City of Columbus

Instructions for practitioner's filing an IR/BR-18 Quarterly Statement of Estimated Income Tax Due using *Dynamic Web Import (DWI)*

I. **Description:** Practitioner's filing an IR/BR-18 form may use our web-based filing system to upload multiple accounts in a single file.

II. **File Preparation:** (complete file layout instructions to follow)

a. when using a spreadsheet file it must be saved as a ***"delimited text file"***.
(Excel, for example, can be saved as a ***"tab delimited text file"***).

b. format dollar amounts to exclude dollar signs ($) and commas.
(example- Excel format 'General', two decimal places. $10,250.99 will display 10250.99)

c. **City Tax ID, *Acct. Number,*** and ***Date*** fields should be formatted as 'text' so that any leading zeros are retained.
(example- 1/31/05 must display as 01312005 -- ***not*** 1312005)

d. with the exception of column headings, every row in your file must contain data or be empty. Subtotals at the bottom of columns or the end of rows, for example, will generate an error message.

e. **required fields**: there are various required fields and optional fields. See ***Figure 3***.
(***Figure 3*** will be discussed in more detail in the following pages.)

Selecting Options for DWI

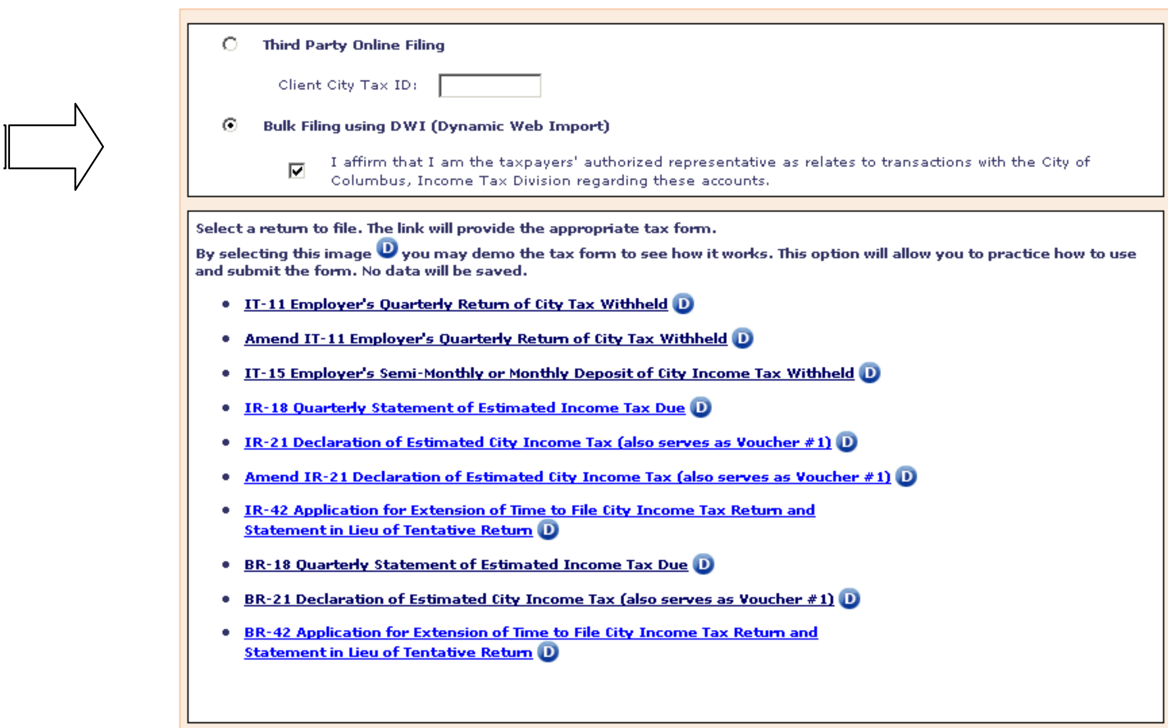


Figure 1. Main Menu

Select the Bulk Filing using DWI option and affirmation check box, then the tax form to be filed.

