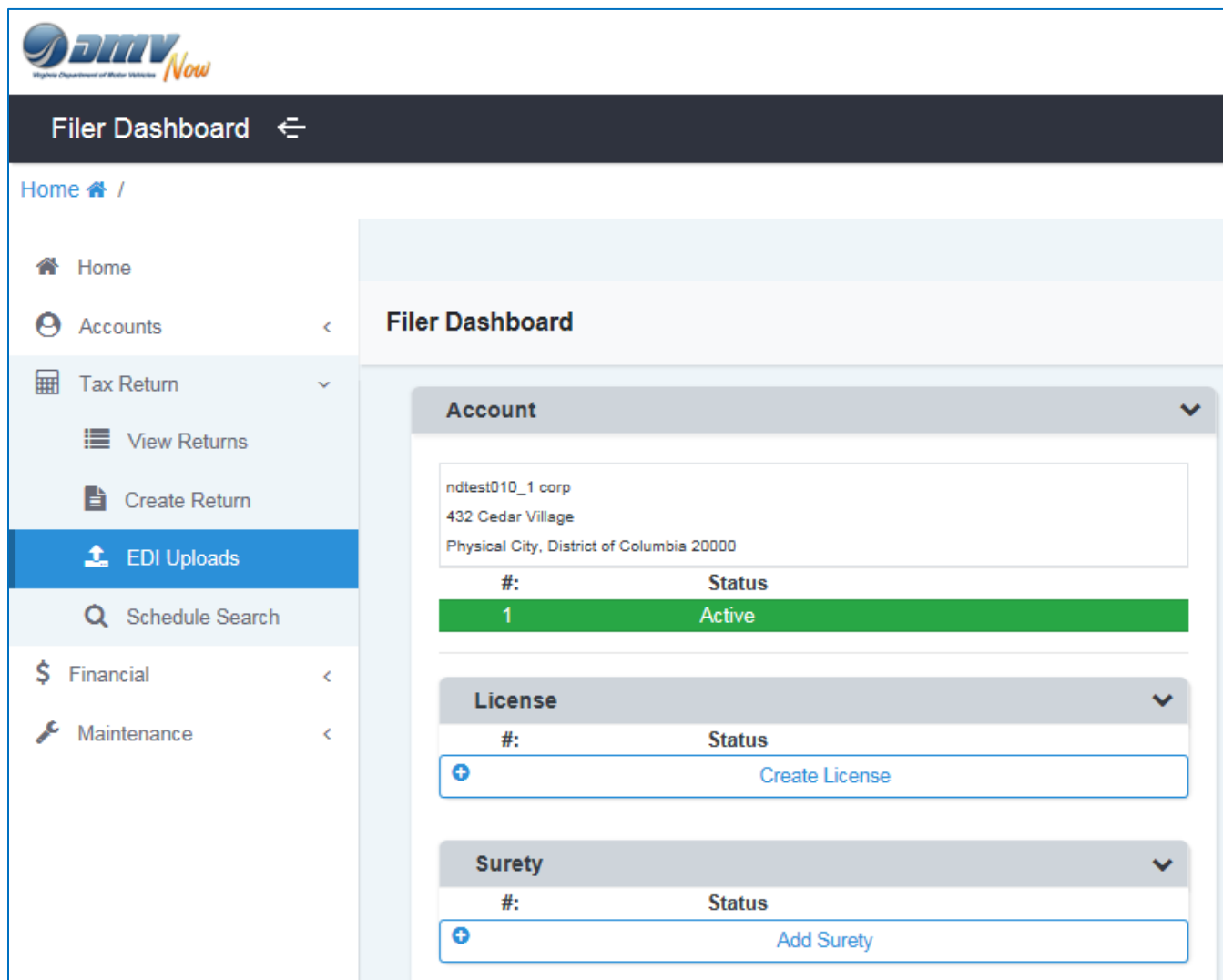


EDI Upload Training

How to access EDI Upload

1. On the left-side navigation, expand the Tax Return drop-down.
2. Click EDI Upload

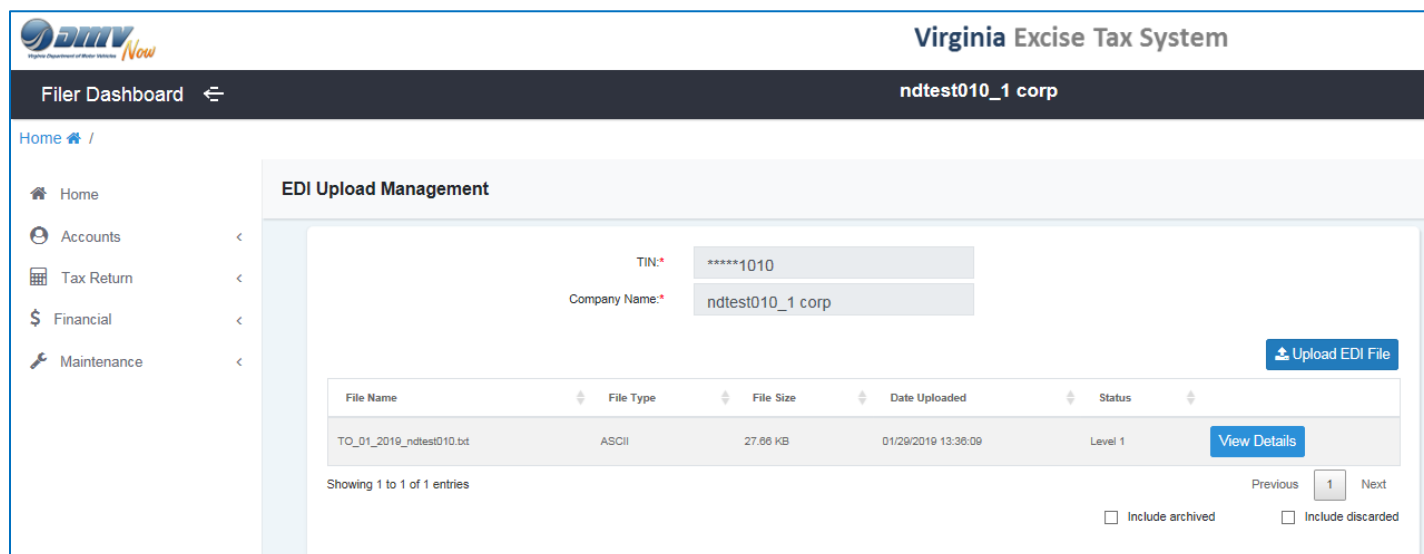


The screenshot shows the DMV Now Filer Dashboard. The left navigation menu is expanded, showing the following options: Home, Accounts, Tax Return (with a dropdown arrow), View Returns, Create Return, EDI Uploads (highlighted in blue), Schedule Search, Financial, and Maintenance. The main content area displays the 'Filer Dashboard' with sections for Account, License, and Surety. The Account section shows a table with one entry: #1, Status Active. The License and Surety sections each have a 'Create License' and 'Add Surety' button respectively.

#:	Status
1	Active

EDI Upload Management

1. Click Upload EDI File



The screenshot shows the 'Virginia Excise Tax System' interface. The user is logged in as 'ndtest010_1 corp'. The main section is titled 'EDI Upload Management'. It contains a form with the following fields:

- TIN: *****1010
- Company Name: ndtest010_1 corp
- Upload EDI File button

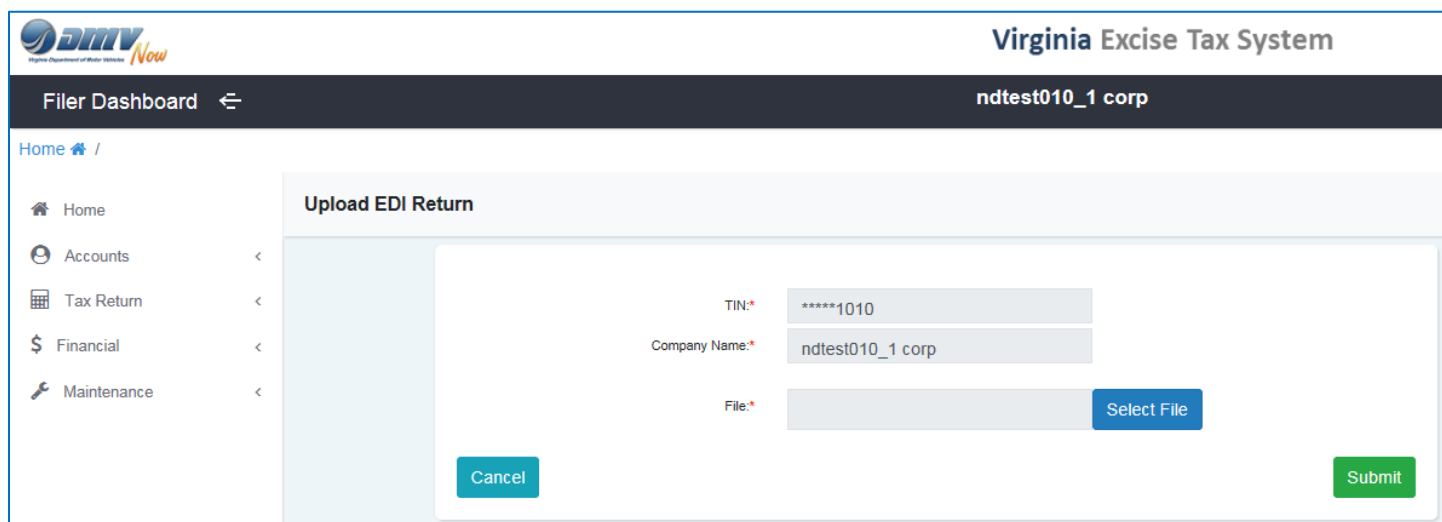
Below the form is a table with the following columns: File Name, File Type, File Size, Date Uploaded, Status, and View Details. The table contains one entry:

File Name	File Type	File Size	Date Uploaded	Status	View Details
TO_01_2019_ndtest010.bdt	ASCII	27.66 KB	01/29/2019 13:38:09	Level 1	View Details

Below the table, it says 'Showing 1 to 1 of 1 entries'. There are also checkboxes for 'Include archived' and 'Include discarded', and a pagination control showing 'Previous', '1', and 'Next'.

Upload EDI Return

1. Select the file to upload
2. Click Submit



The screenshot shows the 'Virginia Excise Tax System' interface. The user is logged in as 'ndtest010_1 corp'. The main section is titled 'Upload EDI Return'. It contains a form with the following fields:

- TIN: *****1010
- Company Name: ndtest010_1 corp
- File: (empty field) with a 'Select File' button
- Cancel button
- Submit button

Upload Status

The **Status** of the file indicates **Queued** while the system checks the file for errors. **NOTE:** You can exit out of the session without interrupting the file processing.

- A **Successful Upload** will display a status of **Processed**.
- A **file with errors** will display a status of **Level 1**.

The Status Flow is:

- **Queued**
- **In Process**
- **Level 1 (Errors)**
- **Processed (No Errors)**
 1. Click **View Details** to view any errors.
 2. The **View Batch Details** screen displays

Filer Dashboard
ndtest010_1 corp

Home
Accounts
Tax Return
Financial
Maintenance

EDI Upload Management

TIN: *****1010

Company Name: ndtest010_1 corp

Upload EDI File

File Name	File Type	File Size	Date Uploaded	Status
TO_01_2019_ndtest010.txt	ASCII	27.66 KB	01/29/2019 13:35:09	Level 1

