

THOMSON REUTERS®

RS IMPORT/EXPORT GUIDE

FOR TAX YEAR 2021

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TABLE OF CONTENTS

- Chapter 1: RS Import/Export Operation 1**
- Chapter 2: Import Operation 2**
 - Selecting Import 2
 - Import Status 10
- Chapter 3: Export Operation 14**
 - Selecting Export 14
 - Export Status 17

CHAPTER 1: RS IMPORT/EXPORT OPERATION

The **Returns Processing** menu in RS Browser includes a single **Import** and a single **Export** option. All other selections, including that of the import/export product, appear on the corresponding RS Browser page (screen).

- Import Operation
 - [Selecting Import \(page 2\)](#)
 - [Import Status \(page 10\)](#)
- Export Operation
 - [Selecting Export \(page 14\)](#)
 - [Export Status \(page 17\)](#)

CHAPTER 2: IMPORT OPERATION

SELECTING IMPORT

1. To access the **Import** menu option, click **Returns Processing > Import/Export > Import**.

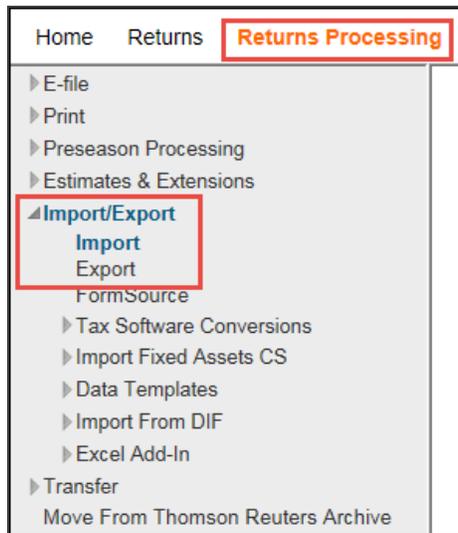


Figure 2:1

2. The import page appears. The import type will default to the import type last used.

Data Connection Import BATCH STATUS

Import Type: Data Connection Account: H981 Year: [Greyed Out] Tax Type: 1040

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

2 Start Import Process
Select Locator for Import

Drag a File Here or

BROWSE FOR FILE >

NEXT >

Figure 2:2



No other controls on the page are active. You cannot change or select any control until you select the import type.

3. Select the desired import/export product on the **Import Type:** drop-down list. The drop-down list contains a list of available import/export products. Use the **Batch Status** button to access the status of previously launched Data Connection import jobs.
4. You can select tax year and tax application to customize the criteria for import files.

5. After establishing the import file criteria (tax year and tax application), drag and drop the selected files from your workstation to the **Import** page.

