Appendix 4: Import a Schedule FED Text File Into Excel
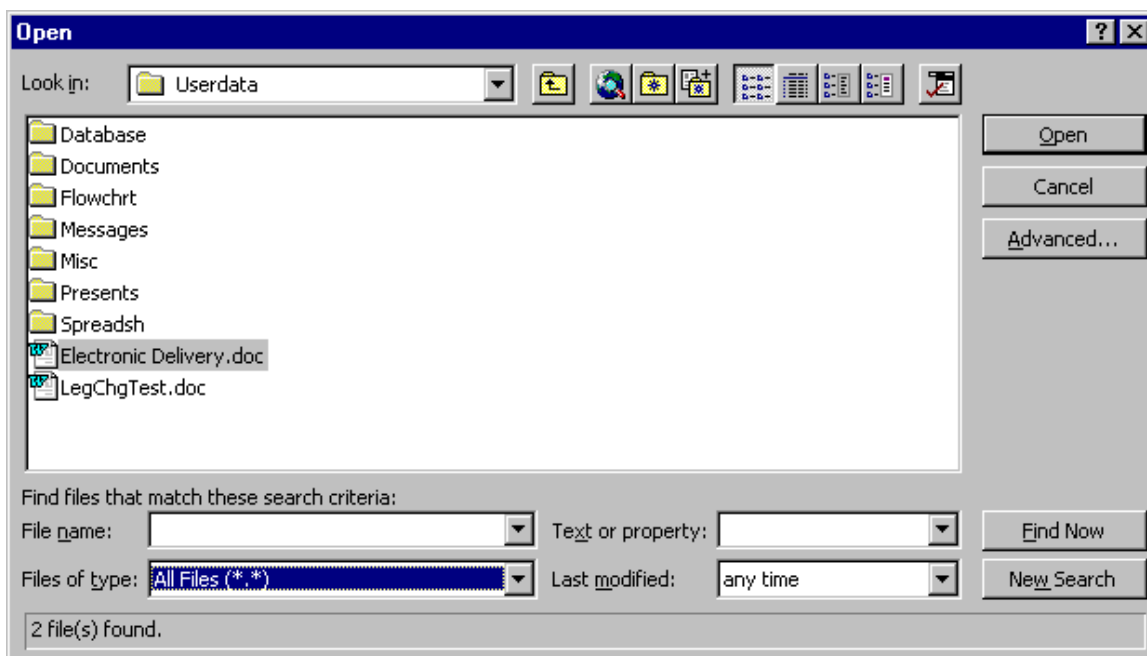
Virginia
DEPARTMENT
OF TAXATION
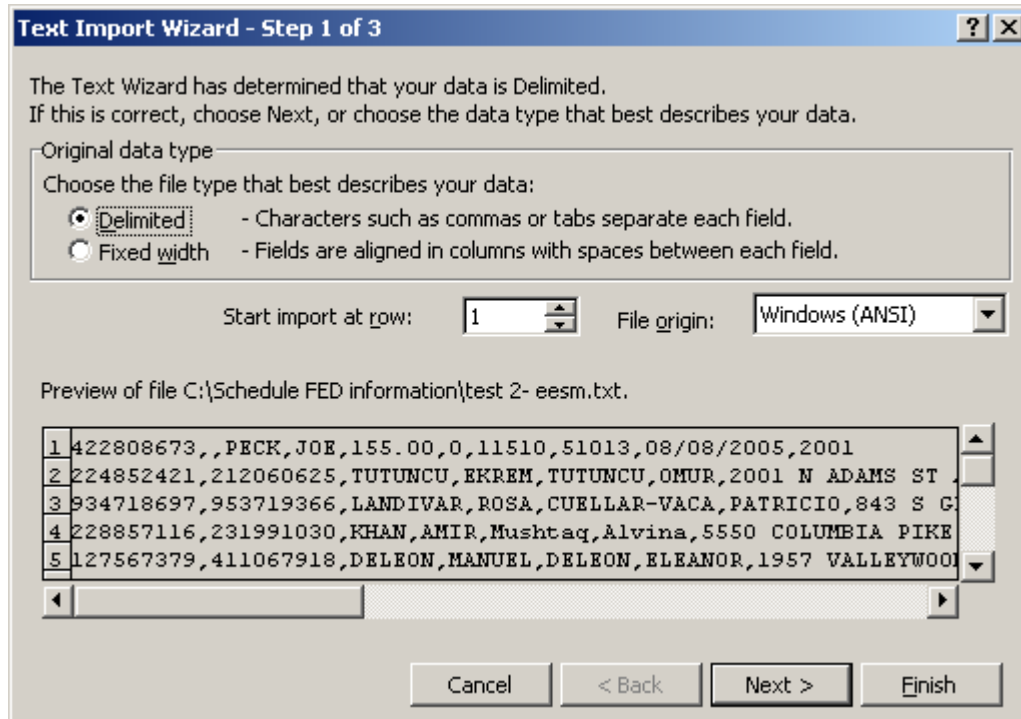
Locality Representatives:
Receive the Schedule FED text file via EESMC.
Import the data into Excel by doing the following:
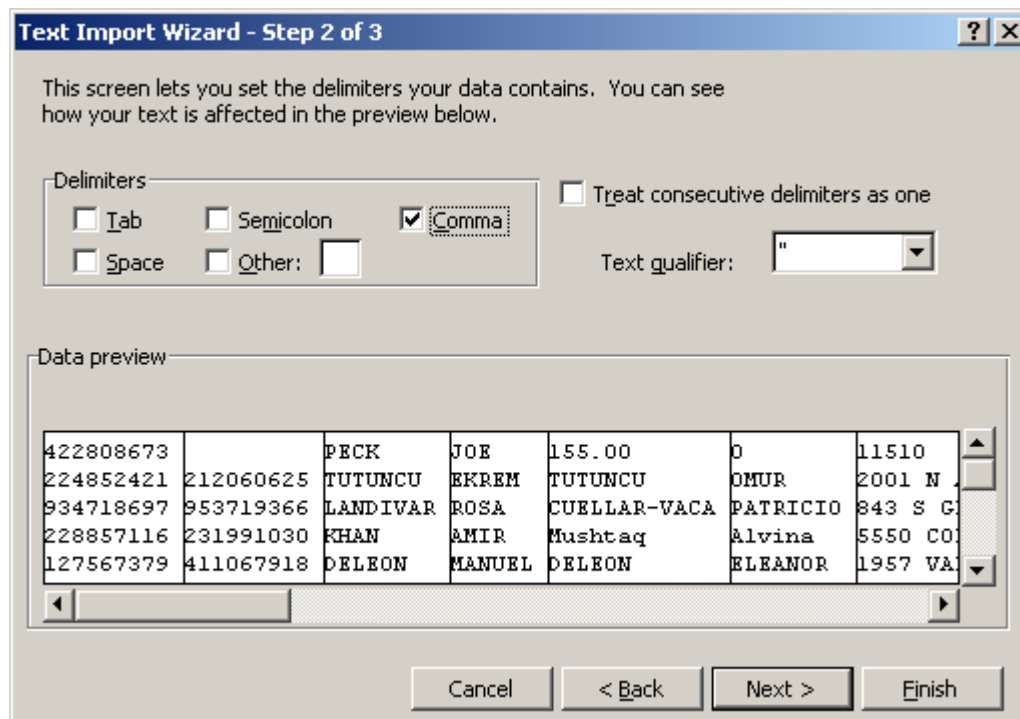
1. Initiate Excel.
2. Click on the folder icon.
3. Change 'files of type' to select "all files".
4. Click on desired file path.
5. Double-click on the desired file name to open the file.

