



Payment Services

SOFiE CRS EDITOR

Zero reporting user guide

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1 Document Version Control

Date	Description of Change	Change done by	Version
05/07/2010	First version published	OL	1.00
23/08/2021	Information added about filling of "CRS Body / Reporting FI" bloc	OL	1.01

Summary of changes

This document reflects changes made since the last publication.

Chapter	Description of Change
4.2 Entering the data	Filling some fields manually

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3 Introduction

The SOFiE client version 6.01 and above includes two CRS report editors, one for version 1 and the other for version 2 of the report specification. The generated report does not comply with the original data format defined by the IRS, but the one modified by the ACD.

Information can be found on ACD's website here:

http://www.impotsdirects.public.lu/fr/echanges_electroniques/CRS_NCD.html

General information about SOFiE can be found on Six Payment Services' website at www.sofie.lu which will redirect to a Sofie dedicated page on our [main web page](#).

Feel free to contact our helpdesk should you need additional information (opened on business days during office hours).

Email: sofie.lux@six-payment-services.com

Phone number: (+352) 3 55 66 - 600

3.1 Scope of this document

This document aims to explain the usage of the CRS report editor embedded in the SOFiE client software version 6.01 and higher.

In particular, it aims at the creation of a "zero report".

For more details on the CRS editor, please read the documents "[SOFIE CRS 2 EDITOR](#)" available on [Sofie's website](#), in the "[Support / Documentation](#)" section.

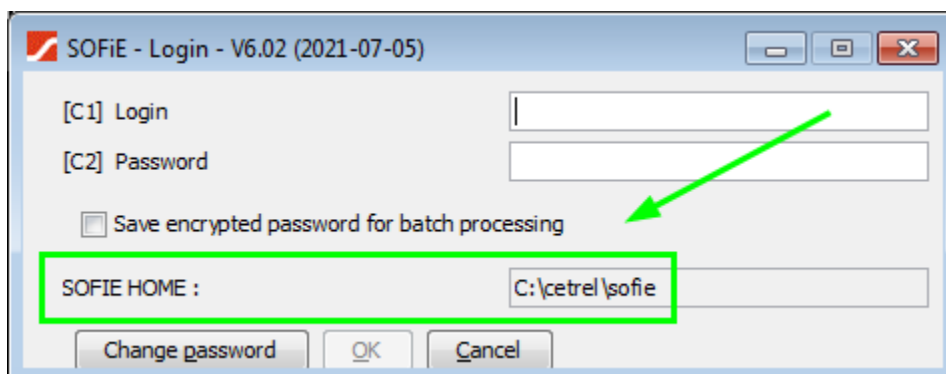
3.2 Out of scope

This document does not explain what CRS and the corresponding report are, or the information that has to be input into such a report.

3.3 Prerequisite

You have a functional SOFiE client installation with a valid user ID and password. This user ID is linked at least to a CRSS (CRS Saisie) package. You know how to launch the GUI and how to send and receive files. You know where to find the received files once they have been decrypted.

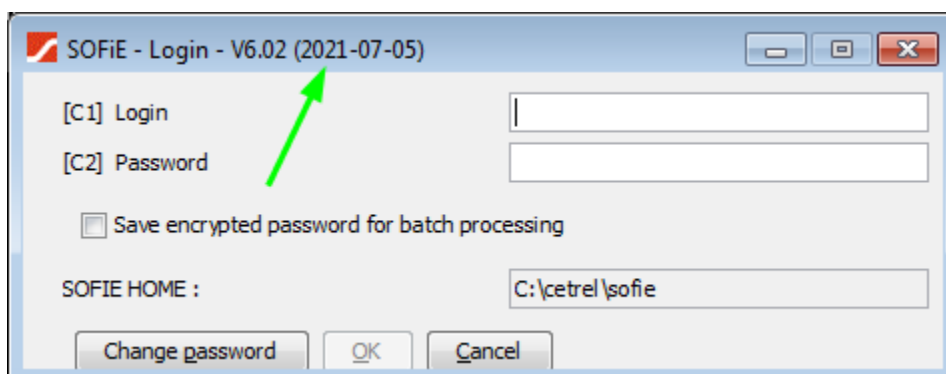
Hint: The SOFiE home folder is displayed in the lower part of the login window.



