Glenn Hegar
Texas Comptroller of Public Accounts

EDI (Electronic Data Interchange)

International Fuels Tax Agreement (IFTA) User Guide

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I Table of Contents

II Introduction to the International Fuel Tax Agreement (IFTA) User Guide

This user guide is intended to help familiarize and provide you with specific instructions for the IFTA Electronic Data Interchange (EDI) free software which is provided to by the Comptroller. Topics regarding the software may be accessed by clicking on the **Help** button in the EDI software when connected to the Internet.

- *What is needed before you begin*
  - IFTA (EDI) free software.
  - WebFile Number
  - Taxpayer Number
  - Return Information
  - Bank Information (optional)

- *About this User Guide*
  - Button references are formatted in bold (strong) and orange.
  - Screen names, field names or section names are in *italics (emphasis).*
  - Important warnings are formatted in red and are underlined.
  - Buttons and icon images are explained in section *XI Button and Icon Legend*.

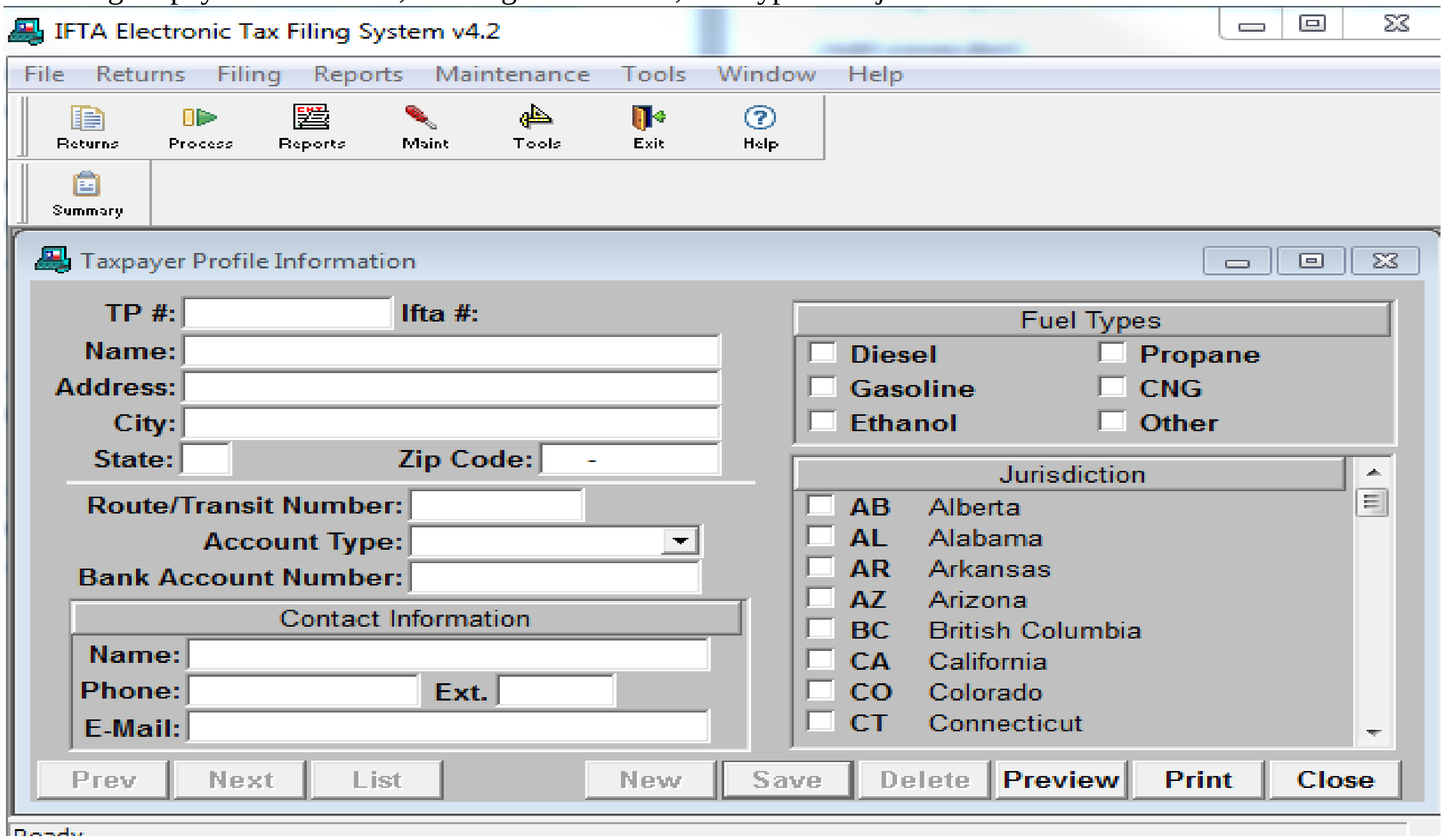
III Downloading and Installing IFTA Software

This section provides instructions for downloading and installing the IFTA EDI software for submitting EDI returns. **Warning!** If reinstalling the software, save the original database named IFTA4.db to the desktop before continuing.

