

THOMSON REUTERS®

EXCEL ADD-IN GUIDE

FOR TAX YEAR 2021

Last Updated: October 19, 2021

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CHAPTER 1: EXCEL ADD-IN

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

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

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

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



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

PREPARING FOR IMPORT

The following items are needed prior to import:

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

CHAPTER 2: GETTING STARTED

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

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

ACCESSING THE ADD-IN

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

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



Figure 2:1

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

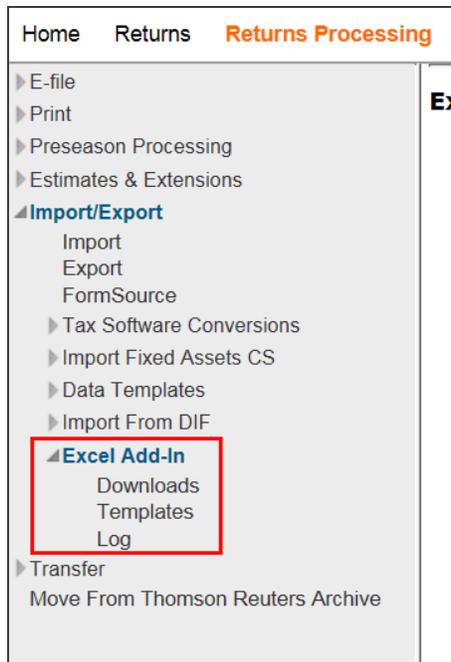


Figure 2:2

DOWNLOADING AND INSTALLING THE ADD-IN

To download the Excel Add-In:

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

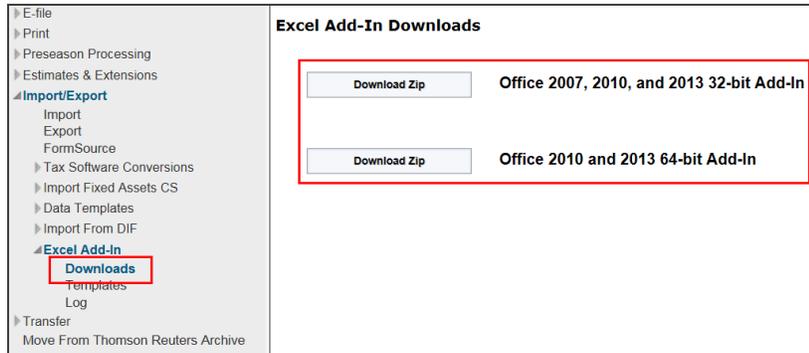


Figure 2:3

2. A dialog box at the bottom of the screen asks *What do you want to do with exceladdinsetup_X64.zip?* Select **Open**, **Save**, or **Save As**. Browse to the file location and save the zip file.

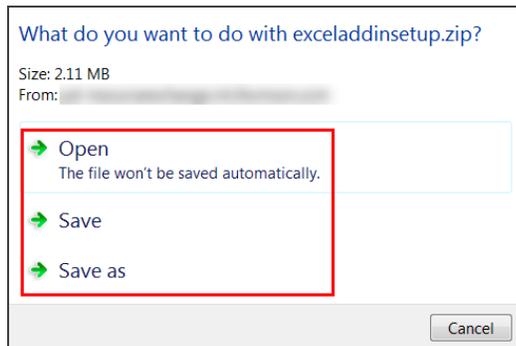


Figure 2:4

3. After the download is completed, select:

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



Figure 2:5

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

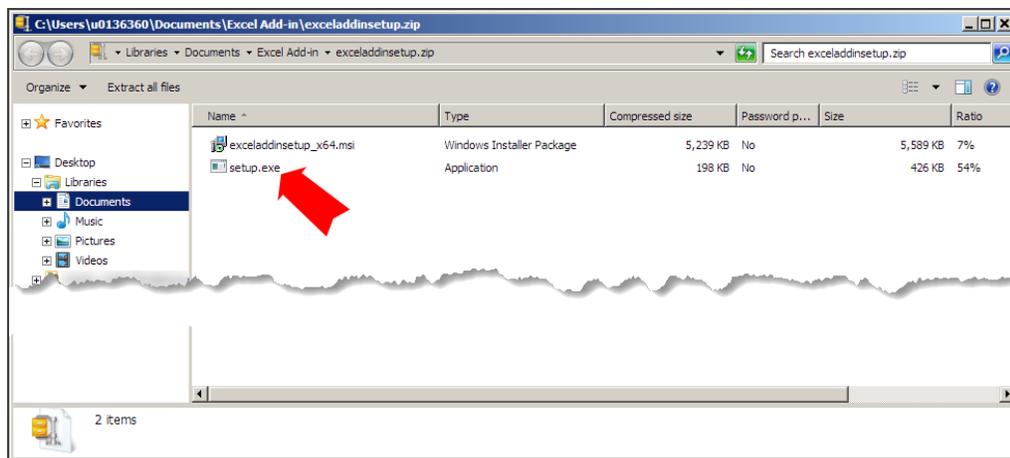


Figure 2:6

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

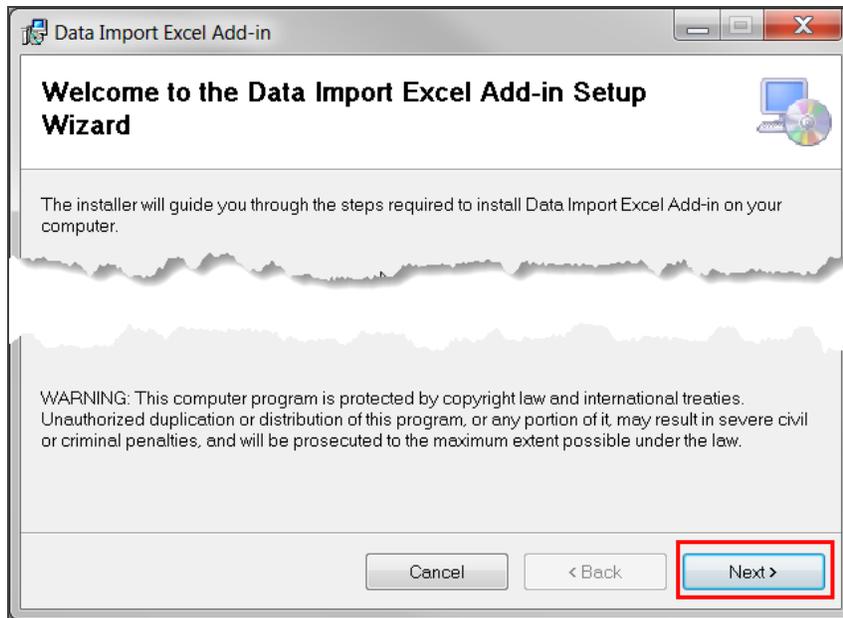


Figure 2:7



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

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

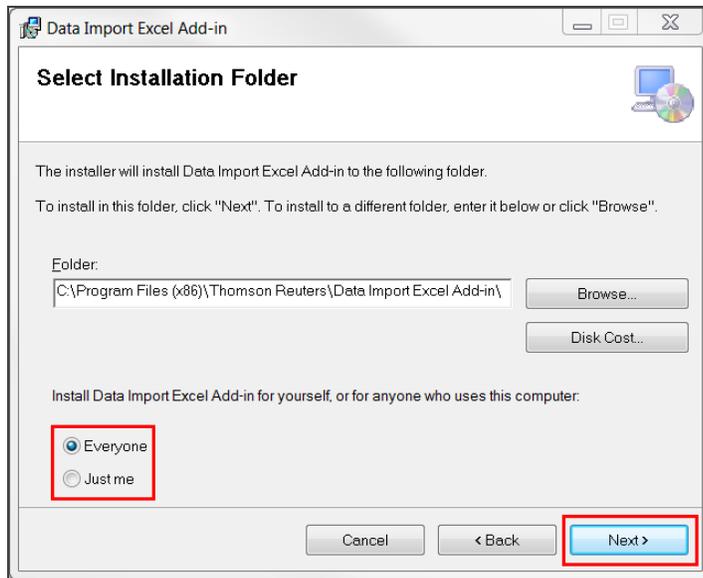


Figure 2:8

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

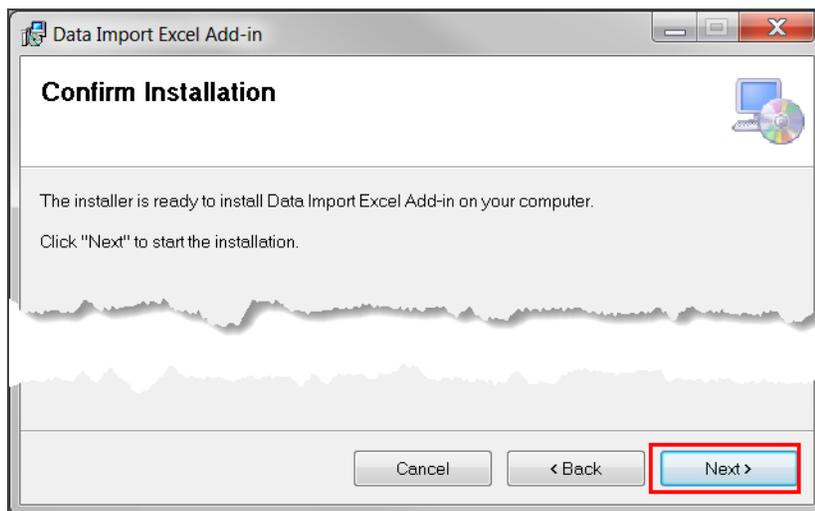


Figure 2:9

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

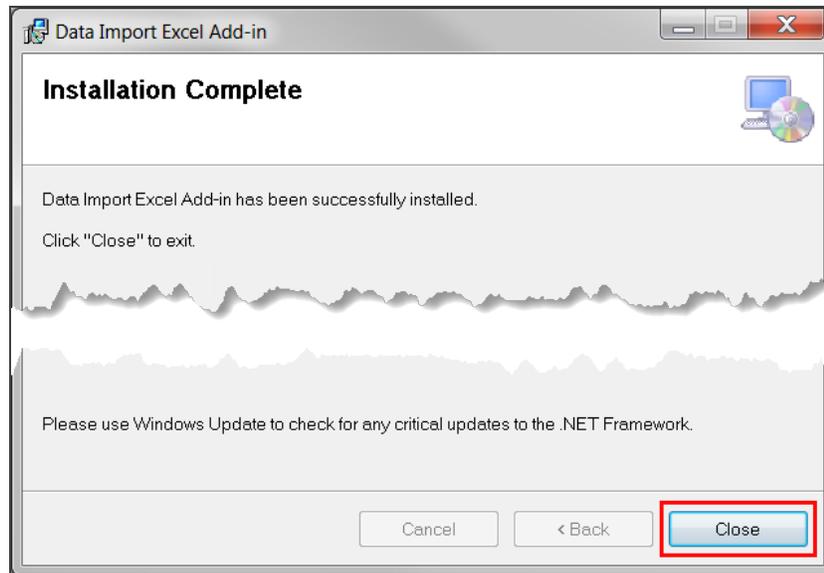


Figure 2:10

DOWNLOADING THE TEMPLATES

The Templates download contains mapped worksheets of all released Excel Add-In import targets. Tax Return Templates are available by tax type (1040, 1120, and 1065) for tax year 2021. Each Tax Return Excel Workbook contains a mapped target on separate worksheets. You can use the mapped worksheets for import or copy.