IMPORTANT NOTICE:

The procedure described in this document applies to version 6.02 (2021-07-05) of the Sofie client software or later.

You may check the version on the login window.

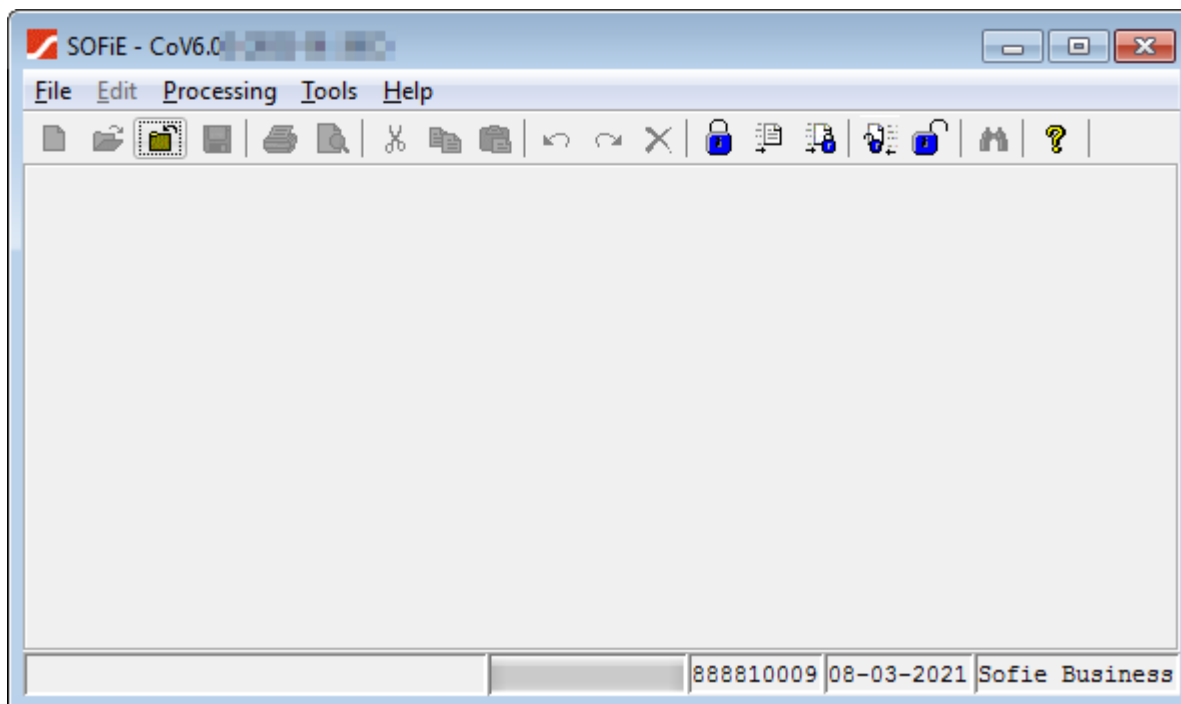


In order to send a CRS report, this user ID has to be linked to a CRSB (CRS Basic) package for the declarant ID assigned by the ACD.

