

## **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](mailto: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

2014 1040 - JACK ANDERSON & JILL ANDERSON - [Organizer: Publicly Tr]

File Edit View Options Access Window Help

PTP Sch. K-1 Name: PREMIER HEALTH LLC

**General Information**

PTP number (Mandatory) ..... 1  
 PTP Sch. K-1 name (Mandatory) ..... PREMIER HEALTH LLC  
 Federal EIN..... 13-4166323

**PTP Activity**

PREMIER HEALTH LLC

**Schedule K-1**

- TNT PARTNERSHIP
- JILL ANDERSON TRUST
- Add new Schedule K-1 Name

**Schedule K-1-PTP**

- PREMIER HEALTH LLC

- 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.

Organizer Tax Forms

Schedule K-1 Name: TNT PARTNERSHIP

Activity Information Income Deductions SE/Credits/Foreign/Deple

Help QuickTrack Activity Fully Disposed Activity Type

Ownership Taxpayer Spouse Joint

Schedule K-1 Type Partnership Estate/Trust S Corporation

Activity Information

Activity number (Mandatory) .....  Activity numbers

K-1 Name (Mandatory) .....  1

Type of Property ..... (None selected)

Federal EIN (Mandatory) .....  1

Tax shelter registration number .....

Tax shelter identification number .....

Organizer Tax Forms

PTP Sch. K-1 Name: PREMIUM HEALTH LLC

General Information

PTP number (Mandatory) .....  1

PTP Sch. K-1 name (Mandatory) .....  1

Federal EIN (Mandatory) .....  1

PTP Activity

PREMIUM HEALTH LLC

Schedule K-1-PTP

PTP General Information

Foreign Partner's Information

PTP Schedule K-1

Like-Kind Exchanges

- 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.