TaxWise Registration and Setup

Conversions

With TaxWise, conversions save you time by transferring your data from your previous software to the TaxWise format. After converting, you can take advantage of the carryforward process, which brings data from the prior year into the current tax year, allowing you to be even more efficient.
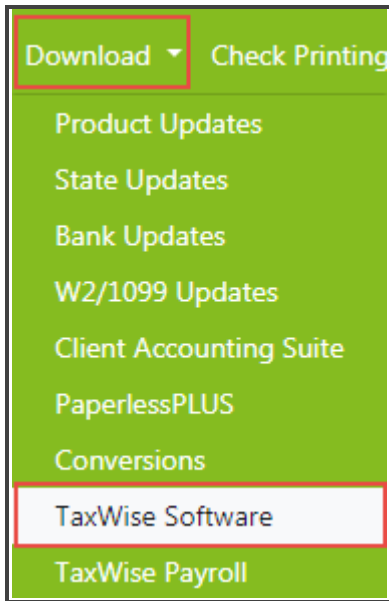
TaxWise offers conversions from other tax programs, including:

Conversion Tools Are Available for Most Tax Software Products		
Product	**Individual**	**Business**
ProSeries	✔	✔
Lacerte	✔	✔
UltraTax	✔	✔
Drake	✔	✔
Crosslink *(TaxWise Only)*	✔	
ProSystems fx	✔	✔
TaxAct	✔	
TaxSlayer Classic *(TaxWise Only)*	✔	
TaxWise	✔	✔
ATX	✔	✔

First, you must install the prior year of TaxWise and update to the final version. This ensures that the returns you convert have the most up-to-date forms and calculations before you roll them over to the current year of TaxWise.

To locate prior year software for conversions, or to file prior year returns:

1. From the **Downloads** menu, click **TaxWise Software**.

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This screen displays multiple downloads for prior years, as well as the registration codes.

ℹ You must also have your previous software and returns on your local computer, not on a network. Conversions cannot run correctly across a network installation.

2. Next, download and install the conversion software from the TaxWise Solution Center. Each program has its own conversion and user guide you can review.
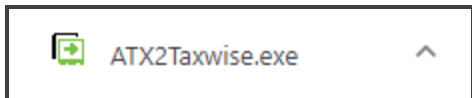
You can locate the conversions **here**.

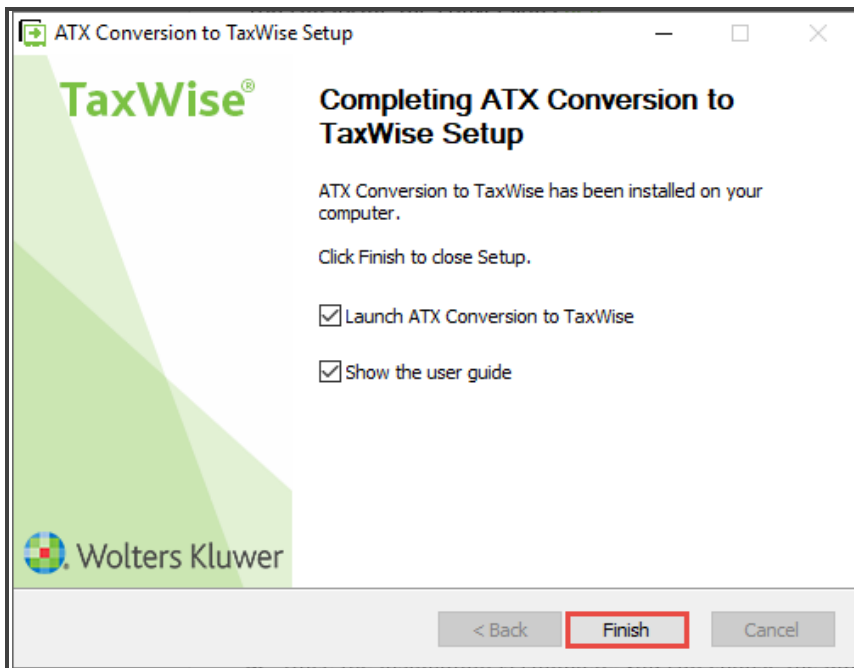3. Once located, click the download icon for the utility you need.

