

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.

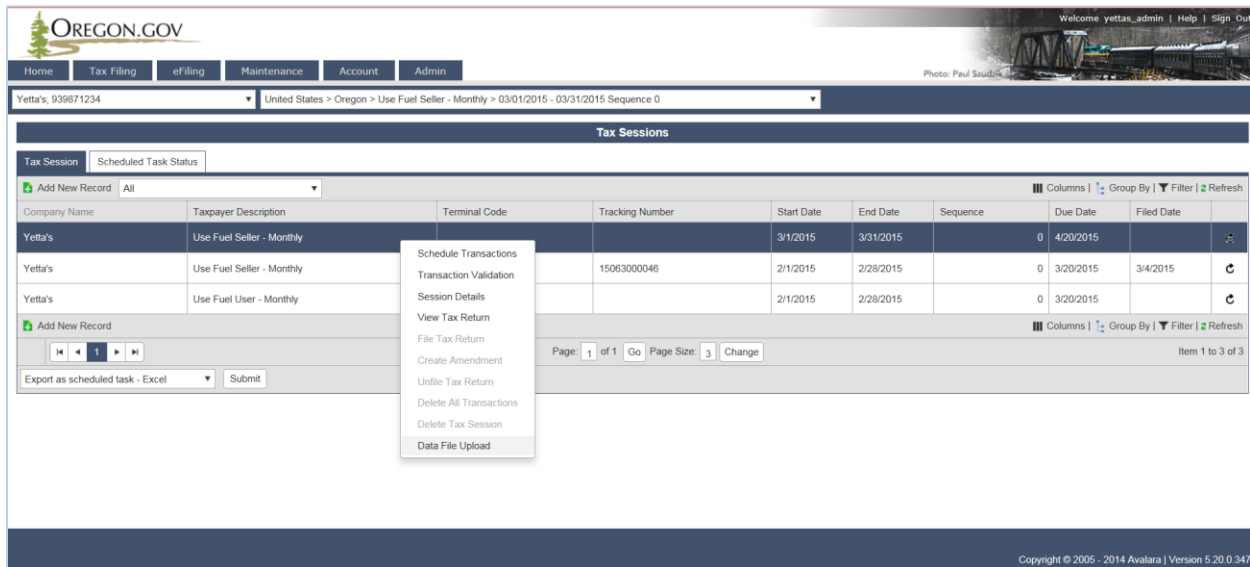


Figure 1. Data File Upload option

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