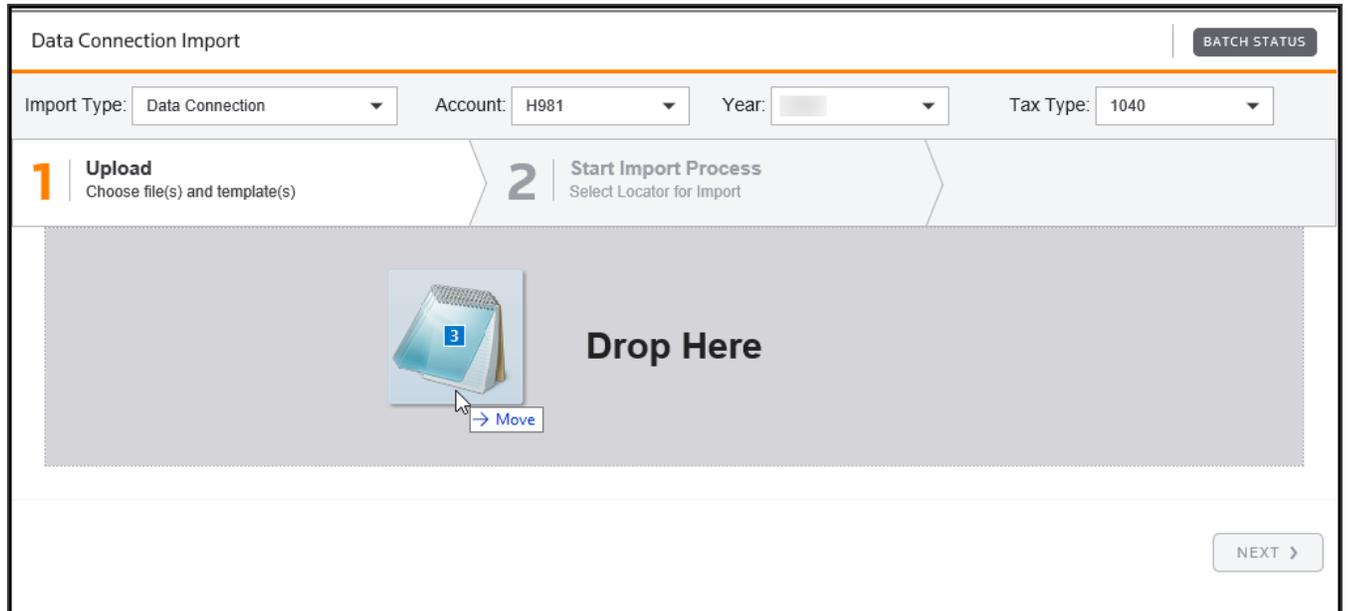


Figure 2:3

6. Alternatively, click the **Browse for File** button to begin the import file selection process.

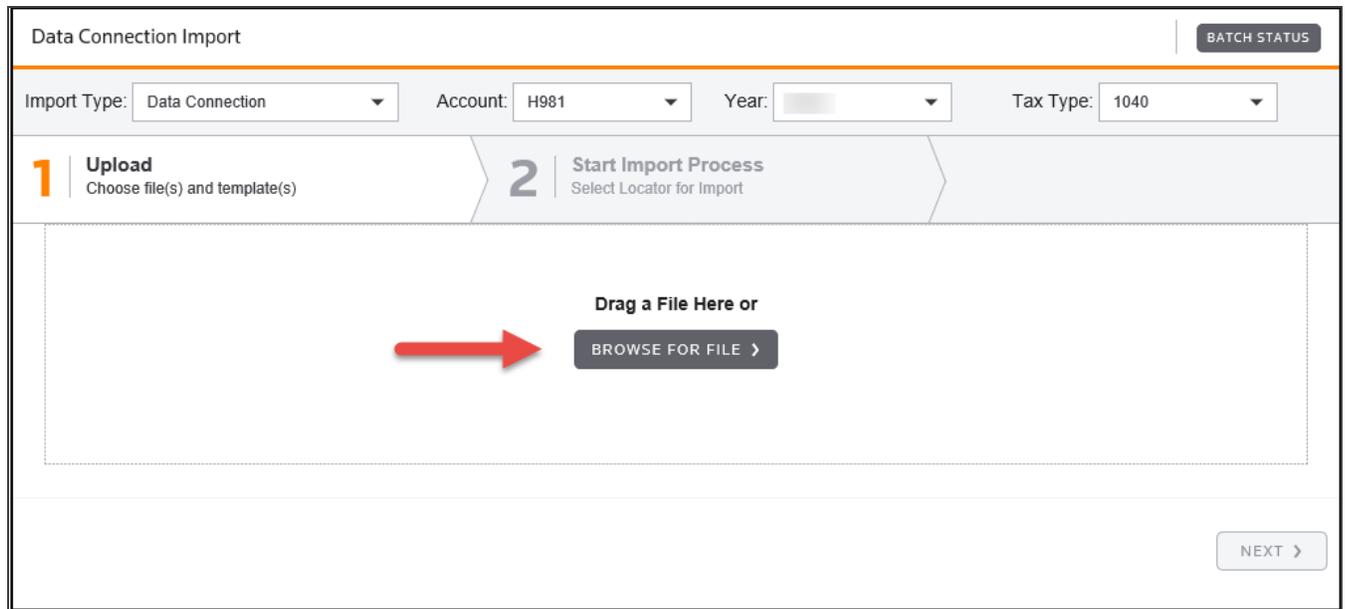


Figure 2:4

7. The **Open** dialog appears.

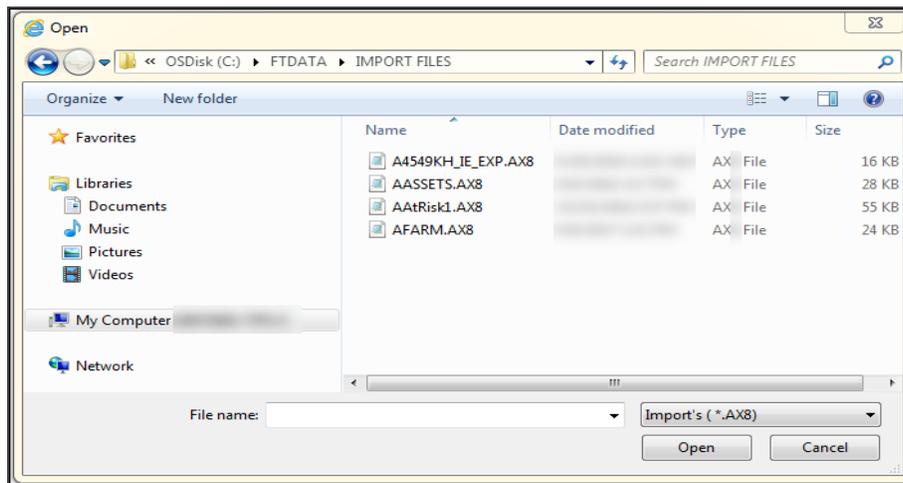


Figure 2:5

- Use the dialog navigation tree to select the location on your workstation or network that contains the import files. All files to be imported in a single batch must be in the same location (folder).



The **Open** command button remains inactive until a valid location is selected on the dialog. After you select a valid location, the