ℹ️ Download and read through the User Guide 📗 for your conversion. The guide provides instructions and sets the expectations for items that may not convert.

4. Install the utility by clicking the download once it is complete.

5. Once the installation is complete, you can choose to automatically launch the utility and to open the instruction guide. Click **Finish**.
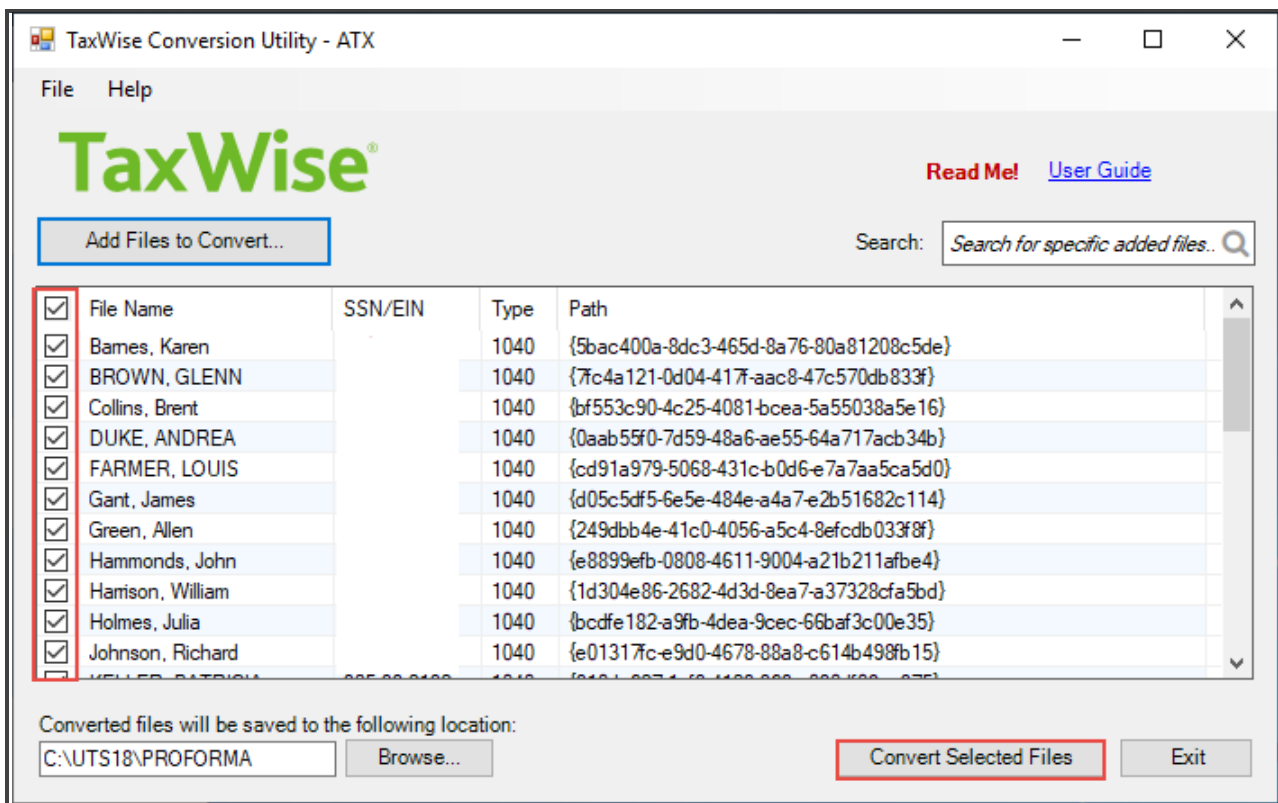

ℹ️ In this example, we are converting ATX returns into the TaxWise program.

