# **THOMSON REUTERS®**

# **EXCEL ADD-IN GUIDE**

### FOR TAX YEAR 2023

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)

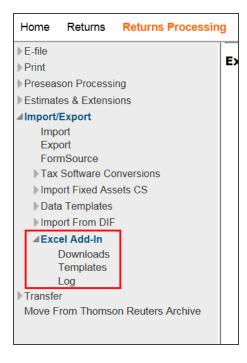
## **ACCESSING THE ADD-IN**

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.



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.

▶ E-file	Excel Add-In Downloads
▶ Print	Excel Add-In Downloads
Preseason Processing	
Estimates & Extensions	Download Zip Office 2007, 2010, and 2013 32-bit Add-In
⊿Import/Export	
Import	
Export	
FormSource	Download Zip Office 2010 and 2013 64-bit Add-In
Tax Software Conversions	
Import Fixed Assets CS	
Data Templates	
Import From DIF	
✓Excel Add-In	
Downloads	
Templates	
Log	
▶ Transfer	
Move From Thomson Reuters Archive	

#### 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.

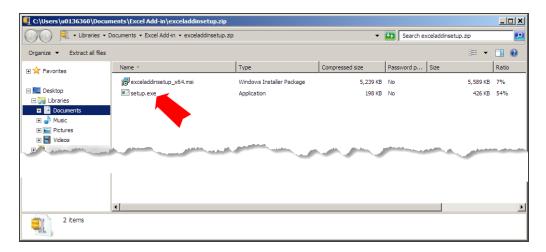
What do you want to do with exceladdinsetup.zip?								
Size: 2.11 MB From:								
Open The file won't be saved automa	tically.							
Save								
<ul> <li>Save as</li> </ul>								
	Cancel							

- 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.

The exceladdinsetup_x64.zip download has completed.	Open   Open folder View downloads	×
---	-----------------------------------	---

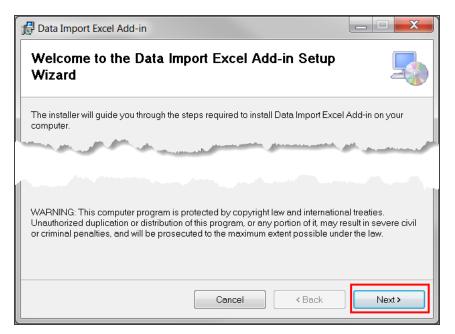
#### Figure 2:5

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



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**.

🕼 Data Import Excel Add-in		X
Select Installation Folder	(	
The installer will install Data Import Excel Add-in to the following folder.		
To install in this folder, click "Next". To install to a different folder, enter it below or	click "Brows	e".
Eolder: C:\Program Files (x86)\Thomson Reuters\Data Import Excel Add-in\	Browse Disk Cost.	
Install Data Import Excel Add-in for yourself, or for anyone who uses this compu	ter:	
<ul> <li>Everyone</li> <li>Just me</li> </ul>		
Cancel	Next	·>

#### Figure 2:8

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

🔂 Data Import Excel Add-in	- <b>X</b>
Confirm Installation	
The installer is ready to install Data Import Excel Add-in on your computer. Click "Next" to start the installation.	
Cancel < Back	Next >

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

🔂 Data Import Excel Add-in	_ <b>D</b> X
Installation Complete	
Data Import Excel Add-in has been successfully installed. Click "Close" to exit.	
Please use Windows Update to check for any critical updates to the .NET Framewo	ork.
Cancel < Back	Close

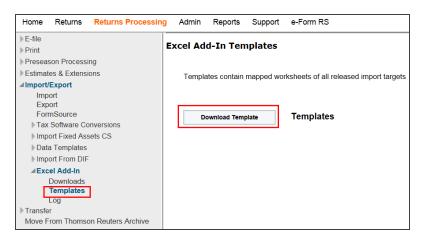
Figure 2:10

# **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.

1	nternet Explorer	X
1	What do you want to do with exceladdintemplates.zip?	
	Size: 499 KB From: pd-download.gosystem.com	
	Open The file won't be saved automatically.	
	➔ Save	
	➔ Save as	
		Cancel

- 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.

Organize 🔻 New folder					
🚺 Downloads	*	Name	^	Date modified	Type 🕈
🖳 Recent Places	_	×	1120_4626.xlsx		Micro
le OneDrive		×	1120_4979.xlsx		Micro
		×	1120_5472.xlsx		Micro
▲ □ Libraries	=	×	1120_5713.xlsx		Micro
Documents		×	1120_5884.xlsx		Micre =
Music		×	1120_7004.xlsx		Micro
Pictures		×	1120_8082.xlsx		Micro
Videos		2	1120_8858_All.xlsx		Micro
		2	1120_8865_All.xlsx		Micro
4 📑 My Computer		×	1120_8903.xlsx		Micro
		×	1120_8975 Part II X.xlsx		Micro
~		×	1120_AllocationDataEntry - Copy.xlsx		Micro
Windows (C:)		2	1120_AllocationDataEntry.xlsx		Micro
		×	1120_CStateCityIDNums.xlsx		Micro
	-	< [	III		4
File <u>n</u> ame:			✓ All E	xcel Files (*.xl*;*.xls	x;*.xlsm; 💌
			Too <u>l</u> s 👻 🤦	<u>)</u> pen	Cancel

