## OREGON'S AUTOMATED FUELS TAX REPORTING SYSTEM DEALER REFUND CLAIM ALL JURISDICTIONS

To start a report using manual entry or excel, to go TAX FILING > TAX SESSION and click "add new record" to start the new report. Select the license type, enter the beginning period date, end period date, and click 'create session',

Avalara - Create Session			×					
Country	United States	•						
Jurisdiction	Oregon	•						
Taxpayer Type	RDLRC - Dealer Refund Claim	•						
Terminal Code	Select a Terminal	•						
Begin Period Date	Begin Period Date 1/1/2015							
End Period Date	12/31/2015							
Sequence	0							
	Original Session	•						
	Create Session							
	© 2015 Avalara							
	Figure 1. Create session window							

The license type and reporting period will appear in your list of tax sessions. Highlight the line, and select from the options on the pop-up menu:

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MyTest; 246897531		•											
						Tax Se	ssions						
Tax Session Sch	eduled Task Stat	lus											
Add New Record	Open		*								III Colu	mns   🎦 Group By   🗡 Fi	iter i 2 Refresh
Company Name	Country	Jurisdiction	Taxpayer Description	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status	Session Locked	Generate Return
MyTest	USA	OR	Dealer Refund Claim		1/1/2015	12/31/2015		12/31/2015		Yes		No	
Add New Record					Schedule Transactions Transaction Validation	1					III Colu	mns   🔓 Group By   🕇 Fi	iter   2 Refresh
H 4 1	F H				Session Details	ige: 1 of 1	Go Page Size: 1	Change					Item 1 to 1 of 1
Export as scheduled	Export as scheduled task - Excel     Submit  View Tax Return  File Tax Return												
					Create Amendment								
					Untile Tax Return								
					Delete All Transactions Delete Tax Session								
					Data File Upload								
					Query Session								
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## Figure 2. Refund tax session menu

SCHEDULE TRANSACTIONS: Allows you to manually enter transaction information by schedule.

INT01: Refund Data – Enter the fuel type, jurisdiction of refund, beginning inventory, total amount of purchases, and ending inventory. If there is no inventory, enter zero for each of the inventory lines. The list of the most common fuel codes:

065 – Clear Gasoline 160 – Clear Diesel 170 – Biodiesel E10 – Gasoline 10% ethanol E85 – Gasoline 85% Ethanol

INTO2: Fuel Storage – Enter the product code, tank name or number, location of the bulk tank, and the use type of fuel. If the location of tank is not in the system, click the green + to the right of the line. Once the dialog box opens, fill in the required fields and click insert. The county is not marked as a required field, but it needs to be entered.

INTO3: Equipment and Non-Licensed Vehicles – Enter the product code, jurisdiction of refund, equipment type, number of items, and gallons consumed during claim period. Repeat these steps for each piece of equipment. If there is a piece of equipment that uses more than one type of fuel, you must list the equipment under each fuel type.

INTO4: Fuel Used to Propel Licensed Vehicle – Enter the product code, jurisdiction of refund, equipment type, vehicle Description, plate number, total miles traveled, total gallons used, on-road miles, and off-road miles.

INTO5: Other Refundable Use – Enter the product code, jurisdiction of refund, equipment type, and refundable gallons. This schedule should be used for gasoline used for blending purposes, solvent, slash burning, and Native American refunds.

INTO6: Farm Use – This is an informational schedule to validate the refund claim. Enter the product code of fuel, farm location, kind of crops, acres, and lease information is applicable. If the location of farm is not in the system, select the green + to the right and complete the required fields including county.

INTO7: Fuel Exported in Vehicle Tank or by Bulk – Enter the product code, jurisdiction of refund, Destination City and State, and amount of refundable gallons. If the Destination is not in the system, select the green + to the right and enter the required fields.

INTO8: Commercial Boat Use – Enter the product code, jurisdiction of refund, equipment type, description of refundable use, boat/vessel registration number, commercial/charter license number, and refundable gallons.

INT09: Governmental Agencies Use – Enter the product code, jurisdiction of refund, equipment type, and refundable gallons.

TRANSACTION VALIDATION: Provides information about transactions that do not meet the validation screenings.

SESSION DETAILS: Provides basic information about the tax session, the history log for form generation and potential errors, and supporting documents if you need to upload information with your report. This is also the area where you 'save and regenerate' to view the report prior to submission.

VIEW TAX RETURN: Will show a PDF of the return in process, once transactions have been entered. Incomplete transactions will not show on the return until corrected. This option is gray until data is entered for the return.

FILE TAX RETURN: This option is gray until the return is complete and transactions are validated. A report with 'warnings' may be filed knowing that there may be problems with the report. A report with 'errors' cannot be filed until the errors are corrected.

