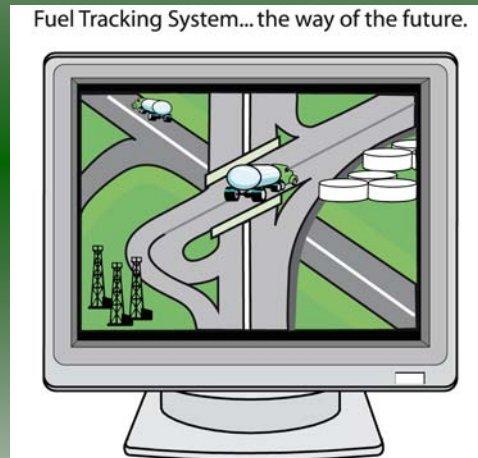


MOTOR FUEL TRACKING SYSTEM



UPLOADING AN EDI FILE

Uploading an EDI File



The screenshot shows the North Carolina Department of Revenue website. The header includes the logo and navigation tabs: About Us, What's New, Electronic Services, and Tax Forms. A search bar is located to the right of the navigation tabs. A red arrow points to the 'Businesses' link in the 'Electronic Services' dropdown menu. The main content area is divided into several sections: Headlines, Quick Links, Electronic Services, and Contact Us. The 'Electronic Services' section includes links for 'Where's My Refund?', 'E-File Options', 'Electronic Services for Individuals and Businesses', and 'E-Alerts'. The 'Contact Us' section includes links for 'Tax Assistance', 'Web Site Survey', and 'Web Site Suggestions'.

North Carolina Department of Revenue

Navigation: About Us | What's New | **Electronic Services** | Tax Forms | Search [] go

Headlines

- **Important Notice** - Decrease in sales and use tax rate effective Dec. 1, 2006
- **Important Notice** - Individual Income Tax Deductions Scheduled to Expire are Restored for Tax Year 2006
- **Tax Law Changes** - Learn about the 2006 tax law changes

Quick Links

- **Armed Forces**
- **Hot Topics**
- **Property Auctions**
- **Reports and Statistics**
- **Settlement Initiative**
- **Tax Debtor's List**
- **Tax Fraud Alert**

Electronic Services

- **Where's My Refund?** - Check the status of your current year income tax refund
- **E-File Options** - For Individuals
- **Electronic Services for Individuals and Businesses** - File returns and pay taxes online
- **E-Alerts** - Join our email list

Contact Us

- **Tax Assistance**
- **Web Site Survey**
- **Web Site Suggestions**

Footer: Site Map | Español | Links | Privacy Policy | Disclaimer | NC Gov Portal | NC 042-11 MC36 1.0

Log into the Department of Revenue's website at www.dornc.com. Click on **Electronic Services** and then **Businesses**.

Uploading an EDI File

Businesses	
<p>E-500 Sales and Use E-File – File your E-500 tax return and the accompanying schedules, E-543 and E-536 and pay your tax electronically.</p>	<p>CD-429 Corporate Estimated Income Tax – Pay your corporate estimated payments online.</p>
<p>NC-5 and NC-5P Withholding E-File – File your NC-5 tax return or NC-5P and pay your tax electronically.</p>	<p>CD-419 Application for Extension for Franchise and Corporate Income Tax – File your corporate and franchise tax extension and pay the tax electronically.</p>
<p>Motor Fuels IFTA/Intrastate E-File – Filing your tax return and ordering credentials electronically.</p>	<p>CD-V, Franchise Tax and Corporate Income Tax Payment Vouchers - Pay your current year franchise and corporate income tax.</p>
<p>Motor Fuels EDI Implementation Guide and Trading Partner Agreement – Click here to access the Motor Fuels EDI mapping for Motor Fuels Suppliers, Terminal Operators & Carriers and also to access the Trading Partner Agreement.</p>	<p>CD-V Amended, Amended Franchise Tax and Corporate Income Tax Payment Vouchers - Pay the tax on your franchise and corporate amended income tax.</p>
<p>Motor Fuels E-File – File your Motor Fuels Tax returns (Excludes IFTA)</p>	<p>E-Alerts – Click here to join our Tax Updates Mailing List. Mailings through this list will include bulletins, directives, and other important notices about law changes and related tax matters.</p>
<p>Bills and Notices – Make a payment on a bill or notice that you received from the Department of Revenue.</p>	<p>Web Site Survey – Help us make improvements to our web site by completing a short survey.</p>
<p>EFT – Electronic Funds Transfer via ACH Debit or ACH Credit.</p>	

Click on [Motor Fuels E-File – File your Motor Fuels Tax returns \(Excludes IFTA\)](#) (fifth hyperlink down in the left column).

