ONESOURCE TAX INFORMATION REPORTING

LEARNING ABOUT THE VIEWS & REPORTS MODULE

Document Version 4

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DOCUMENT HISTORY

VERSION NUMBER	VERSION DATE	SUMMARY
1	August 2016	Initial publication.
2	January 5, 2018	Initial publication of new document format.
3	June 11, 2018	• Added the **Covered Individual History**, **Form History for ACA 1095B** and **ACA TIN Solicitation Print History** views and reports to the list of views. • Removed the **Save & Run** selection when saving a custom view.
4	February 11, 2019	Updated the **Print/Filing** views in Views and Reports (page 17).

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THE VIEWS & REPORTS MODULE

The objective of this learning module is to enable you to work with online views and reports so you can analyze recipient, payer and form data (as well as data from each ONESOURCE Tax Information Reporting module) to determine if further action (such as correcting form, recipient or payer errors) is necessary.

OUTLINE

- Lesson 1: Work with Views and Reports (page 3) focuses the tasks you can perform with standard and custom views and reports. This includes running views and reports, creating custom views and reports, and scheduling reports for processing at a later time or at periodic intervals.

- Lesson 2: Download Files (page 15) focuses on downloading views that have been exported to a file.

> When working in the **Views & Reports** module, you may see **Ad Hoc Reports** on the Side Menu of the Main Views & Reports page. The Ad Hoc Reports feature is not included in this learning module because it requires activation at the account level before you can use it. Contact your Account Manager to learn more.

SPECIAL TERMS OR PHRASES

TERM OR PHRASE	DESCRIPTION
Download	To transfer data from ONESOURCE Tax Information Reporting to another location, such as your workstation.

TERM OR PHRASE	DESCRIPTION
Views and reports	A feature that lets you view and analyze recipient, payer and form data as well as data from each ONESOURCE Tax Information Reporting module. Views are displayed in ONESOURCE Tax Information Reporting while reports are exported and downloaded. The data in a view is displayed in rows and columns. The rows display database records (such as payer records) and the columns display data for a specific field (such as for the **Payer Name 1** field). To distinguish a view from a report, look for . Views have , but reports have . ONESOURCE Tax Information Reporting has two types of views: standard and custom. Standard views are supplied with ONESOURCE Tax Information Reporting and contain common combinations of information. See Views and Reports (page 17) to learn more about the views and reports that are supplied with ONESOURCE Tax Information Reporting. Custom views are created by you based on standard views. Custom views are either public or private. Public views can be accessed by any ONESOURCE Tax Information Reporting user who can access the **Views & Reports** module. Private views are created by you and can be accessed by you only.
SFTP	An optional feature that encrypts and authenticates the files you import and download from ONESOURCE Tax Information Reporting. See your Account Manager if you do not currently use the SFTP feature but want to.

LESSON 1: WORK WITH VIEWS AND REPORTS

In this lesson, you will learn about standard and custom views. Standard views are supplied with ONESOURCE Tax Information Reporting and contain common combinations of information. See Views and Reports (page 17) to learn more about the views and reports that are supplied with ONESOURCE Tax Information Reporting.

Custom views are created by you based on standard views. Customizing a standard view is typically completed when you want to add fields to a standard view, add filters to some fields to limit the number of records displayed in the view, or to rearrange the order of the fields in a report.

Certain standard views should be run in January to help you reconcile records loaded before you print your forms, determine the number of forms for printing purposes, or identify recipients with errors so you can resolve those errors before you print and file your forms. These views include:

CATEGORY	VIEW	PURPOSE
Form	**Counts by Form Type**	Shows you a list of the form types in your ONESOURCE Tax Information Reporting database for a specific tax year, and provides the total number of forms for each form type. All forms are counted regardless of whether the forms meet the reporting threshold established by the tax jurisdiction.
Form	**Forms with Errors**	Shows you a detailed listing of the forms that ONESOURCE Tax Information Reporting identifies as having errors. In the view, the **Filing Severity** column identifies if the error will affect filing or if the error is informational only. Forms with these errors might not be printed or filed, so this view can help you identify errors and clear them so that you do not have to print or file a correction later. Forms that have recipient errors are not included in this view.
Form	**Totals by Payer-By Form Type**	Shows you a summary of your payers' total amounts for the form type you select. All forms for active recipients are included in the totals. Forms that do not meet the reporting threshold or that are marked Ignore for Print or Ignore for Filing are included.
Form	**Form Listing-By Form Type**	Shows you a detailed listing of individual forms (regardless of reportability) for the form type you select. When run, this view displays the individual forms for a recipient.

CATEGORY	VIEW	PURPOSE
Print/Filing	**Forms Ready for Original Print-By Form Type**	Shows you the total number of forms that are ready for original print, which can be helpful in determining how many forms will be included in a batch print. Forms that have a **Correction Print** status, that do not meet the reporting threshold, or that are marked Do Not Print are not included in this view.
Print/Filing	**Forms That Will Not Be Included in Original Print-By Form Type**	Shows you a summary of the forms that will not be included in an original print. Most of these forms will be those that do not meet the reporting threshold requirements.
Recipient	**Recipients with Errors**	Shows you a detail listing of all recipients with errors. This view does not distinguish between recipients with reportable forms and recipients without reportable forms.

The tasks in this lesson can help you create online views and reports so you can improve your processes, work more efficiently, and more easily identify errors in payer, recipient and form data so you can clear them before your forms are printed or filed.

OBJECTIVES

After completing this lesson, you will be able to:

- Run a View (page 5)
- Move through a View (page 5)
- Export a Report (page 6)
- Create an Ask Filter for a View (page 7)
- Create a Custom View (page 7)
- Copy a Custom View (page 12)
- Delete a Custom View (page 12)
- Schedule a Report for Processing at a Later Time or at Periodic Intervals (page 12)
- View the Reports that Are Scheduled to Run (page 14)

PREREQUISITES

The ability to work with views and 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 1.

Additionally, review Fields that Can Be Included as View Columns (page 33) before you create a custom view.

RUN A VIEW

To run and move through the view:

1. Click the **Views & Reports** module. The Main Views & Reports page displays.
2. Complete one of the following:
   - For a standard view, open the section on the Main Views & Reports page that contains the view you want to run.
   - For a custom view, select **Custom Views** from the Side Menu on the Main Views & Reports page. The Custom Views page displays. Open the section that contains the view you want to run.
3. Click . The Views page displays the view.

MOVE THROUGH A VIEW

The different ways you can move through a view include:

1. Browse through the pages of the view. To browse:
   - Click or arrow to move to the next page of the view.
   - Enter the page number you want to move to in the **Jump to Page** field then click .
2. Sort the results so that similar results are grouped together. To sort the results, click a column heading. For example, if you want to view the print files by payer code, click the **Payer Code** column heading.
3. Search for specific information in the view. To search for specific information:

a. Click ⊞.

b. Select the column you want to search from the **Column** drop-down list.

c. Select the expression you want to use from the **Expression** drop-down list.

d. Enter the text to search for in the **Find Value** field.

e. Click **Find**. The first row that meets your search criteria is highlighted. Click **Find Next** to move to the next row that meets your search criteria.

4. Create a filter so that only those results that meet a certain condition are displayed in the view. To create a filter:

   a. Click ⊞ for **Ask**.

   b. Select the column you want to apply the condition to from the **Column** drop-down list.

   c. Select the operator to use from the **Operator** drop-down list.

   d. Enter the condition that must be met before the row will be displayed in the **Value** field.

   e. Click ➔. The grid to the right displays the filter you created.

   f. Click **Display**. Only the results that meet the filter are displayed on the Views page.

EXPORT A REPORT

To export a report:

1. Complete one of the following to display the Views & Reports-Webpage Dialog page:

   - From the Main Views & Reports page or Custom Views page, click for the report you want to export.

   - From the Views page, click **Export**.

2. Enter the file name of the report in the **Provide a name used to identify your file** field.

3. Select the format of the report from the **Output file as** drop-down list.

- Select **Text** to export the report as a pipe-delimited text file.
- Select **Excel 97** to export the report in the Microsoft(R) Excel(R) 97 file format.
- Select **Excel 2007** to export the report in the Microsoft Excel 2007 file format.

4. Click **Submit**. The report is now available for download from the Files Available for Download page. See Lesson 2: Download Files (page 15) to learn how to download the file.

CREATE AN ASK FILTER FOR A VIEW

To create an Ask filter for a view:

1. From the Main Views & Reports page or Custom Views page, click for the view you want to create an Ask filter for. The Views page displays but does not show the view.
2. Click the **Ask** plus sign if the fields for entering filter criteria are not visible.
3. Select the column you want to apply the condition to from the **Column** drop-down list.
4. Select the operator to use from the **Operator** drop-down list.
5. Enter the condition that must be met before the row will be displayed in the **Value** field.
6. Click . The grid to the right displays the filter you created.
7. Click **Display**. Only the results that meet the filter are displayed on the Views page.