Showing 1 to 1 of 1 entries

Previous
1
Next

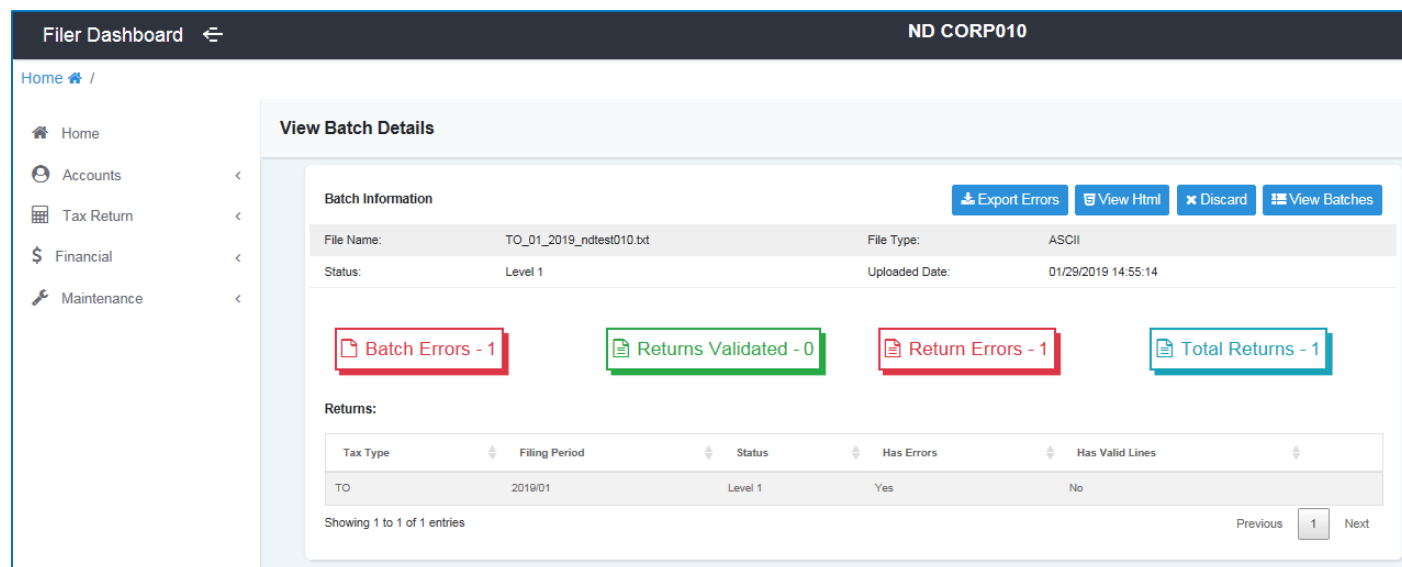
☒ Include archived
☒ Include discarded

View Details

Batch Details

ACCESSING BATCH DETAILS

The uploaded file details display under **Batch Information** and under **Returns** the associated return(s) will be displayed in the list view



Filer Dashboard [←](#) **ND CORP010**

[Home](#) [/](#)

- [Home](#)
- [Accounts](#)
- [Tax Return](#)
- [Financial](#)
- [Maintenance](#)

View Batch Details

Batch Information [Export Errors](#) [View Html](#) [Discard](#) [View Batches](#)

File Name:	TO_01_2019_ndtest010.btx	File Type:	ASCII
Status:	Level 1	Uploaded Date:	01/29/2019 14:55:14

[Batch Errors - 1](#)
[Returns Validated - 0](#)
[Return Errors - 1](#)
[Total Returns - 1](#)