command button becomes active. A valid location is one where one or more import files reside that meet the tax year and tax application criteria selected previously. Tax year and tax application designations are included in the import file filename extensions.

- A list of import file candidates (files in the specified location that meet the specified tax year and tax application criteria) appears in the **Open** dialog box.

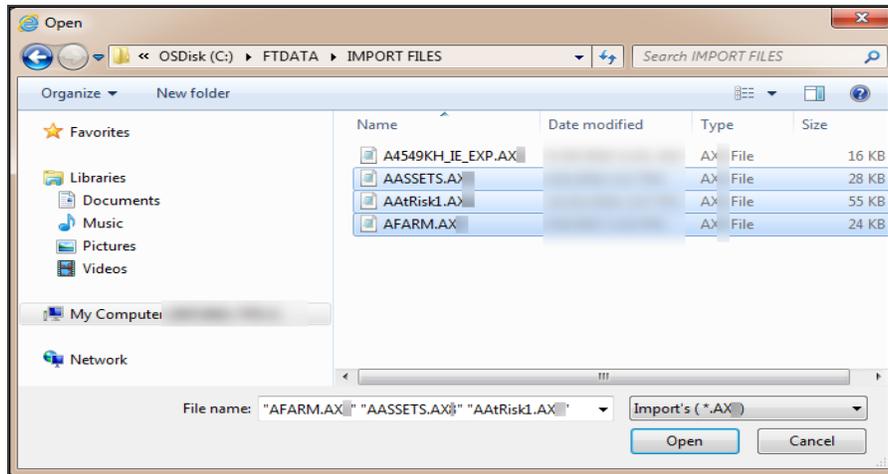


Figure 2:6

10. When you have selected the files to import, click **Open**. The selected files will be listed in the pane of the import page. Click **Next** to proceed.

