THOMSON REUTERS®

DIF IMPORT/EXPORT GUIDE

FOR TAX YEAR 2019

Last Updated: December 15, 2020



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CHAPTER 1: CHANGES TO DIF IMPORT/EXPORT FOR 2020

As we continue to modernize our compliance solutions and advance our technology strategy, we are excited to announce the following updates.

Creation and editing of DIF/KAT files will no longer be available for tax year 2020 forward. The following options will continue to be available and supported to allow for a more user-friendly experience.

- **1065 Partner Bridge** (https://tax.thomsonreuters.com/support/onesource/gosystem/?search=000102302) will be supported.
- Current **DIF/KAT templates** (https://tax.thomsonreuters.com/support/onesource/gosystem/?search=000101533) supplied by Thomson Reuters will be supported, as long as no changes to the template are required.
- Recently created **Data Import templates** (https://tax.thomsonreuters.com/support/onesource/gosystem/?search=000102011) by Thomson
 Reuters will be supported.
- Data Connection provides import/export methods that allow users to transfer data into and out of a locator without manual data entry.
 - Complimentary training will be made available for new adopters.
 - Assistance with new file creation is available through our professional services team.
 - Data Connection requires a separate license.



Importing existing DIF/KAT files can continue to be utilized if no changes are required to the files.

CHAPTER 2: COMPONENTS OF ORGANIZER IMPORTING

The DIF import feature can populate virtually every field within Organizer. DIF import can be used to populate Forms 4562, 8825, and areas such as contributions and distributions. Most commonly, DIF Import is used to populate State Allocation and Apportionment information.

The three components of Organizer importing are:

- Import DIF dialog box
- DIF Import File

2

• DIF Template File.

IMPORT DIF DIALOG BOX

You can import from anywhere in the Organizer using the **Import DIF** dialog box. You can open the dialog box by selecting **File > Import > From DIF file**.

Import DIF	×								
DIF Import File									
C:\Temp\officer_import.dif	Browse								
Enter the location and name of the DIF file to be imported. Or click the Browse button to find the DIF file.									
DIF Template File									
C:\Temp\officer_import.Kat	Browse								
Enter the location and name of the DIF template f be used with the DIF import file specified above. O click the Browse button to find the template file.	ile to Dr								
Template Maintenance	mport or Close								
To create a new template or to modify an existing template. If the template specified does not exist, you will be prompted to create it	Import								
Edit Template	Done								

Figure 2:1

The Import DIF dialog box shown above enables you to:

- Specify the DIF import file and DIF template file to be used in the import.
- Start the import process.
- Create or modify an import template file.

The functions of the two text boxes on the dialog are:

FUNCTION	DESCRIPTION
DIF Import File	location and filename of the DIF import file
DIF Template File	location and filename of the Organizer import template (KAT file)

The functions of the command buttons on the dialog are:

FUNCTION	DESCRIPTION
Import	Execute the import specified by the Import DIF dialog box.
Browse	Specify the disk drive, directory location, and filename of the DIF import file and DIF import template file.
Done	Close the Import DIF dialog box.
Edit Template	Access the template dialog to create or modify the specified DIF template file.

DIF IMPORT FILE

The DIF Import File contains the data to be imported into the Organizer. Import source files for Organizer must be in the Data Interchange Format. These files are created by spreadsheet programs such as Microsoft Excel. Import source files are usually referred to as "DIF files."

3

To make an import file, you use a spreadsheet such as the one below.

7					_	_								
💌 I	🛚 Microsoft Excel - officer_import.dif 🛛 📃 🖂													
	Eile	Edit <u>V</u> iew Inser	ert Format <u>I</u> ools <u>D</u> ata <u>Wi</u> ndow <u>H</u> elp Type a question for help •											ð×
D	2	🖬 🏼 🖓 🗠 🖷	- 🝓 Σ - ᢓ↓ 🛍 🕻	🔾 🎐 Arial		- 1	0 • B <i>I</i>	<u>u</u> ≣ :		\$%,	00. 0.↓ 0.↓ 00.		- 🕭 - A	×
	T19	▼ fs	è.											
	А	В	С	D	E	F	G	Н	1	J	K	L	M	-
1			OFFICERS OF	ALPHA HO	DI	IGS,	INC.							
2														
3		Name	Address	City	State	Zip	SSN	Title	Pct Time	Common	Preferred	Comp	Expense	
4	1	Lawrence Barnes	7429 Sherwood Ct.	West Bloomfied	MI	48322	480-78-9852	President	100	35	40	3100000	10000	
5	2	Donald barnes	2891 Potter Rd	Wixom	MI	48324	786-54-1592	SRVP	100	20	15	2025000	4000	
6	3	David Sutton	16590 Salem Ct.	Detroit	MI	48326	445-87-9981	V.P.	80	20	15	2020000	5000	
7	- 4	Jim Bryant	37717 Northfield Dr.	Livonia	MI	48328	852-16-4452	Treasurer	90	15	10	1088242	2000	
8	- 5	Debra Hunt	2727 Hampshire Ave.	Ann Arbor	MI	48330	446-75-8821	Secretary	100	10	20	1000870	500	
9														•
14 4	- F - I	I officer_import	:/					•						•
Read	ły											NUM		

Figure 2:2

DIF TEMPLATE FILE

Import templates act as a "road-map" for data from the DIF import file to specific fields within Organizer. Import template files have the extension KAT and cannot be opened or edited using Microsoft Excel. Import template files are usually referred to as "KAT files." Click **Edit Template** to access the **DIF Coordinates** dialog box.

