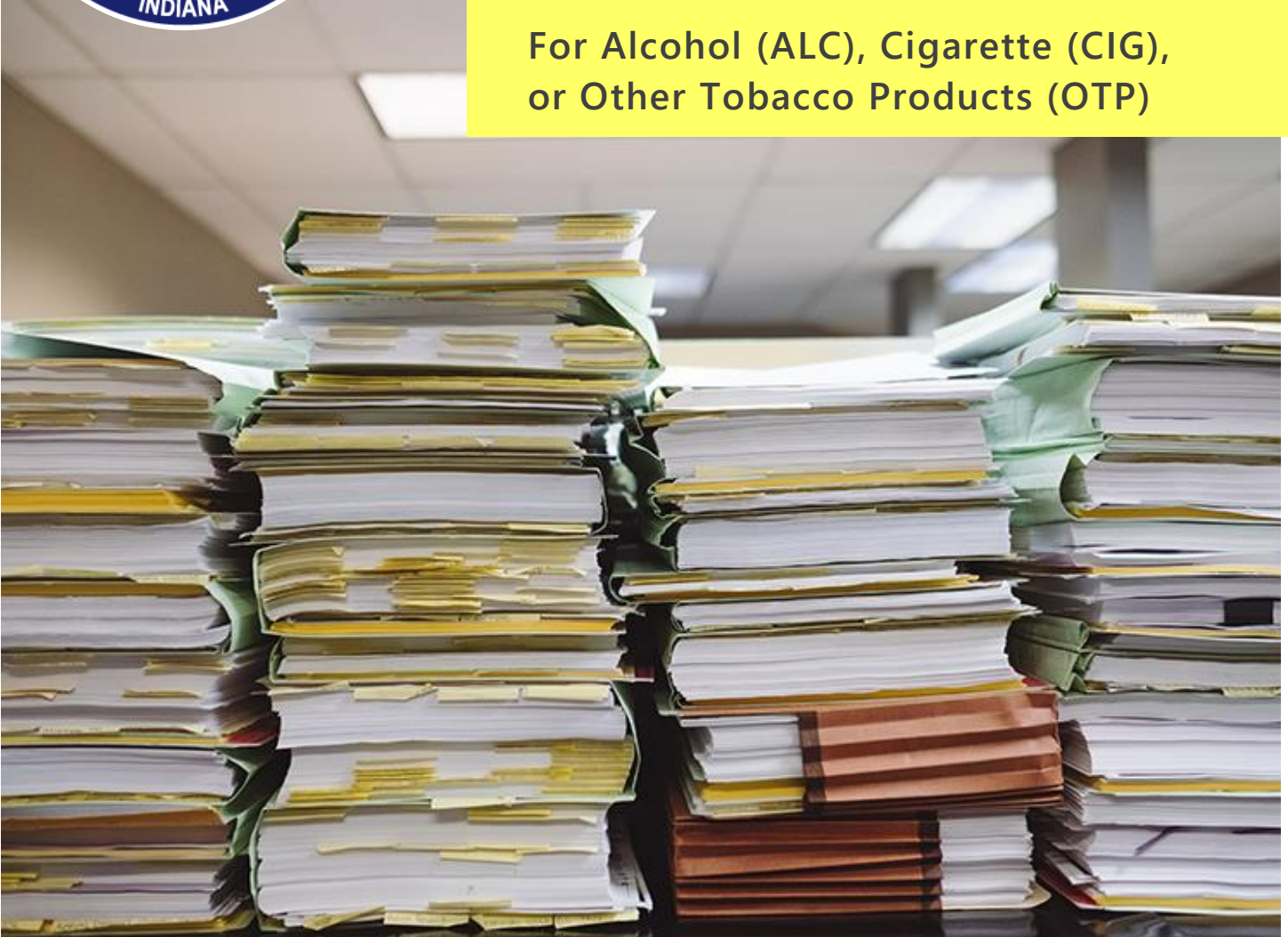




Bulk File XML Converter Guide

For Alcohol (ALC), Cigarette (CIG),
or Other Tobacco Products (OTP)



Last revised: November 2023

Table of Contents

| | |
|--|----|
| Introduction..... | 4 |
| Important Reminders..... | 5 |
| Getting Started..... | 6 |
| Enabling the Developer Menu Option | 6 |
| Starting a New Return Each Month..... | 8 |
| Completing the Submission Information..... | 9 |
| Taxpayer Information..... | 10 |
| Preparer Information..... | 12 |
| Filer Information | 12 |
| Completing the Return and Schedule Sections..... | 12 |
| Return Section | 12 |
| Schedule Section | 13 |
| Working with Repeating Lists..... | 13 |
| Expanding a Repeating List: Option 1 | 13 |
| Expanding a Repeating List: Option 2 | 13 |
| Deleting Data in a Repeating List..... | 15 |
| Accidental Deletion of a Repeating List..... | 17 |
| Creating No-Activity Files | 17 |
| Exporting the XML File | 18 |
| Contact Us..... | 19 |

Introduction

Customers responsible for the payment of excise taxes for Alcohol (ALC), Cigarette (CIG), or Other Tobacco Products (OTP) must file returns electronically with the Indiana Department of Revenue (DOR.)

Electronic filing (e-filing) for file sizes under 10 MB can be completed via [INTIME](#), DOR's e-services portal, or using Secure File Transfer Protocol (SFTP) bulk upload for files that exceed 10 MB. The file format is an Extensible Markup Language (XML) file.

The XML schema structures, definitions, and sample files are available [for Alcohol](#) and [Cigarette and Other Tobacco Products](#).

In addition, DOR has created a Bulk File XML Converter, a Microsoft Excel conversion tool that allows taxpayers to enter their return and schedule information into a template that is exported as an XML file.

The converter tool is available for the following returns:

| Tax Type | Return |
|------------------------|---------------------------------------|
| Alcohol | ALC-DWS, ALC-FW, ALC-M, ALC-PS, ALC-W |
| Cigarette | CIG-RM, CIG-NRM, CIG-TS, CT-19 |
| Other Tobacco Products | OTP-M, OTP-PACT, CT-19 |

This guide is designed to assist you with the Bulk File XML Converter and serves as an additional resource to DOR's [SFTP Bulk Upload Guide](#). When using the converter, you are required to follow the detailed instructions provided in that guide.

