THOMSON REUTERS®

DATA IMPORT TEMPLATES GUIDE

FOR TAX YEAR 2021

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CHAPTER 1: DATA IMPORT TEMPLATES

The following import templates are based fully in Excel, as listed below:

	1040	1041	1065	1120
ASSET TEMPLATE	✓	✓	✓	✓
BROKERAGE STATEMENT	✓			
CAPITAL GAIN TEMPLATE	✓	✓	✓	✓
CHARITABLE CONTRIBUTIONS	✓			
CRYPTO GAIN	✓			
K1 TEMPLATE	✓	✓		
PFIC TEMPLATE	✓			
RENTAL			✓	
SCHEDULE C	✓			
SCHEDULE E	✓			

Each template is set up similarly, with multiple tabs that are similar in nature, but each template has a different purpose. The first tab for each template is the **TR_Setup** tab. This tab includes required information and an **Audit Data** button.

SECTIONS IN THIS GUIDE

- Performing an Import/Export

CHAPTER 2: PERFORMING AN IMPORT/EXPORT

PERFORMING AN IMPORT

> Please note that, prior to an import, existing data in the tax return will be deleted related to the import. Further details are located under *Deleting Data*.
>
> The tax return must be closed prior to the import, and the Excel file must be closed too.

The import processes will allow you to import one spreadsheet file at a time. The steps to upload follow.

1. Complete the client data utilizing the template file.

2. Make sure that the template file has been saved and closed prior to import. A good practice is to substitute the *Master* in the template name with an actual client name.

3. Open the application.

4. Go to **Returns Processing > Import/Export > Data Templates > Import**.

Figure 2:1

5. Select the **Account number**, **Tax Year**, and **Return Type**, and click **Continue**.

> To locate more specific return(s), use the remaining optional filter options to narrow the list of returns that you wish to import. Click **Continue**.

6. The RS Browser will display a list of returns that met the criteria you identified. Select the desired return(s), and click **Continue**.

7. Select the desired return(s) you wish to import into by clicking their associated check boxes, and click **Continue**.

8. The **Data Template Import** upload screen displays.

| Account: 3777 | Year: | Tax Type: 1065 | Locator: 5309KJ |

1 | **Upload**
Choose file(s) and template(s)

2 | **Start Import Process**
Select Locator for Import

Drag a File Here or

BROWSE FOR FILE ❯

INFO The import files will have "XLSM" as the file extension. For example: dttmplt.XLSM

Figure 2:2

9. Click **Browse for File**.

10. Navigate to the location where the file is stored, and select the file.
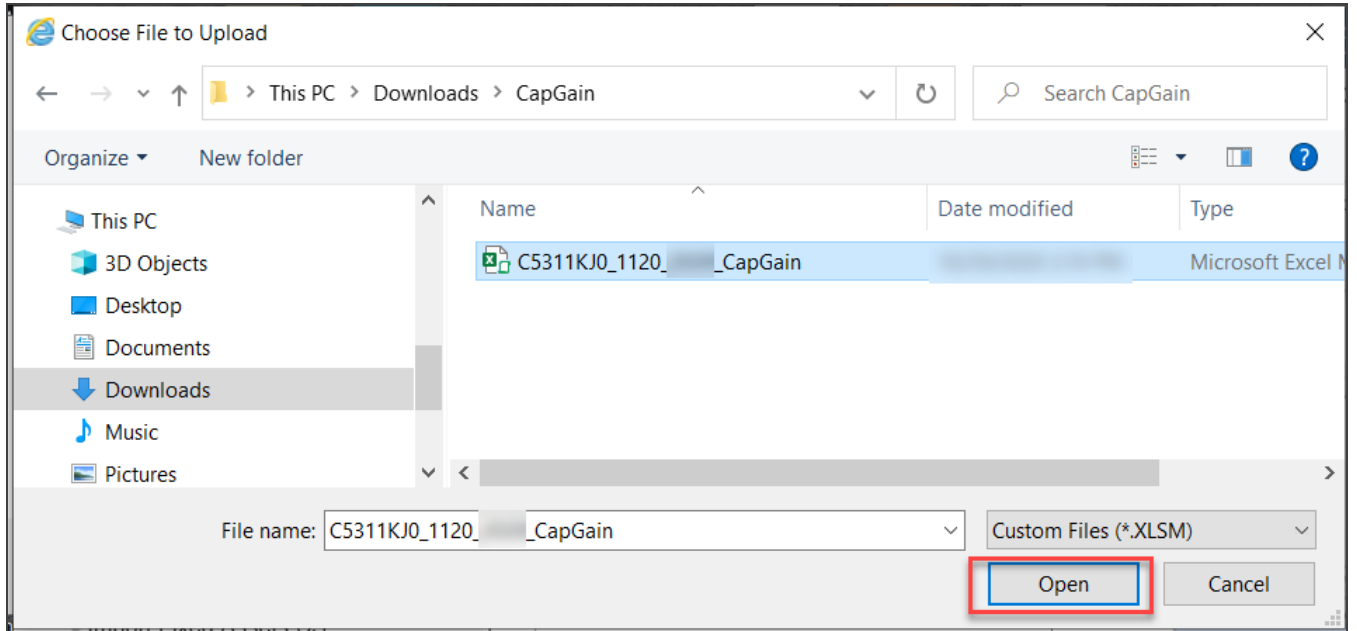
Figure 2:3

11. Click **Open**.

12. Click **Next**.

13. Click **Import** to start the import.

Data Template Import		BATCH STATUS

Account: 3777	Year:	Tax Type: 1065	Locator: 5309KJ

1 | **Upload**
Choose file(s) and template(s)

2 | **Start Import Process**
Select Locator for Import

Select	Entity Name	Entity Id	File Name	Password	File Size	Status
☑			C5311KJ0…		78.20 KB	

‹ PREVIOUS   IMPORT

Figure 2:4

14. The job is queued. Once the **import job queued** screen displays, make a note of the batch job number, and click **OK**.

Templates Import   ✕

Account	Year	Tax Type
3777		P

Entity Name	File Name	Status
5309KJ	C5311KJ0_1120_____CapGain...	Import Job Queued

Import Batch Job :79974

1 returns queued

0 returns rejected

OK
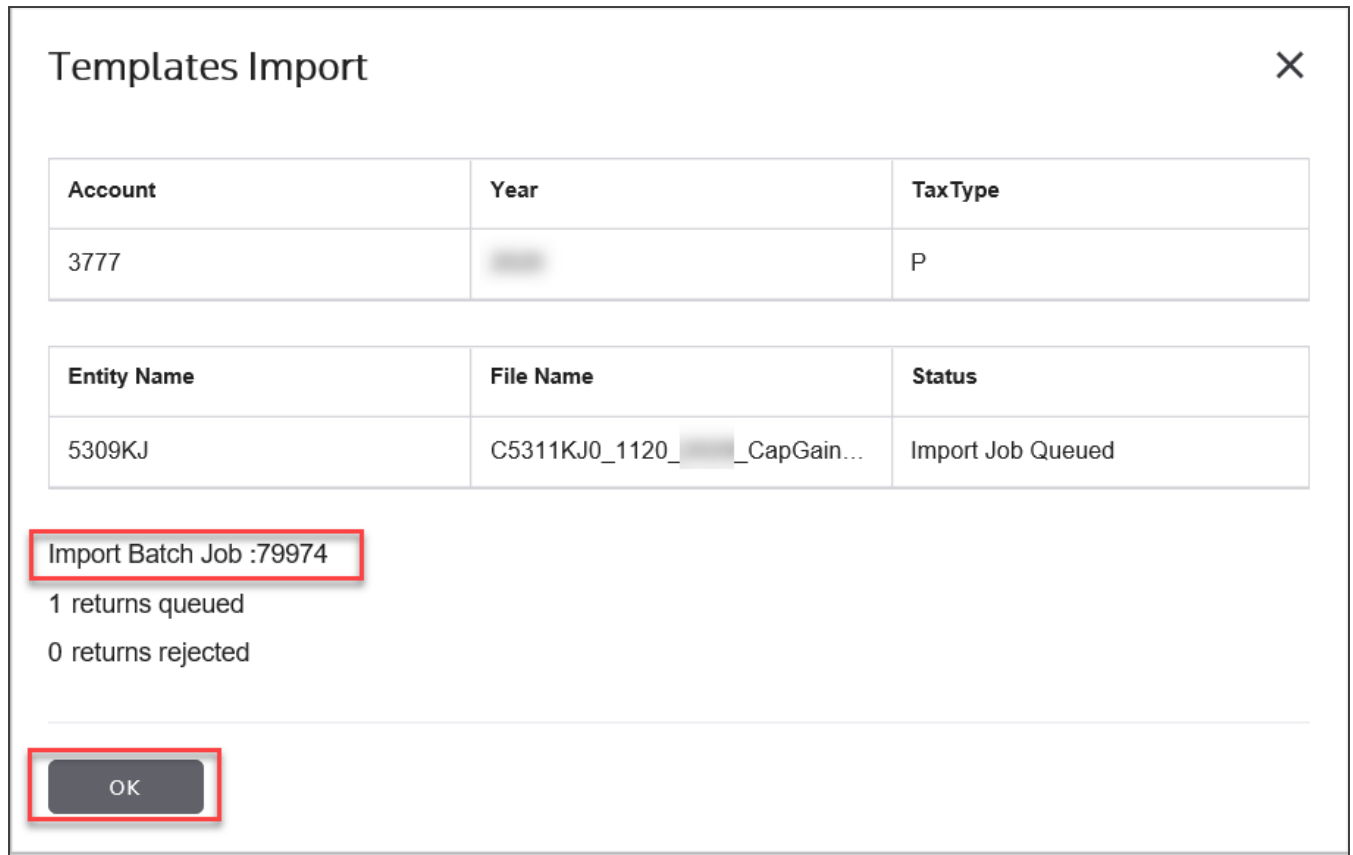
Figure 2:5

15. Check the import batch status.

CHECKING THE IMPORT BATCH STATUS

1. Go to **Returns Processing > Import/Export > Data Templates > Import Batch Status**.
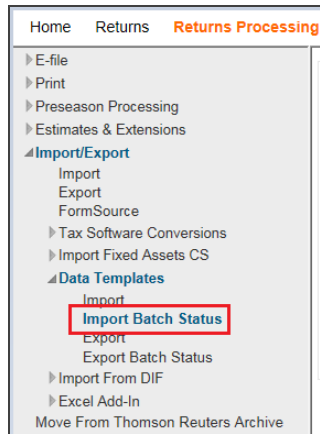
Figure 2:6

2. The **Batch Status** screen displays. Click **Continue** to accept the default **From** date when searching for an import batch that was generated on the default **From** date.