DIF Coordinates 🛛 🔀										
DIF 1 Z:\F	DIF Template File: Z:\FILES\Projects\DIF\dif_template\officer comp\officer_impo									
Group Data Format Complete Changes Complete Column Format Group member data in rows Column Format Group member data in columns										
Targ	et and Source Coordina	ates Grid:								
	Target Field	Start DIF Col	9 DIF	Start F Row	End DIF Row	^				
	OFF.NAME	В		4 ×						
	OFF.STREET	С		4	×					
	OFF.CT	D		4	×					
	OFF.ST	E		4	×					
	OFF.ZC	F		4	×					
	OFF.SSAN	G		4	×					
	OCC MCV/TIT	U			×					
- Gro Lev Lev Lev Lev	oup Control Fields vel 0: OFF.NAME vel 1: vel 2: vel 3: vel 4:			Deleti Click click	e Coordina < in grid an < Delete bu Delete	tes d utton				

Figure 2:3

6

Helpful Rules and Tips regarding Organizer Import Templates

- A single import template can be used to import data for multiple Organizer pages; there is no limit on the number of data elements selected for import or the number of Organizer pages with import targets.
- You can modify import templates by adding or deleting references to Organizer data fields.
- The position of a selected data element in a DIF import file cannot change after the row and column coordinates of the data element have been recorded in an import template.
- Multiple import templates can be used with a single DIF import file; each template specifies different data file elements to be imported.
- To avoid confusion later, name source files and import template files in a way that defines their use.

CHAPTER 3: CREATING DIF AND KAT FILES



DIF/KAT creation and editing is available only in Tax Year 2019 and prior years. It is no longer available starting with Tax Year 2020.

Creating a DIF and corresponding KAT file takes some preparation. The effort and planning pays off when the same type of data will be imported repeatedly into the same Organizer or Organizers of different entities. The repetitive data entry process is then quick and accurate.



DIF Template file (KAT) creation requires using Classic Organizer. This will not work with the New Organizer.

- Creating the DIF Import File (page 7)
- Defining a Group DIF Template (page 7)
- Rows/Columns with Blank Cells (page 11)

CREATING THE DIF IMPORT FILE

You create the DIF import file by placing the data in an Excel spreadsheet in the desired format with fields labeled appropriately.

- 1. In Excel, select **File > Save As**.
- 2. Browse to the location where the file will be saved.
- 3. In the **File name** field, enter the desired file name.
- 4. In the Save as type field, use the drop-down menu to select DIF (Data Interchange Format)(*.dif)
- 5. Click Save.

DEFINING A GROUP DIF TEMPLATE

Defining a group DIF template involves extra steps. The first step in creating a group data import template is to create the initial group member for the target group. To access a group member page in the Organizer for Officers' Compensation, a group member must exist.

Create a new entry by selecting ***Add New...** Create the initial officer. Then access the Organizer page for the individual officer to create the import template.

Organizer Tax Forms	Officer
QuickTrack	⊖Officers' Individual Compensation Detail - Federal and State
	Officer officer Street address. officer City
Summary of Officers Comp Minimum Officers Add new Officer Deductions Cachedule H Limitation for PSC Passive, Rental, and At-Risk	Percent of time devoted to business Percent of stock ownership: Common Preferred Amount of compensation

Figure 3:1

8



The temporary officer's name created during template setup will disappear during the import of officers' compensation data after the import template is finished. So using a name like "officer" is appropriate.

Defining a DIF Template

- 1. In Organizer, select File > Import > From DIF.
- 2. Select Browse beside the DIF Import File field. Browse to and open the saved DIF file.
- 3. Enter a name for the template file (including path) in the **DIF Template File** field.

Import DIF									
DIF Import File									
C:\Temp\officer_import.dif	Browse								
Enter the location and name of the DIF file to be imported. Or click the Browse button to find the DIF file.									
DIF Template File									
C:\Temp\officer_import.Kat	Browse								
Enter the location and name of the DIF template file to be used with the DIF import file specified above. Or click the Browse button to find the template file.									
Template Maintenance	or Close								
To create a new template or to modify an existing template. If the template specified does not exist, you will be prompted to	mport								
Edit Template	Done								

Figure 3:2



4. Select Edit Template to open the DIF file dialog box and DIF Coordinates (Template) dialog box.

Figure 3:3

- 5. If you are creating a new template (KAT file), the application confirms that a new template is being created.
- 6. Place the cursor in the appropriate Organizer field, and the **DIF Coordinates** dialog box should display its name in the **Target Field** column. If the name does not appear, click a different field in the Organizer, and click the previous field again.

7. Click the matching cell from within the open **DIF** dialog box.



If you are importing a group, select the first data cell containing data to be imported so the entire column is highlighted.