Uploading an EDI File



North Carolina
Department of Revenue

Home About Us What's New Electronic Services Tax Forms Search go

> [Electronic Services](#)

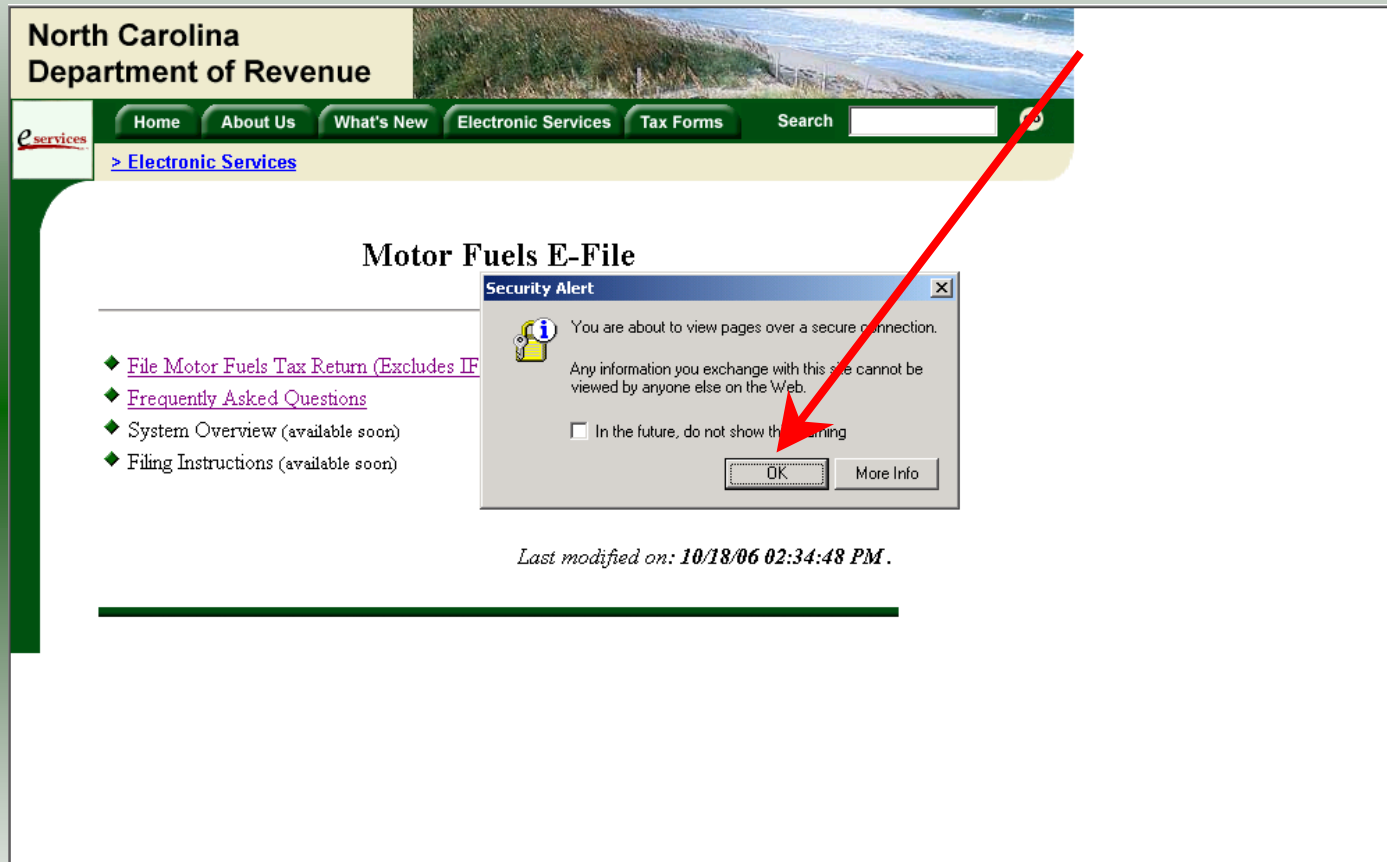
Motor Fuels E-File

- ◆ [File Motor Fuels Tax Return \(Excludes IFTA\)](#)
- ◆ [Frequently Asked Questions](#)
- ◆ System Overview (available soon)
- ◆ Filing Instructions (available soon)

Last modified on: 10/18/06 02:34:48 PM.

Click on [File Motor Fuels Tax Returns \(Excludes IFTA\)](#).

Uploading an EDI File



The screenshot shows the North Carolina Department of Revenue website. The header includes the department name and a navigation menu with buttons for Home, About Us, What's New, Electronic Services, Tax Forms, and a Search box. Below the navigation is a link to Electronic Services. The main content area is titled "Motor Fuels E-File" and contains a list of links: "File Motor Fuels Tax Return (Excludes IF)", "Frequently Asked Questions", "System Overview (available soon)", and "Filing Instructions (available soon)". A "Security Alert" dialog box is overlaid on the page, displaying the message: "You are about to view pages over a secure connection. Any information you exchange with this site cannot be viewed by anyone else on the Web." Below the message is a checkbox labeled "In the future, do not show this warning" which is currently unchecked. There are "OK" and "More Info" buttons at the bottom of the dialog box. A red arrow points from the top right of the page towards the "OK" button in the dialog box. At the bottom of the page, it says "Last modified on: 10/18/06 02:34:48 PM."