File Ho	lome Insert Pag	ge Layout Formulas Data R	eview View Develope	r Add-Ins GoFileRoom	Q Tell me w	at you want to d	0			(K	) -	~	<u> </u>	10			🖻 Sha
Paste	Calbri		-	General	E Conditional Fi	mat as Good		Bad Neutral	•	Insert Delet	te Format	∑ AutoSi ↓ Fill +	um * AZ Sort	& Find &	Share 1	<b>NebEx</b>	
. v For Clipboa		Font G	Alignment	5 Number	Formatting *		tyles			v v Cell	Ψ 5		Filter Editing	* Select*	This File Webl	× Ex	
C4	• : X - J	<i>f</i> ∗ 3777															
A A		c	D	E	F	н			к	L L I	м	N	0	р	Q	R	
	D	C C	U	c			1	,	ĸ		m	14	0		Q	n	
2																	
3	Year	Account	Locator														
4		377	7 8116KI														
5																	
5																	
, B	NoticeOfCode	TypeOfPassThroughEntityCode	PassThroughEntityName	PassThroughIDnumber	ReasonFo IRSo	nter ForeignA	c ForeignAc	ForeignA	k ForeignA	ForeignAc	ForeignAc	USaddres	USaddres	UScity	USstate	c USzip	TaxYearBe
9	1	1	PassThru1	Number1		4							f US addr2 f		nTX	75006	
.0																	
1																	
.2		2	2 PassThru2		FOREIGNUS	For Addr	e For Addre	ForCity	ForProv	AA	123456						
4			PassThru3	3333								US addr1 f	for 2	Dallas	NY	88995	)
.5																	
.7																	
		and a second of the	and the second	- June	and down of the		an Charl	h			5			and an owned	de la constante da la constante	-	
<u>.</u>																	
6																	
16	Sheet1 Sheet	2 Sheet3 Sheet4 (+)					:	•									•

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**.

Autos	AutoSave Off - Contraction - E 2017_1120_Template.xlsx - Read-Only - E											
File	Home	Insert	Page Layout	Formulas	Data	Review	View	Help	Data Import	ACROBAT		
Register	<b>i</b> Add-in Info ►		ι <sub>ν</sub> .									
G6	Ŧ	: ×	$\checkmark f_x$									

#### 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**.

Registration		E
Please enter cred	entials to enable licensed fea	atures.
Product:	GoSystem Tax RS	-
Login ID:		
Firm:		
Location:		
Password:		
	Register	Done

#### 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.



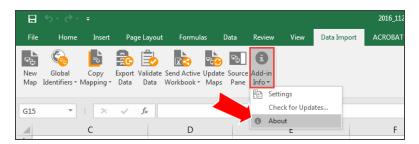
#### Figure 2:18

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

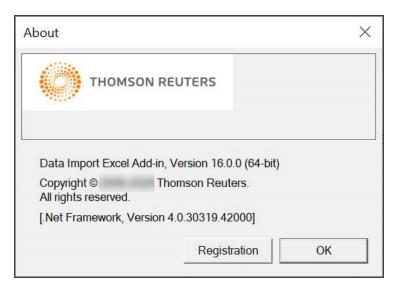
### **About Registration**

To access the registration screen:

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



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**.

Registration	X
Please enter cred	entials to enable licensed features.
Product:	GoSystem Tax RS
Login ID:	New User
Firm:	FT
Location:	FTsupport
Password:	*****
	Register Done

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



Figure 2:22

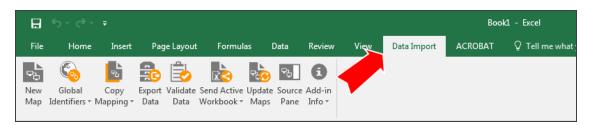
## **Updating Registration**

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.

₿											Воо	k1 - Excel
File	Home	Insert	Pag	ge Layout	t Formul	as [	Data	Review	View	Data Import	ACROBAT	♀ Tell me what
Po New Map	Global Identifiers •	Copy Mapping *		Validate	Send Active Workbook *		Source	Add-in				

# **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)
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  - 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)
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    - Mapping A New Worksheet Using a Template (page 35)
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    - Using the Depth Element (page 39)
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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.

H									Во
File	Home	Insert	Page Layou	t Formulas	s Data	Review	View	Data Import	ACROBAT
₽		<sup>م</sup>	🎭 🗟		4 <u>0</u> 8	8			
New	Global	Сору	Export Validate	Send Active U	Jpdate Source	Add-in			
Map	Identifiers *	Mapping •	Data Data	Workbook *	Maps Pane	Info ▼	tings		
A1	<b>.</b>	: ×	√ f×				eck for Upda	ates	
	А	в	C D	E	F	6 Ab	out		L L

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.

