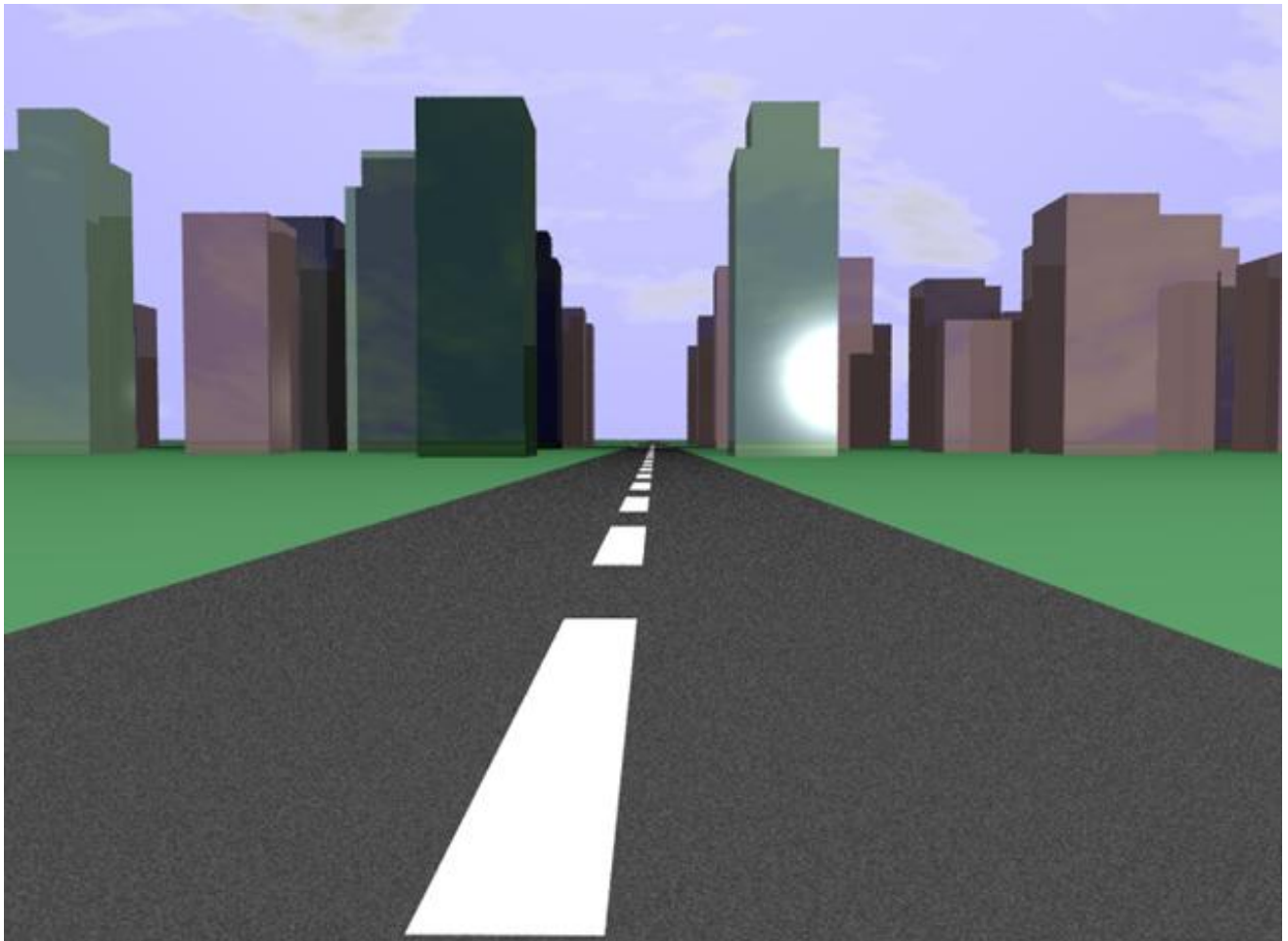


R.O.A.D.

Electronic Submission of BPT/NPT, Wage Reconciliation and School Income Tax Returns



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Introduction

The City of Philadelphia offers the ROAD program for tax preparers who submit Business Privilege Tax, Net Profits Tax, Wage Tax and School Income Tax returns.

User Requirements

You must have a current Authorization Number (“D” number) in order to download the ROAD installation file. Unauthorized use of ROAD is not permitted. If you need an Authorization Number, you can apply on line at <https://ework.phila.gov/revenue/>

System Requirements

ROAD will run on Windows XP, Windows Vista, Windows 7 or Windows 98. For optimal performance, you should have:

- Windows XP or later
- 1 Gig of RAM
- 30 Meg available for the program files and data

ROAD will run slower on a system with less.

Setup

Run or Download the Installation File

You will download a file from the Internet. A high-speed Internet connection such as DSL or cable is recommended.

1. Select a folder on your computer where you will save the installation file. The folder must be easy for you to find later. If you save the file to your desktop, delete it or move it to a different folder after installing ROAD to avoid reinstalling ROAD unnecessarily.
2. Click the link below. [If the download screen does not display, copy the link and paste it in the address bar of your browser. You may type the address, but be sure you type it exactly as shown (upper and lower case)].

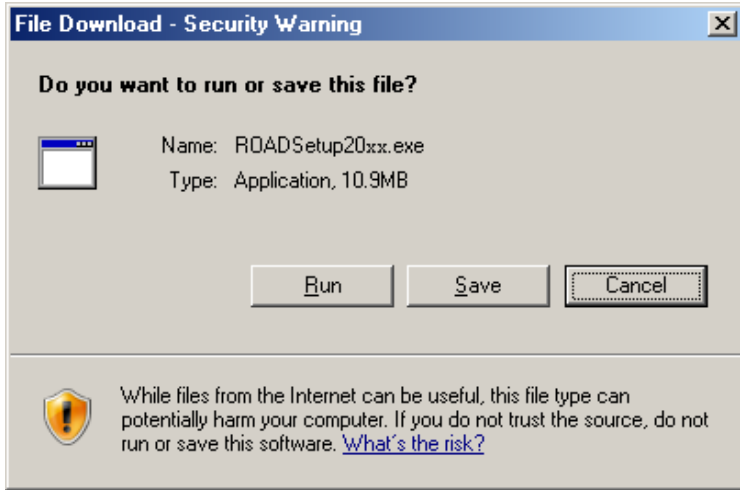
(Link to download program goes here.)

(Picture of link in address bar goes here.)

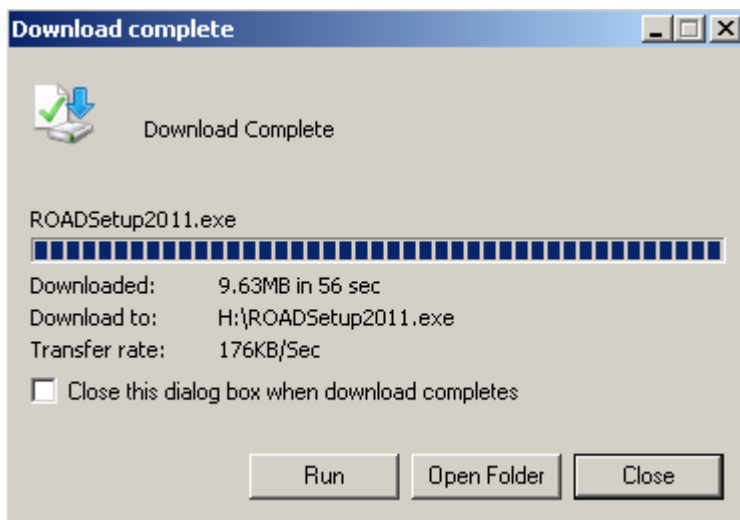
If you are unable to download the file, you may request a CD via the following email address: egovservices@phila.gov.

