Importing Returns from a Practitioner Account

A. Louisiana Import File Structure

Importing your return is an alternative to manually selecting returns and entering data. Use the instructions below to create a comma-separated (*.csv or *.txt) import file using the program of your choice (e.g., Excel, Notepad, etc.). The file can contain multiple tax authorities' returns, business locations, and filing periods.

After the import file has been created, you can upload it to check for errors and then import the return data using the step-by-step instructions below. After importing, you will have the opportunity to review the return before filing it to completion.

The import file has two parts: 1) Header line and 2) Return Data lines. The import file must meet the following specifications.

1) Header Line

The Header line should consist of the following information:
Short Name of Authority, File Period, Import ID (Master Location Number)

The example Header line below indicates an Acadia Parish tax return, for the November 2025 filing period, and business location with Import ID 58703 for taxpayer TestUser.

> **Example Header line:**
> ACADIA,11/2025,58703,TestUser

Short Name of Authority: Enter the short name of the tax authority that administers the return that is being imported. The Short Name for each tax authority is listed in a table on the next page.

File Period: Enter the monthly period in which tax was collected by the seller. Format this field as MM/YYYY.

Import ID: Enter the internal master location number assigned to a business location. This is your   Import ID. To find the Import ID, select a taxpayer from the table on the homepage of the practitioner account. Then, place your mouse pointer over **Account Center** on the menu

bar and select **Manage Locations** from the drop-down menu. In the **Location Information** section, select the location name from the drop-down menu. The Import ID is listed on the Location Information bar.

The **User Name** can be found in the table on the homepage of the practitioner account. Note: User Names are not case sensitive.

Short Name List

Return	Short Name
Acadia Parish Sales Tax	ACADIA
Allen Parish Sales Tax	ALLEN
Ascension Parish Sales Tax	ASCENS
Assumption Parish Sales Tax	ASSUMP
Avoyelles Parish Sales Tax	AVOYEL
Beauregard Parish Sales Tax	BEAURE

Bienville Parish Sales Tax	BIENVI
Bossier Parish Sales Tax	BOSSIE
Caddo Parish Sales Tax	CADDO
Calcasieu Parish Sales Tax	CALCAS
Caldwell Parish Sales Tax	CALDWE
Cameron Parish Sales Tax	CAMERO
Catahoula Parish Sales Tax	CATAHO
Claiborne Parish Sales Tax	CLAIBO
Concordia Parish Sales Tax	CONCOR
Desoto Parish Sales Tax	DESOTO
East Baton Rouge Parish Sales Tax	EBR
East Carroll Parish Sales Tax	ECARRO
East Feliciana Parish Sales Tax	EFELIC
Evangeline Parish Sales Tax	EVANGE
Franklin Parish Sales Tax	FRANKL
Grant Parish Sales Tax	GRANT
Iberia Parish Sales Tax	IBERIA
Iberville Parish Sales Tax	IBERVI
Jackson Parish Sales Tax	JACKSO
Jefferson Davis Parish Sales Tax	JDAVIS
Jefferson Parish General Sales Tax	JEFFERGS
Lafayette Parish Sales Tax	LAFAYE
Lafourche Parish Sales Tax	LAFOUR
LaSalle Parish Sales Tax	LASALL
Lincoln Parish Sales Tax	LINCOL
Livingston Parish Sales Tax	LIVING

Louisiana Dept. of Revenue Sales and Use Tax	LA
Madison Parish Sales Tax	MADISO
Morehouse Parish Sales Tax	MOREH
Natchitoches Parish Sales Tax	NATCHI
Orleans Parish Sales/Food, Drug/Parking Tax	ORLSAL
Ouachita Parish Sales Tax	OUACHI
Plaquemines Parish Sales Tax	PLAQUE
Pointe Coupee Parish Sales Tax	POINTE
Rapides Parish Sales Tax	RAPIDE
Red River Parish Sales Tax	REDRIV
Richland Parish Sales Tax	RICHLA
Sabine Parish Sales Tax	SABINE
St. Bernard Parish Sales Tax	STBERN
St. Charles Parish Sales Tax	STCHAR
St. Helena Parish Sales Tax	STHELE
St. James Parish Sales Tax	STJAME
St. John the Baptist Parish Sales Tax	STJOHN
St. Landry Parish Sales Tax	STLAND
St. Martin Parish Sales Tax	STMART
St. Mary Parish Sales Tax	STMARY
St. Tammany Parish Sales Tax – In Store	STTAMMIS
St. Tammany Parish Sales Tax – Sales and Deliveries	STTAMM
Tangipahoa Parish Sales Tax	TANGIP
Tensas Parish Sales Tax	TENSAS
Terrebonne Parish Sales Tax	TERREB

