

Create a DataScan to Identify Returns Affected by the Minnesota M1NC Issue in CCH Axcess™ Tax

This document provides steps for creating the DataScan needed for the Minnesota M1NC issue. First, you must create the keywords within Tax. Then, you can build the scan using those keywords in DataScan.

Creating Keywords

1. Log into CCH Axcess Tax.
2. Within Return Manager, open any 2020 Individual (1040) return.
3. Select the Fed Government tab.
4. On the last column to the right, select **Fed Link WS** and open.
5. Scroll down to the second page under the *Data to Link into Correspondence (Continued)* section.
6. Under Export Information, highlight the **Export Version** field

Data to Link into Correspondence (Continued)

Return Amounts (Continued)

Excess Social Security, Medicare, and RRTA Tax Withheld	Late Filing Penalty
Other Payments	Late Payment Penalty
	Late Payment Interest

Estimated Tax

First Quarter Estimate Amount	Fourth Quarter Due Date
Second Quarter Estimate Amount	01/18/22
Third Quarter Estimate Amount	
Fourth Quarter Estimate Amount	

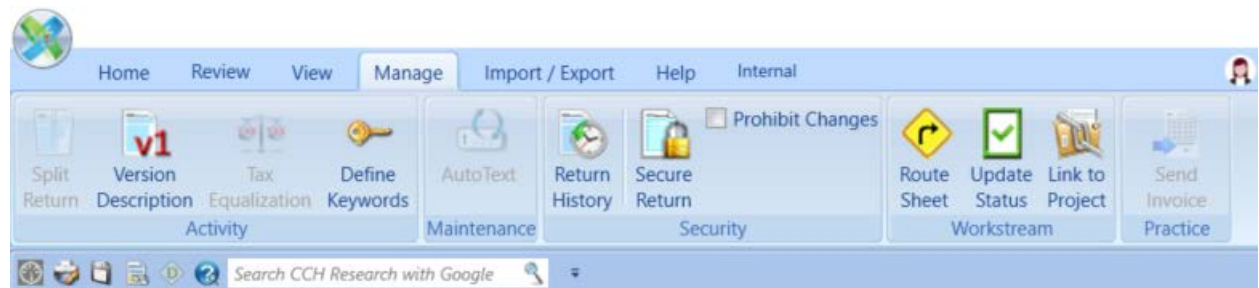
Export Information

Export Version	
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Calculation Information

Date Calculated	02/27/2021
Autoflow (scan (1))	

7. On the Manage ribbon, select **Define Keywords**.



8. In the Define Keywords window, type in a keyword to identify the field (example: Export Version).

The screenshot shows the 'Federal Link Worksheet' window. On the left is a sidebar with a tree view of 'Government Forms' including items like 'Tax Return Carryovers to 2021', 'Schedule A - Charitable Contributions Limitation', and 'Return Summary'. The main area is divided into sections: 'Estimated Tax' with fields for First, Second, Third, and Fourth Quarter Estimate Amounts; 'Export Information' with an 'Export Version' field; and 'Calculation Information' with 'Date Calculated' and 'Autoflow (scan (1))' fields. A 'Define Keyword' dialog box is open over the 'Export Version' field. The dialog box contains: 'Keyword source: Federal Link Worksheet - RELEASE NUMBER (STRING)', 'Keyword: Fed Link - Export Version' (highlighted in yellow), and buttons for 'Delete Keyword', 'View All Keywords', 'OK', and 'Cancel'.

9. Click **OK**.
10. Under Calculation Information, select the **Date Calculated** field.

This screenshot shows the 'Federal Link Worksheet' with the 'Data to Link into Correspondence (Continued)' section active. The sidebar on the left is expanded to show 'States' with a list including Alabama, Arizona, Arkansas, California, Colorado, and Connecticut. The main area contains sections: 'Return Amounts (Continued)' with fields for 'Excess Social Security, Medicare, and RRTA Tax Withheld', 'Other Payments', 'Late Filing Penalty', 'Late Payment Penalty', and 'Late Payment Interest'; 'Estimated Tax' with fields for First, Second, Third, and Fourth Quarter Estimate Amounts and 'Fourth Quarter Due Date'; 'Export Information' with an 'Export Version' field; and 'Calculation Information' with 'Date Calculated' (set to 02/27/2021) and 'Autoflow (scan (1))' fields.

