

# ONESOURCE INCOME TAX™

## LETTERS AND FILING INSTRUCTIONS ADMINISTRATOR GUIDE

FOR TAX YEAR 2021

Last Updated: October 19, 2021

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# TABLE OF CONTENTS

<b>Chapter 1: Getting Started</b>	<b>1</b>
Signing In	1
Assigning Letters and Filing Instructions Permissions to an Administrator	3
<b>Chapter 2: Key Terms and Definitions</b>	<b>5</b>
Conditions	6
<b>Chapter 3: Using Templates</b>	<b>8</b>
Template Listing	8
Viewing Default Templates	9
Adding a Field Reference	12
Using Sections	16
Adding a Section	16
Deleting a Section	17
Renaming a Section	17
Adding a Condition to a Section	18
Adding Optional Sections/Text	22
Putting Conditions Around Text/Content	23
Reordering Sections of a Template	24
Adding the Preparer Section	25
Previewing the Template	26
Global Header and Footer Templates	30
Using Your Own Template for Transmittal Letters	31
Positioning a Header	33
Positioning Text	36
Changing Accounts	38
Templates: Year-Specific	39
Templates That Are Not Year-Specific	41
<b>Chapter 4: Using Images</b>	<b>43</b>
Uploading an Image	43
Inserting an Image	43
Creating a Logo	45
Full Width Logos	46
Less than Full Width Logos	46

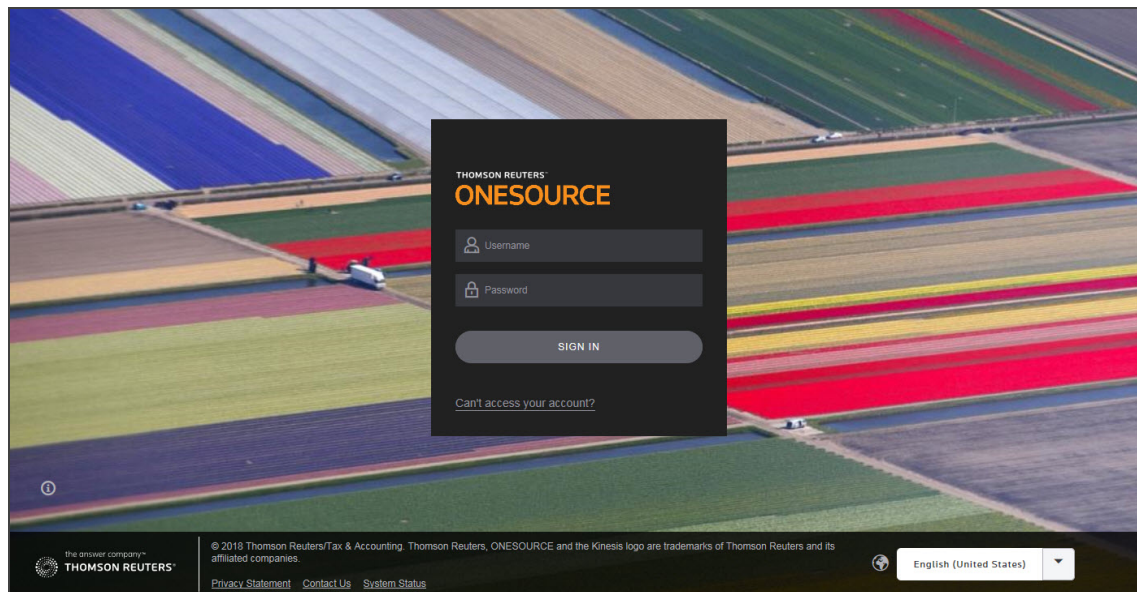
# CHAPTER 1: GETTING STARTED

To begin to use the Letters and Filing templates, you must be an Administrator User and **have Letters and Filing permissions** (see [Assigning Letters and Filing Instructions Permissions to an Administrator \(page 3\)](#)) to use this feature.

Sign in to the ONESOURCE platform to open your applications.

## SIGNING IN

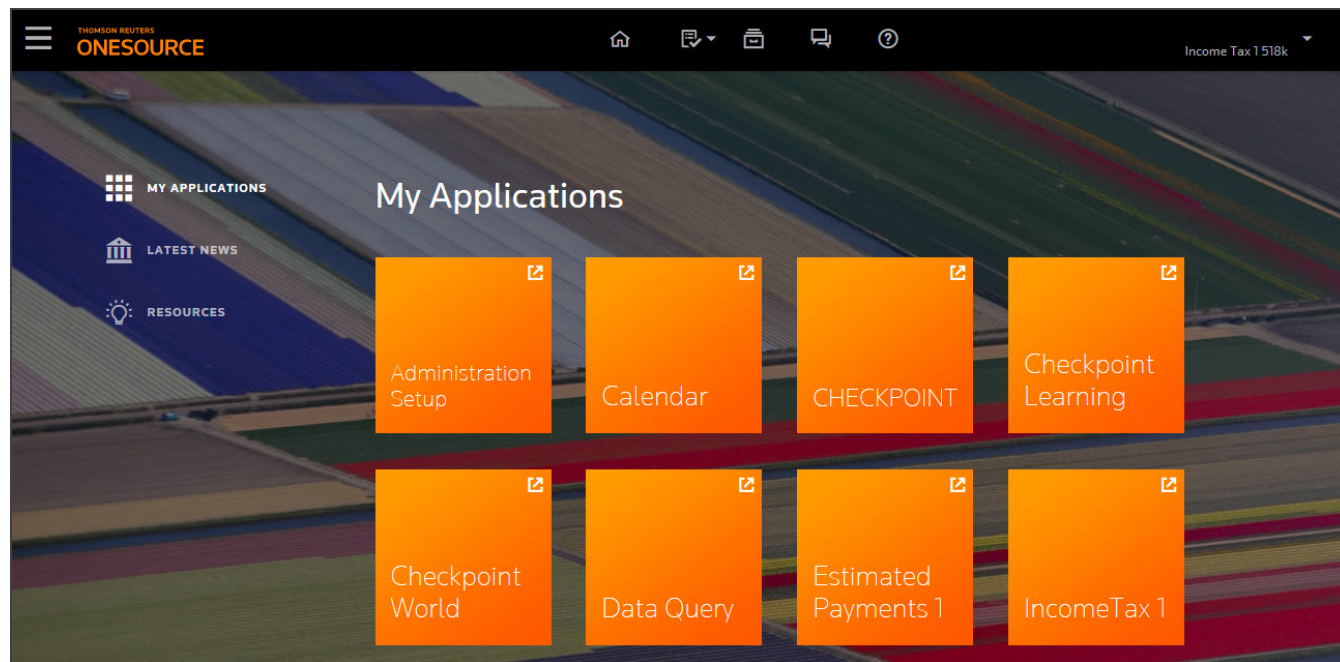
1. Open Internet Explorer.
2. Enter <https://www.onesourcetax.com/>.



**Figure 1:1**

3. Enter your user name and password.

4. Select **Sign In**. This opens the ONESOURCE platform.



**Figure 1:2**

5. On the ONESOURCE Platform homepage, select the **Income Tax** tile. This opens the application.

Actions	Entity Number	Entity Name	Binder Name	Year	Entity Type	Return Type	International Filing Type	Tags
		Divisional Consolidation	<a href="#">Stress Testing</a>	2017	DivisionalConsolidation	1120	None	
		Divisional Eliminations	<a href="#">Stress Testing</a>	2017	Eliminations	1120	None	
		New Entity	<a href="#">New Binder</a>	2016	Partnership	1065	None	<a href="#">NEW GRID TEST</a>

**Figure 1:3**

6. On the **Income Tax** menu bar, select **Tools > Admin Tools > Letters and Filing Instructions**.

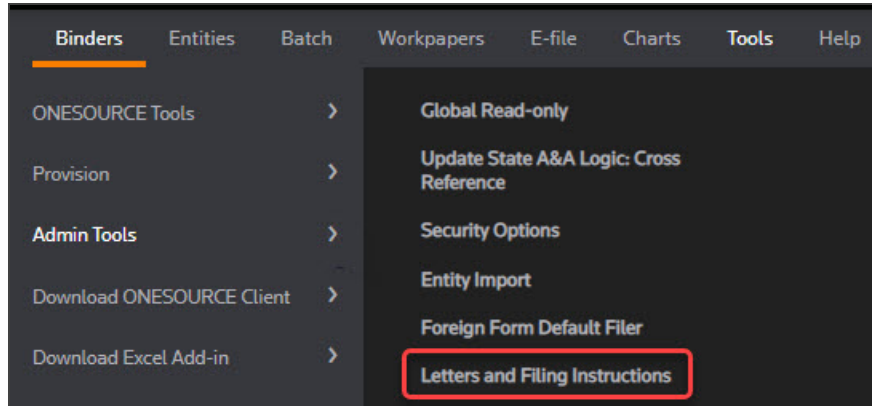


Figure 1:4

## ASSIGNING LETTERS AND FILING INSTRUCTIONS PERMISSIONS TO AN ADMINISTRATOR

The **Letters and Filing Instruction** permissions is an inherited right for the *Full Access Administrator User*. All other administrative users must have the permission assigned to them by the Administrator User.

To assign the right to administrative users:

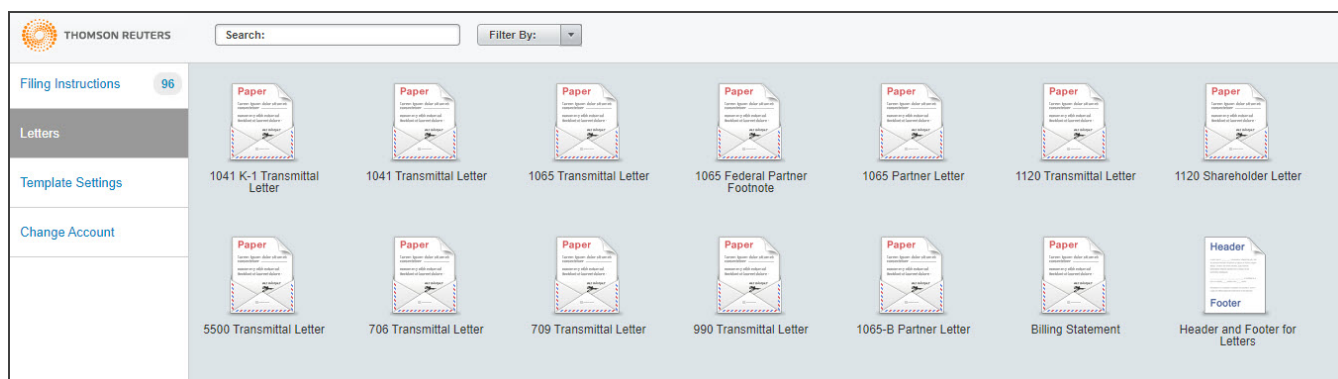
1. On the ONESOURCE Homepage, select the **Administration** tile.
2. On the **Users** list, select the appropriate user.
3. Select **Edit**.
4. Select the **User Permissions** tab.
5. In the left pane, select **Income Tax**.

6. In the **Access Permissions** section, check the box **Letters & Filing Instructions Admin**.

The screenshot shows the 'User Permissions' section of the software interface, which is highlighted with a red box. The interface has four main tabs: 1. User Details, 2. Client Manager, 3. User Permissions (active), and 4. Products. Below the tabs, a message states 'This user has IncomeTax 1 Custom Settings.' with a 'RESET' button. The main content area is divided into three sections: 'Clients' with a search bar and checkboxes for 'Assigned to user', 'Associated with product', 'Clients with permissions', and 'Clients with no permissions'; 'Income Tax' with a sub-section 'Access Permissions' containing checkboxes for 'Administrator', 'Enterprise Control Panel', 'Edit Security Options', 'e-Form RS', 'E-file Federal', 'E-file State', 'Letters & Filing Instructions Admin' (checked and highlighted with a red box), and 'Authorized in Income Tax'; and a left sidebar with links for 'Estimated Payments', 'General Ledger Manager', 'Global Tax Audit Manager', 'IncomeTax', and 'Indirect Tax'.

**Figure 1:5**

7. Select **Users** at the top to return to the **Users** list. You will get a system message that says the user has Custom Settings.
8. On the **Income Tax** menu bar, select **Tools > Admin Tools > Letters and Filing Instructions**. Letters and Filing Instructions opens in another browser tab. Administrator users can view default templates, customize default templates, and clear default transmittal letter templates to begin creating their own templates.

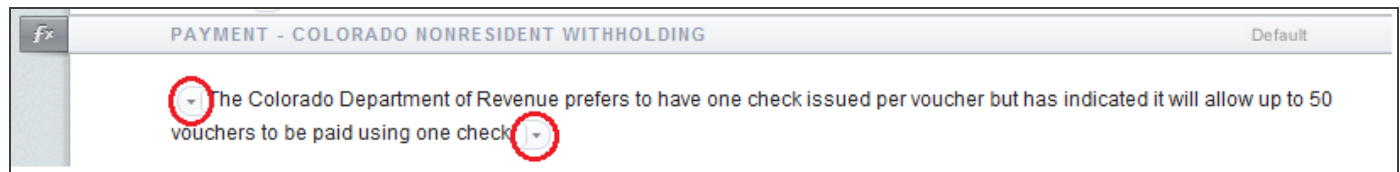


**Figure 1:6**

# CHAPTER 2: KEY TERMS AND DEFINITIONS

**Advanced Preparer Section** A section added by the administrator, to the template, that will give preparers, at the return level, the ability to type in their own content including text, page breaks, tables, field references, and print conditions to be added to the firm template.

