



# **CCH<sup>®</sup> ProSystem *fx*<sup>®</sup> Remote**

Tax User Guide

December 2020

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# Chapter 1

## PLANNING YOUR SYSTEM

This chapter contains information designed to help you plan your system so that your CCH ProSystem *fx* Tax installation will proceed smoothly, maintenance will be simplified, and performance will be optimized. The chapter is divided into the following four sections:

- **System Configuration.** Directs you to current software and hardware requirement information.
- **Printer Configuration.** Directs you to current printer software and hardware requirements.
- **Pre-Season Checklist.** Provides a list of tasks to prepare your system for the new year.
- **Miscellaneous Tips.** Includes information on client and system backup, cache buffers, communications, and other pertinent network items.

### System Configuration

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We recommend that you read the hardware and software requirements for your network system and review the material pertaining to your particular network environment before installing CCH ProSystem *fx* Tax.

You can find current system requirement information in our [System Requirements Knowledge Base article](https://support.cch.com/kb/solution.aspx/sw4105) at <https://support.cch.com/kb/solution.aspx/sw4105>.

### Printer Configuration

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Printer configuration and compatibility information can be found in our [Printer Compatibility Knowledge Base article](https://support.cch.com/kb/solution.aspx/sw26398) at <https://support.cch.com/kb/solution.aspx/sw26398>.

If your printer software and hardware are compatible, but you need further assistance, information about contacting Customer Support can be found on our [Customer Support Contact page](https://support.cch.com/contact) at <https://support.cch.com/contact>.

### Pre-Season Checklist

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Use the following checklist as you prepare your system for the coming year.

- Run System Rebuild in Office Manager.
- Load the latest 2020 release.

- Update Tax Preparation Configuration for new 2020 Master File options. (Office Manager > Configure Applications > Tax Preparation).
- Configure interfaces including Accounting Bridges, CCH<sup>®</sup> Research, ViewPlan, etc. (Office Manager > Configure Applications).
- Run Workstation Setup on all workstations that will access CCH ProSystem *fx* Tax.
- Users should set up personal preferences (Tax Preparation > Options > Preferences).
- Users should configure a printer (Tax Preparation > Printer Setup).
- Users should configure the toolbar (Tax Preparation > Options > Customize Toolbar).

## Miscellaneous Tips

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The following information contains tips and information you can use to ensure optimal CCH ProSystem *fx* Tax performance.

### Backing Up

If you back up selected CCH ProSystem *fx* Tax directories, be sure to include all files and directory levels under the X:\WFX32\DATABASE and X:\WFX32\CLIENT subdirectories as part of your routine backup procedures. The X is the drive where your Tax files are located.

### BNA for Windows<sup>®</sup> – Network Version

If you are using the network version of BNA for Windows<sup>®</sup>, you may receive the following message when attempting to launch BNA from Tax Preparation:

**Return to client data worksheet to load client file X:\litwin\data\xxxx\_\_\_\_.it**

If you receive this message, use **Alt + Tab** to bring up BNA, enter your BNA sign-on information, and proceed with BNA processing.

### CCH Client DataXchange

The ability to import and export with CCH Client DataXchange in Tax Preparation requires that the Microsoft<sup>®</sup> XML Parser 4.0 RTM is installed on each workstation that plans to use this function. If the system detects that this XML Parser is not installed, a message will display when you access the File > CCH Client DataXchange function with an option to install the XML Parser.

### Communications

We recommend you perform communications from a workstation and not from the server. If you change the communication port in the Communication application configuration, you are applying a global change. You will have to select **Options** in the Communications application to select a different communications port for a workstation.

Please note that we provide the capability of directing communications through a communication server; however, we do not provide technical support for communication servers and have not tested

our software with them.

If you are licensed for DataScan Plus or CCH ClientRelate, then you must install the Microsoft® Visual FoxPro® ODBC Driver on each workstation. This driver is automatically installed or updated when you run Workstation Setup.

## Importing from Excel® Spreadsheets

When using the K-1 import/export option, you must have a current version of the OLEAUT32.DLL file in your Windows® system directory. Older versions of this file may not recognize spreadsheet cells defined as “date fields” and generate an error report during the import process. If you encounter this error, please see your system administrator or contact Customer Support for assistance using one of the methods described on our [Customer Support Contact page](https://support.cch.com/contact) at <https://support.cch.com/contact>.

## Mapping and Search Drives

Make sure the mapping is the same across the network, including the supervisor mapping. For example, do not map some login scripts as Vol I and others as Vol H. Do not map from a batch file. If you do, CCH may not be able to provide support.

CCH ProSystem *fx* Tax must be installed to the root of the volume. If you want to install to and run from a directory off the root, you must map root a drive to that directory.

CCH ProSystem *fx* Tax cannot be installed to, or run from, a network-search drive.

## Rights

The user performing an installation needs supervisory rights to the root directory of the target install drive.

CCH ProSystem *fx* Tax users need Read, Write, Erase, Create, Modify, and File Scan rights to the WFX32 directory and all CCH ProSystem *fx* Office product directories (for example, GLCWIN32).



# Chapter 2

## INSTALLATION

### Installation Overview

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The following section provides general information about CCH ProSystem *fx* Tax installation that will help make the installation process run smoothly for you.

### Single Sign-On Security

When you interface with web products, such as Software Delivery Manager during the installation process, you may receive an account verification prompt after you enter your SSO credentials. This 2-Step Verification process is an added security measure for your Single Sign-On (SSO) account. Other web products include Electronic Filing Status. The 2-Step Verification process initiates based on your firm configuration settings in Global Staff Manager.

### Permission Key

The permission key is necessary for your very first installation of CCH ProSystem *fx* Tax and for installing the initial CCH ProSystem *fx* Tax release each year. On subsequent installations the install program can read permission information from the installed system on your hard drive or file server.

Permission keys can be downloaded from our Customer Support website at <https://support.cch.com>, or can be downloaded using Software Delivery Manager.

If you have not already established a Single Sign-On (SSO) account with Account Services, you should do so at this time.

If you order an additional product during the year, you will receive a new permission key in the media you have chosen. When installing the new product, use the new permission key and select **Add Products** as your installation method.

### Network Workstation Setup – Wssetup

Network users can use the Workstation Setup Program, Wssetup, to set up the following:

- **Workstations** to run CCH ProSystem *fx* Tax from a network or local drive. After an initial network installation, the Workstation Setup Program must be run for each licensed network workstation to update the Windows® registry and create the CCH ProSystem *fx* Tax program

group and icons.

On subsequent installations, if CCH ProSystem *fx* Tax programs are being run on a local drive, the Workstation Setup Program needs to be rerun to ensure that updated files and newly installed programs get copied to the local hard disk. See *Workstation Setup* on page 15 for instructions on setting up workstations.

- A workstation to serve as a **calculation server**. See *Calc Server Setup* on page 17 for instructions on setting up a workstation as a calculation server.
- A **laptop** as a standalone system. Laptop setup installs the Tax Preparation application, Office Manager, tax products (Individual, Partnership, etc.) to a laptop from your installed CCH ProSystem *fx* Tax network system. Tax products available for laptop installation depend on the products installed on the network. See *Initial Standalone Laptop Installation* on page 18 for complete instructions on setting up a laptop.

## Initial Office Setup

If you are new to CCH ProSystem *fx* Tax, we recommend you let Tax guide you through setting up firm, office group, and user information in Office Manager immediately following installation.

At a minimum, you should configure an office group after installation because at least one office group must be set up before you can begin processing returns. See *Creating a New Office Group* on page 28, for details on configuring Tax Preparation for an office group. If you decide to configure at a later date, you can set up firm, office group, and user information in Office Manager.

## General Installation Guidelines

The following general guidelines pertain to both standalone and network users:

- Close all open applications.
- Disable screen savers. Although the installation will work with most screen saver programs activated, we suggest you turn off your screen saver before starting the installation. If your screen saver is enabled, the program may behave as though it has halted (where images that usually move are stationary). Actually, the Tax programs are being loaded normally.
- Select the drive on which to install CCH ProSystem *fx* Tax.

All Tax files should be installed to the same drive. However, if you must install on different drives, you must load common and client files on the same drive. You can load tax products on another drive.

When you install a subsequent Tax release, updated files are loaded to the same drive or drives where they are currently installed. You cannot change the drive designations.

To move a currently installed tax product to another drive, you should open Office Manager and delete the tax product prior to installation. You can then designate a new drive for the product during installation.

## General Network Installation Guidelines

The following guidelines pertain to network users.

- You must have Administrator rights to run installation.
- Be sure the disk drive where selected files will be installed can be selected by all users. All users should map the drive with the same letter.
- If you are installing to a network from the server, make sure that the drive letter is mapped to the physical drive.
- To have directories automatically created for applications such as CCH ProSystem *fx* Planning, log on to the network with supervisor rights before installing.

## What You Need to Begin Installation

For initial installations, your Customer Profile letter and permission key. If you are adding a new product, you will also need your permission key for that product.

## Installing Software Delivery Manager

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Software Delivery Manager (SDM) allows you to download CCH ProSystem *fx* software and permission keys via the internet.

 **Note:** An email is sent with a link to install Software Delivery Manager if you are a new customer, you have purchased additional software, or an update is available.

To install Software Delivery Manager:

1. Click the link from the e-mail sent to the Default administrator. A dialog opens to allow you to download ClientSetup.exe. Select **Run**.
2. The *Software Delivery Manager Installation* dialog displays. Click **Next**.
3. Accept the default installation path or select **Browse** to select another location to install Software Delivery Manager.
4. The *Installation Progress* dialog displays, indicating the progress of the installation.
5. To open Software Delivery Manager when installation is complete, select the **Launch Software Delivery Manager when I click Finish** box and click **Finish**.

## Downloading Releases

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1. Open Software Delivery Manager. If you have not logged in to Software Delivery Manager before, you will need to log in with your SSO Credentials.
2. Select the release you want to install.
3. Click **Start Download** in the lower right-hand corner of the window.

If this is the first time you have accessed Software Delivery Manager, a dialog prompts you to select a location for product downloads. Accept the default or click **Browse** to select another

location.

4. After the download is complete, click **Yes** when asked *Do you want to view the downloaded file in Windows®?* to open the target folder.
5. Double-click the installation file.

## Installing CCH ProSystem fx Tax for the First Time

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The following instructions are for users who have not previously installed CCH ProSystem fx Tax.

### **Tips:**

- We recommend you disable the virus protection software temporarily before installation. You can enable it once installation is complete.
- Click **Exit** at any time during installation to end the session.

To begin installation, do the following:

1. Follow the instructions in *Downloading Releases* on the previous page.
2. Select one of the following options:
  - **Internet download.** Select this option to download the permission key from the internet. If you are installing for the first time, this option is selected by default.

 **Note:** Users needing to download the permission key from the internet must be assigned permission to do so in *Configure Staff*. For more information, see the *Configure Staff Quick Start Guide*.

- **Permission key disk drive path.** Select this option if you have already downloaded your permission key to your hard drive. Click **Browse** to locate the permission key.

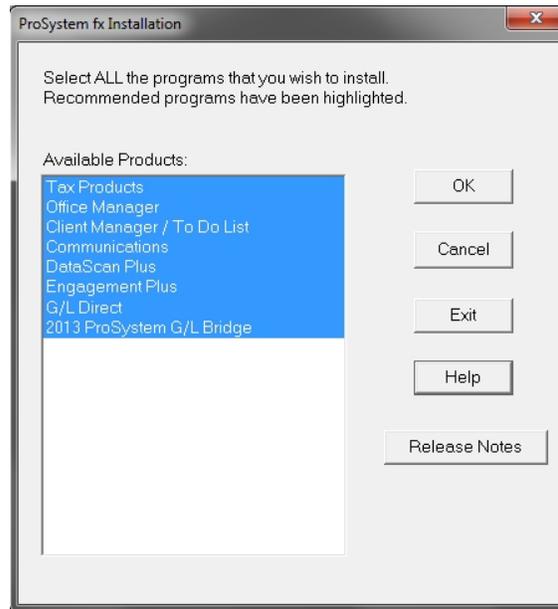
 **Tip:** We recommend leaving the *Check available disk space for installation* box selected. The installation program will check space availability before beginning installation to get an accurate reading of disk space. If the disk space check box is not selected, the system assumes the drive has enough available space and no further checking will be done.

3. Click **OK**.

If you selected **Internet download**, enter your SSO user ID and password and then click **Login** to begin downloading your permission key.

- A dialog listing the available products displays. All licensed products as listed on your permission key are selected for installation.

- You can clear an item by clicking it one time. Be sure to leave Tax Products, Office Manager, and Communications selected.



- Click the **Release Notes** button to display installation information for this release. You are able to view or print Release Note topics.
4. Once the products to be installed have been selected, click **OK** to proceed. The *2020 Tax Products* dialog displays.



5. Select the tax products to install. The federal and state entities for the selected products will be installed. Click **OK**.

The *Destination Drives* dialog displays the files selected for installation and the space required to install them.

Products:	Drive:	Space Required
Common Files	c:	705,597,440
Client Files	c:	4,411,392
2013 Individual System	c:	553,807,872
2013 Individual System Laser Forms	c:	39,796,736
2013 Corporate System	c:	606,126,080
2013 Corporate System Laser Forms	c:	39,317,504

Destination Drive: c:<local>      Space Avail: 178,722,500,608

Assign to Drive c:

Review Currently Installed Product Destinations

Products:	Drive:

Initially, all files are preselected and the *OK* button is unavailable. The *OK* button remains gray until **all** selected tax products have been assigned a destination drive.

 **Tip:** We recommend installing all files to the same drive. However, if you do not have adequate space on one drive, you must keep common and client files on the same drive. Tax product files can be installed on another drive.

 **Note:** The number displayed in the *Space Required* column is an estimate and may change once a drive is assigned. Install may update the space required based on your drive cluster formatting.

6. If you are installing all products to the same drive, select the drive from the *Destination Drive* drop-down list and click **Assign to Drive**. Then click **OK** and continue with the next step. To install products to different drives, clear the products you *do not* want assigned to the first drive by clicking them. From the *Destination Drive* drop-down list, select the drive on which to install the remaining highlighted products and click **Assign to Drive**. When all products have been assigned a drive, click **OK**.

7. The *Program Group Selection* dialog displays.
  - To place the program icons in the default CCH ProSystem *fx* Tax group, click **OK**.
  - To place these icons in another program group, highlight the group and click **OK**.
  - To create a unique program group, type in the name and click **OK**.

All CCH ProSystem *fx* Tax application icons are assigned to the chosen program group. They can be changed after installation via Windows® Explorer or Taskbar Properties.

Select the **Setup shortcut folder** box to have the system create a CCH ProSystem *fx* Tax shortcut folder on your Windows® desktop.

8. On the CCH ProSystem *fx* Installation dialog, you can select to install immediately or to delay installation until a specific time and date.
  - To start installation immediately, choose **Install now** and click **OK**.
  - To start installation at a later time, choose **Delay install** and use the spin arrows to change the time. Enter the date in MM/DD/YYYY format in the *on* box. Click **OK**. A confirmation dialog displays.



**Note:** We recommend you do not use this computer for other tasks until installation is complete.

As the installation begins, a dialog displays showing which files are loading and the total install progress.

Once the installation of the files is complete, the *CCH ProSystem fx Installation* dialog displays.

We recommend you have Tax restart your computer so that the new settings required by the program can take effect. After rebooting, Tax will launch the Office Manager application for you.

9. Do one of the following:
  - Leave the **Automatically run Office Manager after reboot** box selected and click **Yes**. Tax restarts your computer and then opens the Office Manager application so you can enter firm, office group, and user information.



**Tip:** We recommend you click **Yes** to have Tax restart your computer so that the new settings required by the program can take effect.

- If you click **No**, you will exit the **Installation Program**. The required settings will be initialized the next time you reboot your computer.



**Note:** At least one supervisor user must be maintained on the CCH ProSystem *fx* Tax system at all times. The system is configured automatically with one supervisor user, *Admin*, which initially has no password. You can use this user ID when you first access a Tax application. You will be prompted to create a password for *Admin* with its first use. When configuring staff in Office Manager, you can create a new supervisor-level user, or continue to use *Admin*.

## Updating CCH ProSystem fx Tax

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CCH ProSystem *fx* Tax program updates are provided throughout the tax season. You will receive a notification when an update is available. Use Software Delivery Manager to download the installation files for new updates.

### Updating Using Automatic Install

Use Automatic Install to update all installed products for which an update is available. In addition, if one of the following licensed products is newly included with an update release, it can be installed using Automatic Install: CCH ProSystem *fx* Planning, Electronic Filing, and Tax Reform Projector.

Electronic Filing, Extensions, and Tax Reform Projector are available for installation, if licensed. They are installed to the drive where the appropriate federal tax product is loaded. You must select a destination drive for the Organizer and the Pro Forma Print products.

1. Follow the instructions in *Downloading Releases* on page 6.
2. Select one of the following options:
  - **Internet download.** Select this option to download the permission key from the internet.



**Note:** Multiple users must be granted access to the Single Sign On (SSO), in *Configure Staff*, to download the permission key from the internet. For more information, see the *Configure Staff Quick Start Guide*.

- **Use previously installed permission key.** This option is selected by default.
- **Permission key disk drive path.** Select this option if you have already downloaded your permission key to your hard drive. Click **Browse** to locate the permission key.



**Note:** To use a previously installed permission key, do not use the *Permission key disk drive path* option to browse to the previously installed permission key. Instead, select the *Use previously installed permission key* option.



**Tip:** We recommend leaving the *Check available disk space for installation* box selected. The program checks space availability before beginning installation. If the disk space check box is not selected, the system assumes the drive has enough available space and no further checking will be done.

The *Install Method* dialog displays with *Automatic Install* selected.

3. Click **OK**. The *Product Availability* dialog displays if a product you have licensed and not yet installed is included on this release.
4. To install the products listed, click **OK**. To delay the installation of a product, click once to clear the product and then click **OK**. You can load the product later using either the *Add Products* or *Automatic Install* option.

If a new product is selected to be installed, the *Program Group* dialog displays.



5. If you are installing Pro Forma Print or Organizer, the *Destination Drives* dialog displays. Highlight the product, select the drive where you want to install it, and click **Assign to Drive**. Click **OK** to continue.