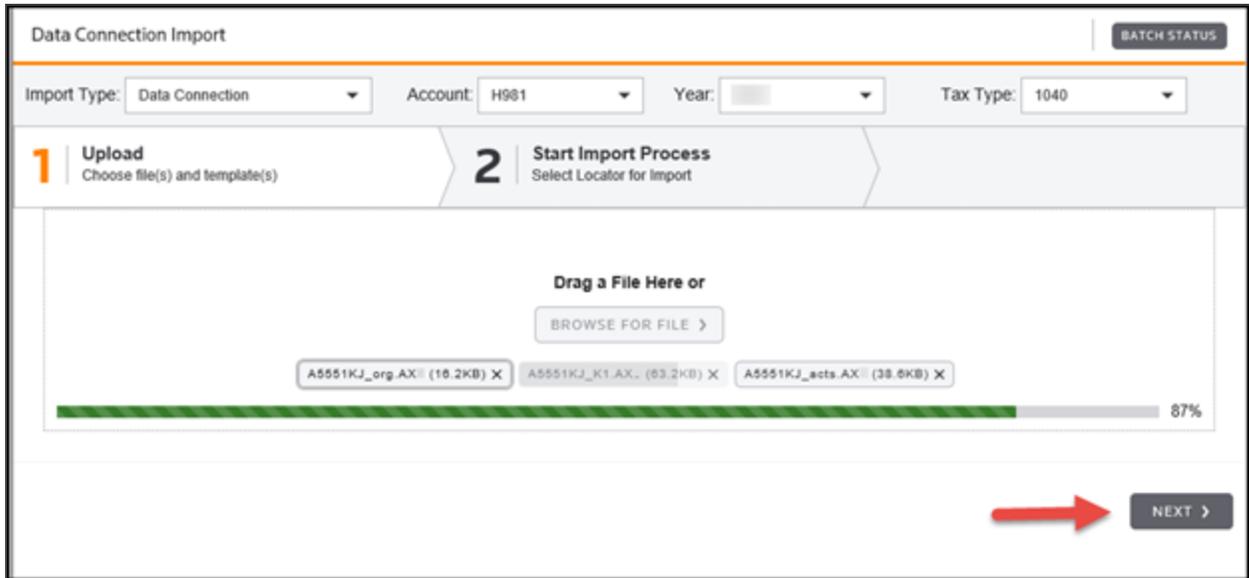


Figure 2:7



If an import file in the selected location does not have a correct **Replacement Flag** value in the header record, it will not be listed as an import candidate. In addition, import files that do not have a value in the **Entity ID** column will create a new tax return during the import. **Entity ID** is the column in which the locator number appears.

In the example below, a file without a locator number has been selected for import.

Data Connection Import
BATCH STATUS

Import Type: Data Connection
Account: H981
Year:
Tax Type: 1040

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

2 Start Import Process
Select Locator for Import

Select	Entity Name	Entity Id	File Name	Password	Flag	File Size	Status
<input checked="" type="checkbox"/>	TAXPAYER, MARY	7439KH	A5551KJ_or...		M	15.83 KB	
<input checked="" type="checkbox"/>	TAXPAYER, MARK	8649kl	A5551KJ_K1...		M	61.67 KB	
<input checked="" type="checkbox"/>	TAXPAYER, JACK	5412KJ	A5551KJ_act...		M	37.72 KB	
<input checked="" type="checkbox"/>	TAXPAYER, JUDY		A111111.AX		M	40.28 KB	

← PREVIOUS
IMPORT

Figure 2:8

11. To upload the selected import files from your workstation or network to the batch server, click the **Import** button.



The import files are uploaded to the batch servers by a Thomson Reuters ActiveX program named **WebAttach**. This program provides a completely secure transfer of these data files.

- 12. A new import page is returned. This page shows the status of each import launched (far right side in the **Status** column). The normal status is *Import Job Queued*. If an issue exists with the import launch, the appropriate notation appears in the **Status** column.

