

EDI Training Exercises: ASCII Spreadsheet

WHAT FORMATS DO WE ACCEPT?

ASCII- Excel Spreadsheet or software generated. If utilizing the ASCII spreadsheet, it is much easier to manipulate and generate files on demand.

X12 – Software generated format. Very difficult to manipulate manually. Usually companies like Avalara provide the service to the clients.

HOW DO WE INSTRUCT THE USERS ON USING THE ASCII SPREADSHEET?

The ASCII spreadsheet comes with instructions that are listed in the first tab of the document. However below is a summarized version of the instructions for quick reference.

1. Enter all data that is required by the Virginia DMV in the format required. You may enter tax return information for all of your licensed accounts on one spreadsheet, or you can make individual copies for each account
 - a. That means that if I am licensed for AC and a DS return I have the option of filling out both tabs of the spreadsheet and when I generate my file I can either choose to have one file with transactions from both my AC and DS data OR I can generate two separate files; one AC and the one DS
2. There can be no blank lines in the data entered
3. Once all tax information has been entered go to the '**Select Returns to Export**' sheet to begin the export process.
4. On the **Select Returns to Export** tab the user needs to select the checkbox for the Return type that they are attempting to export.

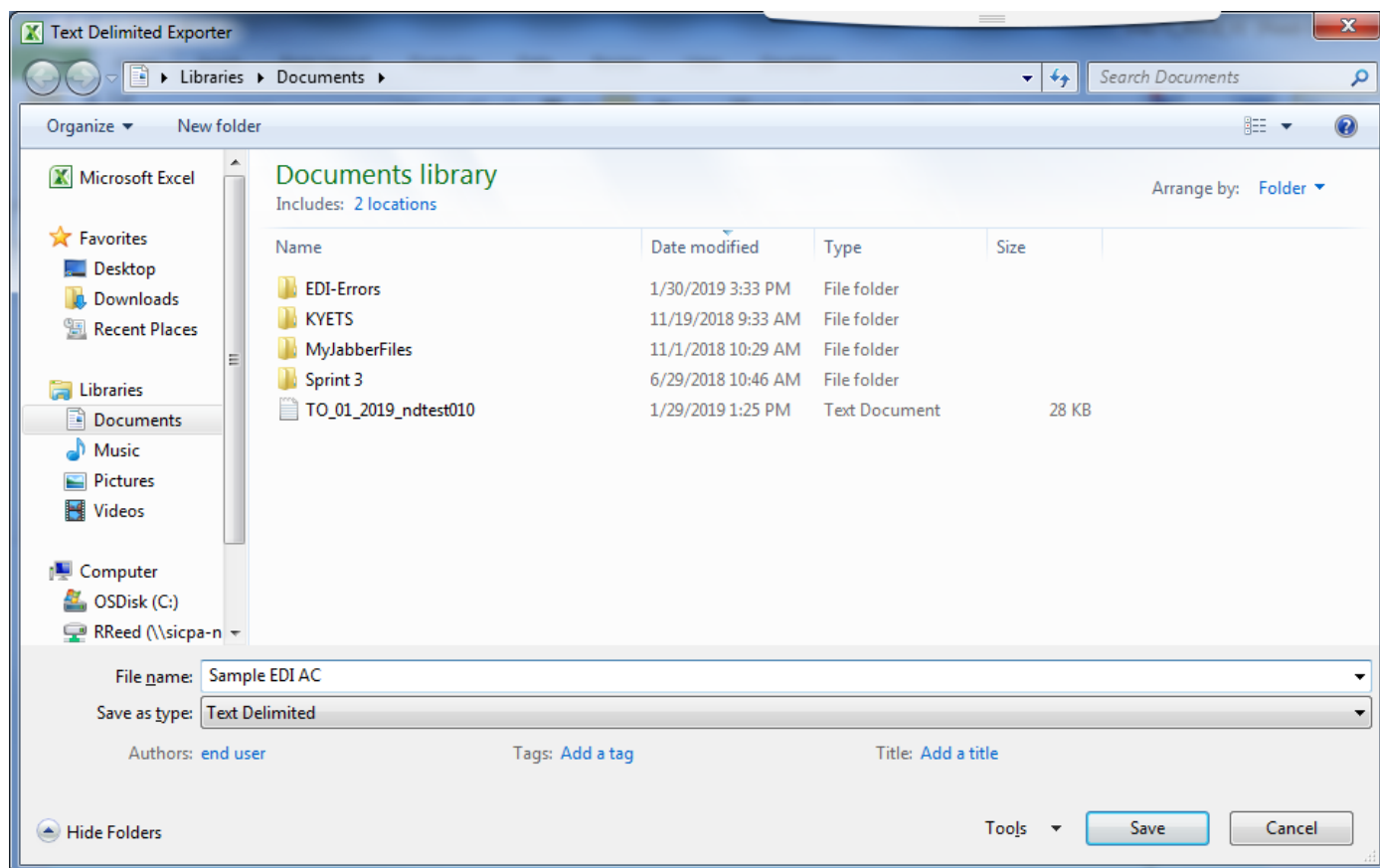
Select Returns to Export

On this page you select the returns to export when the 'Export Selected Sheets' button is clicked. This allows you to control which tax filings are sent to the Virginia DMV. For example: You submit your Importer and Alternative Fuel reports in one file. The next day you access the Motor Fuels system and find an error in the Importer filing which requires removal and resubmission of just that return. After the corrections have been made to the spreadsheet data, you can select just the Importer Details option below and only those details will get exported. Each sheet has a 'Validate' button located in column 'A'. If there are errors in the data, a detailed message will be displayed describing the error. These errors must be corrected before the data can be exported. When the export is complete, a window will display indicating that your file has been saved and where it was saved. The final step is to submit this file to the Virginia DMV. Please follow the instructions sent to your company from the Virginia DMV.

	Go to Details sheet		Go to Details sheet
Aviation Consumer (AC)	<input checked="" type="checkbox"/>	Supplier (SP/ES/PS)	<input type="checkbox"/>
Alternative Fuel (BA/BBA/PA/RA/BRA)	<input type="checkbox"/>	Supplier (SP/ES/PS) Inventory	<input type="checkbox"/>