4 Creating a CRS “Zero report”

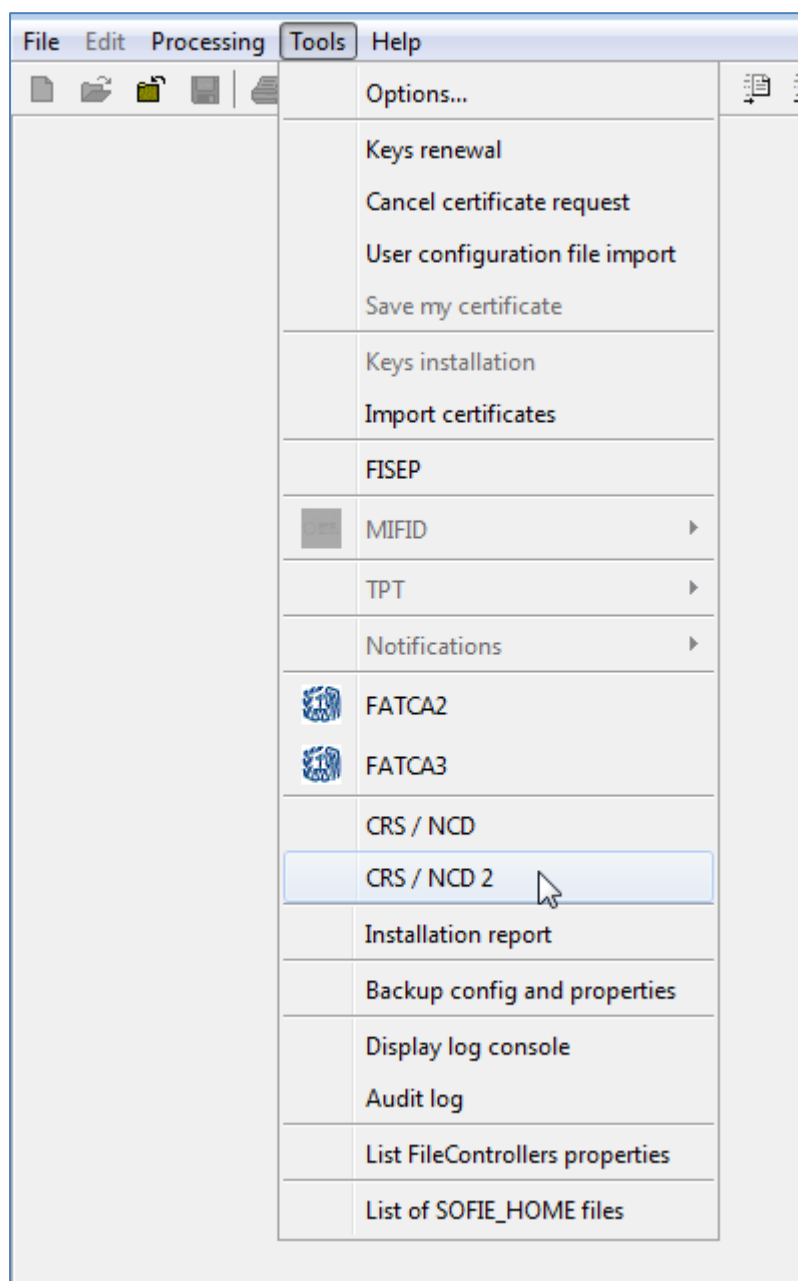
4.1 Access the CRS report editor via SOFiE’s main screen

Every SOFiE user will recognize the main screen, below.



To access the CRS editor click on the menu items « Tools », then « CRS/NCD 2 ».

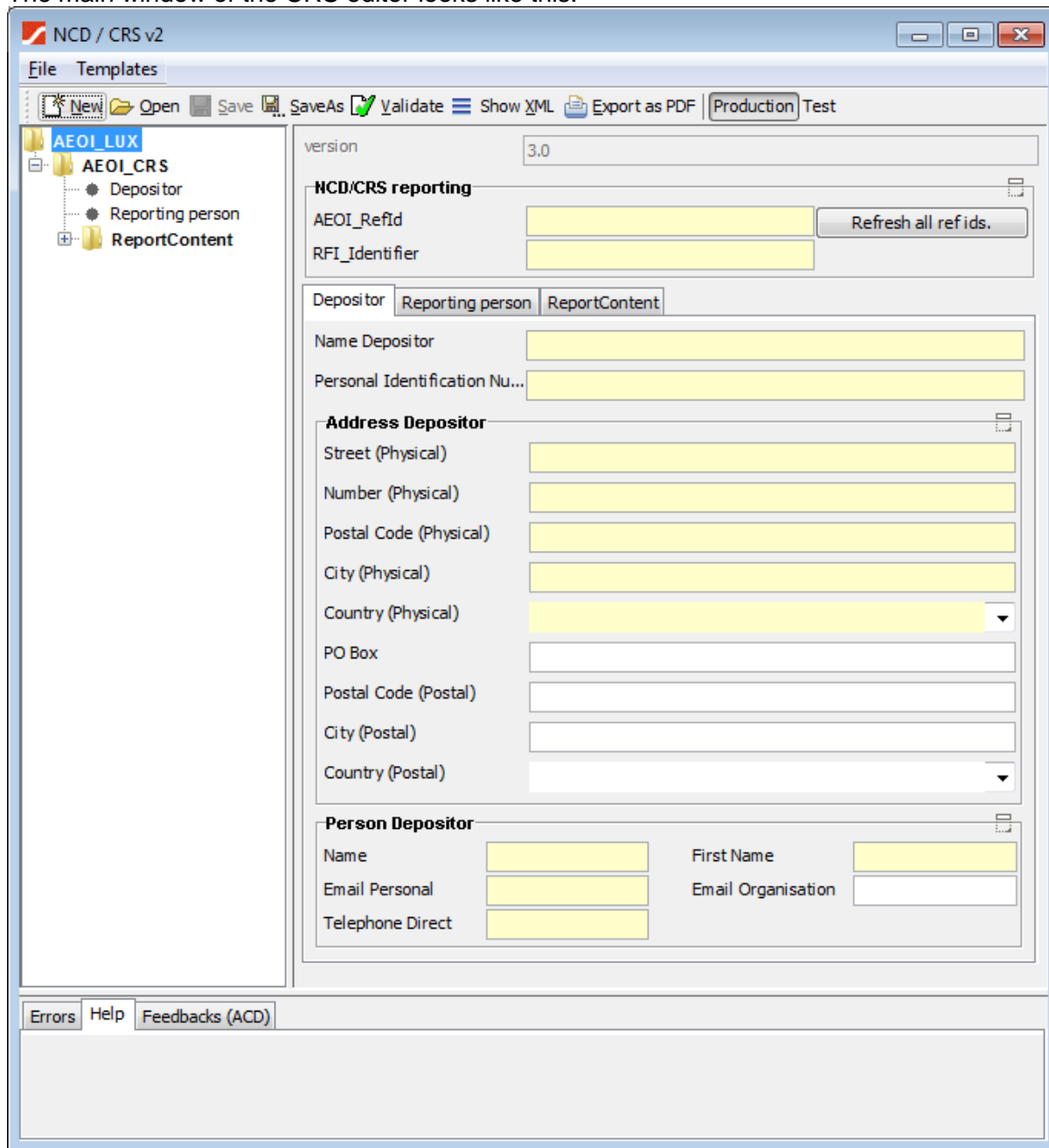
The CRS version 1 editor is still available to allow you to view files created in that version but the ACD will reject any file that is not in the current version.



If the « CRS/NCD » item is not displayed, this means either this SOFiE ID has not access to this editor or the SOFiE client software was unable to contact Six Payment Services' server in order to get the user rights list. In any case, please contact our helpdesk.

IMPORTANT: It is not possible to load a version 2 report and transform it into a version 3 one. Nevertheless, you may open a version 2 editor to display an older report and copy / paste the data into the version 3 editor field by field.

The main window of the CRS editor looks like this:



4.2 Entering the data

The first step is to enter the depositor's information in the tab with the same name. Usually the depositor has subscribed to Sofie. Please enter your data as requested. The fields with a yellow background are mandatory. The other ones are optional.

The screenshot shows the 'Depositor' tab in the Sofie reporting interface. The form is divided into three main sections: 'Name Depositor', 'Address Depositor', and 'Person Depositor'. The 'Name Depositor' section includes 'Name Depositor' (ACME) and 'Personal Identification Number Depositor' (19283647583). The 'Address Depositor' section includes 'Street (Physical)' (rue des fleurs), 'Number (Physical)' (35), 'Postal Code (Physical)' (L-1234), 'City (Physical)' (Esch), and 'Country (Physical)' (LU: Luxembourg). The 'Person Depositor' section includes 'Name' (Lepoint), 'First Name' (François), 'Email Personal' (francois.lepoint@mail.tt), 'Email Organisation', and 'Telephone Direct' (34565434). Fields with a yellow background are mandatory.

In this example, the company “ACME”, with id “19283647583” has subscribed to packages CRSB and CRSS for that specific id. This id will be used when naming the report and Sofie will check that the Sofie id connected has the right to send that file.

