

ONESOURCE INCOME TAX - EXPRESS™

FORMVIEW GUIDE

FOR TAX YEAR 2021

Last Updated: October 15, 2021

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CHAPTER 1: FORMVIEW

WHAT IS FORMVIEW?

This application is a comprehensive tool you can use to search your firm's tax returns for specific information.

Using this application, you can easily find clients that meet criteria that you define. You create query statements that define the data and conditions that you need, and the application searches the tax return data and then displays a listing of all matching returns. For example, suppose you need to know the names of all of your 1120 clients with tax-deductible contributions greater than \$1,000 in a given year. Instead of searching through client files, you can create a query and quickly gather the information.

KEY FEATURES

- Completely customizable: you set the criteria used for the query as well as the data included in the result.
- All tax return, workpaper, and Organizer fields in the 1065, 1120, and 990 tax applications can be searched and included in the results.
- You can save queries for later use.
- You can view, save, and print the query results in Microsoft Excel or tabular text format.
- You can search multiple accounts at one time; there is no need for firms with multiple offices to query each site and then merge and manipulate the data.
- Your firm's complete 1065, 1120, and 990 tax return data is automatically loaded in separate databases a few hours after a return is closed. The exact load time depends on the volume of returns processing.

BEFORE YOU BEGIN

Before creating a query, first carefully consider exactly what information you are seeking and get detailed requirements. Starting with a clear, concise query definition will yield accurate, useful query results.

You may need the knowledge and expertise of a tax preparer familiar with our software to identify the tax application fields that are needed for the query criteria. There can be several different sources of data and required computations that affect tax return data.

A major consideration for any query is the type and source of the data you need to query. In this application, you can search for information on the tax return, workpaper, or Organizer level. Generally, you should query a tax form field whenever possible. By doing so, you retrieve fully computed data along with any overrides. However, there are situations when you need to query an Organizer field. These situations include:

- Data entered on Organizer screens that is used in computations, but does not appear on a tax form.
- Computation and processing type options like the federal and state estimate options.
- Taxpayer identification data, such as name, address, and ID number. Querying these Organizer fields is necessary because different tax returns can be prepared from within the same application, such as 1120 and 1120S returns prepared from within the 1120 application. Typically, these tax returns share Organizer fields for common information. Using these common fields limits the size and complexity of your actual query. Additionally, you can view all of the information for each type of identifying data in one column instead of in a separate column for each tax return type.

Another factor to consider is the complexity and number of fields included in a single query. This application limits the number of characters that can be stored for each query. The **Define Query** and **Define Report** tabs store 3600 characters each. Since the names for each form and field vary in length, we cannot provide an absolute number of fields that you can include on each tab. When you attempt to save a query that exceeds the maximum limit, you receive the following message:

```
Report String has exceeded maximum length. Remove some selected fields.
```

The message appears until the number of fields that you selected is below the 3600 character limit. Therefore, in some situations you must reevaluate your query requirements and the results you need to generate.

CHAPTER 2: CREATING A QUERY

The following steps are an overview of how to create a query. The steps are further explained in this section.

1. [Accessing the Application \(page 3\)](#)
2. [Selecting the Tax Year and Tax Application Type \(page 4\)](#)
3. [Defining the Query Criteria \(page 5\)](#)
4. [Defining the Query Report \(page 11\)](#)
5. [Selecting the Accounts \(page 12\)](#)
6. [Running the Query \(page 12\)](#)
7. [Analyzing and Validating the Results \(page 13\)](#)
8. [Printing the Results \(page 14\)](#)

ADDITIONAL INFORMATION

[Examples \(page 15\)](#)

[Creating Queries \(page 19\)](#)

ACCESSING THE APPLICATION

On the RS Browser screen, select **Returns Processing > Import/Export > FormView**. The following screen appears.

Figure 2:1



Using or accessing this application is a user right granted by your RS Administrator.

SELECTING THE TAX YEAR AND TAX APPLICATION TYPE

1. On the **Saved Queries** tab, select the tax year and the tax application type (1065, 1120, or 990). The user name is automatically filled in with the name you used to log in to the application. The list of your saved queries will appear.
2. Clear the user name field to see all saved queries for your firm. Click the **Refresh List** button to view the list.

