Importing Returns – Alabama Import File Structure

Importing your return is an alternative to manually selecting jurisdictions and entering data. Use the instructions below to create a comma-separated (*.csv or *.txt) import file using the program of your choice (Excel, Notepad, etc). The file can contain multiple returns, business locations, tax authorities, and filing periods.

After the import file has been created you can upload it to check for errors and then import the return data using the step-by-step instructions below. After importing, you will have the opportunity to review the return before filing it to completion.

The import file has two parts: the Header line and the Return Data lines. The import file must meet the following specifications:

The Header Line

The Header line should consist of the following information:
Short Name of Authority, File Period, Import ID

Example Header line:
RDSAL,02/2013,88889

Short Name of Authority: Enter the short name of the tax authority that administers the return that is being imported. For the RDS City & County Sales/Use/Rental/Lodging Tax Return, always use the Short Name "RDSAL".

File Period: Enter the monthly period in which tax was collected by the seller. Format this field as MM/YYYY.

Import ID: Enter the internal number assigned to a business location. To find the Import ID for a business location, place your cursor over **Account Center** on the menu bar and then select **My Account**. The Import ID is listed in the left-hand column of each location's row.

Business Locations

ADD A NEW LOCATION

Import ID	Name	Address	City	State	Zip	Action
88888	Test Location #1	123 Florida Blvd	Baton Rouge	LA	70806	EDIT
88889	Test Location #2	456 Florida Blvd	Baton Rouge	LA	70806	EDIT

The Return Data Lines

Each Return Data line should consist of the following information:
Line Type Code, Jurisdiction Code, Tax Type Code, Tax Rate Code, Gross Sales, Total Amount of Deductions

Example Return Data line:
1,9358,10,11,5000,100

Line Type Code: Enter the type of line code. Use the type code "1" to indicate that the line contains return data. This is currently the only type of line for the RDS City & County Sales/Use/Rental/Lodging Tax Return.

Jurisdiction Code: Enter the code that applies to the jurisdiction.

Tax Type Code: Enter the tax type code that applies to the type of tax.
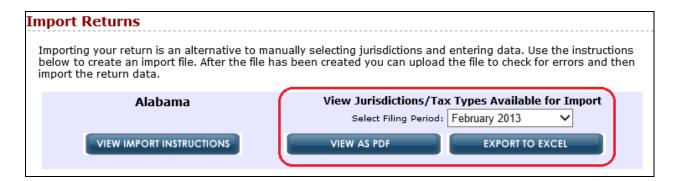
Tax Rate Code: Enter the rate type code that applies to the tax rate.

Gross Sales: Enter the applicable gross sales amount.

Total Amount of Deductions: Enter the applicable deduction amount. Please remember that deductions are not the same as discount. Discount will be calculated on the webpage after the data has been imported.

Jurisdiction Codes/Tax Type Codes/Tax Rate Codes Available to be Imported

1. Place your cursor over **Create Return** on the menu bar and select **Import a Return** from the drop-down menu.
2. Select the **Filing Period** for the return you are preparing.
3. Click the **View as PDF** button to view a PDF report of the jurisdiction codes, tax type codes, and tax rate codes available to be imported for the filing period you selected or click the **Export to Excel** button to view an Excel report of the jurisdiction codes, tax type codes, and tax rate codes available to be imported for the filing period you selected.

Additional Guidelines:

- A return separator must be placed at the end of each return. The return separator consists of ten forward slashes (//////////). If preparing the import file in Microsoft Excel, the return separator should be entered on the last row of the file, in the first column. See the Example Import File below.
- Do not include commas when entering dollar amounts. For example, one thousand dollars in gross sales should be entered as '1000', not as '1,000'.
- When entering cent amounts, use a decimal place followed by two numeric digits. For example, one thousand dollars and twenty-five cents should be entered as '1000.25'. Whole dollar amounts do not need to be followed by '.00'.
- If preparing the import file in Microsoft Excel, save as type CSV (MS-DOS) (*.csv)
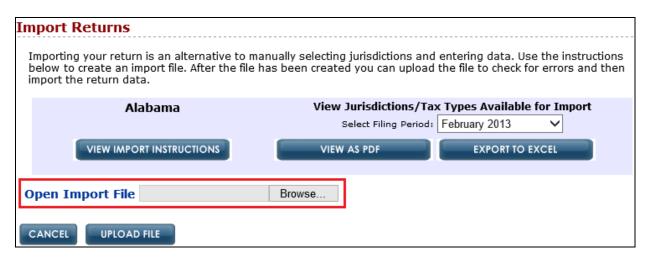
Example Import File:

RDSAL,02/2013,88889
1,9358,10,11,5000.50,100.50
1,9311,10,11,6220.99
1,9353,10,11,7600.25,5000
//////////

Additional examples can be found at the end of this document.
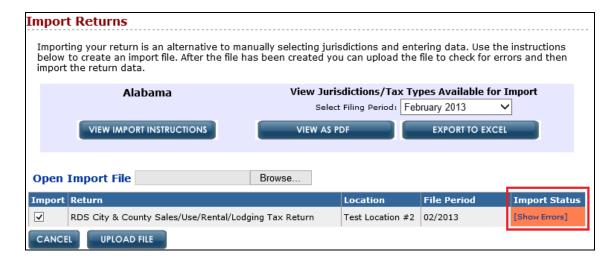
.

Importing Returns on SalesTaxOnline.com

1. Place your cursor over **Create Return** on the menu bar and select **Import a Return** from the drop-down menu.
2. To find the import file, click the **Browse** button.

3. Select the file from your computer and click the **Open** button.
4. The file name appears in the field. Click the **Upload File** button.
5. A summary of import file information appears. The column labeled **Import Status** shows any errors detected in the file. If there are no errors detected, move to the section below labeled **No Errors**.

Errors:
If there are any errors in the file, the import status displays **[Show Errors].**

Click **[Show Errors]** to see the line location and description of the errors.
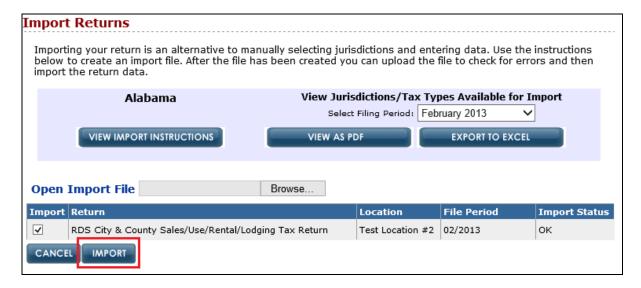

Click the **Cancel** button to cancel the imported returns.

Revisit the original file to reconcile the error. Edit the information and save the file. Upload the new file following Steps 3-5.
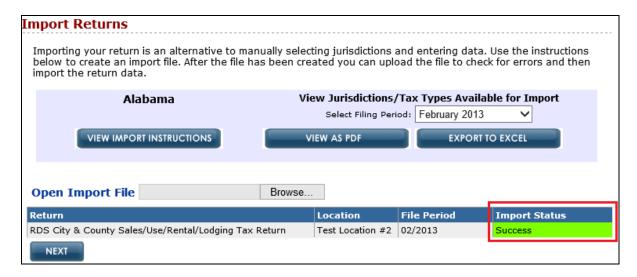
No Errors:
If there are no errors in the file, the import status displays **OK**.

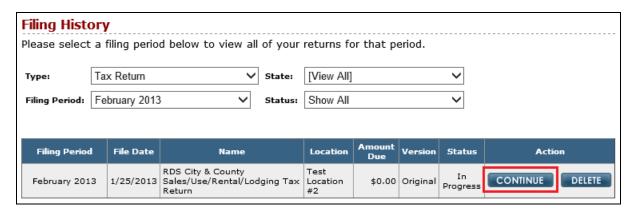6. To import the checked returns, click the **Import** button.

7. The files are imported into the system when the status of the import is displayed in the **Import Status** column as **Success**. Click the **Next** button to continue the filing process.
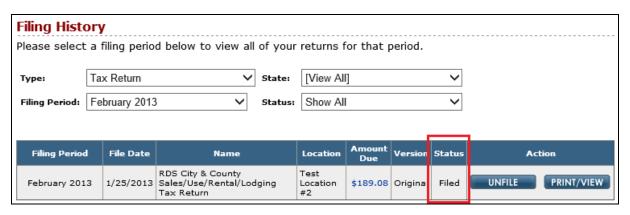

Note: A successful import does not mean that the return has been filed.

8. The Filing History page appears. Click the **Continue** button in the row of returns to continue filing.

9. The return will be displayed on the screen for you to review. Continue to follow the on-screen instructions to proceed through the payment process. Your return has been successfully filed when you receive a Confirmation Number. You may review your filed return by placing your cursor over **My Returns** on the menu bar and then select **Filing History**. The status will now appear as **Filed**.

Additional Import File Examples

▼ Example Files

▼ Example of an import file for one authority and one jurisdiction:

```
RDSAL,02/2013,88889
1,9358,10,11,5000
//////////
```

▼ Example of an import file for one authority and with deductions:

```
RDSAL,02/2013,88889
1,9358,10,11,5000,100
//////////
```

▼ Example of an import file for one authority and multiple tax types per jurisdiction:

```
RDSAL,02/2013,88889
1,9358,10,31,5000.50
1,9358,20,11,10000
1,9358,15,51,6000
//////////
```

▼ Example of an import file for one authority and multiple jurisdictions:

```
RDSAL,02/2013,88889
1,9358,10,31,5000.50,100.50
1,9358,20,11,10000
1,9358,15,51,6000
//////////
```

> *To create an import file that contains data for tax authorities in multiple STATES, please be sure to consult the File Structure document available for each state. File Structures are DIFFERENT for each state, but structures can be combined into one import file.

Questions about importing returns?

A V E N U
INSIGHTS & ANALYTICS

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