

# Importing Return Files – Taxpayer

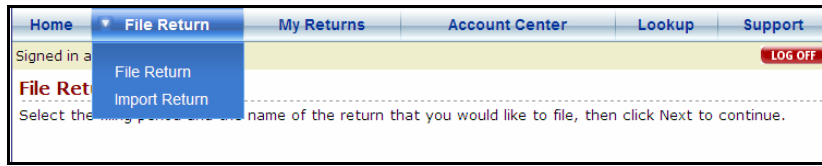
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The Import is accomplished with a comma delimited text file. The file can contain multiple returns with different locations.

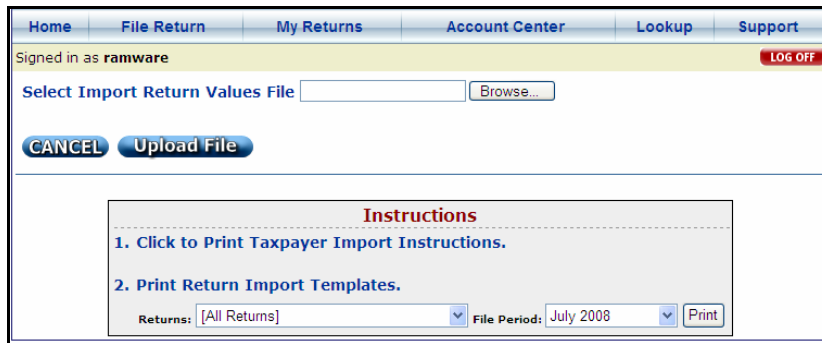
Create the import file using the program of your choice. Be sure to save your import file in a secure and accessible location. Refer to the **File Structure** guide to ensure your file is formatted correctly and meets the specifications for the return and period.

## ▼To import returns:

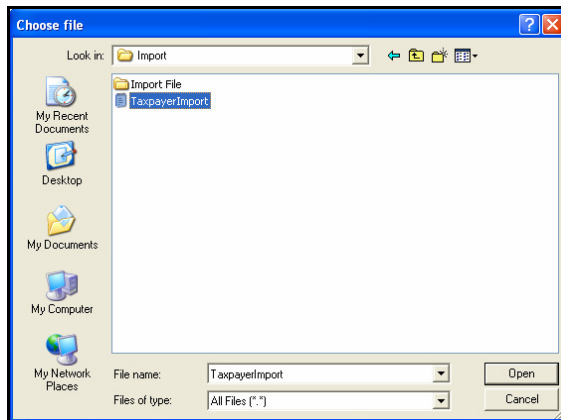
1. Place your mouse-pointer over **File Return** on the menu bar.
2. Select **Import Return** from the drop-down menu. The **Import Page** appears.



3. To find the import file, click the **Browse** button.



4. Select the file. Then click **Open**.



5. The file name appears in the field. Click **Upload File**.

6. 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.

Import	Return	Location	File Period	Import Status
<input checked="" type="checkbox"/>	Ascension Parish Sales Tax	Location 1	07/2008	OK
<input checked="" type="checkbox"/>	Ascension Parish Sales Tax	Location 2	07/2008	OK
<input checked="" type="checkbox"/>	Rapides Parish Sales Tax		07/2008	[Show Errors]

The error in following screen shows that the Location Identifier is not valid. The location for Location Identifier 19 has not been setup in the return information. Click **Cancel**.

Import	Return	Location	File Period	Import Status
<input checked="" type="checkbox"/>	Ascension Parish Sales Tax	Location 1	07/2008	OK
<input checked="" type="checkbox"/>	Ascension Parish Sales Tax	Location 2	07/2008	OK
<input checked="" type="checkbox"/>	Rapides Parish Sales Tax		07/2008	[Hide Errors] [RAPIDE:7/2008:19,ramware]: Location ID Not Valid For this User [RAPIDE:7/2008:19,ramware]: This return has not been setup for filing. Please go to Account Information->Return Setup to setup your return.

