Tennessee Department of Revenue

Motor Fuels

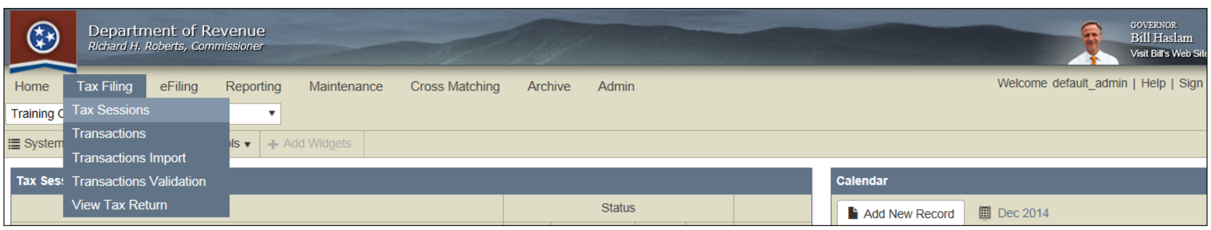
Manual Filers - Quick Start Guide

General Information

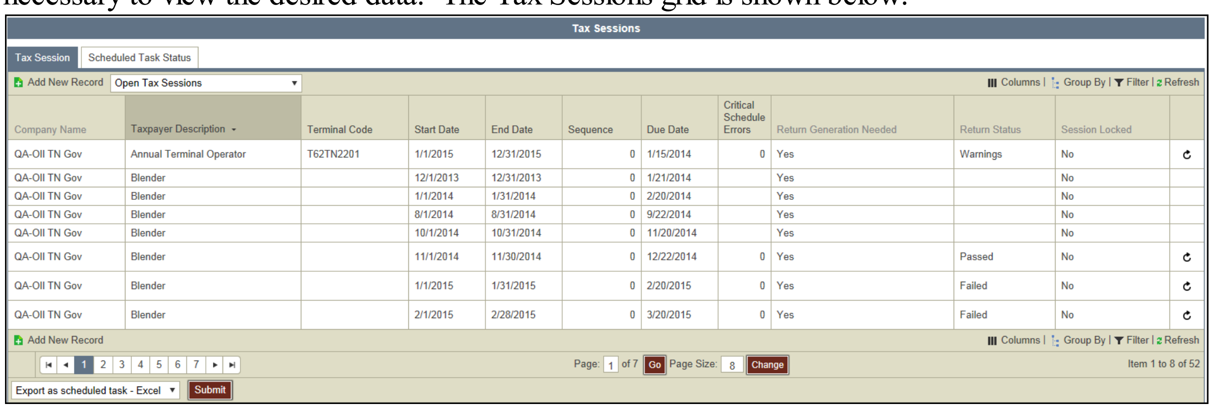
- In order to file a tax return log into Tennessee Motor Fuels Electronic Filing System. If you have not received a user id and password to access the system, please contact the Department of Revenue, Mike Ingram (615) 532-6916 or Rodney Pendley (615) 532-6124.
- This quick start guide assumes you have already logged into and set up proper access into Tennessee Motor Fuels Electronic Filing System.
- The intent of this Manual Filers quick start guide is to assist users with manually filing a tax return in Tennessee Motor Fuels Electronic Filing System.
- A complete user guide will be available once successfully logged into the application by selecting the help link from the main menu.

Getting Started

To manually enter and file a tax return for a selected company, from the Tax Filing menu select Tax Sessions as shown below.



Tax 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.