**Note:** If you do not have enough disk space available to update installed products, the *Insufficient Disk Space* dialog displays. After reviewing products and space requirements, click **OK** to proceed to the *Available Products* dialog where you can choose which products to install, or click **Exit** to exit installation and free up additional disk space.

6. Do one of the following:
  - If there is enough available disk space, the *Timed Installation* dialog displays. To delay installation, click **Delay install** and use the spin arrows to change the time. Do not use military time.

Enter the date in MM/DD/YYYY format. A confirmation dialog displays.



**Tip:** We recommend that you do not use this computer for other tasks until installation is completed.

- Choose **Install now** and click **OK** to begin the update to begin the installation immediately.

A dialog displays showing CCH ProSystem *fx* Tax installation progress, followed by the installation successfully completed message.

7. Click **OK** to exit installation.

## Updating Using the Add Products Option

The Add Products option allows you to:

- Select the applications and products to install.
- Add a new application.
- Add a new tax product.

To install a tax product on another drive during an update, you should first delete the tax product using the *Office Manager > Delete Tax Product* function and then select **Tax Products** from the list of available products during installation.

1. Follow the instructions in *Downloading Releases* on page 6.
2. Select one of the following options:
  - **Internet download**. Select this option to download the permission key from the internet.



**Note:** If users need to download the permission key from the Internet, this permission must be assigned in *Configure Staff*. For more information, see the *Configure Staff Quick Start Guide*.

- **Use previously installed permission key**. This option is selected by default.

- **Permission key disk drive path.** Select this option if you have already downloaded your permission key to your hard drive. Click **Browse** to locate the permission key.

 **Note:** To use a previously installed permission key, do not use the *Permission key disk drive path* option to browse to the previously installed permission key. Instead, select the *Use previously installed permission key* option.

 **Tip:** Leave the *Check available disk space for installation* box checked. The installation program checks space availability before beginning installation to get an accurate reading of disk space. If the disk space check box is not checked, the system assumes the drive has enough available space and no verification will be performed.

3. Click **OK** to display the *Install Method* dialog. Choose **Add Products**. Click **OK**. The *Available Products* dialog displays. All licensed products requiring an update are highlighted. You can select or clear an item by clicking it one time. If you are adding a state or states from a release already installed, select **Tax Products** on this dialog.
4. Once the products to be installed have been selected, click **OK**.

If you are updating tax products, the *2020 Tax Products* selection dialog displays.



5. When you have finished selecting tax products, click **OK** to continue. The federal and state entities for the selected products will be installed.
6. If you are installing a new tax or productivity tool product, the *Destination Drives* dialog displays. The *Review Currently Installed Product Destinations* section lists currently installed products and the drives where they are installed.
  - a. Select the products to be installed and then use the list to select the drive where you want them installed.
  - b. Click **Assign to Drive**. The destination drive and the space required for the selected products displays in the *Drive* and *Space Required* columns of the *Products* list box.

 **Note:** The number displayed in the *Space Required* column is an estimate and may change once a drive is assigned. Install may update the space required based on your drive-cluster formatting.

- c. Continue selecting products and the drives where they are to be installed until all products have been assigned a drive. Click **OK**.
  - d. The *Program Group Selection* dialog displays if you are adding a new product or application. Click **OK** to place the product icon in your current CCH ProSystem *fx* Tax group.
7. If you are updating current products, adding an application, or adding a state entity, the *Delay install* dialog displays.
- To start installation later, click **Delay install** and use the spin arrows to change the time. Enter the date in MM/DD/YYYY format. Click **OK**.

 **Tip:** We recommend that you do not use this computer for other tasks until the delayed installation is completed.

- To begin installation immediately, click **Install now** and click **OK**.

A dialog displays showing the files being loaded and the total install progress.

8. Click **OK** when the successful installation dialog displays to exit the installation program.

## Updating Licensing Only

The *Only Update Licensing From New Permission Key* option allows you to replace a previously installed permission key. This option updates your licensing and/or updates the number of concurrent users.

 **Note:** This option is available only if you have a new permission key and have selected to locate the permission key either through *Internet download* or *Permission key disk drive path*.

1. Follow the instructions in *Downloading Releases* on page 6.
2. Select the method for locating the new permission key:
  - **Internet download**. Select this option to download the permission key from the internet.

 **Note:** If multiple users need to download the permission key, rights must be assigned in *Configure Staff*. For more information, see the *Configure Staff Quick Start Guide*.

- **Use previously installed permission key**. This option will be unavailable.
- **Permission key disk drive path**. Select this option if you have already downloaded your permission key to your hard drive. Click **Browse** to locate the permission key.



**Tip:** We recommend leaving the *Check available disk space for installation* check box selected. The installation program checks the space available before beginning installation to get an accurate reading of disk space. If this box is not selected, the system assumes the drive has enough available space and no further checking will be done.

3. Click **OK** to display the *Install Method* dialog.
4. Choose **Only Update Licensing From New Permission Key**. Click **OK**.
5. Select **Internet Download** to download the updated permission key file from the internet, or choose **Permission key disk drive path** and enter the location of your permission key file.
6. Click **OK**.
7. Select **Only Update licensing from new permission key**.
8. Click **OK**.
9. Click **OK** on the *Permission Key Updated* dialog.

## Workstation Setup

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The CCH ProSystem *fx* Tax Workstation Setup Program (Wssetup) is installed on your system during installation. It must be run from an installed CCH ProSystem *fx* Tax system and can perform the following functions:

- Create a program group and application icons on a workstation.
- Set up a workstation to run CCH ProSystem *fx* Tax program files from a local drive.
- Set up a workstation to run as a calculation server.
- Set up a laptop to run as a standalone system by copying Tax Preparation, Office Manager, selected tax products and CCH ProSystem *fx* Office products to the laptop.

After Tax installation is complete, each licensed network workstation must run Workstation Setup to update the Windows<sup>®</sup> Registry and create the CCH ProSystem *fx* Tax program group and icons.



**Note:** The configuration changes made by Workstation Setup can be removed from a workstation by uninstalling the CCH ProSystem *fx* Workstation. See *Uninstalling CCH ProSystem *fx* Components* on page 21, for explanations and instructions.

The Workstation Setup program is initially run from the Windows<sup>®</sup> Desktop using the **Start > Run** command. The program is permanently installed with its own Wssetup icon in the chosen program group so that on subsequent updates you can double-click the **Wssetup** icon to begin setup. However, if the CCH ProSystem *fx* Tax program is installed locally on a workstation, Wssetup must be run from the network drive using the Start > Run command.



**Note:** You must have administrator rights to run the workstation setup program.

## Setting Up a Workstation to Run from the Network

1. Select **Start > Run**.
2. Enter **X:\Wfx32\Wssetup**, where X is the drive the workstation setup program is located on, and click **OK**. The *CCH ProSystem fx Tax Workstation Setup* dialog displays.
3. Select **Setup icons** and click **OK**. The *CCH ProSystem fx Tax Workstation Setup* dialog displays, prompting you to select the program group where the CCH ProSystem *fx* Tax icons will be displayed.
4. Do one of the following:
  - Click **OK** to select the **CCH ProSystem *fx* Tax** program group.
  - Select another group from among those listed and click **OK**.
  - Type in a program group name and click **OK**.

Leave the **Setup shortcut folder** box checked if you want the program to create a shortcut folder for you.

All the applications installed on the network are added to the specified program group. You are prompted to confirm system file changes.

5. Click **Setup**. The Windows® Registry is updated to run CCH ProSystem *fx* Tax. Workstation setup is complete.

## Setting Up a Workstation to Run from a Local Drive

The Workstation Setup program is initially run from the Windows® Desktop using the Start > Run command. The program will be permanently installed with its own WSSETUP icon in the chosen program group on a local drive so that on subsequent updates, you can double-click the **WSSETUP** icon to begin setup.

 **Note:** To make firm-wide changes, a workstation setup using the *Setup Icons* option must be run prior to making any configuration changes. Another workstation setup may be performed to allow programs to run locally after the configuration changes have been made. Other workstations that require access must run another workstation setup after the changes have been made.

To set up a workstation to run from a local drive, do the following:

1. Select **Start > Run**.
2. Enter the drive letter where workstation setup is located and **:\Wfx32\Wssetup**.

 **Example:** X:\Wfx32\Wssetup, where X is the network drive where CCH ProSystem *fx* Tax is installed.

3. Click **OK** to display the *CCH ProSystem fx Tax Workstation Setup* dialog.
4. Select **Setup workstation to run programs from local drive** and click **OK**.

The *Local ProSystem fx Programs Setup* dialog displays with available local drives listed, as well as space for the CCH ProSystem *fx* Tax programs.

5. Select a drive in the lower box in the *Local Drive* section and then click it to place it in the upper box. The *Space Available* on the drive displays.

If enough space is not available, select another drive, or click **Cancel** and exit the program to free up hard drive space. The **OK** button remains inactive until a drive is chosen with enough available space.

The *CCH ProSystem fx Tax Workstation Setup* dialog displays, prompting you to select the program group where the CCH ProSystem *fx* Tax icons will be displayed.

6. Do one of the following:
  - Click **OK** to select the **CCH ProSystem *fx* Tax** program group.
  - Enter a new program group name.
  - Select another group and click **OK**.

All applications on the network that are being installed locally are added to the specified program group.

Leave the **Setup shortcut folder** box checked if you want the program to create a folder for you.

 **Note:** You are prompted to confirm system file changes.

7. Click **Setup**. The Windows<sup>®</sup> Registry is updated to run CCH ProSystem *fx* Tax. The files are copied to a local wfx32 folder. Workstation setup is complete.

 **Note:** If Workstation Setup option 2 has been run on the workstation, options 3 and 4 are unavailable.

## Calc Server Setup

1. Select **Start > Run**.
2. Enter **X:\Wfx32\Wssetup**, where **X** is the drive letter where the workstation setup program is located, or double-click the **Workstation Setup** icon.
3. Select **Setup this workstation as a Calc Server**.
4. Click **OK**. The first *Calc Server Setup* dialog displays.
5. Click a file to select it to be installed to a local hard drive. To select multiple items, hold down the **Ctrl** key while clicking the desired items. When you have selected all files to be assigned to a drive, click **Assign Drive**.

 **Note:** To set up a calculation server, you must select at least *Programs and DLLs* to be installed to the local drive.

The second *Calc Server Setup* dialog displays.

6. Select the drive where you want the files installed using the *Drive* drop-down list, and then click **OK**. You are then returned to the previous dialog, where you can assign products to other drives, or click **OK** to continue setup.

 **Note:** If you have insufficient disk space on the indicated drive to add all the selected products, the *OK* button is unavailable. You will not be able to add the products until you increase the disk space available on the drive.

7. Click **Setup** to select the CCH ProSystem *fx* Tax program group, enter a new program group name or select another group, and click **Setup**.

Leave the *Setup shortcut folder* box checked if you want the program to create the folder for you.

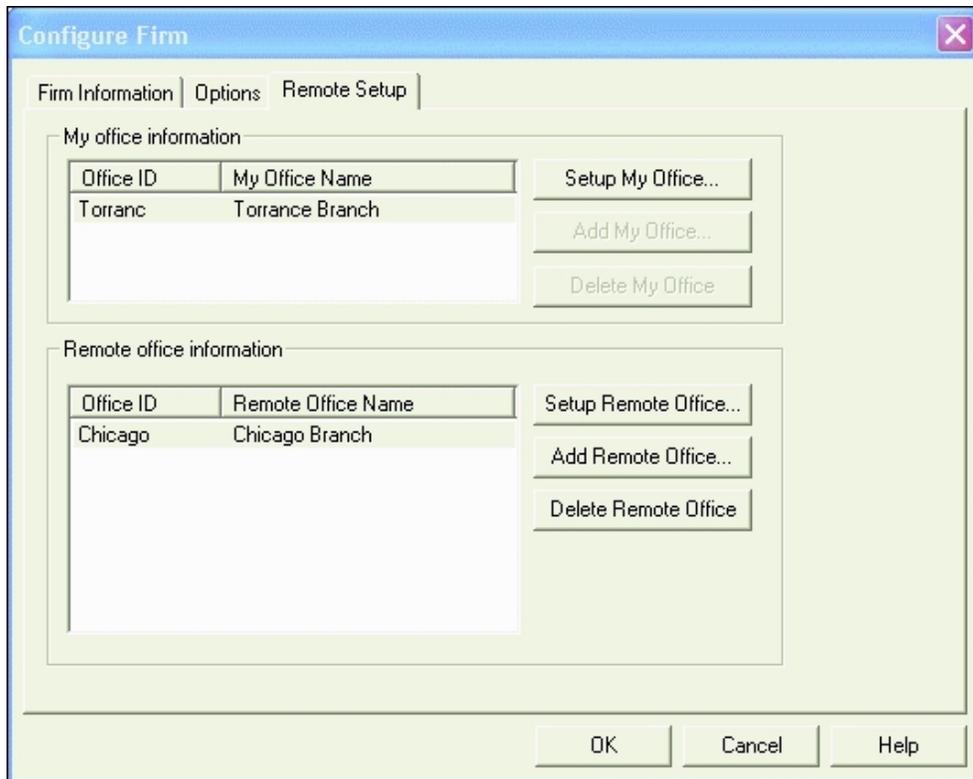
8. Click **Setup** to copy files.

All applications on the network that are being installed locally are added to the specified program group.

## Initial Standalone Laptop Installation

With Laptop Setup you can install tax products, the Tax Preparation application, Office Manager, and other CCH ProSystem *fx* Office products, including G/L Bridge to a laptop from an installed CCH ProSystem *fx* Tax network system.

You can find links to the Tax Field/Form and Cross Reference help files in our [Tax Help Files](https://support.cch.com/kb/solution.aspx/sw42734) Knowledge Base article at <https://support.cch.com/kb/solution.aspx/sw42734>.



During installation, you can choose one or more office groups to use for laptop Tax Preparation configuration. You want to select the office groups used by the clients whose returns you are working with.

 **Notes:**

- The Laptop installation can be deleted using the *Add/Remove Programs* icon in *Control Panel*. See *Uninstalling CCH ProSystem fx Components* on page 21 for explanations and instructions.
- All tax products and applications must be installed to the same drive on the laptop. Tax years available depend upon the tax products installed on the network.

## Laptop Check-In/Check-Out

- **Remote Offices.** During installation, all offices configured for remote processing check-in/check-out are downloaded to the laptop.
- **Configuring a Laptop as a Remote Office.**
  - Before laptop installation, the laptop should be configured in the network Office Manager application as a remote office by a supervisor using **Configure Firm > Remote Setup > Add Remote Office** as shown in the *Remote Setup* dialog.
  - Once the laptop installation is complete, a supervisor must configure the laptop as a remote office using **Configure Firm > Remote Setup > Add My Office** in the laptop Office Manager application. The Office IDs used in both configurations must be identical.
  - The laptop user must be set up as a user with access rights to Office Manager and check-in/check-out capabilities.
- **Return Check-in/Check-Out.** Once setup is complete, when checking returns in or out, laptop users can “dial up” access via WAN, or dock to the network. The Check-In/Check-Out function in laptop Office Manager is used to download returns to your laptop.
- **Reports.** The remote office feature provides your office with audit trail reports that enable you to track return check-in and check-out activity.

## Setting Up a Laptop as a Standalone System



1. Double-click the **Workstation Setup** icon in the CCH ProSystem *fx* Tax program group.
2. Choose **Setup Laptop as stand alone system** and click **OK**.
3. Select the tax year of the tax products you want to install and click **OK**.  
The program checks which products are installed on your network and then displays the *2020 Tax Products* dialog.
4. To have the system check the disk space available on your laptop, leave the **Check available disk space for installation** box checked. If the box is not checked, the system assumes the drive has enough disk space and no verification is performed.
5. To install the ancillary CCH ProSystem *fx* Office products, open the **Ancillary Products** folder and check the boxes next to the products you want to install.



6. When you have finished selecting all products you want to install, click **OK**.
7. Click **OK**. The *Destination Drive* dialog displays.
8. Click the drive where you want to install CCH ProSystem *fx* Tax and click **OK**. The disk space required for installation displays on the *Space Required* line.
  - If there is enough space available on the drive to install the tax products and Tax Preparation and Office Manager applications, the *Program Group* dialog displays. Continue to the next step.
  - If there is not enough space to install selected products, the *Disk Space* dialog displays. Click **OK** to return to the *Destination Drives* dialog to select another drive. If only one drive is available, click **Cancel** to return to the *Tax Product* dialog where you can deselect tax products and then continue the installation.
9. Click **OK** to select the CCH ProSystem *fx* **Laptop** program group, select another group, or enter a unique program group name, and click **OK**.

The Laptop 2020 Tax Preparation, Laptop Office Manager, and selected ancillary products are added to the specified program group. The *Select Office Group Configuration* dialog then displays.
10. Highlight one or more office groups to be set up on your laptop. Office groups listed include all office groups belonging to your home office.

Select the office groups assigned to the clients whose returns you will be working on so that the Tax Preparation configurations are maintained. If necessary, you can change the laptop Tax Preparation configurations for the selected office groups at a later time using Laptop Office Manager. You can also add an office group at a later time.
11. Click **OK**. A dialog displaying installation progress displays.

When installation is complete, a dialog displaying the message “CCH ProSystem *fx* laptop installation was successfully completed!” displays.
12. Click **OK** to exit setup.

## Updating a Laptop

Laptops should be updated after each CCH ProSystem *fx* Tax release is installed on the network to ensure that tax products remain current. The system checks tax products loaded on the laptop and if the products do not require updating, the system displays a message to that effect.

If an update to CCH ProSystem *fx* Tax has been installed to the network but not to the laptop, the system prompts you to run the automatic update the next time the laptop is attached to the network and a laptop program is opened. Only items that are installed on the laptop are updated.



**Note:** The laptop needs to be connected to the network to update the CCH ProSystem *fx* installation on the laptop.



To update a laptop, do the following:

1. Double-click the **Workstation Setup** icon.
2. Select **Setup Laptop as standalone system** and click **OK**.
3. Select the tax year of the products you are updating.

If no tax product requires updating, the system prompts you to click **Continue** to add or delete tax products. The *Products* dialog displays. Click **Exit** if you do not have changes to make to your installed tax products.

