

DOR Excel Template User Guide

General

The Excel template is a tool provided to enable a standardized filing for distributors and manufacturers which includes edits that allow validation of entries independent of your Revenue Online (ROL) account.

An Excel version 2013 (v15.0) or higher is required for the edits to work.

When uploaded, we will validate your entries and run a few additional business rules. If your spreadsheet is less than 400,000 rows, it will validate as soon as uploaded. You will receive immediate feedback on any errors. If your spreadsheet is over 400,000 rows, validation is an overnight process. In either case, you will receive an immediate email confirmation that the file has been submitted. You will receive another email within 24 hours stating whether the file has been accepted or rejected.

The department will convert the completed spreadsheet into extensible markup language (XML) electronic data to conform to standards developed by the Federation of Tax Administrators (FTA) Tobacco Tax Uniformity Committee. Your only requirement to conform to the FTA standard is to file an accepted spreadsheet.

Template Layout

Cigarette and tobacco schedule are laid out as follows:

Tobacco:

- Header_Info: Includes general information about the filer and the account.
- Sch_Transaction: Includes detailed information of the transactions
- Descriptions: An informal tab detailing required data choices for certain tabs.

Cigarette:

- Header_Info: Includes general information about the filer and the account.
- Sch_Transaction: Includes detailed information of the transactions.
- SchUnaffSTP_Report: Reports stamp inventory.
- Sch_Pack: Reports cigarette inventory.
- Descriptions: An informational tab detailing required data choices for certain tabs.

Buttons on template tabs:

- "Click to Validate": Validates the data on the specific tab.
- "Is Excel Valid": Use when all tabs are completed and prior to uploading to verify the workbook.
- "Increase Row": Increases the number of rows. Input the total number of rows needed into the "Enter Rows Needed" box. Rows cannot be deleted once added.

- “Copy Last Schedule”: Present in the Sch_Transactions tab which allows you to copy all data except for the transactions themselves.
- “Copy Last Schedule”: Present in the Sch_unaffStp_Report tab which allows you to copy date received and purchase order number.

Completing the Data

Required fields are highlighted orange. Light blue fields are optional unless noted with an asterisk. If a condition is true (“Yes”), then the fields become required.

Selecting “No” to questions requires data to be deleted. If “Do you have any Schedules (Purchases, Adjustments, Stamps Affixed) is answered “No”, then all data in those fields must be deleted.

Certain fields require data to use values shown in the Descriptions tab. These must be an exact match, including case sensitivity or the workbook won’t validate. The fields include: Schedule Type, Document Type, Customer Type, Federal Description, Schedule Type, MSA Status Type, Unit Description (UPCUOM), Stamp Unit of Measure (StampUOM), Type of Adjustment, Address Type, Transaction Document Type, Oregon State Description Codes (Tobacco), Federal Description (Tobacco), State Codes, Country Codes, and Tax Jurisdiction.

Allowed Characters for names include: A-Z, a-z, 0-9, hash #, hyphen -, parentheses (), ampersand &, apostrophe ‘, and a single space.

- No leading, trailing, or adjacent spaces are allowed.

Allowed characters for addresses include: A-Z, a-z, 0-9, hyphen -, slash /, and a single space.

- No leading, trailing, or adjacent spaces are allowed.

Copying data in a field is not recommended. If you choose to do so, use the highlighted option as shown below to make sure that you past without formatting so the edits are not lost.

Validating the Data

The spreadsheet validates each tab, and then the worksheet as a whole. When you have completed a tab, select the “Click to Validate” button. If a field does not validate, a message appears giving the field title, the row, and lists the error. If the message returns an invalid field but provides no error, check the field contents against the Descriptions tab.

The data will also validate online when uploaded to your Revenue Online account. The more rows you have, the longer it will take to validate. Online validation will be much faster than the spreadsheet. You have the option to remove the file if your only purpose of uploading the workbook was a quicker validation, and it is not the end of the month.

Zero Filers

The filing requirements for reporting to DOR and DOJ have not changed. You must complete the schedules even if you had no activity and do not have an inventory. Complete the workbook as follows:

[Cigarette and Tobacco:](#)

Header Info: Complete All required Fields

Schedule of transaction: Select NO and leave all fields in the tab blank.

[Cigarette Only:](#)

In addition to the above, select NO for the SchUnaffStp_Report's questions "Do you have purchases, adjustments or stamps affixed?"

Complete the Beginning and Ending inventory as follows:

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Sch_Pact: Answer "NO" to the "Do you have adjustments or stamps" question.