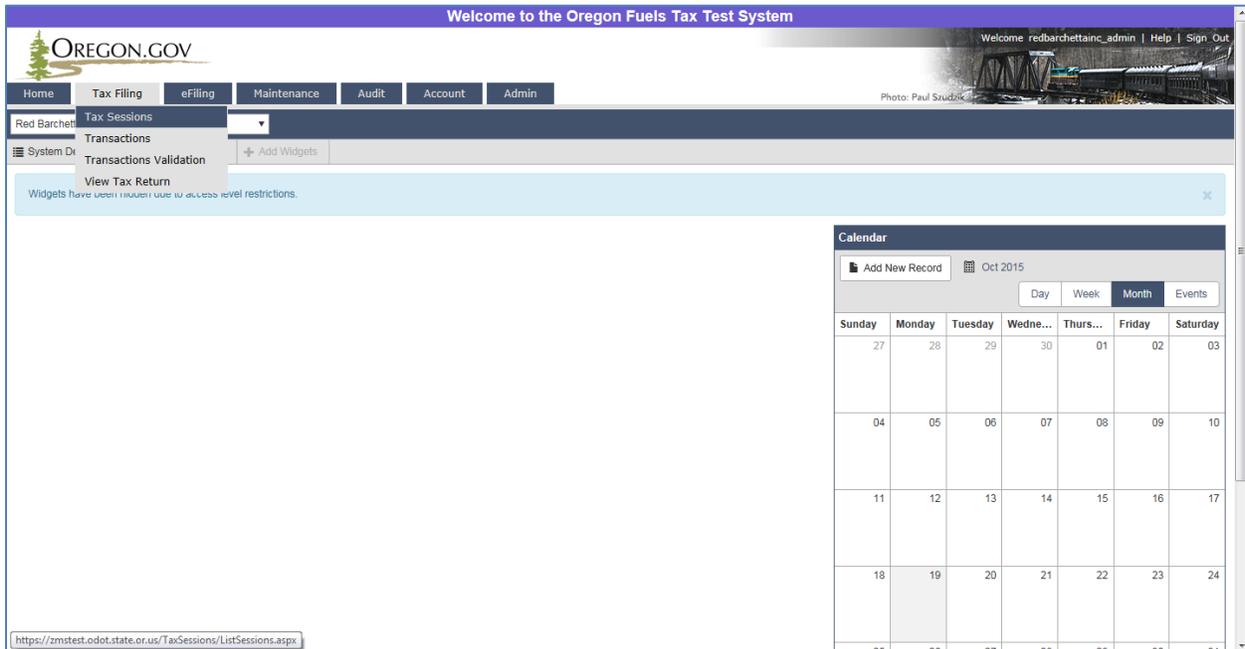


USE FUEL USER REPORTING

This procedure details the manual process of entering data into the system. Data may also be entered by Microsoft Excel spreadsheet upload (up to 1000 transactions). The Excel process is detailed in a separate user guide.

To begin entering data, a Tax Session must be created. A Tax Session represents a tax report for a specific month. To create a Tax Session, select the Tax Filing tab at the top left of the Oregon Fuels Tax System screen. From the drop-down list, select Tax Sessions.



The following screen is displayed listing any existing previous tax sessions.



The box to the right of the “Add New Record” function can be toggled to display Open tax sessions only or all tax sessions. To create a new session, click “Add New Record”.

From the pop-up window, if not already displayed, select USEUQ – Use Fuel User – Quarterly (or Monthly or Annual depending on how you are licensed to report) from the Taxpayer Type drop-down box.

Enter the report period beginning date. **NOTE:** System defaults to current month.

The end period date will change based on the beginning date entered.

Click the “Create Session” button at the bottom of the window,

The license type and reporting period will appear in your list of tax sessions. Select the line (it will then be highlighted in blue) and select “Schedule Transactions” from the options in the pop-up box:

Company Name	Company	Country	Jurisdiction	Taxpayer Description	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Purged Date	Critical Schedule Errors	Return Generation Needed	Return Status	Session Locked	Posted Date	Generate Return
Red Barchetta Inc	2194	USA	OR	Use Fuel Seller - Monthly			1/1/2016	1/31/2016	0	2/22/2016				Yes		No		
Red Barchetta Inc	2194	USA	OR	Motor Vehicle and Aircraft Fuel Dealer			10/1/2015	10/31/2015	0	11/25/2015			0	Yes	Warnings	No		

This is where all data is entered, schedule by schedule. Schedule 1 and 2B are bulk fuel receipts, 1 and 2UF are Retail, Cardlock and Fleet Fueling receipts and A is Vehicle Consumption. Schedule C is

used for bulk tank inventory.

