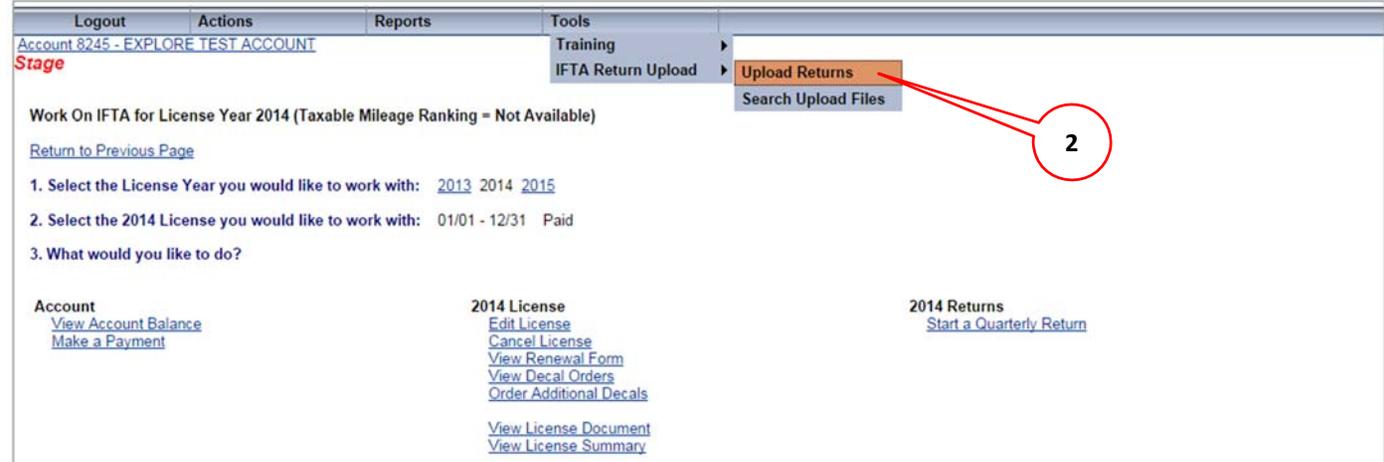


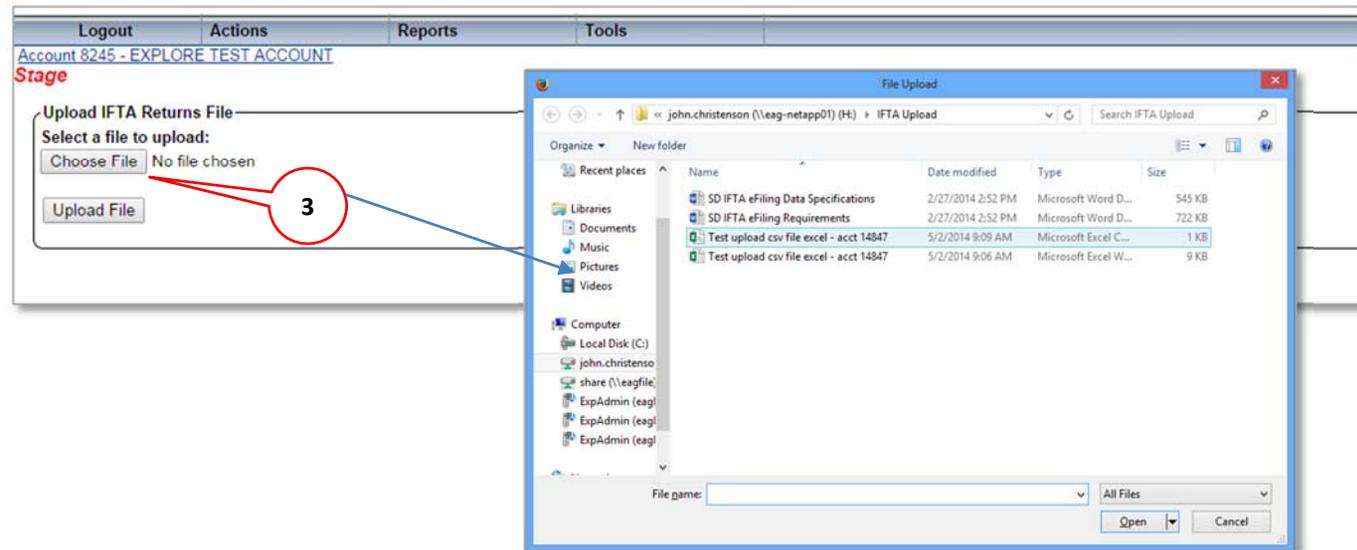
Uploading a Quarterly Return File

Element	Description
Function Name	Uploading a Quarterly Return File
Basic Flow	<p>In addition to e-Filing, the IPC IFTA system allow carriers and licensing agents to upload their IFTA quarterly returns via a predefined formatted data file. (A specification for this format will be provided for those who are interested)</p> <ul style="list-style-type: none"> - The upload file can contain multiple accounts, quarters, fuel types, and jurisdictions. - The