Settings		×
ONESOURCE platfo	orm GoSystem Tax RS Proxy Debug	
Service: https://	/pd-gosyswsvc.int.thomsonreuters.com/RSTaxServices/RSTaxServices20111115.asmx	
Credentials		
Login ID:	New User	
Firm:	FT	
Location:	FTsupport	
Password:		
Use Single S	-	
Single Sign-on A	issertion Url	
		_
	OK Cancel	

#### 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.

Settings	×
ONESOURCE platform GoSystem Tax RS Proxy Debug	
Enabled: 🔽	
Address: Port: 80	
Username:	
Password:	
OK Cancel	

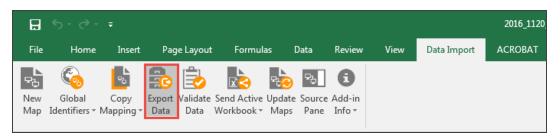
#### Figure 3:3

- 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.



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

XII Save GoSystem Tax RS -	Federal Form 5713 As					×
G 🕞 🗸 - Hume, Lind	da (Tax&Accounting)  My Documents  Excel Add-in	•	👻 🛂 Search	Excel Add-in		2
Organize 👻 New folder					• ==	(?)
Favorites	Name ^	Date modified	Туре	Size		
Contraction Desktop	exceladdintemplates	8/19/2016 2:33 PM	File folder			
🐌 Downloads	bio 🕼	8/19/2016 2:33 PM	File folder			
📃 Recent Places		-,,				
Oreative Cloud File						
ConeDrive						
😵 Dropbox						
~						
Cibraries						
Documents						
Music     Pictures						
Videos						
U VIJEUS						
Ny Computer U0136:						
🏭 Windows (C:) 🖃						
						_
	tem Tax RS - Federal Form 5713.xml					•
Save as type: Xml File	es (*.xml)					•
Hide Folders			S	ave	Cancel	

#### Figure 3:5

3. 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.

₽											2016_112
File	Home	Insert	Page	e Layout	Formul	as C	)ata	Review	View	Data Import	ACROBAT
New Map	Global Identifiers <del>•</del>	Copy Mapping •		Validate	Send Active Workbook *	Update	Source	Add-in			

#### 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.

Vame	Current
ioSystem Tax RS - Federal Form 5713	Yes
ederal Form 4562	Yes
ederal Form 4562 Farm Activity	Yes
ederal Form 4562 Multiple Trade or Business Activity	Yes
ederal Form 4562 Other Rental Activity	Yes
ederal Form 4562 Pass Through Activity	Yes
ederal Form 4562 Rental Activity	Yes
ederal Form 4797 Overrides	Yes
ederal Form 5884	No
ederal Schedule B	Yes
ederal Schedule D Overrides	Yes
ederal Schedule K	Yes
ederal Schedule M2	Yes
ederal Schedule M3 Part 1	Yes
oSystem Tax RS - Federal Partner Information	Yes
ioSystem Tax RS - Global Identity	Yes
tate Schedule K	Yes



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?* 

		×
This will update all maps It is not reversable. Wou		
	ОК	Cancel

#### Figure 3:8

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

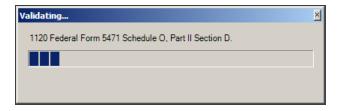
### **Option 2**

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

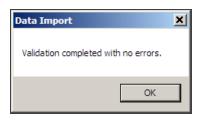
H										2016_112
File	Home	Insert	Page Layout	Formula	as D	ata	Review	View	Data Import	ACROBAT
New Map	Global Identifiers <del>-</del>	Сору	Export Validate Data Data		Update		Add-in			

#### Figure 3:9

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



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.

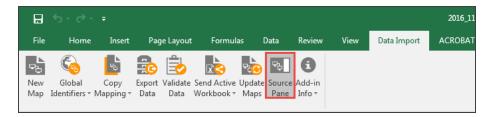
XML Source 👻 🗙
XML maps in this workbook:
GoSystem Tax RS - Federal Form 5713 👻
GRSIRSFORMS713 Vear Locator ControlledGroupMembers ServiceCtrAddCode ControlledGroupMembers CorporationName EN ReasonForMissingEN ControlledGroupMembers PrincipalBusinessActivityCode XIPPrincipalBusinessActivityCode ICDISCprincipalBusinessActivityDescript CIDSCprincipalBusinessActivityDescript TaxableIncBeforeNOLandSpecialDeduct ForeignTaxCredit Discustoff cause Microsoft Controlled Foreign TaxableIncBeforeNOLandSpecialDeduct ForeignTaxCredit
To import data, use the Import XML Data button on the List toolbar.
Options 🔻 XML Maps
Verify Map for Export
? Tips for mapping XML