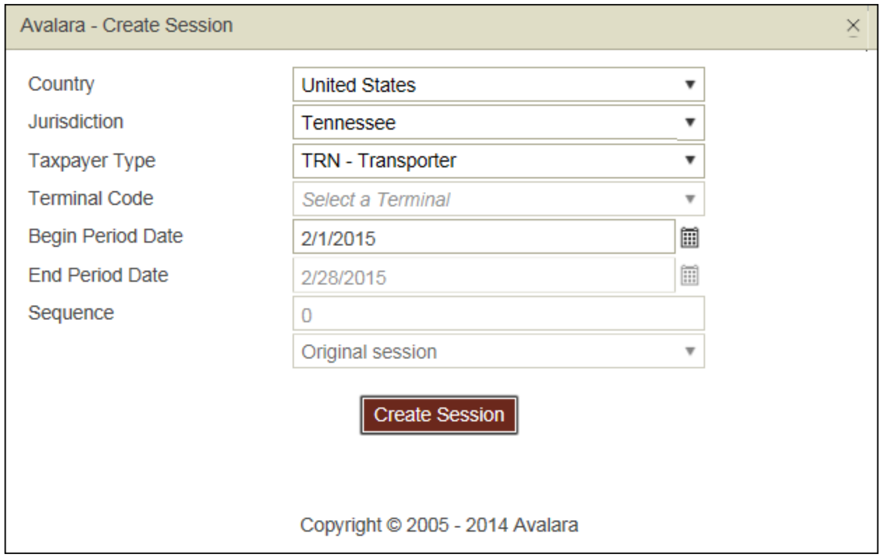


Company Name	Taxpayer Description	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status	Session Locked
QA-OII TN Gov	Annual Terminal Operator	T62TN2201	1/1/2015	12/31/2015	0	1/15/2014	0	Yes	Warnings	No
QA-OII TN Gov	Blender		12/1/2013	12/31/2013	0	1/21/2014		Yes		No
QA-OII TN Gov	Blender		1/1/2014	1/31/2014	0	2/20/2014		Yes		No
QA-OII TN Gov	Blender		8/1/2014	8/31/2014	0	9/22/2014		Yes		No
QA-OII TN Gov	Blender		10/1/2014	10/31/2014	0	11/20/2014		Yes		No
QA-OII TN Gov	Blender		11/1/2014	11/30/2014	0	12/22/2014	0	Yes	Passed	No
QA-OII TN Gov	Blender		1/1/2015	1/31/2015	0	2/20/2015	0	Yes	Failed	No
QA-OII TN Gov	Blender		2/1/2015	2/28/2015	0	3/20/2015	0	Yes	Failed	No

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

Create New Tax Session

From the Tax Sessions grid a new Session (Return) can be created by selecting Add New Record button. Key in new Tax Session information in the screen as shown below.



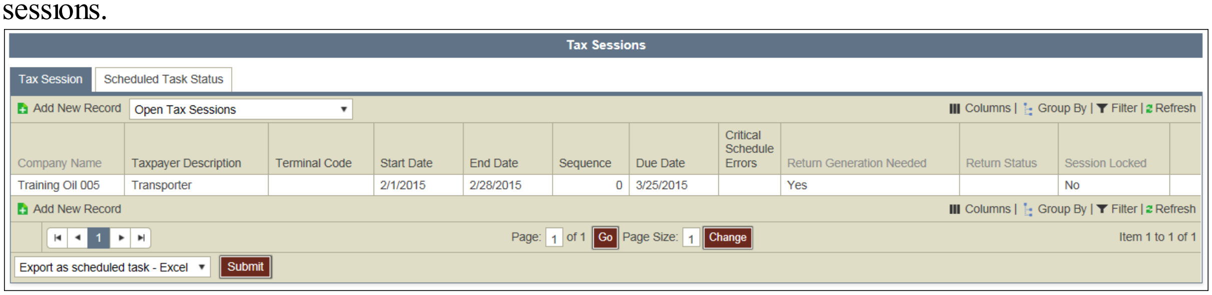
Fill in the following fields:

- **Taxpayer Type** - Select the type of return to be created.
- **Terminal Code -** If Taxpayer Type is a Terminal Operator or an Annual Terminal Operator select a Terminal Code.
- **Begin Period -** Key in or select the beginning period of the tax return being created.

The other fields on this screen will be automatically populated by the system.

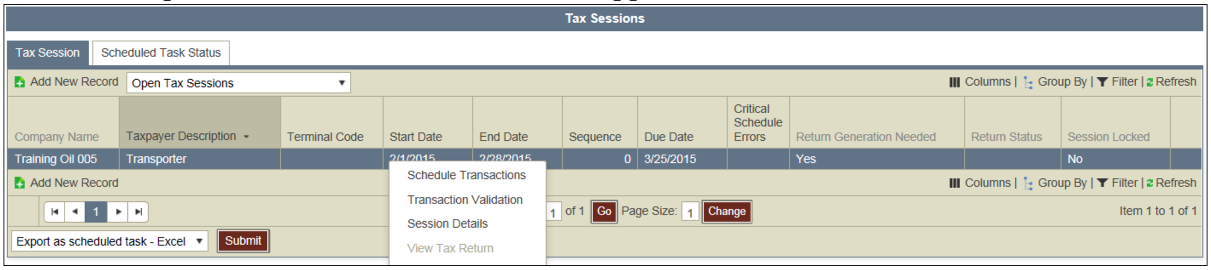
Click on the Create Session button to create the tax session.

Click on the button to close the Create Session window. A row will appear on the Tax Session grid. Select 'Open Tax Sessions' from the drop down on top of the grid to display all open tax sessions.