system will allow the following file formats: XML and CSV. <p>Step 1: From your Home page, select the Work On My IFTA Account.</p>  <p>The Work on IFTA page will be displayed.</p> <p>Step 2: From the Tools menu, IFTA Return Upload submenu, select the Upload Returns menu item.</p>



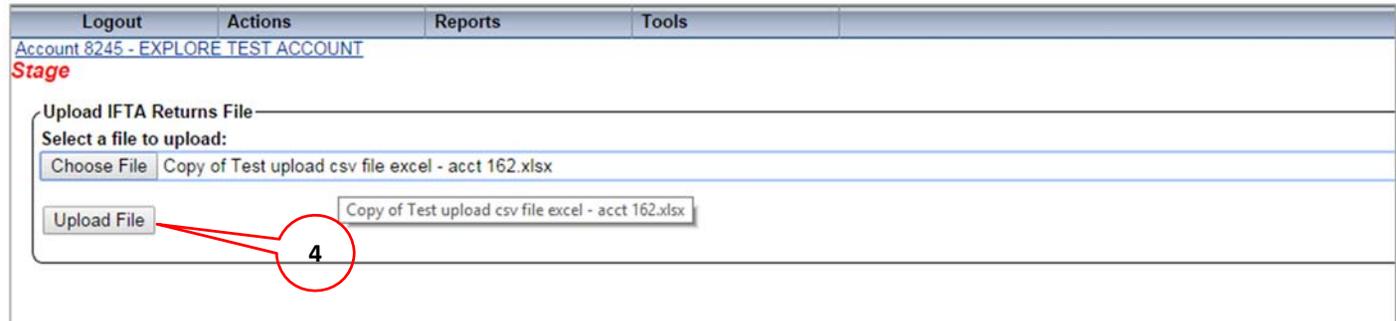
The **Upload IFTA Returns File** page is displayed.

Step 3: Click the **Choose File** button to select a File from your computer to upload.

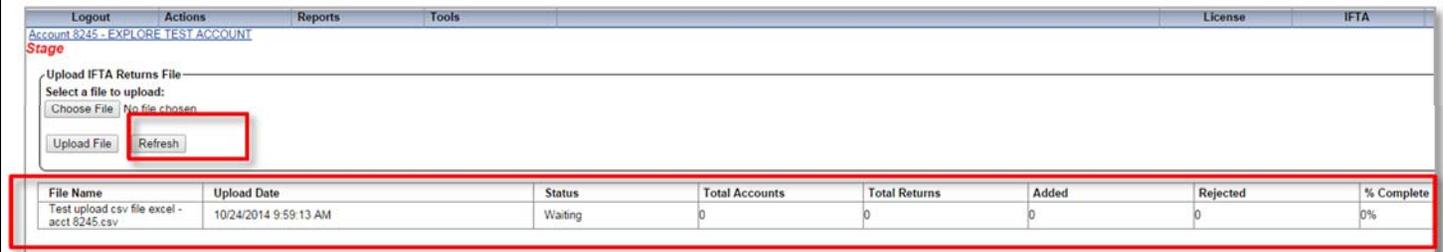


The file you select will appear next to the Browse button.