7. Revisit the original file to reconcile the error:

```

ASCENS,7/2008,2
Line1,1000
Line2,50
Line8,100
Line8_Exemption,New Computer
//////////
ASCENS,7/2008,3
Line1,1000
Line2,50
Line8,100
Line8_Explanation,New Computers
//////////
RAPIDE,7/2008,19
Line1,600
Line3,600
//////////

```

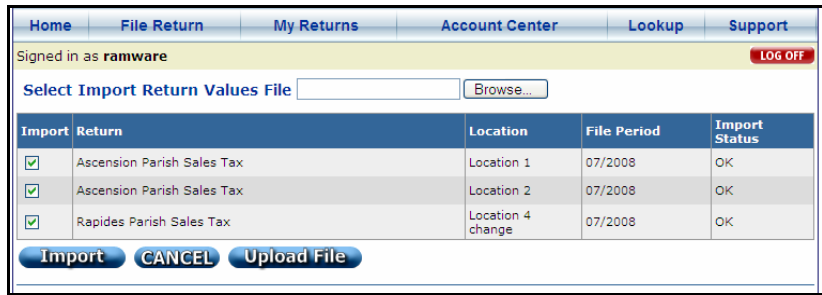
The correct Location Identifier for this return is 18, not 19. Edit the information and save the file. Upload the new file following the same procedure.

**No Errors:**

If there are no errors in the file, the import status displays **OK**.

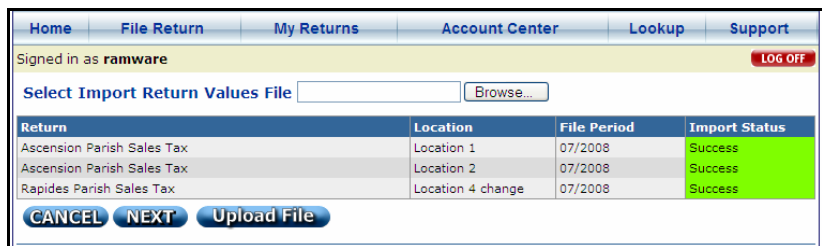
The checkboxes in the Import column are automatically checked. Uncheck the checkboxes next to returns that should not be imported.

8. To import the checked returns, click **Import**.



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

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



# File Structure

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There are two parts to the file, the Header and the Return Data. Each return included in the file must contain both parts and a separator.

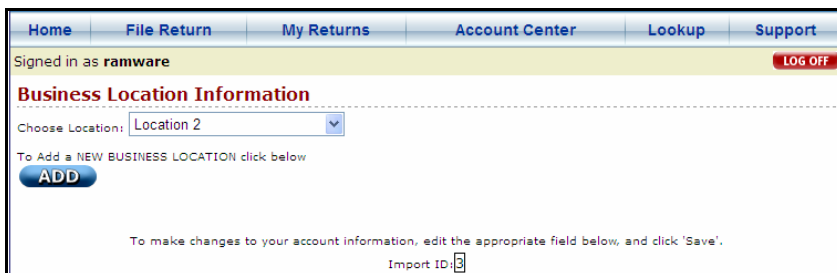
In order to import correctly, the import file must meet the following specifications:

## The Header

The Header line contains the Short Name of the Return, the File Period (MM/YYYY), and the Location Identifier.

The Short Name for each return is listed in a table at the end of this document.

The Location Identifier is a numeric ID unique to a business and its location. To find the Location Identifier, click **Account Center** on the menu bar. Then, click **Business Locations**. Select the location from the drop-down menu. The Location Identifier is the **Import ID**.



The example Header line below indicates a Rapides Parish sales tax return for May 2008, and business location with Location Identifier 11.

### Example Header:

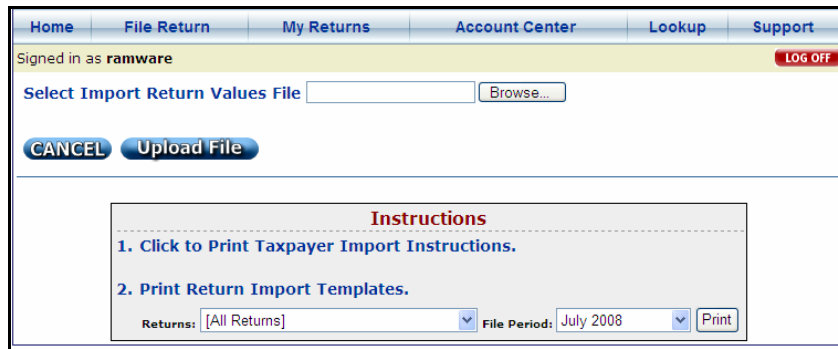
RAPIDE,5/2008,11

## The Return Data

Use the line labels printed on the **Return Import Templates** to determine where to enter amounts and which line labels to use.

### ▼ To access the templates:

1. Place your mouse-pointer over **File Return** on the menu bar.
2. Select **Import Return** from the drop-down menu. The **Import Page** appears.



3. Select a **Return** and **File Period** from the drop-down menus. Then, click **Print**.

This is part of the Rapides Parish sales tax return for July 2008:

1. GROSS SALES OF TANGIBLE PERSONAL PROPERTY, LEASES, RENTALS AND SERVICES AS REPORTED TO THE STATE OF LOUISIANA		SALES AND USE TAX REPORT										
ALLOWABLE DEDUCTIONS		COMMENTS										
2. SALES FOR RESALE OR FURTHER PROCESSING (CERTIFICATE ON FILE)	Line 2	To avoid penalties your envelope must have an official postmark dated on or before the 20th following the period covered by the return.										
3. CASH DISCOUNTS, SALES RETURNS AND ALLOWANCES	Line 3	PLEASE INDICATE ANY CHANGES BELOW:										
4. SALES DELIVERED OR SHIPPED OUTSIDE ACADIA PARISH	Line 4	DATE BUSINESS SOLD      NAME AND ADDRESS OF PURCHASER										
5. SALES OF GASOLINE AND MOTOR FUELS	Line 5	DATE BUSINESS DISCONTINUED      BUSINESS LOCATION CHANGE										
6. SALES TO THE US GOVT., THE STATE OF LA, ITS POLITICAL SUBDIVISIONS	Line 6	CHANGE IN NAME OF BUSINESS      MAILING ADDRESS CHANGE										
7. SALES OF FOOD PAID FOR WITH USDA FOOD STAMPS OR WIC VOUCHERS	Line 7	CONSOLIDATED SALES & USE TAX REPORT FOR ACADIA PARISH										
8. OTHER DEDUCTIONS AUTHORIZED BY LAW (EXPLAIN BRIEFLY)	Line 8	COMPLETE ONLY COLUMNS IN WHICH TAXABLE ACTIVITY OCCURS										
9. Line 8 Explanation	Line 8	TOTAL LOCAL RATE -----> A   5.00%   B   5.00%   C   4.50%   D   4.50%   E   5.00%   F   4.00%   G   4.00%   H   3.50%   I   3.00%										
10. Line 8 Explanation	Line 9	PARISH WIDE TAX --> Alexandria Parish (P.J.) School Board   Pineville Parish (P.J.) School Board   Glenmora Parish (P.J.) School Board District #3   Lecoute Parish (P.J.) School Board District #5   Bait Parish (P.J.) School Board   Boyce Parish (P.J.) School Board District #5   Woodworth Parish (P.J.) School Board District #5   Forest Hill Parish (P.J.) School Board District #5   Parish (P.J.) School Board District #5										
11. TOTAL ALLOWABLE DEDUCTIONS (LINE 2 THRU LINE 10)	11											
12. ADJUSTED GROSS SALES (LINE 1 MINUS LINE 11)	12											
COMPUTATION OF SALES & USE TAX	DISTRICT #0 TAX -->											
13. ADJUSTED GROSS SALES	TOTAL OF COLUMNS 13	LineA_13	LineB_13	LineC_13	LineD_13	LineE_13	LineF_13	LineG_13	LineH_13	LineI_13	LineL_13	LineM_13
14. PURCHASES SUBJECT TO USE TAX IN EACH JURISDICTION	MUST EQUAL LINE 13	LineA_14	LineB_14	LineC_14	LineD_14	LineE_14	LineF_14	LineG_14	LineH_14	LineI_14	LineL_14	LineM_14
15. TOTAL (LINE 13 PLUS LINE 14)	15											
16. TAX DUE - Multiply Line 15 by % shown in proper column	16											
17. EXCESS TAX COLLECTED	17	LineA_17	LineB_17	LineC_17	LineD_17	LineE_17	LineF_17	LineG_17	LineH_17	LineI_17	LineL_17	LineM_17

Any field on the template without a line label cannot be imported because it is a calculated field.

The Return Data lines contain the line label and dollar amount. To enter Adjusted Gross sales of 1000.00 in Line 13 Column B on the return, enter **LineB\_13,1000.00** in the import file.

If an entry is made on lines 8-10 (other deductions), an explanation is required. Explanations in Lines 8-10 cannot exceed 50 characters.

To enter an Explanation in line 8 on the return, enter **Line8\_Explanation,Newspapers** in the import file.

#### Example Return Data:

```
Line1,2033.43
Line8,33.43
Line8_Explanation,Newspapers
LineA_13,1000.00
LineB_13,1000.00
//////////
```

The return separator must follow each return, including the last return in the file. It consists of ten forward slashes (/).

Below is an example of a complete import file for multiple locations. This file indicates a Louisiana State return for July 2008, Location Identifier 55 **and** a Rapides Parish Sales Tax return for July 2008, Location Identifier 54.

**Example:**

```
LA,7/2008,55  
Line1,1000  
Line2,50  
/////////  
RAPIDE,7/2008,54  
Line1,1100  
Line8,100  
Line8_Explanation,Special Deduction  
LineA_13,1000  
/////////
```

**Short Name List**

**Hotel/Motel Tax and other specialty tax returns are unavailable until November 1, 2008.**

<b>Return</b>	<b>Short Name</b>	<b>Return</b>	<b>Short Name</b>
Acadia Parish Sales Tax	ACADIA	Lafayette Parish Hotel/Motel Tax	LAFAYEHOT
Allen Parish Sales Tax	ALLEN	Lafourche Parish Sales Tax	LAFOUR
Ascension Parish Sales Tax	ASCENS	Lafourche Parish Hotel/Motel Tax	LAFOURHOT
Ascension Parish Hotel/Motel Tax	ASCENSHOT	LaSalle Parish Sales Tax	LASALL
Assumption Parish Sales Tax	ASSUMP	Lincoln Parish Sales Tax	LINCOL
Avoyelles Parish Sales Tax	AVOYEL	Lincoln Parish Hotel/Motel Tax	LINCOLHOT
Beauregard Parish Sales Tax	BEAURE	Livingston Parish Sales Tax	LIVING
Bienville Parish Sales Tax	BIENVI	Livingston Parish Hotel/Motel Tax	LIVINGHOT
Bossier Parish Sales Tax	BOSSIE	Louisiana State Sales Tax	LA
Bossier City Hotel/Motel	BOSSIEHOT	Louisiana State Hotel/Motel Tax	LAHOT
Caddo Parish Sales Tax	CADDO	Louisiana State Hotel/Motel Tax (Orleans Parish & Jefferson Parish)	LAHOTDS
Caddo Parish Hotel/Motel Tax	CADDOHOT	Madison Parish Sales Tax	MADISO
Calcasieu Parish Sales Tax	CALCAS	Morehouse Parish Sales Tax	MOREHOHOT
Calcasieu Parish Hotel/Motel Tax	CALCASHOT	Morehouse Parish Hotel/Motel Tax	MOREHOT
Caldwell Parish Sales Tax	CALDWE	Natchitoches Parish Sales Tax	NATCHI
Cameron Parish - NO PARISH SALES TAX COLLECTED		Natchitoches Parish Hotel/Motel Tax	NATCHIHOT
