

South Carolina Department of Revenue

Motor Fuel Web-Based Reporting System
Exporter

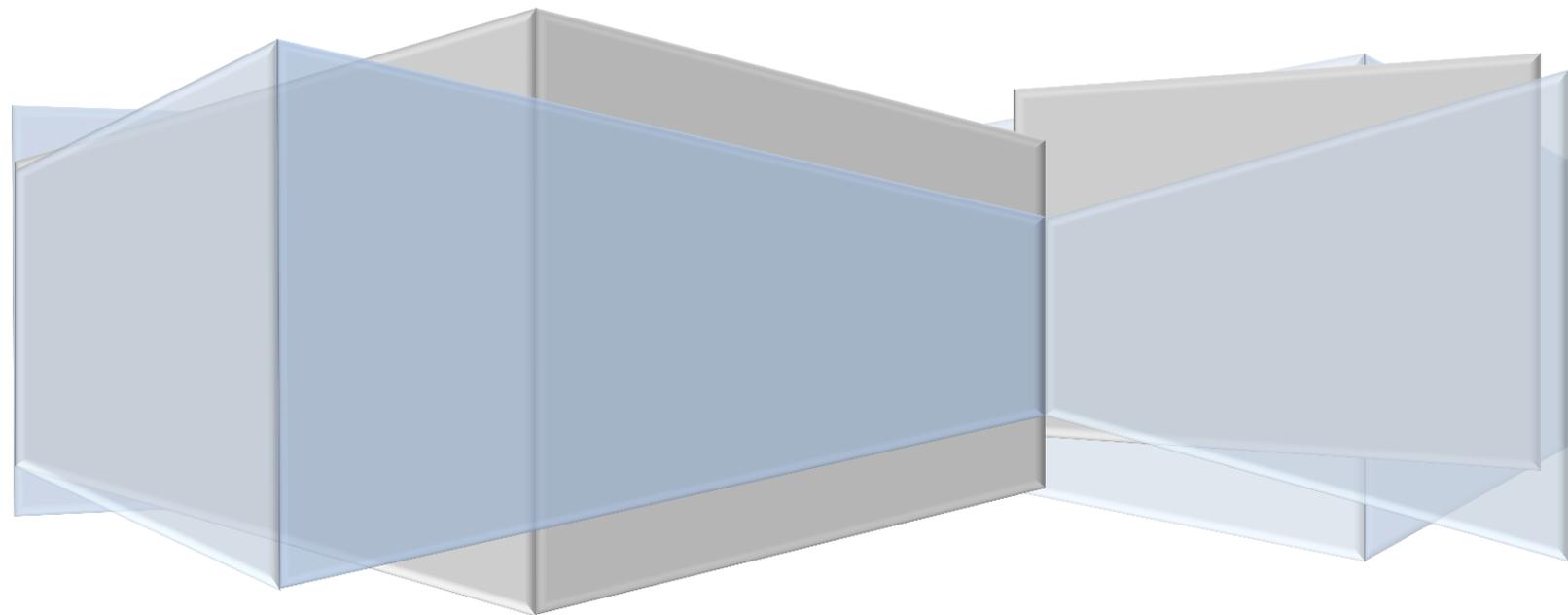


TABLE OF CONTENTS

Introduction.....	Page 2.
Sign In.....	Page 3.
Business Entity Review.....	Page 4-5
Adding Business Entities.....	Page 6-8
Creating Return/ Tax Session.....	Page 9-11
Session Details.....	Page 12-13
File Tax Return.....	Page 14
Creating Amended Return.....	Page 15-19
File Amended Tax Return.....	Page 20
Filing a Zero Return.....	Page 21-24

INTRODUCTION

Effective July 11, 2012, the South Carolina Department of Revenue has implemented a web-based system to provide the option to submit Exporter Returns electronically at no charge.

The method of issuing refunds has not changed. All refunds will be issued manually once the electronic return is received and verified.

Reminder:

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

Gasohol- E01-E99 replaces "roll-up" product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.

Biodiesel- B01-B99 replaces "roll-up" product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.

Biodiesel- D01-D99 replaces "roll-up" product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.

Registration

To register for web filing, complete the D-155 Registration application located on our web site at www.sctax.org, select Motor Fuel/E-Services. If assistance is required with the registration process, please contact:

Electronic Services

Help Desk (Columbia area)	803-896-1715	Help Desk (Toll Free)	1-800-476-0311
E-mail Address	edi@sctax.org	FAX	803-896-1779
Mailing Address	South Carolina Department of Revenue EFT/EDI Help Desk Columbia SC 29214-0016		

Filing Returns

If assistance is required for filing motor fuel returns via the web-based system, please contact:

Motor Fuel Section

Filing Assistance	803-896-1990
E-mail Address	motfuellic@sctax.org

To Sign In, you will need user Id and password from DOR Electronic Services.

