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# EDI (Electronic Data Interchange) Motor Fuels User Guide

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Electronic Reporting Section | 2016



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## II Introduction to the Motor Fuels User Guide

This user guide is intended to help familiarize and provide you with specific instructions for the Motor Fuels Electronic Data Interchange (EDI) free software which is provided by the Comptroller office.

### ❖ *What is needed before you begin*

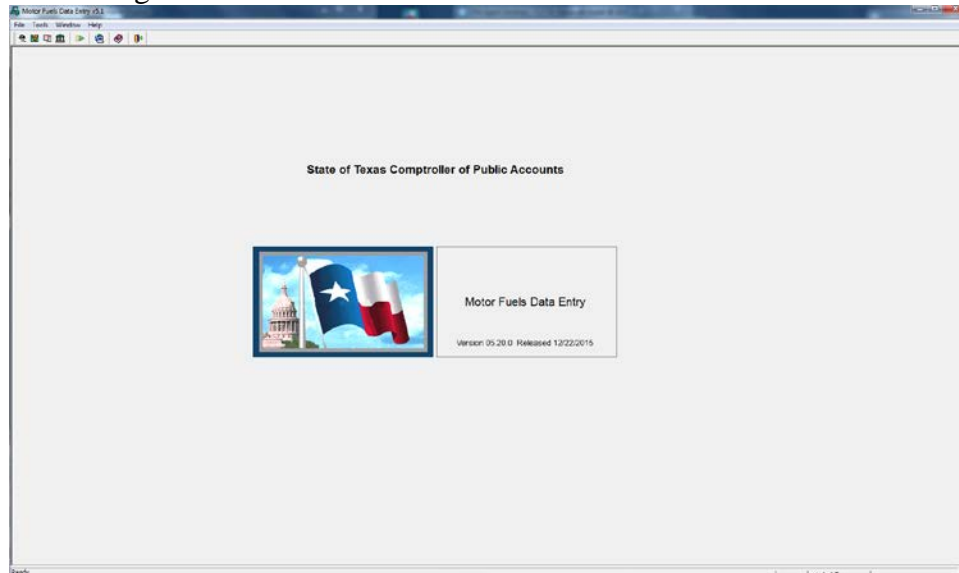
- Motor Fuels Electronic Data Interchange (EDI) free software
- WebFile Number
- Taxpayer Number
- Return Information
- Bank Information

### ❖ *About this User Guide*

- Button references are formatted in **bold** (strong) and purple.
- 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 *XVI Button and Icon Legend*.

### III Downloading, Installing and Updating Motor Fuels Software

This section provides instructions for downloading and installing the Motor Fuels Electronic Data Interchange (EDI) free software. **Warning!** If reinstalling the software, save the original database named MotorFuels5.db to the desktop before continuing.



#### ❖ *Downloading Software*

- 1 Go to <https://comptroller.texas.gov/taxes/file-pay/edi/>.
- 2 Under the *Download, Install and Update Free EDI Software*, Select the free software 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 **mtrffullv53.exe** button.
- 5 Select the **Next** button on the *Motor Fuels Data Entry System Setup* screen.
- 6 Select the **Next** button on *Destination Directory* screen.
- 7 Select the **Finish** button.
- 8 Delete the **mtrffullv53.exe** file.
- 9 Double click on the **Motor Fuel EDI** shortcut on your desktop.
- 10 If you have a previous version of the motor fuel 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 Information, License Type and Banking Information*.
  - Buttons and button images are explained in section *XVI Button and Button Legend*.

## IV Adding Taxpayer Information, License Type and Banking Information

This section provides instructions on adding the basic information regarding your Motor Fuels taxpayer account including taxpayer information, banking information, and license types.

The screenshot shows a 'Taxpayer Maintenance' window with the following fields:

- Taxpayer #: [ ]
- Taxpayer Name: [ ]
- Address 1: [ ]
- Address 2: [ ]
- City: [ ]
- State: [Texas]
- Zip Code: [ - ]
- Country: [United States]
- Contact Name: [ ]
- Phone: ( ) - [ ] Phone Extension: [ ]
- Fax: ( ) - [ ]
- E-mail Address: [ ]
- Transmitter Number: [ ]
- Route/Transit #: [ ]
- Bank Account Type: [ ]
- Bank Account #: [ ]
- Gasoline License: [ ] Begin Date: 0000/00 End Date: 0000/00
- Diesel License: [ ] Begin Date: 0000/00 End Date: 0000/00
- Transporter License: [ ] Begin Date: 0000/00 End Date: 0000/00

