Department of IOWA REVENUE

Iowa Cigarette/Tobacco PACT Act File Upload Procedures for Excel 2002

Version 1, May 2011

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General Overview

- Enter your Iowa PACT Act data in the “Detail” and “Header” tabs in Excel spreadsheet IA PACT Act Report v1.xls.
- Save the “Detail” and “Header” tabs as tab delimited text files with extensions of .dtl and .hdr respectively.
- Upload the “Detail” and “Header” text files to the Iowa Secure File Exchange Web site.

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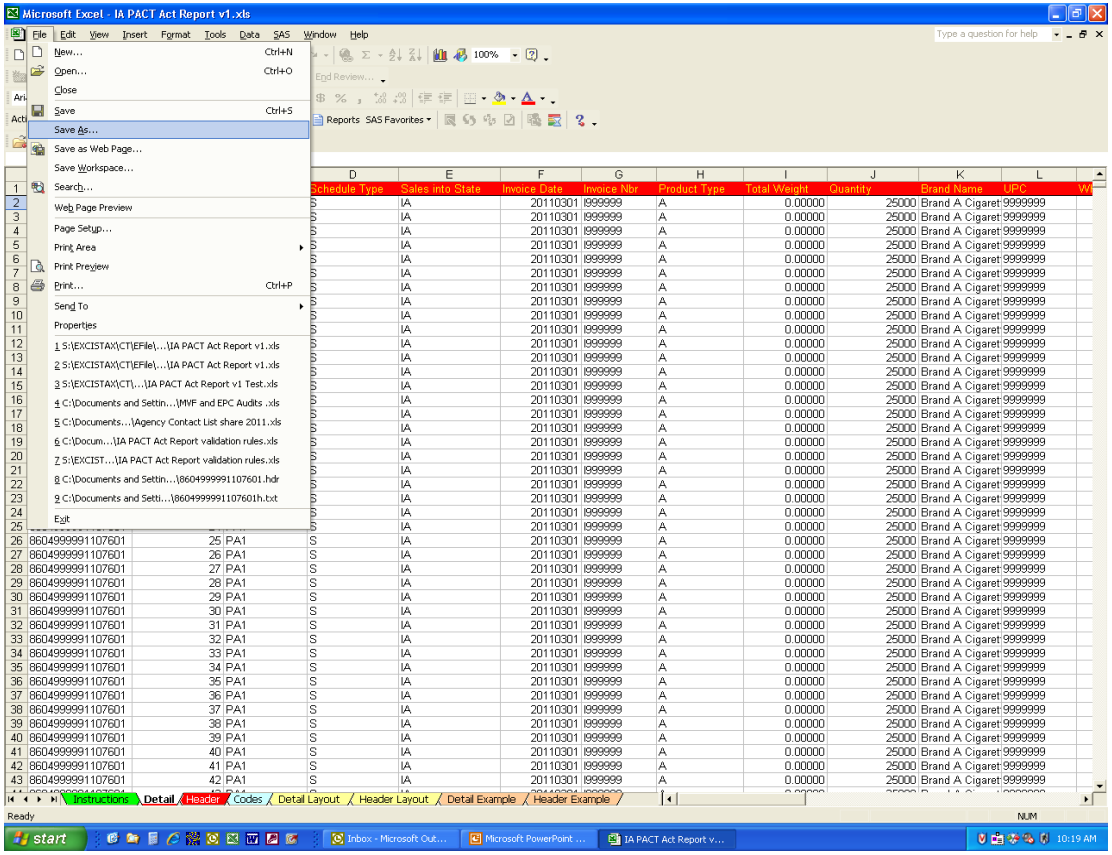

- Open the “IA PACT Act Report v1.xls” spreadsheet.
- Click on the *Detail* tab and enter your data.
- Click *File, Save As*.

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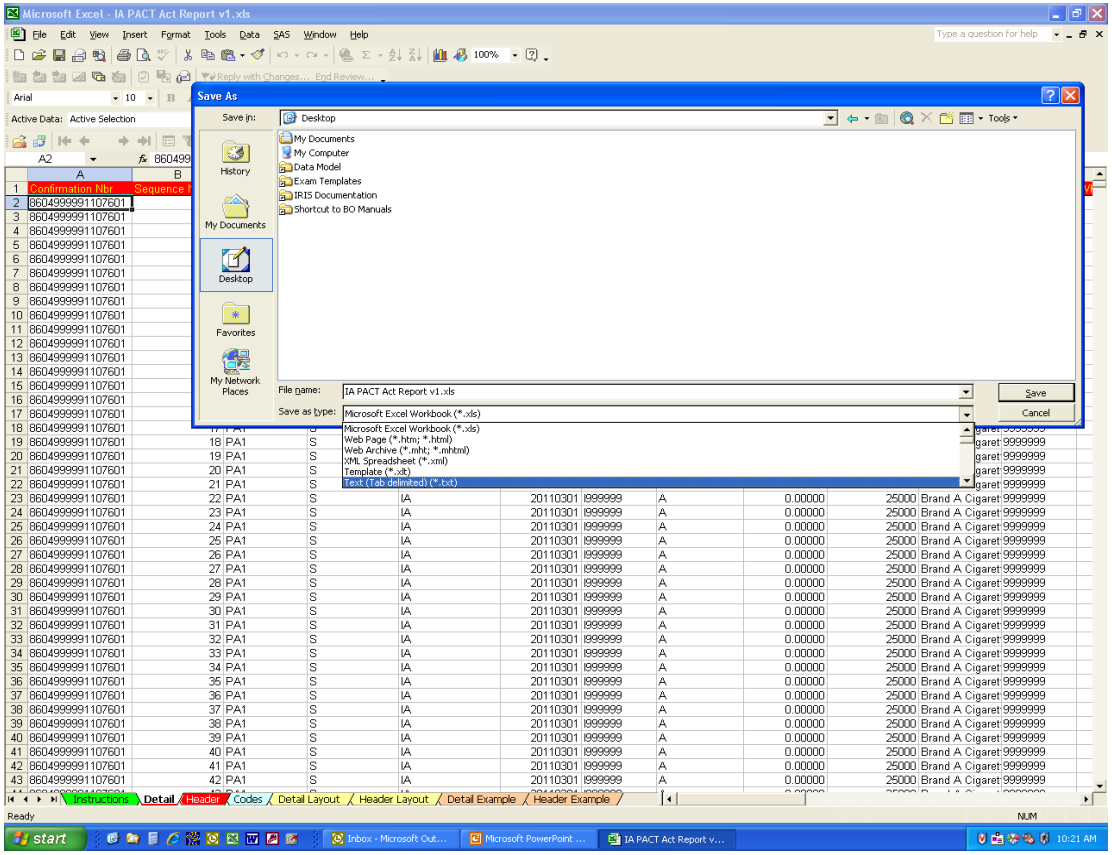

- Select the location you wish to save the file, like the C:\ drive.
- Save as file type *Text (TAB delimited)(*.txt)*.