User Name: Password:

 *South Carolina Department of Revenue*

Password Assistance

Now you will need to change password.

Enter current password (password that was given)

Enter New password (create)

Confirm New Password

Click change password

[User Profile](#)

Your password has expired. Please enter a new password.

[Change Password](#)

Current Password:

New Password:

Confirm New Password:

[Change Profile](#)

Current Password:

Email Address:

Security Question:

Security Answer:

Now change profile.

Enter current password (the new password that you choose)

Security Question: select from list

Enter Security Answer

Click update profile

[User Profile](#)

Your password has expired. Please enter a new password.

[Change Password](#)

Your password has been changed.

[Change Profile](#)

Current Password:

Email Address:

Security Question:

Security Answer:

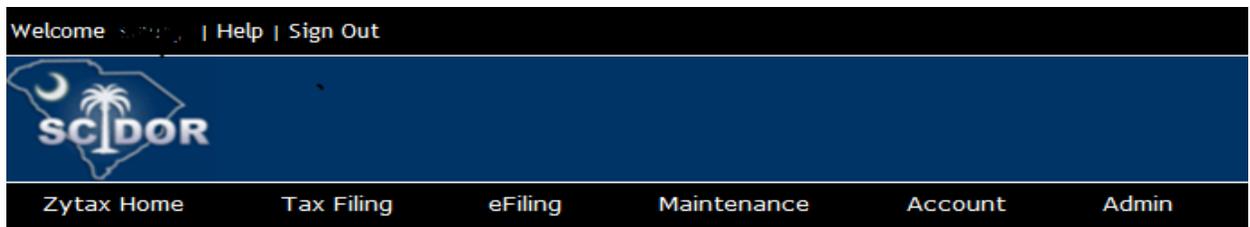
Business Entities and the Master Company Data Base

Many business entities are already set up in the Department of Revenue's motor fuel data base. All licensed motor fuel accounts that are not sole proprietors will appear in the drop down boxes needed to schedule transactions.

Only business entities for Master Company ID 0 may be viewed by all users. When a filer adds a business entity it is not entered into the Master Company. Only the filer and the Department of Revenue may view business entities entered by a filer.

Before creating a filer business entity, review the Motor Fuel Data Base using the following steps:

1. From the Zytax Home Page choose the Maintenance Tab



2. From the drop down menu choose Business Entities

Business Entities							
Add New Record							
Master Company ID	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

3. Review the entity names to determine if the filer entities exist in the Master Company. Use the Filter Option located at the far right to create a filter to speed the verification.

The image shows a partial view of the Business Entities table. The table has columns for "Custom Id", "Effective Date", "Obsolete Date", "City", "Region/State", "Country", and "Updated Date". At the top right of the table, there is a "Filter" button and a "Refresh" button.

- Click on any company row and choose the Business Accounts Tab to see what business types have been assigned in the Master Company.

Zytax - Business Entity *South Carolina Department of Transportation*

Legal Name: col 2 Effective Date: 5/1/2011
 Trade Name: col 2 Obsolete Date:
 Name Control: Id Type: FEIN
 Custom Id Code: Id Code: 290000000

Address Business Accounts Business Entity Alternates Schedule Profiles

Add New Record Filter | Refresh

	ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	
	12062	United States	*	Buyer	None		05/01/2011			290000000	M	✗
	12074	United States	*	Carrier	None		05/01/2011			290000000	M	✗
	12075	United States	*	Consignor	None		05/01/2011			290000000	M	✗
	12076	United States	*	PositionHolder	None		05/01/2011			290000000	M	✗
	12077	United States	*	Seller	None		05/01/2011			290000000	M	✗

Copyright © 2005 - 2012 FuelQuest

Only enter a business entity if it does not already exist for the required business type (buyer, seller, etc.) in the Master Company.

Please contact the Motor Fuel Section at 803-896-1990 for assistance or questions concerning business entities.

Business Entities – Add New Record

Business Entity information will only be entered once. Business entities are companies or individuals that the filer does business with whose information is required for completing the schedule information for a return. Examples are Consignor, Seller,

Click on the Maintenance tab

Select Business Entities from drop down box



Click Add New Record

Business Entities							
Add New Record							
Master Company ID	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independent Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

Then 'Add New Record' icon is used to create a new business entity.