# 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.

E 5·∂·∓			2016_1120	Tax8kAccounting) 🖭 — 🗆 🗙
File Home Insert Page	Layout Formulas	Data Review View Data Ir	nport ACROBAT	A Share
New Global Copy Export Map Identifiers Mapping Data	Validate Send Active Updat Data Workbook - Maps			~
c	D	E	L E	
1		2		XML Source 👻 🗙
2 Locator	4164/5	0488JP		XML maps in this workbook:
3 0890fv	PD 11-4	DC 12/4	4396kh 🗼	GoSystem Tax RS - Federal Form 5713 💌
4			SAT 1/7 🌰	GRSIRSFORM5713
5				Identifiers     Year
6				- Count
7				GeneralInformation
8				Ceneralinformation
9				- G ServiceCtrAddCode
10				ControlledGroupMent
11				
12 ReasonForMissingEIN				- ReasonForMissing
13 APPLD FOR			<u> </u>	ControlledGroupMem PrincipalBusinessActiv
14 FOREIGNUS			1	- 🔄 XifPrincipalBusinessAc
15 APPLD FOR				PrincipalBusinessActiv     ICDISCprincipalBusine:
16 FOREIGNUS			<u> </u>	- ICDISCprincipalBusine
17 FOREIGNUS				TotalAssetsOverride
18			5	TaxableIncBeforeNOLa
19			1	To map elements, drag the elements from
20				the tree onto your worksheet.
21				Options 🔻 XML Maps
22				Verify Map for Export
Sheet1 Sheet2	Sheet3 (+)			Tips for mapping XML
Ready				H = + 110%

3. 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:

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

	5-0	÷									2016_11;
File	Home	Insert	Page Layou	ıt Formul	as C	)ata	Review	v View	Data Imp	oort	ACROBAT
망		<b>2</b>	<b>a</b> 🗟		PLOO	₽	a	]			
New	Global Identifiers •	Сору	Export Validat	and the second se	Update	Source	Add-in Info <del>•</del>				
wap	Identifiers	mapping	Data Data	WORDOOK	Maps	runc	-	ettings			
G15	-	: ×	✓ f <sub>x</sub>		-			heck for Upda	ates		
		С		D			<b>0</b> A	bout E			F

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

# **NEW MAPPING**

28

### **Preparing for Mapping**

The following items are needed prior to import:

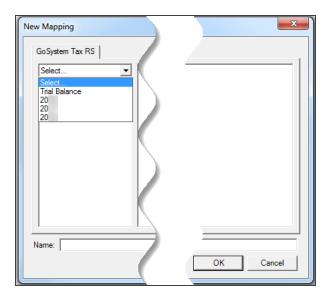
- 1. The locator number and the account number for an existing locator.
- 2. The locator must *not* be open.
- 3. Credentials that are used to login directly to the browser (Login ID, Firm, Location, and Password).

### New Mapping

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

Fi	ile Home	Insert	Page Li	ayout	Formulas	Data	a Re	view	View	Data Impo	ort d	ACROBAT
P		₽0	<b>a</b> (				ъ (	8				
Ne	_	Сору			nd Active U	pdate So	ource Ad	d-in				
Ma	ip Identifiers * N	lapping *	Data D	ata Wo	orkbook 🐐 I	Maps P	ane In	fo≖				
E14		×	$\sqrt{-f_s}$	¢								
		С			D				Ε			F
1												
2	Locator			4164IS	;		0488JP	•				
3	0890fv			PD 11-	4		DC 12/	4			4396k	h

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



- 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

6. 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.

	Α	В	С	D	E	F	
1	Year	Account	Locator				
2		3777	8116KI		XML Source	*	×
З					XML maps in this workbook:		
4					GoSystem Tax RS - Federal For	rm 8082	-
5					GRSIRSFORM8082		
6					📙 🗁 💋 Identifiers		
7					- 🖆 Year		
8					- dia Count		=
9					Cocator		

#### 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.

7. 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**.

	А	В	С	
1	Year	Account	Locator	
2		3777	8116KI	
3				
4				

#### Figure 3:20

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

	А	В	С	
1	Year	Account	Locator	
2		3777	8116KI	
3				
4				

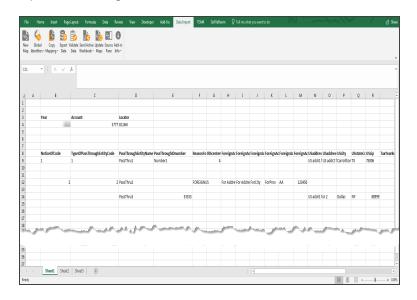
31

- 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.

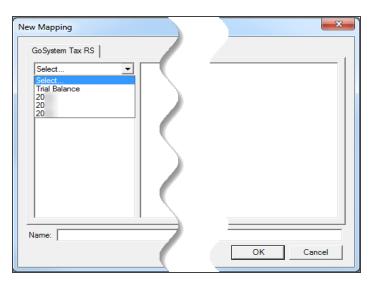


2. Select **Data Import**, and select **New Map**.

	Image: Solution of the soluti									
C3	C31 • : × ✓ fx									
	А	В	с	D						
1										
2										
з		Year	Account	Locator						
4			3777	8116KI						
5										
6										
7										
8		NoticeOfCode	TypeOfPassThroughEntityCode	PassThroughEntityName						
9		1	1	PassThru1						
10										
11										
12		2	2	PassThru2						
13										
14				PassThru3						
15										

#### 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**.



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**.

