EXCEL FILE UPLOAD

An alternative to manual data entry into the various tax report schedule screens is using an Excel template upload. Each license type has its own unique template, and each schedule has required fields that must be entered.

To begin, select the "Tax Filing" tab at the top left of the Oregon Fuels Tax System screen. From the drop-down list, select "Tax Sessions". Select the specific tax session for which you want to upload data. The following screen is displayed:

> NOTE: Any manual schedule entries made _before_ the upload will be deleted when the excel file is uploaded – this document OVERWRITES any previous information.
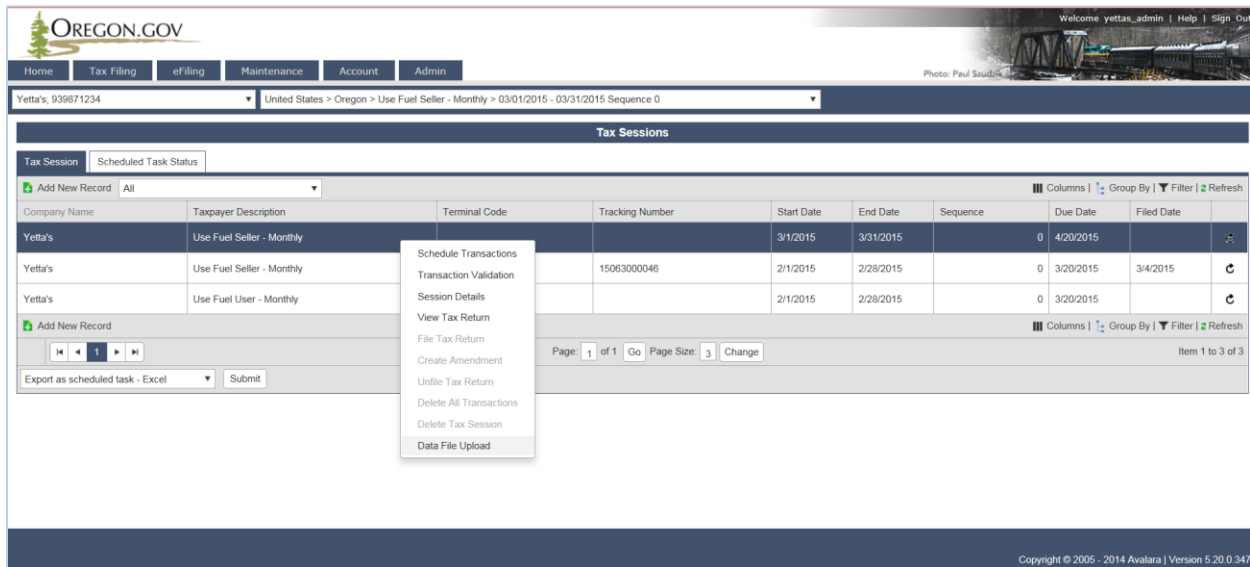

