

# DIF/KAT IMPORT FILES: SPECIAL AREAS

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## 1065

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# IMPORTING A DIF FILE INTO ALLOCATION AND APPORTIONMENT

Templates are provided for use in importing and exporting from A&A Data Entry for the 2021 year. A&A factor detail may be tabulated on the spreadsheet, saved as a **DIF** file, and transferred to A&A Data Entry. Also, detail in Data Entry may be exported to a **DIF** spreadsheet file.

Be sure to save the \*.xls file as a **DIF** file before you import, as follows: In the spreadsheet application, select **File > Save As > DIF (Data Interchange Format)**.

The **KAT** template goes with the spreadsheet, so you cannot insert rows or columns to the spreadsheet.

## DETACHING AND SAVING THE TEMPLATES

1. Right-click the zip file, and select **Save Target As**.
2. Detach into a designated folder on your hard drive.
3. Expand the zip file into its two components.

For 1065: **1065\_AA2021.DIF** and **1065\_AA2021.KAT**

For 1120: **1120\_AA2021.DIF** and **1120\_AA2021.KAT**.

## IMPORTING THE DATA INTO THE TAX APPLICATION

Use the **Import DIF** dialog box to import the data in the source file into the tax application.



Please confirm that the .DIF/.KAT file selected is the correct return type for your import.

1. Standardize your spreadsheet format (layout) so that it can be used for other clients.
2. Save a version of the spreadsheet as a **DIF (Data Interchange Format)** file.
3. On the top menu, click **Tools > Import**. The **Import DIF** dialog box appears.
4. In the **DIF Import File** section, click **Browse for File** to locate the source DIF file.

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5. In the **DIF Template File** section, click **Browse for File** to locate the .KAT file. All **DIF** template files must have a **.KAT** extension.
6. Click **Import**.

# 1065 ALLOCATION AND APPORTIONMENT ORGANIZER/OVERRIDE DIF/KAT IMPORT: INSTRUCTIONS

Templates are provided for use in importing and exporting from A&A Data Entry for the 2021 year. A&A factor detail may be tabulated on the spreadsheet, saved as a **DIF** file, and transferred to A&A Data Entry. Also, detail in Data Entry may be exported to a **DIF** spreadsheet file.

Be sure to save the \*.xls file as a **DIF** file before you import, as follows: In the spreadsheet application, select **File > Save As > DIF (Data Interchange Format)**.

The **KAT** template goes with the spreadsheet, so you cannot insert rows or columns to the spreadsheet.

## DETACHING AND SAVING THE TEMPLATES

1. Right-click the zip file, and select **Save Target As**.
2. Extract files into a designated folder on your hard drive.
3. Expand the zip file into its components: **1065\_AAOO2015.DIF** and **1065\_AAOO2015.KAT**.

## IMPORTING THE DATA INTO THE TAX APPLICATION

Use the **Import DIF** dialog box to import the data in the source file into the tax application.



Please confirm that the .DIF/.KAT file selected is the correct return type for your import.

1. Standardize your spreadsheet format (layout) so that it can be used for other clients.
2. Save a version of the spreadsheet as a **DIF (Data Interchange Format)** file.
3. On the top menu, click **Tools > Import**. The **Import DIF** dialog box appears.
4. In the **DIF Import File** section, click **Browse for File** to locate the source DIF file.
5. In the **DIF Template File** section, click **Browse for File** to locate the .KAT file. All **DIF** template files must

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have a **.KAT** extension.

6. Click **Import**.

# 1065 OHIO CITIES ALLOCATION AND APPORTIONMENT DIF/KAT IMPORT: INSTRUCTIONS

Use the files contained in the ZIP file, **2021\_1065\_Ohio\_Cities.DIF** and **2021\_1065\_Ohio\_Cities.KAT**, to import Ohio City Allocation and Apportionment information into the **Allocation & Apportionment > A&A Data Entry > Ohio Cities Data Entry** screen. Once entered, this information will flow to each Ohio city included as part of the import process.

## USING THE DIF TEMPLATE FOR OHIO CITIES ALLOCATION AND APPORTIONMENT

Use the **2021\_1065\_Ohio\_Cities.DIF** template file to create a DIF source file in Excel (or any other spreadsheet software). Make a copy of the template DIF file, and save the file with a name identifiable with the related tax return. Once data entry into this source DIF file is complete, you must use **DIF Import** to exchange data.

1. Ohio city codes are provided in the **2021\_Ohio\_City\_Codes.XLS** file included in the toolkit. Codes can be copied from this spreadsheet into the source **DIF** file to minimize manual code entry. Each code is unique to one Ohio city and its associated taxing authority (CCA, RITA, Cincinnati, Columbus, or Generic).
2. Ohio city names are calculated in the software based on the city code. City names should not be overridden in the source DIF import file to a different city name from the name associated with its city code. City name overrides may change the city name displayed in Organizer but will not change the city return produced by the software.
3. Ohio city taxing authority codes included as part of the city code listings in the **2021\_Ohio\_City\_Codes.XLS** file should not be copied into the source **DIF** file. The taxing authority code is computed automatically by the software but can be overridden if the taxing authority changes.
4. Ohio city codes may be imported without A&A data. A&A data should be manually entered or copied into the source **DIF** file based on the column order found in the **DIF** file. The **2021\_1065\_Ohio\_Cities.KAT** template file has been built to match the column order of the template **DIF** file. Do not insert or delete rows or columns that change the column header section of the **DIF** file.
5. Once data entry is complete, save the file as a **DIF (Data Interchange Format)** file. If using Excel, select **File > Save As**, and select *DIF (Data Exchange Format) (\*.DIF)* from the **Save As Type** drop-down list.

## IMPORTING THE DATA INTO THE TAX APPLICATION

Use the **Import DIF** dialog box to import the data in the source file into the tax application.



Please confirm that the .DIF/.KAT file selected is the correct return type for your import.

1. Standardize your spreadsheet format (layout) so that it can be used for other clients.
2. Save a version of the spreadsheet as a **DIF (Data Interchange Format)** file.
3. On the top menu, click **Tools > Import**. The **Import DIF** dialog box appears.
4. In the **DIF Import File** section, click **Browse for File** to locate the source DIF file.
5. In the **DIF Template File** section, click **Browse for File** to locate the .KAT file. All **DIF** template files must have a **.KAT** extension.
6. Click **Import**.

# 1120 FORM 851 DIF/KAT IMPORT: INSTRUCTIONS

Use these files to import information into Form 851 in the 1120 product when consolidating.

## STEPS TO IMPORT FILES FOR FORM 851, PARTS II, III, AND IV

Use the files contained in the zip file (**851\_2.KAT** for Part II of Form 851, **851\_3.KAT** for Part III of Form 851, **851\_4.KAT** for Part IV of Form 851, and **851.XLS** for Form 851) importing. To extract the files:

1. Double-click the zip file.
2. Select the files.
3. Click the **Extract** icon.
4. Navigate to the location where you want to save the files. The location appears in the **Extract to** field.
5. Click the **Extract** button.
6. Be sure to save the **XLS** file as a **DIF** file before you import.
7. In the spreadsheet application (Excel), open the **File** menu.
8. Select **Save As**.
9. Select *DIF (Data Interchange Format)* from the **Save as** type drop-down list.
10. The **KAT** template goes with the spreadsheet, so you cannot insert rows or columns into the spreadsheet.

## IMPORTING THE DATA INTO THE TAX APPLICATION

Use the **Import DIF** dialog box to import the data in the source file into the tax application.



Please confirm that the .DIF/.KAT file selected is the correct return type for your import.



1. Standardize your spreadsheet format (layout) so that it can be used for other clients.
2. Save a version of the spreadsheet as a **DIF (Data Interchange Format)** file.
3. On the top menu, click **Tools > Import**. The **Import DIF** dialog box appears.
4. In the **DIF Import File** section, click **Browse for File** to locate the source DIF file.
5. In the **DIF Template File** section, click **Browse for File** to locate the .KAT file. All **DIF** template files must have a **.KAT** extension.
6. Click **Import**.

# 1120 ESTIMATES AND EXTENSIONS

## DIF/KAT IMPORT: INSTRUCTIONS

Use the files contained in the ZIP file, **Estext17.DIF** and **Estext17.KAT**, to import State Estimate and Extension information into the **Common State > Extensions and Estimates** screen. Once entered, this information will flow into each state.

### USING THE DIF TEMPLATE

Once you have created a data source file in Excel (or any other spreadsheet software), add any formulas or formatting you prefer. Then you must use DIF Import to exchange data.

1. Standardize your spreadsheet format (layout) so that it can be used for other returns.
2. Before saving the file as a DIF file, make certain any date information is formatted in the **MM/DD/YYYY** format (such as *03/22/2021*). Otherwise, when you import the information, you will receive invalid date messages.
3. Save a version of the spreadsheet as a DIF (Data Interchange Format) file. If using Excel, select **File > Save As**, and select *DIF (Data Exchange Format) (\*.DIF)* from the **Save As Type** drop-down list.

### IMPORTING THE DATA INTO THE TAX APPLICATION

Use the **Import DIF** dialog box to import the data in the source file into the tax application.



Please confirm that the .DIF/.KAT file selected is the correct return type for your import.

1. Standardize your spreadsheet format (layout) so that it can be used for other clients.
2. Save a version of the spreadsheet as a **DIF (Data Interchange Format)** file.
3. On the top menu, click **Tools > Import**. The **Import DIF** dialog box appears.
4. In the **DIF Import File** section, click **Browse for File** to locate the source DIF file.
5. In the **DIF Template File** section, click **Browse for File** to locate the .KAT file. All **DIF** template files must have a **.KAT** extension.
6. Click **Import**.

# 1120 OHIO CITIES ALLOCATION AND APPORTIONMENT DIF/KAT IMPORT: INSTRUCTIONS

Use the files contained in the ZIP file, **2021\_1120\_Ohio\_Cities.DIF** and **2021\_1120\_Ohio\_Cities.KAT**, to import Ohio City Allocation and Apportionment information into the **Allocation & Apportionment > A&A Data Entry > Ohio Cities Data Entry** screen. Once entered, this information will flow to each Ohio city included as part of the import process.