GoSystem Tax RS 2018 1040 Federal 1065 Federal 1120 City Federal State 1120H Federal	Capital Gains and Losses Form 114 Form 4562 Form 4562 Farm Activity Form 4562 Other Rental Activity Form 4562 Pass Through Activity Form 4562 Restal Activity Form 4562 Restal Activity Form 4562 Restal Activity Form 5470 Overides Form 5471 Schedule A Form 5471 Schedule B Form 5471 Schedule B Form 5471 Schedule O, Part I Form 5471 Schedule O, Part II Form 5
Name:	OK Cancel

#### 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.

	Α	В	С	DE
1				
2				XML Source 🔹 👻
3		Year	Account	XML maps in this workbook:
4			3777	GoSystem Tax RS - Federal Form 8082 🔻
5				GRSIRSFORM8082
6				🔄 🗁 🗁 Identifiers
7				🚰 Year
8		NoticeOfCode	TypeOfPassThroughEntityCode	🚰 🗛 Map element
9		1	1	Loc <u>R</u> emove element
10				GeneralInformation
11				NoticeOfCode
12		2	2	TypeOfPassThroughEnti
13				PassThroughEntityName
14				ReasonForMissingIDcod
15				IRScenterCode

## Naming New Mapping

34

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.

New Mapping GoSystem Tax RS 2018 1040 Federal 1065 State 1120 City Federal State 1120 Federal State 1120 Federal	Capital Gains and Losses Form 114 Form 4562 Form 4562 Farm Activity Form 4562 Multiple Trade or Business Activity Form 4562 Multiple Trade or Business Activity Form 4562 Pansa Through Activity Form 4562 Pansa Through Activity Form 4562 Rental Activity Form 4562 Rental Activity Form 4571 Schedule A Form 5471 Schedule B Form 5471 Schedule 0, Part II Form 5471 Schedule 0, Part II Form 5471 Schedule 0, Part II Section A Form 5471 Schedule 0, Part II Section B Form 5471 Schedule 0, Part II Section B Form 5471 Schedule 0, Part II Section C
Name: GoSystem Tax RS - Fee	deral Form 4562

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

New Mapping GoSystem Tax RS 2018 1040 Federal 1065 GoSystem Tax RS 1040 Federal 1040 Federal 1120 GoSystem Tax RS 1040 Federal 1040 Federal 1120 Federal 1120 Federal 1120 Federal 1120 Federal 1120 Federal 1120 Federal 1120 Federal 1120 Federal 1120 Federal 1120 Federal 1120 Federal	Capital Gains and Losses Form 114 Form 4562 Form 4562 Farm Activity Form 4562 Multiple Trade or Business Activity Form 4562 Other Rental Activity Form 4562 Rental Activity Form 4562 Rental Activity Form 4797 Overides Form 5471 Schedule A Form 5471 Schedule B Form 5471 Schedule M Form 5471 Schedule M Form 5471 Schedule 0, Part II Section A Form 5471 Schedule 0, Part II Section A Form 5471 Schedule 0, Part II Section A Form 5471 Schedule 0, Part II Section A
Federal	Form 5471 Schedule O, Part II Section B Form 5471 Schedule O, Part II Section C
Name: GoSystem Tax RS - Fe	deral Form 4562 OK Cancel

#### 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.

	А	В	с	D	E	F	G	н	I	J	К	L	м	N	0	Р	Q	R	S
1																			
2		Year	Account	Locator															
3		1000																	
4																			
5		NoticeOf	TypeOfPa	PassThrou	PassThrou	ReasonFo	IRScenter	ForeignA	ForeignAd	ForeignAd	ForeignAc	ForeignAd	ForeignAd	USaddres	USaddres	UScity	USstateCo	USzip	<b>TaxYearB</b>
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.

	А	В	c	;	D	E	F	G	
1	Year								
2									
3	Locator	SK2236	- 61						
4			0	O My Data Already Has a Heading					
5									
6									
7			0	FIACE		reading <u>A</u> bo	VC		
8									
9									

#### Figure 3:30

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

	А	В	С					
1	Year	Account	Company Name					
2		DB2W						
3								
4								
5								
6								
	А	В	C		D	E	F	G
1	Year	Account	Locator		_			
2		DB2W		- 🖬				
3				0	My Data	a Already Ha	s a Heading	
4				0		-	-	
5								
6				• Place XML Heading <u>A</u> bove				
7								

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.