CREATE A CUSTOM VIEW

To create a custom view:

1. From the Main Views & Reports page, click for the standard view you want to base your custom view on. The Step 1: Select Columns page displays.
2. Complete the following to choose the columns you want to include:

> See Fields that Can Be Included as View Columns (page 33) if you want to know more about a column.

   a. From the drop-down list above the **Columns** available in your view box, select the category that contains the columns you want to select from.

   b. Choose the columns by selecting the column heading from the **Columns available in your view** box. You can choose as many columns as is necessary.

   c. Click the right arrow to move the column to the **Selected columns in your view** box.

   If you want to remove a column you chose, select the column heading in the **Selected columns in your view** box then click the left arrow to move the column back to the **Columns available in your view** box.

   d. To change the order of the columns, select the column heading in the **Selected columns in your view** box then:

   - Click the up arrow to move the column up one position.
   - Click the down arrow to move the column down one position.
   - Click the **Move To Top** arrow to move the column to the first column in the list.
   - Click the **Move To Bottom** arrow to move the column to the last column in the list.

3. Click **Next** at the top of the Step 1: Select Columns page. The Step 2: Column Options page displays.

> Changes to the Step 2: Column Options page will be available in a future release. Currently, you cannot indicate that you want to be able to update the information in the column from the view.

4. Click **Next** to move to the Step 3: Build Filter page.

5. Complete the following to add a filter or a sliding timeframe filter:

   - To add a filter to limit the data in your view:

     a. Select the column you want to use as the first part of the filter's comparison from the **Column** drop-down list. The column you select is compared with the value you enter in the **Value** field.

     b. Select the mathematical operation you want to use to compare the first part of the filter's comparison with the second part of the filter's comparison from the **Operators** drop-down list.

You can select from equation operators or like operators. Equation operators set up a filter's comparison as a mathematical equation (for example, Payer EIN = 123456789). Like operators set up a filter's comparison so that it is a wildcard character match.

c. Select the value type to use for your filter from the **Value Type** drop-down list.

   - **User defined** means that you enter the value you want to use as the second part of the filter's comparison in the **Value** field.

   - **Column defined** means that you select another column that you want to use as the second part of the filter's comparison in the **Value** drop-down list.

d. Enter or select the value you want to use as the second part of the filter's comparison in the **Value** field or drop-down list.

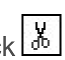
e. Click **Add** to add the filter to your custom view.

   You can add as many filters as is necessary. To add another filter, select the condition you want to use for the filter from the first drop-down list. A condition is used to indicate whether the filter you are adding should be included with the previous filter.

   - An **AND** condition includes the filter with the previous filter. Selecting **AND** as the condition means that a record must match both the filter you are adding and the previous filter before it can be displayed in the view or report. **AND** must be used for the first filter.

   - An **OR** condition indicates that either the filter you or adding or the previous filter (but not both) should be used. Selecting **OR** as the condition means that a record must match either the filter you are adding or the previous filter before it can be displayed in the view or report.

   If you add multiple filters, be sure to use the parentheses to group the information together appropriately.

   If you need to remove a filter, click .

- To add a sliding timeframe filter to limit the data in your view or report to a certain time range:

  - Under the **Build Timeframe Filter** area at the bottom of the Step 3: Build Filter page, select the first column to use to limit the scope of the results from the **Column** drop-down list.

  - Select the time range to use to limit the scope of the results to be returned for the field you selected in the **Column** drop-down list from the **Timeframe** drop-down list.

- Click **Add**. The first sliding timeframe filter is added below the **Build Timeframe Filter** area.

  You can add as many sliding timeframe filters as is necessary. To add another sliding timeframe filter, select the condition you want to use for the filter from the first drop-down list. A condition is used to indicate whether the filter you are adding should be included with the previous filter.

  - An **AND** condition includes the sliding timeframe filter with the previous sliding timeframe filter. Selecting **AND** as the condition means that a record must match both the filter you are adding and the previous filter before it can be displayed in the view or report. **AND** must be used for the first filter.

  - An **OR** condition indicates that either the sliding timeframe filter you or adding or the previous sliding timeframe filter (but not both) should be used. Selecting **OR** as the condition means that a record must match either the filter you are adding or the previous filter before it can be displayed in the view or report.

  If you add multiple sliding timeframe filters, be sure to use the parentheses to group the information together appropriately.

  If you need to remove a filter, click .

6. Click **Next** at the top of the Step 3: Build Filter page. The Step 4: Select Columns To Sort page displays.

7. Complete the following to select the columns to sort the results of your custom view by:

   a. Use the **Select the category that contains the columns you wish to sort by in your view** drop-down list to select the category that contains the columns you want to select from.

   b. Choose the columns by selecting the column heading from the **Available columns you wish to sort by in your view** box. You can choose as many columns as is necessary.

   c. Click the right arrow to move the column to the **Selected columns to sort by in your view** box.

      If you want to remove a column you chose, select the column heading in the **Selected columns to sort by in your view** box then click the left arrow to move the column back to the **Available columns you wish to sort by in your view** box.

   d. To change the sort order of the columns, select the column heading in the **Selected columns to sort by in your view** box then:

- Click the **Move To Top** arrow to move the column to the first column in the list. The first column is the primary sort order of the columns.
- Click the **Move To Bottom** arrow to move the column to the last column in the list.
- Click the up arrow to move the column up one position.
- Click the down arrow to move the column down one position.

8. Click **Next** at the top of the Step 4: Select Columns To Sort page. The Step 5: Sort Columns page displays.
9. Select the order you want to sort the results of your custom view from the **Sort** column. Most of the time, you need to define only one sort order.
   - Select **ASC** to sort the results in ascending order.
   - Select **DESC** to sort the results in descending order.
10. Click **Next** at the top of the Step 5: Sort Columns page. The Step 6: Create eCview Properties page displays.
11. Complete the following to define the properties of your view:
    a. Select the type of view from the **Type** list.
       - **Private** defines the view as a private view. A private view can be accessed by you only.
       - **Public** defines the view as a public view. A public views can be accessed by any ONESOURCE Tax Information Reporting user who can access the **Views & Reports** module.

    b. Enter the name for the view in the **Title** field.

    c. Enter a description for the view in the **Description** field.
12. Click **Next** at the top of the Step 6: Create eCview Properties page. The Step 7: View Your Report Summary page displays.
13. Review the type, title, selected columns, filters and sort properties of your custom view then complete one of the following:
    - Click **Back** to return to a previous step to make adjustments to the view.
    - Click **Save** to save the view.

- Click **Export** to export the view as a report.

COPY A CUSTOM VIEW

To copy a custom view:

1. From under the **Public Views** or **Private Views** section on the Custom Views page, click for the view you want to copy. The Custom Views page is refreshed and a copy of the view is added under the **Private Views** section.

   If you need to change the copy of the view from private to a public, select the check box in the first column of the grid listing the private registers, then click **Submit**.

DELETE A CUSTOM VIEW

To delete a custom view:

1. From the **Public Views** or **Private Views** section of the Custom Views page, click for the custom view you want to delete.
2. Click OK when a message asking if you are sure you want to delete the view displays. The view is removed from the Custom Views page.

SCHEDULE A REPORT FOR PROCESSING AT A LATER TIME OR AT PERIODIC INTERVALS

To schedule a report for processing at a later time or at periodic intervals:

1. From the Main Views & Reports page or the Custom Views page, click for the view you want to schedule for processing. The Create/Edit Scheduled Batch-Webpage Dialog page displays.

Using a custom view rather than a standard view may benefit you because custom views can contain sliding timeframe filters to limit the results to a certain time range. For example, the standard **Recipient Updates** view contains all of the recipients that were updated since your ONESOURCE Tax Information Reporting database was created. However, if you create a custom **Recipient Updates** view that contains a sliding timeframe filter with the **Yesterday** time constraint then, when the scheduled report is processed, the results will contain only those recipients that were updated the previous day.

2. Enter a description in the **Schedule Description** field. Entering a description can be helpful in identifying the file on the Scheduled Jobs page.

   If you schedule a job after submitting a batch print or filing job then the description you enter for the scheduled job replaces the description you entered for the batch print or filing job.

3. Select how often you want the report to run:
   - **Once** runs the report only once at a later time.
   - **Daily** runs the report each day at a certain time.
   - **Weekly** runs the report on the same day each week.
   - **Monthly** runs the report on the same day each month.
4. For daily or monthly scheduled reports, select **Yes** to schedule the report to run on any day of the week except weekends, or select **No** to schedule the report to run on any day of the week including weekends.
5. Select the start and end dates and times from the **Start Date/Time** and **End Date/Time** drop-down lists. If you are scheduling a report to run only once, you do not need to provide an end date and time.
6. If you subscribe to the SFTP feature, select the **SFTP the report automatically to my account's Outbox** check box to place the resulting output file from the scheduled report in your SFTP **Outbound** folder.
7. Click **Schedule** to submit the scheduled report. The Views & Reports-Webpage Dialog page displays.
8. Select the format of the report from the **Output file as** drop-down list.
   - **Text** formats the report as a pipe-delimited text file.
   - **Excel 97** formats the report in the Microsoft(R) Excel(R) 97 file format.
   - **Excel 2007** formats the report in the Microsoft Excel 2007 file format.
9. Click **Submit** then click OK when the message informing you that you can access the report displays.

