



## **Primacy Workplace CRS Documentation**

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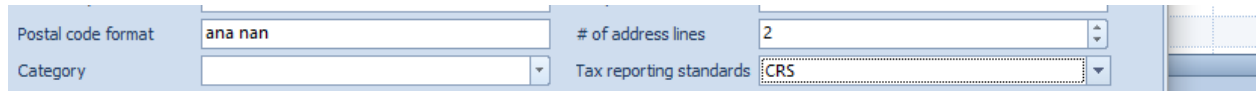
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## 1 Setup and configuration

This section discusses how to setup and configure Workplace to be ready for CRS reporting.

### 1.1 Marking a country as CRS reportable

To mark a jurisdiction as a CRS reportable country, navigate to Settings > Lists > System-wide codes > Countries / regions, open a jurisdiction and check the CRS checkbox in the Tax reporting standards field.

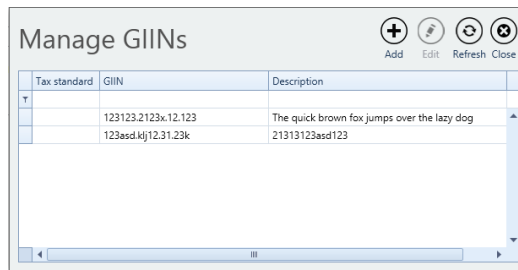


A screenshot of a web form. The 'Postal code format' field contains 'ana nan'. The '# of address lines' field contains '2'. The 'Category' field is empty. The 'Tax reporting standards' dropdown menu is open, showing 'CRS' selected.

All countries that are flagged as reportable will show in the Tax reporting manager if there are any indicia flags for the reporting country. All 53 countries that are participating in CRS for 2017 will automatically have CRS enabled.

### 1.2 Managing GIIN numbers

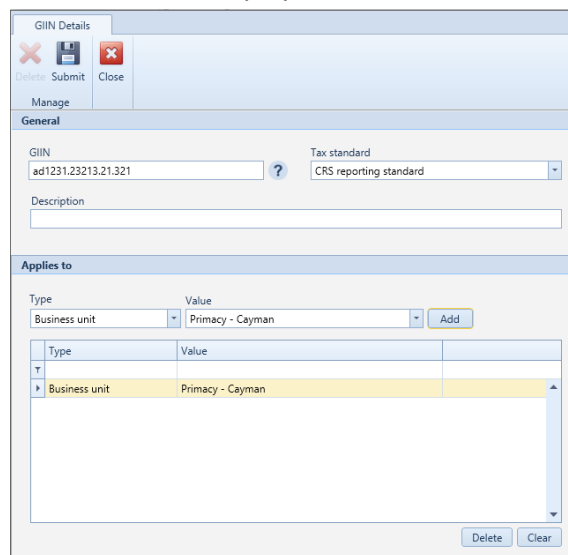
To manage GIIN numbers, navigate to Tax reporting manager -> Actions -> Manage GIIN



A screenshot of a 'Manage GIINs' window. It features a table with columns for 'Tax standard', 'GIIN', and 'Description'. There are icons for 'Add', 'Edit', 'Refresh', and 'Close' at the top right.

Tax standard	GIIN	Description
	123123.2123x.12.123	The quick brown fox jumps over the lazy dog
	123asd.kj12.31.23k	21313123asd123

Click on the Add or Edit button to launch the GIIN properties form below



A screenshot of the 'GIIN Details' form. It includes fields for 'GIIN' (containing 'sd1231.23213.21.321'), 'Tax standard' (set to 'CRS reporting standard'), and 'Description'. There is an 'Applies to' section with a table for 'Type' and 'Value'.

**GIIN Details**

Delete Submit Close

Manage

**General**

GIIN: sd1231.23213.21.321 ? Tax standard: CRS reporting standard

Description:

**Applies to**

Type: Business unit Value: Primacy - Cayman Add

Type	Value
Business unit	Primacy - Cayman

Delete Clear

The General section is where you provide the actual identification number and tax reporting standard.

The Applies to section is where you instruct Workplace on how the GIIN should be applied. See table below.

For the Type picklist, the options are

Name	Description
Master institution	The GIIN will be applied to all entities whose Master institution is equal to the value selected.
Business unit	The GIIN will be applied to all entities whose Business unit is equal to the value selected.
Tax reporting scope	The GIIN will be applied to all entities whose Tax reporting scope is equal to the value selected.
Tax reporting status	The GIIN will be applied to all entities whose Tax reporting status is equal to the value selected.

### 1.3 Configuring indicia checks

To configure indicia checks, launch **Tax reporting indicia procedures**. Here you can add, delete or modify all indicia checks associated to a tax reporting standard.