3. If you do wish to search a custom date range, adjust **From** and **To** dates to expand or narrow search ranges.

Figure 2:7

4. Click **Continue** to display list of import batches that match your specified date or range of dates.

The default of the **To** date is always the current date.

5. Click the hyperlink Batch ID (job number) recorded in *Performing an Import (page 3)* to display the **Batch Status** detail screen.

Data Templates Import Batches Found:

Date/Time	Tax Year	Tax Type	Items	Batch ID
		1041	1	71319
		1041	1	71321
		1041	1	71322
		1041	1	71323
		1065	1	71326
		1120	1	71328
		1120	1	71343

7 batches found.

Cancel

Figure 2:8

6. The following screen appears. When the **Import Status** column displays *Import Complete*, you will be able to see the data in the desired return(s).

Data Template Import Batch Details

Import Status for Batch ID 71343:

Import File	Process Status	Locator	Import Status	Status Details	WIP Status
	Batch Complete	2202KI	Import Complete		None
MC2202KI8_Rental-Real-Estate-(Form8825)_102_8825-Rental-2_Asset.xlsm	Complete	2202KI	Import Complete		None

2 records returned.

Refresh   Cancel   Save   [Save feature for IE10 & above only]

Figure 2:9

PERFORMING AN EXPORT

The export processes will allow you to export multiple spreadsheets at a time.

Tax returns must be closed for exports to process. If not closed, they will fail.

The steps to download are as follows.

1. Open and login to the RS Browser.

2. Go to **Returns Processing > Import/Export > Data Templates > Export**.
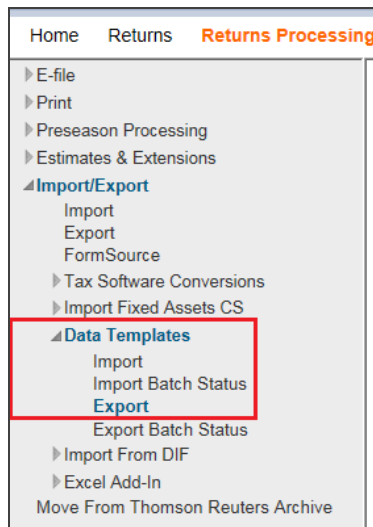
Figure 2:10

3. Select the **Account number**, **Tax Year**, **Return Type**, and the desired template mappings. Click **Continue**.

Figure 2:11

To locate specific return(s), use the remaining optional filters to narrow the list of returns that you wish to export. Click **Continue**.

4. The RS Browser will display a list of returns that met the criteria you identified. Select the desired return(s). Click **Continue**.

5. Select the desired return(s) for which you wish to generate an export file by clicking the associated check boxes. Click **Continue**.

6. Once the **Template Export Batch Job Number** screen displays, make a note of the batch job number. Click **Close**.

Data Templates Export

Firm	Account	Year	Tax Type
FT	3777		1120

Locator	Status
2202KI	Export Queued

Template Export Batch job: 71344
1 returns queued
0 returns rejected

[Close]

Figure 2:12

7. Check the export batch status.

CHECKING THE EXPORT BATCH STATUS

1. Go to **Returns Processing > Import/Export > Data Templates > Export Batch Status**.

Figure 2:13

2. The **Batch Status** screen displays. Click **Continue** to accept the default **From** date when searching for an export batch that was generated on the default **From** date.

3. For a custom date range, adjust **From** and **To** dates to expand or narrow the search ranges.

4. Click **Continue** to display list of export batches that match your specified date or range of dates.

Figure 2:14

The default of the **To** date is always the current date.

5. Click the hyperlink Batch ID (job number) recorded in *Performing an Export (page 11)* to display the **Batch Status** detail screen.

Data Templates Export Batches Found:

Date/Time	Tax Year	Tax Type	Items	Batch ID
		1041	1	71324
		1065	1	71327
		1120	1	71344

3 batches found.

Cancel

Figure 2:15

6. The following screen appears. When the **Export Status** column displays *File Export Complete*, click **Download Al**l or the hyperlink for an individual return to download the export file for a specific return.

Data Templates Export Batch Details

▨ **Export Status for Batch ID 71344:**

NOTE: A Password input field indicates a password is required. These returns are not included in the Download All button. To download a password protected return when the 'Print File Ready' status is displayed, please enter the password and click on the return's hyperlink.

Return	Password	Entity Name	Export Status	WIP Status	Download Status
2202KI		Data Import Templates	File Export Complete	WIP0	

1 record returned.

[Refresh]   [Cancel]   [Download All]

Figure 2:16

The file cannot be retrieved until the status says *File Export Complete*. Other status options that may appear include: *Export In Progress* and *Export Hyperlink in Progress*.

7. Click the **blue** hyperlink under **Return**. A pop-up message will appear asking to **Open** or **Save** the export file.

CHAPTER 3: HOW THE AUDIT BUTTON WORKS

Use the **Audit Data** button to verify that your data is properly formatted and is not flagged as a problem. If any data is flagged, the import will not occur. By running the audit before import, you can see and correct problems before an import fails.

Flagged data will appear in yellow (see the second figure below).

We have incorporated an **Audit Data** button on the **TR_Setup** tab (shown in the first figure below):

	A	B	C	D
1	**Export/Import Name**	**CapGain**		
2	Firm ID:	client entered		
3	Account ID:	client entered		
4	Year:		Audit Data	
5	Tax Type:	1040		
6	Locator:	client entered		
7				

Figure 3:1

When selected, this button performs various functions. They are:

- Data for required fields are shaded yellow if missing.

- Data type and length are shaded yellow if the type mismatches or length is violated.

Errors are labeled on the **TR_Setup** tab in the columns titled Sheet, Column, Cell, and Error.

The figure below is from the tab **TR_XXXX_CapGain_Detail** (where *XXXX* represents the tax application). After the audit button is selected, the items in yellow are errors. You will see missing data at A4, A5, and A7. Then you will see errors in the data entered that do not match string tables, or applicable values to be entered in the other yellow shaded cells.

	A	B	C	D	E Date Acquired (MM/DD/YYYY)	F	G
1	Asset Description	Ownership	Transaction Type (Code)	Date Acquired Options		Date Sold (Options)	Date Sold (MM/DD/YYYY)
2							
3	AT&T	T	S	I	13/42/	I	68436
4		S	A	V	1/1/	V	6/1/2018
5		O		A	3/91/		
6	Amazon	S		O	1/1/	A	

Figure 3:2

A portion of the audit log appears as such from the **TR_Setup** tab. The **Sheet** contains the tab reference. The **Column** is the column reference. The **Cell** is the Excel reference on that sheet. The **Error** is a meaningful description of the error.

Sheet	Column	Cell	Error
TR_1040_CapGain_Detail	Asset Description	A4	Required field is missing data
TR_1040_CapGain_Detail	Asset Description	A5	Required field is missing data
TR_1040_CapGain_Detail	Ownership	B5	Invalid data for this cell
TR_1040_CapGain_Detail	Transaction Type (Code)	C3	Invalid data for this cell
TR_1040_CapGain_Detail	Date Acquired Options	D6	Invalid data for this cell
TR_1040_CapGain_Detail	Date Acquired (MM/DD/YYYY)	E3	Invalid date format
TR_1040_CapGain_Detail	Date Acquired (MM/DD/YYYY)	E5	Invalid date format
TR_1040_CapGain_Detail	Date Sold (Options)	F3	Invalid data for this cell
TR_1040_CapGain_Detail	Date Sold (MM/DD/YYYY)	G3	Invalid date format
TR_1040_CapGain_Group_Detail			No errors found.
TR_1040_CapGain_Group2_Detail			No errors found.

Figure 3:3

To review all possible errors, go to the tab **TR_General_Strings**. The errors are under **StrTbl_Errors**.

StrTbl_Errors	
Length	Number of characters exceeds allowed field length
Minimum	Minimum number of characters required for field not met
Required	Required field is missing data
Table	Invalid data for this cell
ChkBox	The value for this cell must be
Column	Duplicate columns
ALPHA	Cell can only contain letters
DATE	Invalid date format
DOLLAR	Cell can only contain numbers
EDITED	Cell must be a number with maximum 6 decimal places
FRACTION	Number outside upper or lower bound
INTEGER	Cell must be an integer

Figure 3:4

CHAPTER 4: ASSET TEMPLATE

The Asset Template import feature can populate many of the fields on the **Depreciation** and **Amortization** input screens. This will cover various activities within each tax application. Each tax application (1040, 1041, 1065, and 1120) has a separate asset template.

The three components of Asset importing are:

- Template file **XXXX_YYYY_Asset_Template.xlsm** where *XXXX* is the tax application (1040, 1041, 1065, or 1120), and *YYYY* is the year

- **Performing an Import (page 3)**

- **Performing an Export (page 11)**

ASSET_TEMPLATE.XLSM

The **Asset_Template.xlsm** contains the data to be imported into the Organizer. This file is referred to as the Data Import Template and is provided by Thomson Reuters. Data is populated in the Excel files using the Data Import Template as the starting point.

Required Fields for Import

- **TR_Setup** tab

    - Firm ID

    - Account ID

    - Year

    - Tax Type

    - Locator

    - Activity Type

    - Activity Number (if applicable)

    - Activity Name (if applicable)

- **TR_XXXX_Asset_Detail** tab (XXXX = 1040, 1041, 1065, 1120)

  - Asset Description

Drop-down Listings

If you have macros enabled, the spreadsheet will have a pop-up dialog when a field is selected that contains a fixed value. The selection will provide a description and, when selected, will write the correct value needed for the tax application to the field.

> If you choose not to use the macros in the template, the details for the values needed are available on the **TR_XXXX_Asset_Strings** tab.

If improper values are entered, then unexpected results can occur.