If tax products or applications require updating, the *CCH ProSystem fx Laptop Installation* dialog displays.

- Click **Update All** to begin the update. The *Loading Status* dialog displays, showing installation progress.



**Note:** If the tax products installed on your laptop are not available on the network at the time of the update, they are deleted from your laptop.

- Click **Reselect P/E's** to add or remove tax products from the laptop. The *2020 Products* dialog displays.
  - Click **OK**. If you have selected additional products and there is not enough space on the laptop to install the chosen products, the *Disk Space* dialog displays. Click **OK** to return to the *Tax Products* dialog.
4. Click **OK** to continue. The *Select Office Group Configuration* dialog displays. Highlight one or more office groups to be set up on your laptop.
  5. Click **OK**. A dialog displaying installation progress displays. When installation is complete, a dialog displaying the message *CCH ProSystem fx laptop installation was successfully completed!* displays.
  6. Click **OK** to return to the Windows® desktop.

## Uninstalling CCH ProSystem fx Components

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CCH ProSystem fx components can be uninstalled using the Control Panel *Add/Remove Programs* feature. The following CCH ProSystem fx Office programs are listed:

- CCH ProSystem fx Tax
- CCH ProSystem fx Laptop
- CCH ProSystem fx Workstation

Running uninstall deletes CCH ProSystem fx Office icons from the workstation that the uninstall is being run from. Uninstalling a component from a workstation deletes all the associated registry entries and icons.



**Note:** The option to uninstall CCH ProSystem fx Tax using the *Add/Remove Programs* feature can only be done on the computer on which the software was installed.

## Deleting CCH ProSystem *fx* Office Components

Each CCH ProSystem *fx* Office product can be uninstalled independently. This can be done for network, standalone, and laptop installations. In addition, the option to retain client and client data can be selected during the uninstall procedure.

To delete components:

1. From the **Start** menu, select **Control Panel > Programs > Programs and Features**
2. Scroll to the CCH ProSystem *fx* Office product to uninstall.
3. Highlight the product to uninstall and click **Change > Remove**.
4. If you are uninstalling CCH ProSystem *fx* Tax, the *CCH ProSystem fx Uninstall* dialog displays, allowing you to select the components that you want to uninstall. Check the boxes next to the items you want to uninstall, including ancillary products.

If you are uninstalling products with a client database, you are given the option of saving or deleting client files.

5. Click **Next**. If you selected to uninstall CCH ProSystem *fx* Tax and authorizations still remain in the program, a dialog displays listing the authorizations remaining. You can do the following:
  - Click **Continue** to proceed with the uninstall and delete the authorizations.
  - Click **Exit** to stop the uninstall and return or transfer the authorizations from CCH ProSystem *fx* Tax.
6. A confirmation dialog lists the items you have selected to uninstall. Click **Back** to return to the *CCH ProSystem fx Uninstall* dialog, or click **Exit** to stop the uninstall procedure and return to Control Panel.
7. Click **Uninstall Now** to uninstall the listed products.
8. Click **Yes** or **No** on the final confirmation message box. **No** returns you to the previous dialog. **Yes** will delete the selected products.

If the uninstall encountered any errors, a dialog displays listing the portions of the program that were not deleted and that may need to be deleted manually. If all elements were uninstalled, proceed to the next step.

9. Click **Restart** to reboot your PC or click **Cancel** to return to the *Add/Remove Programs* dialog.
10. If no errors were encountered during the uninstall, a message box displays allowing you to select Restart or Cancel. Click **Restart** to reboot your PC. Click **Cancel** to return to the *Add/Remove Programs* dialog.

## Uninstalling a Workstation

The option to uninstall a workstation allows network users to remove CCH ProSystem *fx* Tax icons and registry entries from a workstation without deleting any CCH ProSystem *fx* Office products from the network installation.

To uninstall a workstation, do the following:

1. From the **Start** menu, select **Control Panel > Programs > Programs and Features**.
2. Select **CCH ProSystem *fx* Workstation** as the item to be deleted.

3. Click **Change/Remove**.
4. A message box gives you the option to continue with the workstation uninstall or return to the *Add/Remove Programs* dialog.
  - Click **Yes** to uninstall the icons and registry changes.
  - Click **No** to return to the *Add/Remove Programs* dialog.
5. After the uninstall has completed, reboot your computer by clicking **Restart** to finish the procedure, or select **Cancel** and you are returned to the *Add/Remove Programs* dialog.

### Setting Up Your Office with Office Manager

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Office Manager simplifies administrative tasks by placing everything you need to organize your firm, staff, and tax processing in one location. You can set up and maintain data for the following:

- **Firm.** Set up office identification information, enable client management applications, and configure offices for remote return check-in and check-out.
- **Office Groups.** Organize tax return processing into separate groups. At least one office group must be defined. All clients on your system must belong to an office group.
- **Staff.** Set up identification and access information for your system users, tax preparers, and other office personnel.
- **Applications.** The applications you can configure to establish tax return processing defaults for each office group include the following:
  - BNA
  - CCH Research (IntelliConnect/AnswerConnect)
  - Communications
  - Transfer Options
  - Accounting Bridges such as CCH ProSystem *fx* Trial Balance, if installed

Office Manager utilities and tools include the following:

- Perform the tasks associated with maintaining your system, client, and tax data.
- Rebuild your system or client database.
- View product version numbers.
- Change a client's ID, office group, or preparer.
- View or print a cross-reference of client names and IDs.
- Print the configurations of your office, staff, Tax Preparation, and remote offices.
- View and/or print the total of federal and state returns processed.
- Print remote office processing reports, including returns received, returns checked-out, returns uploaded and locked, and staged returns pending reports.

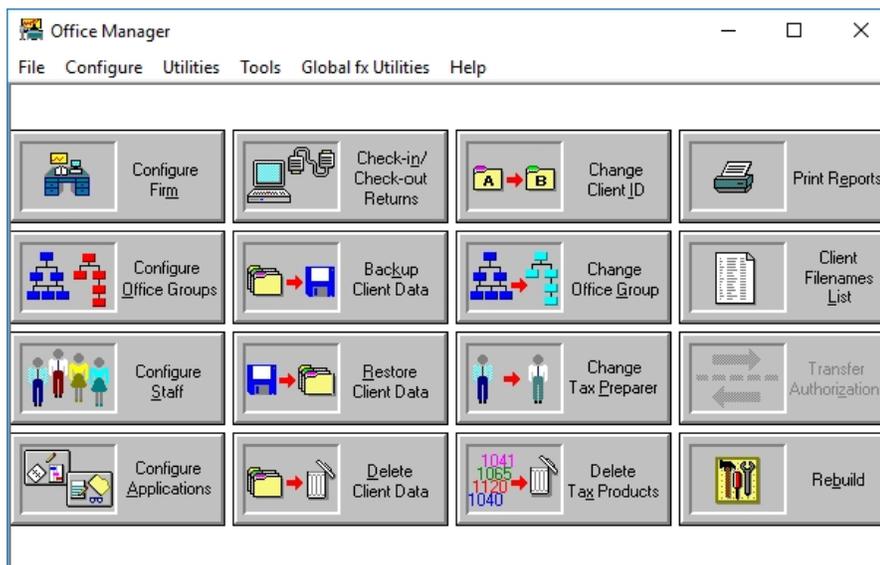
## Accessing Office Manager for the First Time

If you did not set up your system following installation, the *Configuring Your Office* dialog prompts you to do so when you first access CCH ProSystem *fx* Tax.

Read the information contained on the *Configuring Your Office* dialog and click **OK**. Office Manager will guide you through Firm, Office Group, and Staff configuration. Make your entries and click **OK** to move to the next dialog. For details on entering data in these dialogs, please refer to the following sections: , *Configuring Office Groups* on page 28, and *Configuring Staff* on page 31.

- You must configure at least one office group and the firm's information before using Tax Preparation.
- You are not guided through the Configure Applications feature. Details for configuring applications are in subsequent sections of this chapter and the chapters that follow.

After the last configure dialog processes, you are returned to the main *Office Manager* window.



## Configuring Firm Information

### Entering Firm Information

(Office Manager > Configure Firm > Firm Information)

1. Click **Configure Firm** or select **Firm** from the Configure menu. The *Configure Firm* dialog displays.
2. Add or edit information specific to the firm on the *Firm Information* tab.

This information is not transferred to transmittal letters or returns. Data you want to appear on transmittal letters is entered using the Configure Applications > Tax Preparation > Letters/Filing

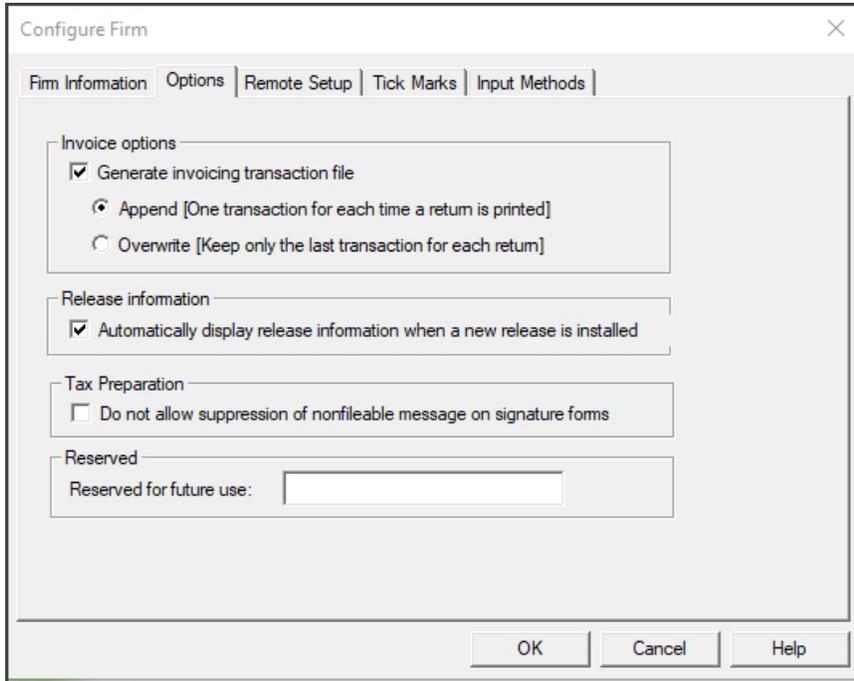
Instructions option for each office group. Data you want to appear on returns is entered using the Configure Applications > Tax Preparation > Signature Block option for each office group. See *Configuring Tax Preparation* on page 38 for more information.

 **Note:** The phone and fax number fields allow up to 14 alphanumeric characters.

## Setting Options

(Office Manager > Configure Firm > Options)

1. Click the **Options** tab. The *Configure Firm* dialog displays.



The screenshot shows the 'Configure Firm' dialog box with the 'Options' tab selected. The dialog has a title bar with a close button (X) and a tabbed interface with the following tabs: 'Firm Information', 'Options', 'Remote Setup', 'Tick Marks', and 'Input Methods'. The 'Options' tab is active and contains four sections:

- Invoice options:** A group box containing three options:
  - Generate invoicing transaction file
    - Append [One transaction for each time a return is printed]
    - Overwrite [Keep only the last transaction for each return]
- Release information:** A group box containing one option:
  - Automatically display release information when a new release is installed
- Tax Preparation:** A group box containing one option:
  - Do not allow suppression of nonfileable message on signature forms
- Reserved:** A group box containing one option:
  - Reserved for future use:

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

2. The *Invoice options* section is not applicable for CCH ProSystem fx Remote.
3. The **Do not allow suppression of nonfileable message on signature forms** option in the *Tax Preparation* section allows you to prevent users from suppressing the nonfileable message on signature forms.

 **Note:** Selecting this option overrides the **Do not print nonfileable message on signature form** options located on the Configure Applications > Tax Preparation Electronic Filing Options dialog and in a return on the General > Electronic Filing > General worksheet (Interview Form EF-1).

4. In the *Release information* section, check the box if you want release information to display automatically the first time Tax Preparation is opened after a new release is installed.

 **Note:** This option can be controlled on an individual user basis by using Options > Preferences > Tax Return Preferences > Miscellaneous in Tax Preparation. See *Miscellaneous Preferences* on page 152.

## Configuring Remote Setup

See *Configuring Host and Remote Offices* on page 107 for information on configuring remote setup for laptops.

## Configuring Tick Marks

(Office Manager > Configure Firm > Tick Marks)

Enter the definition for each colored Tick Mark as follows:

1. Select the **Tick Marks** tab.
2. Enter a description for each Tick Mark you want to use.
3. Click **OK** to save your changes and return to Office Manager.

## Configuring Input Methods

(Office Manager > Configure Firm > Input Methods)

Select an option to configure which views are available in CCH ProSystem *fx* Tax Preparation for all users in the firm.

1. Select the **Input Methods** tab.
2. Select one of the following options:
  - **Enable both Interview forms and Worksheets as data input methods**. Choose this option to allow tax preparers to use both Interview forms and Worksheets when inputting data. This is the default.
  - **Enable Interview forms only**. Choose this option to allow tax preparers the use of Interview forms only.
  - **Enable Worksheets only**. Choose this option to allow tax preparers the use of Worksheets only.
3. If you enable both input methods, you must also select the Input default view: *Worksheets* or *Interview forms*.  
 **Note:** CCH ProSystem *fx* Tax Preparation opens with the default view selected in Office Manager. Each preparer can select *Worksheet* or *Interview forms* by going to **View > Worksheet** or **View > Interview** in CCH ProSystem *fx* Tax Preparation. The return reopens in the last view saved.
4. Click **OK** to save your settings and return to Office Manager.



## Configuring Office Groups

Office groups allow you to organize tax processing for your firm by grouping together clients with similar processing requirements. If you want all return processing to be identical, set up one office group. Setting up multiple office groups gives you flexibility in the following areas:

- Tax return formatting options for different users and preparers
- Federal and State Signature Block area customization
- Separate custom client invoice settings
- Unique transmittal letter/filing instructions for each group



**Tip:** Limit office groups to 2000 clients. The greater the number of clients in an office group, the greater the amount of time required to display client data.

Click **Configure Office Groups** to add, edit, copy, or delete an office group.

The following is an example of the *Configure Office Group* dialog with office groups assigned.



The following buttons on the dialog are available for managing office groups. The functionality of each button is described in the subsequent sections.

- **Setup.** Edit information for an existing office group.
- **Add.** Create a new office group.
- **Copy.** Create an office group by copying data from an existing office group.
- **Delete.** Delete an office group.

## Creating a New Office Group

(Office Manager > Configure Office Groups > Add or Copy)

Use the Configure Office Groups *Add* option if you want to create an office group that has different processing options from existing groups.

Use the Configure Office Groups *Copy* option to create an office group with Tax Preparation options identical to an existing group. (See *Configuring Tax Preparation* on page 38, which also allows you to copy Tax Preparation options to another office group.)

You can also use the *Copy* option to change an office group ID. This creates a new office group, after which the old office group can be deleted.

To create a new office group, do the following:

1. Click **Add** or highlight an existing office group and click **Copy**. If you click **Add**, the *Add - Office Group Information* dialog displays.

If you click **Copy**, the data displays from the group you are copying. The *Office group* field is blank.

2. Enter an office group ID of up to seven alphanumeric characters in the *Office group* field and then enter or edit the data in the remaining fields.

 **Note:** The information you enter on this dialog is not imported into the signature block area on tax returns. You must configure this information for each office group using *Configure Tax Preparation > Signature Block*.

3. If you are adding an office group, you can click **Configure Tax Prep** to configure your Tax Preparation options now or later:

- You can highlight any of the Tax Preparation options listed and click **Copy From Another Office Group** to have the configuration for that option copied from an existing office group to your new group.
- You can configure or edit the Tax Preparation options at a later time using *Configure Applications > Tax Preparation*.

4. If you are copying an office group, you can do either of the following:

- Check the **Copy Tax Prep configuration to new office group** box. This copies the configurations for all Tax Preparation options.
- Configure the Tax Preparation options later using *Configure Applications > Tax Preparation*. Highlight an option and click **Copy From Another Office Group**. This needs to be done for each option you want to configure.

For information on setting up tax processing options, please see *Configuring Tax Preparation* on page 38.

## Editing Office Group Data

(Office Manager > Configure Office Groups > Setup)

Use Setup to edit or change information for an office group.

1. Click **Configure Office Groups** and highlight the office group you want to edit.
2. Click **Setup** and edit the applicable fields on the *Setup - Office Group Information* dialog.
3. Choose whether or not to edit Tax Preparation options as follows:
  - Click **Configure Tax Prep** to edit tax processing options.
  - Click **OK** to save changes to the office group without editing Tax Preparation options.

## Deleting an Office Group

(Office Manager > Configure Office Groups > Delete)

Use Delete to remove an office group. You *cannot* delete an office group until you reassign the clients assigned to that group. This procedure prompts you to reassign the clients.

1. Highlight the office group you want to delete and click **Delete**.
2. If no clients are assigned to this office group, click **OK** at the prompt asking you to confirm the deletion. The office group is then deleted.
3. If clients are assigned to the office group, you are prompted to reassign the clients. Click **OK**. A dialog displays a list of the clients assigned to the office group.
  - To reassign all clients to one office group, do the following:
    - a. Click **Add All**.
    - b. Click **Assign To**.
    - c. Highlight the office group to reassign the clients to, and then click **OK**.
  - To reassign clients to different office groups, do the following:
    - a. Highlight each client to be reassigned, and then drag it into the *Selected* box or click **Add**.

Select a range of clients by holding down the **Shift** key and clicking the first and last clients in the range. Select multiple clients that are not consecutive by clicking the first client, holding down the **Ctrl** key and clicking the individual clients. Drag the highlighted clients to the *Selected* box or click **Add**.

Remove a client from the *Selected* box by highlighting it and then dragging it into the *Clients* box, or by clicking **Remove**.
    - b. Click **Assign To**.
    - c. Highlight the office group you are reassigning the clients to and click **OK**.
    - d. Repeat steps a through c until all clients are reassigned to new office groups.



