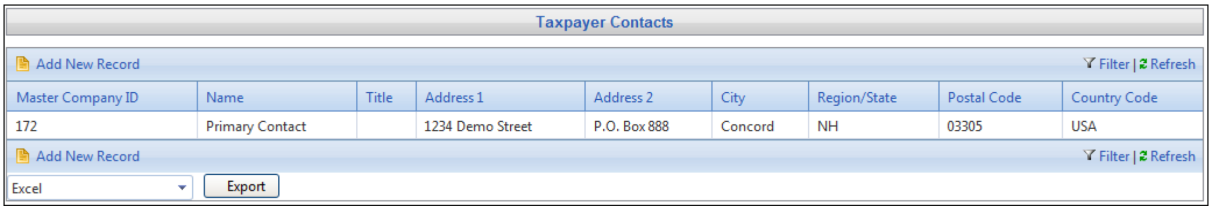
Field	Description
Country Code	ISO standard Country code
Region/State	ISO standard Region/State abbreviation
Name	Region/State Name
Alternate Code	Alternate Code
Default	Yes or No

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.

7.9 Taxpayer Contacts

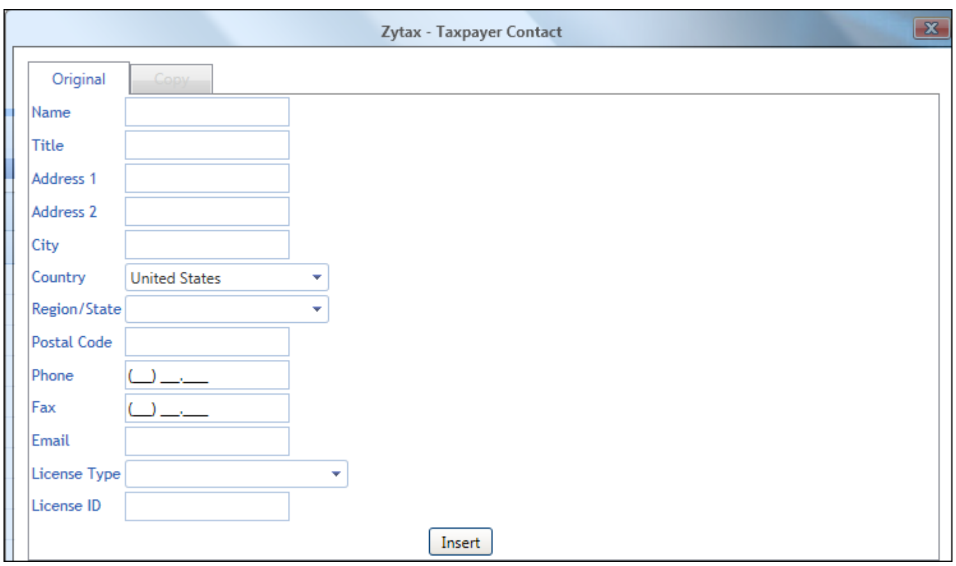
The Taxpayer Contacts table is used to store filer contact information and is shown below.



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.

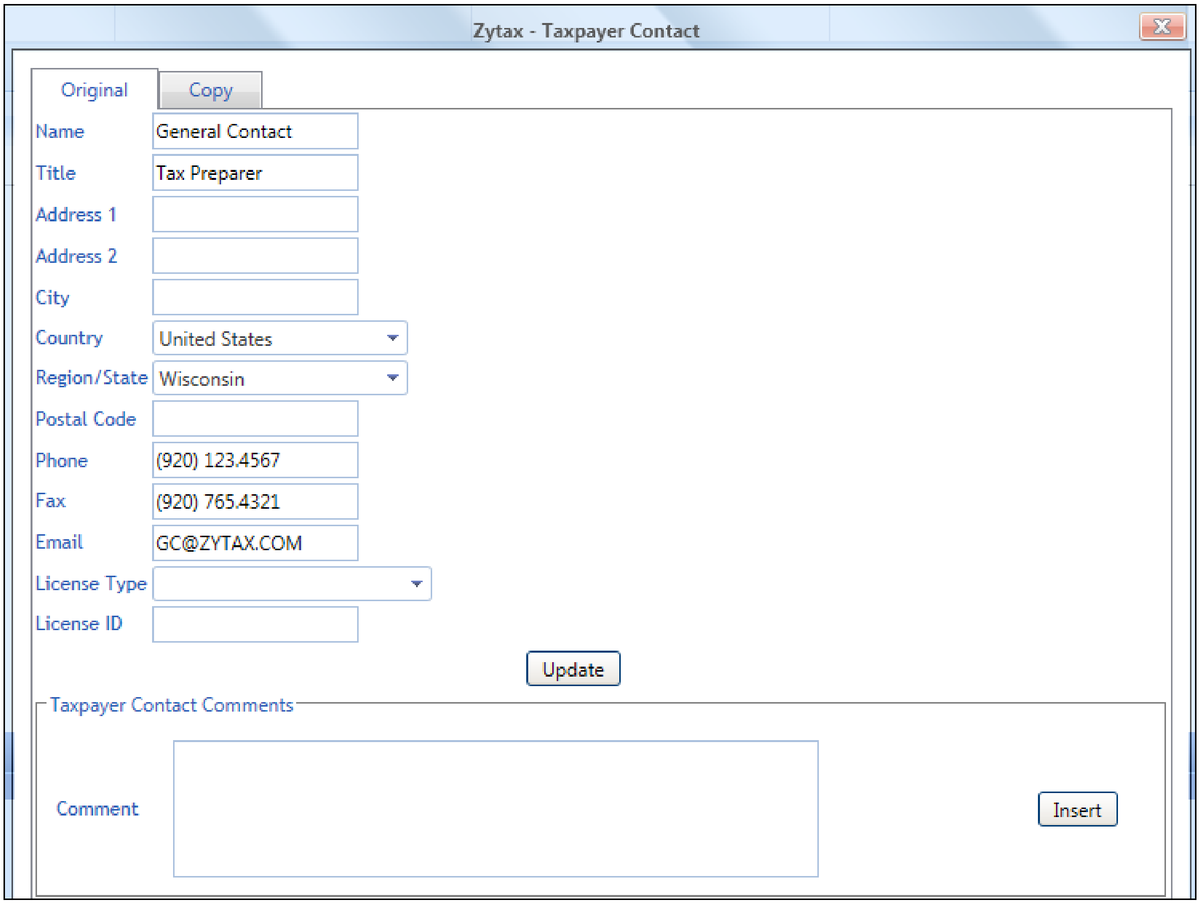
7.9.1 Add New Record

The Add New Record icon is used to create a new taxpayer contact and displays the following screen.



7.9.2 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.



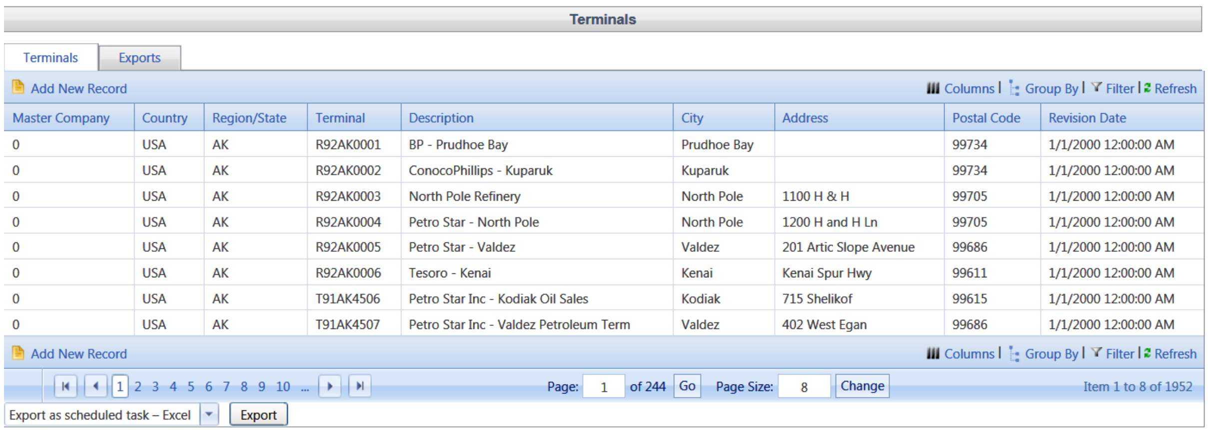
When creating or copying a taxpayer contact record, the following restrictions apply to each field.

