Export to UltraTax Utility (Applicable for ProSystem *fx* Engagement v. 7.0)

Description

The Export to UltraTax Utility allows the exporting of trial balance data to a file format that can be imported into UltraTax. This utility will support the UltraTax groupings lists for the years 2012 and 2013, and is applicable for ProSystem *fx* Engagement version 7.0 only.

Important Notes:

- The 2013 UltraTax grouping lists are provided with the ProSystem fx Engagement v. 7.0 December 2013 Update (available on the Support Web site at http://support.cch.com/updates/Engagement/.

- There is a 12 character limitation on account numbers in the UltraTax application, while ProSystem *fx* Engagement allows for 64 characters. Users may need to go into Engagement to shorten the account numbers prior to exporting to UltraTax.

Download Instructions

1. Select to **Download file** from the Release 7.x section of the ProSystem *fx* Engagement Updates Web site at http://support.cch.com/updates/Engagement/.

2. Choose to **Save File** to download to your computer.

   Note: It is recommended that you download the file to your x:\Pfx Engagement\WM\Utilities folder with other Engagement utilities.

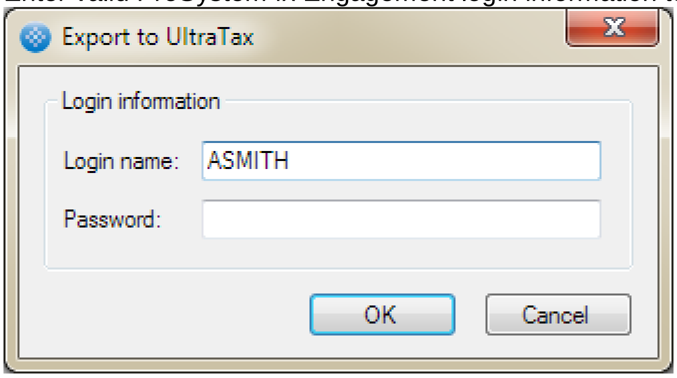
Download Description:	ExportToUltraTax.exe
Engagement Version:	7.0
Release Date:	December 2013
File size:	257 KB
Approx. Download Time:	<1 minute at 56kbps
License:	Full Version
Platforms:	XP/Vista/7/8/Server 2003/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2

Steps for Using the Utility

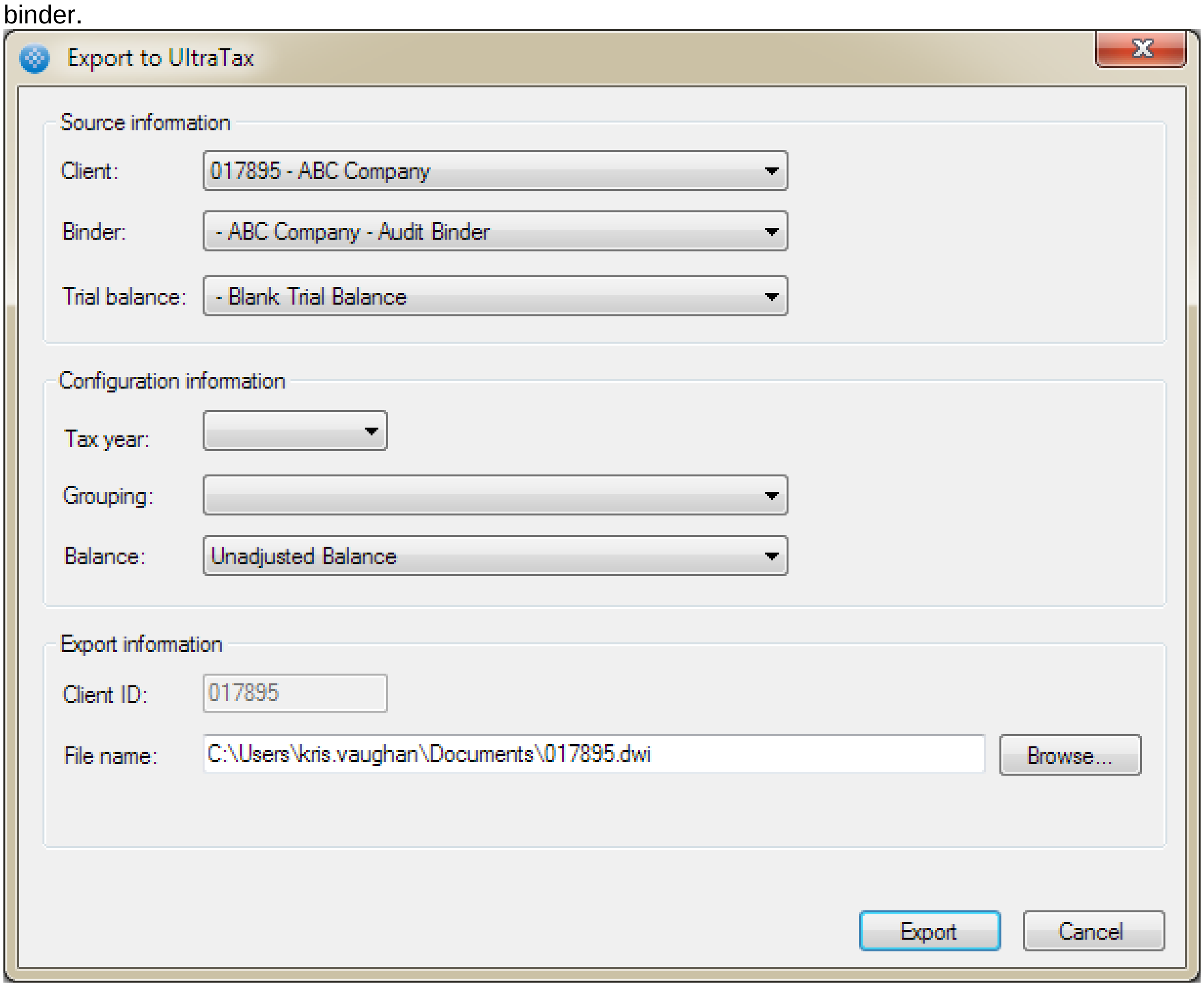
1. Double click on ExportToTax.exe to launch the utility.