1. Go to https://comptroller.texas.gov/taxes/file-pay/edi/
2. Under the *Download, Install and Update Free EDI Software* section, select *IFTA (iftafull.exe, 29.7M)* link which is highlighted in blue.
3. Save the file to your desktop.
4. Go to your desktop or download folder and double click on the **iftafull.exe button.**
5. Select the **Next** button on the IFTA ETF Data Entry System Setup screen.
6. Select the **Next** button on Destination Directory screen.
7. Select the **Finish** button.
8. Delete the iftafull.exe file.
9. Double click on the **IFTA ETF** shortcut on your desktop.
10. If you have a previous version of the IFTA tax data entry system you will be prompted to import the data from your prior version of the software.
11. Select the **Yes** button when asked if you want to copy information from your old database.
12. Select the **OK** button on the pop up when the data has been piped.
13. Continue to section *IV Adding Taxpayer Profile Information and Banking Information.*

IV Adding Taxpayer Profile Information and Banking Information

This section provides instructions on adding the basic information regarding your IFTA taxpayer account including taxpayer information, banking information, fuel types and jurisdictions.



1 Select the **Returns** button. A message will be displayed indicating ‘No Records Found’.

2 Select the **OK** button and the *Taxpayer Profile* screen will open.

3 Enter *Taxpayer Number, Name, Address, City, State and Zip Code*.

4 Enter *Route/Transit Number, Account Type* (Checking or Savings), *and Bank Account Number*. EFT payment information is optional. You must enter the banking information on this screen to include a payment with your return.

5 Enter contact information including *First Name*, *Last Name*, *Phone Number*, *and Email Address*.

6 Select the **Fuel Types** and **Jurisdictions** you will be reporting.

7 Once you have entered all the data in the appropriate fields, select the **Save** button.

❖ *Updating Taxpayer Information*

1 Select the **Returns** button.

2 Highlight the taxpayer and select **Detail**.

3 Make any changes needed to taxpayer, contact or banking information or add **Fuel Types** and **Jurisdictions**.

4 Select the **Save** button.

V Importing Tax Rates

When you first open the IFTA EDI software an automatic tax rate table update process begins by automatically downloading and importing the most current tax rate table. A message window may appear with important EDI filing information. Select **OK** to continue into the software.

❖ *Manual Tax Rate Update*

1 Select the **Maintenance** button and select **Import Tax Rates**.

1 By selecting the **Update Tax Rate Table** button the program will automatically download the tax rate table.

2 To manually import the tax rate table, select the **Download Tax Rates File** button. Your web browser will open with the tax rates displayed.

3 Select *File* from your browser menu and *Save As.*

4 A popup window will appear. Save Webpage. Verify the path:

- ➢ For Windows Vista, 7 & 8: C:\ProgramData\TexasCPA\IFTA4
- ➢ For Windows XP & others: C:\Documents and Settings\AllUsers\TexasCPA\IFTA4

5 Select the **Save** button and select **Yes** to replace existing file and close your web browser.

6 Next Select **Import Tax Rate File**. The *Select Tax Rate File* window will open.

7 The Save in folder needs to be located at:

- ➢ For Windows Vista, 7 & 8: C:\ProgramData\TexasCPA\IFTA4
- ➢ For Windows XP & others: C:\Documents and Settings\AllUsers\TexasCPA\IFTA4

8 Select the taxrates.txt file and select **Save**

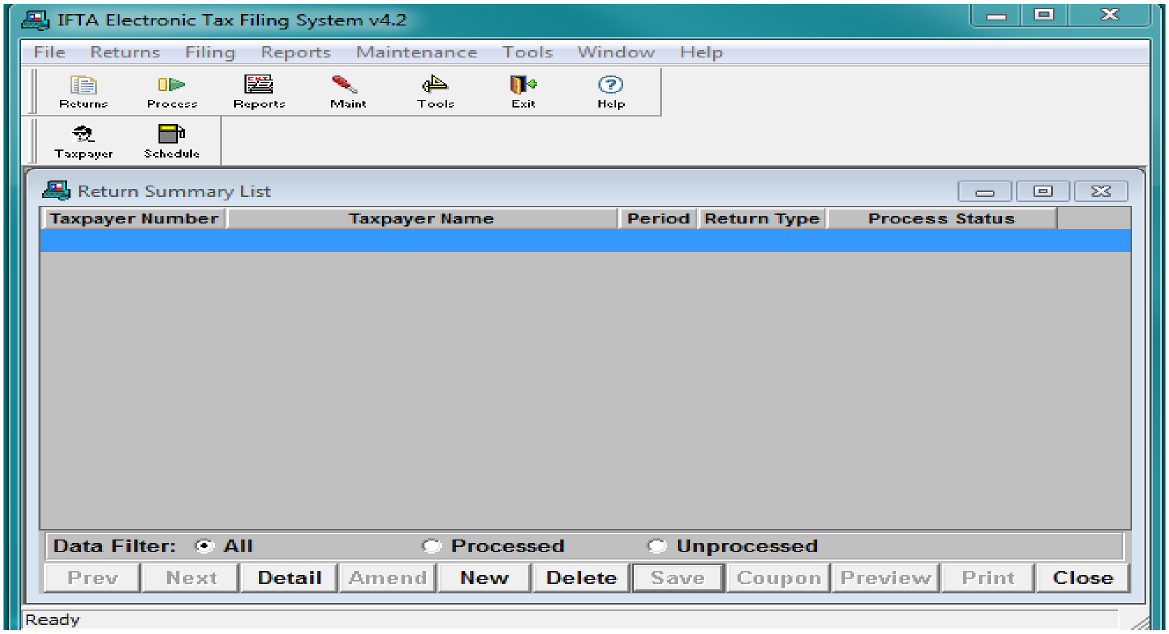
9 Select **OK** and close the Tax Rate Table update screen