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)

7.10 Terminals

The Terminals table is a configuration table provided by and maintained by Zytax. The Terminals screen is shown below.



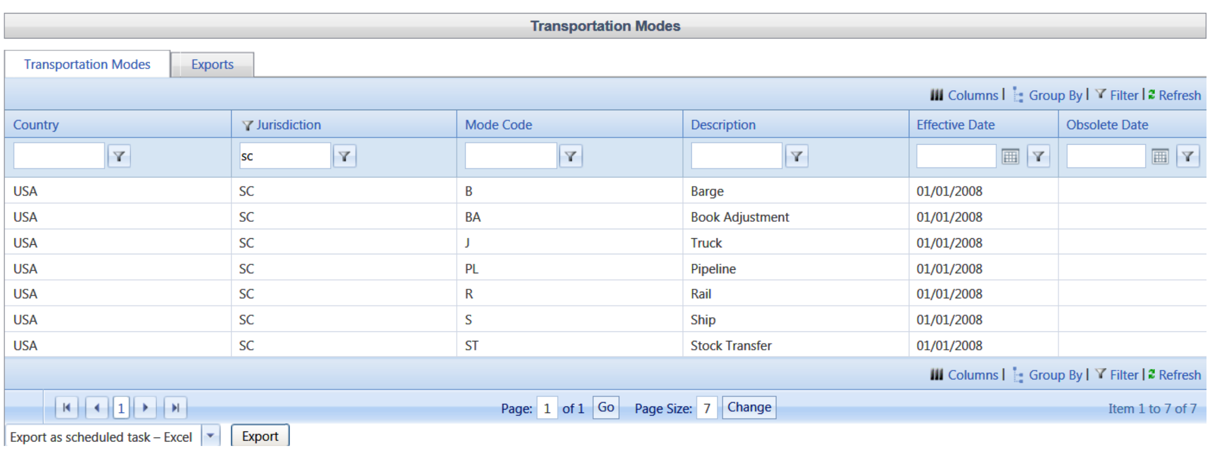
Master Company	Country	Region/State	Terminal	Description	City	Address	Postal Code	Revision Date
0	USA	AK	R92AK0001	BP - Prudhoe Bay	Prudhoe Bay		99734	1/1/2000 12:00:00 AM
0	USA	AK	R92AK0002	ConocoPhillips - Kuparuk	Kuparuk		99734	1/1/2000 12:00:00 AM
0	USA	AK	R92AK0003	North Pole Refinery	North Pole	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

Terminals are populated from the Federal TCN database and are used across the Zytax application to provide values for drop-down list.

7.11 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.

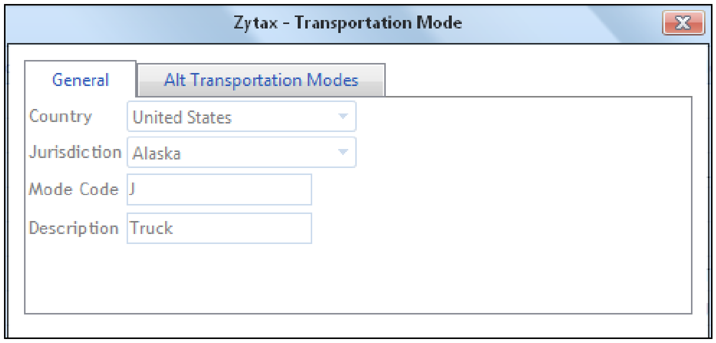


Country	Jurisdiction	Mode Code	Description	Effective Date	Obsolete Date
	sc				
USA	SC	B	Barge	01/01/2008	
USA	SC	BA	Book Adjustment	01/01/2008	
USA	SC	J	Truck	01/01/2008	
USA	SC	PL	Pipeline	01/01/2008	
USA	SC	R	Rail	01/01/2008	
USA	SC	S	Ship	01/01/2008	
USA	SC	ST	Stock Transfer	01/01/2008	

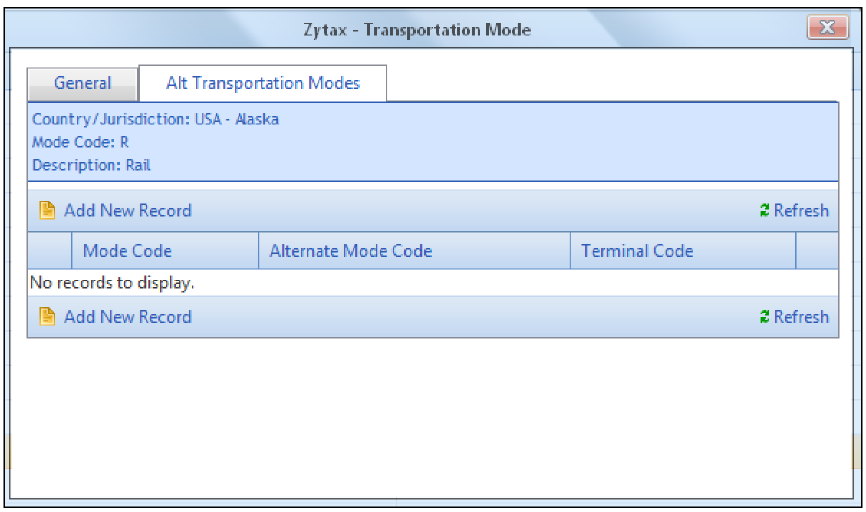
Security

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.



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 Account

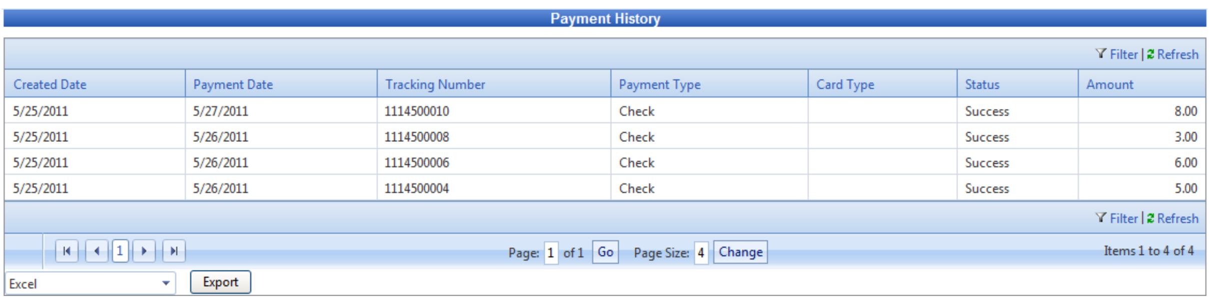
The Account menu provides functionality to government specific application functions for managing applications, registrations, company balance and payments.

8.1 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.

8.1.1 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.