0	Topinon	T	- 1		Office	r [r	Officer		-												
	gamzer	Tax Furm	8	_					_												
Н	QuickTrack			- 11	Office	s' In	idividual	l Comper	nsation D	etail - Fe	ieral and	l State					DIF	Coordinates			X
6	General I	informati	on		Name							fficer			_		DIE	Tamplata File			
🚞 Electronic Filing						Street address									_		C-VTemplefiner incost KAT				
2	Electronic	c Extensio	on Filing		City						in in						Je stantsanea_intervest				
Ľ,	Income an	d Deduction	ns		State						F	-					G	Group Data Format Template Changes			
T-	Income				Tio co	10							-					From member data i	10642		Complete
Gross Receipts from Instalment 5 Gross Receipts			nent S	Zip co	Je	7						_				~	0.1 5 .				
COGS/COOPS Pass-Through Entity				City, State, Zip (Calculated)								_				12	Group member data i	a columna		Cancel	
Ľ.	Pass-1 Eschardi	nrougn Ent de C Divide	nde -		Socia	Sec	unty Nu	mper			······ [_			_					
÷.	Contraction of the second seco	s' Compeni	sation		11018						·····	lone Sele	cted			•	Targ	et and Source Coordin	stes Grid:		
T.	T-D Su	mmary of G	Officers Co	mp	Perce	nt of f	time der	roted to b	usiness.		····· [_						Target Field	Start	Start	End
	😑 🎦 Inc	dividual Off	icers		Perce	nt of :	stock ov	vnership:		Commo	n [_					l-		DIF Col	DIF How	DIF How
		e Office	er Officer							Preferre	з Г	_					P	OFF.NAME	B	4	*
÷.	C Deduct	tions	OTICE		Amou	nt of i	compen	sation			i i										+
÷.	C Schedu	ule H Limita	tion for PS	<	Exper	se a	ccount a	allowance	•				-				E				
÷	🛅 Passivi	e, Rental, i	and At-Ris	k																	
Ŧ	C Farm I	ncome and	Expense		hufarra				-												
1	C LOOK B	ack inc for ack lot for	Property		morn	auoi	intor co	minon 5	ate								-	1			· · · · · ·
č,	Gains and I	Losses	rioperty		Telep	none	numbe	r							Group Control Fields Delete Coordinates				e Coordinates —		
6	Taxes				Emple	verti	in this n	osition:	From (h	ire date)	H		_				Le	vel 0: OFF.NAME		Clic	k in grid and
Þ	Credits								To (end	of term)	-						Le	vel1:		clic	Delete button
E	Payments -	and Extens	aon		0	ND.			10 (0110	01101110	J		- 1	is electe	ed and du	tur succes ly qualified	Le	vel 3			Delete
E	Balance Sh	eet/M1-M2	-143		Check	II DI	rector				F						Le	vel 4:		-	Derete
ē	C:\T	emp\offi	cer imp	ort.di	ſ																
E			B	1		Т	F	F	6	н		1	К		M						
6	1		-	OFFIC	F		-														
6	2	· ·			-																
2	3		Name	Addre	te Citu		State	Zn	SSN	Title	Pct Tim	Commo	Preferre	Comp	Expens		1				
E	4	1	Lawten	7429	S West	BI	MI	48322	480-78-	Preside	100	35	40	310000	10000	я.					
6	5	2	Donald	2891	> Wwo		MI	49324	786-54	SRVP	100	20	15	202500	4000						
6	6	3	David S	16590	Detro		MI	48326	445-87-	VP	80	20	15	202000	5000						
P	7	4	Jim Rota	37717	Liver		м	48328	852.16	Терани	90	15	10	108824	2000						
P	8	5	Debta	2727	4 Ann 4	e i	MI	49330	446-75	Secreta	100	10	20	100087	500						
	Ľ							10000		e seretu		1.0									

Figure 3:4



The **DIF** dialog box now shows the cells to be imported. If there is one cell matched to one field (non-Group import) the **Coordinates** box will show Column, Row, and ending point: for example B, 4, 4. If a group is being imported, the **Coordinates** box will show for example C, 4, * meaning the group starts in cell C4 and continues as long as there is data in the group.

- 8. Repeat steps 6 and 7 for every Organizer field that is to be defined.
- 9. Once all desired fields have been defined, select Complete to return to the Import DIF dialog box.
- 10. In the **DIF Import** dialog box, click **Import**.
- 11. Click **Done** to return to Organizer and view the imported data.

ROWS/COLUMNS WITH BLANK CELLS

Importing files that contain columns (for row processing mode) with blank cells, such as shown in the figure below, may result in data not importing into the correct data set.

	A	В	С	D	E	F	G	Н		
1	Description	Mandatory	Disp Type	Date Acq	Date Disp	Prop Type	4797 Sales	Cost	6252 Sales	
2	4797-1		1	1/1/	7/1/	С	100000	10000		
3	6252-1		2	1/6/.	7/6/	D		15000	150000	
4	4684-1		3	1/11/	7/11/	E		20000		
5	4797-2		1	1/2/	7/2/	L	110000	11000	110000	
6	6252-2		2	1/7/	7/7/	G		16000		
- 7	4684-2		3	1/12/	7/12/	K	210000	21000	210000	

Figure 3:5

To resolve this problem, cells that are blank should be filled with spaces. In Excel, do the following:

- 1. Highlight columns G and I.
- 2. Click Edit > Replace.
- 3. Leave the Find what field blank.
- 4. Place the mouse in the **Replace with** field.
- 5. Press the space bar once.
- 6. Click Replace All.
- 7. Save the file.