Union Parish Sales Tax	UNION
Vermilion Parish Sales Tax	VERMIL
Vernon Parish Sales Tax	VERNON
Washington Parish Sales Tax	WASHIN
Webster Parish Sales Tax	WEBSTE
West Baton Rouge Sales Tax	WBR
West Carroll Parish Sales Tax	WCARRO
West Feliciana Parish Sales Tax	WFELIC
Winn Parish Sales Tax	WINN

2) Return Data Lines

Use the line labels printed on the **Return Import Templates** to determine which line labels to use and where to enter amounts.

▼**To access the return import templates:**

1. Select **Import Returns** on the menu bar. The **Import Page** appears.
2. Under **Instructions, Print Return Import Templates**, select the **Returns** and **File Period.**
3. Select the **Print** button.
4. Use the line labels printed on the **Return Import Template** for the selected return to determine which line labels to use and where to enter amounts in the Return Data portion of your import file.

Example Return Data:
LA,11/2025,398,TestUser
GrossSales,2500
//////////

Additional Guidelines:

- The return separator must follow each return, including the last return in the file. This separator consists of ten forward slashes (//////////).

- When entering dollar amounts, do not include commas. For example, one thousand dollars in gross sales should be entered as "1000", not as "1,000".

- If you do not have data for certain fields or lines in the templates, you do not need to list them in the Return Data file. *(Exception Zero returns see below)*

- If you prepare the import file in Microsoft Excel, save as type CSV (MS-DOS)(*.csv)

- If you open a CSV file in Excel, you **must** open the file using these steps.

  o Note: If you do not follow these steps, Excel will modify the file so it will be **incompatible with Parish E-File**.
1. Download the CSV
2. Open Excel
3. Go to Data tab > import file drop-down > Import a CSV
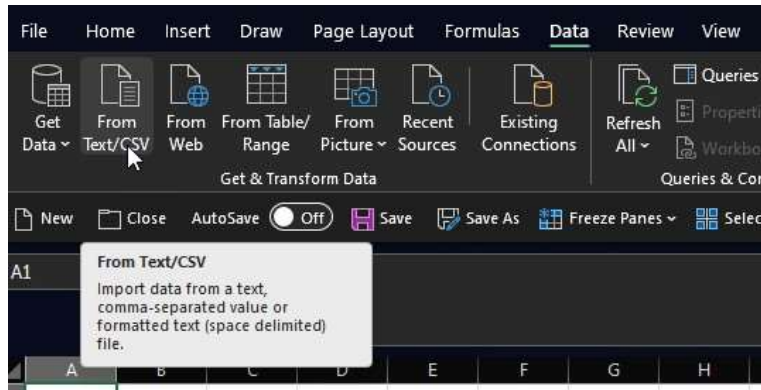
Importing the Combined Return without the state:

If you file the LA Department of Revenue return as a consolidated filer or if you do not wish to file it through the combined return can include the "ExcludeStateReturn" option with your statewide data so that the LDR return will NOT be submitted with the combined return. The line with this option should **only include this option**; **do not include** commas or other values on this line.

Example State-Wide Data:
LA,11/2025,398,TestUser
ExcludeStateReturn
GrossSales,2500
///////////

Importing the Domiciles as Zero Returns:

To import a domicile as a zero return you can include "ImportAsZero" plus the column letter. The line with this option should only include this option; do not include commas or other values on this line.