Navigation for Fields in the Asset Template

For 1040:

- Business (Schedule C): **Organizer > Income > Business Income > (Name) > Depreciation and Amortization > Asset Detail**

- Employee Business Expense (Form 2106): **Organizer > Itemized Deductions > Employee Business Expense > (Name) > Depreciation and Amortization > Asset Detail**

- Farm (Schedule F): **Organizer > Income > Farm Income > (Name) > Depreciation and Amortization > Asset Detail**

- Farm Rental (Form 4835): **Organizer > Income > Farm Income > (Name) > Depreciation and Amortization > Asset Detail**

- Rental Real Estate (Schedule E): **Organizer > Income > Rent and Royalty > (Name) > Depreciation and Amortization > Asset Detail**

- Schedule K-1 (Estate): **Organizer > Income > Schedule K-1 > (Name) > General Business Expense > Depreciation and Amortization > Asset Detail**

- Schedule K-1 (Partnership): **Organizer > Income > Schedule K-1 > (Name) > General Business Expense > Depreciation and Amortization > Asset Detail**

- Schedule K-1 (S Corp): **Organizer > Income > Schedule K-1 > (Name) > General Business Expense > Depreciation and Amortization > Asset Detail**

For 1041:

- General (Page 1): **Organizer > Deductions > General Depreciation and Amortization > General Depreciation > Asset Detail > (Asset) > Depreciation Detail**

- Business (Schedule C): **Organizer > Income > Business Income > (Name) > Depreciation and Amortization > Asset Detail**

- Rent and Royalty (Schedule E): **Organizer > Income > Rent and Royalty > (Name) > Depreciation and Amortization > Asset Detail**

- Farm (Schedule F): **Organizer > Income > Farm Income > (Name) > Depreciation and Amortization > Asset Detail**

For 1065:

- Page 1: **Organizer > Ordinary Income and Deductions > Depreciation and Amortization > (Name) > Asset Detail**

- Rental Real Estate: **Organizer > Activity Information > Rental Real Estate > (Name) > Depreciation and Amortization > Asset Detail**

- Other Rental Real Estate: **Organizer > Activity Information > Other Rental > (Name) > Depreciation and Amortization > Asset Detail**

- Multiple Trade or Business: **Organizer > Activity Information > Multiple Trade or Business > (Name) > Depreciation and Amortization > Asset Detail**

- Farm: **Organizer > Activity Information > Farm > (Name) > Depreciation and Amortization > Asset Detail**

- Pass Through: **Organizer > Activity Information > Pass-Through**

For 1120:

- General (Page 1): **Organizer > Income and Deductions > Deductions > Depreciation and Amortization > General Depreciation and Amortization > Asset Detail**

- Rental Real Estate (Ordinary): **Organizer > Income and Deductions > Rental Activity > (Activity Name) > Depreciation and Amortization > Asset Detail**

- Rental Real Estate (Form 8825): **Organizer > Income and Deductions > Rental Activity > (Activity Name) > Depreciation and Amortization > Asset Detail**

- Rental Real Estate (Other): **Organizer > Income and Deductions > Rental Activity > (Activity Name) > Depreciation and Amortization > Asset Detail**

- Rental Real Estate (Portfolio): **Organizer > Income and Deductions > Rental Activity > (Activity Name) > Depreciation and Amortization > Asset Detail**

- Farm: **Organizer > Income and Deductions > Farm Income and Expense > (Name) > Depreciation and Amortization > Asset Detail**

Tabs on the Asset Template

Tab 1: TR_Setup

The **TR_Setup** tab contains header information. These fields are fixed and not variable. The firm ID, account ID, and locator number allow Thomson Reuters to match the Asset Template to your firm's account. The year and tax type are prepopulated.

> If you choose not to enable the macros, you must make sure the column heading is correct for the option you are using.

	A	B
1	**Export/Import Name**	**Asset**
2	Firm ID:	client entered
3	Account ID:	client entered
4	Year:	
5	Tax Type:	1040
6	Locator:	client entered
7	Activity Type:	client selected
8	Activity Number:	client entered
9	Activity Name:	client entered

Figure 4:1

> For the Asset Template, on the line for activity number, there MUST be an activity number entered for that cell. If it does not match what is in the tax return when importing, the import will not be correct. The activity must exist in the return prior to the import. If unsure about the activity type, number, or name, perform an export first and they will be provided in the export file.

Tab 2: TR_XXXX_Asset_Detail

The **TR_XXXX_Asset_Detail** tab is where the actual data to import is located. There can be multiple rows of data. However, the first and second rows are fixed. The import will use the column descriptions to know where to import the data.

The first column must remain the first column. The remaining columns can be moved or deleted to fit your needs.

Subsequent rows will import into a single locator (locator number entered on the **TR_Setup** tab). Each row will consist of a separate asset to be imported into the program.

	A	B	C	D	E	F	G
1	Asset Description	Basis Date MM/DD/YYYY	Date Print Only Basis	Regular Cost	Regular Method	Regular Life	Regular Accm Depr
2							
3							
4							
5							
6							

Figure 4:2

Asset data in the return will be deleted prior to import. If you have data in the return you wish to save, please do an export first for the Asset detail.

What is Available to Import?

See the **TR_XXXX_Asset_Map** tab in the template file for details on the column heading name to be used:

- XrefName

- TypeDesc (type of data for the field)

- field length that can be imported.

	A	D	E	F	G	H
1	Column Heading Name	Xref	Order to Process This Group	TypeDesc	TypeSpecial	Field Length
2	Asset Description	DPR.DESC		Alphanu		50
3	Basis Date MM/DD/YYYY	DPR.DATECMP		Date		10
4	Date Print Only Basis	DPR.DATEPRNT		Alphanu		10
5	Regular Cost	DPR.COSTREG		Dollar		10
6	Regular Method	DPR.METHREG		Alphanu		4

Figure 4:3

> Due to differences in the 1041 application in how the vehicles are handled, the related information is not imported nor exported. Vehicles are tied to the assets under Deductions by asset. For Business Income, Rent and Royalty, and Farm, only one vehicle appears on the Organizer per property. Therefore, we are not importing or exporting this information. If vehicle information must be entered, please enter after the import.

To see what column heading will transfer to which field in the application:

1. Open the Organizer screen you wish to access.

2. Then use **right mouse click** on the field, select **Field Info**, and use the detail on the screen.

> If the first asset is duplicated after an import, make sure row two is blank on the asset template tab **Asset Detail**. If there are totals on any of the fields, it will throw off data on the first asset imported.

CHAPTER 5: CAPITAL GAIN TEMPLATE

The Capital Gain Template import feature can populate many of the fields on the **Capital Gain (Loss)** input screens. Each tax application (1040, 1041, 1065, and 1120) has a separate capital gain template.

The three components of Capital Gain importing are:

- Template file **XXXX_YYYY_Capital_Gain_Template.xlsm** where *XXXX* is the tax application (1040, 1041, 1065, or 1120), and *YYYY* is the year

- **Performing an Import (page 3)**

- **Performing an Export (page 11)**

CAP_GAIN_TEMPLATE.XLSM

The **Cap_Gain_Template.xlsm** contains the data to be imported into the Organizer. This file is referred to as the Data Import Template and is provided by Thomson Reuters. Data is populated in the Excel files using the Data Import Template as the starting point.

Required Fields for Import

- **TR_Setup** tab

    - Firm ID

    - Account ID

    - Year

    - Tax Type

    - Locator

- **TR_XXXX_CapGain_Detail** tab (*XXXX* = 1040, 1041, 1065, 1120)

    - Asset Description

- **TR_XXXX_CapGain_Group_Detail** tab (*XXXX* = 1040, 1041, 1065, 1120)

    - Asset Description (only required if group detail will be imported)

- **TR_XXXX_CapGain_Group_Detail2** tab, if available (*XXXX* = 1040, 1041, 1065, 1120)

  - Asset Description (only required if group detail will be imported)

Drop-Down Listings

If you have macros enabled, the spreadsheet will have a pop-up dialog when a field is selected that contains a fixed value. The selection will provide a description and, when selected, will write the correct value needed for the tax application to the field.

> If you choose not to use the macros in the template the details for the values needed are available on the **TR_XXXX_CapGain_Strings** tab.

If improper values are entered, then unexpected results can occur.

Navigation for Fields in the Capital Gain Template

- For 1040: **Organizer > Gains and Losses > Capital Gains and Losses > Add New**

- For 1041: **Organizer > Gains and Losses > Stocks, Bonds, etc. > Add New**

- For 1065: **Organizer > Gains and Losses > Capital Gains and Losses > Gains Distributions, Stocks, and Bonds > Add New**

- For 1120: **Organizer > Gains and Losses > Capital Gains and Losses > Add New**

Tabs on the Capital Gain Template

Tab 1: TR_Setup

The **TR_Setup** tab contains header information. These fields are fixed and not variable. The firm ID, account ID, and locator number allow Thomson Reuters to match the Capital Gain Template to your firm's account. The tax applications available are 1040, 1041, 1065, and 1120 for this import. The tax year begins with 2017 and forward.

> If you choose not to enable the macros, you must make sure the column heading is correct for the option you are using.

	A	B
1	**Export/Import Name**	**CapGain**
2	Firm ID:	client entered
3	Account ID:	client entered
4	Year:	
5	Tax Type:	1040
6	Locator:	client entered

Figure 5:1

Tab 2: TR_XXXX_CapGain_Detail

The **TR_XXXX_CapGain_Detail** tab is where the actual data to import is located. There can be multiple rows of data. However, the first and second rows are fixed. The import will use the column descriptions to know where to import the data.

The first column must remain the first column. The remaining columns can be moved or deleted to fit your needs.

Subsequent rows will import into a single locator (locator number entered on the **TR_Setup** tab). Each row will consist of a separate asset to be imported into the program.

	A	B	C	D	E	F	G
1	Asset Description	Ownership	Transaction Type (Code)	Date Acquired Options	Date Acquired (MM/DD/YYYY)	Date Sold (Options)	Date Sold (MM/DD/YYYY)
2							
3							
4							
5							

Figure 5:2

Capital gain data in the return will be deleted prior to import. If you have data in the return you wish to save, please do an export first for the Capital Gain detail.

Tab 3: TR_XXXX_CapGain_Group_Detail

The **TR_XXXX_CapGain_Group_Detail** tab is similar to the previous tab. This is where you input data for group data fields. The first column and the first and second rows are fixed. You can also import multiple rows of data.

	A	B	C
1	Asset Description	Basis Other than Actual Cost of Property Statement	Bad Debt Statement
2			
3			
4			
5			

Figure 5:3

Figure 5:4

> Capital gain data in the return will be deleted prior to import. If you have data in the return that you wish to save, please do an export first for the capital Gain detail.

What is Available to Import?

See the **TR_XXXX_CapGain_Map** tab in the template file for details on the column heading name to be used:

- XrefName

- Order to Process This Group

- TypeDesc (type of data for the field)

- field length that can be imported.

	A	D	E	F	G	H
1	**Column Heading Name**	**Xref**	**Order to Process This Group**	**TypeDesc**	**TypeSpecial**	**Field Length**
2	Asset Description	CGN.DESCRIPT		Alphanu		75
3	Ownership	CGN.OWNER		Alpha		1
4	Transaction Type (Code)	X101.1302.129		Alphanu		1
5	Date Acquired Options	X101.1232.214		Alphanu		1
6	Date Acquired (MM/DD/YYYY)	CGN.DACQUIRE		Date		10

Figure 5:5

To see what column heading will transfer to which field in the application:

1. Open the Organizer screen you wish to access.

2. Then use **right mouse click** on the field, select **Field Info**, and use the detail on the screen.

CHAPTER 6: 1040 BROKERAGE STATEMENT TEMPLATE

The Brokerage Statement Template import feature can populate many of the fields on the 1040 **Brokerage Statement** input screens. This template is exclusively used for the 1040 tax application.