In following fields enter: **Company Legal Name, Trade name, Effective Date, ID type (click dropdown box to select type) and Id Code (FEIN or Social Security Number)**

Then click Insert

Maintenance Account Zytax - Business Entity

Legal Name

Trade Name

Name Control

Custom Id Code

Effective Date

Obsolete Date

Id Type

Id Code

Address

Address Line 1

Address Line 2

City

Country

Region/State

Postal Code

County

Alternate Jurisdiction

Copyright © 2005 - 2012 FuelQuest

Determine if the entity will be entered as one or more of the following:

Consignor – Company/individual that hired filer as the carrier/transporter.

(If the filer transports their own product, enter the filer company as a consignor.)

Seller – Terminal supplier that shows as the supplier on the terminal issued bill of lading.

Buyer – Company/Individual to whom the product was delivered.

Next click Business Accounts tab

Click Add New Record

The screenshot shows the 'Zytax - Business Entity' form with the 'Business Accounts' tab selected. The form contains the following fields:

- Legal Name: JJJ Bus Ent
- Trade Name: JJJ Bus Ent
- Name Control: JJJ
- Custom Id Code: [Empty]
- Effective Date: 6/1/2010
- Obsolete Date: [Empty]
- Id Type: FEIN
- Id Code: 123123123

Below the form, a message states 'Record inserted.' and a table is displayed:

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind
39527	United States	*	Buyer	None		06/01/2010			123123123	M

For Business Type click on drop down button

The screenshot shows the 'Zytax - Business Entity' form with the 'Business Accounts' tab selected. The form contains the following fields:

- Legal Name: JJJ Bus Ent
- Trade Name: JJJ Bus Ent
- Name Control: JJJ
- Custom Id Code: [Empty]
- Effective Date: 6/1/2010
- Obsolete Date: [Empty]
- Id Type: FEIN
- Id Code: 123123123

Below the form, a message states 'No records to display.' and a table is displayed:

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind
	United States	*	Buyer	None		6/1/2010			123123123	

From the drop down menu select the business type that describes the business entity. When your company has more than one relationship with that business entity you will need to click on Add New Record to assign the business type based on each relationship with the entity.

Click on checkmark to insert



Below is an example of a business entity assigned with all business types.

Zytax - Business Entity *South Carolina Department of Revenue*

Legal Name: col 2 Effective Date: 5/1/2011
 Trade Name: col 2 Obsolete Date:
 Name Control: Id Type: FEIN
 Custom Id Code: Id Code: 290000000

Address Business Accounts Business Entity Alternates Schedule Profiles

Add New Record Filter | Refresh

	ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	
	12062	United States	*	Buyer	None		05/01/2011			290000000	M	✗
	12074	United States	*	Carrier	None		05/01/2011			290000000	M	✗
	12075	United States	*	Consignor	None		05/01/2011			290000000	M	✗
	12076	United States	*	PositionHolder	None		05/01/2011			290000000	M	✗
	12077	United States	*	Seller	None		05/01/2011			290000000	M	✗

Copyright © 2005 - 2012 FuelQuest

Creating Return/Tax Session

From the Tax Filing tab
Select Tax Sessions from dropdown list



Click Add New Record



Select Exporter from the Taxpayer Type dropdown list.
Enter the begin period covered date for the return.
Click outside the entry field and the End Period Date will be populated.
Click the create session button.

The screenshot shows a 'Zytax - Create Session' form with the following fields and values:

- Country: United States
- Jurisdiction: South Carolina
- Taxpayer Type: Exporter
- Terminal Code: Select a Terminal
- Begin Period Date: 9/1/2012
- End Period Date: 9/30/2012
- Sequence: 0
- Original session: Original session

At the bottom of the form is a 'Create Session' button and a copyright notice: 'Copyright © 2005 - 2012 FuelQuest'.

Close out the Record inserted menu

Right click on the row for the Exporter session that was added
From context menu, select Schedule Transactions

Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Tankwagon Importer		11/01/2012	11/30/2012	0	12/24/2012	06/19/2012	Passed
Tankwagon Importer		10/01/2012	10/31/2012	0	11/22/2012	06/19/2012	Passed
Tankwagon Importer		10/01/2012	10/31/2012	1	11/22/2012	06/19/2012	Passed
Exporter		09/01/2012	09/30/2012	0	10/22/2012		
Tankwagon Importer		09/01/2012	09/30/2012	0	10/22/2012	06/14/2012	Passed
Diversion Payment Voucher		09/01/2012	09/04/2012	0	09/07/2012		
Exporter		08/01/2012	08/31/2012	0	09/24/2012	06/18/2012	Passed

Select schedule type from dropdown list to add.
Next, click Add New Record

Enter all schedule information requested on the entry screen.