11. On the Manage ribbon, select **Define Keywords**.

12. In the Define Keywords window, enter a keyword to identify the field (example: Date Calculated).

The screenshot shows the 'Federal Link Worksheet' window. On the left is a sidebar with a tree view of 'Government Forms'. The main area is divided into three sections: 'Estimated Tax', 'Export Information', and 'Calculation Information'. A 'Define Keyword' dialog box is open over the 'Calculation Information' section. The dialog box has a 'Keyword source' dropdown set to 'Federal Link Worksheet - Calc date', a 'Keyword' text field containing 'Fed Link - Date Calculated', and buttons for 'Delete Keyword', 'View All Keywords', 'OK', and 'Cancel'.

13. Click **OK**.

14. In the return, select **Worksheets > Federal > General > Basic Data > General**.

The screenshot shows the '1 - General' section of a tax return. It contains several fields for taxpayer information. Line 4, 'First name', is highlighted. The 'Taxpayer' section includes fields for First name, Initial, Last name, Suffix, Social security number (123-45-6789), Date of birth, Date deceased, Occupation, and Presidential election campaign contribution. The 'Spouse' section has corresponding fields for First name, Initial, Last name, Suffix, Social security number, Date of birth, Date deceased, Occupation, and Presidential election campaign contribution. The 'Required' status is indicated for several fields.

15. Create a keyword for the taxpayer's first and last name fields.
 - a. Highlight line 4, First Name, and select **Define Keywords** on the Manage ribbon.
 - b. Create the keyword, and then click **OK**.
 - c. Repeat steps a and b for line 6.
16. In the return, select **Worksheets > Federal > General > Return Options > Preparer Information – Overrides Office Manager/RCS**.
17. Create a keyword for the preparer.
 - a. Highlight line 12, Preparer Name, and select keywords on the Manage ribbon.
 - b. Create the keyword, and then click **OK**.

Building/Executing the Datascan

1. In Dashboard, click Application Links, and then click **Datascan**.
2. Choose **New** to create a new scan.
3. Name the new Datascan in the Name field. Keep the default Search Type dropdown set to Management.
4. Under the available fields and forms section, make sure the following selections are made:
 - Source = Keywords
 - Year = 2020
 - Return Type = Individual
 - Tax Authority = FD
 - Category = Blank

Build Scan -

Define the scan criteria

Select your search type and filters and then add the available fields and forms to the scan report and criteria. You can also drag the field or form to the Scan report or Criteria. Once the field or form is added to the criteria, you can define the criteria.

*Name: M1N1 Test

Description:

Search type: Management

Available fields and forms

Source: Keywords Year: 2020 Return type: Individual Tax authority: FD Category: Go

Keywords	Form-Field name
1040 - Preparer Name	
1040C - Preparer Name	
1040NR - Preparer Name	
1040X - Preparer Name	
Adoption Credit	

Scan Report

The following fields will appear as columns in your scan reports.

Tax year	Return Type	Fields/Forms
		Client ID
		Return ID

Criteria

Select **Attach to** to limit data that is in multiple locations.

{	{	Year	Return Type	Fields/Forms	Include	Operator	Value	}	}	Connector

Submit or Schedule Scan Save and Close Cancel

5. Click **Go** to populate the keywords list.
6. From the Keywords list, find and highlight the key word that was created for the Date Calculated field in step 12 in the Creating Keywords procedure.
7. Click **Add to Criteria and Report**. The keyword is added to Criteria section at the bottom and to the Scan Report section to the right.

8. From the keywords list, find and highlight the key word that was created for the Export Version field in step 8 in the Creating Keywords procedure.
9. Click **Add to Criteria and Report**. The keyword is added to Criteria section at the bottom and the Scan Report section to the right.
10. With the same export version keyword highlighted, drag it down into the Criteria section, creating a second line with the keyword in it.

Build Scan - M1N1 Test

Define the scan criteria

Select your search type and filters and then add the available fields and forms to the scan report and criteria. You can also drag the field or form to the Scan report or Criteria. Once the field or form is added to the criteria, you can define the criteria.

*Name: M1N1 Test Description:

Search type: Management

Available fields and forms

Source: Keywords Year: 2020 Return type: Individual Tax authority: FD Category: Go

Keywords	Form-Field name
Estate Taxes Deduction	
Farm Net Income/Loss	
Fed Link - Date Calculated	Federal Link Worksheet - Calc date
Fed Link - Export Version	Federal Link Worksheet - RELEASE NUMBER (S
Filing Status	

Scan Report

The following fields will appear as columns in your scan reports.

Tax year	Return Type	Fields/Forms
		Client ID
		Return ID
2020	Individual	Fed Link - Date Calcu
2020	Individual	Fed Link - Export Ver

Criteria

Select **Attach to** to limit data that is in multiple locations.