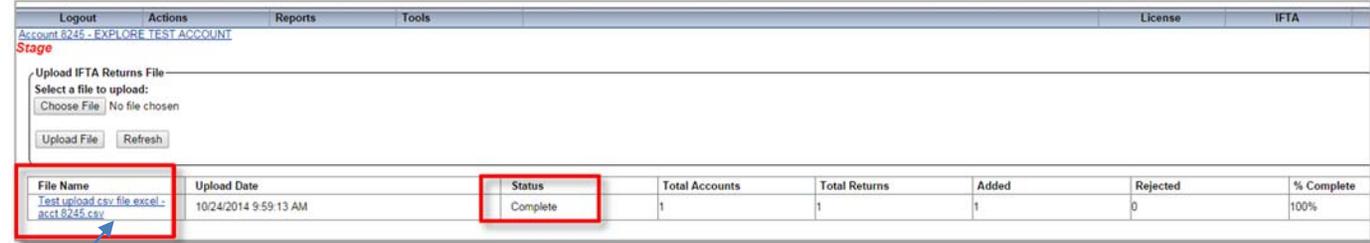
Step 4: Select **Upload File**



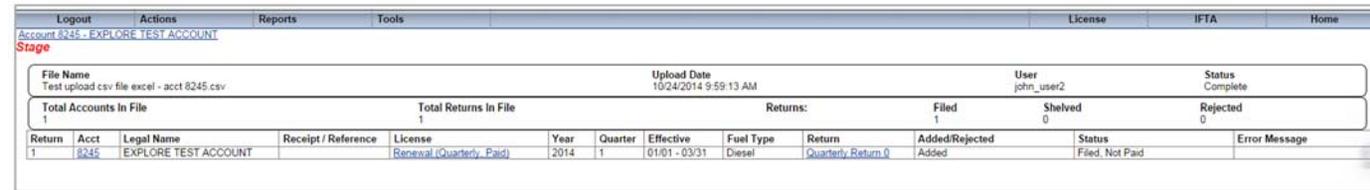
The **Upload** page will be displayed indicating that the file has been uploaded. Select the **Refresh** button to see a status update.



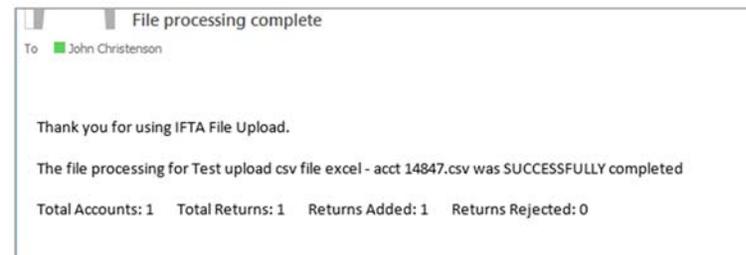
When then file is successfully processed, the **Upload** page will appear as follows.



Click the [File Name](#) link and details about the upload will be displayed.



You will also receive an email when your file has been processed, indicating success or failure.



When you return to the **Work on IFTA** page for the account, you will see that return has been Filed.

Logout	Actions	Reports	Tools		
Account 8245 - EXPLORE TEST ACCOUNT					
Stage					
Work On IFTA for License Year 2014 (Taxable Mileage Ranking = Not Available)					
Return to Previous Page					
1. Select the License Year you would like to work with: 2013 2014 2015					
2. Select the 2014 License you would like to work with: 01/01 - 12/31 Paid					
3. What would you like to do?					
Account View Account Balance Make a Payment	2014 License Edit License Cancel License View Renewal Form View Decal Orders Order Additional Decals View License Document View License Summary	2014 Returns Start a Quarterly Return Amend a Quarterly Return View a Filed, Not Paid Quarterly Return			
Effective	License	Quarter	Return	Return Status	Date
01/01 - 12/31	Renewal (Paid)	4			
		3			
		2			
		1	Quarterly Return 0	Filed, Not Paid	10/24/2014

To see the populated results of the return, select the [Quarterly Return #](#) link. The **Return Summary** is displayed.