**Book End** The visual indicator around text that indicates the existence of a condition.



**Figure 2:1**

**Condition** Logic that is entered to control the printing of text based on specific variables. Text inside a condition will print when certain variables are met.

**Field Reference** A placeholder for data that is populated when print is generated in the binder. When print is generated, return specific data takes the place of the placeholder field reference. For example, "Firm Name" is replaced with *Firm ABC*.

**Optional Paragraph** A way to flag a portion of text (paragraph, section, sentence) as *Optional*. This flag allows the preparer to select to include or exclude the content on a return by return basis.

**Preparer Section** A section added by the administrator, to the template, that will give preparers, at the return level, the ability to type in their own content (text only) to be added to the firm template. Without having at least one of these sections, the preparers will not be able to type anything on the letter or filing instruction.

**Preview Data** Test data that an administrator can customize to preview the template with data, test conditions and replace field references. Preview Data is saved on a template-by-template basis so that changing the data in one template does not change the data in another template. Accessed via Preview.

**Section** A way to break paragraphs into a group allowing you to apply a condition to the group. Also allows you to easily reorder content without cutting and pasting text within the template.

**Section Condition** Condition placed on a section within a template. In this case, displaying the entire contents of the section is dependent on the condition being met. Section conditions have a visual indicator to the left of the section name bar:



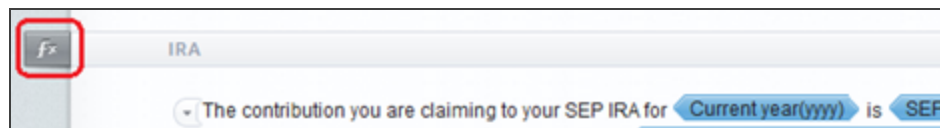


Figure 2:2

**Section Name** A unique identifier used for displaying sections. These section names will NOT print.

The figure below shows some of the key terms:

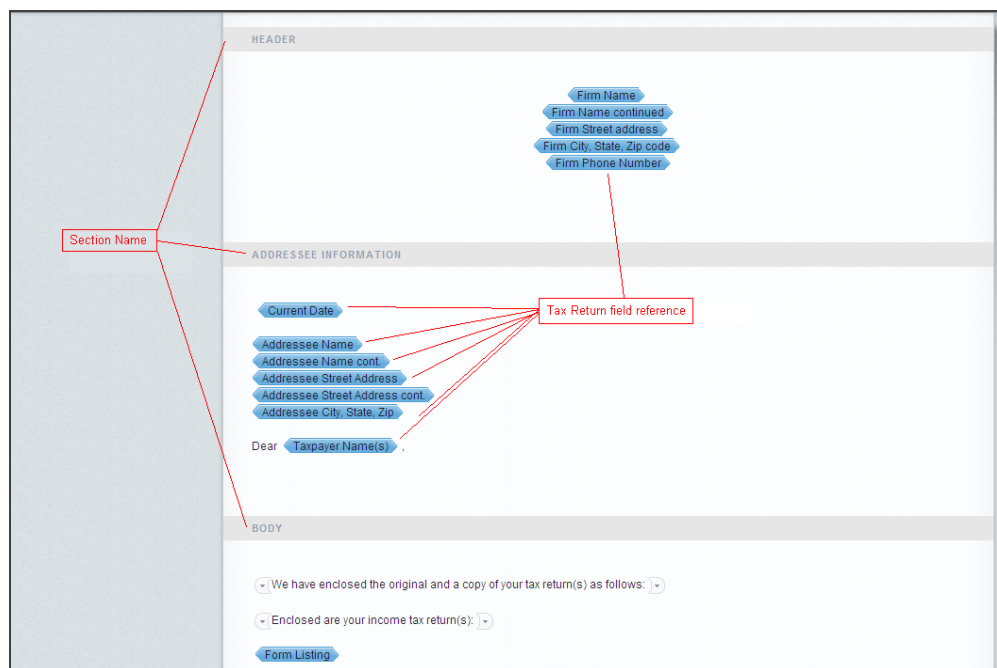


Figure 2:3

**Template** The letter or filing instruction in its pre-merged state. This contains tax return field references, conditions, section headers, and text. Preview at this level allows users to apply sample data and not return specific data. Templates are visible and editable by administrators with letters and filing instructions rights only.

## CONDITIONS

In addition to the above identified items, there are also conditions in a given template. Hovering over the **Section Name** will bring up a tool tip displaying the condition that has been entered on the **Section**.

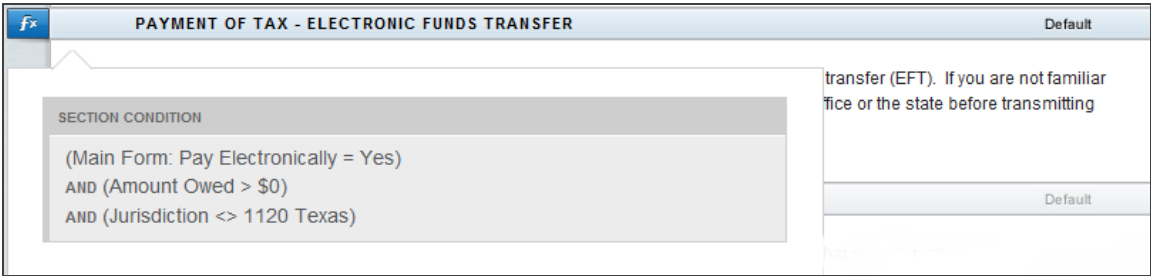


Figure 2:4

Hovering over one of the Book End images will bring up a tool tip displaying the condition that is being applied to that text or body of text. This tool tip shows the hierarchy of conditions including the **Section Condition**.

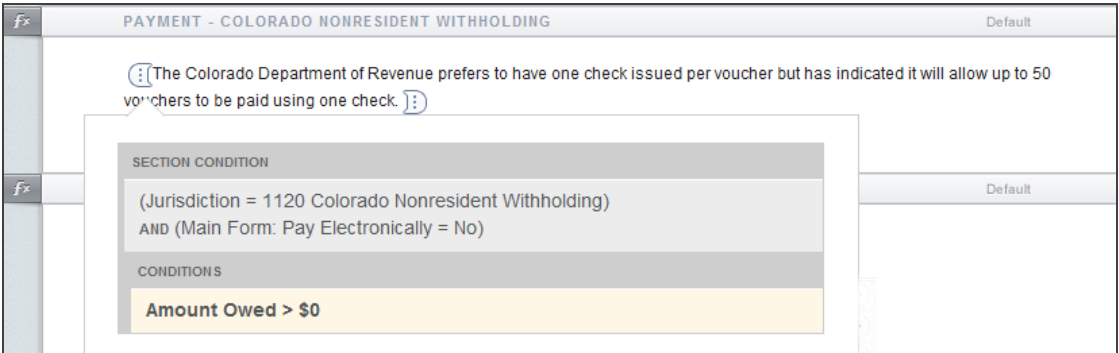


Figure 2:5

# CHAPTER 3: USING TEMPLATES

## TEMPLATE LISTING

After launching letters and filing instructions from the application, the template listing appears. The template listing is divided into two groupings of templates:

- The **Letters** grouping contains Transmittal Letters for the 1065 and 1120 applications.
- The **Filing Instructions** grouping contains all the filing instructions for both applications.

Thomson Reuters will supply default templates for transmittal letters and filing instructions. The content in these templates can be modified, removed, added to, and reordered. To switch between Letters and Filing Instructions, click the group title to the left of the templates.

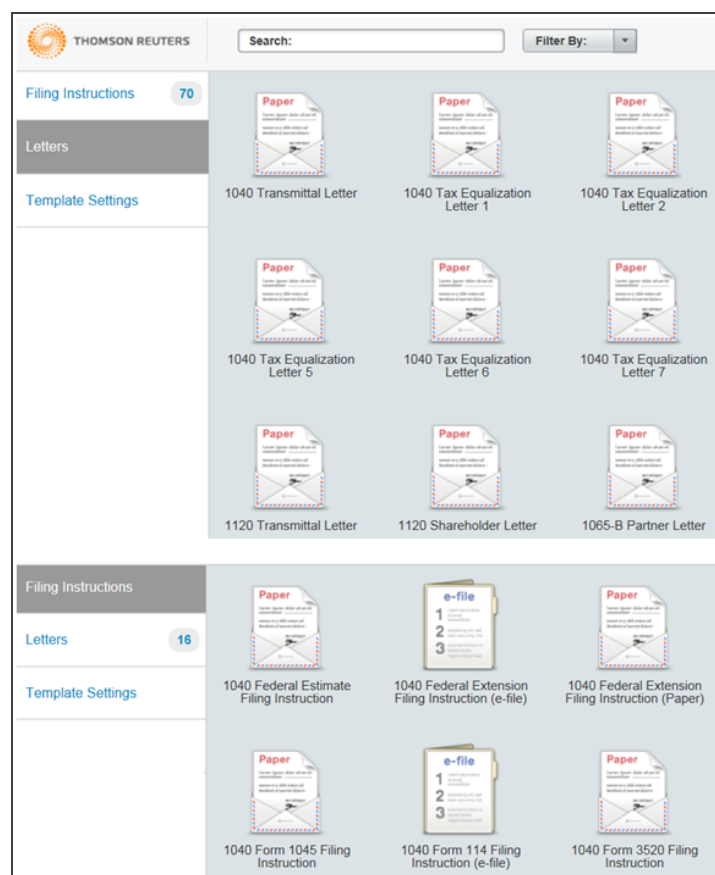
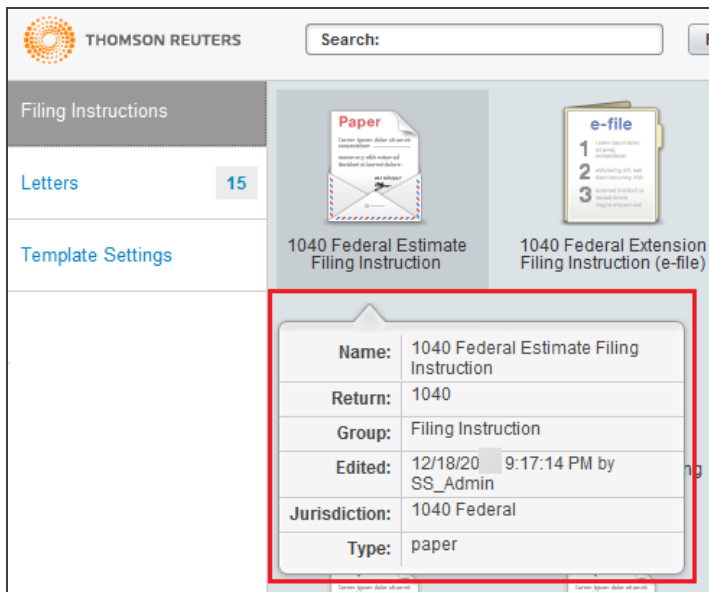


Figure 3:1

In addition to the template title, the template listing contains helpful information about each template. By hovering over a template, a tool tip will appear to give you:

- the template name
- the return type the template is associated with
- the group it belongs to (either **Letter** or **Filing Instruction**)
- who last edited the template and when
- the jurisdiction
- the filing type (paper versus e-file).

