

TAX REPORTING SUITE

TRSuite

VERSION 1706



USERS'S MANUAL

Published: June 2017

For the latest information and to leave feedback, please visit Vogele IT-Services at <http://www.section11.ch>.

The information in this document and any document referenced herein is provided for informational purposes only, is provided AS IS AND WITH ALL FAULTS and cannot be understood as substituting for customized service and information that might be developed by Vogele IT-Services for a particular user based upon that user's particular environment. RELIANCE UPON THIS DOCUMENT AND ANY DOCUMENT REFERENCED HEREIN IS AT THE USER'S OWN RISK.

© 2017 Vogele IT-Dienstleistungen. All rights reserved.

Information in this document, including URL and other Internet Web site references, is subject to change without notice. Unless otherwise noted, the example companies, organizations, products, domain names, e-mail addresses, logos, people, places and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, e-mail address, logo, person, place or event is intended or should be inferred.

VOGELE IT-SERVICES PROVIDES NO WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, AS TO THE INFORMATION CONTAINED IN THIS DOCUMENT AND ANY DOCUMENT REFERENCED HEREIN. Vogele IT-Services provides no warranty and makes no representation that the information provided in this document or any document referenced herein is suitable or appropriate for any situation, and Vogele IT-Services cannot be held liable for any claim or damage of any kind that users of this document or any document referenced herein may suffer. Your retention of and/or use of this document and/or any document referenced herein constitutes your acceptance of these terms and conditions. If you do not accept these terms and conditions, Vogele IT-Services does not provide you with any right to use any part of this document or any document referenced herein.

Complying with the applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise), or for any purpose, without the express written permission of Vogele IT-Services.

The names of actual companies and products mentioned herein may be the trademarks of their respective owners.

Content

Revision History	4
Installation	4
Download.....	4
Installation Windows	4
1 st time Installation (Windows)	4
Update existing installation (Windows)	5
Enter a license key	6
Mac OS X Installation Instructions	7
Brief Instructions.....	7
Detailed Instructions – For those inexperienced with Mac OS X	7
Uninstallation Instructions.....	8
Update existing installation	9
Enter a license key	9
The Main Window.....	10
TRSuite: Main Menu	11
Common UI Objects.....	11
Invalid Fields	11
CLEAR Buttons	11
POP-OVER Buttons.....	11
CLEAR Lists	12
Data Validation	12
File Information	12
Masterdata	13
Default Values.....	13
Proxy Configuration	13
Saving, Loading, Saving as	14
Update Notification	15
Log File Viewer.....	15

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

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.

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.

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

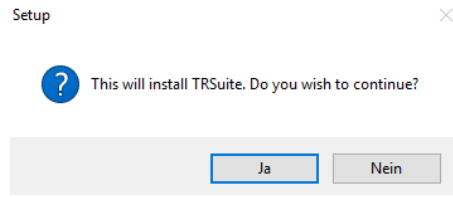
Verify md5 checksum after downloading the software.

Installation Windows

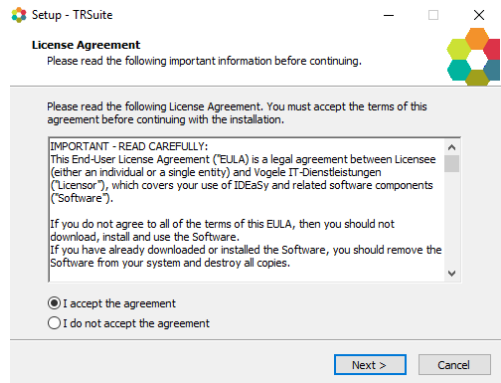
1st time Installation (Windows)