You can download the report using the Files Available For Download page after the scheduled time elapses. You can also view all of the reports in your database that are scheduled to run from the Scheduled Jobs page.

VIEW THE REPORTS THAT ARE SCHEDULED TO RUN

To view the reports that are scheduled to run:

1. From the **Status Reports** section of the Main Views & Reports page, click the **Scheduled Jobs** link. The Scheduled Jobs page displays all of the reports that are scheduled to run.

> If you need to delete a scheduled report, click ✕ .

LESSON 1: WRAP-UP

In this lesson, you learned about the tasks you can perform with standard and custom views and reports. These tasks include running views, creating custom views and scheduling reports for processing at a later time or at periodic intervals. These tasks can help you create online views and reports so you can improve your processes, work more efficiently, and more easily identify and clear errors in payer, recipient and form data before your forms are printed or filed.

LESSON 2: DOWNLOAD FILES

In this lesson, you will learn about downloading views that have been exported to a file. Before you can download a file, you must export it.

The tasks in this lesson can help you transfer data from ONESOURCE Tax Information Reporting to another location, such as your workstation, so you can further analyze the information to determine if further action is necessary.

OBJECTIVES

After completing this lesson, you will be able to:

- Download a File (page 15)
- Delete a File that Is Ready for Download (page 16)

PREREQUISITES

The ability to download 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.

Additionally, before you complete Lesson 2, you should first export the data you want to download.

DOWNLOAD A FILE

To download a file:

1. Click the **Views & Reports** module. The Main Views & Reports page displays.
2. Select **Downloads** from the Side Menu. The Files Available For Download page displays.
3. Complete one of the following in the grid under the **Files Available for Download** section:

> On the Files Available For Download page, you can change the date range to include more or fewer files by entering new begin and end dates in the **Type your Begin Date** and **End Date** fields then clicking **Display**.

- Click the **Defined Name** link to begin downloading the pipe-delimited or Microsoft Excel formatted files.
- If you use the SFTP feature and you want to transfer an encrypted version of the file to your **Outbound** folder, select the **Secure FTP** check box then click **Submit**. ONESOURCE Tax Information Reporting transfers the file to your **Outbound** folder.

You can now view the downloaded file by navigating to where the downloaded file was transferred to.

DELETE A FILE THAT IS READY FOR DOWNLOAD

To delete a file that is ready for download:

1. From the **Files Available for Download** section of the Files Available For Download page, click ✕ for the file you want to delete. The file is removed from the Files Available For Download page.

LESSON 2: WRAP-UP

In this lesson, you learned about downloading views that have been exported to a file. These tasks can help you transfer data from ONESOURCE Tax Information Reporting to another location so you can further analyze the information to determine if further action is necessary.

VIEWS AND REPORTS

FORM VIEWS AND REPORTS

- **Counts By Form Type**-This view lists each form type for the selected tax year with a count for each form type. All forms are counted without respect to threshold. This view cannot be customized.
- **Counts By Form Type-ACA form series**-This view lists all of the forms in the 1095 (health coverage) by form type for the selected tax year. It includes all of the data for each form type. This view cannot be customized.
- **W-2 Box 14 Totals by Type**-This view subtotals W-2 box 14 amounts by the description fields.
- **Covered Individual History (Standard and Custom versions)**-This view and report provides a list of ACA covered individuals whose information was updated.
- **Federal Tax Withholding-Summary by Payer**-This view provides totals for the selected tax year of federal withholding by payer and state combination. ONESOURCE Tax Information Reporting totals form records for active recipients with federal withholding amounts and provides a total for each payer, state and form type combination. You can use this view to reconcile federal withholding amounts to your IRS Form 945 and your source systems. You can customize this view by adding or deleting columns and by adding filters. You can also change the fields the results are grouped on.
- **Form History for ACA 1095B (Standard and Custom versions)**-This view and report provides a list of 1095-B forms that were updated.
- **Forms with Errors**-This view provides a detailed listing of any form that has any error for the selected tax year. If a form is in error status because of a recipient error, it will not be included in this list. This view can be customized.
- **Forms With Federal or State Withholding for Exempt Recipients**-This view lists each form for an exempt recipient where federal or state withholding is greater than $0.
- **State & Local Tax Withholding-Summary by Payer**-This view provides totals for the selected tax year of state withholding by payer, state and form type combination. ONESOURCE Tax Information Reporting totals form records for active recipients with state withholding. You can use this view to reconcile state withholding amounts in ONESOURCE Tax Information Reporting to your annual state reconciliation returns and state filings. All states with withholding amounts are listed without regard to state filing requirements. You can customize this view by adding or deleting columns and by adding filters. You can also change the fields the results are grouped on.

The **State Filings Required** view provides a list of states where filing is required. For example, if you have a form with state withholding in FL (Florida), a record displays in the **State & Local Tax Withholding Summary** view even though Florida has no income tax.

- **W-2 Local Withholding-Summary by Payer**-This view provides W-2 totals for the selected tax year of city and local jurisdiction withholding by payer, city or locality. ONESOURCE Tax Information Reporting totals W-2 records for active recipients with annual local/city W-2 filing requirements. This view can be customized.
- **Totals by Payer-By Form Type**-This view provides form information by form type totaled by payer code and taxable state. All forms for active recipients are included in the totals, meaning that forms that do not meet reporting threshold or are marked Ignore for Print or Ignore for Filing will be included. You can customize this view by adding or deleting columns and by adding filters. You can also change the fields the results are grouped on.
- **Form Listing-By Form Type (Standard and Custom versions)**-This view provides a detailed listing of individual forms by form type. You can use this view to see individual forms for a recipient. The standard view includes all forms for a form type regardless of reportability. You can customize this view by adding or deleting columns and by adding filters. Columns that can be added include recipient, payer and form fields. Certain fields in this view can be set to **Updateable** in a custom view. These fields, including the **Statement Message** and **Return Address Code** fields, can be changed from a view.
- **Forms with Changes Since Original Print-By Form Type (Standard and Custom versions)**-This view details any form that has been changed since the form was originally printed. The results are returned at the form level and show the current record for the form. You can use this view, for example, to find form changes made by your call center staff. This view can be customized.
- **Detail Records Added Manually-By Form Type (Standard and Custom versions)**-This view lists any transactions added to a form online. For example, on a periodic basis, you may want to review any transactions entered online. The user name for the transaction is included in the standard view. This view can be customized.
- **Form Detail Reports-By Form Type**-This report (which cannot be run as a view) returns all detail transactions for the selected form type. All detail fields are returned in the results file. You can use the Ask feature to filter by certain fields. For example, if you want to find all transactions where Detail User Defined 1 = x, you can use the Ask feature and enter the filter on the **Detail User Defined 1** field to retrieve those transactions. You can customize this view by adding or deleting columns and by adding filters. Also, you can select the format of the output file as a text or Excel file. If you expect the output file to have more than 65,000 rows, it is recommended that you select the text file as the output file.
- **Forms That Will Not Be Included in Original Filing-By Form Type**-This view lists the forms for the selected tax year that will not be included in an original filing.

- **Form Detail Aggregation Reports-By Form Type**-This report (which cannot be run as a view) includes the forms that can be grouped together based on the threshold aggregation rules for the selected tax year.
- **Reportable Forms for Inactive Recipients-By Form Type**-This view lists (by form type) the forms that were reportable but that currently have deleted recipients. This view includes 1095-B and 1095-C forms.
- **Forms with Inactive or Deleted Status-By Form Type**-This view lists the forms that are inactive or that have a deleted status. The forms are listed by form type.
- **1095-A Individual Dependent Information**-This view includes the information for each dependent listed on a Form 1095-A.
- **1099LTC Insureds are different from Recipients**-This view includes the 1099-LTC forms where the insured is different from the recipient.
- **Covered Individual Listing-By Form Type**-This view lists the Affordable Care Act (ACA) covered individuals.
- **Form Transactions Pending Approval Report**-This report (which cannot be run as a view) lists the forms with transactions that are pending approval.
- **Forms with Errors-ACA form series**-This view lists the 1095 (health coverage) series forms that have errors.

PRINT/FILING VIEWS AND REPORTS

Print Views

- **Print Statistics**-This standard view provides mailing information for print batches. Users who are not granted print/filing user rights can use this report to view print statistics, such as package counts or when forms were mailed.
- **Reprint/Corrections ACA Summary**-This view provides a list of the 1095-B and 1095-C forms that have a **Reprint** or **Correction Printed** status.