Figure 1. Data File Upload option

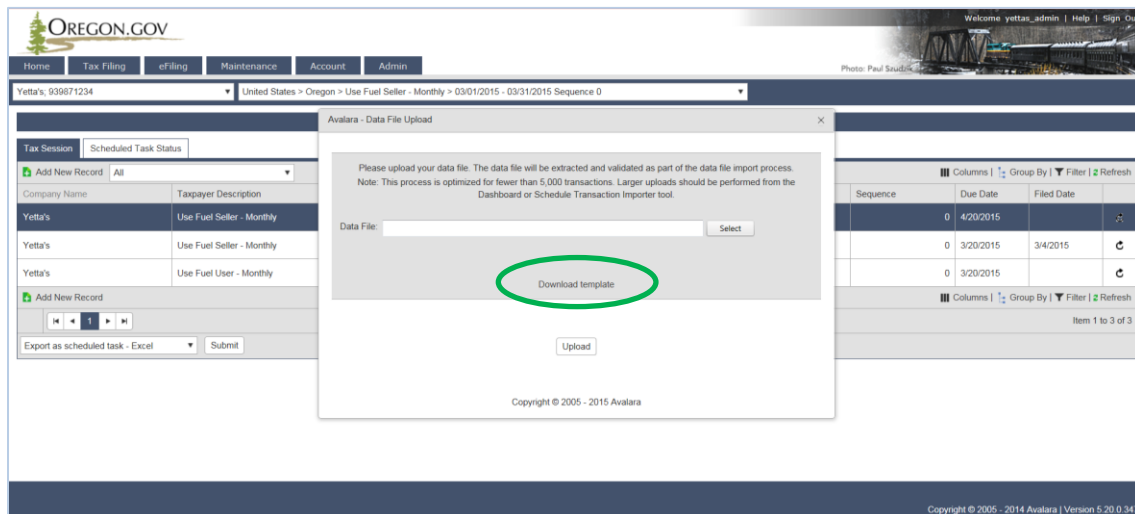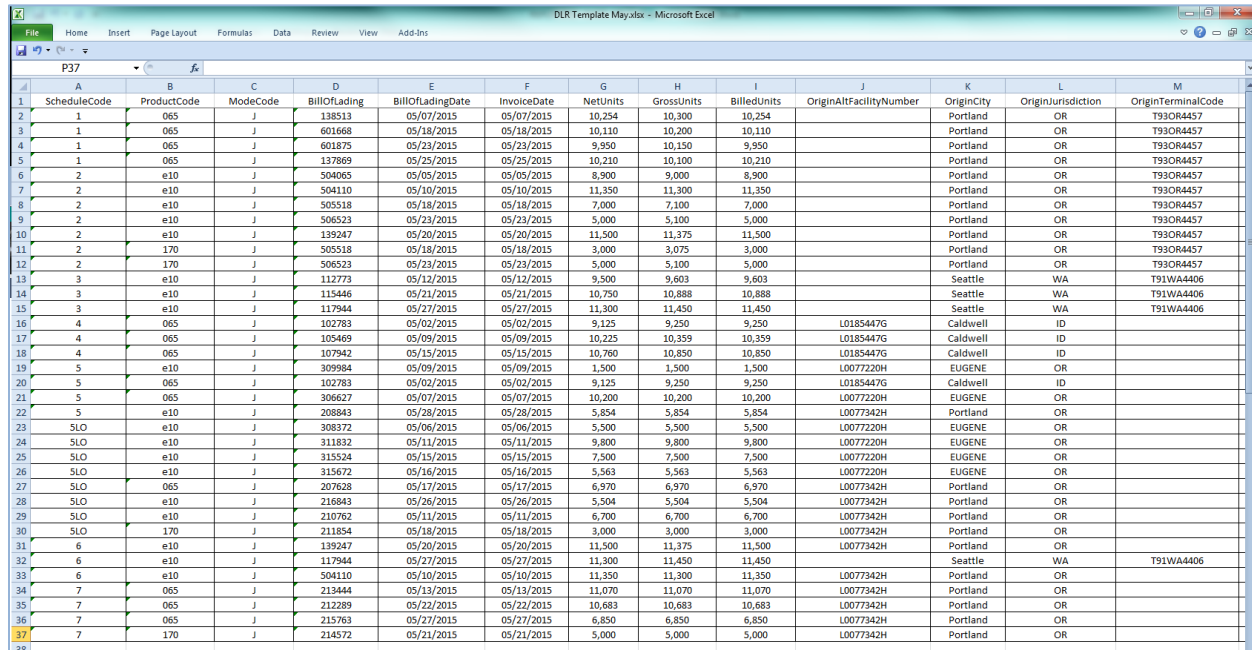Select "Data File Upload" from the pop-up menu. The following screen appears:

Figure 2. Data File Upload window

Select "Download template" (in the gray area). Save the template in a file you can access as needed.

This template will upload a maximum of 1000 entries for all schedules combined. The system reads the column headers and the data and fills in each schedule accordingly when uploaded. Do not change the column names or tab names.

Unneeded columns may be hidden, but DO NOT delete them.

The screen print below shows a portion of a completed Motor Vehicle Fuel Dealer schedule template. Row one contains column headings that are usually descriptive of the information that is entered in the column.

Figure 3. Example of a completed Excel template

If your software can prepare a report in excel, you may be able to 'cut and paste' most of the information from the report to the excel template.

Each template contains several tabs to assist you in determining the type of information required for each schedule entry.

AllSchedules	the data entry worksheet
Schedule Requirements	lists the entries that are required "R" or available "A" for each schedule
Schedule List	explains the type of information for that schedule
Product Codes	fuel codes that are acceptable for each type of report, and
Code Definitions	definitions of the one or two digit code used for ModeCode column.