The three components of Brokerage Statement importing are:

- Template file **1040_2021_BrkStmt_Template.xlsm**

- **Performing an Import (page 3)**

- **Performing an Export (page 11)**

1040_2021_BRKSTMT_TEMPLATE.XLSM

The **BrkStmt_Template.xlsm** contains the data to be imported into the Organizer. This file is referred to as the Data Import Template and is provided by Thomson Reuters. Data is populated in the Excel files using the Data Import Template as the starting point.

Required Fields for Import

- **TR_Setup** tab

    - Firm ID

    - Account ID

    - Year

    - Tax Type

    - Locator

- **TR_1040_BrkStmt_Detail** tab

  ○ Payer Name

  ○ Ownership

  ○ Activity Number

- **TR_1040_Sch_BrkStmt_Group_Detail** tab (only required if group detail will be imported)

  ○ Payer Name

  ○ Ownership

  ○ Activity Number

Drop-down Listings

If you have macros enabled, the spreadsheet will have a pop-up dialog when a field is selected that contains a fixed value. The selection will provide a description and, when selected, will write the correct value needed for the tax application to the field.

> If you choose not to use the macros in the template, the details for the values needed are available on the **TR_1040_BrkStmt_Strings** tab.

If improper values are entered, then unexpected results can occur.

Navigation for Fields in the Brokerage Statement Template

- **Organizer > Income > Brokerage Statements > (Name) > Brokerage Statement Information**

Tabs on the Brokerage Statement Template

Tab 1: TR_Setup

The **TR_Setup** tab contains header information. These fields are fixed and not variable. The firm ID, account ID, and locator number allow Thomson Reuters to match the Brokerage Statement Template to your firm's account. Only the 1040 tax application is available for this import. The tax year begins with 2019 and forward.

> If you choose not to enable the macros, you must make sure the column heading is correct for the option you are using.

1	Export/Import Name	BrkStmt
2	Firm ID:	client entered
3	Account ID:	client entered
4	Year:	
5	Tax Type:	1040
6	Locator:	client entered

Figure 6:1

Tab 2: TR_1040_BrkStmt_Detail

The **TR_1040_BrkStmt_Detail** tab is where the actual data to import is located. There can be multiple rows of data. However, the first and second rows are fixed. The import will use the column descriptions to know where to import the data.

The first three columns must remain as they are. The remaining columns can be moved or deleted to fit your needs.

Subsequent rows will import into a single locator (locator number entered on the **TR_Setup** tab). Each row will consist of a separate broker statement to be imported into the program.

	A	B	C	D	E	F
1	Payer Name	Ownership	Activity Number	Sort Order Proforma	Account Number	Suppress Proforma
2						
3						
4						

Figure 6:2

Brokerage statement data in the return will be deleted prior to import. If you have data in the return you wish to save, please do an export first for the brokerage statement detail.

An export will prepopulate the required columns on the **Detail** and **Group Detail** tabs based upon return data. This can be useful as we have had support calls in the past about how data relates between the **Detail** and **Group Detail** tabs.

Tab 3: TR_1040_BrkStmt_Group_Detail

The **TR_1040_BrkStmt_Group_Detail** tab is similar to the previous tab. This is where you would input data for group data fields. The first four columns and the first two rows are fixed. You can also import multiple rows of data.

	A	B	C	D	E	F
1	Payer Name	Ownership	Activity Number	1099INT ST Withholding State	1099INT ST Withholding State ID	1099INT ST Withholding St Tax Withheld
2						
3						
4						

Figure 6:3

15 State	16 State ID No.	17 State Tax Withheld	Distribution Amount
⌄			
⌄			
⌄			
⌄			

Figure 6:4

What is Available to Import?

See the **TR_1040_BrkStmt_Map** tab in the template file for details on the column heading name to be used:

- XrefName

- Order to Process This Group

- TypeDesc (type of data for the field)

- field length that can be imported.

	A	D	E	F	G	H
1	Column Heading Name	Xref	Order to Process This Group	TypeDesc	TypeSpecial	Field Length
2	Payer Name	INT.PAYERBR		Alphanu		40
3	Ownership	INT.OWNBR		Alpha		1
4	Activity Number	INT.ACTNUMBER		Dollar		10
5	Sort Order Proforma	INT.SORTNUM		Fraction		10
6	Account Number	INT.BRACCTNO		Alphanu		20

Figure 6:5

To see what column heading will transfer to which field in the application:

1. Open the Organizer screen you wish to access.

2. Then use **right mouse click** on the field, select **Field Info**, and use the detail on the screen.

CHAPTER 7: 1040 CHARITABLE CONTRIBUTION TEMPLATE

The Charitable Contribution Template import feature can populate many of the fields on the **Charitable Contribution** input screen. This template is used exclusively for the 1040 application.

The three components of Charitable Contribution importing are:

- Template file **1040_2021_CharContri_Template.xlsm**

-

-

1040_2021_CHARCONTRI_TEMPLATE.XLSM

The **CharContri_Template.xlsm** contains the data to be imported into the Organizer. This file is referred to as the Data Import Template and is provided by Thomson Reuters. Data is populated in the Excel files using the Data Import Template as the starting point.

Required Fields for Import

- **TR_Setup** tab

  - Firm ID

  - Account ID

  - Year

  - Tax Type

  - Locator

  - Activity Type

  - Activity Number (if applicable)

  - Activity Name (if applicable)

- **TR_1040_CharContri_Detail** tab

  - There are no required tabs on this field.

Drop-down Listings

If you have macros enabled, the spreadsheet will have a pop-up dialog when a field is selected that contains a fixed value. The selection will provide a description and, when selected, will write the correct value needed for the tax application to the field.

> If you choose not to use the macros in the template, the details for the values needed are available on the **TR_1040_CharContri_Strings** tab.

If improper values are entered, then unexpected results can occur.

Navigation for Fields in the Asset Template

For 1040:

- Business (Schedule C): **Organizer > Itemized Deductions > Contributions - CY and Carryovers.**

Tabs on the Charitable Contribution Template

Tab 1: TR_Setup

The **TR_Setup** tab contains header information. These fields are fixed and not variable. The firm ID, account ID, and locator number allow Thomson Reuters to match the template to your firm's account. The tax application is 1040. The tax year begins with 2019 and forward.

> If you choose not to enable the macros, you must make sure the column heading is correct for the option you are using.

	A	B
1	**Export/Import Name**	**CharContri**
2	Firm ID:	client entered
3	Account ID:	client entered
4	Year:	20
5	Tax Type:	1040
6	Locator:	client entered

Figure 7:1

Tab 2: TR_1040_CharContri_Detail

The **TR_1040_CharContri_Detail** tab is where the actual data to import is located. There are no required fields on this template. The import will use the column descriptions to know where to import the data.

On this template, all columns can be moved or deleted to fit your needs. Other templates with a required column A are not like this.

Subsequent rows will import into a single locator (locator number entered on the **TR_Setup** tab). Each row will consist of a separate description to be imported into the program.

	A	B	C	D
1	**Cash Contributions Ownership**	**Cash Contributions Description**	**Cash Contributions Amount**	**Cash Contributions Percent**
2				
3				
4				
5				

Figure 7:2

Charitable contributions data in the return will be deleted prior to import. If you have data in the return you wish to save, please do an export first for the charitable contributions detail.

What is Available to Import?

See the **TR_1040_CharContri_Map** tab in the template file for details on the column heading name to be used:

- XrefName

- TypeDesc (type of data for the field)

- field length that can be imported.

	A	D	F	H
1	Column Heading Name	Xref	TypeDesc	Field Length
2	Cash Contributions Ownership	CON.CASHTSJ	Alpha	1
3	Cash Contributions Description	CON.CASHORGAN	Alphanu	50
4	Cash Contributions Amount	CON.CASHAMT	Dollar	10
5	Cash Contributions Percent	CON.CASH325	Alpha	1
6	Noncash Contributions Ownership	CON.NCASHTSJ	Alpha	1
7	Noncash Contributions Description	CON.NCASHDESC	Alphanu	50
8	Noncash Contributions Amount	CON.NCASHAMT	Dollar	10
9	Noncash Contributions Percent	CON.NCASH3235	Alpha	1
10				

Figure 7:3

To see what column heading will transfer to which field in the application:

1. Open the Organizer screen you wish to access.

2. Then use **right mouse click** on the field, select **Field Info**, and use the detail on the screen.

CHAPTER 8: 1040 CRYPTO GAIN TEMPLATE

The Crypto Gain Template import feature can populate many of the fields on the **Virtual Currency Gains** input screen.

The three components of Crypto Gain importing are:

- Template file **1040_2021_Crypto_Gain_Template.xlsm**

- **Performing an Import (page 3)**

- **Performing an Export (page 11)**

CRYPTOGAIN_TEMPLATE.XLSM

The **CryptoGain_Template.xlsm** contains the data to be imported into the Organizer. This file is referred to as the Data Import Template and is provided by Thomson Reuters. Data is populated in the Excel files using the Data Import Template as the starting point.

Required Fields for Import

- **TR_Setup** tab

  - Firm ID

  - Account ID

  - Year

  - Tax Type

  - Locator

- **TR_XXXX_CryptoGain_Detail** tab (*XXXX* = 1040)

  - Asset Description

Drop-Down Listings

If you have macros enabled, the spreadsheet will have a pop-up dialog when a field is selected that contains a fixed value. The selection will provide a description and, when selected, will write the correct value needed for the tax application to the field.

> If you choose not to use the macros in the template the details for the values needed are available on the **TR_1040_CryptoGain_Strings** tab.

If improper values are entered, then unexpected results can occur.

Navigation for Fields in the Crypto Gain Template

- For 1040: **Organizer > Gains and Losses > Virtual Currency Gains and Losses > Add New**

Tabs on the Crypto Gain Template

Tab 1: TR_Setup

The **TR_Setup** tab contains header information. These fields are fixed and not variable. The firm ID, account ID, and locator number allow Thomson Reuters to match the Crypto Gain Template to your firm's account. The tax application available is 1040 for this import. The tax year begins with 2019 and forward.

> If you choose not to enable the macros, you must make sure the column heading is correct for the option you are using.

Tab 2: TR_XXXX_CryptoGain_Detail

The **TR_1040_CryptoGain_Detail** tab is where the actual data to import is located. There can be multiple rows of data. However, the first and second rows are fixed. The import will use the column descriptions to know where to import the data.

The first column must remain the first column. The remaining columns can be moved or deleted to fit your needs.

Subsequent rows will import into a single locator (locator number entered on the **TR_Setup** tab). Each row will consist of a separate asset to be imported into the program.

> Crypto gain data in the return will be deleted prior to import. If you have data in the return you wish to save, please do an export first for the Crypto Gain detail.

What is Available to Import?

See the **TR_1040_CryptoGain_Map** tab in the template file for details on the column heading name to be used:

- XrefName

- Order to Process This Group

- TypeDesc (type of data for the field)

- field length that can be imported.