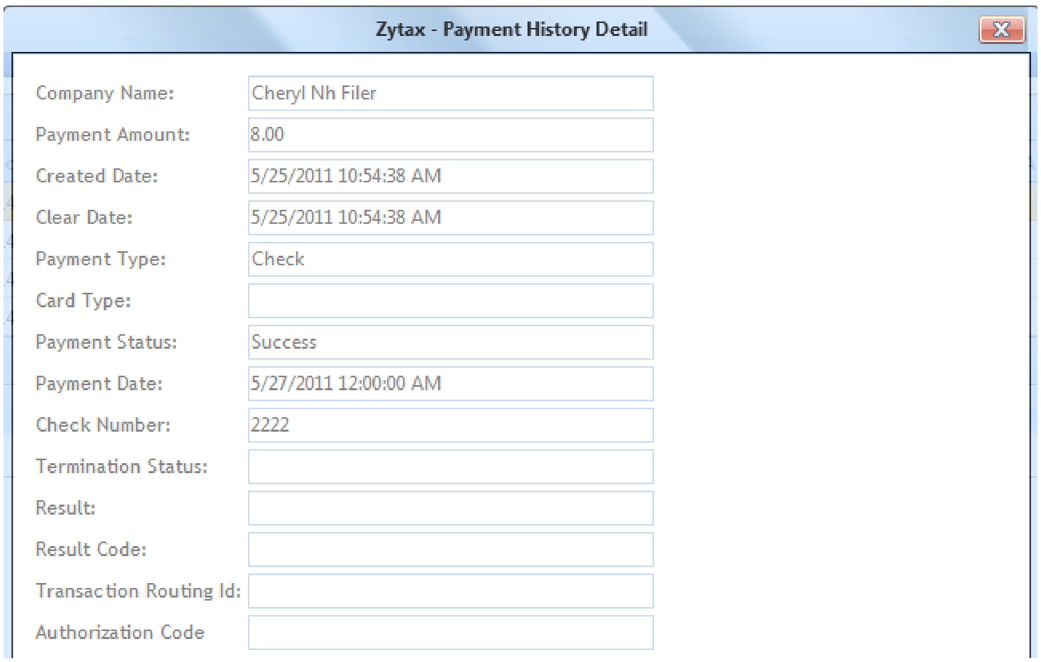


The columns of the Payment History grid include:

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.



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.

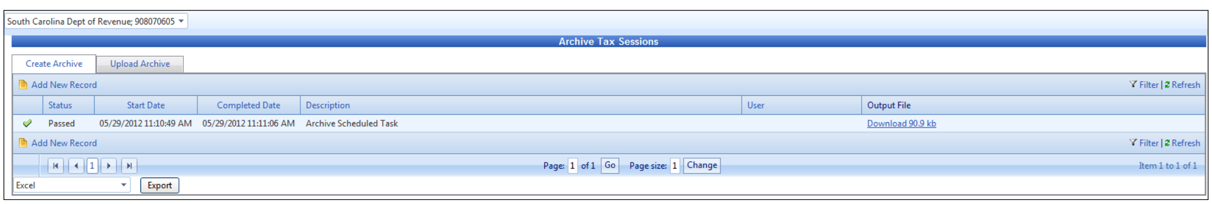
Security
Access to the Payment History screen is determined by the Account Management Payment History authorization element. An access level of 'View' is required.

9 Archive

Archiving supports the generation of an archive file, the downloading of an archive file, and the re-upload of an archive file.

9.1 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.



9.2 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:

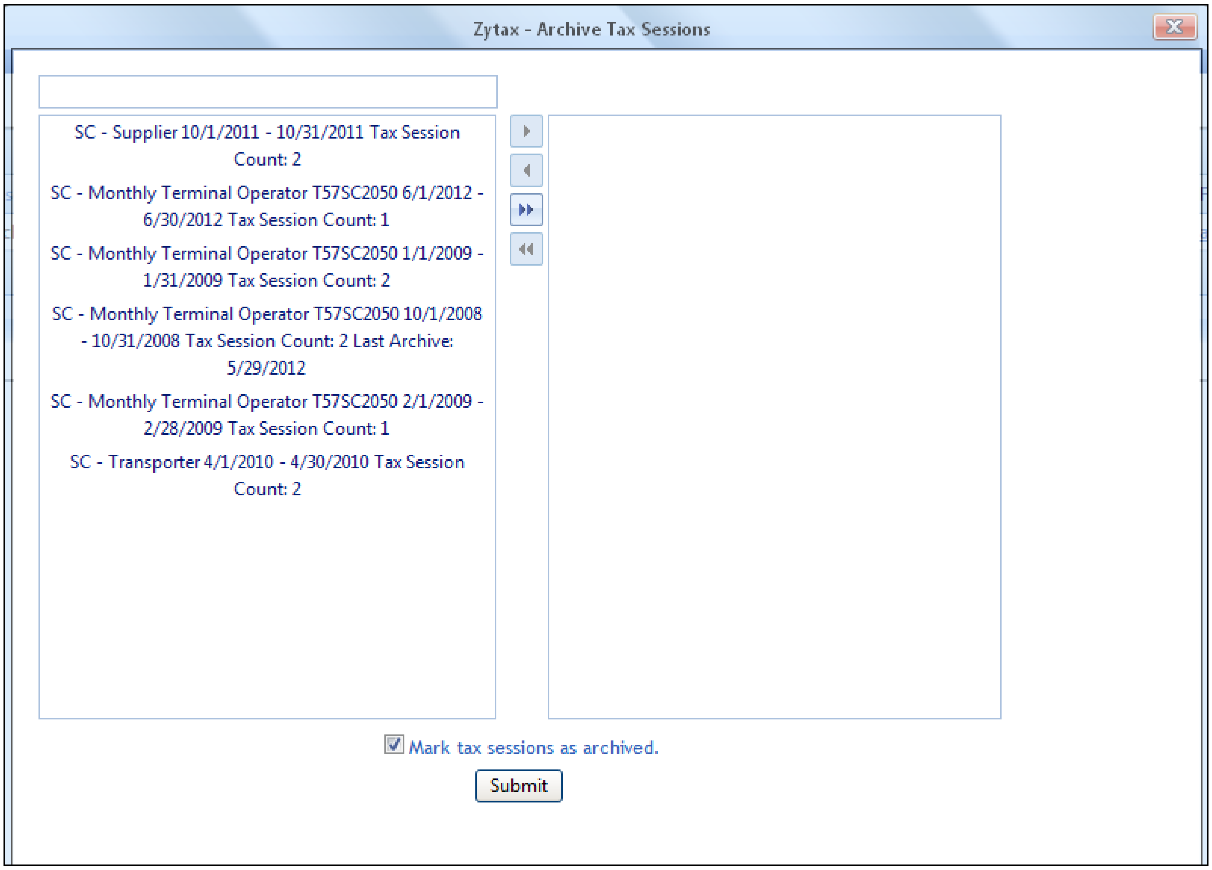
- Processing each selected tax session and creating a zip file of all data for these tax sessions
- Updating the tax sessions (header sequences table) with archive date

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

9.2.1 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.

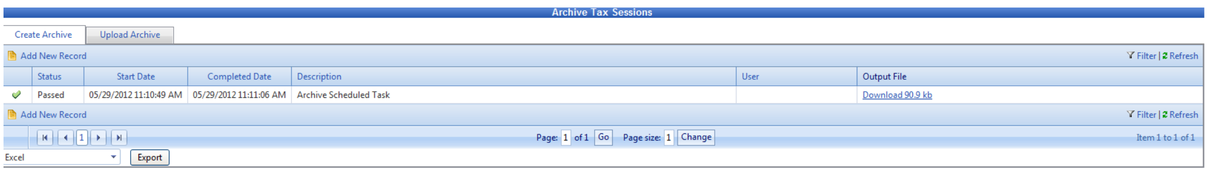
The tax session list will include:

- 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.

