

## About Data File Exchange

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### Introduction

File Data Exchange is an automated service that allows an Employer Service Provider (ESP) to get correct data about their clients' Unemployment Insurance (UI) accounts. This will assist the ESP in filing accurate Quarterly Contribution Tax and Wage Reports and making accurate tax payments.

The ESP submits a file listing at least two of the following three items for each client: legal name, federal employer identification number, and UI account number. The department processes the file, attempting to match the data provided with that stored in the employer's UI account. If a match is found, up to ten data items are returned to the ESP in a downloadable file, including UI account number, tax rates for the year requested, and account receivable balance. No data will be returned if a match is not found.

### Submitting a File

Data Exchange files can be submitted to the department in one of two ways.

#### Secure Online Internet Application (HTTPS)

This option allows you to submit a tab delimited file using a secure online Internet application. To do so, access the website at <http://dwd.wisconsin.gov/ui/>. Click the button **Service Providers** and then select the link **Employer Service Provider On-line Services**. Login to your account and select the link to **Obtain Employer UI Account Numbers and Tax Rates**.

Review and update your contact information, if necessary, and click on the Browse button to locate your tab delimited file. Click on the Submit button to upload your file.

If your file is valid, you will receive a confirmation that it has been uploaded. If your file does not pass initial edits, you will receive an on-screen message directing you to further information.

See also the instructions for [Converting Excel files to tab delimited format for Internet Upload](#).

#### Secure Unattended Application-to-Application File Transmission (FTPS)

This automated process utilizes secure FTP (FTPS) to send files instead of using a web browser. This method requires secure FTP software. Service providers with a large number of clients may wish to use this method.

Please review the unattended application-to-application [specifications](#). After reviewing these specifications and if you are interested in unattended application-to-application file transmission, send an email to [btaesp@dwd.wisconsin.gov](mailto:btaesp@dwd.wisconsin.gov) to request an FTPS registration form.

Please do not convert an Excel file to XML.

**Converting Excel Files to tab delimited format for Internet Upload**  
**Step 1 – Create the data exchange file in Excel**

Download a template [here](#).

The Excel file must be organized in the following manner:

No.	Field	Description	Constraint
1	Client Identifier	Service provider assigned unique alpha numeric identifier for each client in the file. Data is required in this field. If you do not assign identifiers to your clients, fill this field with sequential numbers (1, 2, 3 etc.)	Required
2	UI Account	Client’s ten digit UI account number without dashes or spaces	Two of fields 2, 3 & 4 are required
3	FEIN	Client’s nine digit Federal Employer Identification Number without dashes or spaces	Two of fields 2, 3 & 4 are required
4	Legal Name	Client legal name	Two of fields 2, 3 & 4 are required
5	Rate Year	Calendar year for which the client’s tax rate is requested	Optional

Below is an example of an Excel file that is formatted according to the above specifications:

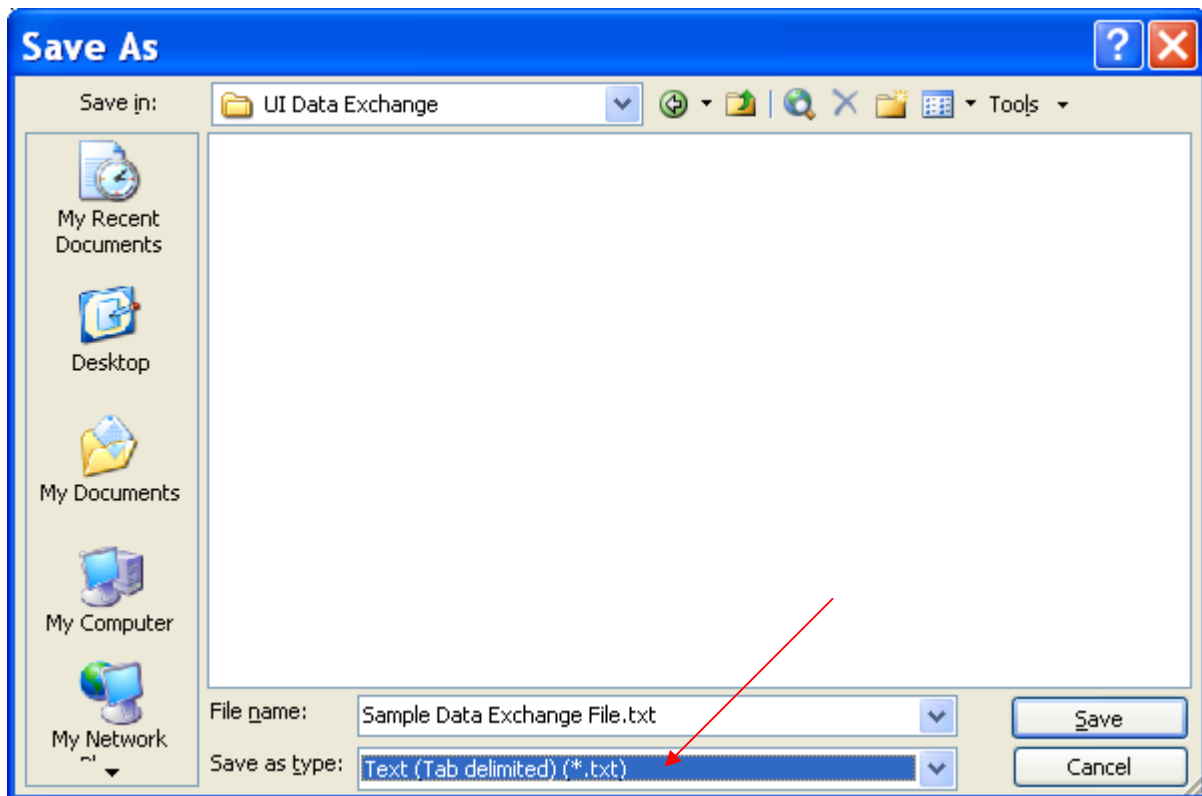
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	SP Account Identifier	SP 10 Digit UIAccount	SP FEIN	SP Legal Name	SP Rate Year				
2	1	0123450006	012345678	Sumac Field Plow Inc.	2009				
3	2		123456789	11th Street Corporation	2009				
4	3	2345670008		P & P Company	2009				
5	4	3456780009	345678901		2009				
6	5	4567890001	456789012	John Hackberry PA	2009				
7									
8									