To see what column heading will transfer to which field in the application:

1. Open the Organizer screen you wish to access.

2. Then use **right mouse click** on the field, select **Field Info**, and use the detail on the screen.

CHAPTER 9: 1040 K-1 TEMPLATE

The K-1 Template import feature can populate many of the fields on the 1040 **Schedule K-1** input screens. This template is exclusively used for the 1040 tax application.

The three components of K-1 importing are:

- Template file **1040_2021_Sch K_1_Template**

- **Performing an Import (page 3)**

- **Performing an Export (page 11)**

1040_2021_SCH_K_1_TEMPLATE.XLSM

The **K1_Template.xlsm** contains the data to be imported into the Organizer. This file is referred to as the Data Import Template and is provided by Thomson Reuters. Data is populated in the Excel files using the Data Import Template as the starting point.

Required Fields for Import

- **TR_Setup** tab

    - Firm ID

    - Account ID

    - Year

    - Tax Type

    - Locator

- **TR_1040_Sch_K_1_Detail** tab

  - Ownership

  - Activity

  - Activity Number

  - K-1 Name

  - Federal EIN

- **TR_1040_Sch_K_1_Group_Detail** tab (only required if group detail will be imported)

  - Ownership

  - Activity

  - Activity Number

  - K-1 Name

  - Federal EIN

Drop-down Listings

If you have macros enabled, the spreadsheet will have a pop-up dialog when a field is selected that contains a fixed value. The selection will provide a description and, when selected, will write the correct value needed for the tax application to the field.

> If you choose not to use the macros in the template, the details for the values needed are available on the **TR_1040_Sch_K_1_Strings** tab.

If improper values are entered, then unexpected results can occur.

Navigation for Fields in the K1 Template

- **Organizer > Income > Schedule K-1 > (Name) > Schedule K-1 Information**

Tabs on the K1 Template

Tab 1: TR_Setup

The **TR_Setup** tab contains header information. These fields are fixed and not variable. The firm ID, account ID, and locator number allow Thomson Reuters to match the K-1 Template to your firm's account. Only the 1040 tax application is available for this import. The tax year begins with 2017 and forward.

> 📝 If you choose not to enable the macros, you must make sure the column heading is correct for the option you are using.

	A	B
1	**Export/Import Name**	**Sch_K_1**
2	Firm ID:	client entered
3	Account ID:	client entered
4	Year:	
5	Tax Type:	1040
6	Locator:	client entered

Figure 9:1

Tab 2: TR_1040_Sch_K_1_Detail

The **TR_1040_Sch_K_1_Detail** tab is where the actual data to import is located. There can be multiple rows of data. However, the first and second rows are fixed. The import will use the column descriptions to know where to import the data.

The first five columns must remain as they are. The remaining columns can be moved or deleted to fit your needs.

Subsequent rows will import into a single locator (locator number entered on the **TR_Setup** tab). Each row will consist of a separate Schedule K-1 to be imported into the program.

	A	B	C	D	E	F	G	H
1	Ownership	Activity	Activity Number	K-1 Name	Federal EIN	Sort Order for Proforma	Type of Property	Tax Shelter Registration No.
2								
3								
4								
5								

Figure 9:2

> 📝 K-1 data in the return will be deleted prior to import. If you have data in the return you wish to save, please do an export first for the K-1 detail.
>
> Once the data is exported, please do not reorder the data if you plan to reimport. Doing so may cause the import to fail if it cannot tie out the data between the **Detail** and **Group** tabs.
>
> Note that new activities *must* go at the bottom of the data. On rollover to next year, the activities can be reordered based upon column F, **Sort Order for Proforma**, on the **Detail** tab.

Tab 3: TR_1040_Sch_K_1_Group_Detail

The **TR_1040_Sch_K_1_Group_Detail** tab is where you would input data for group data fields. The first five columns and the first two rows are fixed. You can also import multiple rows of data.

	A	B	C	D	E	F	G
1	Ownership	Activity	Activity Number	K-1 Name	Federal EIN	Other Portfolio Income Description	Other Portfolio Income Type
2							
3							
4							
5							

Figure 9:3

OTHER PORTFOLIO INCOME/LOSS

Line

`11A`

☐ Activity is a PTP and nonpassive types are converted to passive types.

Description	Type	Federal	Resident State

Total

Figure 9:4

What is Available to Import?

See the **TR_1040_Sch_K_1_Map** tab in the template file for details on the column heading name to be used:

- XrefName

- Order to Process This Group

- TypeDesc (type of data for the field)

- field length that can be imported.

	A	D	E	F	G	H
1	Column Heading Name	Xref	Order to Process This Group	TypeDesc	TypeSpecial	Field Length
2	Ownership	SK1.OWN		Alpha		1
3	Activity	SK1.TYPEK1		Alpha		1
4	Activity Number	SK1.PROP		Dollar		10
5	K-1 Name	SK1.NAME		Alphanu		55
6	Federal EIN	SK1.ID		Alphanu		10
7	Sort Order for Proforma	SK1.K1SORT1		Fraction		10
8	Type of Property	X91.1617.14		Alphanu		1

Figure 9:5

To see what column heading will transfer to which field in the application:

1. Open the Organizer screen you wish to access.

2. Then use **right mouse click** on the field, select **Field Info**, and use the detail on the screen.

CHAPTER 10: 1040 PFIC TEMPLATE

The PFIC Template import feature can populate many of the fields on the 1040 **PFIC** input screens. This template is exclusively used for the 1040 tax application.

The three components of PFIC importing are:

- Template file **1040_YYYY_PFIC_Template.xlsm** where *YYYY* is the year

- **Performing an Import (page 3)**

- **Performing an Export (page 11)**

PFIC_TEMPLATE.XLSM

The **PFIC_Template.xlsm** contains the data to be imported into the Organizer. This file is referred to as the Data Import Template and is provided by Thomson Reuters. Data is populated in the Excel files using the Data Import Template as the starting point.

Required Fields for Import

- **TR_Setup** tab

  - Firm ID

  - Account ID

  - Year

  - Tax Type

  - Locator

- **TR_1040_PFIC_Detail** tab

  - PFIC/QEF Name

  - Ownership

- **TR_1040_PFIC_Group_Detail** tab

  - PFIC/QEF Name (only required if group detail will be imported)

  - Ownership

- **TR_1040_PFIC_Group2_Detail** tab

  - PFIC/QEF Name (only required if group detail will be imported)

  - Ownership

Drop-down Listings

If you have macros enabled, the spreadsheet will have a pop-up dialog when a field is selected that contains a fixed value. The selection will provide a description and, when selected, will write the correct value needed for the tax application to the field.

> If you choose not to use the macros in the template, the details for the values needed are available on the **TR_1040_PFIC_Strings** tab.

If improper values are entered, then unexpected results can occur.

Navigation for Fields in the PFIC Template

- **Organizer > Foreign Information > Return by Shareholder of PFIC or QEF > Add New**

Tabs on the PFIC Template

Tab 1: TR_Setup

The **TR_Setup** tab contains header information. These fields are fixed and not variable. The firm ID, account ID, and locator number allow Thomson Reuters to match the PFIC Template to your firm's account. If any of these three contain alpha characters, they must be capitalized. Only the 1040 tax application is available for this import. The tax year begins with 2017 and forward.

> If you choose not to enable the macros, you must make sure the column heading is correct for the option you are using.

	A	B
1	**Export/Import Name**	**PFIC**
2	Firm ID:	client entered
3	Account ID:	client entered
4	Year:	
5	Tax Type:	1040
6	Locator:	client entered

Figure 10:1

Tab 2: TR_1040_PFIC_Detail

The **TR_1040_PFIC_Detail** tab is where the actual data to import is located. There can be multiple rows of data. However, the first and second rows are fixed. The import will use the column descriptions to know where to import the data.

The first two columns must remain in their current location. The remaining columns can be moved or deleted to fit your needs. The combination of items in the first two columns must be unique. This means that the same name and ownership can exist only one time.

Subsequent rows will import into a single locator (locator number entered on the **TR_Setup** tab). Each row will consist of a separate PFIC to be imported into the program.

	A	B	C	D	E	
1	PFIC/QEF Name	Ownership	Suppress All 8621 Income Items Flowing to 1040	Suppress All 8621 Tax Items Flowing to 1040	Suppress This 8621 Print and Efile	
2						
3						
4						
5						

Figure 10:2

PFIC data in the return will be deleted prior to import. If you have data in the return you wish to save, please do an export first for the PFIC detail.

Tab 3: TR_1040_PFIC_Group_Detail

The **TR_1040_PFIC_Group_Detail** tab is similar to the previous tab. This is where you would input data for group data fields. The first two columns and the first two rows are fixed. You can also import multiple rows of data. Again, the items in the first two columns should be unique.

	A	B	C	D
1	PFIC/QEF Name	Ownership	PFIC/QEF Reference ID	Additional Required 8621 Info
2				
3				
4				

Figure 10:3

Reference ID..	

Figure 10:4

> PFIC data in the return will be deleted prior to import. If you have data in the return you wish to save, please do an export first for the PFIC detail.

Tab 4: TR_1040_PFIC_Group2_Detail

The **TR_1040_PFIC_Group2_Detail** tab is similar to the previous tab. This is where you would input data for group data fields. The first two columns and the first two rows are fixed. You can also import multiple rows of data. Please note that there can be rolled over amounts on this tab. The rolled over amounts are for prior year §1291 distributions.

	A	B	C	D	E
1	PFIC/QEF Name	Ownership	Distribution or Disposition Amount	Distribution or Disposition	Stock Holding Period Began During Current Year
2					
3					
4					

Figure 10:5

In the tax return, navigating to the data is down one node. This is where there is a second **Add New**.
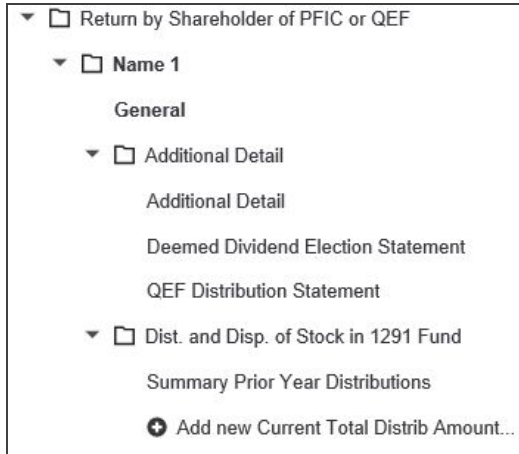
Figure 10:6

PFIC data in the return will be deleted prior to import. If you have data in the return you wish to save, please do an export first for the PFIC detail.

What is Available to Import?