#### 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.

	А	В	C D	E
1	Year	Account	Locator	
2			<u> </u> - ✓	
3			• My Data Already Has a Heading	
4			O Place XML Heading to the Left	
5				
6			O Place XML Heading <u>A</u> bove	
7				

### 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.

	А	В	С		D	E	F	G	
1	Year	Account	Locator						
2		DB2W		- 11					
3				0	My Data Already Has a Heading				
4									
5									
6					Place A	IVIL Heading	Above		
7									
8									

#### 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.

	А	В	С	D
1		2WF5	DB2W	
2				
3				

#### 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.

	А	В		С	D	E
1	Year	Account	ocator			
2			<u>-</u> − /			
З			My Da	ata Already Has	a Heading	
4				XML Heading to		
5				-		
6			O Place	XML Heading <u>A</u>	bove	
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).

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

1	A	В	с	D	E	
31	PIIAcct2	20002			х	
32	PIIAcct3	20003				
33				XML Source	- × ×	
34				XML maps in this workbook:		
35	AcctOwnJointlyXifAccInfoUnknown	AcctOwnJointlyAcctNumber		GoSystem Tax RS - Federal Form 11	4	mValue
	x	PartIIIAcct1			tFinInstituteCountryC +	
37	x	PartIIIAcct2			tAccountOwnerTaxID	
38	x	PartIIIAcct3			tAccountOwnerTINty	
39					tAccountOwnerCorpN	
40				FilingConsolRepor	tAccountOwnerCorpN	
41	AuthorityWithNoInterest	AuthorityNoInterestAcctNumber		FilingConsolRepor	rtAccountOwnerAddre	axValueUnkn
42	x	Pt4Acct1			tAccountOwnerCity	
43	x	Pt4Acct2			tAccountOwnerState(	
44	x	Pt4Acct3			tAccountOwnerCandia	
45					tAccountOwnerMexic tAccountOwnerZipPo:	
46					tAccountOwnerCount	
47				FilingConsolidatedRe		
48	FilingConsolReportAcctNumber		FilingConsolReportXifAcctInfoUn F	i (		OfAcctCode
49		50001	x	To map non-repeating elements, di	rag the elements from the	
	Pt5Acct2	50002		tree onto the worksheet where you		
51	Pt5Acct3	50003		To import data, use the Import XML	Data button on the List	
52				toolbar.		



## Deleting an Existing XML Map in a Spreadsheet

To delete an existing XML map:

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

•							
To map non-repeating elements, drag the elements from the tree onto the worksheet where you want the data to appear.							
To import data, use the Import XML Data button on the List toolbar.							
Options 🔻	Options 🔻 XML Maps						
Verify Map for Export							
7 Tips for m	apping XML						



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

ML Maps			? ×
XML maps in this workbook:			
Name	Root	Namespace	
GoSystem Tax RS - Federa	GRSIRSP5884	<no namespace=""></no>	
GoSystem Tax RS - Federa	GRSIRSPPARTNERINFO	<no namespace=""></no>	
GoSystem Tax RS - Federa	GRSIRSPSCHEDULEB	<no namespace=""></no>	
GoSystem Tax RS - Global	GRSIncomeTaxGlobalIden	<no namespace=""></no>	
Rename Add	Delete C	K Cancel	

#### Figure 3:38

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

Microsoft	t Excel
<u> </u>	If you delete this XML map, you will no longer be able to import or export XML data using this XML map.
	OK Cancel



# 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

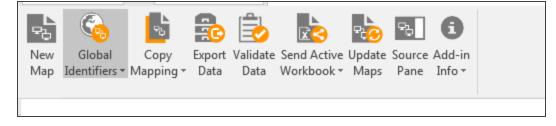
For more information on the add-in, also see the 2023 Trial Balance Bridge Guide.

## **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.

XML Source	×
XML maps in this workbook:	
GoSystem Tax RS - Global Identity	-
GRSIncomeTaxGlobalIdentity	
To map elements, drag the elements from the tree onto your worksheet.	
Verify Map for Export	
7 Tips for mapping XML	

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.

File	Hom	ne Ins	ert Pa	ge Layout	Formulas	Data	Review	View	Developer	Add-Ins	s Data I	mport	TEAM	GoFileRoom	Q Tell i	me what you v	want to do			•					년 Share
Paste	K Cut E Copy ≪ Form Clipboard	at Painter	Calibri B I	• ⊔ •   ⊞ Font	11 - A /	• ≡ ≡ • ≡ ≡	=	•= I	Vrap Text Nerge & Center			• •00 •00 •2	Conditional Formatting +	Format as Table *	Normal Good Styles	Bad	al	Insert	t Delete Fo	rmat	AutoSum Fill - Clear - Ec	Sort & Fir	nd & Share ect * This File	WebEx bEx	^
Y48			× 🗸	fx																					^
1 Yee 2 3 4 5 6 7 8 9 10 11 12 30 31		B Account 2WFS			D	E	F	G	H	I	J	K		M	N	0	P	Q	R	S	T	GoSystem	V OUICE n this workboo Tax RS - Federal SIRSFORM8082 Identifies Generalinform NoticeOff TypeOfPa NoticeOff	Form 8082	
32 33 34 35 36 37																									