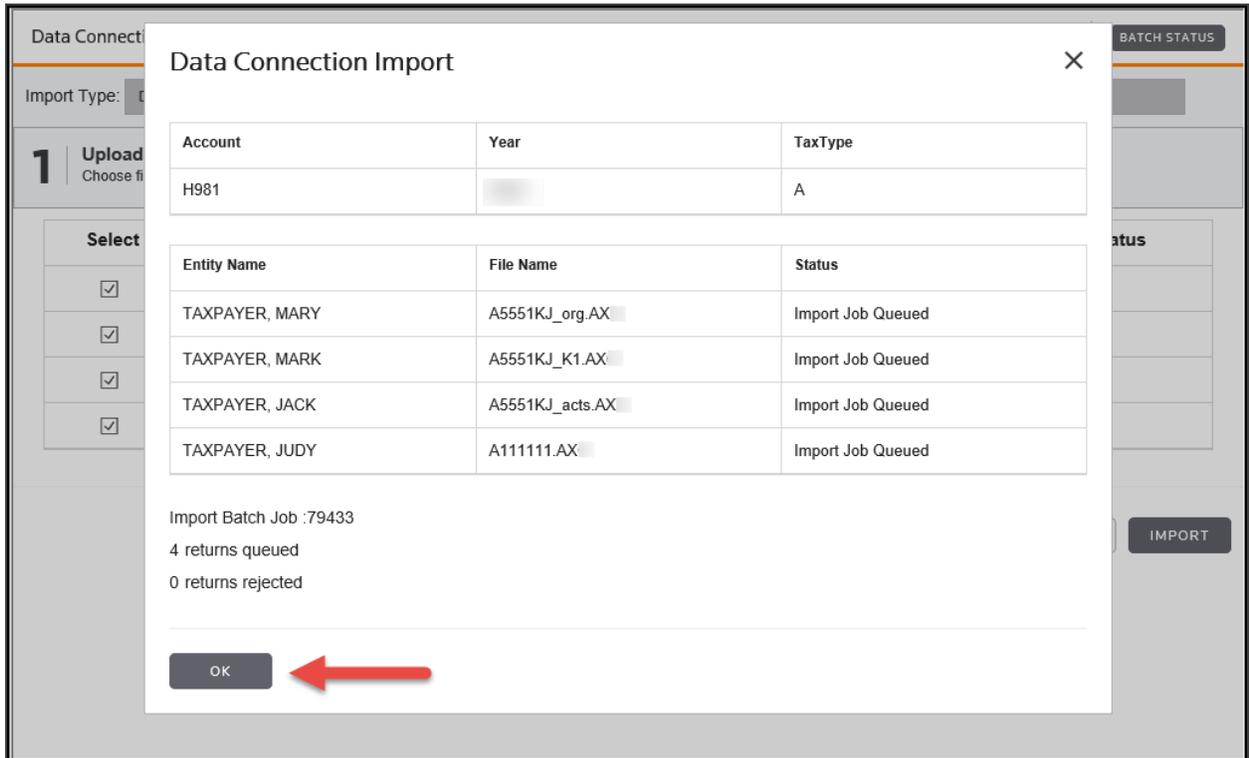


Figure 2:9

13. Click **OK**. The main import screen shown below is returned.

Data Connection Import BATCH STATUS

Import Type: Data Connection Account: H981 Year: [] Tax Type: 1040

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

2 Start Import Process
Select Locator for Import

Drag a File Here or

BROWSE FOR FILE >

NEXT >

Figure 2:10

IMPORT STATUS

1. To check the status of an import batch previously launched, click **Returns Processing > Import/Export > Import** to display the **Select Import Type** page.
2. On the **Select Import Type** page, select the import/export product representing the subject import batch. In this example, the import/export product is **Data Connection**.