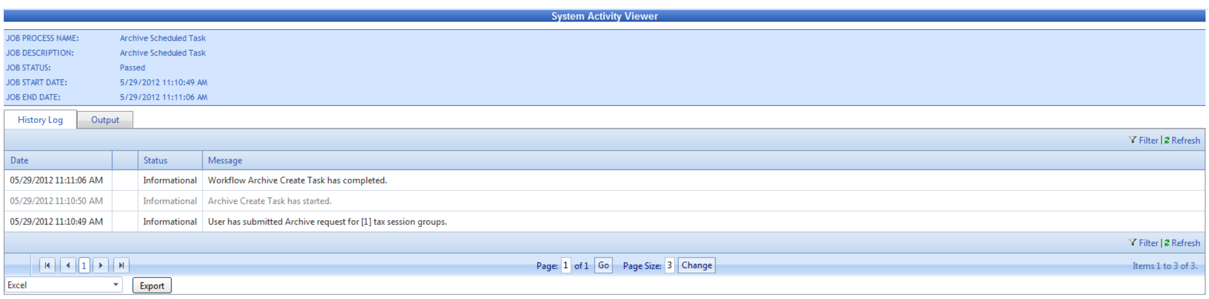
- When the amendment is filed, the entire tax session group is again available for archiving.
- Since the amended session has not yet been archived. The tax session group shows a blank Last Archive Date.

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.



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.

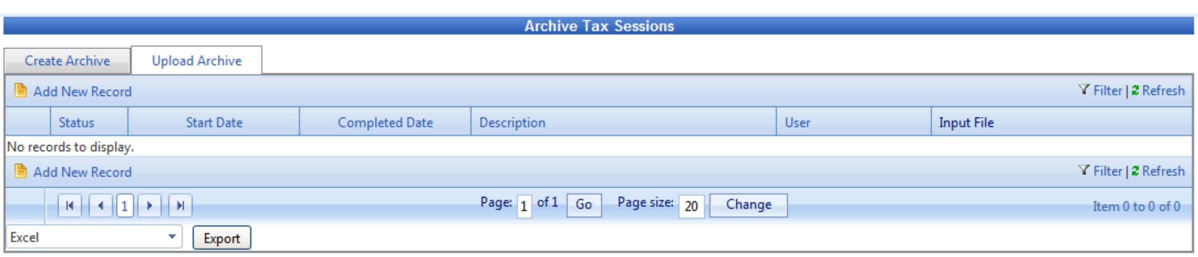


Security

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.

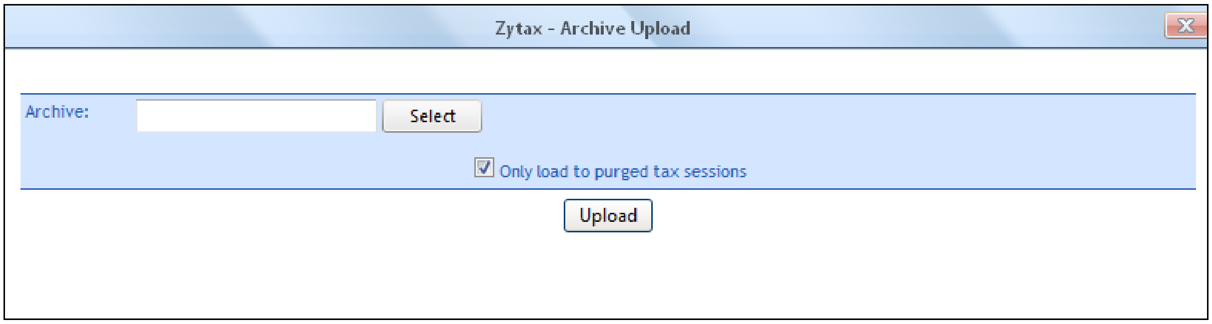
9.3 Upload Archive

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.

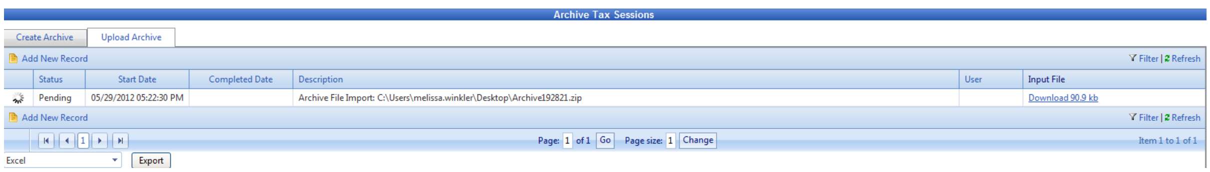


9.3.1 Add New Record

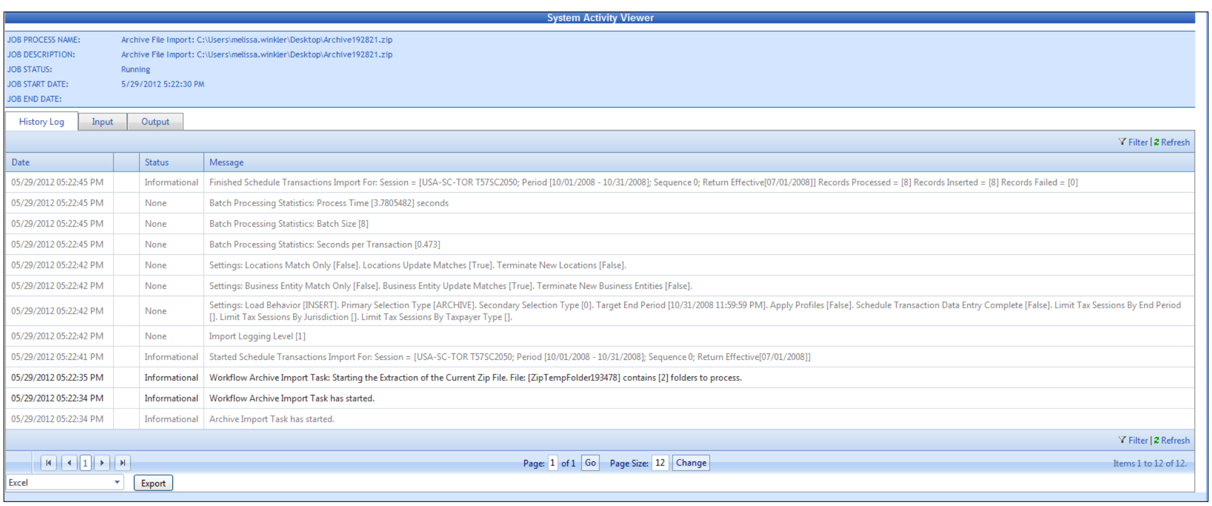
Clicking the Add New Record icon will open a pop-up which will prompt the user for the archive file. Users will be able to upload the archived file used for extraction. The user can also choose whether to 'Only load to purge tax session'.



Once the user selects Upload 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.



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.

9.4 Purge Tax Session

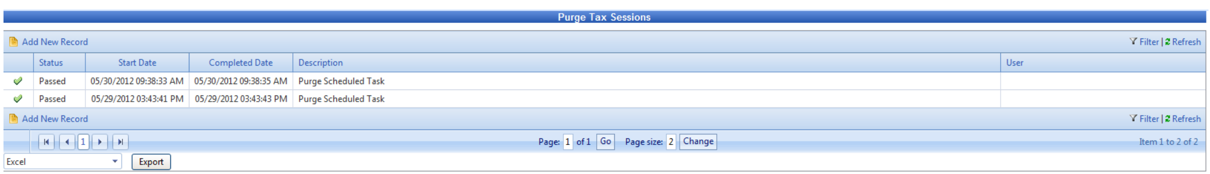
The purge process does not delete a tax session. It leaves relevant information such as the return pdf and eFile.