CHAPTER 4: TYPES OF ORGANIZER IMPORTING

Based on the type of data being imported, you can use any of four types of importing into Organizer:

- Group Importing (page 12)
- Non-Group Importing (page 16)
- Mixed Group and Non Group Importing (page 16)
- Multi-Level Group Importing (page 16)

GROUP IMPORTING

Group importing imports lists or groups of data. One type of group in the Organizer navigation tree shows ***Add new...** This designates group data for which you can add new group members. The target screen for group importing is called a "group screen" because it contains multiple sets of the same data. The example in the following figure is **Officers' Compensation** in the 1120 Organizer.

	Officer -
Organizer Tax Forms	Donald barnes
QuickTrack	
QuickForm	Officers' Individual Compensation Detail - Federal and State
🛅 General Information	Name
Electronic Information	Street address 2891 Datter Dd
🕒 Amended Return	art deliver and a set of the set
Income and Deductions	City
Income	State
🗄 🧰 Gross Receipts from Installment 9	Zip code
	City State Zin (Calculated)
Pass-Inrough Entity	
Schedule C Dividends	Social Security Number
B Summary of Officers Comp	Title
Individual Officers	Parcent of time downted to hubinoco
Do Lawrence Barnes	
Donald Barnes	Percent of stock ownership: Common
De David Sutton	Preferred 15
🗋 🔒 Jim Bryant	Amount of compensation
🗋 📄 Debra Hunt	Evnence account allowance
🙀 Add new Officer 🔫 —	4,000.
🗄 🧰 Deductions	
🗄 🛅 Schedule H Limitation for PSC	Information for Common State
🗄 🛅 Passive, Rental, and At-Risk	
🗄 🛅 Farm Income and Expense	Telephone number
E Cook Back Int for Contracts	Employed in this position: From (hire date)
Look Back Int for Property	To (end of term)
Gains and Losses	is elected and duly qualified"
Credits	

13

A second group screen is one in which target fields have multiple lines. The example in the following figure is on the **Schedule N Questions** page of the 1120 Organizer.

Organizer Tax Forms	Foreign Entitles Disregarded as Separate from Own During the tax year, did the corporation own any fore disregarded as entitles separate from their owner regulations 301.7701-2 and 301.7701-32	er ign entities that we s under C Yes	e I No C Blank				
Australianous Information Schedule NO Questions Schedule NO Questions Corporation Ownes 50% of S Owners of S0% or More of S Owners of S0% or More of S Tax Defaults Electronic Information Anemodel Return Income and Deductions	Number of Forms 8885 Attached	orm 8865 ached to this return (including an entity No. C. Blank	did the corp own at least a t treated as a Foreign partner	10% interest, ship under Regulations			
Gains and Losses	Partnership Name	FEIN (if any)	Partnership Returns Filed (1842, 1085, etc)	Name of Tax Matters Partner	Foreign Partners Beginning	hip's Tax Year Ending	
Payments and Extension	Wordsworth Partnership	77-78965412	1065	Laurence Barnes	01/01/	12/31/	^
Estimates and Penalbes Balance Sheet M1.M2.M3	Swartsman Ventures	88-98745621	1065	Lawrence Barnes	03/01/	02/28/	1
Letters and Filing Instructions	Alliance Capital	99-32145698	1120	1	04/01/	03/31/	~
Current-Year to Prior-Year Comparise							

Figure 4:2

Examples of group data in the federal section of the 1120 Organizer

- General Information > Corporation Owns 50% of Stock
- General Information > Owners of 50% or More of Stock
- Income and Deductions > Officers' Compensation
- Income and Deductions > Passive, Rental and At-Risk
- Gains and Losses > 4797 Asset Sales
- Gains and Losses > Contracts Section 1256 contract
- Information Returns > Form 851 Part II Subsidiary corporations
- Foreign Information > Form 5471 Foreign corporations.

For importing into Organizer, there are two formats for group data: *row* and *column* formats. The two formats differ by the arrangement of the group data in the import file.

Group Data in Row Format

The sample worksheet below shows officers' compensation data in row format:

	м	icro	soft Excel - office	r_import.dif										_ [
¢	ľ	Eile	Edit View Inser	t Format <u>T</u> ools <u>D</u> ata	a <u>W</u> indow <u>H</u> elp							Type a	question for	help 👻 💶	₽×
1	3	i de la comoción de l	🖬 🖨 🖪 🗠 -	- 🍓 Σ • ģ↓ 🛍 🕻	🖓 🥐 Arial		- 1	0 • B Z	<u>u</u> ≣ :	= = =	\$%,	t.08	使使日	- 🕭 - 🛔	<u>.</u>
		T19	3 • fi	ř											
		A	В	C	D	E	F	G	Н	1	J	K	L	M	
1				OFFICERS OF	ALPHA HO	DI	VGS,	INC.							
2	!														
3	1		Name	Address	City	State	Zip	SSN	Title	Pct Time	Common	Preferred	Comp	Expense	
4		1	Lawrence Barnes	7429 Sherwood Ct.	West Bloomfied	MI	48322	480-78-9852	President	100	35	40	3100000	10000	_
6		2	Donald barnes	2891 Potter Rd	Wixom	MI	48324	786-54-1592	SRVP	100	20	15	2025000	4000	
E E		3	David Sutton	16590 Salem Ct.	Detroit	MI	48326	445-87-9981	V.P.	80	20	15	2020000	5000	
7	'	- 4	Jim Bryant	37717 Northfield Dr.	Livonia	MI	48328	852-16-4452	Treasurer	90	15	10	1088242	2000	
8	1	- 5	Debra Hunt	2727 Hampshire Ave.	Ann Arbor	MI	48330	446-75-8821	Secretary	100	10	20	1000870	500	
9	1														-
н	4	•	N\officer_import	/					1						
Re	ady	/											NUM	(<u> </u>	

Figure 4:3

This format results in the various group member data elements being in columns. In this example, all officer names are in the first column, street addresses are in the second column, and so on.

