Signing on to the Internet for the First Time to Create a Personal Identification Number (PIN) and to Send Test File. (New Motor Fuels Filers Only)

You will need the WebFile number that is pre-printed on your Motor Fuels report or that was provided in a letter if you are currently filing electronically. The WebFile number is printed in the upper left-hand corner of the report and consists of 8 alphanumeric characters.

Click <**Tools**> on the Menu Bar. Select <**Process**>.

Click the <**Transmit**> button on the Report Processing window.

The **Electronic Data Interchange** page will open.

Click <**Registration**>.

Click <**Continue**>.

Enter your 11-digit Texas Taxpayer number.

Tax Type should be **MOTOR FUEL**.

Enter your Web File number found on your pre-printed report.

Enter **Contact's Last Name**.

Enter **Contact's First Name**.

Enter **Day Time Phone number**.

Enter **E-mail Address**.

Press <**Continue**>.

Enter a unique Personal Identification Number (**PIN**) that you will use for transmitting your files. The **PIN** may be 8 to 13 alphanumeric characters.

Re-enter your **PIN**.

Enter a **Reminder Phrase** that relates to the PIN you have created. This is used if you forget your PIN and need help remembering it.

Press <**Continue**>.

Verify the Registration Information that has been entered.

Press <**Continue**>.

On the Client Information page you can add taxpayers that are different from the Registration taxpayer number so that you can submit a test file for these taxpayers. If you are only submitting a test on the registered number, press the <**Continue**> button.

On the **Test File Upload** click <**Browse**> and choose the test file you want to upload.

Click <**Submit**>.

You must submit one test return. The return will be checked automatically for errors. Then you will receive a file acknowledgement e-mail. Once you have been approved, you will be able to send production files.

Note: *This file will not be uploaded to production. You must resubmit your file after you receive an approval e-mail.*

Transmitting Returns Via the Web (Approved Taxpayers)

Click <**Tools**> on the Menu Bar. Select <**Process**>.

Click <**Transmit**>. Your Internet browser should open to the Electronic Data Interchange login page.

Click <**login**>.

Enter your State of Texas Taxpayer Number (11 digits, No Dashes).

Select Tax Type and then enter your (**PIN**).

Registration Information screen will be displayed.

Click <**Continue**>.

The File Upload Option window will appear. Select either Upload Test File or Upload Production File. Press <**Continue**>.

Click the **Browse** button and select the file in the motorfuels4 folder. (File type should be text [*.txt]) Highlight the file you want to transmit. Click <**Open**>.

Click <**Submit**>.

You should receive a confirmation number on the screen. The system also will e-mail the confirmation number to you.

To enter confirmation number in your software, click <**Filing**> and select <**Processed**> in the Data Filter line. Enter the confirmation number in the appropriate field. Press <**Tab**>, and click <**Save**>.

For more information, please use the Help features on the Electronic Data Interchange Web page.

Amending Reports

Click <**File**> on the Menu Bar. Select <**Report**>, then <**Open**>.

Double-click on the report you need to amend.

The processed report will open but cannot be edited.

Click <**File**> and then <**Amend**>.

A message window will pop up that says "The amendment process was successful. You are now editing the amended report."

Enter changes to the report and schedules.

Note: *If you are changing the taxable sales line on the report summary screen, you must click on the calculator and enter gallons eligible for Allowance.*

Click <**Save**> and then close the window.

Importing Schedule Information

Open **Microsoft Excel**.

Click the <**Open**> button.

Use the drop-down box to select the folder in which you installed the application, probably **c:\motorfuels4**.

Highlight the Excel file you want to use and click <**Open**>.

Enter your information starting with line 7. (Read the instructions at the top of the spreadsheet.)

After entering all your information, while holding your control key down highlight rows **1** through **6 by clicking the row numbers**.

Select <**Edit**> on your Menu Bar, then <**Delete**>. **All template instructions and example information should be deleted from the spreadsheet. YOUR DATA SHOULD NOW START ON ROW 1**.

Click <File> on your Menu Bar, then select <**Save As**>.

Change the file name to a file name corresponding with the report schedule you are filing. (Example: 07diesel tax-free)

Change **Save As Type** to **Text (tab delimited) (*.txt). THIS IS CRITICAL.**

Click <**Save**>.

Close the Excel window **without** saving changes.

Switch to the Motor Fuels application by clicking on **Motor Fuels**… on your Task Bar.

Click the appropriate Schedule button.

Click <**Import**>.

Select the tab-delimited text file you just saved.

Click <**Open**>.

All transactions should be added to the schedule and saved.

Click <**OK**> to close the schedule window.