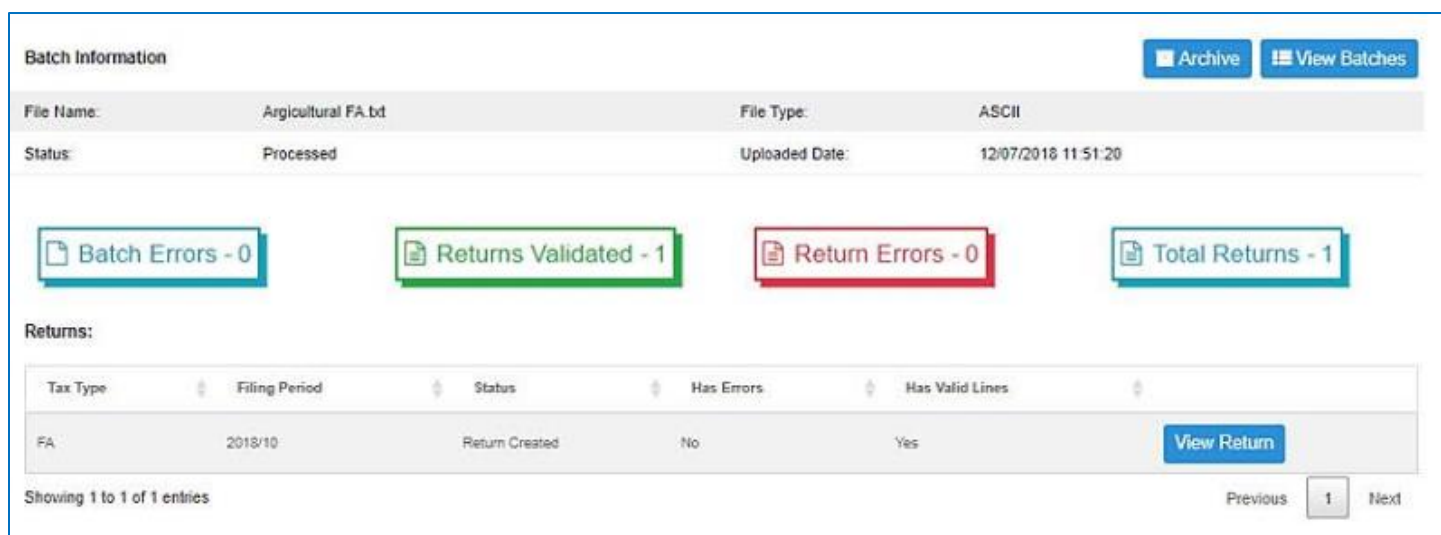
Returns:

Tax Type	Filing Period	Status	Has Errors	Has Valid Lines
TO	2019/01	Level 1	Yes	No

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

VIEW BATCH DETAILS

1. Click the **Batch Errors** button to view any errors
2. **Returns Validated** indicates the number of uploaded returns that are error free
3. **Return Errors** indicates the number of returns that contain an error
4. **Total Returns** indicates the total number of returns within the file
5. **Export Errors** will generate a detailed downloadable report in XML format with error details



Batch Information [Archive](#) [View Batches](#)

File Name:	Argicultural FA.btx	File Type:	ASCII
Status:	Processed	Uploaded Date:	12/07/2018 11:51:20

[Batch Errors - 0](#)
[Returns Validated - 1](#)
[Return Errors - 0](#)
[Total Returns - 1](#)

Returns:

Tax Type	Filing Period	Status	Has Errors	Has Valid Lines
FA	2018/10	Return Created	No	Yes

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#) [View Return](#)

BATCH ERRORS

1. To view errors, click on **Batch Errors**
2. The **EDI Error Summary** window will open

This screen lists the type of errors found in the uploaded file as well as a brief description of each error.

EDI Error Summary	
Error Code	Description
Invalid License Number -ASCII	Invalid Taxtype License Combination. This is an invalid license number or Return Period/BOL Document Date is outside of Effective range of License.
Invalid Locality Code	The locality code field is required when the license type tax type combination is Wholesale - WH. This EDI error is generated if the locality code is missing or is not in the VAETS locality code table.
Invalid License Number -ASCII	Invalid Taxtype License Combination. This is an invalid license number or Return Period/BOL Document Date is outside of Effective range of License.
Invalid File FEIN	The FEIN provied in the EDI file does not match with the Account FEIN
<div>Close</div>	

