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Texas Comptroller of Public Accounts

# EDI (Electronic Data Interchange)

## International Fuels Tax Agreement (IFTA) User Guide



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## 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.

The screenshot displays the 'IFTA Electronic Tax Filing System v4.2' application window. The main menu includes File, Returns, Filing, Reports, Maintenance, Tools, Window, and Help. A toolbar contains icons for Returns, Process, Reports, Maint, Tools, Exit, and Help. A 'Summary' button is also visible. The 'Taxpayer Profile Information' dialog box is open, featuring the following fields and sections:

- TP #:** [Text Field] **Ifta #:** [Text Field]
- Name:** [Text Field]
- Address:** [Text Field]
- City:** [Text Field]
- State:** [Dropdown] **Zip Code:** [Text Field]
- Route/Transit Number:** [Text Field]
- Account Type:** [Dropdown]
- Bank Account Number:** [Text Field]
- Contact Information:**
  - Name:** [Text Field]
  - Phone:** [Text Field] **Ext.:** [Text Field]
  - E-Mail:** [Text Field]
- Fuel Types:**
  - Diesel
  - Gasoline
  - Ethanol
  - Propane
  - CNG
  - Other
- Jurisdiction:** [List Box]
  - AB Alberta
  - AL Alabama
  - AR Arkansas
  - AZ Arizona
  - BC British Columbia
  - CA California
  - CO Colorado
  - CT Connecticut

At the bottom of the dialog box are buttons for Prev, Next, List, New, Save, Delete, Preview, Print, and Close.

- 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.

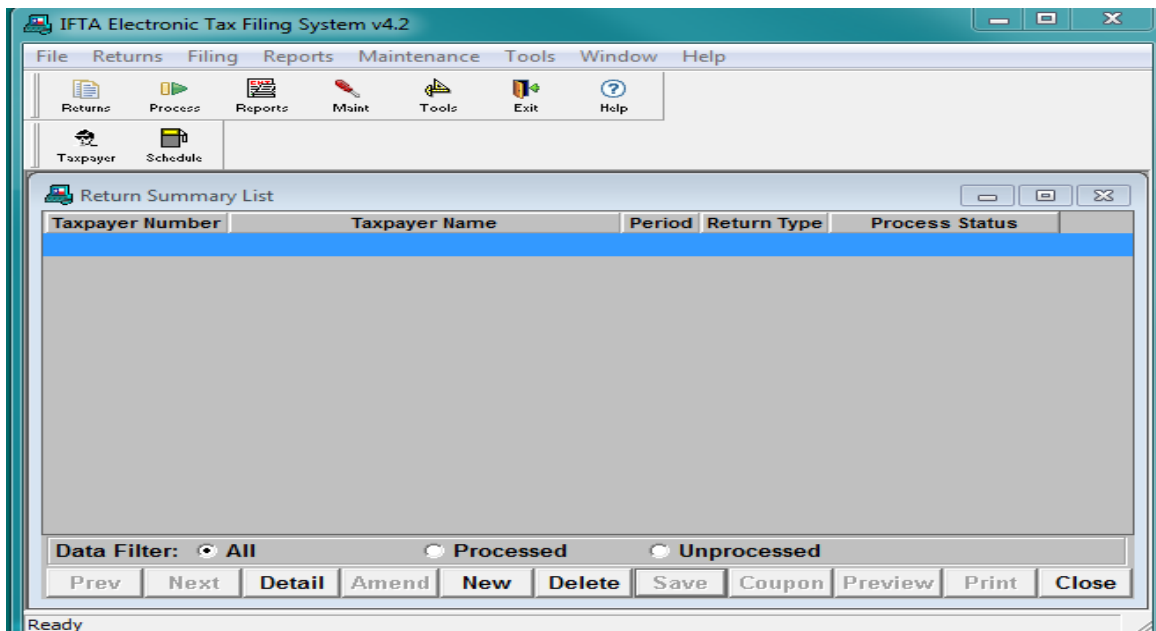
### ❖ *Manual Tax Rate Update*

- 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**:

Fuel Totals		Calculations & Totals	
1. Diesel.....	\$0.00	8. Penalties.....	\$0.00
2. Gasoline.....	\$0.00	A penalty of \$50 or 10% of line 7a, whichever is greater, is imposed for late returns and/or payments.	
3. Ethanol.....	\$0.00	9. Total Amount Due and Payable.....	\$0.00
4. Propane.....	\$0.00	EFT Payment	
5. CNG.....	\$0.00	Amount Paid	\$0.00
6. Other.....	\$0.00	Date Paid	00/00/0000
7. Subtotal Due.....	\$0.00	Total Amount Paid	\$0.00
7a. Subject to Penalty.....	\$0.00		

❖ *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**.

