Texas

Electronic Reporting
Oil and Gas
Quick Reference Guide

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Texas Comptroller of Public Accounts

Crude Oil Tax/ Natural Gas

Electronic Reporting Quick Reference Guide

INSTALLING APPLICATION FROM CD

Place **CD** in CD carriage. Wait a few seconds. Install Shield will load.

If Install Shield does not load, open Windows Explorer and double click on your CD drive. Double click Disk 1 folder to open. After folder opens double click <**Setup**> to run installation. Follow the prompts to install the software on your C:\ drive. After installation is complete go to C:\ drive and delete the **C:\pettemp** folder.

The Natural Gas-Crude Oil System icon will be added to your Desktop. Double Click the Crude Oil/Natural Gas Tax Data Entry icon to launch program.

DOWNLOADING SOFTWARE FROM THE INTERNET

Exit all open Windows applications.

Log on to the Internet .

Enter the following URL:

http://www.window.state.tx.us/taxinfo/etf/

Click **Electronic Data Interchange.**

Click **Natural Gas / Crude Oil.**

Click **free software**, for petroful.exe.

If asked, select **“Save to disk/computer”.**
Save the file to your Desktop (Hint: Use the drop down arrow by the Save In box and arrow up to Desktop).

Click <**Save**>.

The download will begin. When the download is complete exit the Internet and go to your Desktop.

Double click the **petroful.exe** Icon.

Click <**Next**> on the Crude Oil / Natural Gas ETF screen.

Click <**Next**> on Destination Directory screen.

The following question may appear: **"The folder c:\pettemp does not exist. Would you like to create it?"**

Click <**Yes**>.

Click <**Finish**>.

Click <**Next**> on the Install Shield Wizard screen.

Click <**Next**> to accept default destination folder (**c:\petro25**).

Click <**Next**> on the Select Program Folder.

Click <**Finish**> Install Shield Wizard Complete.

Click <**OK**> on the Microsoft HTML Help software check.

If your computer needs a Microsoft update click <**Yes**> to update it, otherwise click <**OK**>.

Click <**OK**> when "Setup is complete" displays.

Delete the **petroful.exe** icon from your Desktop.
Go to your c:\ drive and delete the **pettemp** folder.

Double click on the Natural Gas-Crude Oil icon on your desktop to start up the application. The opening screen will display the tax type.

To change between Natural Gas and Crude Oil click <**File**> from the menu bar, click <**Change Tax**>, make selection and click <**OK**>.

Taxpayer Information Setup

Note: If you report a number of leases and want a preload file, send an e-mail to: etf.cpa@cpa.state.tx.us with your taxpayer number and we will create a preload file with your lease information reported on your last report. This will save you the time of having to key in the taxpayer information.

To enter your own information:

Click <**Taxpayer**> button.

A dialog box appears "No entries exist create a new one?"

Click <**Yes**>. Enter **Taxpayer Number, Name, Address, Contact Name** and **Phone Number** and **E-mail address**.

Note: You will not need a transmitter number unless you are a CPA, bookkeeping or consulting firm filing on behalf of the taxpayer. E-mail Address and Transmitter Number are optional fields. ***Enter Route/Transit Number, Account Type and Bank Account Number ONLY if you are going to make an electronic payment through the software with the return, otherwise leave these fields blank.***

Click <**Save**>.

Click <**New**> to add another Taxpayer Number, if necessary, and repeat the steps above.

OR

Click <**Close**> on Taxpayer Information window.

Click <**Close**>on Taxpayer Index window.

Other Party Setup

From the opening screen click <**Other Party**>.

Click <**New**>. Enter Other Party Number and the Other Party Name.

Click <**Save**>.

Click <**New**> if you want to add another other party and repeat the steps above.

OR

Click <**Close**> on Other Party Information screen.

Click <Close> on Other Party Index screen.

Lease Information

Click the <**Lease**> icon. A dialog box appears, asking you if you want to create an entry.

Click <**Yes**>.

Click on the arrow to the right of the **Lease Production Type** field to display values. Click on the value that describes the lease you are setting up.

Enter the county name in the **County of Production** field, or click on the arrow to the right of the field to display a list of the 254 counties in Texas and make your selection.

Natural gas only: <**Tab**> to the **RRC Lease Number** field, and enter the six-digit number assigned by the Railroad Commission to this lease.

Crude oil only: <**Tab**> to the **RRC Lease Number** field, and enter 0 + the first five digits assigned by the Railroad Commission to this lease.
<**Tab**> to the **Lease Name** box, and enter the name of the lease.

Click <**Save**>.

Click <**New**> if you want to setup another lease and repeat steps above.

OR

Click <**Close**> on Lease Information Screen.

Click <**Close**> on Lease Index Screen.

Lease Setup Information

Click <**Lease Setup**>. A dialog box appears, asking you if you want to create an entry.

Click <**Yes**>.

