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Introduction

Welcome to the new online Gross Production Reporting system. This system has been developed for Oil and Gas Industry customers to submit monthly production reports, as well as, remit tax payments electronically to the Oklahoma Tax Commission.

Getting Started

User Account Set up
To access the online Gross Production Reporting system please send a request to the Oklahoma Tax Commission to have an Administrative account created. Go to the Oklahoma Tax Commission website: www.ok.gov/tax, select “Gross Production,” then “Online Registration & Reporting Guidelines,” and finally select “Gross Production Reporting Administrative Sign-Up.”
First-time User Login

Once an Administrative account has been created, the user will need to complete the first-time user login process to finish the account registration. Complete the following steps to create a username and change the initial password:

1. Access the Gross Production Reporting system.
2. Under the “New User?” section, enter the email address that was used to create the account under the “New User?” Section.
3. Click “Register.”
4. Enter the Initial Password, which was provided via email at the time the account was set up by the Oklahoma Tax Commission, and select “Continue”.

![Image of Gross Production Reporting System page]
5. Complete the “User Information” section by re-entering the user email address and providing a 10 digit phone number. If International, users need to provide a U.S. telephone number. This number will not be used to contact the user.
6. Next, complete the “Create Login Information” section.

Create Login Information:

Your Username:
Is NOT case sensitive.
Must be between 8 and 15 characters long.

* Create Username:
sampleuser1

Your Password must:
Be reset every 90 days per state policy.
Be between 8 and 15 characters long.
Not based on anything somebody could easily guess (ie - birth date, telephone number, etc.).
Not contain consecutive identical characters. (ie - 77.88.00, etc.)
Not be all-numeric or all-alphabetical characters. (ie - 655555555,abcdefg, etc.)
An example of a VALID password is A9fZ4b0.
An example of an INVALID password is CLASSof1999.
Password IS case sensitive.

* Create Password:
*********
* Re-Enter Password:
*********

Security Questions:

* Question 1:
What is your favorite sport?
* Answer 1:
football

* Question 2:
In which city were you born?
* Answer 2:
Austin
7. Select “Submit” to complete the first-time user registration process. The system will display the screen below. Select “Return to Gross Production Reporting System” to log into the system.
Logging into the System

Once the first-time user registration process has been completed, the user will be directed back to the initial login screen. Enter the newly created username and password and select “Login”. 
If the password or username is unknown, select the “Login Help” link located next to the Login button.
Select the applicable option and complete the process to retrieve a username, reset a password, or change an email address.
Navigating the Online Gross Production Reporting System

Main Menu

Upon logging into the online Gross Production Reporting System, the user will be directed to the Main Menu page. There are four modules on the Main Menu page.

1. **Manage Users** – This module will allow Company Administrators to create additional user accounts for employees within the company, as well as, any third party vendors who may create/submit reports on behalf of the original company.

2. **Gross Production Tax Reporting and Payment** – This module will allow users to upload or manually enter 300R reports, view error logs, make corrections, submit the report, and remit a 300C and its accompanying payment. A standalone 300C can also be created, and a payment submitted, without creating the 300R first.

3. **View Submitted Reports** – This module allows companies to view submitted reports.
4. **Penalty and Interest Payment** – This module allows penalty and interest payments owed to be paid online. However, this module will not be functioning until the completion of the next phase.

**Manage Users Module**

**Create New User Account**

To create a new user for the company, select the “Manage Users” module from the Main Menu screen. This functionality can only be performed by a Company Administrator.
From the “Manage Company Users” screen, searches can be performed by First Name, Last Name, and Status. To create a new user account, select “Add New”.

![Image of the Manage Company Users screen]

Return to Main Menu
Next, enter the user’s information and select the companies and permissions to be associated to the user.
Make sure all required fields are completed and that at least one company and permission are selected. Select the “Save” button.
At the top of the screen, the system will display a “Results” box reporting that the account was successfully created.