Getting Started

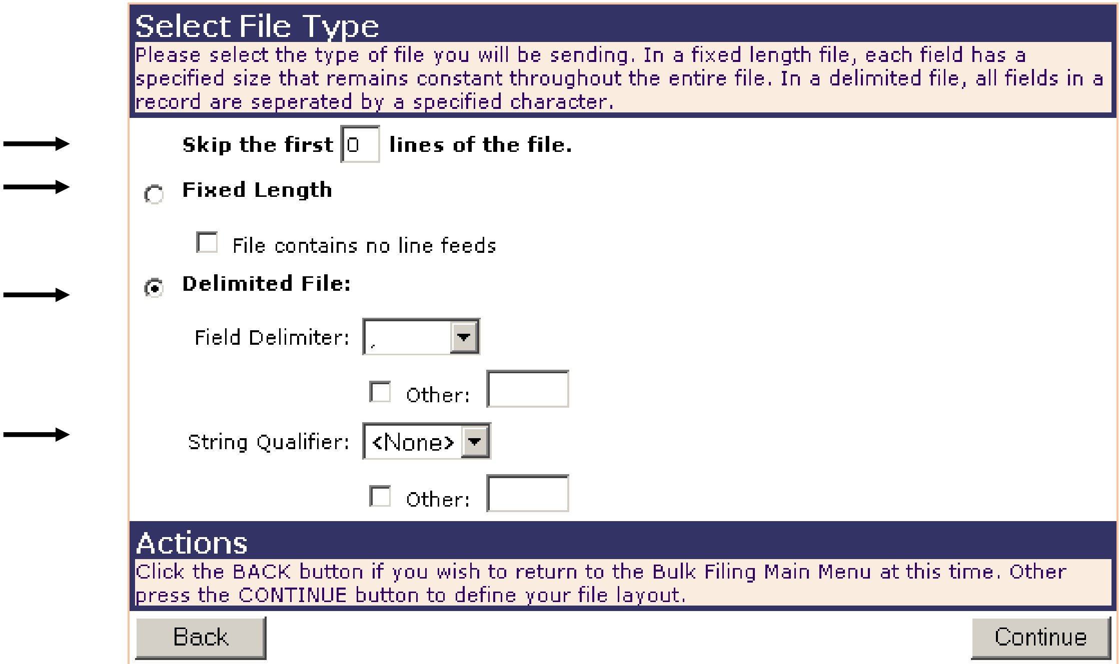


Figure 2. File Type

Item A - if your file has column headings enter the number of rows occupied by the headings.
Item B - *'fixed length'* is typically for data from a mainframe system.
'delimited file' is typically for data created in a spreadsheet.
Item C - if you saved your spreadsheet file as *tab delimited* select **tab** from the drop-down.
Item D - select *string qualifier, if none select None.*

Field Layout: (see *Figure 3*)

A. The order of the columns in your file must match the order of the ***Field Layout*** screen. You may change your file to match the order of the layout screen or you may change the order of the layout screen to match your file. Use the arrows to move a field up or down one position. You may also reposition a field by typing the new position in the left column and clicking the ***Refresh*** button at the bottom of the screen.

B. Filler Fields: If your file contains columns other than those listed on the ***Field Layout*** screen you must indicate their position as ***Filler*** to prevent the program from trying to read those columns as data. For each column: (1) check the ***Add Filler*** box; (2) type the *Position* or column number; and (3) click ***Refresh***.
(an alternative method is to remove the extra columns from your file which would eliminate the need for filler fields. Either way, your file layout must match the field layout screen).

C. Optional Fields:
On the *Field Layout* screen (**Figure 3**) fields 7-18 are optional. If they are not used in your file remove them from the file layout by clicking the appropriate checkboxes and click ***Refresh*** at the bottom of the screen. ***Fields 7-18 will be required for any report that will remit with ACH Debit or Credit Card.***

D. Amounts

Implied Decimals – fields that have a drop down value indicating "implied decimal" with # of places as 2 the system will insert a decimal to all values. Example: if the file has an amount of 20000, the system will insert a decimal and show the amount as 200.00.