3. When the download starts, you may see a security warning. Click **Save**.

NOTE: If you choose Run, the installation will begin right away and you won't have to save the installation file. However, some browsers or settings may not allow this.



4. Browse to the folder you selected earlier.
5. Click **Save** in the Save As box.
6. The file is saved in the selected folder. Close the download box at the X when it indicates the download is complete.



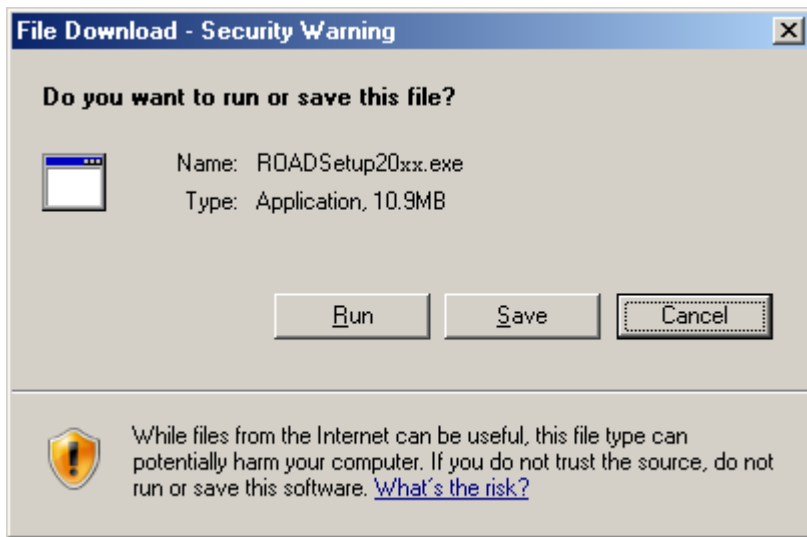
7. Close your browser.

Install ROAD (Single User)

Follow the steps below to run the downloaded file, *RoadSetup2011.exe*, to install ROAD.

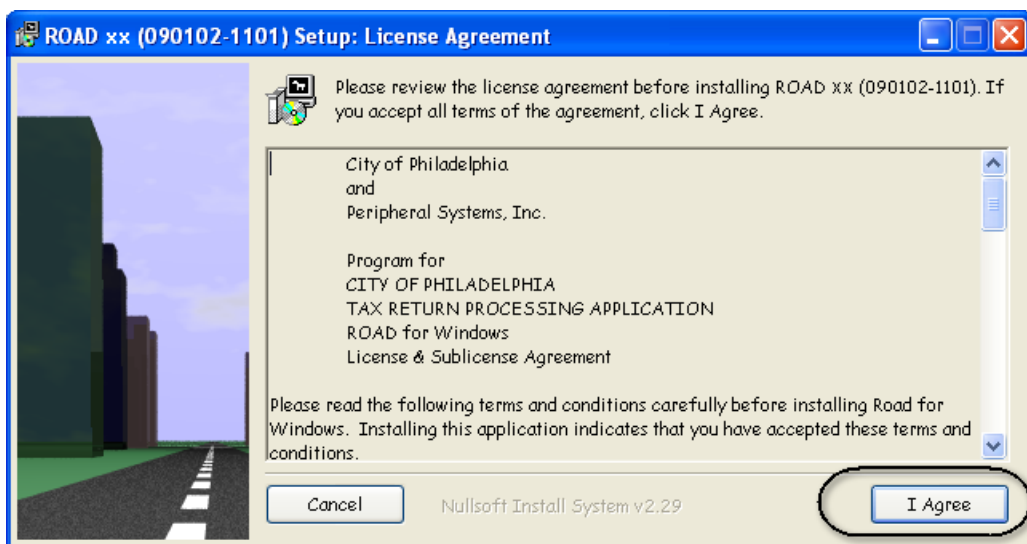
1. Browse to the folder where you downloaded *RoadSetup2011.exe*. (If you downloaded it to your desktop, remember to delete *RoadSetup2011.exe* or move it to a folder after you run it.)
2. Highlight the file and double-click on it to start the installation.

3. If a Security Warning Displays, click **Run**.

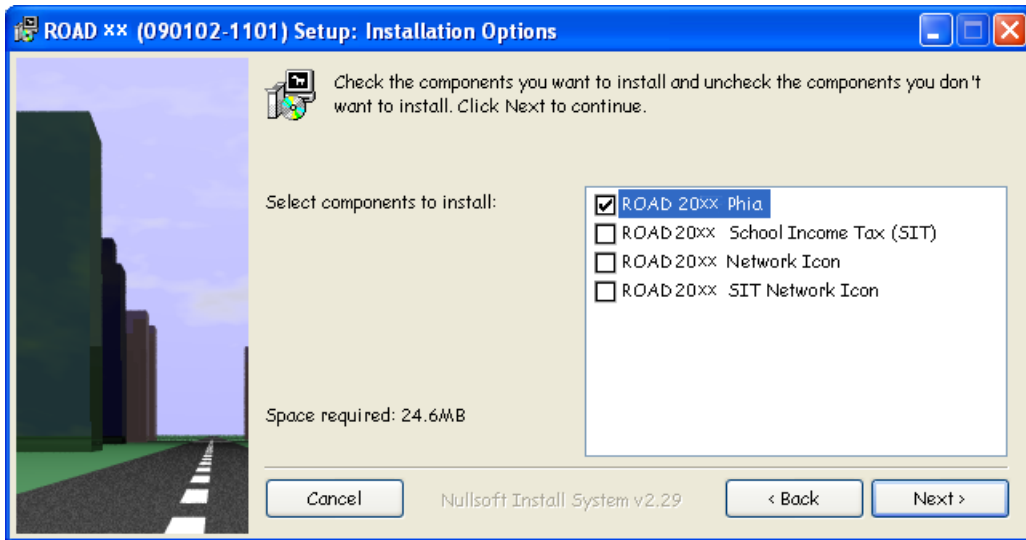


Vista Users: If you receive a message asking for permission to run the installation program, select **ALLOW**. If after the installation, you receive a message indicating that the program may have been installed improperly, it is not necessary to reinstall the program.

4. Scroll to read the license agreement, and then click **I Agree**.



5. Select one or more Installation Options. For a single user, click **ROAD 2011** and, if needed, **ROAD 2011 School Income Tax (SIT)**.

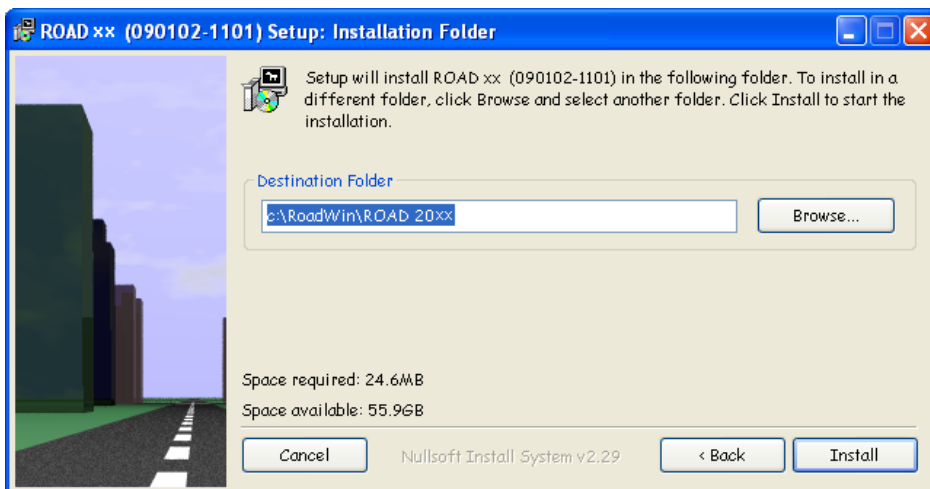


6. The setup program displays the location where it will store the program files. (The program will create folders as needed.)