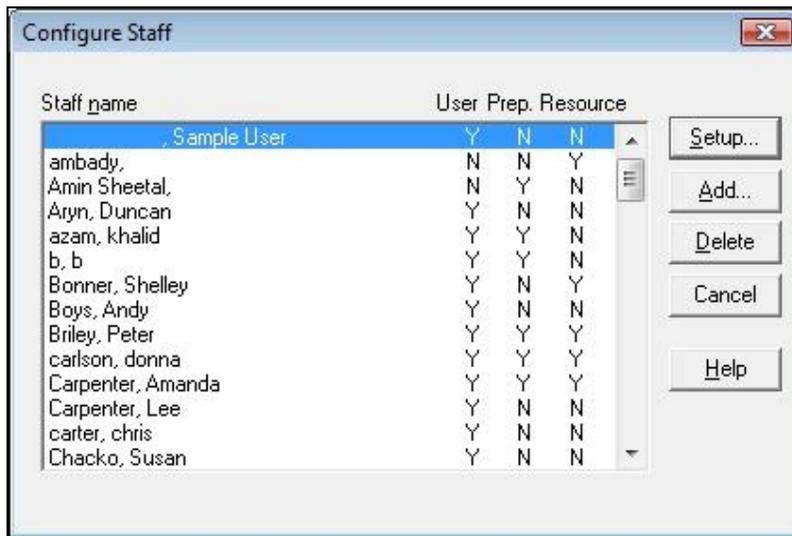
### Notes:

- If a return is locked, the *Client In-Use* dialog displays. If you are certain that no other user is currently accessing the return, click **Access Anyway** to reassign the client.
  - If the return is password-protected, you must enter the password. If you do not know the password, click **Cancel** and you are returned to the *Reassign Clients to Other Office Groups* dialog. Click **Close** to exit.
  - If a client has a password-protected return, the Admin user can now change the client's Office Group even if the Admin user does not know the password.
  - The office group is not deleted unless all clients are reassigned.
4. The office group is deleted once all clients are reassigned.

## Configuring Staff

The Configure Staff option allows you to assign your staff members as system users and tax preparers.

Click the **Configure Staff** icon.



Use the *Configure Staff* dialog to add, edit, or delete staff. Once configured, staff members display in alphabetical order by last name. The Y or N indicates whether the person is set up as a user or a preparer.

 **Note:** The *Resource* column on the *Configure Staff* dialog is not applicable.

## Adding New Users

(Office Manager > Configure Staff > Add > User)

CCH ProSystem *fx* Tax is automatically configured with one supervisor user, *Admin*, which initially has no password. You can use this user ID when you first access a Tax application. You will be prompted to create a password for *Admin* with its first use. When configuring staff in Office Manager, you can create a new supervisor-level user, or continue to use *Admin*.

The three types of users and their access rights are as follows:

- **Supervisors** can access all CCH ProSystem *fx* Tax applications and data, *including* data secured by another user, except when secured by a password. At least one user must be designated as a supervisor.
- **Full Access Users** can access all applications and data in CCH ProSystem *fx* Tax, *except* data secured by another user and the Office Manager configuration and print configuration reports options. You can restrict access to deleting tax products, clients, and return check-in/check-out.

- **Restricted Access Users** have no preselected options. Access rights to different tax products have to be given by the administrator or a supervisor.

To add a new user, do the following:

1. Click **Configure Staff**.
2. Click **Add**. Select the **User** tab to display the *Add - Configure Staff* dialog with the *User* tab selected.

**Add - Configure Staff**

User | Tax Preparer | Resource

User-ID:

Last name:

First/mid. name:

Password:

Verify pswd:

**Recover password**  
 You must provide either an e-mail address or a mobile number. This will allow us to provide you a temporary verification code for login if needed to recover your password.

E-mail address:

Mobile no:

Message and data rates may apply.  
 Show the [Terms and Conditions](#)

**Access level**

Restricted access  Full access  Supervisor

**Program access**

Client Manager  Communications  
 Office Manager  DataScan Plus  
 Tax Preparation  Engagement Plus  
 Prod. Processing

**Client data access**

Profile data

**Office Manager access**

Delete clients  
 Delete tax products  
 Check-in/Check-out

**Tax Preparation functional rights**

Create new returns for new clients  
 Electronic filing - Enable release of return(s) to taxing authority

**ProSystem fx Practice Interface**

Send client invoice amount

Passwords must be a minimum of 8 characters and contain at least one upper case letter, one lower case letter, a number and a special character.

Enter the following information:

- **User ID.** Enter a User ID of up to 15 alphanumeric characters which will be used to sign on to CCH ProSystem *fx* Tax. You can use the same user ID as you use on your network. Special characters cannot be used. This is a required field.
  - **Last Name** and **First/mid. name.** The *Last Name* field is a required entry. These fields are used for description information in selection lists. You can enter the user's full middle name or initial. The **Unlock** button can be used to unlock a user ID locked by five invalid password attempts or security question responses.
  - **Password.** Enter a password to use when signing into Tax. The password must contain 8 to 63 characters with at least one upper case letter, one lower case letter, a number, and a special character. The user ID will be locked if an invalid password is entered five times. The password will expire every 90 days and expiration warning messages will begin displaying 10 days prior to the expiration date.
  - **Verify password.** Enter the password again to confirm it.
  - **Recover password.** Enter a user e-mail address and/or mobile phone number. This contact information allows users to receive a temporary verification code for use in unlocking their own user ID. The unlock process is initiated when the **Forgot Password** button is selected on the log in dialog.
  - **Access level.** Choose the level of access you want to establish for the user: *Restricted access*, *Full access*, or *Supervisor*.
  - **Program access.** These application boxes are enabled for a Restricted user. Check the boxes accordingly to specify those applications permitted for this user. Full access users and supervisors always have permission to access these tax programs.
  - **Client data access.** The *Profile data* check box is enabled only if Client Manager is licensed, the user is designated as a Restricted user, and the *Client Manager* box is checked in the *Program access* section.
  - **Office Manager access.** If *Full access* is selected for the user, the features of Office Manager are enabled.
  - **Tax Preparation functional rights.** Check if the staff member will have the ability to create new returns for new clients who do not have an assigned client ID.
  - **ProSystem *fx* Practice Interface.** The ProSystem *fx* Practice Interface check box is enabled only if ProSystem *fx* Practice and/or is installed and the user has access to Tax Preparation. See the CCH ProSystem *fx* Tax User Guide, Chapter 12 - *ProSystem *fx* Practice or Project Interface*, for more details.
3. Click the **Tax Preparer** tab to set up the staff member as a tax preparer, or click **OK** to return to the *Configure Staff* dialog.

## Unlocking Users

(Office Manager > Configure Staff > Add > User)

Supervisor level users are able to unlock users that have locked their user IDs due to too many failed log in attempts or failed answers to security questions.

1. Click **Configure Staff**.
2. Click **Add** and click the **User** tab.
3. Click the **Unlock** button.
4. Enter a new temporary password for the user (this step is optional).
5. Click **OK**.



**Note:** Users can also unlock their own user IDs by selecting **Forgot Password** on the log in dialog and following the instructions provided.

## Adding New Tax Preparers

(Office Manager > Configure Staff > Add > Tax Preparer)

This option allows you to set up and maintain tax preparer information for the preparers who are permitted to sign the Paid Preparer's area of the tax return.

You can also choose a configured tax preparer as the *Default preparer* for an office group. This selection is made when configuring the office group's Signature Block information. See *Configuring Tax Preparation: Signature Block* on page 39.

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

Use the following procedure to add a new tax preparer:

1. Click **Configure Staff** and then click **Add**.
2. Click the **Tax Preparer** tab.

Setup - Configure Staff

User | **Tax Preparer** | Resource

Use this tab for staff who will be signing returns as a Paid Preparer.

Preparer code: \_\_\_\_\_

Last name: \_\_\_\_\_

First/mid name: \_\_\_\_\_

Name and address

Name on return: \_\_\_\_\_

Street: \_\_\_\_\_

City, state: \_\_\_\_\_

ZIP code: \_\_\_\_\_ Country: \_\_\_\_\_

Foreign province: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone no.: \_\_\_\_\_ FAX no.: \_\_\_\_\_

Preparer identification

SSN: \_\_\_\_\_ ERO PIN: \_\_\_\_\_

Emp. ID no: \_\_\_\_\_ Designee PIN: \_\_\_\_\_

PTIN: \_\_\_\_\_ OR preparer ID: \_\_\_\_\_

PTIN is accurate and I am the registered owner

CAF No.: \_\_\_\_\_ NYS preparer ID: \_\_\_\_\_

Self-employed NYS preparer ID exclusion code: \_\_\_\_\_

Preparer's license number

Designation code: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

License number: \_\_\_\_\_

OK Cancel Help

3. Enter the following information:

- **Preparer code**. Enter an alphanumeric preparer code of up to five characters. Special characters and leading zeroes are not allowed. Each preparer code must be unique.  
 **Note:** Once you enter a code for a preparer and save the data, you cannot change the code. To change a preparer code, you must delete the preparer and then add the preparer with a new code.
- **Last name** and **First/mid. name**. Used for description information in selection lists.
- **Name on return**, **Street**, **City, state**, **ZIP code**, **Country** and **Foreign province**. Enter the preparer's name as it should appear on a tax return. Enter the preparer's address. You can enter a maximum of 16 alphanumeric characters in the Zip code field



along with the country code. If the firm is located outside of the United States, enter the name of the foreign province.

 **Notes:**

- The *ZIP code* field is alphanumeric; add a space or hyphen if needed. The system will truncate the ZIP code on prior year returns to 10 characters.
- Entries in the country code and foreign province fields apply to 2013 and future returns.
- **E-mail address.** Enter the tax preparer's e-mail address.
- **Phone no., FAX no.** Enter the tax preparer's phone number and FAX number. You can enter a maximum of 15 alphanumeric characters. The system will truncate the number of characters to 14 for prior year returns. These numbers appear on the Power of Attorney Form 2848 and/or on the Tax Information Authorization Form 8821.
- **SSN.** The Social Security number for a self-employed preparer.
- **Emp. ID no.** The firm's employer ID number.
- **PTIN.** The PTIN entered here displays on federal returns instead of the preparer's Social Security Number and on state returns of those states that accept the Federal Alternate ID.

 **Note:** Make sure that you enter the correct PTIN, consisting of a P and the eight (8) digits assigned to this preparer. If the PTIN is not formatted correctly, it will not be saved when you exit this dialog and you will have to enter it again.

- **PTIN is accurate and I am the registered owner.** If you are the tax preparer and the PTIN information in this section belongs to you, select this check box to confirm that the PTIN information is correct. The check box will only be enabled if the PTIN is formatted correctly. As per the tax authority requirements, tax preparers must verify their PTIN information before they can electronically file returns. This applies to tax years 2019 and higher.
- **CAF No.** Enter the tax preparer's Centralized Authorization File (CAF) Number. This number pertains to the Power of Attorney and Tax Information Authorization forms.
- **ERO PIN.** Enter the tax preparer's electronic filing PIN number (Electronic Return Originator PIN).
- **Designee PIN.** If a third-party (other than a tax preparer) is designated to discuss the return with the taxation authorities, enter the designee's PIN.
- **OR preparer ID.** Enter the preparer ID for Oregon in the preparer profile so that you don't have to enter it on a per return basis. The field is used in Individual, Fiduciary, Corporation, S Corporation, and Partnership tax systems.

 **Note:** This applies to tax years 2019 and higher.

- **NYS preparer ID.** For New York State preparers who must register with the state, enter your state-registered preparer ID.

- **NYS preparer ID exclusion code.** Use the drop-down list to select the New York State preparer ID exclusion code. Default code is None. This feature is available for tax years 2014 and higher and the selected option prints on IT-201/IT-203.
  - **Self-employed.** Check if the preparer is a self-employed contractor.
  - **Preparer's License Number.** Enter the following information to appear on all returns in this office group. These options are available for tax year 2012 and later.
    - Designation code
    - Jurisdiction
    - License number
4. Click **OK**, then **Close** to return to the Office Manager window.

## Changing Staff Information

(Office Manager > Configure Staff > Setup > User, Tax Preparer)

1. Highlight the name of the staff member whose data you want to edit and click **Setup**.
2. Select the appropriate tab: **User** or **Tax Preparer**.
3. Edit the fields you want to change. You cannot change the user ID or preparer code.
4. Click **OK** to return to the *Configure Staff* dialog.

### **Notes:**

- To assign a new code to an existing preparer, add the preparer with a different preparer code, changing the name slightly as the system does not allow duplicate preparer names to exist. To complete the change, delete the preparer's name with the old code. You can then reassign the clients to the preparer under the new code or to another preparer.
- If a client has a password-protected return, the Admin user can now change the client's preparer even if the Admin user does not know the password.

## Deleting a User

(Office Manager > Configure Staff > Delete > User)

1. Click **Configure Staff**.
2. Highlight the user name to be deleted and click **Delete**.
3. Check the **User** box and click **OK**.
4. Click **OK** to confirm the deletion.
5. If the user has secured returns, the *Reassign Security* dialog displays. Check **Reassign access to secured returns** to reassign security to another user.
6. Click **OK**.
7. Click the name of the user to whom you want to assign return access.
8. Click **OK**.

## Deleting a Preparer

(Office Manager > Configure Staff > Delete > Tax Preparer)

1. Click **Configure Staff**.
2. Highlight the preparer to delete and click **Delete**.
3. Check the **Tax preparer** box and click **OK**.
4. Click **OK** to confirm the deletion. If no clients are assigned, the staff member is deleted as a preparer, but remains as a user, if configured as such. If the preparer has clients, you are prompted to reassign the clients before deleting the preparer.
  - a. Click **OK** on the Reassign message.
  - b. Do one of the following on the *Reassign Clients to Other Preparer(s)* dialog:
    - To reassign all clients to one preparer, click **Add All**. All clients are moved to the *Selected* box.
    - To reassign clients to different preparers, select the clients, and then drag them into the *Selected* box.
  - c. Click **Assign To**.
  - d. Select the preparer to whom you are reassigning the clients.
  - e. If you want the preparer reassigned on the returns and the client profiles, leave the **Reassign preparer on current returns** box checked.

### **Notes:**

- If a current return has already been prepared, the preparer should not be reassigned for the return. If you want the preparer reassignment to apply only to the client profile, clear the box.
  - If a client has a password-protected return, the Admin user can now reassign the preparer even if the Admin user does not know the password.
- f. Click **OK**. Repeat steps b through f as necessary to reassign all clients. The clients are reassigned to the new preparers, and the staff is deleted as a preparer. The *Configure Staff* dialog displays.

## Configuring Tax Preparation

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(Office Manager > Configure Applications > Tax Preparation)

You can establish one set of tax return processing defaults that may be copied to additional office groups or use different processing options for each office group. As your tax return processing needs change, you can change your settings.

To configure Tax Preparation, do the following:

1. Click **Configure Applications**.
2. Highlight **Tax Preparation** and click **Configure**.

3. Select the office group for which you are establishing return processing defaults and click **OK**. The *Configure Tax Preparation* dialog displays.
4. Highlight the tax processing option you want to configure or edit. You can also copy the configuration from another office group. The Configure Tax Preparation options are described in the sections that follow.
  - **Setup**. Click **Setup** to configure or edit the highlighted option.
  - **Copy From Another Office Group**. To copy the configuration from another office group to the office group you are currently configuring, click **Copy From Another Office Group**. The *Select Source Office Group* dialog displays. Highlight the office group whose configuration you want to duplicate and then click **OK**.

## Configuring Tax Preparation: Signature Block

(Office Manager > Configure Applications > Tax Preparation > Signature Block)

The *Tax Prep - Signature Block* dialog allows you to set office group specific firm information (e.g., name, address) and preparer information (e.g., employer ID, Social Security number, PTIN) to print on your clients' federal and state returns. If you have multiple preparers set up in CCH ProSystem fx (see *Adding New Tax Preparers* on page 34), you can designate a default office group preparer.

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

Entries on this dialog will be used if no preparer code is entered on the applicable input form for Form 2848 or if there are no entries in the specific fields on the input form.

The screenshot shows the 'Tax Prep - Signature Block' dialog box with the following sections and fields:

- Firm name and address:** Name, Address, City, State (dropdown), ZIP code, Country (dropdown), Foreign province, Firm phone #.
- Preparer identification:** Emp. ID no. OR Default preparer (dropdown), Soc. sec. #, PTIN (with value P5555555), checkbox 'PTIN is accurate and I am the registered owner', QR preparer ID, NYS preparer ID, NYS preparer ID exclusion code (dropdown with value None), checkbox 'Self-employed', checkbox 'Print preparer signature', checkbox 'Require user to be the preparer for signature to print', checkbox 'Print date signed by preparer/ERO'.
- State signature block:** Enter only if the state information is different from the federal. Name/address, City, State (dropdown), ZIP code.
- Designee information:** Last name, First/mid. name, E-mail address, Phone no., EIN.
- Preparer's license number:** Designation code (dropdown with value None), Jurisdiction, License number.

Buttons at the bottom: OK, Cancel, Help.

## Firm name and address

- **Name, Address.** Contains the information to print in the federal signature block. *Name* can be used for the complimentary close on the transmittal letter as well.
- **City, State, Country.** Enter the information you want printed in the federal signature block.
- **ZIP code.** Enter up to 16 alphanumeric characters. Include a space or hyphen if needed.  
 **Note:** The system truncates the ZIP code on prior year returns to 10 characters.
- **Foreign province.** Enter the name of the foreign province if the firm is located outside the United States. This option applies to tax year 2013 and newer returns.  
 **Note:** You can override this field in the return on the Worksheet (General > Return Options > Preparer Information - Overrides Office Manager) or Interview Form 3, Box 39.
- **Firm phone #.** Enter up to 15 alphanumeric characters. This number prints in the Paid Preparer's area of the tax return. A different number can be entered on Interview Form 3 (General > Return Options Worksheet) for a specific return.  
 **Note:** The system truncates the number of characters to 14 for prior year returns.

## Preparer identification

This information becomes the office group's default preparer information and prints in the Paid Preparer section of returns. You can either select a default preparer if you have configured tax preparers, or enter the employer ID, Social Security Number, and PTIN.