Importer (BI/OI)	<input type="checkbox"/>	Terminal Operator (TO)	<input type="checkbox"/>
Blender (BL)	<input type="checkbox"/>	Terminal Operator (TO) Inventory	<input type="checkbox"/>
Distributor (DS)	<input checked="" type="checkbox"/>	Motor Fuel Transporter (TR)	<input type="checkbox"/>
Fuel Alcohol Provider (FA)	<input type="checkbox"/>	Wholesale Sales Tax (WH)	<input type="checkbox"/>

Export Selected Sheets

- After selecting the returns to Export the user needs to select the button '**Export Selected Sheets**' to be prompted to convert the files into the appropriate format. The default format for the file is as a text delimited file or .txt. The user should save it in that format as suggested by the spreadsheet and ultimately use this to upload.



Troubleshooting: Common Questions/Issues

DO I NEED TO ENTER IN EVERY FIELD ON THE SPREADSHEET?

Yes, every field that has a '**Required**' label above the field description needs to have valid values.

HOW DO I KNOW THAT MY DATA ENTRIES ARE VALID?

Each tab has a '**Validate**' button. Following the entry of all relevant information the users should select the '**Validate**' button prior to attempting to export.

I THOUGHT THE SPREADSHEET IS WHAT I NEED TO UPLOAD?

The spreadsheet generates the .txt file that is used by the EDI upload process. If the user is using the ASCII spreadsheet the file generated by exporting should be in the default text delimited format (.txt).

WHERE CAN I FIND DETAILS ON THE ASCII FORMAT?

Detailed Guides can be found for both the ASCII and X-12 formats via the DMV site. For clients with questions about those values that comprise the format please direct them to those specific guides.

I AM TRYING TO USE THE ASCII SPREADSHEET AND AM HAVING ISSUES. IT WILL NOT LET ME VALIDATE THE FILE OR SELECT THE DETAILS TO EXPORT.

The ASCII spreadsheet has macros within the spreadsheet. In order for a user to be able to use the spreadsheet as intended they must adjust their security settings to allow the users to 'Enable Macros'. Users may enable macros by navigating to the File> Options> Trust Center>Trust Center Settings> Macro settings and then selecting 'Enable all macros'. This will allow the user to use the spreadsheet as intended.

Training Assessment

1. What are the two formats that VAETS accepts via EDI Upload?
2. Of the two formats which is easier to manually manipulate and why?
3. If a user needs instruction on the use of the ASCII Spreadsheet where can they go for instructions?
4. After entering data on the ASCII spreadsheet what should the users do before attempting to Export the selected file?
5. When a user Exports the Selected Sheets, what format is the file saved in as a default?