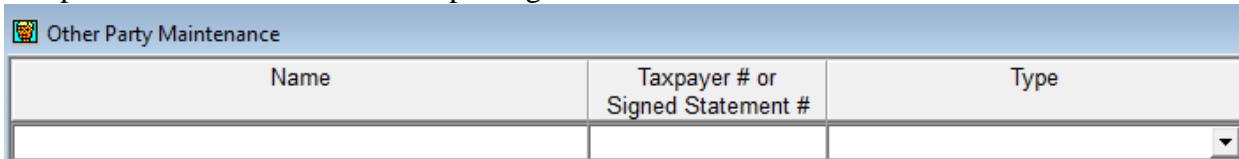
License Type button: [License Type]

### ❖ Taxpayer Information

- 1 Select the **Taxpayer** button.
- 2 Select the **New** button. New users will be prompted to add their first Taxpayer Profile.
- 3 Enter *Taxpayer Number, Name, Address, City, State and Zip Code*.
- 4 Enter contact information including *First Name, Last Name, Phone Number, and Email Address*.
- 5 Once you have entered all the data in the appropriate fields, select the **Save** button.
- 6 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.
- 7 Select the **Save** button located on the *menu bar*.
- 8 Select the **License Type** button at the bottom of the *Taxpayer Maintenance screen*. The License Type can only be added, updated and deleted from the *Taxpayer Maintenance screen*. If the **License Type** button is grayed out select the **Save** button from the menu bar.
- 9 Select the **Add** button to add a License Type for the taxpayer you are entered.
  - If you cannot view the entire screen, you must change your screen size to 1024 x 768 pixels.
- 10 Choose a **License Type**. Enter the Beginning Date of the license using YYYY/MM format.
  - The beginning date cannot be prior to January 1, 2004.
- 11 Select the **OK** button.
- 12 Select the **OK** button and close the *Taxpayer Maintenance screen*.
- 13 Continue to section *V Adding Other Party Information*.
  - Updating Taxpayer information will be done in the same manner as adding Taxpayer information. Double click on the Taxpayer you wish to update, and then **Save** your information.

## V Adding Other Party Information

This section provides instructions for adding Other Party information to the EDI software. This data will be used to complete return schedules when reporting transactions.



Name	Taxpayer # or Signed Statement #	Type

### ❖ Adding an Other Party

- 1 Select the **Other Party** button. New users will be prompted to add their first Other Party.
- 2 Select the **Insert** button. This will create a new line to enter Other Party Information.
- 3 Enter the *Name* of the Other Party.
- 4 Enter the *Taxpayer Number* or *Signed Statement Number*.
- 5 Select Type of *Other Party* from the drop down.
- 6 Select **Save** button and close the screen. To import Other Party's from prior versions of the software see Import Other Party Data topic in the software help.

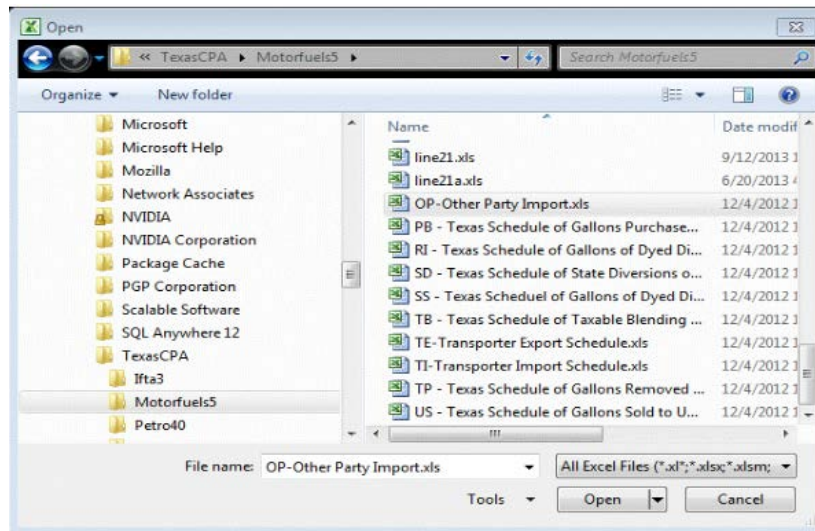
### ❖ Importing Other Parties

To import Other Parties into the Other Party Maintenance screen using our Other Party Maintenance Template (found in your Motor Fuels folder), follow these steps:

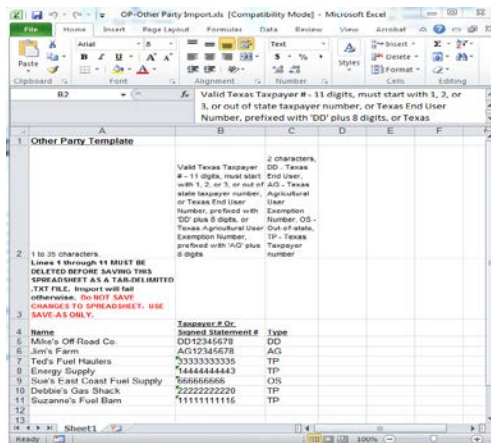
- 1 From the menu, choose **File** then **Other Party**.
- 2 The *Other Party Maintenance* screen will open.
  - If no Other Parties have been entered, you will be asked if you want to create one. You should answer No when you get the message:



3 Open the Excel file *Other Party.xls*



4 You will see examples of how you need to enter the required fields.

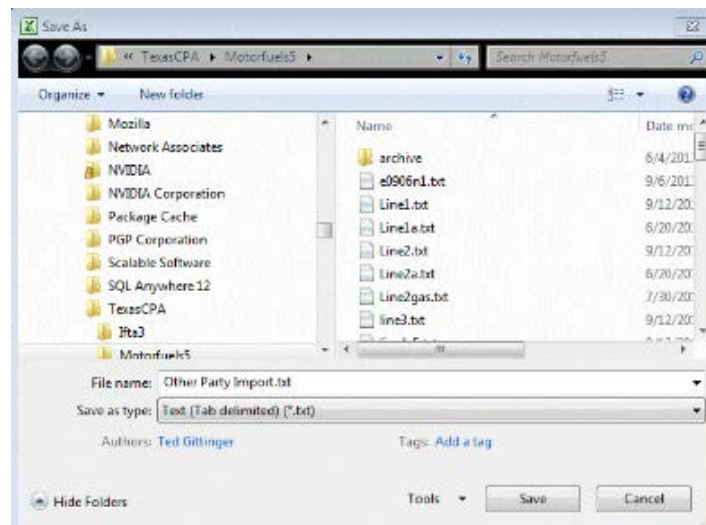


5 Lines 1 through 11 contain instructions and example data, so start entering your *Other Parties* on line 12.

- After entering your data, delete lines 1 through 11. Your data should now start on row 1.

	A	B	C
1	<b>Tax-free Sales Other Permit Holder Schedule Template</b>		
2		Valid Texas Taxpayer # - 11 digits, must start with 1, 2, or 3, or out of state taxpayer number, or Texas End User Number, prefixed with 'DD' plus 8 digits, or Texas Agricultural User Exemption Number, prefixed with 'AG' plus 8 digits	2 characters, DD - Texas End User, AG - Texas Agricultural User Exemption Number, OS - Out-of-state, TP - Texas Taxpayer number
3	1 to 40 characters.		
4	<b>Lines 1 through 11 MUST BE DELETED BEFORE SAVING THIS SPREADSHEET AS A TAB-DELIMITED .TXT FILE. Import will fail otherwise. Do NOT SAVE CHANGES TO SPREADSHEET. USE SAVE-AS ONLY.</b>		
5		<b>Taxpayer # Or Signed Statement #</b>	<b>Type</b>
6	<b>Name</b>		
7	Mike's Off-Road Co.	DD12345678	DD
8	Jim's Farm	AG12345678	AG
9	Ted's Fuel Haulers	3333333333	TP
10	Energy Supply	1444444444	TP
11	Sue's East Coast Fuel Supply	6666666666	OS
12	Debbie's Gas Shack	2222222220	TP
13	Suzanne's Fuel Barn	1111111115	TP
14	Real Other Party Data	2323232323	OS

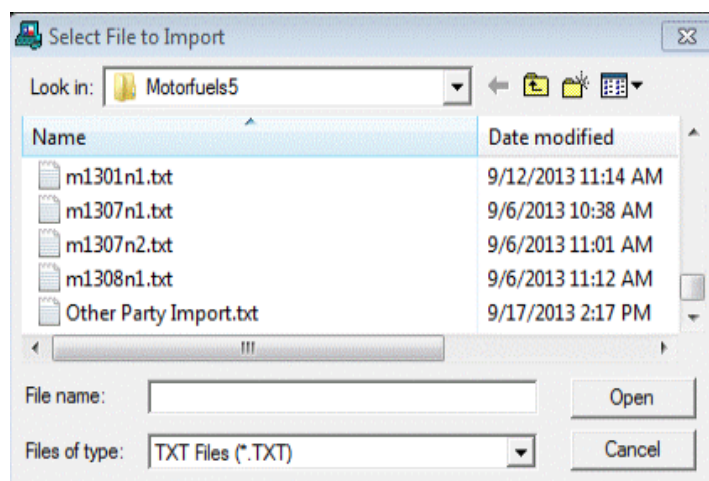
- From the menu, choose **Edit**, then **Delete**. This should remove all the instructions and example data leaving only the data that you entered.
- From the menu, choose File, then Save As.
- Rename your file to something different to identify this file (ex. 1other party.txt) and change the Save as type to Text (Tab delimited) (\*.txt).