6. The TaxWise Conversion utility opens. Click **Add Files to Convert**, and then choose your return data from your prior year software.
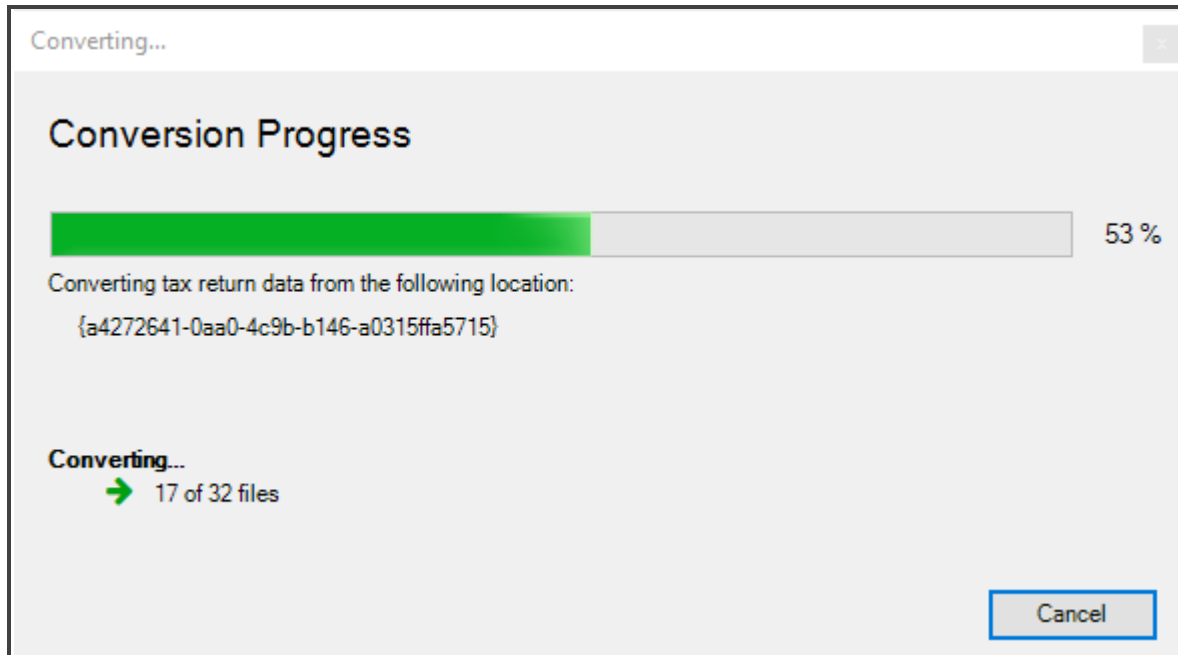
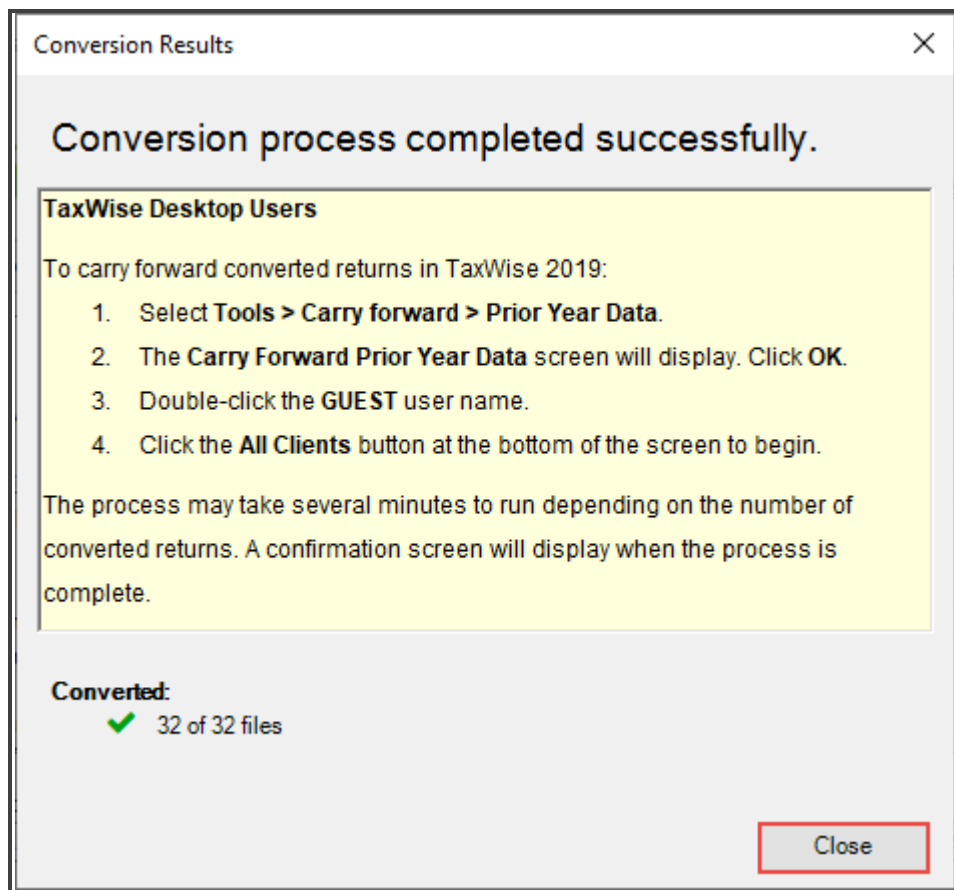ℹ️ If you have not read the User Guide, please do that now.

