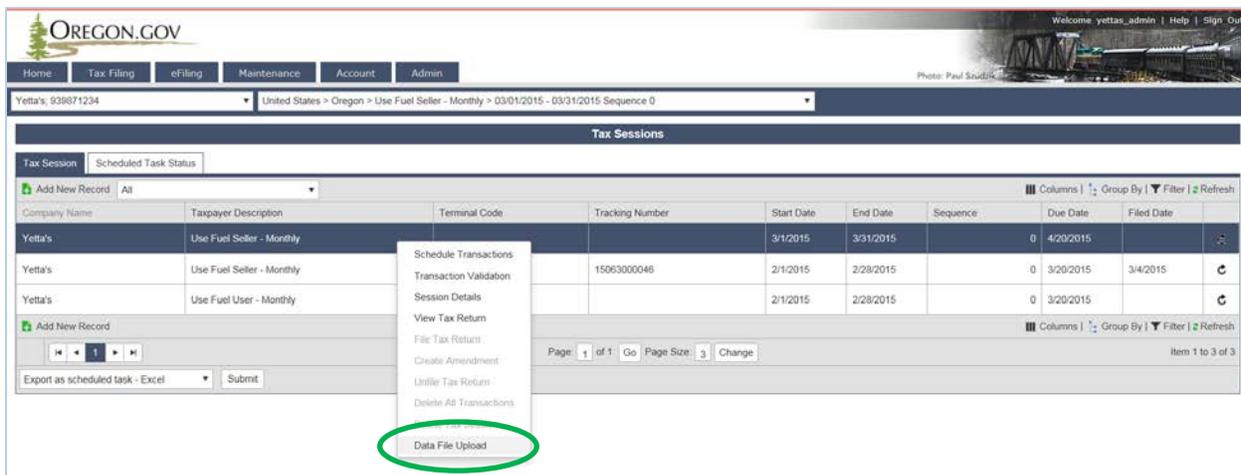


## EXCEL DATA FILE UPLOAD

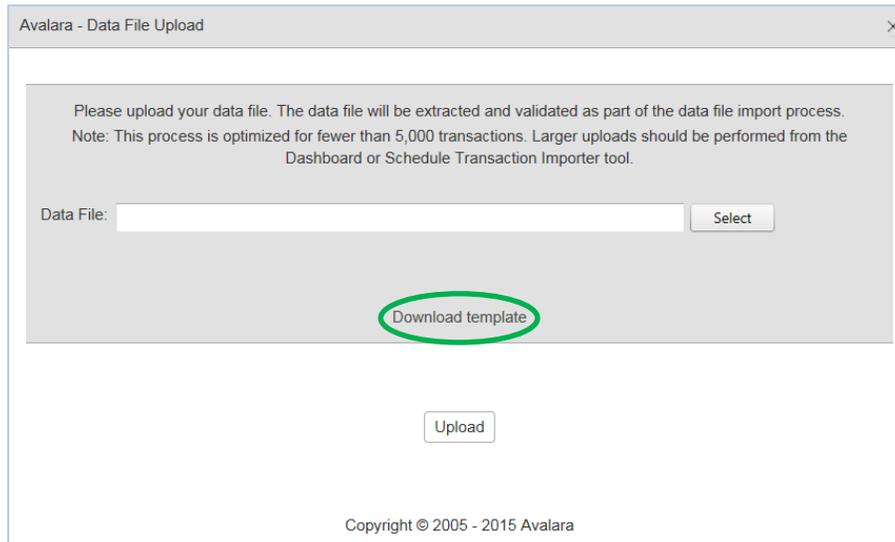
The Oregon Fuels Tax System allows data to be entered manually into each online schedule. Large amounts of data can be uploaded through the XML process (requires specific software). A third option is entering data via a Microsoft Excel spreadsheet upload, although it is limited to 1,000 or less total transactions. Excel templates are available for each license type (Dealer, Seller, User, etc.), and each schedule has required fields that must to be entered.