The new user will need to complete the first-time user process once the Company Administrator has created the account.
Editing a User Account
User accounts can be edited by searching for the user, selecting the user, and clicking the “Edit Selected” button.
Accounts can also be deactivated by selecting the “No” radio button. This will retain the account information, but the user account will be inactive and will not be allowed to log into the system. The user account can also be reactivated by selecting the “Yes” radio button. After account edits are complete, select the “Save” button.
**Gross Production Tax Reporting & Payment Module**

The Gross Production Tax Reporting & Payment Module is where the user can upload or enter 300R Detailed PUN reports.
**Gross Production Tax Reports Page Navigation**

Selecting the “Gross Production Tax” button will take the user to the “Gross Production Tax Reports” page. From this page, the user can elect to upload a .csv file or manually enter a report.
300R Reporting
The online Gross Production Reporting System provides two ways to submit the monthly report. The user can upload a 300R form in a .csv file format. Information regarding the file format and layout can be found on the Oklahoma Tax Commissions website on the Gross Production page. The user can also manually enter a report into the online 300R form.

Uploading a 300R Form
To upload a .csv file report:

1. Select the “Upload 300R” button.
2. If the user account has more than one company reporting number associated to it, the user will be prompted to select the appropriate reporting number. After selecting the correct reporting number, click the “Continue” button.
3. To select a file to upload, click on either the “Choose File” or “Browse” button, depending on the internet browser being utilized.
4. Select the desired file to upload and click “Open”.

5. Click the “Upload” button.
The system will display an “upload successful” message when the file has been uploaded.

The user can now see the file in the “Uploaded Form 300R” section of the “Gross Production Tax Reports” page. Notice the status of “Not Imported” which means that the file has been uploaded but not yet processed. When the status changes to “Importing,” it means that the file has begun the validation process, which starts every fifteen minutes. The system will generate and send an email notification alerting the user when the file has completed the validation process and if the file contains errors.
Manually Entering a 300R Form

To manually enter a 300R report directly into the system:

1. Select the “Enter 300R” button.
2. If the user account has more than one company reporting number associated to it, the user will be prompted to select the appropriate reporting number. After selecting the correct reporting number, click the “Continue” button.
3. Enter the reporting data into the online report form. The system will auto-generate the company reporting number and the FEIN fields. Complete fields 4 through 7 of the header information for each page.
4. Complete the PUN data in blocks A through E, if applicable, on each page. Remember to add a new page when changing any information in fields 4 through 7. In the following examples below, the first page contains PUNs being reporting under Product Code 1 – Oil, the second page contains PUNs being reported under Product Code 5 – Natural Gas.
To insert a new page, select “Insert Page Before” or “Insert Page After”.
The system will auto-calculate the Report Total fields.

5. Once the report is complete, click the “Review & Submit” button.

6. The system will display a summary screen of the 300R report data for review. Select the “Submit for Processing” button to submit the report for validation processing.
The system will display a message stating, “The chosen form has been submitted for error checking.”

Note: In the manual entry process, the user can save report progress and complete it later. To resume an “in progress” report:

1. Log into the system.
2. Go to the “Gross Production Tax Reports” page.
3. Locate the in progress report under the “300R Forms In Progress” section.
4. Select the “Continue Form” button.

Note: The user can also submit the form for validation processing by selecting the form from this section, and clicking on the “Submit For Processing” button.
Error Logs
The system runs a validation process against the uploaded and manually entered reports. This process begins every fifteen minutes. Depending on the size of the report, it can take anywhere from fifteen minutes to an hour, or longer, for files to process through the validation checks. Once the report has completed the validation processing, the system will send an email to the user’s email address alerting the user that the report has finished processing. The email will also indicate if any errors are present in the report. The email will not contain a listing of the individual errors as this list can be quite extensive depending on the size of the report.

Viewing Error Logs
To view the error log:

1. Log into the Gross Production Online Reporting System.

![Gross Production Reporting System](image-url)
3. Reports that have completed the validation process will appear in one of three sections on the “Gross Production Tax Reports” page: “Non-Submitted Form 300R with Fatal Error(s)”, “Non-Submitted Form 300R with Warning(s),” and “Non-Submitted Form 300R”.
This screen will show the “Company Name,” “Initiation Date,” “Last Updated On,” “Last Updated By,” and “Error Counts” for each report that has been uploaded or manually entered into the system and submitted for validation processing.