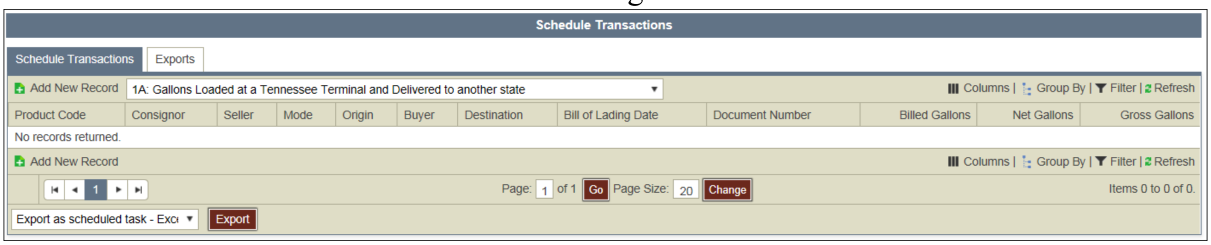


Schedule Transactions

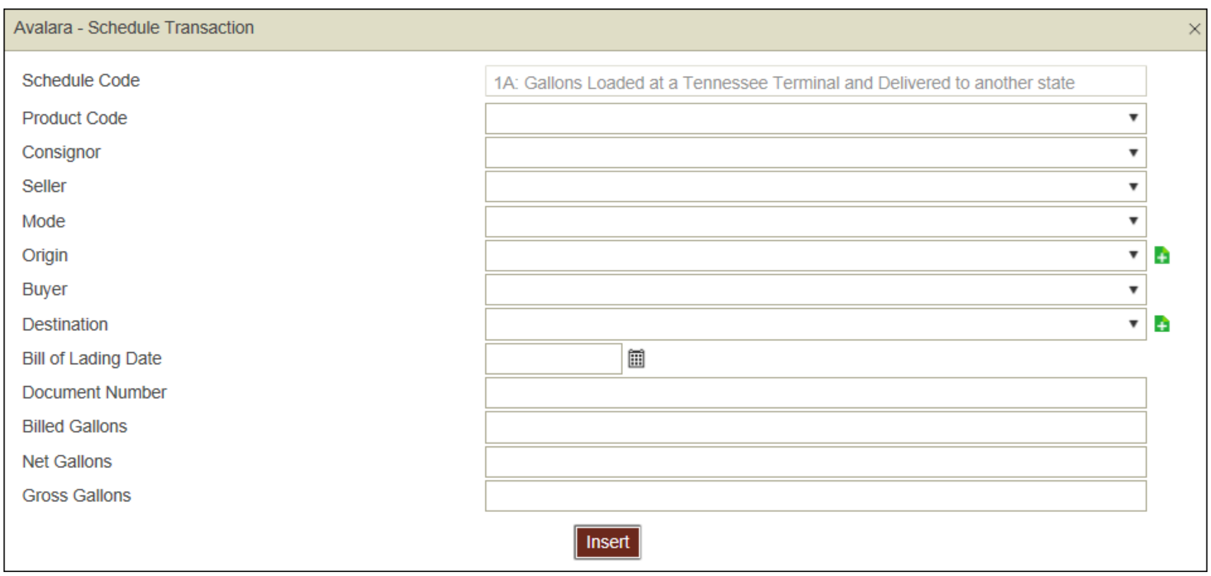
Click on an open session and a context menu will appear as shown below.



Select 'Schedule Transactions' from the context menu to begin the process of creating tax return Schedule Transactions. The Schedule Transactions grid is shown below.

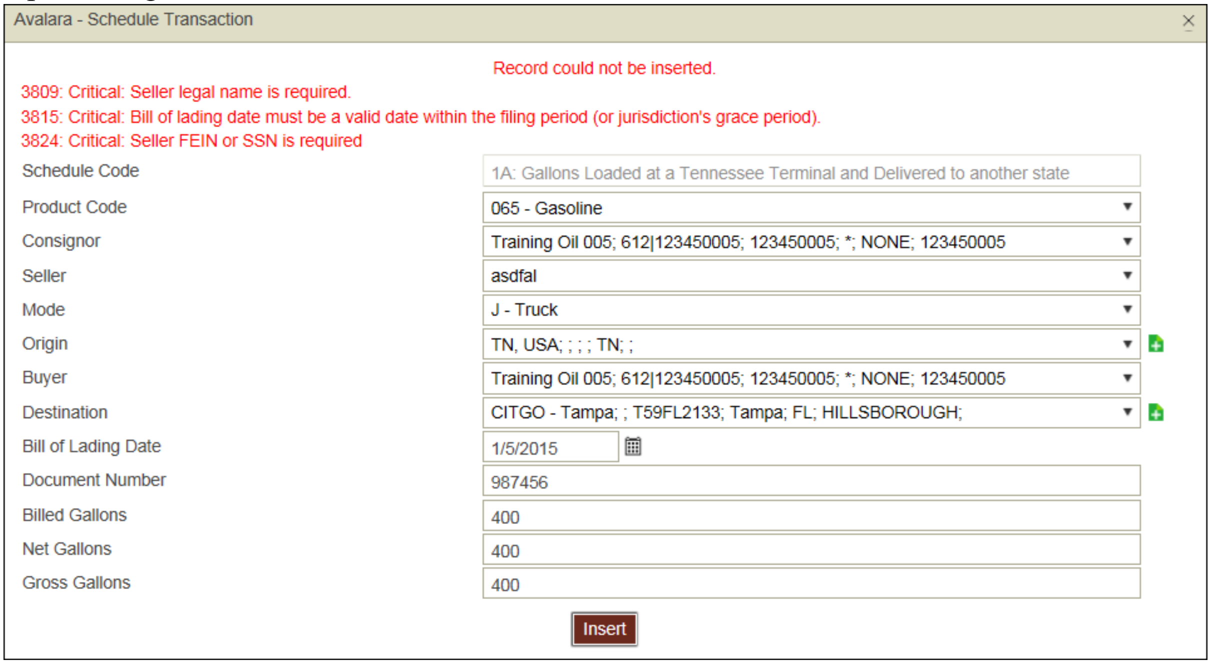


Select a Schedule from the drop down menu, then select Add New Record button to add schedule data. The Schedule Transaction screen is shown below.