**NOTE:** Any schedule entries made before the upload will be deleted when the Excel file is uploaded – this process **OVERWRITES** any previous information.

The template can be downloaded once a tax session is created. From the Tax Sessions screen, select the session created. From the pop-up box displayed choose “Data File Upload”.



From the screen that appears, click on “Download template” (in the gray area in the middle of the screen) and it will ask if you want to open or save. Save the template in a file you can access as needed. This is also the screen where the completed file is uploaded.



Each License type has its own template. Each template has several tabs or worksheets within the workbook (Excel files are often called workbooks).

The first tab is labeled “AllSchedules”. This tab is used for the upload process.

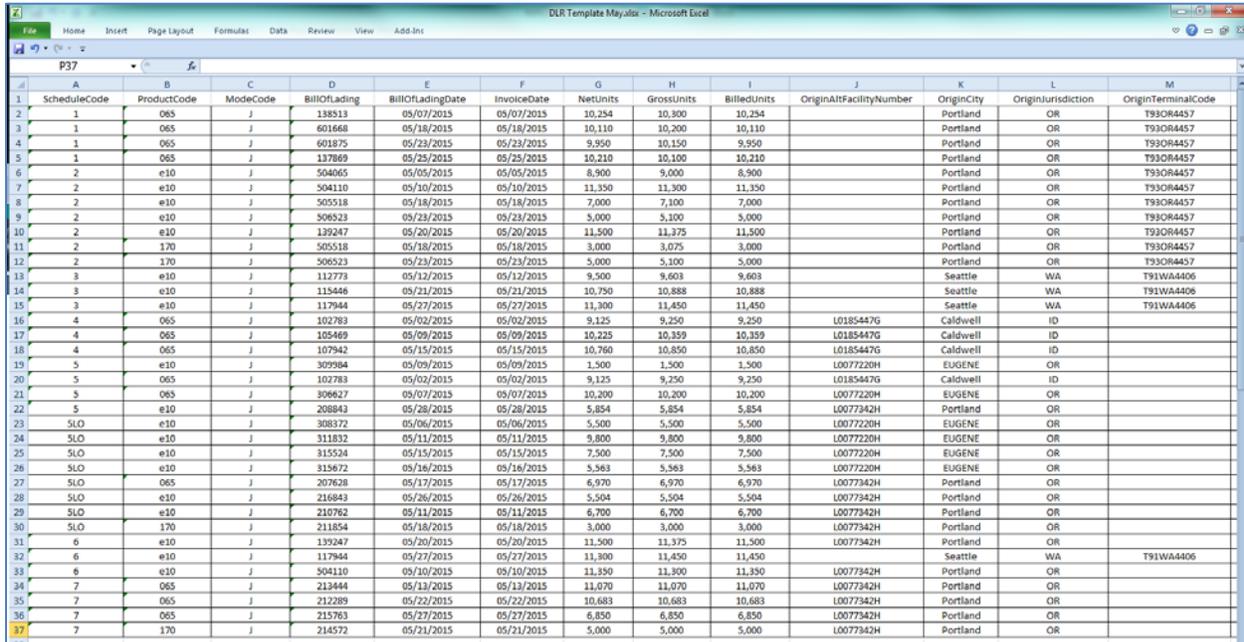
The “ScheduleRequirements” tab lists the entries that are Required (R) or Available (A) for each schedule. The Schedule List tab explains the type of information for each schedule. There are also Product Codes that are acceptable for each type of report, and Code Definitions for the various schedules that have coded fields.

**NOTE: This template is generic so that it may be used across many different areas. The column headers are used by the system to determine where to put the uploaded data. Unused Columns may be hidden but NOT deleted.**

Rows of entries may be entered in any schedule order and additional entries may be added at the bottom of previous entries without needing to sort the date into schedule order.

