Payment Services

SOFiE CRS EDITOR

User Guide

Version of Document :	1.01
Status :	Published
Release Date :	April 4th, 2018
Prepared by :	Six Payment Services
Recipients:	Users

1 Document Version Control

Date	Description of Change	Change done by	Version
25/01/2018	First version published	OL	1.0
4/4/2018	Add contact information	OL	1.01

Summary of changes

This document reflects changes made since the last publication.

Chapter	Description of Change
all	CRS version 1.0
7 CONTACTS	Added chapter with contact information

© 2018 Six Payment Services (Europe) S.A.- All rights reserved

2 Contents

1 Document Version Control 2
2 Contents 3
3 Introduction 4
3.1 Scope of this document 4
3.2 Out of scope 4
3.3 Prerequisite 4
4 Introduction to SOFiE's CRS report editor 5
4.1 Access the CRS report editor via SOFiE's main screen 5
4.2 Overview of the CRS report editor window 7
4.3 Some basic features of this editor 10
4.3.1 Saving your own report templates 10
4.3.2 Showing required fields 11
4.3.3 Editing multiple CRS reports at a same time 11
4.3.4 Copying and pasting data between different reports 12
4.3.5 Collapsing and expanding particular parts in the editor 12
4.3.6 Copying all Declarant's data into the Reporting person's form 14
4.3.7 Showing fields containing errors 14
4.4 Editing complex data lists 15
4.5 Displaying feedback reports 16
5 Defined Terms 18
Common Reporting Standard 18
6 References 19

© 2018 Six Payment Services (Europe) S.A.- All rights reserved

3 Introduction

The SOFiE client version 5.17 and above includes a CRS report editor. 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: helpdesk.lux@six-payment-services.com

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

3.1 Scope of this document

This documents aims to explain the usage of the CRS report editor embedded in the SOFiE client software version 5.17 and higher.

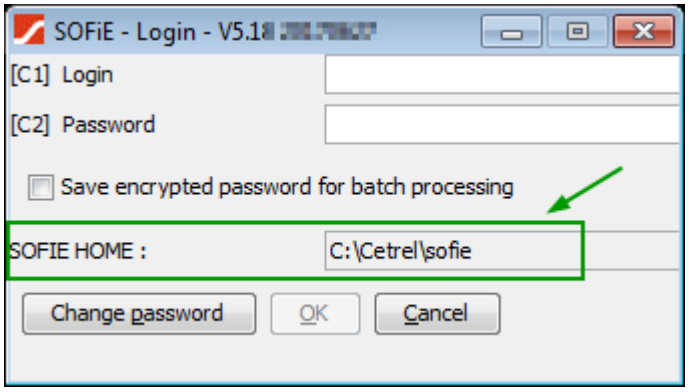
3.2 Out of scope

This document does not explain what CRS and the corresponding report are, nor 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.



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.

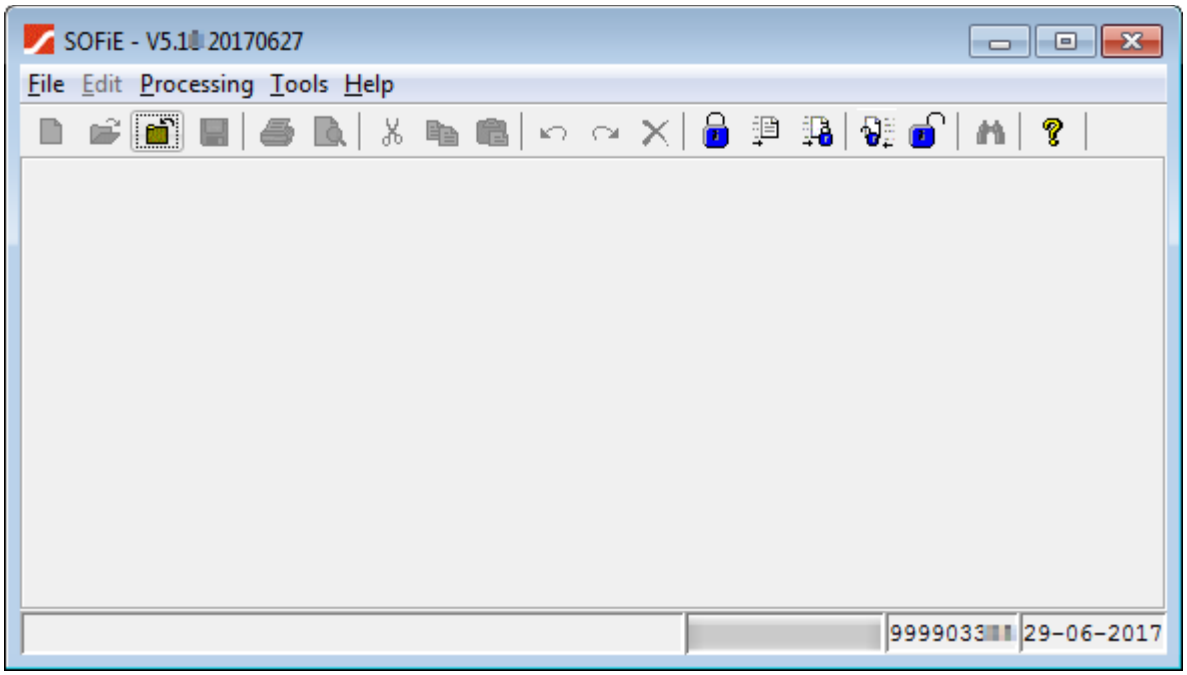
© 2018 Six Payment Services (Europe) S.A.- All rights reserved

4 Introduction to SOFiE's CRS report editor

Please note that some screenshots in this document might slightly differ from those in the final version of the SOFiE client.