No Implied Decimal – fields that have a drop down value indicating "no implied decimal" with # of places as 0 the system will remove and decimal values. Example: if the file has an amount of 200.00, the system will remove the cent values unless the # of places = 2, then the system will retain the cents.

E. Required Fields:

CITY TAX ID - 11-digits, if the 11th digit is blank enter only the 10-digits.

FILING PERIOD – Requires the quarter period report is being filed against. Date Format CCYYMMDD, example: 09302004.

INSTALLMENT AMOUNT– Enter the amount of the installment. Amounts may be entered in dollar and cents.

PAYMENT AMOUNT – Required only if a payment is being made with the report. If payment method is N a "0.00" must be provided in the file.

PAYMENT METHOD - 1-digit field indicating payment type:
"**E**" for ACH Debit, "**C**" for Credit Card, "**N**" for no payment with report.

F. Optional Fields:

ACCOUNT TYPE – If making a payment via e-Check the account type must be indicated as either **C** = Checking or **S** = Savings. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. ",,"

Corporate Checking Account – The Corporate Checking Account flag is used for taxpayers using a corporate checking account to pay their city taxes. The "Y" will indicate that a corporate checking account is being used and a CCD flag will be sent in the ACH NACHA file. Users who bank with Mellon Bank are recommended to use this option. This option can be removed if not being used.

FIRST NAME – If making a payment via e-Check the First Name is a required field. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. ",,"

LAST NAME - If making a payment via e-Check the Last Name is a required field. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. ",,"

ROUTING NUMBER – If making a payment via e-Check the Routing number is required. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. ",,"

BANK ACCOUNT NUMBER – If making a payment via e-Check the Bank Account Number is required. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. ",,"

PAYMENT DATE – If making a payment via e-Check the payment Date is required. The earliest payment date must be the current date or the Due Date of the report but can not be past the Due Date.

CREDIT CARD TYPE – If making a payment via Credit Card the Card Type must be indicated in the file as either an **M** = MasterCard or a **V** = Visa. If all the records are being paid via Credit Card the E-Check fields can be omitted. (Fields 8 – 13) however if a file has both e-Check and Credit Card payments these fields must be included but set as a blank field. ",,"

NAME on CREDIT CARD – If paying via Credit Card the First and Last Name must be included in the file.

CREDIT CARD NUMBER – If paying via Credit Card the Credit Card Number is required to process the payment.

BILLING ADDRESS – If paying via Credit Card the Billing address is required. This is the street address only. Do not include the State and City information.

EXPIRATION MONTH – If paying via Credit Card the expiration month of the Credit Card is required to validate the credit card. This will be a 2-digit month

EXPIRATION YEAR – If paying via Credit Card the expiration year is required to validate the credit card. This will be a 4-digit year.