Click Insert to accept entry.

Some data will remain from the previous transaction to speed the entry process.

Schedule Code: 7A: Gallons Removed SC User Fee Paid For Export To _____ By Exporter

Product Code: [Dropdown]

Carrier: [Dropdown]

Mode: [Dropdown]

Purchaser: [Dropdown]

Destination: [Dropdown]

Date Shipped: [Date Picker]

Document Number: [Text Field]

Billed Gallons: [Text Field]

Insert

Copyright © 2005 - 2012 FuelQuest

If the entity information needed for the schedule transaction does not appear in the drop down box, stop and enter the entity in Business Entities. Complete the steps for entering a business entity (**page4**) and then return to the tax session and begin scheduling transactions again.

Once all information is inserted for the schedule type selected, click on the closed button (red X).

If additional schedules are needed for another schedule type, select schedule type from dropdown list. Next, click Add New Record and enter the information. Once all schedules have been added for each load, click on the closed button.

Schedule Transactions

Add New Record	Schedule Code	Filter Refresh
No records returned.	7A: Gallons Removed SC User Fee Paid For Export To _____ By Exporter	

Page: 1 of 1 Go Page Size: 20 Change Items 0 to 0 of

Session Details

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Exporter session that was added
From context menu, select Session Details



Select yes, which will include schedules
Click Save & Regenerate



The screenshot shows the 'Session Details' form with the following fields and values:

Field	Value
Country	United States
Jurisdiction	South Carolina
Taxpayer Type	Exporter
Tracking Number	
Begin Period Date	9/1/2012
End Period Date	9/30/2012
Sequence	0
Original session	Original session
Filed Date	Open
Include Schedules	<input checked="" type="radio"/> Yes <input type="radio"/> No

Buttons: Save & Regenerate

Copyright © 2005 - 2012 FuelQuest

The system will then show record updated



Record updated.

Click the X button to close



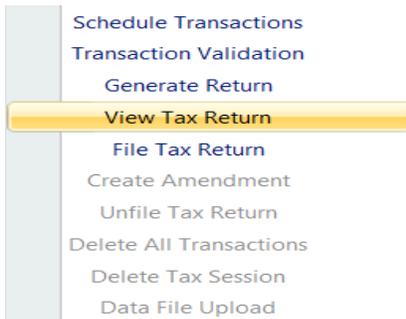
Click refresh several times

Group By Filter Refresh		
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
Group By Filter Refresh		
items 1 to 1 of 1.		

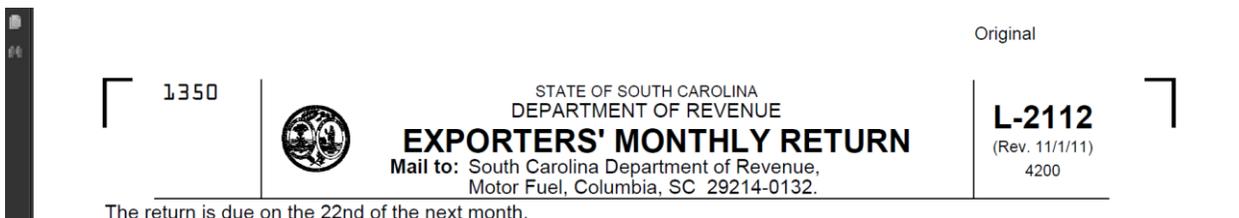
Until return status shows passed

Group By Filter Refresh	
Return Status	
Passed	

Right click on the row for the Exporter session that was added
From context menu, select View Tax Return



Review return



File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Exporter session that was added
From context menu, select File Tax Return

Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Tankwagon Importer		11/01/2012	11/30/2012	0	12/24/2012	06/19/2012	Passed
Tankwagon Importer		10/01/2012	10/31/2012	0	11/22/2012	06/19/2012	Passed
Tankwagon Importer		10/01/2012	10/31/2012	1	11/22/2012	06/19/2012	Passed
Exporter		09/01/2012	09/30/2012	0	10/22/2012		Passed
Tankwagon Importer		09/01/2012	09/30/2012	0	10/22/2012	06/14/2012	Passed
Diversion Payment Voucher		09/01/2012	09/04/2012	0	09/07/2012		
Exporter		08/01/2012	08/31/2012	0	09/24/2012	06/18/2012	Passed
Manufacturer		08/01/2012	08/31/2012	0	09/24/2012	06/19/2012	Passed
Miscellaneous		08/01/2012	08/31/2012	0	09/24/2012	06/14/2012	Passed

Check the agree button
Click on Submit

File Tax Return

Filing Status:	<input type="text" value="Open"/>
Tax Return:	<input type="text" value="Exporter"/>
Terminal:	<input type="text"/>
Tax Session Date:	<input type="text" value="9/1/2012 - 9/30/2012"/>
Filing Due Date:	<input type="text" value="10/22/2012"/>
Return Status:	<input type="text" value="Passed"/>

Electronic Acknowledgement

By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

I agree to the conditions of this submittal.