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

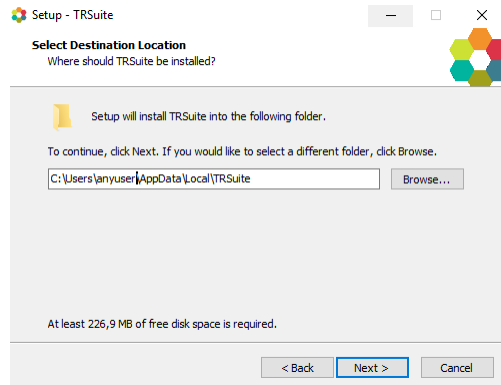
Confirm the installation



Accept the license agreement



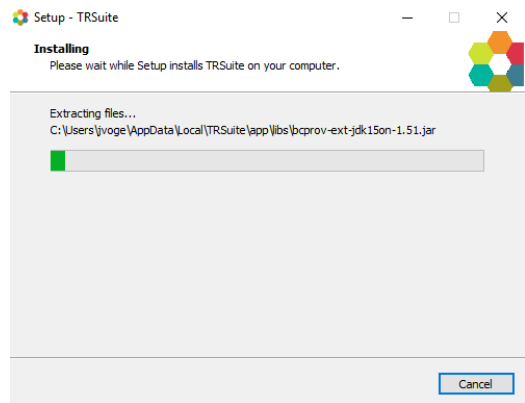
Select the destination folder



The installer .exe will perform a user level installation (no admin permissions required). In addition, a shortcut will be created (menu or desktop).

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.

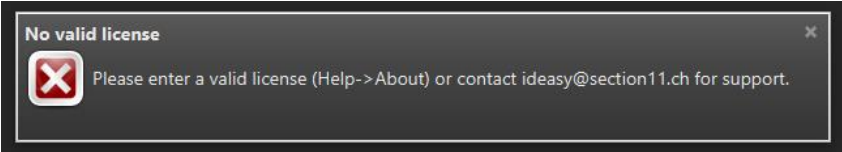


Update existing installation (Windows)

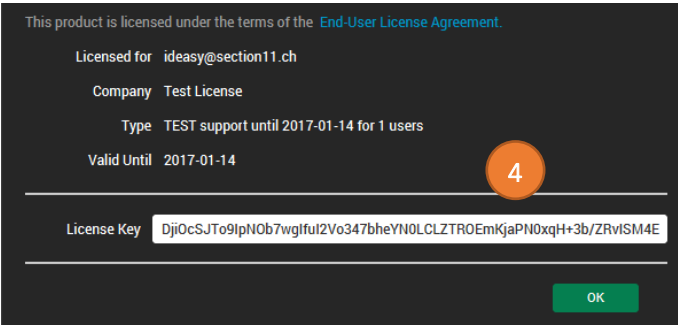
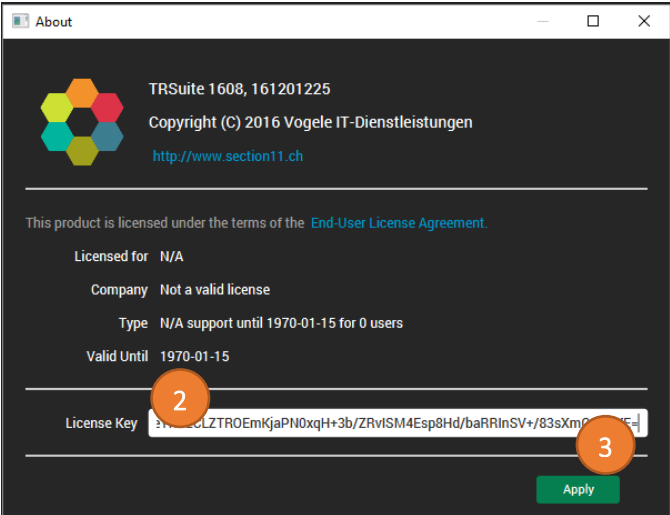
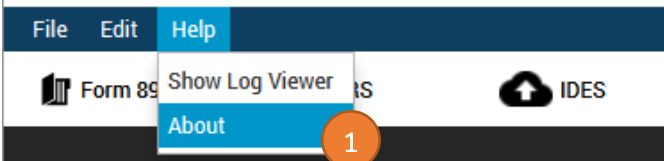
Just run the installer as described above, there is no need to uninstall any old version. The installer will replace the existing installation, but keep all saved configurations and the license key.