- **Reprint/Corrections Summary**-This view applies to only the 1099 return series. It includes the print batch ID, data and the payer of the forms that have been marked **Reprint** or **Correction Printed**. This view can be customized with payer, recipient, print activity and form summary fields. When creating a custom view, use the **Parameter Code** and/or **Parameter Value** fields to build a filter and limit the amount of data included in the view.

- **Forms Ready for Original Print-By Form Type**-This view provides totals by payer and state of the forms that are ready for original print. Forms that do not meet the reporting threshold are not included, as well as forms that are marked Do Not Print. Any form that has been printed and changed displays in **Correction Print** status and will not be included in this view. This view is helpful when determining how many forms will be included in a batch print. For example, if you estimate that you have 200,000 reportable forms and this view returns 100,000 reportable forms, you know that you should investigate the issue.

  This view does include forms with errors. You can customize this view by adding or deleting columns and by adding filters. You can also change the fields the results are grouped on.

- **Forms That Will Not Be Included in Original Print-By Form Type**-This view provides totals by payer and state of the forms that will not be included in an original print. Most of these forms will be those that do not meet reporting thresholds. Any forms marked Do Not Print will be included in the results. You can customize this view by adding or deleting columns and by adding filters. You can also change the fields the results are grouped on.

- **Forms Printed-By Form Type**-The view returns totals by print batch ID, payer and state for all forms that have been printed. Correction print batches will be included. This view can be helpful in determining the total number of forms printed. You can customize this view by adding or deleting columns and by adding filters. You can also change the fields the results are grouped on.

- **Corrections Pending Print-By Form Type**-This view provides totals by payer and state for the forms that have a correction print pending. This view excludes any forms that have already been printed as a correction and any forms that are marked Do Not Print. This view can be helpful in determining the number of corrections that are pending. To see a detailed listing of forms that are pending correction print, create a custom view based on the **Form Listing** view and filter on print status (**Print Status > Original Done**). You can customize this view by adding or deleting columns and by adding filters. You can also change the fields the results are grouped on.

- **Corrections Pending Print Form Listing-By Form Type**-This view provides a form level listing of corrections pending.

- **Forms Ready for Original Print Form Listing-By Form Type**-This view provides a form level listed of the forms that are ready for original print. The forms are listed by form type of the selected tax year.

- **Payers Included in the Print Extension Files Generated**-This view lists the payers that were included in an extension request.
- **Payers Not Included in the Print Extension Files Generated**-This view lists the payers that were not included in an extension request.
- **Custom Document Association History**-This report lists in descending order all current associations as well as any association updates or removals for a custom document. Use this report to review the payer and form type association, the data and time the association was added or deleted, and whether the custom document is a tax form insert or a nondiscrimination notice. Nondiscrimination notices are identified during the association process when printing is based on the recipient address state. The **Status** column indicates whether the association is current or deleted.
- **Existing Custom Documents**-This report lists in descending order the versions for a custom document. Use this report to review the dates and times when each version was created or updated, the user who signed off on the uploaded image, and the association status. The association statuses include:
  - **No document**-Indicates that a name and description were entered but no PDF was uploaded.
  - **Document Not Signed Off**-Indicates that a PDF was uploaded but the uploaded image has not yet been signed off.
  - **Association Incomplete**-Indicates that the uploaded image was signed off, but the association process has not been completed.
  - **Association Complete**-Indicates that the custom document has been uploaded, the uploaded image has been signed off, and the association process is complete.

Filing Views

- **Quarterly Filing Reconciliation-Totals by Payers (Filed)**-This view provides totals by payer of forms that have a completed quarterly filing. You can use this view to reconcile state withholding in ONESOURCE Tax Information Reporting to your source system or withholding deposits. This view cannot be customized.
- **1094-C Details**-This view allows you to review the 1094-C data without accessing each 1094-C Form Summary page.
- **1095-B Acknowledgment File Details**-After uploading a 1095-B IRS Acknowledgment error file to ONESOURCE Tax Information Reporting, you can use this view to review the errors reported by the IRS.
- **1095-C Acknowledgment File Details**-After uploading a 1095-C IRS Acknowledgment error file to ONESOURCE Tax Information Reporting, you can use this view to review the errors reported by the IRS.

- **Direct State Filings Required**-This view provides a list of payer and state combinations where a state filing is required for the selected tax year.

  This view includes direct state filings only, and does not provide information on records that will be reported to the states via the CFS filing.

- **Direct State Filings Required-No Payer State ID**-This view provides a list of payer and state combinations where a state file is required for the selected tax year but no payer state ID is entered.

- **Filing 1095B and 1095C XSD Validation Errors**-This view allows users to review XSD validation errors in test health coverage filings for Forms 1095-B and 1095-C. After a test health coverage filing is prepared, the report can be run within the ONESOURCE Tax Information Reporting application, or it can be exported as a text file or Microsoft (R) Excel (R) file format. The report includes only the records that meet the criteria for inclusion in the test filing.

- **Filing Summary (Standard and Custom versions):**-This view provides summary filing information by filing batch ID. Record counts and federal and state withholding totals are provided by payer and form type combination. For example, if filing batch ID 123 included one payer and three form types, the view returns a row for each form type. The view can be customized to add payer and filing batch information.

- **List of Contractors included in an ICR filing**-This view lists the independent contractors included in an ICR filing.

- **Local Filings Required**-This view provides a list of payer and city or local jurisdiction combinations where an annual city or local filing is required for the selected tax year.

- **Forms Ready for Original Filing-By Form Type**-This view provides totals by payer and state of forms that will be included in an original filing. Forms that do not meet the reporting threshold are not included and forms that are marked Do Not File are not included.

  Any form that has been filed and changed has a **Correction Filing** status and will not be included in this view.

  This view is helpful when determining how many forms will be included in an original filing. If you estimate that you have 200,000 reportable forms and this view returns 100,000 reportable forms, you know that you should investigate the issue. Any forms with errors that affect filing will not be included in this view. You can customize this view by adding or deleting columns and by adding filters. You can also change the fields the results are grouped on.

- **Forms That Will Not Be Included in Original Filing-By Form Type**-This view provides totals by payer and state of forms that will not be included in an original filing. Most of these forms will be those that do not meet reporting thresholds and those forms with errors that affect filing. Also, any forms marked Do Not File will be included in the results. You can customize this view by adding or deleting columns and by adding filters. You can also change the fields the results are grouped on.

- **Forms Filed-By Form Type**-The view returns totals by filing batch ID, payer and state for all forms that have been included in an original or correction filing. This view reports only those forms that have been included in federal filings. Correction filing batches will be included. This view can be helpful in determining the total number of forms filed. You can customize this view by adding or deleting columns and by adding filters. You can also change the fields the results are grouped on.

- **Corrections Pending Filed-By Form Type**-This view provides totals by payer and state for forms that have a correction filing pending. This view excludes any forms that have already been filed as a correction and any forms that are marked Do Not File. This view can be helpful in determining the number of corrections that are pending. To see a detailed listing of forms that are pending correction filing, create a custom view based on the **Form Listing** view and filter on filing status (**Filing Status > Original Done**). You can customize this view by adding or deleting columns and by adding filters. You can also change the fields the results are grouped on.

- **Corrections Pending Filed Form Listing-By Form Type**-This view provides a form-level listing of filing corrections pending.

- **Forms Ready for Original Filing Form Listing-By Form Type**-This view provides a form-level listing of forms that are ready to be included in an original filing.

- **State Filing Summary-By Form Type**-This view provides summary state filing information.

- **Forms Downloaded by Recipients via Internet**-This report (which cannot be run as a view) includes the forms that were downloaded by recipients via the Internet.

- **Payers Included in the Filing Extension Files Generated**-This view lists the payers that were included in an extension request.

- **Payers Not Included in the Filing Extension Files Generated**-This view lists the payers that were not included in an extension request.

PAYER VIEWS AND REPORTS

- **System Contacts**-This view provides a listing of all system contacts in your database. Should your system contact data change, you can export, update and import the view again to update your system contact records.