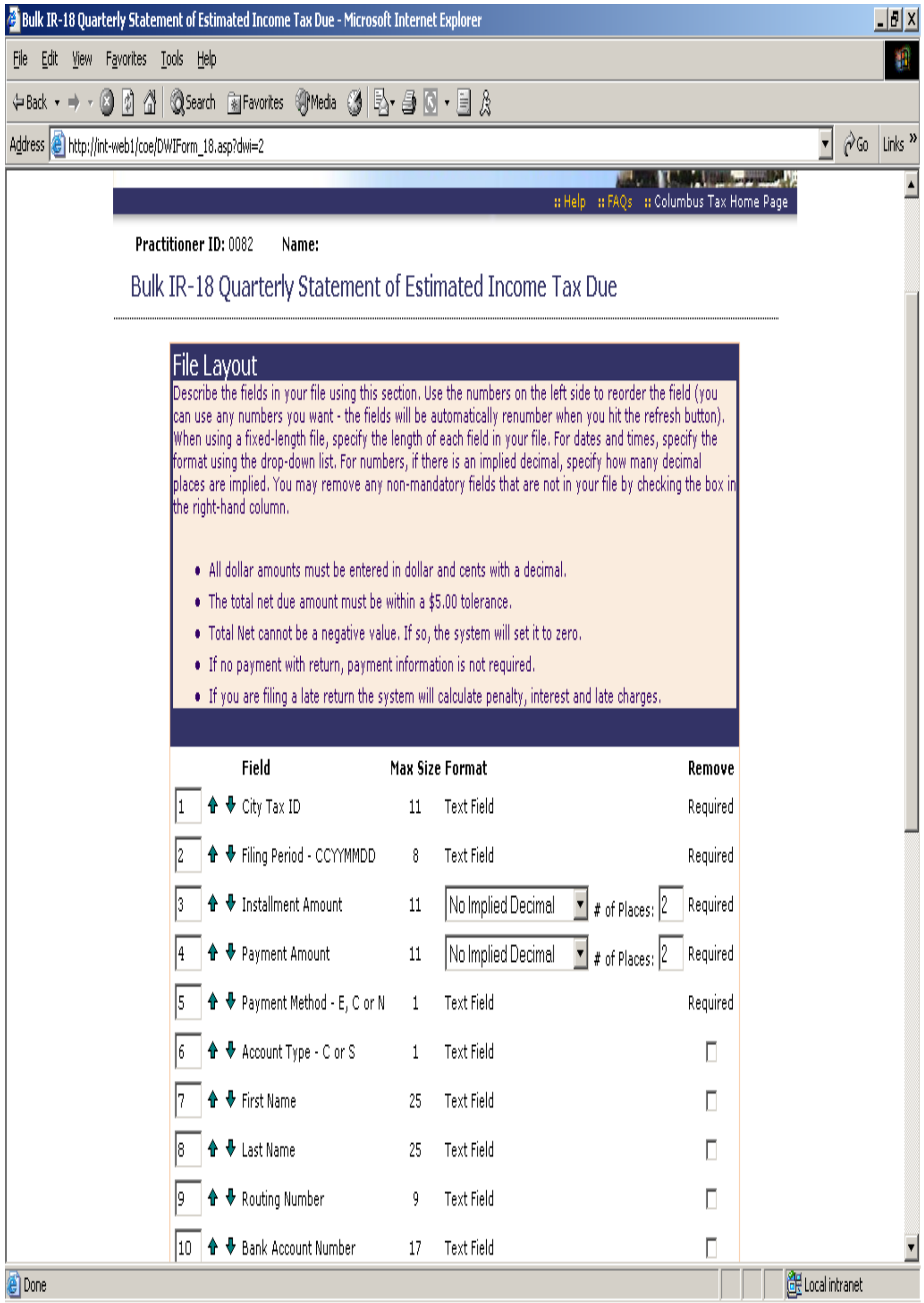


Figure 3. Field Layout Screen

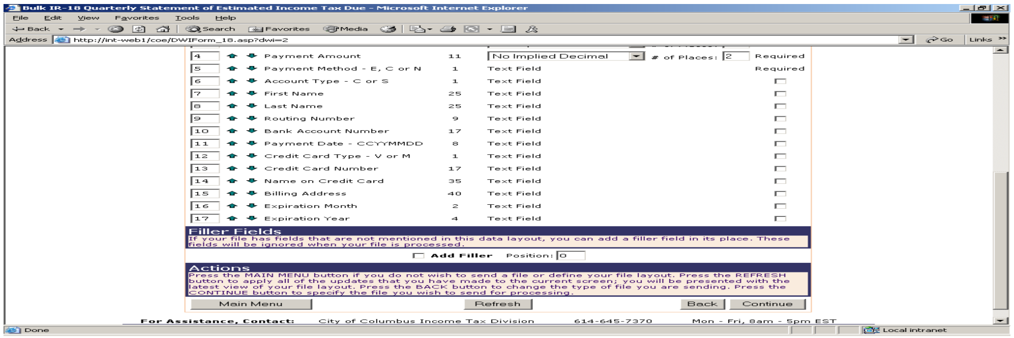


Figure 4. Send File Screen

Main Menu - resets changes you have made to any screen and returns to the beginning of the session.

Back - will take you back one screen.

Upload File... will send your file and perform a preliminary validation of the file layout.

1) Click the ***Browse...*** button and select the file from your disk or hard drive.

2) Click ***Upload File...*** to proceed.

