

ONESOURCE TAX INFORMATION REPORTING

LEARNING ABOUT THE IMPORT MODULE

Document Version 4

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DOCUMENT HISTORY

VERSION NUMBER	VERSION DATE	SUMMARY
1	August 2016	Initial publication.
2	January 4, 2018	Initial publication of new document format.
3	June 11, 2018	Revised how payer codes are updated.
4	August 19, 2019	Removed information about the Compatibility View feature and the Microsoft® Silverlight® plug-in from Lesson 2: Transfer Files (page 23) .

TABLE OF CONTENTS

Copyright Notice	ii
The Import Module	1
Outline	2
Special Terms or Phrases	3
Lesson 1: Field Maps and Code Translations	5
About Payer Field Maps	5
About Recipient Field Maps	5
About Form Field Maps	6
Objectives	7
Prerequisites	7
Set Up a Field Map	8
Update a Field Map	17
Copy a Field Map	18
Copy a Field Map from a Test Account to a Production Account (or Vice Versa)	18
Roll Over a Prior Year Field Map	19
Delete a Field Map	19
Set or Update a Xref	20
Roll Over a Prior Year Xref	20
Lesson 1: Wrap-Up	21
Lesson 2: Transfer Files	23
Objectives	23
Prerequisites	23
Transfer One or More Source Files to Your ONESOURCE Tax Information Reporting Database	24
Delete a Transferred File	26
Lesson 2: Wrap-Up	26
Lesson 3: Import Data	27
Objectives	27
Prerequisites	27
Submit a Transferred Source File for Import	27
Lesson 3: Wrap-Up	28

Lesson 4: Status and Reconciliation Reports	29
Objectives	29
Prerequisites	29
View the Status of an Import Job	30
Download and Work with Rejected Record Files	31
Change the Import File Status for a File	32
Review a Reconciliation Report for a Form Import Job	33
Generate a Reconciliation Report for Multiple Form Import Jobs	33
Download a Reconciliation Report for Multiple Form Import Jobs	34
Download a File that Is Awaiting Import or that Had the Import File Status Changed	34
Lesson 4: Wrap-Up	35
Lesson 5: Rollback Form Import Jobs	37
Objectives	37
Prerequisites	37
Rollback a Form Import Job	38
Lesson 5: Wrap-Up	38

THE IMPORT MODULE

The objective of this learning module is to enable you to bring (or import) the data in your source files into ONESOURCE Tax Information Reporting. Most often, you will import payer, recipient and form detail records. You can also import table records for payer return addresses, statement messages, system contacts, shipping addresses, NQI information, payer state codes, abatement codes and return mail codes so that you do not have to manually enter the data into ONESOURCE Tax Information Reporting.

ONESOURCE Tax Information Reporting accepts ASCII-formatted source files that have a .DAT or .TXT extension. The files can be either fixed-width or delimited text. For delimited text files, ONESOURCE Tax Information Reporting supports tab, pipe (|) or tilde (~) delimiters.

ONESOURCE Tax Information Reporting also supports EBCDIC file formats. However, these formats are created based on some users' source file structures, so the EBCDIC format may not be applicable to certain types of source files.

Before you can import the data in your source files into ONESOURCE Tax Information Reporting, you will need to set up your field maps and code translations. A field map allows ONESOURCE Tax Information Reporting to interpret the data in your source file and assign it to a specific field. A code translation (which may also be called a cross reference or Xref) allows the data in your source file to be recognized and interpreted during the import process even though the data has a different value than the default value ONESOURCE Tax Information Reporting provides.

After your field maps and Xrefs are set up, you are ready transfer your source files to ONESOURCE Tax Information Reporting then import the data by applying the appropriate field map to the transferred source file. As your data is imported, you can monitor the import process to ensure the data imports correctly. If there are any records that contain errors, you can view and clear them. You can download a reconciliation report from the Files Available for Download page and download import error files from the Import Job Status page.

OUTLINE

[Lesson 1: Field Maps and Code Translations \(page 5\)](#) focuses on working with field maps and code translations. A field map allows ONESOURCE Tax Information Reporting to interpret the data in your source file and assign it to a specific field. A code translation (which may also be called a cross reference or Xref) allows the data in your source file to be recognized and interpreted during the import process even though the data has a different value than the default value ONESOURCE Tax Information Reporting provides.


[Lesson 2: Transfer Files \(page 23\)](#) focuses on transferring (or uploading) your source files to your ONESOURCE Tax Information Reporting database. Before you can import your source data into ONESOURCE Tax Information Reporting, you must transfer your source files to your ONESOURCE Tax Information Reporting database.

[Lesson 3: Import Data \(page 27\)](#) focuses on submitting the source files you transferred for import.

[Lesson 4: Status and Reconciliation Reports \(page 29\)](#) focuses on the import status and reconciliation reports available in ONESOURCE Tax Information Reporting that you can use to monitor the progress of your import jobs and identify discrepancies in an import job.

[Lesson 5: Rollback Form Import Jobs \(page 37\)](#) focuses on rolling back (or reversing) form import jobs, which may be necessary when there are duplicate form import jobs or when there are a large number of errors.

SPECIAL TERMS OR PHRASES

TERM OR PHRASE	DESCRIPTION
Code Translation	<p>A code translation allows the data in your source file to be recognized and interpreted during the import process even though the data has a different value than the default value ONESOURCE Tax Information Reporting provides.</p> <p>A code translation may also be referred to as a cross reference or Xref.</p>
Delimited text format	<p>Text that is separated into meaningful chunks by specific characters. The chunks are the values for individual fields. The specific character is called a delimiter. ONESOURCE Tax Information Reporting allows you to select one of the following delimiter types for your field maps:</p> <ul style="list-style-type: none"> • Tab • (Pipe) • ~ (Tilde) <p> You can select only one type of delimiter when adding a field map.</p>
Fixed-width format	<p>Text that is formatted according to column widths or number of characters. For example, the text included in Column 1 is exactly 10 characters, Column 2 is 5 characters and Column 3 is seven characters.</p>
Key fields	<p>Fields that determine the uniqueness of a database record. A database record with a specific set of key field values can exist in a database table only once. For example, if the recipient, John Doe, exists in a database with a set of key field values then another recipient record with identical key field values cannot exist in the same database.</p> <p>Key fields vary among the form types. For example, the key fields for Form 1099-R vary from the key fields for Form 1099-MISC. On Form 1099-R, one of the key fields is box 7 Distribution code (s). If a recipient has a Form 1099-R with a box 7 key field of 8A, then only one Form 1099-R can be created with the 8A distribution code for a payer and the recipient. If the recipient has another account with this payer, however, you can use the Form Id No key field on the Form Summary page create another Form 1099-R with the box 7 Distribution code(s) of 8A for the same recipient.</p> <p>The recipient and form key fields are listed in the current year <i>ONESOURCE Tax Information Reporting Mapping Specifications</i> guide, which is posted to the Customer Center.</p>

TERM OR PHRASE	DESCRIPTION
Production and Test Accounts	<p>When you become a ONESOURCE Tax Information Reporting client, you are assigned a production account and a test account. You use the production account to import data and to process, prepare, and file forms and documents. You use the test account to test importing data and to test processing and preparing forms and documents using various scenarios.</p> <p>When you are setting up a field map, you should test it first using your test account so that the data in your production account is not affected if the results are not what you want or expect.</p> <p>Your test account ID is the same as your production account ID but includes a T at the end of the account ID. For example, if your production account ID is 652C, your test account ID is 652CT.</p>

LESSON 1: FIELD MAPS AND CODE TRANSLATIONS

In this lesson, you will learn about field maps and code translations. A field map allows ONESOURCE Tax Information Reporting to interpret the data in your source file and assign it to a specific field in ONESOURCE Tax Information Reporting. ONESOURCE Tax Information Reporting interprets and assigns the data based on mapping coordinates and, possibly, import rules and import options that you enter and set in ONESOURCE Tax Information Reporting. Mapping coordinates are the beginning and ending positions (or columns) in your source file that ONESOURCE Tax Information Reporting references during the import process to locate the data for a record.

