Wolters Kluwer
When you have to be right

CCH® ProSystem *fx*® Tax

Tax Quick Start Guide for Interview View Processing

December 2021

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Introduction

Using the Quick Start Guide

This Quick Start Guide is designed to familiarize you with the basics of CCH ProSystem *fx* Tax. The four lessons in this guide take you from the creation to the printing of a sample tax return.

Your system administrator must set up firm information, at least one office group, assign your user ID, and, if required, your password before you can use these lessons.

The input method for your firm should be set by your system administrator to *Enable Interview forms only*. This selection is made in Office Manager > Configure Firm.If it is set to enable both interview forms and worksheets, the screens you see may differ from those shown in this guide. If it is set to *Enable Worksheets only*, use the *CCH ProSystem fx® Quick Start Guide for Worksheet View Processing*.

We recommend that you use these lessons to become comfortable with the functions and features of the CCH ProSystem *fx* Tax Preparation application, and then refer to Chapter 4, *Tax Preparation*, in the *CCH ProSystem fx Tax User Guide* for more complete and in-depth information.

The Lessons

The lessons in this guide are designed with your busy schedule in mind. You do not need to complete all four lessons in one sitting. We have provided ample opportunities to stop and save your data. We will also tell you how to pick up where you left off.

Lesson 1 takes you through customizing the toolbar, creating a new return, selecting a form using the *Full Windows Forms List* and *Split Window Forms Tree,* entering data using interview forms, using different views, and securing the return.

Lesson 2 shows you how to edit data in an existing return using interview forms. You will review the return using government forms. Additionally, you will spend time exploring CCH ProSystem *fx* Tax input features such as expand, estimate, override, interactive estimates, notes, and lists.

Lesson 3 explores some of the advanced features of CCH ProSystem *fx* Tax. You will calculate the return and review the return's summary and interactive diagnostics.

Warning! If you have licensed CCH ProSystem *fx* Tax on a Pay-As-You-Process (PAYP) basis, your sample return will be treated as a live return and, if you choose to calculate the return, you will use two of your authorizations.

Lesson 4 shows you how to print the return, set and review the return status, and forward the return to another user.

Keep the following in mind:

- If more than one person in your office is following the exercises in this guide at the same time, verify that each person uses a unique client ID. Only one person at a time can use the client ID given in our lessons. Others can complete the lessons at their own pace using the sample data and a different client ID.
- Once the lessons have been completed, the client file created using our sample data should be deleted using Office Manager > Delete Client Data > All client and tax return data > Specific client.

  Note: For more detailed information on deleting clients, see Chapter 3, *Office Manager*, in the *CCH ProSystem fx Tax User Guide*.

Remember, when in doubt, the *CCH ProSystem fx Tax User Guide* and CCH ProSystem *fx* Tax online Help can answer all your questions about CCH ProSystem *fx* Tax.

These lessons will guide you in using the mouse to access and navigate forms. The following lists are provided if you prefer to use keyboard shortcuts.

The following keyboard shortcuts are available in Tax Preparation when working with interview and government forms:

Press	To
Tab or Enter	Move cursor to the next field when within a government or interview form.
Shift + Tab	Move cursor to the previous field.
Backspace	Delete a character.
Down Arrow	Move the cursor down one line.
Up Arrow	Move the cursor up one line.
Page Up	Move up one screen.
Page Down	Move down one screen.
Ctrl + A	Open a calculator.
Ctrl + C	Copy.
Ctrl + D	Review this form’s statements.
Ctrl + K	Link to field.
Ctrl + N	Create a new return.
Ctrl + O	Open an existing return.
Ctrl + P	Print.

Press	To
Ctrl + R	Calculate an entire return.
Ctrl + S	Save data entered.
Ctrl + T	Insert or delete a tick mark.
Ctrl + V	Paste.
Ctrl + X	Cut.
Esc	Escape from a dialog.
Spacebar	Toggle a check box or radio button on or off.
F1	Access field-level Help.
F2	Access form-level Help.
F4	Look up a value for a field.
Alt + F4	Close CCH ProSystem *fx* Tax.

Use the following keys to open and close folders when you use the Full and Split Window Forms Trees: Use the numeric keypad when entering the + and - keys in combination with the Shift and Tab keys:

Press	To
Ctrl + F	Open or close the Split Window Forms Tree. Make the Full Window Forms Tree or Full Window Forms List the active window.
F6	Move the focus between panes in Split Window Forms Tree.
Ctrl + F6	Switch between windows.
Shift + Ctrl + F6	Switch between windows in reverse order.
Shift + Numeric Keypad +	Open all folders in a Forms Tree.
Shift + Numeric Keypad -	Close all folders in a Forms Tree.
Numeric Keypad +	Open the selected folder.
Numeric Keypad -	Close the selected folder.
Numeric Keypad *	Open the selected folder and subfolder in a Forms Tree.
Right Arrow	Open the selected folder if not open; otherwise, go to the first form in the selected folder.
Left Arrow	Close the selected folder if open; otherwise, go to the parent folder.

The following keyboard shortcuts are available when working with worksheets. Use the numeric keypad when entering the + and - keys in combination with the Shift and Ctrl keys.

Press	To
Ctrl + Tab	Expand sections in descending order.
Shift + Ctrl + Tab	Expand sections in ascending order.
Shift + Numeric Keypad +	Expand all sections of a worksheet.
Shift + Numeric Keypad -	Collapse all sections of a worksheet.
Ctrl + Numeric Keypad +	Expand a single section of a worksheet.
Ctrl + Numeric Keypad -	Collapse a single section of a worksheet.
Tab	Move from the last field of a section to the first field of the next section.
Shift + Tab	Move from the first field of a section to the last field of a previous section.

The following keys are used to access the Navigation Panel and select worksheets or entities:

Press	To
F6	Pin the Navigation Panel in place.
Alt + F6	Retract the panel if it is currently locked in place.
Ctrl + G	Select a taxing authority from the drop-down list.
Ctrl + B	Select the first item in the Sections list.
Ctrl + E	Select the first item in the Entities list.
Alt + G	Select the Government tab.
Alt + S	Select the State tab .
Alt + K	Select the Worksheet tab.

The following keys are used to navigate the Worksheet Menu and select worksheets:

Press	To
F5	Activate the Worksheet Menu.
Tab	Move left to right through the headings on the Worksheet Menu.
Shift + Tab	Move right to left through the headings on the Worksheet Menu.

Press	To
Up Arrow or Down Arrow	Move up or down the menu drop-down list.
Enter	Open a selected worksheet.
Alt + F5	Enable extended Worksheet Menu shortcuts.
Esc	Disable extended Worksheet Menu shortcuts.
Left Arrow or Right Arrow	Move right or left through the Worksheet Menu.

Lesson 1

CREATING A RETURN

In Lesson 1, you will create a new return for a new client that you will use throughout the lessons in this Quick Start guide.

You will do the following:

- Access CCH ProSystem *fx* Tax Preparation and become familiar with the layout of the CCH ProSystem *fx* Tax Preparation window when you are using Interview View.
- Customize the toolbar.
- Create a new return.
- Select a form using the *Full Window Forms List*.
- Change to an interview form and enter information for the return.
- Change to *Split Windows Form Tree* to select another interview form and enter additional data.
- Secure and then close the return.

The instructions in this guide use the mouse. If you feel more comfortable using the keyboard, see *Using the Quick Start Guide* on page 1 for a list of the keys you can use to navigate in CCH ProSystem *fx* Tax Preparation.

Let's begin by starting CCH ProSystem *fx* Tax and taking a look at the CCH ProSystem *fx* Tax Preparation window.

Accessing CCH ProSystem *fx* Tax Preparation

1. Access the CCH ProSystem *fx* Tax program group.
2. Open the CCH ProSystem *fx* Tax Preparation application by double-clicking the 2021 Tax Preparation icon.
3. Enter your user ID and your password, and then select **OK**.
4. If the CCH ProSystem *fx* - Message Center displays, review your messages and then click **Exit Message Center** at the bottom of the screen.
5. The *Open Return* dialog displays under the CCH ProSystem *fx* Tax Preparation toolbar.

   You can use the *Open Return* dialog to do the following:

   - Create returns
   - Open existing returns

- Search for returns
- View return information
- Print a list of returns

You can use the menu bar commands (e.g., File, Edit, View) or the toolbar buttons to access the various features and functions of CCH ProSystem *fx* Tax Preparation. Disabled menus and buttons are enabled when you create or open a return. Tax Preparation features and functions are also available when you right-click a field or a form.

The status bar displays messages when CCH ProSystem *fx* Tax Preparation is engaged in some form of activity (e.g., loading menus or printing) to keep you informed of the processing status. You can display or hide the toolbar and status bar using commands on the View menu.

A lock indicator is shown on the *Open Return* dialog next to returns that have been locked.

Customizing the Toolbar

The buttons on the toolbar let you move easily within a return and perform processing functions without using menu commands. The program includes a default toolbar consisting of the most commonly used buttons. However, you can easily customize the toolbar by adding, removing, and repositioning buttons to best suit your needs.

Notes:

- There is a complete list of the toolbar buttons and their functions in Chapter 4, *Tax Preparation*, in the *CCH ProSystem fx Tax User Guide*.
- You can move the toolbar, dock it to another location, and resize it.

Let's customize the toolbar by adding a button and placing it between two existing buttons.

1. Click **Close** to close the *Open Return* dialog.

   This allows you access to the menu bar and toolbar on the main Tax Preparation screen.
2. If your firm Input Method is set to enable both interview forms and worksheets, select **View > Interview**. You will use this view throughout the exercises in the Quick Start Guide.
3. Select **Options > Customize Toolbar**. The *Customize Toolbar* dialog displays.

4. Use the scroll bar in the *Current toolbar buttons* section to move to the top of the list of buttons and click the **Save Return** button.
5. In the *Available toolbar buttons* list, click the **Close Return** button.

6. Click **Add** to place the *Close Return* button above the *Save Return* button. If your toolbar has already been customized with the *Close Return* button, select another button that is not yet on the toolbar.