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

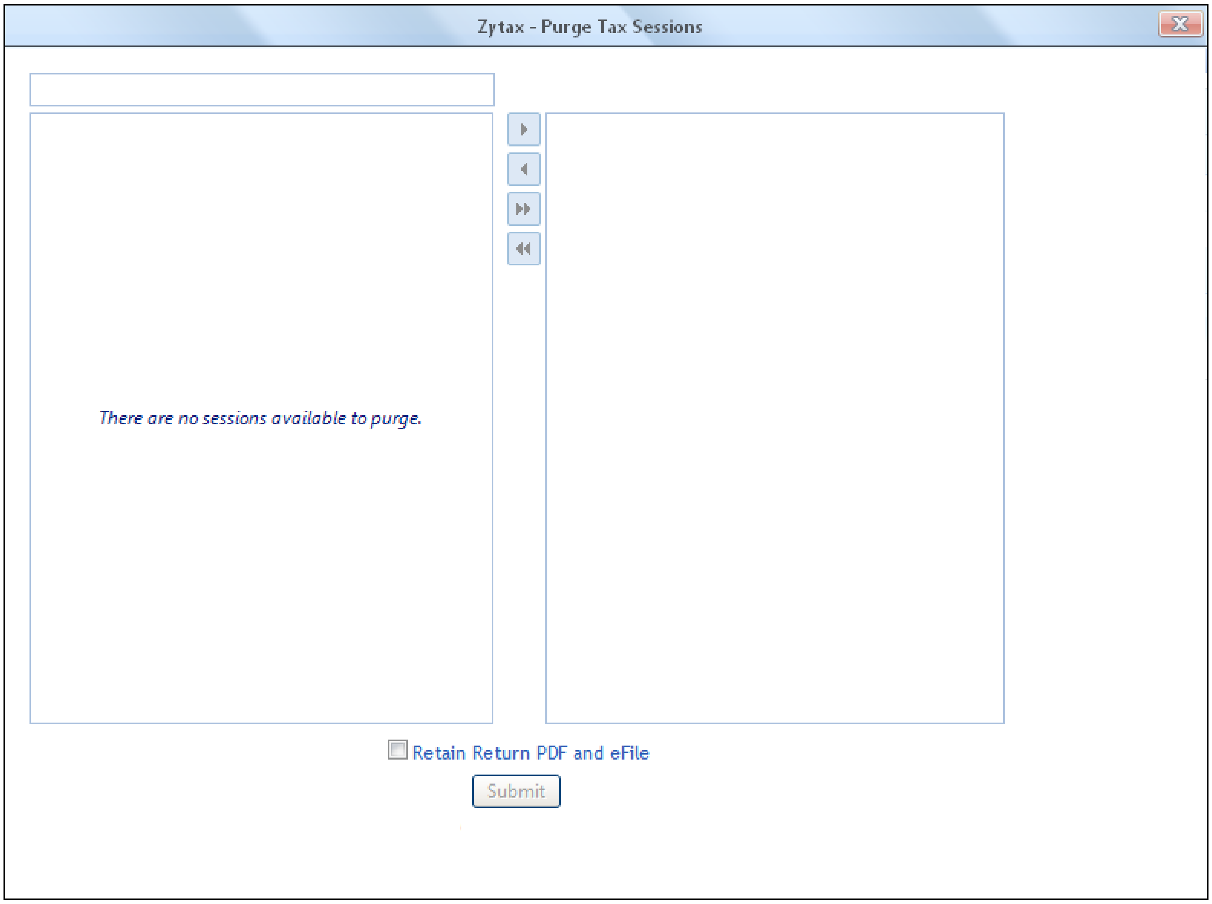
When a tax session has been purged we have the following rules:
- Header sequences has a purged date field to indicate when the tax session was purged. When the archive restores the purged data, the purge date will be cleared along with the archived date
- A purged tax session cannot be unfiled.
- A return cannot be regenerated on a purged tax session

The Purge Tax Sessions screen is displayed below.



9.4.1 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 purged. The screen shown below will appear.



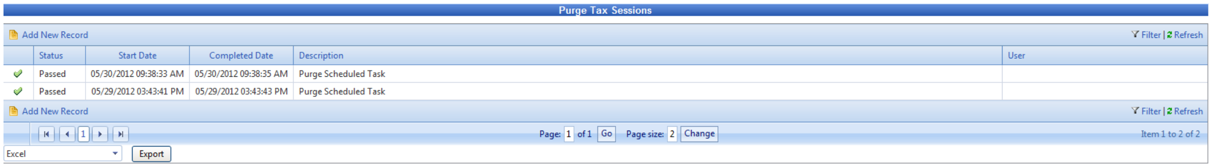
The left hand side will display a list of tax sessions available to purge and the user will use the arrows in the middle of the screen to move to the right column to be archived. Only tax session types that have ALL sequences filed and purged will appear in the list.

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.

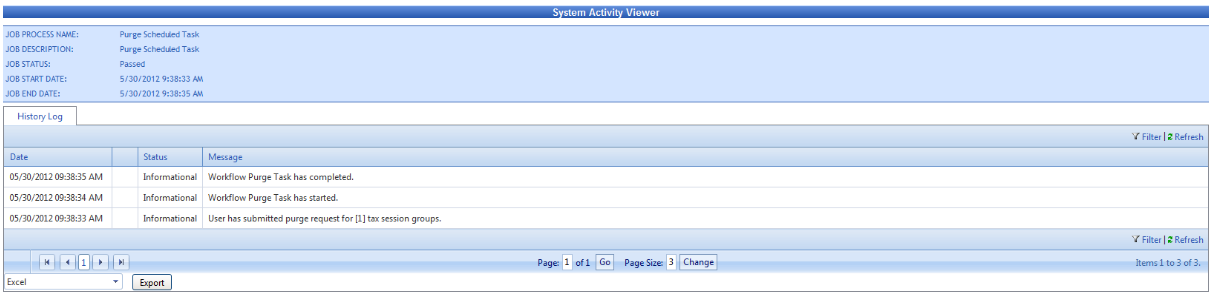
The tax session group list will include:

- 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).

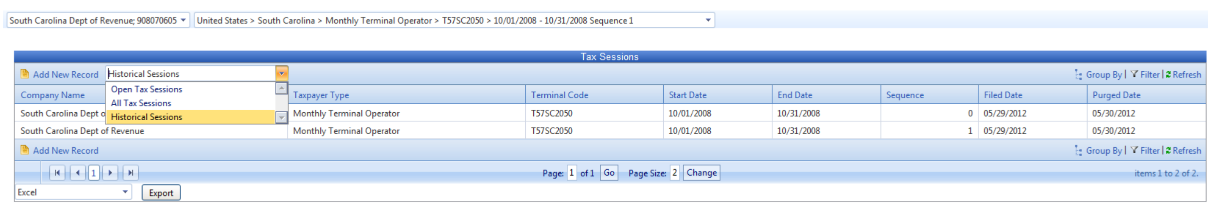


The user can select the record and will be taken to History Log that shows the progress of the request.



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'.



Security

Access to the Archive Purge screen is determined by the Archive Purge authorization element. An access level of 'Edit' is required to purge.