See the tabs **TR_1040_PFIC_Map**, **TR_1040_PFIC_Group_Map**, and **TR_1040_PFIC_Group2_Map** in the template file for details on the column heading name to be used:

- XrefName

- Order to Process This Group

- TypeDesc (type of data for the field)

- field length that can be imported.

	Column Heading Name	Windows Areas #	Windows Screens #	Xref	Order to Process This Group	TypeDesc
2	PFIC/QEF Name	158;	2;	X158.12.3		Alphanu
3	Ownership	158;	2;	X158.12.1		Alpha
4	Suppress All 8621 Income Items Flowing to 1040	158;	2;	X158.29.1		Alpha
5	Suppress All 8621 Tax Items Flowing to 1040	158;	2;	X158.29.2		Alpha
6	Suppress This 8621 Print and Efile	158;	2;	X158.84.0		Alphanu
7	Suppress This 8621 from Proforma	158;	2;	X158.84.1		Alphanu

Figure 10:7

To see what column heading will transfer to which field in the application:

1. Open the Organizer screen you wish to access.

2. Then use **right mouse click** on the field, select **Field Info**, and use the detail on the screen.

CHAPTER 11: 1065 RENTAL TEMPLATE

The Rental Template import feature can populate many of the fields on the 1065 **Rental** input screens. This template is exclusively used for the 1065 tax application.

The three components of Rental importing are:

- Template file **1065_2021_Rental_Template.xlsm**

- **Performing an Import (page 3)**

- **Performing an Export (page 11)**

1065_2021_RENTAL_TEMPLATE.XLSM

The **Rental_Template.xlsm** contains the data to be imported into the Organizer. This file is referred to as the Data Import Template and is provided by Thomson Reuters. Data is populated in the Excel files using the Data Import Template as the starting point.

Required Fields for Import on Rental_Template

- **TR_Setup** tab

  - Firm ID

  - Account ID

  - Year

  - Tax Type

  - Locator

- **TR_1065_Rental_Detail** tab

  - Activity Number

  - Address of Property

- **TR_1065_Rental_Group_Detail** tab (only required if group detail will be imported)

    ○ Activity Number

    ○ Address of Property

Drop-down Listings

If you have macros enabled, the spreadsheet will have a pop-up dialog when a field is selected that contains a fixed value. The selection will provide a description and, when selected, will write the correct value needed for the tax application to the field.

> If you choose not to use the macros in the template, the details for the values needed are available on the **TR_1065_Rental_Strings** tab.

If improper values are entered, then unexpected results can occur.

Navigation for Fields in the Rental Template

- **Organizer > Activity Information > Rental Real Estate > (Name) > Rental Real Estate Activity**

Tabs on the Rental Template

Tab 1: TR_Setup

The **TR_Setup** tab contains header information. These fields are fixed and not variable. The firm ID, account ID, and locator number allow Thomson Reuters to match the Rental Template to your firm's account. Only the 1065 tax application is available for this import. The tax year begins with 2020 and forward.

> If you choose not to enable the macros, you must make sure the column heading is correct for the option you are using.

Export/Import Name	Rental
Firm ID:	client entered
Account ID:	client entered
Year:	
Tax Type:	1065
Locator:	client entered

Figure 11:1

Tab 2: TR_1065_Rental_Detail

The **Detail** tab is where the actual data to import is located. There can be multiple rows of data. However, the first and second rows are fixed. The import will use the column descriptions to know where to import the data.

The first two columns must remain as they are. The remaining columns can be moved or deleted to fit your needs.

Subsequent rows will import into a single locator (locator number entered on the **TR_Setup** tab). Each row will consist of a separate Rental to be imported into the program.

Activity Number	Address of Property	Proforma Sort	Trial Balance Property Code

Figure 11:2

Rental data in the return will be deleted prior to import. If you have data in the return you wish to save, please do an export first for the Rental detail.

An export will pre-populate the required columns on the **Detail** and **Group Detail** tabs based upon return data. This can be useful as we have had support calls in the past about how data relates between the **Detail** and **Group Detail** tabs. If not correct, it will not import.

Tab 3: TR_1065_Rental_Group_Detail

The **Group_Detail** tab is where you would input data for group data fields. The first two columns and the first two rows are fixed. You can also import multiple rows of data.

Activity Number	Address of Property	Pg2a Other Income Desc	Pg2a Other Income

Figure 11:3

OTHER INCOME

Figure 11:4

What is Available to Import?

See the **TR_1065_Rental_Map** and **TR_1065_Rental_Group_Map** tabs in the template file for details on the column heading name to be used:

- XrefName

- Order to Process This Group

- TypeDesc (type of data for the field)

- field length that can be imported.

	A	D	E	F	G	H
1	**Column Heading Name**	**Xref**	**Order to Process This Group**	**TypeDesc**	**TypeSpecial**	**Field Length**
2	Activity Number	RNTP19A01		Dollar		10
3	Address of Property	RNTP19A02		Alphanu		50
4	Proforma Sort	SETRR		Fraction		10
5	Trial Balance Property Code	X20.2248.0		Integer		5
6	Address of Property Line 2	RNTP19A03		Alphanu		50

Figure 11:5

To see what column heading will transfer to which field in the application:

1. Open the Organizer screen you wish to access.

2. Then use **right mouse click** on the field, select **Field Info**, and use the XrefName detail on the screen.

CHAPTER 12: 1040 SCHEDULE C AND E TEMPLATES

The Schedule C and E Template import feature can populate many of the fields on the 1040 **Schedule C and E** input screens. This template is exclusively used for the 1040 tax application.

The three components of Schedule C and E importing are:

- Template file **1040_2021_Sch_C_Template.xlsm** or **1040_2021_Sch_E_Template.xlsm**

-

-

1040_2021_SCH_C_TEMPLATE.XLSM AND 1040_2021_ SCH_E_TEMPLATE.XLSM

The **Sch_C_Template.xlsm** and **Sch_E_Template.xlsm** contain the data to be imported into the Organizer. These files are referred to as the Data Import Templates and are provided by Thomson Reuters. Data is populated in the Excel files using the Data Import Templates as the starting point.

Required Fields for Import on Sch_C_Template

- **TR_Setup** tab

    - Firm ID

    - Account ID

    - Year

    - Tax Type

    - Locator

- **TR_1040_Sch_C_Detail** tab

  - Owner

  - Activity Number

  - Activity Name

  - Federal EIN

- **TR_1040_Sch_C_Group_Detail** tab (only required if group detail will be imported)

  - Owner

  - Activity Number

  - Activity Name

  - Federal EIN

Required Fields for Import on Sch_E_Template

- **TR_Setup** tab

  - Firm ID

  - Account ID

  - Year

  - Tax Type

  - Locator

- **TR_1040_Sch_E_Detail** tab

  - Owner

  - Activity Number

  - Activity Name

- **TR_1040_Sch_E_Group_Detail** tab (only required if group detail will be imported)

- ○ Owner

- ○ Activity Number

- ○ Activity Name

Drop-down Listings

If you have macros enabled, the spreadsheet will have a pop-up dialog when a field is selected that contains a fixed value. The selection will provide a description and, when selected, will write the correct value needed for the tax application to the field.

> If you choose not to use the macros in the template, the details for the values needed are available on the **TR_1040_Sch_C_Strings** and **TR_1040_Sch_E_Strings** tabs.

If improper values are entered, then unexpected results can occur.

Navigation for Fields in the Schedule C and E Templates

- **Organizer > Income > Business Income > (Name) > Business Information (Sch C)**

- **Organizer > Income > Rent and Royalty > (Name) > Rent and Royalty Information (Sch E)**

Tabs on the Schedule C and E Templates

Tab 1: TR_Setup

The **TR_Setup** tab contains header information. These fields are fixed and not variable. The firm ID, account ID, and locator number allow Thomson Reuters to match the Schedule C and E Templates to your firm's account. Only the 1040 tax application is available for this import. The tax year begins with 2019 and forward.

> If you choose not to enable the macros, you must make sure the column heading is correct for the option you are using.

2	Firm ID:	client entered
3	Account ID:	client entered
4	Year:	
5	Tax Type:	1040
6	Locator:	client entered

Figure 12:1

Tab 2: TR_1040_Sch_C_Detail or TR_1040_Sch_E_Detail

The **Detail** tab is where the actual data to import is located. There can be multiple rows of data. However, the first and second rows are fixed. The import will use the column descriptions to know where to import the data.

The first columns (outlined in red) must remain as they are (four on Schedule C and three on Schedule E). The remaining columns can be moved or deleted to fit your needs.

Subsequent rows will import into a single locator (locator number entered on the **TR_Setup** tab). Each row will consist of a separate Schedule C or E to be imported into the program.

	A	B	C	D	E	F	G
1	Owner	Activity Number	Activity Name	EIN	Proforma Sort	Sch CEZ Print Detail	Suppress Print Sch C
2							
3							
4							

Figure 12:2

> Schedule C or E data in the return will be deleted prior to import, depending on which template is used. If you have data in the return you wish to save, please do an export first for the Schedule C or E detail.
>
> An export will pre-populate the required columns on the **Detail** and **Group Detail** tabs based upon return data. This can be useful as we have had support calls in the past about how data relates between the **Detail** and **Group Detail** tabs.

Tab 3: TR_1040_Sch_C_Group_Detail or TR_1040_Sch_E_Group_Detail

The **Group_Detail** tab is where you would input data for group data fields. The first four columns on Schedule C (four on Schedule E) and the first two rows are fixed. You can also import multiple rows of data.

	A	B	C	D	E	F
1	Owner	Activity Number	Activity Name	EIN	Other Inventory Method Explanation	Inventory Valuation Change Explanation
2						
3						
4						
5						

Figure 12:3
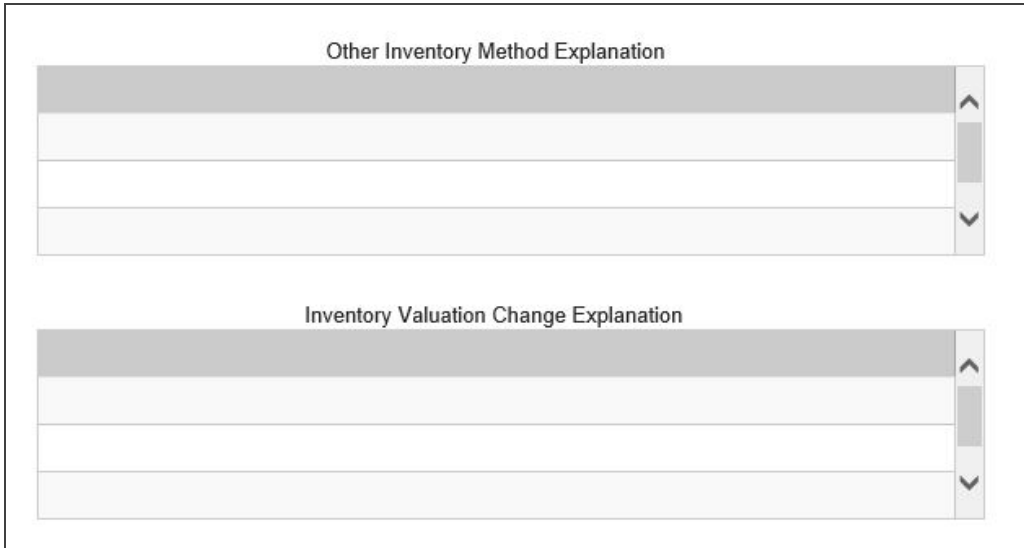
Figure 12:4

What is Available to Import?