7. The utility displays the returns it located. De-select any returns you do not want to convert, and then click **Convert Selected Files**.

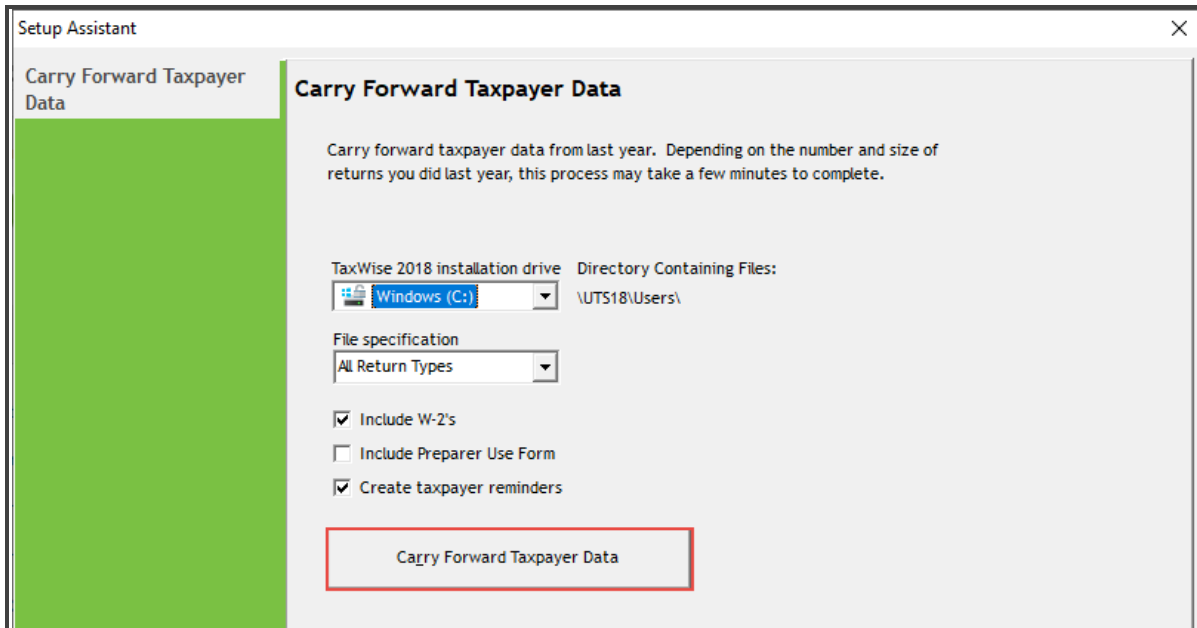8. The utility displays the conversion progress.