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

- If you have configured tax preparers using Configure Staff, you can assign a default preparer to a specific office group. This preparer's information displays in the Paid Preparer's area of the tax returns assigned to this office group.
  - **Default preparer.** Use the drop-down list to select a tax preparer.
  - Check the **Print preparer signature**, **Require user to be the preparer for signature to print**, and **Print date signed by preparer** boxes as applicable. (See descriptions for these fields in the following bullet.)
- If no tax preparers are configured, enter the following information:
  - **Emp. ID no.** Enter the employer identification number for the preparer. The hyphen is entered for you.
  - **Soc. sec. #.** Enter the sole practitioner's Social Security Number. Hyphens are entered for you.
  - **PTIN.** When entered here, the PTIN displays on all federal returns instead of the Social Security Number. It is used for those states conforming to the federal provision.

 **Notes:**

- Be sure to enter the correct PTIN consisting of a P and the eight digits assigned to this preparer. If the PTIN is not formatted correctly, it is not saved when you exit this dialog and you have to re-enter the PTIN.
  - Entries from the Signature block will be used if no Preparer code is entered on the applicable input form for the 2848 or if there are no entries in the specific fields on the form.
  - If the user enters a preparer code on the input form for Form 2848, the preparer entries will be used as long as they are not overridden in the specific entry fields.
- **PTIN is accurate and I am the registered owner.** If you are the tax preparer and the PTIN information in this section belongs to you, select this check box to confirm that the PTIN information is correct. The check box will only be enabled if the PTIN is formatted correctly. As per the tax authority requirements, tax preparers must verify their PTIN information before they can electronically file returns. This applies to tax years 2019 and higher.

 **Note:** If the PTIN information for a tax preparer has not already been confirmed here, the tax preparer is prompted to verify their information each time they navigate to this dialog.

- **OR preparer ID.** Enter the preparer ID for Oregon in the preparer profile so that you don't have to enter it on a per return basis. The field is used in Individual, Fiduciary, Corporation, S Corporation, and Partnership tax systems.

 **Note:** This applies to tax years 2019 and higher.

- **NYS preparer ID.** For New York State preparers who must register with the state, enter your state-registered preparer ID.
- **NYS preparer ID exclusion code.** Use the drop-down list to select the New York State preparer ID exclusion code. Default code is None.
- **Self-employed.** Check this box to force an X to print on the 1040 if the preparer is self-employed.
- **Print preparer signature.** Check this box to print the preparer name in the signature area. This option is applied to all systems and extension requests on both federal and complying state returns.
- **Require user to be the preparer for signature to print.** Check this box to print the preparer name in the signature area only when the user is the preparer. This option prints only the signature of preparers that have been matched based on preparer ID. This option cannot be overridden within the tax return.

 **Note:** To use this option, users must also select the *Print preparer signature* option, or enter **Y** on Interview Form 3, for Individual, Corporation, S Corporation, Partnership, Fiduciary, Estate & Gift, and Exempt Organization returns (General > Return Options > Preparer Information Worksheet).

- **Print date signed by preparer/ERO.** If checked, prints the transmittal letter/filing instructions date in the *Date Prepared* box on every applicable filing form.

## State signature block

See the online help for the default federal information that prints on the state return.



**Note:** When a state return with only two available lines in the Paid Preparer's section defaults to the federal signature block entries, only a portion of the address information in the federal preparer section prints. The information varies by state.

- **Name/address.** Enter the name and address in the associated field.
- **City.** Enter the name of the city.
- **State.** Use the drop-down list to select the state code.
- **ZIP code.** Enter the ZIP code.

## Designee information

If a third-party (other than the tax preparer) is designated to discuss the return with the taxation authorities, enter the designee's name, e-mail address, phone number, and PIN.

If the designated third-party is the tax preparer, the information will flow from the *Preparer identification information* entered or selected here.

The Designee information can be overridden on Interview Form 2.

## Preparer's license number

Enter the following information to appear on all returns in this office group. These options are available for tax year 2012 and later.

- Designation code
- Jurisdiction
- License number

## Configuring Tax Preparation: Letters and Filing Instructions

(Office Manager > Configure Applications > Tax Preparation > Letters/Filing Instructions)

You can use the Letters and Filing Instructions feature to create or edit the four lines of information used in the transmittal letter heading. You can also set up your filing instruction options.

From the main *Office Manager* window, select **Configure > Tax Preparation > Letters/Filing Instructions**.

## Preparation options

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

- **Transmittal letter**. Select one of the following options: *Do not prepare transmittal letter*, *Transmittal letter*, or *Transmittal letter without letterhead or border*.
- **Cover letter**. Select one of the following options: *Do not prepare cover letter*, *Cover letter*, or *Cover letter without letterhead or border*.
- **Filing instructions**. Select one of the following options: *Do not prepare filing instructions*, *Standard filing instructions*, or *Custom filing instructions*.



**Note:** The *Cover letter* and *Filing instructions* options are not applicable in the Estate & Gift (706/709) system.

- **K-1 letters**. Select one of the following options: *Do not prepare K-1 transmittal letter*, *K-1 transmittal letter*, or *K-1 transmittal letter without letterhead or border*.
- **Extensions**. Select one of the following options: *Not applicable*, *Prepare instructions for extensions sent by preparer*, or *Prepare instructions for extensions sent by taxpayer*.



**Note:** To customize your letters and filing instructions, click **Customize**. For details, see *Configuring Tax Preparation: Customize Letters* on page 103.

## Letter and filing instructions options

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

- **Heading Line 1 through Heading Line 4**. Enter the data you want to appear in the first four lines of the transmittal letter.
- **Due date of elec filing form code**. Prints the due date of the electronic filing form in state and/or federal electronic filing paragraphs in the correspondence program. Select one of the following options: *Do not use date in any electronic filing paragraph*, *Use date with form in federal and state electronic filing paragraphs*, *Use date with form in federal electronic filing paragraphs only*, or *Use date with form in state electronic filing paragraphs only*.
- **Print letters and filing instructions in all upper case**. If selected, letters and filing instructions print in upper case. If not selected, letters and filing instructions print with initial capital letters.
- **Print letters and filing instructions in government copy**. If selected, letters and filing instructions print with the government copy of the return. If not selected, the letters and filing instructions print only in the taxpayer's and accountant's copies.
- **Print extended due date on letters and filing instructions**. If selected, the extended due date prints on letters and filing instructions for returns that are processed after the due date.



- **Letters reflect paper filing instructions when electronic filing is disqualified.** By default, the wording in the letter and filing instructions is based on a return being selected for electronic filing, whether or not the return qualifies for electronic filing.

Check this box to reflect paper filing instructions for this office group when electronic filing is disqualified. When the return qualifies for electronic filing, the wording will again be based on electronic filing. This selection is available for tax year 2012 and later.

 **Note:** If electronic filing is not requested in Office Manager or in the return, the wording in letters and filing instructions will reference paper filing.

- **Use heading in "prepared by" section for custom filing instructions.** If checked, the transmittal letter and filing instructions heading information will be used instead of the signature block in the "Prepared by" section of the custom filing instructions. This option applies to 2013 and newer returns.
- **Include paragraph referencing IRS Revenue Procedure 2012-17 (1065 only).** For Partnership only, check this box to include the paragraph referencing IRS Revenue Procedure 2012-17. This selection is available for tax year 2012 and later.

 **Note:** This option can be overridden by return in Tax Preparation on Worksheet General > Letters and Filing Instruction > General Letter Information, or on Interview Form 9.

- **Suppress phone number in K-1 letter (1065 and 1120S only).** Check this option if you wish to suppress the firm phone number in the preparer section of the K-1 letter for 1065 and 1120S returns. This option applies to tax years 2013 and newer.

 **Note:** This option can be overridden in the return on Worksheet (Partners > Schedule K-1 Transmittal Letter > Print Options > Suppress phone number below letterhead).

## Letter options

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

- **Complimentary close.** Enter the complimentary close you want. Do not add punctuation to the complimentary close.
- **Custom letterhead laser form #.** This number was included with your instructions for installing the Custom Letterhead.
- **Print heading Line 1 on signature line of letters.** If checked, the information entered for Heading Line 1 (e.g., the firm name) prints in the signature line of the transmittal letter. Do not check this box to print the federal signature block Line 1 information. This cannot be overridden in the return.
- **Separate federal/state letters.** If checked, separate letters are printed for the federal and each state return. If you do not check this box, one transmittal letter containing both federal and state information prints. This is not applicable for Employee Benefit Plan.
- **Prepare separate letters for certain federal forms.** If checked, separate letters will print for Forms 3520, 3520A, 7004 and 8802.

### Notes:

- This option can be overridden as follows:
    - Interview Form 13, Box 37
    - Worksheet General > Letters and Filing Instructions > Transmittal Letter > Row 8
  - This option applies to tax years 2016 and later.
  - This option applies to the following return types:
    - Individual
    - Partnership
    - Corporation
    - S Corporation
    - Fiduciary
    - Exempt Organization
- **Use “I” in all letters.** Letters use the first-person “I” if this box is checked.
  - **Leave date blank on letters.** If checked, the date does not print on letters.

## Configuring Tax Preparation: Print Options

(Office Manager > Configure Applications > Tax Preparation > Print Options)

Use these options to select tax return formatting and print preferences. The *Print Options* dialog displays the *Formatting and Print Options* tab.

### Formatting and Print Options

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

#### Formatting options

- **Print pennies.** If checked, pennies display in amount fields. If you later turn off this option and then turn it on again, the pennies you originally entered no longer display.
- **Print commas.** If checked, numeric boxes display and print with commas.
- **Print negative numbers in brackets.** If checked, displays negative numbers in brackets instead of with a minus sign.
- **Print in upper case only.** If checked, prints and displays all correspondence, filing instructions, transmittal letters, etc., in upper case lettering.
- **Small font options.** Select *Not applicable*, *Convert fields to small fonts if needed*, *Use small fonts on all possible forms*, or *Do not use small fonts*.

#### Letter/label options

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

- **Estimate reminder letter options.** Select one of the following options: *Do Not Prepare (default)*; *Prepare and Print*; or *Prepare, but do not print*. Use this option to produce reminder letters (with the tax return) to be sent with the appropriate vouchers and payment to the appropriate taxing authority. The preparer's name prints as the signature on the letter, and the complimentary close is used.  
This option is not valid with the Partnership, Employee Benefit Plan, Exempt Organization, or Estate & Gift systems.
- **Estimate reminder labels.** If checked, estimate reminder labels print for processed returns. This option is not valid for Partnership, Employee Benefit Plan, Exempt Organization, or Estate & Gift systems.
- **Filing labels.** If checked, filing labels print in the accountant's copy for processed returns.
- **Mailing sheets.** If checked, mailing sheets for use with window envelopes print for processed returns.
- **No. of client mailing labels.** Allows you to enter the number of client mailing labels you want the system to print (up to 99).

## Masking options

- **Select fields to be masked.** These fields are checked by default. Deselect each field you do not want to be masked.  
 **Note:** When printing or previewing returns, you can convert the following numbers to asterisks by selecting one or all of the following options:
  - Social Security numbers
  - Employer identification numbers
  - Bank account numbers
  - Passthrough entity EIN in K-1 copy **Note:** If **Passthrough entity EIN in K-1 copy** has been checked, the system will properly mask the passthrough entity EIN in the K-1 copies of the return.
- **Show last four digits when masking.** Check this box to print the last four digits of the masked fields. If this box is not checked, all digits of fields selected for masking are masked.

## Partnership/S Corporation Multiple Activity

Select one of these options: *Print K-1 Multiple Activity Schedule (default)*, *Print K-1 Activity Statement*, or *Suppress K-1 Activity Schedule and Statement*.

This selection can be overridden on Partnership Interview Form 5, Box 64, and on S Corporation Interview Form 2, Box 87.

## Print options

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

- **Print order options.** Select one of the following options:
  - **Not applicable.** Causes the informational (nonfileable) forms that are included in the accountant and client copies to print in the normal sequence.
  - **Collate informational forms before fileable forms.** Rearranges accountant's and client's copies to group fileable forms together so they can be easily photocopied. This option is not applicable for Estate & Gift (706/709) returns.
  - **Print informational forms in all copies.** If selected, prints informational forms for all copies of the return. If not selected, the informational forms print only in the accountant's copy.
- **Print Form 1040-ES OCR.** Select one of the following options from the drop-down list:
  - **Suppress print.** Suppress printing of an estimated tax worksheet and payment vouchers for all copies of the return.
  - **Mandatory print version 1.** Prints Version 1 of an estimated tax worksheet and payment vouchers when mandatory.
  - **Mandatory print version 2.** Prints Version 2 of an estimated tax worksheet and payment vouchers when mandatory.
- **Print one statement per page.** If checked, prints each supporting statement on a separate page.
- **Print federal attachments in all copies.** If checked, prints selective attachments of federal forms to state and/or city returns in all three copies of the state/city return. If not checked, the attachments print only in the return's filing copy. This option is not valid in the 5500 system.
- **Print mailing sheets in accountant's copy.** If checked, prints mailing sheets in the accountant's copy of the return. This option is not available in the 5500 system.
- **Print IRS mailing address on federal estimate vouchers.** If checked, the IRS mailing address will print on federal estimate vouchers for Individual and Fiduciary returns.
- **Print IRS mailing address on federal extension.** If checked, the IRS mailing address will print on federal extensions for the following returns:
  - Partnership
  - Corporation
  - S Corporation
  - Fiduciary

## Suppress print options

- **Suppress printing of Line 1 control information.** If checked, the tax return identification information does not print on the first line of the return.

- **Suppress printing of Line 65 control information.** If checked, the tax return identification information does not print on the last line of the page.
  -  **Note:** Some HP® printers do not support the printing of Lines 1 and 65 of the tax return.
- **Suppress input listing.** Select to suppress printing of the input listing for all copies of the return.
- **Suppress diagnostics.** Select to prevent diagnostic reports from being printed with the return.
- **Suppress certain supporting statements.** If checked, suppresses print of specific supporting statements for all return copies.
- **Suppress automatic home state return.** If checked, suppresses automatic calculation and print of the state return.
- **Suppress printing of Social Security numbers.** If checked, suppresses the printing of Social Security numbers in the following forms:
  - **Individual.** Tax Return Carryover Report, Return Summary, Two-Year Comparison, and All Tax Projector Forms
  - **S Corporation.** Shareholder Basis Worksheets and Shareholder List
  - **Partnership.** Partner List and Expanded Capital Summary Accounts
  - **Fiduciary.** Beneficiary List, Grantor Letter, Tax Information Letter, and Resident State Letter
- **Suppress print of all extensions in the client copy.** If checked, suppresses the printing of all extensions in the client copy of the return.
- **Suppress cover sheets.** If checked, suppresses any cover sheets which may print between copy types. This feature is available for tax years 2014 and higher.

## Production Processing print sequence

Select one of the following options:

- **Print in entry order (Interview) (default).** If selected, the return prints according to the Interview form order.
- **Print in sorted order (Worksheet).** If selected, a return with multiple entities (for example, Rent and Farm Worksheets) prints in alphabetical order within that entity type.

## Destinations and Watermarks

Use this tab to define print file destinations and watermarks.

### Default copies and print destinations

Select the versions of the return to print, the number of printed copies for each, and the print format to be applied. If PDF print format is selected (i.e., *To PDF file* or *To PDF file and printer*), you can specify the watermark to use, or not to use a watermark.

- **Accountant, Government, Client, and K-1.** Check the box next to each return version to print.

- **No. of copies.** Enter the number of copies that should print for each version.
- **Destination.** Select the print format to produce from the drop-down list.
- **Watermark (PDF files only).** Select the watermark to display on the pages, or *No watermark*. The default is *No watermark*.
- **Edit Watermark List.** Click this button to display or edit all watermarks in the *Edit Watermark List* dialog. Only one user at a time can edit the watermark list.
  - To add a watermark, enter the watermark text in the first field (up to 15 characters) and click **Add**.
  - To delete a watermark, select it from the list and click **Delete**.
  - Click **OK** when you have completed making changes, or click **Cancel** to close the dialog without saving any changes you have made.
- **Mask.** If checked, the system will default the Mask options on the print return dialog for returns associated with the office group (unless the user has enabled user level overrides).
- **e-file PDF Attachments.** Check this box if, by default, you want PDF attachments included in a return to print along with the return. You can override this option on the Print Entire Return dialog, if needed.

## Additional Options

- **Produce separate K-1 PDF files (Partnership, Fiduciary and S-Corp only).** Select this check box to print K-1 packages separated as follows:
  - By partner for Partnership
  - By beneficiary for Fiduciary
  - By shareholder for S-Corp

The original combined K-1 PDF package is retained as one file along with separate PDF files.

 **Warning!** If a PDF file already exists with the same name as the combined K-1 PDF file, an overwrite warning dialog displays. There is no overwrite warning for the separate K-1 package PDF files when using either the default or override names. Also, if the return file name is changed, pre-existing PDF files that use the default PDF file name are not renamed. Pre-existing K-1 PDF files using a previous client file name are not overwritten by subsequent PDF files that are created after the return is renamed. If the return or the client is deleted, the PDF files created from that return or client are not deleted. You must delete, rename and manage the separate K-1 package PDF files.

 **Tip:** If your firm uses this option, many more PDF files will be created, making file maintenance and file location more important to manage. For this reason, we recommend a naming and file location convention for PDF files. These conventions will make it easier to locate files when they need to be purged. In addition, we recommend that you do not duplicate a PDF file name in any return. No overwrite warning will display for the separate K-1 PDF files or for combined K-1 PDF files using old client file names.

 **Note:** CCH ProSystem fx Engagement, CCH ProSystem fx Document, and CCH Access™ Document can all receive separate K-1 PDF files from Tax Preparation.

- **Create Bookmark PDFs (large returns may take longer to process)**. Select this check box to produce PDFs with collapsed bookmarks, or clear it to produce PDFs with uncollapsed bookmarks.
- **One statement per page**. Select this check box to print each return supporting statement on a separate page.
- **Produce separate PDF files**. Selected by default. Clear this check box if you don't want to produce separate PDF files.
- **Print only open diagnostics**. Select this check box if, by default, you want to only print open diagnostics with the return.

## Override default PDF file location

To change the default location for all PDF files created by this office group, enter the new location in this field. You can also click **Browse** to browse to the location.