You can also enter another user name to narrow the list of existing queries created and saved by another user.



If this is your first time using FormView or you have not created or stored a query, a message will display saying there are no stored queries. Click **OK** to continue.

3. To use a predefined query from Thomson Reuters, check the box for **FormSource Library**. You must select the tax year and tax return type first. A list of predefined queries will appear in the box below. For a list of the predefined queries, see [Libraries](#).

Saved Queries
Define Query
Define Report
Select Accounts
Run Query

Year: 20 ▼
Return Type: 1040 ▼
*User:
 FormSource Library

Sort by: Query Name ▼
* Blank User to display all Firm queries.

| Query | Owner | Date Created | Date Modified | Stat |
|---|-------|--------------|---------------|------|
| 1040 Exists | | | | |
| 1040 Exists | | | | |
| 8990 Limited Business Interest Expenses | | | | |
| Erik K1 PTP Test | | | | |
| Federal Stimulus 3 HOH | | | | |
| Federal Stimulus 1 HOH | | | | |
| Federal Stimulus 1 MFJ | | | | |

Refresh List
Create Query
Edit Query
Delete Query
Roll <<
Roll >>

DEFINING THE QUERY CRITERIA

1. To create a new Query, select the **Define Query** tab (or on the **Saved Queries** tab, click the **Create Query** button) to enter the criteria for your query.

- To review or change a saved query, highlight the query name on the **Saved Queries** tab and select the **Edit Query** button. The **Define Query** screen appears.

The screenshot shows the 'Define Query' screen with the following elements:

- Navigation tabs: Saved Queries, **Define Query**, Define Report, Select Accounts, Run Query.
- Instruction: Define the selection criteria for your query.
- Form Type: [Dropdown]
- Form: [Dropdown]
- Field: [Dropdown]
- Condition: [Dropdown]
- Value: [Text Input]
- Buttons: Paste, Field Search, ADD.
- Field Description: [Text Input]
- Include Field in Report:
- Selection Criteria: DEL, UP, DOWN, (,), AND, OR.
- Table with columns: Product, Form, Form Name, Field Name, Cond., Value, AND/OR.

Figure 2:2

- First, select the **Form Type**, **Form**, and **Field Name**, which you want to include in the query. The **Form Type** includes all the areas you can query from in the tax application. The **Form** and **Field** drop-down lists display the applicable items available based on your **Form Type** selection and the **Return Type** selection you made on the **Saved Queries** tab.

See [Creating Queries \(page 19\)](#) for help in using the drop-down lists (**Form Type**, **Form**, and **Field**) to define the query criteria.

4. For prior year and current year queries, right-click any field in the tax application to find this information.
 - a. Open a prior year or current year tax return and navigate to the field on the applicable Organizer, tax form, or workpaper screen that you know has the data you want to include in your query.

- b. Right-click the field to view the **Form Type**, **Form Name**, and **Field Name**.



The system is unable to query personally identifiable information. Examples are Social Security numbers and employer identification numbers.

For example, to see the FormView information for Form 1120S, Page 1, line 3, right-click the field, and select **FormView Name** on the popup menu.

| | | |
|---|---|------------|
| F. Check if: <input type="checkbox"/> Initial return <input type="checkbox"/> Final return <input type="checkbox"/> Name Change <input type="checkbox"/> Address change <input type="checkbox"/> Amended return | | |
| G. Enter the number of shareholders in the corporation at the end of the tax year | | 3 |
| H. Check if Schedule M-3 is required..... | | X |
| Income | | |
| 1a | Gross receipts or sales..... | 1,000,000. |
| b | Less: returns and allowances..... | 25,000. |
| c | Balance..... | 975,000. |
| 2 | Cost of goods sold (Schedule A, line 8)..... | |
| 3 | Gross profit. Subtract line 2 from line 1c | 975,000. |
| 4 | Net gain (loss) from Form 4797, Part II, line 17..... | |
| 5 | Other income (loss)..... | |
| 6 | Total income (loss) Combine lines 3 through 5..... | 975, |
| Deductions | | |
| 7 | Compensation of officers | |
| 8 | Salaries and wages (less employment credits)..... | |
| 9 | Repairs and maintenance | |

Figure 2:3

You will see the **Form Type**, **Form Name**, and **Field Name** for the selected field.

| 1120 | | | | |
|------------------|------------|-----------------|-----------|-------------------|
| Form Type | Form Name | Field Name | Data Type | Field Description |
| Federal Tax Form | FORM 1120S | P1 GROSS PROFIT | Dollar | Gross profit |

Copy Row

Figure 2:4

- Click back to the FormView window and make the selections in the **Form Type**, **Form**, and **Field** drop-down lists on the **Define Query** tab.