3. On the **Data Connection Import** page, click the **Batch Status** command button.

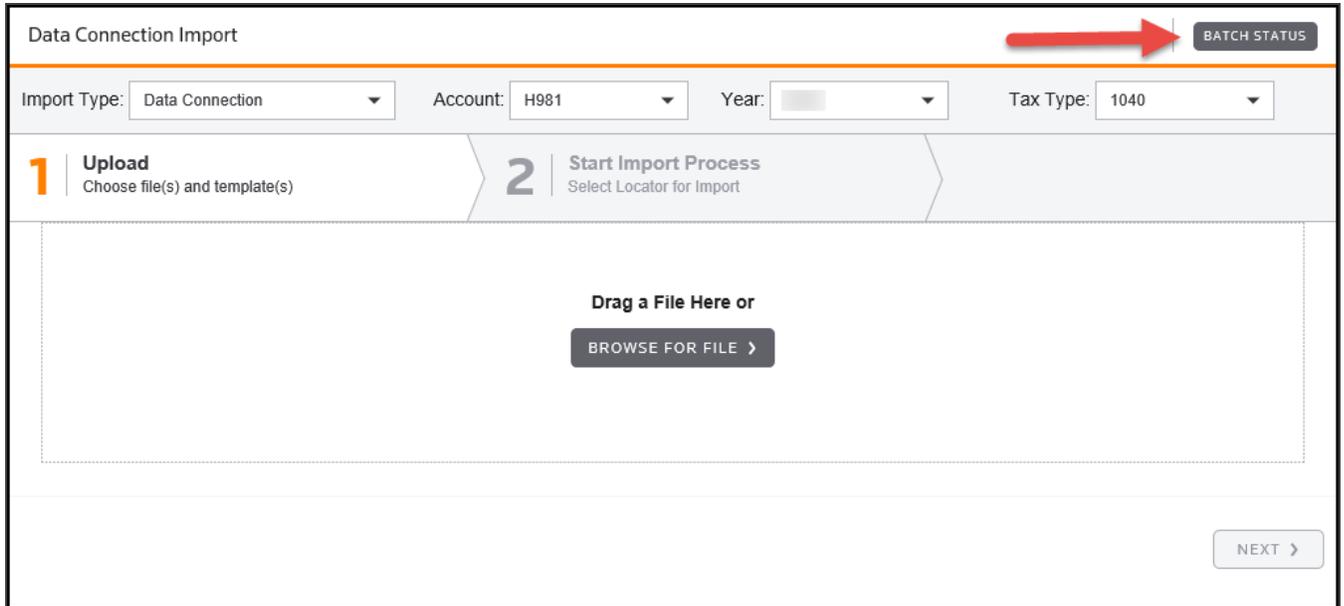


Figure 2:11

4. The **Batch Status** page appears.

Batch Status

User: [FTSUPPORT] ▼

Date Batch Submitted

From (MM/DD/YYYY): 10/17/

To (MM/DD/YYYY):

Continue Cancel

Figure 2:12

5. Enter the date the subject import batch was launched in the **From (MM/DD/YYYY)** text box. If the exact date is not known, you can enter a range of dates in the **From** and **To** boxes.
6. After specifying the date(s), click **Continue**. The **Data Connection Import Batches Found** page appears.

Data Connection Import Batches Found:

Date/Time	Tax Year	Tax Type	Items	Batch ID
		1040	3	71258

1 batch found.

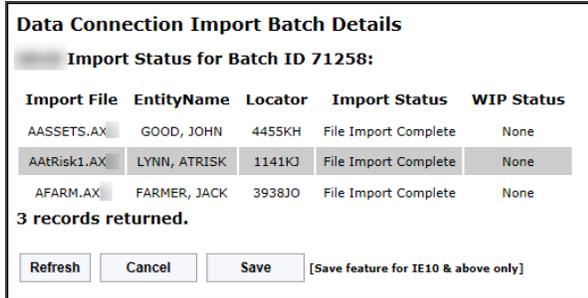
Cancel

Figure 2:13

This page shows all the import batches for the import/export product that were launched during the date range specified above.

7. To access the information for a specific batch, click the appropriate hyperlink in the **Batch ID** column.

8. The **Data Connection Import Batch Details** page appears for the selected import batch.



Data Connection Import Batch Details
Import Status for Batch ID 71258:

Import File	EntityName	Locator	Import Status	WIP Status
AASSETS.AX	GOOD, JOHN	4455KH	File Import Complete	None
AATRisk1.AX	LYNN, ATRISK	1141KJ	File Import Complete	None
AFARM.AX	FARMER, JACK	3938JO	File Import Complete	None

3 records returned.

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

Figure 2:14

9. This page shows the status of each import included in the batch. The normal status is *File Import Complete*. If an issue exists with the import execution, the appropriate notation appears in the **Import Status** column.

CHAPTER 3: EXPORT OPERATION

SELECTING EXPORT

 To create an export, make sure that your login ID for RS Browser does not contain **any** spaces.

1. To access the **Export** menu option, select **Returns Processing > Import/Export**.

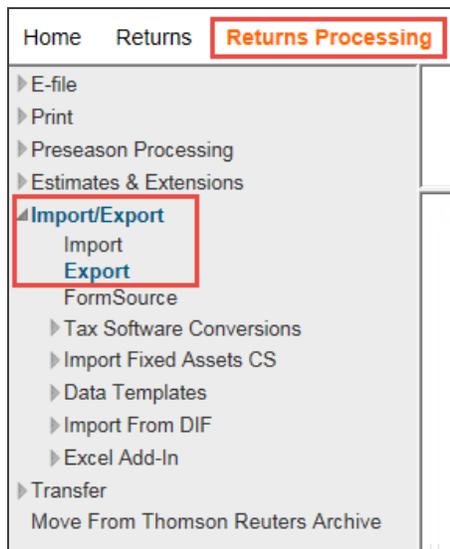


Figure 3:1

2. Click the **Export** option. The **Select Export Type** page appears.



Figure 3:2



No other controls on the page are active. You cannot change or select any control until you select the export type.

3. Select the import/export product on the **Export Type:** drop-down list. The drop-down list contains a list of available import/export products. In the figure below, you have selected the **Data Connection** option, and the **Data Connection Export** page appears.