Insert Row Delete Row Attach To... Lookup Value

{	{	Year	Return Type	Fields/Forms	Include	Operator	Value	}	}	Connector
		2020	Individual	Fed Link - Date Calculated						
		2020	Individual	Fed Link - Export Version						
		2020	Individual	Fed Link - Export Version						

Submit or Schedule Scan Save and Close Cancel

11. From the Keywords list, find the keywords that were created for the Taxpayer's name and Preparer in step 15 of the Creating Keywords procedure.
 - Select the keyword and click **Add to Report**. Do not add them to the Criteria.
 - Use the up and down arrows to the right of the Scan Report to arrange the report items.

Define the scan criteria ?

Select your search type and filters and then add the available fields and forms to the scan report and criteria. You can also drag the field or form to the Scan report or Criteria. Once the field or form is added to the criteria, you can define the criteria.

*Name: Description:

Search type:

Available fields and forms

Source: Year: Return type: Tax authority: Category:

Keywords	Form-Field name
Overpayment	
Passive Income	
Payment Voucher AMT	
Pensions and Annuities	
Preparer Name	Return Options - Individual preparer name

Scan Report

The following fields will appear as columns in your scan reports.

Tax year	Return Type	Fields/Forms
		Client ID
		Return ID
2020	Individual	TP Last Name
2020	Individual	TP First Name
2020	Individual	Preparer Name
2020	Individual	Fed Link - Date Calcu
2020	Individual	Fed Link - Export Ver

12. In the *Available fields and forms* section, make the following selections:

- Source = Government
- Year = 2020
- Return Type = Individual
- Tax Authority = MN
- Category = Blank

Build Scan - M1N1 Test X

Define the scan criteria ?

Select your search type and filters and then add the available fields and forms to the scan report and criteria. You can also drag the field or form to the Scan report or Criteria. Once the field or form is added to the criteria, you can define the criteria.

*Name: Description:

Search type:

Available fields and forms

Source: Year: Return type: Tax authority: Category:

Government Forms
M1M - Income Additions & Subtractions
M1NC - Federal Adjustments
WKST - Rental Real Estate Losses
WKST - Social Security Income
WKST - IRA Deduction

Scan Report

The following fields will appear as columns in your scan reports.

Tax year	Return Type	Fields/Forms
		Client ID
		Return ID
2020	Individual	Fed Link - Date Calcu
2020	Individual	Fed Link - Export Ver

Criteria

Select **Attach to** to limit data that is in multiple locations.

	Year	Return Type	Fields/Forms	Include	Operator	Value	Connector
	2020	Individual	Fed Link - Date Calculated				
	2020	Individual	Fed Link - Export Version				
	2020	Individual	Fed Link - Export Version				

13. Click **Go**. The government forms list for Minnesota populates.
14. From the government forms list for Minnesota, scroll and highlight **M1NC – Federal Adjustments**, and click **Add to Criteria**.

Build Scan - M1N1 Test

Define the scan criteria

Select your search type and filters and then add the available fields and forms to the scan report and criteria. You can also drag the field or form to the Scan report or Criteria. Once the field or form is added to the criteria, you can define the criteria.

*Name: M1N1 Test Description:

Search type: Management

Available fields and forms

Source: Government Year: 2020 Return type: Individual Tax authority: MN Category: Go

Government Forms

- M1M - Income Additions & Subtractions
- M1NC - Federal Adjustments**
- WKST - Rental Real Estate Losses
- WKST - Social Security Income
- WKST - IRA Deduction

Scan Report

The following fields will appear as columns in your scan reports.

Tax year	Return Type	Fields/Forms
		Client ID
		Return ID
2020	Individual	Fed Link - Date Calculated
2020	Individual	Fed Link - Export Version

Add To Criteria
 Add to Report
 Remove from Report

Criteria

Select **Attach to** to limit data that is in multiple locations.

{	{	Year	Return Type	Fields/Forms	Include	Operator	Value	}	}	Connector
		2020	Individual	Fed Link - Date Calculated						
		2020	Individual	Fed Link - Export Version						
		2020	Individual	Fed Link - Export Version						
		2020	Individual	M1NC - Federal Adjustments						

Submit or Schedule Scan Save and Close Cancel

15. Once all four criteria lines have been added to the bottom section, add the below fields/values to complete building the Datascan:

- Line 1: Date calculated keyword
 - Include = (blank)
 - Operator = <
 - Value = 02/28/2021
 - Connector = And
- Line 2: Export version keyword
 - Add outer bracket by clicking on the far-left column containing "{"
 - Include = Any
 - Operator = NP
 - Value = (blank)
 - Connector = Or

- Line 3: Export version keyword (2nd entry)
 - Include = Any
 - Operator = >=
 - Value = 2020.02070
 - Add outer bracket by clicking on the far-right column containing “}”
 - Connector = And
- Line 4: M1NC – Federal Adjustment
 - Include = (blank)
 - Operator = P
 - Value = (blank)
 - Connector = (blank)

Build Scan - M1N1 Test

Define the scan criteria

Select your search type and filters and then add the available fields and forms to the scan report and criteria. You can also drag the field or form to the Scan report or Criteria. Once the field or form is added to the criteria, you can define the criteria.