To download the Templates:

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

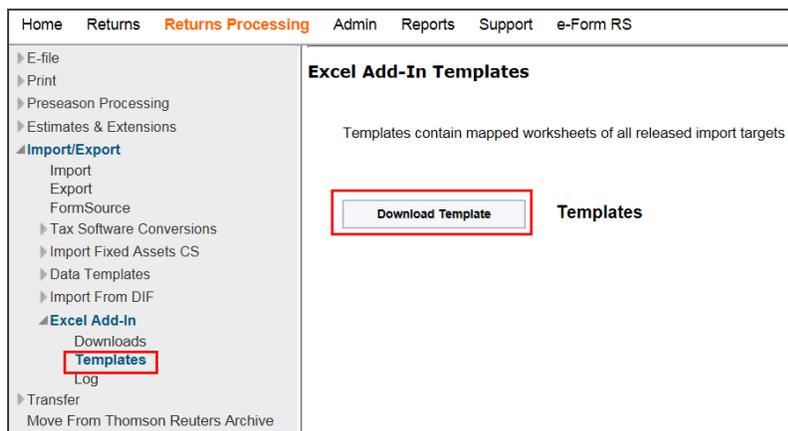


Figure 2:11

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

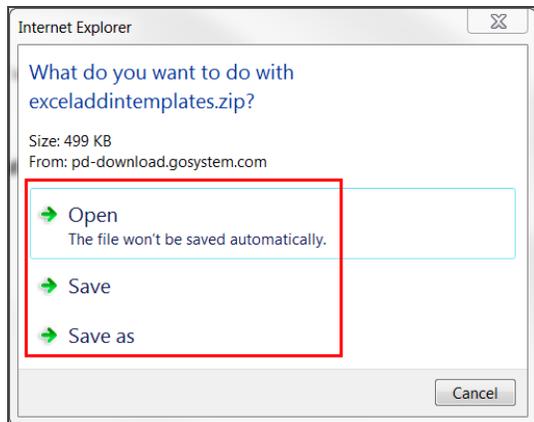


Figure 2:12

3. After the download is completed, select:

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



Figure 2:13

4. Select the template to open in Excel.

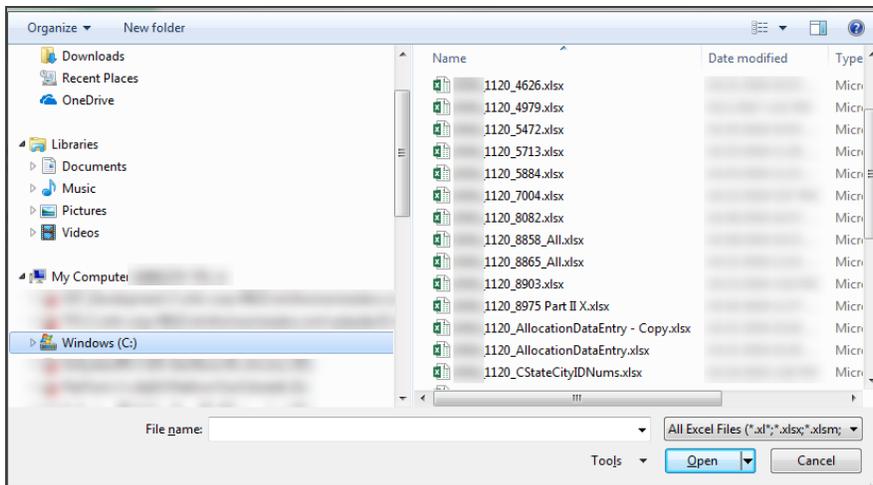


Figure 2:14

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

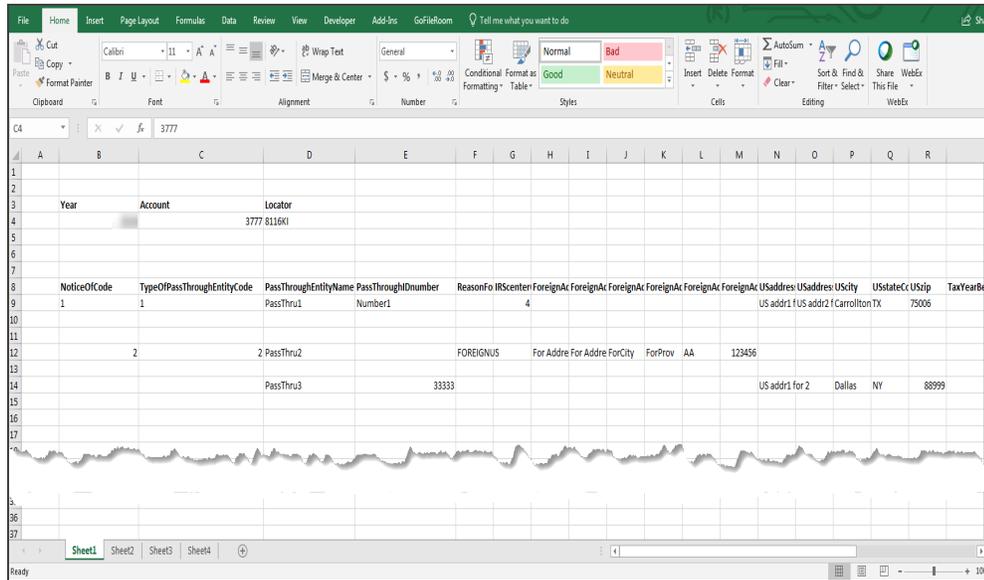


Figure 2:15

REGISTERING THE ADD-IN

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



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

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

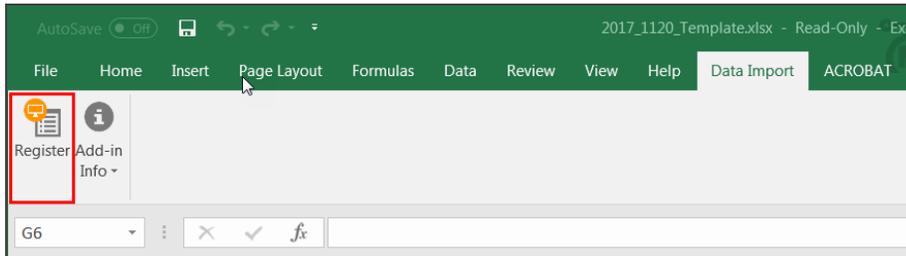


Figure 2:16

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

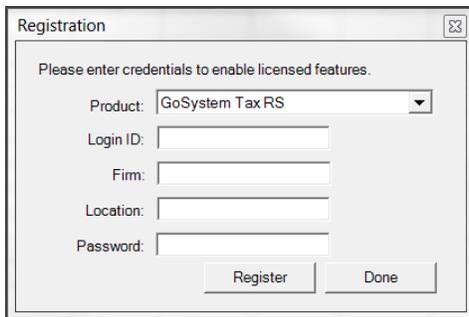


Figure 2:17

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



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

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

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

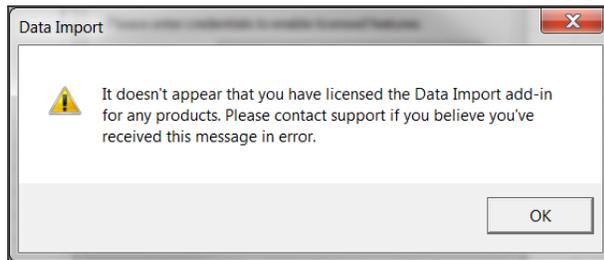


Figure 2:18

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

About Registration

To access the registration screen:

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

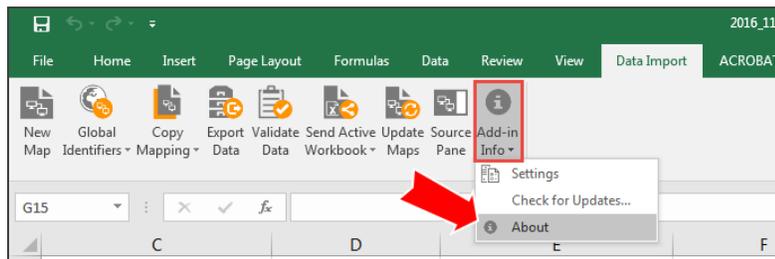


Figure 2:19

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

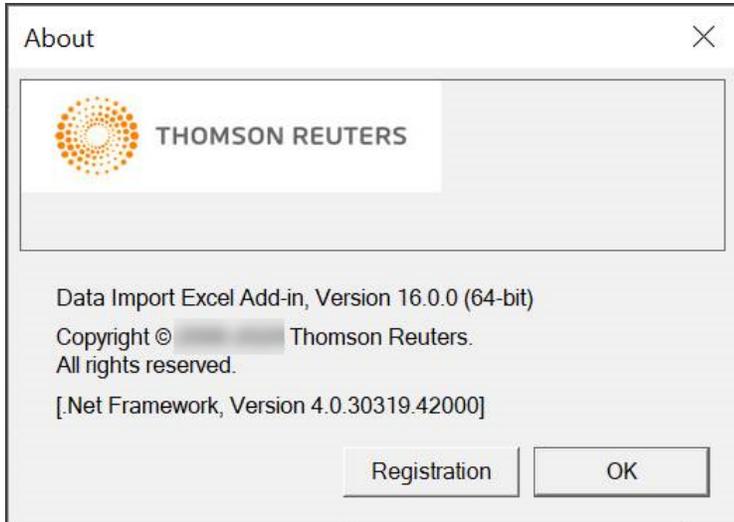


Figure 2:20

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



Figure 2:21

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

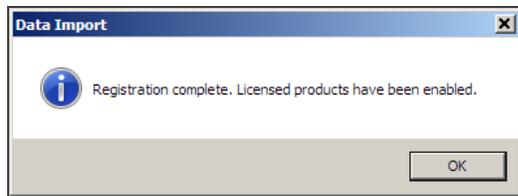


Figure 2:22

Updating Registration

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

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

ACCESSING DATA IMPORT FROM A SPREADSHEET

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

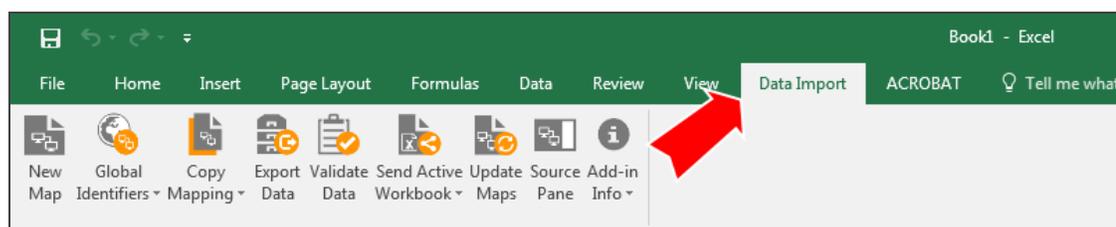


Figure 2:23

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



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

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

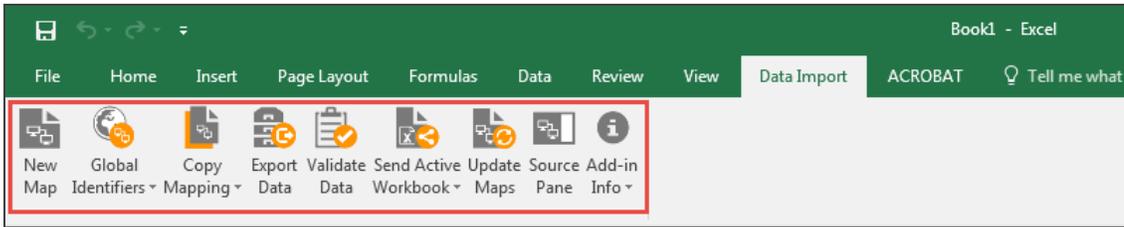


Figure 2:24

CHAPTER 3: DATA IMPORT FUNCTIONS

- **Data Import Functions (page 17)**
 - **Add-in Info (page 19)**
 - **Settings (page 19)**
 - **Credentials (page 20)**
 - **Proxy (page 20)**
 - **Export Data (page 21)**
 - **Auto Update Feature for Existing Maps (page 22)**
 - **Option 1 (page 23)**
 - **Option 2 (page 24)**
 - **Viewing the XML Source Pane (page 26)**
 - **Checking for Updates (page 27)**
 - **New Mapping (page 28)**
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 - **Mapping Data on an Existing Worksheet (page 31)**
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 - **Copying Mapping (page 43)**
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- [Importing Mapped Data \(page 50\)](#)
 - [Sending Active Workbook \(page 51\)](#)
 - [Sending Multiple Workbooks \(page 52\)](#)
- [Import Log \(page 53\)](#)