ONESOURCE Tax Information Reporting has field maps for the following data types: payers, recipients, form multi, form single, the 1220 filing format, payer return addresses, statement messages, system contacts, shipping addresses, NQI information (for Form 1042-S), payer state codes and return mail codes. For most data types, you will enter the mapping coordinates and set options for updating existing records. To accommodate different import needs, however, there are additional import options and rules that must be set for the recipient, form multi, form single and the 1220 filing format data types. See [About Payer Field Maps \(page 5\)](#), [About Recipient Field Maps \(page 5\)](#) and [About Form Field Maps \(page 6\)](#) for details.

A code translation (which may also be called a cross reference or Xref) allows the data in your source file to be recognized and interpreted during the import process even though the data has a different value than the default value ONESOURCE Tax Information Reporting provides. For example, your source file references California with the value of **03** rather than the ONESOURCE Tax Information Reporting default value of **CA**. Even though the value is different, ONESOURCE Tax Information Reporting can still recognize **03** as the value of California when your data is imported because you can set up a Xref to define **03** as the value for California in your state code table.

The tasks in this lesson can help you set up and work with field maps and Xrefs so that you can import your source data into ONESOURCE Tax Information Reporting with as few errors and formatting issues as possible.

ABOUT PAYER FIELD MAPS

Payer Code is the key field for payers. If you create multiple payers with the same EIN, then each payer must have a unique payer code.

ABOUT RECIPIENT FIELD MAPS

The recipient key fields include: Recipient TIN, TIN Type, Customer ID and Security Group. You cannot update a recipient's key fields unless you use the **Use only {Customer ID}** or **Use only Account Number** options.



Although TIN Type is a key field, your source file is not required to have the recipient TIN type because you can set the default TIN type as an import option.

To accommodate different import needs, recipient field maps require you to set various import options and rules. For example, you need to indicate if recipients are updated during the import process and, if they are updated, what information is updated.

ABOUT FORM FIELD MAPS

There are two import structures for your form field maps: form single and form multi. The form single import structure should be used when your source file contains only one field value per record. When using the form single import structure, certain form key fields must be embedded in each record so that a unique form can be generated. For example, you have a Form 1099-R with \$1000 reported in box 1 Gross distribution, a check mark in Box 2b Taxable amount not determined, \$300 reported in box 4 Federal income tax withheld, and a distribution code of 8 in box 7 Distribution codes(s). To create this form, the following three records need to be included in your source file:

- Box 1 with its total distribution amount of \$1000
- Box 2b with an value of 1 (which places a check mark in the box 2b)
- Box 4 with its federal tax withheld amount of \$300

The box 7 distribution code of 8, however, should be embedded with each of the three records because the distribution code is a key field for Form 1099-R. The following graphic is an example of a form single source file layout:

PAYER CODE	TIN	TINTYPE	FORMTYPE	DISTRIBUTION CODE	BOX NUMBER	BOX2B	AMOUNT
PAYER1	012345678	2	1099R	8	1	1	1000.00
PAYER1	012345678	2	1099R	8	4	1	300.00

The form multi import structure should be used when your source file contains multiple form value fields on a single record. The form value fields can be amount fields or certain fields, such as indicators or description fields, on the form. When using the form multi import structure, you need to set the mapping coordinates for each form you will import, or the import process will reject the file. The following graphic is an example of a form multi source file layout:

PAYER CODE	TIN	TINTYPE	FORMTYPE	DISTRIBUTION CODE	BOX2B	BOX1	BOX4
PAYER1	012345678	2	1099R	8	1	1000.00	300.00

For form multi field maps, ONESOURCE Tax Information Reporting supports year-to-date (YTD) and non-YTD import options for summary and detail transactions. If your source file contains incremental detail records then you should select the non-YTD import option for your form multi field maps.

The YTD import options allow the summary and detail transactions to be summed up throughout the year. For example, your recipients have multiple transactions throughout the tax year. In your source file, you have records for each of these transactions. When a YTD import option is selected, each transaction's dollar amount is summed up by ONESOURCE Tax Information Reporting, and the total is the final amount on the information return.

Some source file generation systems generate fields that adopt the 1220 filing format (with a field length of 750 characters). Before you can import records for this type of source file, there are certain required fields that you need to associate with the map before the import process will load the forms.

OBJECTIVES

After completing this lesson, you will be able to:

- [Set Up a Field Map \(page 8\)](#)
- [Update a Field Map \(page 17\)](#)
- [Copy a Field Map \(page 18\)](#)
- [Copy a Field Map from a Test Account to a Production Account \(or Vice Versa\) \(page 18\)](#)
- [Roll Over a Prior Year Field Map \(page 19\)](#)
- [Delete a Field Map \(page 19\)](#)
- [Set or Update a Xref \(page 20\)](#)
- [Roll Over a Prior Year Xref \(page 20\)](#)

PREREQUISITES

The ability to work with field maps and Xrefs is controlled by the user profile assigned to you as a ONESOURCE Tax Information Reporting user. See your administrator if you cannot complete a task in Lesson 1.

Additionally, before you complete Lesson 1, you should first:

- Review IRS Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, if you will be importing NQI information for Form 1042-S.
- Review the latest version of the *ONESOURCE Tax Information Reporting Mapping Specifications* guide, which is posted to the [Customer Center](#).

SET UP A FIELD MAP



When you are setting up a field map, you should test it first using your test account so that the data in your production account is not affected if the results are not what you want or expect.

To set up a field map:

1. Click the **Import** module.
2. Select **Field Maps** from the Side Menu.
3. Under the **Field Maps** section, click **New** to display the New Field Map -- Webpage Dialog page.

The screenshot shows a dialog box titled "New Field Map -- Webpage Dial...". It contains the following fields and controls:

- Name:** A text input field.
- Data Category:** A drop-down menu.
- Desc / Comments:** A text area with up and down arrow buttons.
- Delimited Map?**
- EBCDIC?**
- Add** button
- Cancel** button

4. Enter the name for the field map in the **Name** field.
5. Select the data type for the field map from the **Data Category** drop-down list. You can select:

DATA TYPE	DESCRIPTION
Payer	For a source file that contains payer information.
Recipient	For a source file that contains recipient information.
Form Multi	For a source file that contains multiple form value fields for one record. The form value fields can be amount fields or other fields, including indicators or description fields, that are on the form.
Form Single	For a source file that contains only one field value per record.
1220 Format	For a source file that adopts the IRS 1220 filing format (with a field length of 750 characters).
Payer Return Address	For a source file that contains payer return address information.
Statement Message	For a source file that contains statement messages.
System Contact	For a source file that contains system contact information.
Shipping Address	For a source file that contains shipping address information.
NQI	For a source file that contains NQI information for Form 1042-S.
Payer State Code	For a source file that contains payer state codes.
Return Mail Code	For a source file that contains return mail codes.