Group Data in Column Format

The sample worksheet below shows the same officers' compensation data in the column format. Column formatting means that the group member data is arranged in columns with various group member data elements.

×.	Aicrosoft E	xcel	officer_	import.	lif										_	
8	<u>E</u> ile <u>E</u> dit	⊻iew	Insert	Format	Tools	Data	₩in	dow	Help				Туре	a question for	help -	₽×
2	₽ ×	Arial		- 1	0 🔹	BI	U	=	≣ ≡	ta:	\$ 1	%,	•.0 .00 .00 →.0	te te e	🔤 🕶 👌 🕶	<u>A</u>
	P25	•	fx													
	A		B			С			D			E		F	-	-
1		•	OFFIC	ERS C	DF AL	F ALPHA HOLDINGS. INC.										_
2										,						
3				1			2			3			4		5	
4	Name	L	awrence	Barnes	Donal	d Barne	s I	David \$	Sutton		Jim B	ryant		Debra Hunt		
5	Address	7	429 Sher	wood Ct.	2891 F	Potter F	{d 1	16590	Salem	Ct.	37717	North	nfield Dr.	2727 Hamp	shire Ave.	
6	City	V	Vest Bloo	mfied	Wixor	n	[Detroit			Livonia	a		Ann Arbor		
7	State	N	41		MI		1	MI			MI			MI		
8	Zip			48322		483	24		48	326			48328		48330	
9	SSN	4	80-78-98	52	786-54	4-1592	4	445-87	-9981		852-16	5-4452	2	446-75-882	1	
10	Title	F	resident		SRVP		1	V.P.			Treas	Jrer		Secretary		
11	Pct Time			100		1	00			80			90		100	
12	Common			35			20			20			15		10	
13	Preferred			40			15			15			10		20	
14	Comp			3100000		20250	00		2020	000			1088242		1000870	
15	Expense			10000		40	00		6	000			2000		500	
16																-
H •	I ► M\off	ficer_	import /								◀					
Rea	ły													NUM	4	

DIF only processes data contained with the Excel 2003 boundary: 65,536 rows by 256 columns. In a single-tier group data, row processing will allow 65,536 items with 256 details to be imported, but column processing will limit it to 256 items with 65,536 details. Multi-tiered group data transfer quickly reduces the number of items and details that can be processed since sub-tier information requires additional rows and columns. Therefore, Excel row and column limitation should be considered when setting up a DIF transfer file.

Group Control Field

When you create a KAT file for group data that includes a navigational item, the field for the navigational item must be mapped first. With depreciation detail associated with an activity (i.e., rental activity), you must map the activity name of the rental property first. It must be the first field in the KAT file (Cell A1). DIF directs you to do this with the dialog below when you begin the template setup.



Figure 4:5



The import process will only work (group align all data) if the navigational field is in Cell A1. As long as you properly map the navigational field first in Cell A1, the depreciation assets related to the property as well as other imported data for this property will be group aligned. If you do not do this, you will have trapped data. The data is imported into the locator files, but without the navigational field being displayed in the navigation tree, you will never see it.

NON-GROUP IMPORTING

Non-group importing is importing into individual, non-repeating fields. The illustration below (from the **General Information** folder in the 1120 Organizer) contains only non-group data.

Organizer Tax Forms	Company Information Return/Entity Type Insurance C-Corps
QuickTrack	
	Company Name, Address and EIN
Company Information	Corporation name Larson, Inc.
🗏 🕒 Return & Print Options	Name (cont'd)
Questions	Number and street
Preparer Information	City
🗄 🧰 Tax Defaults	State
Electronic Information	7IP 75201
🕒 Amended Return	73201
Income and Deductions	Pederal EIN 75–12345678 -Or- Federal EIN is "Applied For"
🛅 Gains and Losses	🗖 Change in address from previous year 🛛 🗖 Name Change
🛅 Taxes	Corporation Company Number
🗂 Credits	

Figure 4:6

MIXED GROUP AND NON GROUP IMPORTING

Mixed group and non-group importing means having group and non-group data in the same import file.



Row and column formats for group data cannot be used in the same import template.

MULTI-LEVEL GROUP IMPORTING

- Multi-Level Group Screen (page 16)
- Multi-Level Group Screen Importing (page 18)

Multi-Level Group Screen

Multi-level group screen is an area in the Organizer where there is a group screen nesting inside another group screen. The screens are identified by the presence of:

Multi-row fields inside a group screen (first screen below) or

Nested blue snowflake inside a group screen (second screen below).

