

**THOMSON REUTERS®**

## **EXCEL ADD-IN GUIDE**

**FOR TAX YEAR 2023**

Last Updated: November 13, 2023

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Last Updated: November 13, 2023

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# CHAPTER 1: EXCEL ADD-IN

With the Excel Add-In, you can open an existing or new Microsoft Excel® worksheet, map the data, and then import the mapped data to Organizer fields in the tax application.

The Excel Add-In enhances the efficiency of data import by:

- Decreasing data input time.
- Eliminating transcription errors that can occur when manually entering data.
- Incorporating tools for copying data and mapping the schemas from one worksheet to another in preparation for import.
- Enhancing the control and flexibility of data import and management.
- Identifying worksheet errors such as duplications, incorrect codes, and miscalculations, *before* data is loaded into the Organizer, preventing time-consuming edits and corrections.

Currently, the Excel Add-In is available for 1040, 1065, and 1120 returns for Organizer import.

For purposes of illustration only, screen shots are from the GoSystem application.

## PREPARING FOR IMPORT

The following items are needed prior to import:

- The locator number and the account number for an existing locator.
- The locator must NOT be open.
- Microsoft Excel is installed on your local machine.
- Credentials that are used to log in directly to the browser (**Login ID**, **Firm**, **Location**, and **Password**).

# CHAPTER 2: GETTING STARTED

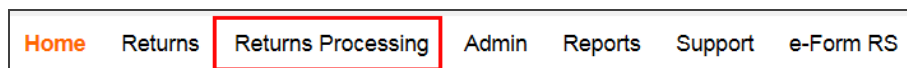
If a new version of the Excel Add-In has been released, and you have a prior version installed on your workstation, you need to uninstall the prior version. Follow the steps below to access, download, and install the current version of the Excel Add-In to have the latest changes to the Add-In on your workstation.

- [Accessing the Add-in \(page 2\)](#)
- [Downloading and Installing the Add-in \(page 3\)](#)
- [Downloading the Templates \(page 8\)](#)
- [Registering the Add-in \(page 11\)](#)
  - [About Registration \(page 13\)](#)
  - [Updating Registration \(page 15\)](#)
- [Accessing Data Import from a Spreadsheet \(page 15\)](#)

## ACCESSING THE ADD-IN

Access to the Excel Add-In data import feature is located within RS Browser.

1. Select **Returns Processing** in the top menu.
2. Go to **Import/Export > Excel Add-In**.



**Figure 2:1**

3. The **Excel Add-In** menu in the left pane contains options for **Downloads**, **Templates**, and **Log**.

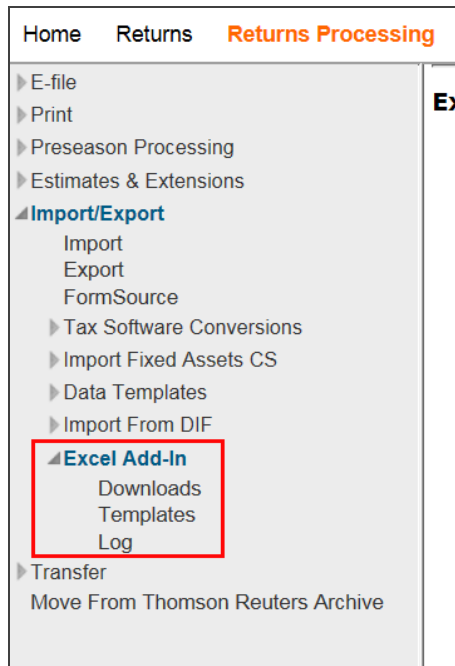


Figure 2:2

## DOWNLOADING AND INSTALLING THE ADD-IN

To download the Excel Add-In:

1. On the **Excel Add-In Downloads** screen, select the **Download Zip** button for either the 32-bit or the 64-bit file, based on your computer configuration.

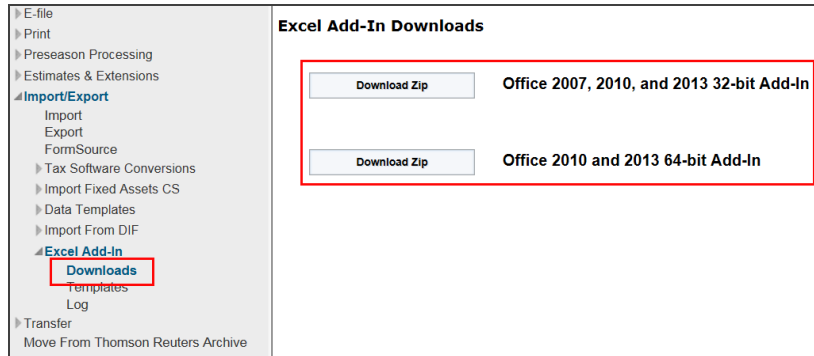


Figure 2:3

2. A dialog box at the bottom of the screen asks *What do you want to do with exceladdinsetup\_X64.zip?* Select **Open**, **Save**, or **Save As**. Browse to the file location and save the zip file.

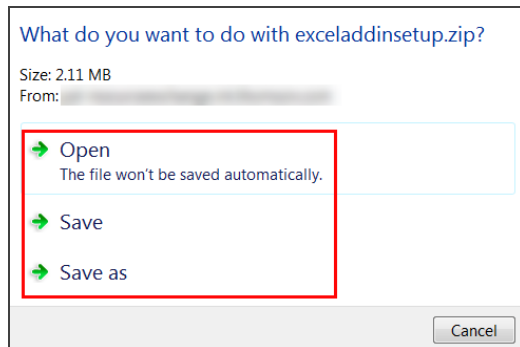


Figure 2:4



3. After the download is completed, select:

- **Open** to open the file in the downloaded folder.
- **Open folder** to display the download folder.
- **View Downloads** to view a list of downloaded files.
- Select the down arrow on **Open** and select **Open with** to select an application with which to open the zip file.



Figure 2:5

4. Select the zip file, and then select the **setup.exe** file as shown below.

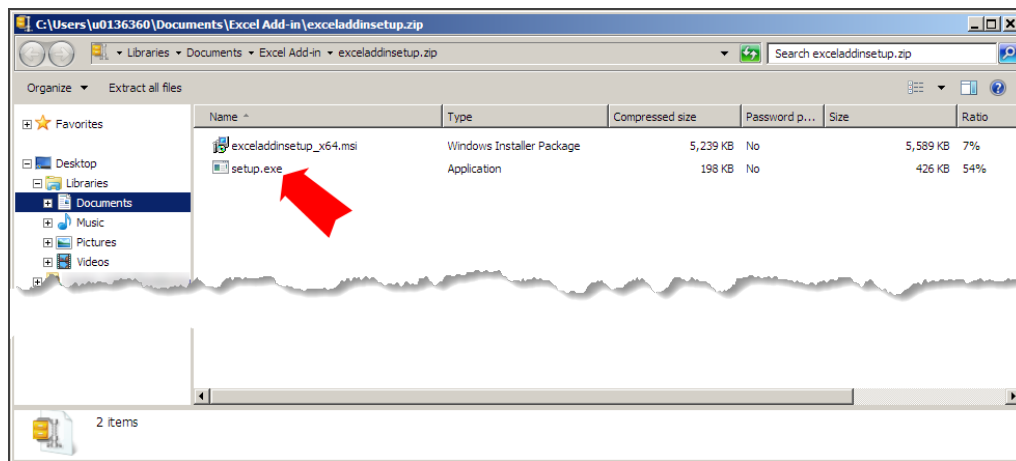
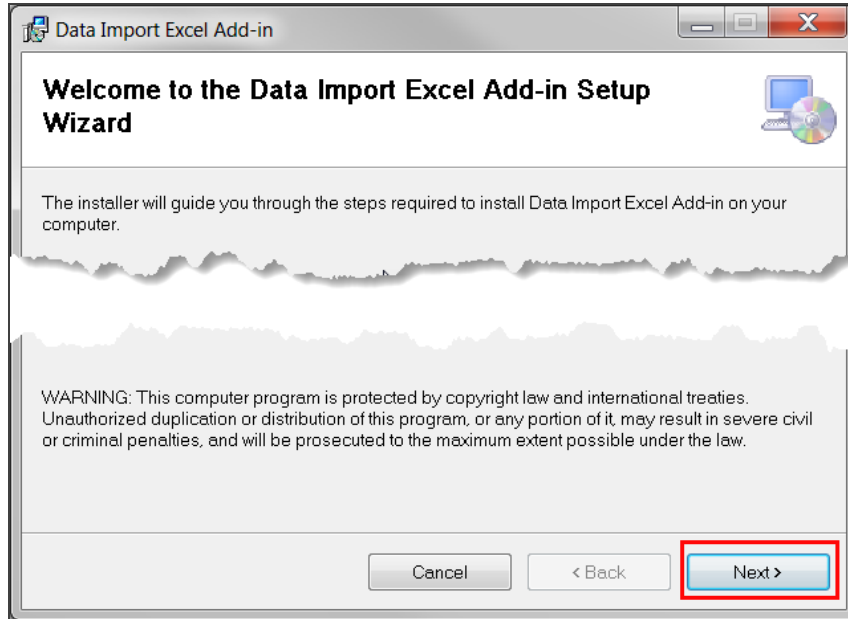


Figure 2:6

5. On the **Welcome** screen, select **Next**.



**Figure 2:7**

If you have previously installed the Excel Add-in, the options displayed are **Repair** or **Remove** the Data Import Excel Add-in. Select the appropriate option, and then select **Finish**.

6. In the **Select Installation** folder, select **Browse** to save the file in a different location from the default. Select either **Everyone** or **Just me**. Then select **Next**.

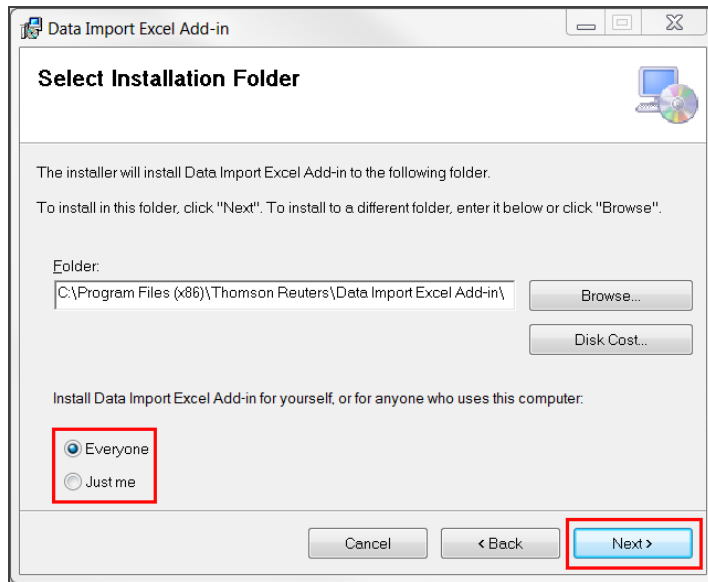


Figure 2:8

7. On the **Confirm Installation** screen, select **Next** to start the installation.

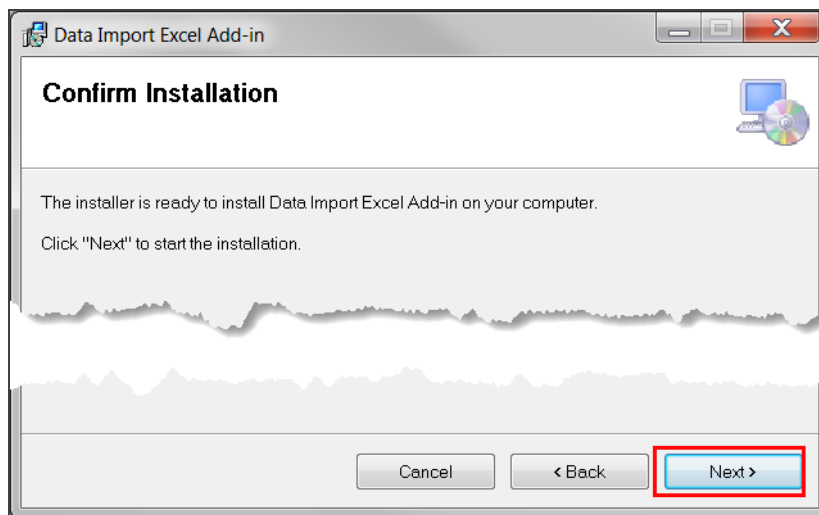
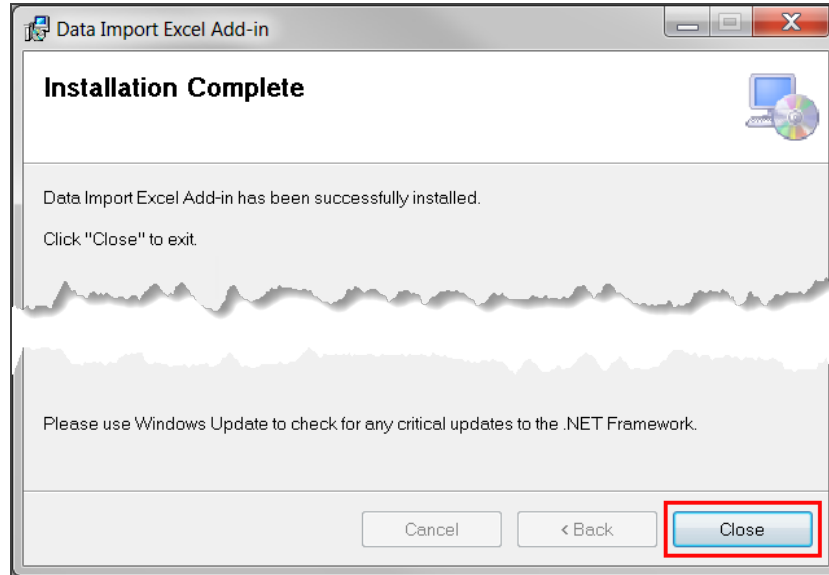


Figure 2:9

8. Wait until Excel Add-in is fully installed. When the **Installation Complete** dialog box displays, select **Close**.



**Figure 2:10**

## DOWNLOADING THE TEMPLATES

The Templates download contains mapped worksheets of all released Excel Add-In import targets. Tax Return Templates are available by tax type (1040, 1120, and 1065) for tax year 2023. Each Tax Return Excel Workbook contains a mapped target on separate worksheets. You can use the mapped worksheets for import or copy.

To download the Templates:

1. In the RS Browser, go to **Returns Processing > Import/Export > Excel Add-in > Templates**.

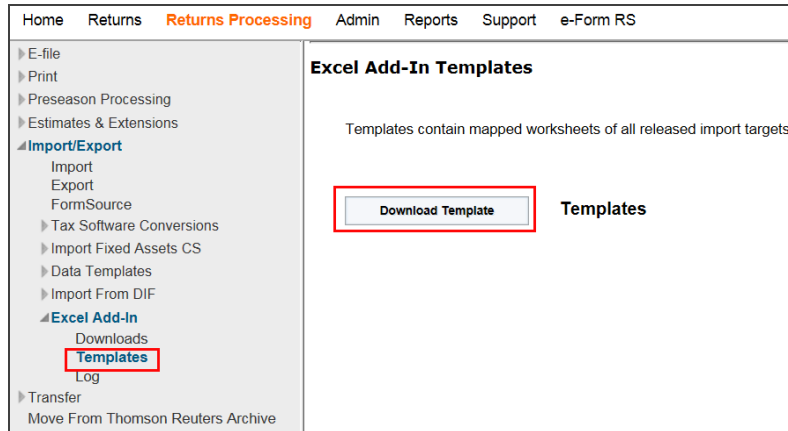


Figure 2:11

2. A dialog box at the bottom of the screen asks *What do you want to do with exceladdintemplates.zip?* Select **Open, Save, or Save As**. Browse to the file location and save the zip file.

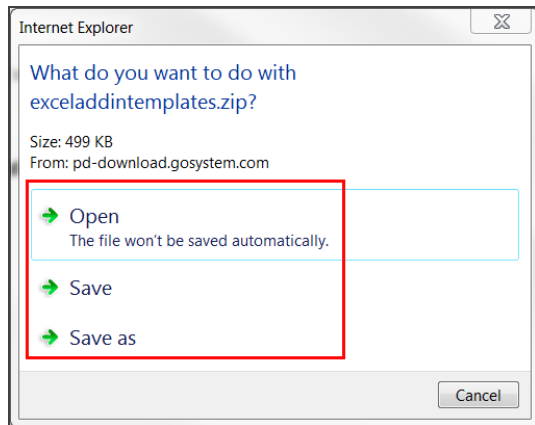


Figure 2:12

3. After the download is completed, select:

- **Open** to open the file in the downloaded folder.
- **Open folder** to display the download folder.
- **View Downloads** to view a list of downloaded files.
- Select the down arrow on **Open** and select **Open with** to select an application with which to open the zip file.