See the **TR_1040_Sch_C_Map** and **TR_1040_Sch_E_Map** tabs in the template file for details on the column heading name to be used:

- XrefName

- Order to Process This Group

- TypeDesc (type of data for the field)

- field length that can be imported.

	A	D	E	F	G	H
1	**Column Heading Name**	**Xref**	**Order to Process**	**TypeDesc**	**TypeSpecial**	**Field Length**
2	Owner	BUS.OWNER		Alpha		1
3	Activity Number	BUS.PROPNUMBER		Dollar		10
4	Activity Name	BUS.BUSNAME		Alphanu		35
5	EIN	BUS.EMPLIDENTNO		Alphanu		11
6	Proforma Sort	X87.883.3		Fraction		10
7	Sch CEZ Print Detail	X87.395.16		Alphanu		1

Figure 12:5

To see what column heading will transfer to which field in the application:

1. Open the Organizer screen you wish to access.

2. Then use **right mouse click** on the field, select **Field Info**, and use the detail on the screen.

CHAPTER 13: 1041 K-1 TEMPLATE

The K-1 Template import feature can populate many of the fields on the 1041 **Schedule K-1** input screens. This template is exclusively used for the 1041 tax application.

The three components of K-1 importing are:

- Template file **1041_2021_Sch K_1_Template.xlsm**

- **Performing an Import (page 3)**

- **Performing an Export (page 11)**

At this time, we do not support PTP K-1s with the 1041 K-1 Template.

1041_2021_SCH_K_1_TEMPLATE.XLSM

The **K1_Template.xlsm** contains the data to be imported into the Organizer. This file is referred to as the Data Import Template and is provided by Thomson Reuters. Data is populated in the Excel files using the Data Import Template as the starting point.

Required Fields for Import

- **TR_Setup** tab

    - Firm ID

    - Account ID

    - Year

    - Tax Type

    - Locator

- **TR_1041_Sch_K_1_Detail** tab

    ○ Entity Type

    ○ Activity Number

    ○ K-1 Name

    ○ Federal EIN

- **TR_1041_Sch_K_1_Group_Detail** tab (only required if group detail will be imported)

    ○ Entity Type

    ○ Activity Number

    ○ K-1 Name

    ○ Federal EIN

Drop-down Listings

If you have macros enabled, the spreadsheet will have a pop-up dialog when a field is selected that contains a fixed value. The selection will provide a description and, when selected, will write the correct value needed for the tax application to the field.

> If you choose not to use the macros in the template, the details for the values needed are available on the **TR_1041_Sch_K_1_Strings** tab.

If improper values are entered, then unexpected results can occur.

Navigation for Fields in the K1 Template

- **Organizer > Income > K-1 Income > (Name) > K-1 Information**

Tabs on the K1 Template

Tab 1: TR_Setup

The **TR_Setup** tab contains header information. These fields are fixed and not variable. The firm ID, account ID, and locator number allow Thomson Reuters to match the K-1 Template to your firm's account. Only the 1041 tax application is available for this import. The tax year begins with 2019 and forward.

> 📝 If you choose not to enable the macros, you must make sure the column heading is correct for the option you are using.

	A	B
1	**Export/Import Name**	**Sch_K_1**
2	Firm ID:	client entered
3	Account ID:	client entered
4	Year:	
5	Tax Type:	1041
6	Locator:	client entered

Figure 13:1

Tab 2: TR_1041_Sch_K_1_Detail

The **TR_1041_Sch_K_1_Detail** tab is where the actual data to import is located. There can be multiple rows of data. However, the first and second rows are fixed. The import will use the column descriptions to know where to import the data.

The first four columns must remain as they are. The remaining columns can be moved or deleted to fit your needs.

Subsequent rows will import into a single locator (locator number entered on the **TR_Setup** tab). Each row will consist of a separate Schedule K-1 to be imported into the program.

	A	B	C	D	E	F	G
1	Entity Type	Activity Number	K-1 Name	Federal EIN	Sort Order	Property Type	Other Property Type
2							
3							
4							

Figure 13:2

> 📝 K-1 data in the return will be deleted prior to import. If you have data in the return you wish to save, please do an export first for the K-1 detail.
>
> An export will pre-populate the required columns on the **Detail** and **Group Detail** tabs based upon return data.

Tab 3: TR_1041_Sch_K_1_Group_Detail

The **TR_1041_Sch_K_1_Group_Detail** tab is where you would input data for group data fields. The first four columns and the first two rows are fixed. You can also import multiple rows of data.

	A	B	C	D	E	F	G	H
1	Entity Type	Activity Number	K-1 Name	Federal EIN	Pg1 Oth Port Income Description	Pg1 Oth Port Income Type	Pg1 Oth Port Income Amount	Pg1 Oth Port Income Amount CA
2								
3								
4								

Figure 13:3

Figure 13:4

What is Available to Import?

See the **TR_1041_Sch_K_1_Map** tab in the template file for details on the column heading name to be used:

- XrefName

- Order to Process This Group

- TypeDesc (type of data for the field)

- field length that can be imported.

	A	D	E	F	G	H
1	Column Heading Name	Xref	Order to Process This Group	TypeDesc	TypeSpecial	Field Length
2	Entity Type	F15A.K1TYPE		Alpha		1
3	Activity Number	F15A.SETNO		Dollar		10
4	K-1 Name	F15A.K1NAME		Alphanu		40
5	Federal EIN	F15A.IDNO		Alphanu		11
6	Sort Order	F15A.KSORT1		Fraction		10
7	Property Type	F15A.F15TYPPR		Integer		1

Figure 13:5

To see what column heading will transfer to which field in the application:

1. Open the Organizer screen you wish to access.

2. Then use **right mouse click** on the field, select **Field Info**, and use the detail on the screen.

CHAPTER 14: DELETING DATA ON IMPORT

HOW DATA IS DELETED ON IMPORT

The data template import will delete data before the new information is imported. This will ensure that, after the import, the information will match the data you imported. There is no option to partially import some of the data or partially delete some of the data. During the data template import process, the following occurs:

1. The locator is opened.

2. A search is performed to determine the data to delete.

3. The data is deleted.

4. The new data is imported.

5. A full compute of the locator is performed.

6. The locator is closed.

> You will want to export the data for the locator prior to making modifications to the data you will be importing. This will ensure that the data currently in the locator will not be lost when the new data is imported.

Data that is determined to be deleted is listed in the published template file on the mapping tab. If the fields are listed, all the fields on those screens are deleted. Please note that the deleting of the fields is controlled by the Thomson Reuters template file. If you add or remove items from the mapping tab in the template before you import, it will not affect the fields that are deleted. This is particularly important on larger templates.

TEMPLATE NAME	ORGANIZER SCREENS	DELETE IMPACT
Asset	Multiple	Large. All assets on an activity.
Capital Gain	Single	Repetitive capital gains.
Charitable Contribution	Single	Repetitive charitable contributions.
Crypto Gain	Single	Repetitive crypto gains.

TEMPLATE NAME	ORGANIZER SCREENS	DELETE IMPACT
Activity • Brokerage Stmt (1040) • K-1 (1040 and 1041) • Rental (1065) • Schedule C and E (1040)	Multiple	Large. All related activities in the locator.
PFIC	Multiple	Large. All PFICs in the locator.

We will now look at the following templates:

- Asset

- Capital Gain, Charitable Contribution, Crypto Gain

- Activity types: (Brokerage Stmt., K-1, Rental, Schedule C, Schedule E)

- PFIC

Asset Template

The asset template imports data separately for each activity. All assets for that activity will be deleted prior to the import. This includes all the related federal and state depreciation Organizer data. All asset templates behave the same.

If you have a few assets you want to add to the activity in a locator, do the following:

1. Export the data template for the locator.

2. Add the new assets to the end of the spreadsheet.

3. Import the data import template.

> If the data import template you import only contains the new assets, you will delete all your existing assets in the activity and will only have assets from the spreadsheet in the locator. This can cause an unintentional loss of data.

After the import, the data order in the spreadsheet will match the data order in the locator.

Capital Gain, Charitable Contribution, Crypto Gain Templates

The capital gain, charitable contributions, and crypto gain templates all import onto a single screen. All of the related data on that screen will be deleted during the import process. For example, the locator has ten stock sales in the return prior to the import, and the data import template has only four stock sales. The original ten stock sales will be deleted, and the four stock sales will be imported. After the import, the locator will have four stock sales. While the capital gains screen is a repetition when you go to another stock sale, all the multiple stock sales that exist on that screen will be deleted.

The order the data is in the spreadsheet will match the order of the data in the locator after the import. All single Organizer input templates behave the same.

Activity Type Templates

(Brokerage Statement, K-1, Rental, Schedule C, Schedule E)

The activity type templates import data for the specified activities. These will be deleted and updated one at a time to maintain the existing order of the activities in the locator.

Only the data in the data import template will be in the locator after you import.

We will maintain the order of the activities in the locator. The data order in the spreadsheet may not match the data order in the locator after the import.

If you have an activity you want to add to the locator or data, you want to update in an existing activity.

1. Export the data template for the locator.

2. Make your modifications in the spreadsheet.

3. Import the data import template.

The best practice for activities is to export first as multiple Excel tabs will need the required columns populated with data (tabs **Detail** and **Group**). To manually enter this is difficult to get right if there are dozens or even hundreds of activities on one return.

Only the data in the data import template will be in the locator after you import. Do not remove activities from the spreadsheet unless you no longer want them to be in the locator.

PFIC Template

The PFIC template imports data for all PFIC data. All PFIC data will be deleted prior to the import. The data on a single Organizer screen will be deleted during the import process. For example, the locator has ten PFIC items in the return prior to the import and the data import template has only four. The original ten PFIC items will be deleted, and the four new ones will be imported. After the import, the locator will have four PFIC items. While the PFIC screen is a repetition when you go to another PFIC item, all the multiple PFICs that exist on that screen will be deleted.

The order the data is in the spreadsheet will match the order of the data in the locator after the import.

EXAMPLE

Asset Template Example

The asset template contains all the assets for one activity. Each activity will have an asset template file. You can upload multiple asset template for one locator at the same time.