Example Parish Data:
ACADIA,11/2025,398,TestUser
ImportAsZero_A

ImportAsZero_D
ImportAsZero_G
///////////

Importing Debit/Credit:

To import a domicile's Debit/Credit you can include "DebitCredit_" followed by the column letter, and ending with ",Debit" or ",Credit". The following line should be "DebitCredit_" with the column letter followed by a "," and the amount. Additional required data includes the IssueDate and MemoId.
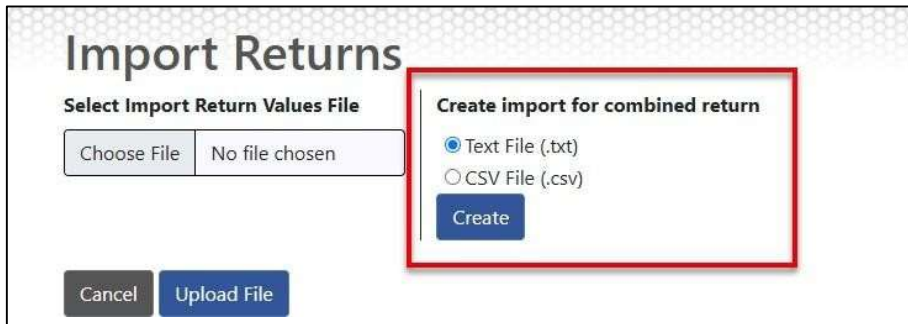
Example Debit Data:

ACADIA,11/2025,398,TestUser

DebitCredit_D,Debit

DebitCredit_D_Amount,100

DebitCredit_D_IssueDate,09/21/2025

DebitCredit_D_MemoId,123456

//////////

Example Credit Data:

ACADIA,11/2025,398,TestUser

DebitCredit_D,Credit

DebitCredit_D_Amount,-100

DebitCredit_D_IssueDate,09/21/2025

DebitCredit_D_MemoId,123456

//////////

New Feature: Automatically Create Import Example File

1. From the Import Returns page, select Text or CSV.
2. Select the Create button.

▼ Example Import File:

```
ACADIA,11/2025,58703,TestUser
    Exemption_A_0000_AdjustedGross,2000
    Exemption_A_1034_AdjustedGross,1000
    Exemption_A_0000_PurchasesSubjectToUse,500
    Exemption_A_1034_PurchasesSubjectToUse,200
    ExcessTaxCollected_A,50
    DebitCredit_A,Debit
    DebitCredit_A_Amount,100
    DebitCredit_A_IssueDate,09/10/2025
    DebitCredit_A_MemoId,123456
    ///////////
```

Looking for the deduction schedules?

They are found on the Import Returns screen.

B. Importing Return Files on ParishE-File

1. Select **Import Returns** on the menu bar.
2. To find the import file, select the **Choose File** button.

3. Select the file from your computer and select the **Open** button.
4. The file name appears in the field. Select the **Upload File** button.
5. A summary of import file information appears. The column labeled **Import Status** shows any errors detected in the file.
    *   If errors are detected, continue to the section below labeled **Errors.**
    *   If no errors are detected, continue to the section below labeled **No Errors**.

Errors:

If there are any errors in the file, the import status displays **[Show Errors].** Select **[Show Errors]** to see the line location and description of the error(s).

6. Select the **Cancel** button to cancel the imported returns. Revisit the original file to reconcile the error. Edit the information and save the file. Upload the new file following steps 2 through 5.

No Errors:

If there are no errors in the file, the import status displays **OK**.

> **NOTE**: The Include State checkbox is automatically checked.
> - If you file a state sales tax consolidated filer return (using schedule B), uncheck this box to exclude it from this submission.
> - If you will or have already filed your state sales tax return separately, uncheck this box to exclude it from this submission.
> - The checkboxes in the Import column are automatically checked. Uncheck the checkboxes next to returns that should not be imported.

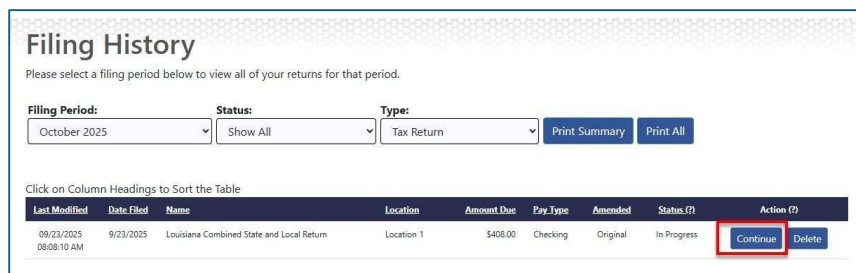7. To import the checked returns, select the **Import** button.