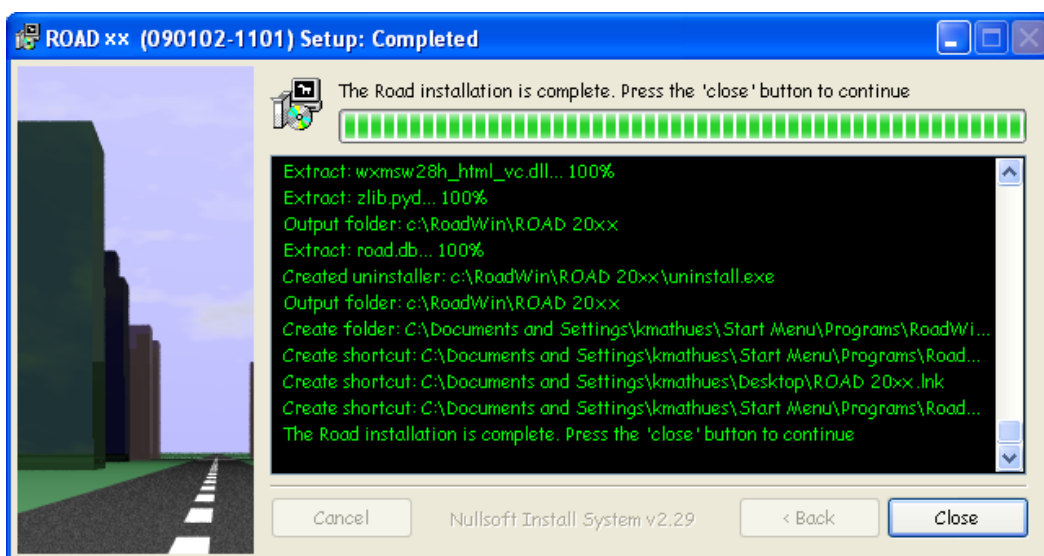
We suggest that you accept the default installation location. If you choose a different location, you must remember the name of the folder where you installed the program files.

Vista users: Do **NOT** install ROAD in the Program Files folder. Vista handles the Program Files folder differently from others.

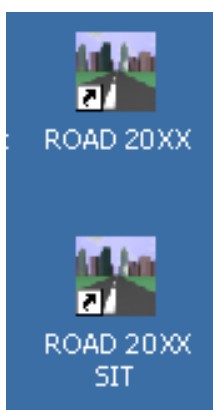
Click **Install**.



7. The setup program installs the files in the selected location.



8. Click **Close** when the installation is complete.
9. Close out to the desktop, where you will find the icon(s) for the ROAD program(s) you selected.



10. Double-click on the ROAD 2011 icon to start the program.
11. Continue with The Main Screen on page 7.

Install ROAD on a Network

First-time ROAD users:

Create a shared folder on your server. We suggest you name it ROADDIR.
From each desktop that will use ROAD, map a drive letter to this folder.

Previous network users:

You will have this drive letter already mapped from previous years' setup. Remember, however, that if you add a new desktop, you must map a drive letter as described above.

First Desktop installation:

1. **New users:** Create a folder on the network shared drive you created above. We suggest you name it ROADWIN.

Previous users: You most likely have this set up from other years.

2. Run *RoadSetup2011.exe* and follow the directions on the first screen.
3. Select the program(s) you want to install and click **Next**.
4. When asked for the installation destination folder, browse to the folder created in step 1 (example: networkDriveLetter:\ROADWIN), select it and press **OK**, or simply change the “C” drive letter to the mapped drive letter, retaining the rest of the description.

The Destination Folder display box will show:
“networkDriveLetter:\ROADWIN\ROAD 2011”

Previous users: We suggest you choose the primary folder in which you installed previous ROAD programs. That folder could be a folder other than ROADWIN.

5. Click **Install**.
6. Click **Close** when the installation completes.

This installation places all the files required for ROAD in the appropriate folder. The icons for the programs you selected display on your desktop and on the Start menu.

Remaining Desktop Installations

1. Run *RoadSetup2011.exe* from a desktop.
2. **UNCHECK** the “ROAD2011” and “ROAD 2011 Phila School Income Tax (SIT)” checkboxes. *CAUTION: failure to do this may overwrite taxpayer information if any has been entered.*
3. **CHECK ONLY** the “ROAD2011” Network Icon (and “Road 2011 School Income Tax (SIT)” Network Icon if appropriate).

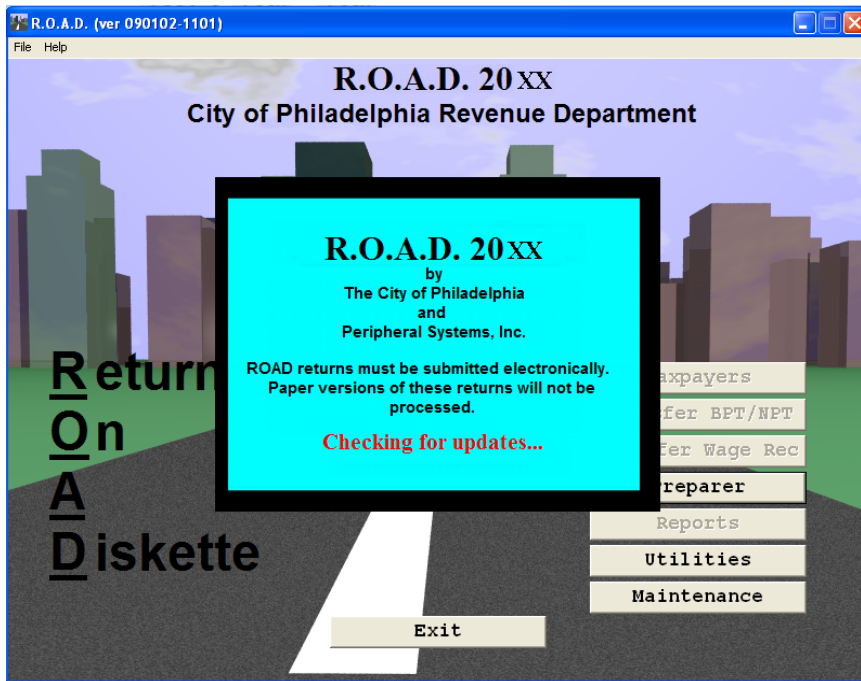
When asked for the installation destination folder, browse to the same primary destination folder as in the first installation. (example: M:\ROADWIN).

Select the folder and click OK. The destination Folder box will display
“networkDriveLetter:\ROADWIN\ROAD2011”

4. Click **Install**.
5. Click on **Close** when the installation completes.
6. The icons for the programs you selected display on your desktop and on the Start menu.

The Main Screen

When you first start ROAD, it will connect to the Internet to check to see if you are using the most recent version. If you are not, you will be given the opportunity to download the newer version. We suggest that you always use the current version: download the new file, exit ROAD completely, and follow the instructions above for installing ROAD.



You will enter and exit the ROAD program through the main screen. On startup, you can close the smaller pop-up window or wait a few seconds for it to close by itself.

Use the buttons on the main screen to navigate to the different parts of the program.

Exit each screen and the program by using the button provided instead of the Windows X icon at the upper right corner of the screen.

Preliminary Tasks

Make sure you have available the authorization number and PIN number issued to you by the City. You will not be able to use ROAD without entering them on the Preparer screen. Your first task in ROAD depends on whether you are a new user or a previous user.

New Users

Click on **Preparer** and fill in the fields that are followed by an asterisk. These fields are required. You should also complete the optional fields, since that information may appear on reports. A completed Preparer Profile screen resembles the picture below.