The naming conversion of the files created from the export are:

Activity Type_Activity Number_Client Entered Name_Template Type(Asset).xlsm.

Below is an example of the files for one 1040 return's upload from an export. Note that there can be multiple Schedule C, Schedule F, rentals, etc. in one batch. You do not have to do one import at a time.

```
_Business-(SchC)_101_Sch-C-Property--1_Asset.xlsm
_Business-(SchC)_502_Sch-C-Property--2,-blank-no-assets_Asset....
_Business-(SchC)_695_Sch-C-Property--3,-with-assets_Asset.xlsm
_Business-(SchC)_1020_Sch-C-Property--4,-1k-Detail_Asset.xlsm
_Employee-Business-Expense-(Form2106)_1005_EBE-1-blank_Asse...
_Employee-Business-Expense-(Form2106)_1006_EBE-2-Assets_Ass...
_Farm-(SchF)_1_Sch-F--1_Asset.xlsm
_Farm-(SchF)_22_Sch-F,--2-blank-no-assets_Asset.xlsm
_Farm-(SchF)_400_Sch-F,-3,-with-assets_Asset.xlsm
_Farm-(SchF)_1025_Sch-F,-4,-1k-detail_Asset.xlsm
_Farm-Rental-(Form4835)_358_Farm-4835-option-1-assets_Asset.x...
_Farm-Rental-(Form4835)_366_Farm-4835-option-1-blank_Asset.x...
_Farm-Rental-(Form4835)_1026_Farm-4835-option-1-assets-1k_As...
_Rental-Real-Estate-(SchE)_111_Rental--1-House_Asset.xlsm
_Rental-Real-Estate-(SchE)_779_3344-Jefferson--2_Asset.xlsm
_Rental-Real-Estate-(SchE)_1021_Rental--3-1k-Detail_Asset.xlsm
_Schedule-K1-(Estate)_703_Sch-K1-Trust-1,-blank_Asset.xlsm
_Schedule-K1-(Estate)_704_Sch-K1,-Trust-2,-assets_Asset.xlsm
_Schedule-K1-(Estate)_1022_Sch-K1-Trust-3-1k_Asset.xlsm
_Schedule-K1-(Partnership)_701_Sch-K1-PS-blank_Asset.xlsm
_Schedule-K1-(Partnership)_702_Sch-K1-PS-Assets_Asset.xlsm
_Schedule-K1-(Partnership)_1023_Sch-K1-PS-3-1k-Detail_Asset.xlsm
_Schedule-K1-(Scorp)_705_Sch-K1,-Scorp-1,-blank_Asset.xlsm
_Schedule-K1-(Scorp)_706_Sch-K1,-Scorp-2,-assets_Asset.xlsm
_Schedule-K1-(Scorp)_1024_Sch-K1,-Scorp-3-1k-Detail_Asset.xlsm
```

Figure 14:1

When the delete routine processes the screens to delete for assets, it will include the Organizer screens such as **Depreciation Detail**, **State Depreciation**, **Retirement/Disposal**, and **4562 Vehicle Mileage**.

CHAPTER 15: CHANGES FOR THE 2021 TAX YEAR

There are no changes for the 2021 tax year.

CHAPTER 16: FAQS

Can I add extra tabs?

Yes, you can add tabs to the spreadsheet file. Please note that what is on those tabs will not be imported into the program.

Can I change the file name?

Yes, you can change the name of the Data Import Template prior to import. However, if you save the file as a *.xlsx file and do not save it as a *.xlsm (macro) file, then the macros are not saved and the drop-downs are not available.

Can I save the template to an earlier Excel version such as an XLS?

No, the earlier file types are not compatible for import.

Is it acceptable to copy and paste into tab TR_XXXX_TemplateName_Detail?

Yes, values will be imported. However, the first column must stay as the first column (see details above).

Is it acceptable to change the column headings and formatting in tab TR_XXXX_TemplateName_Detail?

No, this will prevent an import from occurring. You need to leave the existing column headings be and also must not change the column formatting. One example is a date formatting; this must remain a date and must not be changed to general.

Can I change the formulas in the spreadsheet?

Yes, you can change the formula to meet your needs. We have added formulas to the template file to assist with data entry.

Can I add columns to the spreadsheet on the TR_XXXX_TemplateName_Detail tab?

Yes. Only the first column must remain as the first column (see details above).

If I want to copy and paste, I will not be using the macros. Is that acceptable?

Yes. However, make sure you paste the correct values when required. See tab **TR_XXXX_TemplateName_ Strings** for the values that must be used.

Will the import create a new locator?

No, the locator must already exist for the tax year being imported. That existing locator number will be entered on the **TR_Setup** tab.

Can I use an existing spreadsheet as the starting point?

Yes, the setup may take some time. As an alternative, take your existing spreadsheets and insert the tabs into the template file. This will save you setup time. You can use formulas in Excel to transfer and/or concatenate the data from your existing format.

Are special characters allowed when using the data import templates?

No, special characters are not allowed. On export, an Excel file is created. If any of the following characters are in an activity name, we will modify the name of the exported file. These characters will be replaced by a hyphen in the file name.

File name layout: *Locator_Activity Type_Activity Number_Activity Name_Template Name. XLSM*

Examples:

- *A123456Y_Rental Real Estate-(SchE)_101_3344 Jefferson #2_Asset.XLSM*

- *A123456Y_Rental Real Estate-(SchE)_101_3344-Jefferson—2_Asset.XLSM*

(Space and # replaced by two hyphens)

If there is data in the return other than the activity names with the special characters, an export has a good chance of failing. Please make sure not to use the following characters.

Special characters that are not allowed are:

- \# Pound

- % Percent

- & Ampersand

- { Left bracket

- } Right bracket

- \ Back slash

- < Left angle bracket

- > Right angle bracket

- * Asterisk

- . Period

- ? Question mark

- / Forward slash

- $ dollar sign

- ! Exclamation point

- ' Single quotes

- " Double quotes

- : Colon

- @ At sign

- Blank spaces

Can I have a carriage return in the import?

No, carriage returns will not work.

How do blanks import?

They do not import. If you have a value in the tax return that needs to be removed or set to a blank, please change it in the tax return.

Can I use *NONE* for an amount field?

No, *NONE* will not be imported into an amount field.

Why didn't the import finish?

There can be various reasons why an import was not performed. Select the **Batch Status** button, and then select details for the particular batch. The import status can be one of the following when issues exist:

- **locator busy, try again** (a user has the return open while the import is queued)

- **Import Failed, Duplicate Important Field Values On XYZ Sheet** (*XYZ Sheet* is the name of the template type containing the problem in the import file). There will be more than one identical name in the required column on the **Detail** tab and at least another instance on the **Group** or **Group2** tabs. As there are at least two identically named on the **Detail** tab, the program does not know how to match up the same on the **Group/Group2** tab. The workaround is for the user to provide unique names on the **Detail** tab, or the user can remove the data on the **Group/Group2** tabs if unique names on the **Detail** tab are not possible.

- **invalid or missing required fields** (*Asset Description* or *Account ID*, for example, is missing or invalid). A case of an invalid character in the asset description is any of the following:

  - # Pound

  - % Percent

  - & Ampersand

  - { Left bracket

  - } Right bracket

  - \ Back slash

  - < Left angle bracket

  - > Right angle bracket

  - * Asterisk

  - . Period

  - ? Question mark

  - / Forward slash

  - $ dollar sign

  - ! Exclamation point

  - ' Single quotes

  - " Double quotes

  - : Colon

  - @ At sign

- **invalid setup properties** (setup tab has invalid data)

- **parsing failed** (required data missing on setup tab; missing firm ID or account number)

- **import complete with errors** (for example, data type did not match field or data length was longer than field length)

- **no locators parsed** (import file did not contain locators)

- **Import failure with a reason for the failure (wrong locator in import file, missing required values, etc.).**

  ○ Wrong locator means there is a mismatch between the template and the batch system.

  ○ The locator number, firm, and account number must be in upper case if they contain alpha characters.

  ○ The status details will mention *Duplicate Important Field Values*. This can affect the broker stmt, capital gains, K1, Schedules C & E, or PFIC templates. If there is a duplicate description on the detail tab and there is data on the group tab, this will occur. An example of this is the **Name 2** with the **S** combination in this picture. This happens because we cannot tie out the group tab detail to the detail tab with multiple duplicate rows on the detail tab. If the ownership on the second **Name 2** was a **T**, then it would import.

Figure 16:1

The pseudocode behind this is as follows:

```
If group tab exists and contains data,

   If on detail tab duplicates exist,

      Then do not process.

If on detail tab duplicates do not exist,

      Then process and import.
```

If a large batch of returns is submitted, intermediate statuses will be displayed.

- ○ **Required Data on Sch_K_1_Group Detail Sheet Not Defined in Sch_K_1 Sheet**. This occurs on the Schedule K-1 templates. Something does not match between the group and detail sheets. For example, the ownership, activity, activity number, K-1 Name, or Federal EIN on the group tab does not have a corresponding identical match on the detail tab. Make sure your activities are sorted on the activity number column on both tabs. Users have been found to sort based upon the **Sort Order for Proforma** column and then lose track of their activities. After losing track of where they were, they enter an incorrect activity number or name.

  > ⚠️ If you mismatch these and you have hundreds of K-1s in your template, it will take hours to find the problem.

- ○ Import processes, but you cannot find the assets. This is most likely in an 1120 top consolidated return. Please import into a lower level return that feeds into the top consol. Asset detail is meant to be entered at the parent or subsidiary level.

How do I know the import finished?

The proper status is *Data Import Template Import Complete*. Besides the error statuses, possible intermediate statuses are:

- locator found - begin processing

- queued for import

- queuing for import batch jobs.

Why isn't my export finishing?

If you attempt to export data from a tax return, the tax return must be closed. If it is not closed, the export will fail. The batch message for that will be *Export Failed* – and the name of the template. Also, you could possibly see a message similar to *Error: The process cannot access the file because it is being used by another process.*

An export could also fail if the data contains invalid characters. See above for the invalid character list.

Another batch message could be *Unable to Export*. The most likely reason is that the data is invalid for what Excel is going to expect for a given field. In the tax return and related to the asset template, one of these fields is labeled **Date placed in service (Print only)**. If a non-date value is entered in this return field such as *VAR 2022 or 01/01/22*, the value must be in the following format, such as *06/01/2022*. The Excel formatting for that field is a date, and we are preventing a non-date value from being exported. Please change the data to a date in the format *xx/xx/xxxx*.

CHAPTER 17: KNOWN ISSUES

1041 CAPITAL GAIN TEMPLATE

After export, the tab **TR_1041_CapGain_Detail** can have extra blank rows starting at row 3 and downward. The data on export usually appears on row 3; on this template, we have seen instances in which the data is exported on a lower row number.