   Note: If no position is selected on the current toolbar, new buttons are added to the far right of the toolbar.

7. Insert the **Secure Return** button after the *Close Return* button. If the *Secure Return* button is already on your toolbar, select a button that is not on the toolbar.

   Note: To return to the previous customization, click **Reset**. This resets the toolbar to the configuration it had when the *Customize Toolbar* dialog opened. You do not need to do this now since you will be using the *Close Return* button you just added.

8. Take a moment to examine the other buttons available for the toolbar. Click **Move Up** and **Move Down** to reposition buttons in the *Current toolbar buttons* list. When you have finished customizing your toolbar, click **Close**.

Creating a New Return

CCH ProSystem *fx* Tax identifies returns by a mandatory client ID which may consist of one to twelve alphanumeric characters and must be unique to each client.

The following exercise creates a new return for a new Individual client. You will use **Mathews** as the client ID. If a return already exists with that client ID, enter a unique client ID of your choosing. Then enter the remaining data as given.

Note: If you have licensed and installed Client Manager, this new client will be saved including relevant data entered in the tax return.

To create a new return, do the following:

1. Select **File > New**. The *New Return* dialog displays.
2. Enter **Mathews** in the *Client ID* field.
3. Click **OK**. The *New Return* dialog displays, allowing you to select the Client type, Tax product and Office group.
4. Select **Individual** as the *Client type*.
5. Select **Individual** as the *Tax product*.
6. Select an **Office group**. Office groups control tax processing options. Office groups are set up and maintained through Office Manager.

   To use an available default return for the 2021 Individual tax product, leave the *Use default return* check box selected. This check box is disabled if no default return exists for the tax product and office group selected.

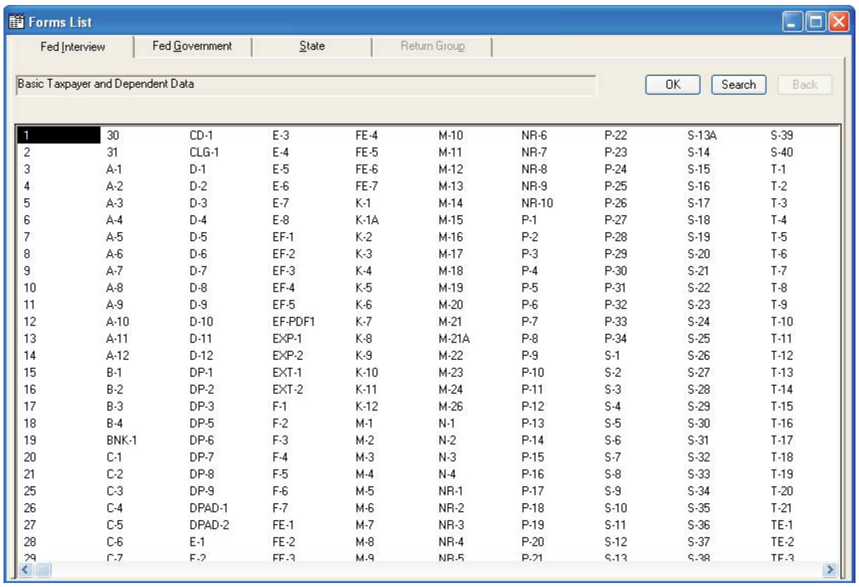
   Note: For an explanation of client types and their associated tax products and creating a default return, see Chapter 4, *Tax Preparation*, in the *CCH ProSystem fx Tax User Guide*.

7. Click **OK**.
8. From the main menu bar, select **View > Full Window Forms List**. The *Forms List* dialog displays.
9. Select the **Fed Interview** tab at the top of the *Forms List* dialog.

When you exit CCH ProSystem *fx* Tax, the program remembers the last form selection method and form type used. When you re-enter CCH ProSystem *fx* Tax and select a return, the last form selection list you used displays automatically.

Note: You will work with the other form selection lists, *Full Window Forms Tree* and *Split Window Forms Tree*, later in these lessons.

Full Window Forms List



The *Full Window Forms List* window includes four tabs: *Fed Interview*, *Fed Government*, *State*, and *Return Group*. The first two tabs correspond to two of the form types, Interview and Government, that you can use to enter data in Interview View. Once you have decided which form type you will use to enter data, click the corresponding tab in the *Forms List* window to select the appropriate form.

Forms that do not contain data appear in black text in the *Forms List* window. You will notice later that forms containing data appear in blue text.

The *State* tab is available for entering data on state forms and viewing the state government forms.

The *Return Group* tab is available only if you are working with consolidated corporation or kiddie tax returns.

Keep this window open while you complete the following exercise.

Selecting a View for Entering Data

With CCH ProSystem *fx* Tax, you have the option of entering client data using on-screen replicas of interview and government forms.

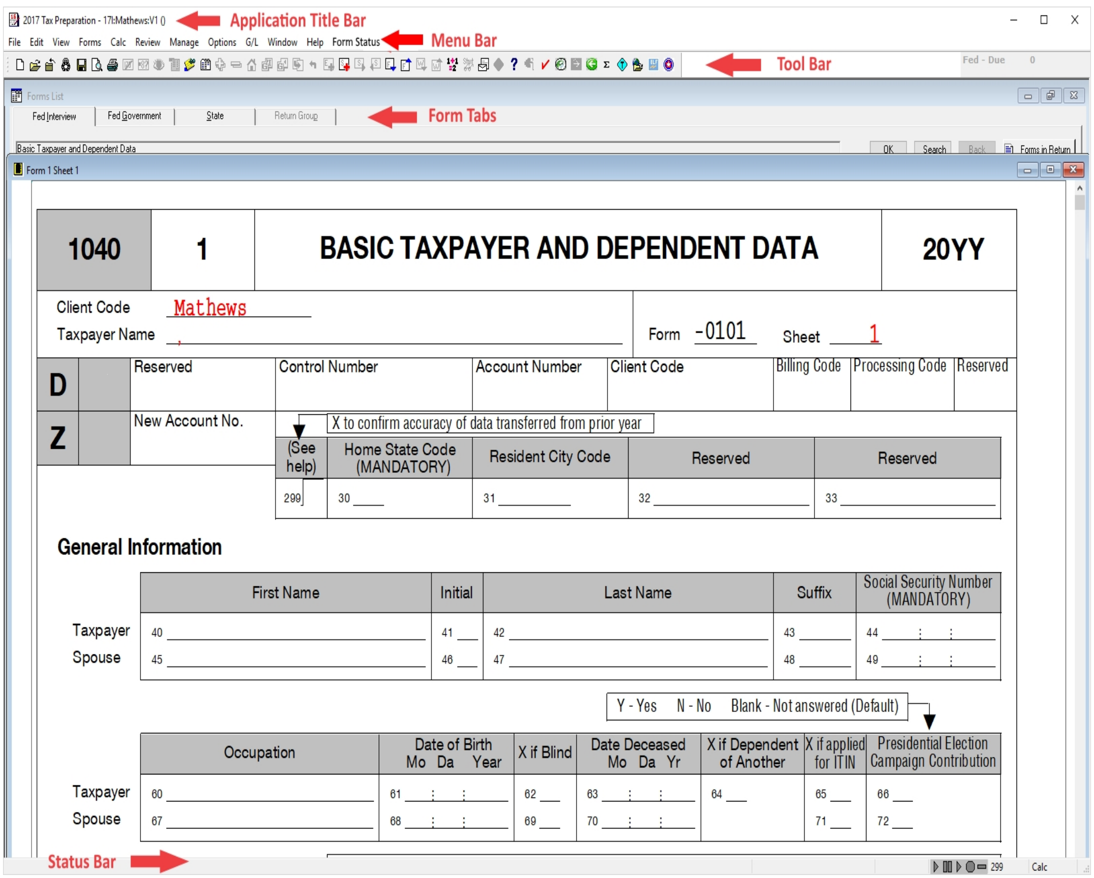
Although the on-screen appearance of the forms differs depending on the option chosen, the forms contain the same information.

During the course of these lessons, you will use interview forms and government forms to enter data. When working with government forms, an expand feature allows you to enter detailed data. You can also move from a government form field to its corresponding interview form.

As you gain experience using the various types of input, you will find the strengths of each type so you can use them to address various processing circumstances most efficiently.

To select interview forms for entering data, do the following:

1. Click the **Fed Interview** tab on the Forms List window.
2. Select one of the Form numbers. Notice the name of the selected form appears in the box directly under the Fed Interview tab.
3. Double-click the first form, **1**. *Form 1 Sheet 1, Basic Taxpayer and Dependent Data* displays.



   On the application title bar, the return's identifier displays as *21I:Mathews:V1.* The return identifier consists of three parts. The first three digits (21I) identify the tax year and tax product of the return. The client's ID (Mathews) displays next. The version number of the return (V1) displays last.

   You can create up to nine versions of a return, enabling you to create multiple scenarios and to maintain unique returns for standard, amended, and extension processing.

4. Select **View**. The *Show Form Tabs* option should be checked. If it is not, select it. This causes both the *Full Window Forms List* title bar, tabs, and Interview *Form 1 Sheet 1* to display, making it easy to move between a form and *Forms List* tabs to select another form.

Entering Basic Client Data

To move the cursor to the next data field, use your mouse, or press **Tab** or **Enter** after each entry.

The system cannot automatically save the return until all required fields are entered in the form. Click **OK** if you get these messages: *Required Field Not Entered* or *Can't Auto Save! Required Fields Missing!*

1. Enter the two-character state abbreviation for the state in which you are licensed in the *Home State Code (MANDATORY)* field.

   While the cursor is in this field, press **F1** to get a description of the field. In this case, there is also a list of valid entries. Most fields have descriptions when you press F1.

   Note: Throughout the exercises in this guide, continue to enter the selected state when you are instructed to enter **CA**.