ℹ The conversion time depends on the number of returns, as well as your computer specifications. In some cases, when you convert a large number of returns, the process could take 30 minutes or longer. It may not appear that the program is still progressing, even though it is.

9. When the conversion finishes processing, you receive a *Conversion process completed successfully* message. Click **Close** to exit.
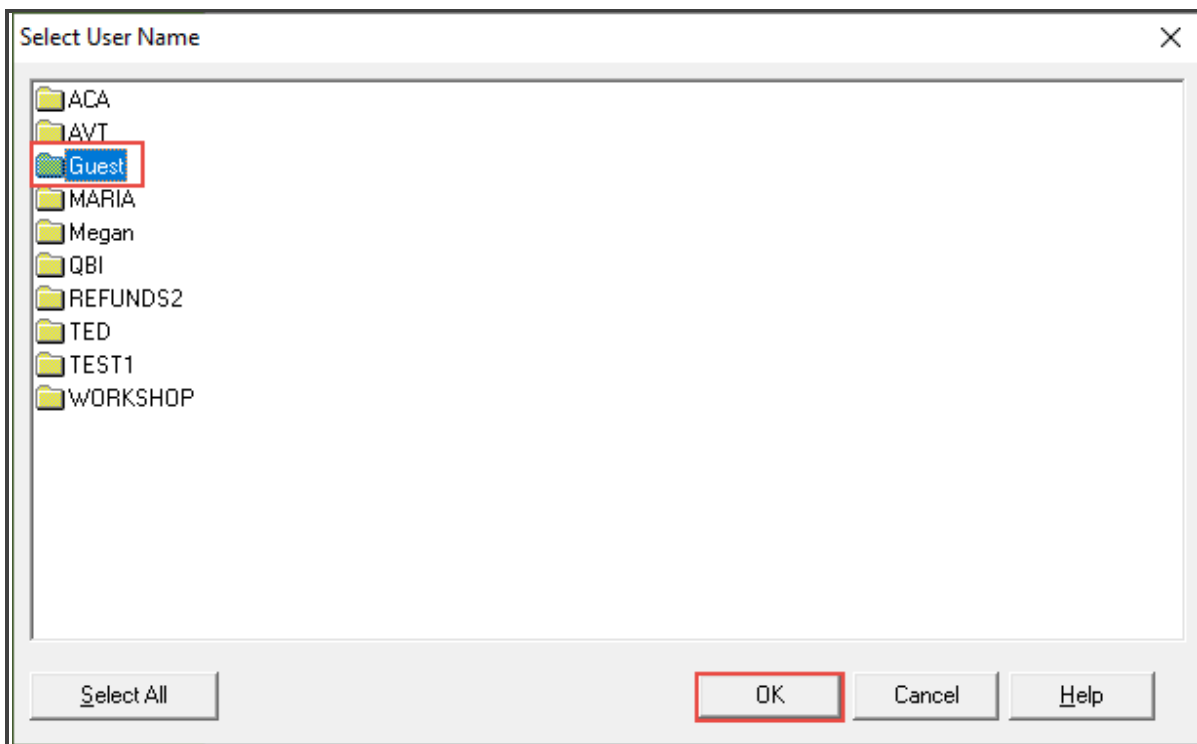
Loading Converted Returns