ADD-IN INFO

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

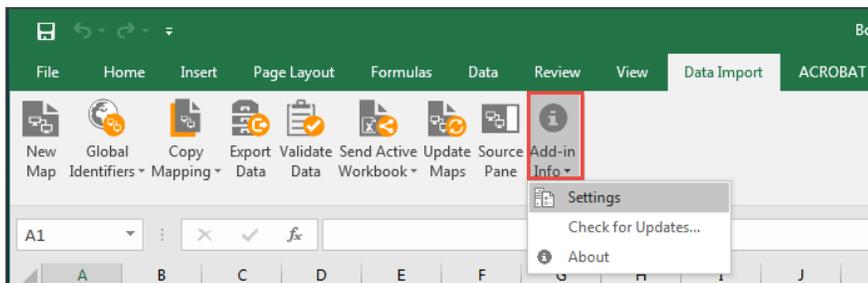


Figure 3:1

Settings

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

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

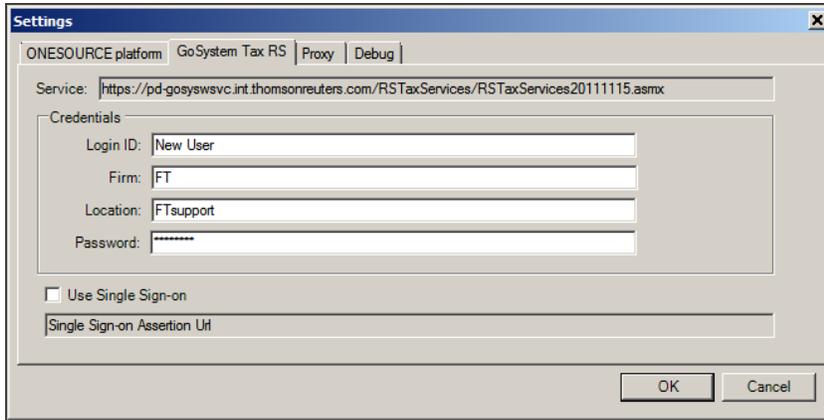


Figure 3:2

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



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

Credentials

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

Proxy

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

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

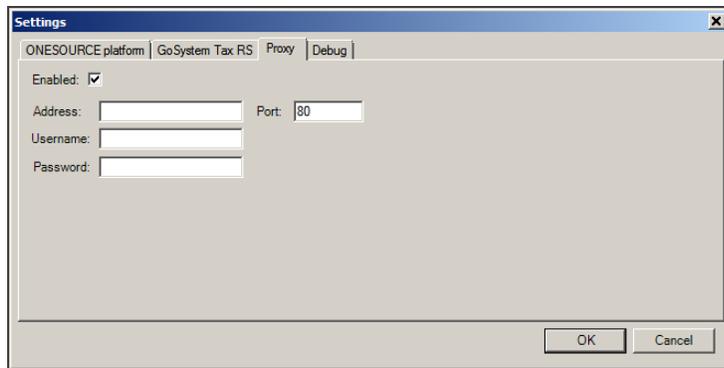


Figure 3:3

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

EXPORT DATA

To save your mapped worksheets as XML files:

1. Select **Export Data**.

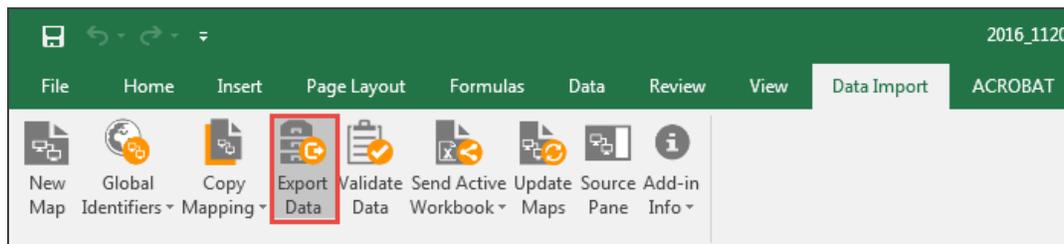


Figure 3:4

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

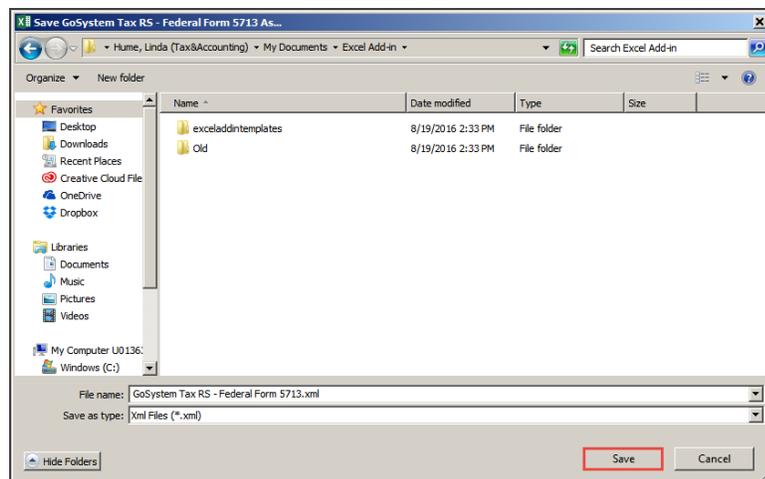


Figure 3:5

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

AUTO UPDATE FEATURE FOR EXISTING MAPS

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

There are two ways to trigger the update.

Option 1

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

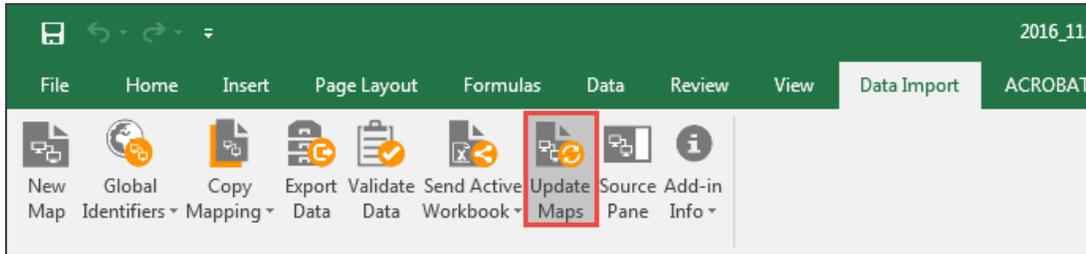


Figure 3:6

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

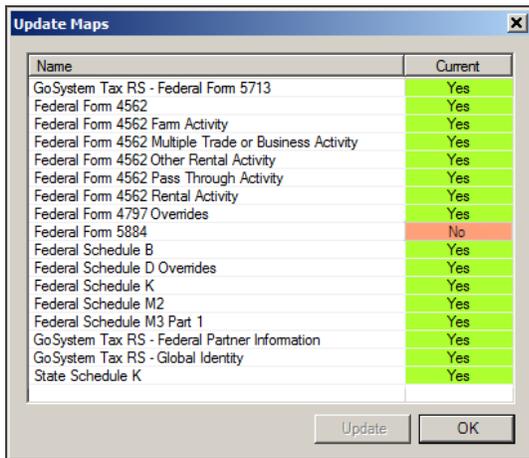


Figure 3:7

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

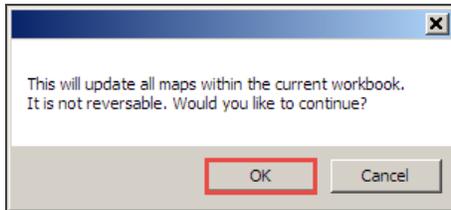


Figure 3:8

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

Option 2

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

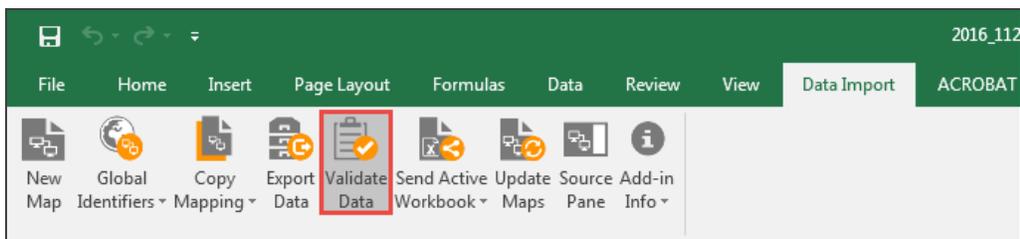


Figure 3:9

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

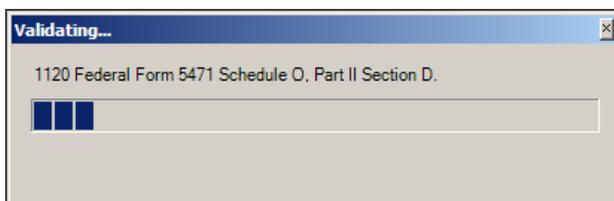


Figure 3:10

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

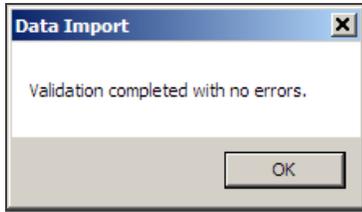


Figure 3:11

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

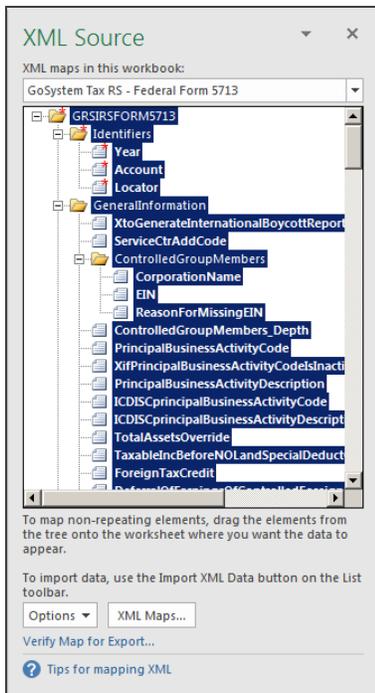


Figure 3:12

VIEWING THE XML SOURCE PANE

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

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

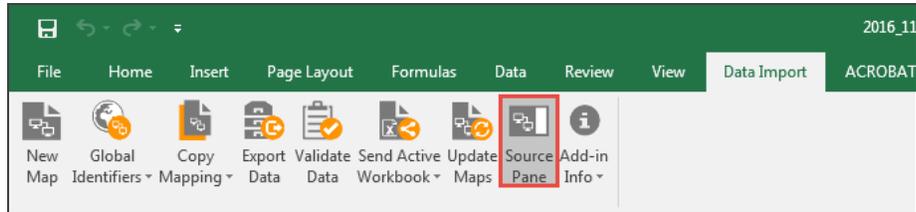


Figure 3:13

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

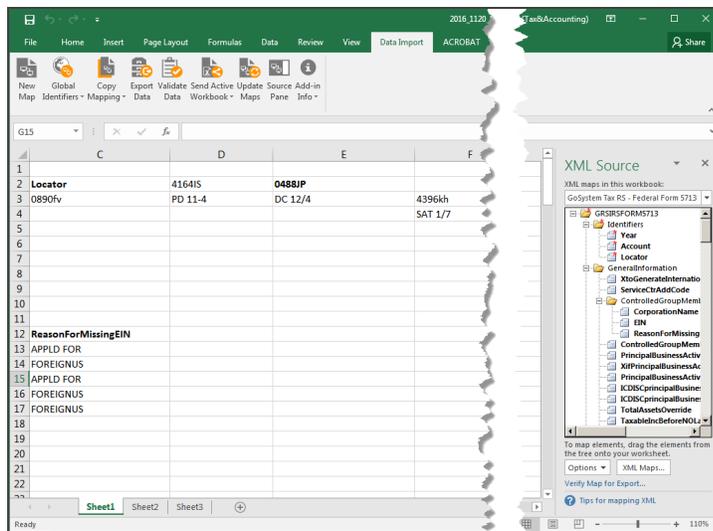


Figure 3:14

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

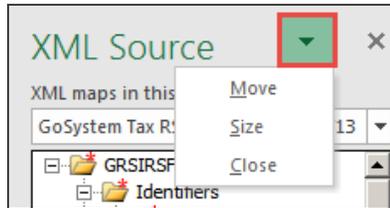


Figure 3:15

CHECKING FOR UPDATES

To check for Excel Add-In updates:

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

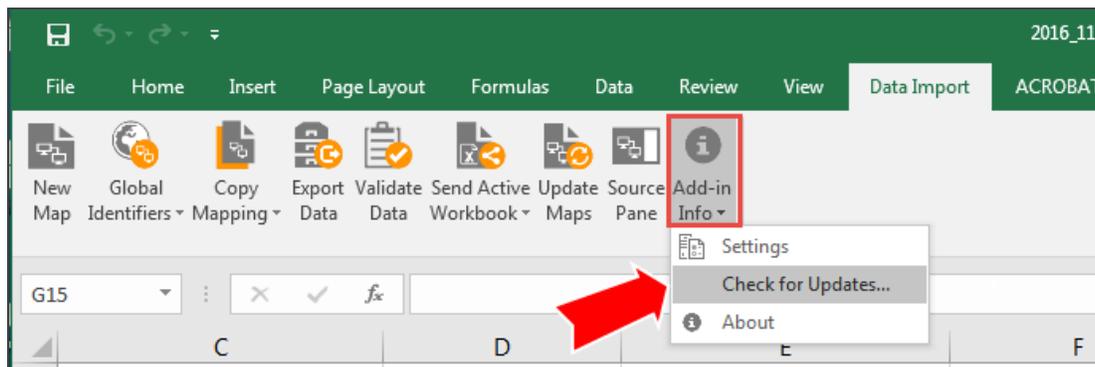


Figure 3:16

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

NEW MAPPING

Preparing for Mapping

The following items are needed prior to import:

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

New Mapping

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

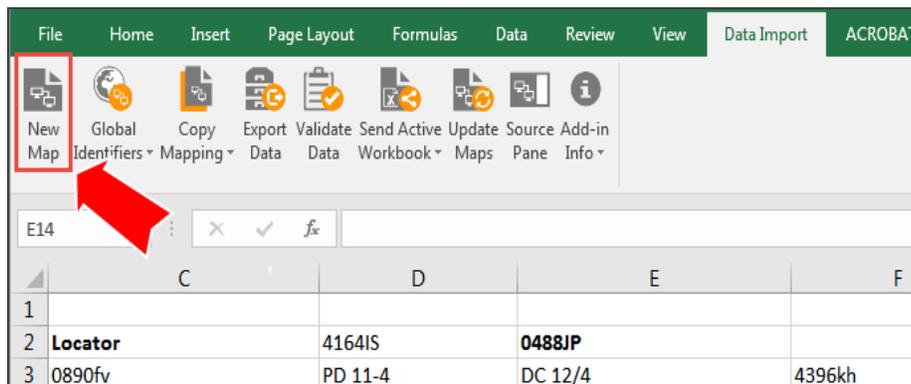


Figure 3:17

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

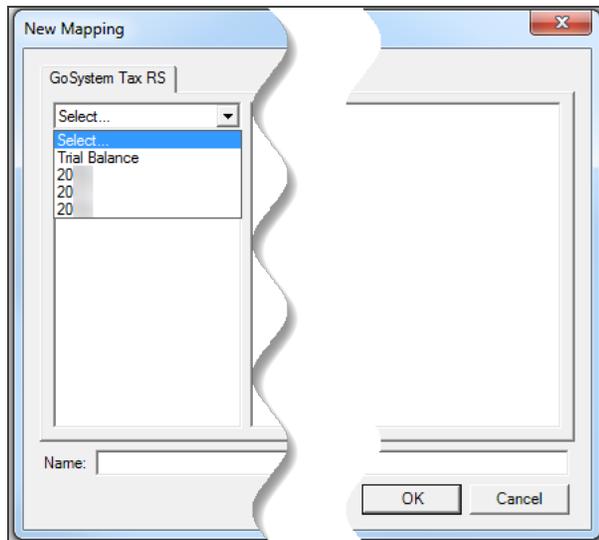


Figure 3:18

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

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

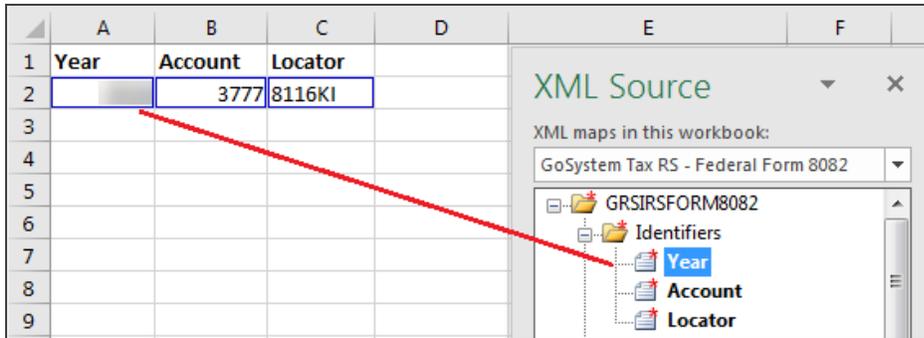


Figure 3:19

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

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

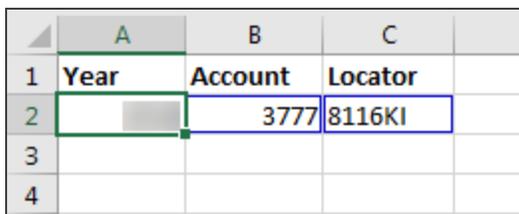


Figure 3:20

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

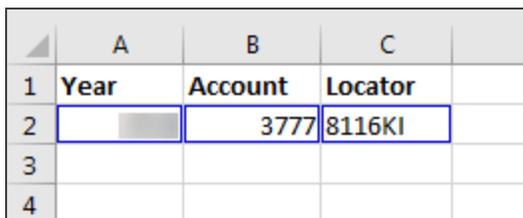


Figure 3:21

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



	A	B	C	D
1				
2				
3		Year	Account	Locator
4				3777 8116K1
5				
6				
7				
8		NoticeOfCode	TypeOfPassThroughEntityCode	PassThroughEntityName
9		1	1	PassThru1
10				
11				
12			2	2 PassThru2
13				
14				PassThru3
15				

Figure 3:23

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

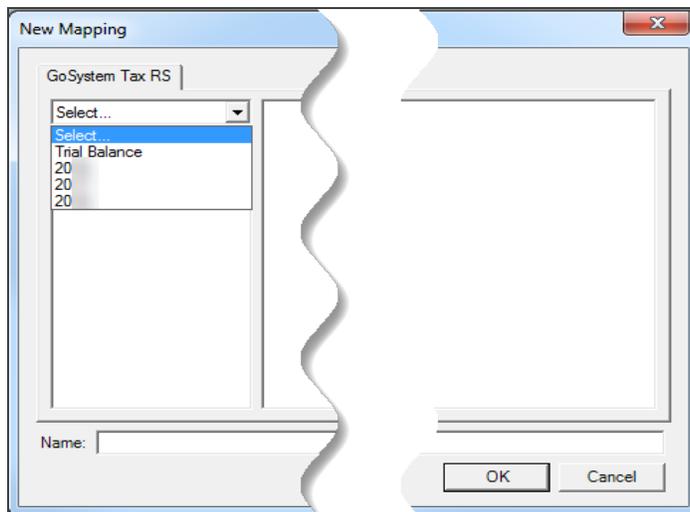


Figure 3:24

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

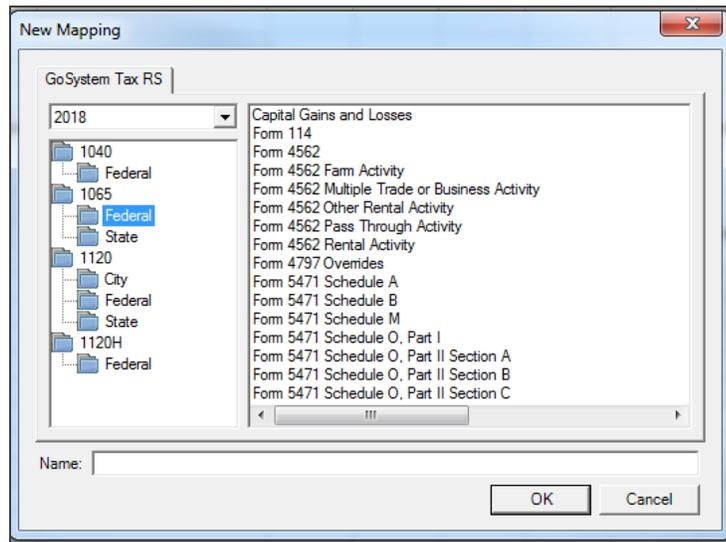


Figure 3:25

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



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

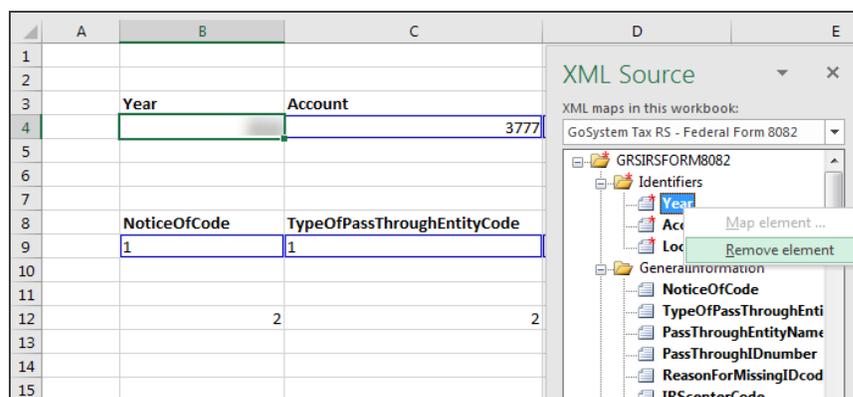


Figure 3:26

Naming New Mapping

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

To edit the name of a new map:

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

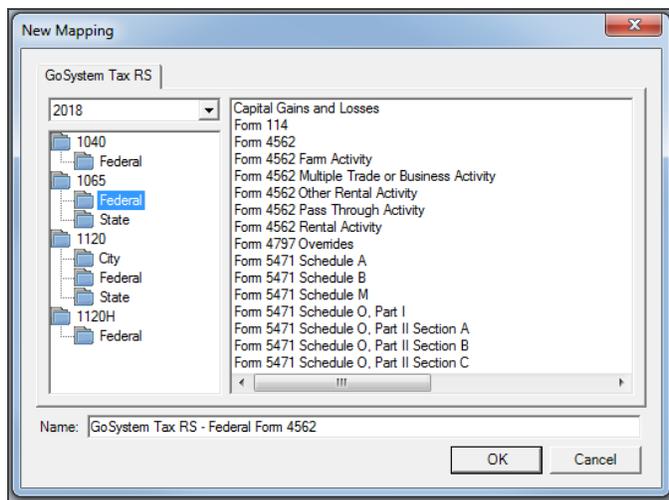


Figure 3:27

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

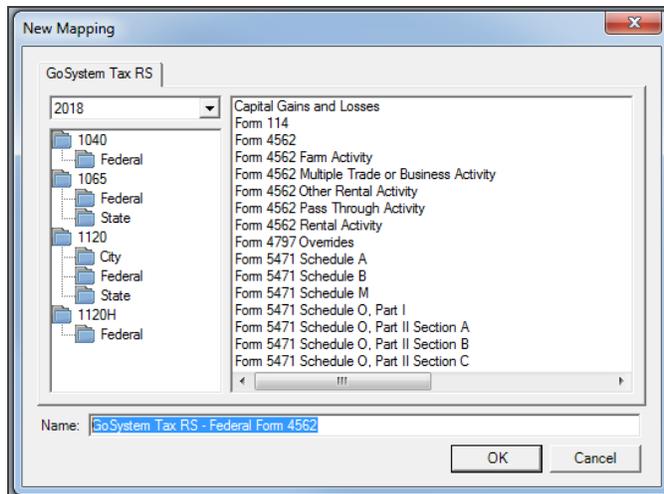


Figure 3:28

Mapping A New Worksheet Using a Template

To map a new worksheet:

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

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

Figure 3:29

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



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

Worksheet Headings

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

Adding Headings

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

Add Heading to the Left of Data

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

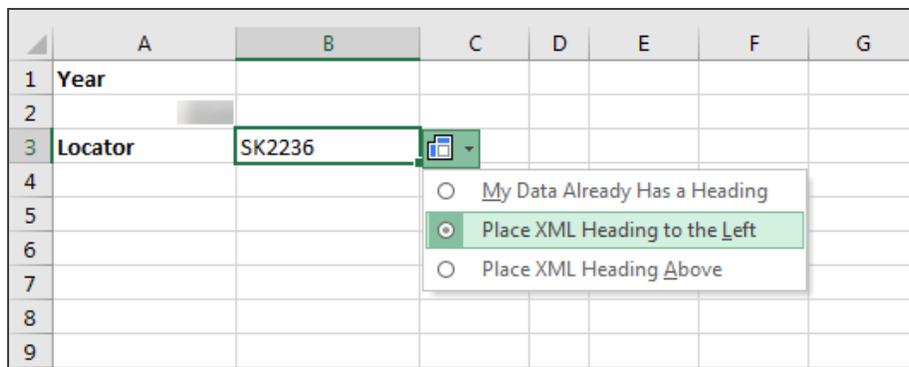


Figure 3:30



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

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

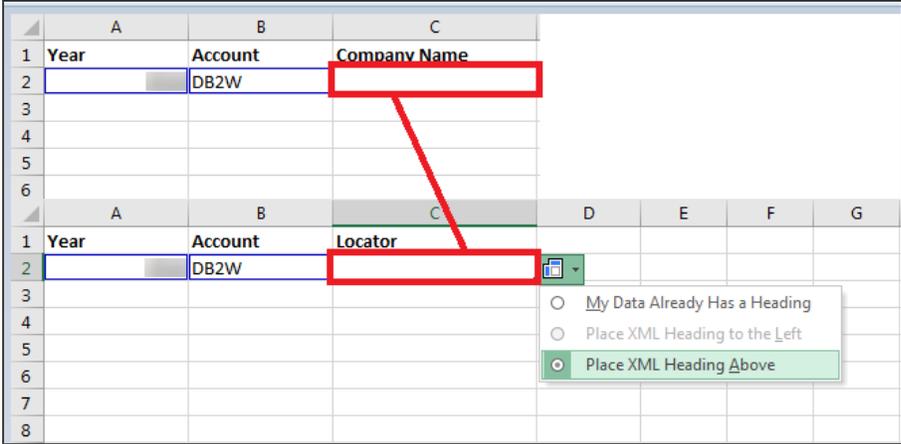


Figure 3:31

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

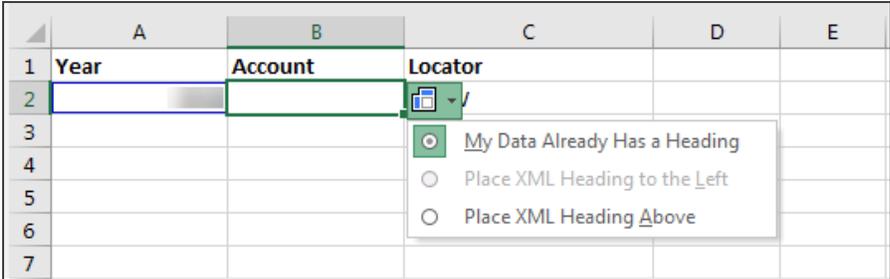
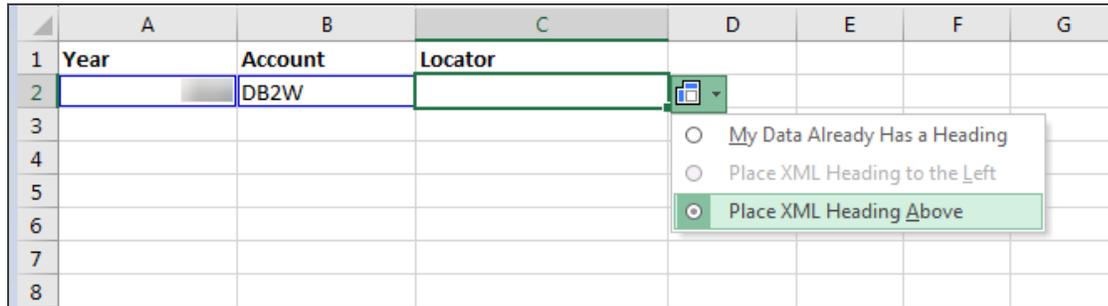


Figure 3:32

Adding a Heading Above Data

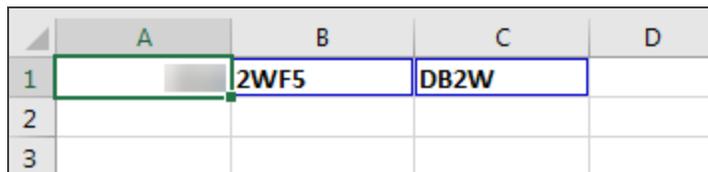
1. After mapping data on the worksheet, select **Place XML Heading Above**. If there is no heading on the worksheet, the heading from the corresponding **Source Panel** element displays.



	A	B	C	D	E	F	G
1	Year	Account	Locator				
2		DB2W					
3							
4							
5							
6							
7							
8							

Figure 3:33

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



	A	B	C	D
1		2WF5	DB2W	
2				
3				

Figure 3:34



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

Retaining Existing Headings

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

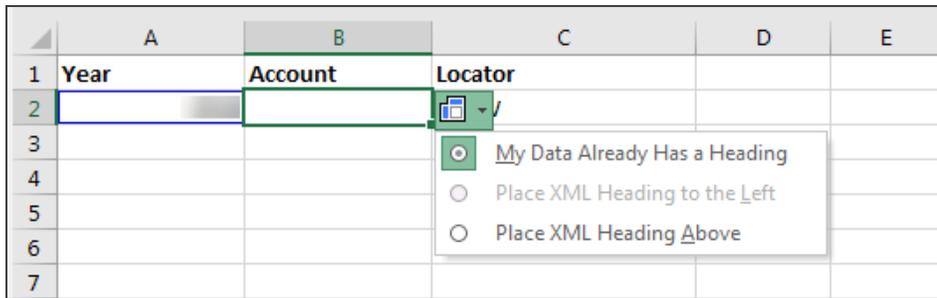


Figure 3:35

Using the Depth Element

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

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

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

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

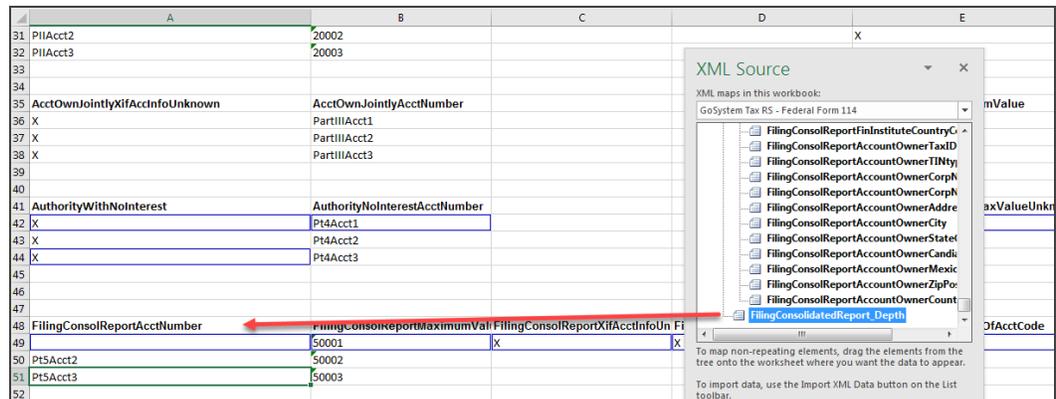


Figure 3:36

Deleting an Existing XML Map in a Spreadsheet

To delete an existing XML map:

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



Figure 3:37

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

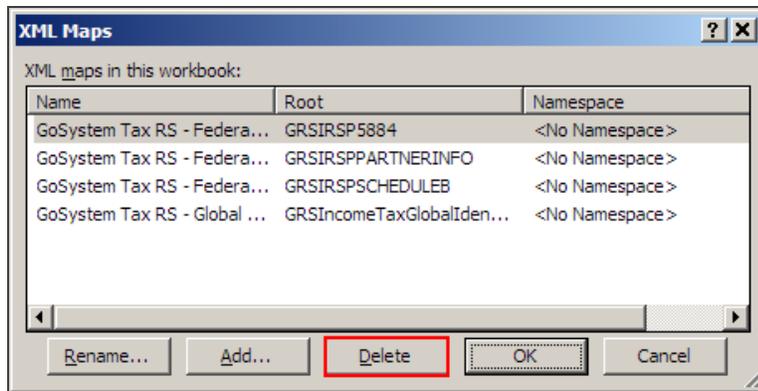


Figure 3:38

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

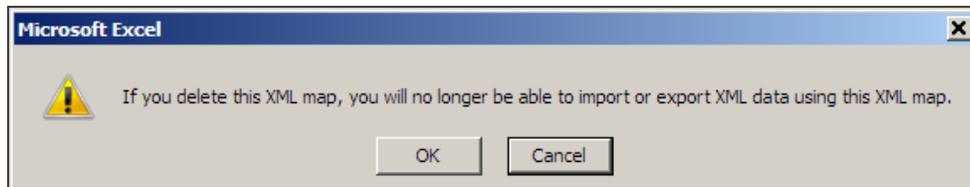


Figure 3:39

Excel Add-In for Trial Balance Bridge

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

Excel Add-in available for:

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

Excel Add-in not available for:

- Property Code Descriptions

For more information on the add-in, also see the *2021 Trial Balance Bridge Guide*.