Enter all fields for the schedule transaction. Drop downs are available to select individual fields. The drop downs are also designed to search the list of available fields by typing in part of the field name desired. Once all the fields are entered select Insert button to add the transaction.

Upon selecting Insert button the system performs schedule validation. If errors are found, error messages are displayed; the schedule transaction is not saved until corrections are made and Insert is pressed again. The screen below shows a schedule transaction with validation errors:



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 functionality is designed for ease of data entry. Any pre-filled value can easily be modified by selecting another value from a dropdown list or keying in a new entry.

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

Schedule Entry Fields

Schedule Entry drop down lists are populated by the system. The Tennessee Department of Revenue provides and maintains a list of valid data for each drop down list. Filers have the option to add additional selections to the drop down lists if the current information in the lists do not pertain to the transaction.

Business Entities in the system are individuals and firms a company does business with. Buyers, carriers, consignors, position holders and sellers are considered Business Entities. A filer can add business entities for a company using the maintenance screens, for detailed instructions on how to enter additional business entities, refer to the maintenance section of the help manual.

Locations in the system are points of origin and points of destination. Initial entries for terminal locations have been provided by the Tennessee Department of Revenue using the Federal TCN list. A filer can add locations for a company using the maintenance screens. For detailed instructions on how to enter additional locations, refer to the maintenance section of the help manual.

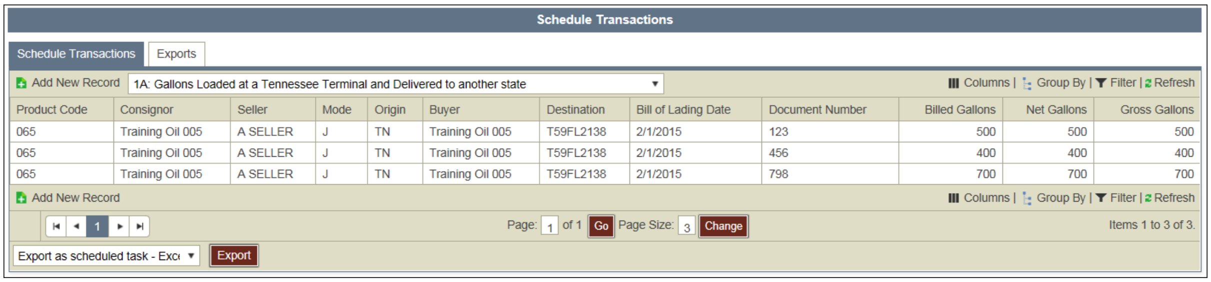
Date Fields are populated in the following manner:

Using the calendar control to select a date

Typing in a date using a mmddyy, mmddyyyy, mm/dd/yy or mm/dd/yyyy format

Schedule Transactions Grid

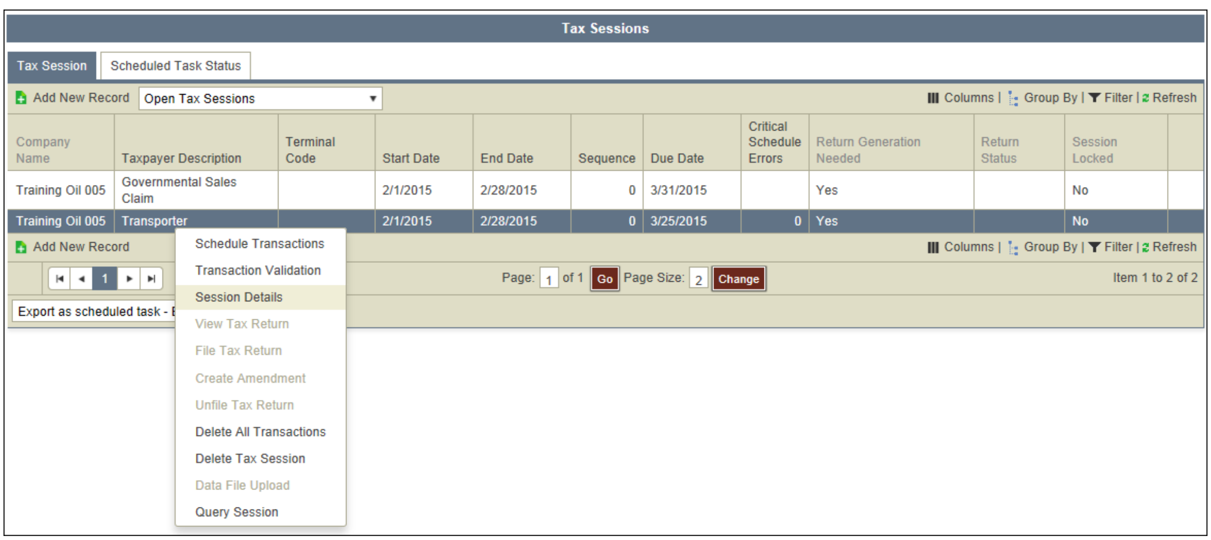
After inserting transactions, a list of transactions by schedule code for the specified tax session can be viewed in the Schedule Transaction Grid as shown below.



