

# TAX REPORTING SUITE

## TRSuite

# VERSION 1812



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USERS'S MANUAL

Published: Dec 2018

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## Revision History

Product Version	Doc Version	Revision Date	Description
1612	Rev 0	15.12.2016	Initial Revision
1703	Rev 1	07.03.2017	CRS Module Release
1706	Rev 2	15.06.2017	CRS / AT / FATCA Update Release Update Web-Site (trsuite.ch) Legacy installer not available any more Mac OS X installation
1712	Rev 3	01.01.2018	Work Item introduced
1803	Rev 4	21.03.2018	Additional CRS Country-Modules, fixes
1807	Rev 5	31.7.2018	Additional CRS Country-Modules, fixes, passwords saved encrypted in config files
1812	Rev 6	17.12.2018	FATCA and CRS improvements, additional country validators

The screenshots throughout the USER'S MANUAL are produced on Windows 10 using the Windows Look and Feel.

In addition to this Users Guide, the following online resources may be useful:

- The home of the TRSuite: <https://www.trsuite.ch>

## Installation

### Download

TRSuite installers are available on our website: <https://trsuite.ch/downloads.html>. Latest download information is communicated with the update notification or release notes. In case the information is not available, please contact [support@section11.ch](mailto:support@section11.ch).

Legacy Systems like Windows XP or Windows Server 2003 require a special version of the installer, as those systems are not supported by the latest JRE. Be aware that this version comes with an outdated and therefore vulnerable Java Virtual Machine.

If you require such a version please contact [support@section11.ch](mailto:support@section11.ch).

The User's Manual is divided into different parts, one for the main program describing the installation and common elements. One other per module. Please read the User's Guides thoroughly before you install the latest update to be informed about the news and changes

Verify md5 checksum after downloading the software. The md5 code is published on the download page.

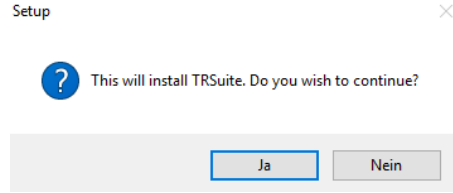


# Installation Windows

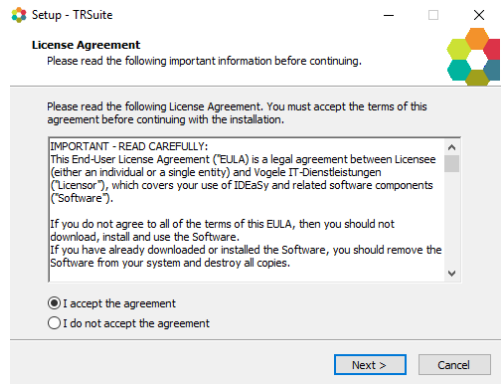
## 1<sup>st</sup> time Installation (Windows)

To install TRSuite, execute the Installer you have downloaded and follow the instructions in the screens.

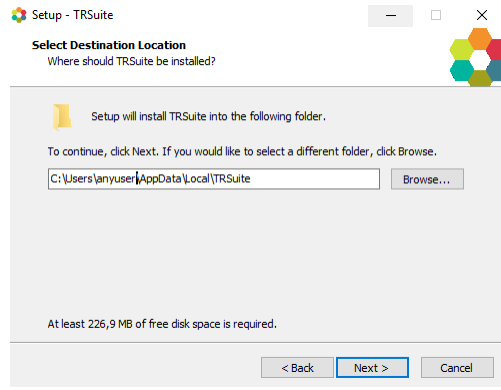
Confirm the installation



Accept the license agreement



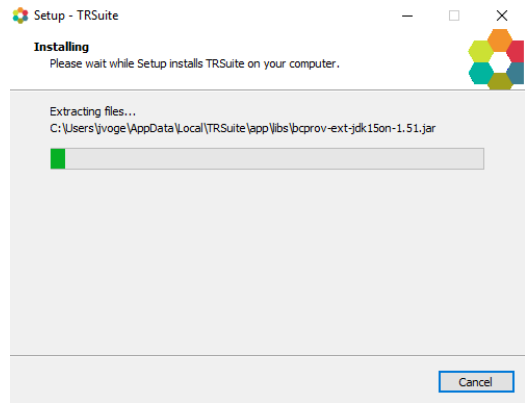
Select the destination folder



The installer .exe will perform a user level installation (no admin permissions required). In addition, a shortcut will be created (menu or desktop) and the TRSuite work item file extension (.trwi) is registered. Double clicking a trwi file will start the application and load the data.