Preparer Profile

Authorization # : 00001 *

Pin # : 9665 *

Tax ID # : 7654321

Preparer name : Mr. Tax Preparer

Representative : Jane Preparer

Address 1 : 123 Main St.

Address 2 : Suite 400

Address 3 : Ourtown, PA 19xxx

Phone : (215) 555-1212 x:

Fax : (215) 555-2121 x:

Email Address : Tpreparer@xxx.com *

Email Confirmation : Tpreparer@xxx.com *

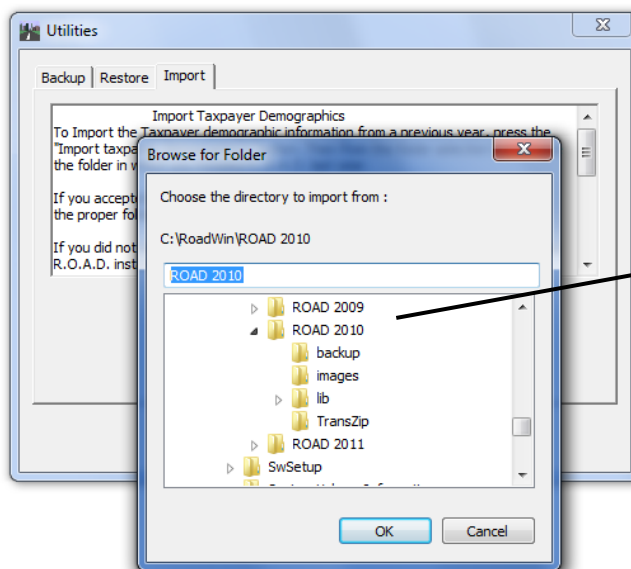
Close

* Required fields

Previous Users

Import Your Preparer Profile

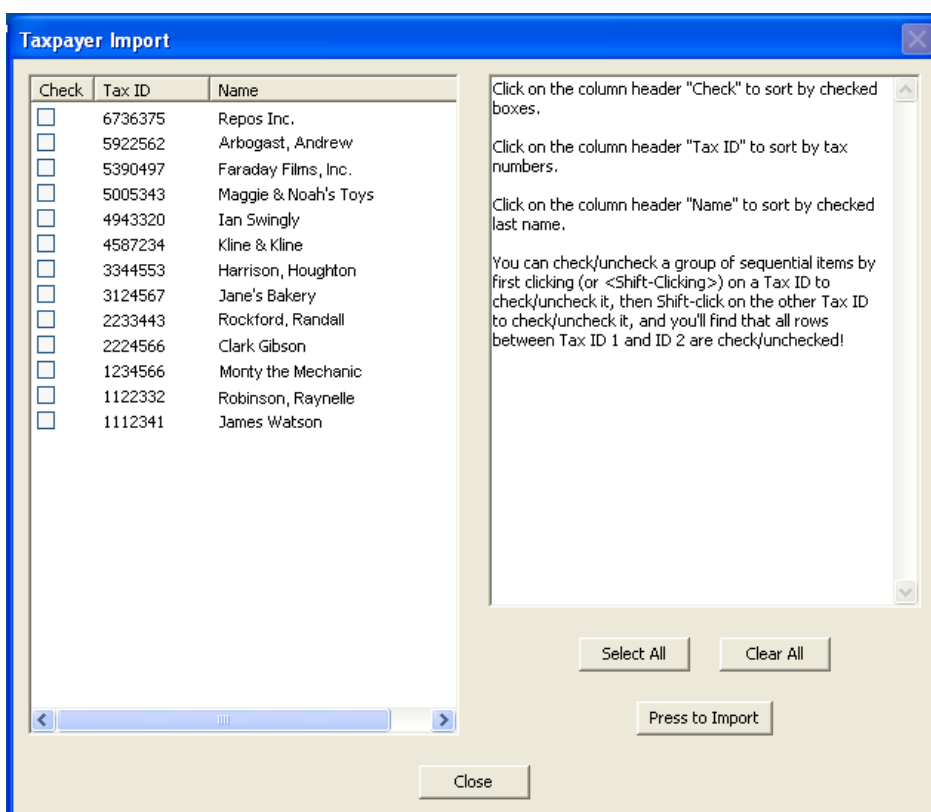
1. Click **Utilities**.
2. Click the Import tab, and then click **Import Preparer Profile**.
3. Follow the instructions on the screen to import your Preparer Profile from your most recent version of ROAD. If you changed the default destination folder during installation last year, browse to that folder. The folder name will display in the Browse for Folder window. Click **OK**.



Pick the folder (ROAD 20xx) that has your most recent version of ROAD.

Import Taxpayers

1. Click on **Import Taxpayer Demographics**. If you changed the default destination folder during installation last year, browse to that folder. The folder name will display in the Browse for Folder window. Click **OK**.
2. Follow the instructions on the screen to select some or all of the taxpayers from your previous version of ROAD. (You can resize the columns by “grabbing” and dragging the edge of the column header.)



3. Click **Close** to exit the Taxpayer Import screen.
4. Click **Close** to exit the Utility screen.

Complete Your Preparer Profile

ROAD will not permit you to enter taxpayers until you complete the required fields (*) on the Preparer Profile screen. You should also complete the optional fields, since that information may appear on reports.

Enter a New Taxpayer Profile

1. Click **Add a New Taxpayer** to activate the fields on the Taxpayer Profile screen for data entry.
2. You must enter a valid, seven-digit Taxpayer ID#.

- Complete the remaining fields at the top of the form, and then make selections to set up the taxpayer's profile. ROAD will determine the necessary forms based on your selections. The Start Date field is optional.

- To fill out returns immediately, click **BPT/NPT** or **Wage Rec**. This will save the profile and display the appropriate tax forms. If you prefer to do the returns later, see “Prepare Returns” on page 11.

Manage Taxpayers

Update an Existing Taxpayer Profile

- Display the taxpayer using the **Select a Taxpayer** button.
- To make the desired changes, click **Edit**. Click **End Edit** when you have finished.

If changes to the taxpayer profile also change the forms required, ROAD will issue notification that all *returns* for the taxpayer will be deleted.

If you click **Yes**, then a new set of blank forms will display when you click the BPT/NPT button. (The taxpayer profile will not be affected.)

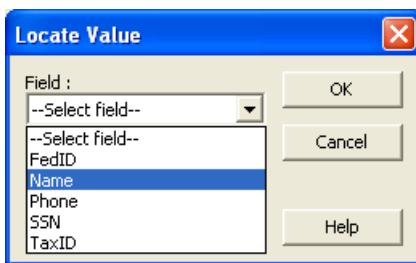
Delete a Taxpayer

1. Consider whether you want to back up the taxpayer's profile information before deleting. (See "Back Up Files" on page 21.)
2. Display the taxpayer using the **Select a Taxpayer** button.
3. Click the **Delete** button.
4. ROAD asks for confirmation.
5. Click **Yes** if this is the taxpayer you want to delete. ROAD deletes the taxpayer profile and all associated returns.

Find a Taxpayer

The Locate button offers a way to search for a taxpayer using specific fields on the Taxpayer Profile screen.

1. Select the field to be searched from the drop-down list.

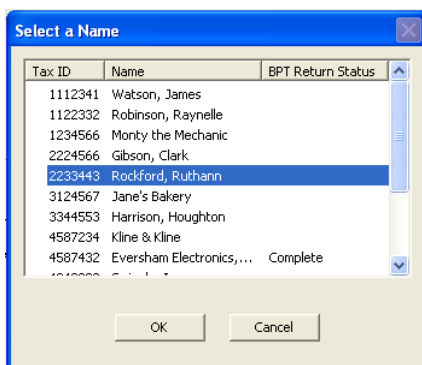


2. Enter the value for the taxpayer you want to find and click **OK**. ROAD displays the taxpayer profile for the selected name.