6. Enter a description for the field map in the **Desc/Comments** field.

7. Complete one of the following:

- Select the **Delimited Map?** check box if your source file is an ASCII-formatted delimited text file or you are setting up a Form 1094-C field map.



If your source file is an ASCII-formatted fixed-width text file, make sure the **Delimited Map?** check box is cleared.

- Select the **EBCDIC?** check box if your source file is an EBCDIC-formatted file.



The **Delimiter** option is not available for 1220 Format field maps.

8. Click **Add**. The Field Map page for the data type you selected displays.

The Field Map page contains two sections: the **Field Maps** section and the **Sample Data** section. The **Field Maps** section is where you set the mapping coordinates and, if applicable, import options and rules. The **Sample Data** section can assist you with mapping fields by allowing you to access the content of the source file being mapped. Under this section, you can click:

- **Get sample from local**-Lets you retrieve the file from your local drive.
- **Get sample from transfer file list**-Lets you review the file that you transferred.

9. Under the **Field Maps** section, review and, if necessary, change the field map name and description in the **Map Name** and **Map Description** fields. If your source file is a delimited text file, review and, if necessary, select the applicable delimiter from the **Delimiter** drop-down list.



Select the **Update existing records** check box if you want to update existing records when this field is used to import 1094-C data.

10. Set the mapping coordinates, additional options and import rules applicable to the data type you selected.

A few important things to remember include:

- Although you can have blank values in your records for certain fields, you need to indicate the position where ONESOURCE Tax Information Reporting can refer to that field.
- For reference purposes, you can access the content of the source file you are mapping from the **Sample Data** section.

The table below describes the columns for the grid that lists the fields to map on the Field Map page. See the sections following the table for details about payer, recipient and form field maps.

COLUMN	DESCRIPTION
*	Indicates whether the field is a required field. Required fields display an asterisk (*) and must be mapped before they can be imported. Fields that are not required fields do not display an asterisk.
Type	Displays the kind of field. For example, Payer for a payer field or NQI for a nonqualified intermediary field.
Field Description	Displays the field name as it exists in ONESOURCE Tax Information Reporting.
Start and End	Used when the source file is a fixed-width text file. Enter the beginning position of the value in the Start field and the ending position of the value in the End field.
Column #	Used when the source file is a delimited text file. Enter the column number the value should be read from in the Column # field.
Allowed	Displays the maximum allowable length for the field. For fixed-width text files, if the field value exceeds the maximum allowable length, the field map returns an error message. For delimited text files, if the field value exceeds the maximum allowable length, the characters exceeding the maximum length are truncated.
Default Value	If your source file does not contain a field value, you can enter a value in the Default Value field that will be used as the default value for all of the records in the source file. When you enter a default value, you cannot enter beginning and ending positions in the Start and End fields or in the Column # field.
Translate	Indicates whether an Xref is allowed for the field. An Xref is allowed if the field contains the words, Default (No Xref Available) . If the field is empty, an Xref is not allowed for the field. You can use the default Xref or you can set up your own Xref using the Code Translations for Field Maps section on the Field Map List page.

If you are setting up a recipient field map, complete the following to set the following import options and rules for recipients:

- a. From the Field Map page for the recipient data type, select how you want recipient information updated during the import process from the drop-down list for the **Which rule should apply for importing information if the recipient already exists in ONESOURCE 1099?** question.

The screenshot shows a configuration window titled 'Options'. The main question is 'Which rule should apply for importing information if the recipient already exists in ONESOURCE 1099?'. A dropdown menu is open, displaying the following options: 'Update all unlocked information', 'No update to existing recipients', 'Update all unlocked information', 'Update all information including the locked fields', and 'Update Address fields only'. The 'Update all unlocked information' option is currently selected and highlighted in blue.

- Select **No update to existing recipients** when you want the import process to ignore a recipient record in the source file that has the same key field values as an existing recipient in ONESOURCE Tax Information Reporting.
- Select **Update all unlocked information** when you want the import process to update only recipient fields that are unlocked in ONESOURCE Tax Information Reporting. For example, after a recipient is created and a confirmation (Form W-9) is received from the recipient, you lock the **Recipient TIN** and **Name** fields but not the **Address** field. If **Update all unlocked information** is selected, the import process ignores the recipient name and TIN updates in the source file, but updates the recipient address in ONESOURCE Tax Information Reporting with the recipient's address information in the source file.



Since TIN is a key field, it will not be updated by a recipient import unless you select the **Use only {Customer ID}** or **Use only Account Number** recipient matching option described in step c below.

- Select **Update all information including locked fields** when you want the import process to update all of the non-key fields, regardless of whether the fields are locked or unlocked in ONESOURCE Tax Information Reporting.
 - Select **Update Address fields only** when you want the import process to update only the recipient's address. All other non-key fields are not updated if newer values exist in the source file.
- b. Under the **If your data does not contain TIN type (an indicator as to whether the TIN is a SSN or EIN) which do you want to be the default?** question, select the default TIN type to use when your source file does not contain a recipient TIN type.

If your data does not contain TIN type (an indicator as to whether the TIN is a SSN or EIN) which do you want to be the default?

- My data contains TIN type.
- SSN (nnn-nn-nnnn).
- EIN (nn-nnnnnnn).
- Evaluate the format of the source data to determine.

- Select **My data contains TIN type** when your source files contain the TIN type values and you provide a TIN type mapping coordinate in the field maps for your recipients. When this option is selected and your source file does not contain a recipient TIN type, the import process classifies all of your recipients with a TIN type value of Undetermined. If your source file contains the recipient TIN type, then the import process uses the TIN type in the source file to classify your recipients.
 - Select **SSN (nnn-nn-nnnn)** when you want the import process to classify all of your recipients with the TIN type value formatted as a nine-digit Social Security Number.
 - Select **EIN (nn-nnnnnnn)** when you want the import process to classify all of your recipients with the TIN type value formatted as a nine-digit Employer Identification Number.
 - Select **Evaluate the format of the source data to determine** when your source file contains the recipient TIN or EIN in TIN format. When this option is selected, the import process sets the TIN type based on the format of the TIN. For example:
 - The TIN type is set to **SSN** when the TIN is formatted with two dashes among the numbers (for example, nnn-nn-nnnn, nn-nnnn-nnn or n-nn-nnnnnnn).
 - The TIN type is set to **EIN** when the TIN is formatted with one dash among the numbers (for example, nn-nnnnnnn or nnnnnnnn-nn).
 - The TIN type is set to **Undetermined** when the TIN uses any other format.
- c. Select the key field(s) to use to identify recipients for updating from under the **When matching recipients what option should be used to uniquely identify the recipient?** question.

When matching recipients what option should be used to uniquely identify the recipient?

- Use all key fields.
- Ignore TIN type (use all other key fields).
- Use only {Customer ID} (Updates TIN, TIN type and Security Group of recipients with unique customer IDs. New recipient create
- Use only Account Number (Updates TIN, TIN Type, Security Group and Customer ID of recipients with unique customer IDs. Ne

- Select **Use all key** fields when you want the import process to update a recipient based on whether a recipient in your source file matches all of the recipient key fields (Recipient TIN, TIN Type, Customer ID and Security Group). When this option is selected and an existing recipient matches all of the key fields, the import process updates the recipient based on the way the recipient update options are set. If an existing recipient does not match the set of key fields, a new recipient is created in ONESOURCE Tax Information Reporting.
- Select **Ignore TIN type (use all other key fields)** when you want the import process to create new recipients with an undetermined TIN Type. Alternatively, you can select this option if you imported TIN types into your recipient table and you now have a file that contains conflicting TIN types. To avoid creating new recipients, select this option to match only the TIN, Security Group and Customer ID during import. If the source system finds a unique recipient, the recipient is updated. If there are multiple instances of the TIN/Security Group/Customer ID combination in your table, the recipient is not updated because the source system does not know which recipient(s) to update.