- On the taskbar, select the Motor Fuels Data Entry button to return to the *Other Party Maintenance* screen.



11 Select the **Import** button and select the file you just saved as a Tab-Delimited file.



12 Data from the file is added to the screen and saved automatically.

- If error messages appear, there is something wrong with your tab delimited text file. Read the error messages closely, and then re-read the instructions on the spreadsheet. Correct your file and try again.

❖ *Updating an Other Party*

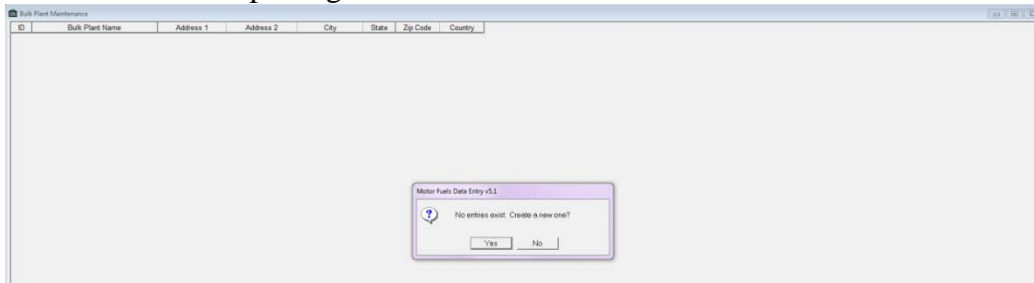
- 1 Select the **Other Party** button.
- 2 Edit the Other Party Name. Only the name may be changed on an Other Party record.
- 3 Select the **Save** button on the *menu bar*.

❖ *Deleting an Other Party*

- 1 Other Parties cannot be deleted if they have been used in a return.
- 2 Select the **Other Party** button.
- 3 Select the taxpayer you would like to delete.
- 4 Select on the **Delete** button.
- 5 Select **Yes** when asked 'Are you sure you want to delete Other Party?'
- 6 Select **OK** on the Record Deleted box.
- 7 Continue to section *VI Adding a Bulk Plant*.

## VI Adding a Bulk Plant

This section provides instructions for adding Bulk Plants to your EDI software. This data will be used to complete return schedules when reporting transactions.



### ❖ *Adding a new Bulk Plant*

- 1 Select the **Bulk Plant** button. New users will be prompted to enter their first Bulk Plant.
- 2 Select the **Insert/Add** button which will create a new line.
- 3 Enter the Bulk Plant Name, Address, City, State, Zip and Country.
- 4 Select the **Save** button on the menu bar.

### ❖ *Updating a Bulk Plant*

- 1 Select the **Bulk Plant** button.
- 2 Change the Bulk Plant Name, Address, City, State, or Zip.
- 3 Select the **Save** button on the menu bar.

### ❖ *Deleting a Bulk Plant*

- 1 Select the **Bulk Plant** button.
- 2 Select the taxpayer you would like to delete.
- 3 Select on the **Delete** button.
- 4 Select **Yes** 'Are you sure you want to delete Other Party?'
- 5 Select **OK** on the Record Deleted screen.
- 6 Continue to section *VII Creating a Return*.

## VII Creating a Return

This section provides instructions for creating a new return in the EDI software. This is where return and schedule data is entered.

### ❖ *Creating a Return*

- 1 Select the **Report** button on the menu bar.
- 2 Select the drop down arrow next to the new **Report Type** button.
- 3 Select **Gasoline** button, **Diesel** button or **Motor Fuel Transporter** button.
- 4 The *Return* Screen will open. Enter the *Period/Month* (YYYYMM). The filing period cannot be before 01/01/2014 or later than current filing period.
- 5 Select the *Tab* button on your keyboard to select the *Taxpayer ID* dropdown.
- 6 Select the taxpayer number for your return from the drop down. You must add the taxpayer for it to be available.
- 7 Select the **Save** button on the menu bar. *Schedule* buttons will be grayed out until you have entered the period, taxpayer number and saved.
- 8 Continue to section *VIII Entering Return Schedule Information*.