Note: *If you get error messages, go back to the import file and correct errors in Excel, then <Save> file again following the steps above.*

Moving the Application to a Different PC

If you ever have to move the program to another PC, you will need to reinstall the program on the new machine and then copy the MotorFuels4.db file to the Motorfuels4 folder on your new PC. Note: This file will save all your data that was in the program on the old PC.

Tools

Archiving Date Base – See detailed instructions in Help

Sorting – See detailed instructions in Help

Import – See detailed instructions in Help

Icons – you can click on the icons on the Task Bar in the application to quickly navigate to the screens you need.

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96-749 (1/08)

Texas Motor Fuels

Electronic Tax Filing Quick Reference Guide

2008

Susan Combs
Texas Comptroller of Public Accounts

Texas Motor Fuels Electronic Tax Filing Quick Reference Guide

For detailed instructions, refer to the Help screens provided in the Texas Motor Fuels Electronic Tax Filing Software.

Installing Application From CD

Place **CD** in CD tray. Wait a few seconds.

Install Shield will load.

If Install Shield does not load, click <**Start**>, <**Programs**> and <**Windows Explorer**> and double-click on your <**CD drive**>. Then double-click on **Setup** to run installation.

Click <**Next**> three times, <**OK**> and <**Finish**> until the program has installed completely.

A **Motor Fuel ETF Data Entry System-Version 4** icon will be added to your desktop. Double-click the icon.

Note: *If you get an error message about your Date Settings being formatted incorrectly, follow these instructions:*

Click <**Start**>, <**Settings**>, <**Control Panel**> and then select <**Regional Settings**>. Click <**Date**> to change the date style field to (**mm/dd/yyyy**).

Click <**OK**>.

Click <**Close**> to exit the Control Panel.

Double-click on the **Motor Fuels ETF Data Entry System-Version 4** icon.

Download from the Internet

Exit all open Windows applications.

Log on to the Internet.

Enter the following URL in your browser:
http://www.window.state.tx.us/taxinfo/etf/etfs_motor.html

Click <**Download Free Software**> to download mtrffull.exe.

If asked, select **Save** or **Save to Disk**.

The **Save As** box will appear, with the file name highlighted (**mtrffull.exe**). Save the file to your desktop. (Hint: use the drop-down arrow by the Save In box and arrow up to desktop.) Click <**Save**>.

The download will begin. When the download is complete, exit the Internet. Double-click on the **mtrffull.exe** icon on your desktop.

Click <**Next**> on the Motor Fuel Tax ETF screen.

Click <**Next**> on the Choose Destination Location screen.

Click <**Finish**>.

Go to your desktop and delete the **mtrffull.exe** icon.

Double-click on the <**Motor Fuels ETF Data Entry System-Version 4**> icon.

Note: *If you have been using the previous version of the motor fuels data entry system, you can create an import file from the old software to import the other parties. See "importing other parties."*

Taxpayer Information Setup

Click <**File**> on the Menu Bar. Select <**Taxpayer**> and then select <**New**>. Enter Taxpayer # and Name, Address Information, Contact Name, Phone #, Fax # and e-mail address. Enter EFT Payment Information if you choose to file the payment with the return. Note: *A transmitter number is required only for persons filing reports on behalf of taxpayers.*

Click <**Save**>.

Click <**License Types**>, click <**Add**>. Select the License Type by using the drop-down arrow. Enter the beginning date of the license using this format: (yyyy/mm). Note: *The beginning date cannot be prior to January 1, 2004.*

Note: *If you cannot view the entire screen, you must change your screen size to 1024 X 768 pixels.*

Other Party Maintenance

Click <**File**> on the Menu Bar and then select <**Other Party**>. If you are entering information for the first time, you will see a pop-up message stating "No entries exist, create new one?"

Click <**Yes**>.

Enter Other Party Name and TP #, then select <**Type**> from the drop-down menu. Click <**Save**> and close the window.

Note: *Information can be imported using the Other Party Excel template. Refer to Help Screens.*

Adding Other Parties

Click <**File**> on the Menu Bar and then select <**Insert/Add**>. Enter Other Party Name and TP #, then select <**Type**> from drop-down. Click <**Save**> and then close the window.

Importing Other Parties in the Software

To import Other Parties from an older version of the motor fuels data entry software, open up the old software.

Click <**File**>, <**Other Party**> and <**Open**>. Click on <**File**> and select <**Save As**>. Name the file whatever you want, then change the file type to Excel, click the drop-down arrow next to the **Save In** box and change this to the MotorFuels4 folder. Click <**Save**>.