List of indicia checks for CRS

Name	Description
Has address in a CRS country	Checks if entity addresses listed in <b>Client properties -&gt; Addresses -&gt; General</b> are in a CRS reportable country.
Has in-care-of address	Checks if entity addresses listed in <b>Client properties -&gt; Addresses -&gt; General</b> are in a CRS reportable country and has For-attention-of information.
Has phone number in a CRS country	Checks if entity phone numbers listed in <b>Client properties -&gt; Information -&gt; General</b> are in a CRS reportable country.
Has power of attorney in a CRS country	Checks if entity's power-of-attorney resides in a CRS reportable country.
Has standing instructions in a CRS country	Checks if entity has a recurring Transfer fund transaction where recipient is in a CRS reportable country.
Has hold mail instruction	Checks if <b>Client properties -&gt; Information -&gt; Do not mail</b> checkbox is ticked.
Total assets under management	Calculates the total cash and total investments of the entity as of the selected date.

## 1.4 Using the enhanced version of the contact methods

Workplace has enhanced the contact methods for all clients and contacts that allows you to associate a country to a contact method. This was required in order for our indicia checks to easily determine if a phone number belongs in a reportable country.

We changed the contact methods section in the client properties to allow for multiple contact methods of the same type to be saved. There is a new system property called **Use new contact method**. When set to **Yes**, the new contact method form will be used in the **Information general** forms. When it is set to **No**, the old, deprecated form will be used. See below for an image of the two forms (the bottom form is the new version).

^ Contact methods

Preferred Any Mail addressee Atwood Consulting Ltd

Do not e-mail Main phone (345) 949-9081

Do not fax Other phone 523524352352352356235

Do not mail Fax FAX

Do not phone Web site rick.taylor.com

E-mail rick.taylor@primacycorp.com

^ Contact methods

Preferred contact method Any Do no contact by E-mail, Fax, Mail

Mail addressee Atwood Consulting Ltd

Add contact method

Contact method	Label	Value	Country code	Modified by	Modified on
Phone	Main phone	(345) 949-9081		Rick Taylor	3/27/2017
Phone	Other phone	523524352352352356235		Rick Taylor	3/27/2017
Phone	Fax number	FAX		Rick Taylor	3/27/2017
Web site	Work / Business	rick.taylor.com		Rick Taylor	3/27/2017
E-mail	Business	rick.taylor@primacycorp.com		Rick Taylor	3/27/2017

### 1.4.1 New pick lists for adding additional contact methods

There are 4 new pick lists that control the contact method and label. The **ContactMethodCodes** picklist drives the **Label** picklists so it's important to ensure the correct values are used depending on the method.

*For the ContactMethodCodes picklist, the options are:*

Phone	10
Web site	30
E-mail	40

*If you set the Contact method to **Phone**, the applicable Label picklist to use is **ContactLabelCodes\_Phone**. The options are:*

Main phone	1
Other phone	2
Business phone	3
Home phone	4
Mobile phone	5
SMS / Message	6
Fax number	7

*If you set the contact method to **Web site**, the applicable Label picklist to use is **ContactLabelCodes\_Website**. The options are:*

Personal	1
Work / Business	2
Other	3

*If you set the contact method to **Email**, the applicable Label picklist to use is **ContactLabelCodes\_Email**. The options are:*

Personal	1
Business	2
Other	3

## 1.4.2 Using the migration tool to migrate existing contact methods

There is a tool to migrate all existing contact methods to use the new format. The tool is located in the **Tools > Migrate contact methods** tool bar menu. The tool will show all business parties in a grid and the columns are all the contact methods added for that business party. Each row can be expanded to show all the items in the parent row how they will appear in new format. This tool must be run to migrate all of the contact methods as this is not done automatically with the update. It is important to note that when you migrate your contact methods, the old data will not be deleted from the system.

Migrate contact methods to new format

This tool will migrate the contact method information inside of the clients Information > General properties. The new contact method form allows a client or contact to have multiple phone, email and websites and not be constrained to the existing set fields. This will show a preview of the existing data and what it will look like in the new list. Please note that data will not be deleted after performing the migration.

Business party	Type	Telephone1	Telephone2	Telephone3	Telephone4	Fax	Web site
☐ Knox Corp.	Company	266-8968493				948-477-3388	
☐ Morris WorldWide	Company	190-1442818				610-9459360	
☐ Levine Company	Company	4658904797				781-659-4452	
▾ ☐ Atwood Consulting Ltd	Company	(345) 949-9081	52352435235235...			FAX	rick.taylor.com
	Contact method	Contact label	Value				
	Phone	Main phone	(345) 949-9081				
	Phone	Other phone	52352435235235235...				
	Phone	Fax number	FAX				
	Web site	Work / Business	rick.taylor.com				
	E-mail	Business	rick.taylor@primacyc...				
☐ a	Company						
☐ CR	Company						
☐ a	Company						
☐ ii	Company						
☐ yy	Company						
☐ aa	Company						

Close Migrate

## 1.5 Adding TIN numbers

Workplace has changed the existing way TIN numbers are recorded. Previously, on the clients **Taxation > General** tab there was a grid for TIN numbers and a field for the reason why a TIN number was not provided. This has now changed to be displayed as a new list on the Taxation tab called **Tax numbers**.