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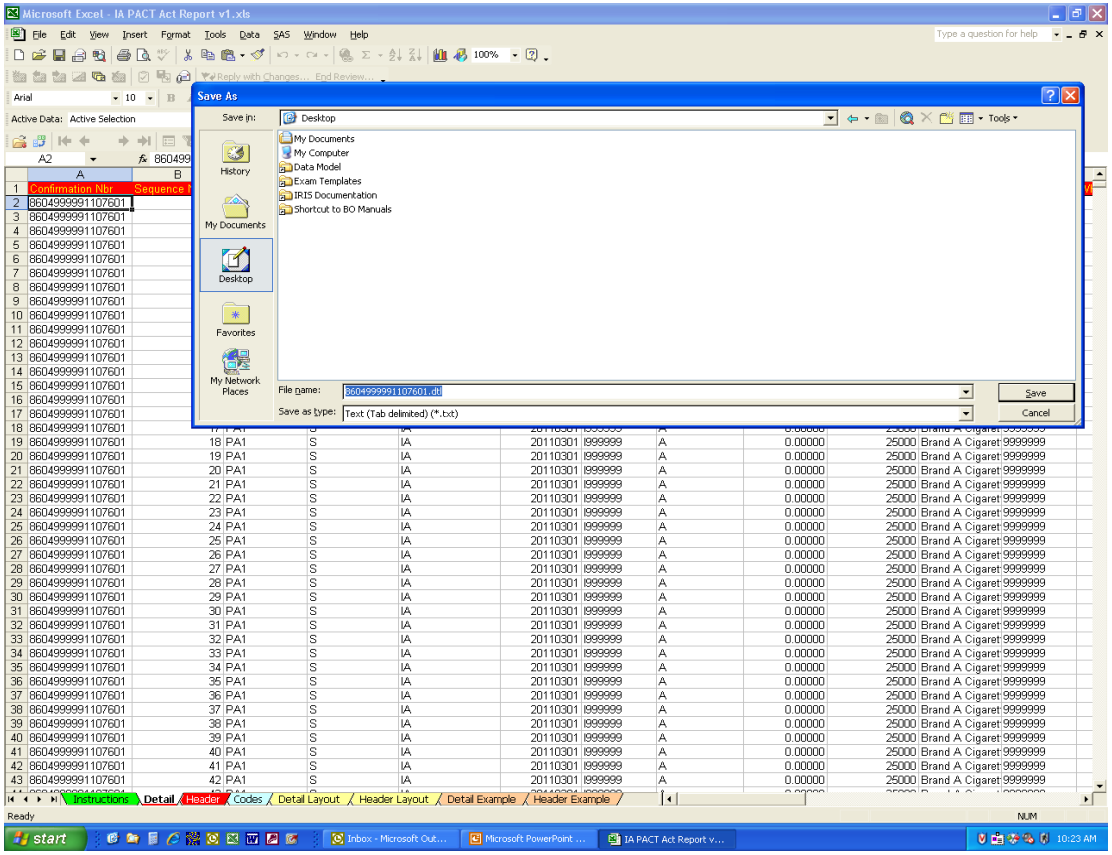

- Name the file your confirmation number and type .dtl as the extension and click Save. Example: *8604999991107601.dtl*.
- Your confirmation number is 16 digits as follows: 1st 9 digits = License Number, next 2 digits = Year, next 3 digits = Julian Date, next 2 digits = filing occurrence.

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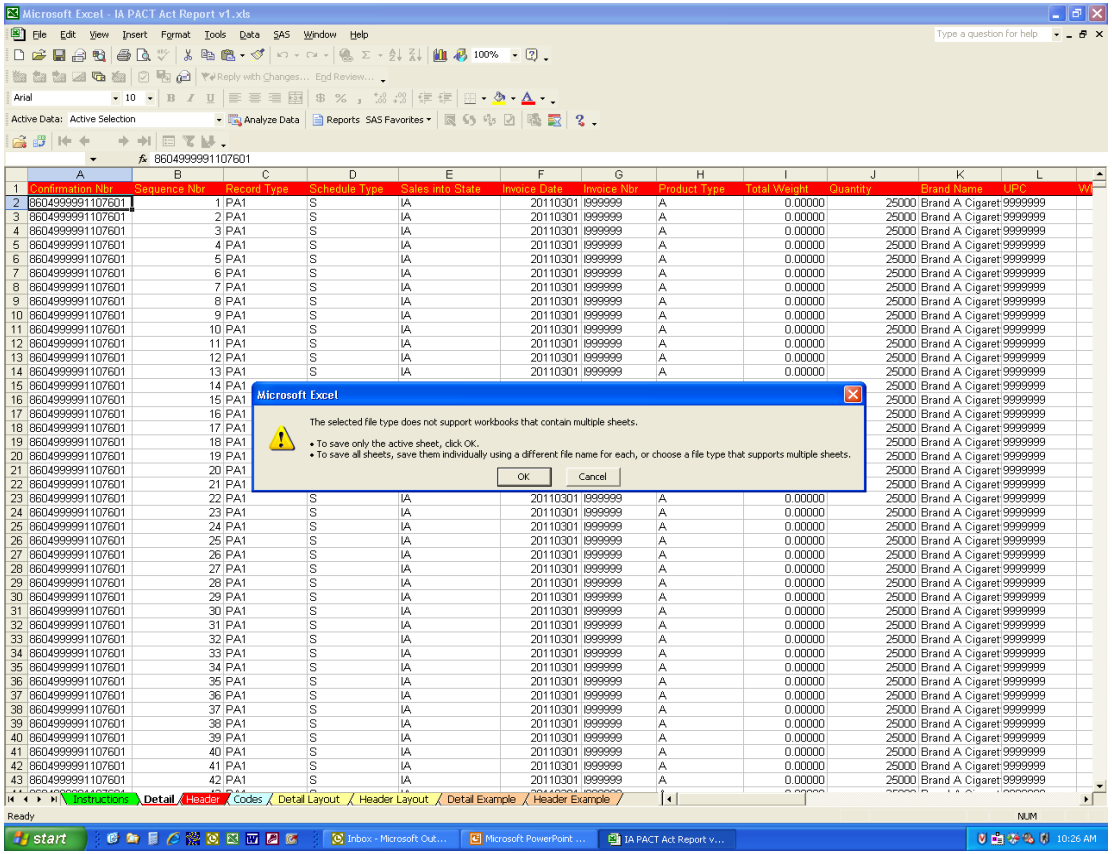

- A message may appear regarding multiple worksheets, click *OK* to save only the current worksheet (the Detail worksheet).

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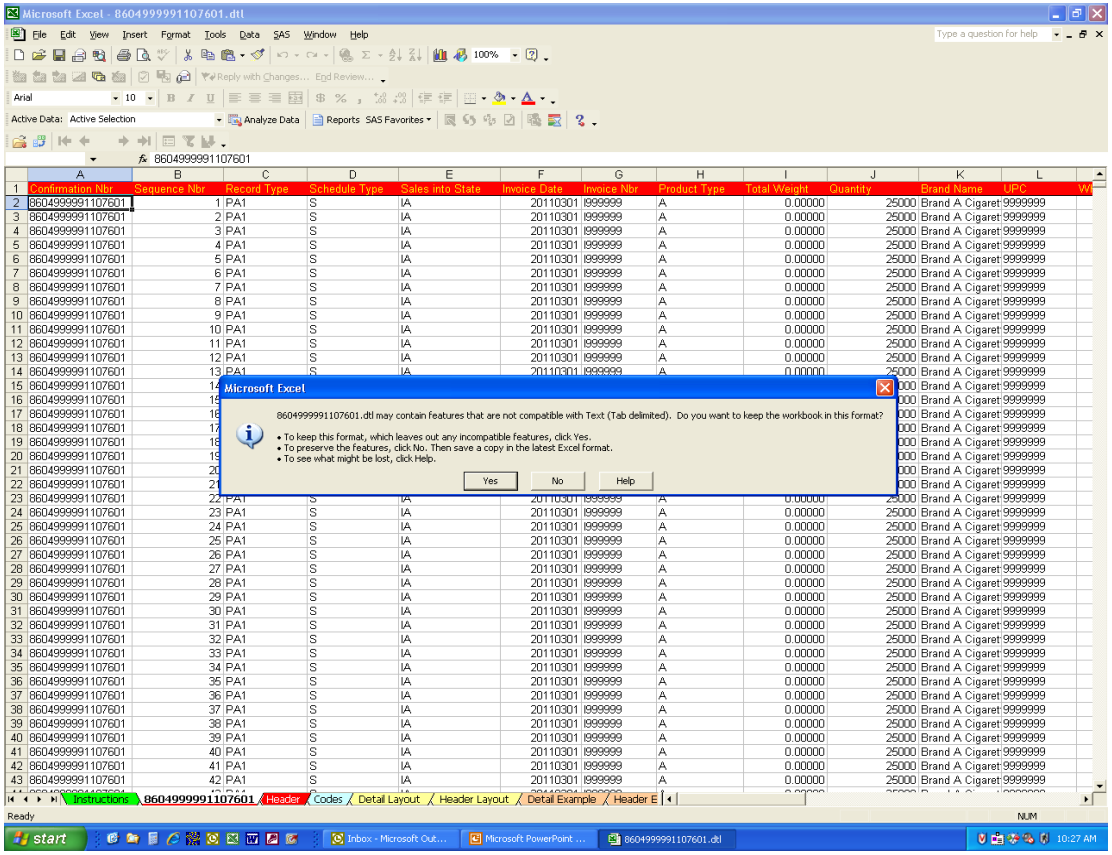

- A message may appear regarding compatible features of text tab delimited, click *Yes*.

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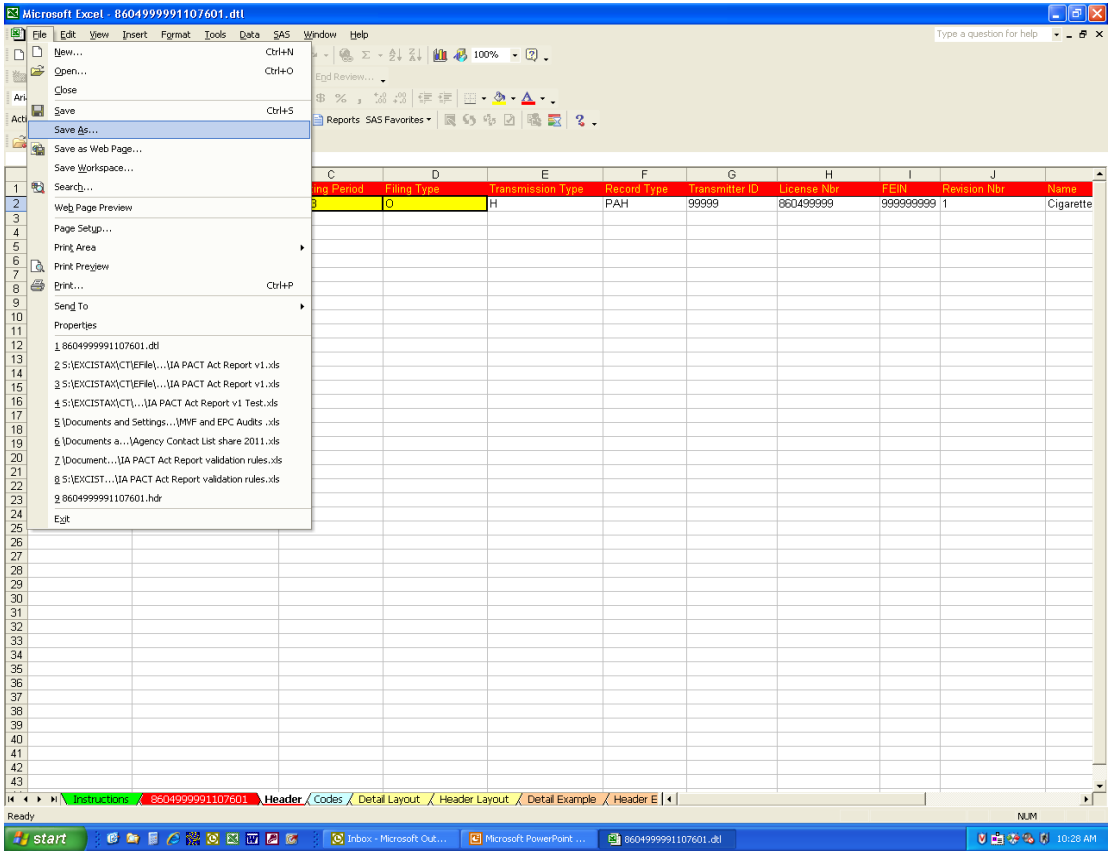

- Click on the *Header* tab and enter your data.
- Click *File, Save As*.

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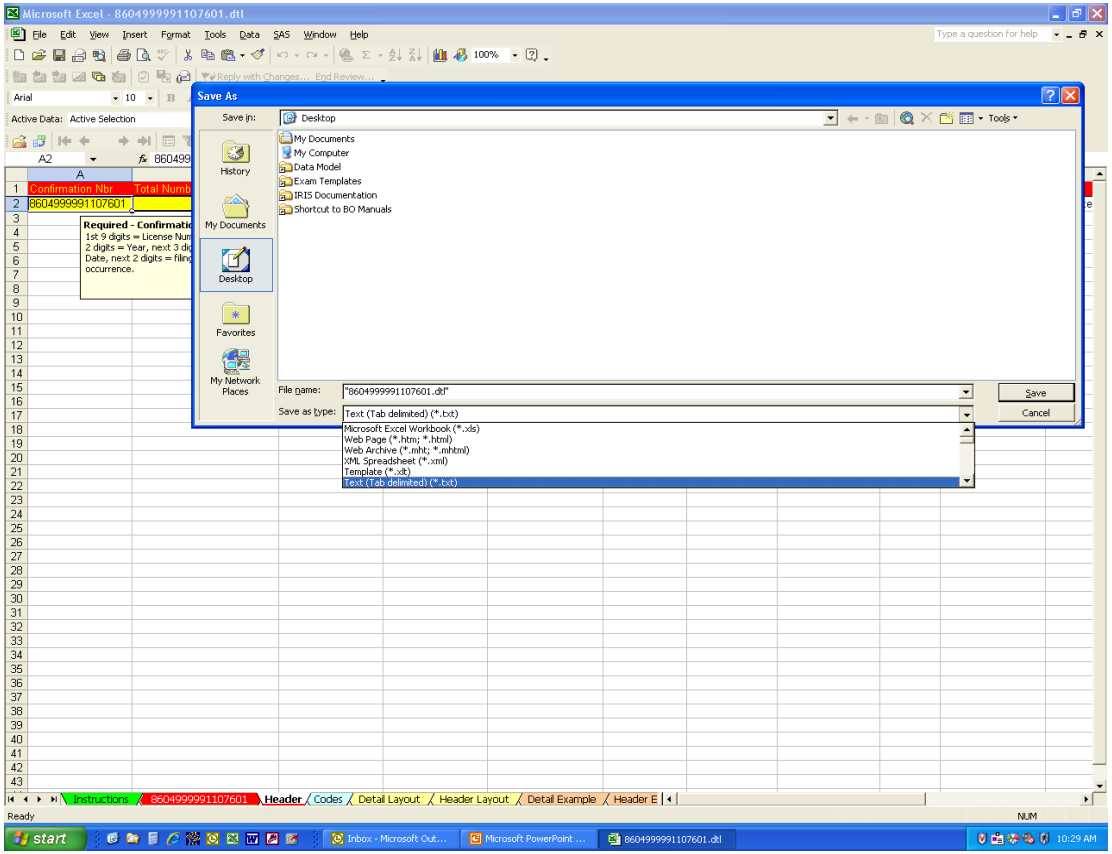

- Select the location you wish to save the file, like the C:\ drive.
- Save as file type *Text (TAB delimited)(*.txt)*.

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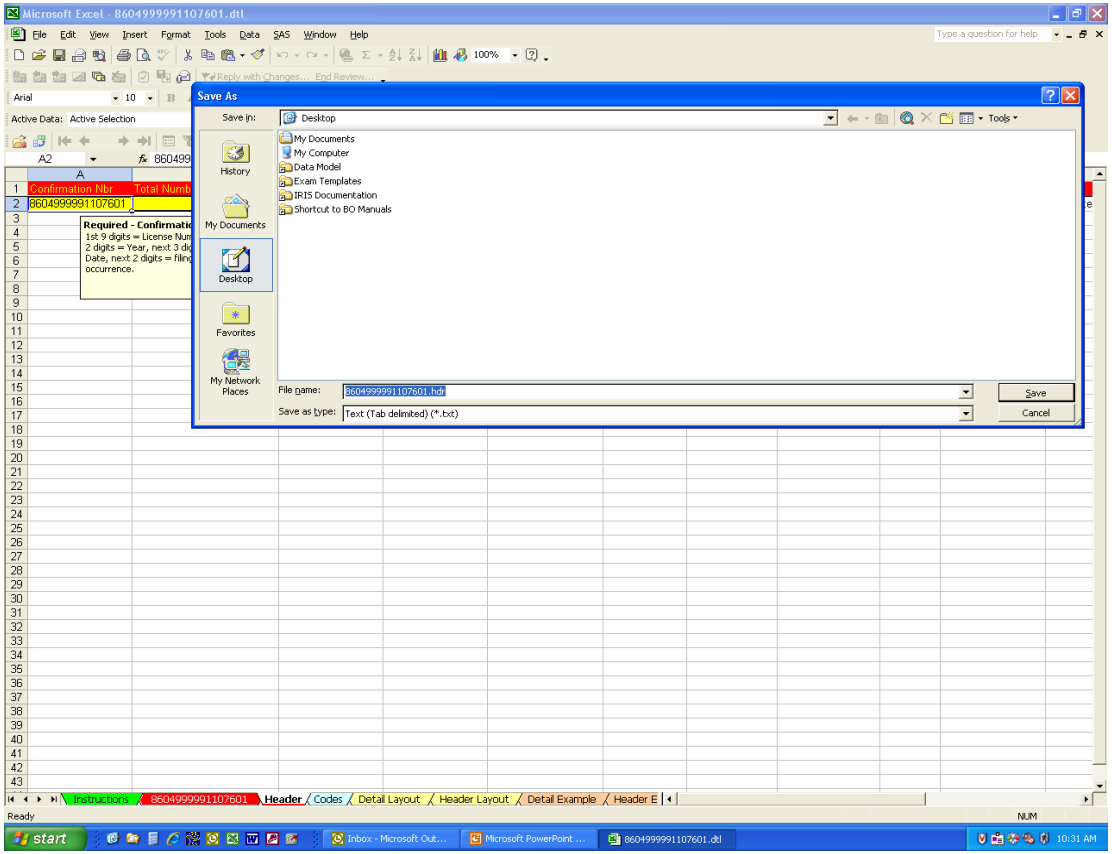

- Name the file your confirmation number and type .hdr as the extension and click Save. Example: *86049999991107601.hdr*.
- Your confirmation number is 16 digits as follows: 1st 9 digits = License Number, next 2 digits = Year, next 3 digits = Julian Date, next 2 digits = filing occurrence.

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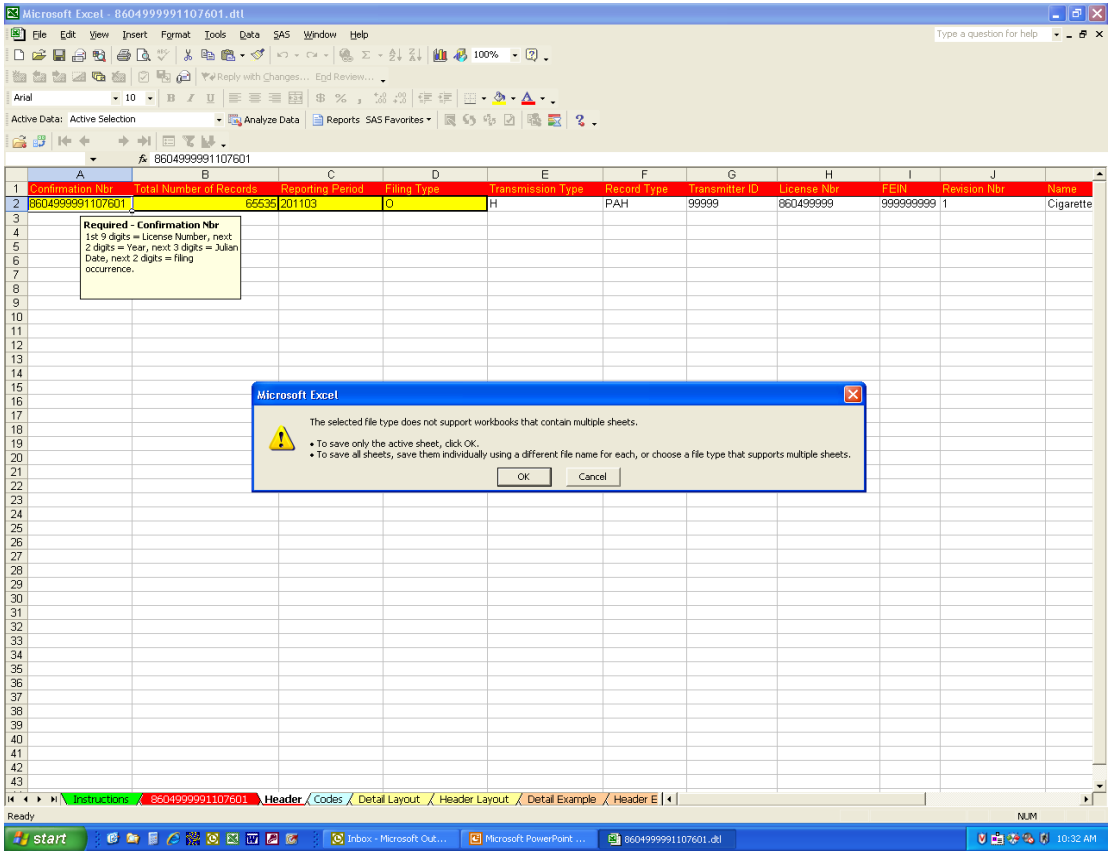

- A message may appear regarding multiple worksheets, click *OK* to save only the current worksheet (the Header worksheet).

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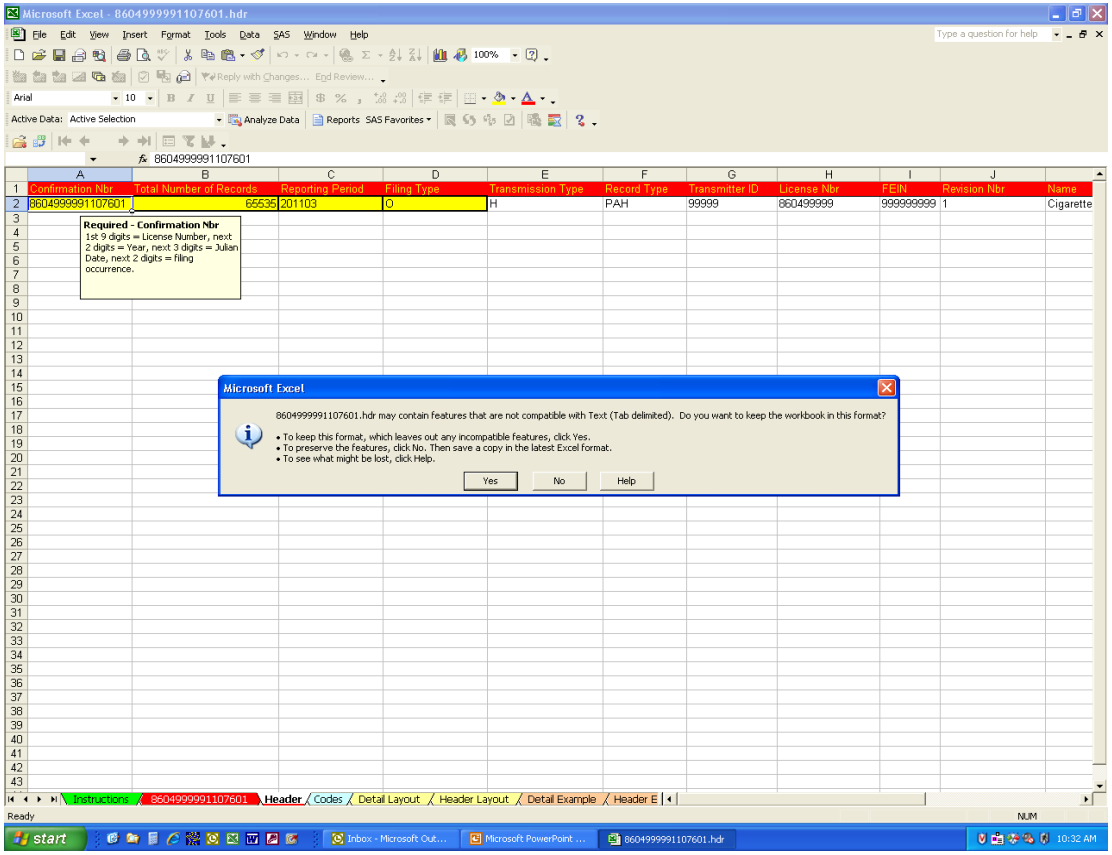

- A message may appear regarding compatible features of text tab delimited, click *Yes*.

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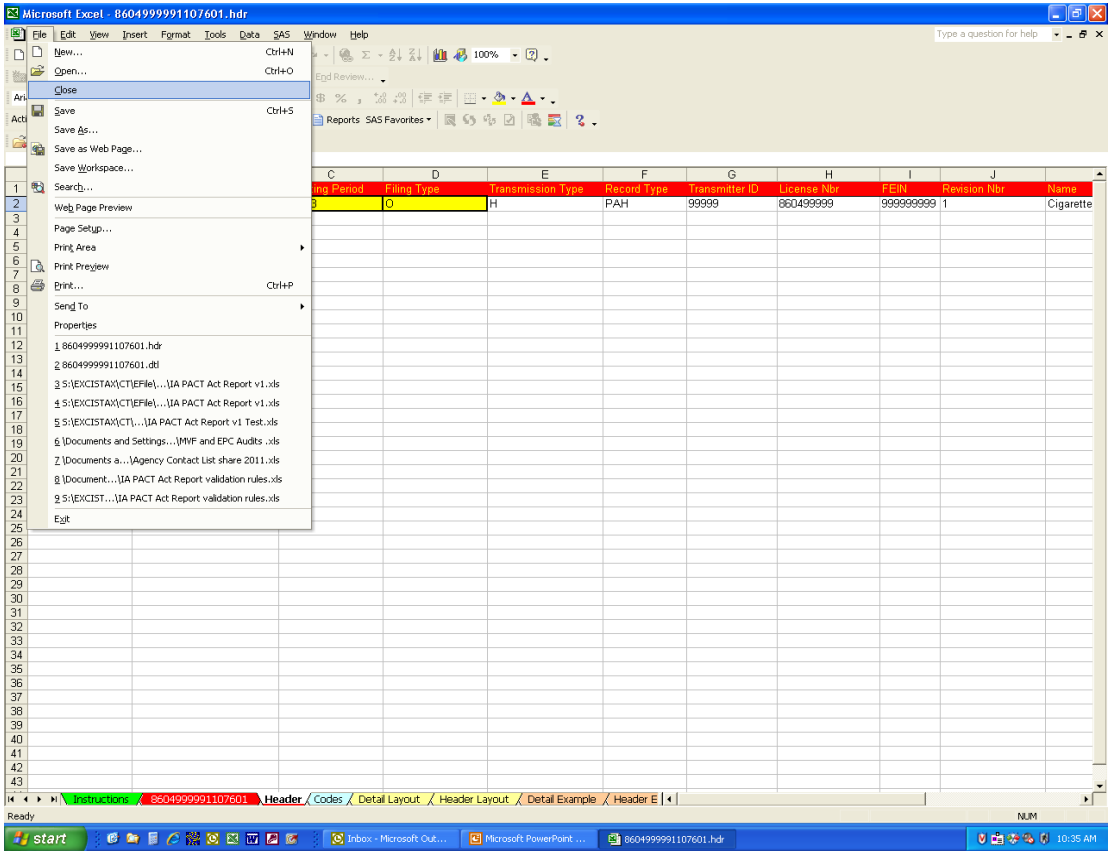

- Click *File, Close* to close the Excel file.

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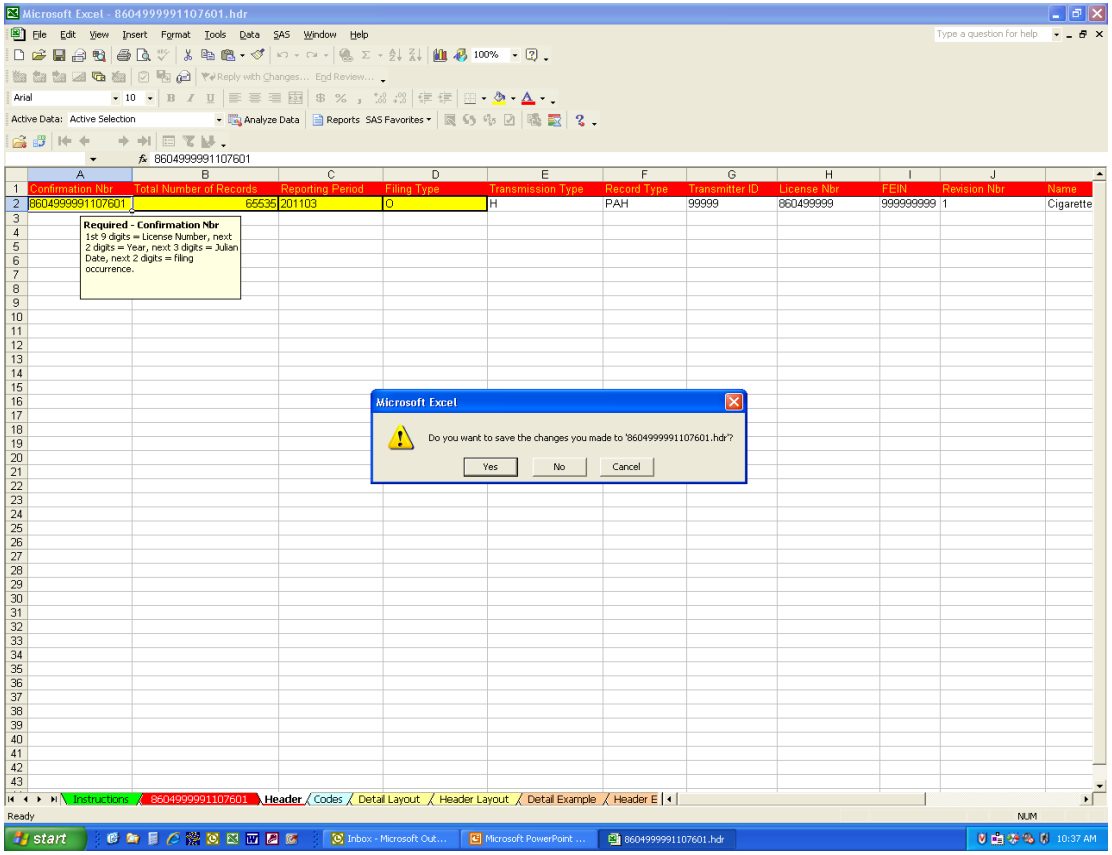

- A message may appear asking if you want to save the file in the text format with the .hdr format. Click *No*.

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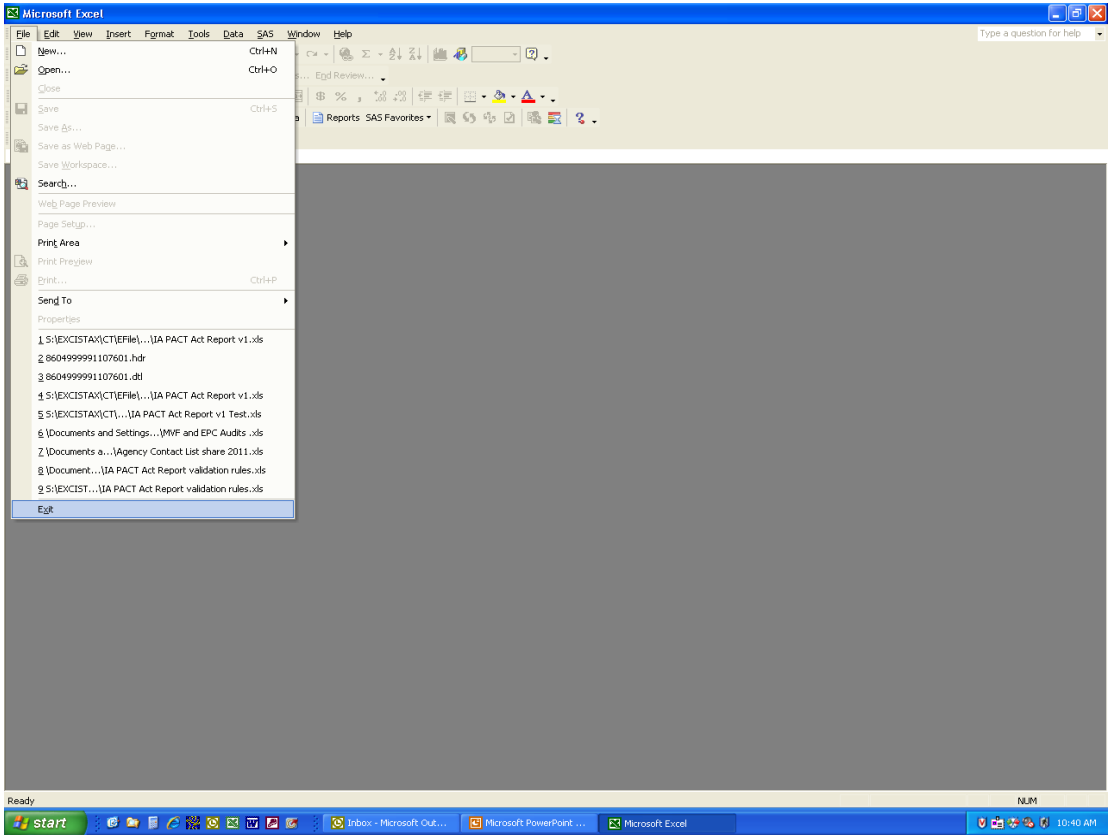

- Click *File, Exit* to close Excel.

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- Log into the Iowa Secure File Exchange Web site using your Internet browser. The Web address is: *https://web03.idr.iowa.gov/sfe/*

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- Enter Login ID: *IAPACT1*.
- Enter Password: Contact Iowa Department of Revenue at 515-281-6134 or 515-725-0437 for the password.
- Enter Code: This is an added security measure. The code changes with each login. The code in the example screen would be *tgtmly*.

- Click on *Upload File*.

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- Click *Browse*.

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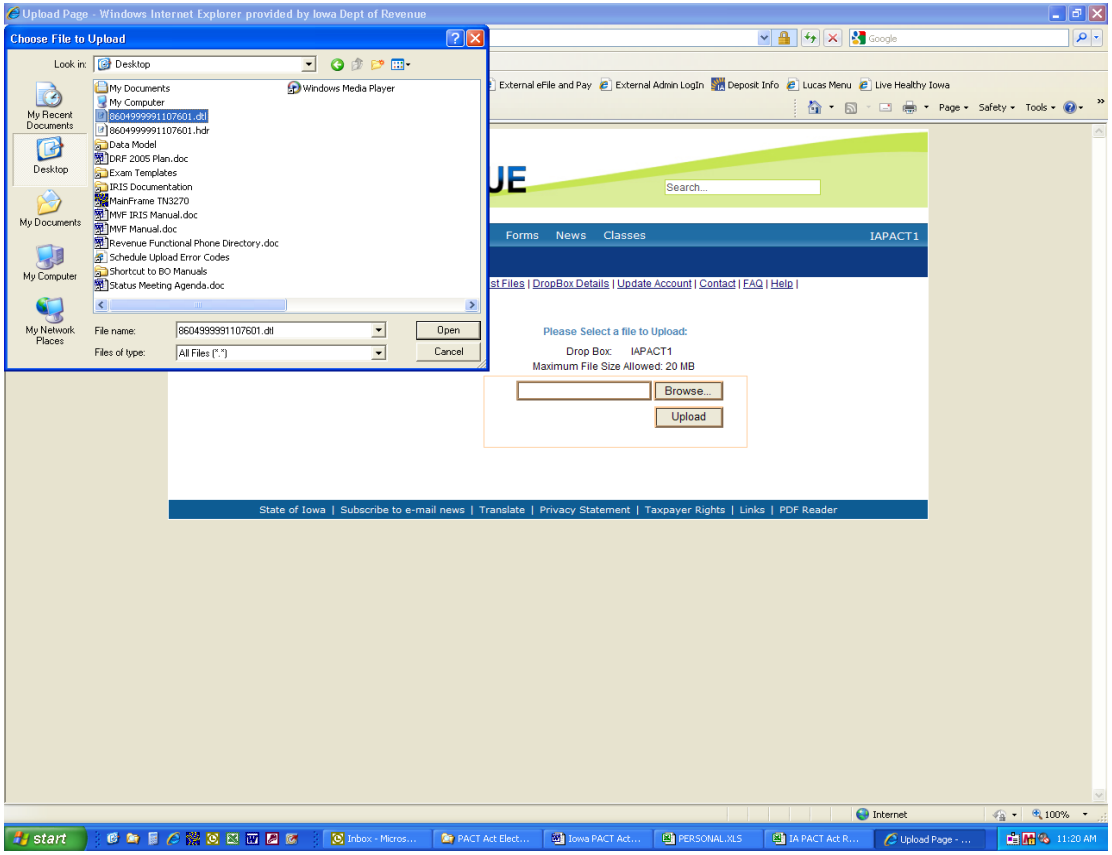

- Choose the detail file by clicking on the filename (extension will be .dtl) and click *Open*.

- Click *Upload*.

- A message will appear indicating the detail file has been successfully uploaded.

- Now we need to upload the header file. Click *Browse*.

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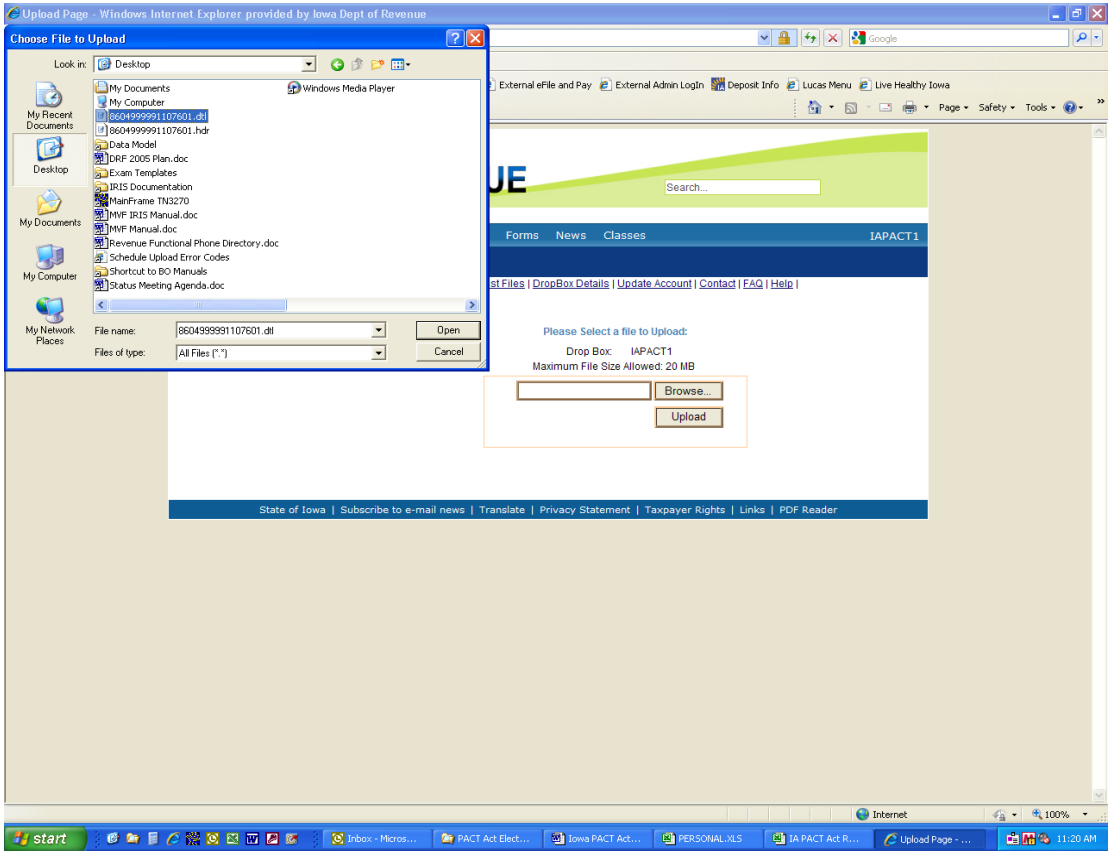

- Choose the header file by clicking on the filename (extension will be .hdr) and click *Open*.

- Click *Upload*.

- A message will appear indicating the header file has been successfully uploaded.

- Click *Logout*.

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- Close your Internet browser, you are done!!!

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Questions?

Email: IDRCigarette@iowa.gov