VI Preparing A Return

1 Select the **Returns** button. Highlight a taxpayer from the *Taxpayer Profile Information* screen.

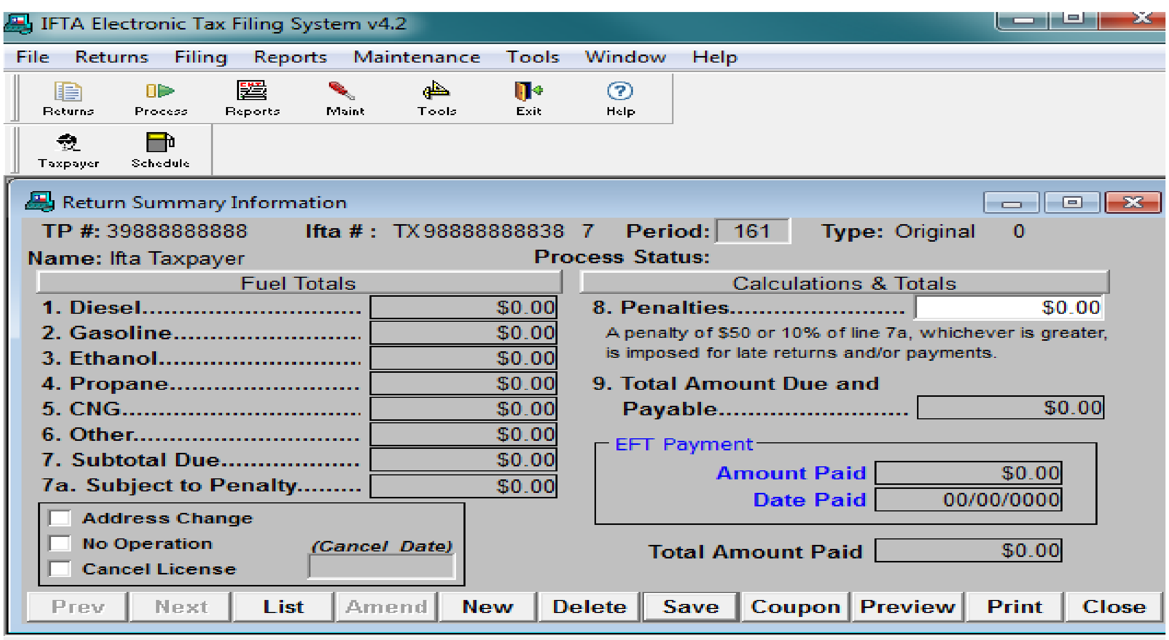
2 Select the **Summary** button.

3 The **Return Summary Information** screen will appear. Select **New**



4 A blank *Return Summary Information* screen will open. Enter the filing period as YYQ.

5 Select any of the optional boxes, *Address Change*, *No Operation or Cancel License*, that apply to your return and **Save**:



❖ *Adding Schedule Detail*

1 Select **OK** in the *Update Successful* screen then select the **Schedule** button.

6 Enter data in the following fields for each fuel type reporting and **Save**:

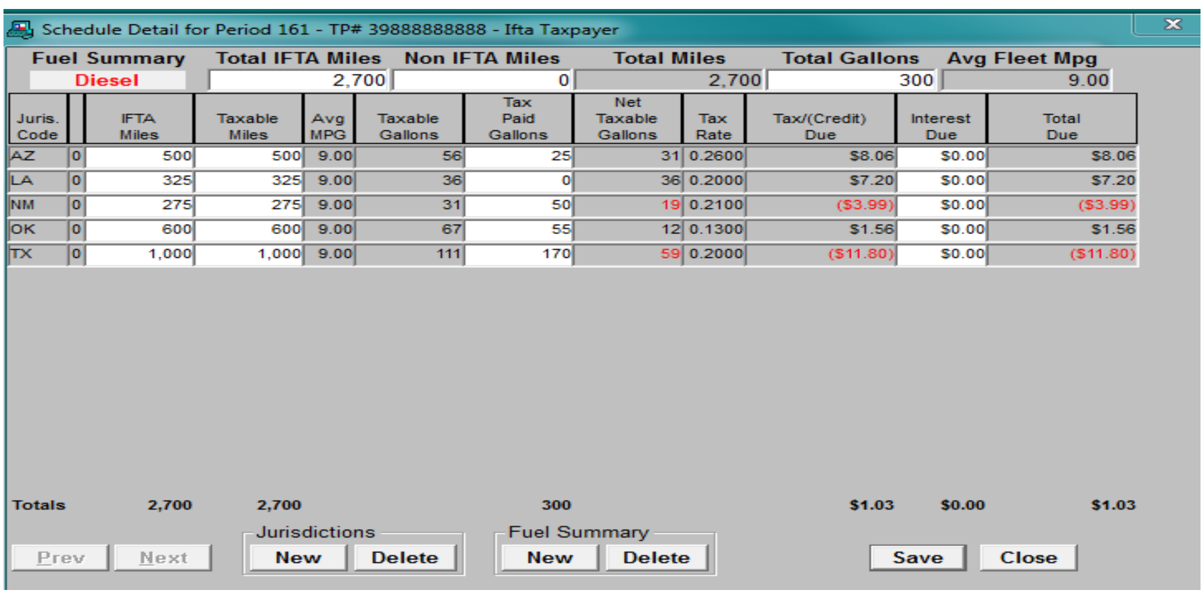
- *Total IFTA Miles*
- *Non IFTA Miles*
- *Total Gallons*
- *IFTA Miles by Jurisdiction*
- *Taxable Miles by Jurisdiction*
- *Tax Paid Gallons by Jurisdiction*
- *Interest Due by Jurisdiction*

7 Close the *Fuel Summary* screen.

8 On the *Return Summary Information* screen, enter penalties if applicable.

9 Enter payment amount and date in the *EFT Payment* box if you wish to make a payment through the software.

10 Select **Save** and then **Close**.


Schedule Detail for Period 161 - TP# 39888888888 - Ifta Taxpayer

Fuel Summary	Total IFTA Miles	Non IFTA Miles	Total Miles	Total Gallons	Avg Fleet Mpg
Diesel	2,700	0	2,700	300	9.00

Juris. Code		IFTA Miles	Taxable Miles	Avg MPG	Taxable Gallons	Tax Paid Gallons	Net Taxable Gallons	Tax Rate	Tax/(Credit) Due	Interest Due	Total Due
AZ	0	500	500	9.00	56	25	31	0.2600	$8.06	$0.00	$8.06
LA	0	325	325	9.00	36	0	36	0.2000	$7.20	$0.00	$7.20
NM	0	275	275	9.00	31	50	19	0.2100	($3.99)	$0.00	($3.99)
OK	0	600	600	9.00	67	55	12	0.1300	$1.56	$0.00	$1.56
TX	0	1,000	1,000	9.00	111	170	59	0.2000	($11.80)	$0.00	($11.80)
Totals		2,700	2,700			300			$1.03	$0.00	$1.03

Prev Next | Jurisdictions: New Delete | Fuel Summary: New Delete | Save Close

❖ *Adding Jurisdictions and Fuel Types*

To add *Jurisdictions* or *Fuel Types* for a return already in progress, select the **New** button under *Jurisdictions* and/or *Fuel Summary* on the Schedule Detail Screen and select the jurisdictions or fuel types you wish to add to the report. This will only make the changes in the current return. To add jurisdictions and fuel types to all future returns, see *IV Adding Taxpayer Profile Information and Banking Information.*

❖ *Amending a Return*

This section provides instructions for amending returns. An amended return corrects data submitted on previous returns. An amended return does not affect payments. Only make a payment for the additional amount owed due to your amended return. If the amended return results in a credit, a refund will be generated.

1. Select the **Returns** button. Highlight a taxpayer from the Taxpayer Profile Information screen.
2. Select the **Summary** button.
3. Change the *Data Filter* to **Processed**
4. Double click the return that needs to be amended. Only previously processed returns can be amended.
5. The *Return Summary Information* screen will display.
6. Select the **Amend** button. A message window will pop up that says "Amend this return." Select the **OK** button
7. Select the **OK** button on the window notifying you that this return has been amended.
8. Select the **Schedule** button and enter corrected information.
9. Select the **Save** button.
10. Close the *Schedule Detail* window.
11. The return is now ready to be processed and uploaded.
12. Continue to section *VII Processing (Saving) Returns for Submission.*

❖ *EFT Payments*

This section provides instructions for entering penalties and payment that you would like to include within the EDI return. The EFT payment date or settlement date is the date on which you want the funds withdrawn from the bank account. In order for the payment to be timely, the EFT payment date must be no later than the due date of the report and the file must be transmitted by 2:30pm CT on the business/banking day prior to the due date. Please refer to the due date chart for EFT payment in the Texnet Booklet.

1. Enter *EFT Payment Amount* and *Settlement Date* information in the *EFT Payment Amount*, and *EFT Payment Date* fields. Note. If you are not able to enter data in these fields, go to the *Taxpayer Profile Information* screen and add banking information.
2. Select the **Save** button on the *menu bar*.
3. Close the *Report Summary Information* window.
4. Continue to section *VII Processing (Saving) Returns for Submission.*

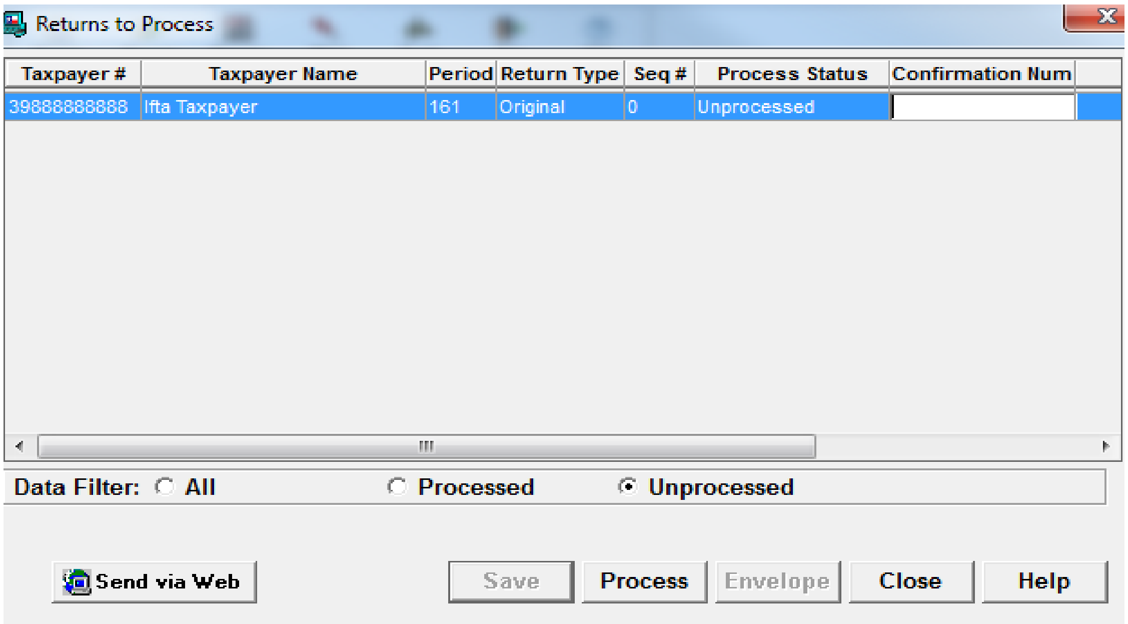
VII Processing (Saving) Returns for Submission

This section provides instructions for creating an EDI file to upload to the Comptroller's website.

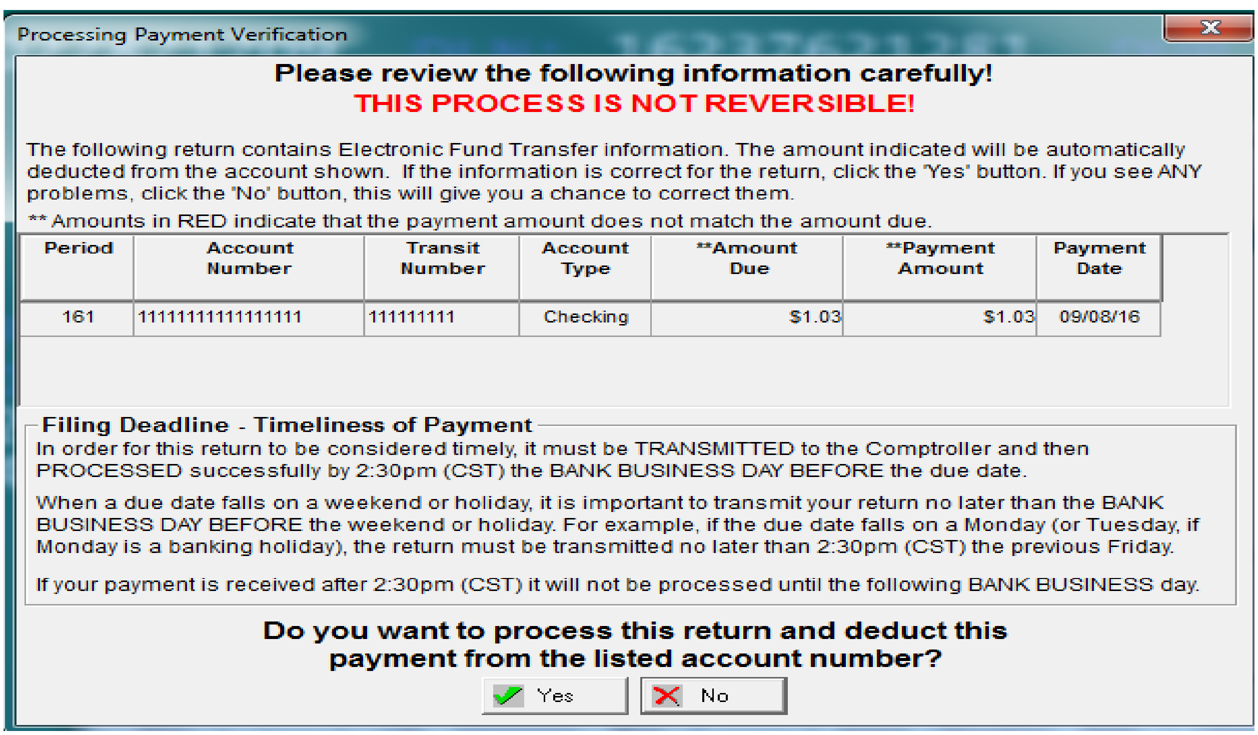
1 Close the *Return Summary* screen and select the **Process** button.

2 Select the return to be processed by clicking on the return.

3 Select the **Process** button.

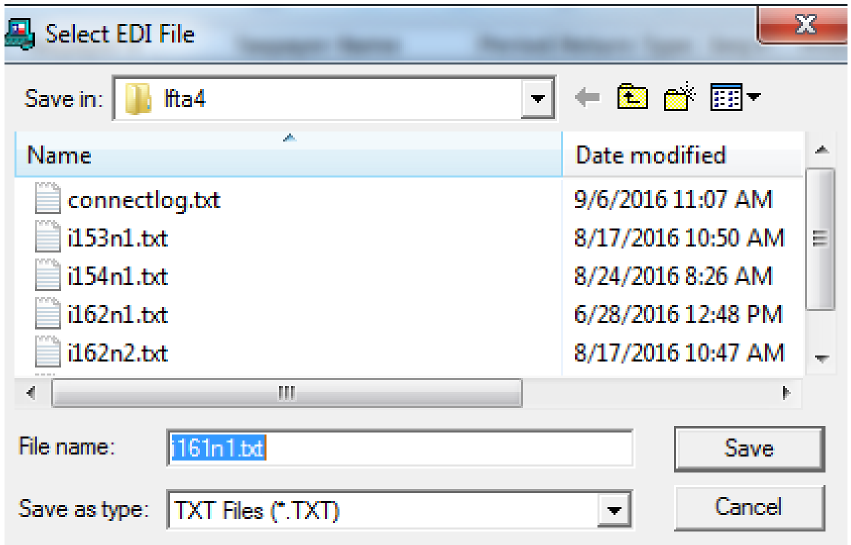


4 If you are submitting a return with a payment the *Processing Payment Verification* screen will appear.



5 Verify all of the information is correct and choose **Yes**

- The **Select EDI File** box will appear with system generated file name of iYYQn#.txt



6 Select the **Save** button

7 The following message will appear: EDI file saved as C:\[path]\IFTA4\IYYQN1.txt. The [path] is:

- Windows Vista, 7 & 8 C:\ProgramData\TexasCPA\IFTA4
- Windows XP & others C:\Documents and Settings\All Users\IFTA4

8 You will be asked Send to the Comptroller now?

- Select the **Yes** if you are ready to upload the return and your browser will open so you can select section *VIII Registering and Upload Test EDI Returns* or *IX Transmitting a Production File to the Comptroller's Office* to upload the return.

❖ *Combining Processed Returns into a Single File-Enveloping.*

In order to upload more than one EDI file at a time you can put a group of processed returns together. This process is called enveloping. This feature is optional. You may upload individual files.

1 Select the **Process** button. This will open the *Returns to Process* screen.

2 Select the *Processed* radio button in the Data Filter line.

3 Highlight all returns you want to envelope by holding down the Control (Ctrl) key on your keyboard and selecting each file to be enveloped.

4 Select the **Envelope** button.

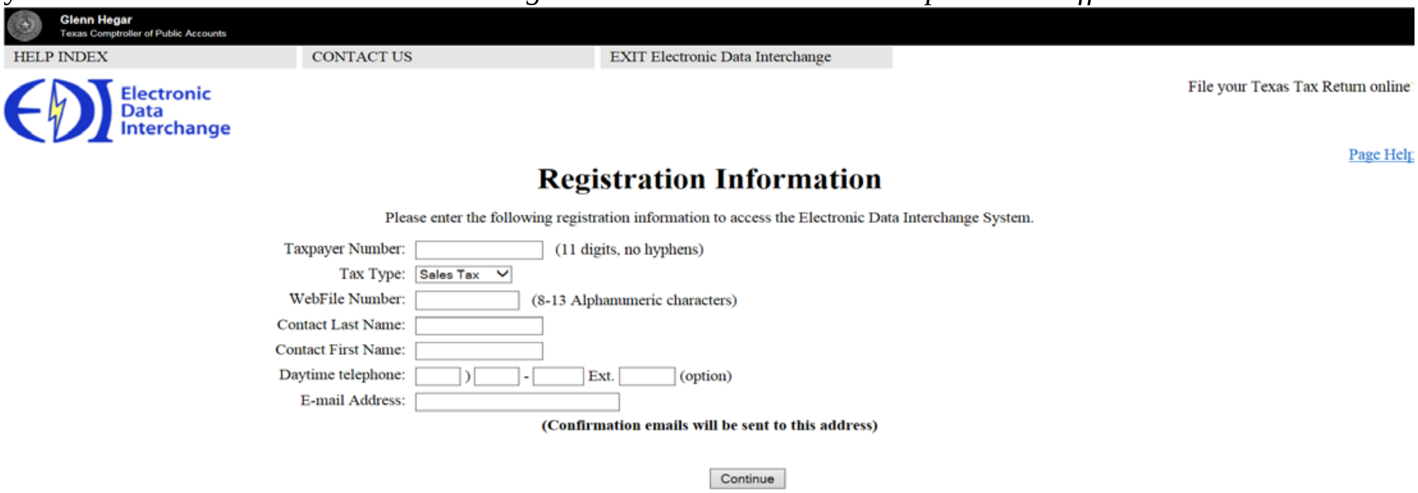
5 Select **Save** on the *Select Envelope EDI* file window.

6 Select the **OK** button. The file name will appear in the *Envelope Filename* column and will ask *Send to the Comptroller now?*

7 Continue to the next section *IX Transmitting a Production File to the Comptroller's Office* or section *VIII Registering and Uploading Test EDI Returns.*

VIII Registering and Uploading Test EDI Returns

This section provides instructions for registering and enrolling for EDI filing. To receive approval to file electronically an initial test return must be submitted for each taxpayer you are filing for. After processing your return and creating the EDI file follow the instructions below. **Warning!** Submitting a Test file is not considered submission of your return/payment. You must upload a Production file for a return to process to your account. See section *IX Transmitting a Production File to the Comptroller's Office.*



1 Select **Send via Web** button. Your browser will open to the *Electronic Data Interchange* Website.

2 Select the **No, register** button.

3 Select the **Continue** button.

4 Enter data in the following fields:

- *Taxpayer Number*
- *Tax Type*
- *WebFile Number*
- *Contact Last Name*
- *Contact First Name*
- *Daytime Telephone*
- *E-mail Address* **Note:** Confirmation emails will be sent to this email address.

5 Select the **Continue** button.

6 Enter an alpha-numeric *Personal Identification Number* (*PIN*) from 8 to 13 characters in length.

7 Re-enter your *PIN* for verification.

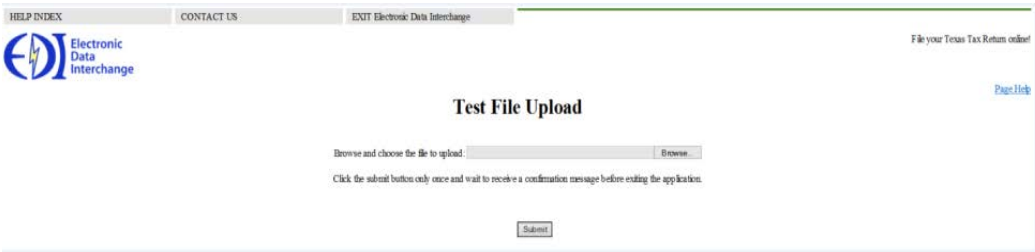
8 Select the **Continue** button. The *Client Information* screen will appear.

9 Enter the *11-digit Taxpayer Number* and *WebFile* number for the taxpayer you are submitting a test file for. Your WebFile Number starts with RT and is followed with six digits. This can be located on the top left corner of the preprinted returns sent to your mailing address.

10 Select the **Add** button.

11 Select the **Continue** button. If you are testing for more than one account, you must add the additional taxpayer numbers and WebFile numbers.

12 The *Test File Upload* dialogue box will appear. Select the **Browse** button.



13 Navigate to the return that was processed previously. The location of the file is based on your operating system.

- *Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\ifta4*
- *Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\ifta4*

14 Select the **Submit** button. Your confirmation number will appear on the *Test Upload Confirmation* Page.

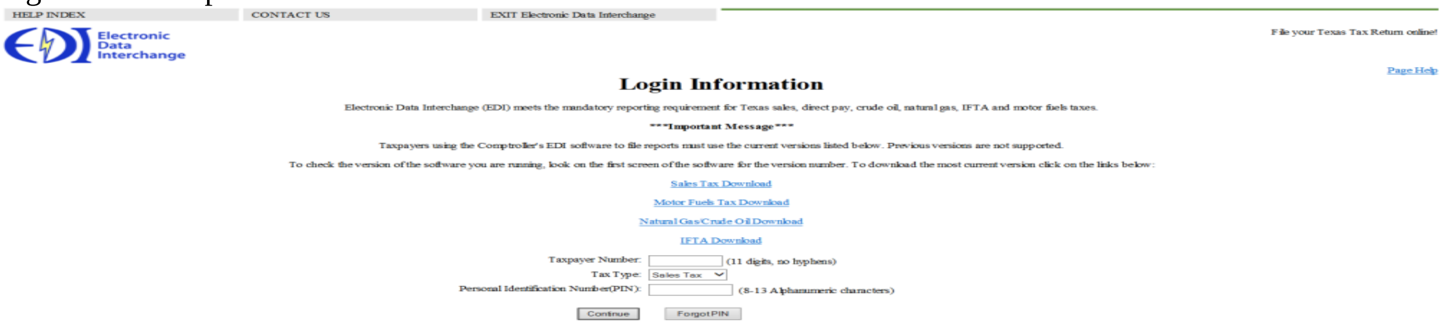
15 You will receive an email giving the status of the return.