2. Press **Enter** twice.
3. Enter **Allen D** in the *Taxpayer First Name and Initial* field.
4. Enter **Mathews** in the *Taxpayer Last Name* field.
5. Enter **556178011** as the *Social Security Number*.
6. Enter **Y** for the taxpayer to contribute to the *Presidential Election Campaign Contribution* fund.
7. Enter **Margaret M** in the *Spouse First Name and Initial* field and press **Enter** three times.
8. Enter **643866124** in the *Spouse Social Security Number* field and press **Enter**. (The hyphens will automatically be inserted in this field.)
9. Enter **N** for the spouse not to contribute to the *Presidential Election Campaign Contribution* fund.
10. Move your cursor to the *Occupation* field for the taxpayer and enter **Attorney**. Press the down arrow.
11. Enter **Graphic Designer** in the *Spouse Occupation* field. Press **Enter** six times.
12. Enter **616 Elm Street** in the *Present street address* field. Press the down arrow twice.
13. Enter **Suburbia** in the *Present city of residence* field. Press the down arrow.
14. Enter **CA** in the *Present state code* field. Press **Enter**.
15. Enter **90274** in the *ZIP code* field. Press **Enter** four times.
16. Enter **2** in the *Filing Status and Exemptions (MANDATORY)* field.
17. Click the **X** in the upper right corner of *Form 1 Sheet 1* to close and return to the *Fed Interview* tab.
18. Double-click **IRS-W2**.
19. Enter **T** in the *TS* field. Press **Enter** four times.
20. Enter **Hudson & Day Law** in the *Employer's name* field.
21. Click in box *1 Wages, tips, other compensation* and type **68000**. Press **Enter**.
22. Enter **11200** in the *2 Federal income tax withheld* box. Press **Enter** twice.
23. Enter **3410** in the *4 Social security tax withheld* box. Press **Enter** twice.

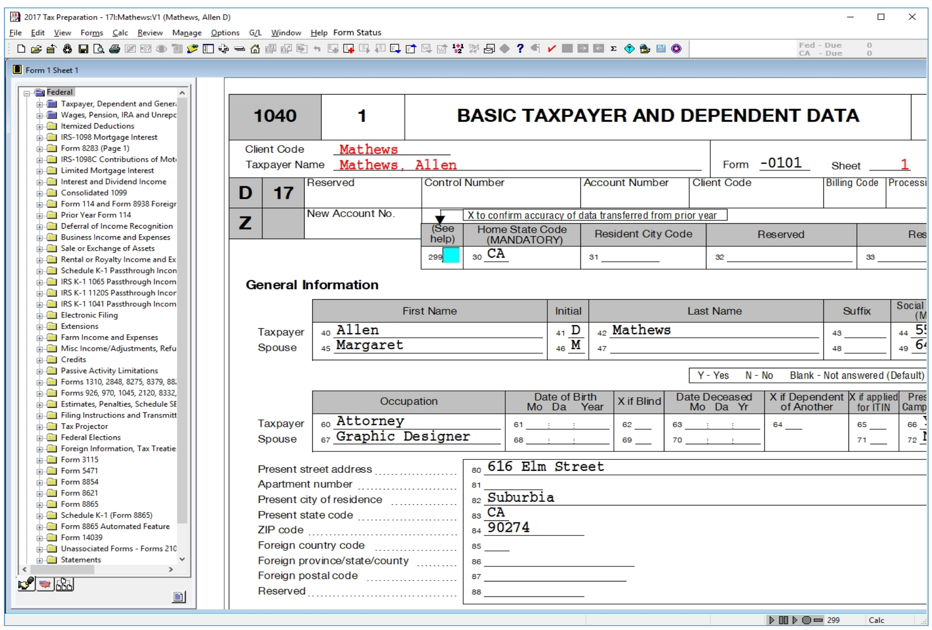
24. Enter **798** in the *6 Medicare tax withheld* box.
25. Scroll down and click in box *17 State income tax*. Enter **7152** and press **Enter**. We will now look at the different ways to view forms.

Changing Forms Using Split Window Forms Tree

You will now change forms to enter interest income information using the *Split Window Forms Tree*. This option lists forms by topic in the left pane and the open form in the right pane.

1. Select **View** and click **Split Window Forms Tree**. The *Interview* button at the bottom of the tree pane is already selected because you were last working with interview forms.

   The form you were working on will remain in the view until another form is selected.
2. Click the plus sign (**+**) next to the *Federal* folder at the top of the tree pane to display the *Interview Forms List*.



The *Interview* and *Government* icons at the bottom of the tree pane apply to both federal and state forms, which are listed under the corresponding folder.

There are a number of ways to open and close folders when using the *Full* or *Split Window Forms Trees*.

- To expand all folders in a tree, select **View > Expand All**, or press **Shift** and the **plus sign (+)** on the numeric key pad. You can also add the *Expand All* button to your toolbar.

- To collapse all folders in a tree, select **View > Collapse All**, or press **Shift** and the **minus sign (-)** on the numeric key pad. You can also add the *Collapse All* button to your toolbar.
- To open the selected folder, select **View > Open Folder**, click the **plus sign (+)** next to the folder, or right-click on the folder and select **Open Folder** from the menu.

- To close the selected folder, select **View > Close Folder**, click the **minus sign (-)** next to the folder, or right-click on the folder and select **Close Folder** from the menu.

Folders and forms display in different colors. A blue folder contains data, and pale yellow indicates that a folder contains no data. Open a blue folder. Blue text on a form icon indicates the form contains data, and gray text indicates an empty form.

The window panes can be sized horizontally by placing the cursor over the center line dividing the right and left panes until the cursor changes to a double-headed arrow. You can then drag the bar in the desired direction to resize the panes.

You can use **F6** to move between the tree pane on the left and the form pane on the right.

3. Select **Edit > Search**. You can also add the *Search* button to your toolbar.
4. Enter **Interest** in the *Search Text* field, and then click **Find Next** four times. The Interest and Dividend Income folder displays in the left pane.
5. Click **Cancel** to exit the *Search* dialog.
6. Double-click **IRS 1099-INT Interest Income** to display 1099-INT, which replaces Form W-2 Sheet 1 in the window. You will now enter Interest information for the Mathews return.
7. Enter **T** in the *TSJ* field. Press **Enter** four times.
8. Enter **Great Western Savings** in the *PAYER'S name* field.
9. Click in the *1 Interest Income* field and enter **240**.

10. To continue entering interest data, you will need to add a new sheet. Click the **New Sheet** button to add an additional sheet.
11. Enter **Municipal Bonds** in the *PAYER'S name* field.
12. Enter **148** in the *Interest income* field.

13. Click the **New Sheet** button to add an additional sheet.
14. Enter **S** in the *TSJ* field.
15. Enter **Northwest Trust Co.** in the *PAYER'S name* field.
16. Enter **356** in the *Interest income* field.

17. Click the **Previous Sheet** button on the toolbar to return to the previous 1099-INT sheet.

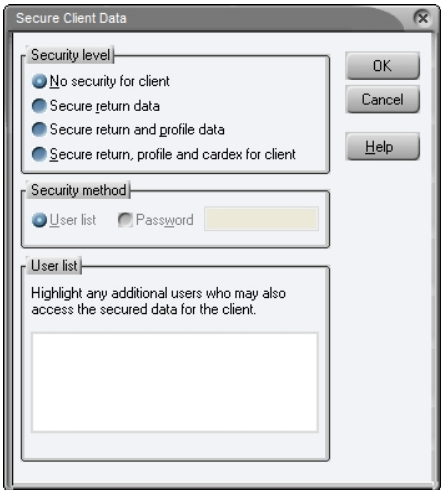
    Notice that the *Next Sheet* button is now available. You can use the Previous Sheet and Next Sheet buttons to navigate the 1099-INT sheets, as needed.
18. In the Itemized Deductions folder in the tree pane, double-click **A-2 Schedule A - Taxes**. Form A-2 Sheet 1 Schedule A - Taxes displays.
19. In the *Taxes Paid* section of Form A-2 Schedule A - Taxes, find the Real estate taxes row, click in the *Amount* column for that row, and enter **4500**. Press **Enter**.

Securing the Return

Now, you are going to look at the ways in which you can attach security to any client's return data, profile, and Cardex data in Client Manager. We will not apply any security at this time.

Note: A separate license is required for Client Manager.

1. Select **Manage** on the menu bar.
2. Select **Secure Return**. The *Secure Client Data* dialog displays.



3. To secure a return, choose the **Secure return data** radio button. To turn off security, choose the **No security for client** radio button.

   If you select **User list** as the *Security method*, you can choose the users who you want to have access to this return. Supervisor users are not in the list because they have access-rights to all returns, including returns protected by a password if they know the password.

   If you select **Password**, only users who know the password can access the return in CCH ProSystem *fx* Tax Preparation or the profile in Client Manager.
4. Since you are not going to apply any security at this time, click **Cancel** to exit.

Ending Lesson 1

To end this lesson, close the return by doing the following:

1. Select **File > Close Return**.
2. Since you have entered data and have not saved the return, a message asking if you want to save the changes for the return displays.
3. Click **Yes** to save the return data.

4. If you want to continue, proceed with Lesson 2.

   If you want to take a break and leave CCH ProSystem *fx* Tax, close the *Open Return* dialog, then select **File > Exit**.

   When you are ready to continue to Lesson 2, reopen CCH ProSystem *fx* Tax, enter your user ID and password, if required and click **OK.**

Lesson 2

Editing a Return

In Lesson 2, you will edit the return created in Lesson 1 using both interview and government forms.

You will complete the following tasks:

- Open an existing return using filter criteria.
- Select a form using the *Full Window Forms Tree*.
- Enter additional data using interview forms.
- Change to government forms and enter data.
- Use the override, expand, link, estimate, note, and list features.

Opening an Existing Return

There are several ways of opening an existing return. In this lesson you are going to open the return by creating a filtered list.

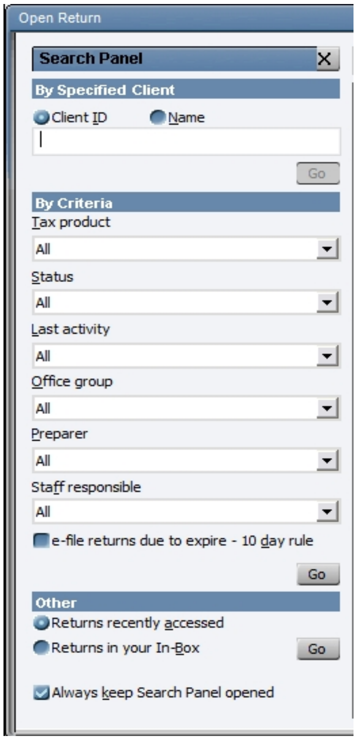
If there are a large number of returns in your system or you do not have the client ID of the return you want to work on, you can easily limit the list of returns to choose from.

For example, you could specify that only Corporation returns with a status of Ready for Review and a last activity of Calculation be shown in the list of returns in the *Open Return* dialog.

To open the Mathews return using filter criteria, do the following:

1. If the *Open Return* dialog is not already open, click the **Open Return** button to open it.

2. Select your list criteria by using the drop-down lists.



   a. Select **Individual** from the *Tax product* drop-down list.
   b. Select **Data Changed** from the *Last activity* drop-down list.

   The other filter categories allow you to further filter your selection criteria to control which returns will display for your selection. You can look at the other drop-down lists now to see how you could further filter your return list.

3. Click **Go** at the bottom of the *By Criteria* area of the Search Panel.

   The return opens if the Mathews return is the only Individual return that has *Data Changed* as the last activity.

   If there are multiple returns in your system that match the criteria, a list of those returns displays.

4. If multiple returns are listed, select **21I:MATHEWS:V1**. The *Open Return* dialog provides information about the selected Mathews return. Double-click the selection or click **Open** to open the return.

   Notes:

   - A lock indicator is shown on the *Open Return* dialog next to returns that have been locked.
   - An *Enter Password* dialog may open if the return is protected by a password.
   - A *Tax Preparation* dialog may open stating the return has been forwarded if that option is selected. For details, see Chapter 4, *Tax Preparation*, in the *CCH ProSystem fx Tax User Guide* for more information on forwarding returns.

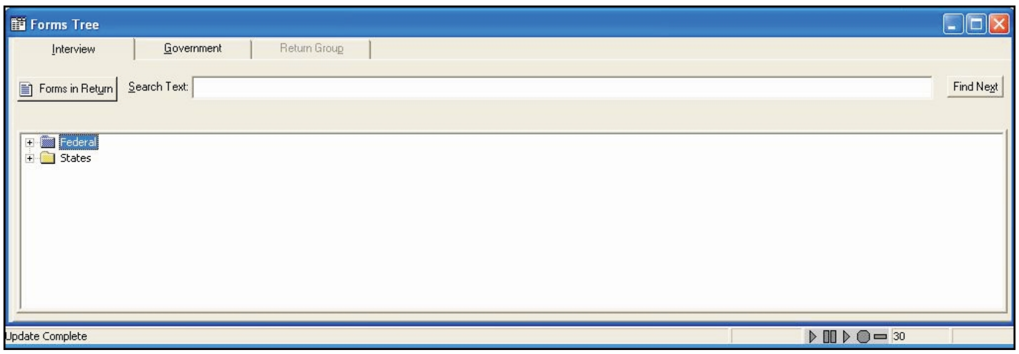
The *Forms List* window displays. CCH ProSystem *fx* Tax Preparation saves your selected forms list between sessions, so the *Split Window Forms Tree* with the *Interview* icon selected (bottom left of screen) should display. Before you continue entering information on this return, you are going to change to the *Full Window Forms Tree* to select a form.

Selecting a Form from the Full Window Forms Tree

The *Full Window Forms Tree* lists forms by topic in expandable folders much like the *Split Window Forms Tree* but without showing the *Forms List* in the left pane and the form in the right pane.

To open the *Full Window Forms Tree*, do the following:

1. Select **View** on the menu bar.
2. Select the **Full Window Forms Tree** option to display the following *Forms Tree* window.



   The *Interview* and *Government* tabs apply to both federal and state forms, which are listed under the corresponding folder. You can open and close folders in the manner described for *Split Window Forms Tree* in Lesson 1.

3. The *Interview* tab is selected. Double-click the **Federal** folder.
4. Click the **plus sign (+)** next to the **Wages, Pension, IRA and Unreported Tip Income** folder.
5. Double-click **IRS-W2 Wage and Tax Statement**, which is the form you filled out in Lesson 1.
6. From the menu, select **Forms > New Entity**, or click the **New Entity** button on the toolbar.
7. Enter the following information for Margaret Mathews. Unless otherwise specified, press **Enter** as necessary to move to the correct column.
   - Enter **S** in the *TS* column.
   - Enter **Top Images** in the *Employer's name* field.
   - Enter **CA** in the state field.
   - Click in the *1 Wages, tips, other compensation* box and enter **61500**.
   - Enter **10065** in *2 Federal income tax withheld*.
   - Enter **1860** in *4 Social security tax withheld*.
   - Enter **435** in *6 Medicare tax withheld*.
   - Scroll down to the *17 State income tax* box and enter **1245**.
8. Click the **Interview** tab just above the form, and then click **Forms in Return** to display only those folders that contain interview forms with data. If you are working with government forms, only the

forms that will print in the Accountant's copy of the return will display. The button changes to *Show All Forms*.

9. You need to display all forms, so click the **Show All Forms** button to display the full *Forms List* again.

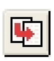
   Note: In the *Split Window Forms Tree*, the *Show All Forms* button is found at the bottom of the *Forms List* pane on the right side of the window.

Using Government Forms

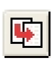
In this exercise you will become familiar with viewing a government form and link to an interview form.

1. Click the **Government** tab.
2. Open the **Federal** folder and double-click **1040 - U.S. Individual Income Tax Return**.
3. You are going to check the wage detail for Allen. Scroll down on Form 1040 until you reach Line 1, *Wages, salaries, tips, etc*.
4. Click in the *Wages* amount field. The *Expand* button is now activated because the field should have detailed input.

   Note: The amounts for total income and adjusted gross income do not display until the return is calculated.



5. Click the **Expand** button to display the Detail Screen for *Form 1040 - Wages, Salaries, Tips, etc*. When a return has been calculated, these amounts will display.



6. Click in the *Wages* field and click the **Expand** button again. The *W-2 Summary* displays. Summaries display for multiple schedules (for example, Schedule C, K-1).

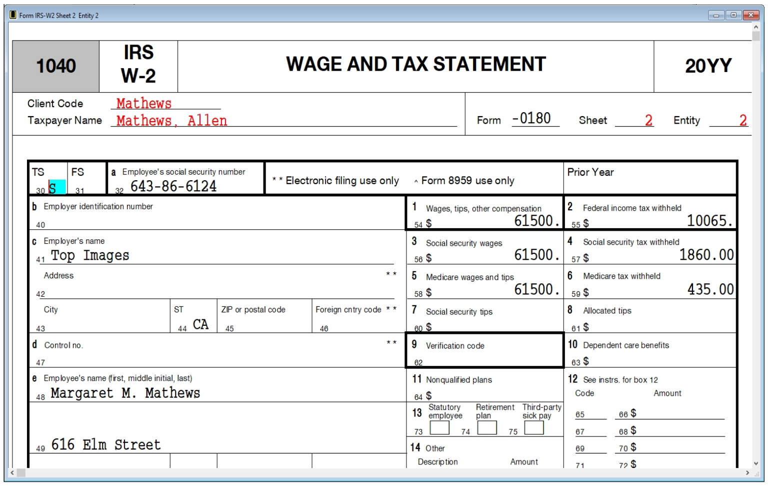
7. Click the **Go Back** button twice to return to Line 1 of Page 1 of Form 1040.

8. Now you are going to link to the interview form. Click the **Govt to Interview Link** button. The *Select Interview Form* dialog displays listing various forms where the detail for this amount could be entered.

   Note: An asterisk before a form indicates that it contains data.

9. Select ***IRS-W2 Wage and Tax Statement** and press **Enter** or click **OK**.

10. Select **Sheet #2 Top Images** and press **Enter** or click **OK** to go to the *IRS W-2 Wage and Tax Statement* for Margaret Mathews. Scroll down to view the wage details.



11. Click the **Back to Govt Form** button to return to the Government Form 1040.

Using Overrides

Now that you are back on Line 1 of Form 1040, notice that the field is yellow, signifying the field can be used as an override and the *Override* button is available. Override amounts display in magenta type.

Note: When the return is calculated, overridden amounts will not change even if the field is a system-calculated amount.

You can use overrides if no detail is available or if you want to override any detail entered. The override is entered after you select the override button and establish the override caption. The default caption includes your user ID, the date, and the time the override is entered. You can change the caption's information or enter one of your own if you prefer.

You can use the Review > Interactive Overrides feature to view the overrides you have entered. This feature allows you to move between a return's override summary and the field where an override is entered. You will see how the interactive feature works when you enter an estimate in the next section.

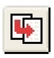
A report listing the override captions and amounts in a return can be printed using File > Print > Preparer Reports > Override Report. The report also lists the form where each override was entered.

You can use Options > Clear all Overrides to remove all overrides.

Note: When you clear all overrides, the amounts will no longer be considered overrides and will change following the next calculation if the field is a system-calculated amount.

Entering an Estimate and Adding a Note

You entered interest amounts previously. Let's say last year's return had an entry for Fidelity Federal and you are fairly certain the same amount applies for this year. You can enter an estimated figure to see approximate calculations for the return and later enter the exact amount.



1. Position the cursor on Line 2b of Form 1040 and click the **Expand** button to move to the detail level for taxable interest income. Estimates are usually flagged at the detail level.
2. Position the cursor on the first blank line and enter **Fidelity Federal**.

3. Move to the amount field and select **Edit > Estimate**. (You can add the Estimate button to the toolbar.) The *Estimate* dialog displays.

   This caption, like the Override caption, displays the user name, the date, and the time the estimate is entered. You can keep the existing caption or enter one of your own.

   You can view or print the Estimate Report containing all estimate captions and amounts using File > Print > Preparer Reports > Estimate Report.
4. Click **OK** to accept the estimate caption. Enter **750** in the amount field and press **Enter**.

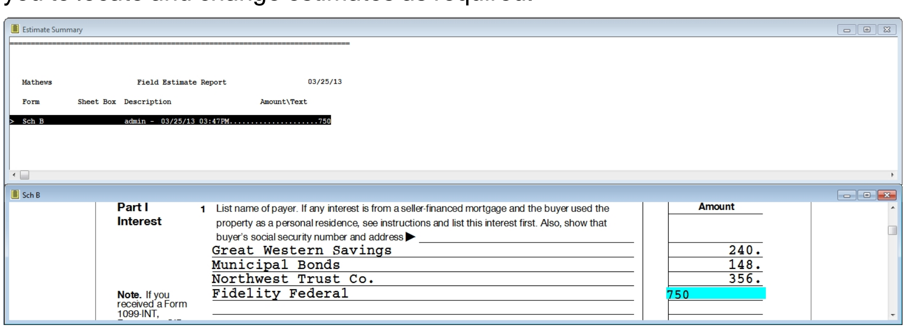
   Notice that the data in the field now displays in green type rather than in black, indicating it is an estimated amount.

   You can quickly and easily view all estimates entered in a return, or change an estimate, at any time, to reflect the actual amount.

    **Note**: To remove all estimate flags, you can use the Options > Clear All Estimates command. This command does not remove estimate amounts.

   You will not clear the estimate flag since you want a reminder that this amount is an estimate and needs to be verified.
5. Let's see how the Interactive Estimates feature works. From the menu bar, select **Review > Interactive Estimates**. The *Estimate Summary* report displays. This report lists, by form order, all estimates that have been entered.
6. From the menu bar, select **Review > Link to Field** or double-click the estimate entry on the *Estimate Summary* Report. CCH ProSystem *fx* Tax opens the schedule where the estimate was entered and places the cursor in the field with the estimate.

   The *Estimate Summary* report and the schedule display on the same screen, making it easy for you to locate and change estimates as required.



7. Now, you are going to add a note as a reminder that an interest amount is an estimate. Leave the cursor in the estimated amount field and click the **Notes** button on the toolbar to display the *Notes* dialog.

   The caption displays your user name, the date, and time the note was entered, and the form the note is attached to. You can keep the existing caption or enter your own.

   You could also create a global note that applies to the entire return. The global note can be accessed from within any note on any form in the return by clicking the **Global Note** button within the note, or using **Global Note** on the Edit menu.

   Note: Notes attached to the same form (for example, Form 1040) can be accessed from any note attached to the 1040 by using the *Next* or *Previous* buttons. Notes attached to the same detail form can also be accessed by using the *Next* or *Previous* buttons.

   All notes print in the Accountant's copy of a return. You can also view or print notes using the *File > Print > Preparer Reports > Lists and Notes* menu option.
8. Enter **Verify Fidelity Federal amount**, then click **OK**.
9. Click outside of the *Amount* field. The blue marker displayed on the left side of the field tells you a note is attached to the field and the green text tells you the field is an estimate.

   Note: A *Global Note* applies to the entire return and does not place a marker in any field.

10. Click the **Close** button in the upper-right corner of the *Estimate Summary* (the top portion of the split screen).

11. Click the **Maximize** button (between the *Minimize* and *Close* buttons) of Schedule B to maximize the form window.

12. Click the **Go Back** button to return to Line 2b of Form 1040.

Using the List Feature

You're going to enter a List on Interview Form 3903. Some things to remember about Lists are:

- The List feature allows a sub-schedule of detail to be created and carried to the appropriate line of input.
- A list can be created for any numeric field.
- All lists print in the accountant's copy of the return.
- To view or print lists, select File > Print > Preparer Reports > Lists and Notes.

To enter a list, complete the following:

1. Click **Window > Forms Tree** in the menu. If it is not already selected, click the **Interview** tab.
2. Position the cursor in the *Search Text* field, enter **3903**, and click **Find Next**.
3. Double-click **A12 Form 3903 - Moving Expenses**. The *Moving Expenses* form displays.

4. Scroll to the *Expenses of moving from old to new residence* section, position the cursor in the *Travel and lodging* amount field. Click the **List** button on the toolbar or right-click and select **List** from the menu to display the *List* dialog.

   The caption at the top of the screen displays your user ID, the date and time the list was entered, and the form to which the list is attached. You can keep the existing caption or enter your own.
5. Enter the following, pressing **Tab** after each entry:
   - Village Inn 3/20 - 3/25
   - 775
   - Travel Lodge 4/3 - 4/5
   - 255
   - Car Rental
   - 350
6. Click **OK** to return to the detail for Form 3903. The total, 1380, is inserted into the *Travel and lodging* amount field.
7. Press **Tab**. Notice the green marker in the upper-left corner of the field. This marker displays in all fields containing a list.

Ending Lesson 2

Follow the steps below as the final exercise in Lesson 2.

1. Click the **Close Return** button or click **File > Close Return**.
2. Click **Yes** to save your entries.
3. If you want to continue, proceed with Lesson 3.

   If you want to take a break and leave CCH ProSystem *fx* Tax, close the *Open Return* dialog, then select **File** and **Exit**.

   When you are ready to begin Lesson 3, re-open CCH ProSystem *fx* Tax, enter your user ID and password, if required, and click **OK**.

Lesson 3

Calculating a Return

In Lesson 3, you will learn how to do the following:

- Open the Mathews return using the client ID.
- Select a form using *Full Windows Form List*.
- Enter Schedule C information and use the Lookup Value feature.
- Add a second Schedule C entity.
- View state worksheets.
- Calculate the return and view the return summary.
- Review the return's interactive diagnostics.
- Use tick marks.
- Recalculate the return.
- Close the return and update the Client Profile, if *Client Manager* software is licensed.

Opening the Return

As you learned in Lesson 2, there are several ways to open a return. In this lesson, you will use the client's ID to open the return.

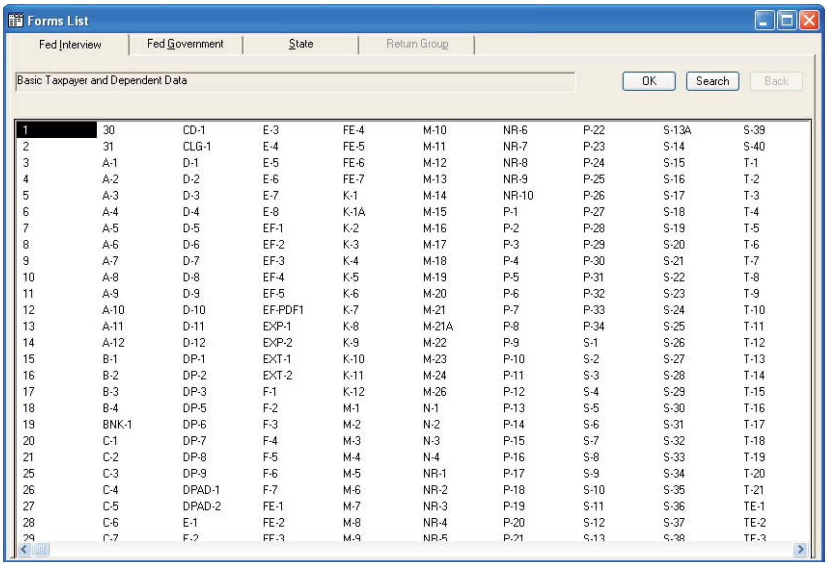
To open the Mathews return, do the following:

1. If the *Open Return* dialog is not already open, click the **Open Return** button to open it.
2. Select the **Client ID** radio button if it is not already selected in the *By Specified Client* section of the Search Panel on the left side of the screen. Notice that you can search by either *Client ID* or *Name* to find a specific client.
3. Enter **Mathews** in the text box.
4. Press **Enter**. If you secured a return with a password, you are prompted to enter it at this time.

   You can also open a return by entering a partial client ID or last name. If you enter a full ID or name and there is only one return with that name, the return opens. If there are several returns beginning with the characters entered, a list of those returns displays, allowing you to select a specific return.
5. The *Full Window Forms Tree* with the *Government* tab displays. In the next exercise, you are going to use another method to enter data.

Using Full Window Forms List to Enter Data

1. Select **View** from the menu bar.
2. Select the **Full Window Forms List** option. Click the **Fed Interview** tab to display the *Forms List* window.



3. Double-click **C-1** to open Form C-1 Sheet 1 Entity 1 for the Mathews client.

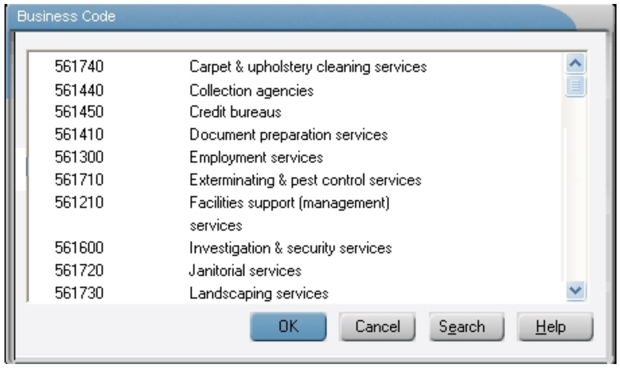
Looking Up a Value

When a list of entries is possible for a field, you can look up a value and insert it into the field. You will use this feature in this exercise.

1. Enter **Publishing - Newsletter** in the *Principal Business or Profession Including Product or Service* field and press **Enter**.
2. You can display a list of the business codes by doing any of the following:

- Click the **Lookup Value** button on the toolbar.
- Right-click in the field and select **Lookup Value**.

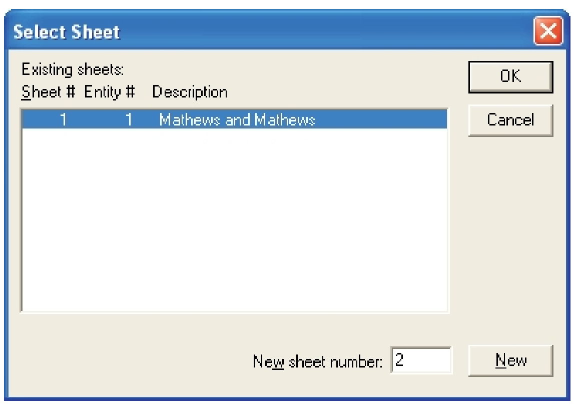
- Press **F4**.



3. Click **Search**. The *Search: Business Code* dialog displays. Enter **publishing** in the *Search for* field and click **Find Next**. You will see the code **511000, Publishing industries (except Internet)** is selected.
4. Click **OK** to insert 511000 in the *Business Code* field.
5. Position the cursor in the *Business Name* field and enter **Mathews and Mathews**.

   Normally, you would enter the rest of the information for this entity, but for our purposes this is not necessary. Now you are going to add a second entity to the return.

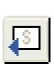
6. Click the **New Entity** button on the toolbar to display the *Select Sheet* dialog.



7. Click **New** on the *Select Sheet* dialog. The *Select Entity* dialog displays, giving you the opportunity to open the existing Schedule C or add a new one.
8. Click **New** to open a second Schedule C. The title bar now shows **Form C-1 Sheet 2 Entity 2**.
9. Enter **Graphics Designer** in the *Principal Business or Profession Including Product of Service* field.

   Note: For the purposes of this exercise, you are going to leave the business code for this second Schedule C blank. Later in this lesson, you will see how the interactive diagnostics catch this omission and lets you add the information in a single step.

10. Move the cursor to *Business Name* field and enter **Top Images**.



11. Click the **Previous Sheet** button on the toolbar to return to the first Schedule C. In government forms, the *Previous Sheet* button returns you to the previous occurrence of a form or schedule

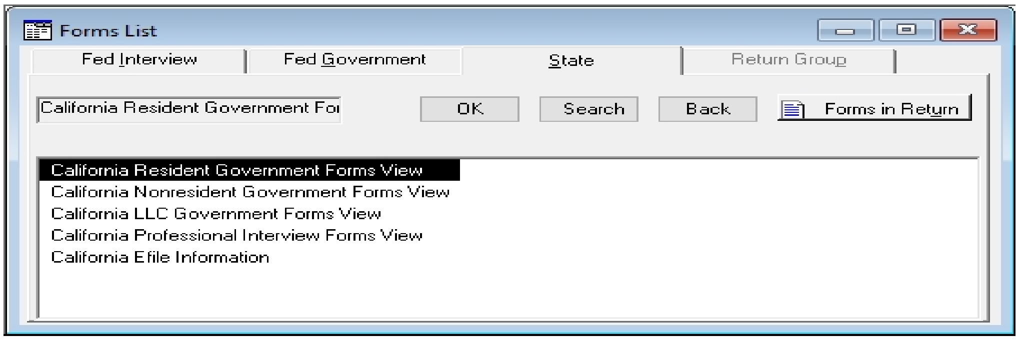
when there are multiple occurrences.

Notice that the *Next Sheet* button is now available. You could return to the Schedule C for Entity 2 using this button.

Viewing State Forms

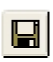
Now you will check the state forms for this return.

1. Press **Alt+S** to access the *State* tab.
2. Double-click **California**, the home state for this return (or the home state you are using) to display the state *Forms List*.



3. Double-click **California Professional Interview Forms View**. (If you are working in a different state, this step may not be necessary.)
4. Double-click **CA1 - General Information**.

   Before entering additional data, save the data you entered so far in this lesson.



5. Click the **Save** button on the toolbar. The status bar displays a message advising that the return data is being updated. Periodically saving your work safeguards against unexpected power failure or other potential data loss.

   On the *AutoSave* tab of the *Preferences* dialog (Options > Preferences > Tax Return Preferences), you can instruct CCH ProSystem *fx* Tax to automatically save data at intervals you specify. See Chapter 4, *Tax Preparation*, in the *CCH ProSystem fx Tax User Guide* for details.

Calculating the Return

Notice the word Calc displays in the bottom-right side of the status bar. When you are unsure whether a return needs to be calculated, check the status bar for confirmation. You are now ready to calculate the return.

Warning! If you have licensed CCH ProSystem *fx* Tax software on a PAYP basis, calculating the return will use one federal and one state Individual authorization.

1. Click the **Calc Return** button to calculate both the federal and state portions of the return.

If you need to authorize the return, click **Yes** to apply the authorizations. If you do not want to authorize, click **No**, and the calculation will be canceled.

Messages about the calculation display in the *Calculating Return* dialog as the calculation progresses.

Note: Once the calculation process begins, it cannot be canceled. The time required to calculate a return will vary depending upon the size of the return and the speed of the computer.

2. If you have selected the **After each calc, display 'Calc Complete'** field in the Options > Preferences > Tax Return Preferences > Miscellaneous dialog, a Calc Complete message displays when the calculation is complete. Click **OK** if the message displays.

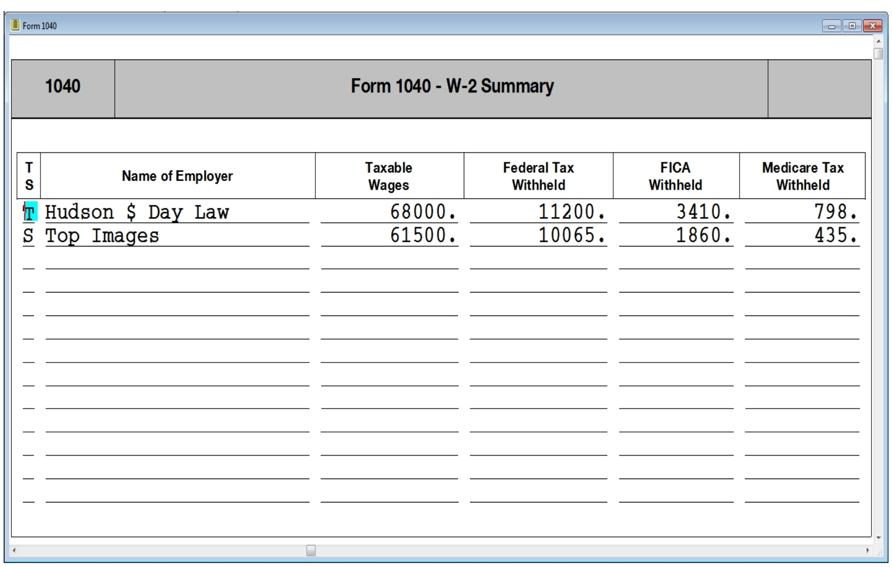
   Notice that after calculating, the *Calc* button is not available and the word Calc no longer displays on the status bar. This indicates that all calculations in the return are up-to-date.

Using the Expand Feature

Now that the return has been calculated, let's review using government forms to use the expand feature and view the detail amounts.

1. Select **View > Full Window Forms Tree**.
2. Click the **Government** tab.
3. Open the *Federal* folder and double-click **1040 - U.S. Individual Income Tax Return**.
4. Scroll through the form until you reach Line 1, *Wages, salaries, tips, etc.* Click in the *Wages* field and click the **Expand** button in the toolbar.

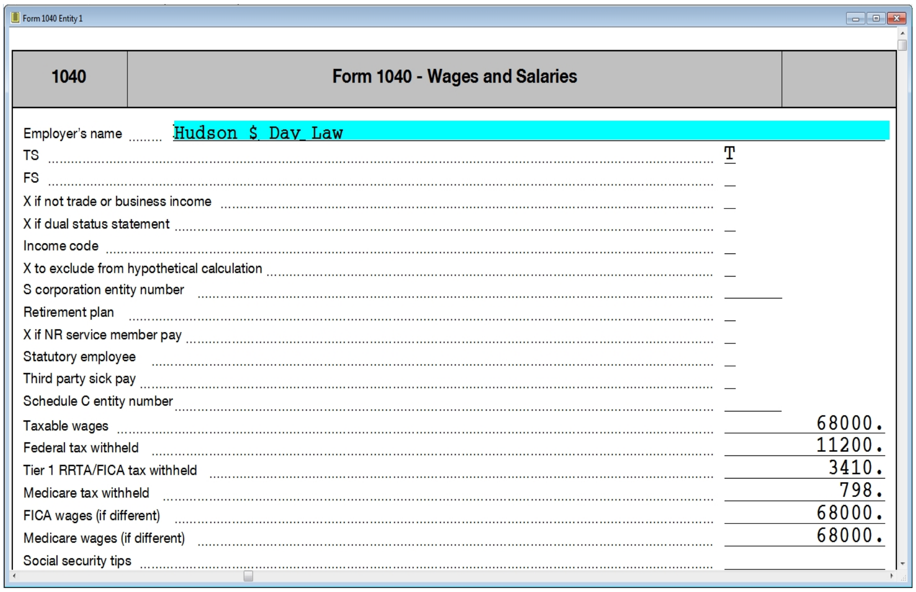
5. Click in the *Wages* amount field, and see the *Expand* button is active again indicating there is detailed input. Click the **Expand** button to display the *W-2 Summary.* Summaries display for multiple schedules, (for example, Schedule C, K-1). You can make changes to the entries on this summary.



Form 1040

1040 — Form 1040 - W-2 Summary

T S	Name of Employer	Taxable Wages	Federal Tax Withheld	FICA Withheld	Medicare Tax Withheld
T	Hudson $ Day Law	68000.	11200.	3410.	798.
S	Top Images	61500.	10065.	1860.	435.

6. Click on the first entry and click the **Expand** button again. The detail for Hudson & Day Law displays.


Form 1040 Entity 1

1040	Form 1040 - Wages and Salaries	

Employer's name	Hudson $ Day Law
TS	T
FS	
X if not trade or business income	
X if dual status statement	
Income code	
X to exclude from hypothetical calculation	
S corporation entity number	
Retirement plan	
X if NR service member pay	
Statutory employee	
Third party sick pay	
Schedule C entity number	
Taxable wages	68000.
Federal tax withheld	11200.
Tier 1 RRTA/FICA tax withheld	3410.
Medicare tax withheld	798.
FICA wages (if different)	68000.
Medicare wages (if different)	68000.
Social security tips	

7. Click **Go Back** three times to return to Line 1 of Form 1040.

Viewing the Return Summary

After the calculation is complete, you can view the return summary, which recaps amounts such as adjusted gross income and taxable income. The return summary always reflects the results of the latest calculation.

1. Select **Review > Return Summary** on the menu.
2. Select the **Page 1** radio button on the *Return Summary* dialog.
3. Select **OK**. The *Return Summary* window displays in a new window.

4. Close the summary to display Form 1040.

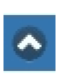
Reviewing the Interactive Diagnostics

Now you can review the diagnostics for the Mathews return.

1. Click the **Diagnostics** button on the toolbar to display the *Diagnostics* window. Diagnostics are grouped in categories: Electronic Filing, Warning, Caution, and Informational.

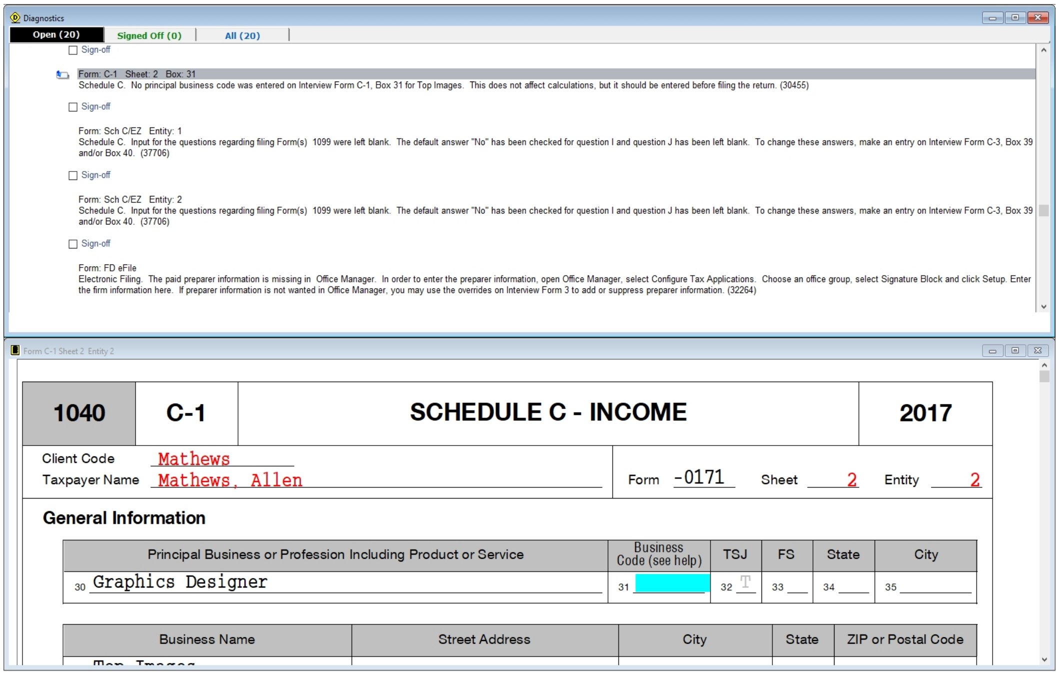
   Interactive diagnostics let you move directly from a diagnostic message to the return field it relates to. Diagnostics that are interactive are identified by a Diagnostic link icon on the left of the diagnostic item.



2. Collapse the *Caution* section by selecting the arrow to the left of the category. In the *Informational* section, scroll down to "Schedule C. No principal business code...".

3. Click the **Diagnostic link** icon, double-click the selected diagnostic, or highlight the diagnostic item and press **Enter**.

   A split screen with the cursor in the *Business Code* field displays.

4. Enter **541400** in the *Business Code* field.
5. Close the diagnostics window.
6. Click **Close** in the upper-right corner of Schedule C.

Using Tick Marks

Now that you have reviewed the diagnostics, you can use tick marks on the Mathews return to show that you have reviewed a particular amount field. This eliminates unnecessary return reviews.

Let's enter a tick mark on the wages field of the Mathews 1040 Form.

1. Select **View > Full Window Forms List**.
2. Click the **Fed Government** tab, then double-click **Form 1040** to select it.
3. Move the cursor to Line 1, *Wages, Salaries, tips, etc.*
4. On the *View* menu, be sure that **Tick Marks > All** is selected.
5. Click within the wages field. Select the **Review > Insert/Delete Tick Mark** option on the menu bar. Press **Tab** to exit the field. A red check mark, or tick mark, appears to the right of the field. You can also right-click in the field or press **Ctrl+T** to insert a tick mark. Tick marks can be used in any field.

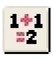
   This option works as a toggle. You can remove a tick mark by double-clicking the right mouse button in the field, pressing **Ctrl+T**, or right-clicking and selecting **Insert/Delete Tick Mark**.

Note: The system generates a reverse tick mark whenever a calculation causes the data in a tick-marked field to change. A reversed tick mark is indicated by a white check mark in a red, blue, or green background.

Recalculating the Return

Since you have changed data in the return, you need to recalculate the return before printing it. You will print the return in Lesson 4.

1. You find the Mathews' home address needs to be corrected. Change the Mathews' home address to **618 Elm Street**. You will receive a message stating that an override must be activated before this field can be edited. Therefore, select the *Override* button or right-click in the home address field and select **Override**. Now you can edit the address. For further information, see *Using Overrides* on page 20.



2. Click the **Calc Return** button.

You can use the *Recalc* option on the menu by clicking **Calc > Recalc** to calculate a return when no changes have been made to the data since the last calculation. This situation could occur, for instance, if changes are made to the office group in Office Manager while you are working on the return.

Ending Lesson 3

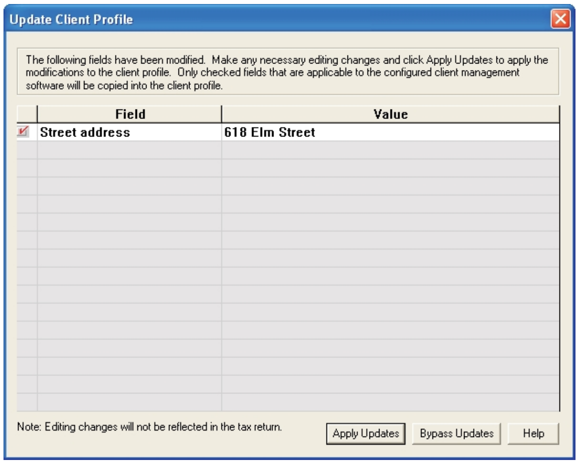
Complete the following steps as the final exercise in this lesson.

1. From the menu bar, click **File > Close Return**, or click the **Close Return** button if it is available.

   Note: In Lesson 1 you added a *Close Return* button. If you do not see a *Close Return* button, see *Customizing the Toolbar* on page 7.

2. Click **Yes** to save your entries. If you have not licensed Client Manager, skip to step 3.

   If Client Manager is licensed, the following dialog displays because you changed the home address. The home address is data that is shared with the client profile in Client Manager and is sometimes referred to as common data.



Common data is entered in one system and can be updated in the return or client profile automatically. If you would like to apply the new address to the client profile, click **Apply Updates**. Otherwise, click **Bypass Updates**.

3. If you want to continue, proceed with Lesson 4.

   If you want to take a break and leave CCH ProSystem *fx* Tax, close the *Open Return* dialog, then select **File** and **Exit**.

   When you are ready to begin Lesson 4, reopen CCH ProSystem *fx* Tax, enter your user ID and password, if required, and click **OK**.

Lesson 4

Printing a Return

In Lesson 4, you are going to print the Mathews return and check the return's activity log.

You will do the following:

- Open a return from the *File* menu list of returns.
- Print the return.
- Set the return's status as Ready for Review.
- Forward the return to another staff member if other users have been configured.
- View the return's activity history.

Opening the Return

To begin Lesson 4, you will use another method of opening an existing return.

1. Close the *Open Return* dialog to activate the File option on the menu.
2. Select **File**.

   Check the list of returns at the bottom of the *File* menu. The last four returns you opened display here. If 21I:Mathews:V1, or your sample return ID, displays in the list, click it to open the return.

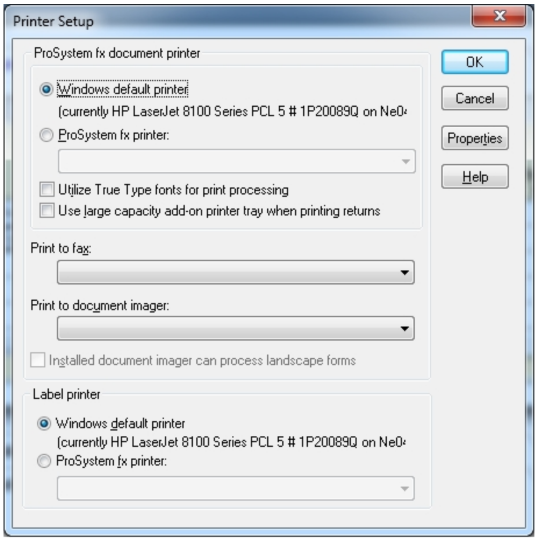
   If 21I:Mathews:V1, or your sample return ID, does not display in the list, select **Open**, click **Name** in the *Open specific return* section, and enter **Mathews** in the *Client* field. Click **Go**.

   If the return is secured with a password, you are prompted to enter it at this time.

Setting Up a Printer

You are now going to print the Accountant's copy of the return. This copy will contain both the list and the note you added in Lesson 2. First, you will set up printer information.

1. Select **File > Printer Setup** from the menu. The *Printer Setup* dialog displays.



2. Select the correct printer for both documents (forms) and labels. Choose either the default Windows® printer or a specific printer to be used with CCH ProSystem *fx* Tax applications.

   Notes:

   - Do not select the **Utilize True Type fonts for print processing** box. For this exercise, you will be using the generic CCH ProSystem *fx* fonts.
   - The printer you choose here is the printer that will be used for all CCH ProSystem *fx* Tax applications, including multiple CCH ProSystem *fx* Tax Preparation sessions, until you change it.

3. Click **OK**. Click **OK** again when the *Printer Setup* message displays.

Previewing a Return

You can preview the return, prior to printing.

1. Select **File > Print Preview** from the menu. The *Preview Entire Return* dialog displays.

   You can add the *Print Preview* button to your toolbar.
2. For this exercise, clear each check box except the **Accountant** option.
3. Click **OK**. The *Print Preview* screen displays the return in Adobe® PDF format. Use the Adobe® navigation controls to move around in the return.
4. Exit the PDF. If you receive a save changes message, click **No**.

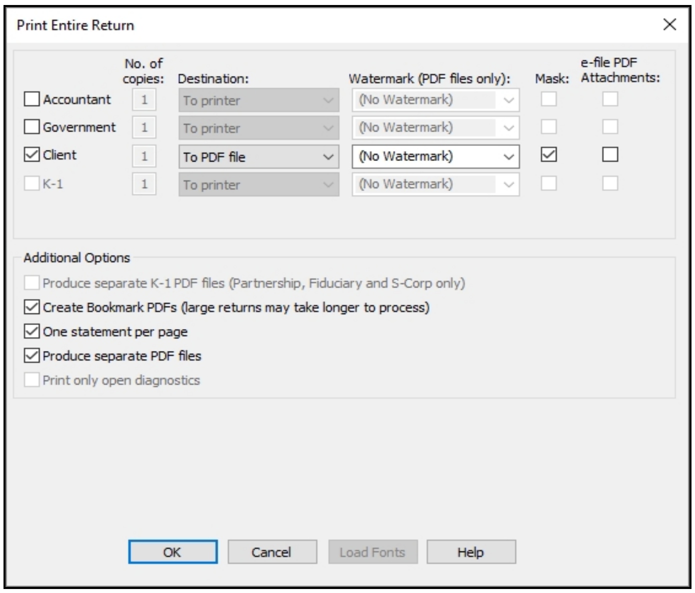
Printing the Tax Return

In this example, you will print a hard copy and create a PDF file of the Mathews return.

1. Select **Print > Entire Return** from the *File* menu. The *Print Entire Return* dialog displays.

   Note: Several other options are available by clicking **File > Print**. For the purpose of this exercise, we will be printing the entire return.

2. Clear the **Accountant** and **Government** check boxes.



3. Select a print **Destination**. *To printer* is the default.
   - **To printer**. Prints the return immediately to the printer selected from the *Printer Setup* dialog.
   - **To print file**. Creates a print file which can be later printed in batch mode from *Production Processing*.
   - **To PDF file**. Prints to a PDF file viewable in Adobe® Reader® or Adobe® Acrobat®.
   - **To PDF file and printer**. Prints to both a printer and a PDF file.

Notes:

- You can also print to either a fax or document imaging software you have installed and set up on the *Printer Setup* dialog.
- If you choose to print to a PDF file:
  - You can add a watermark by choosing a watermark from the drop-down list. You will be prompted to choose a file save location when you click **OK** in step 6.
  - You can produce PDFs with collapsed bookmarks by selecting the **Create Bookmark PDFs** check box.
  - You can produce separate PDF files by selecting the **Produce separate PDF files** check box.
- You can mask the SSN, EIN, and banking information on copies, other than government copies, by selecting the **Mask** check box.

4. Select the **One statement per page** check box to print each supporting statement on a new page.
5. Select the **Print only open diagnostics** check box if you want to only print open diagnostics with the return.
6. Click **Load Fonts**.
7. Click **OK** to print the client's copy of the return. If you prefer not to print the return at this time, click **Cancel**.

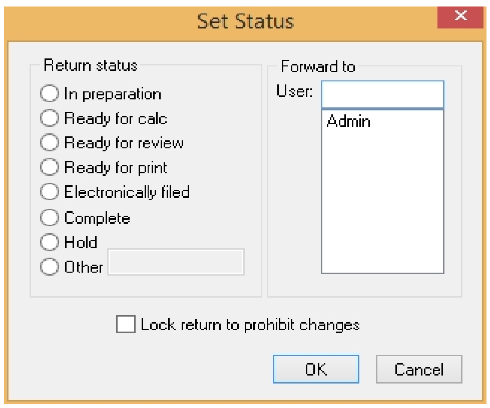
Notes:

- By default Interview View return entities print in the order they were added to the return.
- Print order, and other print options, can be altered on the Office Manager > Configure Applications > Tax Preparation > Print Options dialog.

Setting a Status

The return is now ready for review. Therefore, you will set the return status accordingly. It will be recorded in the return's history log.

1. From the menu bar, select **Manage > Set Status**, or click the **Set Status** icon on the toolbar. The *Set Status* dialog displays.



2. Select the **Ready for review** radio button.
   - Aside from setting the status for a return, network users can forward the return to another staff member for review.
   - The names of other staff members display in the *Forward to* list.
3. Click **OK** to set the selected status and add it to the history log.

Forwarding a Return

To forward a return, do the following:

1. Select the return to forward.
2. Select **File > Forward Return**.
3. Select a staff member's name in the *Forward to* list.
4. Click **OK**. The return prompts you to save and close the return. The return is forwarded to the In-Box of the selected staff member.

   The In-Box displays the next time the selected staff member opens CCH ProSystem *fx* Tax or clicks the *In-Box* button.

   Note: When it is not open by another user, you can still access the forwarded return.

Viewing the Return's History

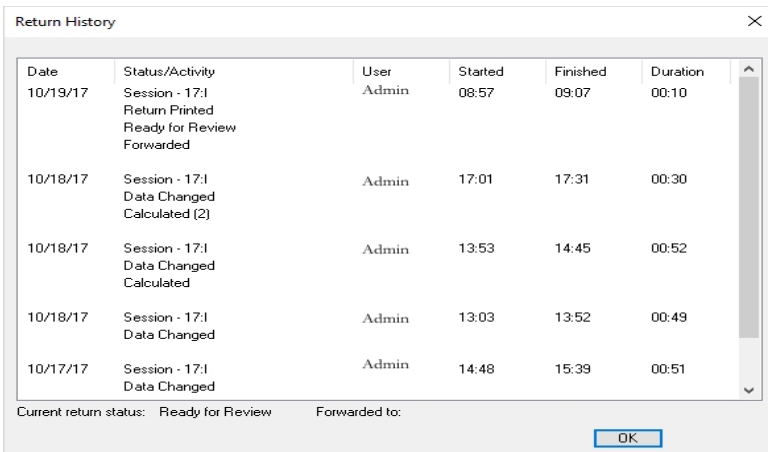
This option lists the activity in the log by user, date, and time, to the client’s activity log.

Status changes are also posted to the log, providing a valuable tool for tracking a return's progress through the production cycle.

A return history is kept for each return if the *Maintain status/activity history* processing option is activated when an office group's History/Backup options are configured in Office Manager.

Return history is kept by session, which begins when you open the return and ends when you close it.

1. Select **File > Open** and double-click **Mathews** in the *Open Return* dialog. You will receive a message if you forwarded the return. If so, click **OK**.
2. Select **Manage > View History** from the menu or **View History** on the toolbar. The *Return History* dialog displays.



Return History

Date	Status/Activity	User	Started	Finished	Duration
10/19/17	Session - 17:I Return Printed Ready for Review Forwarded	Admin	08:57	09:07	00:10
10/18/17	Session - 17:I Data Changed Calculated (2)	Admin	17:01	17:31	00:30
10/18/17	Session - 17:I Data Changed Calculated	Admin	13:53	14:45	00:52
10/18/17	Session - 17:I Data Changed	Admin	13:03	13:52	00:49
10/17/17	Session - 17:I Data Changed	Admin	14:48	15:39	00:51

Current return status: Ready for Review Forwarded to:

OK

   The *Return History* log records activity for all sessions with the exception of the current one. The activities of the current session are posted to the log when you close the return.
3. Click **OK** to close the history log.

   If you are licensed for Client Manager (where activity history is kept for all applications), you can print a client history report. For details, please see Chapter 10, *Client Manager & To Do List*, in the *CCH ProSystem fx Tax User Guide*.

Ending Lesson 4

This ends Lesson 4. To exit CCH ProSystem *fx* Tax Preparation, do the following:

1. Click the **Close Return** button (or select **File > Close Return**), and select **Yes** to save changes. The *Open Return* dialog displays. Click **Close** on the *Open Return* dialog.
2. Select **File > Exit** from the menu.

   Note: Use the Office Manager > Delete Client Data > All client and tax return data > Specific client function to delete this client now that you have completed these lessons. For details, see Chapter 3, *Office Manager*, in the *CCH ProSystem fx Tax User Guide*.

What's Next

This concludes our quick start to CCH ProSystem *fx* Tax. We know the powerful features of CCH ProSystem *fx* Tax will make your tax return processing and office administration efficient and productive.

CCH ProSystem *fx* Tax has the following additional help resources:

- **Online Help**. When in doubt about a procedure or command, press **Help** when it appears on a dialog to access context-sensitive CCH ProSystem *fx* Tax Help.
- **Field-level Help**. With your cursor in the field, press F1 for field-level Help.
- **Form-level Help**. With your cursor in a field, press F2 for form-level Help.
- **Step-by-Step**. Select **Help > Step-by-Step > Help** to read procedural, or "how-to," topics for completing specific tax functions.

We suggest that you familiarize yourself with the *CCH ProSystem fx Tax User Guide* for an in-depth explanation of all CCH ProSystem *fx* Tax options. You can access the Tax User Guide on our Support site.