Global Identifiers Map

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

To use the Global Identifiers:

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

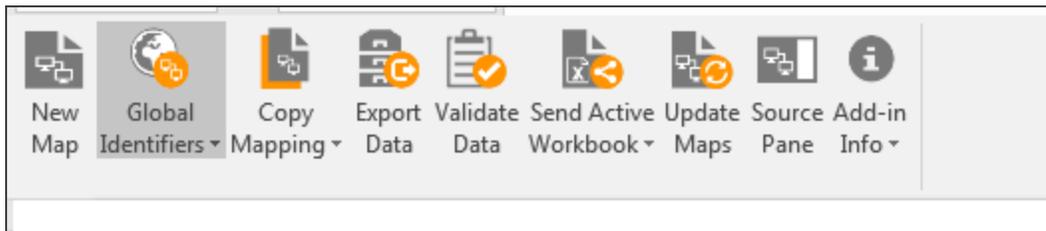


Figure 3:40

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

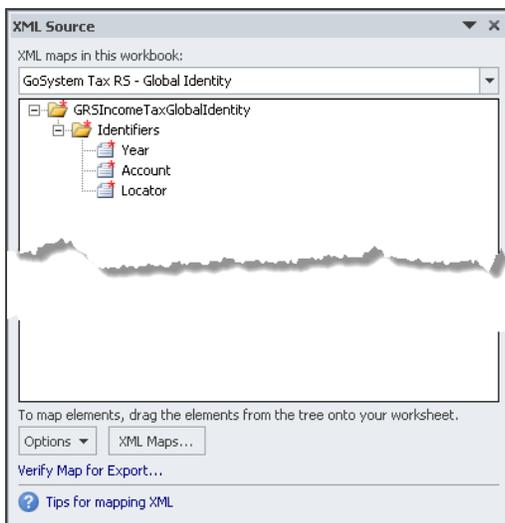


Figure 3:41

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

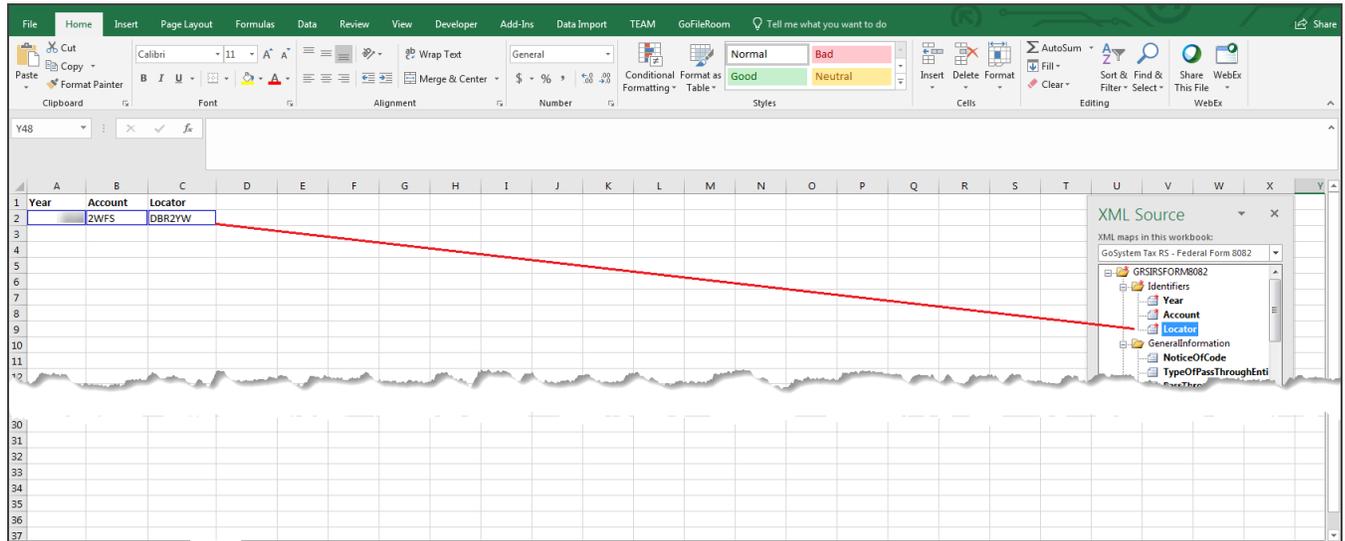


Figure 3:42

COPYING MAPPING

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



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

To copy a mapping configuration from one worksheet to another:

1. Open a mapped worksheet.

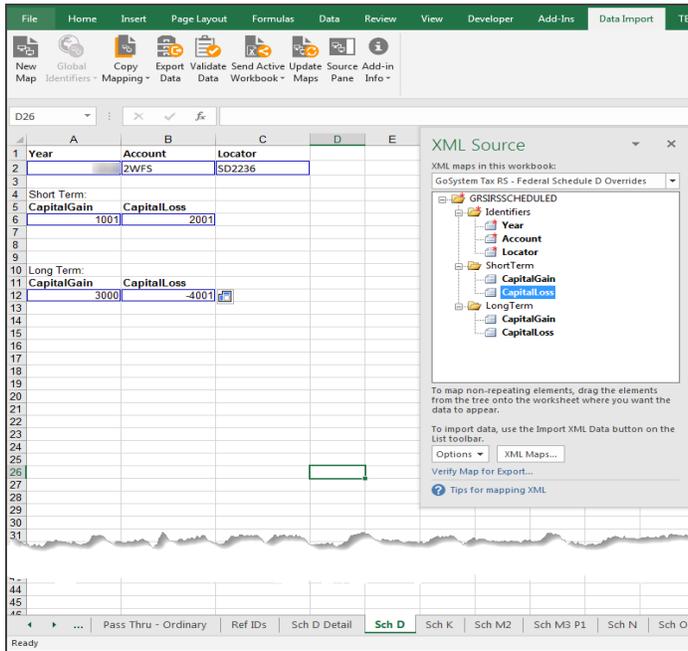


Figure 3:43

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

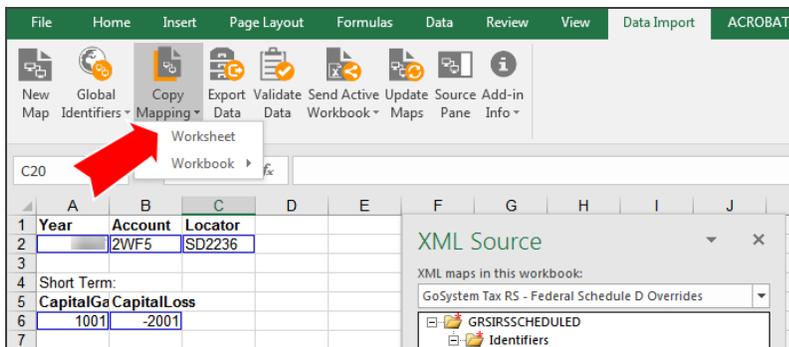


Figure 3:44

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

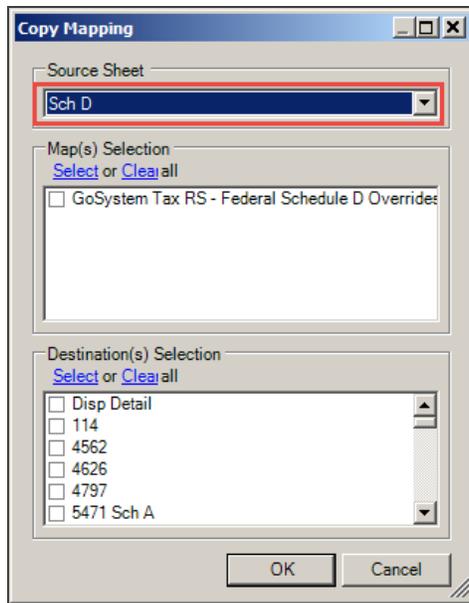


Figure 3:45

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

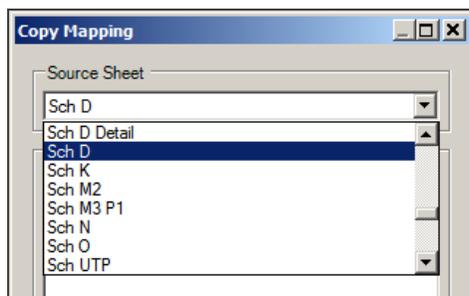


Figure 3:46

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

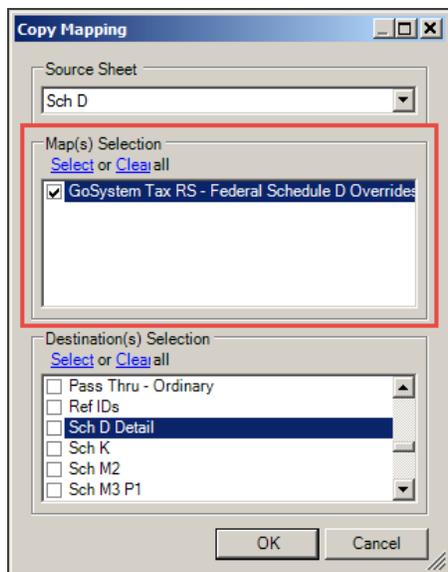


Figure 3:47

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

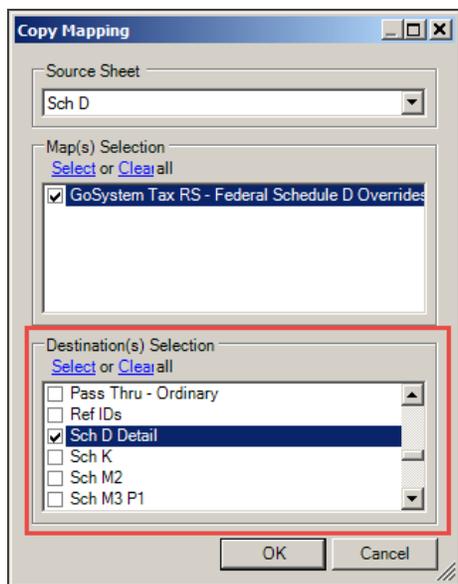


Figure 3:48

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

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

Figure 3:49

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

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

Figure 3:50

COPYING MAPPED ELEMENTS TO ANOTHER WORKBOOK

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

To copy mapped elements from one workbook to another:

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

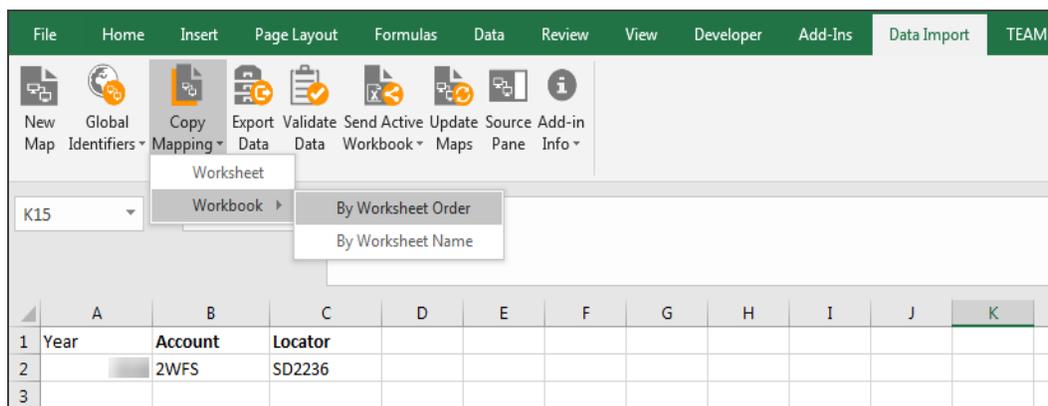


Figure 3:51

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

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

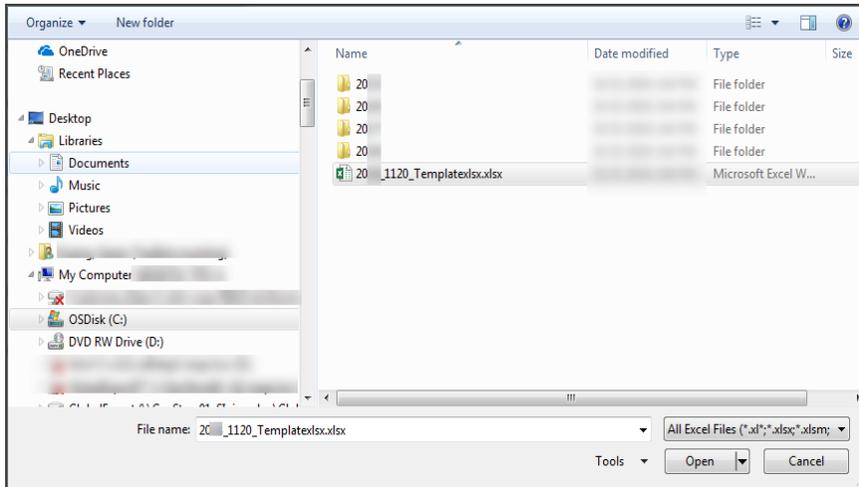


Figure 3:52

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

VALIDATING A WORKSHEET FOR IMPORT

Validate a worksheet before importing. To validate the worksheet:

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

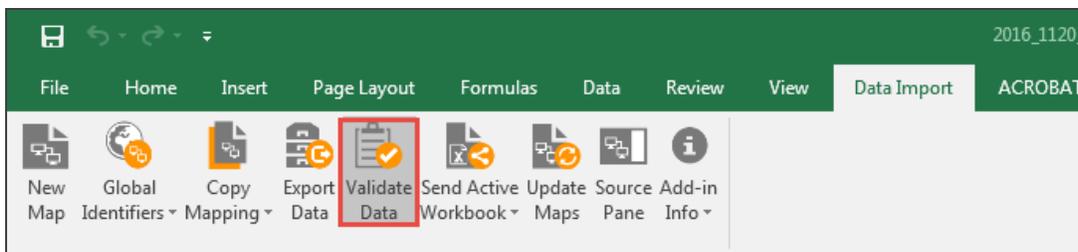


Figure 3:53

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

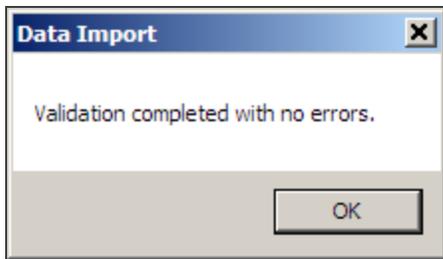


Figure 3:54

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

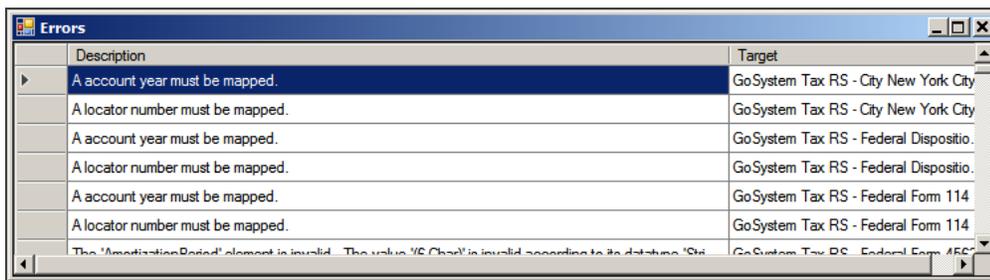


Figure 3:55



All Organizer targets must have an entry for the **Year** identifier element (for example: 2019, 2020, or 2021). If a **Year** does not exist, the target will fail validation with an error stating: *Could not load target.*

IMPORTING MAPPED DATA

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



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

To import the data on a mapped worksheet:

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

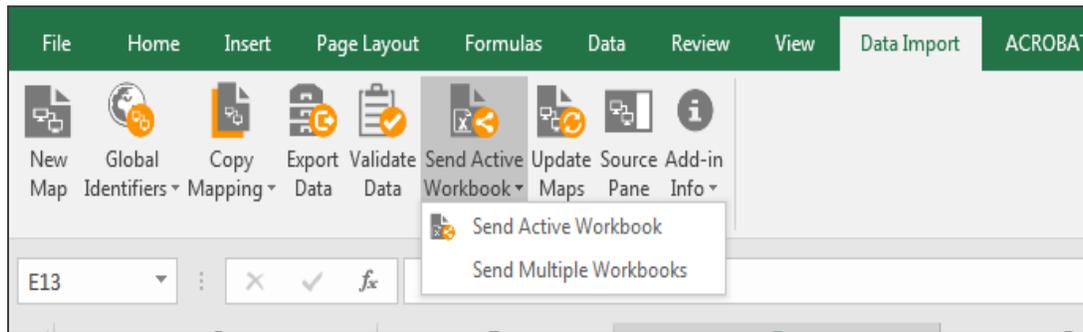


Figure 3:56

3. Validate and fix errors.

Sending Active Workbook

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

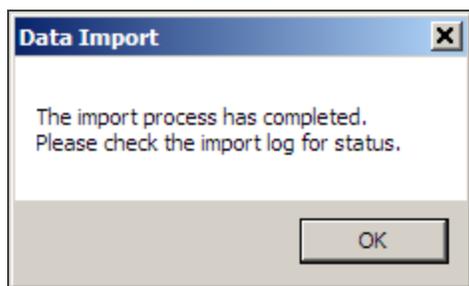


Figure 3:57

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

Sending Multiple Workbooks

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

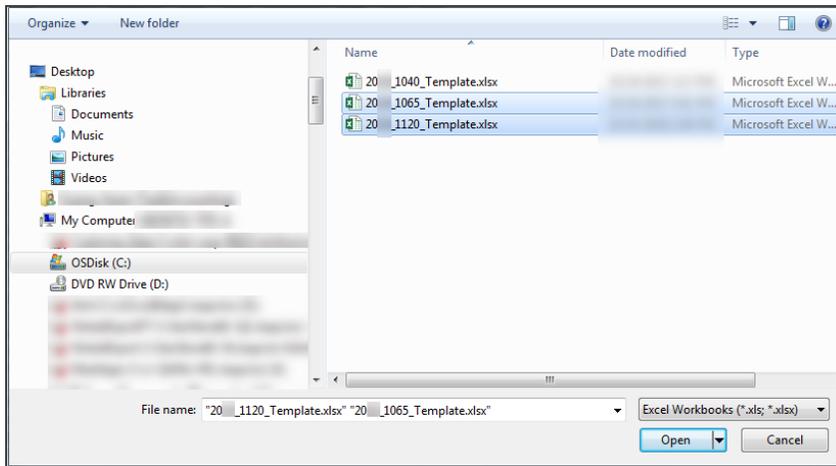


Figure 3:58

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

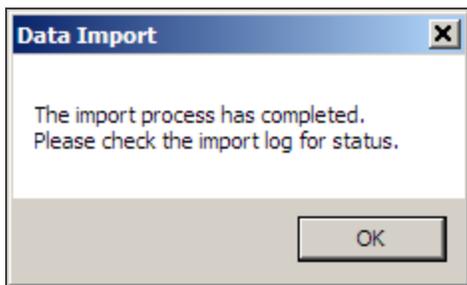


Figure 3:59

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

Unsuccessful Imports

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

IMPORT LOG

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

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

Excel Add-In Logs							
Expand All		Collapse All					
LoginID	Year	Firm	Account	Locator	Status	Submit Date	
⊕ LLIN		FT	3777	5000KH	Complete		
⊕ LLIN		FT	3777	5487ki	Complete		
⊕ LLIN		FT	3777	5487ki	Complete		
⊕ LLIN		FT	3777	4539KI	Complete		
⊕ LLIN		FT	3777	5545KI	Complete		
⊕ LLIN		FT	3777	5545ki	Complete		
⊕ LLIN		FT	3777	4492KI	Complete		
⊕ LLIN		FT	3777	4492KI	Complete		
⊕ LLIN		FT	3777	4492KI	Complete		
⊕ LLIN		FT	3777	4492KI	Complete		
⊕ LLIN		FT	3777	0466ki	Complete		
Event Date	Document	Comment					
	FBAR Form 114 and 8938 - 0	A0466ki8_0_GRSIRSAFOREIGNFINASSETS.XML Import Successful					
⊕ LLIN		FT	3777	1021KJ	Complete		
⊕ LLIN		FT	3777	8116KI	Complete		

Figure 3:60

CHAPTER 4: DATA INPUT SPECIFICATIONS WORKSHEET

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

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

CHAPTER 5: APPENDICES

- **Appendix 1: Available Import Targets (page 56)**
 - **1040 Tax Return: Individual/Federal (page 56)**
 - **1065 Tax Return: Partnership/Federal (page 56)**
 - **1065 Tax Return: Partnership/State (page 59)**
 - **1120-H Tax Return: Corporate Federal (page 59)**
 - **1120 Tax Return: Corporate/Federal (page 59)**
 - **1120 Tax Return: Corporate/State (page 65)**
 - **1120 Tax Return: Corporate/City (page 67)**
- **Appendix 2: Country Codes (page 68)**
 - **Canadian Province Codes (page 68)**
 - **Mexican State Codes (page 69)**
- **Appendix 3: Officer Title Codes (page 71)**
- **Appendix 4: Foreign Person Status Codes - IRC Chapter 3 (page 73)**
- **Appendix 5: Foreign Persons Status Codes - IRC Chapter 4 (page 75)**
- **Appendix 6: Form 8975 Activity Codes (page 77)**
- **Appendix 7: Form 8975 Reference Codes (page 78)**
- **Appendix 7: Form 8975 Reference Codes (page 78)**

APPENDIX 1: AVAILABLE IMPORT TARGETS

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

1040 Tax Return: Individual/Federal

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Foreign Financial Assets	2018, 2019, 2020, 2021	Foreign Information > Foreign Financial Assets > General Information

1065 Tax Return: Partnership/Federal

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

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

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

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Capital Gains and Losses	2018, 2019, 2020, 2021	Gains and Losses > Capital Gains and Losses > Gains Distributions, Stocks, and Bonds
Form 114	2018, 2019, 2020, 2021	Foreign Information > Foreign Bank Account > FinCen
Form 4562	2018, 2019, 2020, 2021	* Ordinary Income and Deductions > Depreciation and Amortization > xxx > 4562 Information > 4562 Overrides
Form 4562 Farm Activity	2018, 2019, 2020, 2021	* Activity Information > Farm > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Form 4562 Multiple Trade or Business Activity	2018, 2019, 2020, 2021	** Activity Information > Multiple Trade or Business > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides
Form 4562 Other Rental Activity	2018, 2019, 2020, 2021	** Activity Information > Other Rental > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides
Form 4562 Pass Through Activity	2018, 2019, 2020, 2021	** Activity Information > Pass Through Entity > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides
Form 4562 Rental Activity	2018, 2019, 2020, 2021	** Activity Information > Rental Real Estate > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides
Form 4797 Overrides	2018, 2019, 2020, 2021	Gains and Losses > Summary Overrides
Form 5471, Schedule A	2018, 2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule A
Form 5471, Schedule B	2018, 2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule B
Form 5471, Schedule M	2018, 2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule M
Form 5471, Schedule O, Part I	2018, 2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part I
Form 5471, Schedule O, Part II, Section A	2018, 2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIA
Form 5471, Schedule O, Part II, Section B	2018, 2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIB

Appendix 1: Available Import Targets

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Form 5471, Schedule O, Part II, Section C	2018, 2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIC
Form 5471, Schedule O, Part II, Section D	2018, 2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IID
Form 5471, Schedule O, Part II, Section E	2018, 2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIE
Form 5471, Schedule O, Part II, Section F	2018, 2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIF
Form 5884	2018, 2019, 2020, 2021	Credits > Work Opportunity Credit
Form 8621	2018, 2019, 2020, 2021	Foreign Information > PFIC or QEF
Form 8975 Part II	2018, 2019, 2020, 2021	Foreign Information > Country-by-Country Reporting > Country-by-Country Report
Form 8975, Schedule A, Parts I, II, III	2018, 2019, 2020, 2021	*** Informational Foreign Information > Country-by-Country Reporting > Tax Jurisdiction and Constituent Info
Partner Information	2018, 2019, 2020, 2021	Partner Information > Partner by Partner Data > Partner Name (Partner Information tab)
Sales of Bus Prop and Gains and Losses with Section 179 Exp	2018, 2019, 2020, 2021	Gains and Losses > Sales of Business Property > Property Descriptions
Schedule B	2018, 2019, 2020, 2021	General Information > Basic Return Data > Other Information tab
Schedule D Overrides	2018, 2019, 2020, 2021	Gains and Losses > Summary Overrides

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Schedule K	2018, 2019, 2020, 2021	Sch K > we import in to each of the various screens under Sch K folder
Schedule M-2	2018, 2019, 2020, 2021	Balance Sheet and Reconciliation > Sch M-2
Schedule M-3, Part I	2018, 2019, 2020, 2021	Balance Sheet and Reconciliation > Sch C, Sch M-3 and Form 8916-A > Sch C, Sch M-3 and Form 8916-A > Sch M-3, Part I tab
Trial Balance	2018, 2019, 2020, 2021	Access > Trial Balance

1065 Tax Return: Partnership/State

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Schedule K Overrides	2018, 2019, 2020, 2021	States > Common State > State Schedule K