Export Errors Report

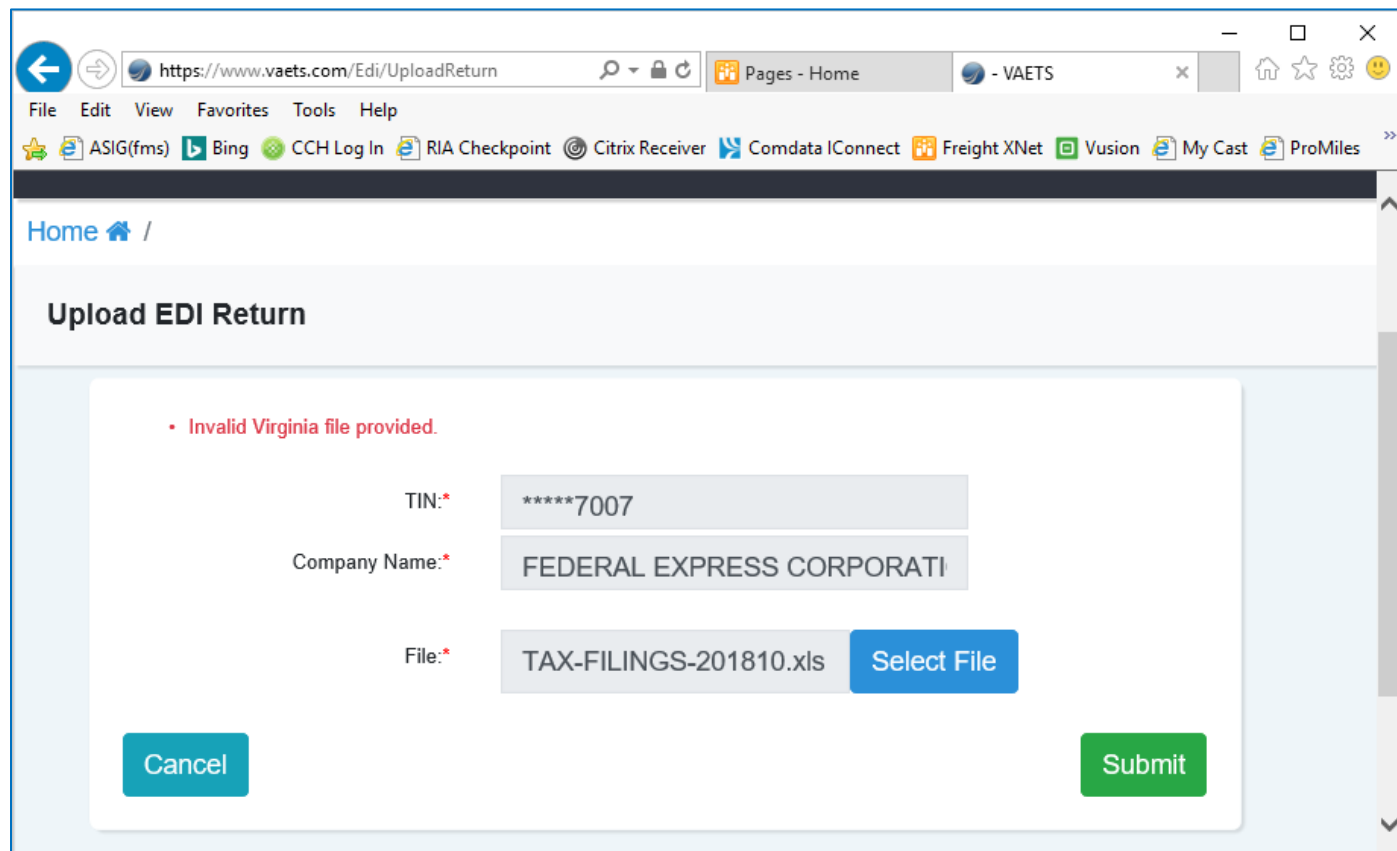
1. On the **View Batch Details** screen, click **Export Errors**
2. The **download pop up notification** will display in the browser
3. Select to **download the file to your computer** or **open in your browser**. The file can also be opened in any text editor like Notepad.