Important Reminders

When using the Bulk File XML Converter, pay attention to these important reminders:

- Use the most up-to-date version of Excel.
- Instructions and images in this user guide were created for Microsoft 365 Excel¹.
- The converter tool is compatible with Excel 2003 and later.
- The converter tool cannot be used when there are more than 60,000 rows of data to report on any tab within the spreadsheet. If you have more than 60,000 rows of data to report, contact DOR at BulkFiler@dor.in.gov.
- Download the converter tool each month before preparing your monthly XML submission file to ensure you are using the most current version. Using the incorrect converter version will cause your XML files to be rejected. Converter tools available for download:
 - [Alcohol](#)
 - [Cigarette](#)
 - [Other Tobacco Products](#)
- Formatting rules are as follows:
 - Enter all dates as YYYY-MM-DD (e.g., 2014-10-01).
 - The following special characters are not allowed in any field:
 - less than (<)
 - greater than (>)
 - quote (")
 - ampersand (&)
 - apostrophe (')
 - Fields cannot include special characters. Phone number fields, nine-digit zip codes, and ID fields cannot include hyphens, dashes, or parentheses. A hyphenated number "317-555-1212" should be entered as "3175551212" without the hyphens.
 - The Transmission ID must be unique for each file submission; otherwise, it will be rejected.
 - If uploading via INTIME, leave "Transmission ID" field blank.
 - If uploading via SFTP, this field must contain the vendor code followed by the Julian date (Julian date must be numbers only, no decimal points) followed by a six-digit sequence number.
 - The Vendor Code is the code provided by DOR during bulk file registration. If uploading via INTIME, leave "Vendor Code" field blank.
- All shaded, light blue cells in the converter tool are data entry fields.
- Specific instructions are included for some cells. For detailed instructions regarding every field in the XML file, refer to the XML schema definitions for each specific return type available on the [Electronic Filing for Alcohol](#) and [Cigarette and Other Tobacco Products Tax](#) webpages.

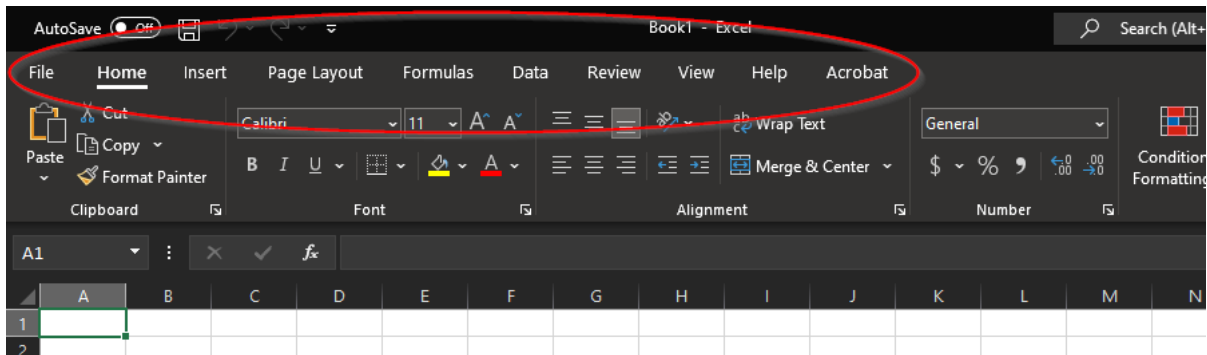
¹ Screenshots were captured while the dark theme was applied to Excel. Some portions of the screenshots may be distorted for privacy and clarity.

Getting Started

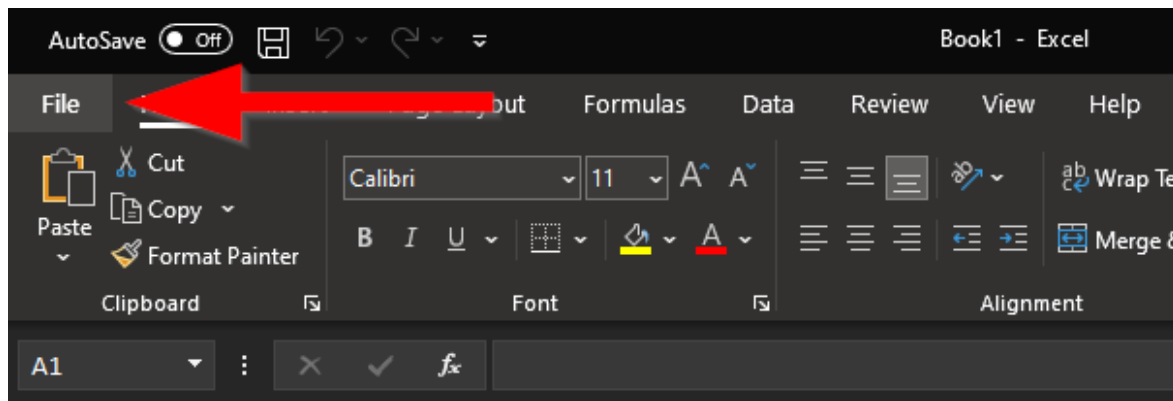
Enabling the Developer Menu Option

Before you can work with the converter, you must ensure the “Developer” menu option is enabled in Excel.

- Step 1: Open Excel and examine the ribbon. If you already have the “Developer” option enabled, skip steps two through five. The following image shows the ribbon without the “Developer” option.



- Step 2: To add the “Developer” tab, click “File” in the upper-left corner.

