

DOR Excel Template User Guide

General

The Excel template is a tool provided to enable a standardized filing for distributors and manufacturers that includes edits that allow you to validate your 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, then we 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 that you submitted the file. You will receive another email within 24 hours stating whether your 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 schedules are laid out as follows:

The tobacco spreadsheet has 3 tabs:

- Header_Info includes general information about the filer and the account.
- Sch_Transaction includes detailed information of the transactions.
- Descriptions is an informational tab detailing required data choices for certain tabs.

The cigarette spreadsheet has 5 tabs:

- 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 is an informational tab detailing required data choices for certain tabs.

Buttons on template tabs

- "Click to Validate" is done for each tab to validate the data on that tab
- "Is Excel valid" is done when all tabs are completed and prior to uploading on to your account.
- "Increase Rows" increases edits to the number of rows. Input the total number of rows you need into the "Enter Rows Needed" box. Rows cannot be deleted once added.
- "Copy Last Schedule" in the Sch_Transactions tab allows you to copy all data except for the transactions themselves.

- “Copy Last Schedule” in the Sch_unaffStp_Report tab allows you to copy date received and purchase order number.

Completing the Data

Required fields are in orange. Light blue fields are optional unless there is an asterisk. If a condition is true (“YES), then those fields become required.

A “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 sections must be deleted.

Certain fields require data exactly matching what in in the Descriptions tab to validate. This includes case sensitivity. Those fields are 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.

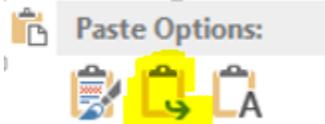
Allowed characters for names are: A-Z, a-z, 0-9, hash #, hyphen -, parentheses (), ampersand &, apostrophe ', and a single space. No allowed: any leading, trailing, or adjacent spaces and other symbols.

Allowed characters for addresses are: A-Z, a-z, 0-9, hyphen -, slash /, and a single space. No allowed: any leading, trailing, or adjacent spaces and other symbols.

The Sch_Trans tab has a “Copy Last Schedule” button. The “Copy Last Schedule” button Completes the Transaction Document and Name and Address fields so you only need to complete the Transaction and Delivery Service sections of the tab.

The SchUnaffStp_Report (on the Cigarette only spreadsheet) has a”Copy Purchases” button. The ”Copy Purchases” button inputs the Date Received and Purchase order number so you only need complete the other fields in that tab.

Copying data in a field is not recommended. If you chose to do so, use the highlighted option as shown below to make sure that you copy 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, click the “Click to Validate” button. If a field does not validate a message appears giving the field title, the row and the error.

If the message is a field is invalid with no detail, check that the field is not one that is listed on the Description tab of is not an allowed character for a name or address. Certain mathematical fields.

We will also validate the data on line when uploaded on your Revenue Online account. The more rows you have, the longer it will take to validate. Online validation is much quicker. You have the option to remove the file if your only purpose of uploading the spreadsheet 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 spreadsheet as follows:

Cigarette and Tobacco

Header Info: Complete all required fields

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

Cigarette only

SchUnaffStp_Report: Answer “NO” to the Do you have purchases (adjustments or stamps affixed) questions. For Beginning and Ending inventory complete as follows:

Total Beg Inv Count	0
Total Beg Inv Gross Value	0

Tax Jurisdiction	Stamp UOM	Count	Gross Value
OR	20	0	0

Sch_Pact: Answer “NO” to the Do you have adjustments or stamp question. For Beginning and Ending inventory complete as follows:

Beginning Stick Count	0
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Federal Description	MSA Status	Tax Jurisdiction	UPC Number	UPCUOM	Manufacturer	Manufacturer EIN	Brand Family	Quantity	Sticks Per Pack	Total Sticks
Cigarette	PM	UNSTP	111	PAK	XXX	999999999	XXX	0	10	0