Record Validation

The next screen (***Figure 5***) will display a sample consisting of the first ten records in your file.
Its purpose is to catch common formatting or layout errors and allow them to be corrected before uploading the entire file.

The first column on the screen, ***Result***, will indicate whether a record passed or failed the test.
If "*Valid*" is displayed then all fields in that row are acceptable.

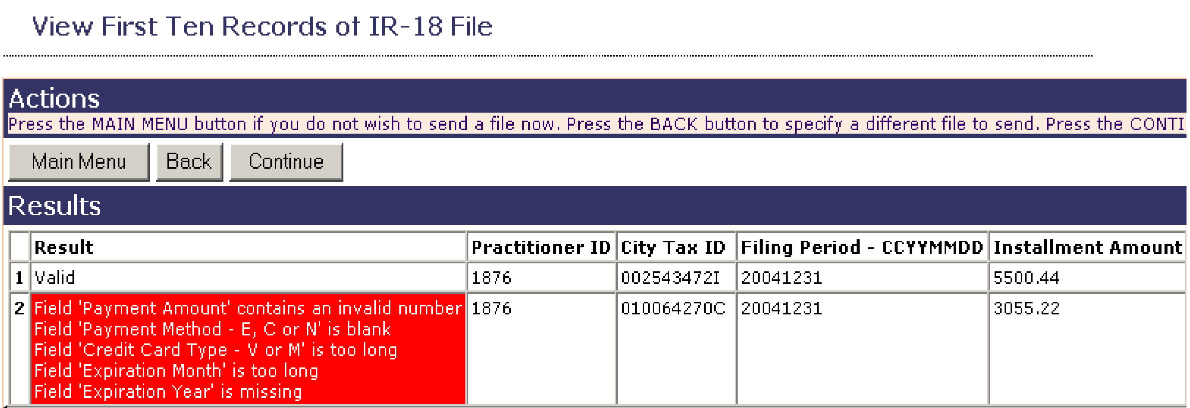
If there is a highlighted error message (see ***Figure 5***) do the following:

1) correct the data in your file then save.

2) click the ***Back*** button and send your file again.

Your corrected file will be validated and the first ten records will again be displayed.
When all ten sample records indicate "*Valid*" then click ***Next*** to process your file.

Note: only the first ten records are displayed to help identify common formatting errors. You will need to check and correct your *entire file* for similar errors.



View First Ten Records of IR-18 File

Actions

Press the MAIN MENU button if you do not wish to send a file now. Press the BACK button to specify a different file to send. Press the CONTI

Main Menu | Back | Continue

Results

	Result	Practitioner ID	City Tax ID	Filing Period - CCYYMMDD	Installment Amount
1	Valid	1876	002543472I	20041231	5500.44
2	Field 'Payment Amount' contains an invalid number Field 'Payment Method - E, C or N' is blank Field 'Credit Card Type - V or M' is too long Field 'Expiration Month' is too long Field 'Expiration Year' is missing	1876	010064270C	20041231	3055.22

Figure 5. Record Validation

**** This record contains an error. This record needs to be corrected to be successfully filed.**

Corrected file

View First Ten Records of IR-18 File

Actions

Press the MAIN MENU button if you do not wish to send a file now. Press the BACK button to specify a different file to send. Press the CONTI

Main Menu | Back | Continue

Results

	Result	Practitioner ID	City Tax ID	Filing Period - CCYYMMDD	Installment Amount
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PROCESSING

This screen shows the progress of the file upload.

All successfully processed records in the file will be submitted at this point.

A unique confirmation number and Return Time Stamp will be generated for each record.

View First Ten Records of IR-18 File

Actions

Press the MAIN MENU button if you do not wish to send a file now. Press the BACK button to specify a different file to

Main Menu | Back | Continue

Results

	Result	Practitioner ID	City Tax ID	Filing Period - CCYYMMDD	Installment Amount	Payment Amount
1	Valid	1876	002543472I	20041231	5500.44	5500.44
2	Valid	1876	010064270C	20041231	3055.22	3055.22

Figure 6. File upload process

File Upload Final Results

Figure 7 shows the final results of the upload process.