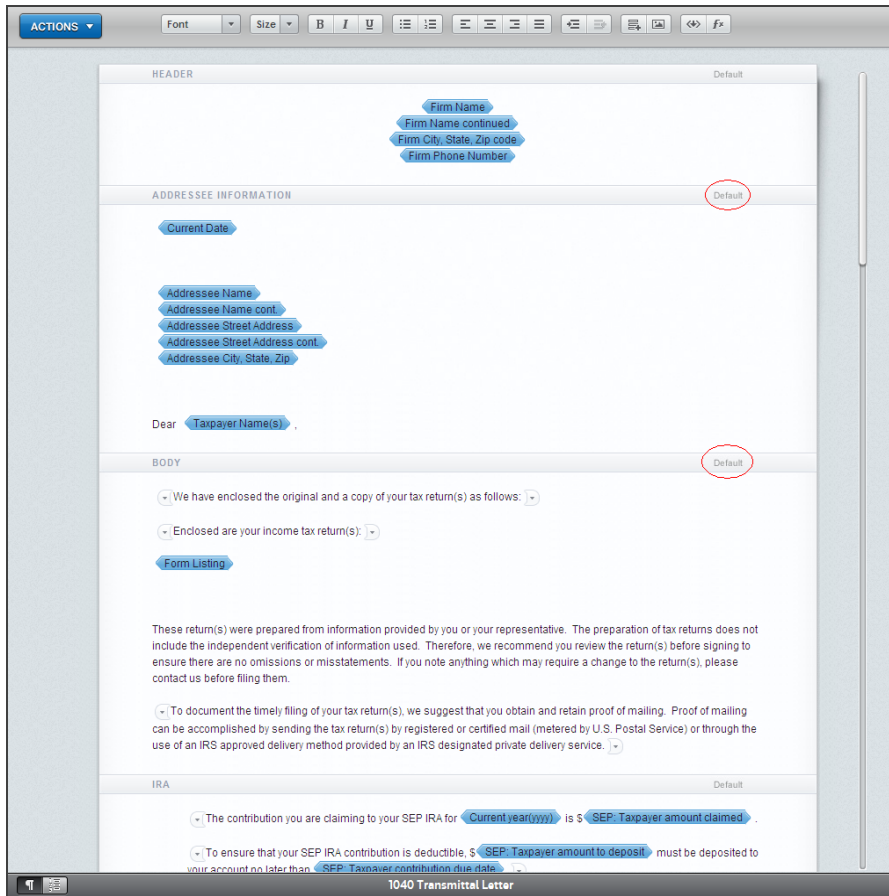


**Figure 3:2**

The **Edited** information changes when a user in your firm edits a template. It will show the day and time the user last edited, as well as the user name. In the figure above, user SS Admin last edited the template at 9:17 pm on 12/18/2020.

## VIEWING DEFAULT TEMPLATES

To view and/or edit the template, click anywhere in the icon above the template name. The template opens and displays in the Editor.



**Figure 3:3**

Once the template is open, you can begin reviewing and customizing the template to reflect the communication style of your firm.

When the template is first opened, all the sections have an indication in the header bar of *Default*. When you customize the template and save those customizations, you will see the *Default* change to *Custom*. When you customize a section, you “own” the contents of that section and will not get any automatic updates from Thomson Reuters. You will be provided information on any updates made, but the updates will not be pushed to that **Custom** section of the template (this will keep any customizations made intact and will not delete changes to update the template with a new default).

In the figure below, the field reference for *Taxpayer Name(s)* in the **Addressee Information** section has been changed to the typed word of *Client*.

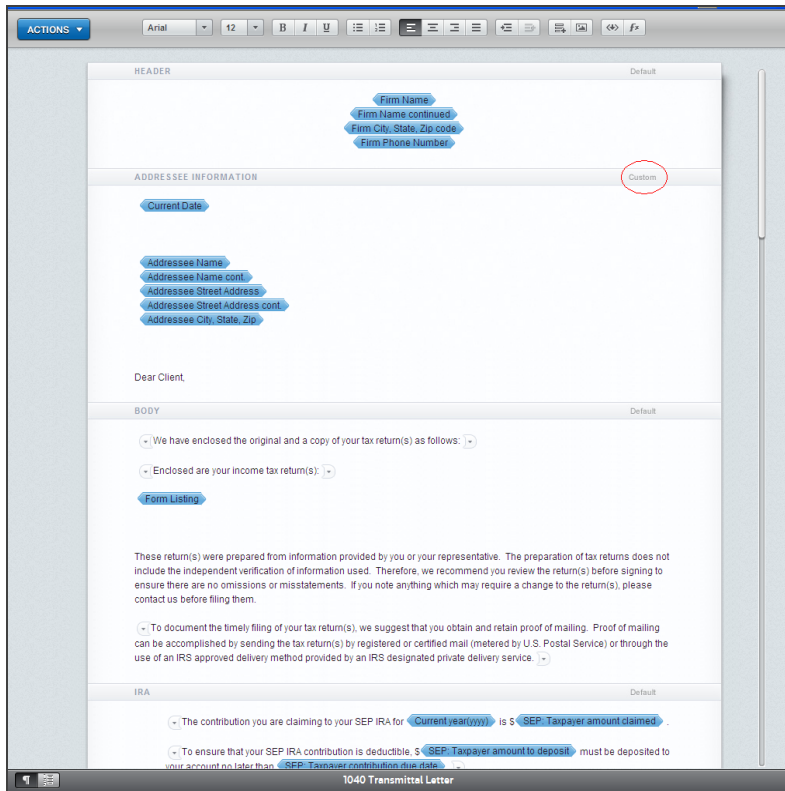


Figure 3:4

Customizations are tracked on a section-by-section basis so that, if an update is released to the **Addressee Information** and the **Body** sections of this 1040 Transmittal Letter template, the above template would receive the updates to the **Body** section but would not receive any update to the **Addressee Information** section.

After saving customizations, a new menu item under the **Actions** menu allows you to revert the entire template back to the Thomson Reuters supplied default template. You can use this action item at any time to return to the default template (even after changes have been saved and the template has been closed). Once you revert to the default template, your custom template is removed, and you will have to begin customization from scratch.

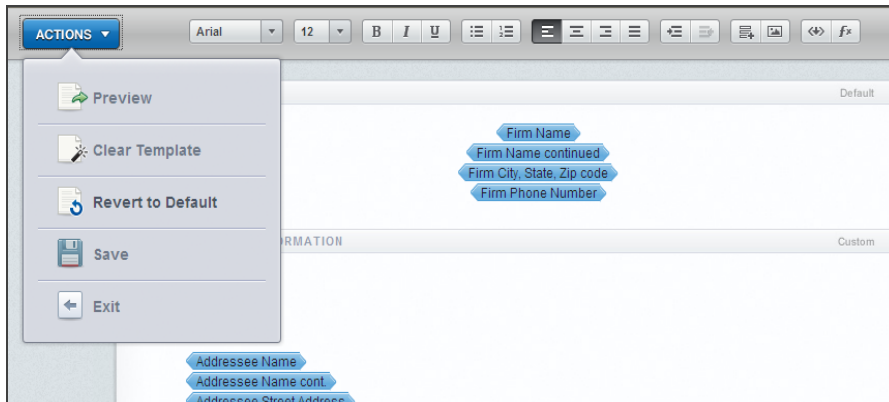


Figure 3:5

To add text inside a Template, position the cursor where you want the text, and begin typing.

## ADDING A FIELD REFERENCE

To insert a field reference into a Template:

1. Position your cursor at the location within the Template, where you want to insert the field reference and select the **Add Field Reference** icon.

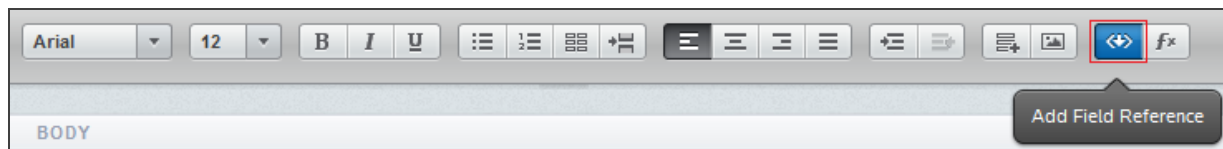
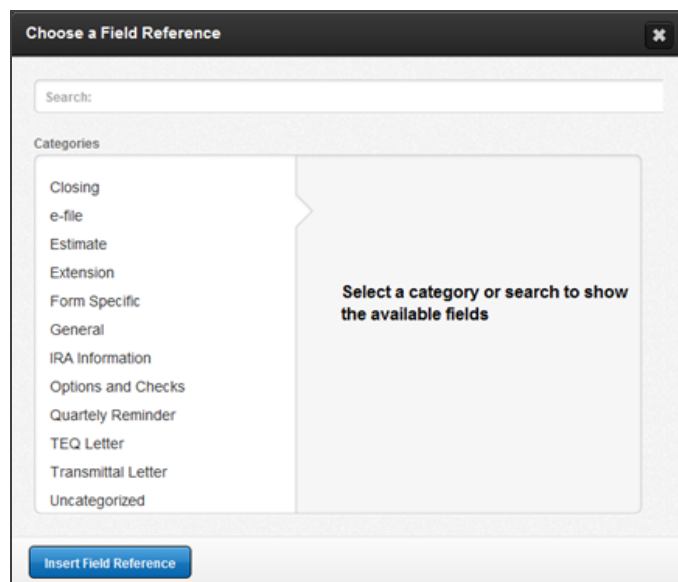


Figure 3:6

2. The **Choose a Field Reference** dialog opens.
3. Select a category, and browse to find the field reference you wish to insert, or you can begin typing the name of the field reference in the **Search** box and the list will be narrowed based on your search criteria. When you use the **Search** feature, the field references will not be displayed by category. The field references are separated out based on type of data (text, numeric, dates, etc.). Hovering over a field reference will display a long description/tool tip of the field reference item.

4. Click to select the field reference you wish to insert, and then select **Insert Field Reference**.



**Figure 3:7**



5. The following illustrates how to browse through categories to select a field reference:

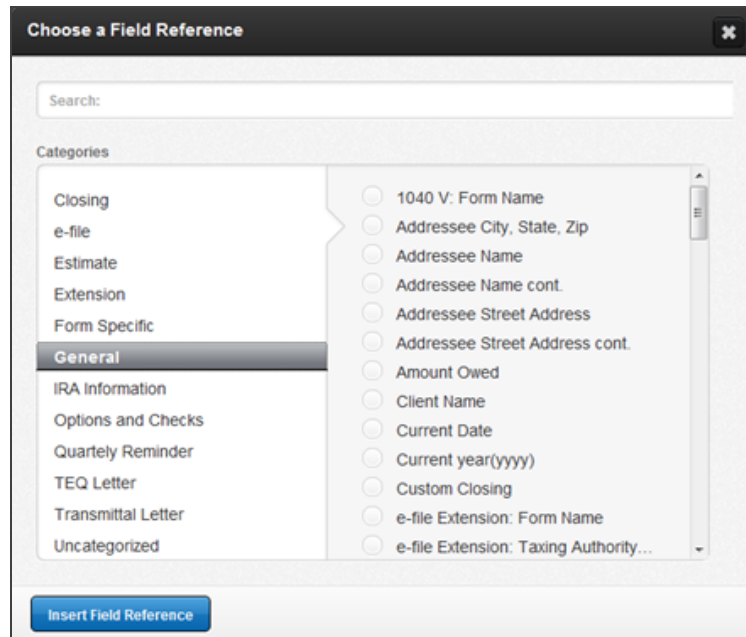
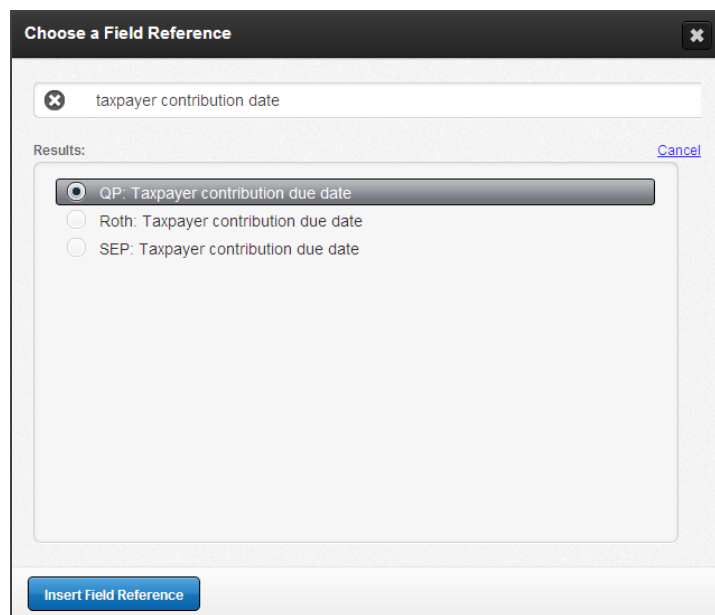


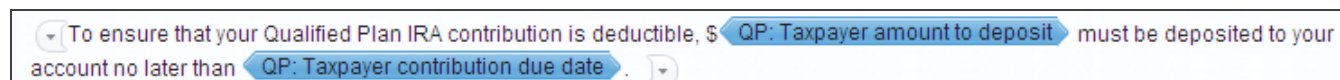
Figure 3:8

6. The following illustrates the use of search to select a field reference:



**Figure 3:9**

7. The field reference is now in the template and is indicated by the blue image around the field reference name:

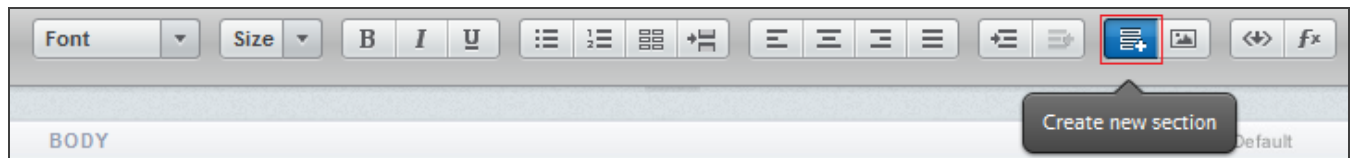


**Figure 3:10**

# USING SECTIONS

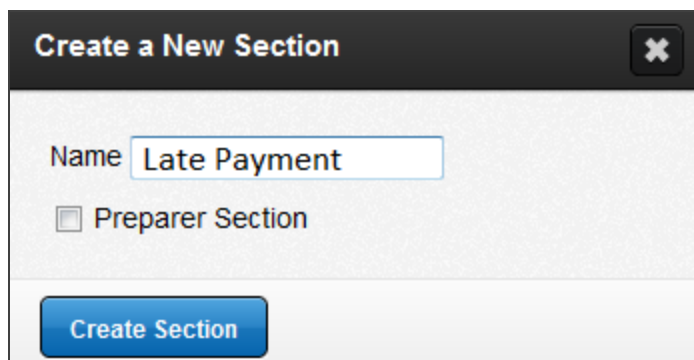
## Adding a Section

1. Click the **Create New Section** icon.



**Figure 3:11**

2. The **Create New Section** dialog opens.



**Figure 3:12**

3. Click in the text box area to enter a section name. After typing in a section name, click **Create Section**.
4. The section name is just a name you give it. It does not print on the letter/filing instruction. It represents what is displayed when you reorder the letter. The new section will be created at the bottom of the template.
5. The **Preparer Section** check box under the **Section Name** creates a section in the template that will serve as a placeholder for a preparer section. Preparer Sections allow the tax preparer to enter free form text in the letter or filing instruction on a return by return basis. This is the only method to allow free form text addition to letters and filing instructions on a return by return basis. The text that is entered will be saved with the return and will print with the generated letter or filing instruction for that return.