Figure 2:13

4. Select the template to open in Excel.

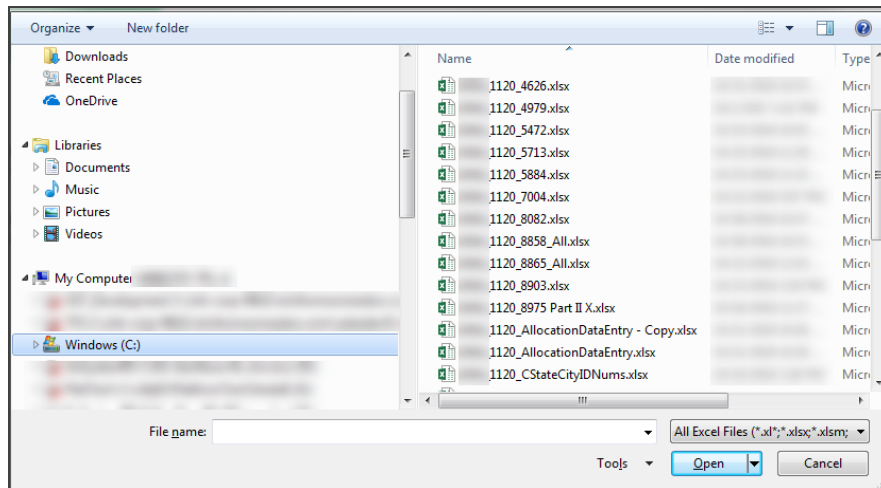


Figure 2:14

5. Select the forms needed from the tabs at the bottom of the spreadsheet. Enter the import information into the Excel template.

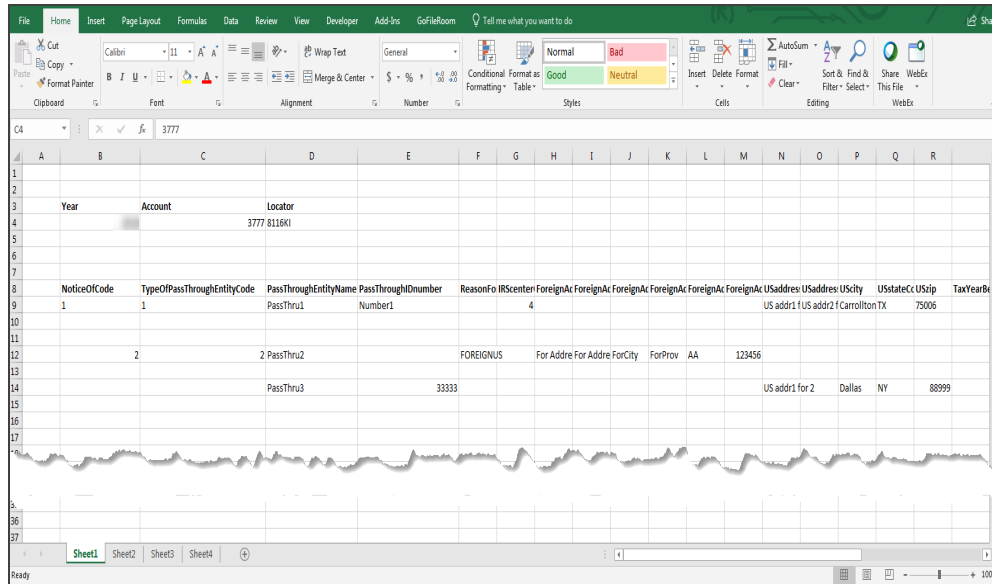


Figure 2:15

## REGISTERING THE ADD-IN

After the installation is completed, you must register the Excel Add-In before you can access Add-in mapping and import functions.

When you open an Excel spreadsheet after successfully installing the Excel Add-In, a prompt or message about registering the Excel Add-In does **not** automatically display. You must select the **Register** button to activate the dialog boxes that will lead you through the registration process.

1. Open an Excel spreadsheet.
2. Select the **Data Import** tab, and then select **Register**.

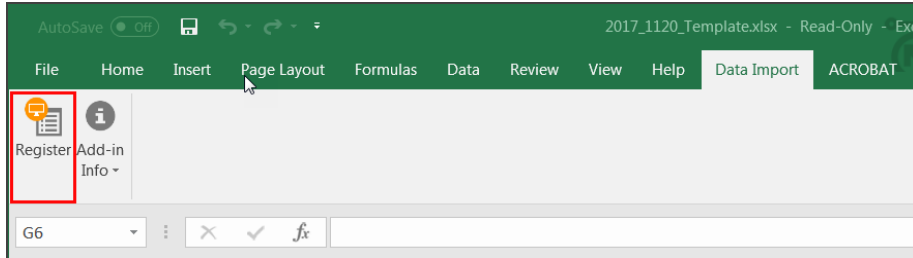


Figure 2:16

3. The **Registration** dialog box displays. Select the tax applicable application from the **Product** drop-down list. Enter your **Login ID**, **Firm**, and **Password**, and select **Register**.

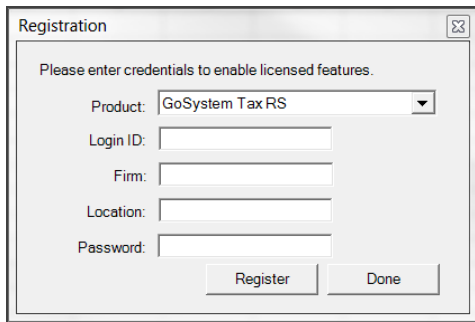


Figure 2:17

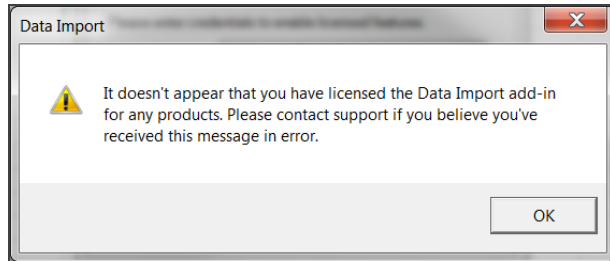
4. After the registration is completed, the **Data Import** dialog box displays. Select **OK**.
5. To register other licensed products, select the down arrow to open the **Product** drop-down list in the **Registration** dialog box, and select another product.

To register a product other than the one licensed, you must use the ID and Password credentials provided by that product.



6. After all selected products are registered, select **Done**.

If the account associated with your Login ID and Password does not include a valid license to use the Data Import Add-in for the products selected, a warning message displays.



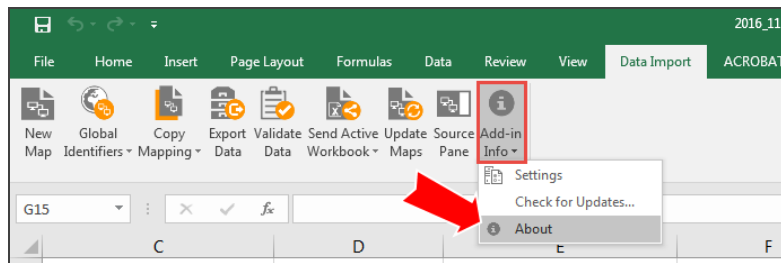
**Figure 2:18**

Select **OK** to close the dialog box.

## About Registration

To access the registration screen:

1. Select the **Add-in Info**, and then select **About** on the drop-down menu.



**Figure 2:19**

2. The **About** dialog box displays.

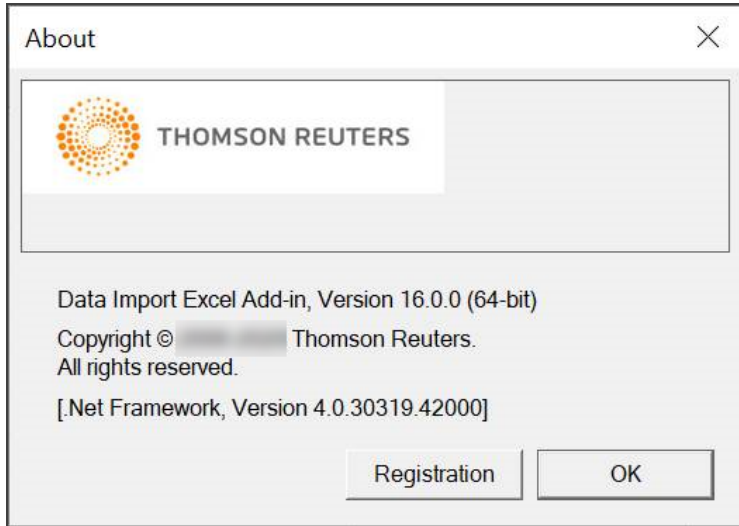


Figure 2:20

3. Select the **Registration** button.
4. Select the down arrow next to the Product field to select the **Product** from the drop-down list. If your Excel Add-In is already registered, the dialog box displays your credentials. However, to register the Add-In application, type your **Login ID**, **Firm**, **Location**, and **Password**, and then select **Register**.

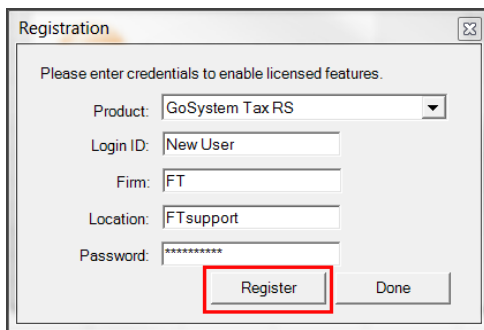


Figure 2:21

5. A search is done for your valid license(s). A dialog box displays when registration is completed. Select **OK**.

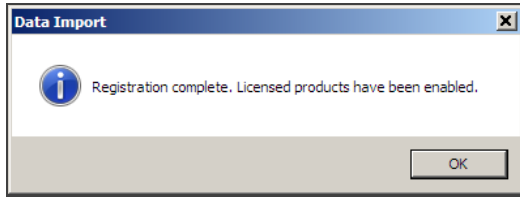


Figure 2:22

## Updating Registration

To update your registration and enable licensed features, follow the steps shown in [About Registration \(page 13\)](#).

1. Select the **Add-in Info** button, and then select **About**.
2. Select the **Registration** button.
3. In the **Excel Add-In Registration** dialog box, enter your **Login ID** and **Password**, and then select **Register**.

## ACCESSING DATA IMPORT FROM A SPREADSHEET

After you successfully download and install the Excel Add-In, the **Data Import** tab displays on the Excel toolbar.

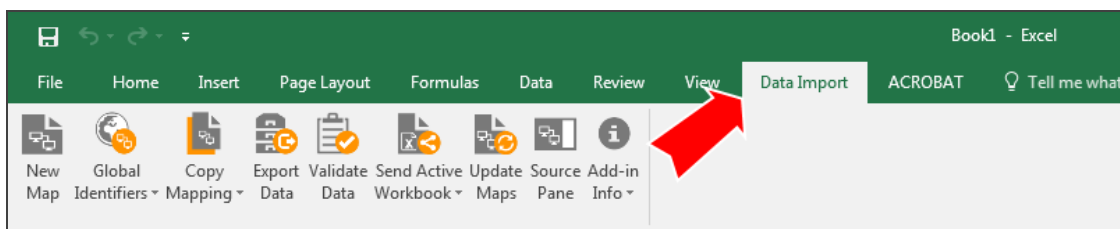


Figure 2:23

Until you successfully register your product, only the **Register** and **Add-in Info** items display.

If you do not have a valid license to use the **Data Import** add-in, and you install the Excel Add-In download, the **Data Import** tab displays on the Excel toolbar, but the Add-in mapping and import functions are unavailable.

Once the product is registered, select the **Data Import** tab to access the **Data Import** toolbar icons. These icons provide access to data mapping, import, and setup functions.

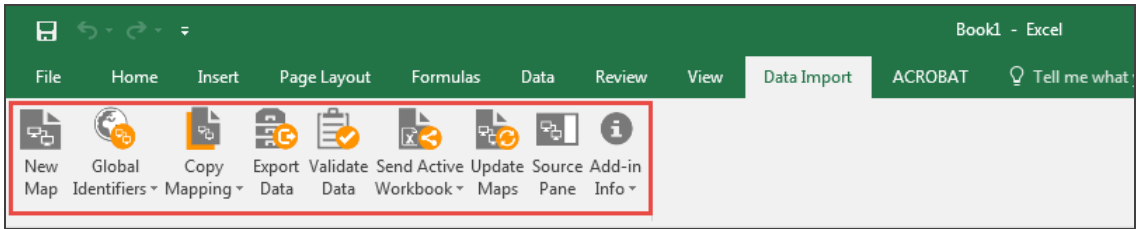


Figure 2:24

# CHAPTER 3: DATA IMPORT FUNCTIONS

- **Data Import Functions (page 17)**
  - **Add-in Info (page 19)**
    - **Settings (page 19)**
    - **Credentials (page 20)**
    - **Proxy (page 20)**
  - **Export Data (page 21)**
  - **Auto Update Feature for Existing Maps (page 22)**
    - **Option 1 (page 23)**
    - **Option 2 (page 24)**
  - **Viewing the XML Source Pane (page 26)**
  - **Checking for Updates (page 27)**
  - **New Mapping (page 28)**
    - **Preparing for Mapping (page 28)**
    - **Mapping Data on an Existing Worksheet (page 31)**
    - **Naming New Mapping (page 34)**
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    - **Global Identifiers Map (page 42)**
  - **Copying Mapping (page 43)**
  - **Copying Mapped Elements to Another Workbook (page 48)**

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- [Importing Mapped Data \(page 50\)](#)
  - [Sending Active Workbook \(page 51\)](#)
  - [Sending Multiple Workbooks \(page 52\)](#)
- [Import Log \(page 53\)](#)

## ADD-IN INFO

Select the down arrow on the **Add-in Info** icon for access to settings, updates, general information, and registration.

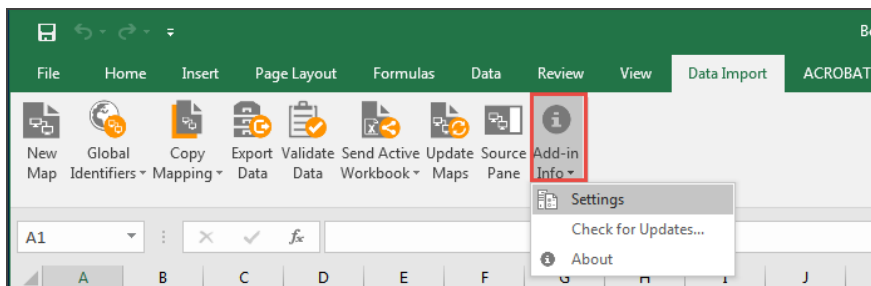
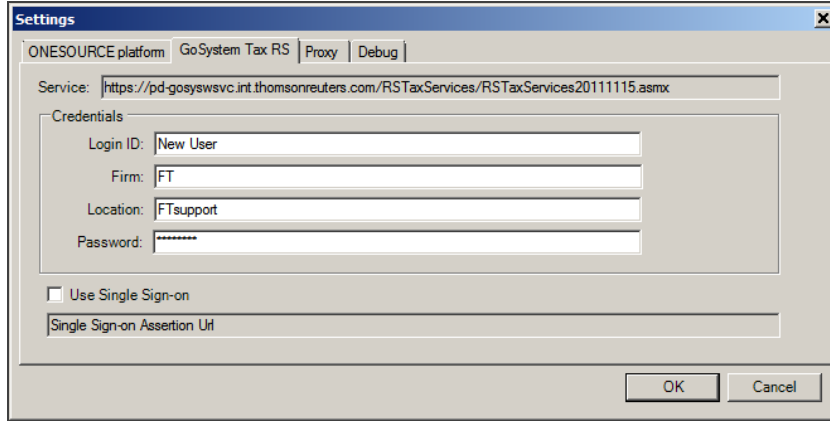


Figure 3:1

## Settings

Select **Settings** on the **Add-in Info** drop-down list to open the **Settings** dialog box.