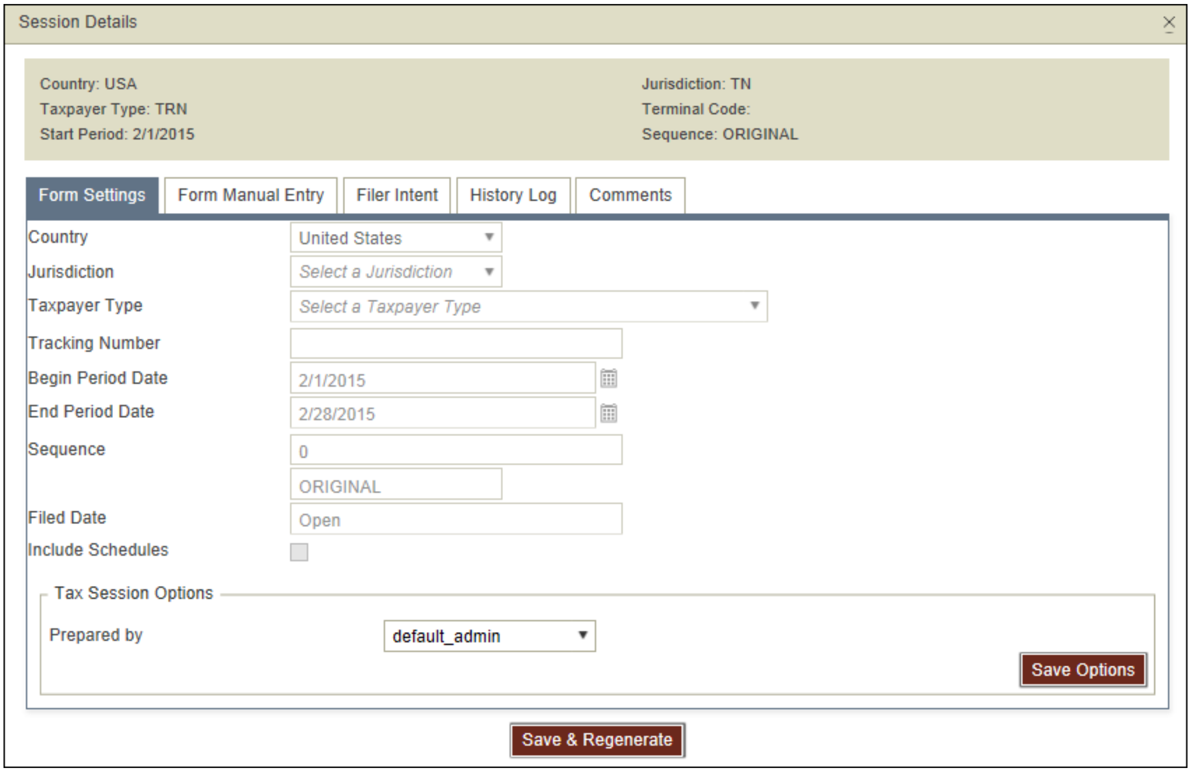
Transactions in the grid can be updated or deleted by selecting a record in the grid.

Generate Return

Returns must be generated before being viewed or filed. From the Tax Sessions grid click on a return to generate, a context menu will appear, select 'Session Details' from the menu as shown below.