ROAD will search with a partial value. For example, if you select the **Name** field and search for *Jane*, ROAD will display the profile for *Jane's Bakery*. If you click the **Locate Next** button, the profile for *Harrison, Jane* will display.

Prepare Returns

1. Click **Select Taxpayer** to display a list of all available taxpayer profiles. You can scroll through the list and sort the entries by tax ID, name or BPT status.
2. Highlight the name and click **OK** to display the selected taxpayer's profile.



3. Click **BPT/NPT** or **Wage Rec.** ROAD displays the forms needed to complete the selected taxpayer's returns.

Navigation

Look at the top of the page to view the navigation controls. ROAD displays the forms as tabbed pages.

- You can click on the individual tabs, or you can go from page to page by clicking the forward or backward arrow.
- You can click the **Taxpayer Screen** button to return to the Taxpayer screen, but you should do this only from the **last** page of the return to ensure that ROAD does all the necessary calculations. Returning to the Taxpayer screen from the last page marks the return as “Complete” in the BPT Status column on the Select a Name list.

Tax ID	Name	BPT Return Status
1112341	Watson, James	
1122332	Robinson, Raynelle	
1234566	Monty the Mechanic	Complete
2224566	Gibson, Clark	
2233443	Rockford, Ruthann	Complete
3124567	Jane's Bakery	
3344553	Harrison, Houghton	
4587234	Kline & Kline	Complete
4587432	Eversham Electronics, ...	Complete

Entering Values

1. The cursor blinks in the first box of the tax form. (If the first box is not applicable, tab to the next box.) Type a value to replace the zero.

If Line 1 is not applicable, press Tab or Enter.

2. Press Tab or Enter to highlight the next box that can accept data. Type the value and press Tab or Enter. As you move through the form, ROAD does the calculations.

SCHD	SCHC	SCHB	BPT	WSABC	WSNR3	WSDEK	NPT1
1.							0.00
2.						365,421	.00
3.						0	.00
4.						365,421	.00
5.							0.00
5a.							0.00
							0.00

- After you enter the last value and press Tab or Enter, the cursor moves back to the top of the form.
 - You can tab through the form to make changes or corrections to the entered data, but you cannot type in boxes that are grayed out.
 - To continue, display the next page by clicking Next or by clicking the labeled tab as described under Navigation.

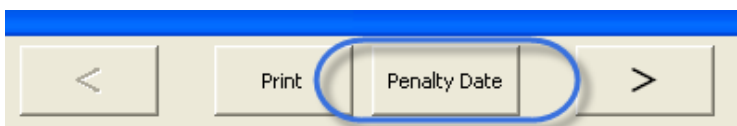
NOTE: If you believe that ROAD is not displaying the forms needed for the selected taxpayer, make sure the taxpayer profile accurately reflects the taxpayer's situation, including residency, accounting method, apportionment, etc. (See "Update an Existing Taxpayer Profile" on page 10.)

Special Features

ROAD offers features that assist you with some specific calculations. If a value needs to be transferred from one schedule to another, ROAD provides a button to automatically make the transfer.

Penalty Date – BPT

You can calculate penalty based on a future date. Click the Penalty Date button in the navigation bar.



A pop-up calendar displays. Click the arrows to move from month to month. Click on a date to select it.

6a. Credit from overpayment of 2006 or 2007 Net Profits Tax.....

6b. **Include any estimated and/or extension payments of 2007 BPT pre- and any credit from overpayment of the 2006 BPT return**.....

6c. Total payments and credits. (Line 6a plus Line 6b).....

7. Net Tax Due (Line 5 less Line 6c).
If Line 6c is greater than Line 5, enter "0".....

8. Interest and Penalty
Multiply Line 7 by the cumulative percentage from the chart on instruction.....

9. **TOTAL DUE** including Interest and Penalty (Line 7 plus Line 8).
Use payment coupon. Make check payable to: "City of Philadelphia".....

OVERPAYMENT OPTIONS If Line 6C is greater than Line 5, enter the amount to be:

10a. Refunded. **Do not file a separate Refund Petition**.....

Penalty Date

Compute penalty as if today is :
6/25/20xx

June, 20xx

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today: 1/25/20xx

Loss CarryForward - Schedule B and EZ2

ROAD will total the amounts available for loss carryforward. Click the Loss Carryforward button. The box allows you to enter amounts from the previous three tax years. Click **OK** to close the box.

Loss Carry Forward

Computation of Loss Carryforward

	Available Loss Carryforward	Accumulated Loss Carryforward
2008 Actual BPT	1445	\$ 1445.00
2009 BPT	521	\$ 1966.00
2010 BPT That was due on 4/15/2011	126	\$ 2092.00

Enter on these lines the Loss remaining from that year which is available for this return.

Loss Carryforward applied to 2011 \$ 2092.00

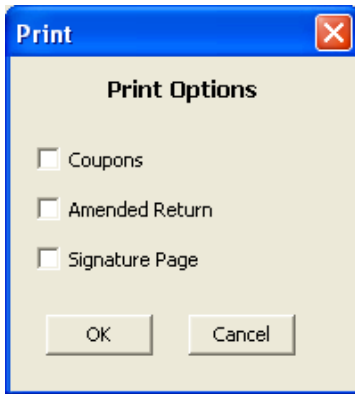
OK

Loss Carryfwd

Printing Returns

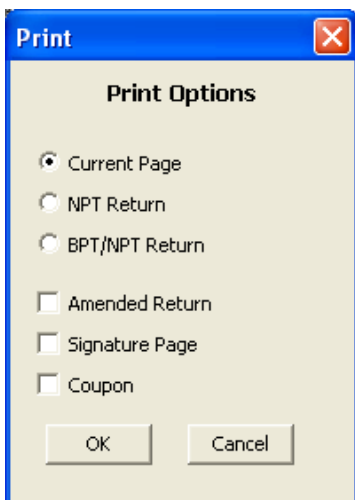
From the Taxpayer screen, you can print returns in several ways.

- Press **Print BPT/NPT** to print the entire BPT/NPT return.
- Press **Print Wage Rec** to print the taxpayer's Wage Reconciliation return.
- When you press either **Print BPT/NPT** or **Print Wage Rec**, ROAD asks for confirmation and then offers additional options:



- Coupon – Prints the payment coupon to be included with the payment when submitted.
 - Amended Return – Prints a return with “Amended Return” at the top.
 - Signature Page – Prints a signature page for the client to sign. You should keep a signed signature page on file for each return that you create in ROAD.
- Press **Print Coupons** to print payment coupons.

From the BPT or NPT page, you can print the single page or the entire BPT or BPT/NPT return. You can print an amended return or a signature page. If tax is due, you also can print the coupon.



From any other page of the taxpayer's return, you can print a schedule individually:

1. Click **Print**.
2. The active schedule will open in Adobe Acrobat Reader.
3. Click the printer icon in the toolbar.

Prepare Transfer Files

When you have completed the returns for your taxpayers, you are ready to create a transfer file to send to the City. Wage Reconciliation returns must be sent in a transfer file that you create separately from the BPT/NPT file. A single transfer file can hold multiple returns.