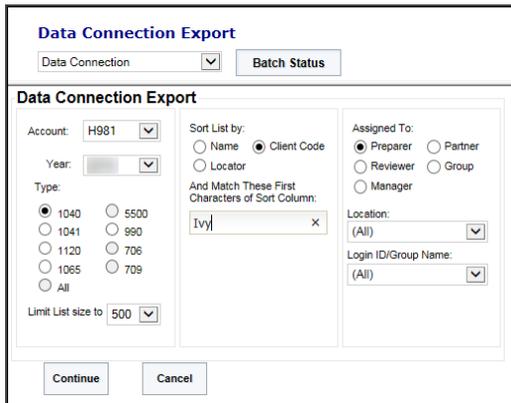


Figure 3:3



The Batch Status command button is used to access the status of previously launched Data Connection export jobs.

You can select tax year, tax application, and other tax return criteria to customize the list of tax returns that are eligible for a Data Connection export.



Do not change the user account after you select the export product. The authorized export products are established by user account, so changing the user account may eliminate the authorization to use the selected product.

4. After selecting the tax return list criteria, click **Continue**, and the list of tax returns meeting the list criteria appears.

Data Connection Export

Returns Found in Account H981:

Select	Return	Year	Account	Type	Taxpayer Name	Client Code	Completed	Assigned Group
<input checked="" type="checkbox"/>	7736KI		H981	1040	RETURN, NEW	IVY		None
<input checked="" type="checkbox"/>	7808KH		H981	1040	ORGANIZER, OTW	IVY		None
<input type="checkbox"/>	4455KH		H981	1040	GOOD, JOHN	IVY - ASSETS		None
<input type="checkbox"/>	0997KI		H981	1040	LYNN JR, ALL LINES & BRIGSBY MD, IMPORTED1	IVY - MGRP/GENERAL		None
<input type="checkbox"/>	1141KJ		H981	1040	LYNN, ATRISK & CAPGAINS	IVY - Sch E Oth OIH		None
<input checked="" type="checkbox"/>	3471KI		H981	1040	ACTIVITIES, MGRP	IVY NEW MGRP		None
<input type="checkbox"/>	7466KI		H981	1040	EXPORT, WORKPAPERS & FEI	IVY- 18-0		None
<input type="checkbox"/>	0987KI		H981	1040	FIRM, PARTNER & NATIONAL	IVY-16-2		None
<input checked="" type="checkbox"/>	1649KI		H981	1040	WAGES, FOREIGN & WIFE	IVY-17-3.2F		None
<input type="checkbox"/>	7570KI		H981	1040	CONSOLIDATED, K-1 & BUSINESS	IVY-17-3.2F		None
<input type="checkbox"/>	7441KH		H981	1040	PYCY, INSTALLMENT & SALES	IVY-PTPchilds 17-2.3		None
<input type="checkbox"/>	3938JO		H981	1040	FARMER, JACK	IVY-SCH F		None

12 records returned.

Figure 3:4

- As in previous tax years, you can select all returns in the list to export, or you can select one or more tax returns using the option boxes in the **Select** column.

To select all returns in the list for export, click the **Select All** button.

To select returns individually, click the option box to the immediate left of the locator number of the return (s) to be exported.

Data Connection Export

Returns Found in Account H981:

Select	Return	Year	Account	Type	Taxpayer Name	Client Code	Completed	Assigned Group
<input type="checkbox"/>	7736KI		H981	1040	RETURN, NEW	IVY		None
<input type="checkbox"/>	7808KH		H981	1040	ORGANIZER, OTW	IVY		None
<input type="checkbox"/>	4455KH		H981	1040	GOOD, JOHN	IVY - ASSETS		None
<input type="checkbox"/>	0997KI		H981	1040	LYNN JR, ALL LINES & BRIGSBY MD, IMPORTED1	IVY - MGRP/GENERAL		None
<input type="checkbox"/>	1141KI		H981	1040	LYNN, ATRISK & CAPGAINS	IVY - Sch E Oth OIH		None
<input type="checkbox"/>	3471KI		H981	1040	ACTIVITIES, MGRP	IVY NEW MGRP		None
<input type="checkbox"/>	7466KI		H981	1040	EXPORT, WORKPAPERS & FEI	IVY- 18-0		None
<input type="checkbox"/>	0987KI		H981	1040	FIRM, PARTNER & NATIONAL	IVY-16-2		None
<input type="checkbox"/>	1649KI		H981	1040	WAGES, FOREIGN & WIFE	IVY-17-3.2F		None
<input type="checkbox"/>	7570KI		H981	1040	CONSOLIDATED, K-1 & BUSINESS	IVY-17-3.2F		None
<input type="checkbox"/>	7441KH		H981	1040	PYCY, INSTALLMENT & SALES	IVY-PTPChilds 17-2.3		None
<input type="checkbox"/>	3938JO		H981	1040	FARMER, JACK	IVY-SCH F		None

12 records returned.