- **Abatement Codes (Standard and Custom versions)**-This view provides a listing of all abatement codes that you have set up. These abatement codes are used in documenting reasons for B Notices and Penalty Notices.
- **NQI (Standard and Custom versions)**-This view provides a listing of all NQI codes (non-qualified intermediary) that you have set up for use in 1042-S processing.
- **Payer History (Standard and Custom versions)**-This view provides a detailed listing of payers that have been changed. The current payer record is not displayed in this view. It may be more helpful to use the **Payer History** section on the Payer Detail page. This view can be customized.
- **Payer Information List (Standard and Custom versions)**-This view provides a detailed listing of all active payers in your database. ONESOURCE Tax Information Reporting provides basic information (such as payer code, name, address and contact information). Also, this view provides each payer CFS filing status and can be used to update the CFS filing status for your payers. This view can be customized.
- **Payer Return Address List (Standard and Custom versions)**-This view provides a listing of all return addresses in your database. You can export this view and use it to update any return addresses. Also, you can use the updated list to create a map to import the changes into your database.
- **Payer State Codes (Standard and Custom versions)**-This view lists the state codes for each payer.
- **Payers with Errors**-This view provides a detailed listing of any payer with an error. This view can be customized.
- **Shipping Addresses (Standard and Custom versions)**-This view provides a listing of all shipping addresses that you have set up. These shipping addresses are used if you choose a **Print and Box** option for you print jobs.
- **Statement Messages (Standard and custom versions)**-This view provides a listing of statement messages you have set up. These statement messages can be included on forms when they are printed.

RECIPIENT VIEWS AND REPORTS

- **All Recipients (Standard and Custom versions)**-This view provides a detailed listing of all active recipients in the database. Recipients without forms are included. This view can be easily customized to find all recipients in a particular security group or all recipients with foreign addresses.
- **All Recipients-Current Tax Year Only (Standard and Custom versions)**-This view provides a detailed listing of recipients created in the selected tax year or recipients with forms for the selected tax year. This view can be customized.

- **Deleted Recipients (Standard and Custom versions)**-This view returns all the recipients that you have classified as Deleted in any tax year. This view can be customized.
- **Forms Associated with TINXrefed Recipient (Standard and Custom versions)**-This view returns a list of recipients with a status set as **TIN Xref** but who still have forms associated with the TIN for the selected tax year.
- **Recipient History (Standard and Custom versions)**-This view provides a listing of all recipients where data on the recipient record has been changed. Since this view does not detail the current record or indicate what has been changed, you may find it more useful to view the **Recipient History** section of the Recipient Detail page.
- **Recipient History-Current Tax Year Only (Standard and Custom versions)**-This view provides a detailed listing of recipients where data on the recipient record has been changed within the current tax year. Only recipients created during the current tax year or recipients with a form for the current tax year are included in this listing. This view can be customized.
- **Recipient TINs with More Than One Customer ID (Standard and Custom versions)**-This view provides a detailed listing of recipients that have the same TIN but different customer IDs. If you are using a customer ID to manage your recipients, you can use this view to review those TINs that have multiple customer IDs. This view can be customized.
- **Recipient TINs with More Than One Name (Standard and Custom versions)**-This view provides a detailed listing of recipients with the same TIN but different names. If you have the same recipients in multiple groups, this view can be helpful in determining if name updates have been applied properly. This view can be customized.
- **Recipient TINs with More Than One TIN Type (Standard and Custom versions)**-This view provides a detailed listing of recipients TINs that have more than one TIN type. Since TIN Type is a key field for the recipient record, a given TIN could be in your database as an EIN or a SSN. If you have records that have both TIN types and are using the **Ignore TIN Type Option** for importing form records, you could have records with the error message, "Can’t find unique recipient". This view helps you with reviewing your recipient records. This view can be customized.
- **Recipients in TIN Xref Status with No Xref (Standard and Custom versions)**-This view allows you to view a list of your recipients that have a TIN Xref status but do not have Xrefs created for them.
- **Recipients Updated by Hosted Site**-If you use Secure Web Services and the hosted site, this view provides a list of the recipients that were updated through the hosted site.
- **Recipients Updated by Web Services**-If you use Secure Web Services, this view provides a list of the recipients that were updated through Secure Web Services.

- **Recipients with Bad TINs (Standard and Custom versions)**-This view provides a detailed listing of recipients with bad TINs as defined by the IRS. These include TINs of less than nine numeric digits (such as 111111111 or 222222222). This view does not provide a listing of recipients with TINs that fail a TIN match. To see a list of those recipients, use the **Recipients That Fail TIN Match** view in the **Compliance Views** section. This view can be customized.

- **Recipients with Bad TINs-Current Tax Year Only (Standard and Custom versions)**-This view provides a detailed listing of recipients with bad TINs that were created in the current tax year or that have a form for the current tax year. This view can be customized.

- **Recipients with Errors**-This view provides a detailed listing of all recipients with errors. It does not distinguish whether a recipient has a reportable form. If you are interested in working on only those recipients with errors and reportable forms, create a custom view based on the **Form Listing** view and filter on those forms in error filing status and reportable. This view can be customized. For example, you may want to view only those recipients with errors that were added after a certain date. You could customize this view to filter on the create date.

- **Recipients with Errors with Current Year Forms**-This view provides a listing of recipients with current year forms that have errors.

- **Recipients with No Forms (Standard and Custom versions)**-This view provides a detailed listing of recipients with no forms for the selected tax year. For example, if you know that each recipient has a form transaction (recipients and forms come from the same file), you can use this view to see that there are no recipients without a form record. This view can be customized.

  Recipients in this view could have forms in other tax years or existing compliance events.

- **Recipients with No Forms-Current Tax Year Only (Standard and Custom versions)**-This view provides a detailed listing of recipients with no forms for the current tax year that were created in the current tax year. For example, if you know that each recipient has a form transaction (recipients and forms come from the same file), you can use this view to see that there are no recipients without a form record. This view can be customized.

  Recipients in this view could have forms in other tax years or existing compliance events.

- **Recipients with TIN Cross-Reference (Standard and Custom versions)**-This view provides a detailed listing of recipients who have a cross reference established and provides the cross reference TIN. For example if a recipient's TIN was originally 435011235 and you updated the TIN to be 435021235 and selected to have the old TIN saved to the cross reference, TIN 435021235 would display in the view. This view can be customized.

- **Recipients with TIN Cross-Reference-Current Tax Year Only (Standard and Custom versions)**-This view provides a detailed listing of recipients created in the current tax year or recipients with a form for the current tax year that have a TIN cross reference established. This view can be customized.
- **Recipient Information Change TIN Report**-This report returns a list of recipients where the TIN has been changed. You provide a beginning date for the report and ONESOURCE Tax Information Reporting provides both the old and new TIN as well as the old and new recipient name. You can use this report to update a source system or to see which user was making TIN changes. The report cannot be customized.
- **Recipient Information Update Tracking Report**-This report details certain information for recipients that have been changed. You select a begin date for the report and ONESOURCE Tax Information Reporting generates a list of recipients that have been changed since that date. The field that was updated has an asterisk. Also, you can choose to review changes made by security profile.
- **Recipient TIN Match Results**-This report (which cannot be run as a view) lists the results of performing TIN Matching. It does not include recipients of the 1095 (health coverage) form series.
- **Recipient TINs with more than one TIN Type-Current Year Reportable Forms**-This report (which cannot be run as a view) lists the recipients that have more than one TIN type and that have current year reportable forms.
- **Recipient Transactions Pending Approval Report**-This report (which cannot be run as a view) lists the recipients that have transactions that are pending approval.
- **Recipients with Forms for Different Tax Locations Report**-This report lists all recipients with the same form type and payer that have forms in multiple tax locations. For example, John Doe has a form for Payer A in both California and Arizona. This recipient would display in the report.
- **Recipient Zip Code Validation Report**-This report lists all recipients where the zip code does not match the US Postal Service zip code for the recipient's city. You could use this report to correct zip code errors in your database to avoid return mail.
- **Recipients with a Potential Match to a Name on the Specially Designated Nationals List**-This view returns a list of recipients where the recipient name matches a person on the Specially Designated Nationals (SDN) list provided by the US government.
- **Recipients with multiple 1099LTC forms that have different insured TIN**-This view lists the recipients that have multiple 1099-LTC forms with different insured TINs.

COMPLIANCE VIEWS AND REPORTS

- **ACA TIN Solicitation-All Covered Individuals**-This view provides a list of all ACA covered individuals. The insurance ID and the ACA Covered TIN are provided alongside the covered individual name and date of birth.
- **ACA TIN Solicitation-Count of Forms with Missing Info**-This view provides a list of forms with missing information after TIN solicitation. Payer Code, EIN and name are included in the report. Form count is also provided.
- **ACA TIN Solicitation-Forms Linked to Recipients Eligible for a TIN Solicitation**-This view provides a list of forms that are linked to recipients that are eligible for a TIN solicitation. This view can be customized to add other recipient, notice and compliance event fields.
- **ACA TIN Solicitation-Updated Covered Individuals**-This view provides a list of ACA covered individuals whose TIN has been updated. The Customer ID and the ACA Covered TIN are provided alongside the covered individual's name and date of birth.
- **ACA TIN Solicitation Print History (Standard and Custom versions)**-This report provides a list of covered individuals whose ACA TIN solicitation was printed.
- **All B-Notice Listing (Standard and Custom versions)**-This view provides a list of all B-Notices in the database. All notices are listed regardless of which tax year you are working in. You can use the Ask feature to filter on the notice tax year to review all notices received from the IRS. The view can be customized to add other recipient, notice and compliance event fields.
- **B-Notice Matched Listing (Standard and Custom versions)**-This view provides a detailed listing of all B-Notices that have a **Matched** status. Matched B-Notices are notices where the recipient TIN and name information on the notice is the same as the recipient TIN and name information in ONESOURCE Tax Information Reporting at the time the notice is entered into ONESOURCE Tax Information Reporting. These include recipients where the user had no updated recipient information since the original filing. You can use the Ask feature to filter on a tax year. This view can be customized to add other recipient, notice and compliance event fields.
- **B-Notice Unmatched Listing (Standard and Custom versions)**-This view provides a detailed listing of all B-Notices that have an **Unmatched** status and have been updated since the original filing. These recipients have been updated and, as such, you may not want to send them a B-Notice letter. You can use the Ask feature to filter on a tax year. This view can be customized to add other recipient, notice and compliance event fields.

