

Crude Oil & Natural Gas

ELECTRONIC REPORTING USER REFERENCE GUIDE



Glenn Hegar Texas Comptroller of Public Accounts

96-998 (10-16)

I	Contents	1
II	Introduction to the Crude Oil and Natural Gas Tax User Guide	2
	❖ What is needed before you begin	2
	❖ About this User Guide.....	2
III	Downloading, Installing and Updating Crude Oil and Natural Gas Tax Software	3
IV	Changing the EDI Software Tax Type to Crude Oil or Natural Gas	4
V	Navigating and Sorting in the Crude Oil and Natural Gas EDI Software	5
VI	Taxpayer Account Information.....	7
	❖ Adding Taxpayer Information.....	7
	❖ Updating Taxpayer Information.....	8
	❖ Deleting a Taxpayer	8
VII	Other Party Information.....	9
	❖ Adding Other Party Information	9
	❖ Updating Other Party Information	9
	❖ Deleting Other Party Information	10
VIII	Adding Leases and Lease Setups.....	11
	❖ Adding a Natural Gas Lease	11
	❖ Adding a Crude Oil Lease.....	12
	❖ Adding Leases after a Return Has Been Started	14
	❖ Updating Lease information.....	14
	❖ Deleting Leases	14
	❖ Adding a Lease Setup.....	14
	❖ Updating Lease Setups	16
	❖ Deleting Lease Setups	16
II	Creating a Report	17
	❖ <i>Opening a New Report</i>	17
	❖ <i>Entering Lease Data</i>	17
	❖ Importing Lease Detail.....	19
	❖ Importing Multiple Activity Reports	22
	❖ Updating and Deleting Reports.....	24
IX	Entering Payments and Penalties	25
	❖ Electronic Funds Transfer (EFT)	25
X	Amending a Report.....	26
	❖ Creating an Amended Report.....	26
XI	Processing (Saving) Returns for Submission.....	27
	❖ Processing a Single Return.....	27
	❖ Enveloping Multiple Returns	27
XII	Registering and Enrolling to File EDI Returns.....	28
XIII	Transmitting a Production File to the Comptroller’s Office.....	30
XIV	Modifying and Refreshing a Database.....	31
	❖ Modify Database Path.....	31
	❖ Refresh Database.....	31
XV	Transferring Information to a New Computer	32
	❖ Upgrading Before Moving a Database.....	32
	❖ Moving a Database.....	32
XVI	Button and Icon Legend.....	33

II Introduction to the Crude Oil and Natural Gas Tax User Guide

This user guide is intended to help familiarize and provide you with specific instructions for the Crude Oil and Natural Gas Tax Electronic Data Interchange (EDI) free software, which is provided by the Comptroller's office.

❖ *What is needed before you begin*

- Texas Crude Oil and Natural Gas Tax Electronic Data Interchange (EDI) free software.
- WebFile Number
- Taxpayer Number
- Return Information
- Bank Information

❖ *About this User Guide*

- Button references are formatted in **bold** (strong) and green.
- Screen names, field names or section names are in *italics* (emphasis) and green.
- Important **warnings** are formatted in red and are underlined.
- Buttons and button images are explained in section *XIV Button and Icon Legend*.

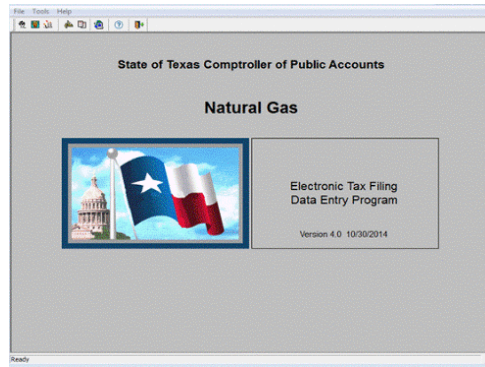
III Downloading, Installing and Updating Crude Oil and Natural Gas Tax Software

This section provides instructions for downloading and installing the Crude Oil and Natural Gas Tax Data Entry software for submitting EDI returns. **Warning!** If reinstalling the software, save the original database named Petro40.db to the desktop before continuing.

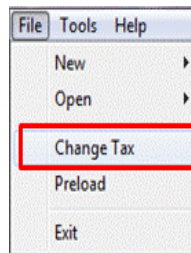
- 1 Go to <https://comptroller.texas.gov/taxes/file-pay/edi/>.
- 2 Under the *Download, Install and Update Free EDI Software*, Select the free software link which is highlighted in blue.
- 3 Save the file to your desktop.
- 4 Go to your desktop or download folder and double click on the **petrofull.exe** button.
- 5 Select the **Next** button on the *Crude Oil and Natural Gas Tax Data Entry System Setup* screen.
- 6 Select the **Next** button on *Destination Directory* screen.
- 7 Select the **Finish** button.
- 8 Delete the **petrofull.exe** file.
- 9 Double click on the **Crude Oil and Natural Gas Tax EDI** shortcut on your desktop.
- 10 If you have a previous version of the Crude Oil and Natural Gas Tax data entry system you will be prompted to import the data from your prior version of the software.
- 11 Select the **Yes** button when asked if you want to copy information from your old database.
- 12 Select **Start** in the *Convert Database* screen.
- 13 Select the **OK** button on the pop up when the data has been piped.
- 14 Continue to section *VI How to Add Taxpayer Information and, Banking Information*.
- 15 If any leases are not formatted properly a list of these leases will provided in the *Natural Gas/Crude Oil ETF System Migration* screen. The list may be printed by selecting the Print button or select the Close button. All other data should be migrated to the new software.
- 16 Once the data has piped from the older version of the software the *Status* row on the *Convert Database* screen should show “Complete.” If an error occurs during migration the *Status* row will show “Error”
- 17 Select the **Close** button and review data for completeness.

IV Changing the EDI Software Tax Type to Crude Oil or Natural Gas

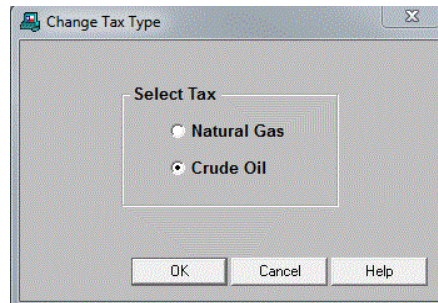
The EDI software has a Natural Gas Mode and a Crude Oil Mode. The default mode for the software is Natural Gas Mode. To switch the software tax type modes use the following instructions. All screens within the software must be closed before changing the tax mode.



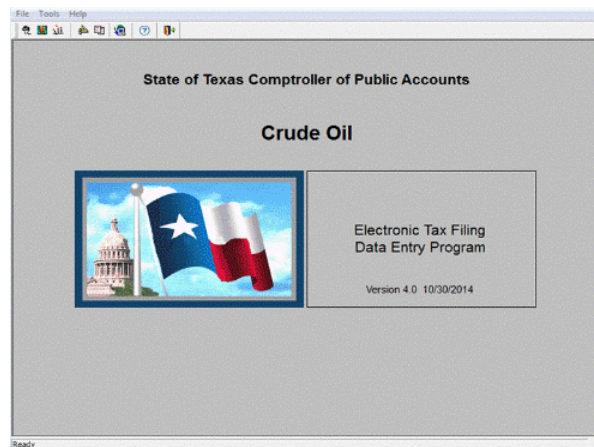
- 1 Select *File* from the menu bar.
- 2 Select *Change Tax*.



- 3 Select the radio button for *Crude Oil* or *Natural Gas* on the *Change Tax Type* Screen.



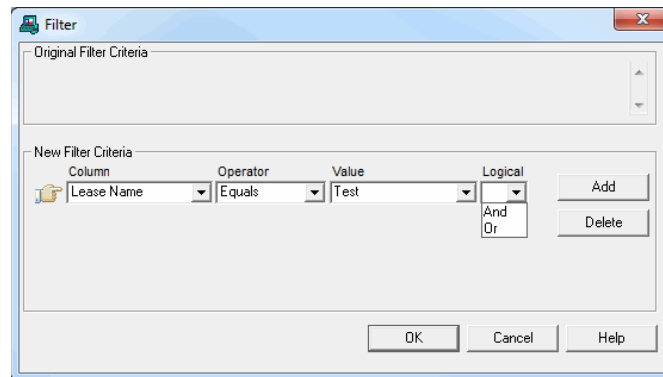
- 4 Select the **OK** button.
- 5 The background image will indicate either Crude Oil Mode or Natural Gas Mode.



V Navigating and Sorting in the Crude Oil and Natural Gas EDI Software

This section will provide some basic information on navigating and sorting all *Index* screens in the Crude Oil and Natural Gas Tax Electronic Data Interchange (EDI) free software.

- 1 Resizing columns
 - With any *Index* screen open.
 - Place the cursor arrow on the line which separates the column headers.
 - When the cursor changes to the double sided arrow, click and hold the left mouse button down and drag the mouse left or right.
- 2 Sorting
 - Rows can be sorted in ascending or descending.
 - With any *Index* screen open.
 - Click on the column header.
 - To reverse the order, simply click the column header again.
 - The data is sorted according to the column clicked.
- 3 Filtering
 - Rows can be hidden or filtered out so they do not appear. This is a way to reduce the size of a list so a particular row or set of rows is easier to locate.
 - With any *Index* screen open.
 - Select the **View** drop-down menu.
 - Select **Filter**.