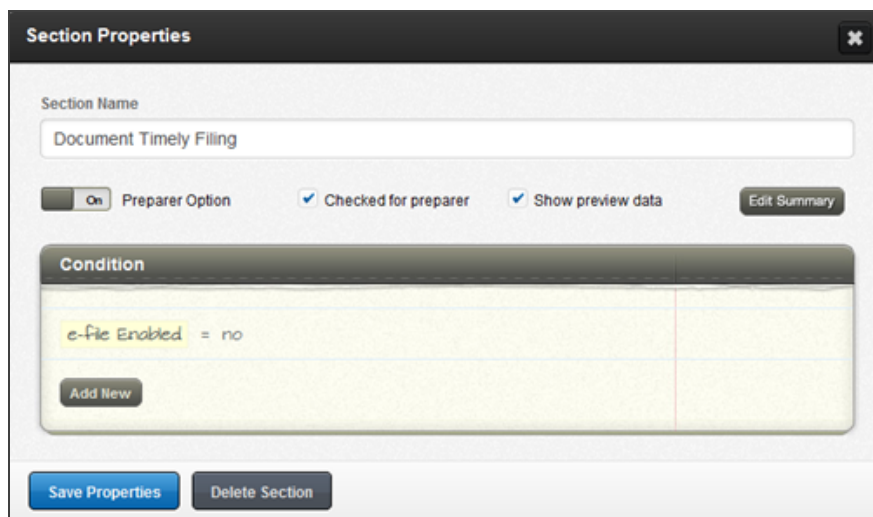


No conditions or field references can be added to a Preparer Section.

## Deleting a Section

You can delete a section (not only a section you added, but also a default section supplied by Thomson Reuters). To delete a section:

1. Click the **Section Header** bar in the template.
2. The Section Properties dialog box opens.
3. Click the **Delete Section** button.



**Figure 3:13**

4. Confirm your selection in the pop-up message that follows.

## Renaming a Section

To rename a section (including renaming a section supplied by Thomson Reuters):

1. Click the Section Header bar in the template. The **Section Properties** screen displays.
2. Click the **Rename Section** button. The **Rename Section** screen displays.

3. Type in the new section name in the Name box, and click the **Rename Section** button.

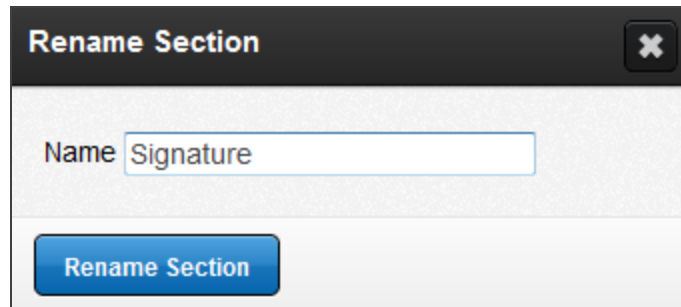


Figure 3:14

4. On the **Section Properties** screen, click the **Save Properties** button to save your changes. To discard your changes, click the **X** in the upper right corner.

## Adding a Condition to a Section

Sections can have conditions added to them so that the entire contents of that section will only populate and print when the condition is met in a given binder.

1. To add a condition to a section, click the section header. The **Section Properties** dialog opens, and from here you can add the condition.

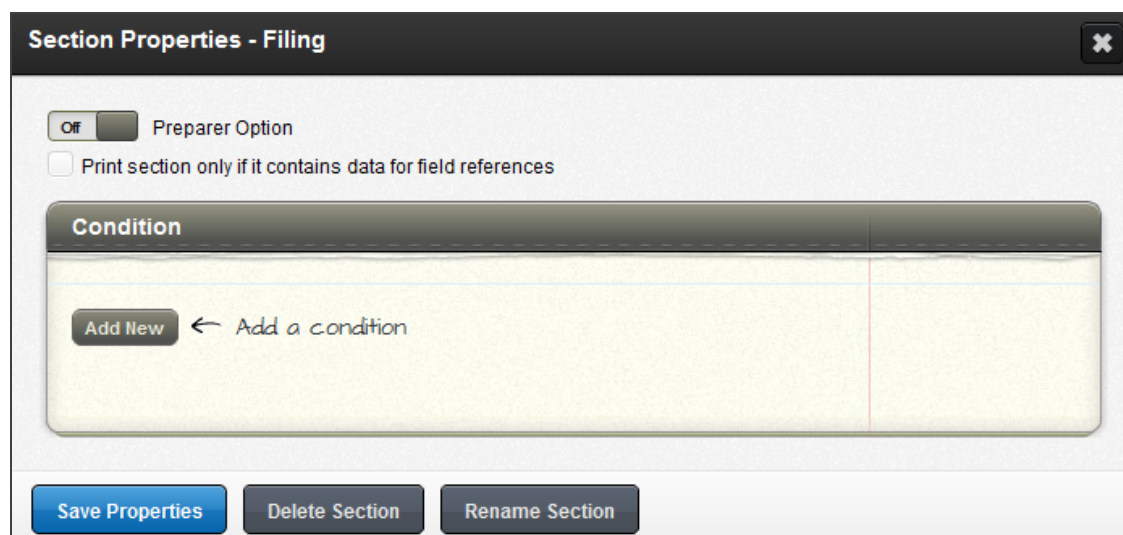


Figure 3:15

2. Click **Add New** to add a new condition.

**Section Properties - Filing**

☐ **Off** Preparer Option

☐ Print section only if it contains data for field references

**Condition**

☐ And ☒ Or

Acknowle... = [ ] Text

Save Cancel

Save Properties Delete Section Rename Section

**Figure 3:16**

3. The first option is an **And/Or** radio button. If you have multiple conditions to be applied to the same set of text, you can set it up as an and condition or an or condition. The and condition will populate the text only if all pieces in the condition are true. The or condition will display the text if any of the pieces in the condition are true.
4. The second drop-down lists the field references you can use to trigger conditional text.
5. You can change the identifier (third drop-down) to be *not equal to*, *greater than*, *less than*, etc.
6. Use the final drop-down box to select one of the following options:
  - comparing the field reference to a text string
  - comparing the field reference to another field reference.

7. If you wish to compare the value in the binder (of the first field reference) to a value you type in as text (that will not change when using different binders), select *Text* and input the value. The value typed in will be evaluated against the selected field reference.

**Section Properties - Filing**

☐ Preparer Option

☐ Print section only if it contains data for field references

**Condition**

☒ And ☐ Or

Current D... > 09/15/20 Text

Save Cancel

Save Properties Delete Section Rename Section

Figure 3:17

8. Click **Save**, and you will see the actual condition.

**Section Properties - Filing**

☐ Preparer Option

☐ Print section only if it contains data for field references

**Condition**

Current Date > 09/15/20

Add New

Save Properties Delete Section Rename Section

Figure 3:18

9. If you wish to compare the value in the binder (of the first field reference) to another field reference in the binder (that changes depending on the values in the binder), select *Field*. This selection changes the value cell to a drop-down with a list of field references of the same type. Select the field reference you wish to compare.

Section Properties - Filing

☐ Preparer Option

☐ Print section only if it contains data for field references

Condition

☒ And ☐ Or

Current Date > Return Due Date > Field

Save Cancel

Save Properties Delete Section Rename Section

Figure 3:19

Section Properties

Section Name

Late Filing Section

☐ Preparer Option

Condition

Current Date > Return Due Date

Add New

Save Properties Delete Section

Figure 3:20

10. You may add additional condition logic statements by selecting the **Add New** button. (You may also use the **Edit** and **Remove** buttons that appear when you hover at the end of the condition logic line.)



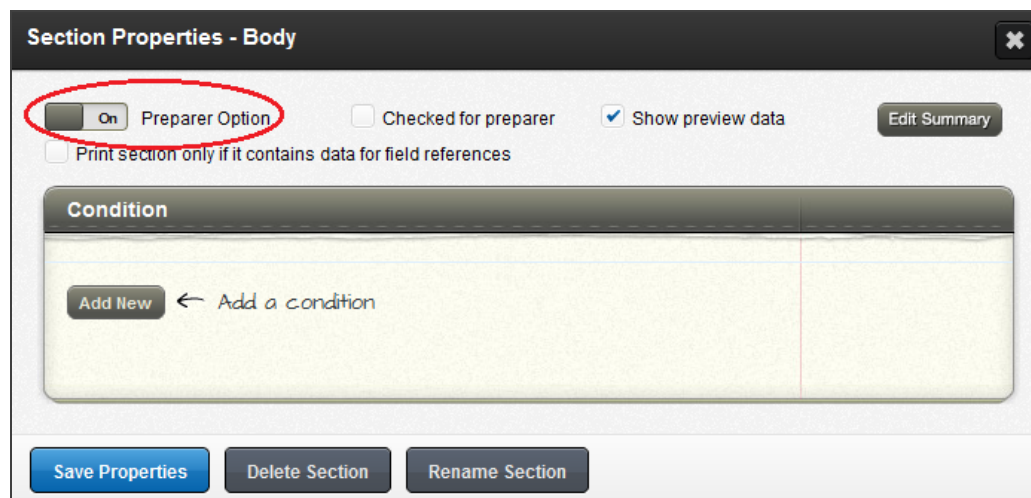
11. Click to add your condition to the section, and then click the **Save** button to save your condition. If the condition set is met, the content within this section will print, unless conditions are set up for text(s) inside the section that must be met in order to print.

## Adding Optional Sections/Text

You can also make a section optional. When a section is optional, it will be a decision made by the preparer, at the return level, on whether the text is included or excluded. By making an optional section (or optional text), you are controlling the wording and can include field references and/or conditions. The preparer will see the text in the binder and be able to select to include or exclude that on a return-by-return basis.

1. To set up an optional section, click the section header. The **Section Properties** dialog opens.

Toggle the **Preparer Option** switch to *On*.



The screenshot shows the 'Section Properties - Body' dialog box. At the top, there is a title bar with a close button. Below it, the 'Preparer Option' switch is highlighted with a red circle and is currently in the 'On' position. To its right are two checkboxes: 'Checked for preparer' (unchecked) and 'Show preview data' (checked). Further right is an 'Edit Summary' button. Below these is a checkbox for 'Print section only if it contains data for field references' (unchecked). A large text area labeled 'Condition' contains an 'Add New' button and a text input field with the placeholder 'Add a condition'. At the bottom of the dialog are three buttons: 'Save Properties' (blue), 'Delete Section' (grey), and 'Rename Section' (grey).

**Figure 3:21**

2. Additionally, you have the option to make the optional paragraph included or excluded, by default, for all returns. The **Checked for preparer** check box next to **Preparer Option** indicates if the text is included by default or excluded by default.
  - By checking the box, you are indicating that you want the text included, by default, with the preparer having the option to exclude the paragraph.
  - By unchecking the box, you are indicating that you want the text excluded by default with the preparer having the option to include the paragraph.

3. The third check box on the preparer option is to have this optional section display in the **Administrative Preview**. Checking the box next to **Show preview data** will make the section contents display in the **Administrative Preview**.
4. A section with a condition or that has been made optional will have an icon to the left of the header bar (the icon is the same for inserting a condition).