Tax Return Confirm and filed

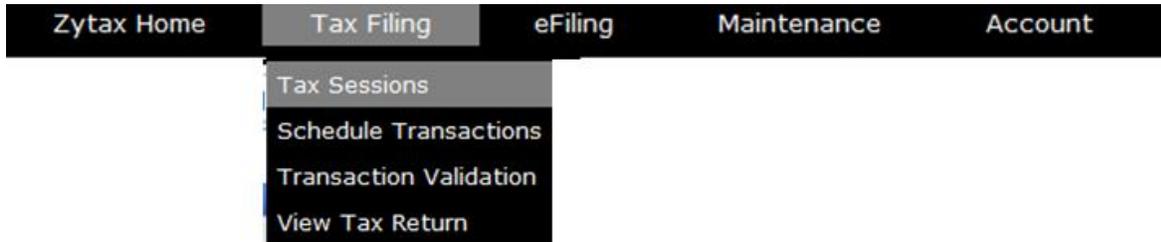
Tax Return Confirmation

Tax Return:	
Filing Status:	<input type="text" value="Filed"/>
Tax Return:	<input type="text" value="Exporter"/>
Terminal:	<input type="text"/>
Tax Session Date:	<input type="text" value="9/1/2012 - 9/30/2012"/>
Filing Due Date:	<input type="text" value="10/22/2012"/>
Return Status:	<input type="text" value="NotStarted"/>
Date Filed:	<input type="text" value="6/20/2012 1:37:49 PM"/>
Return Tracking Number:	<input type="text" value="1217200001"/>

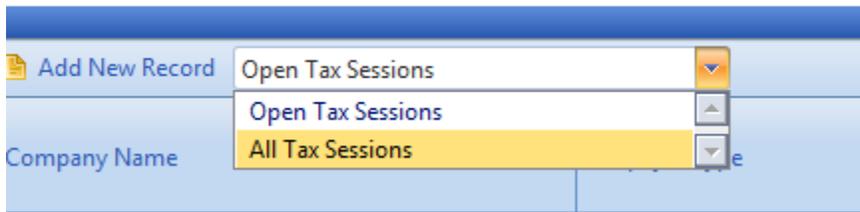
* Please note the tracking number(s) for your records.

Creating Amended Return

From the Tax Filing tab, select Tax Sessions from dropdown list



Change selection from "Open Tax Sessions" to "All Tax Sessions"



Select return session to be amended and click on the row to display the drop down menu.
Choose Create Amendment

Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Tankwagon Importer		11/01/2012	11/30/2012	0	12/24/2012	06/19/2012	Passed
Tankwagon Importer		10/01/2012	10/31/2012	0	11/22/2012	06/19/2012	Passed
Tankwagon Importer		10/01/2012	10/31/2012	1	11/22/2012	06/19/2012	Passed
Exporter		9/01/2012	09/30/2012	0	10/22/2012	06/20/2012	Passed
Tankwagon Importer		9/01/2012	09/30/2012	0	10/22/2012	06/14/2012	Passed
Diversion Payment Voucher		9/01/2012	09/04/2012	0	09/07/2012		
Exporter		8/01/2012	08/31/2012	0	09/24/2012	06/18/2012	Passed
Manufacturer		8/01/2012	08/31/2012	0	09/24/2012	06/19/2012	Passed
Miscellaneous		8/01/2012	08/31/2012	0	09/24/2012	06/14/2012	Passed

Next, click Create Amendment

Company	182
Country	USA
Jurisdiction	SC
Taxpayer Type	EXP
Begin Period Date	9/1/2012
End Period Date	9/30/2012
	Amended session <input type="button" value="v"/>
Sequence	0
Filed Date	6/20/2012

Record inserted

Record inserted.

Company	182
Country	USA
Jurisdiction	SC
Taxpayer Type	EXP
Begin Period Date	9/1/2012
End Period Date	9/30/2012
	Amended session <input type="button" value="v"/>
Sequence	1
Filed Date	6/20/2012

From the Tax Filing tab, select Schedule Transactions from dropdown list



Select schedule type from dropdown list to add.
Next, click Add New Record



Enter amended information

Click Insert

A schedule must be added for each load and each product type.