In this example, select *Federal Tax Form* in the **Form Type** drop-down list, *Form 1120S* on the **Form** list, and *Gross Profit* on the **Field** list.

| Saved Queries | Define Query | Define Report | Select Accounts | Run Query | | |
|---|---|------------------|-------------------|--------------|--------------|---------------|
| Define the selection criteria for your query. | | | | | | |
| Form Type: | Federal Tax Form | Paste | Field Search | | | |
| Form: | FORM 1120S | Condition: | | | | |
| Field: | GROSS PROFIT | Value: | | ADD | | |
| Field Description | <input checked="" type="checkbox"/> Include Field in Report | | | | | |
| Selection Criteria: | DEL | UP | DOWN | () AND OR | | |
| Product | Form | Form Name | Field Name | Cond. | Value | AND/OR |
| | | | | | | |

Figure 2:5

6. Next, select a **Condition** to set the parameters of the field to be queried:

| CONDITION | DESCRIPTION |
|-----------|--------------------------|
| < | less than |
| > | greater than |
| <= | less than or equal to |
| >= | greater than or equal to |
| = | equal to |
| <> | not equal to |

Use the **Value** field to enter the specific alphanumeric or numeric data to be queried.

To query for simple field existence, the condition would be not equal to (<>) and the value would be blank. For example, to find all 1120 returns with any amount on Form 1120, line 4, the criterion is 1120 | T | FORM 1120 | DIVIDENDS | <> | "" |.



If you have a tax return that includes the data you would like to query, then open the return and copy data and paste it into **Define Query** or **Define Report** tabs in FormView.

You cannot generate a query using partial strings of words within a field. You can search only for exact matches. No wild card values exist. For example, if you create a query in which you ask for all tax returns where the taxpayers' occupation is teacher, only returns that use the exact term teacher appear. Any taxpayers with the occupation junior high school teacher would not be identified.

7. Click **Add** to insert the completed criterion into the query. It will then appear in the **Selection Criteria** box.
8. To delete a criterion, select the line to be deleted and click **DEL**.
9. To add additional criteria, follow the steps above again and click **And** or **Or** to determine if both criteria must be met or if only one of the criterion must be met in order to show the return in the result set. Use **And** if **both** criteria must be met. Use **Or** if **only one** criterion must be met.

10. To group criterion together within parentheses, select the criteria and then click (**or**). Using parentheses eliminates the need to repeat criteria. For example, if you would like to find all 1120 returns that have AGI greater than \$100,000 and dividends greater than \$1,000 or interest less than \$1,000, create a query with the following criteria:

```
1120|T|Form 1120|AGI|>|100000| AND
(
1120|T|Form 1120|Dividend|>|1000| OR
1120|T|Form 1120|Interest|<|1000|
)
```



Only one set of parentheses is allowed in each query.

11. To remove an **And/Or** criterion, select the criterion, and click the **And/Or** button.

To change the order of the criterion, highlight a line and click either the **Up** or **Down** button. Continue until the fields are in the order that you want.

After you add a criterion, you can edit it by selecting the field you want to edit and then clicking the drop-down list to select your new choice.



The field you select for a query criterion will also appear on the **Define Report** tab. If you do not want a field to appear on the **Define Report** tab, clear the **Include Field in Report** check box before you add the criterion. You can also delete a selected field on the **Define Report** tab.

DEFINING THE QUERY REPORT

1. Select the information that will be displayed for the returns that match your query criteria on the **Define Report** tab. The account and return numbers are automatically included in all query reports. The fields that you include in your query criteria are also automatically included unless you cleared the **Include Field in Report** check box on the **Define Query** screen before adding the criterion. You can also add and delete fields on the **Define Report** screen.
2. Use the same steps to select the Form Type, Form and Field names that you used on the **Define Query** tab.

