

Sales Tax Consolidated Return

The following pages show the screens likely to be encountered by a consolidated sales tax permit holder when filing consolidated location information with a quarterly return.

These screens are in addition to those used in filing the quarterly return itself. For a demonstration of filing the quarterly return, please view the quarterly return presentation.

The pages shown are for illustrative purposes only and may not match exactly to the screens seen when actually filing.

Sales Tax Consolidated Return

You may not be registered as a consolidated filer if:


- You collect 5% excise tax on auto rental sales.
- You operate a hotel or motel.
- You file on an annual basis.

For more information, contact Business Registration at (515) 281-3363.

Consolidated Options >

Consolidated filers need to report additional information by location:

Would you like to:	<input type="radio"/> File Upload - Post July 2008 with Certain Construction Equipment
	<input checked="" type="radio"/> Enter Online



BACK **CONTINUE**

Note: If reporting for more than 25 locations, please use the File Upload feature.

Choose how you wish to submit consolidated information.

The next several screens show the procedure for the Enter Online option.

Consolidated Select >

These permit numbers are currently associated with your consolidated permit number. If you have additional locations to report, press the ADD NEW LOCATION button. Otherwise, press CONTINUE.

Permit Number	Location Name	Location Address	Location City
1-11-111111	#111	1745 Polk Street	Des Moines
1-22-222222	#222	1234 University	Urbandale
1-33-333333	#333	650 South Street	Ottumwa

BACK

ADD NEW LOCATION

CONTINUE

This screen displays the all locations associated with your consolidated permit number.

The permit numbers listed are those of each specific business location shown.

Add New Location: Click on the Add New Location button to include a consolidated location not shown on the list.

Consolidated Select - New Location >

These are all the permit numbers currently associated with your account. If you need to file for the additional location(s) indicated, please select the permit(s) and press CONTINUE. If you need to file and report taxes for a new location that doesn't have a permit number yet, please select the county that business is physically located in to report activity.

Permit Number	Location Name	Location Address	Location City
1-11-111111	#111	1745 Polk Street	Des Moines
1-22-222222	#222	1234 University	Urbandale
1-33-333333	#333	650 South Street	Ottumwa
<input type="checkbox"/> 1-44-444444	#444	7359 Main Street	Sioux City
Select: <input type="text"/>	Select County of New Location	Only use this selection if you do not have a registered Permit Number.	

BACK

CONTINUE

This screen allows you to add a consolidated location that did not appear on the original list displayed by the system. If the Department has record of another business location under your Business eFile Number (BEN) that is not currently recognized as being part of the consolidated group, that location will be displayed below the original set of consolidated permits. If you wish to include this location as part of the consolidated filing, mark the box to the left of that permit number. If a location has not yet been issued a permit number, you may include that new location by selecting the county where it is located on the final line of this screen.

Consolidated Tax Entry >

Enter amounts for each location below and press CONTINUE.

IMPORTANT: Press the CALCULATE button at least every 15 minutes to save your entries.

Instructions on next slide

NOTE: An entry for Gross Sales is required for each location, even if zero.

The totals from this page will be entered on the Sales Tax Quarterly Return. The amount on Line 6a may not match the total of the Tax column on the Consolidated Tax Entry screen due to rounding.

Period: Jan 1 - Mar 31, 2004

Due Date: April 30, 2004

Page X of X

Goods Consumed Not Assigned To A Specific Location:							
Permit Number	Gross Sales	Goods Consumed	Exemptions	Taxable Amount	Tax		
0-00-XXXXXX		\$ <input type="text"/> .00		\$ CALC	\$	CALC	
Information by Location:							
1-22-222222	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ CALC	\$	CALC	
1-33-333333	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ CALC	\$	CALC	
1-44-444444	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ CALC	\$	CALC	
1-55-555555	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ CALC	\$	CALC	
1-05-999999	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ CALC	\$	CALC	
TOTAL	Gross Sales	Goods Consumed	Exemptions	Taxable Amount	Tax		
	\$ CALC	\$ CALC	\$ CALC	\$ CALC	\$	CALC	

CALCULATE

BACK

< PREV

NEXT >

CONTINUE

Consolidated Tax Entry

The complete list of consolidated locations selected on the prior screen(s) will be displayed for the entry of location-by-location information.