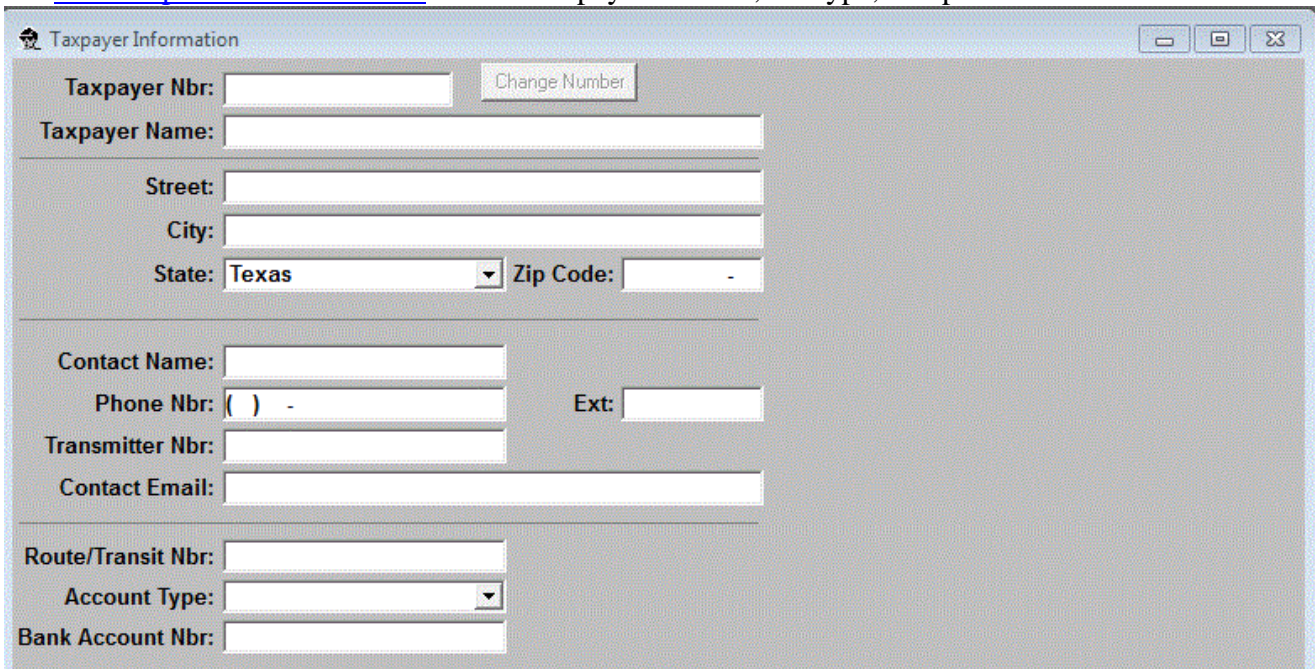


- **Column:**
 - Select a field. (These are the fields from the *Index* screen.)
- **Operator:**
 - Choose one of the following values:
 - i. Equals
 - ii. Greater Than
 - iii. Less Than
 - iv. > Than Or Equal
 - v. < Than Or Equal
 - vi. Doesn't Equal
- **Value:**
 - Enter the value for the field that you want the search results to show. For example, if you entered Report Type for the Column, and Equals for the Operator, you could enter 'Original'.
- **Logical:**
 - This option can remain blank. If you choose one of these values, a second row of filtering options will appear. The values are:
 - i. And
 - ii. Or

- Select **OK** button, the *Filter* screen disappears and the software redisplay the index, populated by those records that meet the filter criteria.
- To undo the filter, select the **View** menu.
- Select **Filter**.
- .Select the **OK** button. The index screen will reappear containing all of the rows.

VI Taxpayer Account Information

This section provides instructions on adding the basic information regarding Natural Gas and Crude Oil taxpayer accounts including taxpayer information, banking information, and license types. To request a preload import file, send an e-mail to EDI.Help@CPA.Texas.Gov with the taxpayer number, tax type, and period.



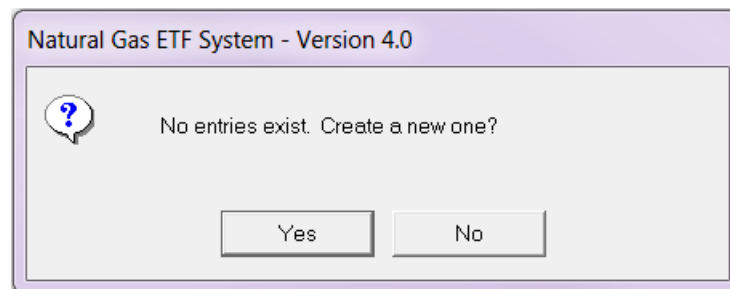
The screenshot shows a window titled "Taxpayer Information" with the following fields and controls:

- Taxpayer Nbr:
- Taxpayer Name:
- Street:
- City:
- State: Zip Code:
- Contact Name:
- Phone Nbr: () - Ext:
- Transmitter Nbr:
- Contact Email:
- Route/Transit Nbr:
- Account Type:
- Bank Account Nbr:

❖ Adding Taxpayer Information

1 Adding the First Taxpayer Record

- The system will prompt users to add the first taxpayer record.



- Select the **Yes** button to add the first taxpayer.
 - Go to step 3 in the *Adding Additional Taxpayer Records* section.
- #### 2 Adding Additional Taxpayer Records
- Select the **Taxpayer** button.
 - Select the **New** button.
 - The *Taxpayer Information* screen will open.
 - Enter *Taxpayer Number, Name, Address, City, State and Zip Code*.
 - Enter contact information including: *First and Last Name, Phone Number and Email Address*.
 - Do not enter the *Transmitter Number*.
 - Enter *Route/Transit Number, Account Type* (Checking or Savings), and *Bank Account Number*. The EFT payment information is optional. Banking information must be entered on this window to include a payment with a return.
 - After entering all data in the appropriate fields, select the **Save** button located on the menu bar.
 - Select the **OK** button.
 - Repeat prior steps as needed for additional taxpayers.

❖ *Updating Taxpayer Information*

- 1 Select the **Taxpayer** button
- 2 Select the row you want to update.
- 3 Select the **Open** button.
- 4 Correct information as needed.
- 5 Select the **Save** button.

❖ *Deleting a Taxpayer*

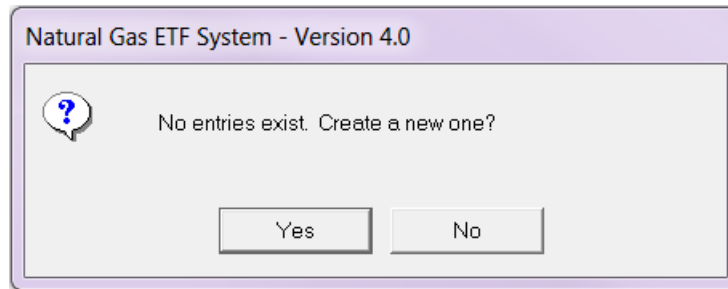
- 1 Select the **Taxpayer** button
- 2 Select the row you want to update.
- 3 Select the **Open** button.
- 4 Select the **Delete** button.
- 5 Select the **Yes** button when asked 'Are you sure you want to delete Taxpayer?'
- 6 Select the **OK** button when notified 'Taxpayer deleted.'

This section provides instructions on Other Party setup for Crude Oil or Natural Gas. New users will be prompted to add their first Other Party.

❖ Adding Other Party Information

1 Adding the First Other Party Record

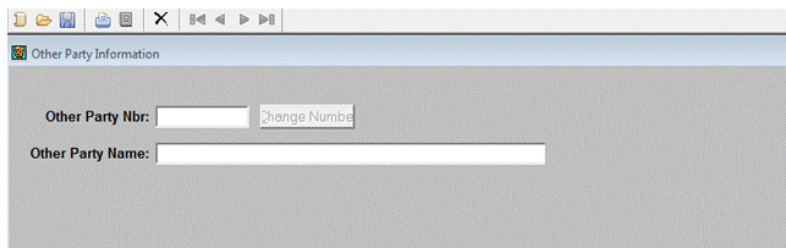
- The system will prompt users to add the first Other Party record. Select the **Yes** button



- Go to number 3 in the *Adding an Additional Other Party* section.

2 Adding an Additional Other Party

- Select the **Other Party** button.
- Select the **New** button.
- The *Other Party Information* screen will open:



- Enter the *Taxpayer Number* of the Other Party.
- Enter the *Name* of the Other Party.
- Select **Save** button and close the *Other Party Information* screen.
- Repeat previous steps for additional Other Parties

❖ Updating Other Party Information

- 1 Select the **Other Party** button.
- 2 Select the Other Party to be updated.
- 3 Select the **Open** button.
- 4 Changing the Other Party Name.
 - Select the *Other Party Name* field.
 - Update the Other Party Name.
 - Select the **Save** button
- 5 Taxpayer Number Change.
 - Select the **Change Number** button.
 - Enter the new taxpayer number.
 - Select the **Save** button.
 - If the Change Number button is use, when saved, a new Lease Setup is created for every existing lease set up in which the old other party number is used.

❖ *Deleting Other Party Information*

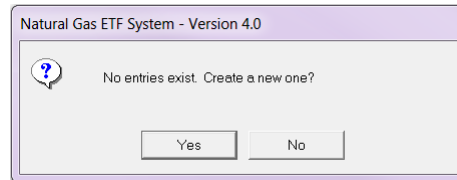
- 1 Select the **Other Party** button.
- 2 Select the Other Party to be deleted. You cannot delete an Other Party that has been used in a return.
- 3 Select the **Delete** button
- 4 Select the **Yes** button when asked 'Are you sure you want to delete Other Party?'
- 5 Select the **OK** button when notified 'Other Party deleted.'

VIII Adding Leases and Lease Setups

This section provides instructions on adding lease and lease setup. New users will be prompted to add the first lease setup record.