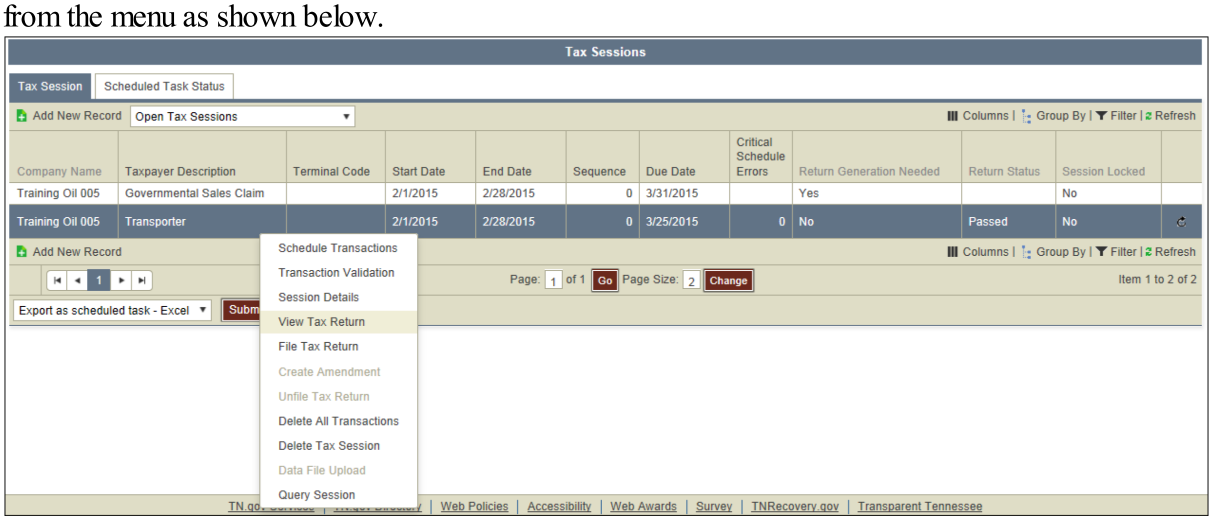
The Tax Session Details screen allows generation of the tax return. The Tax Session Details screen is shown below.



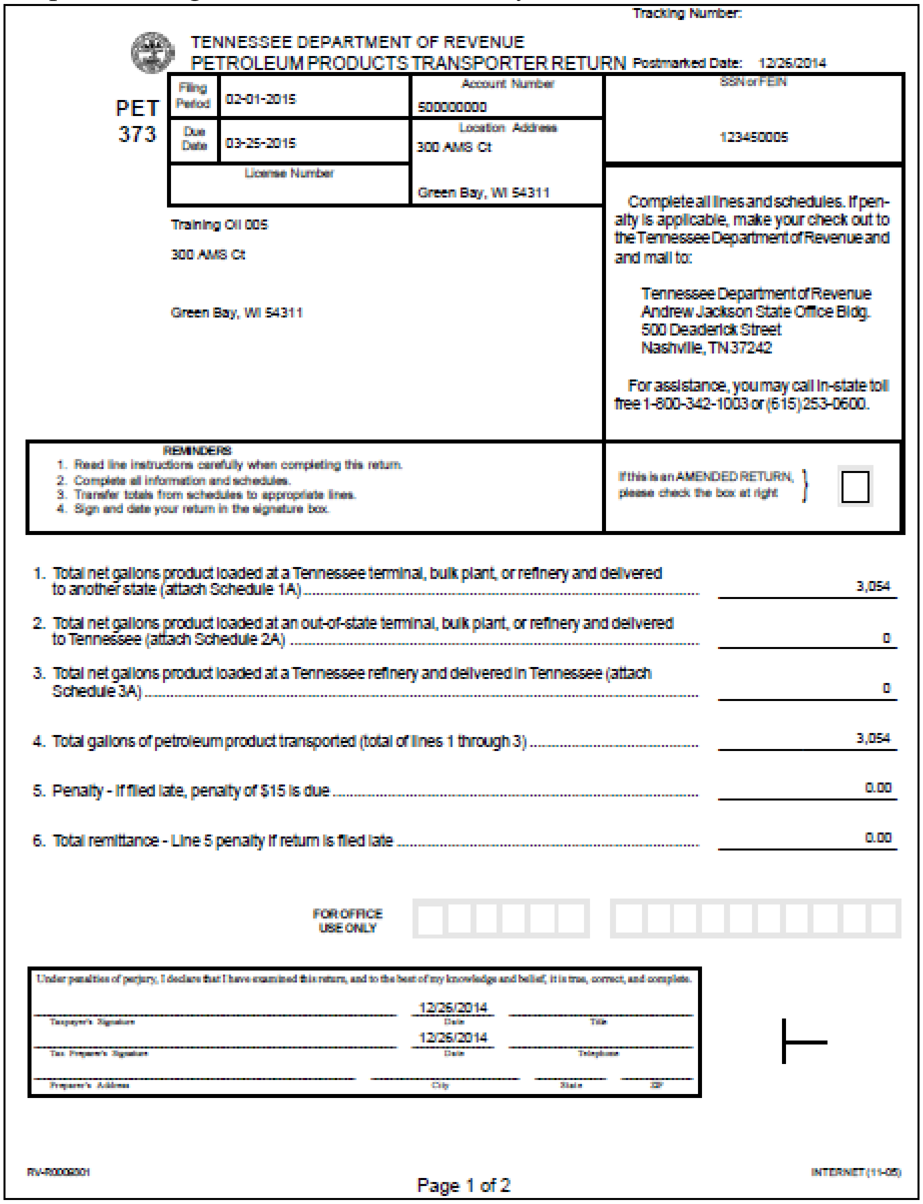
If schedule data is to be viewed in a pdf format, select 'Include Schedules' and generate the tax returns by selecting Save & Regenerate button. Information about the other tabs on this screen can be found in the help manual.