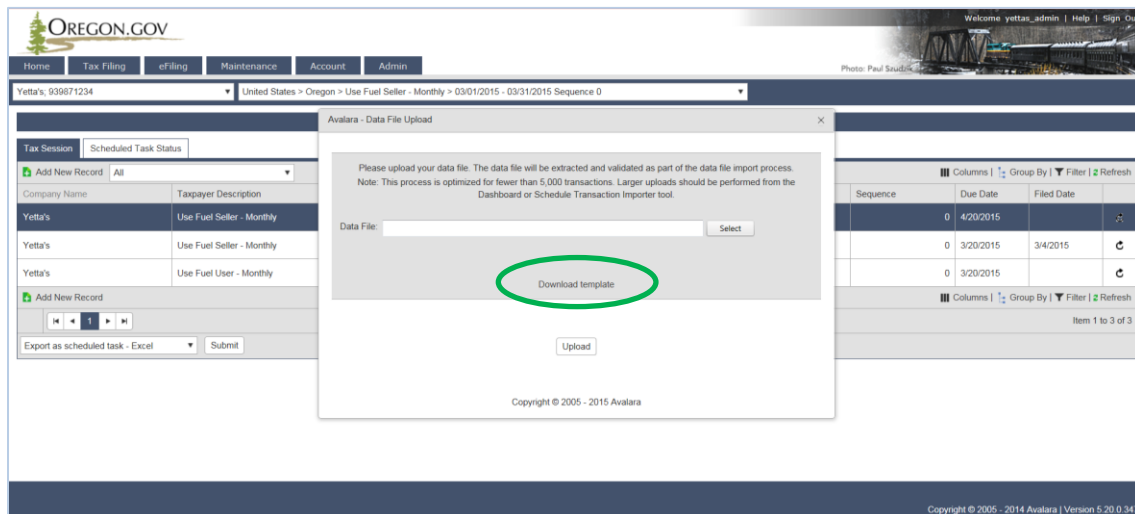


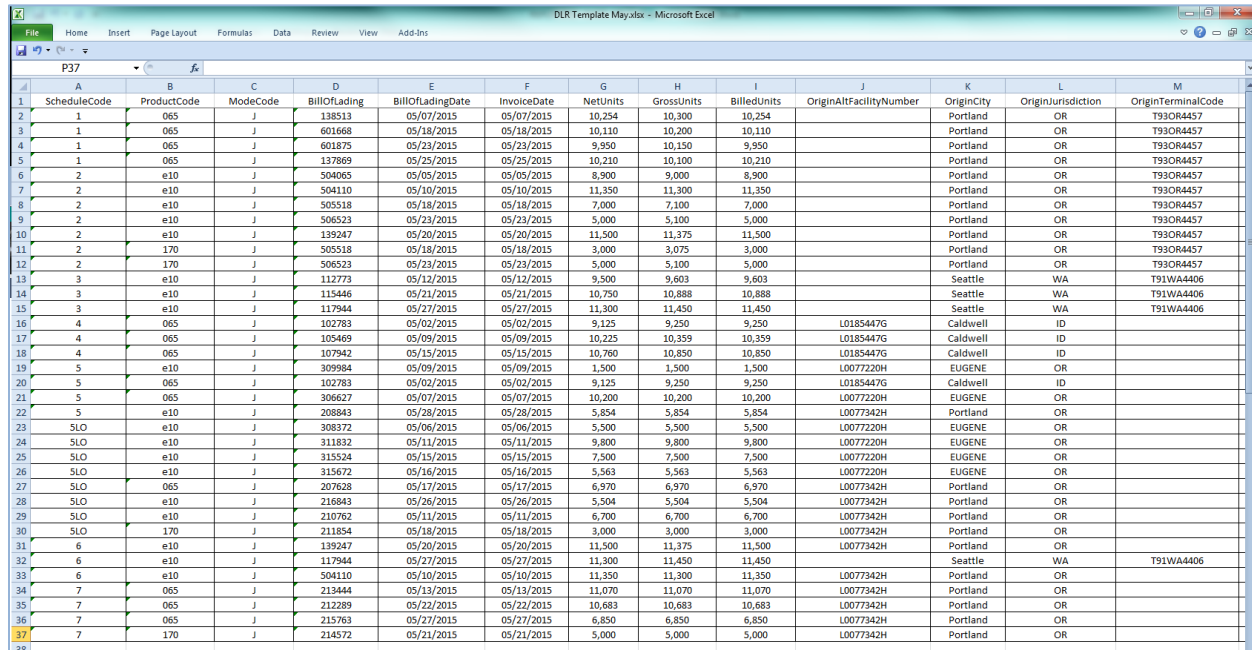
Figure 2. Data File Upload window

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.