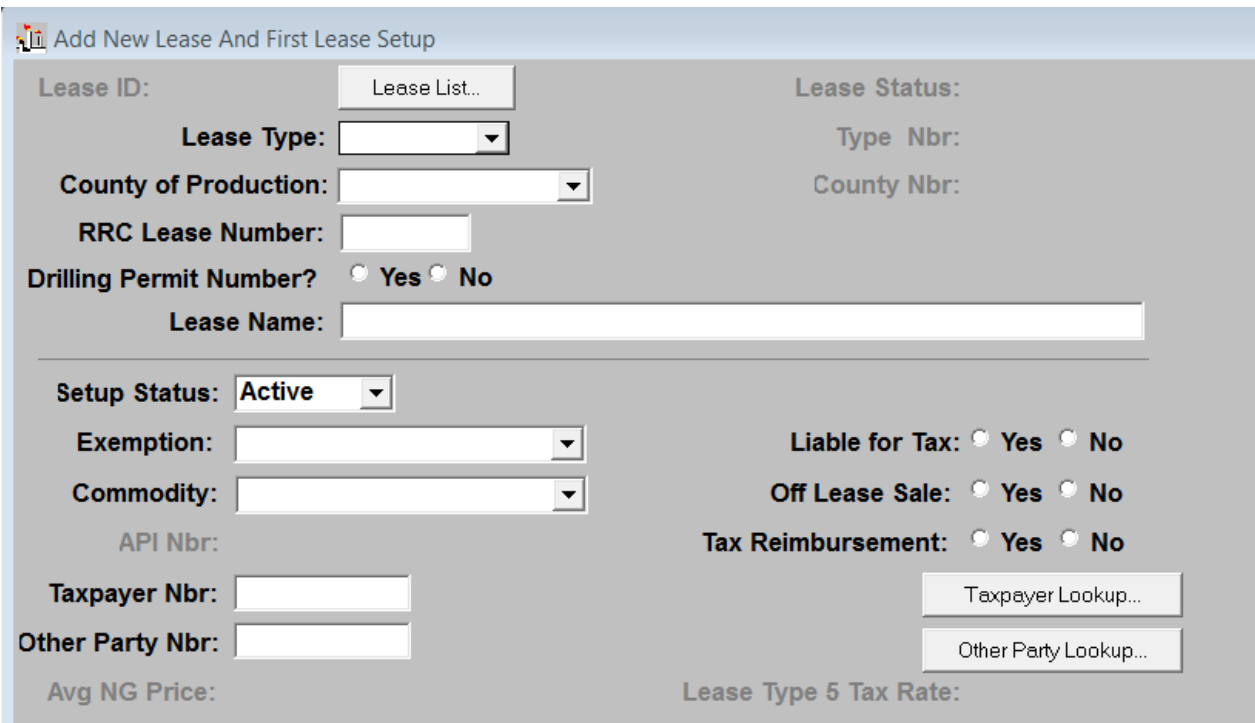
❖ Adding a Natural Gas Lease

- 1 Add the First Natural Gas Lease
 - Select the **Lease Setup** button.
 - Select the **New** button.
 - The system will prompt users to add the first Lease record. Select the **Yes** button.



- Continue to the third bullet in the Adding an Additional Natural Gas Lease section.

- 2 Adding an Additional Natural Gas Leases
 - Select the **Lease Setup** button.
 - Select the **New** button.
 - The *Add new Lease and First Lease Setup* screen will open:



The screenshot shows the 'Add New Lease And First Lease Setup' form. It includes the following fields and controls:

- Lease ID:** Lease List..
- Lease Type:** Drop-down menu.
- County of Production:** Drop-down menu.
- RRC Lease Number:** Text input field.
- Drilling Permit Number?** Radio buttons for Yes and No.
- Lease Name:** Text input field.
- Setup Status:** Active (Drop-down menu).
- Exemption:** Drop-down menu.
- Commodity:** Drop-down menu.
- API Nbr:** Text input field.
- Taxpayer Nbr:** Text input field.
- Other Party Nbr:** Text input field.
- Lease Status:** Lease Status: (Text label)
- Type Nbr:** Type Nbr: (Text label)
- County Nbr:** County Nbr: (Text label)
- Liable for Tax:** Radio buttons for Yes and No.
- Off Lease Sale:** Radio buttons for Yes and No.
- Tax Reimbursement:** Radio buttons for Yes and No.
- Buttons:** Taxpayer Lookup... and Other Party Lookup...
- Labels:** Avg NG Price: and Lease Type 5 Tax Rate: (Text labels)

- Select the *Lease Type* drop-down button to display values and choose Oil Lease or Gas Lease.
- Enter the county name in the *County of Production* field or select the *County of Production* drop-down button to display a list of 254 counties in Texas and make a selection.
- Enter the Railroad Commission (RRC) Lease Number into the *Lease Number* field.
 - Gas Lease: Enter the six-digit number which was assigned by the Railroad Commission.
 - Oil Lease: Enter a zero and then the five-digit number assigned by the Railroad Commission.
 - If no lease number has been assigned, enter the six-digit drilling permit number assigned by the Railroad Commission. The drilling permit number is a temporary fix until the lease number is assigned by the Railroad Commission.
- Select **Yes** or **No** to the *Drilling Permit Number* question.
- Enter the lease name into the *Lease Name* field.

- The *Setup Status* field is automatically set to Active.
- Select the **Exemption Type** drop-down button to display a list of exemption types.
- Select the exemption type for the lease.
- If the lease has no exemption, select *0 No Exemption*.
- Select the **Commodity** drop-down button to display the list of commodities. Select the appropriate Commodity Code.
- Select **Yes** or **No** to *Liable for Tax*.
- Select **Yes** or **No** to *Off Lease Sale*.
- Select **Yes** or **No** to *Tax Reimbursement*.
- Enter the API number in the *API Number* Field if applicable.
- Select the **Taxpayer Lookup** button to see the taxpayer list.
- Select the taxpayer number from the *Taxpayer Lookup* index and select the **OK** button.
- Select the **Other Party Lookup** button to see the other party list.
- Select the Other Party Number from *Other Party Lookup* index and select the **OK** button.
- For exemption type 11 only: Select the **AVG NG Price** drop-down button and choose the appropriate average price, if applicable.
- For exemption type 5 only: Enter the Reduced Tax Rate in the lease *Type 5 Tax Rate* field.
- Select the **Save** button.

❖ *Adding a Crude Oil Lease*

The section provides instructions on adding a new Crude Oil lease. New users will be prompted to enter their first Crude Oil lease.

1 Adding the First Crude Oil Lease

- Select the **Lease Setup** button.
- Select the **New** button.
- The system will prompt users to add the first lease record. Select the **Yes** button



- Continue to the third bullet in the *Adding an Additional Natural Gas Lease* section.

2 Adding Additional Crude Oil Leases

- Select the **Lease** button.
- The *Add new Lease and First Setup* screen will open:

The screenshot shows a software interface titled "Add New Lease And First Lease Setup". It contains various input fields and buttons for configuring a new lease. Key elements include:

- Lease ID:** A text field with a "Lease List..." button next to it.
- Lease Type:** A dropdown menu.
- County of Production:** A dropdown menu.
- RRC Lease Number:** A text field.
- Drilling Permit Number?:** Radio buttons for "Yes" and "No".
- Lease Name:** A large text input field.
- Setup Status:** A dropdown menu with "Active" selected.
- Exemption:** A dropdown menu.
- Commodity:** A dropdown menu.
- API Nbr:** A text field.
- Taxpayer Nbr:** A text field.
- Other Party Nbr:** A text field.
- Avg NG Price:** A text field.
- Lease Status:** A text field.
- Type Nbr:** A text field.
- County Nbr:** A text field.
- Liab for Tax:** Radio buttons for "Yes" and "No".
- Off Lease Sale:** Radio buttons for "Yes" and "No".
- Tax Reimbursement:** Radio buttons for "Yes" and "No".
- Taxpayer Lookup...** and **Other Party Lookup...** buttons.
- Lease Type 6 Tax Rate:** A text field.

- Select the **New** button.
- Enter the County Name in the *County of Production* field or select the **County of Production** drop-down button to display a list of 254 counties in Texas and make a selection.
- Enter the Railroad Commission (RRC) provided lease number into the *Lease Number* field.
- *Oil Lease:* Enter a zero and then the five-digit number assigned by the Railroad Commission.
- If no lease number has been assigned, enter the six-digit drilling permit number assigned by the Railroad Commission. The drilling permit number is a temporary fix until the lease number is assigned by the Railroad Commission.
- Select **Yes** or **No** to the *Drilling Permit Number* question.
- Enter the lease name into the *Lease Name* field.
- Select the *Exemption Type* drop-down button to display a list of exemption types.
- Select the exemption for the lease
- If no exemption on the lease, select *0 No Exemption*.
- Select the *EOR* drop-down button to choose *Baseline* production or *Incremental* production, if applicable.
- Select the **Yes** or **No** radio button for the *Lease Operator* question.
- Select **Yes** or **No** radio button for the *Liab for Tax* question.
- Enter the API number in the *API Number* field if applicable.
- Select the **Taxpayer Lookup** button to see a list of taxpayer added in the software by the user in previous steps.
- Select the taxpayer number from the **Taxpayer Lookup** index and select the **OK** button.
- Select the **Other Party Lookup** button to see the other party list.
- Select the other party from *Other Party Lookup* index and select the **OK** button.
- For exemption type 11 only: Select the **AVG CO Price** drop-down button and choose the appropriate average price, if applicable.
- Select the **Save** button.

❖ *Adding Leases after a Return Has Been Started*

- 1 Close the *Report* screen. When indicated select the **Save** button to save the report.
- 2 Go to the *Adding a Natural Gas Lease* or *Adding a Crude Oil Lease* section.
- 3 Once completed select the *Report* button
- 4 Double-click the desired report.
- 5 Select the *Active Setups* Tab.
- 6 Double-click the new lease.
- 7 The new lease will appear on the *Lease Detail* tab.