8. The files are imported into the system when the status of the import is displayed in the **Import Status** column as **Success**. Select the **Next** button to continue the filing process.

NOTE: A successful import does not mean that the return has been filed.

▼ To continue filing imported returns

1. Select the **Next** button. The homepage of the practitioner account appears.

2. Select **Select** next to the taxpayer whose returns you have imported. When the homepage of the taxpayer account appears, run your cursor over **My Returns** on the menu bar and select **Filing History.**
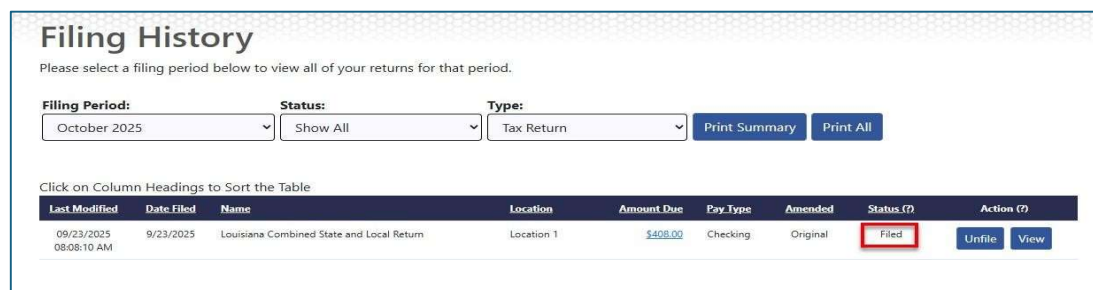

3. If you have imported returns for multiple filing periods, select **[View All]** from the Filing Period drop-down menu to display all returns. Select the **Continue** button in the row of the return to continue filing.

4. The return will be displayed on the screen for you to review. Continue to follow the on-screen instructions to proceed through the payment process. Your return has been successfully filed when you receive a Confirmation Number and the status changes to "Filed". You may review your filed return by placing your cursor over My Returns on the menu bar and selecting Filing History.

5. Continue this process for each return you have imported.

Questions about importing returns?

Contact Technical Support
E-Mail: ParishEFile@Neumo.com
Phone: (877) 693-4435

Additional Import File Examples

Example of an import file for one authority, with sales in one jurisdiction

ACADIA,11/2025,58703,TestUser
Exemption_A_0000_AdjustedGross,2000
Exemption_A_1034_AdjustedGross,1000
Exemption_A_0000_PurchasesSubjectToUse,500
Exemption_A_1034_PurchasesSubjectToUse,200
ExcessTaxCollected_A,50
DebitCredit_A,Debit
DebitCredit_A_Amount,100
DebitCredit_A_IssueDate,09/10/2025
DebitCredit_A_MemoId,123456
//////////

Example of an import file for multiple authorities, with sales in one jurisdiction each

LA,11/2025,58703,TestUser
GrossSales,10000 PersonalPropertyCost,2000
MotorVehicleLeases,100 MotorVehicleRentals,100
PersonalPropertyLeases,100 TaxableServices3d1,100
TaxableServices3d2,100 TaxableServices3d3,100
TaxableServices3d4,100 DigitalProducts3e,100
Deduction_Sch1_1002_Sales,2000
Deduction_Sch1_1004_Sales,500
Deduction_Sch2_1028_Sales,100
Deduction_Sch2_1070_Sales,500 ExcessTaxCollected,80
AddtionTaxDueDonation,100 VendorCompensationDonation,10
Deduction_Sch3_5011_Sales,400
Deduction_Sch3_5014_Sales,200
//////////
ACADIA,11/2025,58703,TestUser
Exemption_A_0000_AdjustedGross,2000
Exemption_A_1034_AdjustedGross,1000
Exemption_A_0000_PurchasesSubjectToUse,500
Exemption_A_1034_PurchasesSubjectToUse,200
ExcessTaxCollected_A,50
DebitCredit_A,Debit
DebitCredit_A_Amount,100
DebitCredit_A_IssueDate,09/10/2025
DebitCredit_A_MemoId,123456
//////////
WEBSTE,11/2025,58703,TestUser
Exemption_E_0000_AdjustedGross,1000
Exemption_E_0000_PurchasesSubjectToUse,200
AdditionalTax_E_A7_TaxableAmount,800
////////// 12 of 12