Zytax - Schedule Transaction

Schedule Code 7A: Gallons Removed SC User Fee Paid For Export To _____ By Exporter

Product Code

Carrier

Mode

Purchaser

Destination

Date Shipped

Document Number

Billed Gallons

Insert

Copyright © 2005 - 2012 FuelQuest

Once all amended information is inserted for that schedule type, click on the closed button.

If additional schedules are needed for another schedule type, select schedule from dropdown list to add.

Next, click Add New Record

Schedule Transactions

Add New Record 7A: Gallons Removed SC User Fee Paid For Export To _____ By Exporter Filter Refresh

No records returned. 7A: Gallons Removed SC User Fee Paid For Export To _____ By Exporter Filter Refresh

Add New Record

Page: 1 of 1 Go Page Size: 20 Change Items 0 to 0 of

Enter amended information

Click Insert

Once all schedules have been added for each load, click on the close button

From the Tax Filing tab, select Tax Sessions

Zytax Home Tax Filing eFiling Maintenance Account

Tax Sessions

Schedule Transactions

Transaction Validation

View Tax Return

Right click on the row for the Exporter session that was added
 From context menu, select Session Details

Taxpayer Description	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	
Exporter			/2014	09/30/2014	0	10/22/2014	10/15/2014	↻
Transporter			/2014	09/30/2014	0	10/22/2014	10/15/2014	↻
Fuel Blender			/2014	09/30/2014	0	10/31/2014	10/15/2014	↻
Exporter			/2014	08/31/2014	0	09/22/2014	09/15/2014	↻
Transporter			/2014	08/31/2014	0	09/22/2014	09/15/2014	↻
Fuel Blender			/2014	08/31/2014	0	09/30/2014	09/15/2014	↻
Exporter			/2014	07/31/2014	0	08/22/2014	08/14/2014	↻

Select yes, which will include schedules
 Click Save & Regenerate

Form Settings
Form Manual Entry
History Log

Country	United States
Jurisdiction	South Carolina
Taxpayer Type	Exporter
Tracking Number	<input type="text"/>
Begin Period Date	8/1/2012 <input type="button" value="Calendar"/>
End Period Date	8/31/2012 <input type="button" value="Calendar"/>
Sequence	1
	Amended session
Filed Date	Open
Include Schedules	<input checked="" type="radio"/> Yes <input type="radio"/> No
Return Calculation Method	<input checked="" type="radio"/> Current <input type="radio"/> Overall

Save & Regenerate

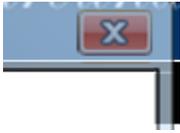
Copyright © 2005 - 2012 FuelQuest

The system will then show record updated

Session Details

Record updated.

Click the X button to close



Click refresh several times

Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

Group By | Filter | Refresh

items 1 to 1 of 1.

Until return status shows passed

Right click on the row for the Exporter session that was added
From context menu, select View Tax Return

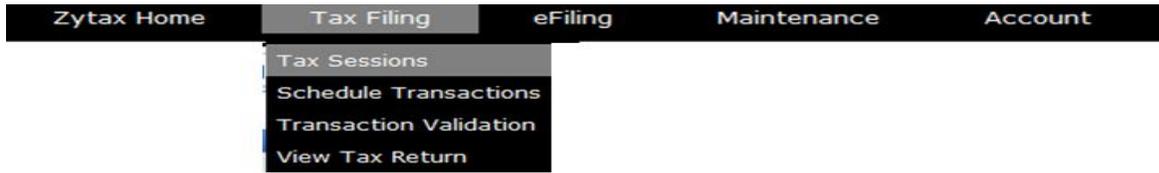
Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Tankwagon Importer		11/01/2012	11/30/2012	0	12/24/2012	06/19/2012	Passed
Exporter		10/01/2012	10/31/2012	0	11/22/2012		Passed
Tankwagon Importer		10/01/2012	10/31/2012	0	11/22/2012	06/19/2012	Passed
Tankwagon Importer		10/01/2012	10/31/2012	1	11/22/2012	06/19/2012	Passed
Diversion Payment Voucher		10/01/2012	10/02/2012	0	10/05/2012		Passed
Import Payment Voucher		10/01/2012	10/02/2012	0	10/05/2012	06/20/2012	Passed
Exporter		09/01/2012	09/30/2012	0	10/22/2012	06/20/2012	Passed
Exporter		09/01/2012	09/30/2012	1	10/22/2012		
Tankwagon Importer		09/01/2012	09/30/2012	0	10/22/2012	06/14/2012	Passed
Diversion Payment Voucher	1217	09/01/2012	09/04/2012	0	09/07/2012	06/20/2012	Passed
Import Payment Voucher		09/01/2012	09/04/2012	0	09/07/2012		Passed
Exporter	1217	08/31/2012	08/31/2012	0	09/24/2012	06/18/2012	Passed
Exporter		08/31/2012	08/31/2012	1	09/24/2012		Passed

Review amended return

		Amendment 1 Current	
1350		STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE EXPORTERS' MONTHLY RETURN Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.	L-2112 (Rev. 11/1/11) 4200
The return is due on the 22nd of the next month.			