**Note:** Reports with Fatal Errors will not be allowed to be submitted to the Oklahoma Tax Commission until all Fatal Errors have been corrected or removed from the report. Reports containing only Warnings can be submitted to the Oklahoma Tax Commission.

4. Select the report and click the “View Error Log” button under the appropriate section.
5. The Error Log for the report will display as follows:

**Note:** Click on the blue section headers to expand the “Header Records” and “Trailer Records” sections, if needed. The PUN Records section automatically expands to display PUNs with errors.
6. Click on the PUN number to display the error messages for that PUN.
**Downloading Error Log**

The error log can be downloaded into a .csv file and opened using MS Excel.

1. Select the “Download Error Log” button.
2. Select the type of error log to download.
3. Select the “Download Selected” button.
Correcting Errors
To make corrections to the report errors, the user can click on a PUN error message to display the specified PUN record and make corrections, or the user can make corrections to the original report file, delete the previously uploaded report, and upload the corrected report file for processing.

1. Click on an error message for a PUN.
2. Make any necessary edits to the PUN record in the display box. Click the “Update” button.

The system will re-check the validations on the PUN record and will inform the user that the PUN record has validated without errors, or that the record still contains one or more errors. Any new or remaining error messages will update the PUN record in the Error Log.
Editing a Form

To edit a form:

1. Select the report and click the “Edit Form” button under the appropriate section.
2. The system will display the information in the manual entry form. Make any desired edits to the form and click the “Save” button.

**Note:** To completely remove a PUN, and its corresponding data, select the “Clear” button on the top right hand corner of the unnecessary PUN data box.
3. Once all necessary edits have been made, click the “Review & Submit” button.

4. The system will display a summary screen of the 300R report data for review. Select the “Submit for Processing” button to submit the report for validation processing.

5. The system will display a message stating, “The chosen form has been submitted for error checking.”

**Note:** The system will send another email to the user to notify when the report has completed this second round of the validation process.
Submitting a 300R Form

Only reports that do not contain fatal errors will be accepted for submission by the Online Gross Production Reporting system. Reports that are eligible for submission will be found in one of two sections on the “Gross Production Tax Reports” page. Reports under “Non-Submitted Form 300R with Warning(s)” and “Non-Submitted Form 300R” sections can be submitted.
To submit the report to the Oklahoma Tax Commission:

1. Select the report that is to be submitted. Click the “Submit Form” button. The system will display a message indicating that the selected report “has successfully been submitted to the Oklahoma Tax Commission.”

2. The system will display a message indicating that the selected report “has successfully been submitted to the Oklahoma Tax Commission.”
3. The submitted report will appear in the “Submitted Form 300R” section.

Note: Submitted reports cannot be edited. Any correction to a submitted report requires a separate amended report.

To view a submitted form, select the report and select the “View Form” button under the “Submitted Form 300R” section.
300C Form & Remitting Payment

300C Form
The new 300C forms will be auto-generated from submitted 300R reports. The new 300C form will also include the OERB and SOER fees.

Auto-Generated 300C
Once the 300R report has been submitted to the Oklahoma Tax Commission, the system will auto-generate a 300C payment summary form, which will include the OERB and SOER fees in the total tax amount due.

To access the auto-generated 300C:

1. Log into the online Gross Production Reporting System.
2. Enter the “Gross Production Tax Reporting & Payment” Module
3. Select the 300C tab
4. To search for a specific 300C, enter any of the following criteria and select the “Search” button:

- Confirmation ID
- Transaction ID
- Status
- Amount Due
- Submitted By
- Production Period range
5. To view all 300C forms available, leave the search criteria fields blank and select the “Search” button.