When you install the initial version of TaxWise for the current tax year, you will need to carry the converted returns forward. To do this:
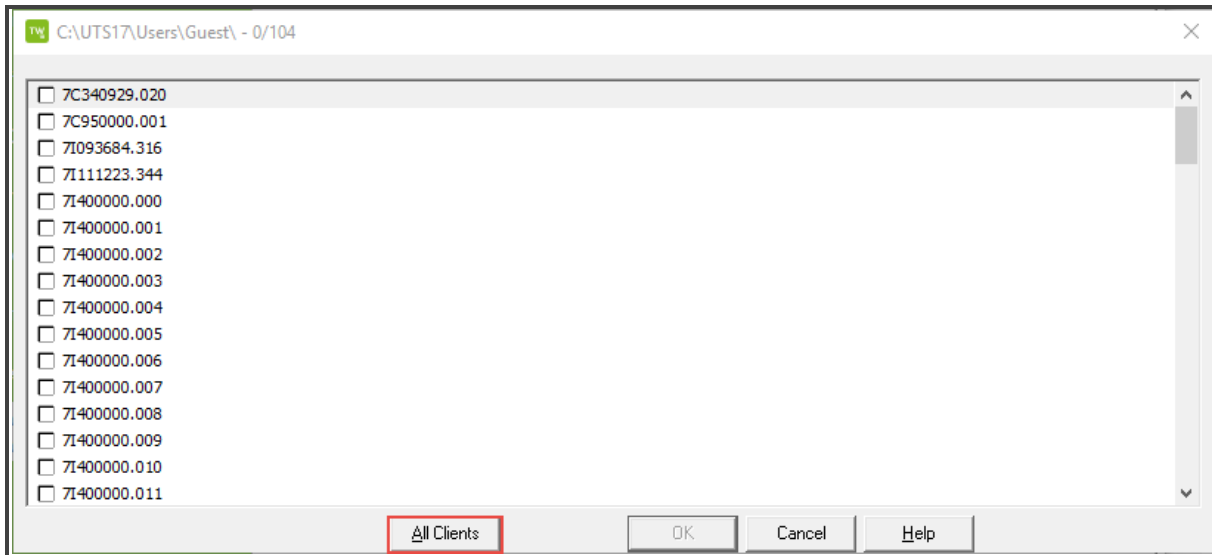
1. From the **Tools** menu, point to **Carry Forward** and select **Prior Year Data**.
2. TaxWise displays the Carry Forward Taxpayer Data tab in the Setup Assistant.
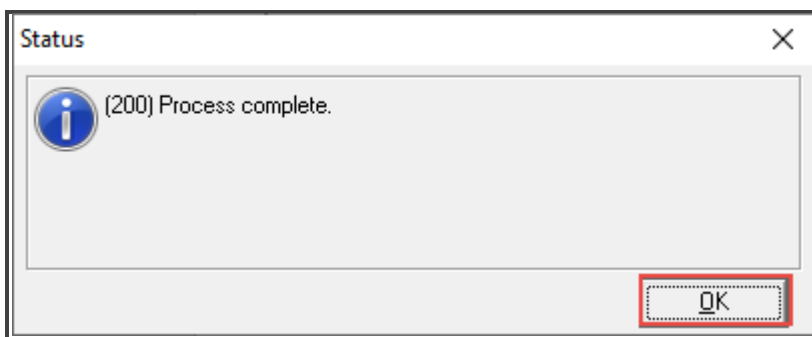3. Click **Carry Forward Taxpayer Data**.

4. Select the **Guest** username on the Select User Name window, and click **OK**.

5. Click the **All Clients** button and TaxWise begins the carryforward. The amount of time this process takes varies on the number of returns being carried forward.

6. Once complete, TaxWise displays the status dialog box with Process Complete message. Click **OK** to exit.

7. Click **Save** and **Close** to exit the Setup Assistant.

ℹ Keep in mind, after performing the carryforward, TaxWise does not display the returns in your Open Existing Returns screen automatically. First, you will start a new return using one of the Social Security Numbers you brought forward, at which time TaxWise loads the data into the return.