Two-Level Group Screen

Organizer Tax Forms	Pass-Th	rough Entity Green Partnership		
QuickTrack	Activity Info	rmation Income/Deductions Credits/Tax Pref		
General Information	8	Net short-term capital gain (loss)		
Electronic Information	9a	Net long-term capital gain (loss)		
Amended Return	10	Net section 1231 main (loss)		
Encome and Deductions				
- D Income		Net section 1231 gain (loss) (AMT)		
Cossicoors		Net section 1231 gain (loss) (ACE)		
Pass-Through Endey	11	Other portfolio income (loss)		
Green Partnership	11	Casualty gain (loss)		
Pass-Through Entity	11	Section 1256 gain (loss) (Form 6781, Part I)	Priship Credits/Tax Pref \$65) \$9) \$0) \$0) \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000 \$0,000	
Depreciation and Amortization	Activity Information Income/Deductions Credits/Tax Pref Activity Information Income/Deductions Credits/Tax Pref 8 Net short-term capital gain (loss).			
Add new Pass-Through Entity TIER	1			
- Dividends	1	Other Income	Amount	
Officers' Compensation				
Deductions		TIER 2		
Constant and At Dick				
Earm Income and Expense				
Look Back Int for Contracts		Totak		
Look Back Int for Property				
Cains and Losses				

Figure 4:7

Three-Level Group Screen



Multi-Level Group Screen Importing

Multi-level group screen requires the DIF template to include mapping of the mandatory (interesting) fields of each level. These fields are the factors that determine which group screens the sub-group detail should belong to. A good example of multi-level group screen is the depreciation asset detail under passive activity (see the following screen), where depreciation detail can be added for multiple passive activities.

	Conoral Depresiation Area	ortization	Accept	
Organizer Tax Forms T-74 Bank 4 🕨	General Depreciation And	JIUZAUUT	Apper	
Schedule C Dividends	Activity 1	 Furr 	niture 🔄	
+ C Officers' Compensation	Depresiation Datail Johns Deservice		e est Establista Miles est E	
- C Deductions	State Deprecia	aon Rearemensuisp	osal Vehicle Mileage	
Detail				
Depreciation and Amortizati	Davis Information			
Depletion	Basic information			
Contributions	Description of asset (Mandatory)	Furniture	Retired	Asset 🔽
🖲 🧰 Financial Institution Bad Debts	Date placed in service	05/08/2004	Date placed in service (Print	only).
Net Operating Loss	2 (Press for Help)		Accumulated	Current Year
E C Schedule H Limitation for PSC	Cost	Mathod	Life Depreciation	Deduction
😑 📂 Passive, Rental, and At-Risk	0051	metrod	Die Depreciasion	Deddcholl
Passive Loss Limitations	Regular 10,000.	7 Yr MACRS 💌		2,449.
At-Risk Limitations	AMT	IDS prescriber		1.913.
🖻 👝 Activity 1	105	into prescriber		
Activity Information	AUE	SL		1,913.
😑 🎦 Depreciation and Amortizatio	Book	None selectec 💌		
🖻 📂 Asset Detail	Current Year Deduction Override	es		
Columnar Depreci	Degular	AMT	ACE	Book
10 Furniture	regular	0001		
Add new Asset			1	
	Conclution and all and the			
Add new Passive Activity	Special Depreciation Allowance	under INC Sections 1	58(K) and 1400L and ITC	
Farm Income and Expense	Occurrent de servicit de la Revision de	and ITO have	ania reduction (default)	

Figure 4:9

In this example, DIF transfer process requires mapping of the mandatory (interesting) fields for the passive activity (first level) (next screen), **Activity Number** and **Activity Name**, and **Asset Description** for depreciation (second level) (previous screen).

Organizer 🛛 Tax Forms 🛛 T-74 Bank 🗸 🕨	Passive Activity Activity 1
Net Operating Loss Schedule H Limitation for PSC	Passive/Rental Act Income and Expense Depreciation Adjustment
Passive, Rental, and At-Risk Passive Loss Limitations Attivity 1 Activity 1	Activity Information Activity number (Mandatory)

Figure 4:10

For row processing, the DIF file may be set up as in the next screen.

	A	В	С	D	E	F
1	Act number	Act name	Description	Date	Regcost	Regmethod
2						
3						
4						
6						

The DIF template can be set up using the point and click approach and for this example, the template will include two additional coordinates as shown below.

	Target and Source Coordinates Grid:											
		Target Field	Start DIF Col	Start DIF Row	End DIF Row							
		RNT.NUMBER	А	1	×							
		BNT.NAME	В	1	×							
		DPR.DESC	С	1	×							
		DPR.COMPUTED	D	1	×							
		DPR.REGCOST	Е	1	×							
	٠	DPR.REGMETH	F	1	×							
U												

Figure 4:12

Import file for the template in the previous figure has to be set up in a tiered format (next screen) for the asset details to import into their associated passive activities (following screen).

	Α	В	С	D	E	F
1	10	Activity 10	Furniture 11	7/1/2004	10001	M7
2			Computer 12	7/2/2004	10002	M5
3			Furniture 13	7/3/2004	10003	M7
4			Computer 14	7/4/2004	10004	M5
5	20	Activity 20	Laptop 21	7/5/2004	10005	M5
6			Copier 22	7/6/2004	10006	M5
7			Laptop 23	7/7/2004	10007	M5
8			Copier 24	7/8/2004	10008	M5
9	- 30	Activity 30	Furniture 31	7/9/2004	10009	M7
10			Computer 32	7/10/2004	10010	M5

Figure 4:13



1040 has a four-level group screen to enter depletion depreciation detail for each business activity (Schedule C). Before DIF import is possible, the mandatory fields under Business Information, Set Options, Property Options, and the asset description have to be mapped properly.