Search Results - 27 Matches Were Found

<table>
<thead>
<tr>
<th>Production Period</th>
<th>Company Name</th>
<th>Submitted By</th>
<th>Confirmation ID</th>
<th>Trns ID</th>
<th>Amount Due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-2013</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R449</td>
<td></td>
<td>$92.21</td>
<td>Payment Pending</td>
</tr>
<tr>
<td>Nov-2014</td>
<td>OTC USE ONLY</td>
<td>Sample User 1 Sample R450 (P)</td>
<td>6558</td>
<td></td>
<td>$20,377.59</td>
<td>Paid</td>
</tr>
<tr>
<td>Jan-2015</td>
<td>OTC USE ONLY</td>
<td>Morgan Larkford</td>
<td>R451</td>
<td></td>
<td>$1,067.33</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Jan-2015</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R452</td>
<td></td>
<td>$15,504.67</td>
<td>Payment Pending</td>
</tr>
<tr>
<td>Jul-2013</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R453</td>
<td></td>
<td>$922.21</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Jul-2013</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R454</td>
<td></td>
<td>$922.21</td>
<td>Not Paid</td>
</tr>
<tr>
<td>May-2014</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R455</td>
<td></td>
<td>$25,886.45</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Dec-2014</td>
<td>OTC USE ONLY</td>
<td>Shal McPherson</td>
<td>R456</td>
<td></td>
<td>$628,892.72</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Jan-2015</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R457</td>
<td></td>
<td>$15,505.42</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Dec-2014</td>
<td>OTC USE ONLY</td>
<td>Bret Warren</td>
<td>R458</td>
<td></td>
<td>$628,892.72</td>
<td>Not Paid</td>
</tr>
<tr>
<td>May-2014</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R459</td>
<td></td>
<td>$239.22</td>
<td>Not Paid</td>
</tr>
<tr>
<td>May-2014</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R460</td>
<td></td>
<td>$26,612.75</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Jan-2014</td>
<td>OTC USE ONLY</td>
<td>Morgan Larkford</td>
<td>R461</td>
<td></td>
<td>$10,073.03</td>
<td>Not Paid</td>
</tr>
<tr>
<td>May-2014</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R462</td>
<td></td>
<td>$32,484.95</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Jul-2013</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R463</td>
<td></td>
<td>$922.21</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Sep-2014</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R464</td>
<td></td>
<td>$1,727.92</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Feb-2015</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R465</td>
<td></td>
<td>$1,727.92</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Jan-2015</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R466</td>
<td></td>
<td>$5,371.79</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Jul-2013</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R467</td>
<td></td>
<td>$922.21</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Jan-2015</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R468</td>
<td></td>
<td>$1,727.92</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Jan-2015</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R469</td>
<td></td>
<td>$4,835.62</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Jun-2009</td>
<td>OTC USE ONLY</td>
<td>Shal McPherson</td>
<td>R485</td>
<td></td>
<td>$5,169.65</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Jul-2013</td>
<td>OTC USE ONLY</td>
<td>John Costello</td>
<td>R554</td>
<td></td>
<td>$922.21</td>
<td>Payment Pending</td>
</tr>
<tr>
<td>May-2014</td>
<td>OTC USE ONLY</td>
<td>Jessica Roberts</td>
<td>R557</td>
<td></td>
<td>$867.29</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Jul-2013</td>
<td>OTC USE ONLY</td>
<td>Sample User 1 Sample</td>
<td>R558</td>
<td></td>
<td>$922.21</td>
<td>Not Paid</td>
</tr>
</tbody>
</table>

**Note:** The 300C forms are displayed by production period and not by the reporting period.

6. Select the 300C that corresponds with the 300R that was submitted.

7. Select the “Pay Selected” button to begin the payment process. Select the “Edit Selected” button to review the 300C prior to beginning the payment process.
## “Edit Selected” View:

![Image of Oklahoma Tax Commission - Gross Production Reporting System - Gross Production Tax Report](image)

- **Taxpayer ID**: 12345678
- **Company Reporting Number**: 9001

**Reporting Period:**
- **Month**: November
- **Year**: 2018

**Gross Production Tax Report:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oil Gross Production Tax (10% Tax Rate)</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Natural Gas Gross Production Tax (10% Tax Rate)</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Natural Gas Production Tax (10% Tax Rate)</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Total Gross Production Tax</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