A message will display stating "You are about to view pages over a secure connection." Click **OK**.

Uploading an EDI File

North Carolina
Department of Revenue

e-services Home About Us What's New Electronic Services Tax Forms Search go

> [Electronic Services](#)

Login Help ?

Please enter your Login User ID and Password. The User ID and Password is case sensitive. If you are a new user, please select [First Time User](#)

User ID:

Password:

Enter your User ID and password as established during the **Set-up Your Account** procedures. Click **Login**.

Uploading an EDI File

The screenshot shows the North Carolina Department of Revenue e-services portal. At the top, there is a navigation bar with links for Home, About Us, What's New, Electronic Services, Tax Forms, and a search box. Below the navigation bar, there is a section titled "Welcome" with a "Help" link. The main content area displays a personalized welcome message for Donna Alderman and a list of options to select from. A red arrow points to the "Go to Fuel Tracking Application" button.

North Carolina
Department of Revenue

e-services

Home About Us What's New Electronic Services Tax Forms Search go

> [Electronic Services](#)

Welcome Help ?

Welcome Donna Alderman

Please select from one of the following:

- [Go to Fuel Tracking Application:](#) Access the Fuel Tracking Application to File and/or Pay your taxes.
- [Update Security Account Information:](#) Change your personal information, associate with another entity, disassociate with an entity, change password, disable account.
- [Logout](#) of the Fuel Tracking Security System

The Welcome Screen is displayed. Click the **Go To** button to access the Fuel Tracking System (FTS).

Uploading an EDI File

North Carolina
Department of Revenue

Home About Us What's New Electronic Services Tax Forms Search go

> [Electronic Services](#)

Choose Entity Help ?

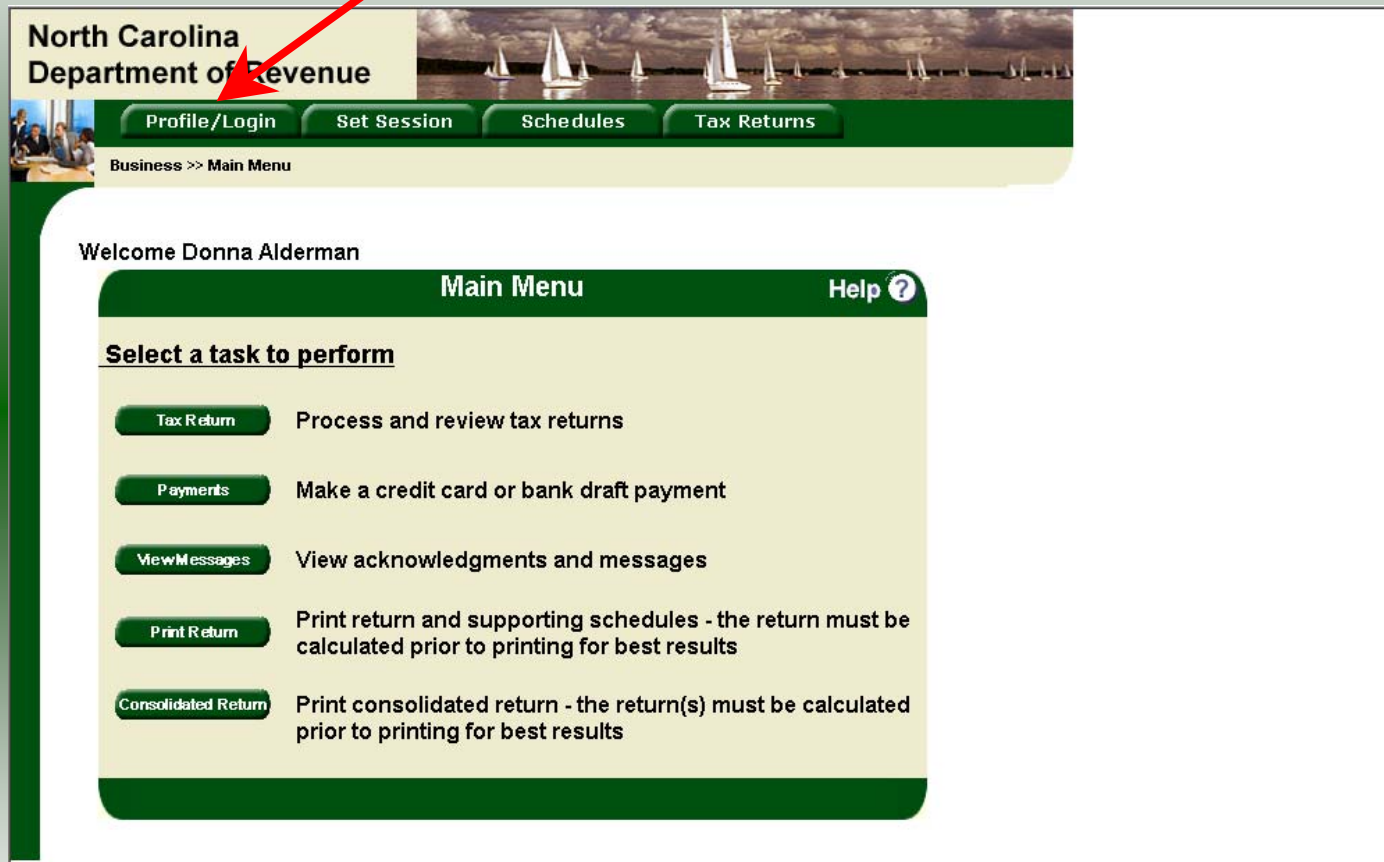
Please select an entity to work with in the Fuel Tracking Application:

FEIN: 123456789 - TRAINING 1

back next cancel

The **Choose Entity** screen will display. The user may only access entities which they have been given access, usually the access is for the displayed account only. Select the entity and click **Next**.

Uploading an EDI File

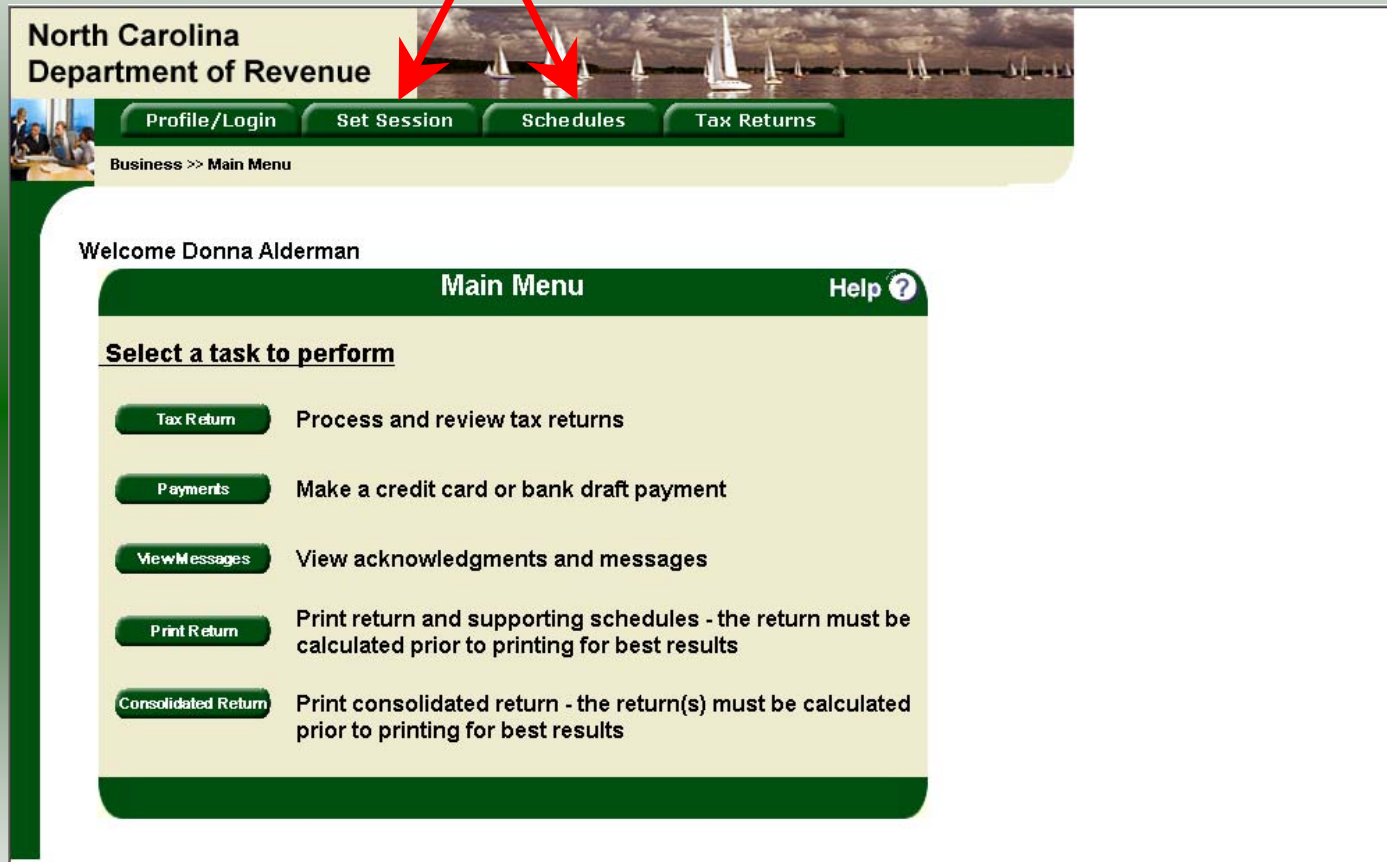


The screenshot displays the North Carolina Department of Revenue website interface. At the top left, the text "North Carolina Department of Revenue" is visible. Below this, a navigation bar contains four tabs: "Profile/Login", "Set Session", "Schedules", and "Tax Returns". A red arrow points to the "Profile/Login" tab. Below the navigation bar, the text "Business >> Main Menu" is displayed. The main content area features a "Main Menu" header with a "Help ?" link. Underneath, the heading "Select a task to perform" is followed by five task options, each with a button and a description:

- Tax Return**: Process and review tax returns
- Payments**: Make a credit card or bank draft payment
- View Messages**: View acknowledgments and messages
- Print Return**: Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return**: Print consolidated return - the return(s) must be calculated prior to printing for best results

The **Main Menu** screen is displayed. An explanation for the buttons on the left of the screen and the tabs at the top of the screen are given on the next pages. **Profile/Login** tab returns the user to the **Welcome** screen to exit the FTS.

Uploading an EDI File



North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

Main Menu Help ?

Select a task to perform

- Tax Return** Process and review tax returns
- Payments** Make a credit card or bank draft payment
- View Messages** View acknowledgments and messages
- Print Return** Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return** Print consolidated return - the return(s) must be calculated prior to printing for best results

Set Session tab allows the user to identify the account type and return period for viewing or filing returns. **Schedules** tab allows the user to enter schedule data information.

Uploading an EDI File

The screenshot displays the North Carolina Department of Revenue website interface. At the top left, the text reads "North Carolina Department of Revenue". To the right is a banner image of sailboats on water. Below the banner is a navigation bar with four buttons: "Profile/Login", "Set Session", "Schedules", and "Tax Returns". A red arrow points from the "Tax Returns" button in the navigation bar to the "Tax Return" button in the "Main Menu".

Below the navigation bar, the text "Business >> Main Menu" is visible. The main content area is titled "Welcome Donna Alderman" and "Main Menu". A "Help ?" link is located in the top right corner of the main menu. The main menu is titled "Select a task to perform" and contains five buttons with descriptions:

- Tax Return**: Process and review tax returns
- Payments**: Make a credit card or bank draft payment
- View Messages**: View acknowledgments and messages
- Print Return**: Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return**: Print consolidated return - the return(s) must be calculated prior to printing for best results

A red arrow points from the left side of the screen to the "Tax Return" button in the main menu.

Tax Returns tab and button allows the user to process and view their tax returns.
Payments button allows the user to submit a payment without a return.

Uploading an EDI File

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

Main Menu Help ?

Select a task to perform

- Tax Return** Process and review tax returns
- Payments** Make a credit card or bank draft payment
- View Messages** View acknowledgments and messages
- Print Return** Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return** Print consolidated return - the return(s) must be calculated prior to printing for best results

View Messages button allows the user to view return and payment confirmation screens. **Print Return** button allows the user to print any return submitted to the Division.

Uploading an EDI File

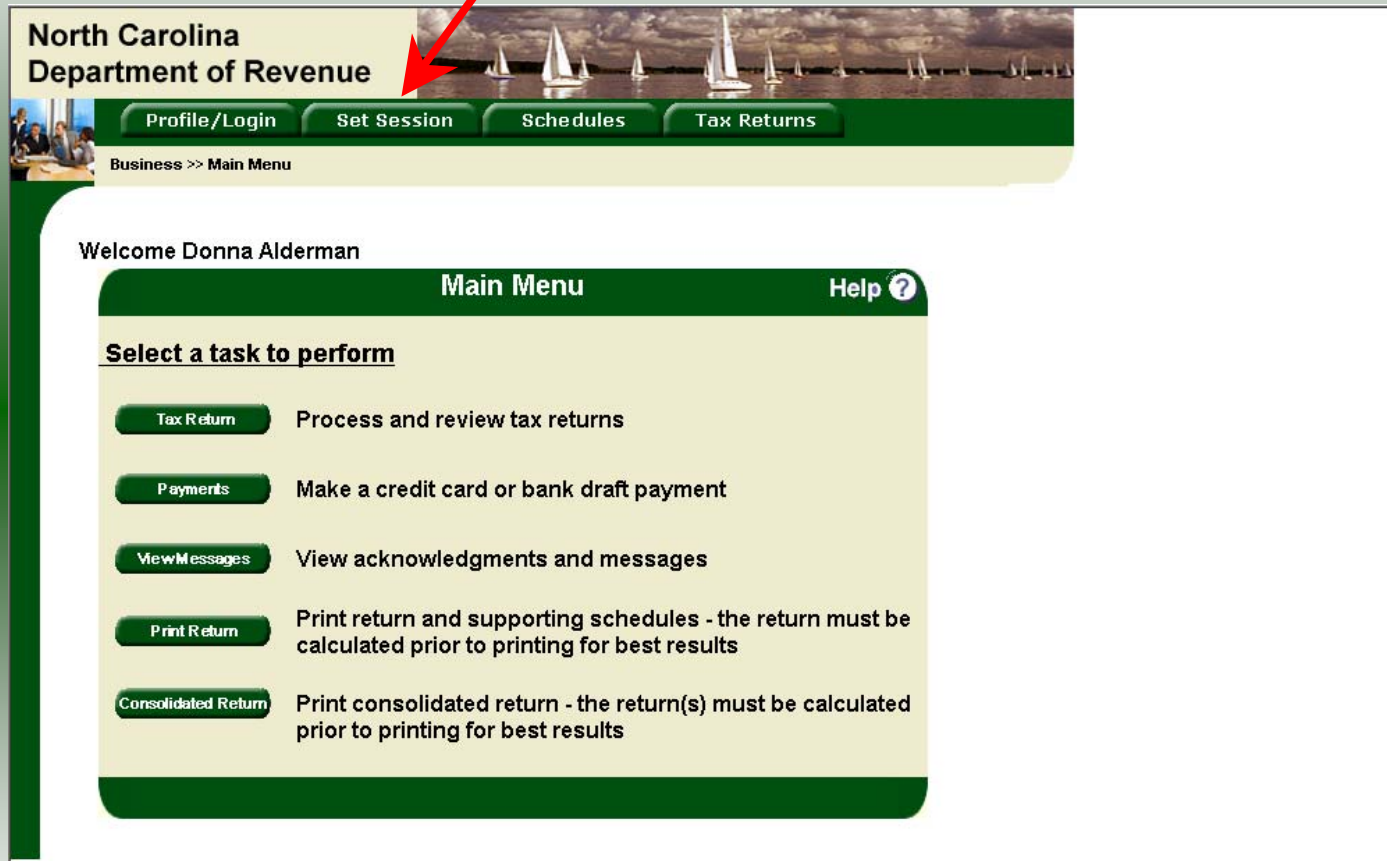
The screenshot shows the North Carolina Department of Revenue website. At the top left, it says "North Carolina Department of Revenue". To the right is a banner image of sailboats on a lake. Below the banner are four buttons: "Profile/Login", "Set Session", "Schedules", and "Tax Returns". Below these is a breadcrumb trail: "Business >> Main Menu". The main content area is titled "Main Menu" and includes a "Help ?" link. Under the heading "Select a task to perform", there are five buttons with descriptions:

- Tax Return**: Process and review tax returns
- Payments**: Make a credit card or bank draft payment
- View Messages**: View acknowledgments and messages
- Print Return**: Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return**: Print consolidated return - the return(s) must be calculated prior to printing for best results

A red arrow points to the "Consolidated Return" button.

Consolidated button allows the users to print one return displaying the original filed return and all amended returns that were processed for the filing period session.

Uploading an EDI File



The screenshot displays the North Carolina Department of Revenue website interface. At the top left, the text "North Carolina Department of Revenue" is visible. Below this, a navigation bar contains four tabs: "Profile/Login", "Set Session", "Schedules", and "Tax Returns". A red arrow points to the "Set Session" tab. Below the navigation bar, the text "Business >> Main Menu" is displayed. The main content area features a "Main Menu" header with a "Help ?" link. Underneath, the instruction "Select a task to perform" is followed by five task options, each with a button and a description:

- Tax Return**: Process and review tax returns
- Payments**: Make a credit card or bank draft payment
- View Messages**: View acknowledgments and messages
- Print Return**: Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return**: Print consolidated return - the return(s) must be calculated prior to printing for best results

You must set the tax return session before proceeding. Click on the **Set Session** tab across the top of the screen.

Uploading an EDI File

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Account Type	<input type="text" value=""/>		

- Blender
- Alternative Fuels Provider
- Claim for Refund of Taxes-Accidental Mixes
- Claim for Refund (Special Mobile Equipment)
- Annual Terminal Operator
- Claim for Refund: Nonprofit-Private Non-profit
- Supplier**
- Terminal Operator
- Claim for Refund (Taxicabs)
- Motor Fuel Transporter

The Session Selection screen is displayed. Click on **Account Type** and then scroll down the returns list until the **Supplier, Terminal Operator, or Motor Fuel Transporter** is highlighted. These are the only returns that may be filed by **EDI**. Left click.

Uploading an EDI File

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session >> Session Continued

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Account Type	Suppli		
Reporting Period	<input type="text"/> / <input type="text"/>		
Account ID	12345678901		

The **Session Selection** screen is displayed. Click the drop down arrow for **Month** and **Year** for the Reporting Period.

Uploading an EDI File

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session >> Session Continued >> Session Finalize >> Session Continued

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Account Type	Supplier		
Reporting Period	2 /	2007	
Account ID	12345678901		

Verify the return period and click **New Session** to start entering the return information.

Uploading an EDI File

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session >> Session Continued >> Session Finalize >> Session Continued >> Session Finalize

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Reporting Period	2 / 2007		
Account Type	Supplier		
Account ID	12345678901		
Return Type	Original	Sequence	0
Status	Open		

Select session

The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. Click **Confirm**.

Uploading an EDI File

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	2/2007	S2

Main Menu Help ?

