How to identify and correct duplicate activity numbers in the GoSystem Tax RS locator:

- As a requirement, for information to export into GoSystem Tax RS correctly, the activity numbers must be unique within any given form type - Schedule C, Schedule E, Schedule F and Consolidated Statements
- In addition, with respect to K-1s activity numbers, those must be unique across K-1s and PTP K-1s in totality
- When a binder is created, if SurePrep identifies duplicate activity numbers in the forms in GoSystem Tax RS, the binder will be sent back to the user along with the following email:

This email is regarding your submission for Client ID = [Client ID], Binder ID = [Binder ID], GoSystem Tax RS Account = [Account], GoSystem Tax RS locator = [Locator] in [Firm ID].

Our system has identified duplicate activity numbers for the following forms:
Form Type: Business Income

Entity Name	Activity Number
BUSINESS 1	5
BUSINESS 2	5

Form Type: Schedule K-1

Entity Name	Activity Number
PARTNERSHIP 2	16
PARTNERSHIP 3	16

Per Thomson Reuters' best practices, and in order to avoid duplicate entities upon exporting data to GoSystem Tax RS, the activity numbers must be unique for every form type (Schedule C, Schedule E, Schedule F and Consolidated Statements). In addition, with respect to K-1s, those activity numbers must be unique across K-1s and PTP K-1s in totality.

Please update the [Tax Year] locator by entering unique activity numbers for the forms listed above. Click here to access Help document in resolving this issue.

Note: If activity numbers are identified as duplicate, but are unique in the GoSystem Tax RS locator, please report this to Thomson in order to fix the issue.

 For other inquiries, please contact SurePrep Support at support@sureprep.com.

Sincerely,

SurePrep

Upon receipt of the above email, the user must correct the activity numbers in GoSystem Tax RS and then resubmit the binder to SurePrep

- Open the GoSystem Tax RS locator and locate the form(s) as mentioned in the email

- Modify the activity numbers so that they are unique across the form type. For K-1s and PTPs, activity numbers must be unique across both form types. For example, if the locator has K-1 activity numbers 1, 2, and 3, then PTP K-1 activity numbers must be other than 1, 2, or 3. In the screenshot below both the K-1 and the PTP K-1 have activity number 1. One or the other activity number must be changed to an activity number not already used in the K-1 and PTP K-1 forms.

- Once the duplicate activity numbers are updated to be unique, save and close the locator
- Resubmit the binder to SurePrep

Note: If activity numbers are identified as duplicate, but are unique in the GoSystem Tax RS locator, please report this to Thomson in order to fix the issue.