## USING THE DIF TEMPLATE FOR OHIO CITIES ALLOCATION AND APPORTIONMENT

Use the **2021\_1120\_Ohio\_Cities.DIF** template file to create a DIF source file in Excel (or any other spreadsheet software). Make a copy of the template DIF file, and save the file with a name identifiable with the related tax return. Once data entry into this source DIF file is complete, you must use **DIF Import** to exchange data.

1. Ohio city codes are provided in the **2021\_Ohio\_City\_Codes.XLS** file included in the toolkit. Codes can be copied from this spreadsheet into the source **DIF** file to minimize manual code entry. Each code is unique to one Ohio city and its associated taxing authority (CCA, RITA, Cincinnati, Columbus, or Generic).
2. Ohio city names are calculated in the software based on the city code. City names should not be overridden in the source DIF import file to a different city name from the name associated with its city code. City name overrides may change the city name displayed in Organizer but will not change the city return produced by the software.
3. Ohio city taxing authority codes included as part of the city code listings in the **2021\_Ohio\_City\_Codes.XLS** file should not be copied into the source **DIF** file. The taxing authority code is computed automatically by the software but can be overridden if the taxing authority changes.
4. Ohio city codes may be imported without A&A data. A&A data should be manually entered or copied into the source **DIF** file based on the column order found in the **DIF** file. The **2021\_1120\_Ohio\_Cities.KAT** template file has been built to match the column order of the template **DIF** file. Do not insert or delete rows or columns that change the column header section of the **DIF** file.
5. Once data entry is complete, save the file as a **DIF (Data Interchange Format)** file. If using Excel, select **File > Save As**, and select *DIF (Data Exchange Format) (\*.DIF)* from the **Save As Type** drop-down list.

## IMPORTING THE DATA INTO THE TAX APPLICATION

Use the **Import DIF** dialog box to import the data in the source file into the tax application.



Please confirm that the .DIF/.KAT file selected is the correct return type for your import.

1. Standardize your spreadsheet format (layout) so that it can be used for other clients.
2. Save a version of the spreadsheet as a **DIF (Data Interchange Format)** file.
3. On the top menu, click **Tools > Import**. The **Import DIF** dialog box appears.
4. In the **DIF Import File** section, click **Browse for File** to locate the source DIF file.
5. In the **DIF Template File** section, click **Browse for File** to locate the .KAT file. All **DIF** template files must have a **.KAT** extension.
6. Click **Import**.

# SCHEDULE M-3 DIF/KAT IMPORT: INSTRUCTIONS

## MIXED GROUP TEMPLATES

M-3 import templates are provided for the 2021 Schedule M-3 Parts I, II, and III of the Mixed Group return. Schedule M-3 detail may be tabulated on a spreadsheet, saved as a **DIF** file, and transferred into the return (for Forms 1120, 1120L, and 1120PC).

Each **DIF** file has to be used with its respective **KAT** file. The **KAT** file goes with the spreadsheet, so you cannot insert nor delete rows or columns in the **DIF** file.

### TopCon M-3 Part I format (Mixed Group)

1. Topcon (Top consolidation) only.
2. Columns A through BB are Part I single and group field items.
3. Columns BD through BE are Total Assets and Total Liabilities.

### 1120L M-3 Parts II & III format (Member Company)

1. Column A is Part II description.
2. Columns B through D are Part II single field items.
3. Columns E through CK are Part II group field items.
4. Column CL is Part III description.
5. Columns CM through CO are Part III single field items.
6. Columns CP through DK are Part III group field items.

## 1120PC M-3 Parts II & III format (Member Company)


1. Column A is Part II description.
2. Columns B through D are Part II single field items.
3. Columns E through CQ are Part II group field items.
4. Column CR is Part III description.
5. Columns CS through CU are Part III single field items.
6. Columns CV through DW are Part III group field items.

## DETACHING AND SAVING THE TEMPLATES

1. Right-click the zip file, and select **Save Target As**.
2. Detach into a designated folder on your hard drive.
3. Expand the zip files:
  - **M3TOPCONPT1.DIF, M3TOPCONPT1.KAT.**
  - **M3Life.DIF, M3Life.KAT**
  - **M3PC.DIF, M3PC.KAT**

## IMPORTING THE DATA INTO THE TAX APPLICATION

Use the **Import DIF** dialog box to import the data in the source file into the tax application.

 Please confirm that the .DIF/.KAT file selected is the correct return type for your import.

1. Standardize your spreadsheet format (layout) so that it can be used for other clients.
2. Save a version of the spreadsheet as a **DIF (Data Interchange Format)** file.
3. On the top menu, click **Tools > Import**. The **Import DIF** dialog box appears.
4. In the **DIF Import File** section, click **Browse for File** to locate the source DIF file.

5. In the **DIF Template File** section, click **Browse for File** to locate the .KAT file. All **DIF** template files must have a **.KAT** extension.
6. Click **Import**.

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Last Updated: October 19, 2021