- **Penalties Matched to B-Notices (Standard and Custom versions)**-This view provides a detailed listing of penalties where a B-Notice was entered into ONESOURCE Tax Information Reporting prior to the penalty notice being entered into ONESOURCE Tax Information Reporting. For example, in October 2010, you received a B-Notice for the 1099-MISC filed for John Doe whose TIN did not match the IRS. In August 2011, you receive a penalty notice for John Doe's 1099-MISC. This penalty notice matches the B-Notice received in 2010. You could use this view to support your penalty abatement request to the IRS. This view can be customized.
- **Penalties Not Matched to B-Notices (Standard and Custom versions)**-This view provides a detailed listing of penalties that cannot be matched to existing B-Notices. For example, since Form 1099-R is not subject to backup withholding, you receive Penalty Notice in August 2010 for the 2008 1099-R form filed for Jane Smith. There is not an existing B-Notice for this recipient, so this penalty is in this view. You might use this view to review your penalties and determine if you want to send W-9s to any of the recipients in this view. This view can be customized.
- **Periodic TIN Solicitation-Responses Pending (Standard and Custom versions)**-This view provides a detailed listing of all recipients that have a TIN solicitation event but that have not sent a response to that solicitation. With this view, the response date on the compliance event is blank. You can filter on a W-9 batch print batch ID to determine the recipients that have not responded, or a B-Notice print batch ID to determine the recipients that have not responded and that may need to be placed on backup withholding. This view can be customized.
- **Periodic TIN Solicitation-Responses Received (Standard and Custom versions)**-This view provides a detailed listing of all recipients where a response to a TIN Solicitation (W-9) has been received. With this view, the response date on the compliance event is populated. You can filter on a W-9 print batch to gather statistics on how many recipients have responded. This view can be customized.
- **Periodic TIN Solicitation-Return Mail:** This view provides a detailed listing of all recipients where a W-9 TIN Solicitation was returned in the mail.
- **Recipients Subject to Backup Withholding (Standard and Custom versions)**-This view provides a detailed listing of recipients that have a backup withholding start date with no backup withholding stop date. This view can be customized.
- **ACA Images Scanned by Vendor**-This report provides a list of ACA covered individuals whose responses were received and scanned by the vendor. The scanned date, insurance ID and the ACA Covered TIN are provided along with the covered individual name and security group.
- **ACA Processing Error Report**-This report provides a list of ACA covered individuals whose responses were received and scanned by the vendor but an error occurred during the processing. The error description, partial TIN, received date, batch ID and recipient ID are provided along with the covered individual name and address.

- **ACA TIN Solicitation Print History**-Provides a list of covered individuals whose ACA TIN solicitation was printed. Includes the recipient ID, policy holder insurance ID, covered insurance ID, print date, current bad TIN indicator, and compliance ID of the ACA TIN solicitation. Families who are solicited more than once are included multiple times in the report.
- **eW9/eConsent Activities log**-For Secure Web Services users, this report provides a log of the activities that occurred for the eConsent function.
- **Penalty Summary Report**-This report summarizes penalty activity for a given year. Additionally, the report produces totals by abatement codes for use in preparing your penalty abatement letter for submission to the IRS.
- **Recipient TIN matching Report via eServices**-For Secure Web Services users, this report provides the results from the eTIN Matching Service function.
- **Recipients That Fail IRS TIN Match**-This report provides a listing of all recipients that have failed an IRS TIN match. ONESOURCE Tax Information Reporting indicates the IRS TIN matching status of the recipient on the recipient record. If a recipient's name and TIN combination has been submitted to the IRS and has been returned as Not Matched, the indicator is set to **Invalid TIN**. Once a recipient is updated, the indicator is changed to **Not Submitted** and, as such, the recipient does not included in this report. This report includes all recipients that fail a TIN match regardless of any forms for that recipient.
- **Recipients That Fail IRS TIN Match with Reportable Forms**-This report provides a detailed listing of recipients that fail an IRS TIN match and that have a form that meets federal reporting requirements for the selected tax year. You can use this report to determine the recipients to include in a W-9 solicitation.
- **W8/W9 Images Scanned by Vendor**-This report provides a list of the W-8 and W-9 recipients whose responses were received and scanned by the vendor.
- **W8/W9 Processing Errors Report**-This report provides a list of W-8 or W-9 recipients whose response was received and scanned by the vendor but an error occurred during processing.

WITHHOLDING VIEWS AND REPORTS

- **Reconciled Withholding Liabilities (Standard and Custom versions)**-This view returns a list of all withholding liabilities that you have reconciled.
- **Withholding Deposit Frequency Settings by Payer/Tax Loc (Standard and Custom versions)**-This view returns a list of all withholding deposit frequency records sorted by payer and taxable location within each payer.

- **Withholding Deposits**-This view lists all withholding deposits sorted by payer and by taxable location within each payer.
- **Withholding Detail**-This view details all withholding deposits by payer and by taxable location within each payer.
- **Withholding Liabilities (Standard and Custom versions)**-This view returns a list of all withholding liabilities that you have entered.

FIELDS THAT CAN BE INCLUDED AS VIEW COLUMNS

FORM SUMMARY FIELDS

FIELD	DEFINITION
Meets Federal Threshold Indicator	Identifies if the form is reportable to the IRS/SSA.
Print Batch ID	Batch number of the print file in which the form was included.
Filing Batch ID	Batch number of the federal filing in which the form was included.
Add Batch ID	Batch number of the import that added the record.
Update Batch ID	Batch number of the import that last updated the record.
Date form returned by the USPS	When mail is returned to sender, this field is used to note the date it was returned.
Reason form was undeliverable	Explains why a form was undeliverable to the recipient. (Reason codes are maintained in the **Options** module.)
Notes why form was undeliverable	Additional information.
Order Re-print	Indicator that allows users to batch print forms requested by recipients instead of single printing all print requests.
Who added the form	Shows the name of the user who added a form.
Source file from which this form was added	Shows the name of the import file that added a form.
Form Account Number	Displays the ONESOURCE Tax Information Reporting unique tracking number.
Federal Tax Withheld	Amount of federal withholding on the form.
State Tax Withheld	Amount of state withholding on the form.

FIELD	DEFINITION
Quarterly Total State Income	State income reportable for the current quarter.
Quarterly Total State Withheld	State withholding reportable for the current quarter.
Quarterly Filing Id	State quarterly batch filing identification number.
Recipient Sequence Number	Sequence number of the recipient. Identifies how many saved changes were made to the recipient.
Who updated the summary	Shows the name of the user who last updated the form.
Filed As	Indicates the type of filing last created (Original or Correction).
Printed As	Indicates the type of print output last created (Original or Correction).
Ignore For Print Indicator	Value of 'Ignore for Print' checkbox (1 = Yes, Blank = No).
Ignore For Filing Indicator	Value of 'Ignore for Filing' checkbox (1 = Yes, Blank = No).
Form Description	Full description of the form type.
Form Code	Abbreviated description of the form type.
Form Comment	General note that can be added to a form.
Quebec Cancelled/Correction Indicator	If a form is sent to the wrong recipient, this indicator can be used to send a statement to that person so they know the original form was received in error.
Tracking Number	The unique identifier on a form, supplied by ONESOURCE Tax Information Reporting.
Print Status	Current print status of the form.
Print Status Date	The date that the form achieved the current print status.
Federal Filing Status	Current filing status of the form.

FIELD	DEFINITION
Federal Filing Status Date	The date that the form achieved the current filing status.
Summary Create Date	Date the form was created.
Summary Update Date	Date the form was last updated.
Taxable State/Location	Taxable state entered on the form.
Summary Form Status	Notes if the form is currently active.
TaxYear	The tax year in which the form is entered.
Ignore For Print Indicator	Yes means the 'Ignore for Print' box is selected. No means it is not selected.
Ignore For Filing Indicator	Yes means the 'Ignore for Filing' box is selected. No means it is not selected.
Payer Return Address Code	Return address that prints in the upper left hand window of the mailing envelope.
Statement Message Code	Applies a note to the recipient on the printed statement. The codes are kept in the **Options** module.
Form User Defined1	General use field determined by the end user.
Form User Defined2	General use field determined by the end user.
Form User Defined3	General use field determined by the end user.
Form User Defined4	General use field determined by the end user.
Form User Defined5	General use field determined by the end user.
Do Not Merge	Indicator used to keep forms from merging into a single printed form.
Do Not Mail	Forms with this indicator set will print and mail to a single address and not to the individual recipients.
Special Message Code	A message that can be loaded to a form through import. It is used to print additional information on a form.
State Tax W/H	Amount of state withholding on the form.

RECIPIENT FIELDS

FIELD	DEFINITION
Recipient Taxable State	A recipient's tax residence.
Recipient Create Date	
Recipient Update Date	
Recipient Sequence Number	Number indicating the number of times the recipient was updated and saved.
Recipient History Indicator	Indicates that this entry is not the most current information on the recipient 1 = Historical entry, 0 = Current entry.
Add Batch ID	Import Batch ID that added the recipient.
Update Batch ID	Import Batch ID that updated the recipient.
Is Master Recipient	Allows ONESOURCE Tax Information Reporting to consolidate forms for recipients that have the same TIN/TIN type (1 = Yes, Blank = No).
Who added the recipient	Details of the user who added the recipient.
Source file from which this recipient was added	
Who updated the recipient	Details of the user who updated the recipient.
IRS Name/TIN Matching Result	Status of the recipient TIN and Name combination, given by the IRS.

FIELD	DEFINITION
Effective date of changes	Date the Electronic Consent status was last updated.
Recipient Comment	
Recipient W-8 Status	
Recipient Freeze Electronic Consent Indicator	Identifies that the field is locked for editing and can only be unlocked by users with the necessary security permissions.
Recipient TIN	Taxpayer Identification Number.
TIN Type	Identifies if the TIN is an 'EIN', 'SSN', 'QI-EIN', 'ITIN', 'ATIN', 'Canadian SIN', 'Canadian BN', 'Canadian Other', an 'Alternate Identifier' or 'Undetermined'. Using TIN Type can affect how the TIN is printed on the form (SSN prints as XXX-XX-XXXX and EIN prints as XX-XXXXXXX).
Customer ID	Client Customer Identification number for recipient.
Group	Security Group Name.
Recipient Entity Type	Identifies the type of taxpayer and is used in threshold calculations. Available values are: 'Corporation', 'Individual', 'Exempt/Gov't', 'Joint', 'Associations, Trusts, Clubs, Partnerships, Other', 'Spouse of settlor or deceased person', 'Other Joint Account Holder', and 'Other'. ONESOURCE Tax Information Reporting defaults this value to 'Other'.
Independent Contractor Indicator	Identifies the recipient as an independent contractor and is used in threshold calculation for independent contractor reporting.
Individual Owner Indicator	The state of Ohio requires this field for independent contractor reporting if the recipient is a LLC with a single owner.
Owner SSN	The state of Ohio requires this field for independent Contractor Reporting. Enter the individual owners social security number in this field.

FIELD	DEFINITION
Recipient Name1 Or Last Name	Field can be used for the recipients entire name, or Last Name (W2s).
Recipient Name2	Additional Name information (Doing Business As).
Recipient First Name	
Recipient Middle Name	
Recipient Name Suffix	
Recipient Name3	Additional Name information.
Name Control	Four character abbreviation of the recipient name used by the IRS.
Recipient Address1	
Recipient Address2	
Recipient Address3	
Recipient City	
Recipient State/Province	
Recipient Zip/Postal Code	
Recipient Country	

FIELD	DEFINITION
Recipient Foreign Address Indicator	
Use alternate address Indicator	Used to instruct ONESOURCE Tax Information Reporting to use an alternate mailing address if one has been provided.
Recipient Alternate Address1	
Recipient Alternate Address2	
Recipient Alternate Address3	
Recipient Alternate City	
Recipient Alternate State/Province	
Recipient Alternate Zip/Postal Code	
Recipient Alternate Country	
Use Alternate Foreign Address Indicator	

FIELD	DEFINITION
Account Number	Used for the clients account number for the recipient.
Recipient Phone	
Recipient Alternate Phone	
Recipient Fax	
Recipient Email Address	
Recipient Date of Birth	
Recipient Gender	
Health Insurance Available Indicator	Indicates if health insurance is available to the recipient. Used for ICR and W-2 state reporting.
Insurance Qualifying Date	Date that recipient qualified for health insurance.
Recipient Job Title	
On Backup Withholding Date	Begin date for backup withholding.
Off Backup Withholding Date	End date for backup withholding.

FIELD	DEFINITION
Non Resident Alien Indicator	Indicates if the recipient is a Non-Resident Alien.
Fiduciary Indicator	For 1099-B and 1099-CAP filing. Used to indicate a fiduciary relationship, as well as to exclude trusts or custodians from the reportable threshold calculations.
Foreign Indicator	
Recipient Broker Indicator	Indicates if the recipient is a broker. Used for reporting Form 1099-CAP.
W-8 Indicator	
1042-S Recipient Code	Used to identify the type of recipient. Required field for Form 1042-S.
PR Withholding Waiver Indicator	Indicates that the Puerto Rico government has qualified this recipient for a withholding waiver (this impacts threshold calculation for Form 480.6A).
Electronic Statement Consent Indicator	Indicates that the recipient has agreed to accept electronic delivery of information returns.
Electronic Statement Consent Source	How the electronic deliver consent was obtained.
Electronic Statement Consent Date	Date the consent was received or removed.
Recipient User Defined 1	General use field determined by the end user.

FIELD	DEFINITION
Recipient User Defined 2	General use field determined by the end user.
Recipient User Defined 3	General use field determined by the end user.
Recipient Status	Identifies if the recipient is active, inactive or deleted.
Recipient Status Tax Year	Tax year the current status takes effect.
Recipient Freeze TIN Indicator	Identifies that the field is locked for editing and can only be unlocked by users with the necessary security permissions.
Recipient Freeze Name Indicator	Identifies that the field is locked for editing and can only be unlocked by users with the necessary security permissions.
Recipient Freeze Address Indicator	Identifies that the field is locked for editing and can only be unlocked by users with the necessary security permissions.
Recipient Freeze Taxable State Indicator	Identifies that the field is locked for editing and can only be unlocked by users with the necessary security permissions.
Recipient Freeze NRA Indicator	Identifies that the field is locked for editing and can only be unlocked by users with the necessary security permissions.
Recipient Freeze Name Control Indicator	Identifies that the field is locked for editing and can only be unlocked by users with the necessary security permissions.

FIELD	DEFINITION
Freeze Master Recipient Indicator	Identifies that the field is locked for editing and can only be unlocked by users with the necessary security permissions.
Recipient Freeze Backup Withholdings Indicator	Identifies that the field is locked for editing and can only be unlocked by users with the necessary security permissions.
Compliance Certification type	This field indicates the type of TIN certification that you want this recipient to receive when you perform a TIN solicitation. The available values will be W-9, W-4P, W-4, and W-8.
Recipient Foreign State	Made available when the Foreign Address Indicator is checked.
Recipient Alternate Foreign State	Made available when the Alternate Foreign Address Indicator is checked.
Recipient Canadian Bank Transit Number	Used for Canadian forms.
Canada Corporation Name 1	Used for Canadian forms.
Canada Corporation Name 2	Used for Canadian forms.
Recipient OFAC Indicator	Indicates that the recipient is on the Federal OFAC/Specially Designated Nationals list.

FORM DETAIL FIELDS

FIELD	DEFINITION
Detail Create Date	Date the detail was added.
Detail Update Date	Date the detail was updated.
Batch ID	Import batch that created the detail.
Money Control Total	Fair Market Value field on prior year 5498SA and 1099C (before 2006).
Who added the detail	User who entered the detail.
Transfer To/From	Summary ID of record to/from which the transactions were transferred from/to.
Source file from which this detail was added	Name of the file that added the detail.
YTD SourceSysCd	Code used in Year to Date replacement imports.
Check Number	
Check Date	
Transaction Description	
Detail Group	Optional field used to apply individual transactions within a form to separate groups.
System Contact Code	Contact information that will appear with each line of detail on a printed form. If a system contact code is not used with any line of detail, the payer contact information will print instead.
Detail User Defined 1	General use field determined by the end user.
Detail User Defined 2	General use field determined by the end user.
Detail User Defined 3	General use field determined by the end user.

FIELD	DEFINITION
Detail User Defined 4	General use field determined by the end user.
Detail User Defined 5	General use field determined by the end user.
Detail-Payment Month	Month the payment was made.