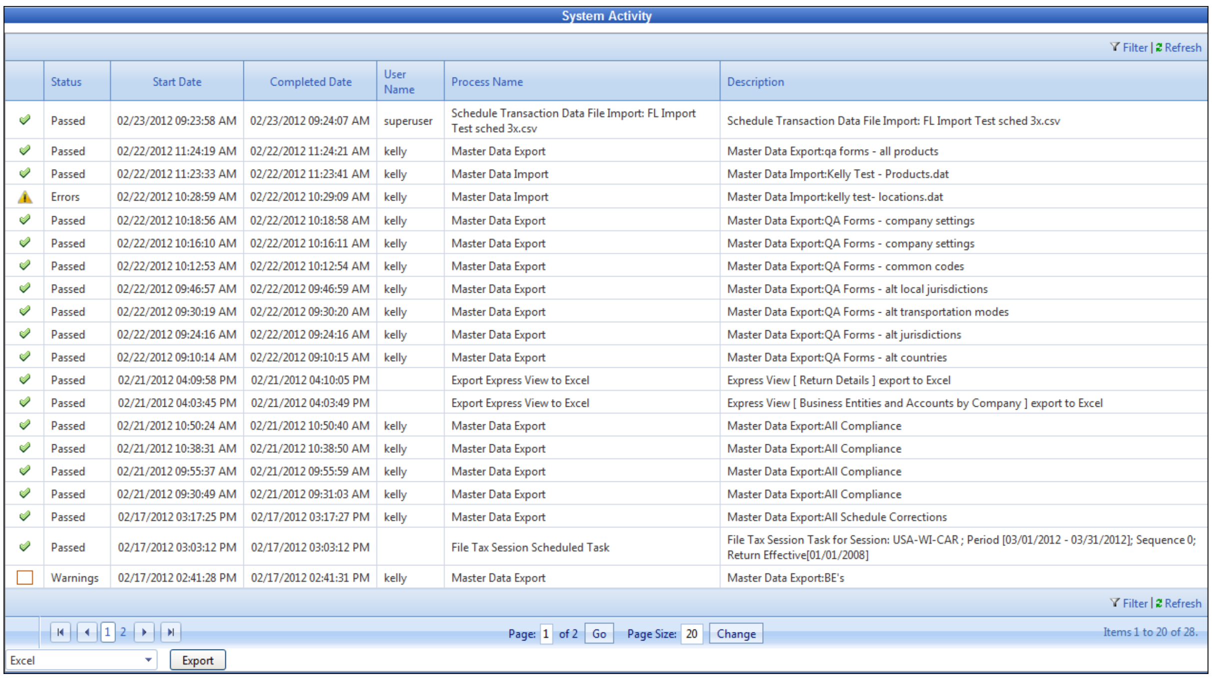
10 Admin

The Admin menu provides functionality for reviewing and managing users, roles, audit logging and license information.

10.1 Schedules Data Generator

10.2 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

Filter | Refresh

	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

Filter | Refresh

1 2 Page: 1 of 2 Go Page Size: 20 Change Items 1 to 20 of 28.

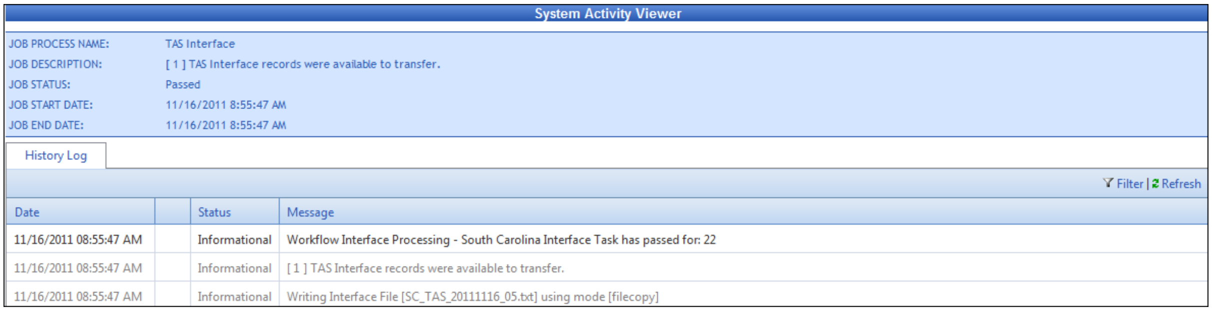
Excel Export

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.

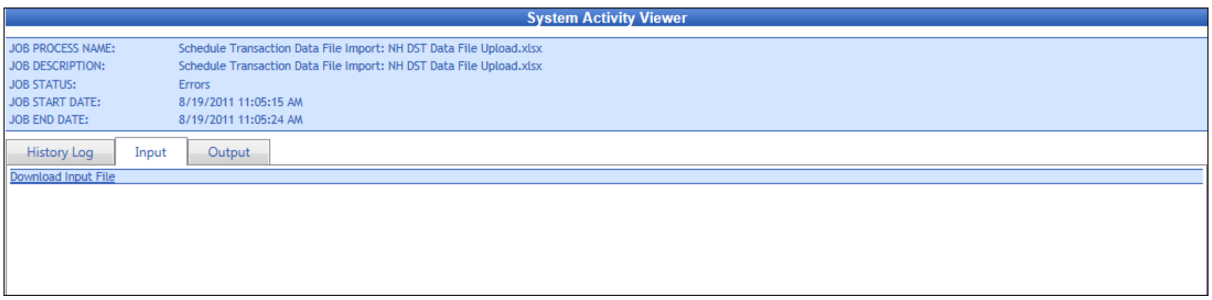
10.2.1 History Log

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.



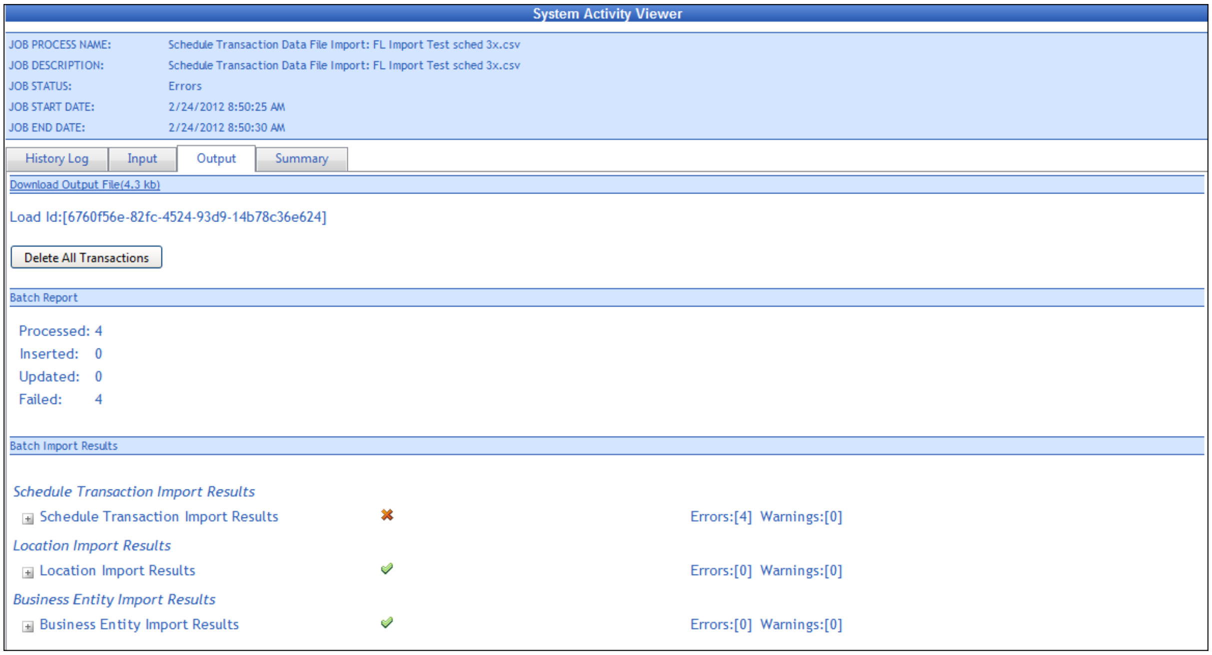
10.2.2 Input

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.



10.2.3 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 ‘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.

10.2.4 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.