Select a task to perform

- Upload EDI** Upload EDI
- Tax Return** Process and review tax returns
- Payments** Make a credit card or bank draft payment
- View Messages** View acknowledgments and messages
- Print Return** Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return** Print consolidated return - the return must be calculated prior to printing for best results

The **Main Menu** screen is displayed. Your Account Name, Account Number, Reporting Period, and Account Type are displayed above the Main Menu bar. Click on the **Upload EDI** button on the left side of the screen. If this button does not appear on the **Main Menu** screen contact the Motor Fuels Tax Division at edicoordinator@dornc.com.

Uploading an EDI File

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> EDI File Upload

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	2/2007	S2

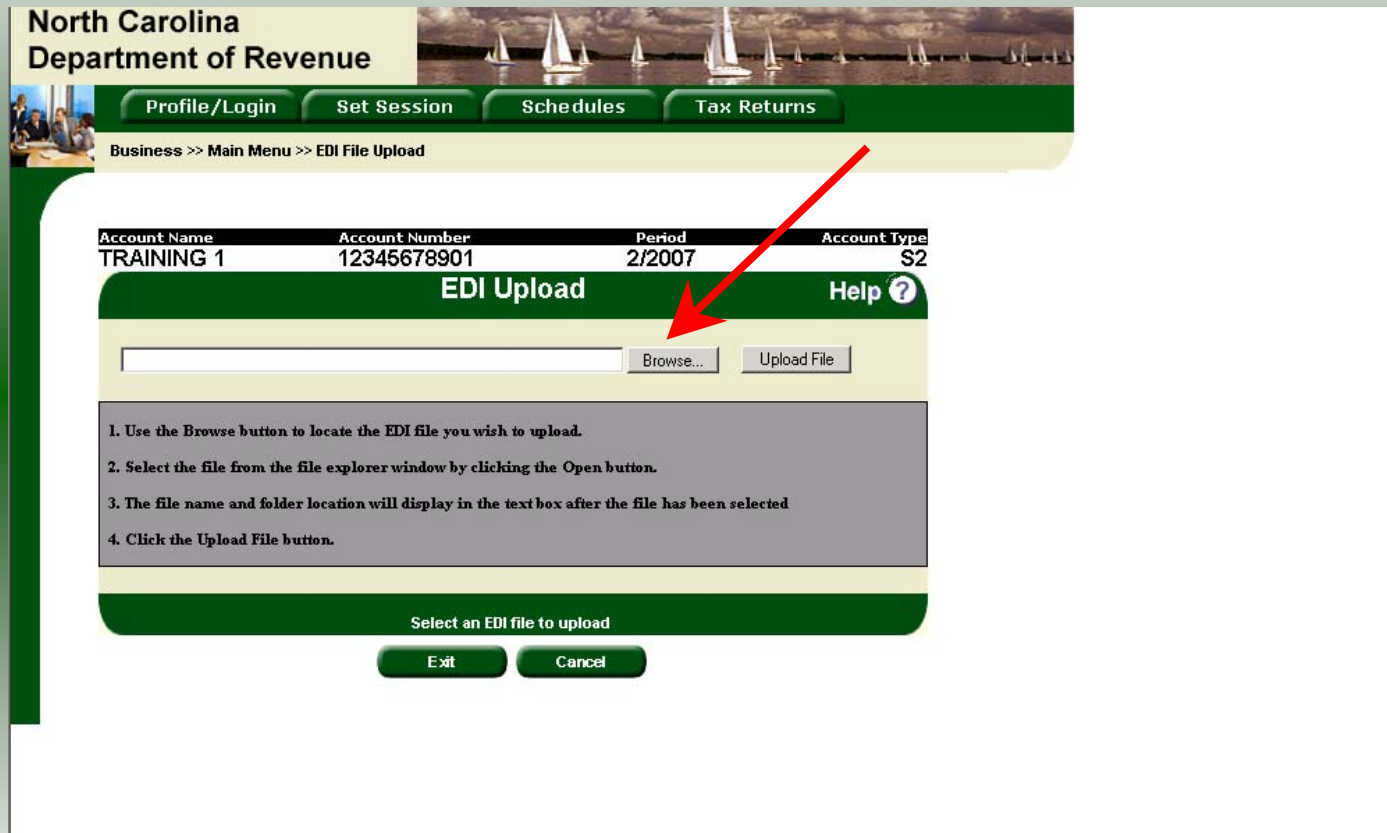
EDI Upload Help ?

Browse... Upload File

1. Use the Browse button to locate the EDI file you wish to upload.
2. Select the file from the file explorer window by clicking the Open button.
3. The file name and folder location will display in the text box after the file has been selected
4. Click the Upload File button.

Select an EDI file to upload

Exit Cancel



Click **Browse** to locate the file you wish to upload.

Uploading an EDI File

The screenshot shows the North Carolina Department of Revenue website interface. At the top, there is a navigation bar with buttons for "Profile/Login", "Set Session", "Schedules", and "Tax Returns". Below this, a breadcrumb trail reads "Business >> Main Menu >> EDI File Upload".