This option is available in the form import map also. If you select this option, the source system uses the values in the **Recipient TIN**, **Security Group** and **Customer ID** fields to search for the recipient that matches your source file record. When a unique recipient is identified, the form is loaded to the recipient.



Select **Ignore TIN type (use all other key fields)** if you have multiple source systems that provide recipients for ONESOURCE Tax Information Reporting and each of these systems has a conflicting TIN type for the same recipient.

- Select **Use only {Customer ID}** or **Use only Account Number** when you want the import process to update existing recipients based on a matching customer ID or account number. Both of these recipient matching options work only if the customer ID or account number is unique for each recipient in your database. If the customer ID or account number does not exist in your database, new recipients are created.
- d. Select the date format used in your source file from the **Your date format in the import file is** option group.

Your date format in the import file is:

MMDDYYYY, MMDDYY, MM-DD-YYYY, MM/DD/YYYY, MM-DD-YY, MM/DD/YY

YYYYMMDD, YYYY-MM-DD, YYYY/MM/DD

MMDDYY, MM-DD-YY, MM/DD/YY

YYMMDD, YY-MM-DD, YY/MM/DD

- e. If your account was set up to use special rules for the name and address information, select the **Special Import Rules** check box then select the check boxes for the import rules you want to apply. If you want to apply all of the import rules, select the **Select** check box in the column heading.



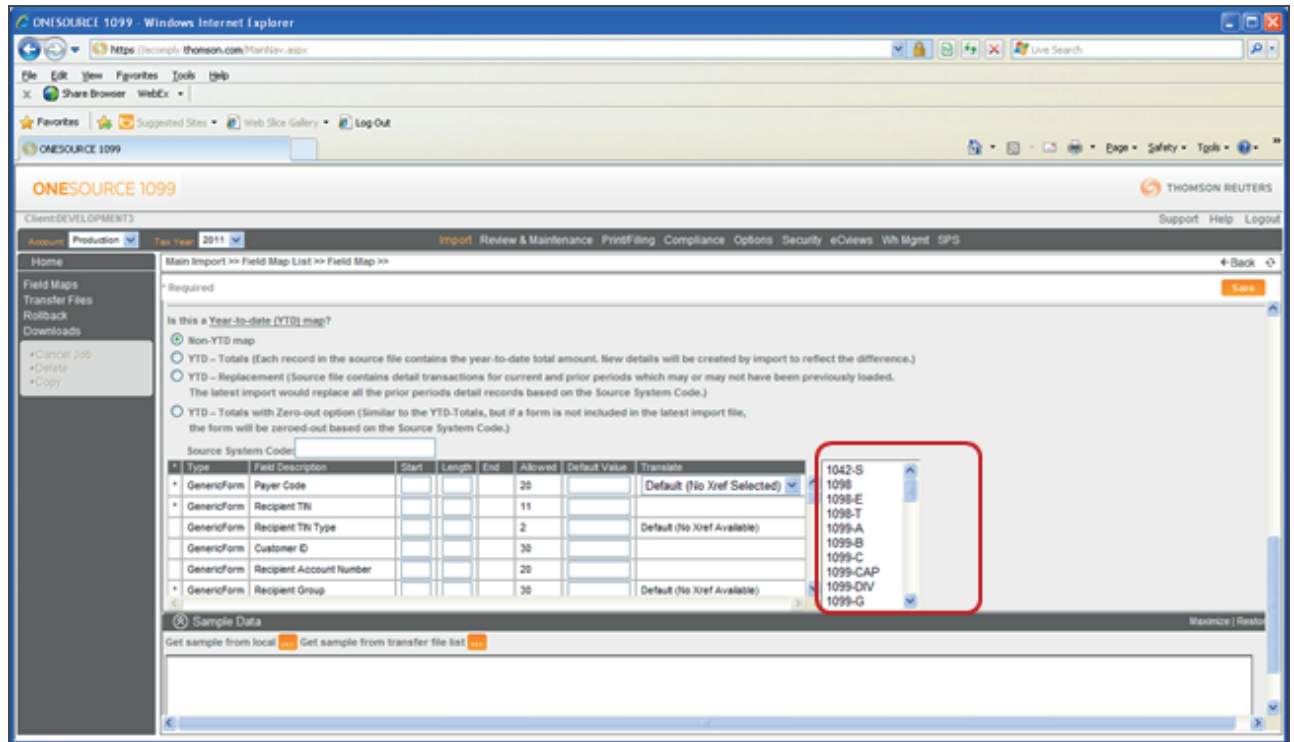
If your account has not been set up to use these rules, you cannot select any of the check boxes for the rules. Contact your Account Manager if you currently do not use any special import rules but want to.

If you are setting up a form multi field map, select the year-to-date (YTD) or non-YTD import option under the **Is this a Year-to-date (YTD) map?** question. To learn more about the YTD and non-YTD import options, see the current year *ONESOURCE Tax Information Reporting Mapping Specifications* guide, which is posted to the [Customer Center](#), and/or [Understanding the YTD-Replacement Option for 1095 Form Field Maps](#).

- Select **Non-YTD map** if your source file contains incremental detail records.
- Select **YTD-Totals** if your source file contains only the latest summary (or year-to-date total amounts). Do not select this option if you will be importing detail amounts.
- Select **YTD-Replacement** if your source file contains detail transactions for the current and prior periods, which may or may not have been imported into ONESOURCE Tax Information Reporting. The latest import replaces all the prior periods' detail records based on the source system code you enter in the **Source System Code** field.
- Select **YTD-Totals with Zero-out** option if your source file contains only the latest summary (or year-to-date total amounts) and you want ONESOURCE Tax Information Reporting to generate a reversing entry to zero out all of the amounts for a previously imported form that is missing in the latest import.

After you select the YTD or non-YTD import option for your form multi field map, select the form to apply the mapping coordinates to then set the mapping coordinates. The following graphic shows you where to select the form to apply the mapping coordinates to:

Set Up a Field Map

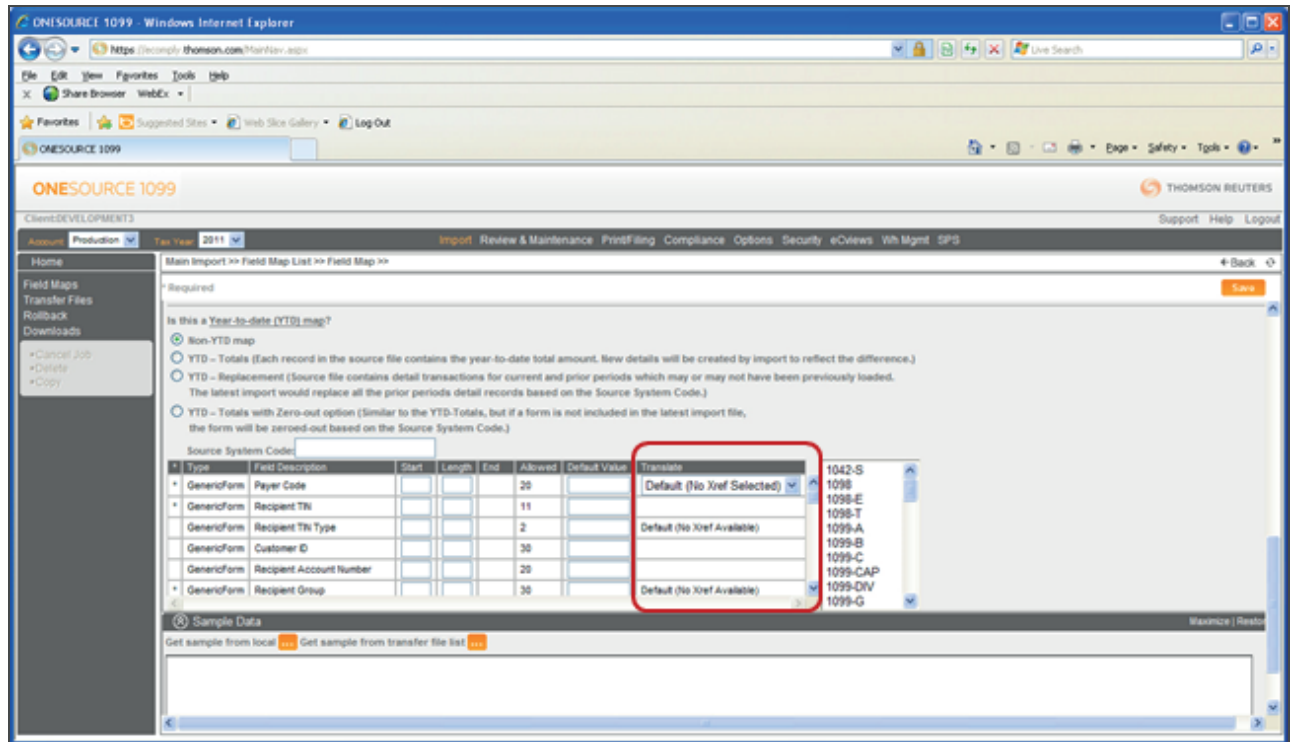


If you are applying Xrefs then, on the Field Map page, you can easily determine the fields where a Xref is allowed by looking at the **Translate** column. The fields where a Xref can be applied contain the text, **Default (No Xref Available)**. The fields where a Xref cannot be applied are empty.



You must set up your Xrefs before you can apply them.

As shown in the following graphic, a Xref can be applied to the **Payer Code**, **Recipient TIN Type** and **Recipient Group** fields but a Xref cannot be applied to the **Recipient TIN**, **Customer ID** and **Recipient Account Number** fields:



11. Click **Save** at the top of the Field Map page.

UPDATE A FIELD MAP


To update a field map:

1. In the grid under the **Field Maps** section on the Field Map List page, click the **Map Name** link for the field map you want to update.
2. Under the **Field Maps** section, update any or all of the following:
 - The field map name and description in the **Map Name** and **Map Description** fields
 - The delimiter shown in the **Delimiter** drop-down list if your source file is a delimited text file.
 - The **Update existing records** check box if you want to update existing records when this field map is used to import 1094-C data.

- The mapping coordinates, additional options and import rules applicable to the data type you selected.
 - The Xref values for the fields that can be set up with a Xref.
3. When you finish updating the field map, click **Save** at the top of the Field Map page.

COPY A FIELD MAP

To copy a field map:

1. In the grid under the **Field Maps** section on the Field Map List page, click  for the field map you want to copy.
2. Enter the name of the copy of the field map in the **Name** field.
3. Enter a description for the field map in the **Desc/Comments** field.
4. Click **Add**. The copied field map is added to the grid under the **Field Maps** section on the Field Map List page. If you want, you can now change the copied field map by clicking the **Map Name** link for the copied field map.

COPY A FIELD MAP FROM A TEST ACCOUNT TO A PRODUCTION ACCOUNT (OR VICE VERSA)

Copying a field map from one account to another can save you time because you do not need to complete all of the steps required to add the field map. When you copy a field map from one account to another, however, any Xrefs that were set up in the account you are copying from are not copied. As a result, you will need to set up those Xrefs again after the field map is copied.



Payers are not shared between your test and production accounts. Before you copy a field map, create the same payer code in both your test and production accounts.

To copy a field map from a test account to a production account (or vice versa):

1. Make sure you are in the account you want to copy the field map from. If you are not in the account you want to copy the field map from, switch accounts by selecting the account from the **Account** drop-down list in the Main Menu area.

2. On the Field Map List page, open either the **Copy Field Maps From Test Account** or **Copy Field Maps From Production Account** section.
3. Select the check box in the left column for the field map you want to copy.
4. Click **Submit**. The field map is copied. Now, you can switch accounts and, if necessary, set up any Xrefs for the copied field map.

ROLL OVER A PRIOR YEAR FIELD MAP

Rolling over a field map from the prior year can save you time because you do not need to complete all of the steps required to add a field map for a particular tax year. After you roll over a field map, you can review and, if necessary, update the field map.


You can roll over field maps from the prior year only. Any Xrefs associated with the field map are rolled over. Once a field map is rolled over, you cannot roll over the same field map again.

To roll over a prior year field map:

1. Make sure you are in the tax year you want to roll the field map to. Select tax year from the **Tax Year** drop-down list if you are not in the tax year you want to roll the field map to.
2. In the grid under the **Prior Year Field Maps Available to Rollover** section on the Field Map List page, select the check box in the left column for each of the field maps you want to roll over. If you want to roll over all the field maps listed in the grid, select the check box in the column heading.
3. Click **Rollover**. The field map is added to the grid under the **Field Maps** section. You can now review and, if necessary, update the field map by clicking the **Map Name** link.

DELETE A FIELD MAP

To delete a field map:

1. In the grid under the **Field Maps** section on the Field Map List page, click  for the field map you want to delete. A message displays, asking if you are sure you want to delete the field map.
2. Click OK. The field map is removed from the grid under the **Field Maps** section.

SET OR UPDATE A XREF

To set up or update a Xref:

1. In the grid under the **Code Translations for Field Maps** section on the Field Map List page, click the **Translation for** link for the field you want to set up or update a Xref for.
2. Click the first row in the grid under the **Translations** section that contains a ONESOURCE Tax Information Reporting default value that is different from the value in your source file. Enter or change the value your source file uses in the **Source** field.
3. Repeat step 2 for each row that contains a ONESOURCE Tax Information Reporting default value that is different from the value in your source file.
4. Click **Save**.
5. Enter a name for the Xref in the **Name** field.
6. Enter a description for the Xref in the **Description** box.
7. Click **Save**. The Xref is saved. You can now open the appropriate field map and apply the Xref.

ROLL OVER A PRIOR YEAR XREF

Rolling over a Xref from the prior year can save you time because you do not need to complete all of the steps required to set up an Xref. After you roll over a Xref, you should review it because some Xrefs need to be updated from one year to another. For example, the IRS may have added new boxes to a specific form for the new tax year. As a result, you need review and update the box number Xrefs to ensure that the Xrefs for the boxes are correct. Otherwise, when you import your data, you will not see the results you expected.

To roll over a prior year Xref:

1. Make sure you are in the tax year you want to roll the Xref to. Select tax year from the **Tax Year** drop-down list if you are not in the tax year you want to roll the Xref to.
2. In the grid under the **Prior Year Field Code Translations to Rollover** section on the Field Map List page, select the check box in the left column for each of the Xrefs you want to roll over. If you want to roll over all of the Xrefs listed in the grid, select the check box in the column heading.
3. Click **Rollover**. The Xref is added to the grid under the Code Translations for Field Maps section on the Field Map List page.