## Portal and Document users

- **Print to Portal**. This option is enabled when at least one copy type is set to print to PDF from the print destination field. The PDF file will be directly transferred to Document. Click on the box to remove the check mark if you want to disable this feature.
- **Print to Document**. If Document is installed, this option is enabled when at least one copy type is set to print to PDF from the print destination field. The *Print to Document* box is checked by default and the PDF file will be directly transferred to Document. Click on the box to remove the check mark if you want to disable this feature.



**Note:** You may receive an account verification prompt after you enter your User ID and password. If you do, you must request and submit a 2-Step Verification code to proceed.

## Mail Barcode

Select this tab to configure the Intelligent Mail Barcode for an office group. The barcode will print on mailing sheets produced with the tax return.

These options can also be overridden on the return.

- **Barcode identifier**. Enter the 2-digit number assigned by the USPS or select it from the drop-down list.
- **Service type identifier**. Enter the 3-digit number that corresponds to mail class (for example, First Class Mail, Priority Mail), or select it from the drop-down list.
- **Mailer identifier**. Enter the 6-digit or 9-digit number that is assigned by the USPS that identifies a business entity.

## Configuring Tax Preparation: Pro Forma and Organizer

(Office Manager > Configure Applications > Tax Preparation > Pro Forma and Organizer)

The *Pro Forma* tab of the *Pro Forma and Organizer Options* dialog displays.

The screenshot shows the 'Pro Forma and Organizer Options' dialog box with the 'Pro Forma' tab selected. The dialog is divided into several sections:

- Individual Pro Forma options:**
  - Pro Forma Schedules C, E, and F Two-Year Comparison
  - Depreciable assets: [Dropdown menu]
- Pro Forma and Organizer:**
  - Do not alphabetize interest and dividends
  - Do not alphabetize charitable contributions
  - Resequence depreciation asset numbers
  - Include federal and state estimate amounts
  - Clear preparer information return overrides
  - Clear bank/financial institution information
- Pro Forma:**
  - Pro Forma Two-Year Comparison
  - Pro Forma input forms for 2848
  - Pro Forma input forms for 8821
  - Pro Forma current year depr. for forced assets
  - Pro Forma tax preparation fee
  - Clear all electronic filing return overrides
  - Passthrough income: [Dropdown menu]
  - Default return options: [Dropdown menu]

Buttons at the bottom: OK, Cancel, Help.

### Individual Pro Forma Options

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

- **Pro Forma Schedules C, E and F Two-Year Comparison.** Check to prepare the Two-Year Comparison for Schedules C, E, or F, if applicable.
- **Depreciable assets.** Use the drop-down list to select the form best suited for your depreciable assets.

The default setting is *Use prior year form*.

**Warning!** Data could be lost if the selected alternate input form does not contain fields for all pertinent data. In some situations, you may be able to run two batches of Pro Forma, one batch for specific clients (for example, electronic filing clients) and the second batch for the remaining clients (in this case, non-electronic filing clients). Select the input and destination forms for each batch to give you the data you need.



## Pro Forma and Organizer

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

## Pro Forma

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

- **Pro Forma Two-Year Comparison.** If checked, the following are included in the Pro Forma:
  - **Individual.** Interview Forms 8 and 9 (General > Two-Year Comparison Worksheet).
  - **Partnership, Corporation, S Corporation, and Fiduciary.** The appropriate business system interview or worksheet forms. For example, Interview Forms 2YR-1, 2YR- 2, 2YR- 3, 2YR- 4, and 2YR-5 (General > Two-Year Comparison Worksheet) for Corporation returns.
- **Pro Forma input forms for 2848.** If checked, the following are included in the Pro Forma:
  - **Individual.** Interview Form S-2 (Other > 2848 - Power of Attorney Worksheet)
  - **Partnership, Corporation, and S Corporation.** Interview Form O-12 (Other > 2848 - Power of Attorney Worksheet)
  - **Fiduciary.** Interview Form S-5 and S-5A (Other > 2848/8821 - Power of Attorney and Tax Information Authorization Worksheet)
  - **Employee Benefit Plan.** Interview Form 10 (Other > 2848 - Power of Attorney Worksheet)
  - **Exempt Organization.** Interview Form S-1 (Other > 2848 - Power of Attorney Worksheet)
  - **Estate & Gift.** Interview Form 2848-1 (Other > 2848 - Power of Attorney Worksheet)
- **Pro Forma input forms for 8821.** If checked, the following are included in the Pro Forma:
  - **Individual.** Interview Form S-5 (Other > 8821 - Tax Information Authorization Worksheet)
  - **Partnership, Corporation, and S Corporation.** Interview Form O-12A (Other > 8821 - Tax Info Authorization Worksheet)
  - **Fiduciary.** Interview Forms S-5 and S-5A (Other > 2848/8821 - Power of Attorney and Tax Information Authorization Worksheet)
- **Pro Forma current year depr. for forced assets.** If checked, prints the current year depreciation in the Pro Forma.
- **Pro Forma tax preparation fee.** If checked, pro formas the tax preparation fee to Interview Form 3 for all tax systems (General > Return Options > Invoice Options Worksheet).
- **Clear all electronic filing return overrides.** If checked, no field will be pro formaed that overrides any Electronic Filing Options or Electronic Filing Notifications tab entries in Office Manager > Configure Applications > Tax Preparation. This applies to all products except Estate & Gift and all pro formaed returns from 2012 to 2013 and later.
- **Passthrough income.** Make a selection from the drop-down list: *Use prior year form*, *Interview form K series/O series*, or *IRS Schedule K-1*. This option applies to Individual,

Partnership, Corporation, S Corporation, and Fiduciary. For tax years prior to 2012, the option applies to Individual and Fiduciary returns only.

 **Notes:**

- Data could be lost if the selected alternate input form does not contain fields for all pertinent data.
  - Moving passthrough income data to the IRS Schedule K-1 forms precludes the use of the K-1 import feature from Partnership, Corporation, S Corporation, and Fiduciary returns. The K-1 import feature should only be used in conjunction with the K Series interview forms.
  - The IRS Schedule K-1 option does not apply to S Corporation passthrough for Partnership, Corporation and S Corporation return types. There are no IRS K-1 S Corporation forms for Partnership, Corporation and S Corporation return types.
- **Default return options.**
    - **Override default return data with Pro Forma data (default).** Pro Forma data overrides any data fields with default return data.
    - **Override Pro Forma data with default return.** If there is data in the field in both the Pro Forma and the default returns, the default return data overwrites data in the Pro Forma return.
    - **Merge Pro Forma data with default return.** The following table shows the merged results, based on what data is available.

Pro Forma data	Default Return data	The data used is:
yes	yes	Pro Forma (see following note)
yes	no	Pro Forma
no	yes	Default Return

 **Note:** If the default return has data in a repeating data field and the Pro Forma has data in the same repeating data field, the default return's repeating data as well as the Pro Forma repeating data will be used in the return. The default return's repeating data can be viewed by selecting Options > Reset Input.

## Organizer Tab

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

Click the **Organizer** tab on the *Pro Forma and Organizer Options* dialog (see *Configuring Tax Preparation: Pro Forma and Organizer* on page 51) to display the following Organizer options.

## Organizer

- **Include depreciation.** If checked, includes the current-year depreciation with the Organizer print.
- **Print borders on all Organizer forms.** If checked, prints a border on all Organizer forms with the exception of Custom Organizer forms. Border options for Custom Organizers can be configured in Production Processing.
- **Print 'On File' in lieu of social security number.** If checked, the phrase "On File" prints instead of the Social Security Number.
- **Suppress return/client information.** If checked, return and client information is suppressed.
- **Print only the last 4 digits of financial institution information.** For Individual Organizers only, select to redact all but the last four digits of any financial institution account number.
- **Suppress driver's license number.** If checked, suppresses driver's license numbers from printing on Individual Organizers.
- **Do not alphabetize K-1 passthroughs.** If checked prior to the creation of Organizers, K-1 passthroughs will be in the order entered within the return for Individual and Fiduciary Organizers when printed.



**Note:** This option applies to Organizers from 2015 to 2016 and later.

## Organizer headings

Enter your firm's address in Lines 1 through 4. These fields can be placed in an Organizer custom letter in Production Processing using the custom letter editor *Insert Field* function.

## Configuring Tax Preparation: Client Invoice Options

(Office Manager > Configure Applications > Tax Preparation > Client Invoice Options)

For each year installed, the Client Invoice Options allow you to create client invoices for the following:

- Forms for federal, state, and city.
- Schedules for Individual, Corporation, S Corporation, Partnership, Fiduciary, Employee Benefit Plan, Exempt Organization, and Estate and Gift.

Standard catalog billing for all forms and schedules is stored in the pricing table. You can override the pricing of specific items or groups of forms.

### Setting Client Invoice Options

1. Select **Client Invoice Options** and click **Setup** to display the *Client Invoice* dialog.
  - **Preparation option.** Allows you to choose the type of statement to be prepared for the customer's return activity.

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

Select one of the following options:

- **Do not prepare client billing statement.**
  - **Detail with no amounts.** Lists federal and state forms and schedules prepared for the return.
  - **One line total fee.** A summary statement.
  - **Custom fee schedule detail with amounts.**
  - **Custom fee schedule with total amount.**
  - **Accountant copy - Detail with no amounts.**
  - **Accountant copy - One line total fee.**
  - **Accountant copy - Custom fee schedule detail with amts.**
  - **Accountant copy - Custom fee schedule with total amt.**
- **Processing fee multiplier.** The billing statement multiplies the net or gross processing fee by the fee multiplier to arrive at the computer charge amount. If you enter a code on Interview Form 3 (for all tax systems) for *Include in client fee*, but no fee multiplier is included in the client invoice, ProSystem *fx* treats the fee multiplier as one (1). (This is only applicable for the options *Detail with no amounts*, *One line total fee*, and *Custom fee schedule with total amount*.)
  - **Print client ID on invoice.** The client ID prints above the invoice number in the upper right corner of the invoice. As the default, this option is unchecked.
  - **Print taxpayer phone number and email on invoice.** Allows you to print the taxpayer phone number and/or email address on the invoice. Select *Phone number*, *Email address*, *Both*, or *Do not print*. If left blank, the default is *Do not print*.
2. Click **Custom Invoice**. Select a tax year and click **OK**. The *Tax Preparation - Custom Client Invoice* dialog displays. Use this dialog to customize or print a pricing table, add items to an

invoice, or create a personalized greeting. These features are described in the following sections.

## Customizing the Client Invoice Pricing Table

Using Custom Client Invoice you can override the default catalog prices for the forms and schedules listed on the pricing table using the *Item Override* options. Using the *Summary Override* option, you can override the catalog prices for seven form and schedule categories, and three record categories for the entity selected.

### Using the Item Override

1. After clicking the **Custom Invoice** button on the *Client Invoice* dialog (see *Setting Client Invoice Options* on the previous page), select the tax year and click **OK**.
2. Select a tax product and click **OK**. The *Tax Preparation - Pricing Table* dialog displays.
3. Select an entity from the drop-down list to display the pricing table for that entity.
4. Highlight the item containing the amount you want to override and click **Item Override**.
5. Enter a new amount in the *Override Amount* box or enter **0** (zero) if there is no charge.
6. Click **OK**. The new amount displays in the *Override* column. An asterisk displays next to the new amount to show that it is an overridden item. If you are not charging for the item, "N/C" displays in the *Override* column.

### Using the Summary Override

#### **Notes:**

- If you have already changed the price for an item, the *Summary Override* does not change that item's price. You can update overridden items using *Item Override*.
  - K-1 Record charges do not apply to Individual returns. K-1 record charges only apply to Partnership, Fiduciary and S Corporation returns.
1. After clicking the **Custom Invoice** button on the *Client Invoice* dialog, select the tax year and click **OK**.
  2. Select a tax product and click **OK**. The *Tax Preparation - Pricing Table* dialog displays.
  3. Select an entity from the drop-down list to display the pricing table for that entity.
  4. Click **Summary Override**.
  5. Enter the pricing for any of the seven form categories:
    - **Main federal tax form**. Applies to the main federal form for the tax year and tax product selected. For example, for 2020 Individual tax returns, the prices would apply to Form 1040.
    - **Federal schedule**. Applies to all the federal schedules and forms. For example, for 2020 Individual tax returns, the price would apply to Schedule A, Form 2106, Form 2441, etc.

- **Main state tax form.** Applies to all main state tax forms for the tax year and the tax product selected. For example, for 2020 Individual tax returns, the price would apply to California Form 540, Ohio Form IT-1040, and all other main state forms.
- **State estimate.** Applies to all state estimates for the tax year and the tax product selected. For example, for 2020 Individual tax returns, the price would apply to California Form 540-ES, Ohio Form IT-1040ES, and all other state estimate forms.
- **City return.** Applies to all city returns for the tax year and the tax product selected. For example, for 2020 Individual tax returns, the price would apply to Cincinnati Form R, and all other main city returns.
- **City estimate.** Applies to all city returns for the tax year and the tax product selected. For example, for 2020 Individual tax returns, the price would apply to Cincinnati Form D-1, and all other city estimate forms.
- **State/city schedule.** Applies to all state/city schedules and forms for the tax year and the tax product selected. For example, for 2020 Individual tax returns, the price would apply to California Schedule CA, New Jersey Form NJ-2210, Detroit D-1040(R), and all other state and city supporting schedules and forms.

 **Note:** You can override the catalog price for specific forms and schedules on the *Pricing Table* dialog.

6. Enter the pricing for any of the three record charges:
  - **Box charge.** Applies a charge for each data box entered on a return.
  - **Asset charge.** Applies a charge for each asset on a return.
  - **K-1 charge.** Applies a charge for each K-1 associated with a return.
7. Enter a **0** (zero) if there is no charge for a particular item.
8. Click **OK** to display the override amounts in the *Override* column on the pricing table.

## Printing a Pricing Table

1. On the *Client Invoice* dialog, click **Custom Invoice**. (See *Configuring Tax Preparation: Client Invoice Options* on page 55.)
2. Select the tax year and click **OK**. The *Tax Preparation - Custom Client Invoice* dialog displays.
3. Select the **Tax product** from the drop-down list.
4. Click **Print**. The report prints immediately.
5. Click **Cancel** to return to the *Client Invoice* dialog, or **OK** to display the pricing table.

 **Note:** The *Print* option does not print a sample invoice.

## Adding Items to an Invoice

This option allows you to specify up to ten additional forms and repeating billing adjustment items with their amounts to be added to the client invoice for each office group.

1. On the *Tax Preparation - Custom Client Invoice* dialog, select the **Tax Product** and click **Add Items**. The *Tax Preparation - Additional Items* dialog displays.
2. In the *Forms* section, you can enter up to ten form descriptions with a maximum of 53 characters per description. Press **Tab** to move to the amount field and enter an amount of up to six digits, if applicable.
3. In the *Adjustments* section, you can enter up to ten adjustment items with a maximum of 42 characters. These charges display on the invoice beneath *Computer Charges* and are added to the total charges. Press **Tab** and enter an amount of up to six digits.



**Note:** If a form or adjustment is entered without an amount, the invoice will not total. It is assumed that an amount will be manually added to the invoice later and will need to be included in the invoice total at that time.

Additional items display when you print the pricing table under the categories *Additional Preparer Form Prices* and *Preparer Price Adjustments*.

4. When finished, click **OK**.

## Entering a Greeting

This option allows you to enter up to 15 lines of text, with up to 59 characters per line, as a personalized greeting. You can create one greeting per tax product.

1. On the *Tax Preparation - Custom Client Invoice* dialog, click **Greeting**.  
The *Tax Preparation - Greeting* dialog displays.
2. Click anywhere on the Greeting window and enter your greeting.
3. When finished, click **OK**.

## Configuring Tax Preparation: Electronic Filing Options

(Office Manager > Configure Applications > Tax Preparation > Electronic Filing Options)

The *Electronic Filing Options* dialog follows, with the *General* tab displayed. Select the appropriate tab to configure the Electronic Return Originator (ERO) or a specific product for electronic filing.

## General Configuration

Electronic Filing Options

General | Fiduciary | ERO | Individual | Employee Benefit Plan | Partnership | Corporation | Exempt S Corporation

Electronic filing identification numbers

EFIN:

Vendor control number:

Taxpayer/Spouse PIN program information (1040 only)

Randomly generate the taxpayer and spouse PIN (1040 only)

Electronic filing options

Print the entire government copy, rather than just forms that were not included in the electronic file

Suppress printing of all forms during export

Do not print nonfileable message on signature forms

Suppress printing of extension letters during export

Do not update electronic filing status in return

Suppress printing of electronic filing and return results report

OK Cancel Help

### Electronic filing identification numbers

**EFIN.** Enter the Electronic Filing Identification Number assigned for electronic filing returns in an office group. The EFIN is used for Individual, Partnership, Corporation, S Corporation, Fiduciary, Employee Benefit Plan, and Exempt returns.

**Vendor control number.** Enter your assigned Vendor Control Number (VCN) in the field provided and add the VCN for all Office Groups applicable. The VCN is available through the ELF Status System. There is one VCN per EFIN, and the VCN and the EFIN must match.

The steps for accessing Vendor Control Numbers in the ELF Status System are as follows:

1. Login to **Electronic Filing Status**.
2. Select the **Admin** pulldown.
3. Select **Vendor Control Numbers**.

You can override this in Worksheet view using General > Electronic Filing > Electronic Return Originator - Overrides > Vendor Control Number.

 **Note:** The option to override the VCN in the return is currently available for Individual returns only.



## Taxpayer/Spouse PIN program information (1040 only)

**Randomly generate the taxpayer and spouse PIN (1040 only).** Check this box to generate the taxpayer and spouse PIN for Individual and Fiduciary returns.

## Electronic filing options

- **Print the entire government copy, rather than just forms that were not included in the electronic file.** Check this box to print the entire government copy of the return, and not just forms not included in the electronic file.
- **Suppress printing of all forms during export.** Check if you do not want these forms printed in the government copy of the return.
- **Do not print nonfileable message on signature forms.** Check if you do not want the nonfileable message to print on these forms.
- **Suppress printing of extension letters during export.** Check if you want to suppress printing of extension letters when electronically filing your extensions.
- **Do not update electronic filing status in return.** If checked, the electronic filing status on the electronic filing status report within the return **and** on the export dialog will **not** be updated with the latest status information from electronic filing status system.
- **Suppress printing of electronic filing and return results report.** Check if you do not want to print the e-file history and return results report.