Schedule 1B: Bulk Fuel Purchases – Oregon Tax Paid to Suppliers – Use this schedule to record all taxed bulk fuel purchases.

Schedule 2B: Bulk Fuel Purchases – Oregon Tax NOT Paid to Suppliers – Use this schedule to record all un-taxed bulk fuel purchases.

Schedule 1UF: Retail, Cardlock and Fleet Fueling Purchases – Oregon Tax Paid to Suppliers – Use this schedule to record all taxed transactions at retail or cardlock stations as well as fleet fueling transactions.

Schedule 2UF: Retail, Cardlock and Fleet Fueling Purchases – Oregon Tax NOT Paid to Suppliers – Use this schedule to record all un-taxed transactions at retail or cardlock stations as well as fleet fueling transactions.

Schedule A: Vehicle Consumption Record – Use this schedule to record all vehicles subject to fuels tax (less than or equal to 26,000 pounds). Equipment and vehicles over 26,000 pounds being fueled from the bulk tank will be accounted for on Schedule C.

Schedule C: Fuel Consumption Record for Bulk Tank

NOTE: Specific information is now required and entries cannot be submitted unless all required fields are completed. Some of this required information may already be present in the system whereas other information may need to be created at the time of entry, if not before. For example:

SUPPLIER

This type of information are known as Business Entities. The system maintains a list of Business Entities already entered, which may be used by all reporters. It is best to make sure the Business Entity exists in the system before attempting to enter a schedule. Business Entities cannot be created during the data entry process.

Once a Business Entity is created, it must also be given all the appropriate designations.

For example, a company may be entered as a Carrier AND a Seller. It may be initially entered as one or the other but later amended to include both. It may also be entered to include all three designations.

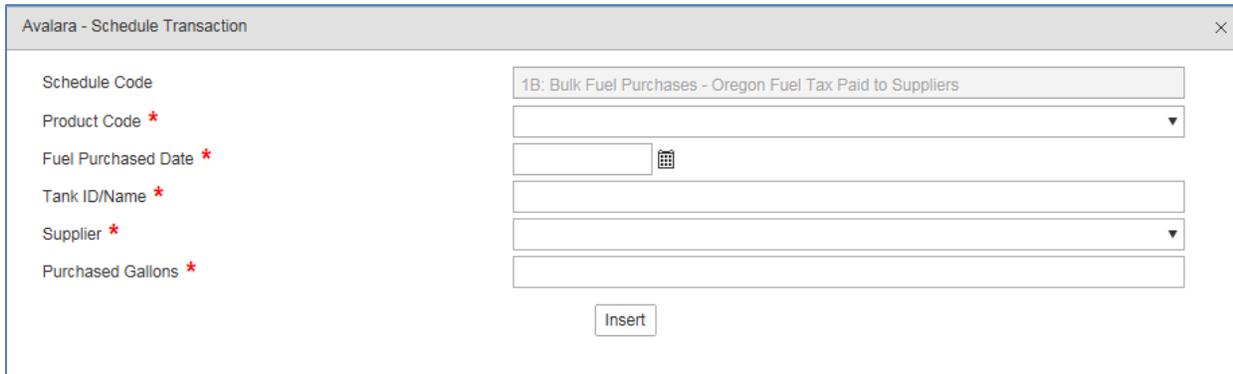
SEE Creating Business Entities tutorial.

ENTERING SCHEDULE INFORMATION

From the Tax Sessions screen, select the appropriate line (it will then be highlighted in blue) and select “Schedule Transactions” from the options in the pop-up box. To enter a schedule, select the appropriate schedule from the drop-down box and click “Add New Record”.

Schedule of Receipts

1 and 2B: Bulk Fuel Purchases

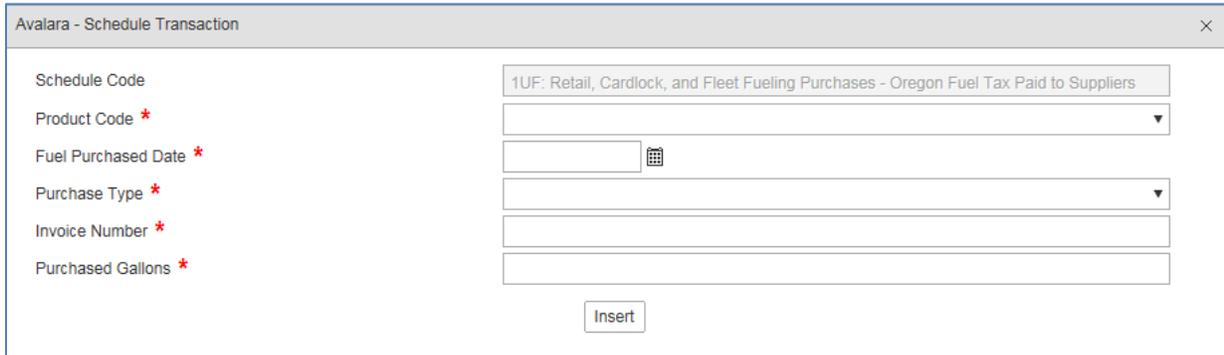


A red asterisk indicates a required field. When the field has a black triangle on the right side of the box, entry options can be selected from the drop down list.

- Product Code select appropriate fuel code from drop-down box (e.g., 170 – Biodiesel – Undyed (non UCO)
- Fuel Purchased Date date from invoice or receipt
- Tank ID/Name your tank identifier
- Supplier select the company selling the fuel from the drop-down box
 The alphabetical list displayed shows the first 25 records in the list. To display more, click on the “Items 1-25 out of xxx” text at the bottom of the list. Each click will add the next 25 items to the list. Scroll down to find the supplier name.
 You may also begin typing the name of the supplier and the list will automatically display and shorten based on what you continue to type. Select the correct record.
 If you cannot locate the correct record, it is because you are using a name other than the one they are registered with or they are not registered with the Fuels Tax Group. If you cannot ascertain the correct name from the supplier or from contacting the Fuels Tax Group, you may need to enter the company into the system separately.
- Purchased Gallons enter gallons purchased from invoice or receipt

Select the “Insert” button at the bottom of the window. The system will display a notice in red at the top of the window that the record was inserted. The fields are blank again and another record may entered.

Schedule 1 and 2UF: Retail, Cardlock and Fleet Fueling Purchases



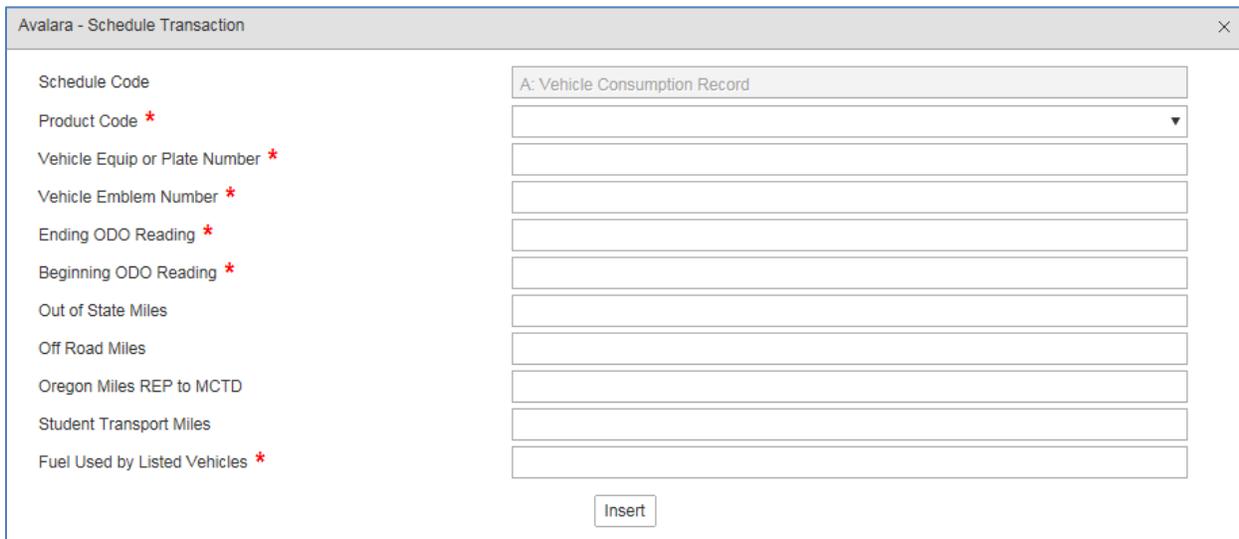
A red asterisk indicates a required field. When the field has a black triangle on the right side of the box, entry options can be selected from the drop down list.

- Product Code select appropriate fuel code from drop-down box (e.g., 170 – Biodiesel – Undyed (non UCO))
- Fuel Purchased Date date from invoice or receipt
- Purchase Type select from drop-down list how fuel was purchased
- Invoice Number enter number from invoice, receipt or statement
- Purchased Gallons enter gallons purchased from invoice, receipt or statement

Select the “Insert” button at the bottom of the window. The system will display a notice in red at the top of the window that the record was inserted. The fields are blank again and another record may entered.

Schedule of Consumption

Schedule A



A red asterisk indicates a required field. When the field has a black triangle on the right side of the box, entry options can be selected from the drop down list.

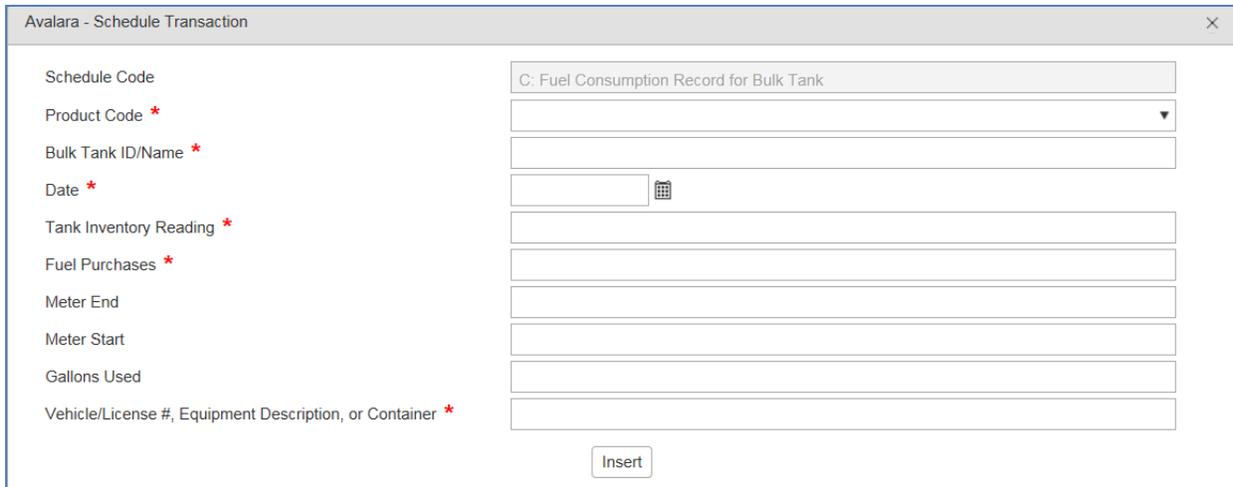
Product Code	select appropriate fuel code from drop-down box (e.g., 70 – Biodiesel – Undyed (non UCO))
Vehicle Equip or Plate Number	Vehicle plate or equipment identifier
Vehicle Emblem Number	ODOT issued emblem number (if issued, otherwise repeat plate or equipment number)
Ending ODO Reading	odometer reading at end of reporting period
Beginning ODO Reading	odometer reading at beginning of reporting period (should be the same as ending odometer reading from previous reporting period)
Out of State Miles	miles driven out of state
Off Road Miles	miles driven off road or on private property
Oregon Miles REP to MCTD	miles reported on Weight/Mile tax report (usually for vehicles operating split weight – empty <26,000, loaded >26,000)
Student Transport Miles	used by schools and school bus transportation providers
Fuel Used by Listed Vehicles	total gallons of fuel placed in vehicle from all sources (taxed AND untaxed) for report period

Select the “Insert” button at the bottom of the window. The system will display a notice in red at the top of the window that the record was inserted.

The fields are blank again and another record may entered.

NOTE: Beginning odometer readings will be compared with the previous months Ending odometer readings and generate error messages if they do not match.

Schedule C (used to record additions and withdrawals from bulk tank)



A red asterisk indicates a required field. When the field has a black triangle on the right side of the box, entry options can be selected from the drop down list.

Product Code	select appropriate fuel code from drop-down box (e.g., 70 – Biodiesel – Undyed (non UCO))
Bulk Tank ID/Name	your tank identifier
Date	date of entry
Tank Inventory Reading	gallons in tank AFTER this transaction