Enter a license key

After the 1st start the product requires a valid license key to be entered.



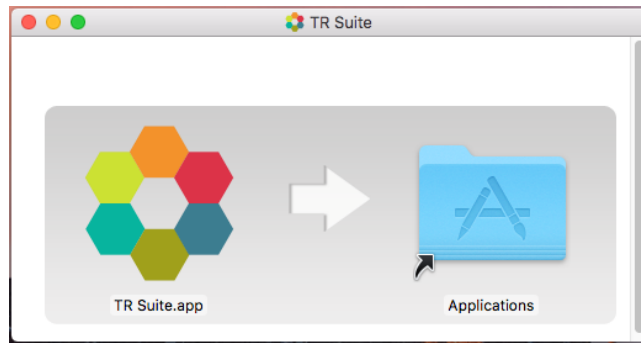
You receive a valid key via email after ordering the product or requesting a test version. Enter the "About"-Menu (1) and open the About-Dialog to enter (2) and apply (3) the license key. After closing (4) the dialog TRSuite is ready to use.



Mac OS X Installation Instructions

Brief Instructions

After downloading TRSuite and opening the DMG, drag the TRSuite folder to your Applications folder to install it. Then double click on the TRSuite application in the folder you installed (not the one in the DMG) and follow the activation instructions.

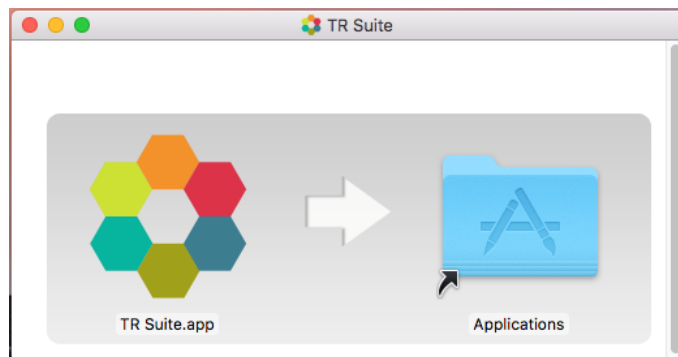


Detailed Instructions – For those inexperienced with Mac OS X

1. Download TRSuite for Mac OS X from the following link if you haven't already done so. TRSuite is supported on Mac OS X 10.6 (Snow Leopard), Mac OS X 10.7 (Lion), Mac OS X 10.8 (Mountain Lion) and Mac OS X 10.9 (Mavericks) or more recent.

[Download TRSuite v1706 for Mac OS X](#)

2. TRSuite-1706.dmg, a disk image, will be downloaded to your computer. You may check the MD5 checksum with the number provided on the download page to verify your download.
3. The disk image may automatically open, placing a TRSuite disk image icon on your Desktop and opening the installation Finder window as is shown in this image.



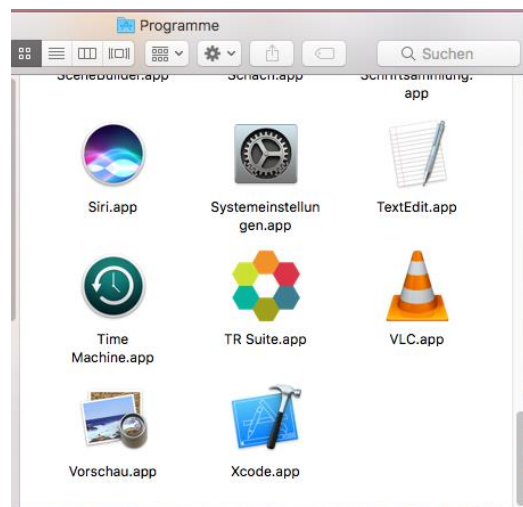
The TRSuite Disk Image and Installation Finder Window

4. If it does not open by default, find the file TRSuite-1706.dmg on your computer and double click on it. It was most likely downloaded to your Home folder's Downloads folder. If you cannot find it, use the Mac OS X Spotlight to find it.