4. Click the **Translation for** link in the grid under the **Code Translations for Field Maps** section to review and, if necessary, update the Xrefs.

LESSON 1: WRAP-UP

In this lesson, you learned about field maps and Xrefs. Field maps allow ONESOURCE Tax Information Reporting to interpret the data in your source file and assign it to a specific field in ONESOURCE Tax Information Reporting. You can set up, update, copy, roll over and delete field maps for the following data types: payers, recipients, form multi, form single, the 1220 filing format, payer return addresses, statement messages, system contacts, shipping addresses, NQI information, payer state codes and return mail codes.

Xrefs allow the data in your source file to be recognized and interpreted during the import process even though the data in your source file has a different value than the default value ONESOURCE Tax Information Reporting provides. You can set up, update and roll over Xrefs.

ONESOURCE Tax Information Reporting interprets and assigns the data based on mapping coordinates and, possibly, import rules and import options that you enter and set in ONESOURCE Tax Information Reporting. Mapping coordinates are the beginning and ending positions (or columns) in your source file that ONESOURCE Tax Information Reporting references during the import process to locate the data for a record.

These tasks help you set up and work with field maps and Xrefs so that you can import your source data into ONESOURCE Tax Information Reporting with as few errors and formatting issues as possible.

LESSON 2: TRANSFER FILES

In this lesson, you will learn how to transfer (or upload) your source files to your ONESOURCE Tax Information Reporting database and how to delete a transferred file. Before you can import your source data into ONESOURCE Tax Information Reporting, you must transfer the source files to your ONESOURCE Tax Information Reporting database. While you can transfer as many files as you need, the source files that you transfer must have a .DAT or .TXT extension.

The tasks in this lesson can help you move one or more source files to your ONESOURCE Tax Information Reporting database so that you can then import your source data into ONESOURCE Tax Information Reporting.

OBJECTIVES

After completing this lesson, you will be able to:

- [Transfer One or More Source Files to Your ONESOURCE Tax Information Reporting Database \(page 24\)](#)
- [Delete a Transferred File \(page 26\)](#)

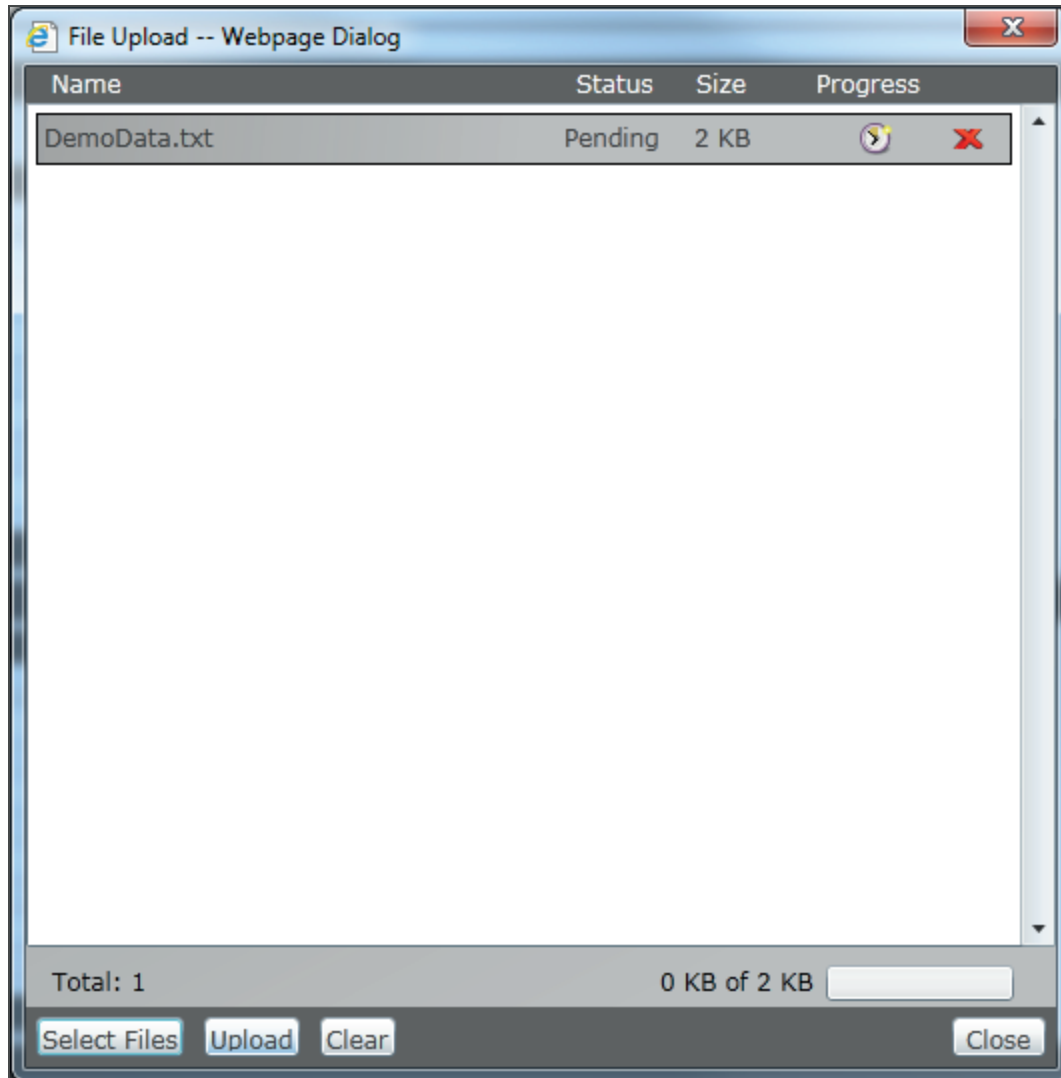
PREREQUISITES

The ability to transfer source files is controlled by the user profile assigned to you as a ONESOURCE Tax Information Reporting user. See your administrator if you cannot complete a task in Lesson 2.

TRANSFER ONE OR MORE SOURCE FILES TO YOUR ONESOURCE TAX INFORMATION REPORTING DATABASE

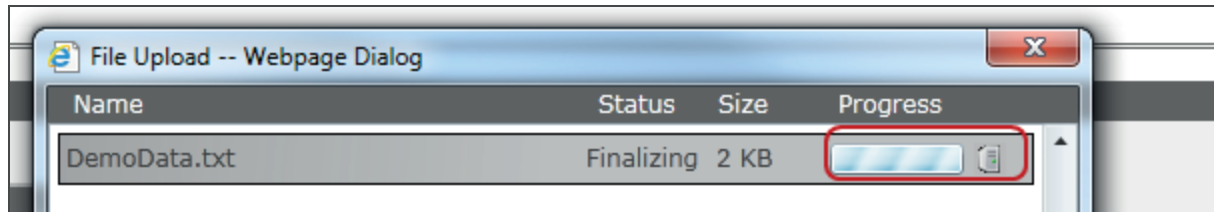
To transfer one or more source files to your ONESOURCE Tax Information Reporting database:

1. Click the **Import** module.
2. Select **Transfer Files** from the Side Menu.
3. Click **Select Files**.
4. Navigate to the folder where your source files are located, select one or more source files to transfer then click OK. The File Upload-Webpage Dialog page redisplay, listing the files you selected for transfer.