Once you are familiar with the template, you may find it advantageous to put repetitive entries at the top of the worksheet (e.g., tank inventory readings, seller’s pump meter readings, etc.). Then add the additional schedule entries for receipts and distributions (varying in number) after that.

The screen print below shows a portion of a completed dealer schedule template. The first column is the ScheduleCode, next is the ProductCode, then ModeCode for the type of transport, BillOfLading, BillOfLadingDate, InvoiceDate, net/gross/billed gallons, and origin information are shown in this view. Other columns include destination and purchaser information.

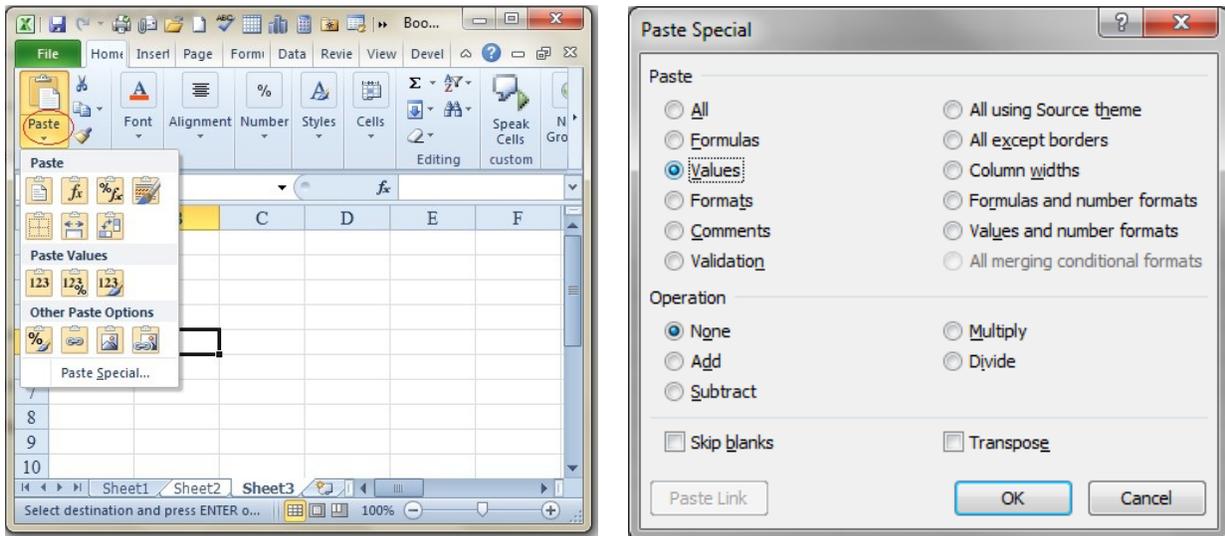


	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ScheduleCode	ProductCode	ModeCode	BillOfLading	BillOfLadingDate	InvoiceDate	NetUnits	GrossUnits	BilledUnits	OriginAltFacilityNumber	OriginCity	OriginJurisdiction	OriginTerminalCode
2	1	065	J	138513	05/07/2015	05/07/2015	10,254	10,300	10,254		Portland	OR	T93OR4457
3	1	065	J	601666	05/18/2015	05/18/2015	10,110	10,300	10,110		Portland	OR	T93OR4457
4	1	065	J	601875	05/23/2015	05/23/2015	9,950	10,150	9,950		Portland	OR	T93OR4457
5	1	065	J	137869	05/25/2015	05/25/2015	10,210	10,100	10,210		Portland	OR	T93OR4457
6	2	e10	J	504065	05/05/2015	05/05/2015	8,900	9,000	8,900		Portland	OR	T93OR4457
7	2	e10	J	504110	05/10/2015	05/10/2015	11,350	11,300	11,350		Portland	OR	T93OR4457
8	2	e10	J	505518	05/18/2015	05/18/2015	7,000	7,100	7,000		Portland	OR	T93OR4457
9	2	e10	J	506523	05/23/2015	05/23/2015	5,000	5,000	5,000		Portland	OR	T93OR4457
10	2	e10	J	139247	05/20/2015	05/20/2015	11,500	11,375	11,500		Portland	OR	T93OR4457
11	2	170	J	505518	05/18/2015	05/18/2015	3,000	3,075	3,000		Portland	OR	T93OR4457
12	2	170	J	506523	05/23/2015	05/23/2015	5,000	5,100	5,000		Portland	OR	T93OR4457
13	3	e10	J	112773	05/12/2015	05/12/2015	9,500	9,603	9,603		Seattle	WA	T91WA4406
14	3	e10	J	115446	05/21/2015	05/21/2015	10,750	10,888	10,888		Seattle	WA	T91WA4406
15	3	e10	J	117944	05/27/2015	05/27/2015	11,300	11,450	11,450		Seattle	WA	T91WA4406
16	4	065	J	102783	05/02/2015	05/02/2015	9,125	9,250	9,250	0185447G	CalDWELL	ID	
17	4	065	J	105469	05/09/2015	05/09/2015	10,225	10,359	10,359	0185447G	CalDWELL	ID	
18	4	065	J	107942	05/15/2015	05/15/2015	10,760	10,850	10,850	0185447G	CalDWELL	ID	
19	5	e10	J	302984	05/09/2015	05/09/2015	1,500	1,500	1,500	0077220H	EUGENE	OR	
20	5	065	J	102783	05/02/2015	05/02/2015	9,125	9,250	9,250	0185447G	CalDWELL	ID	
21	5	065	J	306627	05/07/2015	05/07/2015	10,200	10,200	10,200	0077220H	EUGENE	OR	
22	5	e10	J	208843	05/28/2015	05/28/2015	5,854	5,854	5,854	0077342H	Portland	OR	
23	SLO	e10	J	308372	05/06/2015	05/06/2015	5,500	5,500	5,500	0077220H	EUGENE	OR	
24	SLO	e10	J	311832	05/11/2015	05/11/2015	9,800	9,800	9,800	0077220H	EUGENE	OR	
25	SLO	e10	J	315524	05/15/2015	05/15/2015	7,500	7,500	7,500	0077220H	EUGENE	OR	
26	SLO	e10	J	315672	05/18/2015	05/18/2015	5,563	5,563	5,563	0077220H	EUGENE	OR	
27	SLO	065	J	207628	05/17/2015	05/17/2015	6,970	6,970	6,970	0077342H	Portland	OR	
28	SLO	e10	J	216843	05/26/2015	05/26/2015	5,504	5,504	5,504	0077342H	Portland	OR	
29	SLO	e10	J	210762	05/11/2015	05/11/2015	6,700	6,700	6,700	0077342H	Portland	OR	
30	SLO	170	J	211854	05/18/2015	05/18/2015	3,000	3,000	3,000	0077342H	Portland	OR	
31	6	e10	J	139247	05/20/2015	05/20/2015	11,500	11,375	11,500	0077342H	Portland	OR	
32	6	e10	J	117944	05/27/2015	05/27/2015	11,300	11,450	11,450		Seattle	WA	T91WA4406
33	6	e10	J	504110	05/10/2015	05/10/2015	11,350	11,300	11,350	0077342H	Portland	OR	
34	7	065	J	213444	05/13/2015	05/13/2015	11,070	11,070	11,070	0077342H	Portland	OR	
35	7	065	J	212289	05/22/2015	05/22/2015	10,683	10,683	10,683	0077342H	Portland	OR	
36	7	065	J	215763	05/27/2015	05/27/2015	6,850	6,850	6,850	0077342H	Portland	OR	
37	7	170	J	214572	05/21/2015	05/21/2015	5,000	5,000	5,000	0077342H	Portland	OR	

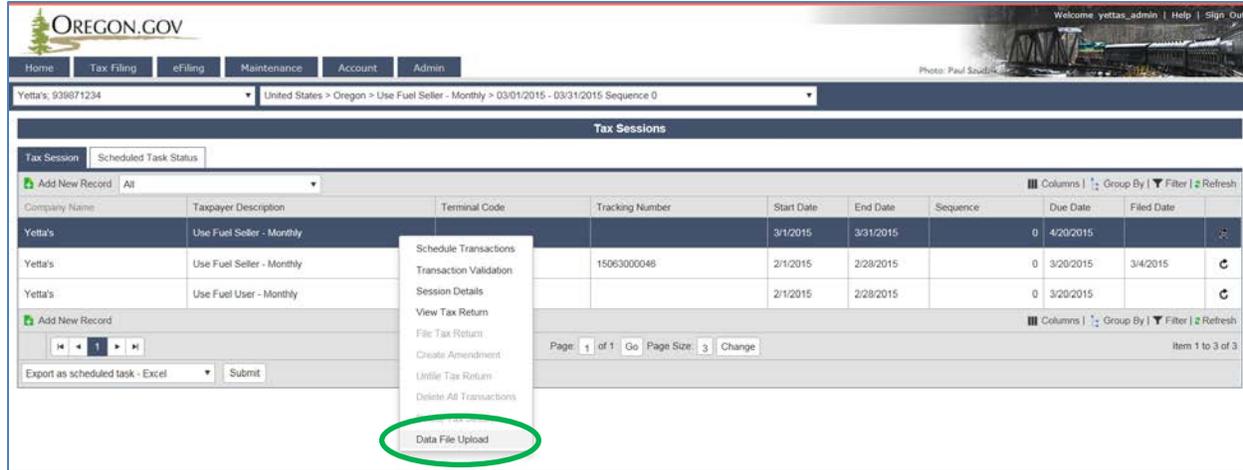
If your system software can prepare a report in Microsoft Excel, you may be able to “cut and paste” most of the information from the report to the Excel template.

When pasting the data into the AllSchedules worksheet, make sure to paste the values of the data.

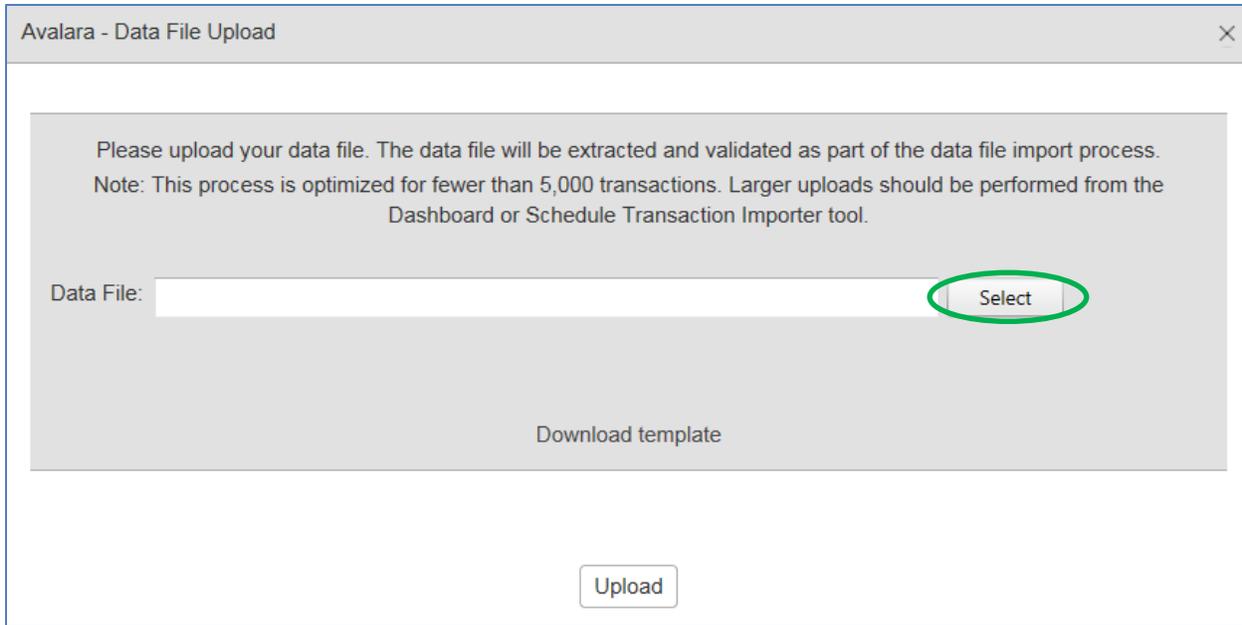
This will bring the values of any formulas in your data into the worksheet while also ignoring any formats of your data. This can be accomplished in different ways based on your version of Microsoft Excel but generally involves the Paste Special function. Some examples are shown below:



When you have completed your entries, save the file with the report type and period for easy identification. When you are ready to upload the data, return to Tax Sessions in the Fuels Tax System. From the Tax Sessions screen, select the session created. From the pop-up box displayed choose “Data File Upload”.



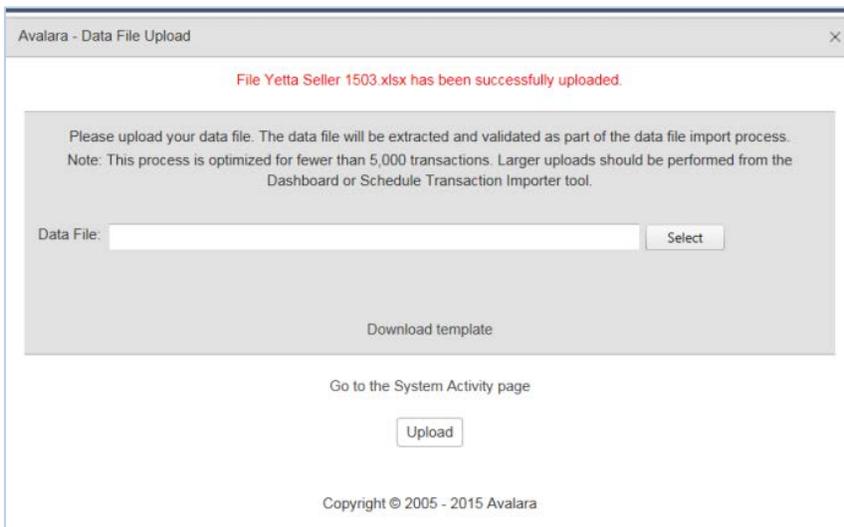
The system will display the same window as the download screen.



Click on “Select” and navigate to the file you saved for this license and period. Once you have identified the file, highlight it and click “Open” in the selection window. Your file name will appear in the data file entry field.

Then click “Upload” at the bottom of this window to import your transaction data into the Fuels Tax System.

Once the file has been uploaded, you will get a message in red at the top of the screen that the file has been successfully uploaded and an option to view the system activity at the bottom.



The system activity window shows the date and time of the upload, the file name, and processing results (total transactions, passed (accepted), warnings, and errors). You can also access the system activity through the ADMIN > SYSTEM ACTIVITY tab.

To view the information that was successfully uploaded, return to the Tax Sessions screen and select the report. From the pop-up box, select “Schedule Transactions” to

view the information that was uploaded for each schedule. To view any upload errors, select “Transaction Validation”.

Company Name	Taxpayer Description	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status	Session Locked
Demo Inc	Registration for CNG/Propane		1/1/2016	12/31/2016	0	1/20/2017	0	Yes	Passed	No
Demo Inc	Registered Bulk Distributor		6/1/2015	6/30/2015	0	7/20/2015		Yes		No
Demo Inc	Motor Vehicle and Aircraft Fuel Dealer		5/1/2015	5/31/2015	0	6/25/2015	8	Yes		No
Demo Inc	Biodiesel / Ethanol Producer		5/1/2015	5/31/2015	0	6/22/2015		Yes		No
Demo Inc	Registered Bulk Distributor		4/1/2015	4/30/2015	0	5/20/2015	0	Yes		No
Demo Inc	Biodiesel / Ethanol Producer		4/1/2015	4/30/2015	0	5/20/2015	0	Yes	Passed	No

When you select “Schedule Transactions”, you will then be able to select each schedule from the drop down box. A list of entries will be displayed on the screen. By clicking on an entry, you can see the individual data entered as if you had entered the information manually. You can also see errors using this method. They are displayed in red at the top of the screen.

Errors may also be reviewed using the “Transaction Validation” option. The circle graph shows the number accepted (blue), and the number that had warnings (orange). The bar graph on the right shows the schedule code and number of errors for each schedule.

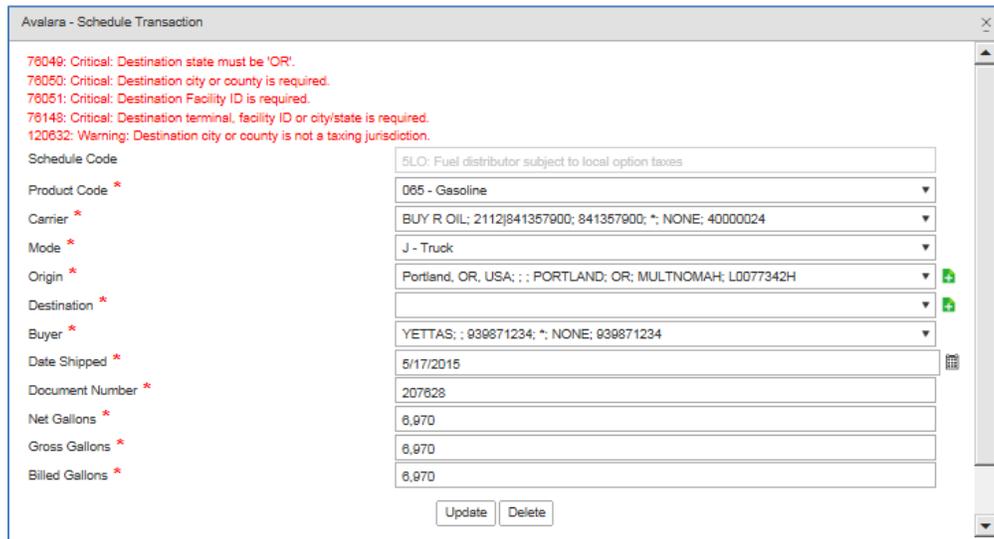
Error Level	Report Line	Schedule Code	Product Code	Mode Code	Bill of Lading	Rule Id	Error Message
Critical	26	5LO	065	J	207628	76049	Destination state must be 'OR'.
Critical	26	5LO	065	J	207628	76050	Destination city or county is required.
Critical	26	5LO	065	J	207628	76051	Destination Facility ID is required.
Critical	36	7	170	J	214572	76071	Destination state must not be 'OR'.
Critical	9	2	E10	J	139247	76100	Destination terminal, facility ID or city/state is required.
Critical	26	5LO	065	J	207628	76148	Destination terminal, facility ID or city/state is required.
Critical	36	7	170	J	214572	76172	Destination terminal, facility ID or city/state is required.
Critical	32	6	E10	J	504110	80379	Buyer must be a licensed dealer with OR.
Warning	26	5LO	065	J	207628	120832	Destination city or county is not a taxing jurisdiction.

There were 36 transactions in this upload; the results are showing that 32 of them are complete, and four have errors. If you look at the ‘critical errors’ list at the bottom of this page, it shows a total of nine errors (more than one error per entry).

If you see a recurring error, you may want to correct the data on the Excel spreadsheet and upload the file again. This will erase all previous data uploaded or entered.

Another option is to go through the error list and fix the issues one at a time.