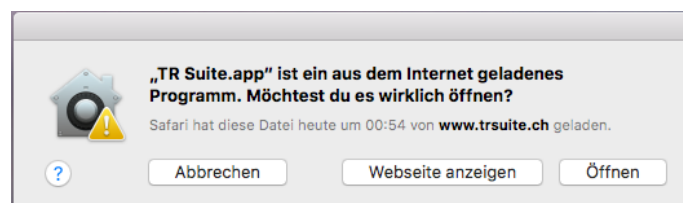


Check your downloads folder if the TRSuite DMG didn't automatically open.

5. In the TRSuite installation Finder window, drag the TRSuite folder into the Applications folder. You can drag it to another place on your computer, but we recommended you install it in the Applications folder. During the installation you will be greeted with our software license. Please read and understand it, and then choose to accept it.
6. After the TRSuite folder is finished being copied, eject the TRSuite disk image.
7. Open the TRSuite folder in the location you installed it to (most likely the Applications folder). Drag the TRSuite application to your dock. Now you can just click on the dock icon at any time to open TRSuite!



8. The first time you open TRsuite.app you will be warned to run an application downloaded from the internet. As the package is signed with our Apple Developer ID Mac OS X Gatekeeper will allow the execution by clicking "open".

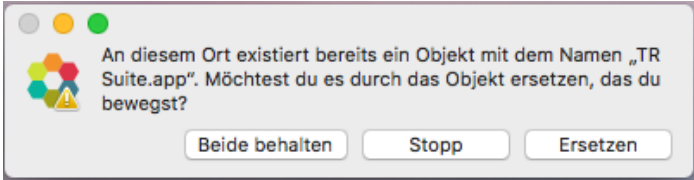


Uninstallation Instructions

To uninstall TRSuite, simply drag the installed TRSuite folder to the Trash.

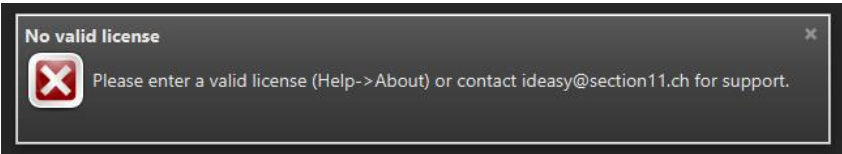
Update existing installation

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.

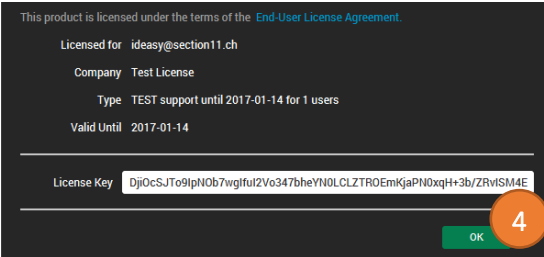
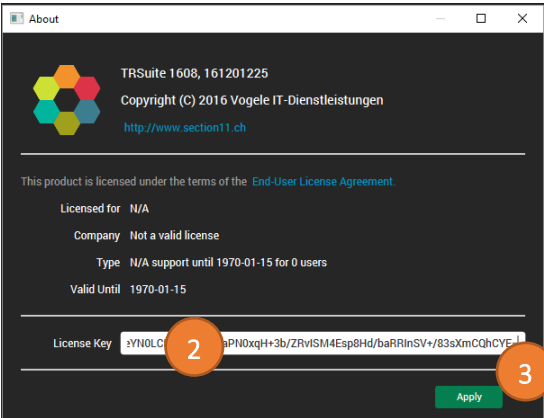
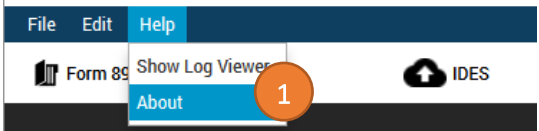