The tax numbers form allows for the following fields:

Country	Displays all countries flagged as reportable under CRS
Tax number type	CFIN or TIN
Number	The TIN or CFIN number
Reason	<p>If a reason is not specified, you must pick one of the following options:</p> <ul style="list-style-type: none"> <li>No TIN is required. (Note. Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction)</li> <li>The Account Holder is otherwise unable to obtain a TIN or equivalent number (Please explain why you are unable to obtain a TIN in the below table if you have selected this reason)</li> <li>The country/jurisdiction where the Account Holder is resident does not issue TINs to its residents</li> </ul>
Additional information	If you select option two in the Reason field, you must supply the reason you cannot obtain a TIN number here.

Sample form:

## 2 Using the Tax reporting manager

### 2.1 Scopes and statuses

To set the scope and status of the entity, right-click the jurisdiction then choose **Edit details** on the menu to launch the Scope and status form (Figure 2)

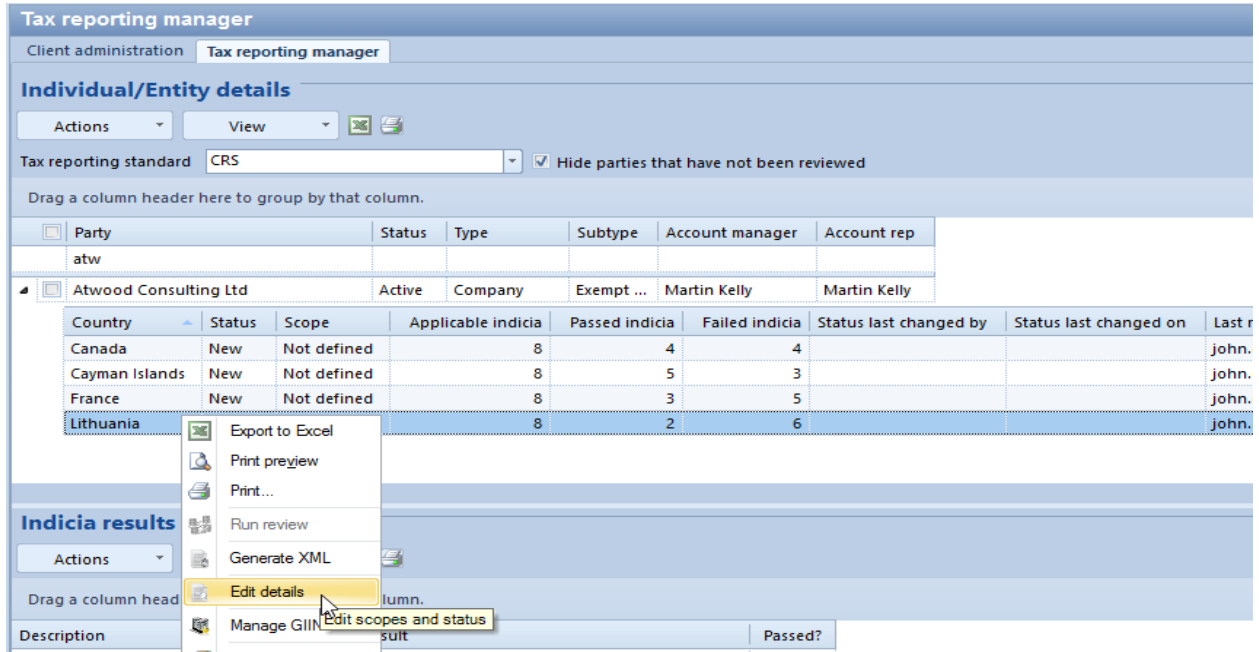


Figure 1

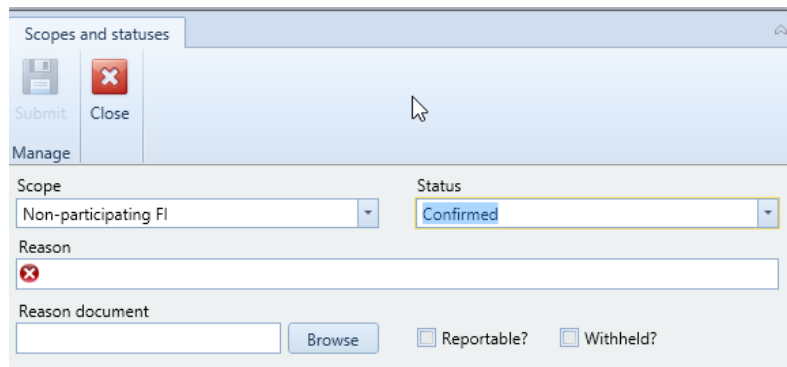
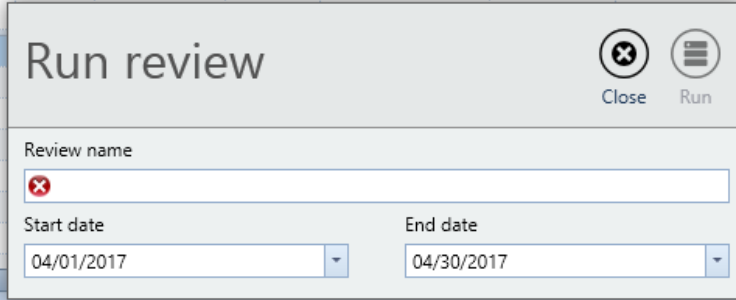


Figure 2

Starting from version 2017.3.1.0, Reason document and Reason field were added to hold any supporting documentation or explanation on why the particular scope and status combination was selected. The fields can be made Optional or Mandatory by setting the system property **Tax reporting scope and status requirement** to either Optional or Mandatory.

## 2.2 Running a review

To run a review, check the entities you want to review on the Tax reporting manager then navigate to Actions -> Run review



The screenshot shows a 'Run review' dialog box. At the top, there is a title bar with the text 'Run review' and two buttons: 'Close' (with a red 'X' icon) and 'Run' (with a list icon). Below the title bar, there is a 'Review name' field with a red 'X' icon. Below that, there are two date fields: 'Start date' and 'End date'. The 'Start date' is set to '04/01/2017' and the 'End date' is set to '04/30/2017'. Both date fields have a small downward arrow on the right side, indicating they are dropdown menus.

Starting from version 2017.3.1.0, Review name was added to the form to easily identify the review instance on the later stages of the CRS reporting process. Once the Run button is clicked, Workplace will run all the applicable indicia checks using the parameters you provided on the form.