The main content area displays account information in a table:

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	2/2007	S2

Below the table is a section titled "EDI Upload" with a "Help ?" link. A text box is present for the file name, and a "Choose file" button is visible. To the left of the text box, there are four numbered instructions:

1. Use the Browse button to locate the EDI file you wish to upload.
2. Select the file from the file explorer window by clicking the Open button.
3. The file name and folder location will display in the text box after the file is selected.
4. Click the Upload File button.

At the bottom of the "EDI Upload" section, there is a "Select an EDI file to upload" label and two buttons: "Exit" and "Cancel".

A "Choose file" dialog box is open over the "EDI Upload" section. The "Look in:" field shows "EDI". The file list contains several files, with "Supplier 01-2006 Training1_copy.edi" selected. The "File name:" field at the bottom of the dialog shows "Supplier 01-2006 Training1_copy.edi" and the "Files of type:" field shows "All Files (*.*)". A red arrow points to the "Open" button in the dialog box.

The **Choose File** window is displayed. Highlight the file that you wish to upload and click **Open**.

Uploading an EDI File

North Department Revenue

Set Session Schedules Tax Returns

Menu >> EDI File Upload

Account Number	Period	Account Type
12345678901	2/2007	S2

EDI Upload

Help ?

T:\Fuel Tracking System\EDI\Supplier 01-2006 Training1_copy.edi Browse... Upload File

1. Use the Browse button to locate the EDI file you wish to upload.
2. Select the file from the file explorer window by clicking the Open button.
3. The file name and folder location will display in the text box after the file has been selected
4. Click the Upload File button.

Select an EDI file to upload

Exit Cancel

The file name and file folder will display in the text box after the file has been selected. Click **Upload File**.

Uploading an EDI File

The screenshot displays the North Carolina Department of Revenue's EDI File Upload interface. At the top, the header includes the department name and a navigation menu with buttons for 'Profile/Login', 'Set Session', 'Schedules', and 'Tax Returns'. Below this is a breadcrumb trail: 'Business >> Main Menu >> EDI File Upload >> View Messages'. The main content area is titled 'View Messages' and contains a confirmation message with the following details:

Account Name	TRAINING 1
Account User	Donna Alderman
File Received	Supplier 01-2006 Training1_copy.edi
Received Successfully On	03/19/2007 10:11:55.219

Below the message, there are three buttons: 'Print', 'Exit', and 'Cancel'. A red arrow points to the 'Print' button.

The **EDI File Received Confirmation Message** will display. Click the **Print** button to print this message for your records. Click **Cancel** to return to the Main Menu to process another return. Click **Exit** to leave the Electronic Filing System.

Uploading an EDI File

The screenshot displays the North Carolina Department of Revenue website interface. At the top left, the text reads "North Carolina Department of Revenue". To the right is a banner image of sailboats on a lake. Below the banner are four green buttons: "Profile/Login", "Set Session", "Schedules", and "Tax Returns". A breadcrumb trail shows "Business >> Main Menu".

A welcome message reads "Welcome Donna Alderman". Below this is a table with account information:

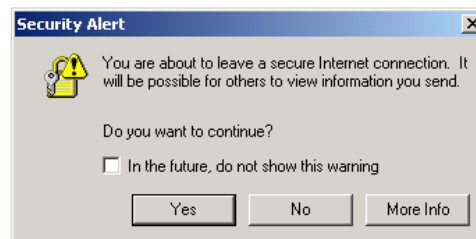
Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	BL

The main content area is titled "Main Menu" and includes a "Help ?" link. Under the heading "Select a task to perform", there are five options, each with a green button and a description:

- Tax Return**: Process and review tax returns
- Payments**: Make a credit card or bank draft payment
- View Messages**: View acknowledgments and messages
- Print Return**: Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return**: Print consolidated return - the return must be calculated prior to printing for best results

If **Cancel** is selected the Main Menu screen is displayed. A new session must be set to continue processing returns.

Uploading an EDI File



Click **Exit** to exit the Fuel Tracking System. A dialog box will display asking if you want to leave the secure internet connection. Click **YES**.

Uploading an EDI File

The screenshot shows the main page of the North Carolina Department of Revenue website. At the top left, the text "North Carolina Department of Revenue" is displayed above a city skyline image. A navigation bar contains links for "About Us", "What's New", "Electronic Services", and "Tax Forms", along with a search box and a "go" button. A "Welcome" message follows, stating the site's purpose and providing a link to the "Summary of Financial Condition". Below this are three main categories: "Individual" (with a photo of a man), "Business" (with a photo of a meeting), and "Practitioner" (with a photo of a man at a desk). A central banner promotes "E-FILE FREE & EASY" with an image of a laptop. At the bottom, there are links for "Settlement Initiative" and four service icons: "Property Auctions", "Where's My Refund?", "Armed Forces", and "Web Site Survey". The footer includes "Site Map", "Español", "Privacy Policy", "Disclaimer", "NC @ your service", and a small logo.

The Department of Revenue website Main screen is displayed. You have successfully **Uploaded your EDI File.**