- **Fail**: Read the attachment, correct errors and resubmit file
- **Pass**: You may now submit a production return for this taxpayer.

16 Select the **Exit** button. You must log back in to submit a production file once you have received the email indicating your test file has passed status.

IX Transmitting a Production File to the Comptroller's Office

This section covers transmitting a Production file. A Production file may only be submitted after you have registered and uploaded a test return with a status of **Pass**.



1 After processing a return you will be asked you will be asked *Send to the Comptroller now*? If you select **Yes** your browser will open. Proceed to step 4.

2 If you did not transmit the return at the time it was processed, select the **Process** button. This will open the *Returns to Process* screen.

3 Select **Send via Web** button. Your web browser will open to the *Electronic Data Interchange* website.

4 Select **Yes, login** button. If you have not already registered please see the section *VIII Registering and Uploading Test EDI Returns.*

5 Enter *Taxpayer Number* and *Personal Identification Number (PIN).*

6 Select the *IFTA* tax type.

7 Select the **Continue** button.

8 Select the **Continue** button if taxpayer information is correct.

9 Select the **Production File** radio button.

10 Select the **Continue** button.

11 Select the **Browse** button.

12 Navigate to the return that was processed previously**.** The default location of the file is based on your operating system or where you chose to save the file:

- *Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\ifta4*
- *Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\ifta4*

13 Select the **Open** button.

14 Select the **Submit** button.

15 Record your confirmation number on the *Report Processing* screen. A confirmation email will be sent with details of Pass/Fail status of the file:

- **Pass**: No action required.
- **Fail**: Read the attachment, correct errors, and resubmit the file.

X Transferring Information to a New Computer

This section provides instructions to transfer the information entered in the IFTA software from one computer to another computer. This section covers upgrading a database from a prior version of the software and moving a database.

❖ *Upgrading Before Moving a Database*

1. Download and install IFTA EDI software on both computers using the instructions from section *III Downloading and Installing IFTA Software.*
2. Open the **IFTA EDI** software and select **Yes** when asked if you want to copy data from a previous version.
3. Select **Import** and **Save**.
4. Continue to the next section *Moving a Database*. If you are unable to upgrade please email EDI.help@cpa.texas.gov for further assistance.

❖ *Moving a Database*

1. Close the *IFTA EDI* software on both computers.
2. Locate your current database on the old computer. The file name is IFTA4.db. If you do not see the extensions types look at the file type. The file type should be DB file or Database file.
   - *Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\ifta4*
   - *Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\ifta4*
3. Transfer the databases to correct folder for the new computer.
   - Current Database:
     - *Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\ifta4*
     - *Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\ifta4*
4. Open the **IFTA EDI** software on your new computer.
5. Review the software for the data that existed in your old computer.

XI Button and Icon Legend

This section includes legend of each button referred to in this user guide for reference.

Button Name	Button Description	Button Picture
Help	Use this button to access User Guide	Help
iftafull.exe file icon	Use this icon to install the IFTA software	iftafull.exe
IFTA ETF Shortcut	Use this icon open the IFTA software from your desktop	
New	Use this button to create a new item	New
Save	Use this button to save your progress	Save
Reports	Use this button to access Tax Rates and Jurisdictions	Reports
Maintenance	Use this button to Import Tax Rates, complete User Setup, Change Password or set Preferences	Maint
Tools	Use this button to access the calculator, metric conversions and Go To Web options	Tools
Returns	Use this button to view, update or add Taxpayer Profile information	Returns
Summary	Use this button to view, update or add IFTA reports	Summary
Schedule	Use this button to view, update or add IFTA schedule details	Schedule
List	Use this button view a list of all taxpayers or returns setup in the software	List
Delete	Use this button to delete a taxpayer, return, jurisdiction or fuel type	Delete
Coupon	Use this button to print a payment coupon to mail	Coupon
Preview	Use this button to view processed returns.	Preview
Amend	Use this button to correct previously filed returns	Amend
Tax Rate List	Use this button to view jurisdiction tax rates	Tax Rates
Jurisdiction List	Use this button to view jurisdiction names and abbreviations	Juris. List
Import Tax Rates	Use this button to manually import tax rate table	Tax Rates
Users	Use this button to set up administrators & passwords (optional)	Users
Password	Use this button to change administrator password	Password
Process	Use this button to process returns or view files names or previously processed returns	
Data Filter	Use this button to view All, Processed or Unprocessed returns	Data Filter:
Send via Web	Used to navigate to the Comptroller website to upload files	Send via Web
Envelope	Use this button to combine multiple processed reports into one file for submission	Envelope