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	9.00	56	25	31	0.2600	\$8.06	\$0.00	\$8.06
LA	0	325	9.00	36	0	36	0.2000	\$7.20	\$0.00	\$7.20
NM	0	275	9.00	31	50	19	0.2100	(\$3.99)	\$0.00	(\$3.99)
OK	0	600	9.00	67	55	12	0.1300	\$1.56	\$0.00	\$1.56
TX	0	1,000	9.00	111	170	59	0.2000	(\$11.80)	\$0.00	(\$11.80)
<b>Totals</b>		<b>2,700</b>	<b>2,700</b>	<b>300</b>				<b>\$1.03</b>	<b>\$0.00</b>	<b>\$1.03</b>

❖ *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.

The screenshot shows a window titled "Returns to Process" with a table containing the following data:

Taxpayer #	Taxpayer Name	Period	Return Type	Seq #	Process Status	Confirmation Num
39888888888	Ifta Taxpayer	161	Original	0	Unprocessed	

Below the table is a "Data Filter" section with radio buttons for "All", "Processed", and "Unprocessed" (which is selected). At the bottom are buttons for "Send via Web", "Save", "Process", "Envelope", "Close", and "Help".

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

The screenshot shows a dialog box titled "Processing Payment Verification" with the following text:

**Please review the following information carefully!**  
**THIS PROCESS IS NOT REVERSIBLE!**

The following return contains Electronic Fund Transfer information. The amount indicated will be automatically deducted from the account shown. If the information is correct for the return, click the 'Yes' button. If you see ANY problems, click the 'No' button, this will give you a chance to correct them.

\*\* Amounts in RED indicate that the payment amount does not match the amount due.

Period	Account Number	Transit Number	Account Type	**Amount Due	**Payment Amount	Payment Date
161	111111111111111111	111111111	Checking	\$1.03	\$1.03	09/08/16

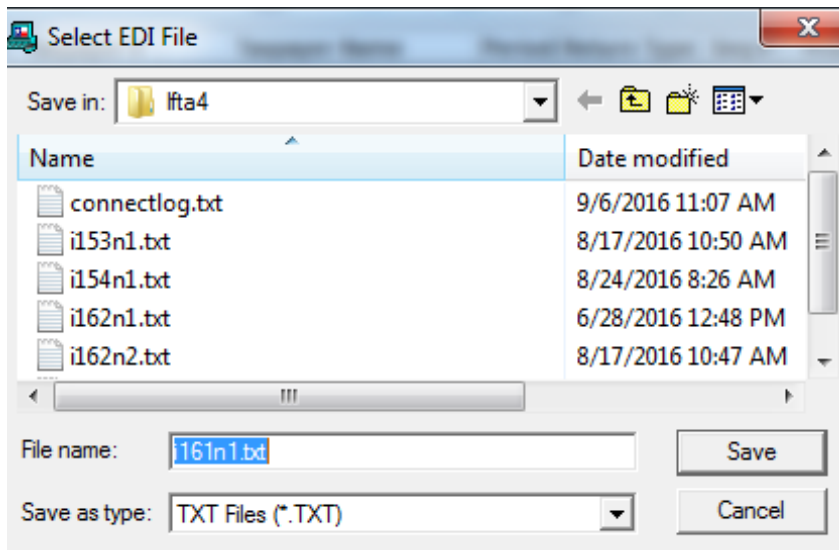
**Filing Deadline - Timeliness of Payment**  
In order for this return to be considered timely, it must be TRANSMITTED to the Comptroller and then PROCESSED successfully by 2:30pm (CST) the BANK BUSINESS DAY BEFORE the due date.  
When a due date falls on a weekend or holiday, it is important to transmit your return no later than the BANK BUSINESS DAY BEFORE the weekend or holiday. For example, if the due date falls on a Monday (or Tuesday, if Monday is a banking holiday), the return must be transmitted no later than 2:30pm (CST) the previous Friday.  
If your payment is received after 2:30pm (CST) it will not be processed until the following BANK BUSINESS day.

**Do you want to process this return and deduct this payment from the listed account number?**

Yes  No

- 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*.

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HELP INDEX CONTACT US EXIT Electronic Data Interchange

File your Texas Tax Return online

 [Page Help](#)

### 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)

- 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**.

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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 Fuel 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)

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