	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	601668	05/18/2015	05/18/2015	10,110	10,200	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	5,100	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	L0185447G	Caldwell	ID	
17	4	065	J	105469	05/09/2015	05/09/2015	10,225	10,359	10,359	L0185447G	Caldwell	ID	
18	4	065	J	107942	05/15/2015	05/15/2015	10,760	10,850	10,850	L0185447G	Caldwell	ID	
19	5	e10	J	309984	05/09/2015	05/09/2015	1,500	1,500	1,500	L0077220H	EUGENE	OR	
20	5	065	J	102783	05/02/2015	05/02/2015	9,125	9,250	9,250	L0185447G	Caldwell	ID	
21	5	065	J	306627	05/07/2015	05/07/2015	10,200	10,200	10,200	L0077220H	EUGENE	OR	
22	5	e10	J	208843	05/28/2015	05/28/2015	5,854	5,854	5,854	L0077342H	Portland	OR	
23	SLO	e10	J	308372	05/06/2015	05/06/2015	5,500	5,500	5,500	L0077220H	EUGENE	OR	
24	SLO	e10	J	311832	05/11/2015	05/11/2015	9,800	9,800	9,800	L0077220H	EUGENE	OR	
25	SLO	e10	J	315524	05/15/2015	05/15/2015	7,500	7,500	7,500	L0077220H	EUGENE	OR	
26	SLO	e10	J	315672	05/16/2015	05/16/2015	5,563	5,563	5,563	L0077220H	EUGENE	OR	
27	SLO	065	J	207628	05/17/2015	05/17/2015	6,970	6,970	6,970	L0077342H	Portland	OR	
28	SLO	e10	J	216843	05/26/2015	05/26/2015	5,504	5,504	5,504	L0077342H	Portland	OR	
29	SLO	e10	J	210762	05/11/2015	05/11/2015	6,700	6,700	6,700	L0077342H	Portland	OR	
30	SLO	170	J	211854	05/18/2015	05/18/2015	3,000	3,000	3,000	L0077342H	Portland	OR	
31	6	e10	J	139247	05/20/2015	05/20/2015	11,500	11,375	11,500	L0077342H	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	L0077342H	Portland	OR	
34	7	065	J	213444	05/13/2015	05/13/2015	11,070	11,070	11,070	L0077342H	Portland	OR	
35	7	065	J	212289	05/22/2015	05/22/2015	10,683	10,683	10,683	L0077342H	Portland	OR	
36	7	065	J	215763	05/27/2015	05/27/2015	6,850	6,850	6,850	L0077342H	Portland	OR	
37	7	170	J	214572	05/21/2015	05/21/2015	5,000	5,000	5,000	L0077342H	Portland	OR	

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.

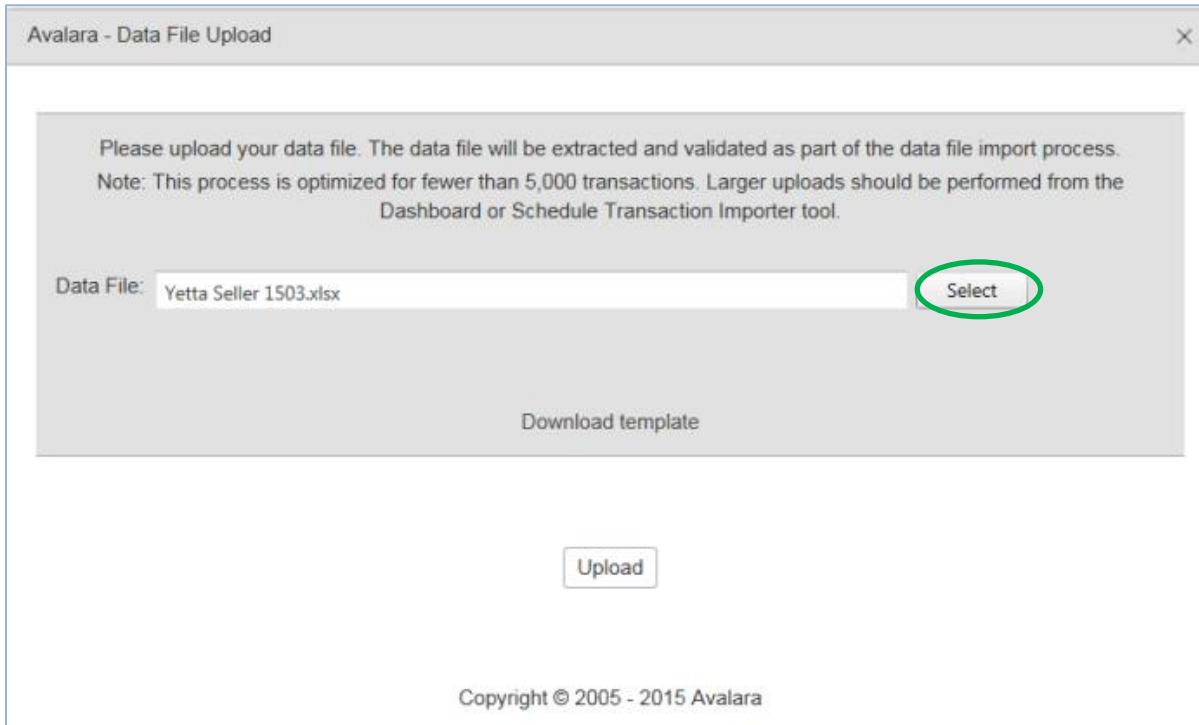


Figure 4. Data file upload

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.