Click <**Lease List**> button to display your leases. Select a lease by double-clicking it. The data associated with the lease defaults into the top section of the lease setup screen.

Today's date appears in the **Effective Date** field. To change the date, type over the date.

Click <**Taxpayer Lookup**> button. Select the number from the index and click <**OK**>.

Click <**Other Party Lookup**> button. Select the other party for lease setup and click <**OK**>.

Natural Gas only: Click the arrow to the right of the Commodity field to display the possible types of commodities. Click on <**Commodity**> for this setup.

Crude Oil only: After you choose a lease, a value appears in the **Expanded EOR** field. To change it, click the arrow to the right, select correct values.
Click either the <**Yes**> or <**No**> button to indicate whether or not you are the **Lease Operator**.

Click either the <**Yes**> or <**No**> button to indicate whether or not you are **Liable for Tax** for this lease.

Natural Gas Lease Production Type 5 only: Enter a tax rate in the **Lease Type 5 Tax Rate** field.

Click <**Save**>.

Click <**New**> if you want to set-up another lease setup and repeat steps above.

OR

Click <**Close**> on Lease Setup Screen.

Click <**Close**> on Lease Setup Index Screen.

Preparing Reports

To prepare a new report: Click <**Report**>.

If you have prepared a report in **PETRO before**: The Report Index appears.

Click <**New**>.

If this is your first report in PETRO: A dialog box will appear, with the message, **“No entries. Create a new one?”** Click <**Yes**>.

The **Header** tab opens. Click the **Original or Amended** indicator in the **Report Type** field.

<**Tab**> to the Period field, and enter the period for which you are creating the report, using YYYY/MM format; for example, **2003/01**.

Click the arrow to the right of the **Filing Type** field. Select the type of report from the dropdown list by clicking on it.
Click on the arrow to the right of the **Taxpayer Nbr** field. Select the taxpayer number from the drop-down list.

Click <**Save**>.

If you are sending an Electronic Fund Transfer a reminder box will appear. Click <**OK**>.

Natural Gas Only: The **Lease Detail** tab appears. Enter **Total Lease Volume** (for Producers’ reports only); **Your Volume; Value of Volume; Govt. Exempt Volume** (optional); **Exempt Value** (optional); and **Marketing Costs** (optional) for that lease.

*Note: When doing an Amended report, the **Net Taxable Value** is an entry field.*

Crude Oil Only: The **Lease Detail** tab appears. **Enter API Gravity; Gross Barrels; Gross Value; Exempt Barrels** (optional); **Exempt Value** (optional); and **Trucking Cost** (optional) for that lease.

*NOTE: When doing an Amended report, the **Net Taxable Value** is an entry field.*

If you have more than one lease setup on this report, the next lease will appear after you <**Tab**> through all of the fields. Or, you can click <**Next**> to access the next lease.

After all lease data is entered or if you need to exit the report, click <**Save**>.

*Note: If you had to exit the report before you entered all your data. When you return to the report, click the **Active Setups** tab. You will notice that only the leases entered on the report are checked; you will have to select any leases that you want to add to this report. To select one lease, double-click the lease. To select all of the remaining leases, click the first unchecked lease,* *press and hold the <**Shift**> key, then click the last lease on the list. Click the <**Apply**> button.*

*Note: If you need to create a new lease setup during the entry of your report. Save the report and refer to **Lease Information** and **Lease Setup Information** sections. After you have created the new lease setup, return to the **Report Index**, double-click the report you are preparing, click the **Active Setups** tab. Double click the new **Lease Setup**. The pertinent data will appear on the **Lease Detail** tab.*

Previous Payments/Penalty and Interest

Click **Summary** tab. Enter any **Previous Payments** (credits from other periods). Call the Comptroller's office for verification of credits. If the report is late and penalty and/or interest is due, enter the **Penalty and Interest**. Call the Comptroller's office for assistance in calculating penalty and interest.

Click <**Save**>.

Non EFT Payment Entry

Verify the totals are correct on the **Summary** tab. You can correct any errors before you process the report. To do so, return to the **Lease Detail** tab and simply enter the correct data in the appropriate fields. Pay the tax due by check, take the amount due from the **Report Summary** screen and fill out the *Natural Gas Application of Payment Form 10-148 or Crude Oil Application of Payment Form 10-142.* This will ensure that your payment is credited to the proper account and period, and be sure to write your account number on your check.

Click <**Save**>.

Click <**Close**>.

EFT Payment Entry (Optional)

If using this option, verify the Totals are correct on the **Summary** tab. Enter the **EFT Payment** amount and the **EFT Payment Date**.

Note: The date should be the due date of the return or the date you want the payment to be drafted from your bank account. Reports with payments MUST be transmitted no later than 2:30 p.m. Central Time on the bank business day BEFORE the due date.

Click <**Save**>.

Click <**Close**>.

Printing Report

From the Report Index screen, click <**Report**>.
Click <**Print**>.

Click <**Print**> button.