**Note:** The option applies to tax years 2020 and higher.

## Electronic Return Originator (ERO) Configuration

The Electronic Return Originator (ERO) data is used to complete the *Declaration of Electronic Originator (ERO)* and *Paid Preparer* sections on the applicable federal form.

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

## Electronic Return Originator (ERO) information

- **ERO contact name.** Enter the contact name.
- **Preparer e-mail address.** Enter the preparer e-mail address. This is used as the "From" e-mail address when notifying the taxpayer of the electronic filing acceptance via e-mail instead of by postcard. It is also used for state purposes.
- **ERO PIN (all return types).** Enter the ERO PIN. For Individual returns, you may leave this field blank and check the following box.
- **Randomly generate the ERO PIN.** Check this box to have the ERO PIN number randomly generated for Individual and Fiduciary returns.

## Electronic Return Originator (ERO) overrides

- **Replace signature block information with ERO overrides.** Check this box to override the signature block information. If checked, the fields in this overrides section become active and all the fields must be completed.
- **PTIN is accurate and I am the registered owner.** If you are the tax preparer and the PTIN information in this section belongs to you, select this check box to confirm that the PTIN information is correct. The check box will only be enabled if the PTIN is formatted correctly. As per the tax authority requirements, tax preparers must verify their PTIN information before they can electronically file returns. This applies to tax years 2019 and higher.

 **Note:** If the PTIN information for a tax preparer has not already been confirmed here, the tax preparer is prompted to verify their information each time they navigate to this dialog.

## Individual Configuration

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

Unless otherwise noted, the following fields can be overridden on the General > Electronic Filing > General worksheet, or the Individual Interview Form EF-1.

## What to file electronically

**Electronically file federal return and enable electronic filing for selected return types.** If checked, electronic filing is activated for the federal return and selection is enabled for other return types.

- **Extensions.** If checked, all return extensions for the office group are filed electronically. For tax year 2013, this box will default to checked if the *Electronic filing* check box was selected in 2012.

 **Note:** This option applies to tax years 2012 and later.

- **All state returns.** If checked and electronic filing is available for that state, files all applicable returns electronically.
- **All city returns.** If checked and electronic filing is available for the city listed, files the city return electronically.
- **Other returns.** If checked and electronic filing is available for other returns, files those returns electronically.
- **Estimated tax payments.** If checked and electronic filing is available, files the estimates electronically.
- **Federal elections with signatures required.** If checked and electronic filing is available, electronically files federal elections that require signatures.

 **Note:** This option is available for tax years 2011 and greater.

## Printing upon export

- **Suppress printing of taxpayer signature dates.** If checked, suppresses the printing of signature dates on applicable returns for tax years 2012 or greater.
- **Always produce 8879-SO during export.** If checked, Form 8879-SO, State-Only e-file Signature Authorization, will be produced during export. This option may be overridden in Worksheet View > General > Electronic Filing > Print Options or on Interview Form EF-1, Box 62.
- **ERO signature options for Form 8879.** Select one of the following from the drop-down list:
  - Suppress printing (default)
  - Print ERO firm name
  - Print ERO preparer

## eSign options

- **Electronically sign authorization form(s).** Check this box to electronically sign authorization form(s).
- **Enable eSign if state returns do not qualify.** If checked, users will be able to eSign the federal authorization form(s) even when the return contains non-supported states. This feature is available for tax years 2014 and later.

Please refer to Appendix A in the [eSign User Guide](#) for a list of states that support eSign.

## e-file paragraph in letters and filing instructions

**Transmittal/filing instructions paragraph.** Includes the transmittal letter and filing instructions paragraph. Available options are as follows:

- Not applicable (*default*)
- Standard
- Alternate
- Suppress
- No further action
- No further action - return Form 8879

The *No further action* option allows you to indicate in the transmittal letter/filing instructions that the return has been filed electronically and no further contact is necessary.

## Partnership Configuration

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

Unless otherwise noted, all of the following can be overridden on the General > Electronic Filing > General worksheet, or Partnership Interview Form EF-1.

## What to file electronically

**Electronically file federal return and enable electronic filing for selected return types.** If checked, electronic filing is activated for the federal return and selection is enabled for other return types.

- **Extensions.** If checked, all return extensions for the office group are filed electronically. For tax year 2013, this box will default to checked if the *Electronic filing* check box was selected in 2012.



**Note:** This option applies to tax years 2012 and later.

- **All state returns.** If checked and electronic filing is available for that state, files all applicable returns electronically.
- **All city returns.** If checked and electronic filing is available for the city listed, files the city return electronically.
- **Other returns.** If checked and electronic filing is available for other returns, files those returns electronically.
- **Composite returns.** If checked and electronic filing is available for composite return, files those returns electronically
- **Federal elections with signatures required.** If checked and electronic filing is available, electronically files federal elections that require signatures.

## Printing upon export

- **Always produce 8879-SO during export.** If checked, Form 8879-SO, State-Only e-file Signature Authorization, will be produced during export. This option may be overridden in Worksheet View > General > Electronic Filing > Print Options or on Interview Form EF-1, Box 62.
- **ERO signature options for Form 8879.** Select one of the following from the drop-down list:
  - Suppress printing (default)
  - Print ERO firm name
  - Print ERO preparer

## e-file paragraph in letters and filing instructions

**Transmittal/filing instructions paragraph.** Includes the transmittal letter and filing instructions paragraph. The options are as follows:

- Not applicable (*default*)
- Standard
- Alternate
- Suppress
- No further action
- No Further action - return Form 8879-PE/8879-B

The *No further action* option allows you to indicate in the transmittal letter/filing instructions that the return has been filed electronically and no further contact is necessary.

For the text included with the various paragraphs, press **F1** in the applicable box on the worksheet General > Electronic Filing > General, or Interview Form EF-1.

## Other options

- **Create AR 1000CR magnetic file.** Check to create the Arkansas partnership information (AR 1000CR) export file.

## Corporation Configuration

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

Unless otherwise noted, all of the following can be overridden on the General > Electronic Filing > General worksheet, or the Corporation Interview Form EF-1.

## What to file electronically

**Electronically file federal return and enable electronic filing for selected return types.** If checked, electronic filing is activated for the federal return and selection is enabled for other return types.

- **Extensions.** If checked, all return extensions for the office group are filed electronically. For tax year 2013, this box will default to checked if the *Electronic filing* check box was selected in 2012.
- **All state returns.** If checked and electronic filing is available for that state, files all applicable returns electronically.
- **All city returns.** If checked and electronic filing is available for the city listed, files the city return electronically.
- **Other returns.** If checked and electronic filing is available for other returns, files those returns electronically.
- **Estimated tax payments.** If checked and electronic filing is available, files the estimates electronically.
- **Federal elections with signatures required.** If checked and electronic filing is available, electronically files federal elections that require signatures.

 **Note:** This option is available for tax years 2011 and greater.

## Printing upon export

- **Always produce 8879-SO during export.** If checked, Form 8879-SO, State-Only e-file Signature Authorization, will be produced during export. This option may be overridden in Worksheet View > General > Electronic Filing > Print Options or on Interview Form EF-1, Box 62.
- **ERO signature options for Form 8879.** Select one of the following from the drop-down list:
  - Suppress printing (default)
  - Print ERO firm name
  - Print ERO preparer

## e-file paragraph in letters and filing instructions

**Transmittal/filing instructions paragraph.** Includes the transmittal letter and filing instructions paragraph. Available options are as follows:

- Not applicable (*default*)
- Standard
- Alternate
- Suppress
- No further action
- No further action - return Form 8879

The *No further action* option allows you to indicate in the transmittal letter/filing instructions that the return has been filed electronically and no further contact is necessary.

## S Corporation Configuration

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

Unless otherwise noted, all of the following can be overridden on the General > Electronic Filing > General worksheet, or the Corporation Interview Form EF-1.

## What to file electronically

**Electronically file federal return and enable electronic filing for selected return types.** If checked, electronic filing is activated for the federal return and selection is enabled for other return types.

- **Extensions.** If checked, all return extensions for the office group are filed electronically. For tax year 2013, this box will default to checked if the *Electronic filing* check box was selected in 2012.



**Note:** This option applies to tax years 2012 and later.

- **All state returns.** If checked and electronic filing is available for that state, files all applicable returns electronically.

- **All city returns.** If checked and electronic filing is available for the city listed, files the city return electronically.
- **Other returns.** If checked and electronic filing is available for other returns, files those returns electronically.
- **Composite returns.** If checked and electronic filing is available for composite return, files those returns electronically
- **Estimated tax payments.** If checked and electronic filing is available, files the estimates electronically.
- **Federal elections with signatures required.** If checked and electronic filing is available, electronically files federal elections that require signatures.



**Note:** This option is available for tax years 2011 and later.

## Printing upon export

- **Always produce 8879-SO during export.** If checked, Form 8879-SO, State-Only e-file Signature Authorization, will be produced during export. This option may be overridden in Worksheet View > General > Electronic Filing > Print Options or on Interview Form EF-1, Box 62.
- **ERO signature options for Form 8879.** Select one of the following from the drop-down list:
  - Suppress printing (default)
  - Print ERO firm name
  - Print ERO preparer

## e-file paragraph in letters and filing instructions

**Transmittal/filing instructions paragraph.** Includes the transmittal letter and filing instructions paragraph. Available options are as follows:

- Not applicable (*default*)
- Standard
- Alternate
- Suppress
- No further action
- No further action - return Form 8879

The *No further action* option allows you to indicate in the transmittal letter/filing instructions that the return has been filed electronically and no further contact is necessary.

For the text included with the various paragraphs, press **F1** in the applicable box on the worksheet General > Electronic Filing > General, or Interview Form EF-1.

## Other options

- **Create AR 1000CR magnetic file.** Check to create the Arkansas S Corporation information (AR 1000CR) export file.

## Fiduciary Configuration

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

Unless otherwise noted, all of the following can be overridden on the General > Electronic Filing > General worksheet, or Fiduciary Interview Form EF-1.

### What to file electronically

**Electronically file federal return and enable electronic filing for selected return types.** If checked, electronic filing is activated for the federal return and selection is enabled for other return types.

- **Extensions.** If checked, all return extensions for the office group are filed electronically. For tax year 2013, this box will default to checked if the *Electronic filing* check box was selected in 2012.



**Note:** This option applies to tax years 2012 and later.

- **All state returns.** If checked and electronic filing is available for that state, files all applicable returns electronically.
- **Other returns.** If checked and electronic filing is available for other returns, files those returns electronically.
- **Federal elections with signatures required.** If checked and electronic filing is available, electronically files federal elections that require signatures.



**Note:** This option is available for tax years 2011 and greater.

### Printing upon export

- **Always produce 8879-SO during export.** If checked, Form 8879-SO, State-Only e-file Signature Authorization, will be produced during export. This option may be overridden in Worksheet View > General > Electronic Filing > Print Options or on Interview Form EF-1, Box 72.
- **ERO signature options for Form 8879.** Select one of the following from the drop-down list:
  - Suppress printing (default)
  - Print ERO firm name
  - Print ERO preparer

### e-file paragraph in letters and filing instructions

**Transmittal/filing instructions paragraph.** Includes the transmittal letter and filing instruction paragraph. The options are as follows:

- Not applicable (*default*)
- Standard
- Alternate



- Suppress
- No further action
- No further action - return Form 8879

For the text included with the various paragraphs, press **F1** in the applicable box on the worksheet General > Electronic Filing > General, or Interview Form EF-1.

## Employee Benefit Plan Configuration

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

Unless otherwise noted, all of the following can be overridden on the General > Electronic Filing > General worksheet, or the Employee Benefit Plan Interview Form EF-1.

Click the **Employee Benefit Plan** tab of the *Alternative Filing Options* dialog to set the Electronic filing options as follows:

### e-file paragraph in letters and filing instructions

**Transmittal/filing instructions paragraph.** Includes the transmittal letter and filing instructions paragraph. The options are *Standard*, *Alternate*, *Suppress*, and *No further action*.

For the text included with the various paragraphs, press **F1** In Box 40 on Employee Benefit Plan Interview Form EF-1 (General > Electronic Filing Worksheet).

## Exempt Organization Configuration

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

Unless otherwise noted, all of the following can be overridden the General > Electronic Filing > General worksheet, or on Exempt Interview Form EF-1.

Set the following options on the **Exempt** tab of the *Alternative Filing Options* dialog.

### What to file electronically

**Electronically file federal return and enable electronic filing for selected return types.** If checked, electronic filing is activated for the federal return and selection is enabled for other return types.

- **Extensions.** If checked, all return extensions for the office group are filed electronically. For tax year 2013, this box will default to checked if the *Electronic filing* check box was selected in 2012.



**Note:** This option applies to tax years 2012 and later.

- **All state returns.** If checked and electronic filing is available for that state, files all applicable returns electronically.
- **Estimated tax payments.** If checked and electronic filing is available, files the estimates electronically.

- **Federal elections with signatures required.** If checked and electronic filing is available, electronically files federal elections that require signatures.

## Printing upon export

- **Always produce 8879-SO during export.** If checked, Form 8879-SO, State-Only e-file Signature Authorization, will be produced during export. This option may be overridden in Worksheet View > General > Electronic Filing > Print Options or on Interview Form EF-1, Box 62.
- **ERO signature options for Form 8879.** Select one of the following from the drop-down list:
  - Suppress printing (default)
  - Print ERO firm name
  - Print ERO preparer

## e-file paragraph in letters and filing instructions

**Transmittal/filing instructions paragraph.** Includes the transmittal letter and filing instructions paragraph. The options are as follows:

- Not applicable (*default*)
- Standard
- Alternate
- Suppress
- No further action
- No further action - send 8879-EO

The *No further action* option allows you to indicate in the transmittal letter/filing instructions that the return has been filed electronically and no further contact is necessary.

For the text included with the various paragraphs, press **F1** in the applicable box on the worksheet General > Electronic Filing > General, or Interview Form EF-1.

## Configure Tax Preparation: Electronic Filing Notifications

(Office Manager > Configure Applications > Tax Preparation > Electronic Filing Notifications)

Select the appropriate tab to configure the electronic filing notifications for a specific product.

### Electronic Filing Notifications - Individual Tab

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

Electronic Filing Notifications

Fiduciary | Employee Benefit Plan | Exempt  
Individual | Partnership | Corporation | S Corporation

Electronic filing notifications

Electronic filing notification to client option:  
Send no notifications to tax clients

Electronic filing notification to preparer option:  
Send no notifications to preparers

Electronic filing rejection notification to preparer option:  
Send no notifications

Electronic filing stopped notification to preparer option:  
Send no notifications

Electronic filing returns due to expire notification to preparer option:  
Send no notifications

Number of days before expiration:

Send notification to preparer when 8879 has not been received

Number of days after 'Ready to Release':

Notification options:

Send e-mail notification to e-mail address below in lieu of preparer

E-mail address:

Select the type of notification to be received:

Return  Extensions

Select the taxing authority you want to receive notifications for:

Federal  State/Cities  FBAR

Note: E-mail notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.

OK Cancel Help

### Electronic Filing Notification

Postcard notifications are priced according to the latest Pricing Catalog. A postcard for each taxing authority is mailed, for example, if you have a return for federal and four states, five postcards will be sent and charged for.

E-mail notifications are free of charge. E-mailed notifications for individual clients will contain more information from Form 9325, such as how to check on the status of the refund. Therefore, your clients will have fewer questions for you concerning their electronically filed returns.

When you choose to notify your clients by e-mail, you authorize CCH to act on your behalf and send e-mail notifications of IRS acceptance directly to your tax clients. Your company's e-mail will be listed in the "From" address so that if your client has a question, they can respond to you directly.

 **Notes:**

- For the taxing authorities that only support insource acknowledgments, we cannot supply a postcard or email acknowledgment of acceptance.
- The first two options are only applicable for acceptance notifications.

### Electronic filing notification to client option

Choose from the available filing options:

- Notify all clients by e-mail (default)
- Notify all clients by postcard
- Notify clients by postcard only if the e-mail address has not been input
- Send no notification to tax clients

### Electronic filing notification to preparer option

Choose from one of the following options:

- Send no notifications to preparers (default)
- Notify all preparers by e-mail
- Notify all preparers by postcard

### Electronic filing rejection notification to preparer option

Choose from one of the following options:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

### Electronic filing stopped notification to preparer option

Select one of the following for preparers to receive notifications when returns or extensions are stopped by the Tax system:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

 **Note:** This option applies to tax years 2017 and higher.

### Electronic filing returns due to expire notification to preparer option

Some states require you to install the latest version of the Tax software within ten business days of the deployment of the next release. When a software release contains an update for a participating state, that state will not accept returns that are transmitted after the ten business day limit. In this case, you must install the latest version, recalculate, and retransmit.

Select one of the following for preparers to receive notifications when returns are nearing expiration due to the ten day limit:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

 **Notes:**

- This option applies to tax years 2018 and higher.
- State returns that are not affected by the latest software update are not subject to expiration.
- You are unable to upload participating state returns that have expired to the Electronic Filing Status System. In this case, you will be prompted to install the latest Tax software.
- For a list of participating states, go to our [Knowledge Base](#) and search for *Which states require 10 Business Day Rule for electronic filing?*

### Send notification to preparer when 8879 has not been received

Check the box and enter the appropriate address in the E-mail address field located below. If Form 8879 has not been received within the number of days specified below, an e-mail will be sent to the preparer. The e-mail is sent to the preparer designated in the return, or you can enter an alternate e-mail address in the field **E-mail address**.

#### Number of days after "Ready to Release"

This field is activated if *Send notification to preparer when 8879 has not been received* is selected. An e-mail will be sent to the preparer if Form 8879 has not been received within the number of days entered here. The default number of days is 3.

### Send e-mail notification to e-mail address below in lieu of preparer

Check this box and enter an e-mail address in *E-mail address* to send the notification to an alternate address. This box is active only if you selected *Notify all preparers by e-mail*.

**E-mail address.** This field is enabled and you can enter an e-mail address when you have made either of these selections:

- If *Notify all preparers by e-mail* has been selected in the *Electronic filing notification to preparer option*, and you have selected *Send e-mail notification to e-mail address below in lieu of preparer*, an e-mail address is required here.
- If *Send notification to preparer when 8879 has not been received* has been selected, you can enter an e-mail address for the notification. For this selection, the notification goes to the preparer's e-mail address as designated in the return if this field is left blank.