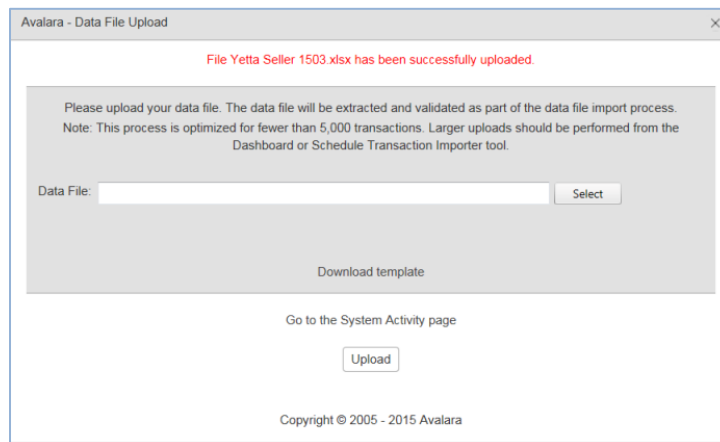


Figure 5. File upload verified

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.

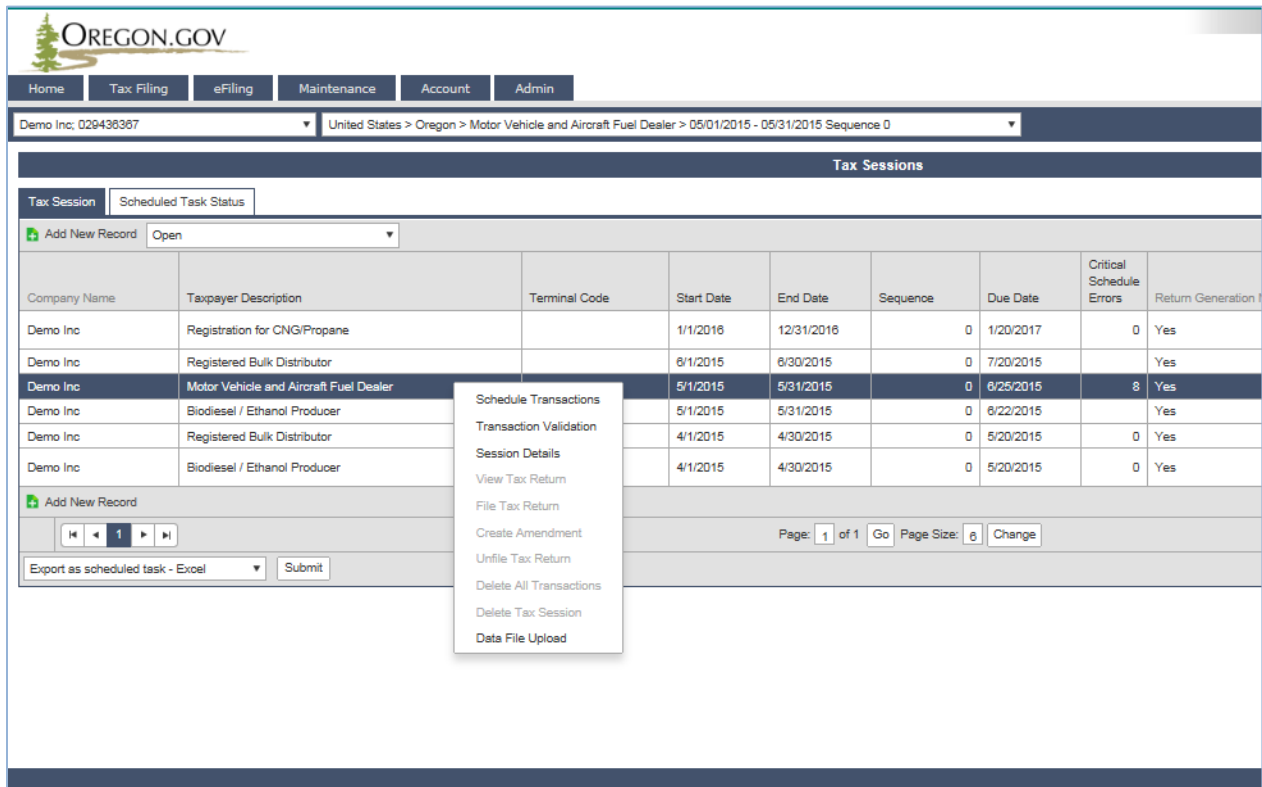


Figure 6. Schedule Transaction menu selection

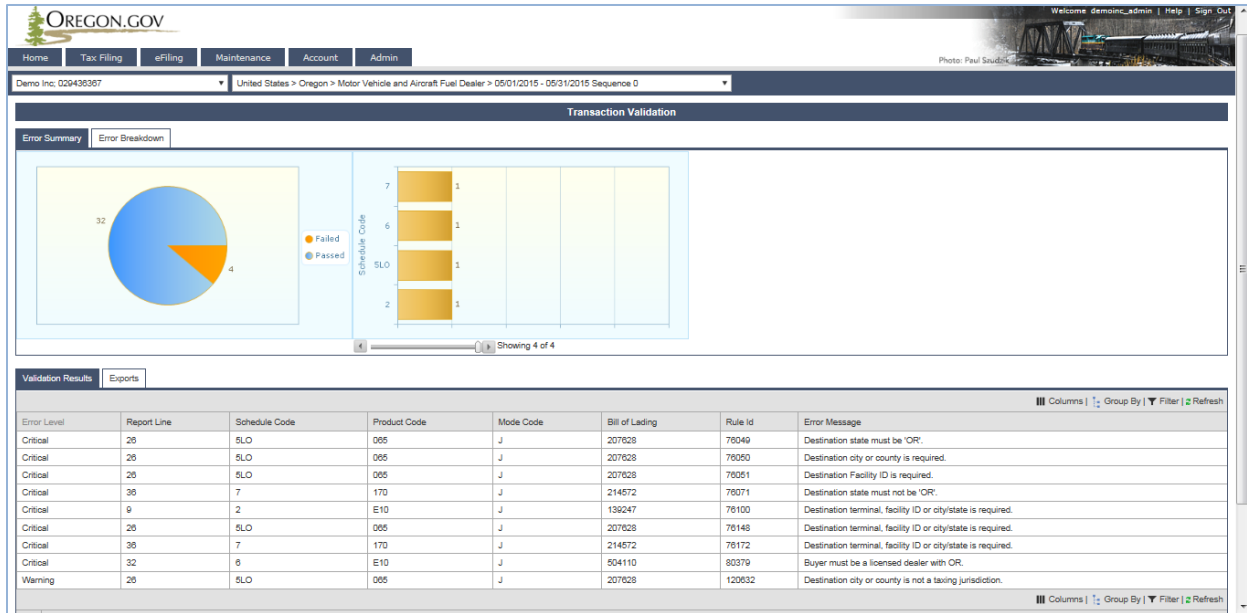


Figure 7. Transaction Validation screen

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