			_
🗄 🛅 Consolidated 1099	^	Depl. Depreciation 4562 Vehicle Mileage	
😑 🍘 Business Income			_
🖻 🚈 Sch C 1			
Business Information		Basic Information	
- 💭 🖶 ' Office-in-Home			
E Control State		Description of asset (Mandatory) Computer	
- 🕒 🔒 🕆 Columnar Vehicle Expense Entry		Date placed in service	
Depreciation and Amortization			
E Cains and Losses		(Press for Help) Accumulated Current Year	
🖲 🛅 🔒 🗄 General Business Expense		Oast Mathed Life Description Deduction	
🖻 📂 Depletion (Sch. C)		Cost metrod Life Depreciation Deduction	
C Set Options		Regular 10,000. 5 Yr MACRS • 1,920.	
🖻 📂 Property Information		INT IRP propertiesd /160% DB for -	
🖻 🚰 C1 Prop1			
Property Options		Special Depreciation Allowance under IRC Sections 168(k) and 1400L and ITC	
🐑 🧰 Well Detail		Special depreciation allowance and ITC type No basis reduction (Default)	
😑 🍘 Depreciation-Depletion		operative and no type	
🖻 🎥 Asset Detail		Basis reduction	
🖓 🔒 🖓 Computer			
🔆 🔆 Add new Asset		Amount Marco Back and an Amount day	
💌 🧰 4562 Information		Current Year Deduction Overrides	
⊞ Cales of Business Property		Regular AMT	
🗷 🛅 Instalment Sales		riogona (inter	
Add new Property		Other Detail	
Credits		Contine 170 No current vegriprior vegr Section 179 (- AMT proference Automatic for MACRS pr	T
UE At-Risk		And the content year protocont in a Content was been and the content of the content of the content year been and the content of the content o	÷
		Current year override/Prior year Section 179 Amortization code section	
Add new Business Name		Property Placed in Service in	
Retirement Distributions			
H _ Lump Sum Distributions		C Qualmed Zone C New York Liberty Zone C Not applicable	
H C Rent and Royalty		Note: if qualified zone or New York Liberty Zone is selected, we use 50% of this asset's cost in	
H - Contaction Home/Uther Rental		computing the total cost of section 179 expense property	
H Depletion (Sch. E)		company are total cost of occurrent or appende property.	
E-Chedule K-1			_

Figure 4:15

For row processing, the DIF import file may be set up as shown below.

	A	В	С	D	E	F	G	Н	1	J	K	L	M	N
1	Firm													
2	Location			First asset	t must									
3	Client Name			be on row	8									
4	Client Code													
5							Asset			Print Only	Regular	Regular	Regular	Regular
6	Business #	Business Name	Set #	Set Name	Prop #	Prop Name	Number	Asset Descr	Basis Date	Basis Dat	Cost	Method	Life	Accm Dep
7														
8	1	Schedule C1	11	Set 11	111	Property 111	11	Asset 11	1/1/2003		11000	M7		0 26632
9							12	Asset 12	1/2/2003		12000	M7		0 6801
10							13	Asset 13	1/3/2003		13000	M7		0 7367
11							14	Asset 14	1/4/2003		14000	M7		0 6753
12							15	Asset 15	1/5/2003		15000	M7		0 0
13					112	Property 112	16	Asset 16	1/6/2003		16000	M7		0 20021
14							17	Asset 17	1/7/2003		17000	M7		0 0
15							18	Asset 18	1/8/2003		18000	M7		0 55
16							19	Asset 19	1/9/2003		19000	M7		0 1537
17							20	Asset 20	1/10/2003		20000	M7		0 0
18							21	Asset 21	1/11/2003		21000	M7		0 0
19	2	Schedule C2	21	Set 21	211	Property 211	201	Asset 201	2/1/2004		201000	M7		0 26632
20							202	Asset 202	2/2/2004		202000	M7		0 6801
21							203	Asset 203	2/3/2004		203000	M7		0 7367
22							204	Asset 204	2/4/2004		204000	M7		0 6753
23							205	Asset 205	2/5/2004		205000	M7		0 0
24					212	Property 212	206	Asset 206	2/6/2004		206000	M7		0 20021
25							207	Asset 207	2/7/2004		207000	M7		0 0
26							208	Asset 208	2/8/2004		208000	M7		0 55
27							209	Asset 209	2/9/2004		209000	M7		0 1537
28							210	Asset 210	2/10/2004		210000	M7		0 0
29							211	Asset 211	2/11/2004		211000	M7		0 0

21

Importing Organizer DIF Information with Existing DIF and KAT Files

1. Organize data in Microsoft Excel.

-	Micro	soft Excel - office	r_import.dif											
18	1 Efe Edit View Insert Figmat Tools Data Window Help Type a question for help													
E	1	🖬 🎒 💽 🖘	· 🍓 🏾 - 🛃 🛍 🕻	🕽 😤 Arial		- 3	10 - B /	<u>u</u> ≡	= = ⊞	\$%;		使使日	8 - 🖄 - 🖉	<u>x</u>
	T15	9 - 1												
	A	8	C	D	E	F	G	н	1	J	K	L	M	-
1			OFFICERS OF	ALPHA HC	LDI	NGS.	INC.							-
2														
3		Name	Address	City	State	Zip	SSN	Title	Pct Time	Common	Preferred	Comp	Expense	
4	1	Lawrence Barnes	7429 Sherwood Ct.	West Bloomfied	MI	48322	480-78-9852	President	100	35	40	3100000	10000	_
5	2	Donald barnes	2891 Potter Rd	Wixom	MI	48324	786-54-1592	SRVP	100	20	15	2025000	4000	
6	3	David Sutton	16590 Salem Ct.	Detroit	MI	48326	445-87-9981	V.P.	80	20	15	2020000	5000	
7	4	Jim Bryant	37717 Northfield Dr.	Livonia	MI	48328	852-16-4452	Treasurer	90	15	10	1088242	2000	
8	5	Debra Hunt	2727 Hampshire Ave.	Ann Arbor	MI	48330	446-75-8821	Secretary	100	10	20	1000670	500	
9														-
н	• •	N officer_import	1					1						1
Rea	dv -											AL D	4	