1. Select the **GoSystem Tax RS** tab.



**Figure 3:2**

2. Enter the **Credentials** information, as appropriate.

During the **Registration** or **Update Registration** process, you must register the Excel Add-In for all applicable products within your account if you plan to perform Data Import functions with those products. If you fail to register a licensed product and then try to login, a message displays stating: *This product is not currently registered/licensed.*

## Credentials

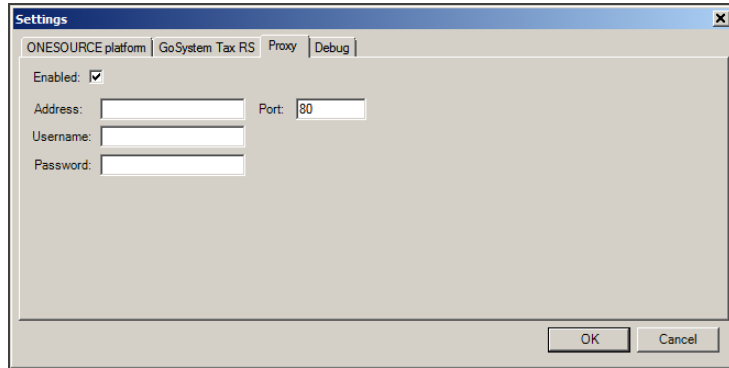
Credentials authenticate a user's import rights. Before mapping data, enter your account login information, including **Login ID**, **Firm**, **Location**, and **Password** to ensure that mapped data is imported to the proper location.

## Proxy

If your company utilizes a proxy server to access the Internet, and your company does not use *Proxy Auto Config* or *PAC*, you must enter proxy settings to successfully transfer data to the tax application



1. In the **Settings** dialog box, select the **Proxy** tab.



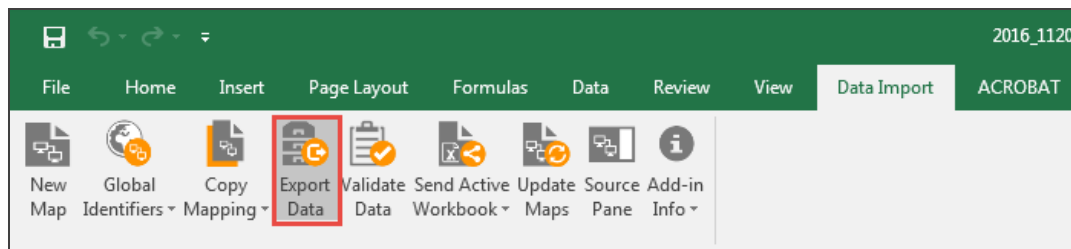
**Figure 3:3**

2. Select the **Enabled** check box.
3. Add your company's proxy server URL **Address** and **Port**.
4. Type your user's domain **Username** and **Password**.
5. Select the **OK** button.

## EXPORT DATA

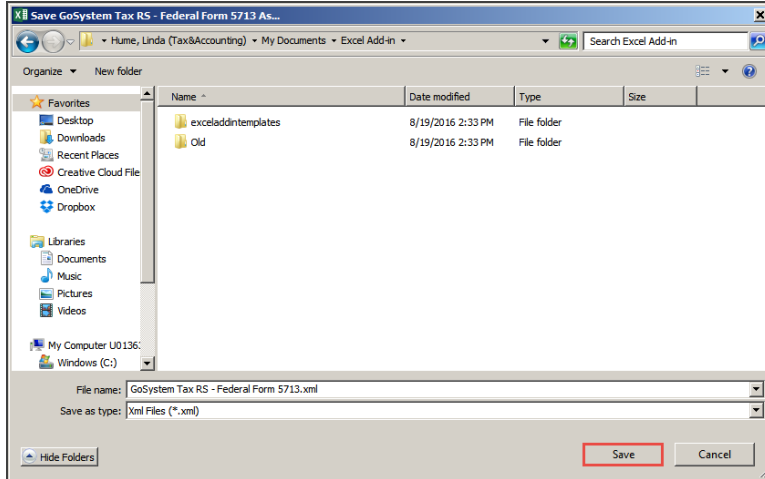
To save your mapped worksheets as XML files:

1. Select **Export Data**.



**Figure 3:4**

- In the **Save** dialog box, browse to the location where you want to save the file.



**Figure 3:5**

- Select **Save** to save the XML file to the selected location.

## AUTO UPDATE FEATURE FOR EXISTING MAPS

If you have a workbook containing previously mapped targets that have had new fields added, deleted, or modified, you can use the **Auto Update** feature to automatically update the existing mapping. This eliminates the need to remap the workbooks to reflect those changes.

There are two ways to trigger the update.

## Option 1

1. Open a previously mapped worksheet.
2. On the **Data Import** menu, select **Update Maps**.

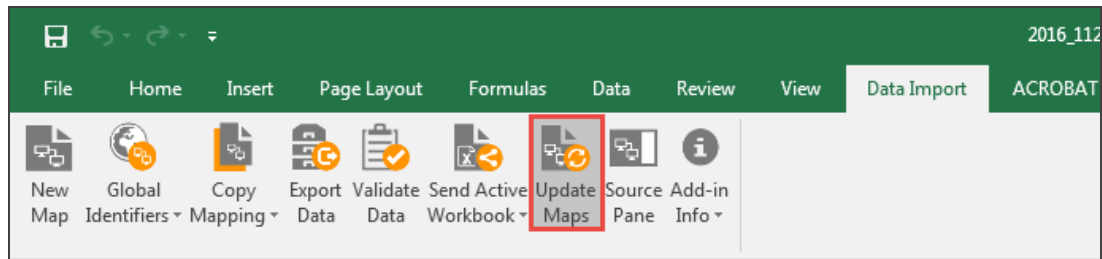


Figure 3:6

3. The **Update Maps** dialog box displays a list of maps in the workbook and the current status. A green status of **Yes** indicates that the map is up to date. A pink status of **No**, such as that shown for federal Form 5884, indicates that the map is not up to date.

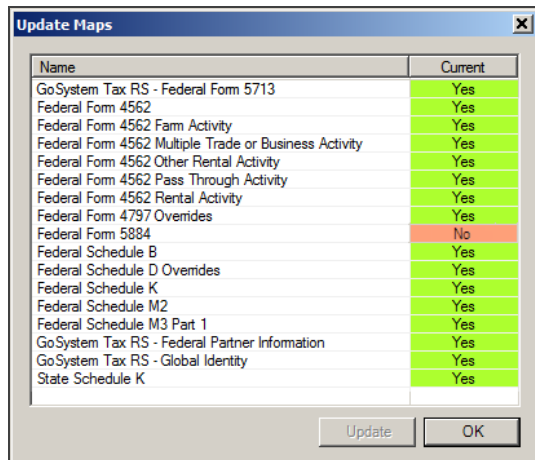


Figure 3:7

4. Select **Update**. A message displays stating *This will update all maps within the current workbook. It is not reversible. Would you like to continue?*

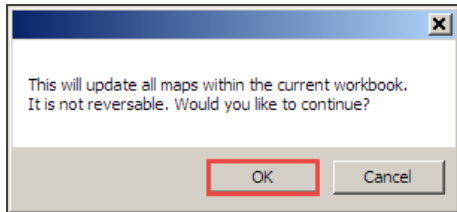


Figure 3:8

5. Select **OK**. All the maps are updated automatically.

## Option 2

1. Open a previously mapped worksheet.
2. On the **Data Import** menu, select **Validate Data**.

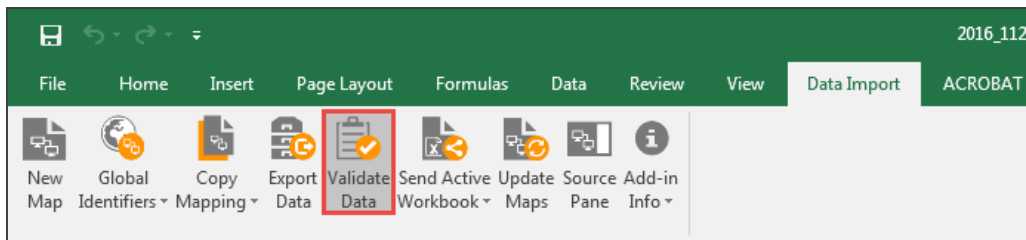


Figure 3:9

3. A **Validating...** dialog box displays, showing each file as it is validated.

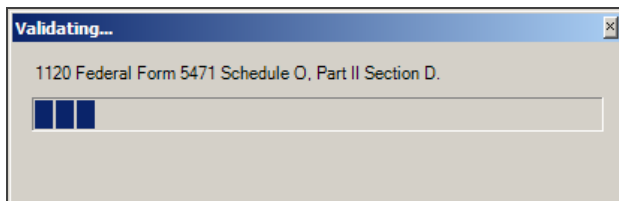


Figure 3:10

4. If there are errors, an **Errors** dialog box displays showing a description of the problem.

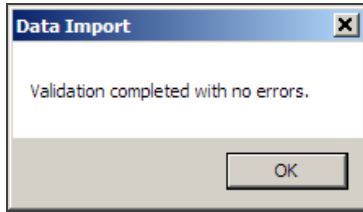


Figure 3:11

5. The maps for all sheets in the workbook are updated, and the new fields display in the XML source pane.

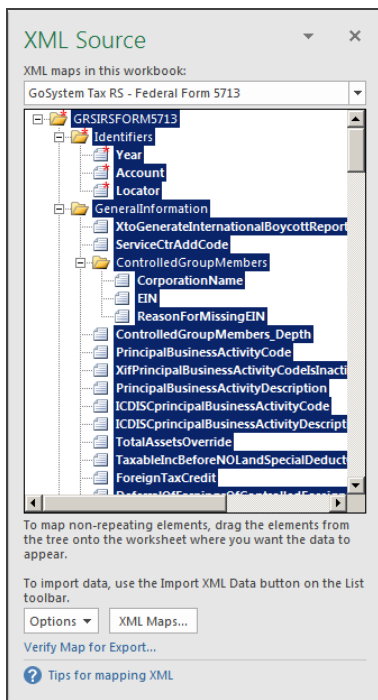


Figure 3:12

## VIEWING THE XML SOURCE PANE

If the **XML Source** pane is not visible when you open an Excel worksheet:

1. On the **Data Import** menu, select **Source Pane**.

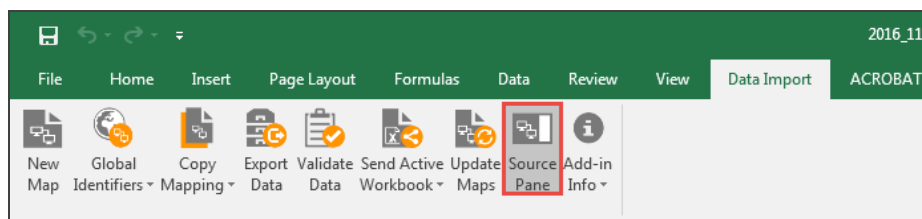


Figure 3:13

2. The **XML Source** pane displays on the right side of the screen.

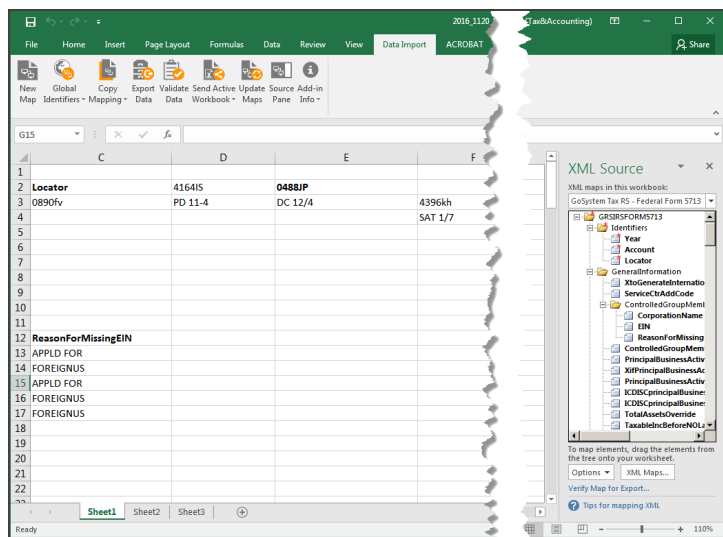


Figure 3:14

- To move, size, or close the **XML Source** pane, select the down arrow at the top of the pane and select an option.

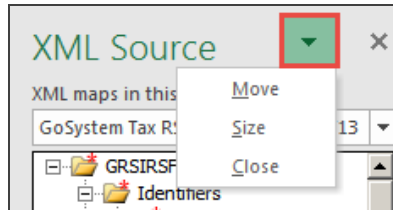


Figure 3:15

## CHECKING FOR UPDATES

To check for Excel Add-In updates:

- Select **Add-in Info**, and then select **Check for Updates**.

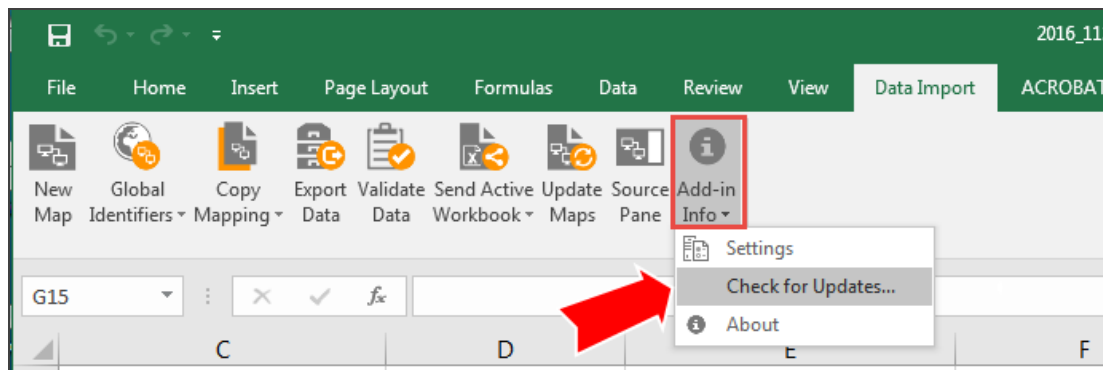


Figure 3:16

- If your Excel Add-In is up to date, a dialog box displays confirming this.
- If there is a new Excel Add-In update available, a dialog box displays asking you to download the new version.

## NEW MAPPING

### Preparing for Mapping

The following items are needed prior to import:

1. The locator number and the account number for an existing locator.
2. The locator must *not* be open.
3. Credentials that are used to login directly to the browser (**Login ID**, **Firm**, **Location**, and **Password**).

### *New Mapping*

1. Open an existing Excel worksheet.
2. Select the **Data Import** tab, and then select **New Map**.

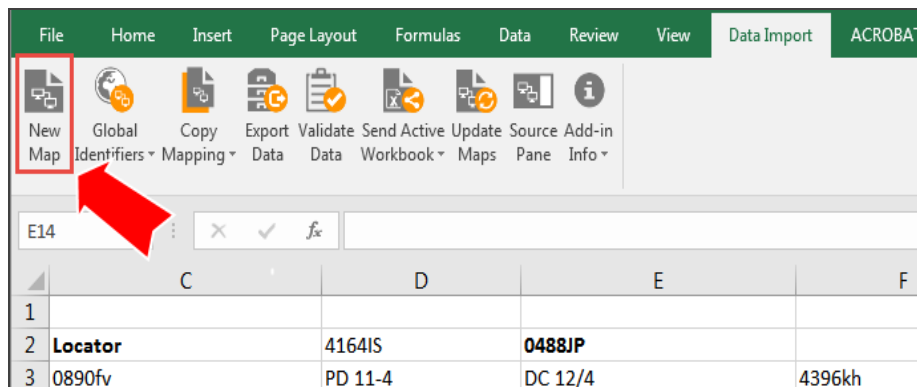
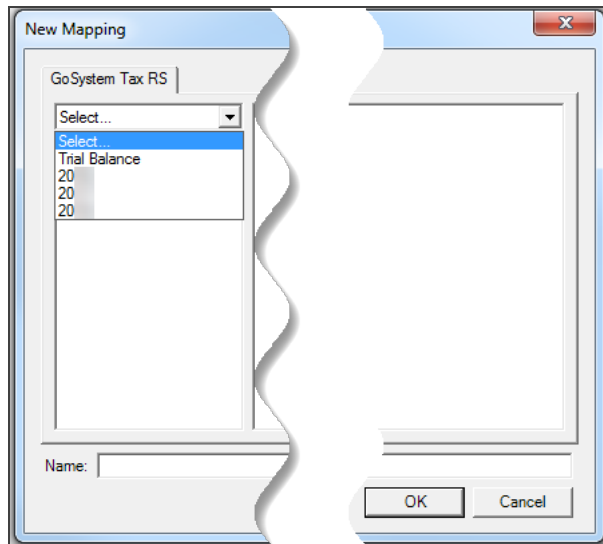


Figure 3:17



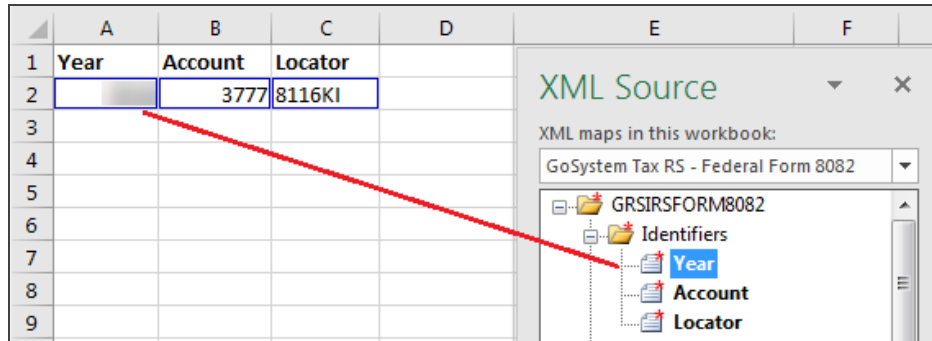
3. The **New Mapping** dialog box opens. Select the down arrow to view the tax **Year** list. Then select **Trial Balance**, and select **OK**.