SELECTING THE ACCOUNTS

1. From the **Select Accounts** tab, select the account(s) you want to include in the query. You must select at least one account.
2. On the list of available accounts, an asterisk (*) indicates that the account's FormView database for the tax year and type you selected is not complete. This occurs if Thomson Reuters has to perform maintenance on the FormView database. Your account(s) are updated automatically as quickly as possible.

Check the **Select Accounts** tab periodically to verify that the data load has been completed. Your results may not be accurate if you run a query on accounts before the data load is finished.

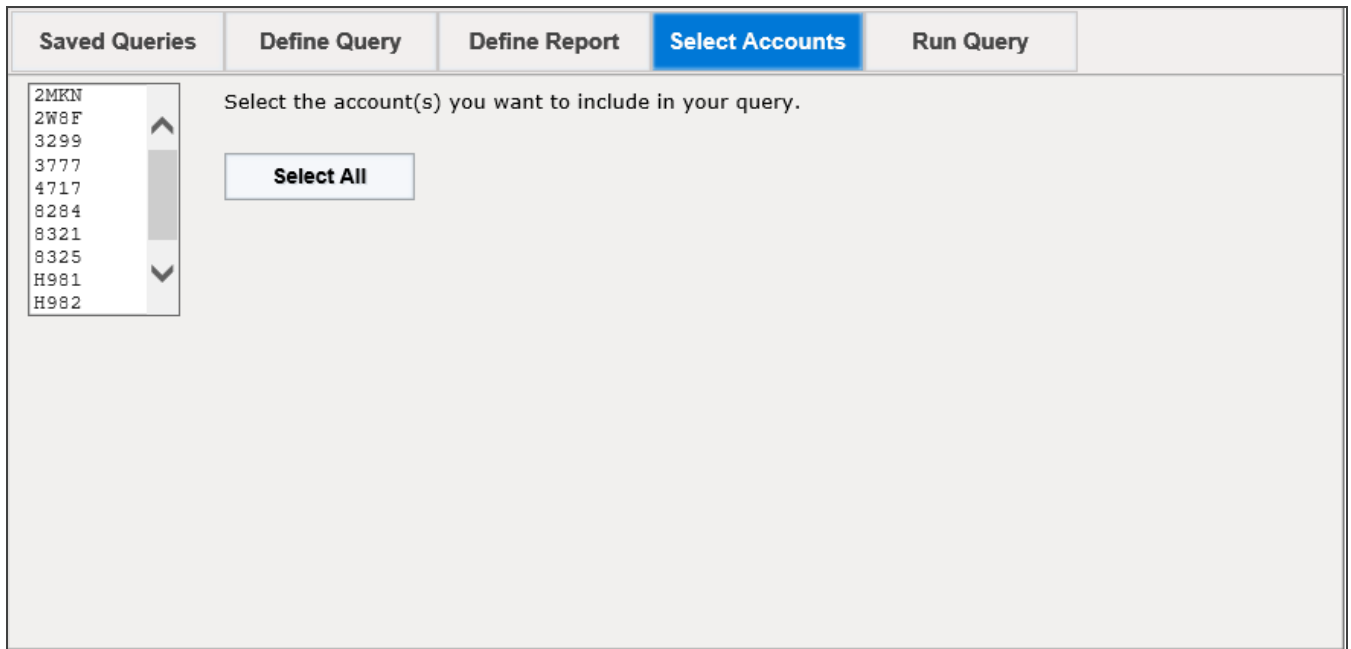


Figure 2:6

RUNNING THE QUERY

Use the following steps to run a query.

1. Select the **Run Query** tab. If you are running a saved query, the user name (if applicable) and the query name appear automatically.

- By default, the **Retrieve Fields with No Data when applicable** check box is checked. This means that you can search for fields with a zero or nonexistent value (=0). It also means that **less than** queries identify returns when the **Criteria Field** equals zero. You can click the hyperlink on the screen for a more detailed explanation of this feature.
- Click **Run Query**. You can display the results in a tabular text format or delimited format.



Once the query begins to run, you **cannot** select other or Browser functions until the query is complete.

Figure 2:7



To export your query results, select the **Download CSV** check box. This allows you to view and open the data in a delimited form.

- If the query results are voluminous, you can stop the download of the results by clicking **Interrupt Query**. You may want to go back and modify your query to yield a smaller result set.

