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DIF IMPORT/EXPORT GUIDE

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CHAPTER 1: COMPONENTS OF ORGANIZER IMPORTING

The DIF import feature can populate certain fields within Organizer.

The three components of Organizer importing are:

- **Import DIF** dialog box

- DIF Import File

- 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 **Tools > Import**.
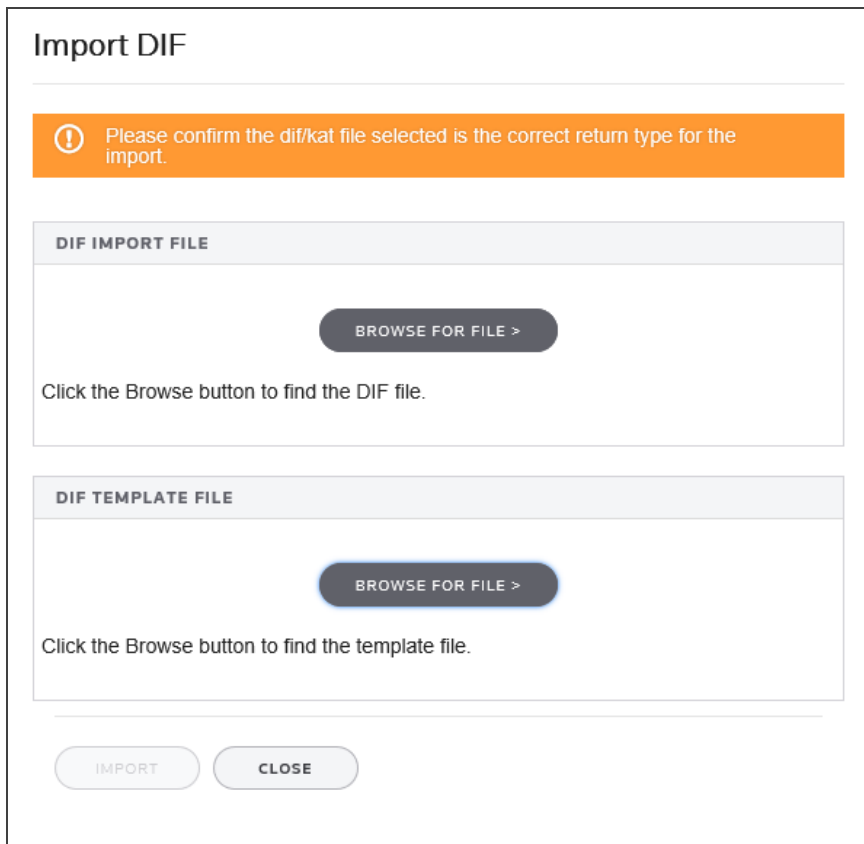

Figure 1:1

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.

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

FUNCTION	DESCRIPTION
DIF Import File	location and filename of the DIF import file

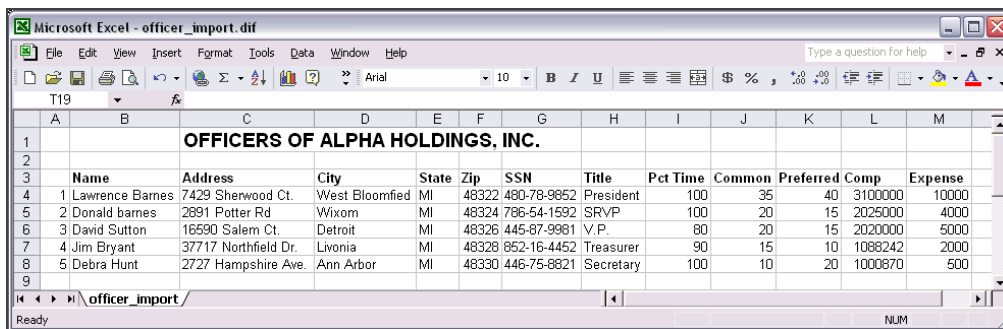| FUNCTION	DESCRIPTION
DIF Template File	location and filename of the Organizer import template (KAT file)

The functions of the command buttons on the dialog are:

FUNCTION	DESCRIPTION
Import	Execute the import specified by the **Import DIF** dialog box.
Browse for File	Specify the disk drive, directory location, and filename of the DIF import file and DIF import 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."

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

Figure 1:2

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."

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	B	C	D	E	F	G	H	I
1	Description	Mandatory	Disp Type	Date Acq	Date Disp	Prop Type	4797 Sales	Cost	6252 Sales
2	4797-1		1	1/1/	7/1/	C	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
8									

Figure 1:3

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 2: 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 2:1

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 **Tools > Export**.

2. Specify the target **DIF Export File**.

3. Specify the **DIF Template File**.

4. Click **Export**.

CHAPTER 3: FAQS

Can KAT Templates be re-used in different returns?

Yes, 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 **Tools > Export** and follow the same procedures as importing.

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 Organizer. You will need to delete the unwanted information manually.

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.

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 create your own KAT file?

No, there is no way to create your own KAT file. Please use the pre-defined KAT files on Customer Center. For all other fields, please enter the data manually.

Is there a limit of how much you can import in the DIF file?

Yes, the DIF limit is 65,536 rows and 256 columns. Any additional lines will fail DIF import.