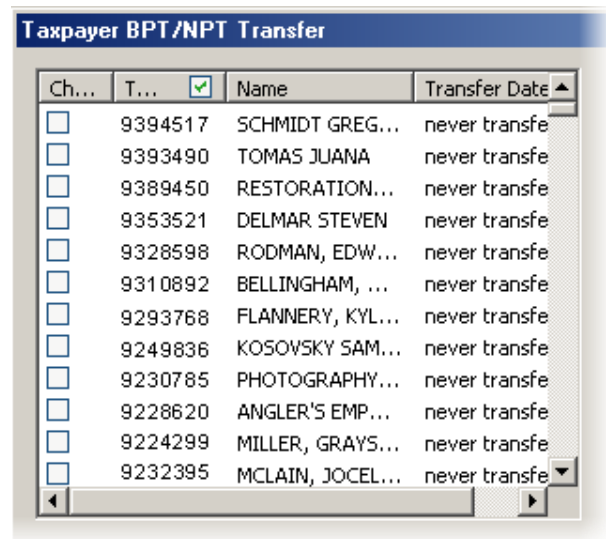
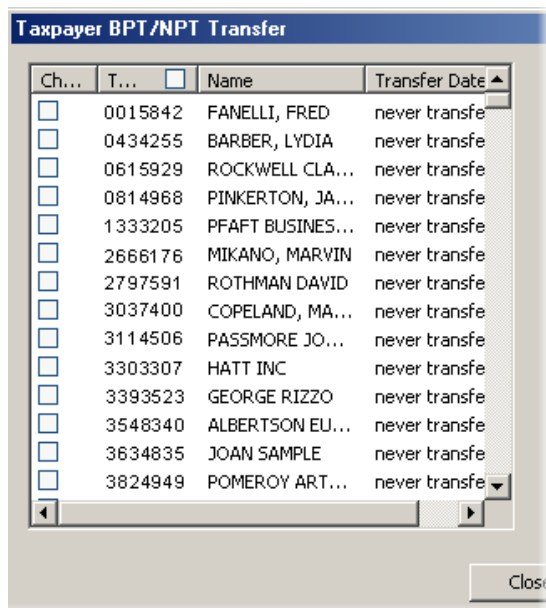
If you have a dial-up Internet connection, make sure you are connected to the Internet before attempting to transfer files.

1. Click the appropriate button (Transfer BPT/NPT or Transfer Wage Rec) on the main screen.
2. On the Taxpayer Transfer screen, click the **View Taxpayers with Returns** button to display all taxpayers with returns. The button toggles to View Taxpayers Not Yet Transferred. For either view, ROAD will display only the taxpayers with completed returns.

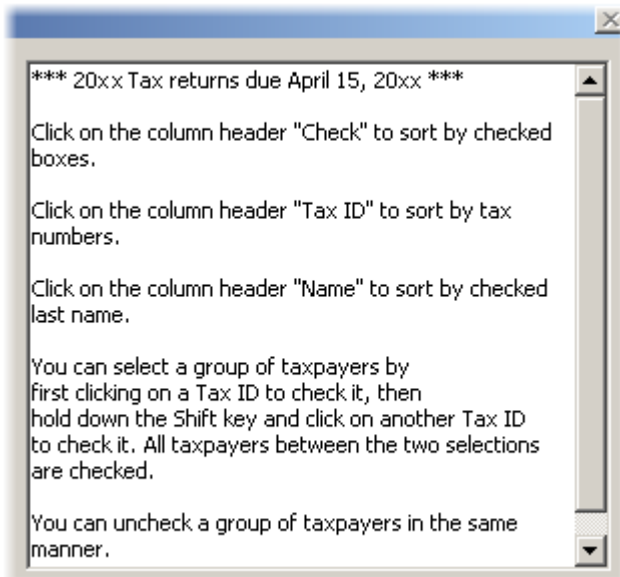
Sort and Select Taxpayers

You can sort the list of taxpayers by Taxpayer ID, by Name or by Transfer Date (if you are doing multiple transfers). You also can display the sorted list in ascending (lowest to highest) or descending (highest to lowest) order.

For example, to sort the list by Taxpayer ID, click on the Taxpayer ID column heading. A blank checkbox displays next to the heading. If you click the heading a second time, the list will be resorted in descending rather than ascending order. A check mark will appear in the column heading to indicate the reverse order.

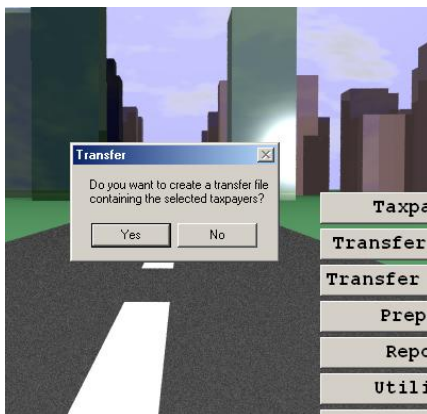


The Transfer screen displays tips for sorting and selecting the taxpayers.



Create Transfer Files

3. Click **Do BPT/NPT (or Wage Rec) Transfer**. The main screen displays and asks for confirmation:



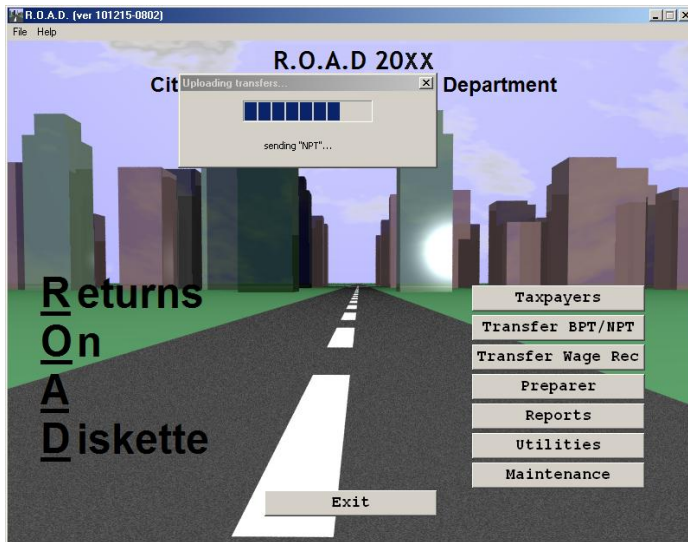
If you click No, a message will display "Transfer canceled by user". If you click Yes, ROAD asks for confirmation again.



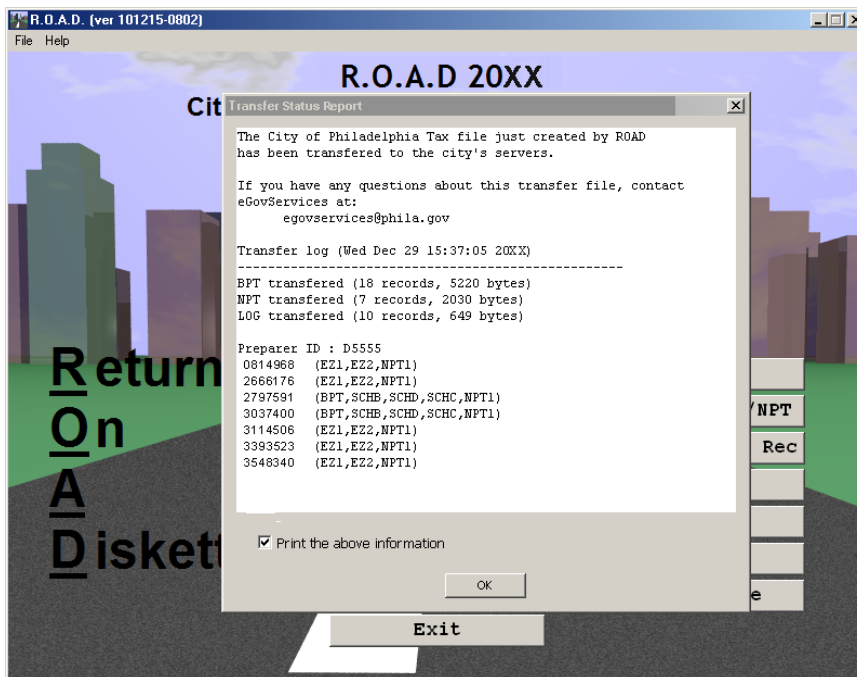
This is your last chance to cancel the transfer. To cancel the transfer, click No. To continue with the transfer, click Yes.