Continue Select All Deselect All Cancel Next 500

Figure 3:5

- To start the export process, click **Continue**.

EXPORT STATUS

- To check the status of an export batch previously launched, click **Returns Processing > Import/Export > Export** to display the **Select Export Type** page.
- On the **Select Export Type** page, select the import/export product representing the subject export batch. In this example, the import/export product is **Data Connection**.

- On the **Data Connection Export** page, click the **Batch Status** button.

The screenshot shows the 'Data Connection Export' interface. At the top, there is a dropdown menu for 'Data Connection' and a 'Batch Status' button, which is circled in red. Below this, the 'Data Connection Export' section contains several configuration options:

- Account:** A dropdown menu showing 'H981'.
- Year:** A dropdown menu with a greyed-out field.
- Type:** A group of radio buttons with options: 1040 (selected), 1041, 1120, 1065, All, 5500, 990, 706, and 709.
- Limit List size to:** A dropdown menu showing '500'.
- Sort List by:** Radio buttons for 'Name' and 'Client Code' (selected), and a 'Locator' option.
- And Match These First Characters of Sort Column:** An empty text input field.
- Assigned To:** Radio buttons for 'Preparer' (selected), 'Partner', 'Reviewer', 'Group', and 'Manager'.
- Location:** A dropdown menu showing '(All)'.
- Login ID/Group Name:** A dropdown menu showing '(All)'.

At the bottom of the form are two buttons: 'Continue' and 'Cancel'.

Figure 3:6

- The **Batch Status** page appears.

The screenshot shows the 'Batch Status' page. It features a 'User' dropdown menu with '[FTSUPPORT]' selected. Below this, there is a section for 'Date Batch Submitted' with two text boxes: 'From (MM/DD/YYYY):' containing '10/17/' and 'To (MM/DD/YYYY):' which is empty. At the bottom are 'Continue' and 'Cancel' buttons.

Figure 3:7

- Enter the date the subject export batch was launched in the **From (MM/DD/YYYY)** text box. If the exact date is not known, you can enter a range of dates using the **From** and **To** boxes.

- After specifying the date(s), click **Continue**. The **Data Connection Export Batches Found** page appears.

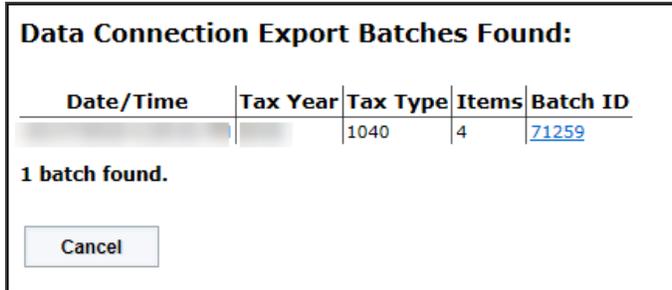


Figure 3:8

- This page shows all the export batches for the import/export product that were launched during the date range specified on the previous page. To access the information on a specific batch, click the appropriate hyperlink in the **Batch ID** column.

The **Data Connection Export Batch Details** dialog appears for the selected export batch.



Figure 3:9

- This dialog shows the status of the specified export batch, including any errors that may have prevented the export. If the export is complete, the page provides the facility to download the export file(s) from the server to your workstation or network.

To download the export file(s), click the **Download All** button.

9. The **Browse for Folder** dialog appears. Select the location to which the export file(s) is (are) to be downloaded, then click the **OK** command button on the dialog to commence the download.

The **OK** command button on the dialog will not become active until you select a valid location on your network or workstation on the dialog navigation tree.



If a password protected locator is successfully exported, you must enter the appropriate password in the corresponding text box before you can download the export file. Due to this requirement, you cannot use the **Download All** command button for password protected export files. You must download each password protected export file individually as passwords are entered.

10. When the download is complete, close the **Export Batch Details** dialog.