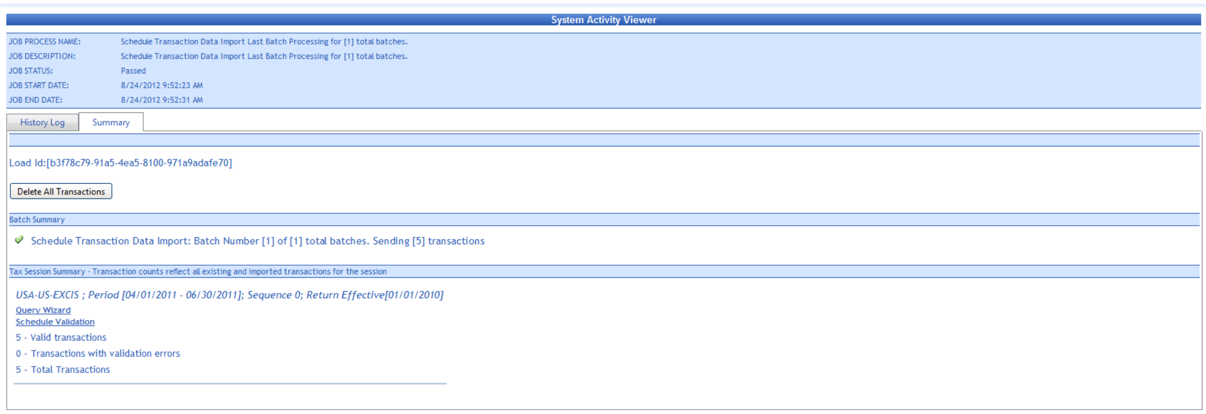
The Summary tab works in conjunction with the ‘Batch Size’ setting used in the Data File Import. If the number of scheduled transactions included in the import file is greater than the batch size setting, the system will create a System Activity record for each batch. The Batch Summary section of the 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.

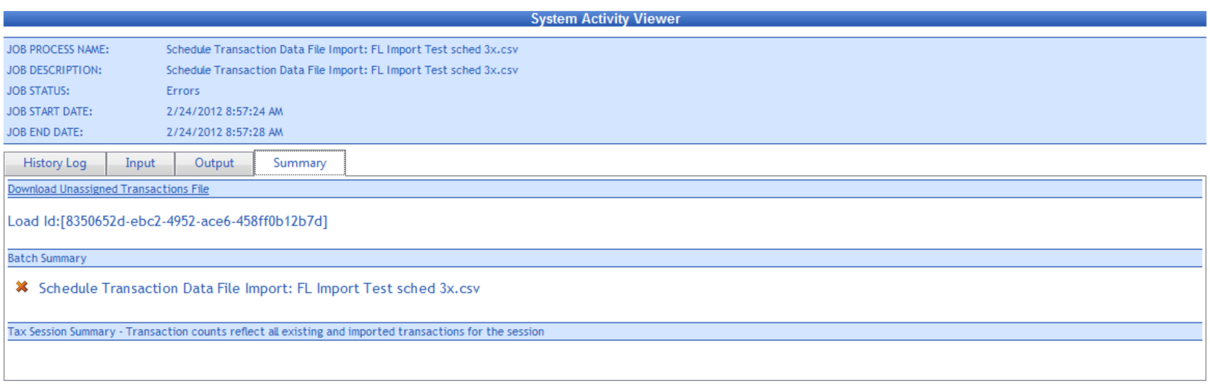
The ‘Download Unassigned Transactions File’ link will open the import file, but only any transactions that the Data File Import process could not assign to a schedule transaction will be included in the file. This will allow the user to edit any errors with the data, save the file, and re-import through 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.

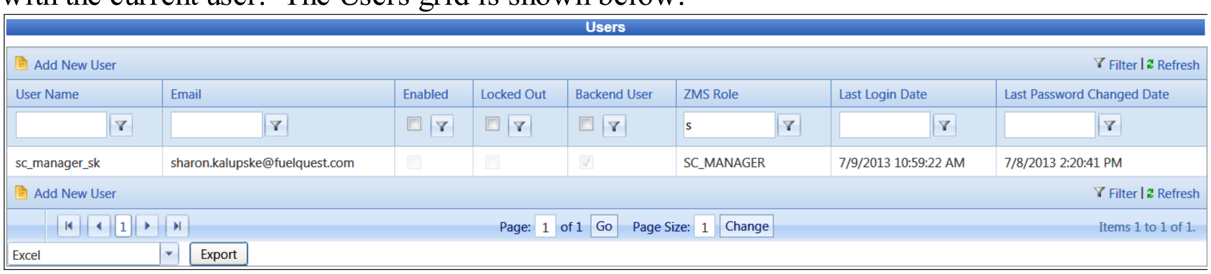


The screen shot below shows a batch with an error.



10.3 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.



Selecting a row on the Users grid will display the tabs for the following:

- User Details
- User Companies

- User Jurisdictions

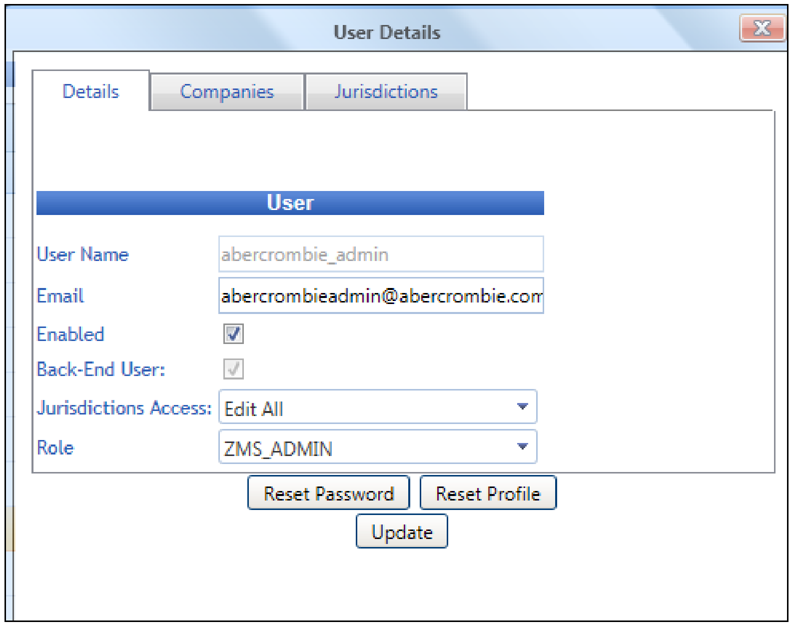
The Users screen provides the capability to create new users as well as to perform operations and view details associated with each user. The columns of the User grid include:

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.

10.3.1 Details tab

The User Details screen allows details of the selected user to be reviewed and updated. The User Details screen is shown below.



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

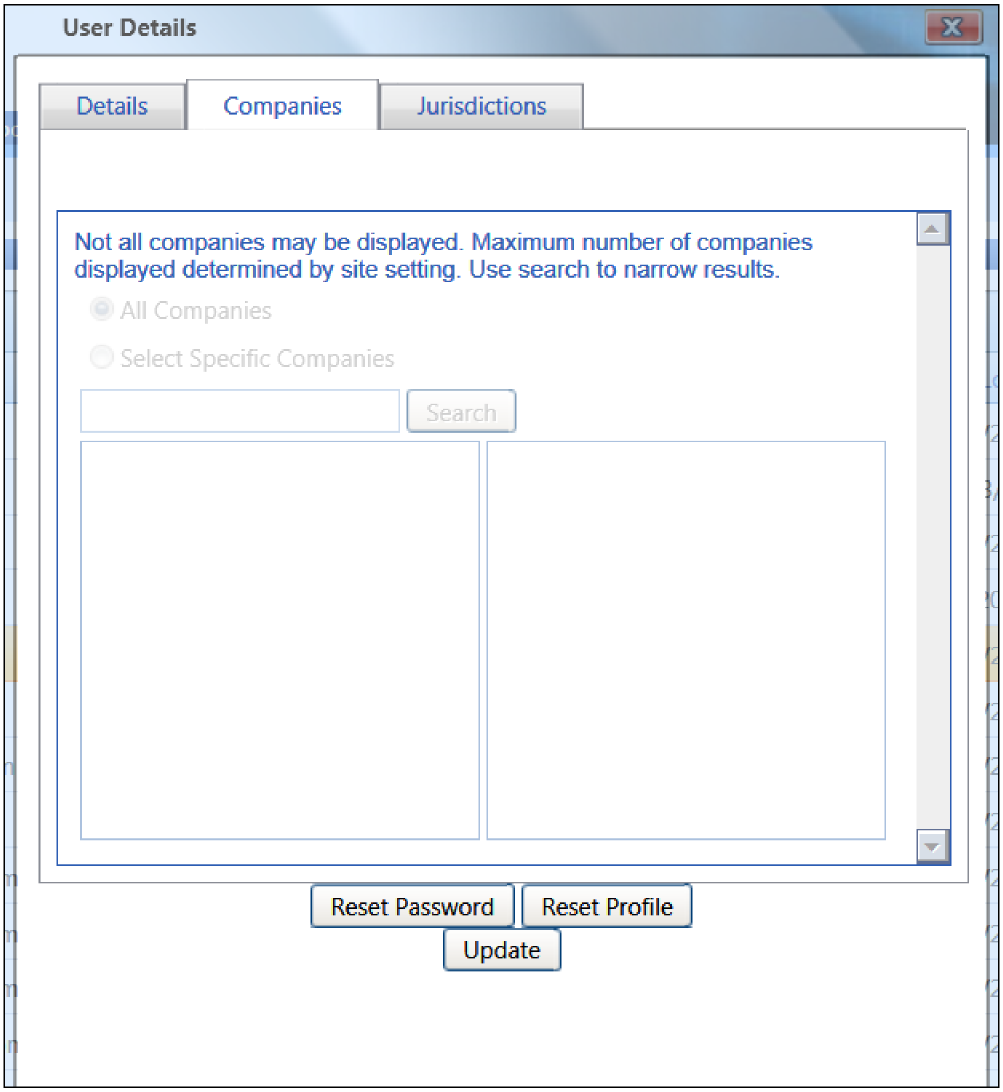
	order for a role change to be applied.