Goods Consumed Not Assigned to a Specific Location

The first entry line may be used to report any goods consumed that cannot be attributed to an individual location. Since these will not be assigned to a specific location, the permit number shown is the consolidated permit number.

Information by Location

For each of the locations shown, enter the gross sales, goods consumed, exemptions. Taxable amount and tax will be calculated and carried to the Sales Tax Quarterly Return screen.

Consolidated Options >

Consolidated filers need to report additional information by location:

Would you like to:	<input checked="" type="radio"/> File Upload - Post July 2008 with Certain Construction Equipment
	<input type="radio"/> Enter Online

BACK **CONTINUE**

Note: If reporting for more than 25 locations, please use the File Upload feature.

The following screens show the procedure for using the File Upload option.

Bulk Consolidated Data File Type >

[Instructions](#)

File Type
Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first lines of the file.

Fixed Length

File contains no line feeds

Delimited File:

Field Delimiter: ▾

Other:

String Qualifier: ▾

Other:

Actions
Press the MAIN MENU button if you do not wish to send a file or define your file layout. Otherwise, press the CONTINUE button to define your file layout.

This screen defines the file. It can be either a fixed length file or a delimited file. The available delimiters are comma, semi-colon, pipe or tab.

Consolidated Data Layout

File Layout
Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumbered when you click the refresh button). When using a fixed-length file, specify the length of each field in your file. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

	Field	Max Size	Format	Remove
<input type="text" value="1"/>	↑ ↓ Permit Number	9	Text Field	Required
<input type="text" value="2"/>	↑ ↓ Gross Sales	11	Text Field	Required
<input type="text" value="3"/>	↑ ↓ Goods Consumed	11	Text Field	Required
<input type="text" value="4"/>	↑ ↓ Exemptions	11	Text Field	Required
<input type="text" value="5"/>	↑ ↓ Taxable Amount	11	Text Field	Required
<input type="text" value="6"/>	↑ ↓ Tax Amount	9	Text Field	Required

Filler Fields
If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your file is processed.

Add Filler Position:

Actions
Press the MAIN MENU button if you do not wish to send a file or define your file layout. Press the REFRESH button to apply all of the updates that you have made to the current screen; you will be presented with the latest view of your file layout. Press the BACK button to change the type of file you are sending. Press the CONTINUE button to specify the file you wish to send for processing.

The file format for the type of transactions to be filed is provided. A standard format is displayed. This standard format can be used or it can be customized by changing the sequence of the fields, or adding filler fields. Once the format is determined and saved by a user, that format will be presented to the user for future filings until such time as it is modified.

If you are registered to pay 5% excise tax on certain construction equipment sales, additional fields will be shown on this screen.

Consolidated Data File Upload >

[Instructions](#)

Send File

Use the browse button to search for the file on your computer that you wish to upload to the server for processing.

Actions

Press the MAIN MENU button to go back to the Bulk Filing Main Menu. Press the BACK button to modify the layout of your file. Press the CONTINUE button to preview your file.

Click "Browse" and search for the file you created.

Actions

Press the MAIN MENU button if you do not wish to send a file now. Press the BACK button to specify a different file to send. Press the CONTINUE button to send your file.

MAIN MENU

< BACK

CONTINUE

Results

Below is a sample of your file showing the first 10 records. Verify that this information is correct.

	Result	Permit Number	Gross Sales	Goods Consumed	Exemptions	Taxable Amount	Tax Amount
1	Record is Valid	000058610	0	0	0	0	0
2	Record is Valid	125060964	0	0	0	0	0
3	Record is Valid	152067043	0	0	0	0	0
4	Record is Valid	178071141	0	0	0	0	0
5	Record is Valid	182087286	1000	9000	9000	1000	60

This step performs basic checks on the first 10 records in the file. It will assist in determining that the file's field sequence is the same as what was defined and that the fields are formatted properly. The file is not "submitted" at this point and can be pulled back, corrected and uploaded again. The goal is to receive the message "Record is Valid" so that you know your file is capable of being transmitted. Click "Continue" to submit the file.

Sales Tax Consolidated Return

After completing the File Upload or Enter Online process, you will be taken to the quarterly return for completion.

For a demonstration of filing the quarterly return, please view the quarterly return presentation.