At least three fields per account must contain data, and there must be at least three rows of data in the file. Field headings may be included but are not required. You may include additional information after Field 5; however this information will not be included in the file returned to you.

## Step 2 – Save Excel file in a tab delimited format

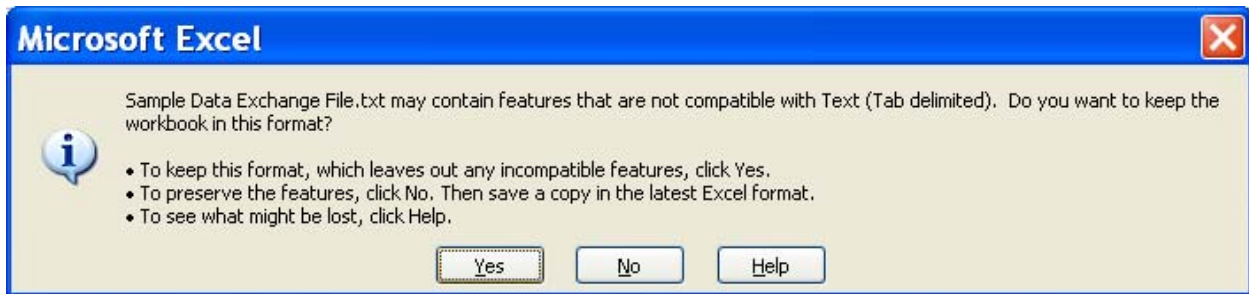
In your Excel file, select File > Save As to bring up the Save as window. In the Save in box, browse to the desired location on your PC to which to save your file. Then enter a file name in the File name box. In order to convert your Excel file to a tab delimited format, use the down arrow in the Save as type box and choose Text (Tab delimited)(\* .txt) from the list of file types.



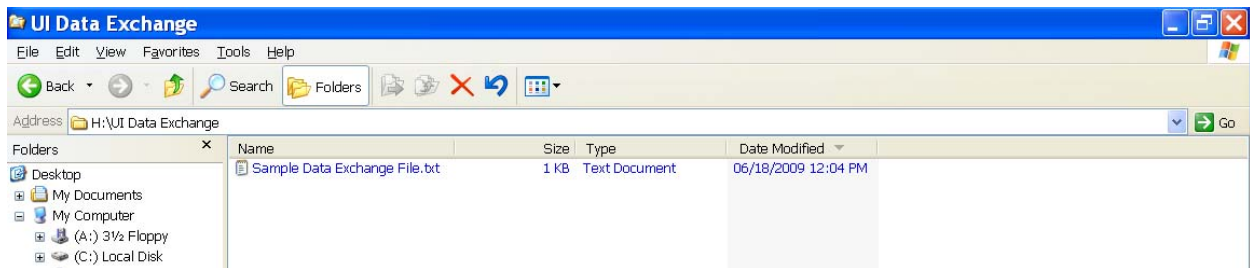
You may receive a warning about the file type not supporting workbooks with multiple sheets. Click OK to save only the active sheet.



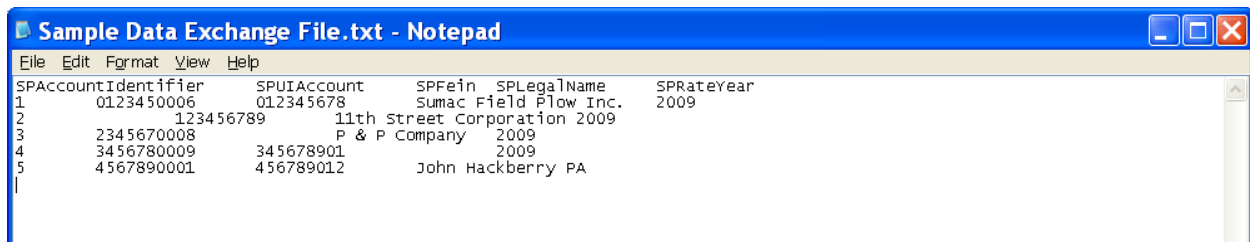
You may also receive a warning about the file containing features not compatible with Text (Tab delimited). Click Yes to keep this format.



You have now created a tab delimited text file that contains your data exchange file. Locate the text (.txt) file in the location to which you saved it on your PC.



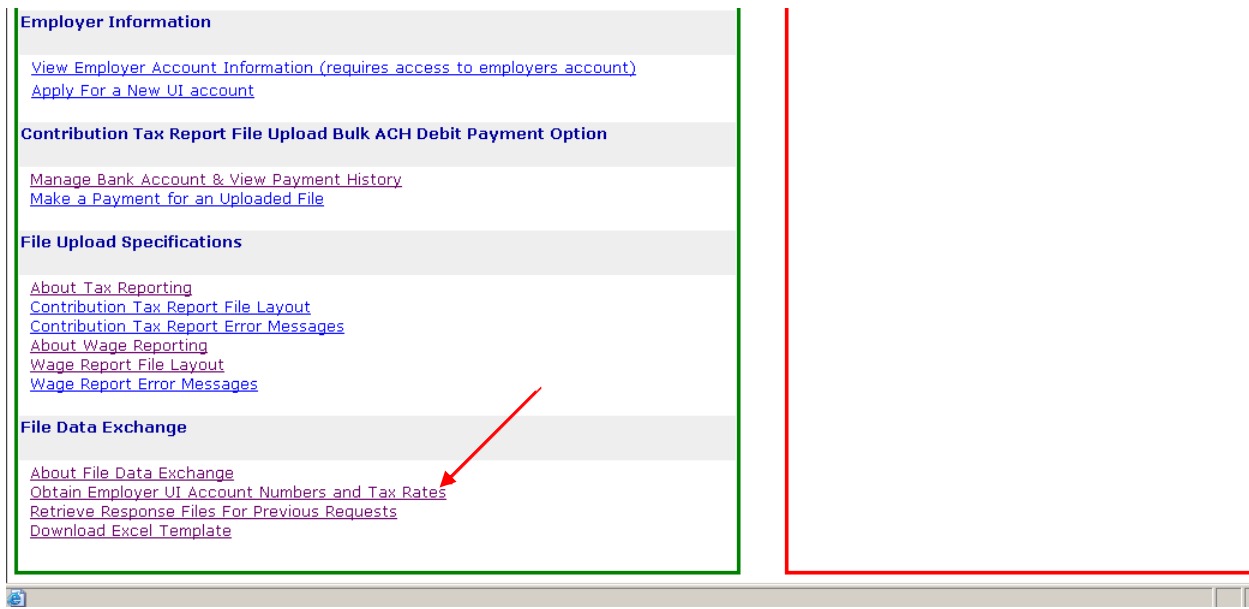
If you open the text file, it should look similar to the example below.