CREATE AMENDMENT: This option is available once the report has been submitted. You may also create an amended report by clicking on 'add new record' from the tax sessions screen and entering a beginning period where a report has already been filed. Original reports are sequence 0; amended reports are sequence 1 or higher.

## 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.

							Welcome to	the Orego	n Fuels T	ax System ·	Test Envir	onment						
OREGON.GOV																		
Home Tax Filling eFilling Reporting Maintenance Audit Account Admin																		
MyTest; 248997531 • United States > Oregon > Dealer Refund Clam > 01/01/2015 - 12/31/2015 Sequence 0 •																		
	Tax Sessions																	
Tax Session	Tax Session Scheduld Task Status																	
Add New	Record Oper	ı		۲												Columns   🛓	Group By   <b>T</b> Filter	2 Refresh
Company				Taxpayer	Terminal	Tracking							Critical Schedule	Return Generation	Return	Session		Generate
Name	Company	Country	Jurisdiction	Description	Code	Number	Start Date	End Date	Sequence	Due Date	Filed Date	Purged Date	Errors	Needed	Status	Locked	Posted Date	Return
MyTest	2269	USA		Dealer Refund Claim			1/1/2015	12/31/2015		12/31/2015				Yes				¢
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							te All Transact											
							File Upload											
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Figure 3. Session Detail location on menu

In the session details window, select "includes schedules" to see all of the detail. Review the report for completeness and accuracy. Using manual entries assures that the information entered contains the essential information, but does not guarantee you included all transactions.

Country: USA Taxpayer Type: RDLRC Start Period: 1/1/2015				Jurisdiction: OR Terminal Code: Sequence: ORIGINAL					
Form Settings Form Manua	al Entry	Filer Intent	History Log	Comme	nts Supporti	ng Documents	Scheduled Tasks		
Country	United	States	•						
Jurisdiction			•						
Faxpayer Type						•			
Fracking Number									
Begin Period Date	1/1/201	5							
End Period Date	12/31/2	D15							
Sequence	0								
	ORIGIN	AL							
Filed Date	Open								
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Tax Session Options									_
Locked					Reviewed by	y		•	
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Prepared by		boden_ate	,	r	Taxpayer G	roup		•	
Submission Type			,	,					
								Save Options	s

Figure 4. Session detail window

Select "Form Manual Entry" and complete the required fields.

Country: USA Taxpayer Type: RDLRC Start Period: 1/1/2015	Jurisdiction: OR Terminal Code: Sequence: ORIGINAL
Form Settings Form Manual Entry Filer Intent	History Log Comments Supporting Documents Scheduled Tasks
Field	Check to Override Value
Indicate if fuel is acquired in bulk: Indicate if fuel is acquired from cardlock:	
Enter other methods used to acquire fuel:	
Indicate if fuel is acquired from retail:	
Approved By: *	
ODOT Date: *	
Claimant Contact *	Select a Taxpayer Contact
Date Signed	
County Name	▼
Date of Last Claim: *	
Business Category *	
Preparer Contact *	Select a Taxpayer Contact
Primary Contact *	Select a Taxpayer Contact
Principal Business? *	
Date Received	
ODOT Remarks: *	
Do you sell fuel to others? Do you maintain separate storage facilities for refundable non-refundable use?	le and
	Save & Regenerate Give Ownership

Figure 5. Form Manual Entry tab

Select the "Supporting Documents". This tab is where you will upload copies of your invoices and any other documentation to support your claim. Click the "Add New Record" and a dialog box will appear to upload the needed documents. Once you have all fields entered, select the "Save & Regenerate" button at the bottom of the screen.

Session Details											
Country: USAJurisdiction: ORTaxpayer Type: RDLRCTerminal Code:Start Period: 1/1/2015Sequence: ORIGINAL											
Form Settings Form Manual Entry Filer Intent	History Log Comments	Supporting Documents Schedu	ed Tasks								
🚡 Add New Record 🔢 Columns   🚼 Group By   🝸 Filter   🕯 Refresh											
Description Document Type Or	rder Format Type	Uploaded By Uploaded Date	File Move Down								
No records to display.											
🚡 Add New Record 🔢 Columns   🗽 Group By   🝸 Filter   2 Refresh											
H     I     F     Page: 1     of 1     Go     Page Size: 10     Change     Item 0 to 0 of 0											
Excel  Export											
	Save & Regenerate Give	Ownership									

Figure 6. Supporting Document tab

Close the dialog box and select the refund line. Go to "View Tax Report" and verify the information is correct. Select "Return to Tax Sessions" in the top right corner and select the refund line again. Select "File Tax Report" to complete the refund. Another screen will appear and select submit.