The screenshot displays the 'Report - Gasoline' window with the following details:

- Period/Month:** 0000/00
- Taxpayer ID:** [Dropdown menu]
- Filing Type:** 06 - Gasoline
- Status:** Unprocessed
- Permit Type:** [Dropdown menu]
- Report Type:** Original
- Amendment No.:** 0

**Section I - Receipts**

1. Dyed Diesel Fuel Purchased Tax Free	0	Schedule...
2. Removed IRS Reg Term Tax Paid to Lic Supplier	0	Schedule...
3. Purchased in Texas for Blending	0	Schedule...
4. Dyed Diesel Fuel Imported Tax Free	0	Schedule...
5. Undyed Diesel Gasoline Imported Tax Free	0	Schedule...
6. Imported into Texas Tax Paid	0	Schedule...
7. Taxable Blending Materials	0	Schedule...
8. Tax Exempt Blending Materials - Diesel Fuel	0	Schedule...
9. Total Receipts	0	

**Section II - Disbursements**

10. Blended Gallons Sold	0	Schedule...
11. Sold to Unlic Entities in Bulk Trans/Term.Sy Tax Collect	0	Schedule...
12. Removed IRS Reg Term incl del to Store Tax Collected	0	Schedule...
13. Dyed Diesel Fuel Sold Tax Free to Lic Holders or Rem.	0	Schedule...
14. Sold Tax Free to Aviation Fuel Dealers	0	Schedule...
15. Gallons Exported	0	Schedule...
16. Gallons Sold Tax Free for Export	0	Schedule...
17. Gallons Sold Tax Free to Exempt Entities	0	Schedule...
18. Gallons of Dyed Diesel Fuel Sold on Signed Statement	0	Schedule...
19. Other Tax Free Sales and Uses of Dyed Diesel Fuel	0	
20. Taxable Sales/Uses of Dyed Diesel and Backup Tax	0	
21. State Diversions of Undyed Diesel/Gasoline (+ or -)	0	Schedule...
22. Total Disbursements	0	

**Section III - Tax Calculation**

23. Taxable Gallons	0
24. Received in IRS Reg Term Texas Tax Paid	0
25. Deduction-Bad Debts	0
26. Credit for Gal Purch Tax Paid/Sold Tax Free	0
27. Tax Paid Lost by Fire, Theft, or Accident	0
28. Other Tax Exempt Uses Tax Previously Paid	0
29. Adjusted Taxable Gallons	0
30. Allowance for Handling	0
31. Net Taxable Gallons	0
32/33. TOTAL TAX DUE	\$0.00
34. Penalty	\$0.00
35. Interest	\$0.00
36. TOTAL AMOUNT DUE AND PAYABLE	\$0.00

**EFT Payment (Electronic Funds Transfer)**

EFT Payment Amount	
EFT Payment Date	00/00/0000

## VIII Entering Return Schedule Information

This section provides instructions for the manual entry of schedule information. Information can also be imported using the appropriate Excel template. There is a separate template for each schedule type

Locator No.	Amend No.	Transporter	Seller	Product Type	Mode	Date Removed	Shipping Doc. No.	Terminal Control No.	Invoice Gallons
-------------	-----------	-------------	--------	--------------	------	--------------	-------------------	----------------------	-----------------

Rows 0 to 0 of 0

Total Invoice 0

Tip: Pressing Alt and the underlined letter on a button activates that button. Example: Alt+I activates the Insert button.

OK Cancel Insert Save Delete Find Print Sort Import Help

### ❖ *Schedule Return*

- 1 Enter your tax report information by selecting the **Schedule** buttons. If your **Schedule** buttons are grayed out, select the **Save** button.
- 2 Once the schedule has opened select the **Insert** button which will create a new line for adding return schedule data.
- 3 Select the drop-down arrow on the *Seller*, *Purchaser* or *Transporter* fields to select an Other Party for the transaction you are reporting.
- 4 Select the drop-down arrows to select the *Product Type*, *Exempt Type*, *Mode*, *Origin*, *Bulk Plant Information*, and *Destination*.
- 5 Enter *Date Removed*. Leave blank if entering a “SUM” transaction.
- 6 Enter the *Shipping Document Number* from the Bill of Lading. Type in “SUM” if combining several transactions that occurred during the filing month.
- 7 Enter *Terminal Control Number* if applicable. 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.
- 8 Enter *Invoiced Gallons*.
- 9 Select the **OK** button to save to the schedule. Save often!
- 10 Repeat these steps for all entries in all schedules.
- 11 Continue to the section *IX Entering Penalties and Payments*.

## IX Entering Penalties and Payments

This section provides instructions for entering penalties and payment that you would like to include with the EDI return. 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 the due date of the report, and the report payment file must be transmitted by 2:30pm (CT) on the business day before the due date. Please refer to the due date chart for EFT payment in the [Texnet Booklet](#).

The screenshot shows a software window titled "Report - Gasoline". The interface is divided into several sections:

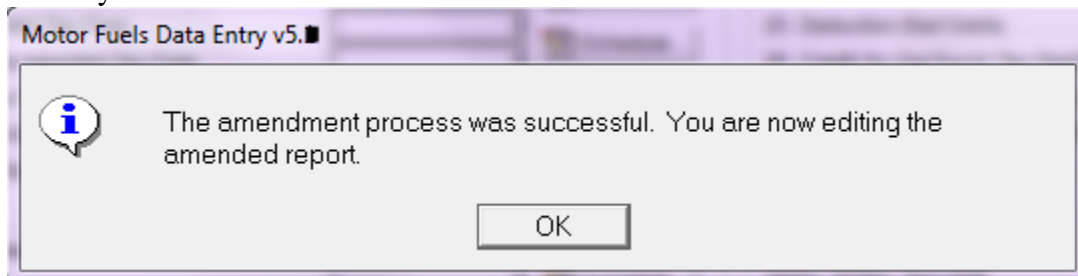
- Header:** Period/Month: 0000/00, Taxpayer ID: [dropdown], Filing Type: 06 - Gasoline, Status: Unprocessed, Permit Type: [dropdown], Report Type: Original, Amendment No: 0.
- Section I - Receipts:** A list of 9 items with input fields for amounts (all showing 0) and "Schedule..." buttons.
  - 1. Dyed Diesel Fuel Purchased Tax Free
  - 2. Removed IRS Reg Term Tax Paid to Lic Supplier
  - 3. Purchased in Texas for Blending
  - 4. Dyed Diesel Fuel Imported Tax Free
  - 5. Undyed Diesel Gasoline Imported Tax Free
  - 6. Imported into Texas Tax Paid
  - 7. Taxable Blending Materials
  - 8. Tax Exempt Blending Materials - Diesel Fuel
  - 9. Total Receipts
- Section II - Disbursements:** A list of 12 items with input fields for amounts (all showing 0) and "Schedule..." buttons.
  - 10. Blended Gallons Sold
  - 11. Sold to Unlic Entities in Bulk Trans/Term Sy Tax Collect
  - 12. Removed IRS Reg Term incl del to Store Tax Collected
  - 13. Dyed Diesel Fuel Sold Tax Free to Lic Holders or Rem.
  - 14. Sold Tax Free to Aviation Fuel Dealers
  - 15. Gallons Exported
  - 16. Gallons Sold Tax Free for Export
  - 17. Gallons Sold Tax Free to Exempt Entities
  - 18. Gallons of Dyed Diesel Fuel Sold on Signed Statement
  - 19. Other Tax Free Sales and Uses of Dyed Diesel Fuel
  - 20. Taxable Sales/Uses of Dyed Diesel and Backup Tax
  - 21. State Diversions of Undyed Diesel/Gasoline (+ or -)
  - 22. Total Disbursements
- Section III - Tax Calculation:** A list of 13 items with input fields for amounts.
  - 23. Taxable Gallons (0)
  - 24. Received in IRS Reg Term Texas Tax Paid (0)
  - 25. Deduction-Bad Debts (0)
  - 26. Credit for Gal Purch Tax Paid/Sold Tax Free (0)
  - 27. Tax Paid Lost by Fire, Theft, or Accident (0)
  - 28. Other Tax Exempt Uses Tax Previously Paid (0)
  - 29. Adjusted Taxable Gallons (0)
  - 30. Allowance for Handling (0)
  - 31. Net Taxable Gallons (0)
  - 32/33. TOTAL TAX DUE (\$0.00)
  - 34. Penalty (\$0.00)
  - 35. Interest (\$0.00)
  - 36. TOTAL AMOUNT DUE AND PAYABLE (\$0.00)
- EFT Payment (Electronic Funds Transfer):** Fields for EFT Payment Amount (0) and EFT Payment Date (00/00/0000).

### ❖ Payments and Penalties

- 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* screen.
- 4 Continue to section *XI Processing (Saving) Returns for Submission*.

## X Amending Submitted Returns

This section provides instructions for amending returns. An amended return correct data previously 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.



### ❖ *Amending Submitted Returns*

- 1 Select the **Report** button.
- 2 Double click the return that needs to be amended. Only previously processed returns can be amended.
- 3 The *Return Summary Information* screen will display.
- 4 Select the **Amend** button. A message screen will pop up that says “The amendment process was successful. You are now editing the amended report.”
- 5 Select the **OK** button on the screen notifying you that the amendment process was successful.
- 6 Enter changes to the report and schedules.
- 7 Select the **Save** button.
- 8 Close the *Report* screen.
- 9 The return is now ready to be processed and uploaded.
- 10 Continue to section *XI Processing (Saving) Returns for Submission*.

## XI Processing (Saving) Returns for Submission

This section provides instructions for saving (processing) a return to send to the Comptroller's office.

**Warning!** You are not finished until you receive a confirmation email from the Comptroller's office validating your return has been accepted. See section *XIV Transmitting a Production File to the Comptroller's Office*.

Taxpayer #	Filing Type	Period	Report Type	Amend #	Processing Status	EDI File Name	Envelope File Name	Confirmation #
[REDACTED]	Gasoline	12/2015	Original	0	Unprocessed			
[REDACTED]	Diesel Fuel	12/2015	Original	0	Unprocessed			
[REDACTED]	Gasoline	12/2015	Original	0	Unprocessed			
[REDACTED]	Diesel Fuel	12/2015	Original	0	Unprocessed			
[REDACTED]	Gasoline	01/2016	Original	0	Unprocessed			
[REDACTED]	Diesel Fuel	12/2015	Original	0	Unprocessed			

### ❖ Processing Return

- 1 Once you have entered all report, schedule information, and any payments that will be included with the return check your totals and close the *Report Summary Information* screen.
- 2 Select the **Process** button. This will open the *Report Processing* screen.
- 3 Select the return to be processed. When selected, the return will be highlighted blue.
- 4 Select the **Process** button. If EFT payment has been entered, you will see a *Processing Payment Verification* screen, showing the payment information. If everything is correct, select the **Yes** button. If you need to change the information, select the **No** button and return to the *Report Summary* page to make your corrections.
- 5 The *Select EDI File* box will appear, with a highlighted system-generated file name as follows:
  - Yearly: mYYMMn#.txt (YY represents the year, MM the month and # the number of returns processed for that period).
  - Quarterly: mYYYYQn#.txt (YY represents the year, Q the quarter and # the number of returns processed for that period.)
  - You can change the name of the file. The file must remain a Text Document (.txt) file type.
- 6 Select the **Save** button.
- 7 The following message will appear: "EDI file saved as"...and the location the file was saved. The location the file is saved is based on your operating system or where you selected:
  - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Motorfuels5.
  - Windows XP saves in C:\Documents and Settings\AllUsers\TexasCPA\Motorfuels5.
- 8 Select the **OK** button.
- 9 Continue to section *XIV Transmitting a Production File to the Comptroller's Office*. If this is your first time filing a return electronically, please go to section *XI Registering and Enrolling to File EDI Returns*.

## XII 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 file.

### ❖ *Enveloping*

- 1 Select on the **Process** button. This will open the *Report Processing* 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 on each file to be enveloped.
- 4 Select the **Envelope** button.
- 5 Select **Save** on the *Select Envelope EDI* file screen.
- 6 Select the **OK** button. The file name will appear in the *Envelope Filename* column.
- 7 Continue to the next section *XIV Transmitting a Production File to the Comptroller's Office* or section *XI Registering and Enrolling to File EDI Returns*.



## XIII Registering and Enrolling to File 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 *XIV Transmitting a Production File to the Comptroller's Office*.

### Registration Information

Please enter the following registration information to access the Electronic Data Interchange System.

Taxpayer Number:  (11 digits, no hyphens)

Tax Type:  ▼

WebFile Number:  (8-13 Alphanumeric characters)

Contact Last Name:

Contact First Name:

Daytime telephone:  )  -  Ext.  (option)

E-mail Address:


(Confirmation emails will be sent to this address)

### ❖ *Registering and Enrolling*

- 1 Select **Transmit** 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* 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.

HELP INDEX CONTACT US EXIT Electronic Data Interchange

File your Texas Tax Return online!



**Test File Upload** [Page Help](#)

Browse and choose the file to upload:

Click the submit button only once and wait to receive a confirmation message before exiting the application.

- 1 If you are testing for more than one account, you must add the additional taxpayer numbers and WebFile numbers.
- 2 The *Test File Upload* dialogue box will appear. Select the **Browse** button.
- 3 Navigate to the return that was processed previously. The location the file is located is based on your operating system.
  - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Motorfuels5.
  - Windows XP saves in C:\Documents and Settings\AllUsers\TexasCPA\Motorfuels5.
- 4 Select the **Submit** button. Your confirmation number will appear on the *Test Upload Confirmation* Page.
  - **Fail:** Read the attachment, correct errors and resubmit file
  - **Pass:** No action required
- 5 Select the **Exit** button. You must log back in once you have received the email indicating your Test file has passed status.
- 6 Check your email for a confirmation of enrollment. The status must say “Passed”.

## XIV 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 register and enrolled to file electronically through EDI.

HELP INDEX CONTACT US EDIC Electronic Data Interchange File your Texas Tax Return online! Page Help

### Login Information

Electronic Data Interchange (EDI) meets the mandatory reporting requirement for Texas sales, direct pay, crude oil, natural gas, IFTA and motor fuels taxes.

**\*\*\*Important Message\*\*\***

Taxpayers using the Comptroller's EDI software to file reports must use the current versions listed below. Previous versions are not supported.

To check the version of the software you are running, look on the first screen of the software for the version number. To download the most current version click on the links below:

- [Sales Tax Download](#)
- [Motor Fuels Tax Download](#)
- [Natural Gas/Crude Oil Download](#)
- [IFTA Download](#)

Taxpayer Number:  (11 digits, no hyphens)  
Tax Type:    
Personal Identification Number (PIN):  (8-13 Alphanumeric characters)

### ❖ Upload Production File

- 1 Select **Process** button in the software. This will open the *Report Processing* screen.
- 2 Select **Transmit** button. Your web browser will open to the *Electronic Data Interchange* website.
- 3 Select **Yes, login** button. If you have not already registered please see the section *XI Registering and Enrolling to File EDI Returns*.
- 4 Enter *Taxpayer Number* and *Personal Identification Number (PIN)*.
- 5 Select the *Motor Fuels* tax type.
- 6 Select the **Continue** button.
- 7 Select the **Continue** button if taxpayer information is correct.
- 8 Select the **Production File** radio button.
- 9 Select the **Continue** button.
- 10 Select the **Browse** button.
- 11 Navigate to the return that was processed previously. The default location the file is located is based on your operating system or where you chose:
  - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Motorfuels5.
  - Windows XP saves in C:\Documents and Settings\AllUsers\TexasCPA\Motorfuels5.
- 12 Select the **Open** button.
- 13 Select the **Submit** button.
- 14 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.

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

### ❖ *Upgrading Before Moving a Database*

- 1 Download and install Motor Fuels Electronic Data Interchange (EDI) free software on both computers using the instructions from section *III Downloading, Installing and Upgrading Motor Fuels Software*.
- 2 Double click on the **Motor Fuels EDI** shortcut on your desktop.
- 3 Continue to the next section *Moving a Database*. If you are unable to upgrade please email [EDI.Help@cpa.texas.gov](mailto:EDI.Help@cpa.texas.gov) for further assistance.

### ❖ *Moving a Database*

- 1 Close the *Motor Fuels EDI* software on both computers.
- 2 Locate your current database. The file name is motorfuels5.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\Motorfuels5.
  - Windows XP saves in C:\Documents and Settings\AllUsers\TexasCPA\Motorfuels5.
- 3 Locate your archived databases. This step is only for those that use the archive functionality.
  - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Motorfuels5\archive
  - Windows XP saves in C:\Documents and Settings\AllUsers\TexasCPA\Motorfuels5\archive
- 4 Copy all databases from the *archive* folder and *Motorfuels5* folder
- 5 Transfer the databases to correct folder for the new computer.
  - Current Database:
    - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Motorfuels5
    - Windows XP saves in C:\Documents and Settings\AllUsers\TexasCPA\Motorfuels5
- 6 Archive Database
  - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Motorfuels5\archive
  - Windows XP saves in C:\Documents and Settings\AllUsers\TexasCPA\Motorfuels5\archive
- 7 Open the Motor Fuels software on your new computer.
- 8 Review the software for the data that existed in your old computer.

## XVI 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 open the software help.	
mtrffully5.exe file icon	Use this icon to install the Motor Fuels Software	
Motor Fuels ETF Shortcut	Use this desktop shortcut to open the Motor Fuels Software from your desktop	
Taxpayer	Used to open the Taxpayer window	
New	Used to create a new item	
Save	Used to Save your progress	
License Type	Used to select a License Type	
Add	Used to Add an item	
Modify	Used to modify a record	
Other Party	Used to go to the Other Party list	
Insert	Use to insert a record	
Insert/Add	Used to insert a record	
Delete	Used to Delete a record	
Bulk Plant	Used to go the Bulk Plant list	
Report	Use to go to the Report List Window	
Report Type	Used to select the type of report you are filing	
Gasoline	Used to select Gasoline as the type of report	
Diesel	Used to select Diesel as the type of report	
Motor Fuel Transporter	Used to select Motor fuel transporter as the type of report	
Schedule	Used to open the schedule window for the schedule	
Process	Used to Process returns once complete	
Envelope	Combines different processed returns into one file for submission	
Transmit	Used to navigate to the Comptroller EDI website to upload files	
Amend	Used to Amend a return	

Texas Comptroller of Public Accounts  
Electronic Reporting Section  
1-800-442-3453

<http://comptroller.texas.gov/taxes/file-pay/edi/>  
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