When all schedule entries have been entered, save the file with the report type and period for easy identification. From the "Tax Sessions" screen, select the applicable tax report.

Select "Data File Upload" from the pop-up menu and click the "Select" button. Navigate to the file saved for this license and period. Select the file and click "Open". The file name will appear in the "Data File" entry field.
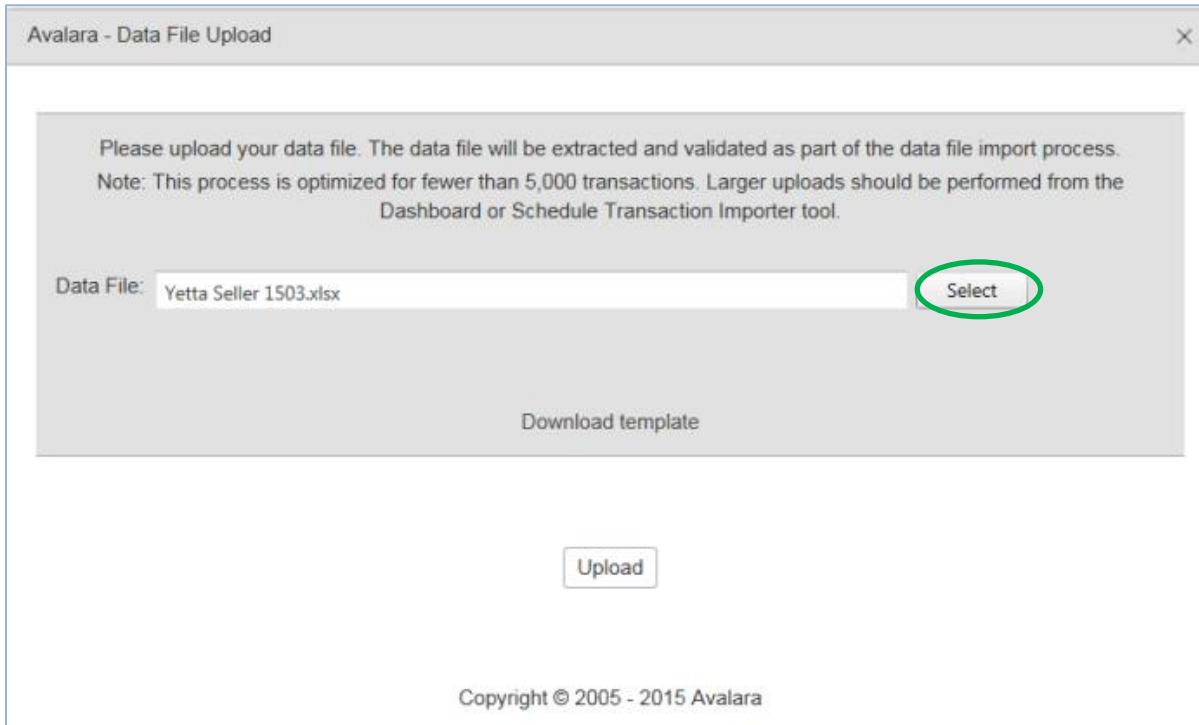

Figure 4. Data file upload

Click the "Upload" button at the bottom of this window to import the transaction data into the Fuels Tax System.

Once the file has been uploaded, a message is displayed indicating that the file has been successfully uploaded (red at the top) and an option to view the system activity at the bottom.
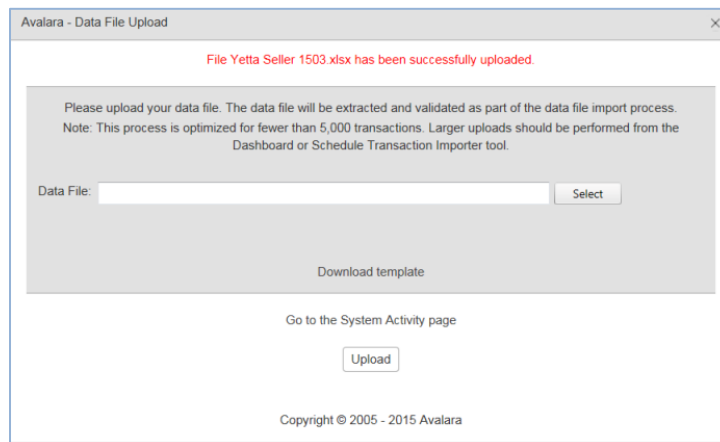

Figure 5. File upload verified

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).