ANALYZING AND VALIDATING THE RESULTS

- Verify that all the returns listed meet your query criteria and that you have not excluded any valid returns or included invalid ones.

2. When analyzing the results, use a “reasonableness” test. Are the results valid for the type and number of returns in your tax practice? For example, if your tax practice includes a large number of wealthy clients and you run a query for 1120 returns with AGI over \$200,000, but the results show only a few returns, then you should examine your criteria and run the query again.

For complex queries, you should open a small sample of the returns found to verify that the data is from the correct tax application source and meets the query requirements.

3. If you do not receive the expected results, then consider refining your query.

PRINTING THE RESULTS

1. Select **File > Print** from the display window.
2. To save the results:
 - If you chose to display the results in Microsoft Excel, select **File > Save As**.
 - If you chose to display the results in the tabular text format, select **Edit > Select All**, or select just the results you want to save, then select **Edit > Copy**. You can paste the results into another document or spreadsheet file.



You must close Microsoft Excel before running another query.

The Excel option only works for the 32-bit version of Excel.

CHAPTER 3: EXAMPLES

The following illustrate some common uses of FormView.

- [Example - 1120C Corporations with Estimated Tax Penalties \(page 15\)](#)
- [Example - 1065 Maryland Partnerships with Nonresident Partners \(page 16\)](#)

EXAMPLE - 1120C CORPORATIONS WITH ESTIMATED TAX PENALTIES

Query Criteria

The firm prepares a variety of 1120 returns so a query criterion should be included to check for the C Corporation return type. Additionally, this situation requires some tax knowledge because of the underpayment penalty compute and print options that are available. The estimated tax penalty may be computed on Form 2200 but not carried to Form 1120, Page 1, line 34. Querying only the Form 1120 field will not generate complete results. Both fields should be included in the query to ensure that all applicable returns are identified.

Define the selection criteria for your query.

Form Type: Federal Tax Form

Form: FORM 1120 Condition:

Field: 2220: ESTIMATED TAX PENALTY Value:

Include Field in Report

Selection Criteria: () AND OR

| Product | Form | Form Name | Field Name | Cond. | Value | AND/OR |
|---------|------|---------------------|-----------------------------|------------------------------------|-------|--------------------------------------|
| 1120 | O | GENERAL INFORMATION | RETURN TYPE | = <input type="button" value="v"/> | C | AND <input type="button" value="v"/> |
| 1120 | T | FORM 2220 | SUM OF PENALTY | > <input type="button" value="v"/> | 0 | OR <input type="button" value="v"/> |
| 1120 | T | FORM 1120 | 2220: ESTIMATED TAX PENALTY | > <input type="button" value="v"/> | 0 | <input type="button" value="v"/> |

Figure 3:1

Result Selections Example

Select the fields to display on the query.

Form Type:
 Form:
 Field:

Fields to Display:

| Product | Form Type | Form Name | Field Name |
|---------|-----------|---------------------|-----------------------------|
| 1120 | T | FORM 1120 | CORPORATE NAME |
| 1120 | O | GENERAL INFORMATION | RETURN TYPE |
| 1120 | T | FORM 2220 | SUM OF PENALTY |
| 1120 | T | FORM 1120 | 2220: ESTIMATED TAX PENALTY |

Figure 3:2

EXAMPLE - 1065 MARYLAND PARTNERSHIPS WITH NONRESIDENT PARTNERS

A new state law requires partnerships with a nonresident partner to pay estimated tax on behalf of the nonresident partner(s).

Query Criteria

The criteria should include a check for partnership returns that file a Maryland return and have any partners that are not residents of Maryland.

Example - 1065 Maryland Partnerships with Nonresident Partners

Define the selection criteria for your query.

Form Type: Federal Organizer

Form: SCHEDULE K-1 Condition:

Field: STATE OF RESIDENCY Value:

Include Field in Report

Selection Criteria: () AND OR

| Product | Form | Form Name | Field Name | Cond. | Value | AND/OR |
|---------|------|----------------------|---------------------------|-------------------------------------|-------|--------------------------------------|
| 1065 | 0 | CS ACTIVATION STATES | MARYLAND STATE ACTIVATION | <> <input type="button" value="v"/> | | AND <input type="button" value="v"/> |
| 1065 | 0 | SCHEDULE K-1 | STATE OF RESIDENCY | <> <input type="button" value="v"/> | MD | |

Figure 3:3

Report Fields Example

Saved Queries | Define Query | **Define Report** | Select Accounts | Run Query

Select the fields to display on the query.