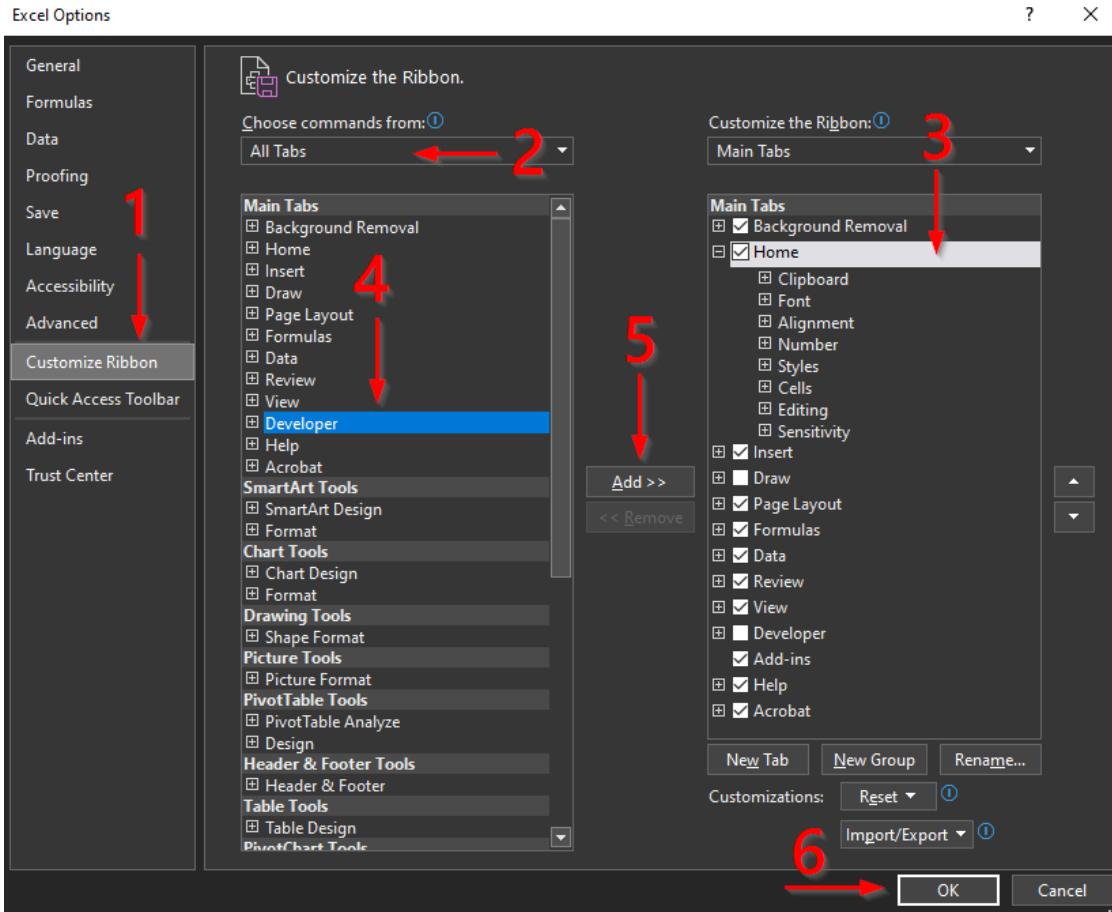


- Step 3: Click “Options” in the lower-left corner of the window that slides into view.

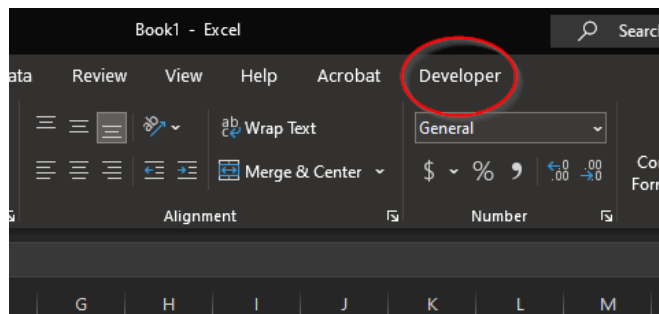


- Step 4: Follow these steps to add the “Developer” tab:

1. Click "Customize Ribbon" on the left-hand side navigation.
2. Choose "All Tabs" in the "Choose commands from:" drop-down list above the left column.
3. Click "Developer."
4. Click the tab you wish "Developer" to appear after in the ribbon in the right column.
5. Click "Add > >" in between the two columns.
6. Click "OK."

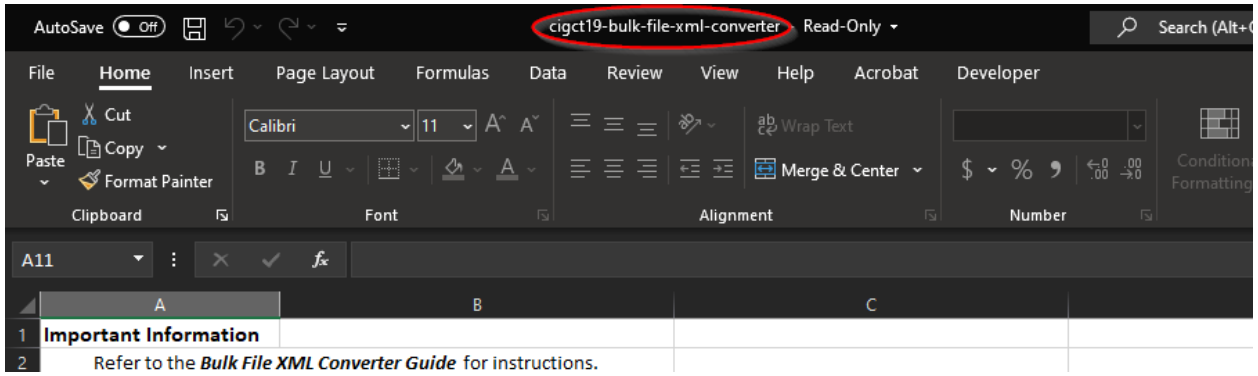


Step 5: The "Developer" tab should now appear in the ribbon. If it does not, restart Excel.