**Figure 3:18**

4. Select the correct entity: *1065* or *1120*.
5. Select the correct importing file:
  - Chart of Accounts (Trial Balance)
  - Journal Entries
  - M3 Combination Codes
  - Tax Combination Code

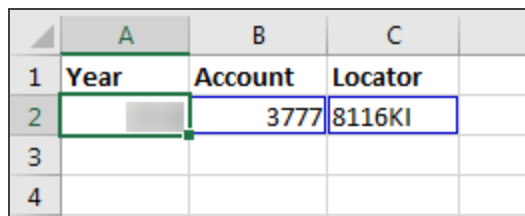
- On the spreadsheet, select and drag the data you want to map from the **XML Source pane** to a cell on the worksheet. A cursor displays briefly in the cell to be mapped.



**Figure 3:19**

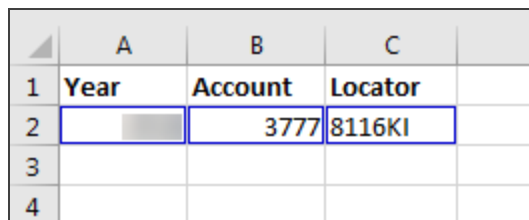
As an alternative method of mapping, on the spreadsheet, select the data you want to map on the worksheet. In the **Source Pane**, select the corresponding data element.

- A shaded box, which might be yellow or gray depending on the Excel version used, displays around the data to indicate that it is mapped to the selected value, and a **blue Heading** icon displays to the right of the data. Select the icon to view the **Header Options** drop-down list by selecting the down arrow. You can either keep an existing heading or add a heading generated from the **XML Source pane**.



**Figure 3:20**

- Once data is mapped, a blue box displays around the data.



**Figure 3:21**

9. Continue to match elements from the schema tree to data on the worksheet until you assign elements to all data on the worksheet that you want to map. Mapped elements are **bolded** in the **XML Source pane**.
10. Repeat the process for subsequent worksheets.
11. Run the validation and correct any errors.

## Mapping Data on an Existing Worksheet

You can open an existing Excel worksheet, map the data, and then import the mapped data to the tax application. To map data on an existing worksheet:

1. Open an existing Excel worksheet.

| Year | Account | Locator | NoticeOfCode | TypeOfPassThroughEntryCode | PassThroughEntryName | PassThroughNumber | ReasonForCenter | ForeignAc      | ForeignAc   | ForeignAc     | ForeignAc | ForeignAc | ForeignAc | USAddress | USAddress | USCity | USStateCode | USZip | TaxYear |
|------|---------|---------|--------------|----------------------------|----------------------|-------------------|-----------------|----------------|-------------|---------------|-----------|-----------|-----------|-----------|-----------|--------|-------------|-------|---------|
| 3777 | 8115K1  |         | 1            | 1                          | PassThru1            | Numbers           | 4               | US addr1       | US addr1    | Carrollton TX | 75006     |           |           |           |           |        |             |       |         |
| 2    |         |         | 2            | 2                          | PassThru2            |                   | FOREIGNUS       | For Address    | For Address | ForCity       | ForProv   | AA        | 112456    |           |           |        |             |       |         |
|      |         |         |              |                            | PassThru3            |                   | 33333           | US addr1 for 2 | Dallas      | NY            | 88999     |           |           |           |           |        |             |       |         |

Figure 3:22

2. Select **Data Import**, and select **New Map**.

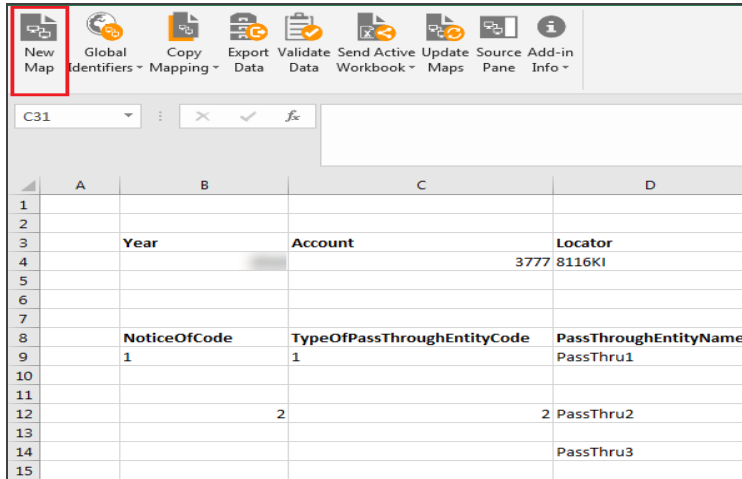


Figure 3:23

3. The **New Mapping** dialog box opens. Select the down arrow to view the tax **Year** list. Select the **Year**, and select **OK**.

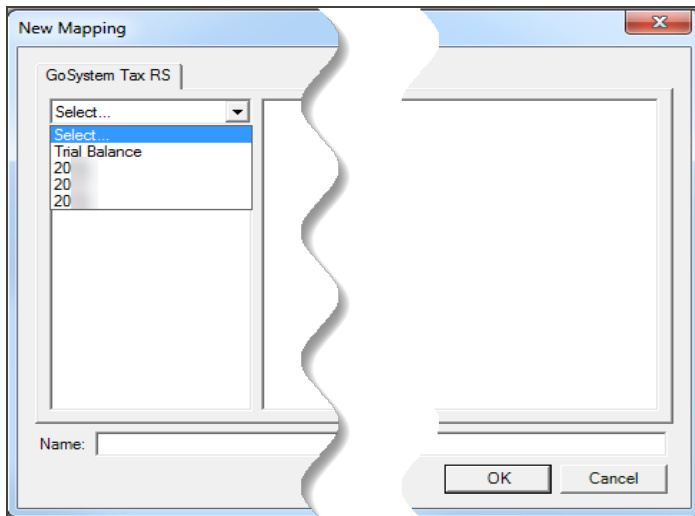


Figure 3:24

4. The **1040 Federal**, **1065 (Federal and State)**, **1120 (City, Federal, and State)**, and **1120H (Federal)** tree is displayed in the left pane. Select a return type (left pane) and target schema (right pane). The name of the file selected displays in the **Name** field below. Select **OK**.

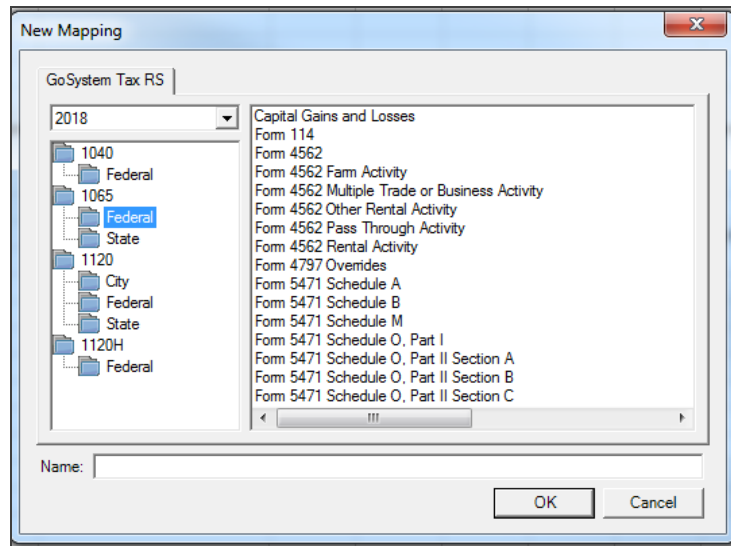


Figure 3:25

5. After selecting a mapping target, the **XML Source** pane for the selected schema opens on the right side of the screen.

To remove a mapped element, select the element in the **XML Source** pane, and select **Remove element**. Then delete the cell content.

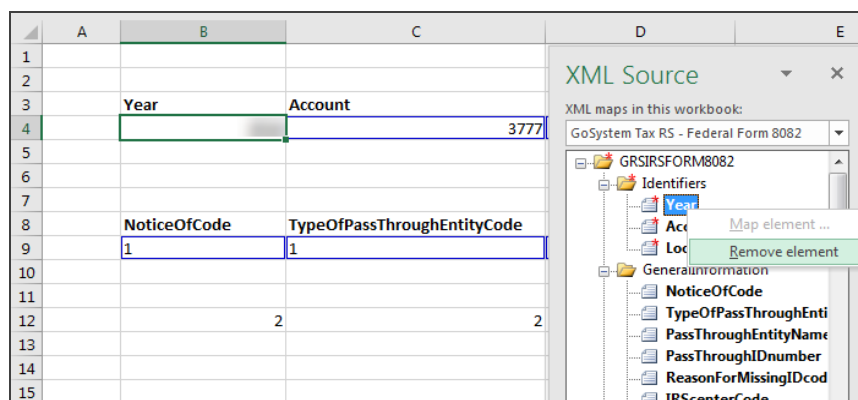


Figure 3:26

## Naming New Mapping

When you select the target schema (right pane), the Name field in the New Mapping dialog box is populated with a default name reflecting the selected target (such as a tax return or a form). When doing new mapping, you can edit or change the target name in the dialog box.

To edit the name of a new map:

1. In the **New Mapping** dialog box, select the target to be renamed. The name displays in the **Name** box at the bottom of the dialog box.

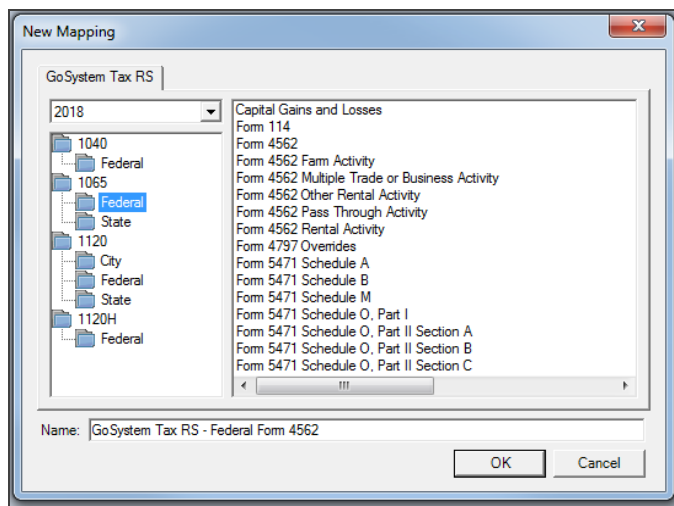


Figure 3:27

2. Select the **Name** field, and edit the name or type a new name.

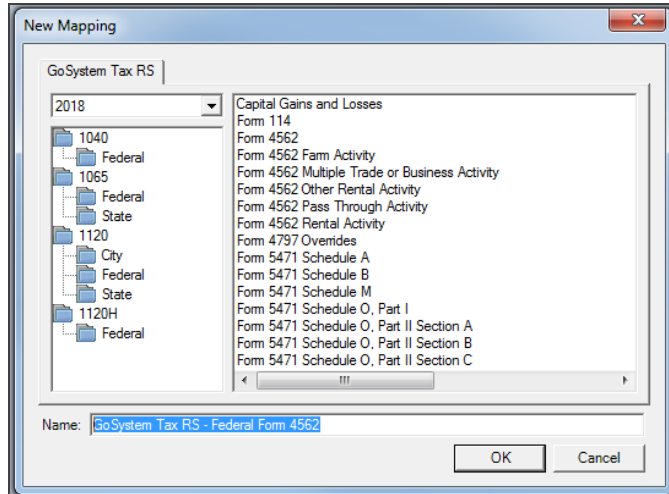


Figure 3:28

## Mapping A New Worksheet Using a Template

To map a new worksheet:

1. Open a previously downloaded template, or navigate in the Browser to **Returns Processing > Importing /Export Excel Add-In > Templates**.

|   | A | B        | C        | D         | E         | F        | G         | H         | I         | J         | K         | L         | M         | N          | O          | P      | Q         | R     | S         |
|---|---|----------|----------|-----------|-----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|--------|-----------|-------|-----------|
| 1 |   |          |          |           |           |          |           |           |           |           |           |           |           |            |            |        |           |       |           |
| 2 |   | Year     | Account  | Locator   |           |          |           |           |           |           |           |           |           |            |            |        |           |       |           |
| 3 |   |          |          |           |           |          |           |           |           |           |           |           |           |            |            |        |           |       |           |
| 4 |   |          |          |           |           |          |           |           |           |           |           |           |           |            |            |        |           |       |           |
| 5 |   | NoticeOf | TypeOfPa | PassThrou | PassThrou | ReasonFo | IRScenTer | ForeignAc | ForeignAc | ForeignAc | ForeignAc | ForeignAc | ForeignAc | USaddress: | USaddress: | UScity | USstateCc | USzip | TaxYearBe |
| 6 |   |          |          |           |           |          |           |           |           |           |           |           |           |            |            |        |           |       |           |
| 7 |   |          |          |           |           |          |           |           |           |           |           |           |           |            |            |        |           |       |           |
| 8 |   |          |          |           |           |          |           |           |           |           |           |           |           |            |            |        |           |       |           |

Figure 3:29

2. Enter the new data in the mapped locations (blue surrounding boxes, as shown above). The mapping in the template has already been done.

You have an existing locator in the tax application, and it must be closed.

## Worksheet Headings

You can either retain an existing heading on your worksheet, or use the **Data Import Add-in** feature to add headings to groupings of data. If you keep an existing heading, it will not impact the data mapping or importing process. If you use XML Source headings, be sure to map to the data and not an existing heading if one is already on the spreadsheet.

### Adding Headings

The **Heading Options** drop-down list provides the option to add headings above or to the left of the data.

#### Add Heading to the Left of Data

1. After mapping data on the worksheet, select the heading icon to the right of the mapped cell. Select the down arrow at the side.
2. Select the appropriate **Heading** option from the drop-down list.
3. The heading is placed in the selected location.

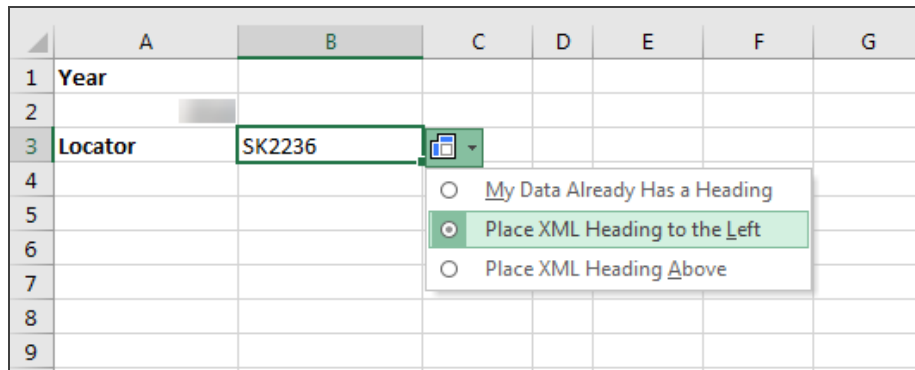


Figure 3:30

Be sure the target heading cell is blank or previously mapped to avoid losing existing data.



4. If you select **Place XML Heading to the Left**, and the data to the left of the element has not been previously mapped, the new heading will replace the existing data.