 **Note:** If a notification option is selected and the type of notification and taxing authority are not selected in the boxes below the e-mail address, the system will automatically select *Return* for type and *Federal* for taxing authority.

## Select the type of notification to be received

If a notification to a client or preparer has been selected, the checkboxes for Return and Extensions are enabled. Select one or both.

## Select the taxing authority you want to receive notifications for

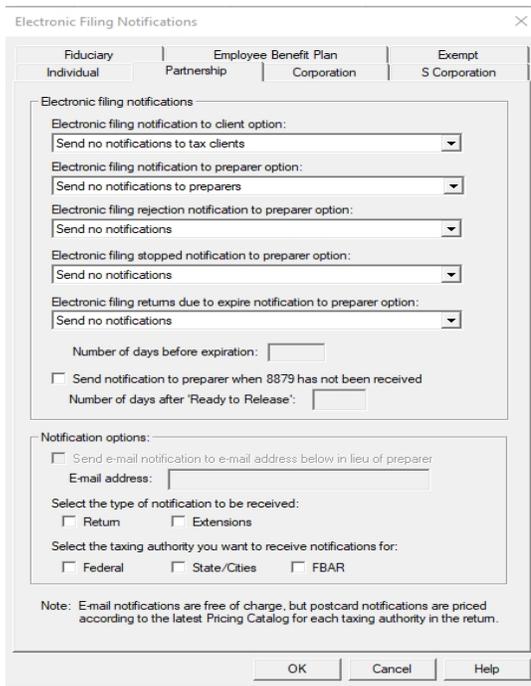
If a notification to a client or preparer has been selected, the checkboxes for Federal and State/Cities are enabled. Select one or both.

Checkboxes for Federal, State/Cities and Report of Foreign Bank and Financial Accounts (FBAR) are available for selection. Any combination may be checked, or only one, if preferred.

 **Note:** The Report of Foreign Bank and Financial Accounts (FBAR) is available for tax years 2014 and higher.

## Electronic Filing Notifications - Partnership Tab

To override these options for a specific return, see **Help > Help Topics** or press **F1**.



The screenshot shows the "Electronic Filing Notifications" dialog box with the "Partnership" tab selected. The dialog is divided into several sections:

- Electronic filing notifications:** Contains five dropdown menus for client and preparer notifications, all set to "Send no notifications".
- Number of days before expiration:** A text input field.
- Send notification to preparer when 8879 has not been received:** A checkbox that is unchecked.
- Number of days after 'Ready to Release':** A text input field.
- Notification options:** Contains a checkbox for "Send e-mail notification to e-mail address below in lieu of preparer" (unchecked), an "E-mail address:" text input field, and checkboxes for "Return" and "Extensions" (both unchecked).
- Select the taxing authority you want to receive notifications for:** Contains checkboxes for "Federal", "State/Cities", and "FBAR" (all unchecked).

A note at the bottom states: "Note: E-mail notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return." Buttons for "OK", "Cancel", and "Help" are at the bottom.

## Electronic Filing Notification

Postcard notifications are priced according to the latest Pricing Catalog. A postcard for each taxing authority is mailed, for example, if you have a return for federal and four states, five postcards will be sent and charged for.

E-mail notifications are free of charge. When you choose to notify your clients by e-mail, you authorize CCH to act on your behalf and send e-mail notifications of IRS acceptance directly to your tax clients. Your company's e-mail will be listed in the "From" address so that if your client has a question, they can respond to you directly.

 **Notes:**

- For the taxing authorities that only support insource acknowledgments, we cannot supply a postcard or email acknowledgment of acceptance.
- The first two options are only applicable for acceptance notifications.

### Electronic filing notification to client option

Choose from the available filing options:

- Notify all clients by e-mail (default)
- Notify all clients by postcard
- Notify clients by postcard only if the e-mail address has not been input
- Send no notification to tax clients

### Electronic filing notification to preparer option

Choose from one of the following options:

- Send no notifications to preparers (default)
- Notify all preparers by e-mail
- Notify all preparers by postcard

### Electronic filing rejection notification to preparer option

Choose from one of the following options:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

### Electronic filing stopped notification to preparer option

Select one of the following for preparers to receive notifications when returns or extensions are stopped by the Tax system:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

 **Note:** This option applies to tax years 2017 and higher.

### Electronic filing returns due to expire notification to preparer option

Some states require you to install the latest version of the Tax software within ten business days of the deployment of the next release. When a software release contains an update for a participating state, that state will not accept returns that are transmitted after the ten business day limit. In this case, you must install the latest version, recalculate, and retransmit.

Select one of the following for preparers to receive notifications when returns are nearing expiration due to the ten day limit:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

 **Notes:**

- This option applies to tax years 2018 and higher.
- State returns that are not affected by the latest software update are not subject to expiration.
- You are unable to upload participating state returns that have expired to the Electronic Filing Status System. In this case, you will be prompted to install the latest Tax software.
- For a list of participating states, go to our [Knowledge Base](#) and search for *Which states require 10 Business Day Rule for electronic filing?*

### Send notification to preparer when 8879 has not been received

Check the box and enter the appropriate address in the E-mail address field located below. If Form 8879 has not been received within the number of days specified below, an e-mail will be sent to the preparer. The e-mail is sent to the preparer designated in the return, or you can enter an alternate e-mail address in the field **E-mail address**.

#### Number of days after "Ready to Release"

This field is activated if *Send notification to preparer when 8879 has not been received* is selected. An e-mail will be sent to the preparer if Form 8879 has not been received within the number of days entered here. The default number of days is 3.

#### Send e-mail notification to e-mail address below in lieu of preparer

Check this box and enter an e-mail address in *E-mail address* to send the notification to an alternate address. This box is active only if you selected *Notify all preparers by e-mail*.

**E-mail address.** This field is enabled and you can enter an e-mail address when you have made either of these selections:

- If *Notify all preparers by e-mail* has been selected in the *Electronic filing notification to preparer option*, and you have selected *Send e-mail notification to e-mail address below in lieu of preparer*, an e-mail address is required here.
- If *Send notification to preparer when 8879 has not been received* has been selected, you can enter an e-mail address for the notification. For this selection, the notification goes to the preparer's e-mail address as designated in the return if this field is left blank.

 **Note:** If a notification option is selected and the type of notification and taxing authority are not selected in the boxes below the e-mail address, the system will automatically select *Return* for type and *Federal* for taxing authority.



## Select the type of notification to be received

If a notification to a client or preparer has been selected, the checkboxes for Return and Extensions are enabled. Select one or both.

## Select the taxing authority you want to receive notifications for

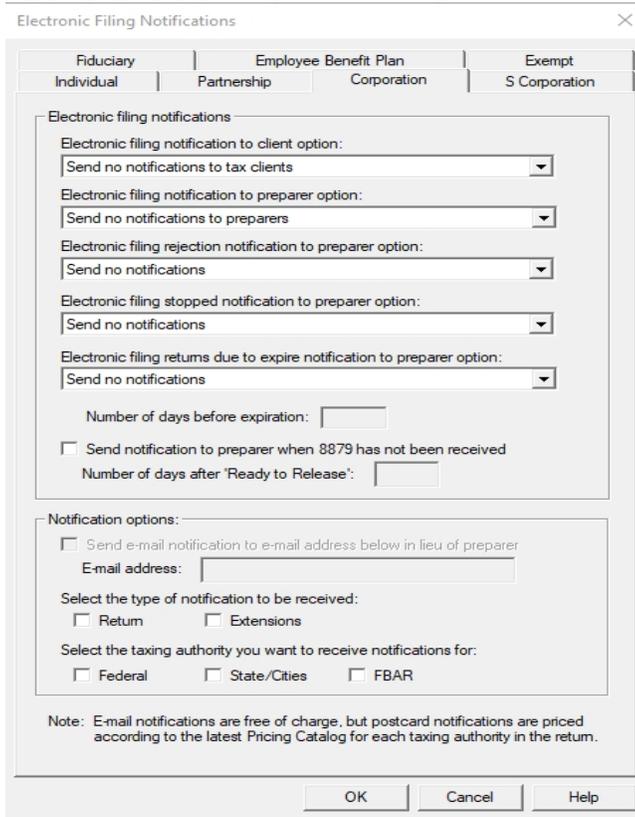
If a notification to a client or preparer has been selected, the checkboxes for Federal and State/Cities are enabled. Select one or both.

Checkboxes for Federal, State/Cities and Report of Foreign Bank and Financial Accounts (FBAR) are available for selection. Any combination may be checked, or only one, if preferred.

 **Note:** The Report of Foreign Bank and Financial Accounts (FBAR) is available for tax years 2014 and higher.

## Electronic Filing Notifications - Corporation Tab

To override these options for a specific return, see **Help > Help Topics** or press **F1**.



The screenshot shows the "Electronic Filing Notifications" dialog box with the "Corporation" tab selected. The dialog is divided into several sections:

- Electronic filing notifications:** Contains five dropdown menus for selecting notification options: "Electronic filing notification to client option:", "Electronic filing notification to preparer option:", "Electronic filing rejection notification to preparer option:", "Electronic filing stopped notification to preparer option:", and "Electronic filing returns due to expire notification to preparer option:". Each dropdown currently shows "Send no notifications". Below these is a text input field for "Number of days before expiration:" and a checkbox for "Send notification to preparer when 8879 has not been received" with another text input field for "Number of days after 'Ready to Release:'".
- Notification options:** Contains a checkbox for "Send e-mail notification to e-mail address below in lieu of preparer" with an "E-mail address:" text input field. Below this are two sections of checkboxes: "Select the type of notification to be received:" with "Return" and "Extensions" options, and "Select the taxing authority you want to receive notifications for:" with "Federal", "State/Cities", and "FBAR" options.
- Note:** A small text note at the bottom states: "Note: E-mail notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return."

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

## Electronic Filing Notification

Postcard notifications are priced according to the latest Pricing Catalog. A postcard for each taxing authority is mailed, for example, if you have a return for federal and four states, five postcards will be sent and charged for.

E-mail notifications are free of charge. When you choose to notify your clients by e-mail, you authorize CCH to act on your behalf and send e-mail notifications of IRS acceptance directly to your tax clients. Your company's e-mail will be listed in the "From" address so that if your client has a question, they can respond to you directly.

 **Notes:**

- For the taxing authorities that only support insource acknowledgments, we cannot supply a postcard or email acknowledgment of acceptance.
- The first two options are only applicable for acceptance notifications.

### Electronic filing notification to client option

Choose from the available filing options:

- Notify all clients by e-mail (default)
- Notify all clients by postcard
- Notify clients by postcard only if the e-mail address has not been input
- Send no notification to tax clients

### Electronic filing notification to preparer option

Choose from one of the following options:

- Send no notifications to preparers (default)
- Notify all preparers by e-mail
- Notify all preparers by postcard

### Electronic filing rejection notification to preparer option

Choose from one of the following options:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

### Electronic filing stopped notification to preparer option

Select one of the following for preparers to receive notifications when returns or extensions are stopped by the Tax system:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

 **Note:** This option applies to tax years 2017 and higher.

## Electronic filing returns due to expire notification to preparer option

Some states require you to install the latest version of the Tax software within ten business days of the deployment of the next release. When a software release contains an update for a participating state, that state will not accept returns that are transmitted after the ten business day limit. In this case, you must install the latest version, recalculate, and retransmit.

Select one of the following for preparers to receive notifications when returns are nearing expiration due to the ten day limit:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

### Notes:

- This option applies to tax years 2018 and higher.
- State returns that are not affected by the latest software update are not subject to expiration.
- You are unable to upload participating state returns that have expired to the Electronic Filing Status System. In this case, you will be prompted to install the latest Tax software.
- For a list of participating states, go to our [Knowledge Base](#) and search for *Which states require 10 Business Day Rule for electronic filing?*

## Send notification to preparer when 8879 has not been received

Check the box and enter the appropriate address in the E-mail address field located below. If Form 8879 has not been received within the number of days specified below, an e-mail will be sent to the preparer. The e-mail is sent to the preparer designated in the return, or you can enter an alternate e-mail address in the field **E-mail address**.

### Number of days after "Ready to Release"

This field is activated if *Send notification to preparer when 8879 has not been received* is selected. An e-mail will be sent to the preparer if Form 8879 has not been received within the number of days entered here. The default number of days is 3.

## Send e-mail notification to e-mail address below in lieu of preparer

Check this box and enter an e-mail address in *E-mail address* to send the notification to an alternate address. This box is active only if you selected *Notify all preparers by e-mail*.

**E-mail address.** This field is enabled and you can enter an e-mail address when you have made either of these selections:

- If *Notify all preparers by e-mail* has been selected in the *Electronic filing notification to preparer option*, and you have selected *Send e-mail notification to e-mail address below in lieu of preparer*, an e-mail address is required here.
- If *Send notification to preparer when 8879 has not been received* has been selected, you can

enter an e-mail address for the notification. For this selection, the notification goes to the preparer's e-mail address as designated in the return if this field is left blank.

 **Note:** If a notification option is selected and the type of notification and taxing authority are not selected in the boxes below the e-mail address, the system will automatically select *Return* for type and *Federal* for taxing authority.

### Select the type of notification to be received

If a notification to a client or preparer has been selected, the checkboxes for Return and Extensions are enabled. Select one or both.

### Select the taxing authority you want to receive notifications for

If a notification to a client or preparer has been selected, the checkboxes for Federal and State/Cities are enabled. Select one or both.

Checkboxes for Federal, State/Cities and Report of Foreign Bank and Financial Accounts (FBAR) are available for selection. Any combination may be checked, or only one, if preferred.

 **Note:** The Report of Foreign Bank and Financial Accounts (FBAR) is available for tax years 2014 and higher.

## Electronic Filing Notifications - S Corporation Tab

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

### Electronic Filing Notification

Postcard notifications are priced according to the latest Pricing Catalog. A postcard for each taxing authority is mailed, for example, if you have a return for federal and four states, five postcards will be sent and charged for.

E-mail notifications are free of charge. When you choose to notify your clients by e-mail, you authorize CCH to act on your behalf and send e-mail notifications of IRS acceptance directly to your tax clients. Your company's e-mail will be listed in the "From" address so that if your client has a question, they can respond to you directly.

### **Notes:**

- For the taxing authorities that only support insource acknowledgments, we cannot supply a postcard or email acknowledgment of acceptance.
- The first two options are only applicable for acceptance notifications.

Electronic Filing Notifications

Fiduciary	Employee Benefit Plan		Exempt
Individual	Partnership	Corporation	S Corporation

Electronic filing notifications

Electronic filing notification to client option:

Electronic filing notification to preparer option:

Electronic filing rejection notification to preparer option:

Electronic filing stopped notification to preparer option:

Electronic filing returns due to expire notification to preparer option:

Number of days before expiration:

Send notification to preparer when 8879 has not been received  
 Number of days after 'Ready to Release':

Notification options:

Send e-mail notification to e-mail address below in lieu of preparer  
 E-mail address:

Select the type of notification to be received:  
 Return     Extensions

Select the taxing authority you want to receive notifications for:  
 Federal     State/Cities     FBAR

Note: E-mail notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.

OK    Cancel    Help

### Electronic filing notification to client option

Choose from the available filing options:

- Notify all clients by e-mail (default)
- Notify all clients by postcard
- Notify clients by postcard only if the e-mail address has not been input
- Send no notification to tax clients

### Electronic filing notification to preparer option

Choose from one of the following options:

- Send no notifications to preparers (default)
- Notify all preparers by e-mail
- Notify all preparers by postcard

### Electronic filing rejection notification to preparer option

Choose from one of the following options:

- Send no notifications (default)
- Send e-mail to preparer

- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

### Electronic filing stopped notification to preparer option

Select one of the following for preparers to receive notifications when returns or extensions are stopped by the Tax system:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

 **Note:** This option applies to tax years 2017 and higher.

### Electronic filing returns due to expire notification to preparer option

Some states require you to install the latest version of the Tax software within ten business days of the deployment of the next release. When a software release contains an update for a participating state, that state will not accept returns that are transmitted after the ten business day limit. In this case, you must install the latest version, recalculate, and retransmit.

Select one of the following for preparers to receive notifications when returns are nearing expiration due to the ten day limit:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

 **Notes:**

- This option applies to tax years 2018 and higher.
- State returns that are not affected by the latest software update are not subject to expiration.
- You are unable to upload participating state returns that have expired to the Electronic Filing Status System. In this case, you will be prompted to install the latest Tax software.
- For a list of participating states, go to our [Knowledge Base](#) and search for *Which states require 10 Business Day Rule for electronic filing?*

### Send notification to preparer when 8879 has not been received

Check the box and enter the appropriate address in the E-mail address field located below. If Form 8879 has not been received within the number of days specified below, an e-mail will be sent to the preparer. The e-mail is sent to the preparer designated in the return, or you can enter an alternate e-mail address in the field **E-mail address**.

### Number of days after "Ready to Release"

This field is activated if *Send notification to preparer when 8879 has not been received* is selected. An e-mail will be sent to the preparer if Form 8879 has not been received within the number of days entered here. The default number of days is 3.

### Send e-mail notification to e-mail address below in lieu of preparer

Check this box and enter an e-mail address in *E-mail address* to send the notification to an alternate address. This box is active only if you selected *Notify all preparers by e-mail*.

**E-mail address.** This field is enabled and you can enter an e-mail address when you have made either of these selections:

- If *Notify all preparers by e-mail* has been selected in the *Electronic filing notification to preparer option*, and you have selected *Send e-mail notification to e-mail address below in lieu of preparer*, an e-mail address is required here.
- If *Send notification to preparer when 8879 has not been received* has been selected, you can enter an e-mail address for the notification. For this selection, the notification goes to the preparer's e-mail address as designated in the return if this field is left blank.

 **Note:** If a notification option is selected and the type of notification and taxing authority are not selected in the boxes below the e-mail address, the system will automatically select *Return* for type and *Federal* for taxing authority.

### Select the type of notification to be received

If a notification to a client or preparer has been selected, the checkboxes for Return and Extensions are is enabled. