

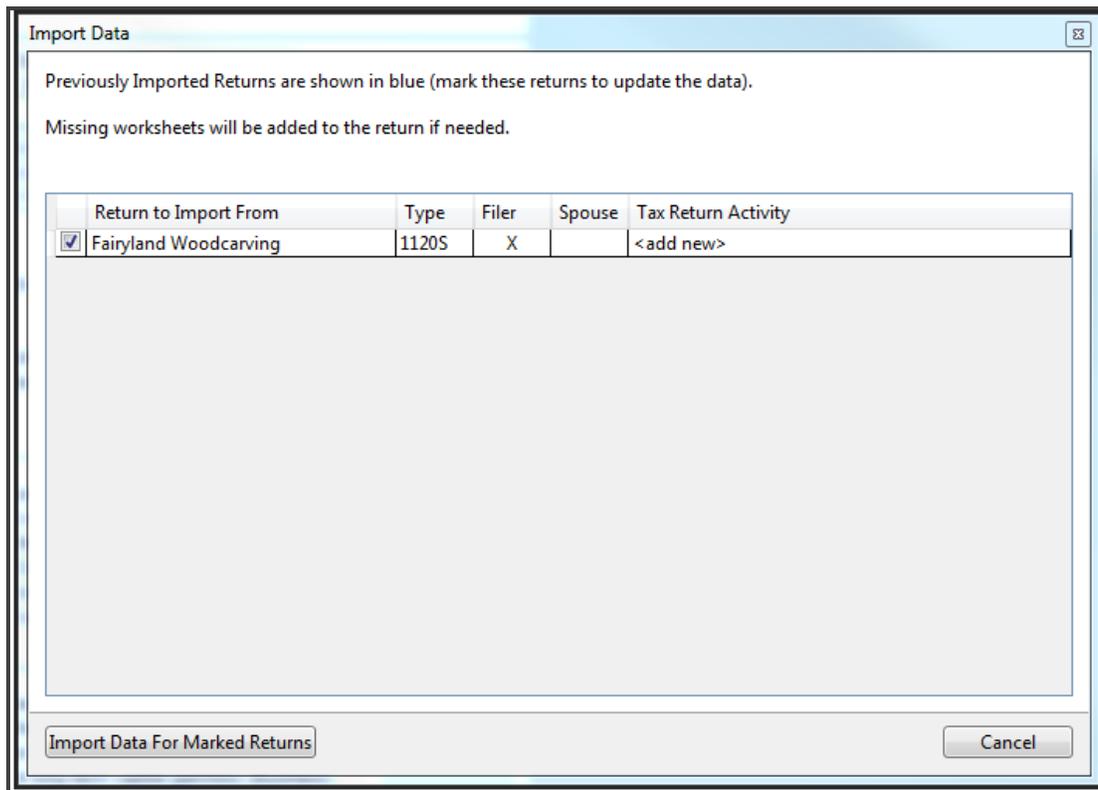
ATX™ Learning Portal

Importing Data

Importing Schedule K-1

If you prepare a business return, and prepare individual returns for those same clients, you can import the Schedule K-1 data from the business return to the individual returns. Prepare the business return first, and then start a new 1040 return.

1. Type the Social Security number for the taxpayer.
2. On the **Returns** menu, point to **Import Data**, and click **K-1 Data**.
3. ATX locates any business returns that contain a Schedule K-1 with the same Social Security number:



4. Select the correct return and click **Import Data For Marked Returns**. ATX then imports the data to the individual return.

i You do not have to add a K-1 Input sheet to the return or enter any data other than the Social Security number before importing K-1 data.

Form 8949

To save time entering transactions for Schedule D, you can import the data directly on Form 8949. Enter the data on a Microsoft® Excel® spreadsheet and save it in .CSV format.

1. After preparing the .CSV file, open the return in ATX, displaying Form 8949.

Form 8949	Sales and Other Dispositions of Capital Assets	OMB No. 1545-0074
Department of the Treasury Internal Revenue Service	Go to www.irs.gov/Form8949 for instructions and the latest information. File with your Schedule D to list your transactions for lines 1b, 2, 3, 8b, 9, and 10 of Schedule D.	Attachment Sequence No. 12A
Name(s) shown on return Karen Barnes	Social security number or taxpayer identification number 110-00-3566	
<i>Before you check Box A, B, or C below, see whether you received any Form(s) 1099-B or substitute statement(s) from your broker. A substitute statement will have the same information as Form 1099-B. Either will show whether your basis (usually your cost) was reported to the IRS by your broker and may even tell you which box to check.</i>		
Part I	Short-Term. Transactions involving capital assets you held 1 year or less are generally short-term (see instructions). For long-term transactions, see page 2. Note: You may aggregate all short-term transactions reported on Form(s) 1099-B showing basis was reported to the IRS and for which no adjustments or codes are required. Enter the totals directly on Schedule D, line 1a; you aren't required to report these transactions on Form 8949 (see instructions).	
You must check Box A, B, or C below. Check only one box. If more than one box applies for your short-term transactions, complete a separate Form 8949, page 1, for each applicable box. If you have more short-term transactions than will fit on this page for one or more of the boxes, complete as many forms with the same box checked as you need.		
<input type="checkbox"/> (A) Short-term transactions reported on Form(s) 1099-B showing basis was reported to the IRS (see Note above)		
<input type="checkbox"/> (B) Short-term transactions reported on Form(s) 1099-B showing basis wasn't reported to the IRS		
<input type="checkbox"/> (C) Short-term transactions not reported to you on Form 1099-B		

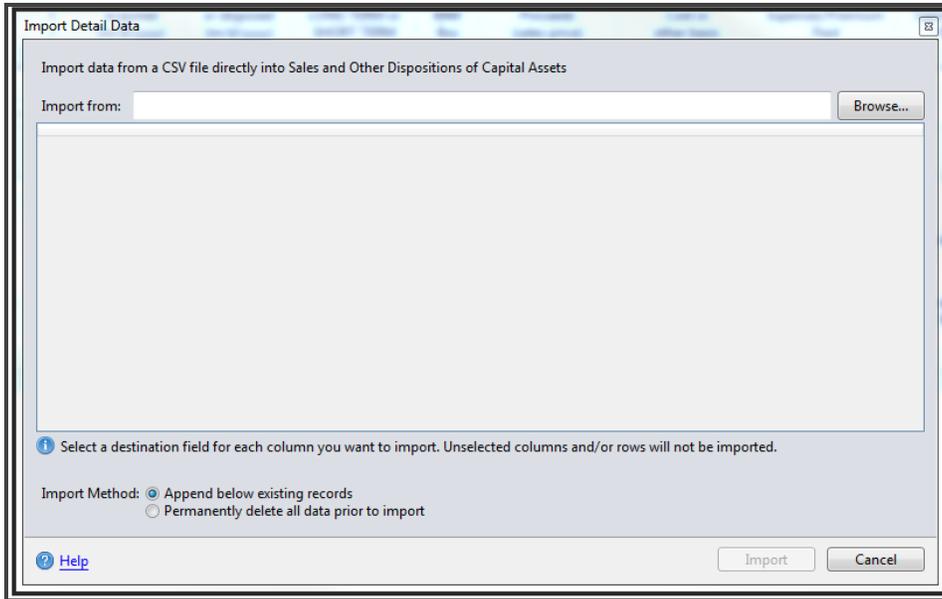
2. Click the **Detail** worksheet tab to input data on this form.

Pages & Worksheets	◀	1	2	Options	Input	Detail	Gain (Loss) Summary	Sale Principal Residence Input
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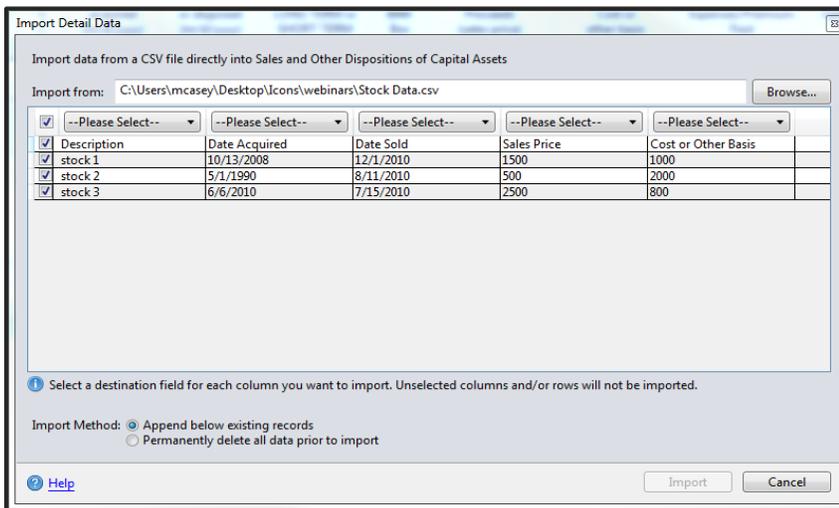
3. Click **Import** to upload your spreadsheet.

(a) Description of property (Example: 100 sh. XYZ Co.)	Transaction Type	F S J	(b) Date acquired (m/d/yyyy)	(c) Date sold or disposed (m/d/yyyy)	Holding Period LONG TERM or SHORT TERM	Form 8949 Box	(d) Proceeds (sales price)	(e) Cost or other basis	Exp
							0	0	
							0	0	

4. ATX displays the Import Detail Data dialog box:



5. Click **Browse** to locate and open your spreadsheet.
6. Next, assign each column of your spreadsheet to a box on the Form 8949 Detail sheet.



7. Use the drop-down lists to indicate to which box each column should import.
- i* You can choose to omit columns and uncheck rows you do not want to import.
8. When you have assigned all the data, choose an Import Method.
 - **Append:** Adds the data you import to any existing data on the form
 - **Permanently delete:** Deletes any data already on the form and replaces with data you import

Import Detail Data

Import data from a CSV file directly into Sales and Other Dispositions of Capital Assets

Import from: C:\Users\mcasey\Desktop\Icons\webinars\Stock Data.csv Browse...

<input type="checkbox"/>	Description	Date acquired	Date sold	Proceeds (sales price)	Cost or other basis
<input checked="" type="checkbox"/>	stock 1	10/13/2008	12/1/2010	1500	1000
<input checked="" type="checkbox"/>	stock 2	5/1/1990	8/11/2010	500	2000
<input checked="" type="checkbox"/>	stock 3	6/6/2010	7/15/2010	2500	800

Select a destination field for each column you want to import. Unselected columns and/or rows will not be imported.

Import Method: Append below existing records
 Permanently delete all data prior to import

[Help](#) Import Cancel

9. After you choose an import method, click **Import**.

10. ATX imports the data to the Form 8949 Detail worksheet:

Sales and Other Dispositions of Capital Assets										Expenses not in proceeds or basis		Adjustment to Gain or Loss	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)						
Description of property (Example: 100 sh. XYZ Co.)	Date acquired (m/d/yyyy)	Date sold or disposed (m/d/yyyy)	Proceeds (sales price)	Cost or other basis	Form 8949 Code(s)	Amount of adjustment	Gain or (loss) Combine (d),(e) & (g)	Expenses/Premium Paid	Option Premium Received				
stock 1	10/13/2008	12/1/2010	1,500	1,000	D	0	500	0	0				
stock 2	5/1/1990	8/11/2010	500	2,000	D	0	-1,500	0	0				
stock 3	6/6/2010	7/15/2010	2,500	800	A	0	1,700	0	0				
			4,500	3,800		0	700	0	0				

i Use this same process to import data from .CSV files to Custom Lists.