#### 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.

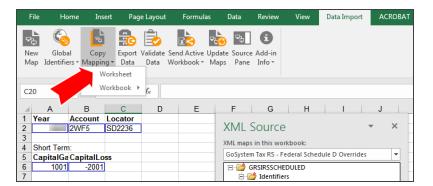
To copy a mapping configuration from one worksheet to another:

1. Open a mapped worksheet.

F	ile H	ome	Insert	Page	Layout	Formu	las	Data	Review	View	Developer	Add-Ins	Data Import	TE4
R Ne Mi	w Glot	bal d iers * Ma	Copy pping *			Send Active Workbook								
D2	26	-	$\times$	~ .	fx									
1	∠ Year	<b>.</b>	Accou	в		C		D	E	— XM	L Source	<u>,</u>	~	×
2	теаг		2WFS	int		02236				XML r	naps in this wo	rkbook:		
3										GoS	stem Tax RS - F	ederal Schedu	le D Overrides	-
4	Short Ter		<b>C</b>								🎽 GRSIRSSCH			
6	CapitalG	ain 1001		alLoss 2	001						🗎 🞽 Identifie			
7											- Cal Yea			
8 9										_	Loca			
10	Long Terr										🖶 🗁 ShortTe			
	CapitalG			alLoss							Capi			
12 13		3000	J	-41	001	1				- 11	bongTe			
14											🔄 🖂 Capi			
15											🦾 🗐 Capi	talLoss		
16 17										- 11				
18														
19										Toma	p non-repeating	na elements, di	rag the elements	
20 21										from			vhere you want	
22														
23										List to	port data, use i olbar.	ne import XML	Data button or	the
24 25										Opti	ons 👻 🛛 XMI	Maps		
26									1	Verify	Map for Expo	t		
27 28									T	01	ips for mappin	) XML		
28 29														
30														
31				g and										
44														
45														
10		Pa	cc Thru	- Ordina	nr	Ref IDs	Sch D	Detail	Sch D	Sch K	Sch M2	Sch M3 P1	Sch N	Sch O
Rea		-   Fa	55 mil	oruma	.,	1101 103	Sell D	Detail	Jen D	Jenk	Jen Wiz	JCI NO PI	San	50.0

#### Figure 3:43

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



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

Copy Mapping		_ 🗆 🗙
Source Sheet		
Sch D		<b>•</b>
Map(s) Selection <u>Select</u> or <u>Clear</u> all		
GoSystem Tax RS	- Federal Schedule [	) Overrides
Destination(s) Selectio Select or Clearall	n	
☐ Disp Detail ☐ 114 ☐ 4562		
4626 4797		
5471 Sch A		<b>_</b>
	ОК	Cancel

#### Figure 3:45

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

Copy Mapping	
Source Sheet	
Sch D	•
Sch D Detail	
Sch D	
Sch K	
Sch M2	
Sch M3 P1	
Sch N	
Sch O	
Sch UTP	▼

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

Copy Mapping	<u>_    ×</u>
Source Sheet	
Sch D	•
Map(s) Selection Select or Clearall	
GoSystem Tax RS	- Federal Schedule D Overrides
Destination(s) Selectio	n
Pass Thru - Ordinal     Ref IDs	ary
Sch D Detail	
□ Sch K □ Sch M2	
Sch M3 P1	<b></b>
<u>.</u>	OK Cancel

#### Figure 3:47

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

Source Sheet Sch D Map(s) Selection Select or Clear all GoSystem Tax RS - Federal Schedule D Overrides
Map(s) Selection Select or Clearall
Select or Clearall
· · · · · · · · · · · · · · · · · · ·
Destination(s) Selection Select or Clearall
Pass Thru - Ordinary
🗌 Ref IDs 🦳 🔤
Sch D Detail     Sch K
□ Sch M2 □ Sch M3 P1
OK Cancel

47

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**.

	Α	В	С	D
1	Year	Account	Locator	
2		2WFS	SD2236	
3				
4	Short Term:			
5	CapitalGain	CapitalLoss		
6	1001	2001		
7				
8				
9				
10	Long Term:			
11	CapitalGain	CapitalLoss		
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.