As depicted in the **sample XML report**, the error information is displayed throughout the file with the actual error messages at the end of the return information. To quickly find the errors, use **(CTRL + F)** and enter the word **"errorcode"**

```
<?xml version="1.0"?>
- <batch FileType="ASCII" FileName="Avfuelbob1.dat" Status="Level 1" UploadedBy="jlpicard@stng.com"
DateUploaded="2018-12-05T16:49:29.307">
  - <return FileName="" Status="Level 1" ReturnPeriod="2018-01-31" TFS02="SUM" TransactionType="O"
TaxFilingPeriodEnd="201801" TaxpayersFEIN="382073252" TaxType="AC">
    - <schedule TaxType="AC" LicenseActivity="0" WholesalePrice="2002.00" BilledGallons="2000.00"
GrossGallons="2002.00" NetGallons="2002.00" BOLDate="2018-01-01" BOL="MD8801214" ShipToState="KY"
ShipToCity="SOMEWHERE" BuyerFEIN="222220003" BuyerName="COMPANY C" JurisdictionCode="VA"
CarrierFEIN="222220004" CarrierName="COMPANY D" SellersFEIN="222220001" SellersName="COMPANY A"
TransportationCode="J" TerminalCode="T54VA2220" ProductCode="130" ScheduleTypeCode="1"
InventoryDate="201801" LicenseNumber="VA00013053">
      <error TaxType="AC" OldValue="T54VA2220" ErrorLevel="Level 1" ColumnName="TerminalCode"
      ErrorCode="Missing Origin Information - TCN"/>
    </schedule>
    - <schedule TaxType="AC" LicenseActivity="0" WholesalePrice="12425.00" BilledGallons="12428.00"
GrossGallons="12425.00" NetGallons="12425.00" BOLDate="2018-01-05" BOL="MD8801217"
ShipToState="KY" ShipToCity="SOMEWHERE" BuyerFEIN="222220003" BuyerName="COMPANY C"
JurisdictionCode="VA" CarrierFEIN="222220004" CarrierName="COMPANY D" SellersFEIN="222220002"
SellersName="COMPANY B" TransportationCode="J" TerminalCode="T54VA2220" ProductCode="130"
ScheduleTypeCode="2" InventoryDate="201801" LicenseNumber="VA00013053">
      <error TaxType="AC" OldValue="T54VA2220" ErrorLevel="Level 1" ColumnName="TerminalCode"
      ErrorCode="Missing Origin Information - TCN"/>
    </schedule>
    - <schedule TaxType="AC" LicenseActivity="0" WholesalePrice="999.00" BilledGallons="1000.00"
GrossGallons="999.00" NetGallons="999.00" BOLDate="2018-01-30" BOL="MD8801219" ShipToState="KY"
ShipToCity="SOMEWHERE" BuyerFEIN="222220003" BuyerName="COMPANY C" JurisdictionCode="VA"
CarrierFEIN="222220004" CarrierName="COMPANY D" SellersFEIN="222220001" SellersName="COMPANY A"
TransportationCode="J" TerminalCode="T54VA2220" ProductCode="130" ScheduleTypeCode="2"
InventoryDate="201801" LicenseNumber="VA00013053">
      <error TaxType="AC" OldValue="T54VA2220" ErrorLevel="Level 1" ColumnName="TerminalCode"
      ErrorCode="Missing Origin Information - TCN"/>
    </schedule>
    <error TaxType="AC" OldValue="2018-01-31" ErrorLevel="Level 1" ColumnName="ReturnPeriod"
    ErrorCode="Tax Type Return Period Exists"/>
  </return>
  <errorcodes FileType="ASCII,X12" ColumnName="TerminalCode" ErrorCode="Missing Origin Information - TCN"
  TableName="Schedule" Level="Level 1" Description="The origin TCN is missing or invalid, i.e. not in the
VAETS IRS TCN table, or the origin city and/or state fields are missing. Display 'Missing Destination
Information' as the EDI error. Allow the Filer to add either the 'Origin TCN' or the 'Origin City' and
'Origin State' fields to fix this error."/>
  <errorcodes FileType="ASCII,X12" ColumnName="ReturnPeriod" ErrorCode="Tax Type Return Period Exists"
  TableName="Return" Level="Level 1" Description="A return already exists for Tax type in the return
Period"/>
</batch>
```

Exercise

Using the screenshot below, identify what the issue is the filer is experiencing when attempting to upload their EDI file. Why are they experiencing the issue and what can they do to resolve the issue?



Home /

Upload EDI Return

- Invalid Virginia file provided.

TIN:* *****7007

Company Name:* FEDERAL EXPRESS CORPORATI

File:* TAX-FILINGS-201810.xls [Select File](#)

[Cancel](#) [Submit](#)