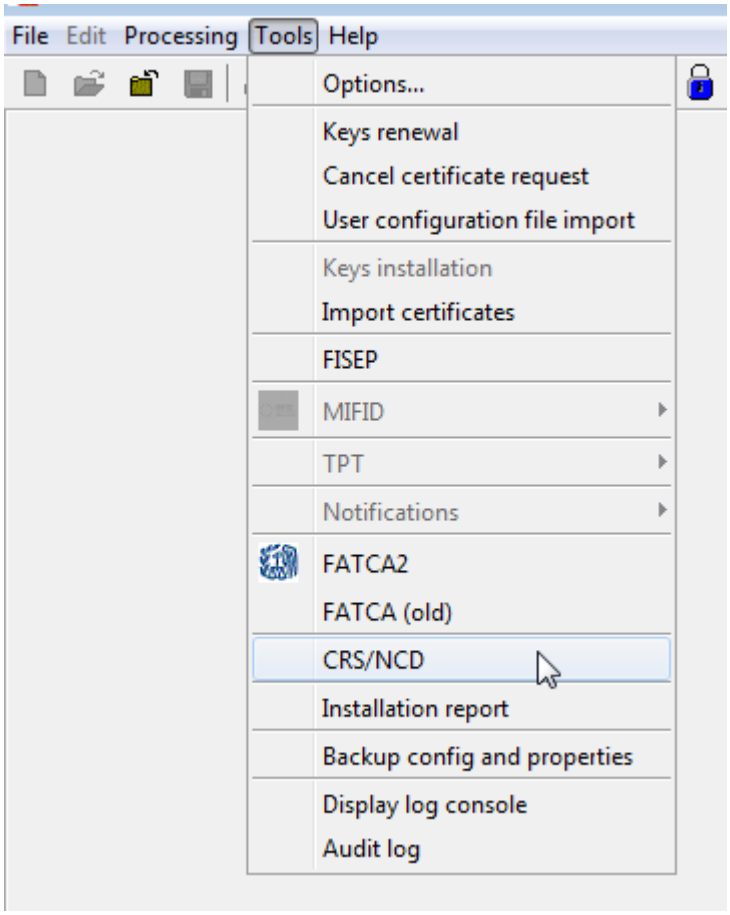
4.1 Access the CRS report editor via SOFiE's main screen

Every SOFiE user will recognize the main screen, hereunder.



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

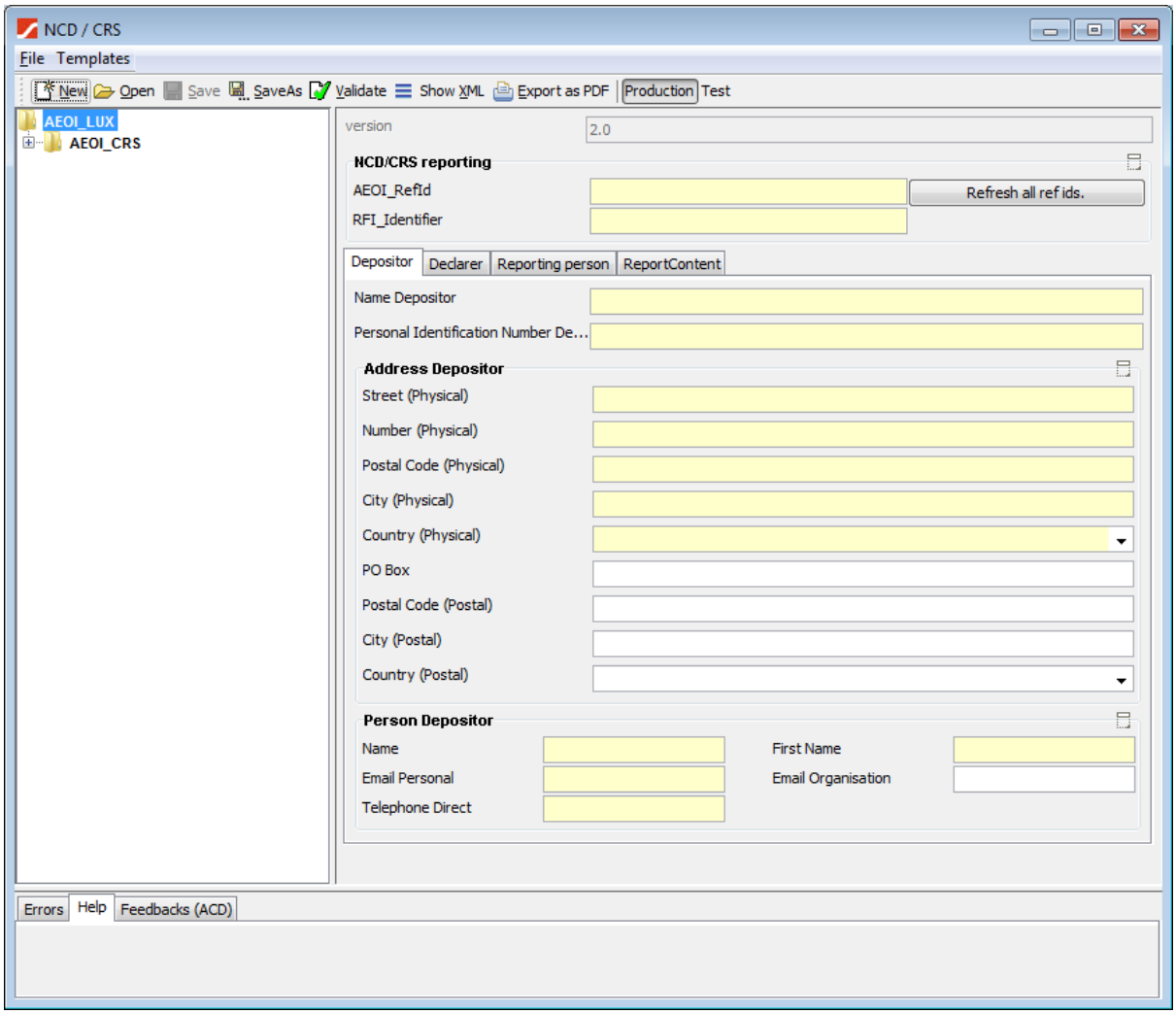
© 2018 Six Payment Services (Europe) S.A.- All rights reserved



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.

© 2018 Six Payment Services (Europe) S.A.- All rights reserved

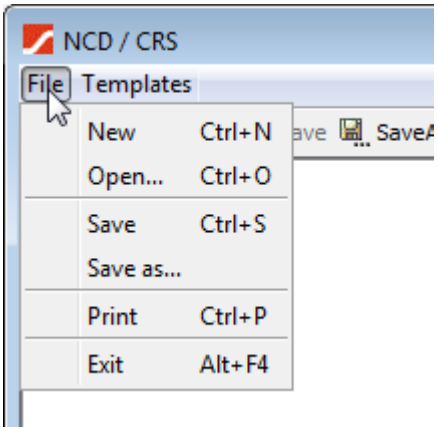
The main window of the CRS editor looks like this:



4.2 Overview of the CRS report editor window

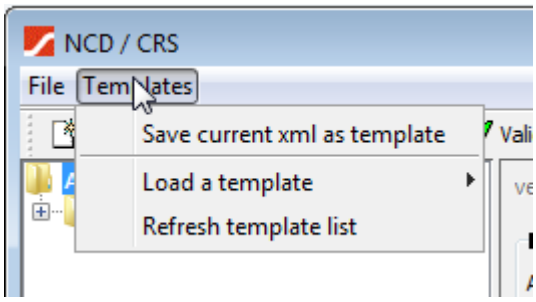
In the upper left corner you will see the “File” and “Templates” menu items.