**Petroleum Excise Tax Report:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oil Petroleum Excise Tax (100% of Rate)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Total Petroleum Excise Tax</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

**Exempt Brandywine Royalty Fee Report:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oklahoma Royalty Royalty Fee Royalty (Exempt)</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Total Royalty Fee Royalty (Exempt)</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

**Total Amount Paid:**

$25,000.00

**Company Name and Address:**

[Company Details]

**Signature:**

[Signature]

*By checking this box, I declare that the information contained in this document is true and correct to the best of my knowledge.*

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample</td>
<td>Sample</td>
</tr>
</tbody>
</table>

**Phone Number:**

[Phone Number]
8. To begin the payment process, select “Pay Selected”
9. Enter the Billing information, Payment Type, and Payment Date

**Note:** A future payment date cannot be scheduled later than the 24th day of the month that the payment is due.
10. The system provides two payment methods: ACH Debit (Savings/Checking Account) and ACH Credit.
11. If paying by ACH Debit (Savings/Checking Account), complete the Billing Information section along with the Account Number and Routing Number. Set the payment type to either “Savings Account” or “Checking Account” and select a payment date. Click the “Continue” button.
12. The system will display a summary page for review. Select “Authorize Payment” to remit payment.
13. Once the payment has been authorized and completed, the system will display a receipt page. The system will also generate an email to the user containing the receipt information. The receipt will have a confirmation number, transaction ID, and the total amount. The payment status of the 300C will show “Paid” on the 300C tab.
14. If paying by ACH Credit, complete the “Billing Information” section and select “ACH Credit” on the Payment Type drop down box. Select the “Continue” button.
15. The system will display the summary page for review. Select the “Continue” button.
16. The system will display the receipt page. This page will contain an addenda record that can be taken to the banking institution to initiate payment to the Tax Commission. The system will also generate an email to the user containing the receipt information. The payment status of the 300C will show “Payment Pending,” in the 300C tab, until the payment is received by the Oklahoma Tax Commission.
**Standalone 300C**

The system also allows a standalone 300C to be entered into the system without having a 300R preceding it.

To enter a standalone 300C:

1. In the 300C tab, select the “Submit New 300C” button.
2. If the user account has more than one company reporting number assigned to it, select the appropriate company for the 300C. Select the “Continue” button.
3. Enter the amount of taxes due under each product and tax rate. Enter the amounts for the OERB and SOER fees due. Enter the name of the individual completing the 300C form. Check the acknowledgement box. Select the “Continue” button.
4. The system will display a summary page for review. Select the “Confirm” button to continue to the confirmation page.
5. The system will display the confirmation page. To initiate a payment on the 300C select, the “Continue & Pay” button.
6. Follow the same procedures laid out for payment in the auto-generated 300C Section on pages 48 - 54.

**Note:** The system will generate an alert email to the user stating that a payment has been made.

---

**Viewing Submitted Reports Module**

Submitted reports can be viewed in the “View Submitted Reports” Module.

To access submitted reports:

1. Log into the online Gross Production Reporting System.
2. Select the “View Submitted Reports” Module.
3. Select the “View Gross Production Reports” button
4. Enter the desired search criteria and select the “Search” button. To bring up all submitted reports, leave the search criteria blank and select the “Search” button.
5. The system will display all submitted reports.

**Note:** From this screen, the reports can be viewed, printed, or saved as a PDF to the user’s computer. Select the desired report and then select the applicable button.
Contact Us
For questions regarding the new Gross Production online reporting system, or Gross Production tax reporting in general.

Gross Production Online System & Reporting Questions
Phone: 405-522-1764

Email: GrossProductionQuestions@oktax.state.ok.us

Gross Production Online System Account Unlock Requests
Phone: 405-524-3468 ext. 2

Gross Production Company Registration & Bonding Questions
Phone: 405-521-4558

Gross Production New Well Registration & PUN Questions
Phone: 405-521-3674