PAYER FIELDS

FIELD	DEFINITION
Payer Create Date	
Payer Update Date	
Payer Sequence Number	Number indicating the number of times the payer was updated and saved.
Payer History Indicator	Indicates that this entry is not the most current information on the payer (1 = Historical entry, 0 = Current entry).
Who added the payer	Details of the user who added the payer.
Source File	
Add Batch ID	Import Batch ID that added the payer.
Update Batch ID	Import Batch ID that updated the payer.
Payer Office Code	

FIELD	DEFINITION
Default Payer for EIN Indicator	Used with compliance print for accounts that use multiple payer codes for the same payer EIN. All compliance print solicitations will show the payer name and address information of the payer that has this box selected.
Withholding Agent Contact Phone	
Withholding Agent Contact Phone Extension	
Who updated the payer	Details of the user who updated the payer.
Payer Code	Unique identifier for payer record.
Payer EIN	
Payer Name 1	
Payer Name 2	
Payer Name 3	
Payer Address 1	
Payer Address 2	
Payer City	
Payer State	
Payer ZIP Code	
Payer Country ID	

FIELD	DEFINITION
ACH Routing Number (RTN)	9-digit routing transaction number.
Last Filing Tax Year	Identifies the final year that the payer (and all forms associated with it) will be available for filing.
Service Bureau Indicator	
Payer Type	Determines if the payer is a US, Canadian or Foreign.
Foreign Address Indicator	
Financial Institution Indicator	Selected if the payer is a financial institution.
Contact Name	
Alternate Contact Phone	This field is used to print a toll free number on statements issued to foreign recipients.
Contact Phone Extension	
Contact Phone	
Alternate Contact Phone Extension	
Withholding Agent Contact Name	Required for 1042-S filing.
Withholding Agent Department Title	Required for 1042-S filing.

FIELD	DEFINITION
Withholding Agent Contact Phone	Required for 1042-S filing.
Withholding Agent Contact Phone Extension	
Transfer Agent Name	Will print the name of the transfer agent responsible for the transaction details printed on the form (Unless the system contact code is already applied to the transaction detail).
Transfer Agent Address 1	
Transfer Agent Address 2	
Transfer Agent City	
Transfer Agent State	
Transfer Agent ZIP	
Payer Name Control	Four character abbreviation of the payer name used by the IRS.
Payer Fax	
Corporation Indicator	
Withholding Agent EIN Indicator	Indicate types of EIN if the payer record is a withholding agent for 1042-S reporting.
Pro-rata Reporting Indicator	

FIELD	DEFINITION
Federal CFS Filer Indicator	Using this indicator will utilize the Combined Federal and State filing option for State reporting. Also affects threshold calculation because forms filed through the Combined Federal and State program will have different thresholds than those filed directly through the States.
Payer Return Address Code	Will apply a different payer return address on the W9 printed page.
Payer UserDefined 1	General use field determined by the end user.
Payer UserDefined 2	General use field determined by the end user.
Payer UserDefined 3	General use field determined by the end user.
Payer Status	Identifies if the payer is active, inactive or deleted.
Payer Begin Tax Year	First year the payer will be available in ONESOURCE Tax Information Reporting.
Payer End Tax Year	Last year the payer will be available in ONESOURCE Tax Information Reporting.
Withholding Management Filer Ind	Used when there are multiple payer records with the same EIN. Indicates that this specific payer record should be used for Withholding Management processing for the EIN.
ADMIN/Trustee of Multiple Employer Plan	Used with Payers that have Canadian T4A forms.
Registered Pension Plan Registration (1)	Used with Payers that have Canadian T4A forms.

FIELD	DEFINITION
Registered Pension Plan Registration (2)	Used with Payers that have Canadian T4A forms.
Registered Pension Plan Registration (3)	Used with Payers that have Canadian T4A forms.
Proprietor #1 Social Insurance Nbr	Used with Payers that have Canadian T4A forms.
Proprietor #2 Social Insurance Nbr	Used with Payers that have Canadian T4A forms.

COMPLIANCE EVENT FIELDS

FIELD	DEFINITION
Compliance ID	The unique identifier for a compliance record, provided by ONESOURCE Tax Information Reporting.
B-Notice Print Date	Date the B-Notice form printed.
B-Notice Response Date	Date the B-Notice response was received from recipient.
B-Notice User Abatement Code	Code used to identify the IRS regulation that may relieve the payer of a penalty associated with information reporting.
Who added the notice	Name of the user who added the compliance event.

FIELD	DEFINITION
Who updated the notice	Name of the user who last updated the compliance event.
W-8 Expiration Date	Most W-8s are valid for a period of three years from the date they were signed. This field is used to identify when the 'period of validity' expires.
Notice ID	The unique identifier for a notice entry, provided by ONESOURCE Tax Information Reporting.
Compliance Event Type	Code to describe the event being entered. Options include 'Phone Solicitation', 'Annual Solicitation', 'Other Solicitation', 'B-Notice', 'Penalty Notice', 'TIN Matching', 'Interactive TIN Matching' and 'Electronic W9 Capture'.
Compliance Event Status	Code to describe the condition of the Event Type. Options include 'Created', 'Matched', 'Printed', 'Response Received', 'Undeliverable' and 'Print-Grouping'.
Compliance Notes	Free form field used to add a more detailed explanation of the compliance event being entered.
System Assigned Penalty Abatement Code	Code assigned by ONESOURCE Tax Information Reporting that is determined by the IRS files (CP2100, 972CG) loaded.
User Defined Penalty Abatement Code	Identifies that the user determined the code applied by the import needed to be changed.
Date notice was printed	
Type of notice printed	
Return Address Code	Code used to print the W9 response payer return address.

FIELD	DEFINITION
Custom Form ID	User determined form identifier that differs from the IRS Account Number.
Print Batch ID	
Print Statement ID	Identifies the documents that were printed (W-9, W-8, etc.).
Response Due Date	Date the W9 response needs to be received.
Response Date	Date the W9 response was received.
Type of notice received	
File location	Identifies where the actual W-9 is stored.
Date mail returned as undeliverable	
Reason notice was returned as undeliverable	Code used to provide a generic return reason to compliance records.
Return Mail Notes	Free form field used to add a more detailed explanation of why the mail was returned.
Notice Match current recipient TIN/Name indicator	If the notice matches the current data, means the data has not changed since the original filing of the data, and that a solicitation may be required.

FIELD	DEFINITION
Penalty match B-Notice indicator	Indicator used to identify that a current penalty notice matches a previously issued B-Notice. When this happens, a solicitation is not necessary for the Penalty Notice.
IRS TIN Matching Code	Value returned by the IRS that indicates the result of a TIN Match. Values are: 0-TIN and Name combination matches IRS records 1-Missing Tin or TIN not 9-digit numeric 2-TIN entered is not currently issued 3-TIN and Name combination does not match IRS records 4-Invalid TIN Matching request 5-Duplicate TIN Matching request 6-TIN and Name combination matches IRS SSN records 7-TIN and Name combination matches IRS EIN records 8-TIN and Name combination matches IRS SSN and EIN records.
Create Dt Tm	
Update Dt Tm	
W-8 Valid Indicator	

IRS NOTICE FIELDS

FIELD	DEFINITION
Notice Status	Identifies if the Notice is still active or if it has been deleted.
Type of notice received from IRS	Identifies if the Notice is a B-Notice (1st 2nd or 3rd)or a Penalty Notice or a duplicate B/P Notice. Determined by ONESOURCE Tax Information Reporting importing a notice file from the IRS and comparing the data to what is already in ONESOURCE Tax Information Reporting.
Type of notice received from IRS (User override)	Identifies that the user determined the code applied by the import needed to be changed.
Print notice include indicator	Identifies if the notice should be included in a batch print.

FIELD	DEFINITION
Tax Year for notice	
Notice date	Date the Notice was issued. Determined by the IRS.
Recipient TIN	
Recipient TIN Type	
Recip Filing Name 1	Value used in the Name1 field of the IRS 1220 file that initially reported the incorrect information.
Recip Filing Name 2	Value used in the Name2 field of the IRS 1220 file that initially reported the incorrect information.
Recipient Address 1	
Recipient City	
Recipient State/Province	
Recipient ZIP/Postal Code	
IRS Account Number	The account number reported to the IRS in the 1220 file that initially reported the incorrect information. To easily tie a notice record back to the form responsible for it, ONESOURCE Tax Information Reporting uses the form Tracking number as the default account number.
Form Type	The type of information return that was associated with the incorrect information.
Reason B-Notice was issued	Translation of code that explains why the B-Notice was created (Incorrect Name/TIN, TIN Not Currently Issued, Missing TIN.
Missing Info ID	Remove from view. No longer used.
Transmitter Control Code for form	Transmitter Control Code used on the IRS 1220 file that initially reported the incorrect information.

FIELD	DEFINITION
Reference to form the notice applies to	The ONESOURCE Tax Information Reporting tracking number of the form that created the B or Penalty notice.
Create User ID	
Create Dt Tm	
Update User ID	
Update Dt Tm	