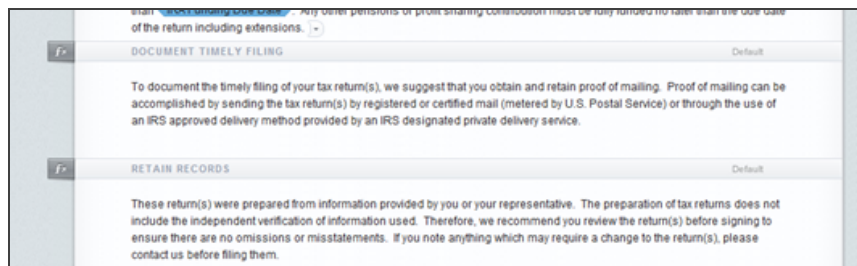


Figure 3:22

## Putting Conditions Around Text/Content

Putting conditions around text/content within a section has similar steps to **adding optional sections** (see [Adding Optional Sections/Text \(page 22\)](#)).

1. Highlight/select the content you want the condition to apply to and click the **Insert Condition** icon.

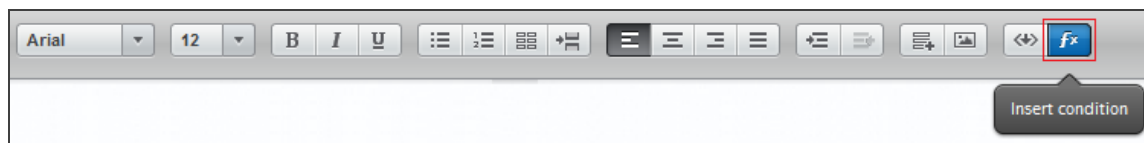


Figure 3:23

2. The **Condition Builder** dialog opens.
3. You can also make a portion of content optional in the same way you can make a section optional. Highlight the text/content you wish to make optional and click the **Insert Condition** icon. The **Condition Builder** dialog containing the optional check boxes opens. **Use the same steps to make content optional that you used to make a section optional.** (See [Adding Optional Sections/Text \(page 22\)](#).)

4. Once added, the text has bookend markers around it to indicate what is included in the condition/optional paragraph. Hovering over one of the book ends will display a tool tip where you can see the following:

- the applied condition
- if this is an optional paragraph
- the default selection. Hidden by default means that the preparer will have to select to include it in the return. Visible by default means that the preparer will have to deselect the box to exclude it from the return).

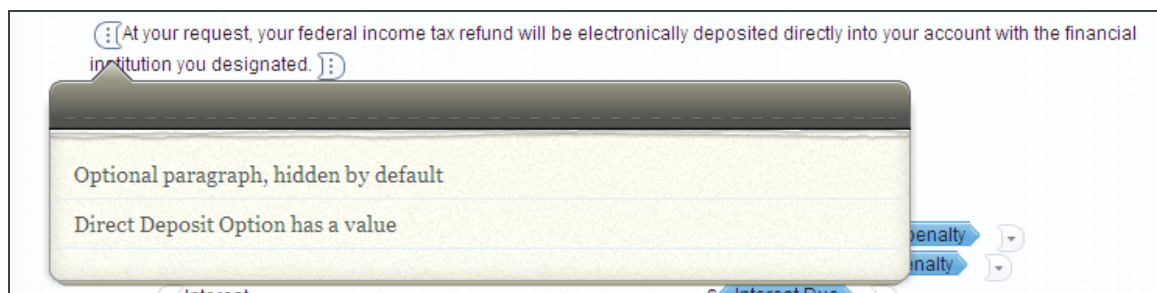


Figure 3:24

## Reordering Sections of a Template

To reorder the sections of a template:

1. From inside a template, click the **Reorder** icon on the bottom left of the page.

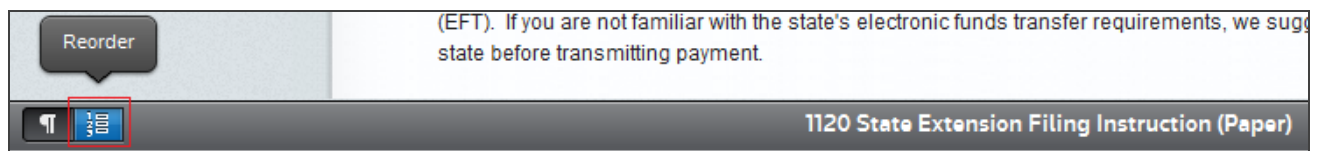




Figure 3:25

2. The **Reorder Sections** page collapses all the content and shows only the section headers.



**Figure 3:26**

3. Drag and drop the section to the new location to reorder the template.
4. After you have finished setting the order of the sections, click the **Edit** icon  (next to the **Reorder** icon) to switch back to editing mode.
5. Be sure to save the Template so the order of the Sections will be saved.

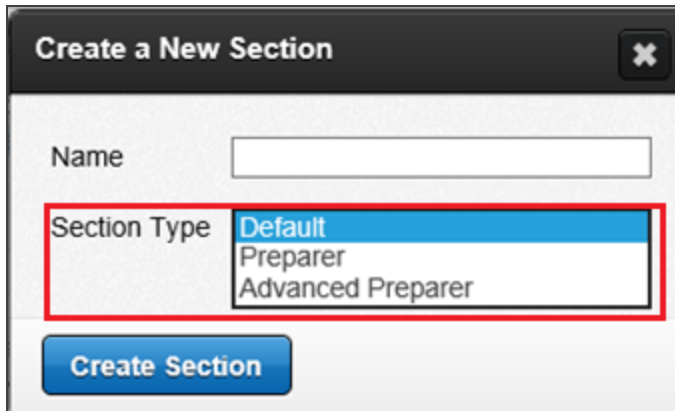
 You can reorder default sections without taking ownership of the template.

## Adding the Preparer Section

As a firm administrator, you can add a section that will allow tax preparers to enter free form text on a return by return basis called the **Preparer Section**. You also have the option to add a section that will allow tax preparers to enter free form text, tables, page breaks, field references, and print conditions called the **Advanced Preparer Section**. Once they enter this content, the content will save with the return and will print in the output. Firm administrators can only control the availability of preparer sections and the placement of the preparer section.

To create a preparer or advanced preparer section:

1. Click to add a **New Section**.
2. Enter the name you want your tax preparers to see, and use the drop-down list to select either **Preparer Section** or **Advanced Preparer Section**.



The dialog box titled "Create a New Section" has a close button (X) in the top right corner. It contains a "Name" text input field. Below it, the "Section Type" dropdown menu is open, showing three options: "Default" (highlighted in blue), "Preparer", and "Advanced Preparer". A red rectangle highlights the "Section Type" dropdown and its options. At the bottom is a blue "Create Section" button.

Figure 3:27

The **Preparer** or **Advanced Preparer Section** will be added at the bottom of the template. You can reorder the template and put this section in the correct location.

**Preparer** or **Advanced Preparer Section** header bars will be wider than a normal section header and you, the firm administrator, cannot put any content, conditions or field references in the **Preparer** or **Advanced Preparer Section**.



The preview window shows a template titled "DOCUMENTATION OF MAILING" with a "Default" tab. The main content area contains the text: "To document the timely filing of your tax return(s), we suggest that you obtain and retain proof of mailing. Proof of mailing can be accomplished by sending the tax return by registered or certified mail (metered by the U.S.)". Below this is a section labeled "INSERT YOUR ADDITIONAL CONTENT HERE" with a "Custom" tab. A red arrow points to the "INSERT YOUR ADDITIONAL CONTENT HERE" section.

Figure 3:28

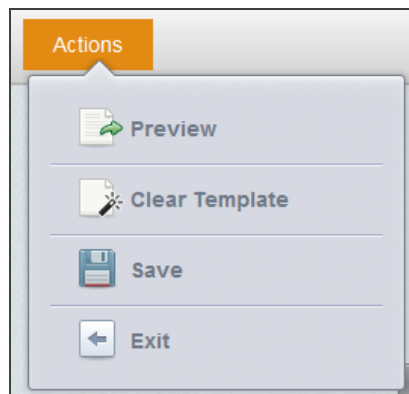
## PREVIEWING THE TEMPLATE

You can preview the letter or filing instruction with sample data applied. Click or hover over the **Actions** button in the upper right corner of the template page, and then select **Preview**.



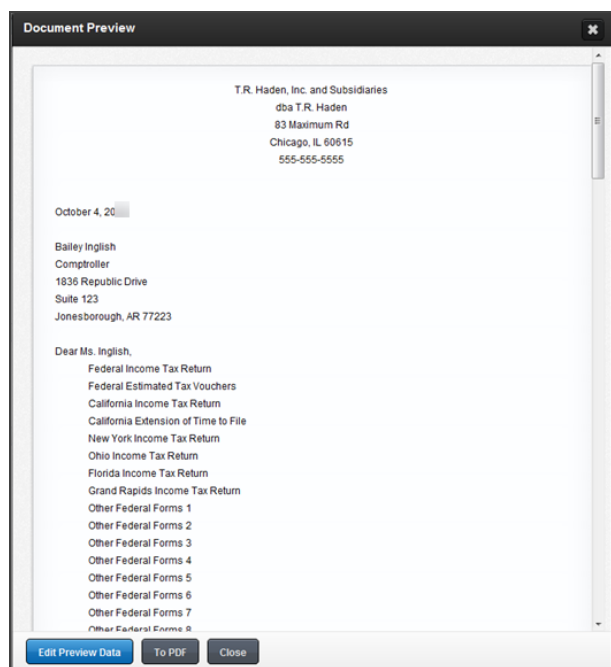
The image shows a toolbar with a red rectangle highlighting the "Actions" button. To the right of the "Actions" button are various formatting options: "Font" and "Size" dropdowns, bold (B), italic (I), and underline (U) buttons, bulleted list, numbered list, and table icons, alignment icons (left, center, right, justified), indent and outdent icons, and a "Print" icon. The "Actions" button is highlighted with a red rectangle.

Figure 3:29



**Figure 3:30**

The template is brought up in a preview page (this initial, quick preview contains no page breaks, so it is one long page previewing).



**Figure 3:31**

The tax return field references that are included in the template display a value in the preview. This value is currently the default preview data supplied with the Letters and Filing Instructions module.

You can change these field references by clicking the **Edit Preview Data** button inside the preview. The **Edit Preview Data** dialog will show all available field references in a given template, including those used in conditions. These values are customized on a template-by-template basis. The preview data fields are listed alphabetically.

After making changes, click the **Save Data** button at the bottom of the window.



For preview data for the Form Listing, each form is separated by a comma. Putting commas in the **Preview Data** field for Forms Listing is equivalent to the **Enter** key.

The 'Preview Data' dialog box contains the following fields:

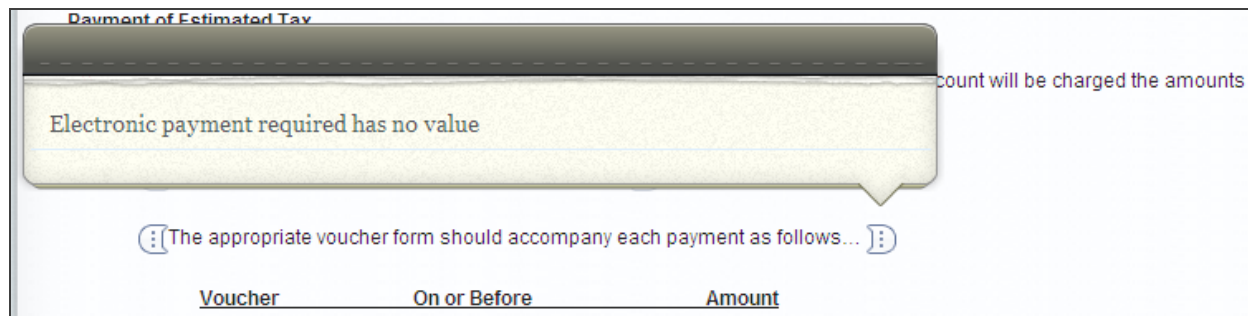
- Addressee City, State, Zip: Jonesborough, AR 77223
- Addressee Name: Bailey English
- Addressee Name cont.: Comptroller
- Addressee Street Address: 1836 Republic Drive
- Addressee Street Address cont.: Suite 123
- Current Date: 12/6/20 ☐ Has No Value
- Current year(yyyy): 2011 ☐ Has No Value
- e-file Enabled: e-file Enabled
- Enclosure Name 1: Enclosure Name 1
- Enclosure Name 10: Enclosure Name 10
- Enclosure Name 2: Enclosure Name 2
- Enclosure Name 3: Enclosure Name 3
- Enclosure Name 4: Enclosure Name 4
- Enclosure Name 5: Enclosure Name 5
- Enclosure Name 6: Enclosure Name 6
- Enclosure Name 7: Enclosure Name 7
- Enclosure Name 8: Enclosure Name 8
- Enclosure Name 9: Enclosure Name 9

A 'Save Data' button is located at the bottom left of the dialog.

**Figure 3:32**

To test conditions using sample data, change the value in the **Preview Data** field for the condition.

**Example:** For the condition below, change the value (in **Preview Data**) for **Electronic payment required** to blank (having no value). This causes the sentence contained in this condition not to display.



Payment of Estimated Tax

Electronic payment required has no value

The appropriate voucher form should accompany each payment as follows...

Voucher	On or Before	Amount
---------	--------------	--------

**Figure 3:33**

1. To preview the letter with page breaks, click the **To PDF** button in the preview window.
2. You will get a prompt to enter a **Letterhead**.