   Note: This utility can be run with Engagement opened or closed.

2. Enter valid ProSystem fx Engagement login information to log in to the utility and then select **OK**.

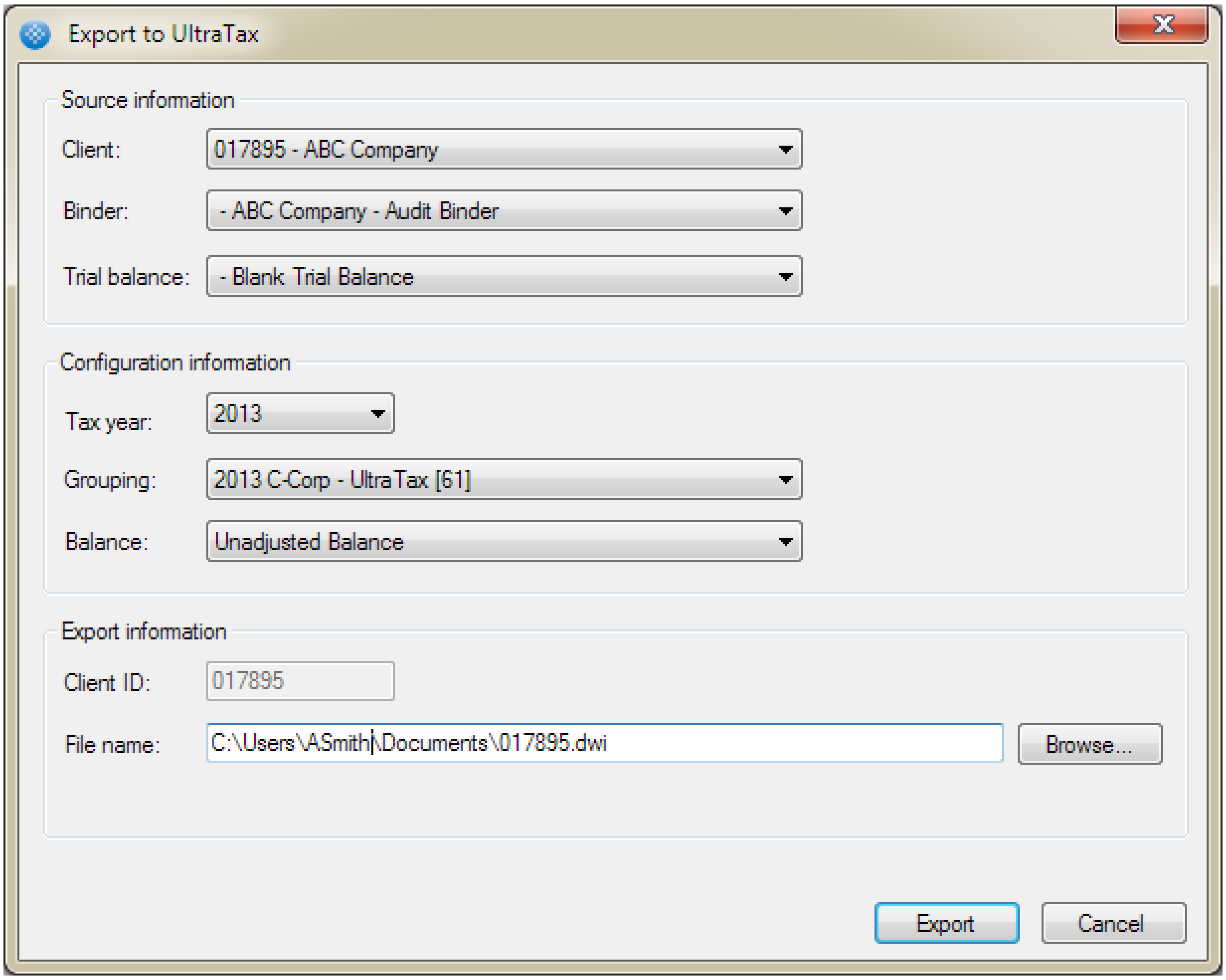


3. From the Export to UltraTax dialog, complete the source information by selecting a **Client** associated with the login, a **Binder** associated with the selected client, and a **Trial balance** associated with the selected binder.



4. You may then select your UltraTax configuration information which includes the **Tax year** (only years 2012 and 2013 are available), associated UltraTax **Grouping** list, and the **Balance** type for the selected UltraTax grouping list.

   Note: Only UltraTax grouping lists will be available in the **Grouping** drop-down for the selected year. If none are available, the field will be blank and you will not be able to proceed with the export.



5. The selected client's **Client ID** will automatically become the name of your export file. You may change the name of your file from the **File name** field, and/or browse to a new location to save your export file by clicking on the **Browse** button.

6. Click **Export** to begin the export process.

7. The newly created export file will be in .dwi format and can now be imported into the UltraTax application. Please consult the UltraTax user documentation for instructions on importing files into UltraTax.

If you have questions regarding this utility, please contact our Technical Support Group at **1-800-739-9998, option 4.**