	А	В	С	D
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

# 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.

Fi	le Hon	ie Insert	Page Layout	Formulas	Data	Review	View	Developer	Add-Ins	Data Import	TEAM
₽2 ₽2	•	-	<b>a</b> 🗟		₽ <mark>}</mark> ₽	0					
Nev Ma	w Global	Copy	Export Validate	Send Active U Workbook •		Add-in Info ▼					
		Worl	ksheet								
K15	5 *	Worl	kbook 🕨 🛛 E	By Worksheet (	Drder						
			E	By Worksheet N	Vame						
	А	В	с	D	E	F	G	н	I	J	К
1	Year	Account	Locator								
2		2WFS	SD2236								
З											

#### 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**.

Organize 🔻 New folder				i 🔹 🔳 🔞
la OneDrive	*	Name	Date modified	Type Size
📃 Recent Places		20		File folder
_	E	20		File folder
4 💻 Desktop		20		File folder
4 🚔 Libraries		20		File folder
Documents		20 _1120_Templatexlsx.xlsx		Microsoft Excel W
🖻 🎝 Music				
Pictures				
Videos				
Þ 🧏 🖉				
4 🖳 My Computer				
Þ 😠				
DSDisk (C:)				
DSDisk (C:)				
> 🏜 OSDisk (C:) > 🔮 DVD RW Drive (D:)		4		
SDisk (C;)				
> 🏜 OSDisk (C:) > 🔮 DVD RW Drive (D:)				ixcel Files (*.d*;*.xlsc,*.xlsm; ▼

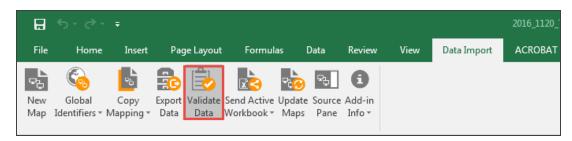
#### Figure 3:52

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.



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

Data Import	×
Validation completed with no errors.	
ОК	

#### Figure 3:54

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

🔡 E	rrors	>
	Description	Target
►	A account year must be mapped.	GoSystem Tax RS - City New York City
	A locator number must be mapped.	GoSystem Tax RS - City New York City
	A account year must be mapped.	GoSystem Tax RS - Federal Dispositio.
	A locator number must be mapped.	GoSystem Tax RS - Federal Dispositio.
	A account year must be mapped.	GoSystem Tax RS - Federal Form 114
	A locator number must be mapped.	GoSystem Tax RS - Federal Form 114
•	The "American Derived" element is investid. The value "/Creat" is investid according to its detection "Chri	GoSuntom Tax DS Endoral Earn 450

#### 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.

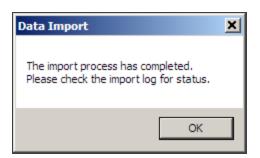
File	Home	Insert	Page Layout	Formula	as D	ata	Review	View	Data Import	ACROBAT
► ₽3		<b>2</b> 0	<b>a</b> 🗟		₽ <u>↓</u>	ъ,	8			
New	Global	Сору	Export Validate	Send Active	Update	Source	Add-in			
Map	Identifiers *	Mapping *	Data Data	Workbook 🕶	Maps active Wo	Pane orkbook				
E13	•	: ×	✓ f <sub>x</sub>	-	/ultiple \	Norkbo	oks			
		_		_				-		_

#### 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**.

	*	Name	Date modified	Туре
Desktop	_	20 _1040_Template.xlsx		Microsoft Excel W.
ز Libraries	E	20 _1065_Template.xlsx		Microsoft Excel W.
Documents		20 _1120_Template.xlsx		Microsoft Excel W
🎝 Music		all 20 _1120_Templatexisx	_	WICTOSOTE EXCEL W
E Pictures				
😸 Videos				
🖳 My Computer				
SDisk (C:)				
SDisk (C:)				
		7		
		د [		
DVD RW Drive (D:)		۲ m Isx" "201065_Template.xisx"	Excel Workb	oooks (*.xls; *.xlsx) ▼

#### Figure 3:58

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

Data Import	×
The import process has completed. Please check the import log for status.	
OK	

- 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.

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#### **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**.

Expand All Collapse All						
LoginID	Year <sup>Select</sup>	snip type from the menu Firm	Account	Locator	Status	Submit Date
) LLIN	pr clic)	The New Button. 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 LLIN		FT	3777	5545ki	Complete	
		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 Do	ument	Comment				
FBAR Form	14 and 8938 - 0	A0466ki8_0_GRSIRSAFOREIGNFINAS	SETS.XML			
		Import Successful				
E LLIN		FT	3777	1021KJ	Complete	
± LLIN		FT	3777	8116KI	Complete	

# 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 <b>New Mapping (page 28)</b> .)
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 <b>Viewing the XML Source Pane (page 26)</b> .)
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 <b>Using the Depth Element (page 39)</b> .)
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)
  - 1120 Tax Return: Corporate/City (page 67)
- Appendix 2: Country Codes (page 68)
  - Canadian Province Codes (page 68)
  - Mexican State Codes (page 69)
- 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

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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	<ul> <li>** Activity Information &gt; Multiple Trade or Business</li> <li>xxx &gt; Depreciation and Amortization &gt;</li> <li>4562 Information &gt; 4562 Overrides</li> </ul>
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

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.

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

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 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 PtrshipInt, 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

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

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 (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	СНР
СНІНИАНИА	СНН
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	ТАВ
TAMAULIPAS	ТАМ
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
СОО	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

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 – Fl	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

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

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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	А
Did not know I had to file	В
Thought account balance was below reporting threshold	С
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	Н
Unable to access BSA E-Filing System	1
Other	Z