❖ *Updating Lease information*

- 1 Select the **Lease** button
- 2 Double click the lease to update.
- 3 Update the lease information as needed.
- 4 Select the **Save** button

❖ *Deleting Leases*

- 1 Select the **Lease** button
- 2 Double click the lease to be deleted.
- 3 Select the **Delete** button.
- 4 Select the **Yes** button when asked 'Are you sure you want to delete Lease?'
- 5 Select the **OK** button when notified 'Record deleted.'

❖ *Adding a Lease Setup*

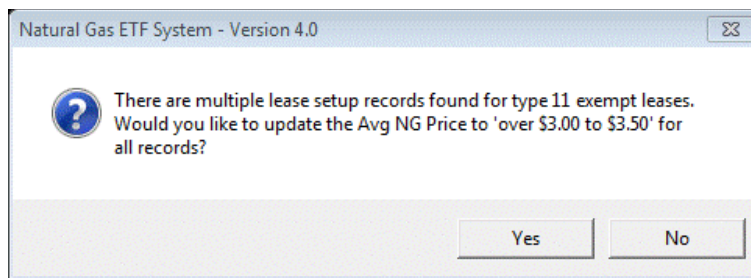
The screenshot shows a software window titled "Add New Lease And First Lease Setup". The window contains several input fields and buttons for configuring a new lease. The fields are arranged in a grid-like fashion. On the left side, there are fields for "Lease ID:" (with a "Lease List..." button), "Lease Type:" (set to "Oil Lease"), "County of Production:" (dropdown menu), "RRC Lease Number:", "Drilling Permit Number?" (radio buttons for "Yes" and "No"), "Lease Name:", "Setup Status:" (set to "Active"), "Exemption:" (dropdown menu), "Expanded EOR:" (set to "Not Applicable"), "API Nbr:", "Taxpayer Nbr:", and "Other Party Nbr:". On the right side, there are fields for "Lease Status:", "Type Nbr: 1", "County Nbr:", "Lease Operator:" (radio buttons for "Yes" and "No"), "Liable for Tax:" (radio buttons for "Yes" and "No"), "Taxpayer Lookup..." button, and "Other Party Lookup..." button. At the bottom, there are fields for "Avg CO Price:" and "Pct Net Txbl Reduced:".

- 1 Select the **Lease Setup** button.
- 2 Select the **New** button.
- 3 Select the **Lease List** button.
 - The *Lease List* screen will open.
 - If the lease number you need is shown in the screen:
 - i. Select the lease
 - ii. Select the **OK** button.
 - If the lease you need is not shown in the Lease List screen:
 - i. Select the **New** button.
 - ii. Enter the new lease information
 - iii. Select the **Save** button.
- 4 The *Setup Status* field is automatically set to *Active*.

- To change it to inactive, select the *Status Setup* drop-down button and, select *Inactive*.
- 5 The *Exemption* field is automatically blank.
- To add an exemption, select the *Exemption* drop-down button to display a list of exemption types.
 - Select the appropriate exemption for the lease you are setting up. If no exemption for the lease, select *0 No Exemption*.
- 6 *Commodity, Natural Gas Only*:
- select the *Commodity* drop-down button to display the list of commodities. Select the appropriate commodity code.
- 7 *Expanded EOR, Crude Oil Only, if applicable*:
- select *Expanded EOR* drop-down button to choose *Baseline* or *Incremental* production.
- 8 *API Nbr*:
- This field is required if setting up an oil lease with an exemption of 2-year Inactive (natural gas and crude oil), 3-year Inactive (natural gas and crude oil), TERRA (crude oil only), Orphaned Wells (natural gas and crude oil) and Enhanced Efficiency (crude oil only).
- 9 *Lease Operator, Crude Oil Only*:
- Select either **Yes** or **No** to indicate whether or not you are the lease operator.
- 10 *Liable For Tax*:
- Select either **Yes** or **No** to indicate whether or not you are liable for tax for this lease.
- 11 *Off Lease Sale, Natural Gas Only*:
- Select either **Yes** or **No** to indicate whether or not the production is off lease delivery for this lease.
- 12 *Tax Reimbursement, Natural Gas Only*:
- Select either **Yes** or **No** to indicate whether or not there is tax reimbursement for this lease.
- 13 *Taxpayer Nbr*:
- Select the **Taxpayer Lookup** button to see a list of taxpayers from which to choose.
 - Choose the taxpayer for this lease.
 - Select the **OK** button.
 - If the taxpayer is not in the list:
 - Select the **New** button to add a new taxpayer.
 - Enter taxpayer information.
 - Select the **Save** button.
 - The new taxpayer number will fill in the *Taxpayer Nbr* field.
- 14 *Other Party Nbr*:
- Select the **Other Party Lookup** button to see a list of other parties from which to choose.
 - Choose the other party for this lease.
 - Select the **OK** button.
 - If the other party is not in the list:
 - Select the **New** button to add a new other party.
 - Enter the new other party information.
 - Select the **Save** button.
 - The new other party number will fill in the *Other Party Nbr* field.
- 15 *Avg NG Price* (natural gas) or *Avg CO Price* (crude oil):
- This field is required when setting up a Low-Production lease exemption. Select the arrow to the right of the field and choose the appropriate price range.
- 16 *Lease Type 5 Tax Rate, Natural Gas Only*:
- If setting up a High-Cost 5 exemption, enter the reduced tax rate in the *Lease Type 5 Tax Rate* field.
- 17 Select the **Save** button.
- 18 If you want to set up another lease select the **New** button.

❖ *Updating Lease Setups*

- 1 Select the **Lease Setup** button.
- 2 Select the row you want to update.
- 3 Select the **Open** button.
- 4 Make Changes to the lease setup as needed.
 - Changes to a lease setup are limited to:
 - Setup Status
 - Liable for Tax
 - Tax Reimbursement
 - Avg NG Price (Natural Gas Low- Producing Exemption)
 - Avg CO Price (Crude Oil Low-Producing Exemption)
 - i. Prior to beginning an original report, the Avg NG or CO Price on a Low-Producing Type 11 Exemption should be set to the correct range for that period. If you have multiple Low-Producing Type 11 Exemptions in the Lease Setups Index you will be asked if you want to update all to the price range you have chosen. Select the Yes button to change all Low-Producing Type 11 Exemption lease setups to the price range you have chosen.



- Lease Type 5 Tax Rate

- 5 Select the **Save** button.

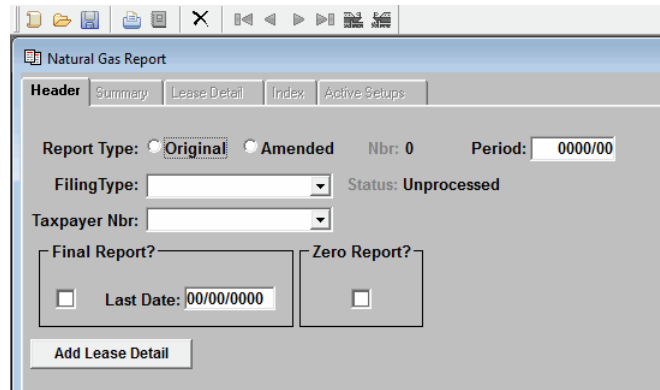
❖ *Deleting Lease Setups*

- 1 Select the **Lease Setup** button
- 2 Select the row you want to delete by clicking on it
 - A Lease Setup that has been used in a report cannot be deleted unless, the report is deleted first.
- 3 Select the **Open** button
- 4 Select the **Delete** button
- 5 Select the **Yes** button when asked 'Are you sure you want to delete this Lease Setup?'
- 6 Select the **OK** button when notified 'Lease Setup deleted.'

IX Creating a Report

This section provides instructions for creating an original or amended report for processing and filing.

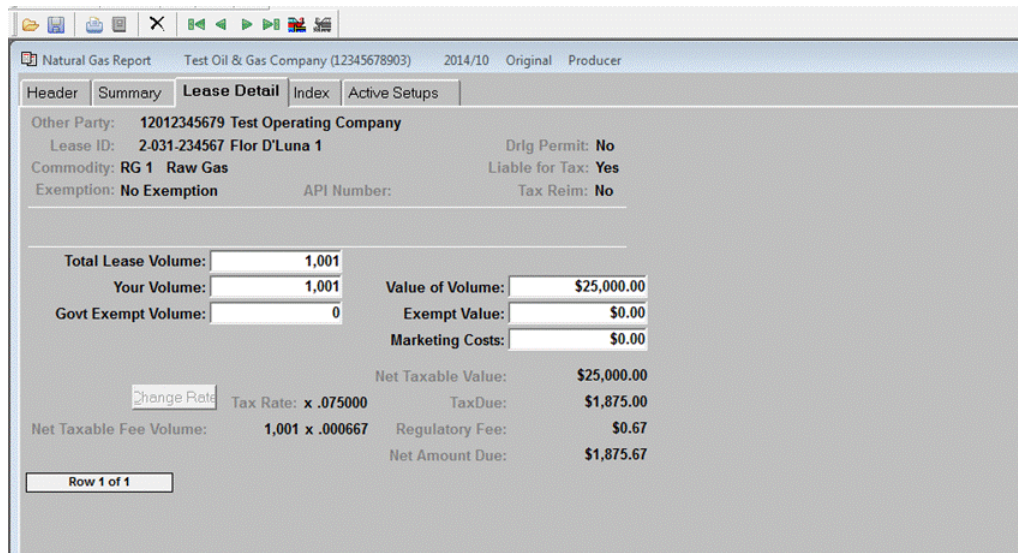
❖ *Opening a New Report*



- 1 Select the **Report** button.
- 2 Select the **New** button. The *Header* Tab will open.
- 3 Select **Original** or **Amended** for the *Report Type*.
- 4 Enter the period for which are filing in the *Period* field. Enter the period in YYYY/MM format. For example 2016/10, represents the October 2016 reporting period.
- 5 Select the *Filing Type* drop-down button and select the type of report.
- 6 Select the *Taxpayer Number* drop-down button and select the taxpayer number.
- 7 Select the **Add Lease Detail** button.

❖ *Entering Lease Data*

- 1 Natural Gas



- The *Lease Detail* Tab will open.
- Enter the *Total Lease Volume* (Producer's reports only), *Your Volume*, *Value of Volume*, *Govt. Exempt Volume*, *Exempt Value*, and *Marketing Costs*. When creating an amended report the *Net Taxable Value* must be manually entered.
- Select the **Next** button to access the next lease.
- Select the **Save** button at any time to save the report.
- Review the return data by selecting the *Index* tab.

- Review all leases entered and available for reporting on the *Active Setups* tab. Only the leases entered on the report are checked.
- Select any leases that need to be added to the report.
 - To select one lease, double-click on the lease.
 - To select all of the remaining leases: Select the first unchecked lease, press and hold the **Shift** key on the keyboard, then select the last lease on the list.
 - Select the **Apply Lease Detail** button.

2 Crude Oil

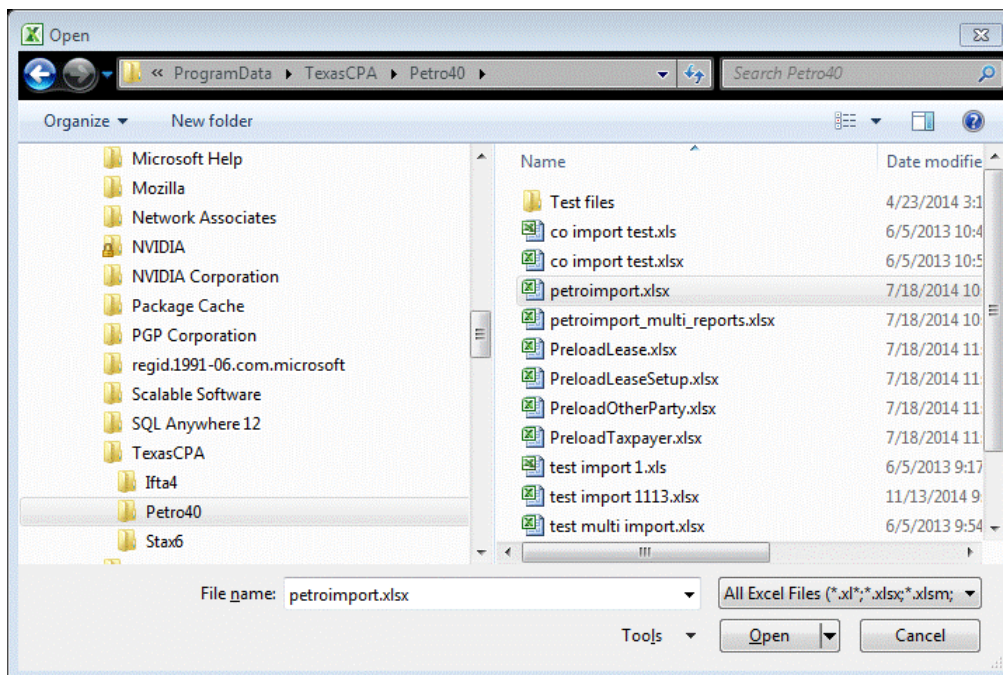
- The *Lease Detail* tab will open.
- Enter *API Gravity*, *Gross Barrels*, *Gross Value*, *Exempt Barrels*, *Exempt Value* and *Trucking Cost* for that lease. When creating an amended report the *Net Taxable Value* must be entered manually.
- Select the **Next** button to access the next lease.
- Select the **Save** button at any time to save the report.
- Review the return data by selecting the *Index* tab.
- Review all leases entered and available for reporting on the *Active Setups* tab. Only the leases entered on the report are checked.
- Select any leases that need to be added to the report.
 - To select one lease, double-click on the lease.
 - To select all of the remaining leases: Select the first unchecked lease, press and hold the **Shift** key on the keyboard, then select the last lease on the list.
 - Select the **Apply Lease Detail** button.

❖ Importing Lease Detail

The import feature is a time saving function which allows you to import volume/value figures into a report using a tab-delimited text file instead of entering it manually on the Lease Detail tab in the Activity Report window

1 Creating an Import File

- Open Microsoft Excel.
- Select **File, Open** from the Excel menu.
- Locate the folder in which the application was installed.
 - Typically, this is: C:\ProgramData\TexasCPA\Petro40\.
- Select the Excel file *petroimport.xlsx* and select the **Open** button.

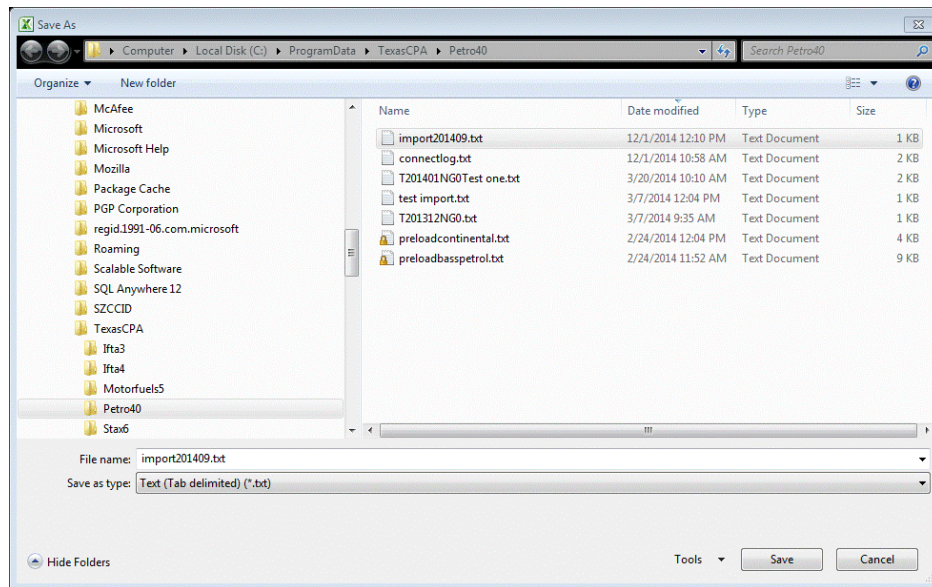


- Instructions and examples appear on lines 1 through 10 of the spreadsheet. Read the instructions carefully and then enter YOUR information beginning in Column A Line 11.
 - For Original reports you must enter a value for each column from A to P. You must enter Q if amending.

Commodity Type Code	Commodity Type Nbr	Lease Type	County	RRC #	Exemption	API Number	Lease Description	Other Party ID	Other Party Name	Total Lease Volume OR API Gravity	Volume OR Gr
RG	1	1		12345	0	0	Out in the Boones #1	12345678901	Joe's Energy Co.		97
RG	1	2	100	234567	11	0	Timbales #17	32111111111	Big Company Inc.		1592
LU	3	2	55	256789	0	0	Over There	0	Off Lease Sale In State		1592
CI	4	1	203	723456	0	0	Panhandle #3	32145678901	ABC Energy Co. Inc.		21
RS	5	2	72	267890	3	12113131	South Texas Big Game #47	10987654321	XYZ Gas		3953
DR	6	2	255	745678	0	0	East Texas Abigator #9	0	Off Lease Sale In State		3953

- When all of your data has been entered, select rows 1 through 10 by holding down the 'Ctrl' key and selecting each row number. You MUST select the row number in order to highlight the ENTIRE row.
- Select **Edit, Delete** from the menu. This will completely delete all the instructions and example data leaving only the data you entered.
- Your data should now start on row 1.

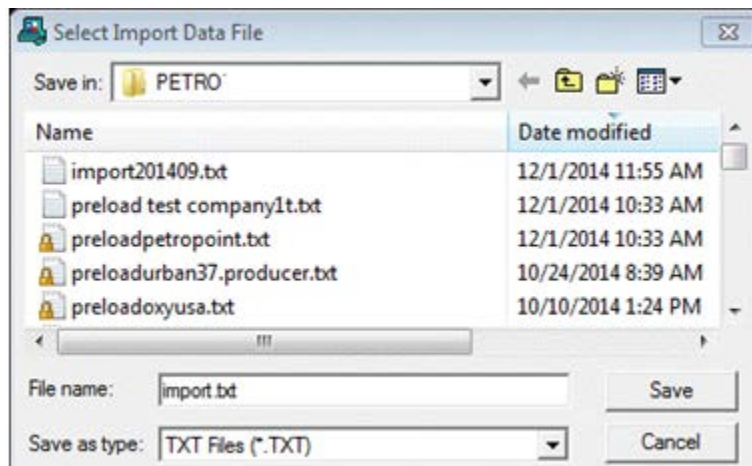
- Select **File, Save As** from the menu.
 - Do NOT select **Save** or click the save icon on the toolbar. If you use **Save** instead of **Save As**, you will overwrite the example spreadsheet and won't be able to use it in the future.



- Enter a DIFFERENT file name in the *File Name* field, such as 'import201403.txt'. (It's a good idea to use the period in the file name since it will help you identify multiple import files later.)
- Change the value in the *Save as type* field to **Text (Tab delimited) (*.txt)**.
- Click the **Save** button.

2 Importing Report Data

- Open the Crude Oil and Natural Gas Tax Electronic Data Interchange (EDI) free software.
- Create a new report. Go to chapter *XII Creating a Report* for more information.
- Select the *Lease Detail* tab.
- Select on the **Import** button.
- Select the tab-delimited text file you just created, ex. 'import201403.txt' and
- Select the **Save** button.



- The data from the import file will now appear on the *Lease Detail* tab. Use the buttons to scroll through the lease setups and check to see if the import was successful. Make sure ALL of your lease setups were imported and that the values are correct.
- Select the **Save** button.
 - The import process does NOT save. Select the **Save** button after importing to keep your work. The *Index* tab does NOT display imported data until it is saved.
- If an error message appears, something is wrong with the tab delimited text file. Read the error messages closely, and to the *Things to Look for If Your Import Fails* section.