If you want to preview the template with the default header and footer or with your new header and footer created in Letters and Filing Instructions, click **Preview PDF** without entering anything.



3. A new window will open showing you what a printed version of your letter or filing instruction, with **Preview Data**, will look like (including page breaks and footers).

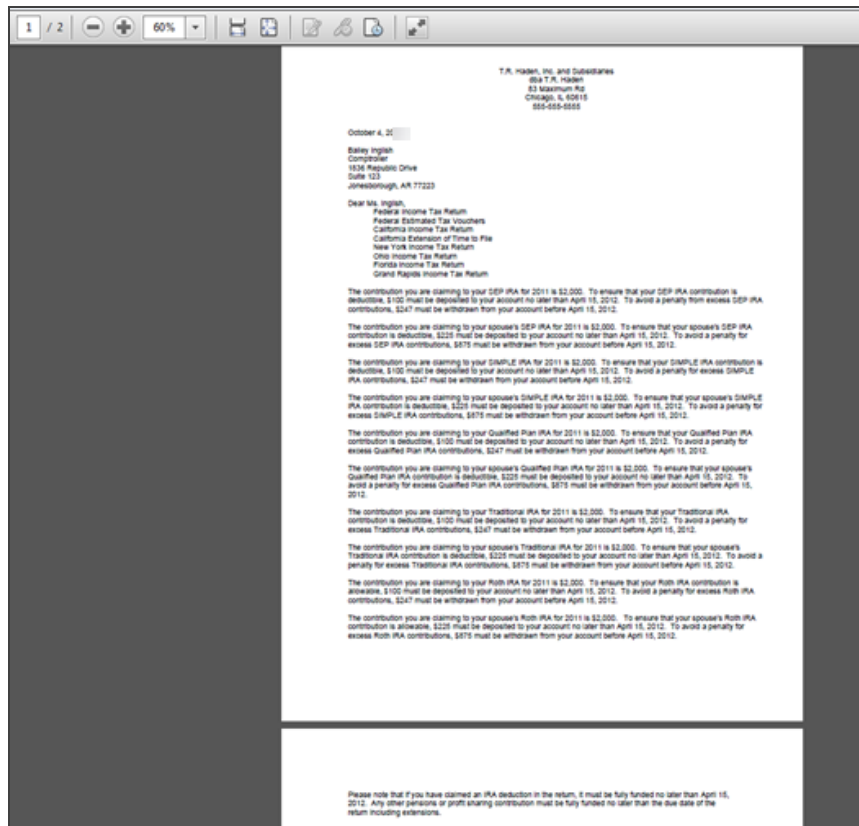


Figure 3:34

## GLOBAL HEADER AND FOOTER TEMPLATES

Two templates for global header and footers: one for the **Letters** template and another for the **Filing Instructions** template, allow you to create a global letterhead and first page footer that will apply to all letters or all filing instructions.

If you want a particular header or footer applied to one template while all other templates use the global header and footer, you will simply create a new section in the desired template called **Header** (or **Footer**) and create that template's header and/or footer. This section will override the global **Header and Footer** template.

See [Positioning a Header \(page 33\)](#) for more information on positioning the header.

See [Positioning Text \(page 36\)](#) for information on positioning text within filing instructions and letters.

## USING YOUR OWN TEMPLATE FOR TRANSMITTAL LETTERS

In some cases, you may wish to delete the entire default template and start with one of your own. To do so:

1. Open the Thomson Reuters supplied default template you wish to replace with one of your firm's standards.
2. Click **Actions** and select **Clear Template**.

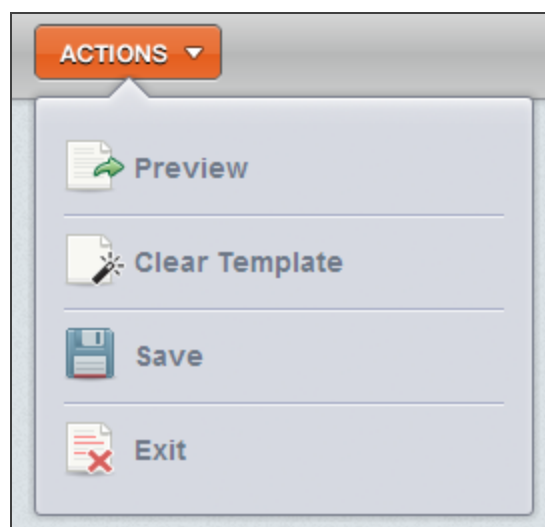


Figure 3:35

3. After selecting **Clear Template**, you will be asked to confirm your selection.

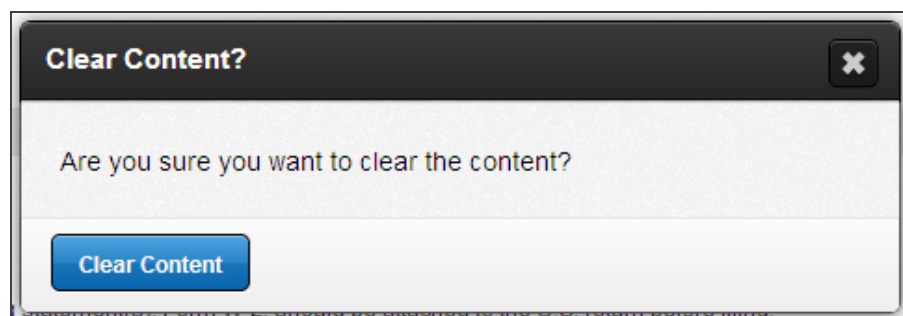
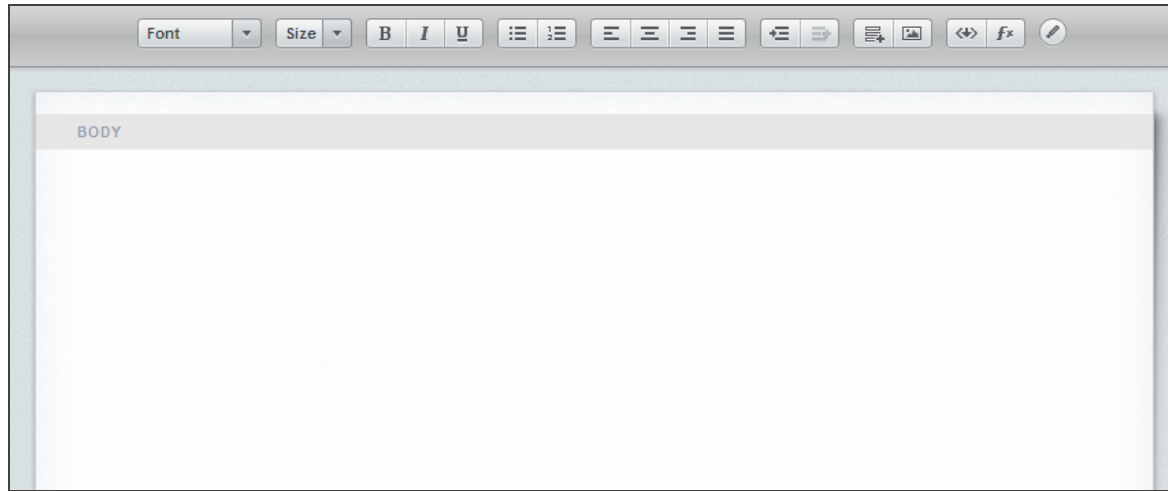


Figure 3:36

4. Confirming that you wish to clear the template will remove all content, return field references, conditions, and sections. You will have one **Body** section remaining. You can rename this section and add additional sections.



**Figure 3:37**

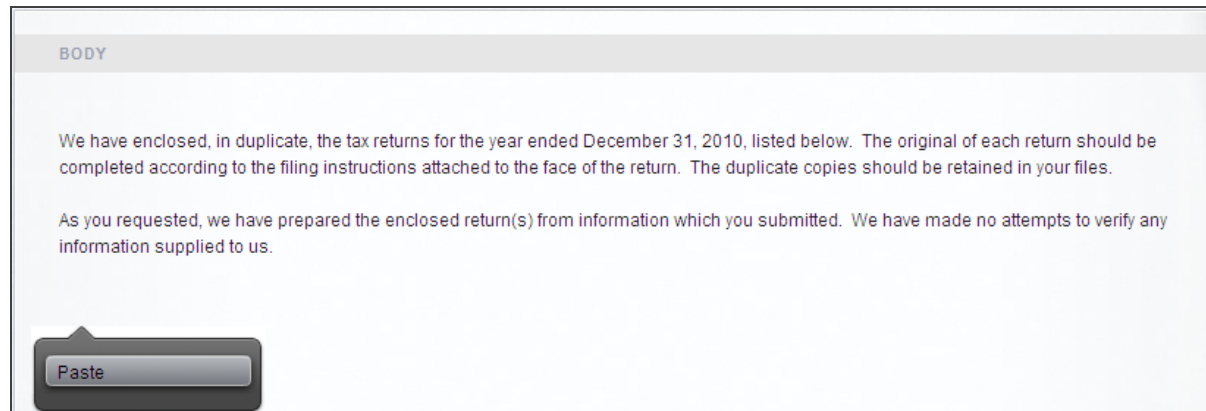
5. Within the blank template, you can begin typing in your new letter, inserting field references, creating conditions and sections, inserting images, and reordering the template.

You can also copy and paste from Word, a text file, PDF, etc.

To copy and paste from another source:

1. Go to the original source and highlight the information to be copied in to the template.
2. Select the copy within that source.
3. Go to the open template, and right-click in the body.

4. Select **Paste** (**Ctrl + V** also works). The text will be pasted without any formatting or fonts applied.



**Figure 3:38**

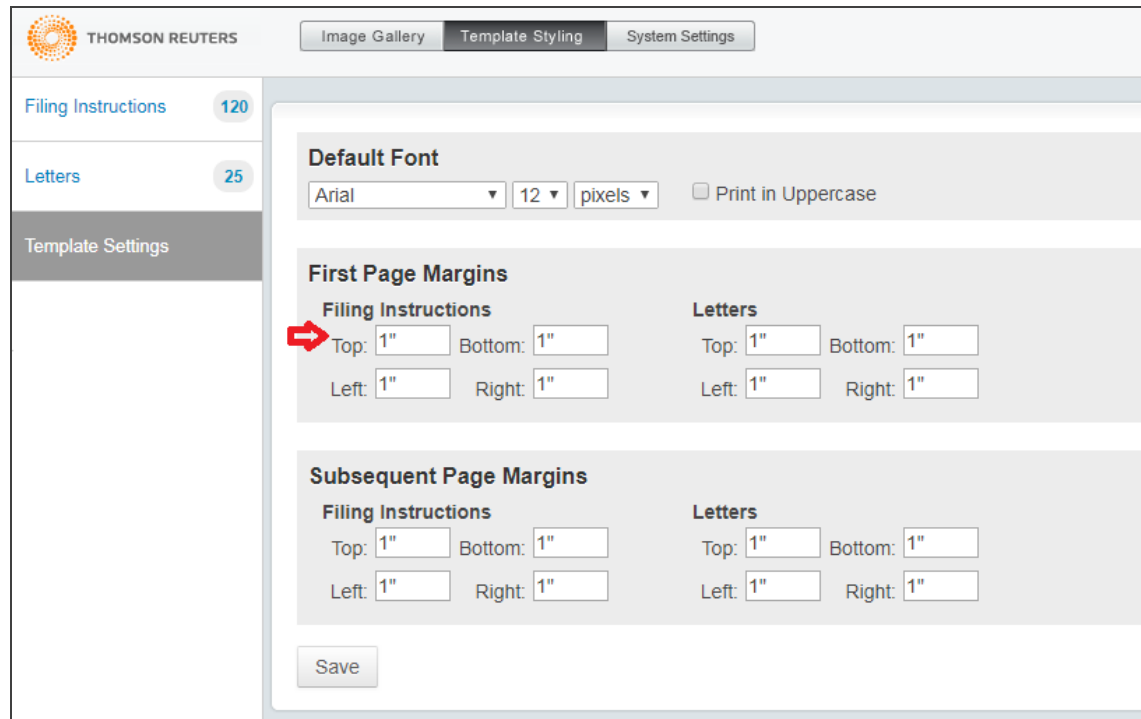


To undo changes, use the keyboard shortcut of **Ctrl + Z**. To redo, use **Ctrl + Y**.

## Positioning a Header

1. Launch the LAFI Admin module (**Admin > Letters and Filing Instructions**).
2. Go to the **Template Settings > Template Stylings** tab.
3. Tab to **First Page Margins > Filing Instructions**.

- Adjust the “top” margins for **Filing Instructions**. This will dictate where the LAFI header/heading begins. These settings will impact all filing instructions for all tax applications.



The screenshot shows the Thomson Reuters Template Styling interface. The left sidebar contains three tabs: "Filing Instructions" (120), "Letters" (25), and "Template Settings" (selected). The main content area is titled "Template Styling" and contains three sections: "Default Font", "First Page Margins", and "Subsequent Page Margins".