Please make sure to use the right ID number.

The field “Country (Physical)” is not free format. Please select the country using the dropdown list:

The screenshot shows the 'Country (Physical)' dropdown menu in the Sofie reporting interface. The dropdown is open, showing a list of countries: LU: Luxembourg, LB: Lebanon, LC: Saint Lucia, LI: Liechtenstein, LK: Sri Lanka, LR: Liberia, LS: Lesotho, and LT: Lithuania. The 'LU: Luxembourg' option is selected and highlighted in blue. Red arrows point to the dropdown arrow and the list of countries.

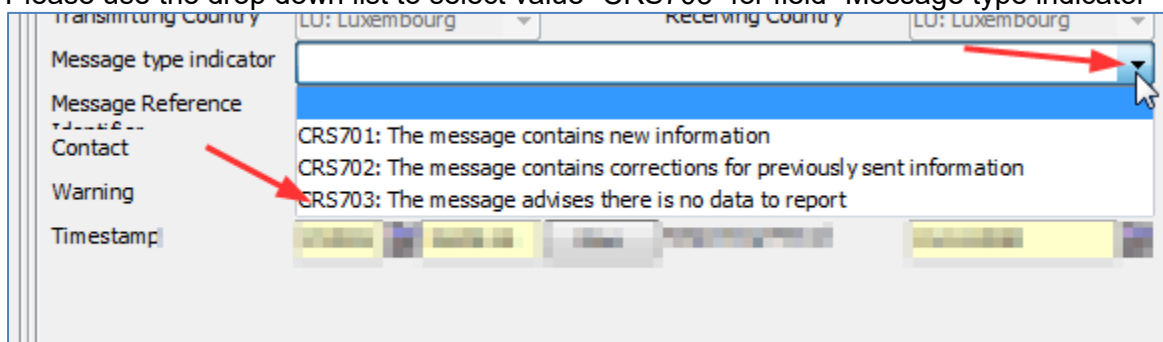
The next step is to enter the data concerning the reporting financial institution.

Depositor		Reporting person		ReportContent	
Name	Titus SA				
Personal Identification number	28763254754				
IdentificationNumberExtension	M00000000				
Address					
Street (Physical)	avenue de la Liberté				
Number (Physical)	30				
Postal Code (Physical)	L-4321				
City (Physical)	Leudelange				
Country (Physical)	LU: Luxembourg				
PO Box					
Postal Code (Postal)					
City (Postal)					
Country (Postal)					
Contact					
Name	Lagrange	First Name	Pierre		
Email Personal	pierre.lagrange@test.ml	Email Organisation			
Telephone Direct	948578765				

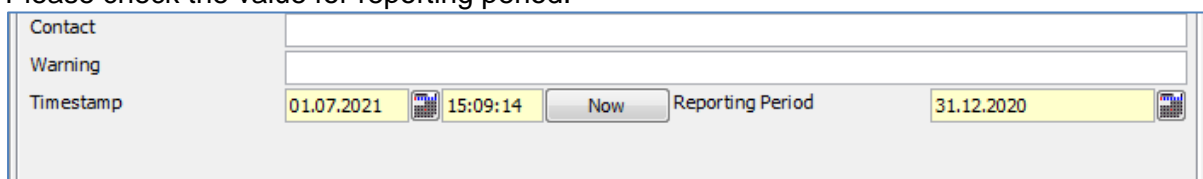
Next step: specifying this “Zero reporting” in the tab named: “Report content”.

Depositor		Reporting person		ReportContent	
NCD/CRS reporting					
version					
Message Specification		CRS Body			
Message Type	CRS	Transmitting Country	LU: Luxembourg	Receiving Country	LU: Luxembourg
Message type indicator					
Message Reference Identifier					
Contact					
Warning					
Timestamp	01.07.2021	15:09:14	Now	Reporting Period	31.12.2020

Please use the drop down list to select value “CRS703” for field “Message type indicator”

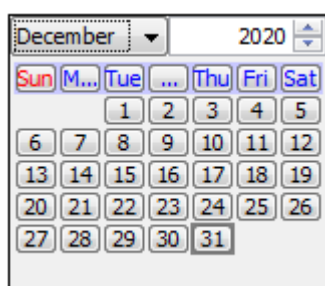


Please check the value for reporting period.



You may update the value for timestamp using the “Now” button.

You may enter a new value for “Reporting period” or use the “Calendar” button next to it to select a new one.

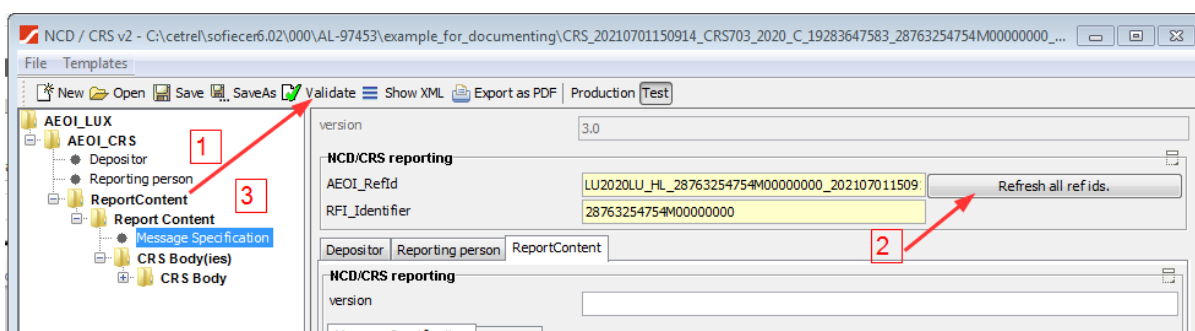


We are now at the final steps.

Please click these buttons in this order:

1. Validate
2. Refresh all ref ids.
3. Validate

See below:



Please do not worry about the messages that will appear in the bottom section after clicking "Validate" for the first time.

The block "CRS Body will be created and populated with the minimal information required for the "Reporting FI", including an empty "Reporting Group".

The screenshot shows the 'CRS Body' section of the reporting interface. It includes a 'Message Specification' tab and a 'CRS Body' table with one entry. Below this, the 'Reporting FI' section is visible, showing a table with one entry: '1 Name type Value N/A'.

WARNING: In the current version (6.02), the fields "Identification number", "Name", and "Address" have to be filled in manually using the values from the "Reporting person" tab. It is planned to improve the CRS v2 editor in a future version.

Example:

Reporting person" tab:

The screenshot shows the 'Reporting person' tab of the reporting interface. The fields are filled with the following values:

Field	Value
Name	Titus SA
Personal Identification number	28763254754
IdentificationNumberExtension	M00000000
Address	
Street (Physical)	avenue de la Liberté
Number (Physical)	30
Postal Code (Physical)	L-4321
City (Physical)	Leudelange
Country (Physical)	LU: Luxembourg
PO Box	
Postal Code (Postal)	
City (Postal)	
Country (Postal)	

In the block "CRS Body / Reporting FI", this gives the following for each field.

The screenshot shows the 'CRS Body' interface with the 'Residence country code' field selected. The field is currently set to 'Unassigned'. A list of country codes is displayed, including AD: Andorra, AE: United Arab Emirates, AF: Afghanistan, and AG: Antigua and Barbuda. The 'Assigned' field shows 'LU: Luxembourg'.

In "Identificaiton number", the value of the field "Issued by" is necessarily "LU : Luxembourg".

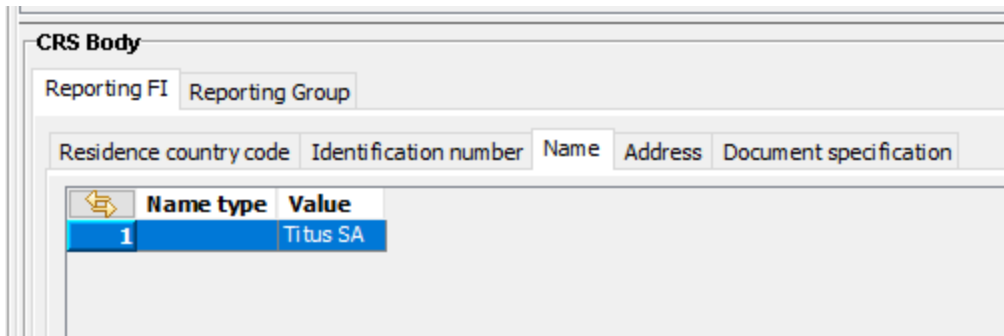
The "Value" field takes the value of the "Personal Identification number" field.