Catahoula Parish Sales Tax	CATAHO	New Orleans Exhibition Hall Authority	NOEXIB
Claiborne Parish Sales Tax	CLAIBO	Orleans Sales/Parking Tax	ORLSAL
Concordia Parish Sales Tax	CONCOR	Orleans Parish Hotel/Motel Tax	ORLHOT
DeSoto Parish Sales Tax	DESOTO	Ouachita Parish Sales Tax	OUACHI
East Baton Rouge Parish Sales Tax	EBATON	Ouachita Parish Hotel/Motel Tax	OUACHIHOT
East Baton Rouge Parish Hotel/Motel Tax	EBRHOT	Plaquemines Parish Sales Tax	PLAQUE
East Carroll Parish Sales Tax	ECARRO	Pointe Coupee Parish Sales Tax	POINTE
East Feliciana Parish Sales Tax	EFELIC	Pointe Coupee Parish Hotel/Motel Tax	POINTEHOT
Evangeline Parish Sales Tax	EVANGE	Rapides Parish Sales Tax	RAPIDE
Franklin Parish Sales Tax	FRANKL	Rapides Parish Hotel/Motel Tax	RAPIDEHOT
Grant Parish Sales Tax	GRANT	Red River Parish Sales Tax	REDRIV
Iberia Parish Sales Tax	IBERIA	Richland Parish Sales Tax	RICHLA
Iberville Parish Sales Tax	IBERVI	Sabine Parish Sales Tax	SABINE
Iberville Parish Hotel/Motel Tax	IBERVIHOT	Sabine Parish Hotel/Motel Tax	SABINEHOT
Jackson Parish Sales Tax	JACKSO	St. Bernard Parish Sales Tax	STBERN
Jackson Parish Hotel/Motel Tax	JACKSOHOT	St. Charles Parish Sales Tax	STCHAR
Jefferson Davis Parish Sales Tax	JDAVIS	St. Charles Parish Hotel/Motel Tax	STCHARHOT
Jefferson Davis Hotel/Motel Tax	JDAVISHOT	St. Helena Parish Sales Tax	STHELE
Jefferson Parish Food and Drug	JEFFER	St. James Parish Sales Tax	STJAME
Jefferson Parish General Sales Tax	JEFFERGS	St. John the Baptist Parish Sales Tax	STJOHN
Jefferson Parish Hotel/Occupancy Tax - East Bank	JEFFERHOE	St. John the Baptist Parish Hotel/Motel Tax	STJOHNHOT
Jefferson Parish Hotel/Occupancy Tax - West Bank	JEFFERHOW	St. Landry Parish Sales Tax	STLAND
Jefferson Parish Food/Drug Airport Tax	JEFFERAFD	St. Martin Parish Sales Tax	SMART
Jefferson Parish General Sales Airport Tax	JEFFERAGS	St. Mary Parish Sales Tax	STMARY
Lafayette Parish Sales Tax	LAFAYE	St. Mary Parish Hotel/Motel Tax	STMARYHOT

St. Tammany Parish Sales Tax	SITAMM		
Tangipahoa Parish Sales Tax	TANGIP		
Tensas Parish Sales Tax	TENSAS		
Terrebonne Parish Sales Tax	TERREB		
Terrebonne Parish Hotel/Motel Tax	TERREBHOT		
Union Parish Sales Tax	UNION		
Vermilion Parish Sales Tax	VERMIL		
Vermilion Parish Hotel/Motel Tax	VERMILHOT		
Vernon Parish Sales Tax	VERNON		
Vernon Parish Hotel/Motel Tax	VERNONHOT		
Washington Parish Sales Tax	WASHIN		
Washington Rolling Paper Tax	WPJCT		
Webster Parish Sales Tax	WEBSTE		
West Baton Rouge Sales Tax	WBR		
West Baton Rouge Parish Hotel/Motel Tax	WBRHOT		
West Carroll Parish Sales Tax	WCARRO		
West Feliciana Parish Sales Tax	WFELIC		
Winn Parish Sales Tax	WINN		