Figure 4:17

- 2. Save the file in DIF format.
- 3. Navigate to the appropriate area of Organizer. The page into which the data will import and populate need not be open during the import. It is a good idea, however, to check to see if the data imports properly.
- 4. From the menu, select **File > Import > From DIF file**.

Import DIF 🛛 🔀		
DIF Import File		
	Browse	
Enter the location and name of the DIF file to be imported. Or click the Browse button to find the DIF file.		
DIF Template File		
	Browse	
Enter the location and name of the DIF template file to be used with the DIF import file specified above. Or click the Browse button to find the template file.		
Template Maintenance	Import or Close	
To create a new template or to modify an existing template. If the template specified does not exist, you will be prompted to	Import	
Edit Template	Done	

5. Browse to and open the DIF Template File.



Figure 4:19

6. Click Import.

CHAPTER 5: EXPORTING FROM ORGANIZER

COMPONENTS OF ORGANIZER EXPORTING

The three components of Organizer exporting are:

- Export DIF dialog box
- DIF Import File
- DIF Template File.



Figure 5:1

EXPORTING DIF FILES FROM ORGANIZER

To export from Organizer, the steps of the DIF import process are reversed. A new DIF file is created automatically during export. An existing KAT template must be used to direct data to the appropriate cells in the spreadsheet.

Exporting from Organizer may be appropriate when the data was input manually and needs to be reviewed in a different format, stored separate from the 1120 application, or imported into another return. Another circumstance might be if data was imported from a DIF file and some data was manually changed. In this case, you might want to update the original DIF import file with the modified data.

Exporting Data from the Organizer

- 1. To display the Export DIF dialog box, select File > Export > To DIF file.
- 2. Specify the target **DIF Export File**.
- 3. Specify the DIF Template File.

Export DIF		
DIF Export File		
C:\Temp\officer_import.dif	Browse	
Enter the location and name of the DIF file to be exported. Or click the Browse button to find the DIF file.		
DIF Template File		
C:\Temp\officer_import.Kat		
Enter the location and name of the DIF template file to be used with the DIF export file specified above. Or click the Browse button to find the template file.		
Template Maintenance	Export or Close	
To create a new template or to modify an existing template. If the template specified does not exist, you will be prompted to create it	Export	
Edit Template	Done	

Figure 5:2

4. Click Export.

CHAPTER 6: FAQS

Can KAT Templates be re-used in different returns?

Yes. Once templates are created, they can be used for similar imports into the same return type.

Can I use multiple DIF Imports within one return?

Using two or more different imports will not accumulate or sum data in the same field(s) within Organizer. Each import will overwrite the previous import. However, if each import populates a different area of Organizer (for example, A&A property, A&A payroll), then multiple imports can be used.

Can I export using the same DIF import templates?

Yes. Create a blank file in Microsoft Excel and save it as DIF. From within the appropriate screen in Organizer select **File > Export > To DIF file** and follow the same procedures as importing.



KAT Export templates can be created the same way that import templates are created to export Organizer data.

Why does my template not import into certain Organizer fields when they are already mapped?

You may have a corrupt mapping coordinates. Try deleting and adding back the coordinates. If this step does not resolve the issue, the template is corrupted. A new template has to be created.

Can I use DIF import to append information?

No, DIF import only overwrites existing information. If you need to append data, export the information to a DIF file, add the information to the export file, and then import back into the Organizer.

Does DIF import delete the excess information if the data i am importing is less than what is in the Organizer?

No, DIF import does not delete the excess in the Organizer. You will need to delete the unwanted information manually.

In Organizer under Depletion Set Options, if an asset is deleted from the depletion depreciation and amortization area of a depletion property, or, if a property is deleted from a depletion set, can i export the remaining property sets and their assets from depletion set options with DIF?

No. Once any asset has been deleted from a Depletion Property, or any Depletion Property has been deleted from a Depletion Set, DIF cannot export the Depletion Set anymore. To continue to use DIF to import or export the Depletions Set, users will need to delete all the Depletion Properties and their assets in Organizer using the appropriate delete options on the **Federal Deactivation** tab under **General Information > Return and Print Options**.

Are there any pre-defined DIF and KAT Files that I may use?

Yes. Pre-defined DIF and KAT files are available for download on the Customer Center site. Once downloaded, populate the files with information and perform the import. There is no KAT template to define!

Is there a way to delete information from a previous DIF import?

Yes, but you will need to delete the information individually and manually. There is no way to delete multiple instances at one time.

Is there a way to delete amounts from a previous import?

Yes, edit your existing DIF file and replace the amounts with 0 (Blank does not work) and reimport the DIF file.