File Amended Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Exporter session that was added.
From context menu, select File Tax Return

Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Tankwagon Importer		11/01/2012	11/30/2012	0	12/24/2012	06/19/2012	Passed
Exporter		10/01/2012	10/31/2012	0	11/22/2012		Passed
Tankwagon Importer		10/01/2012	10/31/2012	0	11/22/2012	06/19/2012	Passed
Tankwagon Importer		10/01/2012	10/31/2012	1	11/22/2012	06/19/2012	Passed
Diversion Payment Voucher		10/01/2012	10/02/2012	0	10/05/2012		Passed
Import Payment Voucher		10/01/2012	10/02/2012	0	10/05/2012	06/20/2012	Passed
Exporter		09/01/2012	09/30/2012	0	10/22/2012	06/20/2012	Passed
Exporter		09/01/2012	09/30/2012	1	10/22/2012		
Tankwagon Importer		09/01/2012	09/30/2012	0	10/22/2012	06/14/2012	Passed
Diversion Payment Voucher		09/01/2012	09/04/2012	0	09/07/2012	06/20/2012	Passed
Import Payment Voucher		09/01/2012	09/04/2012	0	09/07/2012		
Exporter		08/01/2012	08/31/2012	0	09/24/2012	06/18/2012	Passed
Exporter		08/01/2012	08/31/2012	1	09/24/2012		Passed
Manufacturer		08/01/2012	08/31/2012	0	09/24/2012	06/19/2012	Passed
Miscellaneous		08/01/2012	08/31/2012	0	09/24/2012	06/14/2012	Passed

Check the agree button
Click on Submit

File Tax Return

Filing Status:	Open
Tax Return:	Exporter
Terminal:	
Tax Session Date:	8/1/2012 - 8/31/2012
Filing Due Date:	9/24/2012
Return Status:	Passed

Electronic Acknowledgement

By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

I agree to the conditions of this submittal.

Tax Return Confirm and filed

Tax Return Confirmation

Tax Return:	
Filing Status:	Filed
Tax Return:	Exporter
Terminal:	
Tax Session Date:	8/1/2012 - 8/31/2012
Filing Due Date:	9/24/2012
Return Status:	NotStarted
Date Filed:	6/20/2012 3:01:18 PM
Return Tracking Number:	1217200007

* Please note the tracking number(s) for your records.

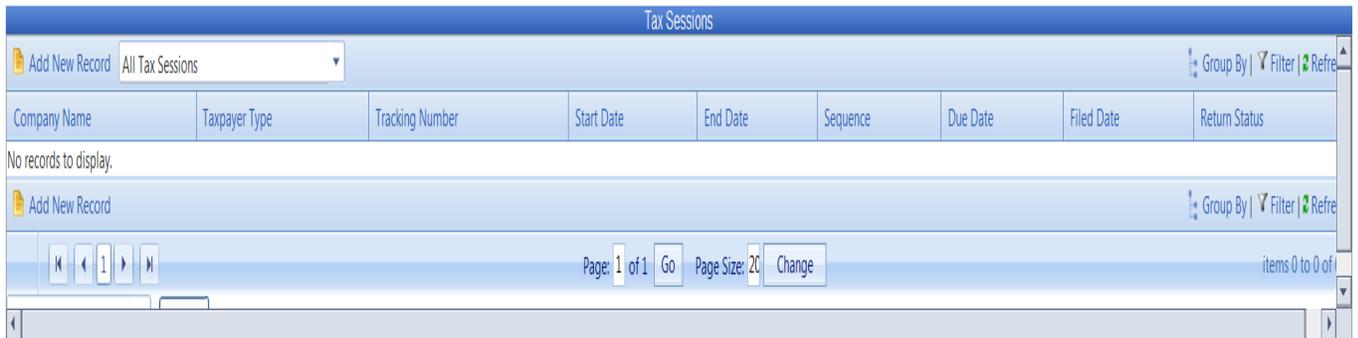
Filing a Zero Return

Click on the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select the Exporter from Taxpayer Type dropdown list

Enter the begin period covered date for the return

Click create session

The screenshot shows a 'Zytax - Create Session' window. It contains several form fields: 'Country' (United States), 'Jurisdiction' (South Carolina), 'Taxpayer Type' (Exporter), 'Terminal Code' (Select a Terminal), 'Begin Period Date' (10/1/2012), 'End Period Date' (10/31/2012), and 'Sequence' (0). There is also a dropdown menu for 'Original session'. A 'Create Session' button is located at the bottom of the form. The footer text reads 'Copyright © 2005 - 2012 FuelQuest'.