**Default Font**

Font: Arial, Size: 12 pixels, ☐ Print in Uppercase

**First Page Margins**

**Filing Instructions** (indicated by a red arrow):

Top: 1" Bottom: 1"  
Left: 1" Right: 1"

**Letters**:

Top: 1" Bottom: 1"  
Left: 1" Right: 1"

**Subsequent Page Margins**

**Filing Instructions**:

Top: 1" Bottom: 1"  
Left: 1" Right: 1"

**Letters**:

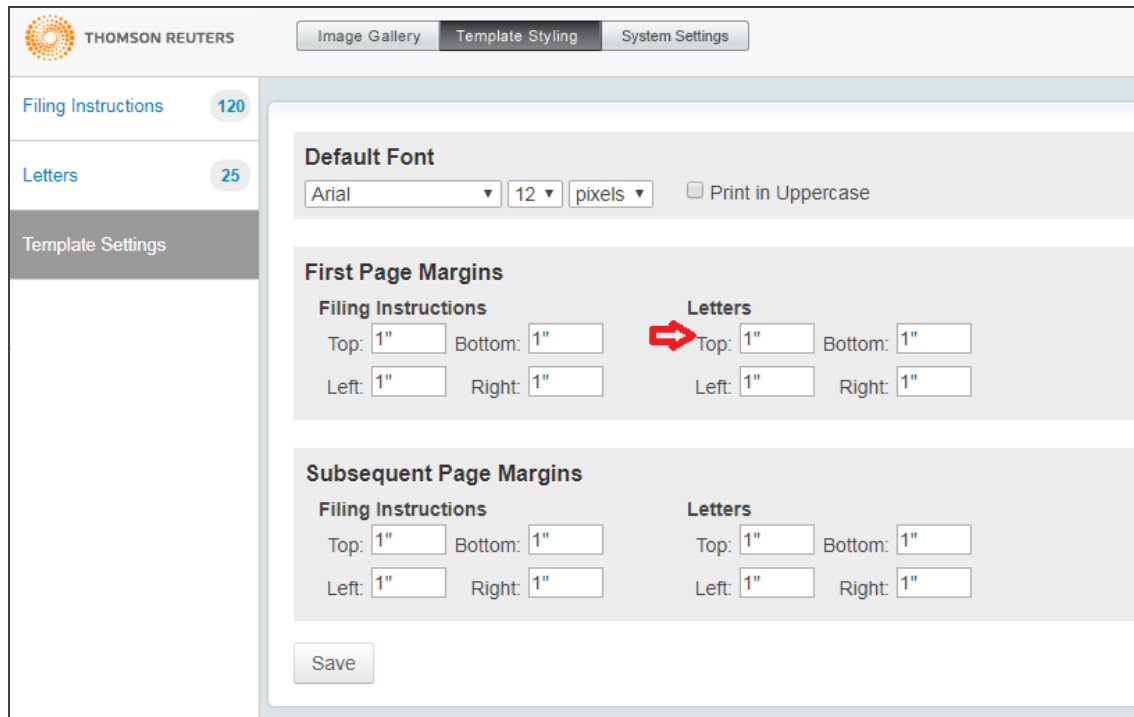
Top: 1" Bottom: 1"  
Left: 1" Right: 1"

A "Save" button is located at the bottom of the "First Page Margins" section.

Figure 3:39

- Tab to **First Page Margins > Letters**.

- Adjust the “top” margins for **Letters**. This will dictate where the LAFI header/heading begins. These settings will impact all letters for all tax applications.



The screenshot shows the Thomson Reuters Template Styling interface. The left sidebar has links for 'Filing Instructions' (120), 'Letters' (25), and 'Template Settings'. The main content area is titled 'Template Styling' and includes tabs for 'Image Gallery', 'Template Styling', and 'System Settings'. The 'Default Font' section shows 'Arial' as the font, '12' as the size, and 'pixels' as the unit, with a 'Print in Uppercase' checkbox. The 'First Page Margins' section has two columns: 'Filing Instructions' and 'Letters'. The 'Letters' column is highlighted with a red arrow. Both columns have input fields for 'Top', 'Bottom', 'Left', and 'Right' margins, all currently set to '1\"

Figure 3:40

- Click **Save**.



If inconsistencies exist between firm level and account level margins, you may see spacing issues in some instances. Many times, making the margins consistent between firm level and account level will address the issue. Account level selections will override firm level selections.

## Tip

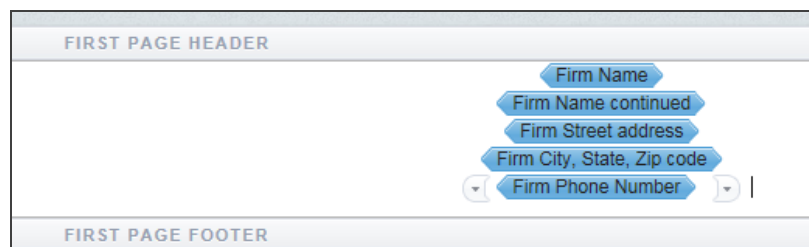
You can enter separate first page margins for the header and the content. If your header does not print, do the following:

- Go to **Launch Letters and Filing Instructions Admin Tool > Template Settings > Template Styling > First Page Margins > Content**.
- Change your **Content** top margin in the **First Page Margins** section to 1" or a top margin which will print the content below the header.

## Positioning Text

### *Filing Instructions*

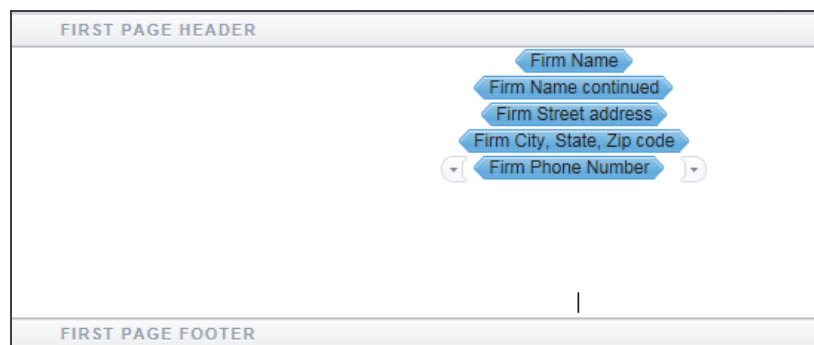
1. Launch the LAFI Admin module (**Admin > Letters and Filing Instructions**).
2. Go to **Filing Instructions**.
3. Scroll to the bottom of the screen.
4. Select the **Header and Footer for Filing Instructions** template.
5. Place the cursor at the bottom right position of the first page header section (i.e. at the bottom on an inserted image or last field reference – e.g., Firm Phone Number - or typed text).



The screenshot shows a template editor interface. At the top is a grey bar labeled "FIRST PAGE HEADER". Below it is a large white area containing a list of fields: "Firm Name", "Firm Name continued", "Firm Street address", "Firm City, State, Zip code", and "Firm Phone Number". Each field is represented by a blue arrow pointing right. The "Firm Phone Number" field has a dropdown arrow on its left and a vertical line on its right. Below the fields is another grey bar labeled "FIRST PAGE FOOTER".

**Figure 3:41**

6. Press the **Enter** key to insert the desired number of blank lines between the header section and the location of the filing instructions text.



This screenshot is similar to Figure 3:41, but it shows the result of pressing the Enter key. A vertical line is now visible at the bottom right of the header section, indicating that a new line has been inserted. The fields and their labels remain the same.

**Figure 3:42**

7. Click **Actions > Save**.

## Letters

1. Launch the LAFI Admin module (**Admin > Letters and Filing Instructions**).
2. Go to **Letters**.
3. Scroll to the bottom of the screen.
4. Select the **Header and Footer for Letters** template.
5. Place the cursor at the bottom right position of the first page header section (i.e. at the bottom on an inserted image or last field reference or typed text).

The screenshot shows a form with two main sections: 'FIRST PAGE HEADER' and 'FIRST PAGE FOOTER'. The 'FIRST PAGE HEADER' section contains five blue buttons stacked vertically: 'Firm Name', 'Firm Name continued', 'Firm Street address', 'Firm City, State, Zip code', and 'Firm Phone Number'. The 'FIRST PAGE FOOTER' section is empty.

**Figure 3:43**

6. Press the **Enter** key to insert the desired number of blank lines between the header section and the location of the letters text.

The screenshot shows the same form as Figure 3:43, but with a vertical cursor line positioned at the bottom right of the 'FIRST PAGE HEADER' section, indicating where to insert blank lines.

**Figure 3:44**

7. Click **Actions > Save**.



Tip

You can enter separate first page margins for the header and the content. If your header does not print, do the following:

- 1. Go to **Launch Letters and Filing Instructions Admin Tool > Template Settings > Template Styling > First Page Margins > Content**.
- 2. Change your **Content** top margin in the **First Page Margins** section to 1" or a top margin which will print the content below the header.

CHANGING ACCOUNTS

From the administrator module, you can make changes to either the firm letter templates and firm filing instruction templates or to an individual account letter templates and filing instruction templates.

Changes made to the firm templates are also applied to the account templates unless you change a section of the template that has been customized on the account template. Changes made to an account template will only affect returns within that account.

To change to a specific account within a firm:

- 1. Select **Change Account** from the left menu.

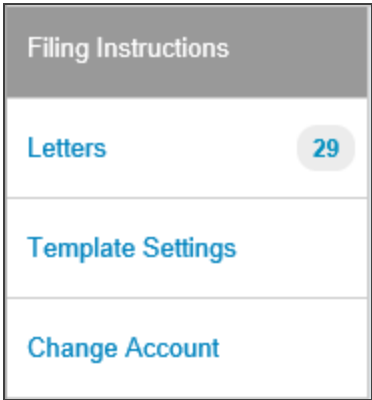


Figure 3:45

2. Select the account you wish to edit.

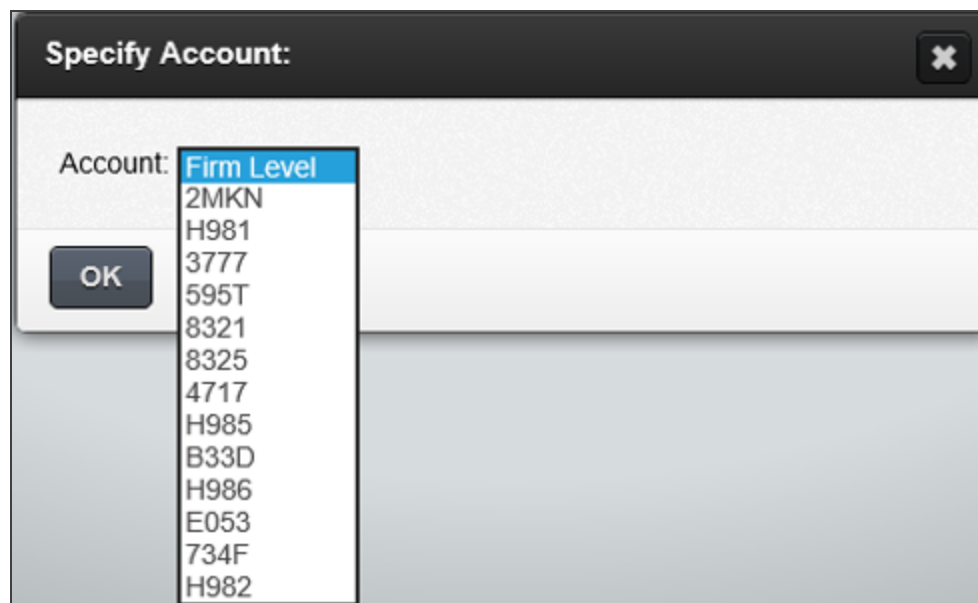


Figure 3:46

3. Click **OK**.

Once the account is selected, when you navigate back to the Letters or Filing Instructions screens, the Firm and Account will be displayed in the lower right corner of the window.

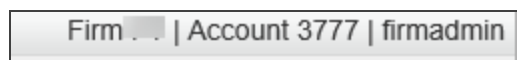


Figure 3:47

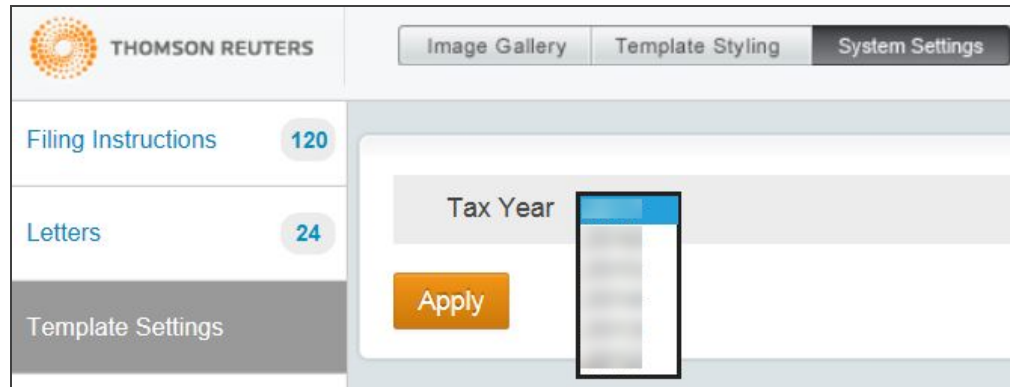
## TEMPLATES: YEAR-SPECIFIC

The letters and filing instruction administrator module has letter templates and filing instruction templates that apply to a single year. By default, **2021** will display when you launch the letters and filing instruction administration module. Users are able to make edits to the prior year templates as well as the 2021 templates.