For each of the errors listed above, there is an input screen that will open when the line is selected. The screen shown below shows the detail for schedule 5LO (since it has multiple errors).



**Avalara - Schedule Transaction**

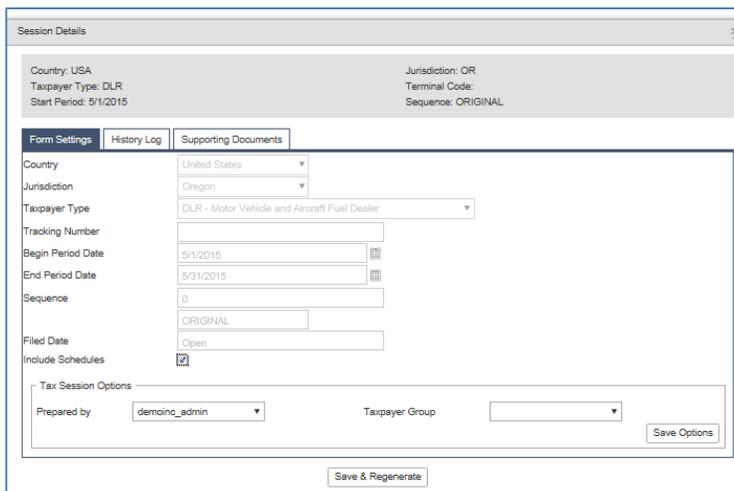
76049: Critical: Destination state must be 'OR'.  
 76050: Critical: Destination city or county is required.  
 76051: Critical: Destination Facility ID is required.  
 76143: Critical: Destination terminal, facility ID or city/state is required.  
 120632: Warning: Destination city or county is not a taxing jurisdiction.

Schedule Code	5LO: Fuel distributor subject to local option taxes
Product Code *	005 - Gasoline
Carrier *	BUY R OIL; 2112 841357900; 841357900; *; NONE; 40000024
Mode *	J - Truck
Origin *	Portland, OR, USA; ; ; PORTLAND; OR; MULTNOMAH; L0077342H
Destination *	
Buyer *	YETTAS; ; 939871234; *; NONE; 939871234
Date Shipped *	5/17/2015
Document Number *	207628
Net Gallons *	6,970
Gross Gallons *	6,970
Billed Gallons *	6,970

Update Delete

There is really only one entry missing, which is the destination. The destination coding contains several items of data that the system validates. Select the applicable destination from the drop-down box and click update at the bottom of the screen to save the changes.

Continue with the “click and fix” until the errors are cleared. Each time an error is corrected, it is removed from the list. To view your tax report, return to “Tax Sessions” and select the report. From the pop-up box select “Session Details” The following screen is displayed:



**Session Details**

Country: USA      Jurisdiction: OR  
 Taxpayer Type: DLR      Terminal Code:  
 Start Period: 5/1/2015      Sequence: ORIGINAL

Form Settings    History Log    Supporting Documents

Country: United States  
 Jurisdiction: Oregon  
 Taxpayer Type: DLR - Motor Vehicle and Aircraft Fuel Dealer  
 Tracking Number:  
 Begin Period Date: 5/1/2015  
 End Period Date: 5/31/2015  
 Sequence: 0  
 ORIGINAL  
 Filed Date: Open  
 Include Schedules:

Tax Session Options

Prepared by: demoinc\_admin      Taxpayer Group:  
 Save Options

Save & Regenerate

Make sure the check box labeled “Include Schedules” at the bottom of the Form Settings tab is selected.

Click “Save & Regenerate” to prepare your return for viewing.

The notice “Return generation request was made” will appear in the session details window.

Close the session details window, and click on the line for your report.

Select “View Tax Return” to see the PDF of the report and schedules. If the ‘View Tax Return’ option does not appear, click refresh on the right side of the window (top or bottom) and try again.

Once you have reviewed your report and confirmed that the errors have been resolved, close the PDF view. The report is now ready for filing. Follow the process outlined in the Report filing tutorial for each license type.