System activity can also be accessed through the "Admin" tab.

To view the information that was successfully uploaded, return to "Tax Sessions" and select the tax report for which data was uploaded.

Select "Schedule Transactions" from the pop up menu to view the information that was uploaded by schedule.

Upload errors can be viewed by selecting "Transaction Validation". The graphs show the schedule code and number of errors for each schedule.
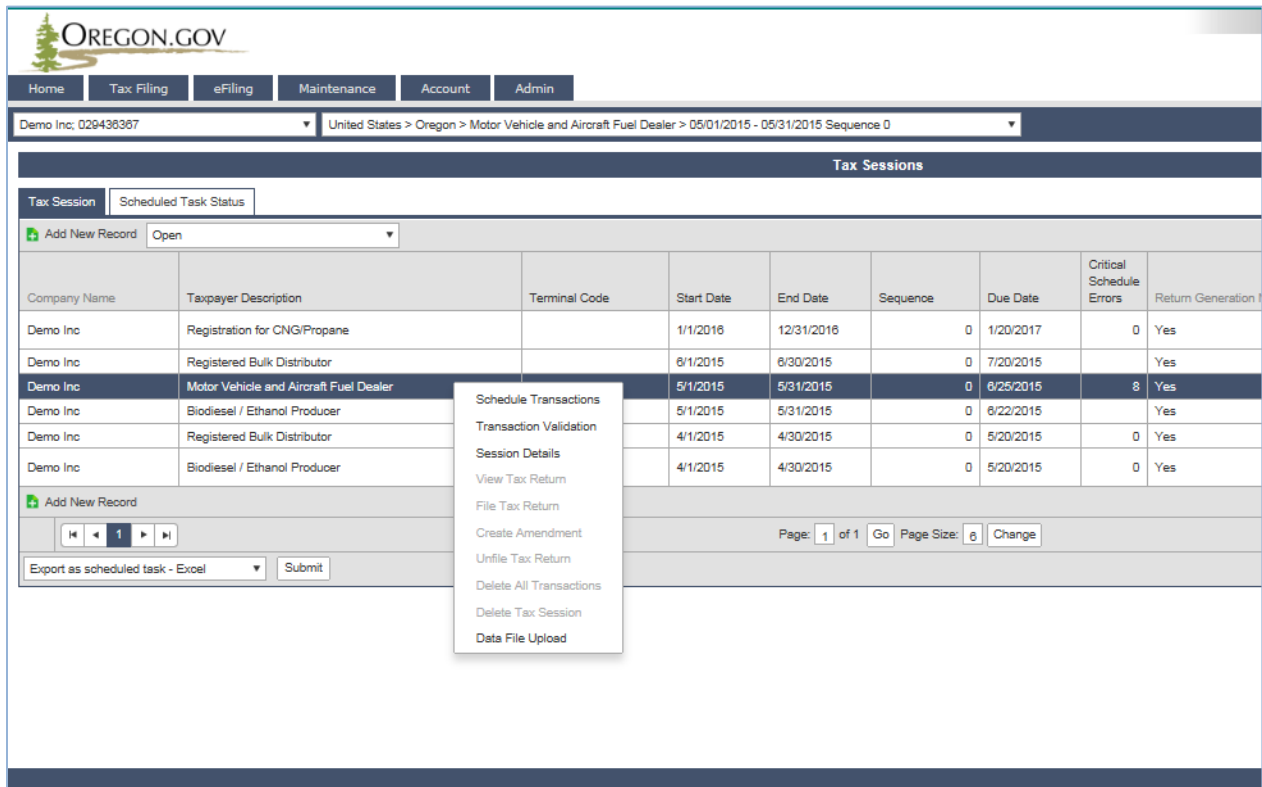