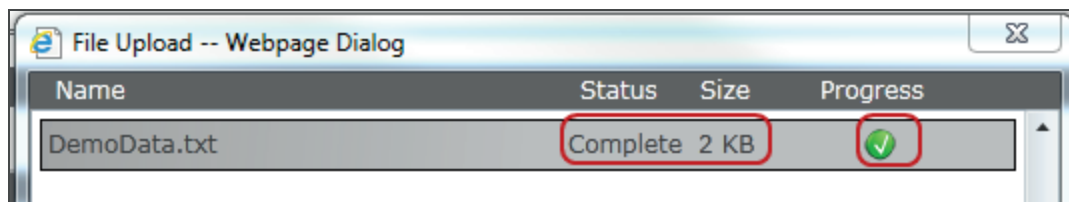



5. Click **Upload**. The file transfer process starts.

As the files are transferred, the File Upload-Webpage Dialog page displays the **Progress** bar to track the progress of the transfer process. While your files are transferred, you cannot access other pages in ONESOURCE Tax Information Reporting.




After the transfer process completes, the status shows as **Complete** and the **Progress** bar is replaced with a checkmark.



- Click **Close**. The Main Import page displays.
- Click  to refresh the Main Import page. The source files you transferred are now displayed in the grid under the **Files Transferred-Waiting for Import** section. You can now import the files you transferred.

DELETE A TRANSFERRED FILE

To delete a transferred file:

- In the grid under the **Files Transferred-Waiting for Import** section on the Main Import page, click  for the transferred file you want to delete. The file is removed from the grid.

LESSON 2: WRAP-UP

In this lesson, you learned how to transfer (or upload) your source files to your ONESOURCE Tax Information Reporting database and how to delete a transferred file. These tasks can help you move one or more source files to your ONESOURCE Tax Information Reporting database so that you can then import your source data into ONESOURCE Tax Information Reporting.

LESSON 3: IMPORT DATA

In this lesson, you will learn how to submit the source files you transferred for import. This task can help you import your source data into ONESOURCE Tax Information Reporting.

OBJECTIVES

After completing this lesson, you will be able to:

- [Submit a Transferred Source File for Import \(page 27\)](#)

PREREQUISITES

The ability to import data is controlled by the user profile assigned to you as a ONESOURCE Tax Information Reporting user. See your administrator if you cannot import data.

SUBMIT A TRANSFERRED SOURCE FILE FOR IMPORT



You can submit only one file for import at a time.

To submit a transferred source file for import:

1. Click the **Import** module.

	Date/Time Transferred	Source File Name	Field Map Category - Name	Header Row Exists
1	03/12/2012 04:36:04 PM	DemoData.txt		<input type="checkbox"/>

2. Under the **Files Transferred-Waiting for Import** section, select the field map to use to import the transferred source file from the **Field Map Category-Name** field.
3. Select the check box in the **Header Row Exists** column if you want the import process to ignore the first row in your source file.

4. Click **Submit** to submit the source file for import. You can now monitor the status of the import job using the Import Job Status page.

LESSON 3: WRAP-UP

In this lesson, you learned how to submit the source files you transferred for import. This task can help you import your source data into ONESOURCE Tax Information Reporting.

LESSON 4: STATUS AND RECONCILIATION REPORTS

In this lesson, you will learn how to work with the import status and reconciliation reports available in ONESOURCE Tax Information Reporting. The tasks in this lesson can help you monitor the progress of your import jobs to ensure the data imports correctly, identify discrepancies when the results of an import are not what you expect, and save you time if you need to update a field map because the mapping coordinates were incorrect.

OBJECTIVES

After completing this lesson, you will be able to:

- [View the Status of an Import Job \(page 30\)](#)
- [Download and Work with Rejected Record Files \(page 31\)](#)
- [Change the Import File Status for a File \(page 32\)](#)
- [Review a Reconciliation Report for a Form Import Job \(page 33\)](#)
- [Generate a Reconciliation Report for Multiple Form Import Jobs \(page 33\)](#)
- [Download a Reconciliation Report for Multiple Form Import Jobs \(page 34\)](#)
- [Download a File that Is Awaiting Import or that Had the Import File Status Changed \(page 34\)](#)

PREREQUISITES

The ability to work with import status and reconciliation reports is controlled by the user profile assigned to you as a ONESOURCE Tax Information Reporting user. See your administrator if you cannot complete a task in Lesson 4.

When working with rejected record files, a file compression utility (such as WinZip(R)) is required to extract the files.

The ADMIN user profile must be assigned to you before you can download a transferred source file that is awaiting import.

VIEW THE STATUS OF AN IMPORT JOB

To view the status of an import job:

1. Click the **Import** module.
2. Under the **Status Reports** section, click the **Import Job Status** link. The Import Job Status page displays the import jobs for the date range indicated in the **Type your Begin Date** and **End Date** fields. The default date range is five calendar days.



If you want to change the date range, type new begin and end dates in the **Type your Begin Date** and **End Date** fields then click **Display**.

The **Status** column displays the status for the import job. Other columns that may be helpful to you include:

COLUMN	DESCRIPTION
Batch ID	Displays the system-created identification number for each import job. Each time you submit an import job, ONESOURCE Tax Information Reporting assigns a batch ID.
Event	Displays the import job type.
Started	Displays the start date and time of the import job.
Ended	Displays the end date and time of the import job.
Status	Displays the status of the import job. If a fatal error exists, the error is displayed in this column.
Total Records	Displays the total number of records in the import job.
Records Rejected	Displays the total number of records in the import job that were rejected and were not loaded into ONESOURCE Tax Information Reporting. If there are rejected records, you can click the link to download the rejected records files. Rejected records files preserve the position of the values for each record. You can review the errors, make the necessary corrections then reload the rejected records in to ONESOURCE Tax Information Reporting.
Records Loaded	Displays the total number of records in the import job that were loaded in to ONESOURCE Tax Information Reporting.

COLUMN	DESCRIPTION
Source File Name	Displays the name of the source file. The name can be used to help you identify the import job.
Map Name	Displays the name of the field map used to import the data into ONESOURCE Tax Information Reporting.
Transferred By	Displays the name of the user who transferred the source file to ONESOURCE Tax Information Reporting.
Rollback Orig. BatchID	If the import job was rolled back, this column displays the original, system-created identification number for the import job.
Recon Report	<p>For a form import job, this column contains a link to the reconciliation report. A reconciliation report is automatically generated for each completed form import job. It lists each form type and the total amount in the source file and compares the amounts to the amounts that were successfully imported in to ONESOURCE Tax Information Reporting. For those forms that have amounts, the report lists the total amount imported for each box on the form.</p> <p>You should review the reconciliation reports that are generated to ensure the imported amounts are what you expect. If the imported amounts are not what you expect, you should first take into account any rejected records before you reload the source file or roll back the form import job.</p>
Event Started By	Displays the name of the user who submitted the import job.

DOWNLOAD AND WORK WITH REJECTED RECORD FILES

Rejected records are those records in your source file that contain errors. Rejected records are not loaded into ONESOURCE Tax Information Reporting, however, ONESOURCE Tax Information Reporting lets you download the rejected record files so that you can review the errors, make the necessary corrections then reload the records into ONESOURCE Tax Information Reporting.



If you want to work with rejected record files, you will need to use a file compression utility (such as WinZip(R)) to extract the files.