Logout	Actions	Reports	Tools	License	IFTA	Home
Account 8245 - EXPLORE TEST ACCOUNT						
Stage						
Filed, Not Paid 2014 Q1 Quarterly Return (Due on 04/30/2014) -- Return Summary						
Return to Previous Page						
View in Report Format						
Return Information						
Quarterly Return 0 Details:						
Total Tax				\$320.26		
Total Interest				\$28.49		
Total Penalties				\$50.00		
Total Adjustments				\$0.00		
Total Other				\$0.00		
Total Due				\$398.75		

Fuel	MPG	MPG Method	MPG Comments
Diesel	4.80	Use Calculated	

Fuel Schedule Details											
Fuel	Total Miles	Taxable Miles	MPG	Method	Taxable Gallons	Tax Paid Gallons	Net Taxable Gallons	Tax Due (Credit)	Interest Due	Total Due	
- Diesel	20400	20400	4.80	UC	4250	4250	0	\$320.26	\$28.49	\$348.75	
Jur Details											
Schedule	Jur	Surcharge	Miles	Tax Miles	Taxable Gallons	Tax Paid Gallons	Net Taxable Gallons	Tax Rate	Tax Due (Credit)	Interest Due	Total Due
Quarterly Return 0	IL	N	1950	1950	406	150	256	0.4340	\$111.10	\$6.25	\$117.35
Quarterly Return 0	IN	N	500	500	104	150	(46)	0.1600	(\$7.36)	\$0.00	(\$7.36)
Quarterly Return 0	IN	Y	0	0	104	0	104	0.1100	\$11.44	\$0.64	\$12.08
Quarterly Return 0	KY	N	10050	10050	2094	2500	(406)	0.2640	(\$107.18)	\$0.00	(\$107.18)
Quarterly Return 0	KY	Y	0	0	2094	0	2094	0.1270	\$266.94	\$14.97	\$280.91
Quarterly Return 0	MN	N	2700	2700	563	150	413	0.2850	\$117.71	\$6.63	\$124.34
Quarterly Return 0	WI	N	5200	5200	1083	1300	(217)	0.3290	(\$71.39)	\$0.00	(\$71.39)
Quarterly Return 0	Non-IFTA		0			0					
Return Totals:	20400	20400			4250	4250			\$320.26	\$28.49	

Searching Uploaded Files

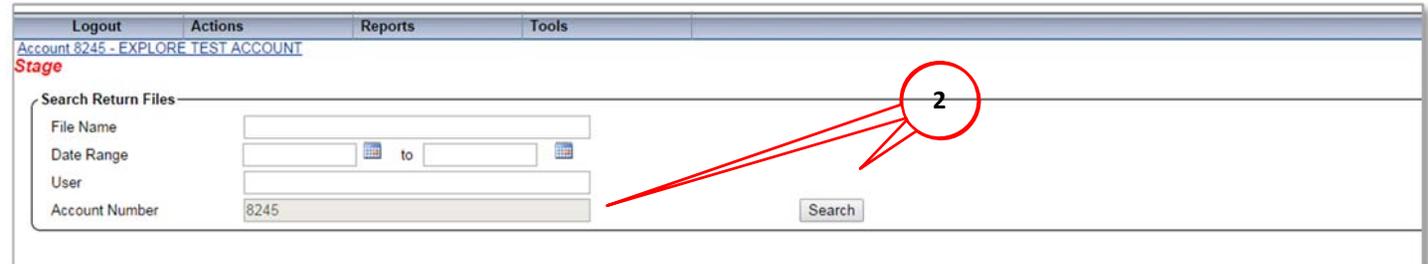
Carriers and Licensing Agents can see the status of their uploaded filed.

Step 1: From the **Work on IFTA** page, select the **Search Upload Files** menu item from the **Tools** menu.



The **Search Return Files** page is displayed.

Step 2: The user’s account number is prefilled. Enter additional search criteria (choose from the following criteria: File Name; Date Range; or User) and select the **Search** button.



A record of your uploaded files will be displayed.

Logout Actions Reports Tools License IFTA

Account 8245 - EXPLORE TEST ACCOUNT

Stage

Search Return Files

File Name

Date Range to

User

Account Number

File Name	Upload Date	Status	Total Accounts	Total Returns	Added	Rejected	% Complete
Test upload.csv file excel - acct 8245.csv	10/24/2014 9:59:13 AM	Complete	1	1	1	0	100%