When you click OK, ROAD will create the transfer files and send them to the City's server. You will see the progress of the transfer:

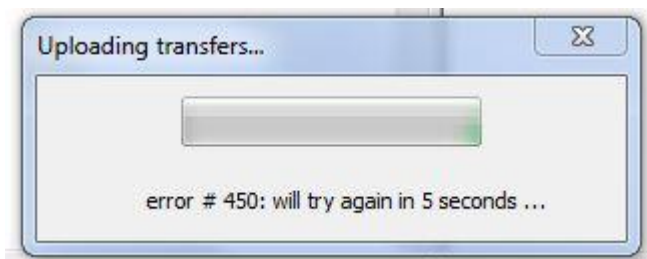


When the transfer is complete, ROAD will display a log of the transfer activity. Print the log for your records.

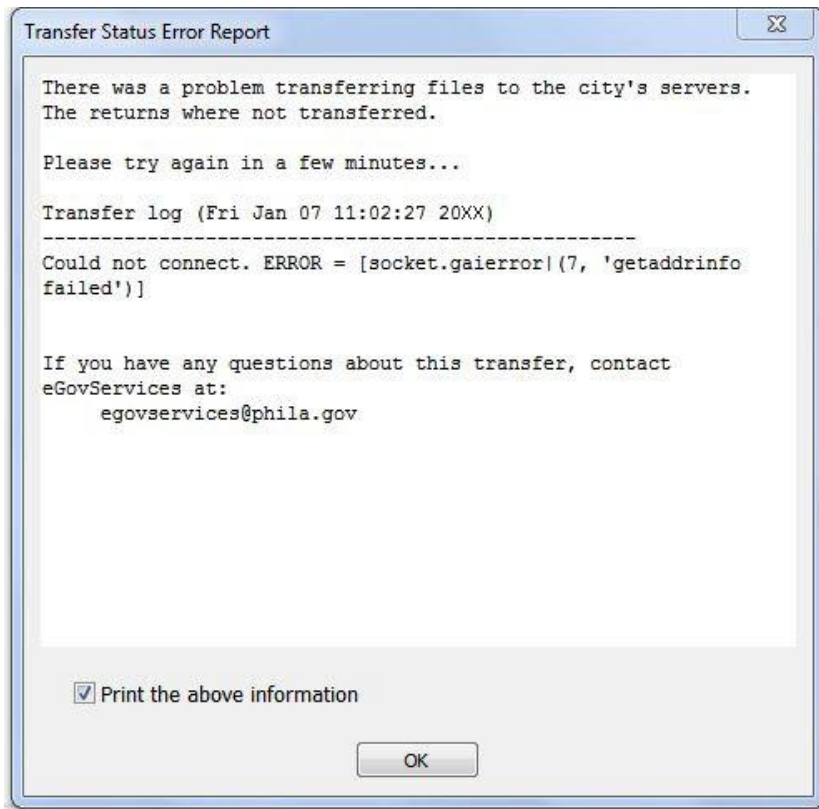


Errors

If there is a problem during the transfer, ROAD will make multiple attempts to transfer the files.



If for any reason ROAD is unable to successfully transfer the returns, you will see a dialog that looks like the following:

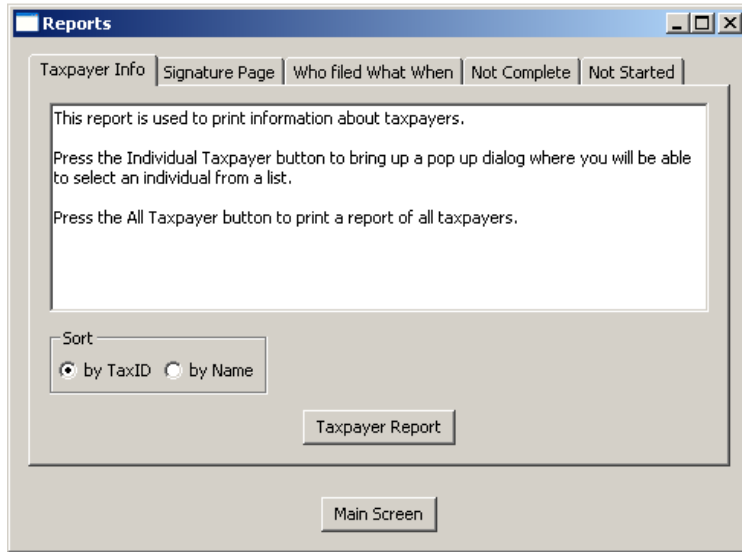


Usually, when you see this dialog, it means the server that ROAD is trying to communicate with is busy. This is very similar to what happens when you make a phone call and get the busy signal. If you receive this dialog, you should attempt to perform the transfer again a short time later.

Reports

ROAD offers several reports to help you manage taxpayers and returns. On each report, you can list taxpayers by name or by Tax ID. Click a tab to display a description of the report.

- Taxpayer Information Report
- Signature Page (for one specific taxpayer)
- Who Filed What When
- Not Complete
- Not Started



Backup and Restore

Back Up Files

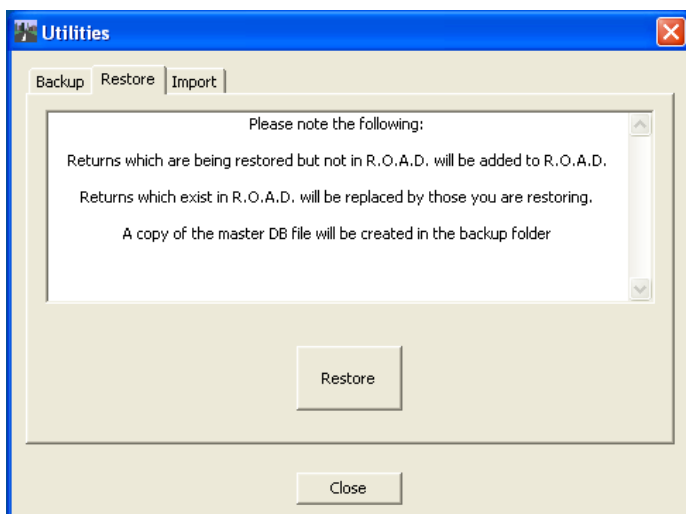
ROAD automatically saves your file each time you exit the program. You will find the ten most recent backup files in the “ROADWIN\ROAD 2011\Backup” folder. These files are named by the date and time they are saved, for example, *road_backup.2011 0214.1042.db*.

We suggest that you also manually back up your files from the Utilities screen. From the Main screen, click Utilities and then select the Backup tab. ROAD allows you to back up as many taxpayers as you want. Follow the on-screen instructions. Consider backing up your files to a drive other than where the ROAD program resides.