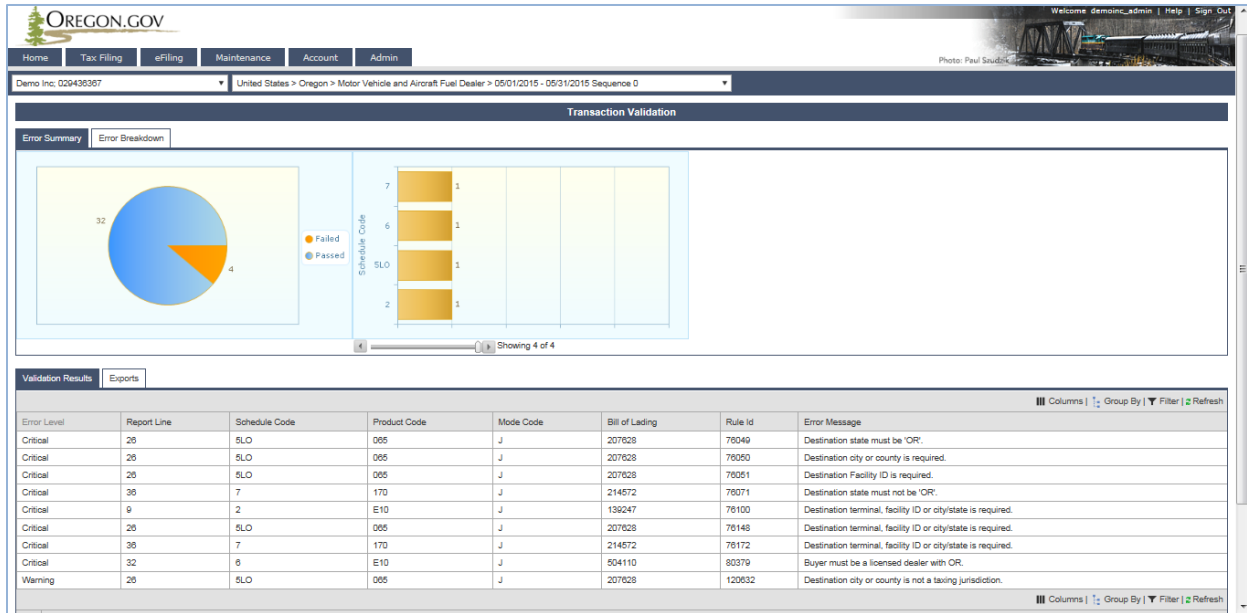Figure 6. Schedule Transaction menu selection

Figure 7. Transaction Validation screen

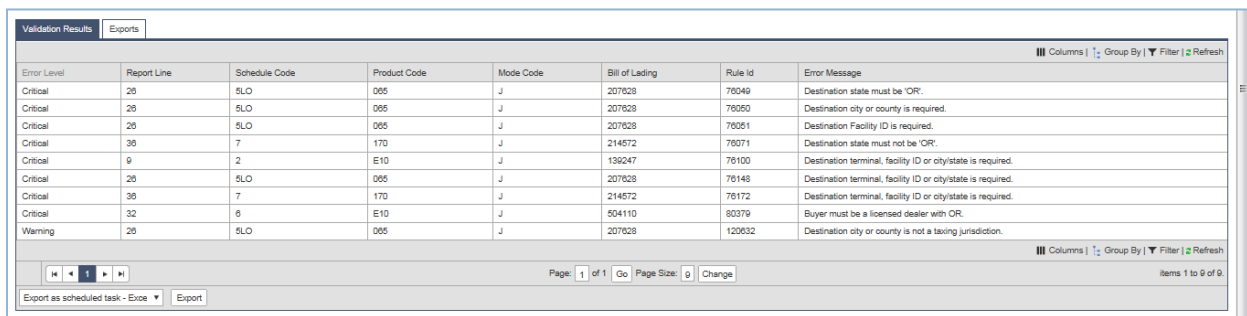A list of specific errors by line is displayed under the graphs.

Figure 8. List of transactions with errors

Errors may be corrected by selecting a specific line which will open up the "Schedule Transaction" window.

Figure 9. Example of error message in Transaction Validation

Correct the data in error and click the "Update" button at the bottom of the window. The system will return to the list of errors minus the transaction just corrected. Continue in this manner until all errors are corrected.

If there are a large number of errors, it may be easier to correct them on the Excel template and re-upload.

Save and regenerate the tax return and verify if there are any additional errors. If not, the tax session can be filed according to the normal process outlined in the Reporting tutorial.