View Tax Return

The View Tax Return option is available for a tax session that has been generated and does not have any Critical Errors and has a value of 'No' for the Return Generation Needed column. From the Tax Sessions grid click on a return to view, a context menu will appear, select 'View Tax Return' from the menu as shown below.



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



Tracking Number:

TENNESSEE DEPARTMENT OF REVENUE
PETROLEUM PRODUCTS TRANSPORTER RETURN Postmarked Date: 12/26/2014

PET 373

Filing Period	02-01-2015	Account Number 500000000	SSN or FEIN 123450005
Due Date	03-25-2015	Location Address 300 AMS Ct Green Bay, WI 54311	
License Number			

Training Oil 005
300 AMS Ct
Green Bay, WI 54311

Complete all lines and schedules. If penalty is applicable, make your check out to the Tennessee Department of Revenue and and mail to:

Tennessee Department of Revenue
Andrew Jackson State Office Bldg.
500 Deaderick Street
Nashville, TN 37242

For assistance, you may call in-state toll free 1-800-342-1003 or (615) 253-0600.

REMINDERS
1. Read line instructions carefully when completing this return.
2. Complete all information and schedules.
3. Transfer totals from schedules to appropriate lines.
4. Sign and date your return in the signature box.

If this is an AMENDED RETURN, please check the box at right

1. Total net gallons product loaded at a Tennessee terminal, bulk plant, or refinery and delivered to another state (attach Schedule 1A)	3,054
2. Total net gallons product loaded at an out-of-state terminal, bulk plant, or refinery and delivered to Tennessee (attach Schedule 2A)	0
3. Total net gallons product loaded at a Tennessee refinery and delivered in Tennessee (attach Schedule 3A)	0
4. Total gallons of petroleum product transported (total of lines 1 through 3)	3,054
5. Penalty - If filed late, penalty of $15 is due	0.00
6. Total remittance - Line 5 penalty if return is filed late	0.00

FOR OFFICE USE ONLY

Under penalties of perjury, I declare that I have examined this return, and to the best of my knowledge and belief, it is true, correct, and complete.

Taxpayer's Signature — Date 12/26/2014 — Title
Tax Preparer's Signature — Date 12/26/2014 — Telephone
Preparer's Address — City — State — ZIP

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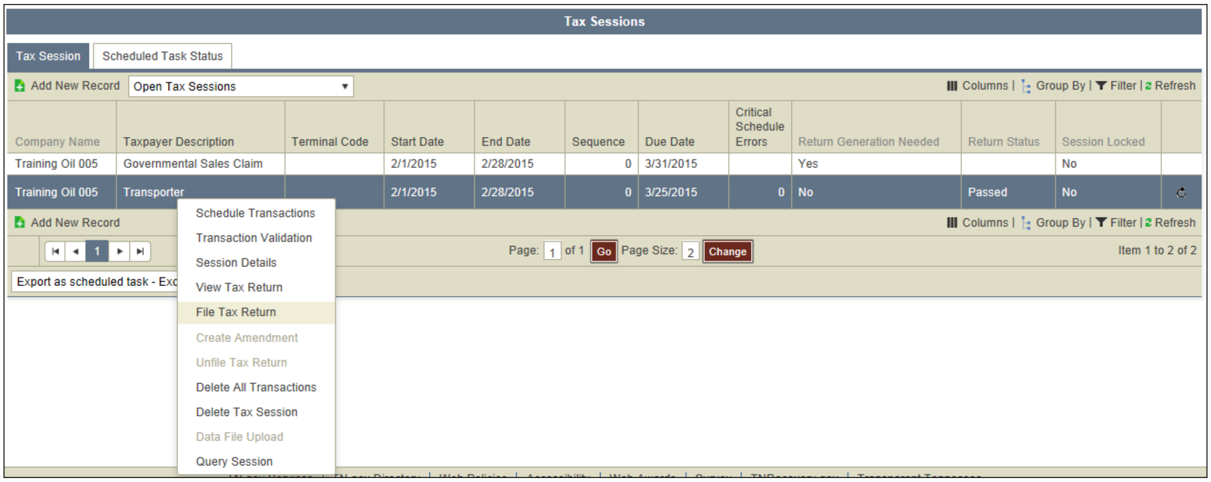
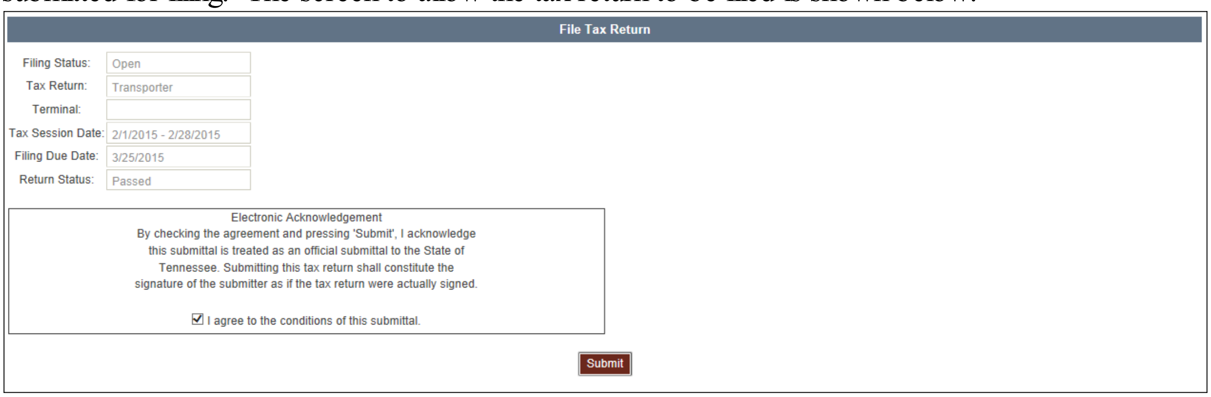
File Tax Return

The File Tax Return option is available for a tax session that has been generated and does not have any Critical Errors and has a value of ‘No’ for the Return Generation Needed column. From the Tax Sessions grid click on a return to file, a context menu will appear, select 'File Tax Return' from the menu as shown below.



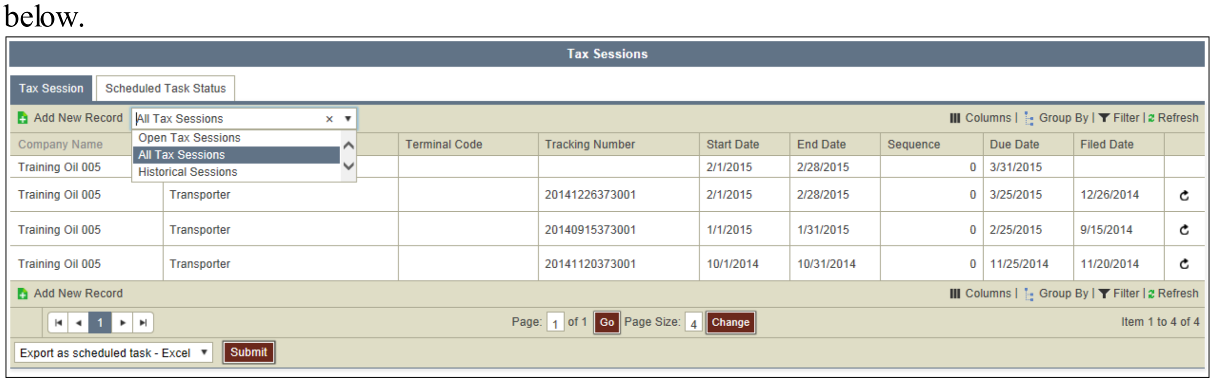
Selecting File Tax Return will provide a status screen that shows the details of the tax session that is being filed. An Electronic Acknowledgment must be checked in order for the tax return to be submitted for filing. The screen to allow the tax return to be filed is shown below.



After checking the electronic acknowledgment, select Submit button to get a Record updated message.

Verify Tax Return Filed

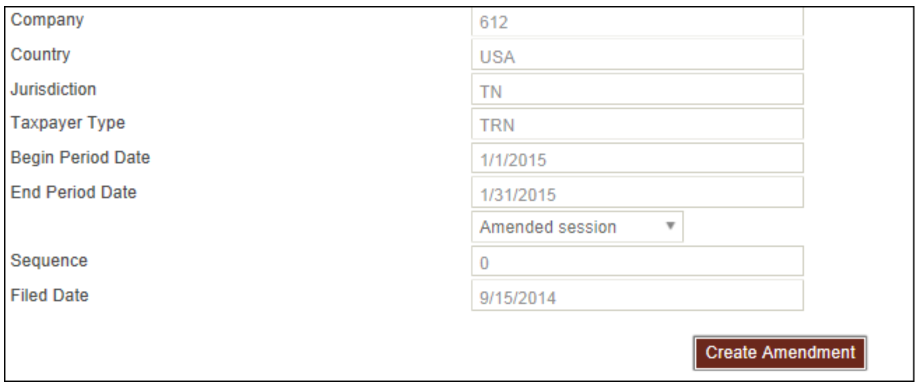
Check filed tax returns by going to the Tax Sessions grid and selecting 'All Tax Sessions' as shown below.



Selecting 'All Tax Sessions' changes the columns in tax session grid. A return has been filed if the 'File Date' column is populated with a date and the 'Tracking Number' column is populated with a tracking number. Additional information about a tax session can be viewed by clicking a session.

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 open amended session. Selecting this option will display a confirmation screen that allows the amendment to be created. The following screen is displayed.



Create and file an amendment using the same steps as discussed in this guide. More information can be found in the help manual.