Tennessee Motor Fuels Electronic Filing System

Motor Fuels

eFile (EDI) - Quick Start Guide

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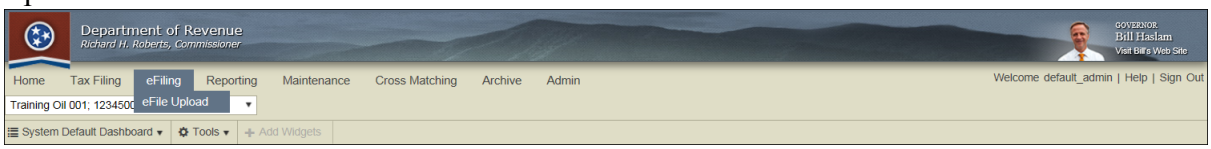
General Information

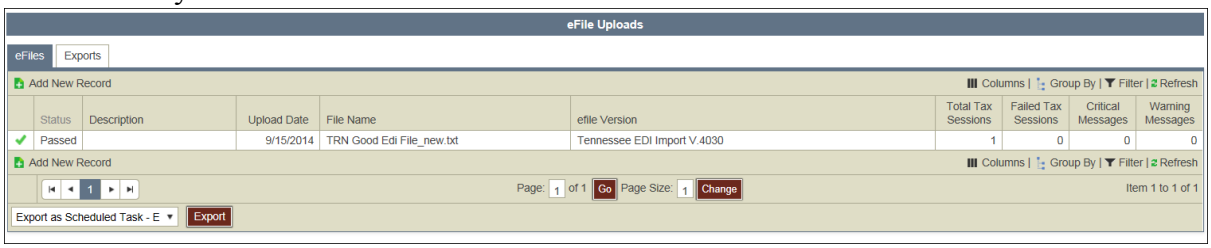
- Tennessee requires tax payers that file via EDI (eFile) to upload files into the Tennessee Motor Fuels Electronic Filing System. Specific EDI formatting can be found in the Tennessee EDI guide on the Department of Revenue website, http://www.state.tn.us/revenue/tntaxes/motorfuel.shtml. eFiles that do not use Tennessee specific EDI formatting will be rejected by the system.
- Uploading an eFile in an EDI format starts a workflow process that extracts the eFile, generates the return and files the return. Email notifications will be sent with a status of the eFile uploaded. If errors occur during any of the steps in the workflow, the return will not be filed and action must be taken by the taxpayer to correct the errors and file the return. Status of a return can be checked using Tennessee Motor Fuels Electronic Filing System.
- In order to eFile, you will need to log into the 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 eFile quick start guide is to assist users uploading EDI files into 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

The eFile upload option allows an eFile to be uploaded and extracted for the current selected company. eFiles must be in an EDI format as specified in the Tennessee Department of Revenue EDI Guide. To access eFile Upload functionality in the system, from the eFiling menu select eFile Upload as shown below.



After selecting 'eFile Upload' the following grid will display all eFiles that have previously been added to the system.



The eFile Uploads grid includes:

- **Status** - The Status column provides details on the status of a data file. The valid values include:

  Pending/Processing - The processing icon is displayed next to the Status column when the data file is generating.

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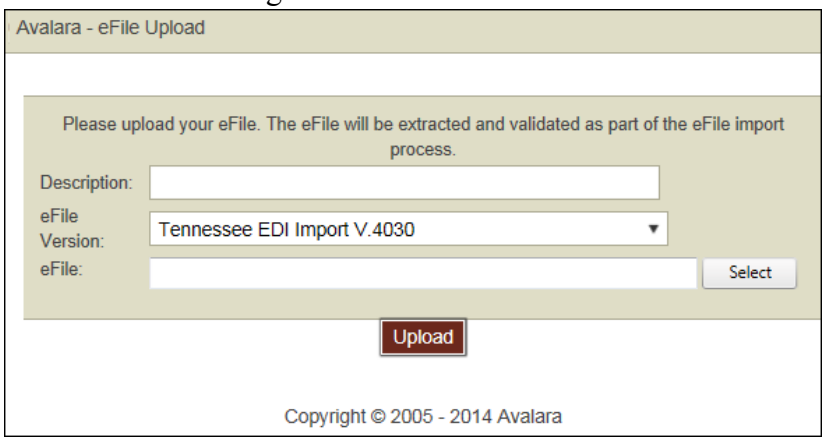
Passed - The passed icon is displayed next to the Status column when the data file has been generated with no outstanding audit errors.
Failed - The failed icon is displayed next to the Status column when audit errors were found when the data file was last generated.

- **Description -** User defined description of the file uploaded.
- **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.

Uploading eFiles

From the eFile upload grid a new eFile can be added by selecting Add New Record button. Key in new eFile information into the following screen.



Fill in the following fields:

- **Description** - Key in a meaningful description of the EDI file to be uploaded.
- **eFile Version -** Select 'Tennessee EDI Import V.4030' from the drop down.
- **eFile -** Use the Select button to navigate to the EDI file to upload, only EDI files with an extension of .edi or .txt are valid.

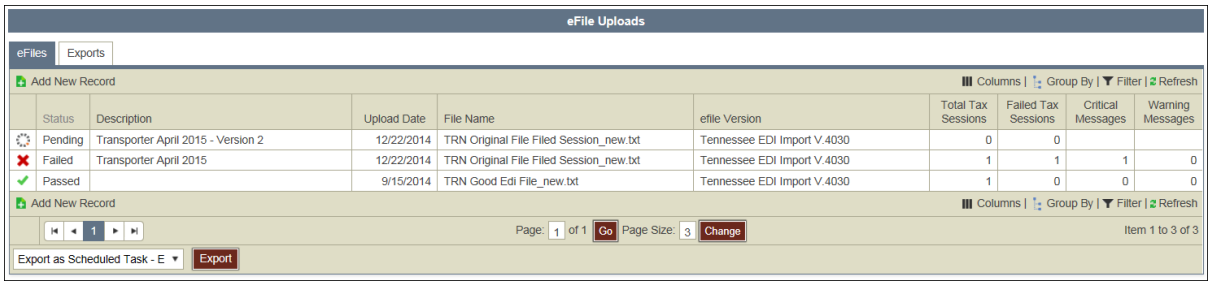
Click on the Upload button to begin the process of uploading the eFile.

Click on the button to close the eFile Upload window. A row will appear on the eFile Upload grid with an Extraction Status of Pending.

Click on the (Refresh) icon to see an updated status.

Checking eFile Status

From the eFile Upload grid the status of each eFile uploaded will be displayed in the status column as shown below.

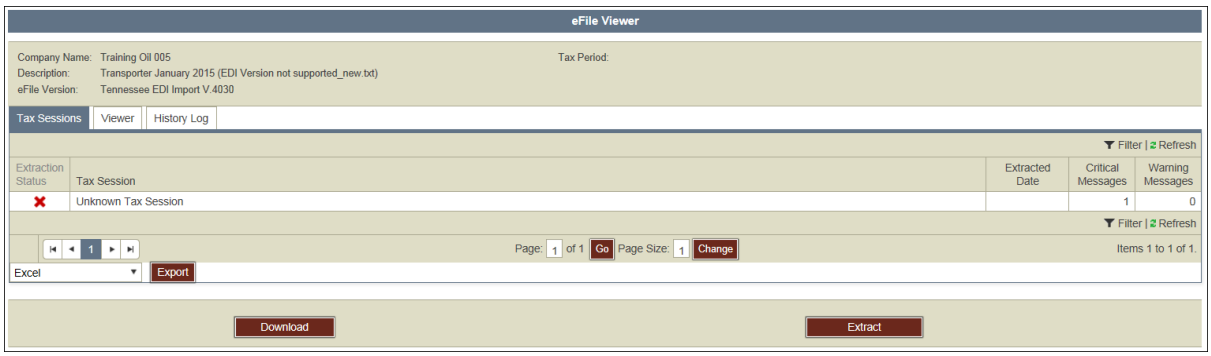


The valid values for data file status include:

- **Pending/Processing -** The processing icon is displayed next to the Status column when the data file is generating. Click on the (Refresh) icon to see an updated status.
- **Passed -** The passed icon is displayed next to the Status column when the data file has been generated with no outstanding audit errors. An eFile in 'Passed' status has successfully validated based on the rules in the Tennessee EDI guide. A 'Passed' eFile does not mean that the return has successfully been filed, an email notification will be sent confirming an eFile has been filed or had errors in the filing process.
- **Failed -** The failed icon is displayed next to the Status column when audit errors were found when the data file was last generated. A Failed eFile must be fixed and resubmitted before a tax return can be filed.

eFile Viewer

The eFile Viewer displays the processing details of a single uploaded eFile and will help trouble shoot failed eFiles. Selecting a line from the eFile Uploads grid will display the eFile Viewer screen as shown below.



The eFile Viewer screen has 3 tabs:

- **Tax Sessions** - Tax returns in this application are filed by session. All data is organized by session.
- **Viewer** - Displays the extracted eFile in a format that is readable. Mouse over displays help trouble shoot eFiles.
- **History Log** - Logs the processing of the eFile, any errors in the eFile will be identified in the history log.

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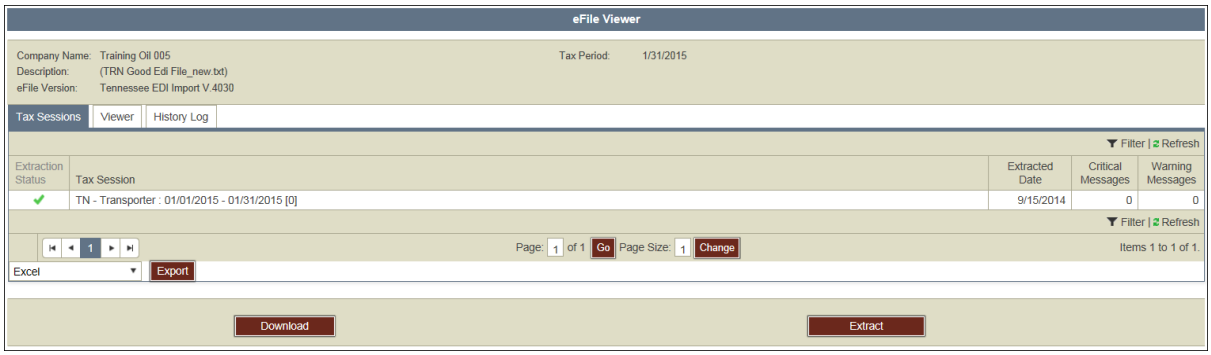
eFile Viewer - Tax Sessions Tab

The tax session tab displays a grid about the tax session for the extracted eFile. Tax returns in this application are filed by session. All data is organized by session. A successful eFile extract screen is shown below.



- **Extraction Status** - The Status column provides details on the status of a data file. The valid values for data file status include:

  Passed - The passed icon is displayed next to the Status column when the data file has been generated with no errors.

  Failed - The failed icon is displayed next to the Status column when errors were found when the data file was last generated.
- **Tax Sessions** - Displays type of return along with the start and end date of the session.
- **Extracted Date** - Date the eFile was extracted.
- **Critical Messages -** The number of critical validation errors. Critical errors will halt the processing of an eFile extract.
- **Warning Messages -** he number of warning messages. Warning message will not halt the processing of an eFile extract, unless a threshold is met.

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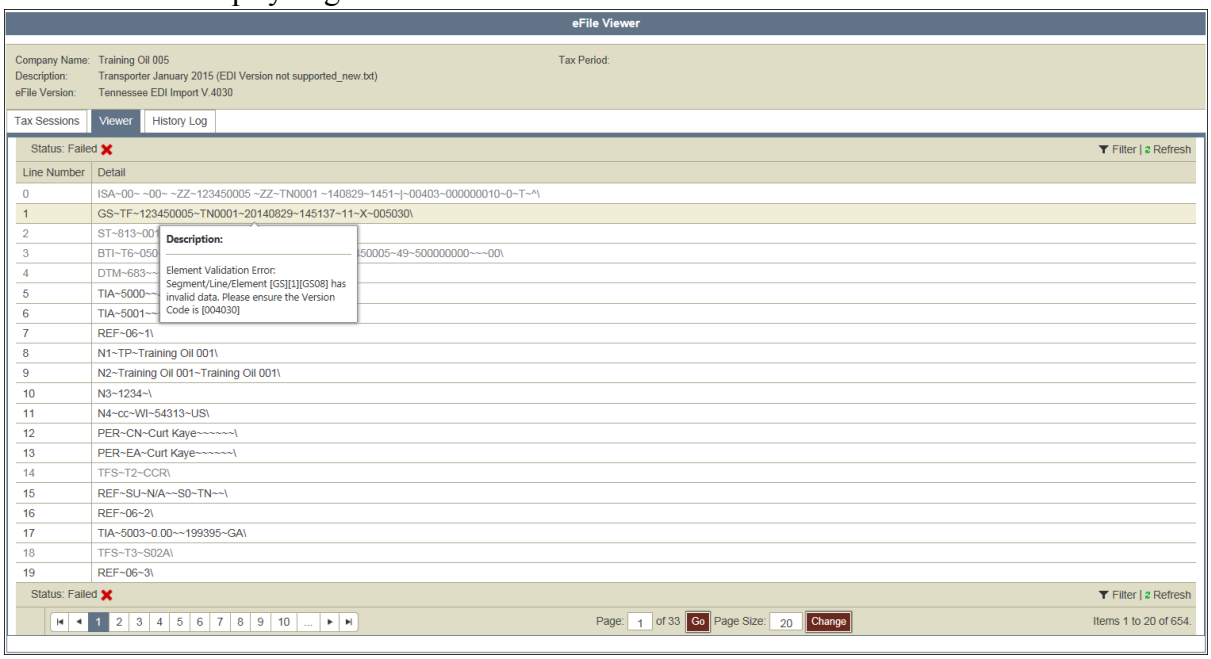
eFile Viewer - Viewer Tab

The Viewer tab displays a grid of the extracted eFile. The eFile Viewer tab is shown below.

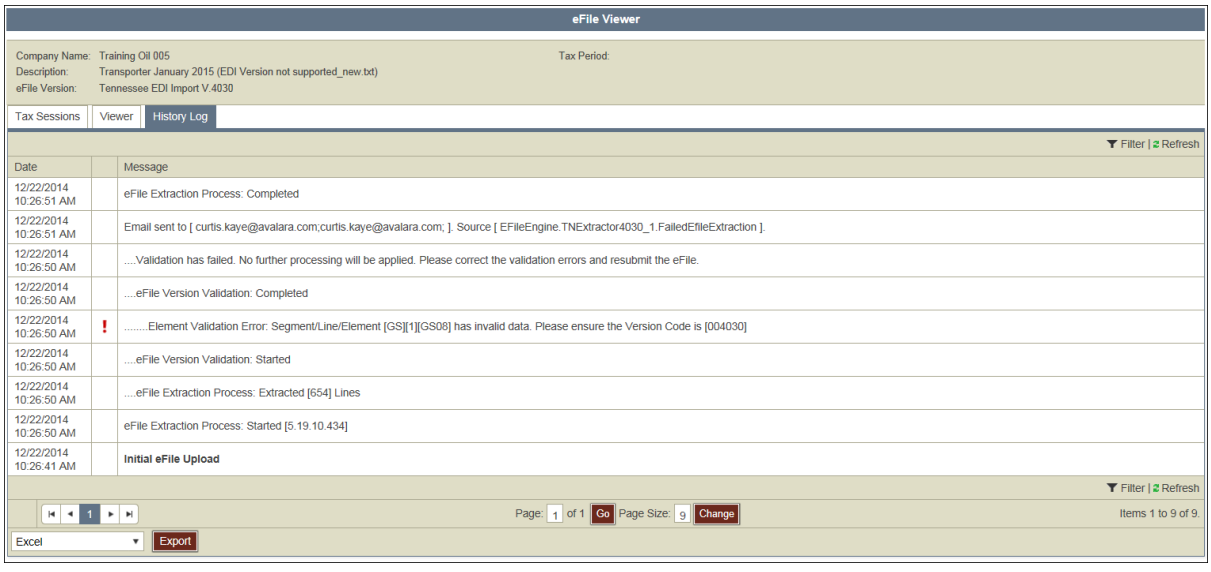


Any lines that are displayed in bold type have mouse over capability, a description of the segment or a description of an error message will be displayed.

- **Line Number** - Represents a segment in the eFile.
- **Detail** - Displays the detailed information of the segment..

eFile Viewer - HistoryTab

The History tab displays a grid of the history log of the eFile extracted. The eFile history tab is shown below.



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The history tab will help trouble shoot a failed eFile extract. Details of errors can be found in this tab.

- **Date -** Date of the event in the log.
- **Message -** Logged message for the event.

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