To work with rejected record files:

1. On the Import Job Status page, click the **Records Rejected** link to begin downloading the rejected records zip file for an import job. A **Records Rejected** link does not exist if all of the records in your source file were loaded into ONESOURCE Tax Information Reporting.



One or more files may be embedded in the zip file.

2. Extract the files in the zip file with a file compression utility (such WinZip) then double-click a file to view it.

For recipient import jobs, the zip file will frequently have the word, **Duplicate**, appended to it. This means that the recipients in the file were not included because either your field map is set to not update existing recipients or there are multiple instances of one or more recipients in your source file.

3. Scroll to the right side of the file to view the error (or reason for rejection).

Most errors are easy to understand. For example, the "Security Group is invalid" error for a recipient import job means that a user attempted to add a recipient with a security group that has not been added to ONESOURCE Tax Information Reporting or a user mapped the security group field to the wrong field.

For form import jobs, the "Missing Recipients" error is common. This means that the recipient was not added or the recipient key fields were mapped incorrectly, which resulted in ONESOURCE Tax Information Reporting not being able to locate the recipient. Other common errors include records that may be missing some form key field information. This could be caused by the records in the source file not having the default values used by ONESOURCE Tax Information Reporting or by the records not having a value at all.

After you determine the reason for rejection, you can make the necessary corrections to the records then reload the records into ONESOURCE Tax Information Reporting.

CHANGE THE IMPORT FILE STATUS FOR A FILE

When you change the import file status for a file, you make the file available for import again. You may want to do this because you updated a field map or because you are using the same file to import form details.

To change the import file status for a file:

1. Under the **Status Reports** section on the Main Import page, click the **Change Import File Status** link. The Change Import File Status page displays the files you imported for the date range indicated in the **Type your Begin Date** and **End Date** fields. The default date range is five calendar days.



If you want to change the date range, type new begin and end dates in the **Type your Begin Date** and **End Date** fields then click **Display**.

2. Select the check box in the **Select** column for each file you want to change the import file status for. If you want to change the import file status for all of the files listed in the grid, select the **All** check box located above the grid.
3. Click **Submit**. The import file status is changed for the files you selected.

REVIEW A RECONCILIATION REPORT FOR A FORM IMPORT JOB

A reconciliation report is automatically generated for each completed form import job. You should review the reconciliation reports to ensure the imported amounts are what you expected. If the imported amounts are different, you should first take into account any rejected records before you reload the source file or roll back the form import job.

To review a reconciliation report for a form import job:

1. On the Import Job Status page, click the **Recon Report** link for a form import job.

The reconciliation report lists each form type and the total amount in your source file. For the forms that have amounts, the total amounts imported for each box on the forms are included. When viewing a reconciliation report, the **Difference** column shows if there are any discrepancies between the amount in the source file and the amount that was loaded in to ONESOURCE Tax Information Reporting.

GENERATE A RECONCILIATION REPORT FOR MULTIPLE FORM IMPORT JOBS

To generate a reconciliation report for multiple form import jobs:

1. Under the **Status Reports** section on the Main Import page, click the **Import Reconciliation Report** link. The Import Reconciliation Report page displays the form import jobs for the date range indicated in the **Type your Begin Date** and **End Date** fields. The default date range is five calendar days.



If you want to change the date range, type new begin and end dates in the **Type your Begin Date** and **End Date** fields then click **Display**.

2. Enter the name you want to use for the reconciliation report in the **Name used to identify report** field.
3. In the grid, select the check box for each form import job you want to include in the reconciliation report. If you want to include all of the form import jobs in the reconciliation report, select the check box in the column heading of the grid.

4. Click **Submit**.
5. Click OK when a message indicating that the file is being created displays.

DOWNLOAD A RECONCILIATION REPORT FOR MULTIPLE FORM IMPORT JOBS

To download a reconciliation report for multiple form import jobs:

1. Select **Downloads** from the Side Menu on the Main Import page. The Files Available For Download page displays the reconciliation reports that are available for download for the date range indicated in the **Type your Begin Date** and **End Date** fields. The default date range is five calendar days.



If you want to change the date range, type new begin and end dates in the **Type your Begin Date** and **End Date** fields then click **Display**.

2. Click the **Defined Name** link for the reconciliation report you want to download.
3. Complete the download process. After the download process completes, you can view the report by navigating to where the downloaded report was transferred to.

DOWNLOAD A FILE THAT IS AWAITING IMPORT OR THAT HAD THE IMPORT FILE STATUS CHANGED

The ADMIN user profile must be assigned to you before you can download a file that is awaiting import or that had the import file status changed.

To download a file that is awaiting import or that had the import file status changed:

1. Under the **Status Reports** section on the Main Import page, click the **All Transferred Files** link. The All Transferred Files page displays the files that are awaiting import or that had the import file status changed for the date range indicated in the **Type your Begin Date** and **End Date** fields. The default date range is five calendar days.

If you want to change the date range, type new begin and end dates in the **Type your Begin Date** and **End Date** fields then click **Display**.

2. In the grid, click the **Source File Name** link for the file you want to download.
3. Complete the download process. After the download process completes, you can access the file by navigating to where the downloaded file was transferred to.

LESSON 4: WRAP-UP

In this lesson, you learned how to work with the import status and reconciliation reports available in ONESOURCE Tax Information Reporting. These tasks can help you monitor the progress of your import jobs to ensure the data imports correctly, identify discrepancies when the results of an import are not what you expect, and saves you time if you need to update a field map because the mapping coordinates were incorrect.

LESSON 5: ROLLBACK FORM IMPORT JOBS

In this lesson, you will learn how to rollback a form import job. Only one form import job can be rolled back at a time, and only ONESOURCE Tax Information Reporting users can initiate a form import rollback.



You can rollback only form import jobs. You cannot rollback any other type of import job.

When you rollback a form import job, you reverse the form import job. As a result, the amounts and records included in the form import job are removed from (or canceled out of) ONESOURCE Tax Information Reporting. You may want to rollback a form import when, for example, a Form 1099-MISC file was imported twice or when a form import job contained a large number of errors.

Although the amounts for the forms included in the import job are removed during the import process, they are not deleted. Rather, ONESOURCE Tax Information Reporting creates adjusting entries for the imported amounts. The imported amounts and the rollback amounts are not shown as form details, and are suppressed when the forms are printed. If a form was created during an import but was rolled back, the form is marked as deleted.

The task in this lesson can help you reverse a form import job because it is a duplicate or because it contained a large number of errors.

OBJECTIVES

After completing this lesson, you will be able to:

- [Rollback a Form Import Job \(page 38\)](#)

PREREQUISITES

The ability to rollback form import jobs is controlled by the user profile assigned to you as a ONESOURCE Tax Information Reporting user. See your administrator if you cannot rollback a form import job.

Additionally, before you complete Lesson 5, you should first make sure you have successfully imported at least one form file so you can rollback the import job.

ROLLBACK A FORM IMPORT JOB

To rollback a form import job:

1. Click the **Import** module.
2. Select **Rollback** from the Side Menu. The Import Rollback page displays the form import jobs for the date range indicated in the **Type your Begin Date** and **End Date** fields. The default date range is five calendar days.



If you want to change the date range, type new begin and end dates in the **Type your Begin Date** and **End Date** fields then click **Display**.

3. Select the check box in the left column for the form import job you want to rollback.
4. Click **Submit**.

LESSON 5: WRAP-UP

In this lesson, you learned how to rollback a form import job. This task can help you reverse a form import job because it is a duplicate or because it contained a large number of errors.