The Text Wizard opens.

6. Click the radio button for "Delimited" to choose the data type.
7. Click "Next".

8. Click on "Comma" as the delimiter that separates your fields.
9. Make sure that no other delimiter boxes are selected.
10. Click on the "Finish" button.

11. Data will be brought into Excel in a column data format.
12. Save the newly created file to the location of your choice.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	422808673		PECK	JOE	155	0	11510	51013	8/8/2005	2001					
2	224852421	212060625	TUTUNCU	EKREM	TUTUNCU	OMUR	2001 N ADAMS ST A	ARLINGTC	VA		222013752		50856	0	
3	934718697	953719366	LANDIVAR	ROSA	CUELLAR-	PATRICIO	843 S GREENBRIER	ARLINGTC	VA		222046301		8000	0	
4	228857116	231991030	KHAN	AMIR	Mushtaq	Alvina	5550 COLI APT 402	ARLINGTC	VA		222043156		1042	0	5
5	127567379	411067918	DELEON	MANUEL	DELEON	ELEANOR	1957 VALLEYWOOD	MCLEAN	VA		221014931		3356	0	A
6	199464475	489861924	RUFFING	FRANK	RUFFING	SHERYL	4935 LITTLE FALLS F	ARLINGTC	VA		222072831		0	0	
7	224190885	550926358	ROCH	THIERRY	RAEBEL	SHEILA	4900 17TH N ST	ARLINGTC	VA		222072081		0	0	
8	228937825		LANDAVE	MARVIN			5105 12TH S ST	ARLINGTC	VA		222043303				
9	490588799		BARNETT	VICTIORIA			704 N FLORIDA ST	ARLINGTC	VA		222051106		47502	684	
10	577313441		GARCIA	JOSE			1034 S FR APT 83	ARLINGTC	VA		222043245		35868	0	
11	229650706		COONEY	JOHN	64643	0	31216	51013	8/8/2005	2001					
12	224219234		AHMED	HEYFA	21822	0	24410	51013	8/8/2005	2001					
13	205543140		PORTO	LISA			24 S MANCHESTER	ARLINGTC	VA		222041075	C	9000	0	
14	205543140		PORTO	LISA			24 S MANCHESTER	ARLINGTC	VA		222041075	C	28269	0	
15	579211998		ELTAHER	MOHAMED			4814 2ND N RD	ARLINGTC	VA		222032631	C	15105	0	
16	498704132		MCGUIRE	JOSEPH			2250 CLAF APT 214	ARLINGTC	VA		222013333		0		
17	436828117		NICHOLSC	JEANMARIE			3242 S STAFFORD S	ARLINGTC	VA		222062013	C	170115	3555	5
18	225701679		MERROW	ANDREW T P			3117 N NOTTINGHAN	ARLINGTC	VA		222071363	C	2000	0	8
19	240141757		POTTS	RAMSAY			2818 N 27TH ST	ARLINGTC	VA		222074921	C	25000	0	5
20	578563455	207368873	KRISTOF	EMORY	KRISTOF	DIANA	3912 N WAKEFIELD	ARLINGTC	VA		222072940	C	126891	0	
21	89720058		DIXON	DESYREE			PO BOX 3452	ARLINGTC	VA		222030452	C	5400	0	5
22	256499126		LANGE	PARKER			1307 N LYNNBROOK	ARLINGTC	VA		222014918		62572	0	
23	225976802		ROCHA-R	RUBEN			940 S WA APT 119	ARLINGTC	VA		222043025		27080	603	
24	456553433		KRAUSE	ALEXANDER			708 S VEITCH ST	ARLINGTC	VA		222042123		29994	0	
25	203549474		BROWN	JULIETTE			3085 S JACKSON ST	ARLINGTC	VA		222040000		209479	1280	
26	403705991		DUGGER	DONNA			2111 JEFF APT 409	ARLINGTC	VA		222023137		743	0	
27	462758270		ROE	DENISE			1600 N OA APT 1203	ARLINGTC	VA		222092756		35000	0	
28	226552787		BENNETT	LAUREN			11942 GOODWOOD	FAIRFAX	VA		220305710		2500	0	
29	518922399		MAAS	RONALD			2661 S W/ APT D	ARLINGTC	VA		222061243		39200	0	
30	223437663		RABB	MICHAEL			2301 25TH APT 206	ARLINGTC	VA		222062896		1700	0	
31	561735771		MACK	BENJAMIN			1953 WAVE PL	SAN JOSE	CA		951331127		32476	0	
32	226961162		CIFUENTE	MARGARITA			5412 8TH S RD	ARLINGTC	VA		222042620		0	0	

Column Descriptions for Data Imported into Excel

Once data has been imported in to Excel use the following descriptions to identity information in the applicable columns:

Column A - Primary Social Security Number
Column B – Secondary (Spouse) Social Security Number
Column C – Customer last name indicated on the return
Column D – Customer first name indicated on the return
Column E – Spouse last name indicated on the return
Column F – Spouse first name indicated on the return
Column G – Address (Address Line 1, Address Line 2, City, State, ZIP)
Column H – Schedule Name
Column I – Gross Receipts or Sales
Column J – Depreciation and Section 179 Expense Deduction
Column K –Business Activity Code (NAICS Code)
Column L – Business Locality Code (FIPS Code)
Column M – Car and Truck Expenses
Column N – Inventory at the end of the year
Column O – Number of miles you used your vehicle for: Business (Line 7)
Column P – Number of miles you used your vehicle for: Commuting (Line 8)
Column Q – Number of miles you used your vehicle for: Other (Line 9)

NOTE: Schedule 2106 and 2106-EZ information in the next 5 fields

Column R – Number of miles you used your vehicle for: Business (Line10)
Column S – Number of miles you used your vehicle for: Commuting (Line11)
Column T – Number of miles you used your vehicle for: Other (Line 12)
Column U – Percent of business use of vehicle: Vehicle 1
Column V – Percent of business use of vehicle: Vehicle 2

NOTE: Schedule 4562 information follows on the next 7 fields

Column W – Property used more than 50% in a qualified business use: Type of property
Column X – Date placed in service (MM/DD/YYYY)
Column Y – Business/Investment use percentage
Column Z – Cost or other basis
Column AA – Depreciation deduction
Column AB – Elected Section 179 cost
Column AC – Business Locality Code
Column AD – System date (M/DD/YYYY)
Column AE – Filing Year