*Name: M1N1 Test

Description:

Search type: Management

Available fields and forms

Source: Keywords Year: 2020 Return type: Individual Tax authority: FD Category: Go

Scan Report

The following fields will appear as columns in your scan reports.

Tax year	Return Type	Fields/Forms
		Client ID
		Return ID
2020	Individual	Fed Link - Date Calcu
2020	Individual	Fed Link - Export Ver

Criteria

Select **Attach to** to limit data that is in multiple locations.

Insert Row Delete Row Attach To... Lookup Value

{	{	Year	Return Type	Fields/Forms	Include	Operator	Value	}	}	Connector
		2020	Individual	Fed Link - Date Calculated		<	02/28/2021			And
		2020	Individual	Fed Link - Export Version	Any	NP				Or
		2020	Individual	Fed Link - Export Version	Any	>=	2020.02070		}	And
		2020	Individual	M1NC - Federal Adjustments		P				

Submit or Schedule Scan Save and Close Cancel

16. Verify the input, and then click **Save and Close**.
17. In Datascan, highlight the scan you just created and choose **Define Scope/Submit** on the Home ribbon at the top of the screen.
18. Under the Filter Criteria section of the Define Scope/Submit dialog box, there are two options:
 - Scan All Returns
 - Filter the returns to scan - Use this option for larger firms who need to search more specifically by Office.

Submit Scan - M1N1 Test

Select the options to submit the job

Filter Criteria

☐ Scan all returns
☒ Filter the returns to scan

Return type:	Region:	Office:	Business unit:	Return group:	Signer:
All	All Renton Wichita	All Office2 Office1 CCHScan Main Office	All BU1	All Batch Print Default Efile Permissio Elf Automator	All

Schedule

Select a date and time to submit the scan; otherwise, the scan will be submitted immediately.

☐ Delay scan until
 Date: Time:

Miscellaneous options

☐ Show the last four digits of SSN in the report
☒ Include password protected returns

Report name

Enter a name to further identify the scan results.

Report name:

OK Cancel

Select a Filter Criteria, and keep the other options set to default.

19. Click **OK**.
20. In Datascan, locate the same scan and click on the spreadsheet icon under the Reports column. The Reports window should open and show the status of the scan.
21. Once the scan says "Completed," click the report icon in the window to open the scan in Microsoft Excel.
22. Click the **Results** tab at the bottom of the page to view the results of the Datascan, as shown on the following two pages.

AutoSave On

M1N1 Test_03062021_143653463.xlsx - Saved

Search

FileHomeInsertPage LayoutFormulasDataReviewViewHelp

CutCopyFormat PainterClipboard

Trebuchet MS11A^A^BIBUFont

Wrap TextMerge & CenterAlignment

General\$%Number

Conditional FormattingFormat as Table

CommaComma [0]PercentNormalStyles

1: X ✓ fx Scan Name: M1N1 Test

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Scan Name: M1N1 Test														
Scan Description:														
Date: 06-Mar-2021														
Criteria														
{	{	Year	Return Type	Fields/Form	Include	Operator	Value	}	}	Connector				
		2020	Individual	Fed Link - Date Calculated		<	02/28/2021			And				
(2020	Individual	Fed Link - Export Version	Any	NP				Or				
		2020	Individual	Fed Link - Export Version	Any	>=	2020.02070)	And				
		2020	Individual	M1NC - Federal Adjustments		P								
Scope														
Filters		Value												
ReturnType		All												
Region		All												
Office		All												
BusinessUnit		All												
ReturnGroup		All												
Signer		All												
Show4DigitSSN		Excluded from scan												
Password protected returns				Included in scan										

General Information

Result

AutoSave On

M1N1 Test_03062021_143653463.xlsx - Saved

FileHomeInsertPage LayoutFormulasDataReviewViewHelp

Cut

Copy

Format Painter

Clipboard

Trebuchet MS

11

A

A

Font

Alignment

General

\$ % ' &

Number

A1

Scan Name: M1N1 Test

General Information

Result