The screenshot shows two parts of an Excel spreadsheet. The top part shows columns A, B, and C with headers 'Year', 'Account', and 'Company Name'. Row 2 contains 'DB2W' in column B. A red box highlights the 'Company Name' header, and a red arrow points to a mapping menu. The bottom part shows columns A, B, and C with headers 'Year', 'Account', and 'Locator'. Row 2 contains 'DB2W' in column B. A red box highlights the 'Locator' header, and a mapping menu is open. The menu has three options: 'My Data Already Has a Heading' (disabled), 'Place XML Heading to the Left' (disabled), and 'Place XML Heading Above' (selected).

|   | A    | B       | C            | D | E | F | G |
|---|------|---------|--------------|---|---|---|---|
| 1 | Year | Account | Company Name |   |   |   |   |
| 2 |      | DB2W    |              |   |   |   |   |
| 3 |      |         |              |   |   |   |   |
| 4 |      |         |              |   |   |   |   |
| 5 |      |         |              |   |   |   |   |
| 6 |      |         |              |   |   |   |   |
| 7 |      |         |              |   |   |   |   |
| 8 |      |         |              |   |   |   |   |

Figure 3:31

5. If the data to the left has been already been mapped, the **Place XML Heading to the Left** option is unavailable and dimmed on the menu. You cannot overwrite the data with a heading.

The screenshot shows an Excel spreadsheet with columns A, B, and C. Column A has header 'Year', column B has header 'Account', and column C has header 'Locator'. Row 2 is empty. A mapping menu is open over the 'Locator' header. The menu has three options: 'My Data Already Has a Heading' (selected), 'Place XML Heading to the Left' (disabled), and 'Place XML Heading Above' (disabled).

|   | A    | B       | C       | D | E |
|---|------|---------|---------|---|---|
| 1 | Year | Account | Locator |   |   |
| 2 |      |         |         |   |   |
| 3 |      |         |         |   |   |
| 4 |      |         |         |   |   |
| 5 |      |         |         |   |   |
| 6 |      |         |         |   |   |
| 7 |      |         |         |   |   |

Figure 3:32

## Adding a Heading Above Data

1. After mapping data on the worksheet, select **Place XML Heading Above**. If there is no heading on the worksheet, the heading from the corresponding **Source Panel** element displays.

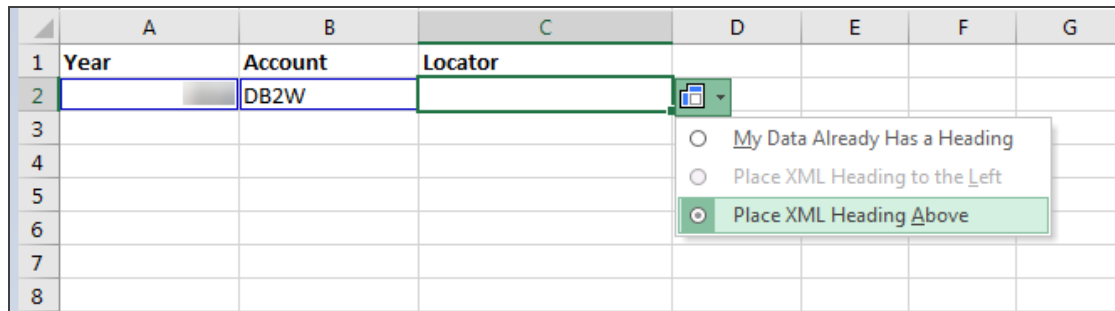


Figure 3:33

2. There must be a row above the data in order to place headings above the elements. Otherwise, only the blue lines indicating that the data is mapped will display.

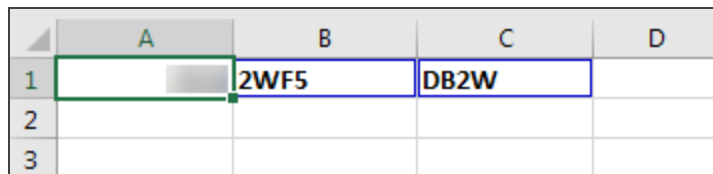


Figure 3:34

Select and drag column borders to expand columns to see complete heading names.

## Retaining Existing Headings

If you want to keep existing headings on the worksheet, select **My Data Already Has a Heading**, or map the next data selection. If you do not select the down arrow of the **Heading Options** icon when you map data, and then proceed to map another element, the **Heading Options** drop-down list closes for the previous element.

|   | A    | B       | C       | D | E |
|---|------|---------|---------|---|---|
| 1 | Year | Account | Locator |   |   |
| 2 |      |         |         |   |   |
| 3 |      |         |         |   |   |
| 4 |      |         |         |   |   |
| 5 |      |         |         |   |   |
| 6 |      |         |         |   |   |
| 7 |      |         |         |   |   |

Figure 3:35

## Using the Depth Element

Certain forms require the use of the **Depth** element when mapping group data. The **Depth** element defines the last member in data group. If a form requires the **Depth** element, the element displays in the **XML Source pane**.

To use the **Depth** element when mapping group data:

1. After mapping group data, select the **Depth** element in the **XML Source pane**. (For example, select **FilingConsolidatedReport\_Depth** as shown in the figure below).

- In the column where the group data is mapped, drag the **FilingConsolidatedReport\_Depth** element to the last row of data.

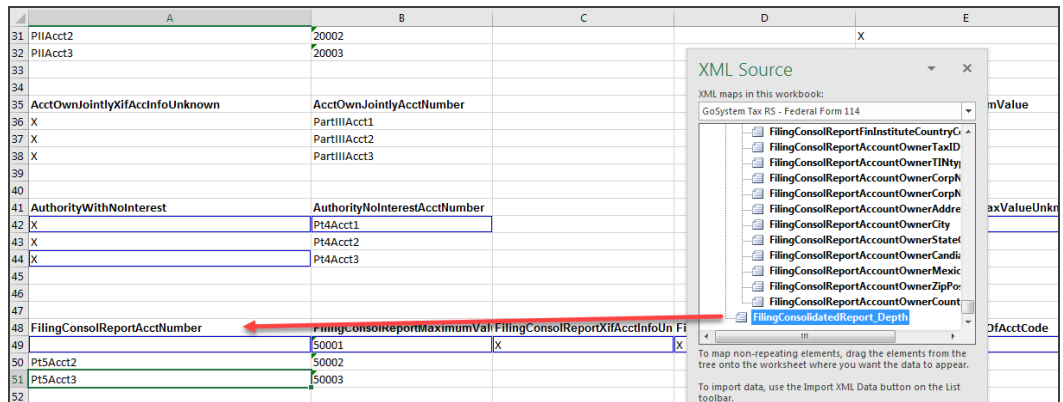


Figure 3:36

## Deleting an Existing XML Map in a Spreadsheet

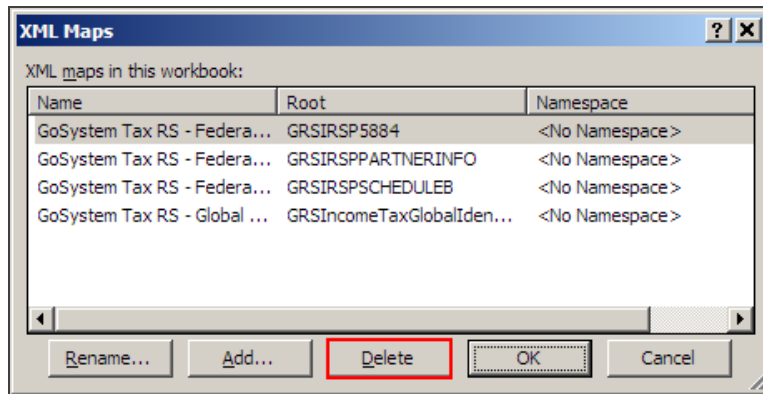
To delete an existing XML map:

- In the **XML Source** pane, select the **XML Maps** button at the bottom of the pane.



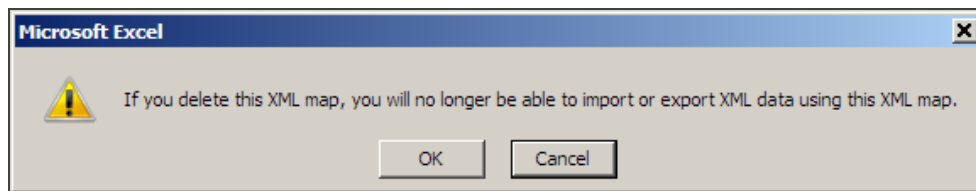
Figure 3:37

2. A list of XML maps in the workbook opens. Highlight the map to be deleted, and then select **Delete**.



**Figure 3:38**

3. A warning dialog box displays. Select **OK** to continue with the deletion.



**Figure 3:39**

## Excel Add-In for Trial Balance Bridge

With the Excel Add-In, you can open an existing or new Microsoft Excel worksheet, map the data, and then import the mapped data to Trial Balance in the tax application.

### Excel Add-in available for:

- Trial Balance
- Journal Entry
- Tax Combination Code descriptions
- MCC description

### Excel Add-in not available for:

- Property Code Descriptions

For more information on the add-in, also see the *2023 Trial Balance Bridge Guide*.

## Global Identifiers Map

If you have multiple worksheets within a workbook that have the same identifiers (**Year**, **Account**, and **Locator**) and in the same configuration, you can use **Global Identifier** to map the identifiers for all worksheets at one time.

To use the Global Identifiers:

1. In a workbook, open the sheet you want to map with global identifiers.
2. Select **Global Identifiers**, and select **GoSystem Tax RS**.

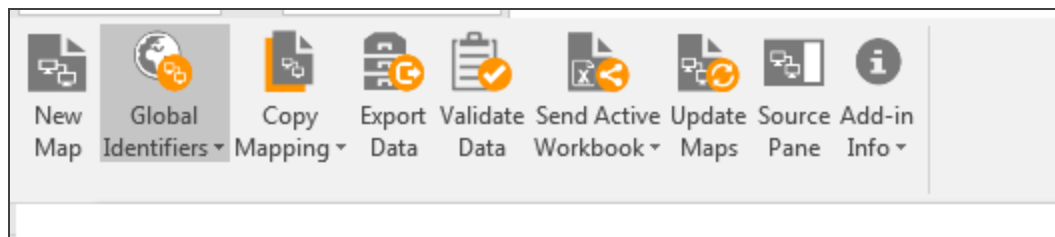


Figure 3:40

3. The **GoSystem Tax RS - Global Identity XML Source** pane opens.

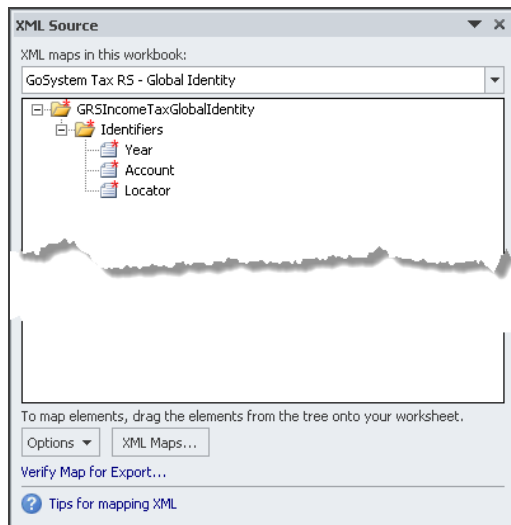


Figure 3:41

4. Select the identifier in the **XML Source pane**, and drag and drop it in the appropriate cell on the spreadsheet. A **blue** box then surrounds the cell on the spreadsheet, and the identifier text in the **XML Source pane** is now bold (see the screen shot below for **Year** and **Account** mapped identifiers). Continue to drag and drop the identifiers until all global identifiers are mapped.

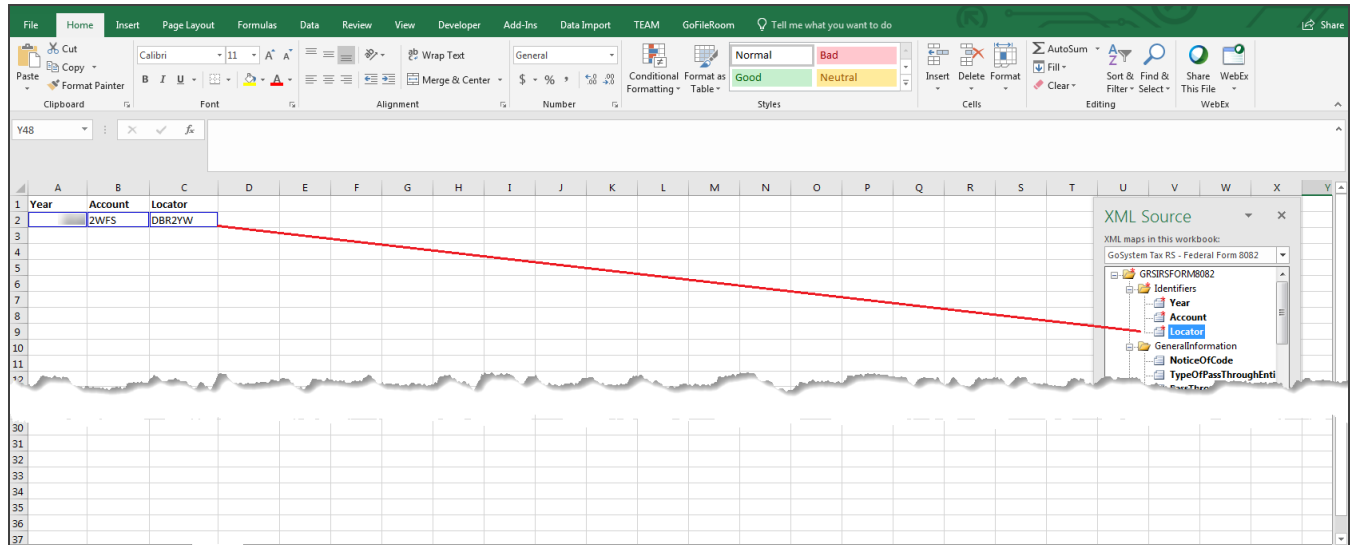


Figure 3:42

## COPYING MAPPING

If you have multiple worksheets with the same data formats, you can copy the mapped element selections from one worksheet to another instead of mapping each worksheet individually.

All worksheets must have the same data configuration and the same mapping target. For example, you can only copy mapped elements on a Schedule D worksheet to another Schedule D worksheet.

To copy a mapping configuration from one worksheet to another:

1. Open a mapped worksheet.

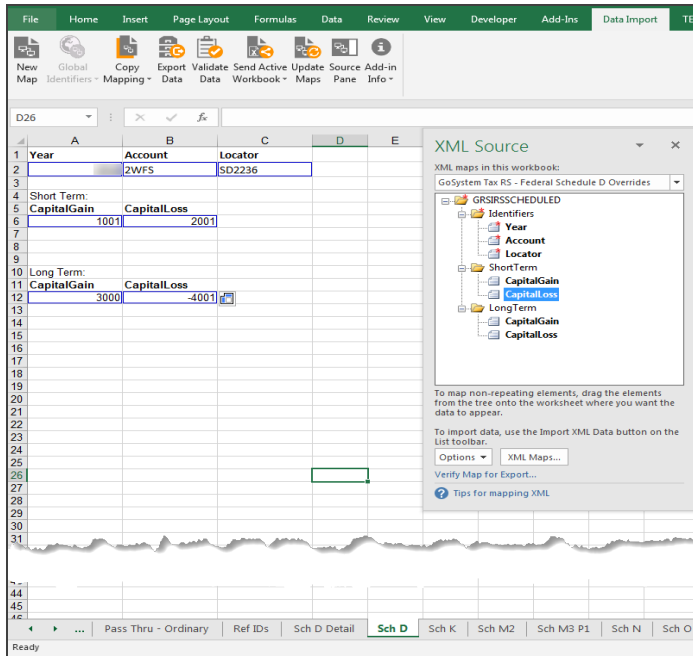


Figure 3:43

2. Select the **Copy Mapping** icon, then select **Worksheet** on the drop-down list.

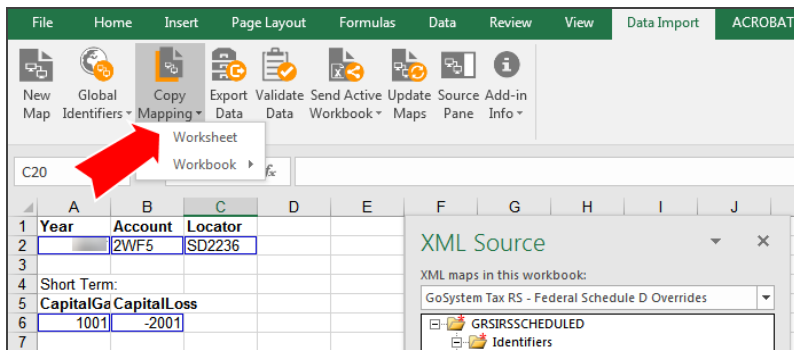


Figure 3:44



3. The **Copy Mapping** dialog box displays with the open worksheet shown as the default **Source Sheet**.

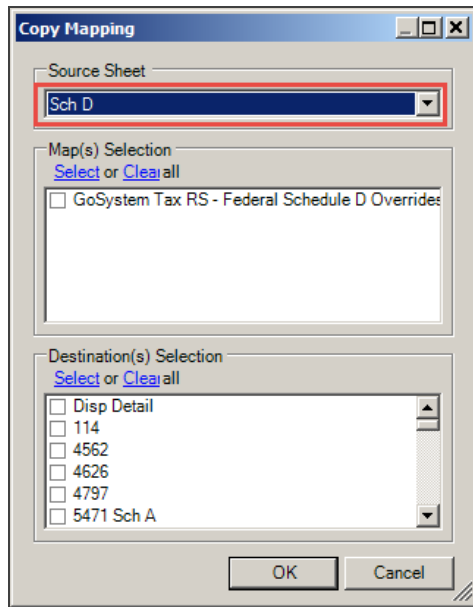


Figure 3:45

4. If there are other worksheets in the workbook you want to copy, you can select a different worksheet.

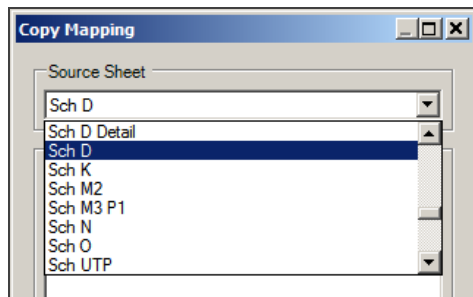


Figure 3:46

5. In the **Map(s) Selection** section, select the map(s) you want to copy.

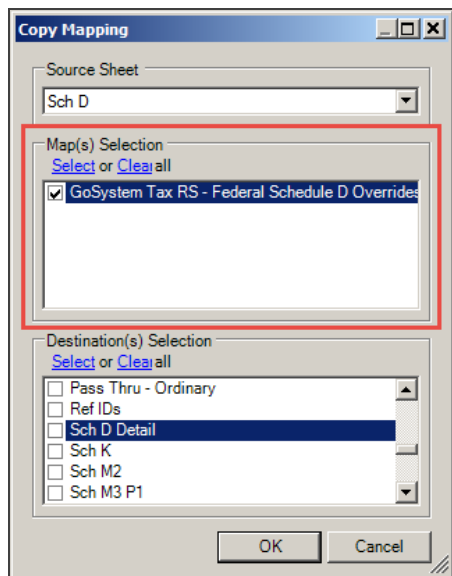


Figure 3:47

6. Select the destination for the copy in the **Destination(s) Selection**.

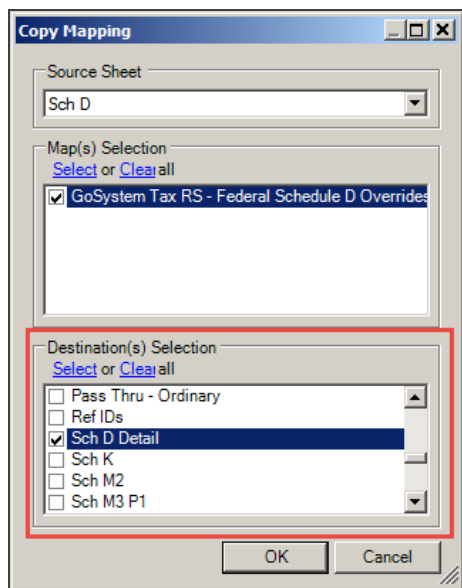


Figure 3:48

7. If you select specific mapped schema from your source map (in this instance, the **Short Term Capital Gain** and **Capital Loss** were not selected), the mapping schema is copied to the **Destination** sheet, which is **Sheet 1**.

|    | A                  | B                  | C              | D |
|----|--------------------|--------------------|----------------|---|
| 1  | <b>Year</b>        | <b>Account</b>     | <b>Locator</b> |   |
| 2  |                    | 2WFS               | SD2236         |   |
| 3  |                    |                    |                |   |
| 4  | Short Term:        |                    |                |   |
| 5  | <b>CapitalGain</b> | <b>CapitalLoss</b> |                |   |
| 6  | 1001               | 2001               |                |   |
| 7  |                    |                    |                |   |
| 8  |                    |                    |                |   |
| 9  |                    |                    |                |   |
| 10 | Long Term:         |                    |                |   |
| 11 | <b>CapitalGain</b> | <b>CapitalLoss</b> |                |   |
| 12 | 3000               | -4001              |                |   |
| 13 |                    |                    |                |   |
| 14 |                    |                    |                |   |
| 15 |                    |                    |                |   |

Figure 3:49

8. If you select **All** items, the mapping schema is copied, but **NOT** the data, existing data on the second worksheet is then mapped to the same elements as the first sheet, or you can add new data.

|    | A | B | C | D |
|----|---|---|---|---|
| 1  |   |   |   |   |
| 2  |   |   |   |   |
| 3  |   |   |   |   |
| 4  |   |   |   |   |
| 5  |   |   |   |   |
| 6  |   |   |   |   |
| 7  |   |   |   |   |
| 8  |   |   |   |   |
| 9  |   |   |   |   |
| 10 |   |   |   |   |
| 11 |   |   |   |   |
| 12 |   |   |   |   |
| 13 |   |   |   |   |
| 14 |   |   |   |   |
| 15 |   |   |   |   |
| 16 |   |   |   |   |

Figure 3:50

## COPYING MAPPED ELEMENTS TO ANOTHER WORKBOOK

If you have multiple workbooks with the same data format, and tab names in the target workbooks match those in the original workbook, you can copy the mapped element selections from one workbook to another instead of mapping each workbook individually.

To copy mapped elements from one workbook to another:

1. Open a mapped workbook.
2. Select the drop-down menu for **Copy Mapping**.

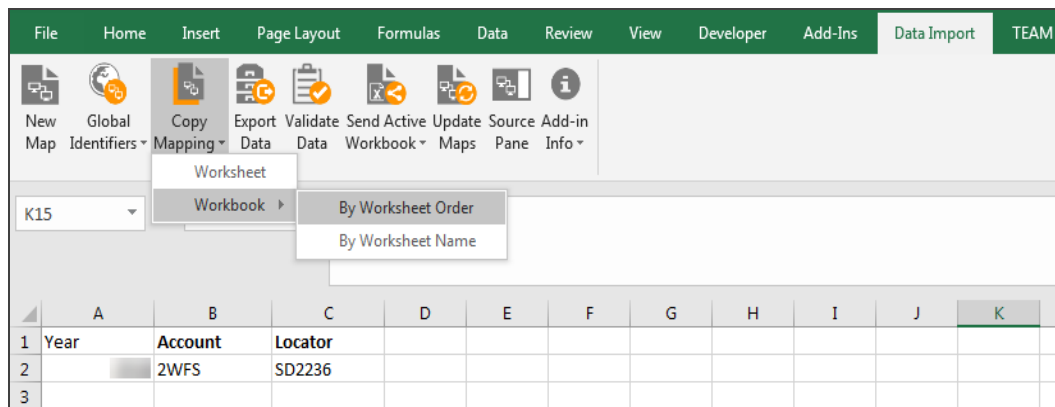


Figure 3:51

3. On the drop-down list, select **Workbook**. Then select either **By Worksheet Order** or **By Worksheet Name**.

4. In the **Select target workbooks** dialog box, browse to the location where you want to save the copied data. Enter a **File Name**, and select **Open**.

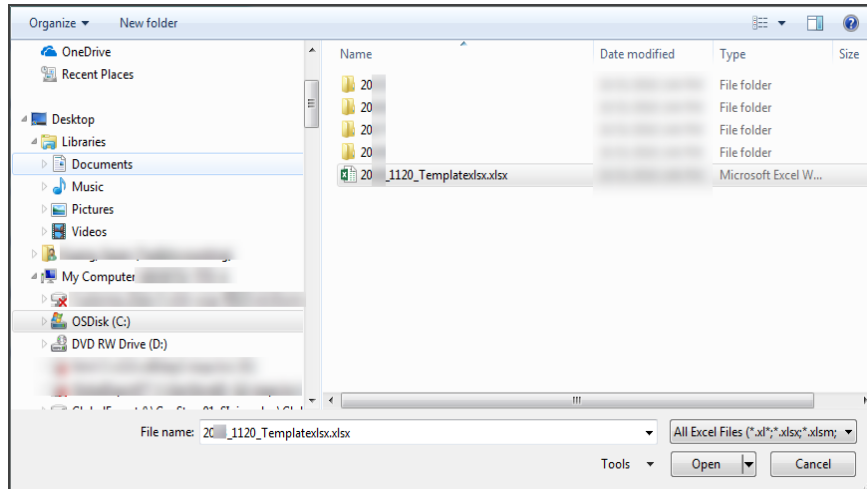


Figure 3:52

5. The selected workbook opens, and its existing data elements are mapped with the same schema as the first workbook.

## VALIDATING A WORKSHEET FOR IMPORT

Validate a worksheet before importing. To validate the worksheet:

1. Open the mapped worksheet.
2. Select **Validate Data**.

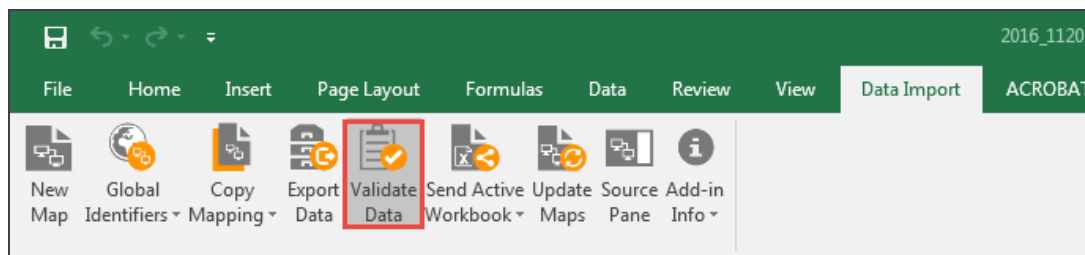


Figure 3:53

3. If the worksheet is ready to import, a confirmation message displays.

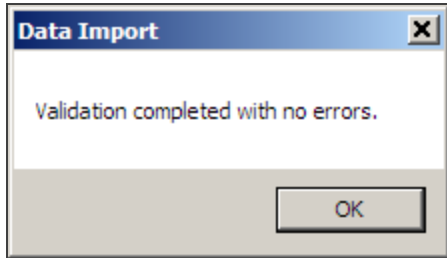


Figure 3:54

4. If there are errors on the worksheet, an **Errors** list displays. Correct the errors, and select **Validate** again.

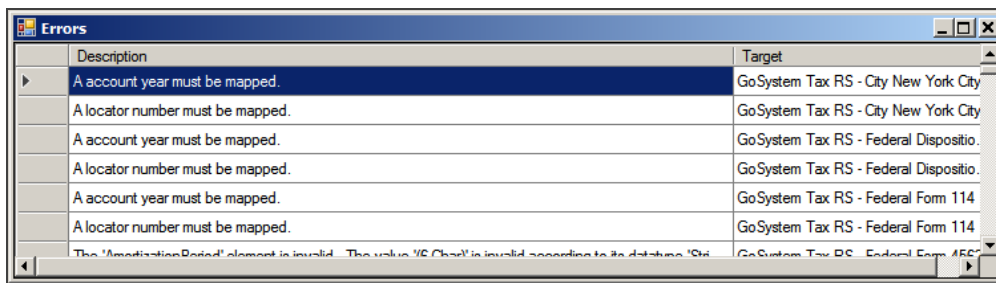


Figure 3:55

All Organizer targets must have an entry for the **Year** identifier element (for example: 2021, 2022, or 2023). If a **Year** does not exist, the target will fail validation with an error stating: *Could not load target.*

## IMPORTING MAPPED DATA

After a worksheet or workbook is mapped and validated, you can import the data to the tax application.

The return must remain closed during the import process. After import, the client must open a locator and navigate to **Access > Trial Balance** in order for the import process to complete.

To import the data on a mapped worksheet:

1. Open the worksheet.
2. Select the down arrow on the **Send Active Workbook** icon. Select one of the following options:
  - **Send Active Workbook** (sends the workbook that is currently open).
  - **Send Multiple Workbooks.**

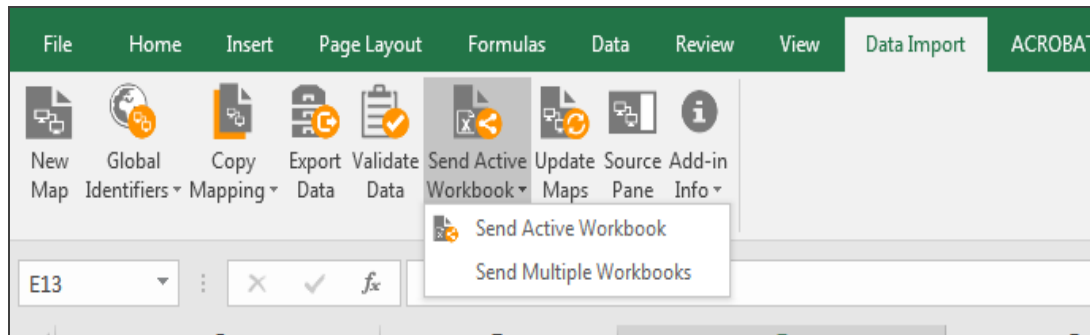


Figure 3:56

3. Validate and fix errors.

## Sending Active Workbook

1. A message displays after the import is completed with instructions to check the import log for the status.

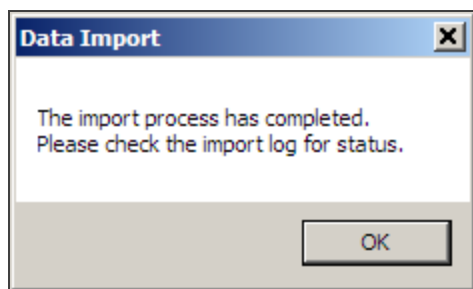


Figure 3:57

2. Select **OK** to close the dialog box.

## Sending Multiple Workbooks

1. In the **Select workbooks to send** dialog box, browse to the location of the selected workbooks.
2. Select your workbooks, and select **Open**.

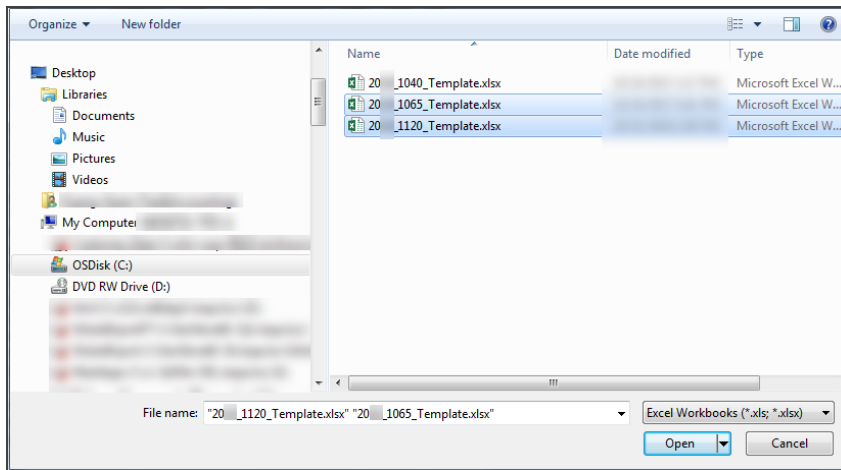


Figure 3:58

3. If successful, a **Data Import** dialog box confirms the import process has completed.

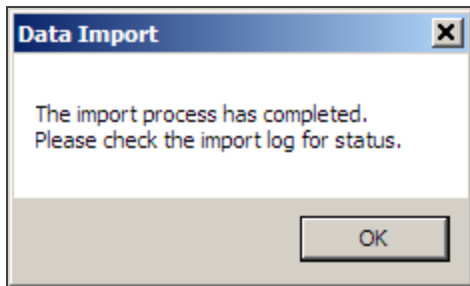


Figure 3:59

4. To view the status of the import, open the **Import** log in RS Browser. The status of the import is indicated in the **Type** column. If the import was successful, the log will designate the status as *Completed*.
5. If the import status is *Completed*, go to the tax application to verify that the information was imported to the correct place and in the correct format.



## Unsuccessful Imports

1. If there is a problem with importing the data, a list of export errors displays.
2. Correct the errors shown on the **Error** list.
3. After the corrections are made, start the import process again.

## IMPORT LOG

The **Import Log** provides information on the status and history of imports.

To access the **Import Log** in the Browser, select **Returns Processing**, and go to **Import/Export > Excel Add-In > Log**.

| Excel Add-In Logs   |                            |   |         |         |          |             |  |
|---|----------------------------|---|---------|---------|----------|-------------|--|
| <input type="button" value="Expand All"/> <input type="button" value="Collapse All"/> |                            |   |         |         |          |             |  |
| LoginID   | Year                       | Firm  | Account | Locator | Status   | Submit Date |  |
| LLIN  |                            | FT  | 3777    | 5000KH  | Complete |             |  |
| LLIN  |                            | FT  | 3777    | 5487ki  | Complete |             |  |
| LLIN  |                            | FT  | 3777    | 5487ki  | Complete |             |  |
| LLIN  |                            | FT  | 3777    | 4539KI  | Complete |             |  |
| LLIN  |                            | FT  | 3777    | 5545KI  | Complete |             |  |
| LLIN  |                            | FT  | 3777    | 5545ki  | Complete |             |  |
| LLIN  |                            | FT  | 3777    | 4492KI  | Complete |             |  |
| LLIN  |                            | FT  | 3777    | 4492KI  | Complete |             |  |
| LLIN  |                            | FT  | 3777    | 4492KI  | Complete |             |  |
| LLIN  |                            | FT  | 3777    | 4492KI  | Complete |             |  |
| LLIN  |                            | FT  | 3777    | 0466ki  | Complete |             |  |
| Event Date  | Document                   | Comment   |         |         |          |             |  |
|   | FBAR Form 114 and 8938 - 0 | A0466ki8_0_GRSIRSAFOREIGNFINASSETS.XML<br>Import Successful |         |         |          |             |  |
|   | LLIN                       | FT  | 3777    | 1021KJ  | Complete |             |  |
|   | LLIN                       | FT  | 3777    | 8116KI  | Complete |             |  |

Figure 3:60

# CHAPTER 4: DATA INPUT SPECIFICATIONS WORKSHEET

The **Data Input Specifications Worksheet** is designed to provide you with format, type, length, precision, as well as, other information and data requirements. You need this information to map data in a Microsoft Excel® spreadsheet, which then can be imported into the tax application using the Excel Add-In tool. Use of this worksheet should help prevent validation errors prior to importing the data.

| COLUMN HEADING | EXPLANATION   |
|----------------|---|
| TARGET         | The information in this column relates to the name of the mapping target available for import in the Excel Add-In. (See <a href="#">New Mapping (page 28)</a> .)  |
| ELEMENT        | The information in this column relates to the element name for each field that is associated with each mapping target. Element names can be found in the <b>XML Source</b> pane in an Excel spreadsheet (See <a href="#">Viewing the XML Source Pane (page 26)</a> .) |
| GROUP          | <b>Yes</b> in this column indicates that the data is group data and the depth element must be used to properly map the data for importing (See <a href="#">Using the Depth Element (page 39)</a> .)   |
| LENGTH         | The information in this column indicates the maximum number of characters and spaces that can be mapped for particular element  |
| DATA TYPE      | The information in this column indicates the type of data that can be mapped for a particular element.  |
| PRECISION      | The information in this column indicates the number of places after a decimal for dollar and fraction data types.   |
| REQUIRED       | <b>Yes</b> in this column indicates that data is required to mapped for a particular element in order for the import to work properly and to avoid validation errors prior to importing.  |
| VALID CODES    | The information in this column provides pointers on how data should be entered in the spreadsheet to be mapped and imported into the tax application to obtain the desired result.  |
| NOTES          | The information in this column relates to codes required for importing data to drop-down lists and option buttons.  |

# CHAPTER 5: APPENDICES

- **Appendix 1: Available Import Targets (page 56)**
  - **1040 Tax Return: Individual/Federal (page 56)**
  - **1065 Tax Return: Partnership/Federal (page 56)**
  - **1065 Tax Return: Partnership/State (page 59)**
  - **1120-H Tax Return: Corporate Federal (page 59)**
  - **1120 Tax Return: Corporate/Federal (page 59)**
  - **1120 Tax Return: Corporate/State (page 65)**
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- **Appendix 3: Officer Title Codes (page 71)**
- **Appendix 4: Foreign Person Status Codes - IRC Chapter 3 (page 73)**
- **Appendix 5: Foreign Persons Status Codes - IRC Chapter 4 (page 75)**
- **Appendix 6: Form 8975 Activity Codes (page 77)**
- **Appendix 7: Form 8975 Reference Codes (page 78)**
- **Appendix 7: Form 8975 Reference Codes (page 78)**

## APPENDIX 1: AVAILABLE IMPORT TARGETS

A worksheet previously mapped with a 1120 tax return target, such as Form 4562 (Schedule D - Overrides) cannot be used for a 1065 tax return target (or conversely, a 1065 tax return target cannot be used for an 1120 return). You cannot change the 1120 identifiers data to that of a 1065 locator, and successfully import to fields in the 1065 locator. A new 1065 tax return target must be defined and mapped.

### 1040 Tax Return: Individual/Federal

| IMPORT TARGET            | YEARS AVAILABLE  | IMPORT PATH  |
|--------------------------|------------------|--|
| Foreign Financial Assets | 2021, 2022, 2023 | Foreign Information > Foreign Financial Assets > General Information |

### 1065 Tax Return: Partnership/Federal

\* XXX is the name of the activity or entity and is not generated by the import.

\*\* XXX is the activity or entity name specified by the import/user.

\*\*\* You can import Organizer data for all screens within the Tax Jurisdiction and Constituent Info folder except for the "Identification number type description" (in the **Additional Identification Numbers** folder).

| IMPORT TARGET            | YEARS AVAILABLE  | IMPORT PATH  |
|--------------------------|------------------|--|
| Capital Gains and Losses | 2021, 2022, 2023 | Gains and Losses > Capital Gains and Losses > Gains Distributions, Stocks, and Bonds                       |
| Form 114                 | 2021, 2022, 2023 | Foreign Information > Foreign Bank Account > FinCen  |
| Form 4562                | 2021, 2022, 2023 | * Ordinary Income and Deductions > Depreciation and Amortization > xxx > 4562 Information > 4562 Overrides |

| IMPORT TARGET                                 | YEARS AVAILABLE  | IMPORT PATH  |
|---|------------------|--|
| Form 4562 Farm Activity                       | 2021, 2022, 2023 | * Activity Information > Farm > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides                        |
| Form 4562 Multiple Trade or Business Activity | 2021, 2022, 2023 | ** Activity Information > Multiple Trade or Business > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides |
| Form 4562 Other Rental Activity               | 2021, 2022, 2023 | ** Activity Information > Other Rental > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides               |
| Form 4562 Pass Through Activity               | 2021, 2022, 2023 | ** Activity Information > Pass Through Entity > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides        |
| Form 4562 Rental Activity                     | 2021, 2022, 2023 | ** Activity Information > Rental Real Estate > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides         |
| Form 4797 Overrides                           | 2021, 2022, 2023 | Gains and Losses > Summary Overrides   |
| Form 5471, Schedule A                         | 2021, 2022, 2023 | Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule A  |
| Form 5471, Schedule B                         | 2021, 2022, 2023 | Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule B  |
| Form 5471, Schedule M                         | 2021, 2022, 2023 | Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule M  |
| Form 5471, Schedule O, Part I                 | 2021, 2022, 2023 | Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part I                           |
| Form 5471, Schedule O, Part II, Section A     | 2021, 2022, 2023 | Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIA                         |

## Appendix 1: Available Import Targets

| IMPORT TARGET   | YEARS AVAILABLE  | IMPORT PATH  |
|---|------------------|--|
| Form 5471, Schedule O, Part II, Section B                   | 2021, 2022, 2023 | Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIB       |
| Form 5471, Schedule O, Part II, Section C                   | 2021, 2022, 2023 | Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIC       |
| Form 5471, Schedule O, Part II, Section D                   | 2021, 2022, 2023 | Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IID       |
| Form 5471, Schedule O, Part II, Section E                   | 2021, 2022, 2023 | Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIE       |
| Form 5471, Schedule O, Part II, Section F                   | 2021, 2022, 2023 | Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIF       |
| Form 5884   | 2021, 2022, 2023 | Credits > Work Opportunity Credit  |
| Form 8621   | 2021, 2022, 2023 | Foreign Information > PFIC or QEF  |
| Form 8975 Part II   | 2021, 2022, 2023 | Foreign Information > Country-by-Country Reporting > Country-by-Country Report                               |
| Form 8975, Schedule A, Parts I, II, III                     | 2021, 2022, 2023 | *** Informational Foreign Information > Country-by-Country Reporting > Tax Jurisdiction and Constituent Info |
| Partner Information   | 2021, 2022, 2023 | Partner Information > Partner by Partner Data > Partner Name (Partner Information tab)                       |
| Sales of Bus Prop and Gains and Losses with Section 179 Exp | 2021, 2022, 2023 | Gains and Losses > Sales of Business Property > Property Descriptions  |
| Schedule B  | 2021, 2022, 2023 | General Information > Basic Return Data > Other Information tab  |

| IMPORT TARGET        | YEARS AVAILABLE  | IMPORT PATH  |
|----------------------|------------------|--|
| Schedule D Overrides | 2021, 2022, 2023 | Gains and Losses > Summary Overrides   |
| Schedule K           | 2021, 2022, 2023 | Sch K > we import in to each of the various screens under Sch K folder   |
| Schedule M-2         | 2021, 2022, 2023 | Balance Sheet and Reconciliation > Sch M-2   |
| Schedule M-3, Part I | 2021, 2022, 2023 | Balance Sheet and Reconciliation > Sch C, Sch M-3 and Form 8916-A > Sch C, Sch M-3 and Form 8916-A > Sch M-3, Part I tab |
| Trial Balance        | 2021, 2022, 2023 | Access > Trial Balance   |

## 1065 Tax Return: Partnership/State

| IMPORT TARGET        | YEARS AVAILABLE  | IMPORT PATH                              |
|----------------------|------------------|--|
| Schedule K Overrides | 2021, 2022, 2023 | States > Common State > State Schedule K |

## 1120-H Tax Return: Corporate Federal

| IMPORT TARGET                        | YEARS AVAILABLE  | IMPORT PATH  |
|--------------------------------------|------------------|--|
| Other Info - Homeowners Associations | 2021, 2022, 2023 | Income and Deductions > Other Info - Homeowners Associations |

## 1120 Tax Return: Corporate/Federal

\* XXX is the Foreign Corporation Name specified by the import/user.

\*\* XXX is the Foreign Disregarded Entity Name specified by the import/user.

\*\*\* XXX is the Foreign Partnership Name specified by the import/user.

\*\*\*\* All screens within this folder except for the "Identification number type description" detail in the **Additional Identification Numbers** folder.

## Appendix 1: Available Import Targets

| IMPORT TARGET                                   | YEARS AVAILABLE  | IMPORT PATH   |
|---|------------------|---|
| Disposition Detail (Forms 4797, 4684, and 6252) | 2021, 2022, 2023 | Gains and Losses > Disposition of Property > Disposition Detail   |
| Form 114  | 2021, 2022, 2023 | Informational Forms > Foreign Bank Account > FinCen   |
| Form 4562                                       | 2021, 2022, 2023 | Income and Deductions > Deductions > Depreciation and Amortization > General Depreciation and Amortization > Form 4562 Information > 4562 Overrides > State - Adopts Expanded 179 |
| Form 4797 Overrides                             | 2021, 2022, 2023 | Gains and Losses > Compute and Print Options > Summary Overrides  |
| Form 5471, Schedule A                           | 2021, 2022, 2023 | * Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule A  |
| Form 5471, Schedule B                           | 2021, 2022, 2023 | * Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule B  |
| Form 5471, Schedule C                           | 2021, 2022, 2023 | * Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule C  |
| Form 5471, Schedule F                           | 2021, 2022, 2023 | * Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule F  |
| Form 5471, Schedule M                           | 2021, 2022, 2023 | * Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule M  |
| Form 5471, Schedule O, Part I                   | 2021, 2022, 2023 | * Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part I   |



| IMPORT TARGET                            | YEARS AVAILABLE  | IMPORT PATH   |
|--|------------------|---|
| Form 5471, Schedule O, Part II Section A | 2021, 2022, 2023 | * Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section A   |
| Form 5471, Schedule O, Part II Section B | 2021, 2022, 2023 | * Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section B   |
| Form 5471, Schedule O, Part II Section C | 2021, 2022, 2023 | * Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section C   |
| Form 5471, Schedule O, Part II Section D | 2021, 2022, 2023 | * Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section D   |
| Form 5471, Schedule O, Part II Section E | 2021, 2022, 2023 | * Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section E   |
| Form 5471, Schedule O, Part II Section F | 2021, 2022, 2023 | * Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section F   |
| Form 5472                                | 2021, 2022, 2023 | * Foreign Information > 25% Foreign Owned Corporation > xxx > Mandatory Entry – Related Party and Foreign Information > 25% Foreign Owned Corporation > xxx > Monetary Transactions |
| Form 5713                                | 2021, 2022, 2023 | Foreign Information > International Boycott Report > International Boycott Report Information   |
| Form 5884                                | 2021, 2022, 2023 | Credits > Work Opportunity Credit   |
| Form 6765                                | 2021, 2022, 2023 | Credits > Credit for Increasing Research > Credit for Increasing Research   |

## Appendix 1: Available Import Targets

| IMPORT TARGET                              | YEARS AVAILABLE  | IMPORT PATH  |
|--|------------------|--|
| Form 7004                                  | 2021, 2022, 2023 | Payments and Extension > Automatic Extensions > 7004 Basic Data > and the two group screens Subsidiary No Transfer and Inactive Subsidiaries |
| Form 8082                                  | 2021, 2022, 2023 | Information Forms > Inconsistent Treatment > General Information   |
| Form 851                                   | 2021, 2022, 2023 | Informational Forms > Affiliation Schedule > 851   |
| Form 851 Multitiered Consolidations        | 2021, 2022, 2023 | Informational Forms > Affiliation Schedule > Multi-tiered Consolidations   |
| Form 851, Part II Voting Stock Information | 2021, 2022, 2023 | Informational Forms > Affiliation Schedule > Part II<br>Enter on the sub (Multi-tier)  |
| Form 8594                                  | 2021, 2022, 2023 | Informational Forms > Asset Acquisition  |
| Form 8621                                  | 2021, 2022, 2023 | Foreign Information > PFIC and QEF   |
| Form 8824                                  | 2021, 2022, 2023 | Gains and Losses > Like - Kind Exchanges   |
| Form 8858 Books and Records                | 2021, 2022, 2023 | ** Foreign Information > Foreign Disregarded Entity > Foreign Disregarded Entity > xxx > Books and Records                                   |
| Form 8858 Direct Owner of FDE              | 2021, 2022, 2023 | ** Foreign Information > Foreign Disregarded Entity > Foreign Disregarded Entity > xxx > Direct Owner of FDE                                 |
| Form 8858 Filer Information                | 2021, 2022, 2023 | ** Foreign Information > Foreign Disregarded Entity > Foreign Disregarded Entity > xxx > Filer Information                                   |

| IMPORT TARGET                          | YEARS AVAILABLE  | IMPORT PATH  |
|--|------------------|--|
| Form 8858 General Information          | 2021, 2022, 2023 | ** Foreign Information > Foreign Disregarded Entity > Foreign Disregarded Entity > xxx > General Information (General Information, Branch, or Agent in the US, and Tax Owner of FDE Tabs)      |
| Form 8858 Organization Chart           | 2021, 2022, 2023 | ** Foreign Information > Foreign Disregarded Entity > Foreign Disregarded Entity > xxx > Organization Chart  |
| Form 8858, Schedule M                  | 2021, 2022, 2023 | ** Foreign Information > Foreign Disregarded Entity > xxx > Schedule M   |
| Form 8865, Schedule N                  | 2021, 2022, 2023 | *** Foreign Information > Foreign Partnership > xxx > Foreign Partnership Information > Foreign Partnership Transactions   |
| Form 8865, Schedules A, A-1, and A-2   | 2021, 2022, 2023 | *** Foreign Information > Foreign Partnership > xxx > Foreign Partnership Information > Constructive Ownership of PtrshpInt, Certain Partners of Foreign Partnership, and Affiliation Schedule |
| Form 8883                              | 2021, 2022, 2023 | Information Forms > Asset Allocation Statement   |
| Form 8903                              | 2021, 2022, 2023 | Income and Deductions > Deductions > Domestic Production Activities Ded  |
| Form 8975, Part II                     | 2021, 2022, 2023 | Foreign Information > Country-by-Country Reporting > Country-by-Country Report   |
| Form 8975, Schedule A Parts I, II, III | 2021, 2022, 2023 | **** Informational Foreign Information > Country-by-Country Reporting > Tax Jurisdiction and Constituent Info  |

## Appendix 1: Available Import Targets

| IMPORT TARGET                                  | YEARS AVAILABLE  | IMPORT PATH   |
|--|------------------|---|
| Officer Compensation                           | 2021, 2022, 2023 | Income and Deductions > Deductions > Officer's Compensation > Individual Officers   |
| Pass-Through Entity for Ordinary Activity Type | 2021, 2022, 2023 | Income and Deductions > Pass-Through Entity > Pass-Through Entity   |
| Reference ID Numbers for 5471, 8858, and 8865  | 2021, 2022, 2023 | Foreign Information > Foreign Corporation Info Return > General Information or Foreign Information > Foreign Disregarded Entity > General Information or Foreign Information > Foreign Partnership Info > General Information |
| Schedule D Detail                              | 2021, 2022, 2023 | Gains and Losses > Capital Gains and Losses > Capital Assets Sales Detail   |
| Schedule D Overrides                           | 2021, 2022, 2023 | Gains and Losses > Compute and Print Options > Summary Overrides  |
| Schedule K                                     | 2021, 2022, 2023 | General Information > Questions > Schedule K  |
| Schedule M-2                                   | 2021, 2022, 2023 | Balance Sheet/M1-M2-M3 > Schedule M1 /M2 > Ret. Earnings (M-2) tab  |
| Schedule M-3, Part I                           | 2021, 2022, 2023 | Balance Sheet/M1-M2-M3 > Schedule M-3 > Sch M-3, Part I tab   |
| Schedule N                                     | 2021, 2022, 2023 | General Information > Miscellaneous Information > Schedule N tab  |
| Schedule O                                     | 2021, 2022, 2023 | Taxes > Consent Plan and Apportionment Sch  |

| IMPORT TARGET                   | YEARS AVAILABLE  | IMPORT PATH   |
|---------------------------------|------------------|---|
| Uncertain Tax Position          | 2021, 2022, 2023 | General Information > Miscellaneous Information > Schedule UTP                          |
| Withholding for Foreign Persons | 2021, 2022, 2023 | Informational Forms > Withholding for Foreign Persons > Withholding for Foreign Persons |

## 1120 Tax Return: Corporate/State

| IMPORT TARGET                                | YEARS AVAILABLE  | IMPORT PATH   |
|--|------------------|---|
| 4562 Overrides - Adopts Expanding 179        | 2021, 2022, 2023 | Income and Deductions > Deductions > Depreciation and Amortization > General Depreciation and Amortization > Form 4562 Information > 4562 Overrides > State - Adopts Expanding 179 tab                          |
| 4562 Overrides - Non Adopting                | 2021, 2022, 2023 | Income and Deductions > Deductions > Depreciation and Amortization > General Depreciation and Amortization > Form 4562 Information > 4562 Overrides > State - Non Adopting tab                                  |
| A & A Detail, Other Adjustments, and Credits | 2021, 2022, 2023 | States > Alaska > State Adjustments > Dividend Received Deduction tab or California > Allocation & Apportionment > Allocation & Apportionment or Mississippi > Allocation & Apportionment or Nebraska > Credits |
| Alabama Intangible and Interest Exp Add Back | 2021, 2022, 2023 | States > Alabama > Intangible/Interest Expense Add Back   |

## Appendix 1: Available Import Targets

| IMPORT TARGET  | YEARS AVAILABLE  | IMPORT PATH  |
|--|------------------|--|
| Allocation Data Entry  | 2021, 2022, 2023 | States > Allocation and Apportionment > A&A Data Entry > Allocation Data Entry > Dividend, Interest, Rents, Royalties, Capital Gain and Loss, Sales of Assets, Other |
| Common State: Bank Info-Authorization to Debit Funds               | 2021, 2022, 2023 | States > Common State > General Information > Bank Information > Direct Debit tab  |
| Entity Type  | 2021, 2022, 2023 | States > State and City Activation > State and City Activation   |
| General Information  | 2021, 2022, 2023 | States > Common State > General Information > Basic Return Information   |
| Illinois State Adjustments - Additions and Subtractions            | 2021, 2022, 2023 | States > Illinois > State Adjustments > Additions and Subtractions   |
| Installment Payments for Next Years Estimated Tax                  | 2021, 2022, 2023 | Common State > Tax Estimate Options > Estimated Tax Payments tab   |
| Miscellaneous Dividend Information                                 | 2021, 2022, 2023 | States > IL or IN or NE or NJ or CA > state specific Dividend Organizer or Tax Form screen   |
| Miscellaneous State Information                                    | 2021, 2022, 2023 | States > Common State > General Information > Paid Preparer Information  |
| New York A & A - MCT Overrides                                     | 2021, 2022, 2023 | States > Allocation and Apportionment > A&A Organizer/Overrides > New York > Property - MCT (and Payroll and Sales - MCT)  |
| New York Investment and Other Exempt Income and Investment Capital | 2021, 2022, 2023 | States > New York > Exempt Income and Capital  |
| New York State Adjustments   | 2021, 2022, 2023 | States > New York > State Adjustments  |

| IMPORT TARGET                            | YEARS AVAILABLE  | IMPORT PATH  |
|--|------------------|--|
| NOL Carryover from Prior Year            | 2021, 2022, 2023 | States > Common State > State NOL Tracking > Push State Button                       |
| Other State and City Information         | 2021, 2022, 2023 | States > CT, IL, MI, NY, NYC, NY Bank, OH, WV > state specific Organizer input       |
| Other Tax Base and Franchise Information | 2021, 2022, 2023 | States > MI Financial, AL Privilege Tax, LA, MS, NC > state specific Organizer input |
| Pennsylvania Depreciation Adjustments    | 2021, 2022, 2023 | States > Pennsylvania > State Adjustments > Depreciation Adjustments                 |
| State & City Numbers                     | 2021, 2022, 2023 | States > Common State > General Information > State/City ID Numbers                  |
| Texas Combined Return Information        | 2021, 2022, 2023 | State Franchise Tax > Texas Franchise > Combined Return Information                  |
| Trial Balance                            | 2021, 2022, 2023 | Access > Trial Balance   |

## 1120 Tax Return: Corporate/City

| IMPORT TARGET                 | YEARS AVAILABLE  | IMPORT PATH   |
|-------------------------------|------------------|---|
| New York City A & A Overrides | 2021, 2022, 2023 | States > Allocation and Apportionment > A&A Organizer / Overrides > New York City |

## APPENDIX 2: COUNTRY CODES

The latest list of Country Codes used for the Excel Add-in is available at this URL:  
[https://helpcenter.thomsonreuters.com/taxapp-release-notes/content/codes/foreign\\_country\\_code\\_listing.htm](https://helpcenter.thomsonreuters.com/taxapp-release-notes/content/codes/foreign_country_code_listing.htm)  
(click to view).

### Canadian Province Codes

| PROVINCE                  | CODE |
|---------------------------|------|
| ALBERTA                   | AB   |
| BRITISH COLUMBIA          | BC   |
| MANITOBA                  | MB   |
| NEW BRUNSWICK             | NB   |
| NEWFOUNDLAND AND LABRADOR | NL   |
| NORTHWEST TERRITORIES     | NT   |
| NOVA SCOTIA               | NS   |
| NUNAVUT                   | NU   |
| ONTARIO                   | ON   |
| PRINCE EDWARD ISLAND      | PE   |
| QUEBEC                    | QC   |
| SASKATCHEWAN              | DK   |
| YUKON                     | YT   |



## Mexican State Codes

| STATE                 | CODE |
|-----------------------|------|
| AGUASCALIENTES        | AGU  |
| BAJA CALIFORNIA NORTE | BCN  |
| BAJA CALIFORNIA SUR   | BCS  |
| CAMPECHE              | CAM  |
| CHIAPAS               | CHP  |
| CHIHUAHUA             | CHH  |
| COAHUILA              | COA  |
| COLIMA                | COL  |
| DISTRITO FEDERAL      | DIF  |
| DURANGO               | DUR  |
| GUANAJUATO            | GUA  |
| GUERRERO              | GRO  |
| HIDALGO               | HID  |
| JALISCO               | JAL  |
| MEXICO CITY           | MEX  |
| MICHOACAN             | MIC  |
| MORELOS               | MOR  |
| NAYARIT               | NAY  |
| NUEVO LEON            | NLE  |
| OAXACA                | OAX  |

| STATE           | CODE |
|-----------------|------|
| PUEBLA          | PUE  |
| QUERETARO       | QUE  |
| QUINTANA ROO    | ROO  |
| SAN LUIS POTOSI | SLP  |
| SINALOA         | SIN  |
| SONORA          | SON  |
| TABASCO         | TAB  |
| TAMAULIPAS      | TAM  |
| TLAXCALA        | TLA  |
| VERACRUZ        | VER  |
| YUCATAN         | YUC  |
| ZACATECAS       | ZAC  |

## APPENDIX 3: OFFICER TITLE CODES

| OFFICER TITLE            | CODE         |
|--------------------------|--------------|
| President/CEO            | President    |
| Sr. Vice President       | SRVP         |
| Vice President           | V.P.         |
| Assistant Vice President | AVP          |
| Actuary                  | Actuary      |
| CEO                      | CEO          |
| CFO                      | CFO          |
| COO                      | COO          |
| CSO                      | CSO          |
| Clerk                    | Clerk        |
| Chairman                 | Chairman     |
| Comptroller              | Comptroller  |
| Assistant Comptroller    | AComptroller |
| Controller               | Controller   |
| Director                 | Director     |
| General Counsel          | Genl Counsel |
| Officer                  | Officer      |
| Secretary                | Secretary    |
| Assistant Secretary      | ASecretary   |
| Treasurer                | Treasurer    |

## Appendix 3: Officer Title Codes

| OFFICER TITLE       | CODE       |
|---------------------|------------|
| Assistant Treasurer | ATreasurer |
| Other               | Other      |

## APPENDIX 4: FOREIGN PERSON STATUS CODES - IRC CHAPTER 3

Appendix 4 is the Foreign Persons status codes for Chapter 3 of the Internal Revenue Code (used with Form 1042).

| TITLE   | CODE |
|---|------|
| U.S. Withholding Agent – FI                                   | 01   |
| U.S. Withholding Agent – Other                                | 02   |
| Territory FI treated as U.S. Person                           | 03   |
| U.S. branch of Participating FFI – treated as U.S. Person     | 05   |
| U.S. branch of Participating FFI – not treated as U.S. Person | 06   |
| U.S. branch - ECI presumption applied                         | 07   |
| Partnership other than Withholding Foreign Partnership        | 08   |
| Withholding Foreign Partnership                               | 09   |
| Trust other than Withholding Foreign Trust                    | 10   |
| Withholding Foreign Trust                                     | 11   |
| Qualified Intermediary  | 12   |
| Qualified Securities Lender – Qualified Intermediary          | 13   |
| Qualified Securities Lender – Other                           | 14   |
| Corporation   | 15   |
| Individual  | 16   |
| Estate  | 17   |
| Private Foundation  | 18   |
| Government or International Organization                      | 19   |

## Appendix 4: Foreign Person Status Codes - IRC Chapter 3

| TITLE  | CODE |
|--|------|
| Tax Exempt Organization (Section 501(c) entities)  | 20   |
| Unknown Recipient                                  | 21   |
| Artist or Athlete                                  | 22   |
| Pension  | 23   |
| Foreign Central Bank of Issue                      | 24   |
| Nonqualified Intermediary                          | 25   |
| Hybrid entity making Treaty Claim                  | 26   |
| Withholding Rate Pool – General                    | 27   |
| Withholding Rate Pool – Exempt Organization        | 28   |
| PAI Withholding Rate Pool – General                | 29   |
| PAI Withholding Rate Pool – Exempt Organization    | 30   |
| Agency Withholding Rate Pool – General             | 31   |
| Agency Withholding Rate Pool – Exempt Organization | 32   |
| Joint Account Withholding Rate Pool                | 33   |

## APPENDIX 5: FOREIGN PERSONS STATUS CODES - IRC CHAPTER 4

Appendix 5 is the Foreign Persons status codes for Chapter 4 of the Internal Revenue Code (used with Form 1042).

| TITLE   | CODE |
|---|------|
| U.S. Withholding Agent – FI   | 01   |
| U.S. Withholding Agent – Other  | 02   |
| Territory FI not treated as U.S. Person                                   | 03   |
| Territory FI treated as U.S. Person                                       | 04   |
| Participating FFI – Other   | 05   |
| Participating FFI – Reporting Model 2 FFI                                 | 06   |
| Registered Deemed-Compliant FFI – Reporting Model 1 FFI                   | 07   |
| Registered Deemed-Compliant FFI – Sponsored Entity                        | 08   |
| Registered Deemed-Compliant FFI – Other                                   | 09   |
| Certified Deemed-Compliant FFI – Other                                    | 10   |
| Certified Deemed-Compliant FFI – FFI with Low Value Accounts              | 11   |
| Certified Deemed-Compliant FFI – Non-Registering Local Bank               | 12   |
| Certified Deemed-Compliant FFI – Sponsored Entity                         | 13   |
| Certified Deemed-Compliant FFI – Investment Advisor or Investment Manager | 14   |
| Nonparticipating FFI  | 15   |
| Owner-Documented FFI  | 16   |
| Limited Branch treated as Nonparticipating FFI                            | 17   |
| Limited FFI treated as Nonparticipating FFI                               | 18   |

## Appendix 5: Foreign Persons Status Codes - IRC Chapter 4

| TITLE   | CODE |
|---|------|
| Passive NFFE identifying Substantial U.S. Owners          | 19   |
| Passive NFFE with no Substantial U.S. Owners              | 20   |
| Publicly Traded NFFE or Affiliate of Publicly Traded NFFE | 21   |
| Active NFFE   | 22   |
| Individual  | 23   |
| Section 501(c) Entities                                   | 24   |
| Excepted Territory NFFE                                   | 25   |
| Hybrid entity making Treaty Claim                         | 26   |
| Withholding Rate Pool – General                           | 27   |
| Withholding Rate Pool – Exempt Organization               | 28   |
| PAI Withholding Rate Pool – General                       | 29   |
| PAI Withholding Rate Pool – Exempt Organization           | 30   |
| Agency Withholding Rate Pool – General                    | 31   |
| Agency Withholding Rate Pool – Exempt Organization        | 32   |
| Joint Account Withholding Rate Pool                       | 33   |



## APPENDIX 6: FORM 8975 ACTIVITY CODES

| TITLE  | CODE   |
|--|--------|
| CBC501 - Research and Development                        | CBC501 |
| CBC502 - Research and Development                        | CBC502 |
| CBC503 - Purchasing or Procurement                       | CBC503 |
| CBC504 - Manufacturing or Production                     | CBC504 |
| CBC505 - Sales, Marketing, or Distribution               | CBC505 |
| CBC506 - Administrative, Management, Or Support Services | CBC506 |
| CBC507 - Provision of Services to unrelated parties      | CBC507 |
| CBC508 - Internal Group Finance                          | CBC508 |
| CBC509 - Regulated Financial Services                    | CBC509 |
| CBC510 - Insurance                                       | CBC510 |
| CBC511 - Holding shares or other equity instruments      | CBC511 |
| CBC512 - Dormant   | CBC512 |
| CBC513 - Other   | CBC513 |

## APPENDIX 7: FORM 8975 REFERENCE CODES

| TITLE                         | CODE   |
|-------------------------------|--------|
| CBC601 - Revenues - Unrelated | CBC601 |
| CBC602 - Revenues - Related   | CBC602 |
| CBC603 - Revenues - Total     | CBC603 |
| CBC604 - Profit or Loss       | CBC604 |
| CBC605 - Tax Paid             | CBC605 |
| CBC606 - Tax Accrued          | CBC606 |
| CBC607 - Capital              | CBC607 |
| CBC608 - Earnings             | CBC608 |
| CBC609 - Number of Employees  | CBC609 |
| CBC610 - Assets               | CBC610 |

## APPENDIX 8: LATE FILING REASON CODES

| LATE FILING REASON                                    | CODE |
|---|------|
| Forgot to file  | A    |
| Did not know I had to file                            | B    |
| Thought account balance was below reporting threshold | C    |
| Did not know my account qualified as foreign          | D    |
| Account statement not received in time                | E    |
| Account statement lost (replacement requested)        | F    |
| Late receiving missing required account information   | G    |
| Unable to obtain joint spouse signature in time       | H    |
| Unable to access BSA E-Filing System                  | I    |
| Other   | Z    |