3 Things to Look for If Your Import Fails

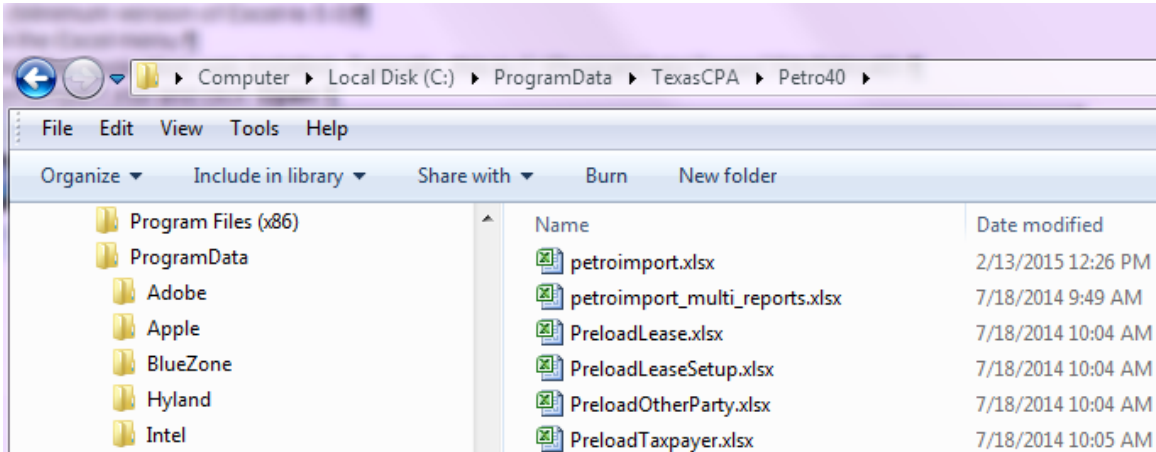
- Is the data entered in ALL the cells from column A through P (Q if amending) and for ALL rows?
- Did you enter the right values for commodity type, product type, and county? These values must match the predefined codes in the system. If you are unsure about what the value should be, open a window which contains a drop down of the values in which you are interested.
 - For example, open the *Lease Index* screen, select the **New** button, and select the *County* drop-down button to see a list of valid values for counties.
- Are your figures the right number of digits or characters? The top of the spreadsheet indicates the maximum number of digits or characters a value can be. For example, Other Party Name must be 60 characters or less. If you entered 61, an error would occur.
- Do the lease, lease setup, and other party already exist in your database? If you haven't created a lease, lease setup, and other party before trying to import data for that particular lease setup the import will fail.
- Did you delete the instructions and example data from the spreadsheet before saving as a tab-delimited file? The import function is expecting only YOUR data to be in the file.

❖ Importing Multiple Activity Reports

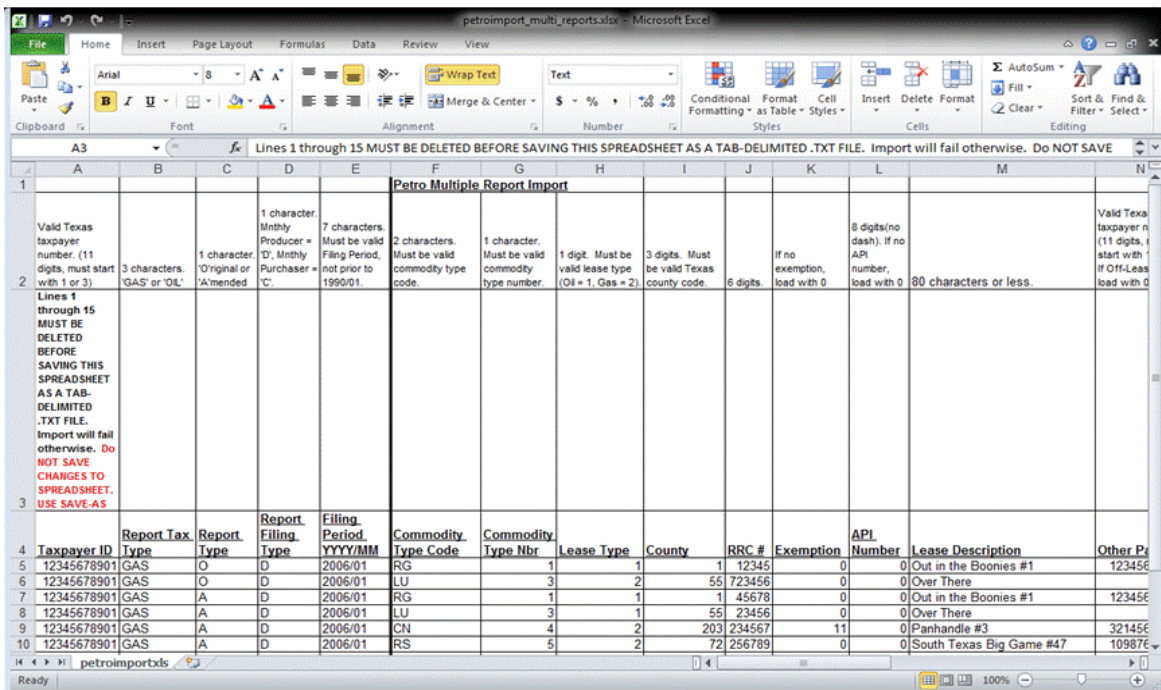
The Import Multiple Reports feature is a time saving function which allows you to import volume/value figures into a report using a tab-delimited text file instead of entering them manually through the Activity Report window. This feature goes a step further than the single import in that it creates both the Activity Report and the accompanying Lease Details.

1 Creating an Import File

- When the software is installed, a directory named *Petro40* is created in one of the following directories:
 - C:\ProgramData\TexasCPA\Petro40 for Windows 7 and 8
 - C:\Documents Settings\TexasCPA\Petro40 for Windows XP and others.



- This directory includes an Excel file named *petroimport_multi_reports.xlsx*. This file provides the template for the column order and column formats needed for data that you wish to import into the software. It also describes whether data is required or optional. Companies who extract data from another accounting systems could utilize this layout and could have the extracted data formatted to meet the template requirements. In addition data such as taxpayers, other taxpayers, leases and lease setups must exist in the software before report data imports will be successful.

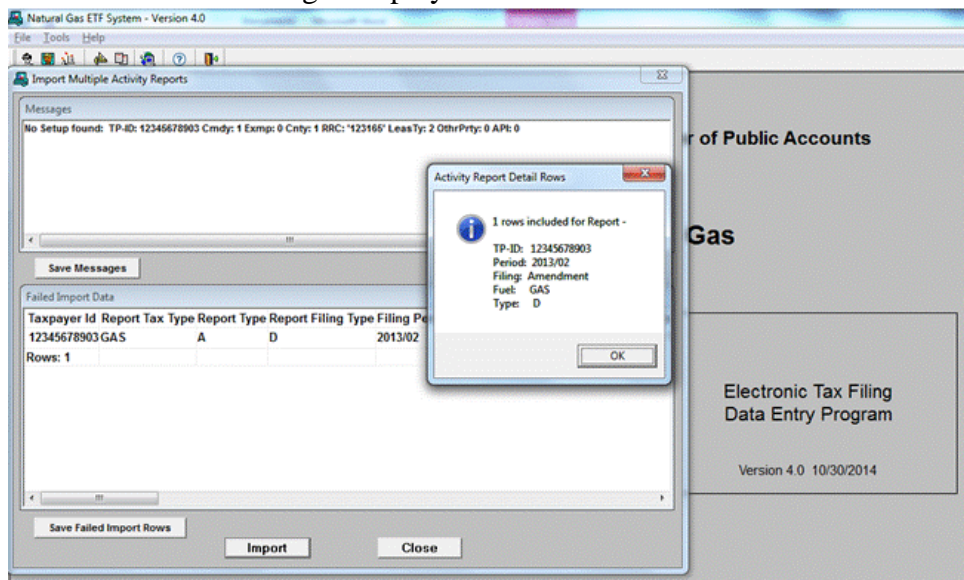


- The data which conforms to the layout of the *petroimport_multi_reports.xlsx* Excel file must be saved as a tab-delimited text file (with extension of .txt) in order for it to be imported into the software.

2 Importing Multiple Activity Reports

- Select **Tools, Import Multiple Reports** from the main menu.
- Select the **Import** button.

- The Select *Multi-Report Data File* screen will open.
- Select the properly formatted tab-delimited .txt file that you want to import.
- Select the **Save** button.
 - If Activity Reports from the file are successfully processed, a popup screen will be displayed that shows the key fields for the report.
 - There will also be a messages display.



- i. The *Messages* display gives feedback on both successful and failed import data. The *Failed Import Data* captures each row that has errors.
- ii. The *Import Complete* screen is displayed and it explains that both the *Messages* display and the *Failed Import Data* can be saved as Excel spreadsheets for later viewing.

- If an error message appears, something is wrong with the tab delimited text file. Read the error messages closely, and to the *Things to Look for If Your Import Fails* section.

3 Things to Look for If Your Import Fails

- Is the data entered in ALL the cells from column A through U (V if amending) and for ALL rows?
- Did you enter the right values for *commodity type*, *product type*, and *county*? These values must match the predefined codes in the system. If you are unsure about what the value should be, open a window which contains a drop down of the values in which you are interested. For example, open the Lease Index screen, select the **New** button, and select the *County* drop-down button to see a list of valid values for counties.
- Are your figures the right number of digits or characters? The top of the spreadsheet indicates the maximum number of digits or characters a value can be. For example, Other Party Name must 60 characters or less. If you entered 61, an error would occur.
- Do the lease, lease setup, and other party already exist in your database? If you haven't created a lease, lease setup, and other party before trying to import data for that particular lease setup the import will fail.
- Did you delete the instructions and example data from the spreadsheet before saving as a tab-delimited file? The import function is expecting only YOUR data to be in the file.