This installer will copy the bundle by default to %LOCALAPPDATA%/TRSUIITE. This can be changed, by selecting a different location.

After the installation, has finished, the installer will start the application and the main window is shown.

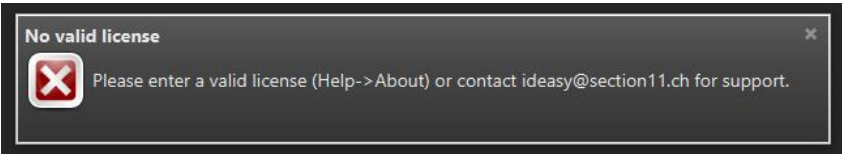


## Update existing installation (Windows)

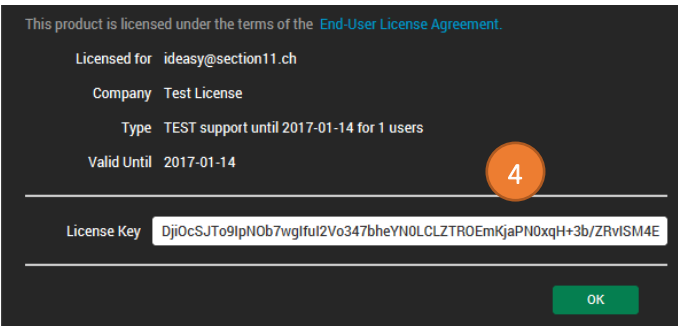
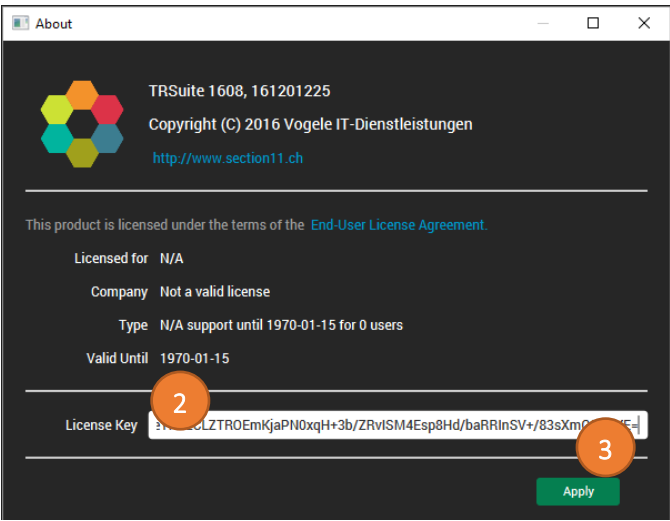
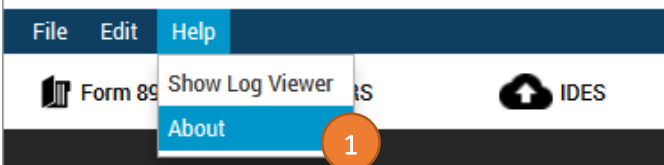
Just run the installer as described above, there is no need to uninstall any old version. The installer will replace the existing installation but keep all saved configurations and the license key.

### Enter a license key

After the 1<sup>st</sup> start the product requires a valid license key to be entered.



You receive a valid key via email after ordering the product or requesting a test version. Enter the "About"-Menu (1) and open the About-Dialog to enter (2) and apply (3) the license key. After closing (4) the dialog TRSuite is ready to use.



# The Main Window

The Main window is the launch point for the entire application. You can select the licensed module in the modules button bar and perform the module specific tasks within main area of the module.

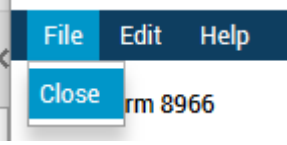
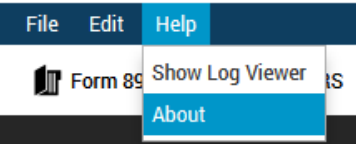
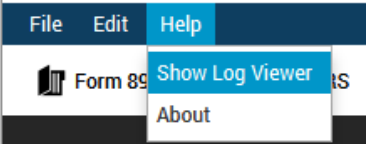
Each module comes with its own module menu and detail area.

The screenshot shows a software window titled 'Form 8966' with a menu bar (File, Edit, Help) and a toolbar containing icons for CRS, IDES, SEI, BzSt, and Masterdata. Below the toolbar is a 'Modules Button Bar' with a hamburger menu icon and the text 'IDES Packaging'. A secondary bar contains tabs for 'Create Transmission Archive', 'Extract IRS Response', 'Extract Archives', and 'IDES Configuration'. The main area is divided into two sections: 'IDES information' and 'SFTP'. The 'IDES information' section includes fields for GIIN, Path to Public Key, Path to Private Key, Password Private Key, Path to IRS Public Key, Path to HCTA Public Key, HCTA GIIN, and Working Directory. The 'SFTP' section includes fields for SFTP-Server, User, Password, Upload-Directory, and Download-Directory, along with a 'Proxy Required' checkbox and a 'Check Configuration' button. At the bottom of the SFTP section are buttons for 'Load ...', 'Save as ...', 'Save', and 'Reset'. On the right side, a 'Module Menu' is visible with a 'STATUS' section showing file information: 'FILE: TR-idesConfig.xml', 'SAVED: 16:12:16 11:10', and 'PATH: C:\Apps\TRSuite\TRSuite\app\TR-i...'. Below the status is a 'Status' area. Callout boxes provide the following descriptions:

- Modules Button Bar** – shows all available modules of the software.
- Menu options** – points to the File, Edit, Help menu.
- Module Menu** – module specific menu options.
- Module Main Area** – the main working area of a module, where all module specific tasks can be executed.
- Module Details Area** – includes general information and details for the selected module.

# TRSuite: Main Menu

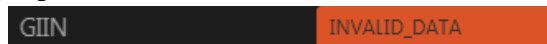


Menu Options	Description
Close	 <p>The Close menu item will close the running instance of TRSuite. Any unsaved changes will be lost.</p>
About	 <p>The About menu item opens the About dialog. The dialog enables the user to view, enter or update the license key.</p>
Show LogViewer	 <p>The “Show LogViewer” menu item opens the experimental log file viewer dialog. It enables the user to view the current application log file.</p>

## Common UI Objects

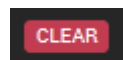
### Invalid Fields

Some text fields expect specific values or formatted text, e.g. GIIN- or date-fields. If an invalid value/format is entered the text fields is marked red:



### CLEAR Buttons

A CLEAR-button resets the values of all elements in the according logical region.



### POP-OVER Buttons

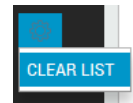
If a button is colored with a blue background, more data is available. The black background indicates an empty data set.





## CLEAR Lists

Table views like the Pool or Account Holder List have a separate menu to clear their content. By pressing the CLEAR LIST menu item all elements from the table are removed.



## Data Validation

Entered data is continuously validated. If the data is not complete (all mandatory fields filled) or in a wrong format the warning symbol is displayed next to the affected section label.

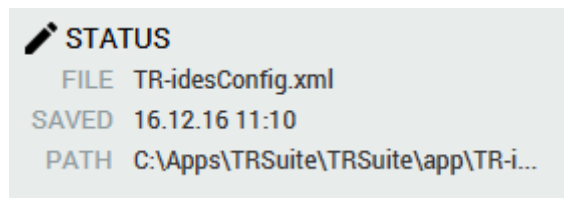


If the section is complete and correct, the green checkbox symbol is shown next to the label.



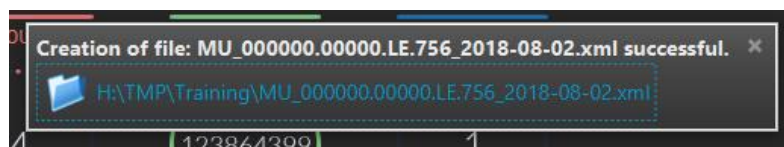
## File Information

After a file is loaded or saved, the information about the file (name, last modified, absolute path) is displayed in the status pane of the detail area. The full path can be seen in the tooltip.



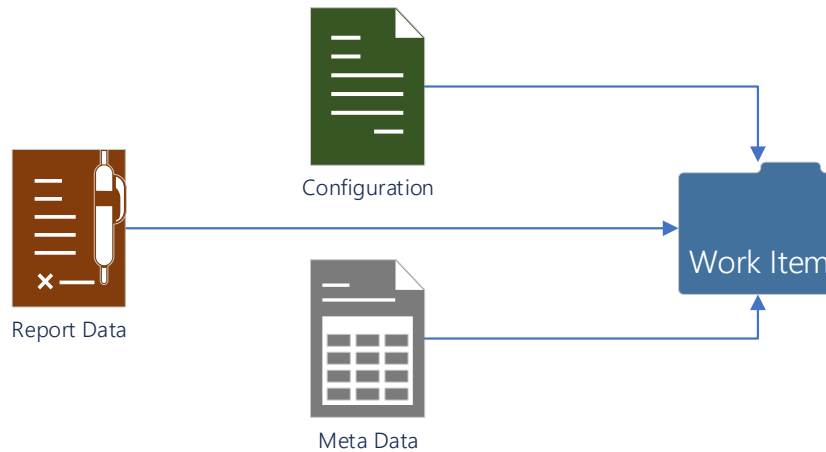
## Notifications

After a file is saved, it is possible to open the generated file (or folder) from within the application. Clicking the link opens the file/folder with the default application of the windows system, e.g. explorer to see the content of a folder.

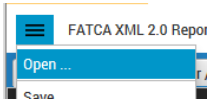
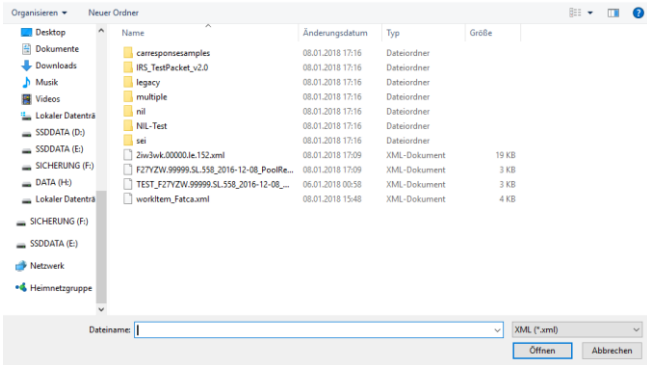


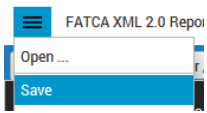
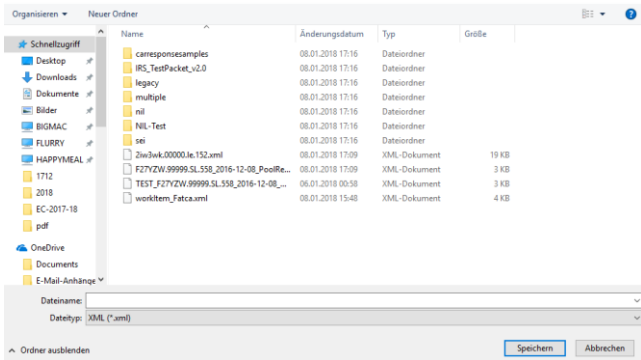
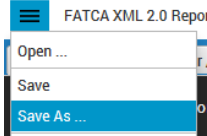
## Work Item

This is a major change, throughout all modules. In the past it was not possible to save and load incomplete FATCA or CRS reports. With the new “work item” you can now save and reload your work at any time and state.



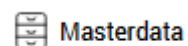
The work item does not only store your report data, but also the current configuration and required metadata. The following menu options are available for all TRSuite modules. You can save a document at any point as you work on it, and it's very good practice to save every few minutes. That way, if your computer crashes before you've finished your composition, you won't lose what you've typed.

Menu Options	Description
Open ...	<p>Once you've saved a document, you may want to access it again to make changes or correct it out. From the menu, choose “Open ...”</p>  <p>An 'Open' dialogue box will pop up. From this, find your way to the folder in which your document is saved. Folders are shown down the left-hand side of the dialogue box.</p> <p>Once you've located your document and clicked on it to select it, its name will be shown in the 'File name' box at the bottom of the dialogue box.</p>  <p>Click <b>Open</b>, the document will then be opened.</p>

Save	<p>From the menu, choose “<b>Save</b>” to save the current work.</p>  <p>A ‘Save’ dialogue box will come up, if pressed the first time. At the top and at the left-hand side in the list of folder options, it will show the folder where you’ll be saving the document. If you wish to change this folder, navigate through the folders on the left-hand side of the dialogue box to choose the one where you want to save your document.</p>  <p>Type a name for your document in the ‘File name’ box. Come up with a name that is concise but will allow you to find the document easily again.</p> <p>Once you have typed in the name of your document, click <b>Save</b></p> <p>Your document will now have a name, which will be shown at the right file info screen. If you make changes to your document and then save them after it has been saved originally, the dialogue box will not come up again. It will just save your changes without any visual notification being shown.</p>
Save As ...	 <p>The ‘Save As’ menu is used to save an existing document under another name. This is helpful if you’ve made changes to your document and then want to save the changes, but also keep the original document in its original format and under its original name.</p>

## Masterdata

In the master data dialog, the user can specify default values for regularly used fields and required network configurations to access the internet-based services (IDES upload, IGOR Synchronizer, AT-CRS web services, etc.)



## Default Values

- Default Currency ISO Code, used for FATCA schema 2.0 XML generation and CRS configuration
- Default Country ISO, used for FATCA schema 2.0 XML generation and CRS configuration
- The default working directory, where generated artifacts are stored.

## Proxy Configuration

A proxy server generally sits on the gateway of a corporate network. When a client (computer) requests an object (web page, image, etc) from an origin server (server hosted publicly on the Internet), a proxy server interrupts the communication. In such a case, the proxy needs to be configured within the masterdata configuration to enable SFTP-Up and –Downloads.

To check, if your network settings require a proxy, press the “Test Connection”-Button without any configuration data entered. The software tries to open a connection to the given URL (e.g. <http://update.section11.ch>). In case of a failure the error message is displayed in the details area of the master data module:

Now press the “Auto Detect” and the software tries to detect your proxy settings based on the operating system you are running. E.g. when your system uses a proxy automation script (PAC) Javascript it is used to determine the actual proxy.

**Response: 200 OK**

Once a proxy is detected, re-try the connection test. It should now give a

Some proxy servers request a login from the user before they will allow any connections. TRSuite has no support to handle this automatically. This needs to be done manually, because there is no way to read the login and password. Enter your user name and password into the displayed text fields.

<input checked="" type="checkbox"/> Requires Authentication	Username	<input type="text"/>
	Password	<input type="password"/>

And finally - Don't forget to save the changes by pressing the "Save" Button.

### Saving, Loading, Saving as ...

The button bar provides the functionality to store and restore the master data configuration.

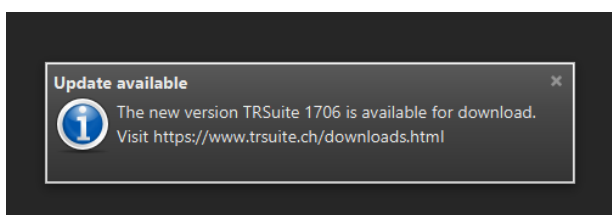


Menu Options	Description
Save	The Save method persists any configuration settings that have been modified since the configuration was saved last time. If a configuration file does not exist at the physical default location, a new configuration file will be created. Default path: <INSTALLATION-DIRECTORY>/app/ TR-masterdataConfig.xml
Save As ...	The Save As method persists any configuration settings that have been modified since the configuration was saved last time to the user selected path. If a configuration file does not exist at the physical default location, a new configuration file will be created.
Load ...	Load the configuration from an existing configuration file. Existing values will be replaced.
Reset	Discards all non-persist changes and loads the last known configuration.

## Update Notification

During startup, provided that the application can connect to the internet, a connection to <http://www.section11.ch/update/version.json> is established to check, if a new version is available.

A notification is shown in case a new version is available for download.



The check can be de-/activated in the master data dialog by setting the following check box:

Check for software updates during startup

Check for Update

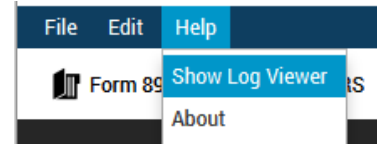
Default Value is: off

The check can be performed any time by pressing the “Check for Update” button.

## Log File Viewer

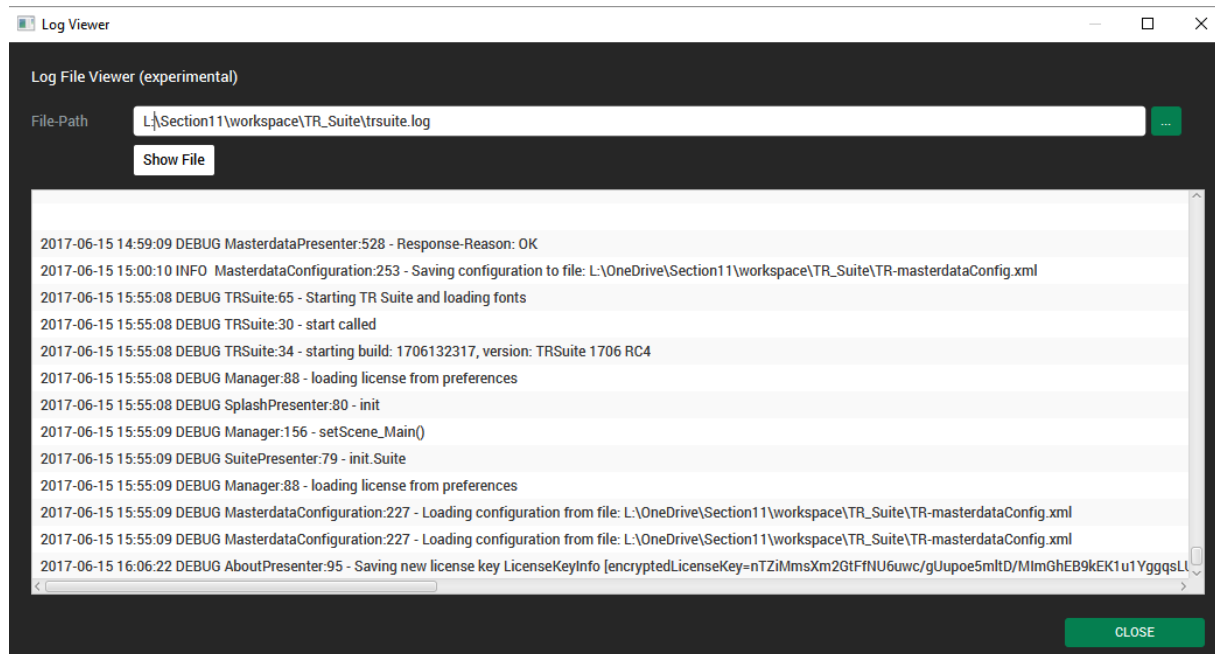
This is an experimental feature and still under development.

Log File Viewer in TRSuite is used to access information about errors and events that are captured in application log files. You can view the log files from a local installation.



To open the viewer, click the according item in the Help menu.

In the file path field, the current log file is shown. Click the “Show File” button to display the content of the log file.



The file is located at: <TRSUITE\_INSTALLATION\_ROOT>\app\trsuite.log

(typically: %USERPROFILE%\AppData\Local\TRSuite\app\)