Form Type: Federal Tax Form
Form: FORM 1065
Field:

Fields to Display:

| Product | Form Type | Form Name | Field Name |
|---------|-----------|----------------------|----------------------------|
| 1065 | T | FORM 1065 | PARTNERSHIP ADDRESS LN 1 |
| 1065 | T | FORM 1065 | PARTNERSHIP CITY STATE ZIP |
| 1065 | O | SCHEDULE K-1 | STATE OF RESIDENCY |
| 1065 | O | CS ACTIVATION STATES | MARYLAND STATE ACTIVATION |

Figure 3:4

CHAPTER 4: CREATING QUERIES

Different types of tax returns exist within several of the applications. At times, you may find that your query identifies tax returns that you did not expect to be included in your results. Generally, this situation exists because the application must compute (but not necessarily print) tax forms that may contain your selected tax data in order to arrive at the correct result.

For example, some states do not recognize the S Corporation status and require the corporation to file a state C Corporation return. This requires the 1120 tax application to compute Form 1120 even though the federal return is an 1120S, so that appropriate data can flow to the state C Corporation tax return. Because Form 1120 is computed or considered “active,” data from this form loads into the database, whether you are processing an actual C Corporation or S Corporation tax return.

In your query, you may want to include a return type criterion to limit the result set to the data you actually need. The sections below detail the form type, form name, field name and conditions you should use to find the return types.

QUERYING SELECTION-TYPE FIELDS IN THE APPLICATION

Typically, the tax applications do not store the phrases that you see on a drop-down list, option button, or check box. Instead, a corresponding alphanumeric character code is stored. You must search for the appropriate code. The list of codes appears in a description-type field.

To view the code description, follow these steps:

1. Select the field that you wish to display from the **Field** list box.
2. Click **Field Description**. A new window appears. Your field and the corresponding codes should appear in the list.

1120 Returns

Form type: Federal Workpaper

Form: General Information

Field name: Select the field name, condition and value for desired return type:

| RETURN TYPE | FIELD NAME | CONDITION | VALUE |
|-------------|------------------------------|-----------|-------|
| 1120 | US Corporation | = | X |
| 1120S | S Corporation | = | X |
| 1120F | Foreign Corporation | = | X |
| 1120-H | Homeowners Association | = | X |
| 1120-RIC | Regulated Investment Company | = | X |
| 1120-REIT | Real Estate Investment Trust | = | X |
| 1120-C | Cooperative Associations | = | X |

1065 Queries

Form type: Federal Organizer

Form: Schedule B

Field: Type of Partnership

The following table lists each condition and value for each partnership return type:

| RETURN TYPE | CONDITION | VALUE |
|-------------------------------|-----------|-------|
| GENERAL PARTNERSHIP | = | G |
| LIMITED PARTNERSHIP | = | L |
| LIMITED LIABILITY COMPANY | = | C |
| LIMITED LIABILITY PARTNERSHIP | = | P |

| RETURN TYPE | CONDITION | VALUE |
|---------------------|-----------|-------|
| FOREIGN PARTNERSHIP | = | F |
| OTHER | = | O |

990 Queries

Form type: Federal Organizer

Form: 990 990EZ 990PF

Field: Select the appropriate field listed for the desired return type:

| RETURN TYPE | FIELD NAMES | CONDITIONS | VALUES |
|---|-----------------|------------|--------|
| 990EZ | 990EZ | = | X |
| 990T (TRUST) | 990TTRUST | = | X |
| 990 | 990 | = | X |
| 990-PF (NONOPERATING FOUNDATION) | PFNONOP | = | X |
| 990-PF (OPERATING FOUNDATION (IRC §4942(J)(3)) | PFOPER1 | = | X |
| 990-PF (OPERATING FOUNDATION (IRC §4942 (J)(5)) | PFOPER | = | X |
| 990-T (CORPORATION) | 990TCORP | = | X |
| 990-N | ENTER X IF 990N | = | X |