❖ *Updating and Deleting Reports*

1 Updating a Report

- Select the **Report** button.
- Select the row you want to update by clicking on it.
- Select the **Open** button.
- Select the *Lease Detail* tab.
- Update the Lease Detail information as needed.
 - To change information on a particular lease setup, locate it using one of the following techniques:
 - i. On the *Lease Detail* tab, scroll through the lease setups via the **Next** and **Prior** buttons.
 - ii. Select the *Index* tab, locate the lease setup, and double click on it.
 - If the lease setup is not yet included on the report:
 - i. Select the *Active Setups* tab, locate the lease setup, and double click on it or,
 - ii. Select the lease setup and click on the **Apply Lease Detail** button.
 - Deleting Lease Setups:
 - i. Select the *Lease Detail* tab, locate the lease setup to delete, and select the **Delete** button.
 - ii. Select the **Yes** button when asked 'Are you sure you want to delete Lease Detail?'
 1. The deletion of lease setups from a report is unlike deleting other information in the application. You must manually save the deletion of lease setups from the report. Most other deletions are saved automatically.
- Click the **Save** button.
- After entering data for all your leases, it is important to validate the system-computed figures against your own. To do this:
 - Select the *Summary* tab for a display of the totals for all lease entries.
 - The *Index* tab for a spreadsheet view of every lease setup that you are reporting and the figures for each.
 - If necessary, correct any errors by returning to the *Lease Detail* tab and entering the correct data in the appropriate fields.
 - Select the **Save** button.

2 Deleting a Report

- Select the **Report** button.
- Select the row you want to delete by clicking on it.
- Select the **Open** button.
- Select the *Header* tab.
- Select the **Delete** button.
 - This will delete THE ENTIRE REPORT.
 - If the *Lease Detail* tab is active, selecting the delete button will delete the LEASE SETUP displayed from the report.
- Select the **Yes** button when asked, 'Are you sure you want to delete Activity Report?'
- Select **OK** button when notified, 'Report deleted.'

X Entering Payments and Penalties

This section provides instructions for entering penalties and payment that will be include with the EDI return. The EFT payment date or settlement date is the date on which the funds will be withdrawn. To receive the allowance for handling discount, the EFT payment date must be no later than the due date of the report, and the report payment file must be transmitted by 2:30pm (CT) on the business day before the due date. Please refer to the due date chart for EFT payment in the [Texnet Booklet](#).

❖ *Electronic Funds Transfer (EFT)*

- 1 If you are using Electronic Funds Transfer (EFT) to pay taxes, complete the following:
 - You must enter bank account data on the *Taxpayer Information* screen in order to use this feature.
 - Select the **Report** button.
 - Select the *Summary* Tab.
 - Enter EFT Payment information in the *Payment Amount* field.
 - Enter any previous payments for the period. Credits from other periods may be verified by calling the Comptroller's Office for verification.
 - Enter *Penalty* and *Interest* amounts if the report is late and penalty and/or interest are due.
 - Enter the date on which the money is to be withdrawn from your account in the *EFT Payment Date* field. This date must be at least 1 day in the future, but no more than 30 days.
 - Filing Deadline - Timeliness of Payment
 - i. In order for a tax return with a payment to be considered timely, it must be transmitted to the Comptroller and then processed successfully by 2:30pm (CT) the bank business day before the due date. When a due date falls on a weekend or holiday, it is important to transmit your return no later than the bank business day before the weekend or holiday. For example, if the due date falls on a Monday (or Tuesday, if Monday is a banking holiday), the return must be transmitted no later than 2:30pm (CT) the previous Friday. If your payment is received after 2:30pm (CT) it will not be processed until the following bank business day and will be considered late.
 - Select the **Save** button.
 - Close the **Report** screen.
 - Continue to *Processing (Saving) Returns for Submission*.

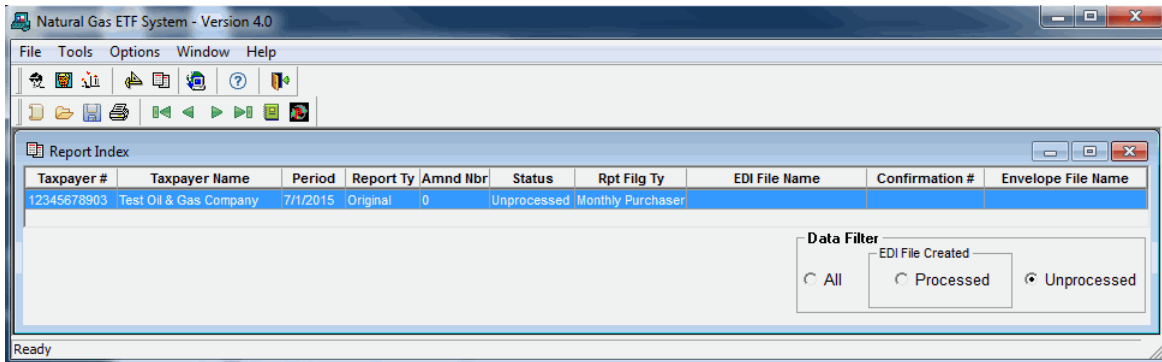
This section will provide guidance on amending crude oil and natural gas reports that have already been processed and transmitted to the Texas Comptroller of Public Accounts.

❖ *Creating an Amended Report*

- 1 Select the **Report** button.
- 2 Select the **New** button.
- 3 Select the **Amended** radio button in the *Report Type* field.
- 4 Select the *Filing Type* drop-down button.
 - Select the same value as the original report.
- 5 Select the *Taxpayer Nbr* drop-down button.
 - Select the same taxpayer as the original report.
- 6 Enter the same period as the original report in the *Period* field.
- 7 Select the **Save** or **Add Lease Detail** button.
- 8 Update the Lease Detail information as needed.
 - Enter the DIFFERENCE between the value originally reported and the desired value.
 - For example, if you originally reported \$200 for Value of Volume but the correct amount should be \$300, enter \$100 in the amended report.
- 9 To change information on a particular lease setup, locate it using one of the following techniques:
 - On the *Lease Detail* tab,
 - Scroll through the lease setups via the **Next** and **Prior** buttons.
 - Select the *Index* tab, locate the lease setup, and double click on it.
 - If the lease setup is not yet included on the report,
 - Select the *Active Setups* tab, locate the lease setup, and double click on it or,
 - Select the lease and click the *Apply Lease Detail* button.
- 10 Select the **Save** button.
- 11 After entering data for all your leases, it is important to validate the system-computed figures against your own. To do this:
 - Select the *Summary* tab for a display of the totals for all leases entered.
 - Select the *Index* tab for a spreadsheet view of every lease setup that you are reporting, and the figures for each.
 - If necessary, correct any errors by returning to the *Lease Detail* tab and entering the correct data in the appropriate fields.
 - Select the **Save** button.

XII Processing (Saving) Returns for Submission

This section provides instructions for Processing (Saving) Returns for Submission to the Comptroller's Office. A Production file may only be submitted after completing the [Registration and Enrollment Process](#). **Warning!** Reporting of EDI files has not been completed until receipt of a confirmation email from the Comptroller's office with a Status of "Passed."



❖ Processing a Single Return

- 1 From the *Report Index* screen, highlight the file to be processed and select the **Create EDI File** button.
- 2 A notification box confirming processing of the return. Alternations will not be allowed after processing.
 - If everything is correct, select the **Yes** button.
 - To change the information, select the **No** button and return to the *Report Summary* screen to make changes.
- 3 If EFT payment has been entered, the *Processing Payment Verification* screen will appear showing the payment information.
 - If everything is correct, select the **Yes** button.
 - To change the information, select the **No** button and return to the *Report Summary* screen to make changes.
- 4 The *Select EDI File to Create* screen will appear, with a highlighted system-generated file name. The file name may be changed but the file extension type must remain a Text Document (.txt).
- 5 Select the **Save** button.
- 6 The following message will appear: "EDI file saved as"...and the location the file was saved. The location the file is based on the computer's operating system.
 - Windows Vista, Windows 7, and Windows 8 saves in C:\ProgramData\TexasCPA\Petro40
- 7 Select the **OK** button.
- 8 Once a return is processed it will only be viewable by choosing the **Processed** radio button in the *Data Filter* box.

❖ Enveloping Multiple Returns

- 1 Select the **Processed** radio button from the *Data Filter* box to the bottom right of the *Report Index* screen.
- 2 Highlight all returns to be enveloped by holding down the **Control** key on the keyboard and selecting each file to be enveloped.
- 3 Select the **Envelope** button.
- 4 Select the **Save** button on the *Select Envelope EDI file* screen.
- 5 Select the **OK** button in the *Envelope EDI File Saved As* screen. The file name will appear in the *Envelope Filename* column.

XIII Registering and Enrolling to File EDI Returns

This section provides instructions for registering and enrolling for EDI filing. To receive approval to file electronically an initial test return must be submitted for each taxpayer. After processing your return and creating the EDI file follow the instructions below. **Warning!** Submitting a Test file is not considered submission of your return/payment. You must upload a Production file for a return to process to your account. See section *XI How to Transmit a Production File to the Comptroller's Office*.

Registration Information

Please enter the following registration information to access the Electronic Data Interchange System.