1120-H Tax Return: Corporate Federal

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Other Info - Homeowners Associations	2018, 2019, 2020, 2021	Income and Deductions > Other Info - Homeowners Associations

1120 Tax Return: Corporate/Federal

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

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

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

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

Appendix 1: Available Import Targets

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Disposition Detail (Forms 4797, 4684, and 6252)	2018, 2019, 2020, 2021	Gains and Losses > Disposition of Property > Disposition Detail
Form 114	2018, 2019, 2020, 2021	Informational Forms > Foreign Bank Account > FinCen
Form 4562	2018, 2019, 2020, 2021	Income and Deductions > Deductions > Depreciation and Amortization > General Depreciation and Amortization > Form 4562 Information > 4562 Overrides > State - Adopts Expanded 179
Form 4797 Overrides	2018, 2019, 2020, 2021	Gains and Losses > Compute and Print Options > Summary Overrides
Form 5471, Schedule A	2018, 2019, 2020, 2021	* Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule A
Form 5471, Schedule B	2018, 2019, 2020, 2021	* Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule B
Form 5471, Schedule C	2018, 2019, 2020, 2021	* Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule C
Form 5471, Schedule F	2018, 2019, 2020, 2021	* Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule F
Form 5471, Schedule M	2018, 2019, 2020, 2021	* Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule M
Form 5471, Schedule O, Part I	2018, 2019, 2020, 2021	* Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part I

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Form 5471, Schedule O, Part II Section A	2018, 2019, 2020, 2021	* Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section A
Form 5471, Schedule O, Part II Section B	2018, 2019, 2020, 2021	* Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section B
Form 5471, Schedule O, Part II Section C	2018, 2019, 2020, 2021	* Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section C
Form 5471, Schedule O, Part II Section D	2018, 2019, 2020, 2021	* Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section D
Form 5471, Schedule O, Part II Section E	2018, 2019, 2020, 2021	* Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section E
Form 5471, Schedule O, Part II Section F	2018, 2019, 2020, 2021	* Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section F
Form 5472	2018, 2019, 2020, 2021	* Foreign Information > 25% Foreign Owned Corporation > xxx > Mandatory Entry – Related Party and Foreign Information > 25% Foreign Owned Corporation > xxx > Monetary Transactions
Form 5713	2018, 2019, 2020, 2021	Foreign Information > International Boycott Report > International Boycott Report Information
Form 5884	2018, 2019, 2020, 2021	Credits > Work Opportunity Credit
Form 6765	2018, 2019, 2020, 2021	Credits > Credit for Increasing Research > Credit for Increasing Research

Appendix 1: Available Import Targets

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Form 7004	2018, 2019, 2020, 2021	Payments and Extension > Automatic Extensions > 7004 Basic Data > and the two group screens Subsidiary No Transfer and Inactive Subsidiaries
Form 8082	2018, 2019, 2020, 2021	Information Forms > Inconsistent Treatment > General Information
Form 851	2018, 2019, 2020, 2021	Informational Forms > Affiliation Schedule > 851
Form 851 Multitiered Consolidations	2018, 2019, 2020, 2021	Informational Forms > Affiliation Schedule > Multi-tiered Consolidations
Form 851, Part II Voting Stock Information	2018, 2019, 2020, 2021	Informational Forms > Affiliation Schedule > Part II Enter on the sub (Multi-tier)
Form 8594	2018, 2019, 2020, 2021	Informational Forms > Asset Acquisition
Form 8621	2018, 2019, 2020, 2021	Foreign Information > PFIC and QEF
Form 8824	2018, 2019, 2020, 2021	Gains and Losses > Like - Kind Exchanges
Form 8858 Books and Records	2018, 2019, 2020, 2021	** Foreign Information > Foreign Disregarded Entity > Foreign Disregarded Entity > xxx > Books and Records
Form 8858 Direct Owner of FDE	2018, 2019, 2020, 2021	** Foreign Information > Foreign Disregarded Entity > Foreign Disregarded Entity > xxx > Direct Owner of FDE
Form 8858 Filer Information	2018, 2019, 2020, 2021	** Foreign Information > Foreign Disregarded Entity > Foreign Disregarded Entity > xxx > Filer Information

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Form 8858 General Information	2018, 2019, 2020, 2021	** Foreign Information > Foreign Disregarded Entity > Foreign Disregarded Entity > xxx > General Information (General Information, Branch, or Agent in the US, and Tax Owner of FDE Tabs)
Form 8858 Organization Chart	2018, 2019, 2020, 2021	** Foreign Information > Foreign Disregarded Entity > Foreign Disregarded Entity > xxx > Organization Chart
Form 8858, Schedule M	2018, 2019, 2020, 2021	** Foreign Information > Foreign Disregarded Entity > xxx > Schedule M
Form 8865, Schedule N	2018, 2019, 2020, 2021	*** Foreign Information > Foreign Partnership > xxx > Foreign Partnership Information > Foreign Partnership Transactions
Form 8865, Schedules A, A-1, and A-2	2018, 2019, 2020, 2021	*** Foreign Information > Foreign Partnership > xxx > Foreign Partnership Information > Constructive Ownership of Ptrshiplnt, Certain Partners of Foreign Partnership, and Affiliation Schedule
Form 8883	2018, 2019, 2020, 2021	Information Forms > Asset Allocation Statement
Form 8903	2018, 2019, 2020, 2021	Income and Deductions > Deductions > Domestic Production Activities Ded
Form 8975, Part II	2018, 2019, 2020, 2021	Foreign Information > Country-by-Country Reporting > Country-by-Country Report
Form 8975, Schedule A Parts I, II, III	2018, 2019, 2020, 2021	**** Informational Foreign Information > Country-by-Country Reporting > Tax Jurisdiction and Constituent Info

Appendix 1: Available Import Targets

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Officer Compensation	2018, 2019, 2020, 2021	Income and Deductions > Deductions > Officer's Compensation > Individual Officers
Pass-Through Entity for Ordinary Activity Type	2018, 2019, 2020, 2021	Income and Deductions > Pass-Through Entity > Pass-Through Entity
Reference ID Numbers for 5471, 8858, and 8865	2018, 2019, 2020, 2021	Foreign Information > Foreign Corporation Info Return > General Information or Foreign Information > Foreign Disregarded Entity > General Information or Foreign Information > Foreign Partnership Info > General Information
Schedule D Detail	2018, 2019, 2020, 2021	Gains and Losses > Capital Gains and Losses > Capital Assets Sales Detail
Schedule D Overrides	2018, 2019, 2020, 2021	Gains and Losses > Compute and Print Options > Summary Overrides
Schedule K	2018, 2019, 2020, 2021	General Information > Questions > Schedule K
Schedule M-2	2018, 2019, 2020, 2021	Balance Sheet/M1-M2-M3 > Schedule M1 /M2 > Ret. Earnings (M-2) tab
Schedule M-3, Part I	2018, 2019, 2020, 2021	Balance Sheet/M1-M2-M3 > Schedule M-3 > Sch M-3, Part I tab
Schedule N	2018, 2019, 2020, 2021	General Information > Miscellaneous Information > Schedule N tab
Schedule O	2018, 2019, 2020, 2021	Taxes > Consent Plan and Apportionment Sch

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Uncertain Tax Position	2018, 2019, 2020, 2021	General Information > Miscellaneous Information > Schedule UTP
Withholding for Foreign Persons	2018, 2019, 2020, 2021	Informational Forms > Withholding for Foreign Persons > Withholding for Foreign Persons

1120 Tax Return: Corporate/State

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
4562 Overrides - Adopts Expanding 179	2018, 2019, 2020, 2021	Income and Deductions > Deductions > Depreciation and Amortization > General Depreciation and Amortization > Form 4562 Information > 4562 Overrides > State - Adopts Expanding 179 tab
4562 Overrides - Non Adopting	2018, 2019, 2020, 2021	Income and Deductions > Deductions > Depreciation and Amortization > General Depreciation and Amortization > Form 4562 Information > 4562 Overrides > State - Non Adopting tab
A & A Detail, Other Adjustments, and Credits	2018, 2019, 2020, 2021	States > Alaska > State Adjustments > Dividend Received Deduction tab or California > Allocation & Apportionment > Allocation & Apportionment or Mississippi > Allocation & Apportionment or Nebraska > Credits
Alabama Intangible and Interest Exp Add Back	2018, 2019, 2020, 2021	States > Alabama > Intangible/Interest Expense Add Back

Appendix 1: Available Import Targets

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
Allocation Data Entry	2018, 2019, 2020, 2021	States > Allocation and Apportionment > A&A Data Entry > Allocation Data Entry > Dividend, Interest, Rents, Royalties, Capital Gain and Loss, Sales of Assets, Other
Common State: Bank Info-Authorization to Debit Funds	2018, 2019, 2020, 2021	States > Common State > General Information > Bank Information > Direct Debit tab
Entity Type	2018, 2019, 2020, 2021	States > State and City Activation > State and City Activation
General Information	2018, 2019, 2020, 2021	States > Common State > General Information > Basic Return Information
Illinois State Adjustments - Additions and Subtractions	2018, 2019, 2020, 2021	States > Illinois > State Adjustments > Additions and Subtractions
Installment Payments for Next Years Estimated Tax	2018, 2019, 2020, 2021	Common State > Tax Estimate Options > Estimated Tax Payments tab
Miscellaneous Dividend Information	2018, 2019, 2020, 2021	States > IL or IN or NE or NJ or CA > state specific Dividend Organizer or Tax Form screen
Miscellaneous State Information	2018, 2019, 2020, 2021	States > Common State > General Information > Paid Preparer Information
New York A & A - MCT Overrides	2018, 2019, 2020, 2021	States > Allocation and Apportionment > A&A Organizer/Overrides > New York > Property - MCT (and Payroll and Sales - MCT)
New York Investment and Other Exempt Income and Investment Capital	2018, 2019, 2020, 2021	States > New York > Exempt Income and Capital

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
New York State Adjustments	2018, 2019, 2020, 2021	States > New York > State Adjustments
NOL Carryover from Prior Year	2018, 2019, 2020, 2021	States > Common State > State NOL Tracking > Push State Button
Other State and City Information	2018, 2019, 2020, 2021	States > CT, IL, MI, NY, NYC, NY Bank, OH, WV > state specific Organizer input
Other Tax Base and Franchise Information	2018, 2019, 2020, 2021	States > MI Financial, AL Privilege Tax, LA, MS, NC > state specific Organizer input
Pennsylvania Depreciation Adjustments	2018, 2019, 2020, 2021	States > Pennsylvania > State Adjustments > Depreciation Adjustments
State & City Numbers	2018, 2019, 2020, 2021	States > Common State > General Information > State/City ID Numbers
Texas Combined Return Information	2018, 2019, 2020, 2021	State Franchise Tax > Texas Franchise > Combined Return Information
Trial Balance	2018, 2019, 2020, 2021	Access > Trial Balance

1120 Tax Return: Corporate/City

IMPORT TARGET	YEARS AVAILABLE	IMPORT PATH
New York City A & A Overrides	2018, 2019, 2020, 2021	States > Allocation and Apportionment > A&A Organizer / Overrides > New York City

APPENDIX 2: COUNTRY CODES

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

Canadian Province Codes

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

Mexican State Codes

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

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

APPENDIX 3: OFFICER TITLE CODES

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

Appendix 3: Officer Title Codes

OFFICER TITLE	CODE
Assistant Treasurer	ATreasurer
Other	Other

APPENDIX 4: FOREIGN PERSON STATUS CODES - IRC CHAPTER 3

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

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

Appendix 4: Foreign Person Status Codes - IRC Chapter 3

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

APPENDIX 5: FOREIGN PERSONS STATUS CODES - IRC CHAPTER 4

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

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

Appendix 5: Foreign Persons Status Codes - IRC Chapter 4

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

APPENDIX 6: FORM 8975 ACTIVITY CODES

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

APPENDIX 7: FORM 8975 REFERENCE CODES

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

APPENDIX 8: LATE FILING REASON CODES

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