Close **Return Reporting** screen.

Processing Report

Note: Once the report is processed, you can only make corrections by filing an amended report.

From the Report Index screen, click <**Process**>.

The **Process Reports** screen appears. Highlight the unprocessed

report that you want to process and click <**Process**>.

If applicable, verify the payment amounts on the Processing Payment Verification screen if you are making an EFT payment. Click <**Yes**>.

The **Select EDI File to Create** box appears, with a system-assigned file name highlighted. You may type over the file name to change it but keep the .txt extension.

Click <**Save**>.

Click <**OK**>. A dialog box confirms the creation of the file. You will notice that the report disappears from the **Process Reports** screen. To display a list of processed reports, including the one you just completed, click the <**Processed**> button in the **Data Filter** box at the bottom of the screen.

Enveloping Multiple Returns

To combine two or more returns in one file after all returns have been processed, click <**Processed**> in the **Data Filer Box**

from the **Process Reports** screen
Highlight all reports you want to envelope by holding down the <**Control**> key and clicking on each file to be enveloped.

Click <**Envelope**>.

The **Select Envelope EDI File** box will appear, with the file name highlighted. You can
change this file name if you wish, but be sure to keep the **.txt** extension. Also, be sure to write down this new file name, since you will be transmitting it later.

Click <**OK**>.

Transmitting the Return

Note: Use these instructions when you are transmitting both test returns and production returns.

In the **Process Reports** window, make sure that you are viewing the list of processed reports by clicking <**Processed**> indicator at the bottom of the screen.

Click <**Transmit**>.

Transmitting returns via the Internet allows you to submit test and production files without having to contact our office. You will first register your account and establish a PIN. If you are a first time user of the EDI system you will need to send a test file. If you are already approved on the EDI system then you will need to establish a PIN number and then upload your file.

Signing on to the Internet for the First Time to Create Personal Identification Number (PIN) and to Send Test File

Note: You will need the WebFile number that is pre-printed on your Natural Gas or Crude Oil return. It is printed on the bottom left-hand corner of the front page of the Crude Oil form and on the Oilfield Clean-Up Fee line of the Natural Gas report. The WebFile number is 8 alphanumeric characters. Example: RT123456.

Click <**Transmit**>. Click <**Registration**> button.

Read the **Electronic Tax Report Agreement** and Agree or Disagree to the filing requirements. If you select Disagree you will not be able to use the EDI system.

Enter your 11-digit **Texas Taxpayer Number**.

Select the Tax Type **Natural Gas** or **Crude Oil**.

Note. If you are transmitting both Natural Gas and Crude Oil you must register for each tax type.

Enter your <**Web File Number**>.

Enter the contact's **Last Name**.

Enter the contact's **First Name**.

Enter the contact's daytime **Phone Number**.

Enter a valid **E-mail Address**.

Click <**Continue**>.

Enter a unique **Personal Identification Number (PIN)** that you will use for transmitting your files. The PIN can be 6-13 alpha-numeric characters.

Re-enter your **PIN**.

Enter a **Reminder Phrase** that relates to the PIN you have created. This is used if you forget your PIN and need help remembering it.
Click <**Continue**>.

Verify the Registration Information that has been entered. Click <**Continue**>

On the Client Information page you can add additional taxpayer numbers and WebFile numbers that are different from the Registration taxpayer number, so you can submit a test file for these taxpayers. **If you are only submitting a test for the registered number, Click <Continue>.**

On the Test File Upload, Click <**Browse**> and choose the test file you want to upload.

Click <**Submit**>.

You must submit one test return. After submitting the test return you will receive a confirmation number that the file was received. The return will be checked automatically for errors then you will get a file acknowledgement E-mail. Once you have been approved you will be able to send production files.

Note: This file will not be uploaded to production. If it is the current report you must resubmit your file after you receive the approval E-mail.

TRANSMITTING RETURNS VIA WEB (APPROVED TAXPAYERS)

 Click <**Transmit**>.

Click <**Login**> on the Electronic Data Interchange page.
Enter State of **Texas Taxpayer Number** (11 digits, No Dashes).

Select **Tax Type**, and then enter your (**PIN**).

Click <**Continue**>.

The **Registration Information** screen will appear. Click <**Continue**>.

The *File Upload Option* window will appear. Select either **Upload Test File** or **Upload Production File**.

Click <**Continue**>. Click the browse button and select the file in the Petro25 folder. (File type should be text (*.txt)). Highlight the file you want to transmit.

Click <**Open**>.

Click <**Submit**>.

You should receive a confirmation number on the screen. The system will also e-mail the confirmation number to you. To enter confirmation number in your software, click the <**Filing**> button; select <**Processed**> in the Data Filter line; enter the confirmation number in the appropriate field, press <**Tab**> and click <**Save**>.

For more information please use the Help features in the software or visit our Web site and view the Electronic Reporting Software demonstration:

http://www.window.state.tx.us/taxinfo/etf/

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