The items in this menu are self-explanatory, but here is a reminder:



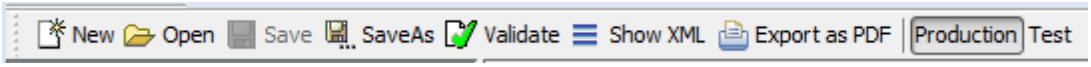
© 2018 Six Payment Services (Europe) S.A.- All rights reserved

- New: creates a new CRS report. If a report is already being edited, a new window will be opened.
- Open: opens an existing CRS report
- Save: Saves the report being edited
- Save as: computes the filename for this report as defined by the ACD and asks the user where to save this report
- Print: opens the print dialog in order to print the report after having transformed this report into a PDF document.
- Exit: exists the CRS editor but without closing SOFiE's main window.



- Save current xml as template : Saves the current report as a template in the folder "SOFiE_HOME\data\USER_ID\ncdcrs\templates », where
  - SOFiE_HOME is the folder where the SOFiE profile data is stored (see your login window).
  - USER_ID: is the ID logged in to the SOFiE client.
- Load a template: open a list with available template files from the folder "SOFiE_HOME\data\USER_ID\ncdcrs\templates ».
- Refresh template list: refreshes the list of available template files. This is useful after having manually copied files to the template folder.

Under the main menu bar, there is the toolbar showed below:



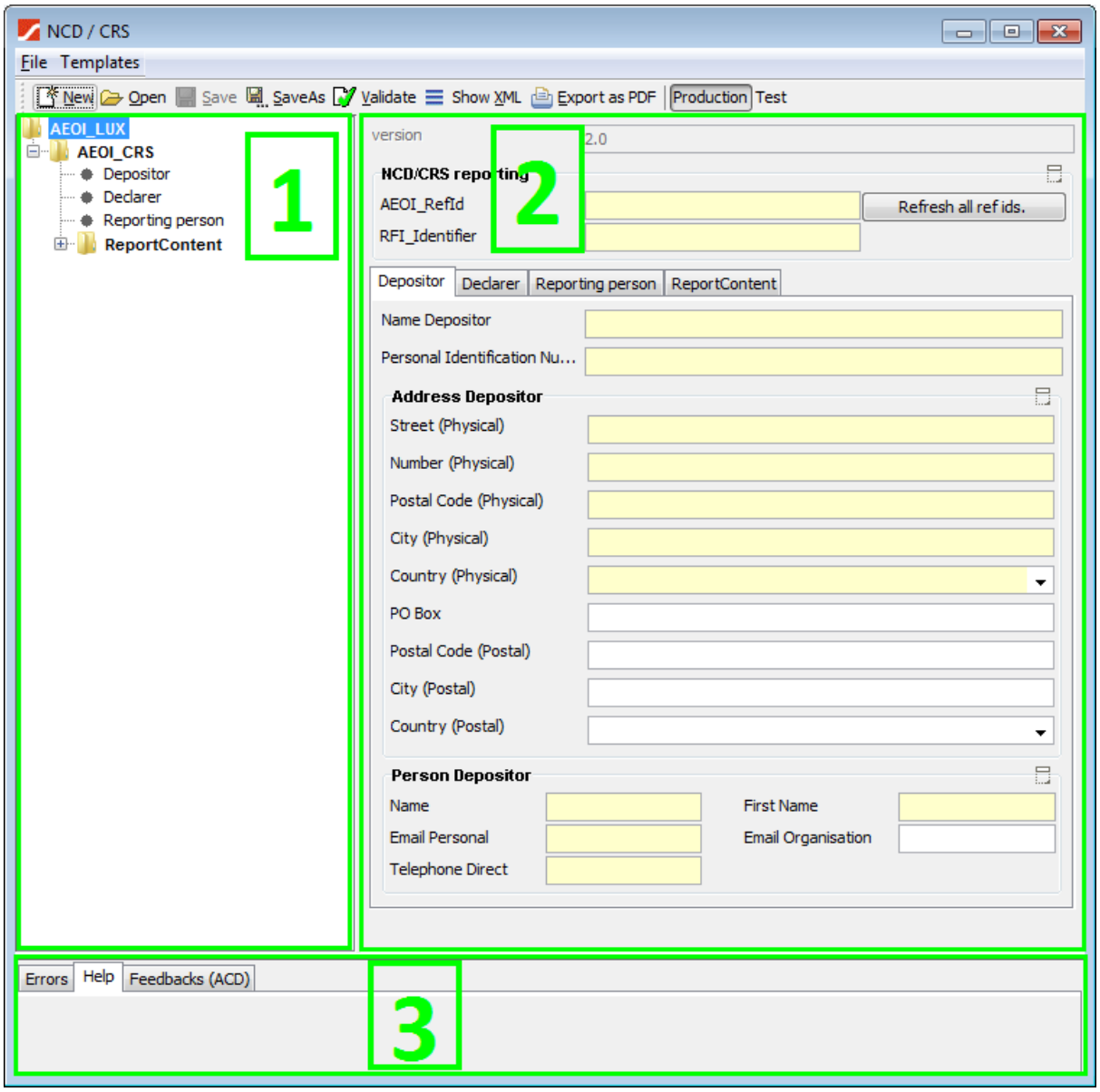
The four first items have the same function as described earlier in this chapter.

The other items are:

- Validate: checks the current report against the XSD, that is the file describing the data format for this report
- Show XML: shows the raw data for this report
- Export as PDF: generates a "human readable" version for this report. The report is stored as a PDF file in the folder "SOFiE_HOME\tmp". Please note that this PDF file is not intended to be sent to the ACD.
- Production/Test: Allows you to specify to which environment the report is intended for:
  - Production: this report contains real data to be processed by the ACD in their production environment
  - Test: this report contains test data to be processes by the ACD in their test environment.

© 2018 Six Payment Services (Europe) S.A.- All rights reserved

The rest of this window can be divided in three main parts.



Part 1 shows a tree structure of the CRS report being edited. This tree will be populated depending on the information added. The three placeholders “Depositor”, “Declarer”, “Reporting person” and “Report Content” are always shown as they must exist even for a “zero report”.

Part 2 shows the available field for editing for the part of the report selected in part 1.

Part 3 shows three tabs:

- Errors: displays the error messages concerning the report being edited
- Help: a help message concerning the edited field might be displayed.

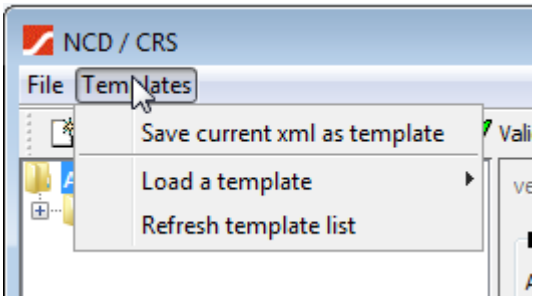
© 2018 Six Payment Services (Europe) S.A.- All rights reserved

- Feedbacks: The editor automatically looks for feedback files in the "SOFiE_HOME/data/SOFiE_ID/decrypted" folder and its subfolders, based on the name of the report being edited.

4.3 Some basic features of this editor

4.3.1 Saving your own report templates

It is possible to save template reports, so it is not necessary to enter again the basic data like declarer's or depositor's information every time a new report has to be created. The available functions are available via the "Templates" menu.



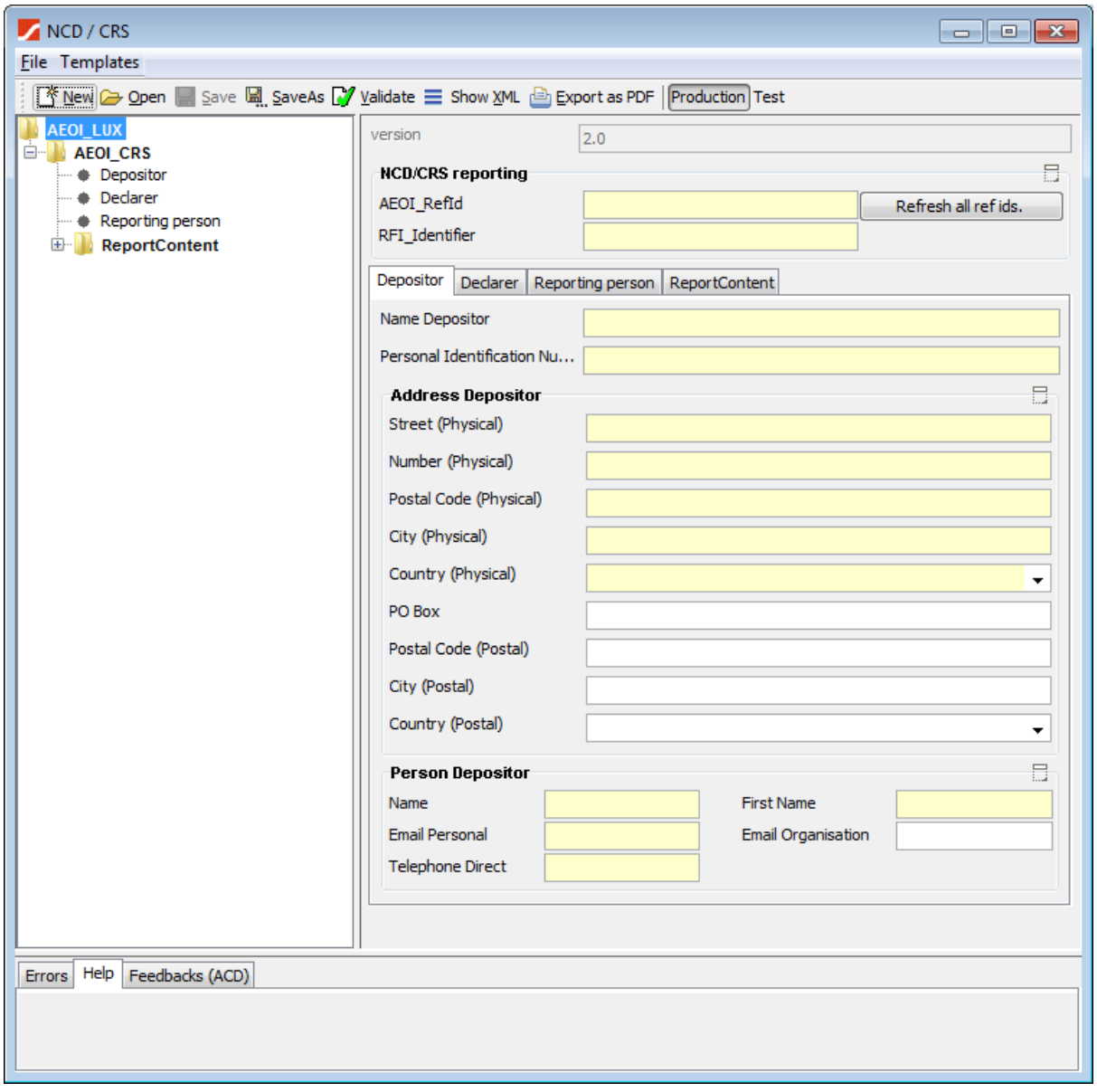
- Save current xml as template : Saves the current report as a template in the folder "SOFiE_HOME\data\USER_ID\ncdcrs\templates », where
  - SOFiE_HOME is the folder where the SOFiE profile data is stored (see your login window).
  - USER_ID: is the ID logged in to the SOFiE client.
- Load a template: open a list with available template files from the folder "SOFiE_HOME\data\USER_ID\ncdcrs\templates ».
- Refresh template list: refreshes the list of available template files. This is useful after having manually copied files to the template folder.

You may change the filename, even if the editor suggests one.

© 2018 Six Payment Services (Europe) S.A.- All rights reserved

4.3.2 Showing required fields

Required fields are shown on a yellow background, e.g.: “RFI Identifier”, “Reference identifier”, “Name Depositor”, and so on.



4.3.3 Editing multiple CRS reports at a same time

It is possible to edit more than one report at a time. You may use the menu from the main window to open a new CRS editor window or use the “open” menu from an already opened CRS editor window. A new window will then appear.

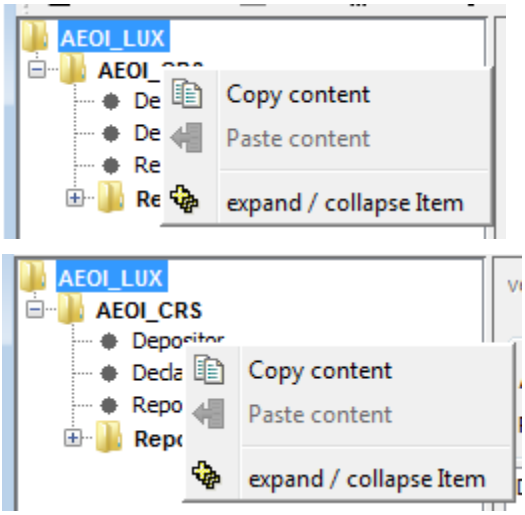
© 2018 Six Payment Services (Europe) S.A.- All rights reserved

4.3.4 Copying and pasting data between different reports

It is possible to copy data from one window to another, not only for a single field but often also whole data structures. Click on an item in the tree view window and click on the right mouse button. A contextual menu appears.

Please note you have to select the item before clicking the right mouse button. (It has to appear on a blue background.)

This contextual menu looks like one of these examples:

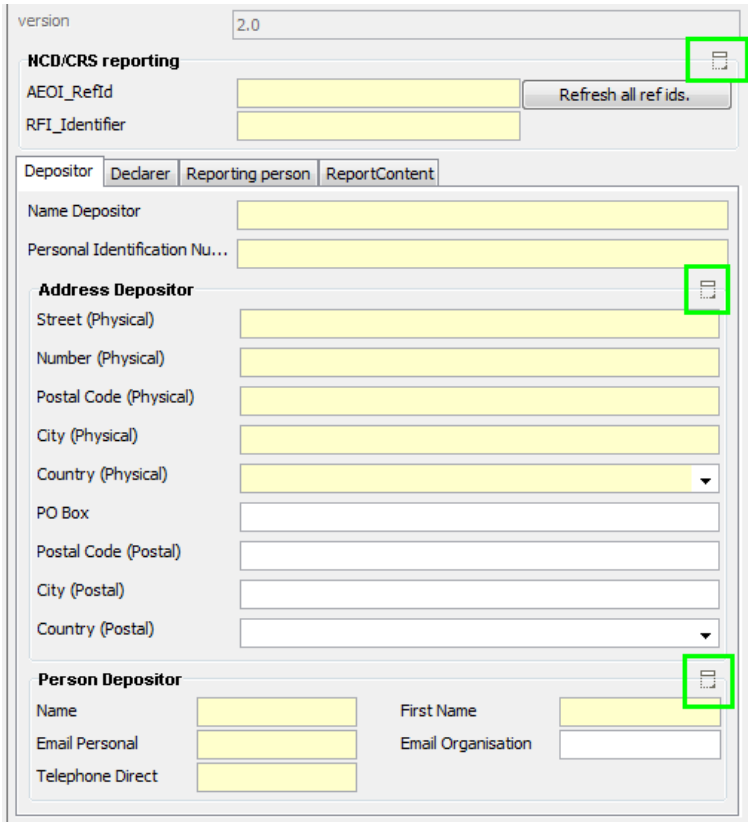


4.3.5 Collapsing and expanding particular parts in the editor

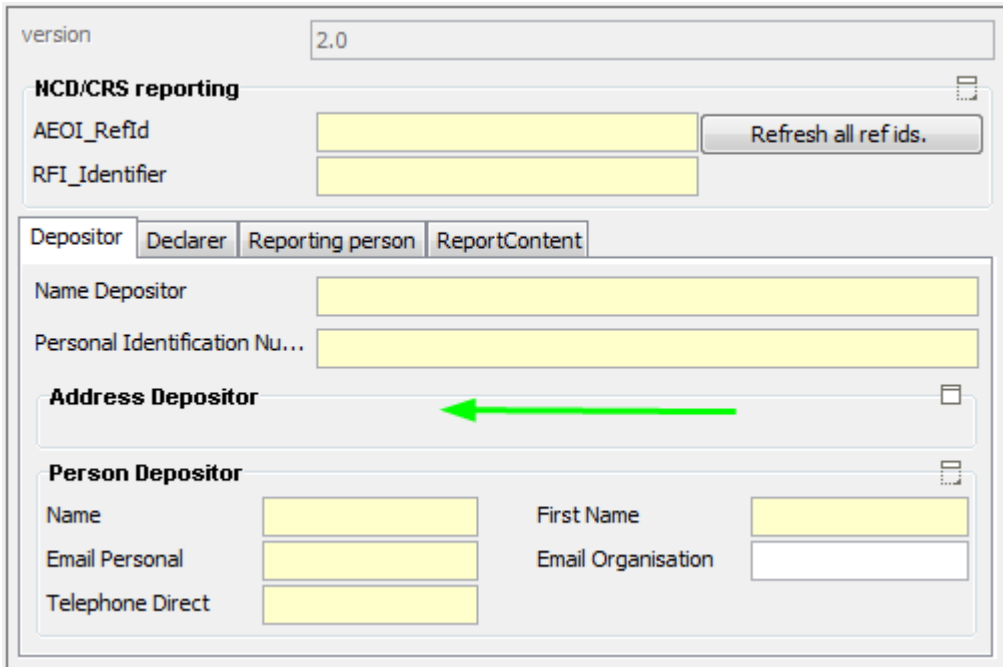
Whenever you see the icon shown in the green box hereunder, you may click on it to collapse a whole part of the fields displayed.

© 2018 Six Payment Services (Europe) S.A.- All rights reserved

Let's assume you are editing the "Depositor" information and you see the screen below.



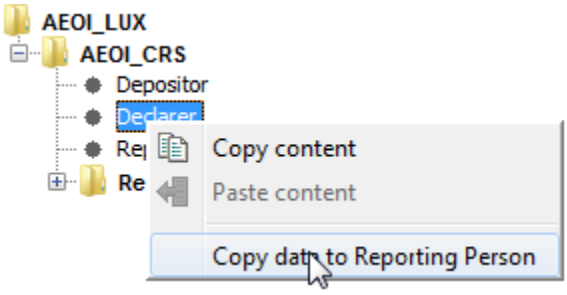
If you click on the middle "collapse" icon, the screen will look like this:



© 2018 Six Payment Services (Europe) S.A.- All rights reserved

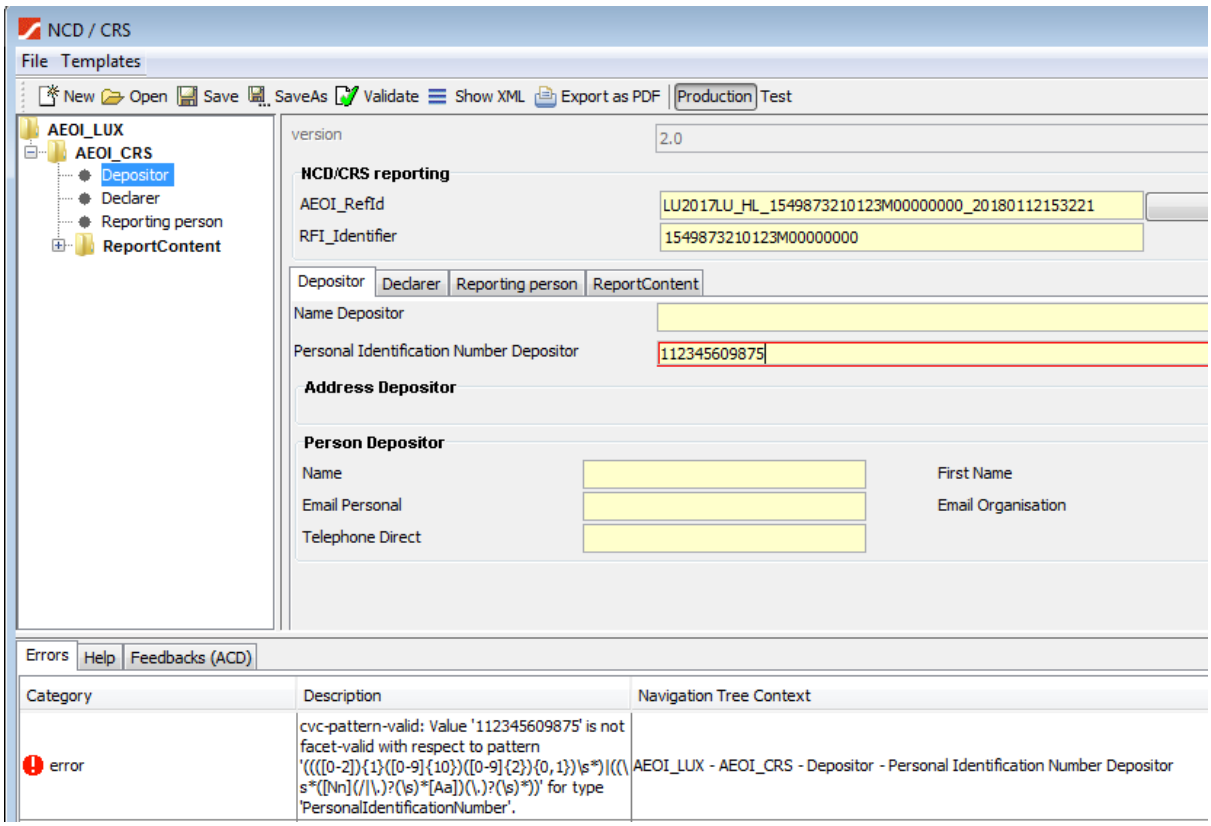
4.3.6 Copying all Declarant's data into the Reporting person's form

If the Reporting person's data is identical to the declarant's, you don't have to enter all the data twice. Fill in one of the two forms and copy the data to the other form using the "Copy data to declarer" function, available from the contextual menu when selecting "Depositor" in the left tree view



4.3.7 Showing fields containing errors

Should a field contain invalid data or the data be missing in a mandatory field, an error message is displayed in the "Error" view, at the bottom of the editor's window. The concerned field is surrounded with a red box and, if you click on the error message, this field is displayed, even if you were not in the form it is in.

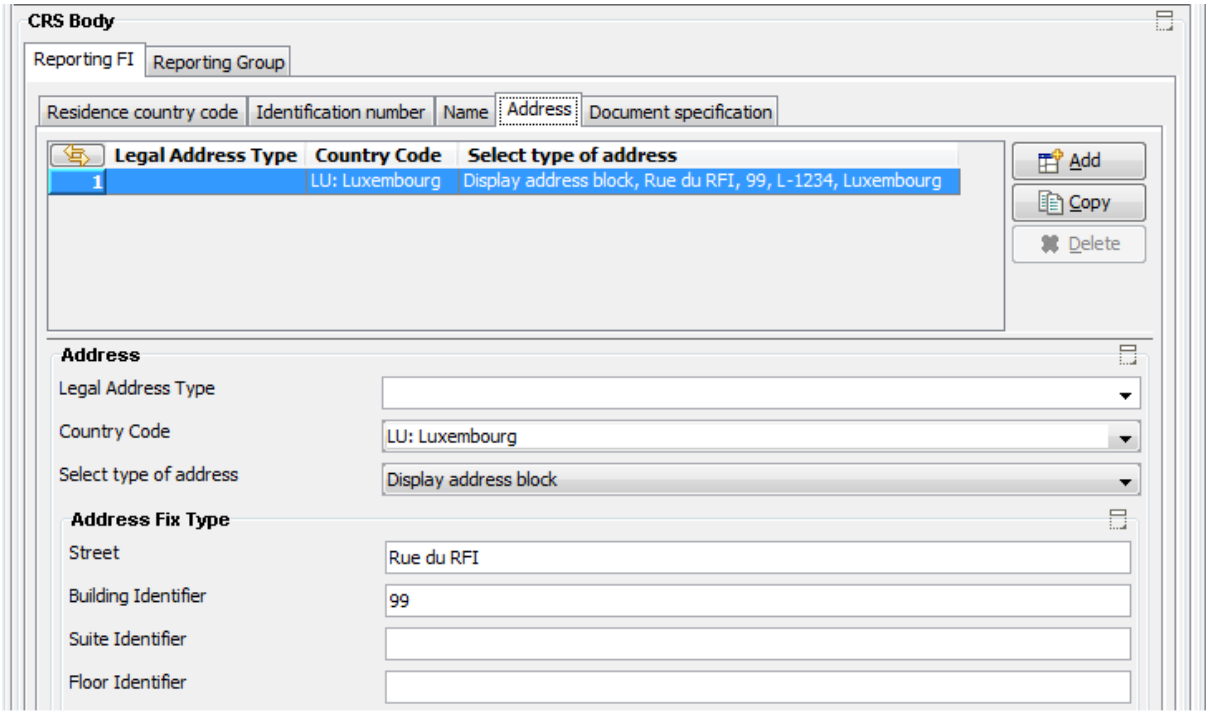


© 2018 Six Payment Services (Europe) S.A.- All rights reserved

In this case, the value for “Personal Identification Number Depositor” does lack a digit in order to comply with the regular expression.

4.4 Editing complex data lists

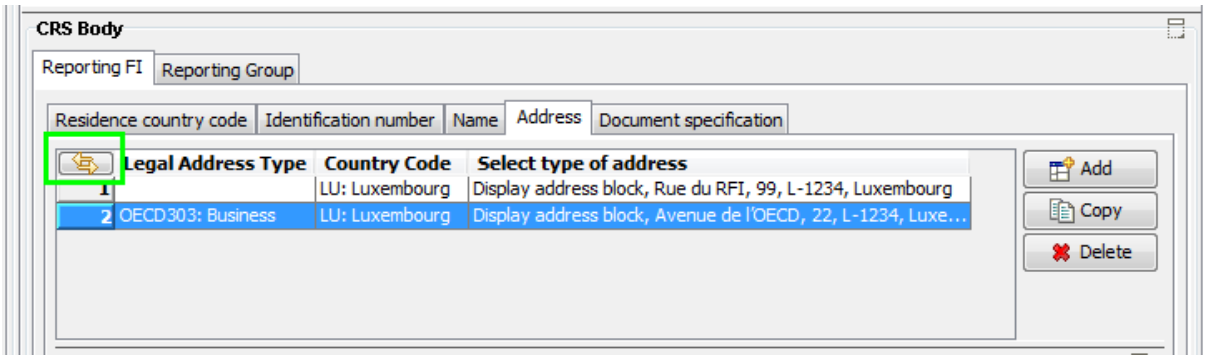
To edit complex data lists, such as e.g. the addresses for a ReportFI, the following form has been created.



There are three buttons on the right side:

- Add: to add a new item
- Copy: to copy an existing item to this same list
- Delete: to delete the selected item form the list

There is a useful function accessible via the icon surrounded in green in the screenshot hereunder.

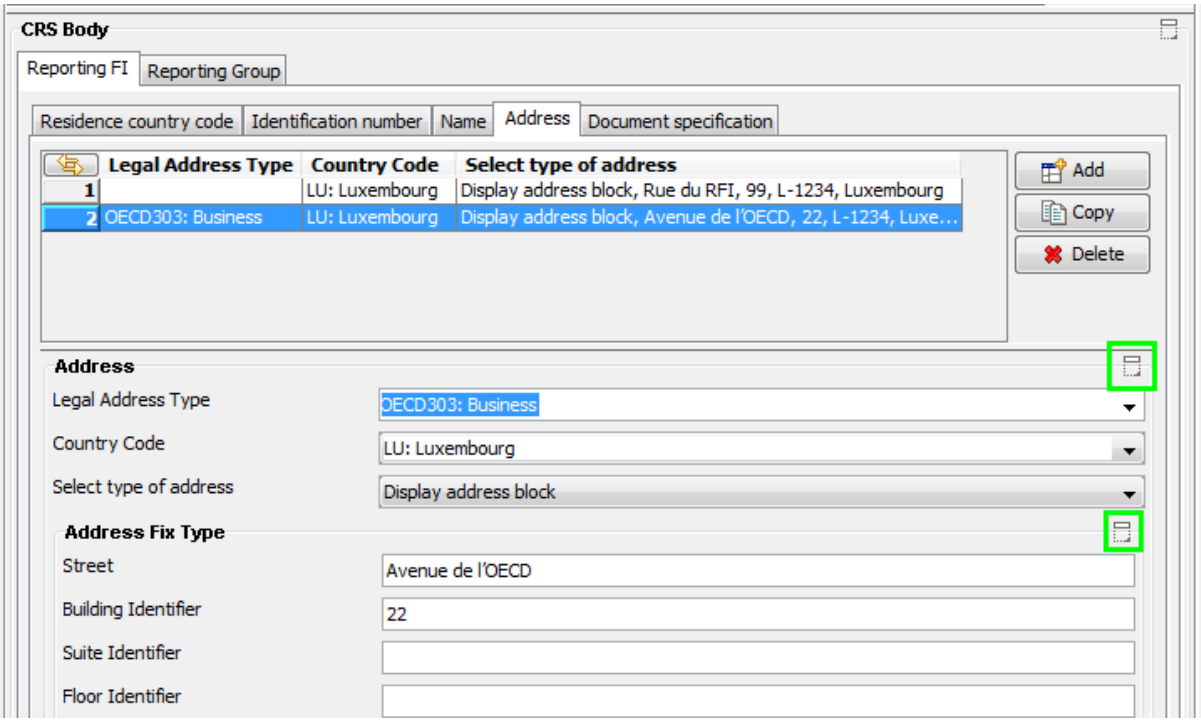


© 2018 Six Payment Services (Europe) S.A.- All rights reserved

It changes the width of the columns in order for them to show their full content.

Please note that since the columns may contain long data sets, the width of a standard window may not be enough to display all data. A horizontal scrollbar appears automatically, the same way a vertical one appears each time it is necessary.

The details of a list's item is displayed in a form underneath it



You may notice the "expand/collapse" icons the green arrows are pointing too. As described earlier in this document, they allow expanding or collapsing a subset of data in this form.