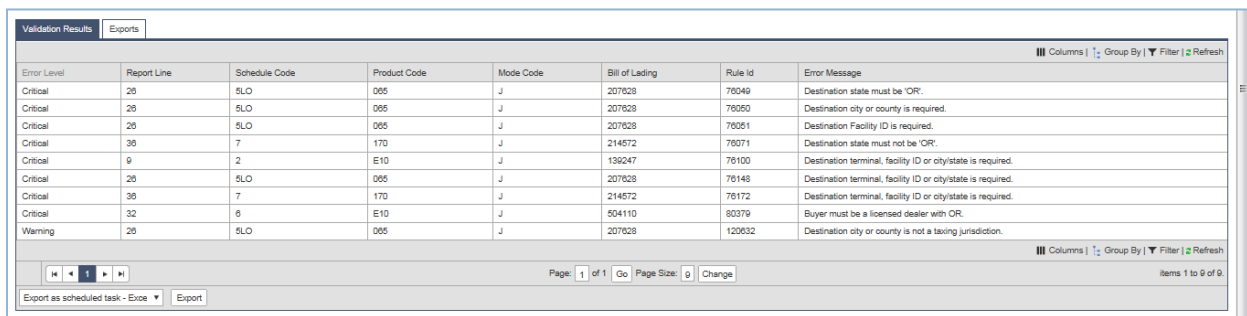


Figure 8. List of transactions with errors

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

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.
76148: 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 *	065 - 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

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.