Close out the Record inserted menu

Country: United States
Jurisdiction: South Carolina
Taxpayer Type: Exporter
Terminal Code: Select a Terminal
Begin Period Date: 10/1/2012
End Period Date: 10/31/2012
Sequence: 0
Original session: Original session

Create Session
Copyright © 2005 - 2012 FuelQuest

Right click on the period covered again and select Session Details from drop down list

- Schedule Transactions
- Transaction Validation
- Session Details**
- View Tax Return
- File Tax Return
- Create Amendment
- Unfile Tax Return
- Delete All Transactions
- Delete Tax Session
- Data File Upload
- Query Session

Select no, which will not include schedules
Click Save & Regenerate

Country: United States
Jurisdiction: South Carolina
Taxpayer Type: Exporter
Tracking Number:
Begin Period Date: 10/1/2012
End Period Date: 10/31/2012
Sequence: 0
Original session: Original session
Filed Date: Open
Include Schedules: Yes No

Save & Regenerate
Copyright © 2005 - 2012 FuelQuest

The system will then show record updated



Click the X button to close



Click refresh several times

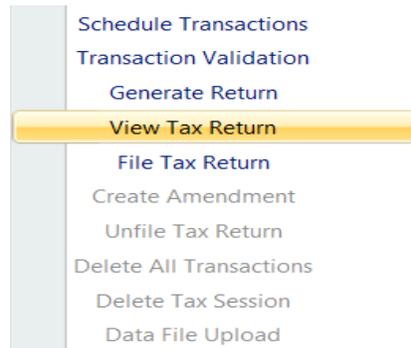
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

Group By | Filter | Refresh

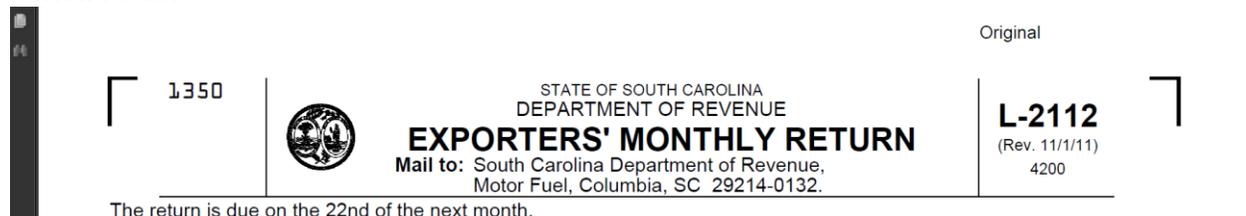
items 1 to 1 of 1.

Until return status shows passed

Right click on the row for the Exporter session that was added
From context menu, select View Tax Return



Review return



Next, File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Exporter session that was added
From context menu, select File Tax Return

Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Tankwagon Importer		11/01/2012	11/30/2012	0	12/24/2012	06/19/2012	Passed
Exporter		10/01/2012	10/31/2012	0	11/22/2012		Passed
Tankwagon Importer		10/01/2012	10/31/2012	0	11/22/2012	06/19/2012	Passed
Tankwagon Importer		10/01/2012	10/31/2012	1	11/22/2012	06/19/2012	Passed
Diversion Payment Voucher		10/01/2012	10/02/2012	0	10/05/2012		Passed
Import Payment Voucher		10/01/2012	10/02/2012	0	10/05/2012	06/20/2012	Passed

Check the agree button
Click on Submit

File Tax Return

Filing Status: Open
Tax Return: Exporter
Terminal:
Tax Session Date: 10/1/2012 - 10/31/2012
Filing Due Date: 11/22/2012
Return Status: Passed

Electronic Acknowledgement
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

I agree to the conditions of this submittal.

Tax Return Confirm and filed

Tax Return Confirmation

Tax Return:
Filing Status: Filed
Tax Return: Exporter
Terminal:
Tax Session Date: 9/1/2012 - 9/30/2012
Filing Due Date: 10/22/2012
Return Status: NotStarted
Date Filed: 6/20/2012 1:37:49 PM
Return Tracking Number: 1217200001

* Please note the tracking number(s) for your records.