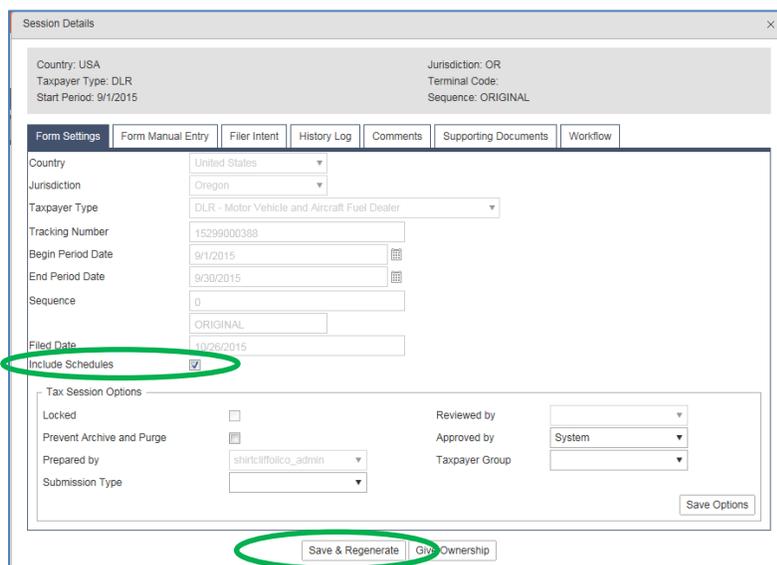
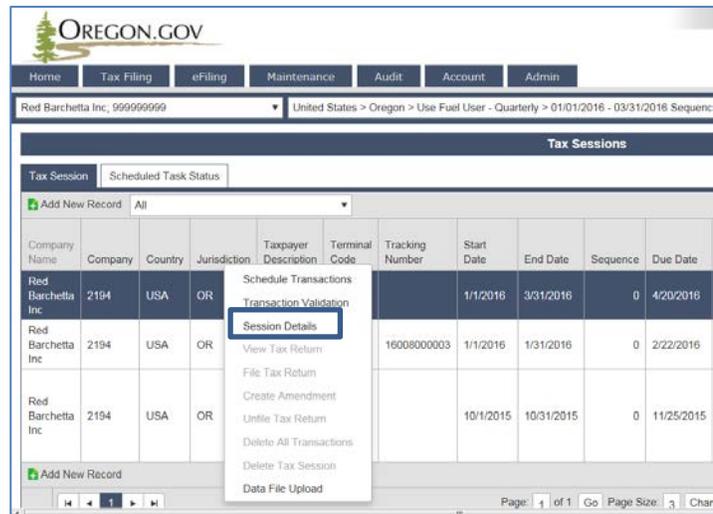
Fuel Purchases	gallons added to the tank (if applicable)
Meter End	ending pump meter reading (when withdrawing fuel)
Meter Start	beginning pump meter reading (before withdrawing fuel)
Gallons Used	gallons withdrawn
Vehicle/License # . . .	plate number, equipment number or description of what the fuel was dispensed into

Select the “Insert” button at the bottom of the window. The system will display a notice in red at the top of the window that the record was inserted.

The fields are blank again and another record may entered.

VIEWING THE REPORT

When you have completed your schedule entries, return to “Tax Sessions” and select the period you have entered. Select “Session Details” from the pop-up menu.



In the Session Details window, make sure the “Include Schedules” box is checked to see the schedule details when viewing the report.

Then click “Save and Regenerate” to create your report.

Review the report for completeness and accuracy.

You can scroll through each page of the PDF to review your report prior to submitting it to the Fuels Tax Group.

If your report has “Warnings” when you are ready to file it, check the “History Log” in Session Details to see if you have any critical errors that will prevent filing.

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		1/1/2015	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	No
Demo Inc	Motor Vehicle and Aircraft Fuel Dealer		5/1/2015	5/31/2015	0	6/25/2015	0	Yes	Warnings	No

Once you have completed your report entries and resolved the errors, return to Tax Sessions and select the line for the report. Select “File Tax Return” from the pop up menu.

Company Name	Company	Country	Jurisdiction	Taxpayer Description	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Purged Date	Critical Schedule Errors	Return Generation Needed	Return Status	Session Locked	Posted Date	Generate Return
Red Barchetta Inc	2194	USA	OR	Use Fuel			1/1/2016	1/31/2016	0	2/22/2016			0	No	Passed	No		
Red Barchetta Inc	2194	USA	OR				10/1/2015	10/31/2015	0	11/25/2015			0	Yes	Warnings	No		

You will get a screen asking you to confirm the submission of your report electronically. Click on the little box at the bottom of the statement.

File Tax Return

Filing Status:

Tax Return:

Terminal:

Tax Session Date:

Filing Due Date:

Return Status:

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

I agree to the conditions of this submittal.

Once you accept the conditions of the electronic filing, the “Submit” box will become available to click and send the report to the Fuels Tax Group.

To complete the payment of the tax due, see the “Paying Tax Due” tutorial.