To switch to a prior year:

1. Navigate to **Template Settings**.
2. Select the **System Settings** tab.

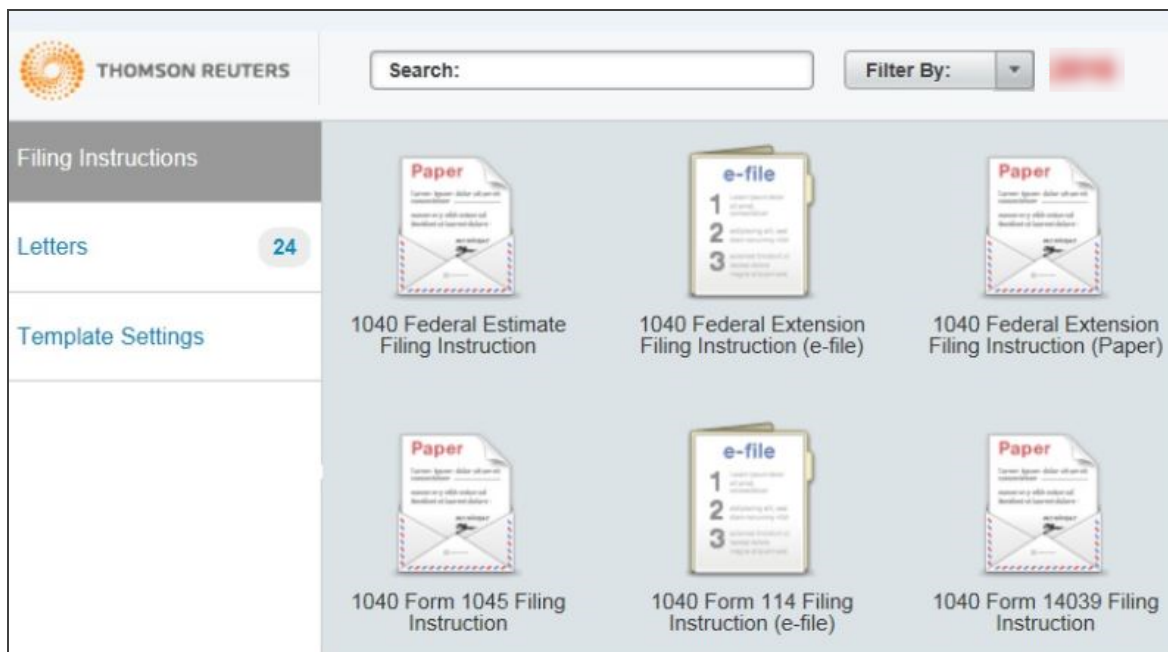
3. Select the **Tax Year** you wish to edit (if it is not 2021).



**Figure 3:48**

4. Click **Apply**.

Once the year is selected, when you navigate back to the **Letters** or **Filing Instructions** screens, the year selected (if a prior year) will display in **RED** next to the filter drop-down menu at the top of the screen.



**Figure 3:49**

In addition to the year indicator on the outside browser window for the letters and filing instructions module, the year of the template being edited is visible when a user opens the template. The year displays at the bottom of the template window, along with the template title.

The screenshot shows a web browser window with a tab labeled 'fx'. The main content area is titled 'PAYMENT OF TAX' and has a 'Default' button in the top right corner. The content includes several paragraphs of text with interactive elements (blue buttons with dropdown arrows):

- Paragraph 1: "Although there is no tax for the current year, estimated tax payments may be required in order to avoid an underpayment penalty next year." (Buttons: Amount Owed, Direct Withdrawal date, Direct Withdrawal amount)
- Paragraph 2: "This return indicates a tax due in the amount of Amount Owed. Payment of this liability is to be made payable by authorizing to initiate an electronic funds withdrawal (direct debit). The amount mentioned below will be withdrawn from your Bank account on:" (Buttons: Amount Owed)
- Paragraph 3: "This return indicates a tax due in the amount of Amount Owed. A payment in the amount of Amount Owed should be made using the Electronic Federal Tax Payment System (EFTPS). To avoid assessment of a penalty, the payment must be made timely and in the required manner through the EFTPS. If you have any questions regarding the new electronic funds transfer requirements, we suggest that you contact our office or the Internal Revenue Service before transmitting payment." (Buttons: Amount Owed)
- Paragraph 4: "There is no additional tax due for the current year." (Buttons: Return Due Date, Amount Owed)

At the bottom of the window, a dark bar displays the text "1120 Federal Filing Instruction (e-file)".

Figure 3:50



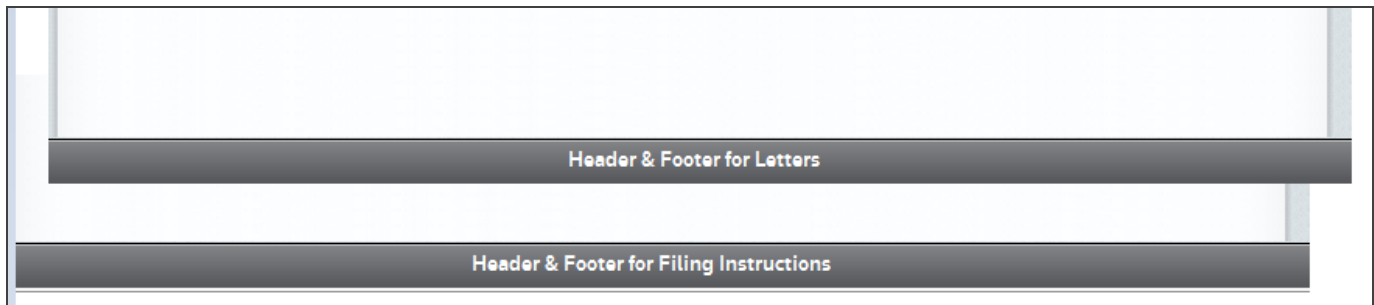
The starting point for the 2021 templates is the 2020 template as it exists the night before the initial release of the software. All edits made by a firm or an account in a prior year will be the starting point for 2021. Thomson Reuters default template updates will only apply to those sections that had not been previously customized in the prior year. Administrative users have the option to revert any sections back to the Thomson Reuters default if desired.

## TEMPLATES THAT ARE NOT YEAR-SPECIFIC

Within the Letters and Filing Instructions module, there are two Templates for global header and footers: one for the Letters Templates and another for the Filing Instructions Templates. These templates are not year-specific. Changes made to the **Header and Footer** template for both letters and filing instructions will apply to all years.

For example, when a change is made to a Header for the filing instructions, that change will print on the filing instructions for all returns in all tax applications for all years. The user will not have to make **Header and Footer** changes in multiple templates to cover multiple years.

Even when the templates are switched to a prior year for edits, the **Header and Footer** templates will show that they are year agnostic. In the screen shots below, notice the missing year indicator after the template title.



**Figure 3:51**



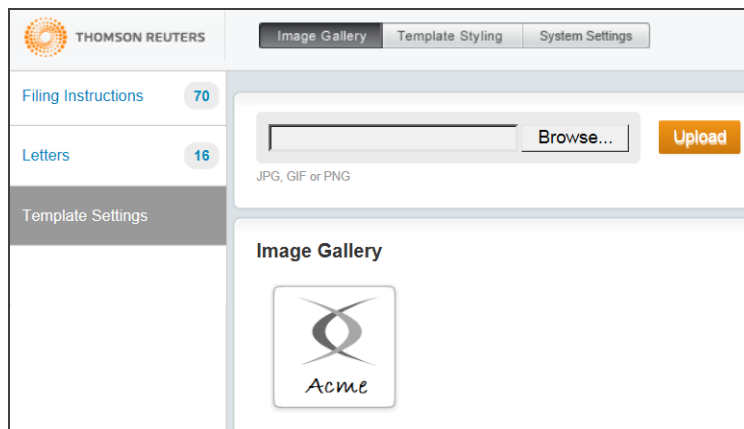
There is no action needed by the administrative user to make the current year templates available. This action is done automatically by Thomson Reuters in the initial release of the software each year.

# CHAPTER 4: USING IMAGES

## UPLOADING AN IMAGE

To insert an image in to a template, you must first upload images to the Image Bank.

1. From the main **Letters and Filing Instructions** page (not inside a template), go to **Template Settings**.
2. Browse to find an image and click **Upload**.
3. The image will be uploaded and can be previewed in the thumbnail displaying in the Image Gallery.



**Figure 4:1**

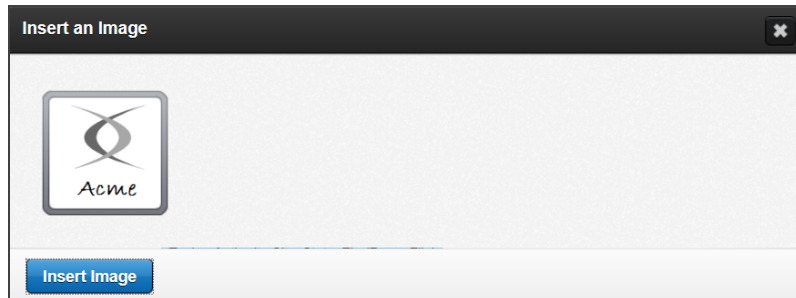
4. You can upload more than one image into the Image Gallery.

## INSERTING AN IMAGE

1. Within a given template, position your cursor where you would like to place the image.

2. Click the **Add Image** icon .

3. From the thumbnail preview of images in the Image Bank, select the image and click **Insert Image**. The image will be inserted in to your template.



**Figure 4:2**

4. To adjust the image, right-click it and go to **Edit Image**.
5. The **Image Properties** dialog opens.

6. In this dialog, you can modify the extra space around the image as well as adjust the wrapping of the text around the image.

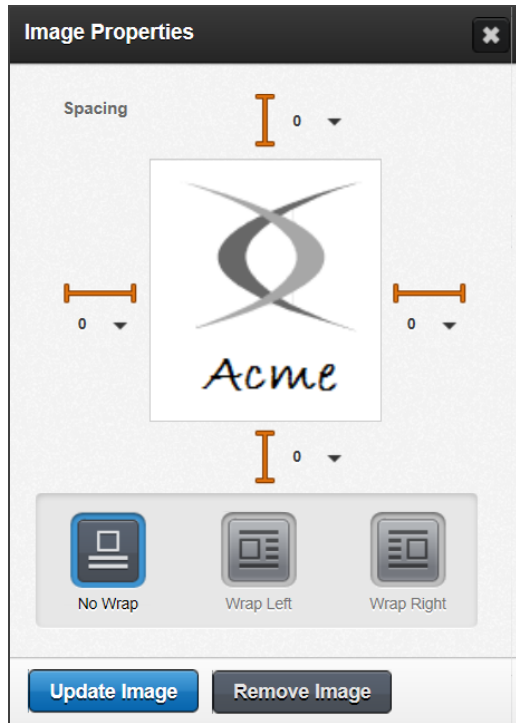


Figure 4:3



To undo changes, use the keyboard shortcut of **Ctrl + Z**. To redo, use **Ctrl + Y**.

## CREATING A LOGO

When creating the logo, we recommend that you keep the following in mind:

- Creating your logo in vector format will allow you to resize it without losing quality.
- Use the highest resolution possible (at least 1200 DPI recommended).
- Upload your file in PNG format. PNG produces the best quality when printed.
- The size of the image to upload is based on pixel width. LAFI will increase the scale of the image by roughly 300% when displaying and printing. Once you upload the image, you cannot change the scale of the image.



## Full Width Logos

Full-width logos span the entire width of the header. To create a full-width logo, use the following guidance:

MARGINS	MAXIMUM WIDTH IN PIXELS	NOTES
Standard 1" left/right	615 pixels	Any image greater than 615 pixels will be cut off on the right side.
Margins < 1"	> 615 pixels	Width depends on how narrow the margins are. We recommend that you test different width to determine the maximum pixel width.
Margins > 1"	< 615 pixels	

## Less than Full Width Logos

When you use standard 1" left and right margins, the width of the logo in pixels is determined by multiplying the max width in pixels (615) by the desired percentage of the size of the image relative to the page.

For example: When you use 1" left and right margins, you have a printable width of 6.5 inches. If the desired logo width should cover 1" of this printable width, then the percentage of the logo relative to the printable width is 15.385%.

- Max width in pixels = 615
- Percentage of image relative to printable width = 15.385%
- Size of image width to upload =  $615 * 0.15385 = 94.6 = 95$  pixels

With non-standard left and right margins, the ideal width of the image in pixels depends on your selected margins.