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.

10.3.2 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.

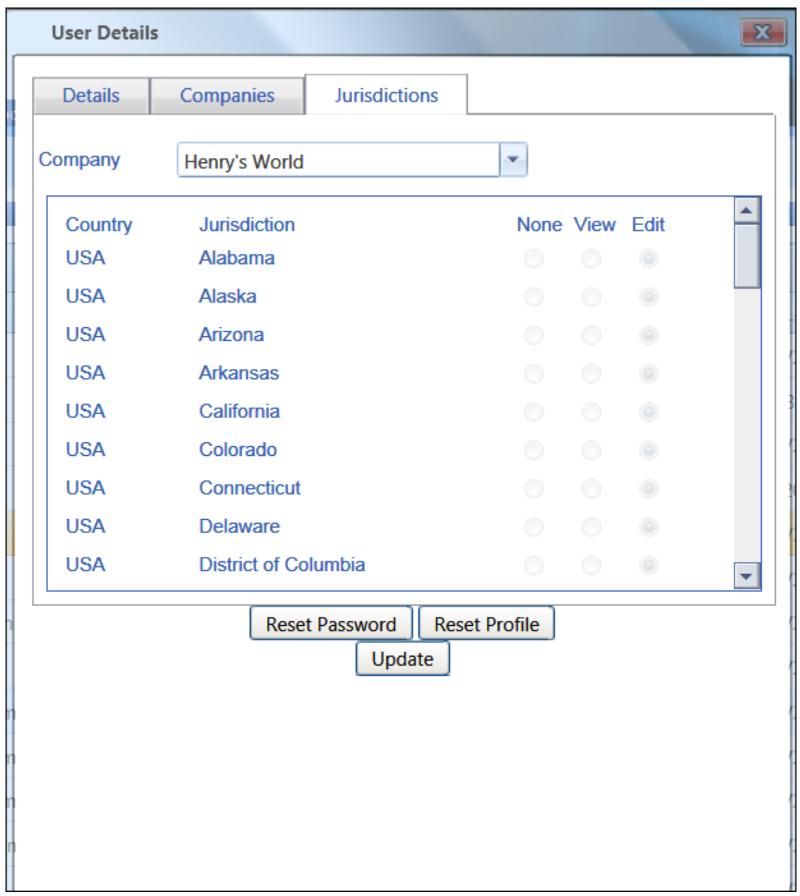
The following buttons at the bottom of the User Companies screen are available:

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.

10.3.3 Jurisdiction tab

The Jurisdictions tab provides a view of the access level by company and jurisdiction. The Jurisdictions tab is shown below.



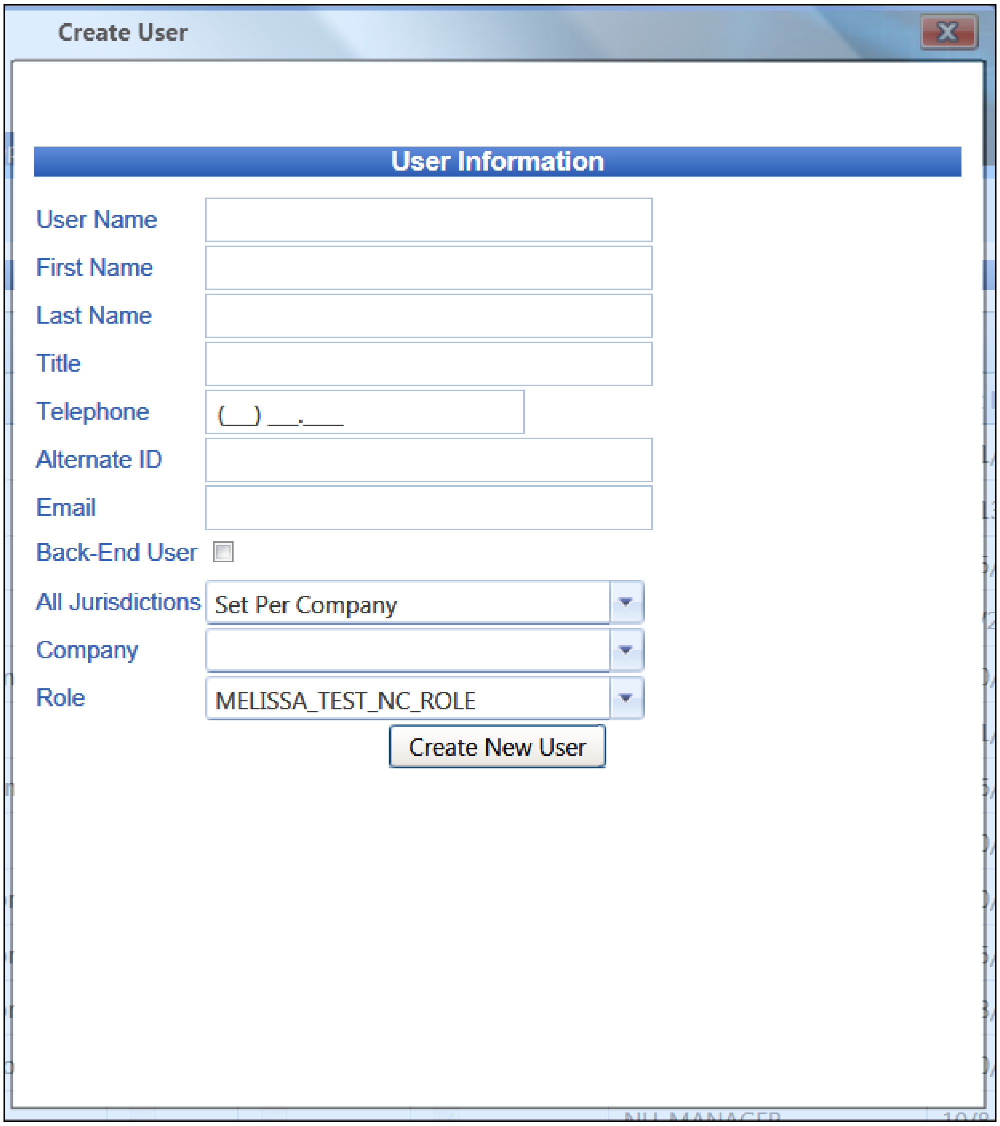
The following buttons at the bottom of the User Jurisdictions screen are available:

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.

10.3.4 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.