The screenshot shows the 'CRS Body' interface with the 'Identification number' field selected. The field is currently set to 'LU: Luxembourg' and '28763254754'.

The "Name" field takes the value of "Name" from the "Reporting person" tab.

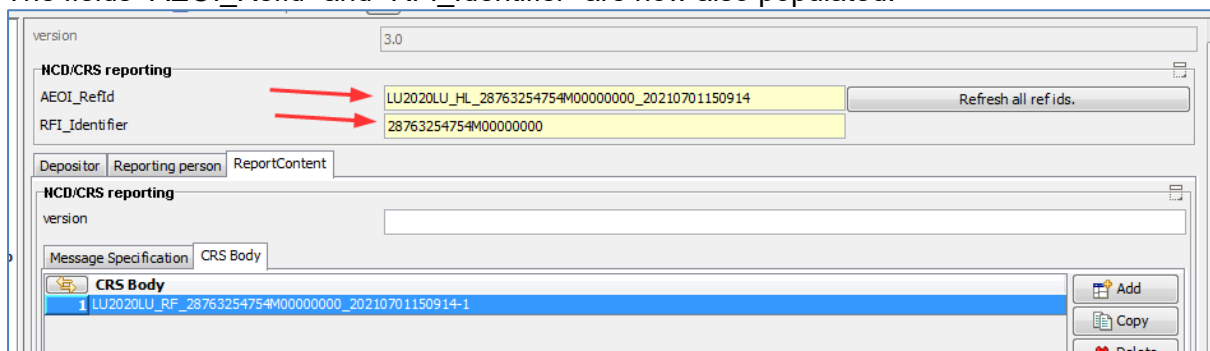
The screenshot shows the 'CRS Body' interface with the 'Name' field selected. The field is currently set to 'Titus SA'.

To enter the different elements of the address, you must choose "Display address block" in the "Select type of address" drop-down menu.



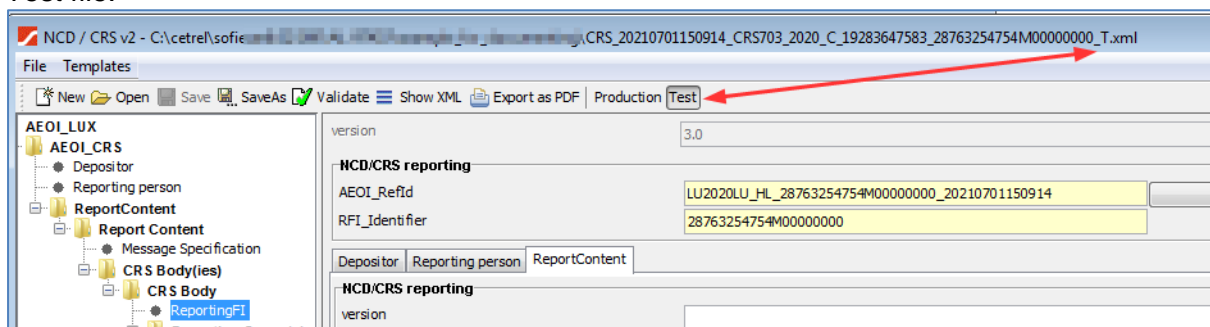
The other fields will be filled in automatically.

The fields “AEOI_Refid” and “RFI_Identifier” are now also populated.