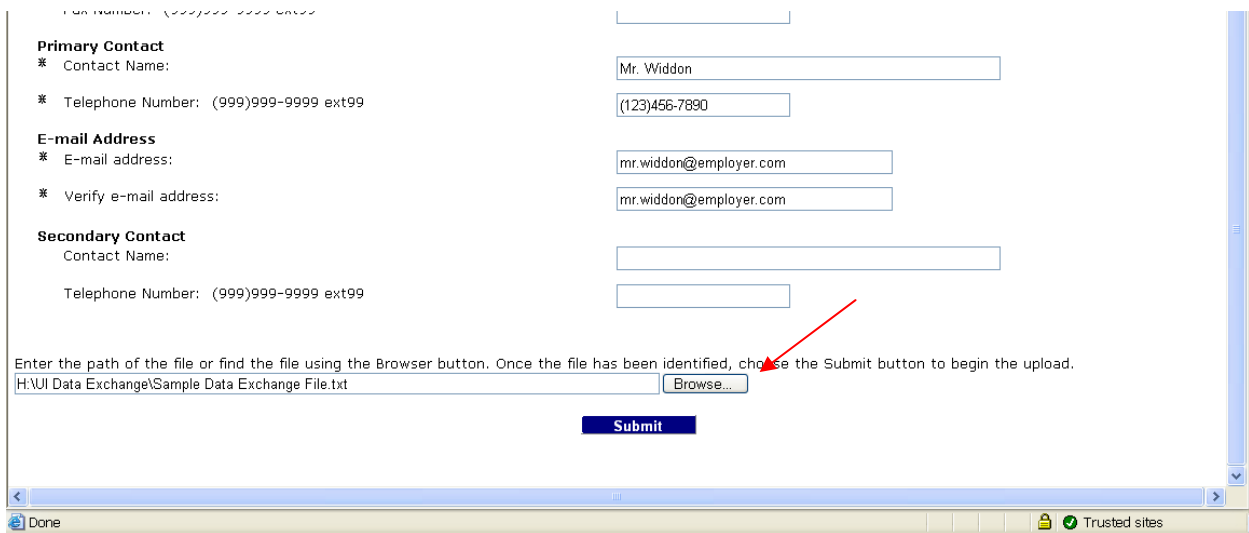
You can see that the columns do not line up exactly. Don't be alarmed if this is the case with your file. All of the data elements in each row are separated by a tab, so the program will still be able to process the file correctly.

### Step 3 – Upload your text file using the File Data Exchange service

You are now ready to upload your file using the online File Data Exchange service. To do so, access the website at <http://dwd.wisconsin.gov/ui/>. Click the button **Service Providers** and then select the link **Employer Service Provider On-line Services**. Login to your account and select the link to **Obtain Employer UI Account Numbers and Tax Rates**.



Review and update your contact information, if necessary, and click on the Browse button to locate the tab delimited file you saved to your PC. Click on the Submit button to upload your file.



You will receive a confirmation that your file has been uploaded.

### Retrieving a Response File

The method to obtain your results differs depending on how you submitted your file.

### Secure Online Internet Application (HTTPS)

From the Employer Service Provider On-line Services home page, select the link to **Retrieve Response Files for Previous Requests**. The uploaded file legal name and date will display along with the confirmation ID. Click on the link to download the file that appears to the right of the file name.

**Employer Service Provider Data Exchange Response Download**

This is a placeholder for text describing the pages' function and use.

**Employer Service Provider Data Exchange Response Files Available For Download**

Request Filename	Upload Date	Record Count	File Size (kb)	Confirmation ID	Response Filename	Download Link
Sample Data Exchange File.txt	06/19/2009 09:16:41 AM	5	3	0927A27F720ZV	Sample Data Exchange File_ESPDX_06192009_411a5d92-f30e-4f95-95f8-80992894abe8.xml	<a href="#">Download</a>
Sample Data Exchange File.txt	06/18/2009 12:45:11 PM	5	3	092519B33B6WB	Sample Data Exchange File_ESPDX_06182009_1c829723-6431-4c5e-b4cd-d24c53118b8c.xml	<a href="#">Download</a>

Response files are available for sixty days from the date the department processes your request.

The following information will be included in your file:

1. Client Identifier
2. Matching comments if there was a problem matching the information you provided.
3. Legal name that you provided
4. Legal name on file with the department
5. FEIN that you provided
6. FEIN on file with the department
7. UI account number that you provided
8. UI account number on file with the department
9. Tax rate for the year requested
10. Account receivable balance. This may be negative if the employer has a credit balance.
11. Account status of open, preliminary closed, or closed
12. Subjectivity status of subject, not subject, or pending
13. Finance method of taxable or reimbursable
14. Last payroll date, if applicable
15. Closure reason, if applicable
16. Error message, if any. See below for explanations of error messages.
17. Corrective action. This includes steps to take if an account is closed.
18. Date/time that the information is effective.

The file that you will download will be an XML formatted file. The schema definition of this file can be found at the following location:

<http://dwd.wisconsin.gov/uitax/dwd.ui.suites.DataFileExchangeResults.01.xsd>

## Error Messages

You may receive the following error messages in your response file.

<b>Message</b>	<b>Explanation</b>
Invalid row, does not have 4 or more fields on line: #	You must include client ID, and at least two of the following three items: UI account, legal name, and FEIN
Invalid UI Account #	UI account is closed. See Corrective actions.
Invalid year	Rate Year must be numeric
Tax Rate year has not been computed	The tax rate has not yet been calculated for the year requested
Rate year for requested year can no longer be accessed.	Tax rate year requested cannot be prior to the current year or the four preceding years
Error processing record. Line = #	The program encountered an error. Contact us for more information.

## Contacts

If you have further questions about data file exchange contact us at the following phone number and e-mail address:

- Phone: (608) 266-7027 Monday – Friday, 8 AM to 4:15 PM
- E-mail: [btaesp@dwd.wisconsin.gov](mailto:btaesp@dwd.wisconsin.gov).