Enter a license key

After the 1st 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 the main window of the software. At the top, there is a menu bar with 'File', 'Edit', and 'Help'. Below it is a toolbar with icons for 'Form 8966', 'CRS', 'IDES', 'SEI', 'BzSt', and 'Masterdata'. A 'Modules Button Bar' is located below the toolbar, containing buttons for 'Create Transmission Archive', 'Extract IRS Response', 'Extract Archive', and 'IDES Configuration'. The main area is divided into two sections: the 'Module Main Area' on the left, which contains configuration fields for 'IDES information' (GIIN, Path to Public Key, Path to Private Key, Password Private Key, Path to IRS Public Key, Path to HCTA Public Key, HCTA GIIN, Working Directory) and 'SFTP' (SFTP-Server, User, Password, Upload-Directory, Download-Directory, Proxy Required), and the 'Module Details Area' on the right, which displays 'STATUS' information (FILE: TR-idesConfig.xml, SAVED: 16.12.16 11:10, PATH: C:\Apps\TRSuite\TRSuite\app\TR-...). Callouts with colored boxes and lines point to these specific areas: a green box for the Modules Button Bar, a black box for Menu options, a yellow box for the Module Menu, a red box for the Module Main Area, and a blue box for the Module Details Area.

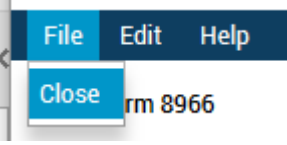
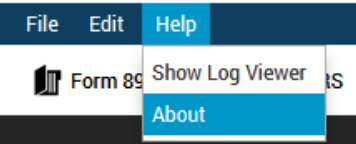
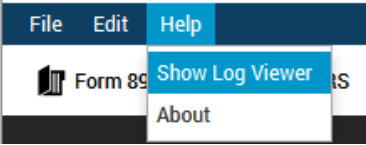
Modules Button Bar – shows all available modules of the software.

Menu options

Module Menu – module specific menu options

Module Main Area – the main working area of a module, where all module specific tasks can be executed

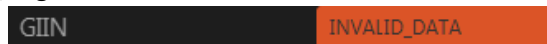
Module Details Area – includes general information and details for the selected module

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

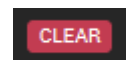
Invalid Fields

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.



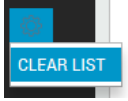
POP-OVER Buttons

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.



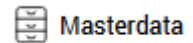
File Information

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.

 **STATUS**
FILE TR-idesConfig.xml
SAVED 16.12.16 11:10
PATH C:\Apps\TRSuite\TRSuite\app\TR-i...

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.

Requires Authentication
 Username
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.

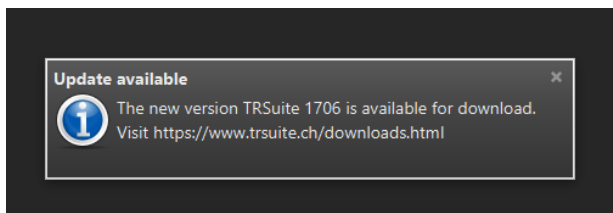


Menu Options	Description
Save	The Save method persists any configuration settings that have been modified since the configuration was saved last time. If a configuration file does not exist at the physical default location, a new configuration file will be created. Default path: <INSTALLATION-DIRECTORY>/app/TR-Config.xml
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.

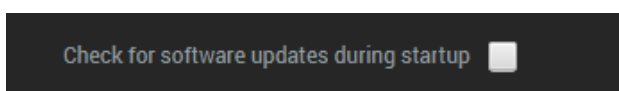
Update Notification

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:

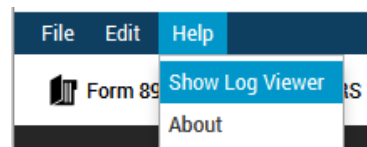


Default Value is: off

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 instance.



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.