Open the Excel file and delete or add other parties in the file. When finished, click <**Save As**> and change the file type to text tab-delimited. Open up the new software. Click <**File**>, select <**Other Party**>, click <**Import**> and select the text tab-delimited import file. The Other Parties will load.

Note: *If the import file has duplicates and/or other errors, you will get the **Data Import Errors** screen, with the line number where the error was detected. Go to your **Excel file**, correct the line item and then save the Excel file again as a text tab-delimited file. Click <**Ok**>, then click <**import**> and select the file.*

Bulk Plant Maintenance

Click <**File**> on the Menu Bar and then select <**Bulk Plant**>. If you are entering information for the first time, you will see a pop-up message stating "No entries exist, create new one?"

Click <**Yes**>.

Enter Bulk Plant Name and Address 1 (Address 2 is optional), City, St, Zip Code and Country.

Click <**Save**> and then close the window.

Note: *The bulk plant address is used only when the fuel is removed from a bulk plant instead of a terminal.*

Preparing A Fuels Tax Report

Click <**File**> on the Menu Bar, select <**Report**> and <**New**> and then select the type of report (<**Gasoline**>, <**Diesel**> or <**Motor Fuel Transporter**>).

- Type in Year/Month in **Filing Period** box. Note: *The filing period cannot be before 01/01/2004 or later than current filing period.*
- Press <**Tab**>.
- Select Taxpayer ID from the drop-down menu.
- Click <**Save**>.
- Enter your tax report information. Note: if your schedule buttons are not working, click <**Save**>.
- Click the appropriate <**Schedule**> button.

Note: *If you need specific information for completing the New Motor Fuels reports and schedules, click on <**Tools**>, then click <**Go to Web**>. Click on <**Forms and Instructions**>. By selecting the reports for your license type, you can view or print the form and schedules along with instructions for completing them. The URL to this site is:*

www.window.state.tx.us/taxinfo/taxforms/06-forms.html

Preparing a Schedule

After opening a schedule, click <**Insert**>. Click the drop-down arrow on Seller, Purchaser, or Transporter to select <**Other Party**> for the transaction you are reporting.

Click the drop-down arrow to select the Product Type.

Enter Date Removed. (Note: *Leave blank if entering a "SUM" transaction.*)

Enter the Shipping Document Number from the Bill of Lading. (Note: *Type in "SUM" if combining several transactions that occurred in the month you are filing for.*)

Enter Terminal Control Number, if applicable.

Note: *Bulk plant address fields are used only when the fuel is removed from a bulk plant instead of a terminal. See the **Bulk Plant Maintenance** screen to set up addresses.*

Enter Invoiced Gallons.

Click <**Save**>.

Click <**OK**> to return to the report.

Note: *Some of the schedules have a "tax paid" indicator field. If tax has been paid and the fuel is sold tax-free, you must indicate this by clicking the box. These transactions can be combined on line 26 to calculate the credit. See detailed instructions on the back of tax forms.*

Note: *Information can be imported using the appropriate Excel template. There is a separate template for each schedule type. Refer to **Help Screens** in software.*

Reporting Payment Information

When you have completed the summary and schedule(s) you can pay the tax by completing the EFT payment box.

Enter the <**EFT Payment Amount**>.

Enter the <**EFT Payment Date**>.

Note: *The EFT payment date or settlement date is the date on which you want the funds withdrawn from your bank account. To receive your allowance for handling discount, the EFT payment date must be no later than due date of the report, and the report and payment file must be transmitted by 2:30 pm on the business day before the due date. Please refer to the due date chart for EFT payment in the TEXNET booklet or from our Web site:*

www.window.state.tx.us/taxinfo/etf/eft.html

Processing Reports

Once you have entered all report and schedule information, check your totals.

Close the Report window.

Click <**Tools**> on the Menu Bar. Select <**Process**>.

Highlight the report to be processed.

Click the <**Process**> button.

If EFT payment has been entered, you will see a Processing Payment Verification window, showing the payment information. If everything is correct, click <**Yes**>. If you need to change the information, click <**No**> and return to the report summary page to make your changes.

Click <**Save**> on the Select EDI File window.

Click <**OK**> on the EDI File Saved as… window.

Processing Status for report should change from "Unprocessed" to "Processed" and a file name will appear in EDI File Name column.

Enveloping Two or More Files (Optional)

After all returns have been processed, click on the <**Processed**> option in the Filter box. Highlight all returns you want to envelope by holding down your control key and clicking on each file to be enveloped.

Click <**Envelope**>.

Click <**Save**> on the Envelope EDI File window.

Click <**OK**> on the Envelope EDI File Saved as… window.

A file name will appear in Envelope File Name column.