Successful Records have been submitted. Click **View** to see the individual results issued for each record.

Failed Records did not pass the final validation business rules and were not submitted. Click **View** to see the error messages, then:

1) copy the failed records in your file to a separate file.
2) correct the errors and save.
3) click the ***Back*** button (see ***Figure 7*** below) and resubmit the corrected failed records.

Note: be sure to resubmit only the corrected *failed* records. The *successful* records have been submitted and will generate an error message if sent again.

IMPORTANT: ***Failed Records*** are not assigned a confirmation number, are not submitted, and are not filed with the City of Columbus Income Tax Division. They must be corrected and resubmitted.

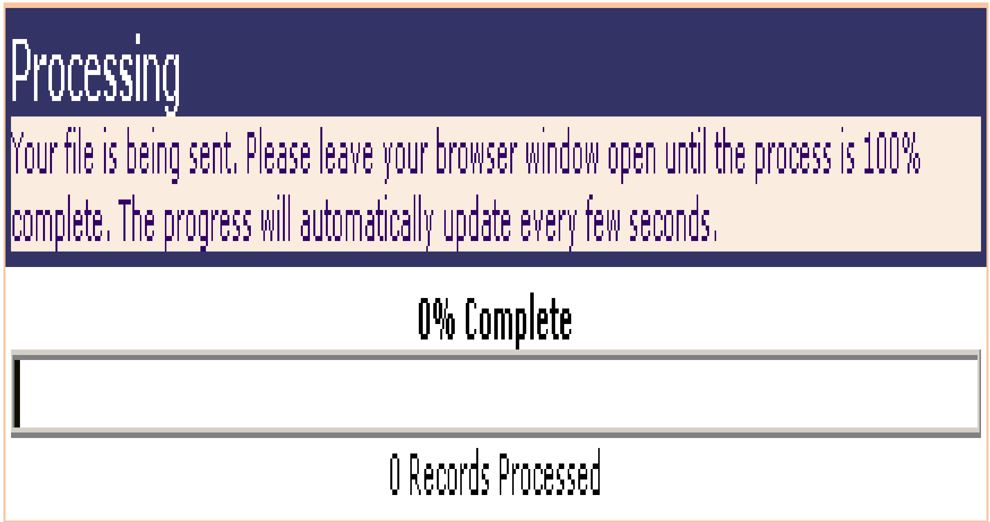

Figure 7. File upload results

Figure 8 shows the total results of the uploaded records. The record with the confirmation number has been submitted. The record with the error needs to be submitted again with any other records that failed.

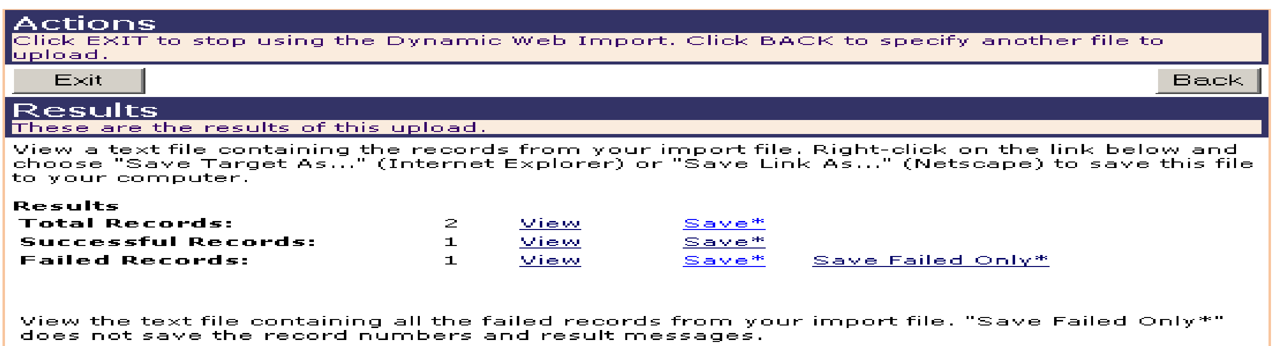

Figure 8. Total records Displayed