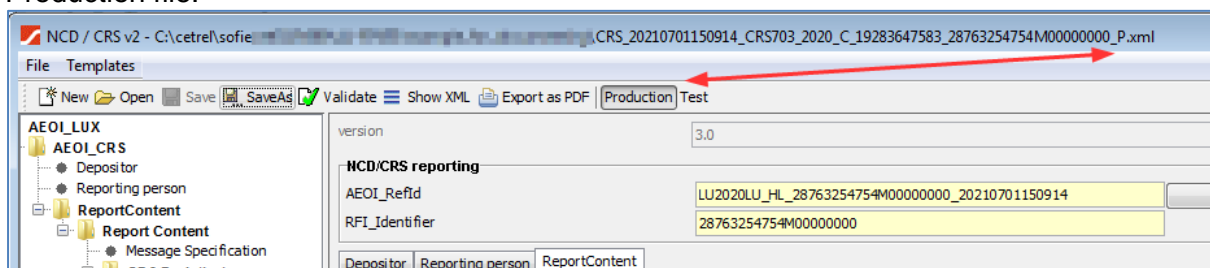


Now you have to decide whether this report is intended to be sent to the Test or to the Production environment. The report’s file name will be generated accordingly.

Test file:



Production file:



Please click the “SaveAS” in order for the file’s name to be generated and the data saved.

In our example, the file is named
“CRS_20210701150914_CRS703_2020_C_19283647583_28763254754M00000000_T.xml”,
since this is a CRS report, created on the date specified in the field “Timestamp”.

CRS703 means this is a “Zero reporting”.

The reporting period is year 2020.

The channel is always “C”. This is constant.

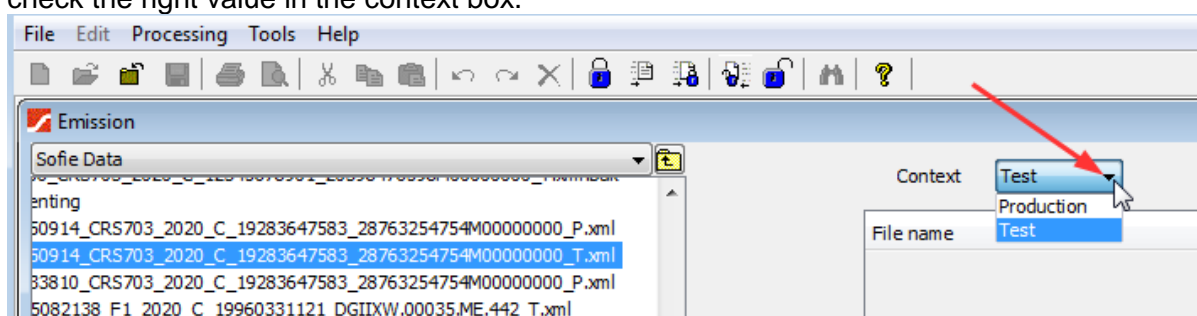
The Sofie account sending this file has to have the package “CRSB (19283647583)” associated to.

The report is related to RFI_identifier “28763254754M00000000”.

This report is expected to be processed by the ACD in their test environment.

Hint: Please always contact the ACD before sending any **test file** to them as they do not automatically process all **test files** received. This does of course not apply to production files.

Last but not least, send the file using Sofie as you would send any file and please remember to check the right value in the context box.



5 Defined Terms

This table defines the used terms in this document.

ACD	Administration de Contributions Directes (Luxemburg's tax administration)
OECD	Organisation for Economic Co-operation and Development (OECD; French: <i>Organisation de coopération et de développement économiques, OCDE</i>) (source: Wikipedia)
CRS	Common Reporting Standard
Matricule national	This personal identification number of 11 or 13 characters is provided by the Luxembourg Social Security Centre, or you must if necessary contact the " Bureau de la retenue d'impôt sur les intérêts " of the ACD to receive one.
PDF	Portable document format, (© Adobe Acrobat)

6 References

ACD's CRS dedicated page:

http://www.impotsdirects.public.lu/fr/echanges_electroniques/CRS_NCD.html

OECD CRS portal

<http://www.oecd.org/tax/automatic-exchange/common-reporting-standard/>

Six-Payment-Services Sofie portal:

www.sofie.lu

This link redirects to the actual [Sofie page](#).

7 CONTACTS

1.1 [SOFiE helpdesk](#)

- Contract sales or technical questions :
 - Tel : (+352) 355 66 - 600
 - Email : sofie.lux@six-payment-services.com

1.2 [Administration des contributions directes \(ACD\)](#)

- Reporting rules and report content
 - Tel: +352 247-52459
 - Email: aeoi@co.etat.lu