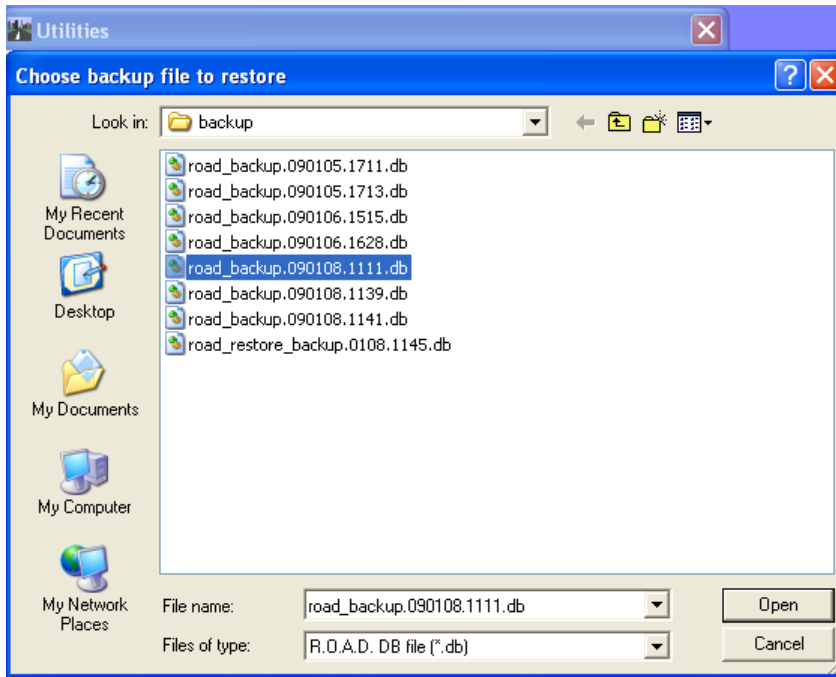
Restore Files

You can restore a backup file as follows:

1. From the Utilities screen, select the Restore tab.



2. Click **Restore** and select the file(s) to restore.



3. You can restore any number of taxpayers by selecting them individually, or you can easily restore all taxpayers by selecting ALL.
4. Click **Press to Restore**. ROAD restores the selected backup file.

Maintenance

Use the Maintenance screen to unlock a locked record, download updates and check which version of ROAD you are using.

Unlock a Record

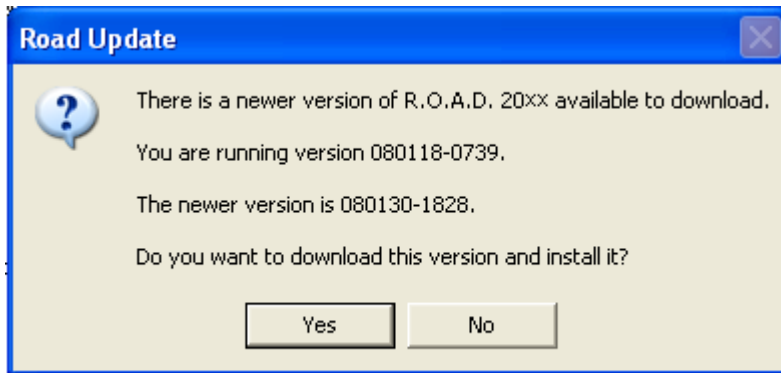
Records that are being edited are locked to prevent two users from editing the same record at the same time. If a system error occurs, the record may remain locked. You can unlock it from the Maintenance screen. Follow the on-screen instructions.

Download Updates

The **Download R.O.A.D. Updates** tool is used to download a new version of ROAD if it is available. The system first checks to see if you have the latest version of ROAD. If you do, a message displays to let you know you are running the latest version.



If there is a newer version, ROAD will ask if it is OK to download the version.



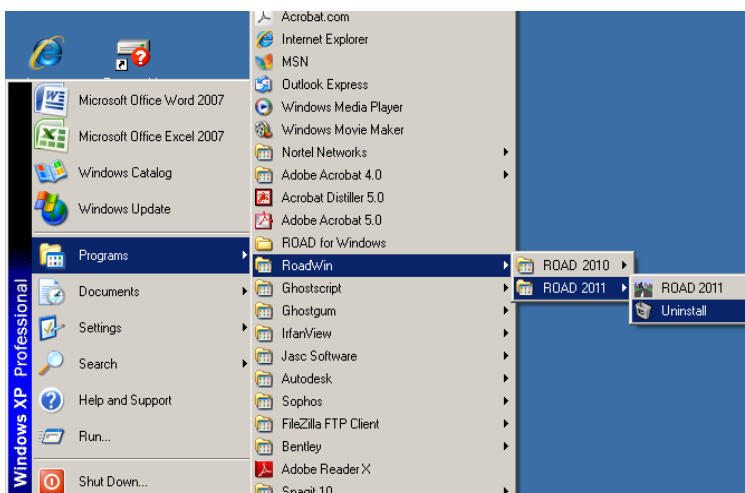
Follow the on-screen instructions for downloading.

NOTE: After downloading, make sure all of your work is saved in ROAD and that ROAD is closed before installing the update.

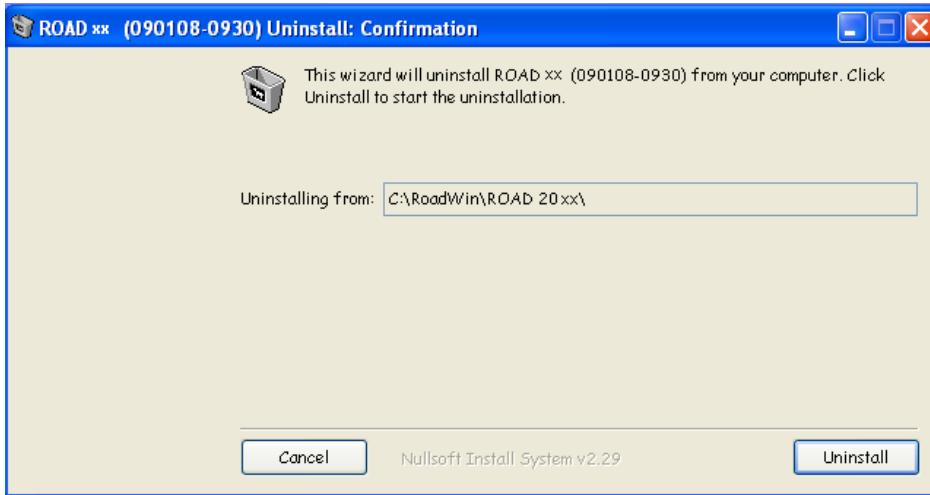
Uninstall ROAD

If you uninstall any year's ROAD from your computer, you will no longer be able to do returns in ROAD for that year unless you reinstall ROAD for that year.

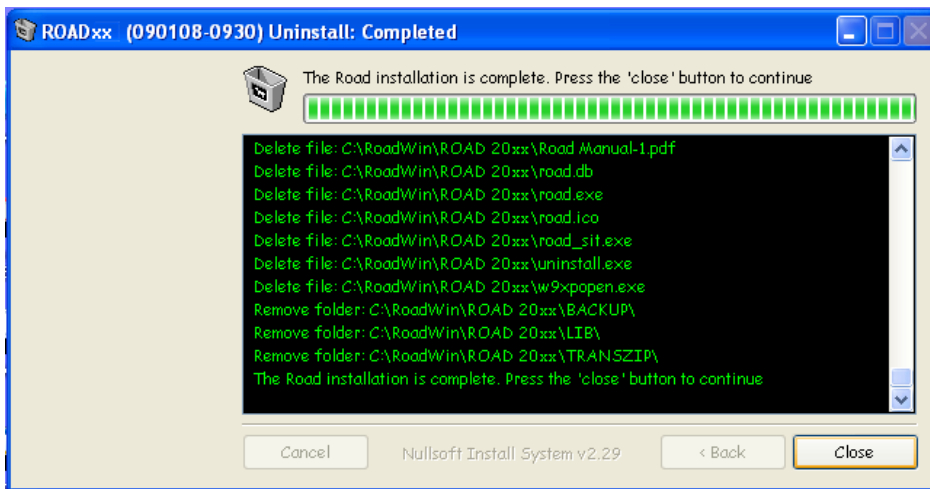
1. To uninstall ROAD, click on **Start>Programs** and select **RoadWin>ROAD 2011>Uninstall**.



- The Uninstall Wizard will display the location of your ROAD program:



- Click **Uninstall**. A message displays when the uninstall is complete.



For questions about tax return preparation, contact egovservices@phila.gov

For technical support for the ROAD program, call 610-987-3421.