Taxpayer Number: (11 digits, no hyphens)

Tax Type: ▼

WebFile Number: (8-13 Alphanumeric characters)

Contact Last Name:

Contact First Name:

Daytime telephone:) - Ext. (option)

E-mail Address:

(Confirmation emails will be sent to this address)

- 1 Go to <https://mycpa.cpa.state.tx.us/ediweb/welcomeAction.do?action=agreement>.
- 2 Select the **Continue** button.
- 3 Enter data in the following fields:
 - *Taxpayer Number*: Enter the 11 digit Texas taxpayer number with no hyphens.
 - *Tax Type*: Select the Tax Type drop-down button and choose the appropriate tax type.
 - *WebFile Number*: Enter the 8 digit WebFile number starting with RT.
 - *Contact Last Name*: Enter the primary contact's last name.
 - *Contact First Name*: Confirmation Enter the primary contact's first name.
 - *Daytime Telephone*: Confirmation Enter the primary contact's phone number.
 - *E-mail Address*: Enter the primary contact's email address.
 - Confirmation emails will be sent to this email address.
- 4 Select the **Continue** button.
- 5 Create an alpha-numeric Personal Identification Number (PIN) from 8 to 13 characters in length.
- 6 Re-enter your PIN for verification.
- 7 Create a Reminder Phrase.
- 8 Select the **Continue** button. The *Client Information* screen will appear.

- 9 Enter data in the following fields for the taxpayer you are submitting a test file for:
 - *Taxpayer Number*: Enter the 11 digit Texas taxpayer number with no hyphens.
 - *WebFile Number*: Enter the 8 digit WebFile number starting with RT.
- 10 Select the **Add** button.
- 11 Highlight the taxpayer number in the *Taxpayer List* field.
- 12 Select the **Continue** button. If you are testing for more than one account, you must add the additional taxpayer numbers and WebFile numbers.
- 13 The *Test File Upload* dialogue box will appear.
- 14 Select the **Browse** button.

HELP INDEX CONTACT US EXIT Electronic Data Interchange

File your Texas Tax Return online!

Test File Upload [Page Help](#)

Browse and choose the file to upload:

Click the submit button only once and wait to receive a confirmation message before exiting the application.

- 15 Navigate to the return that was processed previously. The location the file is located is based on your operating system.
 - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Petro40
 - Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\Petro40
- 16 Select the **Submit** button. Your confirmation number will appear on the *Test Upload Confirmation* page.
 - **Fail**: Read the attachment, correct errors and resubmit file
 - **Pass**: Test file was submitted successfully; you may submit a production file.
- 17 Select the **Exit Electronic Data Interchange** button. You must log back in once you have received the email indicating your test file has passed status.
- 18 Check your email for a confirmation of enrollment. The status must say “**Passed**”.
- 19 Continue to the section *XII Transmitting a Production File to the Comptroller’s Office*.

This section covers transmitting a Production file. A Production file may only be submitted after you register and enrolled to file electronically through EDI.

Electronic Data Interchange (EDI) meets the mandatory reporting requirement for Texas sales, direct pay, crude oil, natural gas, IFTA and motor fuels taxes.

*****Important Message*****

Taxpayers using the Comptroller's EDI software to file reports must use the current versions listed below. Previous versions are not supported.

To check the version of the software you are running, look on the first screen of the software for the version number. To download the most current version click on the links below:

[States Tax Download](#)
[Motor Fuels Tax Download](#)
[Natural Gas/State Oil Download](#)
[IFTA Download](#)

Taxpayer Number: (11 digits, no hyphens)
 Tax Type:
 Personal Identification Number(PIN): (8-13 Alphanumeric characters)

- 1 After processing a return you will be asked you will be asked Send to the Comptroller now? If you select **Yes** your browser will open. Proceed to step 6.
- 2 If you did not transmit the return at the time it was processed, select the **Report** button.
- 3 Select the **Processed** radio button from the *Data Filter* box to the bottom right of the *Report Index* screen.
- 4 Select the **Transmit** button. Your browser will open to the EDI Website.
- 5 If you have not already registered please see the section *X How to Register and Enroll to File EDI Returns*.
- 6 Enter *Taxpayer Number* and *Personal Identification Number (PIN)*.
- 7 Select the *Crude Oil* or *Natural Gas* tax type.
- 8 Select the **Continue** button.
- 9 Review the *Registration Information* screen.
- 10 Select the **Continue** button if taxpayer information is correct.
- 11 Select the **Production File** radio button.
- 12 Select the **Continue** button.
- 13 Select the **Browse** button.
- 14 Navigate to the return that was processed previously. The default location the file is located is based on your operating system or where you chose:
 - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Petro40
 - Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\Petro40
- 15 Select the **Open** button.
- 16 Select the **Submit** button.
- 17 Record your confirmation number on the *Report Index* screen. A confirmation email will be sent with details of Pass/Fail status of the file:
 - **Pass:** No action required.
 - **Fail:** Read the attachment, correct errors, and resubmit the file.

❖ *Modify Database Path*

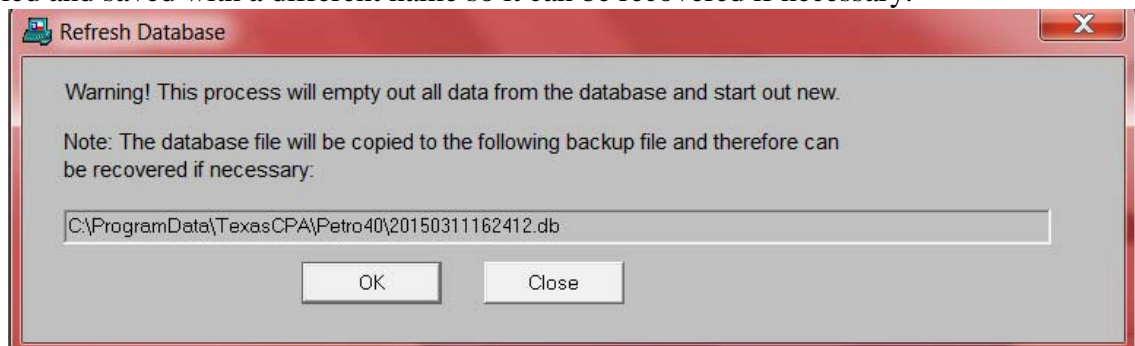
Modifying the database path will allow the software to read the database information saved to a different location. The original installed location for the *petro40.db* file is as follows:

- Windows 7 and 8 - C:\ProgramData\TexasCPA\petro40\petro40.db
- Windows XP - C:\Documents and Settings\Allusers\TexasCPA\Petro40\Petro40.db

- 1 Select the *Tools*.
- 2 Select **Modify Database Path**.
- 3 Enter the new location for the database file.
- 4 Select the **OK** button.
- 5 Close program and restart for the change to take effect.
- 6 The software must be installed on the hard drive of each machine accessing the database.
 - The software is designed and tested to run with the database saved on the hard drive of a PC.
 - The database file can be located on any drive path accessible by the user(s) including network drives.
 - Limited technical assistance is available if you choose to run the program on a network.
- 7 The database can only be accessed by one user at a time.
- 8 The database path is actually stored in configuration file *Petro.ini* under section [Database file], key *FilePath=*.
 - Hint: Do not mistake section [Database file] with section [database].

❖ *Refresh Database*

Warning! Do not select Refresh Database unless you want to delete all setups and returns from the software. Selecting 'Refresh Database' will empty all data from the current database and replace it with an empty database. The database file will be copied and saved with a different name so it can be recovered if necessary.



- 1 Select *Tools*
- 2 Select **Refresh Database**
- 3 *Refresh Database* screen will appear.
- 4 Select the **OK** button.

This section provides instructions to transfer the information entered in the Crude Oil and Natural Gas Tax Electronic Data Interchange (EDI) free software from one computer to another computer. This section covers upgrading a database from a prior version of the software and moving a database. **Warning!** Please save a copy of your database to your desktop before upgrading the software. The file type should be DB file or Database file.

❖ *Upgrading Before Moving a Database*

- 1 Download and install the Crude Oil and Natural Gas Tax Electronic Data Interchange (EDI) free software on both computers using the instructions from section *III How to Download and Install Crude Oil and Natural Gas Tax Software*.
- 2 Double click on the **Crude Oil and Natural Gas Tax EDI** shortcut on your desktop.
- 3 Continue to the next section *Moving a Database*. If you are unable to upgrade please email EDI.Help@CPA.Texas.Gov for further assistance.

❖ *Moving a Database*

- 1 Close the Crude Oil and Natural Gas Tax Electronic Data Interchange (EDI) free software on both computers.
- 2 Locate your database. The file name is *Petro40.db*. If you do not see the extensions types look at the file type. The file type should be DB file or Database file.
- 3 The default locations for this file are:
 - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Petro40
 - Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\Petro40
- 4 Copy the database to a portable drive or attach it to an email.
- 5 Transfer the databases to correct folder for the new computer.
- 6 Open the Crude Oil and Natural Gas Tax Electronic Data Interchange (EDI) free software on your new computer.
- 7 Review the software for the data that existed in your old computer.

XVII Button and Icon Legend

Button Name	Button Description	Button Picture
Help	Use this button to open the software help	
petrofullV41.exe file icon	Use this icon to install the Petro Software	
Next	Use this button to go the next step	
Finish	Use this button to finish the current process	
PETRO ETF Shortcut	Use this desktop shortcut to open the Motor Fuels Software from the computer desktop	
Taxpayer	Used to open the Taxpayer window	
New	Used to create a new item	
Save	Used to save progress	
Lease	Lease Information	
Lease Setup	Used to add or update a lease.	
OK	Used to approve the prompt	
Other Party	Used to go to the Other Party list	
Delete	Used to Delete a record	
Report	Use to go to the Report List Window	
Process	Used to Process returns once complete	
Yes	Selects Yes	
No	Selects No	
Envelope	Combines different processed returns into one file for submission	
Transmit	Used to navigate to the Comptroller EDI website to upload files	
Yes, login	Used to Login	
No, register	Used to Register	
Continue	Used to Continue	
Browse	Used to browse	
Open	Used to open a file	
Submit	Used to submit a file	
Add	Used to add	
Exit	Used to Exit	
Close	Used to Close the Convert Database window	