### 3 Generating a CRS report

#### 3.1 Using the CRS reporting tool

Starting from version 2017.3.1.0, the reporting tool has now been fully integrated into the Tax reporting manager. The following features were added

- Ability to pick accounts to be reported
- Ability to save the form data
- Automatically saves a copy of the generated xml in the database for later viewing

Account	Currency	Balance	Report?
<b>100060 - Small International</b>			
123-456 - Cash account	USD	0.00	<input type="checkbox"/>
<b>100290 - The Hogan Trust</b>			
100290-501200 - Accounts Payable	XXX	-1,541.25	<input type="checkbox"/>
<b>101510 - The Ithaca Trust</b>			
101510001 - USD Cash account	USD	1,099,561.97	<input checked="" type="checkbox"/>
101510002 - CAD Cash account	CAD	405,000.00	<input checked="" type="checkbox"/>
101510003 - EUR Cash account	EUR	-5,600.00	<input type="checkbox"/>
01-466572 - USD Cash account	USD	1,907,268.79	<input checked="" type="checkbox"/>
101510-500400 - Investment account	XXX	95,027.00	<input type="checkbox"/>
101510-500500 - Accounts Payable account	XXX	-5,101.25	<input type="checkbox"/>
101510-500600 - Accounts Receivable account	XXX	0.00	<input type="checkbox"/>
<b>101520 - Atwood Consulting Ltd</b>			
101520-501400 - Accounts Payable	XXX	-731.71	<input type="checkbox"/>
101520-001 - Cash account	USD	9,998,766.00	<input type="checkbox"/>
<b>101530 - Canadian Country</b>			
101530-001 - Cash account	CAD	10,000,000.00	<input type="checkbox"/>
101530-002 - Cash account	USD	0.00	<input type="checkbox"/>

#### Fields

Name	Description
Review	The tax reporting review you want to use for this report.
GIIN	The global intermediary identification number you want to implement for this report.
Output directory	The output directory where the file will be created.
Country	Filters the list of entities by the country selected.
Is null report?	Generates a null report when ticked.
Generate separate file per country?	Not implemented

### 3.2 Viewing the generated report

To view the generated report, simply navigate to the output directory then open the file using any text editor or navigate to **Client administration -> Tasks -> Business administration -> Document manager** then filter for Tax reporting type of documents. Once you found the record, right-click the row then click on **Preview document** to view the XML.