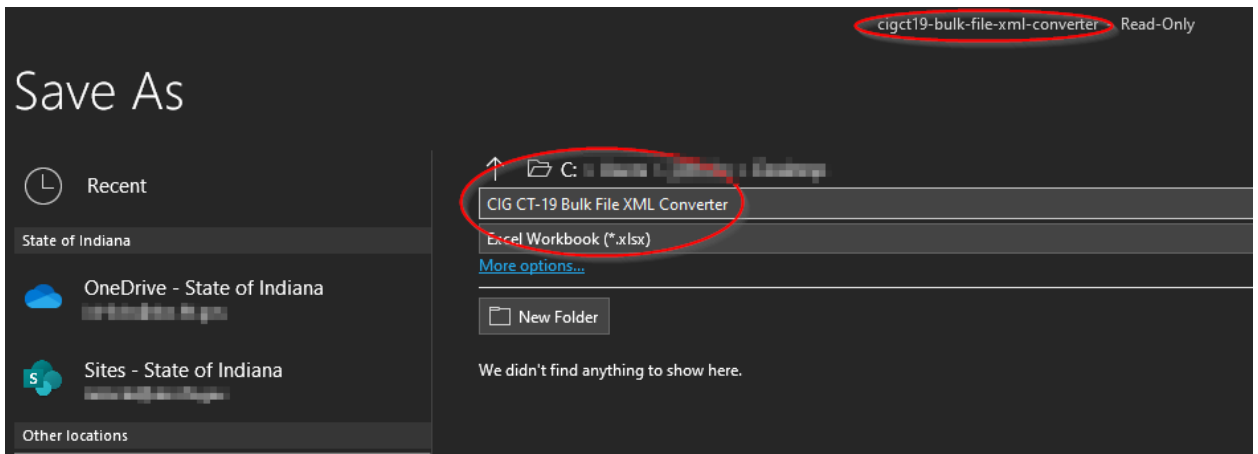


Starting a New Return Each Month

- Step 1. Download the appropriate XML converter for the tax return type you need (e.g., ALC-W, OTP-M, CIG-RM or CIG-NRM). The converters for each tax type are available on DOR’s [Electronic Filing for Alcohol](#) and [Cigarette and Other Tobacco Products Tax](#) webpages. Links to converter tools are also available in the [Important Reminders](#) section of this guide.
- Step 2. Open the XML converter in Excel. The following converter is loaded for CIG CT-19.



- Step 3: Click “File” in the upper-left corner and select “Save As” to save the template. Although the workbook is used to generate the XML file sent to DOR, the actual workbook is never sent. Therefore, you can define a file naming convention that uniquely identifies your workbook for each month. Your naming convention does **not** need to adhere to the standard defined in the [Indiana Bulk Upload Guide](#) for XML files.



Completing the Submission Information

The "Submission Information" tab, including the taxpayer, preparer and filer information sections in the converter must be completed every month. The information in this tab is mandatory.

Note: All shaded, light blue cells in the converter tool are data entry fields.

| Taxpayer Information | | |
|---|--|-------------------------------|
| Transmission ID | Vendor Code | Tax Period Begin Date |
| | | |
| If uploading via INTIME, leave "Transmission id" field blank. If uploading via SFTP, this field must contain the Vendor Code followed by the Julian Date (Julian Date must be numbers only, no decimal points) followed by a six-digit sequence number. | If uploading via INTIME, leave "Vendor Code" field blank. If uploading via SFTP, this field must contain the vendor code provided by the Indiana DOR during bulk file registration. | YYYY-MM-DD |
| Preparer Information | | |
| Name | Phone | Email Address |
| | | |
| Enter full legal name | Enter numbers only, no formatting (example: 3175551212) | Enter valid email address. |
| Filer Information | | |
| FEIN | Business Name | Address |
| | | |
| Must be 9 digits, no dashes | The following characters are <u>not</u> allowed in the Business Name field: comma (,) period (.) semi-colon (;) colon (:) plus (+) equal (=) less than (<) greater than (>) quote (") ampersand (&) apostrophe (') | Include full business address |

Taxpayer Information

The "Taxpayer Information" section contains information that identifies the taxpayer and time period for the return being filed. When completing "Taxpayer Information," follow the cell-specific instructions in the worksheet as well as the XML field-level instructions in the XML schema definition document for the return type.

Schema definitions for [Alcohol](#) and [Cigarette and Other Tobacco Products](#) are available.

Step 1: Format and enter a unique Transmission ID if uploading via SFTP. Reusing a Transmission ID from a previously submitted file will cause the file to be rejected. The acceptable Transmission ID format contains the following:

- **Vendor Code:** DOR provides this code to you during bulk file registration and is used only for SFTP uploads. Vendor code is not necessary for INTIME.
- **Julian Date:** This is the current date in Julian Date format. There are free websites that allow you to convert a date to Julian Date. **Note:** The decimal point must be removed before including the Julian Date in the Transmission ID to DOR.
- **Sequence Number:** This is a six-digit sequence number. For example, if you are submitting one file, the recommended sequence number is 000001. If you are submitting two separate files, the recommended sequence number is 000001 for the first file and 000002 for the second file.

The Transmission ID is the Vendor Code, followed by the Julian Date, and then the Sequence Number. The following is for example purposes only:

- The Vendor Code is **A1**
- The date is August 29, 2022, at 11:30:15. The Julian Date is [2459820.9793403](#)
- Only **one** file is being submitted
- If uploading via INTIME, all ones (example 11111) can be used for "vendor code"

Given this information, the Transmission ID is **A124598209793403000001**.

Step 2: Enter the Vendor Code provided by DOR during SFTP bulk file registration. If uploading via INTIME, leave "Vendor Code" field blank, or enter all ones (11111.)

Step 3: Enter the Tax Period Begin Date, Tax Period End Date, and Tax Year. The begin and end dates must be entered in YYYY-MM-DD format. For example, if the tax period is October 2022, the Tax Period Begin Date is 2022-10-01, the Tax Period End Date is 2022-10-31, and the Tax Year is 2022.

Step 4: Format and enter the Submission ID for SFTP only, which is acceptable only if it contains the following:

- **Production (or Test) Code:** Test files for SFTP will only be accepted for new customers or in special circumstances as deemed necessary. Testing is a manual process, and you must contact us via Bulkfiler@dor.in.gov if you are required to submit a test file for the file to be processed and feedback to be provided. SFTP supported tax types will be processed as a production file unless you change the file type to a "T" instead of a "P" and notify the Bulk Filer mailbox regarding which to submit as a test file.
- **Vendor Code:** The code provided to you by DOR during bulk file registration.
- **Sequence Number:** A unique six-digit sequence number. DOR only allows one return in an XML file; therefore, the sequence number will always be 000001.

Note: You now have the option to test your file via INTIME by uploading your file and viewing the errors it provides. If it passes that validation, you will be allowed to submit the file next. If you do not wish to submit the file, you can back out before fully submitting. This is considered "testing" your submission before submitting. To see totals, a production file would need to be submitted to your account. If the figures are incorrect, an amended return would need to be submitted to make the corrections.

Submission ID is the Production (or Test) Code, followed by the Vendor Code, and the Sequence Number.

The following is for example purposes only:

- A **production** file is being created to submit to DOR.
- Vendor Code is **A1**
- Only one return will ever be included in the XML file, so the sequence number is **000001**. With this information, the Submission ID is **PA1000001**

Step 5: Select the "Process Type" from the drop-down list. Enter "P" for a file that is an official monthly return or "T" if the file is a test for which you have notified the Bulk Filer mailbox bulkfiler@dor.in.gov prior to submission of the test file for it to be processed and feedback to be provided.

| Tax Period End Date | Tax Year | Submission ID | Process Type |
|---------------------|----------|--|---|
| YYYY-MM-DD | YYYY | Contains a T for Test File or P for Production File, followed by the Vendor Code, followed by a six digit unique sequence number | <div style="border: 1px solid black; padding: 2px;"> <div style="border-bottom: 1px solid black; padding: 2px;">T</div> <div style="padding: 2px;">P</div> </div> |

Preparer Information

When completing the "Preparer Information" section, follow the cell-specific instructions on the worksheet as well as the XML field-level instructions in the XML schema definition document for the return type. Provide DOR with a name, phone number, and email address for the business contact who can confirm that the submission information is accurate.

- Step 1: Enter the business name
- Step 2: Enter the phone number as digits only and no special formatting. A hyphenated "317-555-1212" should be entered as "3175551212"
- Step 3: Enter the email address.

Filer Information

When completing the Filer Information, follow the cell-specific instructions in the worksheet as well as the XML field-level instructions in the XML schema definition document for the return type.

- Step 1: Enter the Federal Employer Identification Number (FEIN) as digits only with no special characters. FEIN 35-1234567 should be entered as 351234567
- Step 2: Enter the business name. The business name cannot contain the following special characters:
 - comma (,)
 - period (.)
 - semi-colon (;)
 - colon (:)
 - plus (+)
 - equal (=)

The XML file will be rejected if any of these special characters are included in the business name.

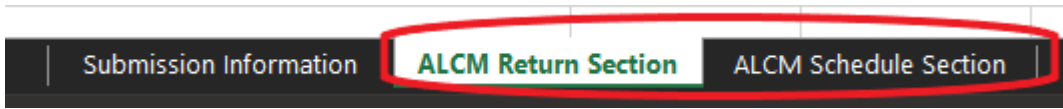
- Step 3: Enter the address, city, state, and zip code.
- Step 4: Enter the state ID. This is the 10-digit tax identification number (TID) provided by DOR.
- Step 5: Enter the location number, a three-digit business location code provided by DOR.
- Step 6: Enter the email address of the person DOR should contact if there is a problem with your submission.

Completing the Return and Schedule Sections

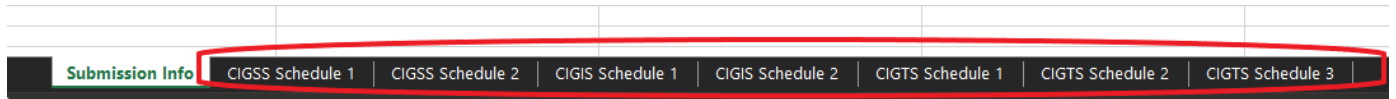
DOR recommends that both the XML schema definition document and the corresponding tax return form for the return type are referenced when completing the return and schedule sections. Both sources provide important field-level instructions.

The schedule sections are on separate tabs in the converter. The number of tabs, as well as the contents of each tab, vary based on the return type.

This image shows the ALC-M converter, which has one tab for return information and one for supporting schedule information.



This image shows the CIG-RM (or CIG-NRM) converter, which has seven tabs for supporting schedule information.



Return Section

Step 1: Select the Return Filing Type. The valid options are:

- "O" for Original return
- "A" for Amended return
- "ONA" for Original No-Activity return
- "ANA" for Amended No-Activity return

Note: The CIG-RM and CIG-NRM Filing Type is located on the "Submission Information" tab of the converter.

Step 2: Complete the return portion.

Important items to note:

- All fields in the return portion are required.
- Converters have been prefilled with zeros in the return fields. You should only modify the applicable fields. Leave the remaining zeros. If you delete the zeros and make the fields blank, the resulting XML file will be rejected.
- If the return filing type is ONA or ANA, there must be zeros in all the return fields. If any of the fields are blank or a non-zero value, the resulting XML file will be rejected.
- Fields that are shaded grey and protected are not applicable for that line on the return.

Schedule Section

Working with Repeating Lists

Most of the schedule sections allow for zero to multiple lines of data. In the converters, these rows are entered in a repeating list. By default, all repeating lists in the converter are set up initially for one row of data. The following image shows a repeating list.

The image shows a spreadsheet interface with a table titled "Sales/Returns". The table has 12 columns: Transaction Type, Alcohol Type, Document Type, Document Date, Document Number, Alcoholic Beverage, Name, Street Address, City, State, Zip Code, and Total Gallons. The first row is highlighted in blue. A red circle is drawn around the first row and the first few columns. Above the table, there is a warning message: "If this is a no activity return (Return Filing Type of QNA or ANA) then the Repeating List cannot be expanded and there can be no data in the first row. The following characters are not allowed in any field: less than (<) greater than (>) quote (") ampersand (&) apostrophe (')." The table is currently set up for one row of data.

Repeating lists can be expanded to support as many rows allowed by either Excel or a schema (whichever is less). Row limits are described in [Important Reminders](#). Every repeating list has an expanding tool, as shown in the next image.

This image is a close-up of the "Total Gallons" column in the table. A red arrow points to a small blue square icon in the bottom right corner of the cell, which is the expanding tool. The table has 6 columns: Name, Street Address, City, State, Zip Code, and Total Gallons. The first row is highlighted in blue.

Expanding a Repeating List: Option 1

Click and hold the expander with your mouse and drag down to the number of rows you require, then enter your data. The list is expanded to support 10 rows of data in the following image.

The image shows the "Sales/Returns" table expanded to 10 rows. The first row is highlighted in blue. The table has 12 columns: Transaction Type, Alcohol Type, Document Type, Document Date, Document Number, Alcoholic Beverage, Name, Street Address, City, State, Zip Code, and Total Gallons. The rows are numbered 10 through 19 in the left margin.

Expanding a Repeating List: Option 2

If you don't know how many data rows you need, the list can automatically expand to fit as you copy and paste your data directly into the repeating list. If you copy and paste your data, ensure your data is in the same column order as the repeating list.

Some columns have drop-down lists with accepted values. In these cases, be sure that your data only includes values in the list.

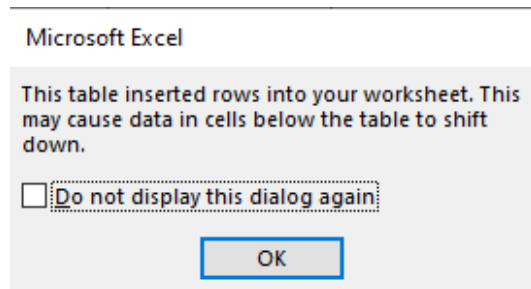
The example below shows the drop-down list in a repeating list. Only the values of C, I, O, PO, CM, A, and RG are allowed for the "Document Type." If your data contains values that do not appear in the drop-down list, the file will be rejected. The drop-down button that is circled is used to display the lists.

| Sales/Returns | | | | | |
|------------------|--------------|---------------|---------------|-----------------|--------------------|
| Transaction Type | Alcohol Type | Document Type | Document Date | Document Number | Alcoholic Beverage |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

After you have organized, formatted, and copied your data correctly, position your cursor in the first row and column of the repeating list as depicted in the next image. Paste your data into the list.

| 9 | Sales/Returns | | | | | | | |
|----|------------------|--------------|---------------|---------------|-----------------|--------------------|------|-------|
| | Transaction Type | Alcohol Type | Document Type | Document Date | Document Number | Alcoholic Beverage | Name | St Ad |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |
| 19 | | | | | | | | |
| 20 | | | | | | | | |
| 21 | | | | | | | | |

If you receive a warning message that states, "This table inserted rows into your worksheet. This may cause data in cells below the table to shift down," click "OK" to continue inserting your data into the list.



The next image shows a list that has expanded automatically with pasted data.

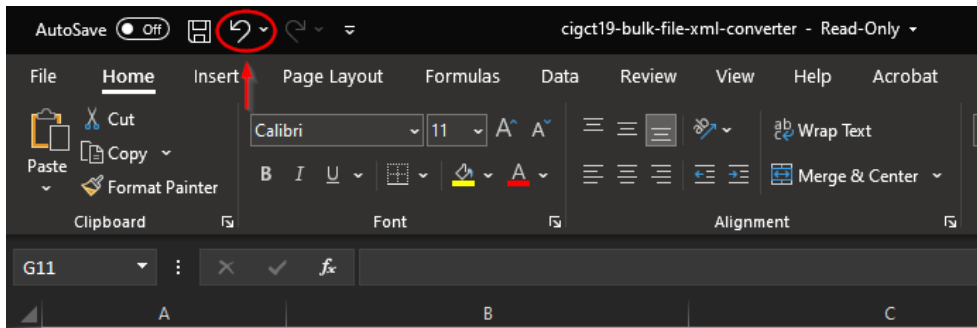
| 9 Sales/Returns | | | | | | | | | | | | |
|------------------|--------------|---------------|---------------|-----------------|---|--------|----------------|--------------|--------------|----------|---------------|-----|
| Transaction Type | Alcohol Type | Document Type | Document Date | Document Number | Alcoholic Beverage Permit Number or FID | Name | Street Address | City | State | Zip Code | Total Gallons | |
| 10 | | | | | | | | | | | | |
| 11 | A | W | I | 2022-07-02 | 4567 | 432 | Sample 1 | 101 Main St. | Indianapolis | IN | 46204 | 432 |
| 12 | B | W | C | 2022-07-03 | 8901 | 567 | Sample 2 | 202 West St. | Indianapolis | IN | 46204 | 236 |
| 13 | C | L | CM | 2022-07-08 | 1252 | 890 | Sample 3 | 81 Pearl Ln. | Indianapolis | IN | 46204 | 151 |
| 14 | B | B | I | 2022-07-12 | 4443 | 2324 | Sample 4 | 4332 Elm St. | Indianapolis | IN | 46204 | 252 |
| 15 | B | B | I | 2022-07-13 | 7181 | 1257 | Sample 5 | 605 Oak Dr. | Indianapolis | IN | 46204 | 303 |
| 16 | C | B | I | 2022-07-16 | 1402 | 331899 | Sample 6 | 777 7th St. | Indianapolis | IN | 46204 | 456 |
| 17 | C | W | I | 2022-07-22 | 6606 | 235256 | Sample 7 | 5550 Jay St. | Indianapolis | IN | 46204 | 444 |

Deleting Data in a Repeating List

If you made a mistake inserting your data into the repeating list, you have two options to remove the data.

Undo: Option 1

If you realize you have made a mistake immediately after inserting data, you can click the undo button in the upper-left corner or tap and hold CTRL and then tap the letter "Z" on your keyboard.



Manually Delete Data: Option 2

Step 1: Starting with the second row of data, select all the rows of data in the repeating list. The following image shows the correct row to start selecting the data. If you select the data starting from the first row, you will delete the entire repeating list control.

| 9 Sales/Returns | | | | | | | | | | | | |
|------------------|--------------|---------------|---------------|-----------------|---|--------|----------------|--------------|--------------|----------|---------------|-----|
| Transaction Type | Alcohol Type | Document Type | Document Date | Document Number | Alcoholic Beverage Permit Number or FID | Name | Street Address | City | State | Zip Code | Total Gallons | |
| 10 | | | | | | | | | | | | |
| 11 | A | W | I | 2022-07-02 | 4567 | 432 | Sample 1 | 101 Main St. | Indianapolis | IN | 46204 | 432 |
| 12 | B | W | C | 2022-07-03 | 8901 | 567 | Sample 2 | 202 West St. | Indianapolis | IN | 46204 | 236 |
| 13 | C | L | CM | 2022-07-08 | 1252 | 890 | Sample 3 | 81 Pearl Ln. | Indianapolis | IN | 46204 | 151 |
| 14 | B | B | I | 2022-07-12 | 4443 | 2324 | Sample 4 | 4332 Elm St. | Indianapolis | IN | 46204 | 252 |
| 15 | B | B | I | 2022-07-13 | 7181 | 1257 | Sample 5 | 605 Oak Dr. | Indianapolis | IN | 46204 | 303 |
| 16 | C | B | I | 2022-07-16 | 1402 | 331899 | Sample 6 | 777 7th St. | Indianapolis | IN | 46204 | 456 |
| 17 | C | W | I | 2022-07-22 | 6606 | 235256 | Sample 7 | 5550 Jay St. | Indianapolis | IN | 46204 | 444 |

Step 2: Once you select the **second row**, drag your mouse to the bottom of the repeating list to select the remaining rows.

| 9 Sales/Returns | | | | | | | | | | | | |
|------------------|--------------|---------------|---------------|-----------------|---|--------|----------------|--------------|--------------|----------|---------------|-----|
| Transaction Type | Alcohol Type | Document Type | Document Date | Document Number | Alcoholic Beverage Permit Number or FID | Name | Street Address | City | State | Zip Code | Total Gallons | |
| 10 | A | W | I | 2022-07-02 | 4567 | 432 | Sample 1 | 101 Main St. | Indianapolis | IN | 46204 | 432 |
| 11 | B | -/ | C | 2022-07-03 | 8901 | 567 | Sample 2 | 202 West St. | Indianapolis | IN | 46204 | 236 |
| 12 | C | L | CM | 2022-07-08 | 1252 | 890 | Sample 3 | 81 Pearl Ln. | Indianapolis | IN | 46204 | 151 |
| 13 | B | B | I | 2022-07-12 | 4443 | 2324 | Sample 4 | 4332 Elm St. | Indianapolis | IN | 46204 | 252 |
| 14 | B | B | I | 2022-07-13 | 7181 | 1257 | Sample 5 | 605 Oak Dr. | Indianapolis | IN | 46204 | 303 |
| 15 | C | B | I | 2022-07-16 | 1402 | 331899 | Sample 6 | 777 7th St. | Indianapolis | IN | 46204 | 456 |
| 16 | C | W | I | 2022-07-22 | 6606 | 235256 | Sample 7 | 5550 Jay St. | Indianapolis | IN | 46204 | 444 |

Step 3: Position your cursor over the selected rows and right click to open the pop-up menu.

| 9 Sales/Returns | | | | | | | | | | | | |
|------------------|--------------|---------------|---------------|-----------------|---|--------|----------------|--------------|--------------|----------|---------------|-----|
| Transaction Type | Alcohol Type | Document Type | Document Date | Document Number | Alcoholic Beverage Permit Number or FID | Name | Street Address | City | State | Zip Code | Total Gallons | |
| 10 | A | W | I | 2022-07-02 | 4567 | 432 | Sample 1 | 101 Main St. | Indianapolis | IN | 46204 | 432 |
| 11 | B | -/ | C | 2022-07-03 | 8901 | 567 | Sample 2 | 202 West St. | Indianapolis | IN | 46204 | 236 |
| 12 | C | L | CM | 2022-07-08 | 1252 | 890 | Sample 3 | 81 Pearl Ln. | Indianapolis | IN | 46204 | 151 |
| 13 | B | B | I | 2022-07-12 | 4443 | 2324 | Sample 4 | 4332 Elm St. | Indianapolis | IN | 46204 | 252 |
| 14 | B | B | I | 2022-07-13 | 7181 | 1257 | Sample 5 | 605 Oak Dr. | Indianapolis | IN | 46204 | 303 |
| 15 | C | B | I | 2022-07-16 | 1402 | 331899 | Sample 6 | 777 7th St. | Indianapolis | IN | 46204 | 456 |
| 16 | C | W | I | 2022-07-22 | 6606 | 235256 | Sample 7 | 5550 Jay St. | Indianapolis | IN | 46204 | 444 |

Step 4: Click "Delete." The next image shows the results from deleting. The first row of data was not selected and is still visible, which means the data was deleted correctly.

| 9 Sales/Returns | | | | | | | | | | | | |
|------------------|--------------|---------------|---------------|-----------------|---|------|----------------|--------------|--------------|----------|---------------|-----|
| Transaction Type | Alcohol Type | Document Type | Document Date | Document Number | Alcoholic Beverage Permit Number or FID | Name | Street Address | City | State | Zip Code | Total Gallons | |
| 10 | | | | | | | | | | | | |
| 11 | A | W | I | 2022-07-02 | 4567 | 432 | Sample 1 | 101 Main St. | Indianapolis | IN | 46204 | 432 |
| 12 | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | |

Step 5: To delete the remaining data, click each individual cell (A3, B3, C3, etc.) and delete the data by typing the Backspace or Delete keys. Note that the blue shaded repeating list was not deleted, maintaining the drop-down repeating list control.

| 9 Sales/Returns | | | | | | | | | | | |
|------------------|--------------|---------------|---------------|-----------------|---|------|----------------|------|-------|----------|---------------|
| Transaction Type | Alcohol Type | Document Type | Document Date | Document Number | Alcoholic Beverage Permit Number or FID | Name | Street Address | City | State | Zip Code | Total Gallons |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |

If you select and delete the entire row, the control will be deleted, and you will not be able to create a correctly formatted XML file.

If you delete the entire repeating list control(s), follow the instructions in the [Accidental Deletion of a Repeating List](#) section.

Accidental Deletion of a Repeating List

The next image shows a schedule section where the entire repeating list has been deleted.

If you accidentally delete a repeating list, click the “undo” button or tap and hold CTRL and then tap the letter “Z” in Excel to restore it.

If you cannot undo the accidental deletion, **delete your file and start over** by reuploading the converter template.

| | | | | | | | | | |
|----|----------------|---------|------|-------|----------|----------------|---------------------------|------------------------------|--|
| 11 | | | | | | | | | |
| 12 | Purchased From | | | | | Cigarettes/RYO | | | |
| | Name | Address | City | State | Zip Code | Brand Family | Quantity Stamped (Sticks) | Roll Your Own Tobacco Ounces | Roll Your Own Units (units = ounces/.09) |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |

Creating No-Activity Files

If a reporting month has no activity to report, follow these steps to create a No-Activity submission file:

- Step 1: Complete the Submission Information as outlined under the [Completing the Submission Information Sections](#). You must complete this section even if you have no activity to report.
- Step 2: On the Return tab, select **one** of these options:
 - “ONA” for Original No-Activity return
 - “ANA” for Amended No-Activity return
 - No-Activity return for Returning Filing Type
- Step 3: As described in [Completing the Return and Schedule Sections](#), all return fields are required—even for No-Activity returns. If the return has no activity (ONA or ANA), enter zeros in numeric fields and “N/A” in text fields. Leaving the fields blank will cause the XML file to be rejected. The following image shows an example of a return section for a No-Activity return.

The following characters are not allowed in any field: less than (<) greater than (>) quote (") ampersand (&) apostrophe (')

| | | | | | | | | | |
|----|--------------------|---------|------|-------|----------|--------------|--|--|--|
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | Return Filing Type | | | | | | | | |
| 9 | ONA | | | | | | | | |
| | O | | | | | | | | |
| | A | | | | | | | | |
| | ONA | | | | | | | | |
| 10 | ANA | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | Purchased From | | | | | | | | |
| | Name | Address | City | State | Zip Code | Brand Family | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |

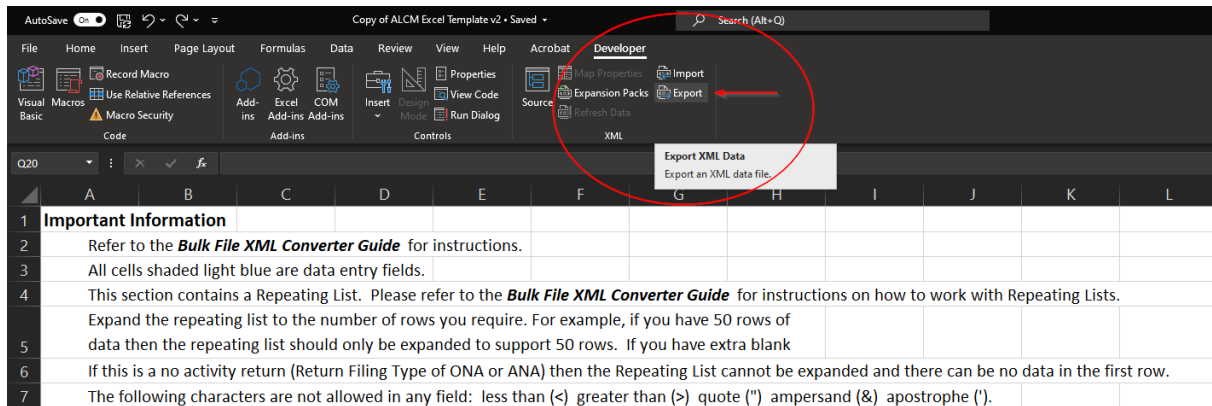
Step 4: For No-Activity returns, ensure the repeating list(s) on the schedule section(s) are not expanded. If the lists are expanded for a No-Activity return, the file will be rejected. The image below depicts how the repeating list should look on a No-Activity return with only one row and no data.

| Sales/Returns | | | | | | | | | | | |
|------------------|--------------|---------------|---------------|-----------------|---|------|----------------|------|-------|----------|---------------|
| Transaction Type | Alcohol Type | Document Type | Document Date | Document Number | Alcoholic Beverage Permit Number or FID | Name | Street Address | City | State | Zip Code | Total Gallons |
| | | | | | | | | | | | |

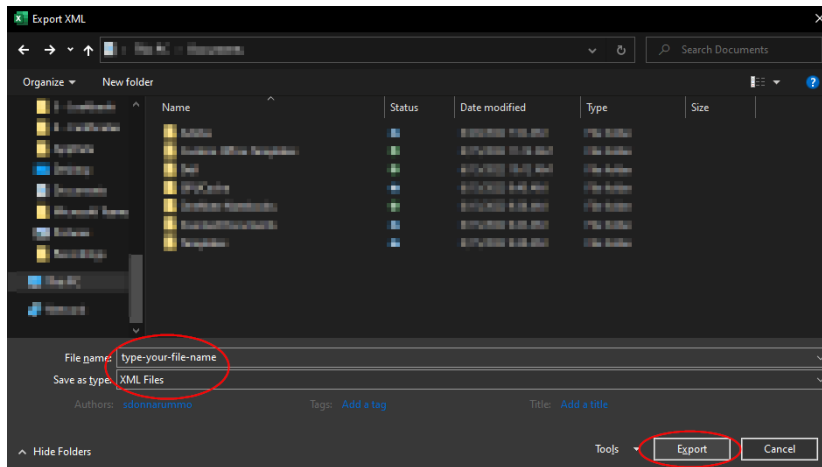
Exporting the XML File

To create the XML file, you must have the "Developer" menu option. If the "Developer" tab is not currently showing in your ribbon, follow the instructions in [Getting Started](#).

Step 1: From the "Developer" tab, click "Export" to "export an XML data file."



Step 2: The "Export XML" window will open as shown in the next image. Enter the file name for the XML file abiding by the naming convention standards in the [Indiana Bulk Upload Guide](#). Ensure the "Save as type:" is XML. Select your desired folder location, then, click the "Export" button.



- Step 3: Ensure the XML file was created successfully. Samples of correctly formatted XML files are on the electronic filing websites listed in the [Important Reminders](#) section.
- Step 4: Once you have successfully created and exported the XML file, follow the instructions in the [Indiana Bulk Upload Guide](#) to encrypt and transmit the file to DOR.

If using the converter to generate your XML file, you must still complete the bulk upload certification process as defined in the [Indiana Bulk Upload Guide](#).

Contact Us

If you have questions or need more information about electronic filing for alcohol, cigarette, and other tobacco products, refer to the following resources:

- [Alcohol](#)
- [Cigarette and Other Tobacco Products](#)

For guidance on technical requirements for the bulk file upload, contact DOR at bulkfiler@dor.in.gov or 317-233-5656.