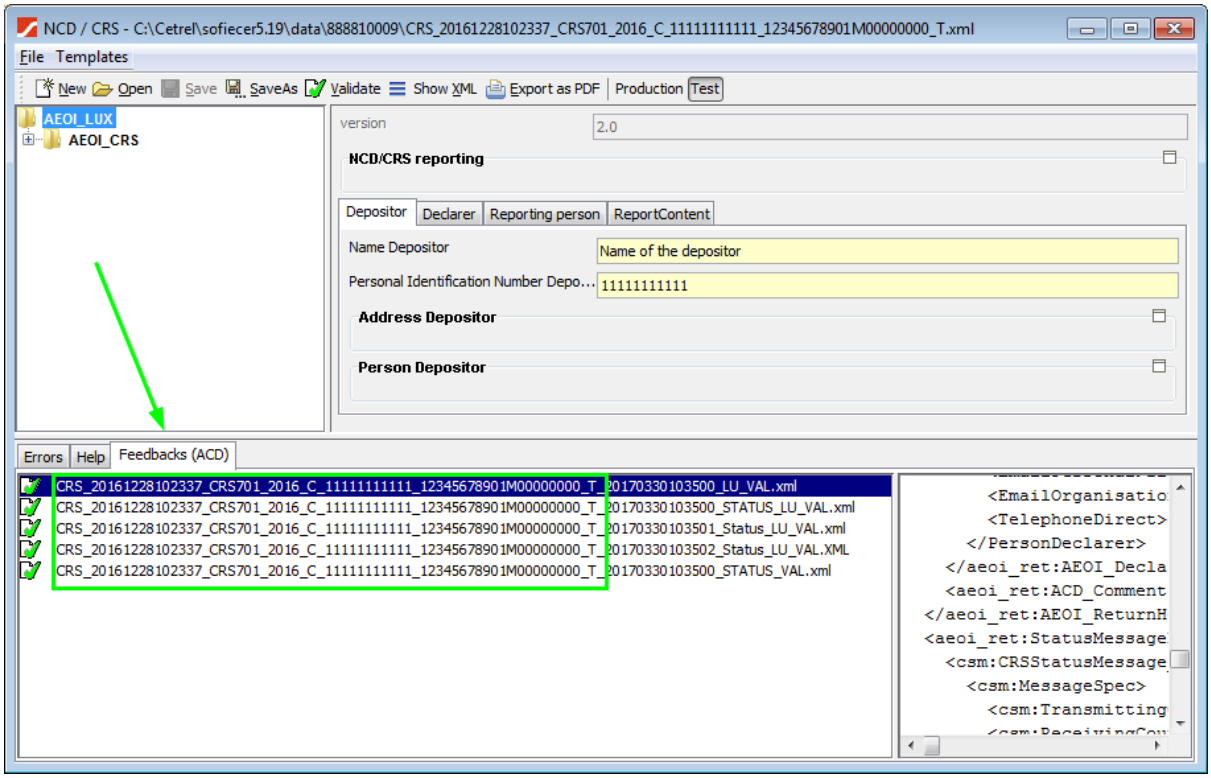
4.5 Displaying feedback reports

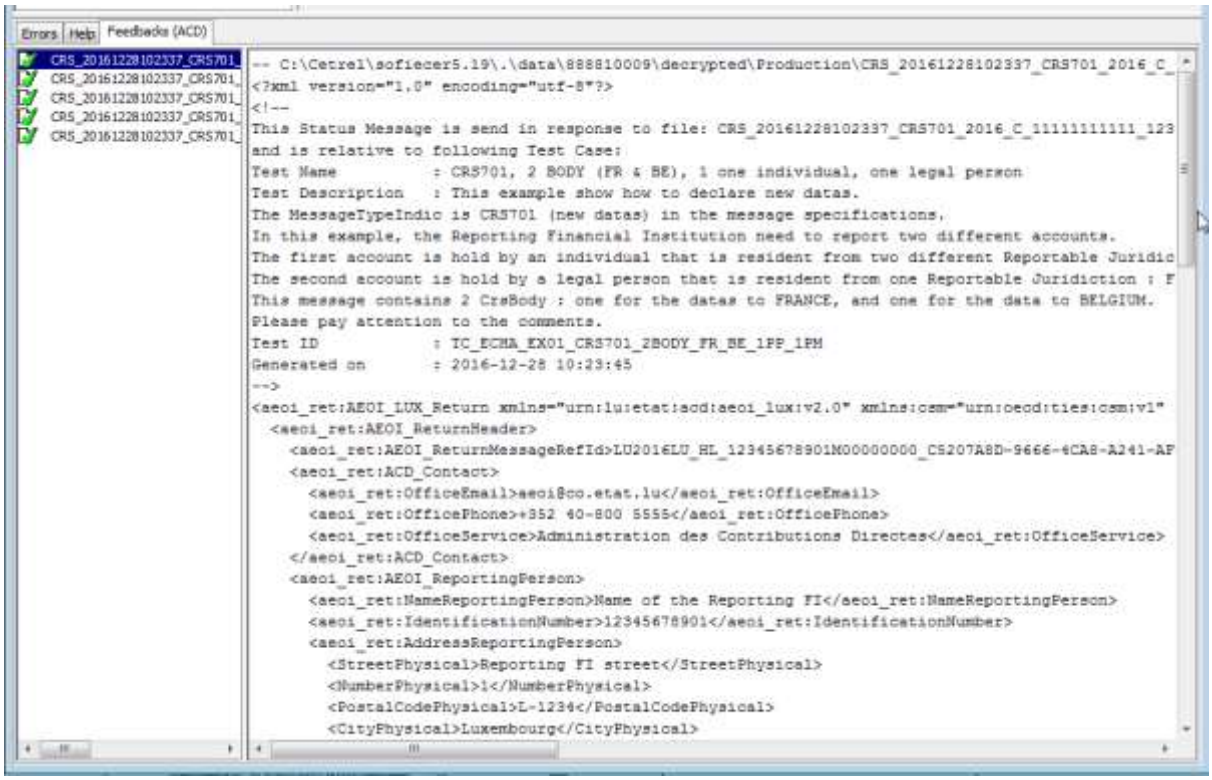
The SOFiE client looks for feedback file concerning the report being edited. It looks in the folder "SOFIE_HOME/data/SOFIE_ID/decrypted" and all its subfolders. The search is based on the initial report.

In the example below, the SOFiE client found an "acknowledge" feedback file.

Its content is displayed in the small window on the right side. The raw data is displayed.

© 2018 Six Payment Services (Europe) S.A.- All rights reserved





© 2018 Six Payment Services (Europe) S.A.- All rights reserved

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: *Organisation de coopération et de développement économiques*, *OCDE*) (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)

© 2018 Six Payment Services (Europe) S.A.- All rights reserved

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.

© 2018 Six Payment Services (Europe) S.A.- All rights reserved

7 CONTACTS

7.1 SOFiE Business

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

© 2018 Six Payment Services (Europe) S.A.- All rights reserved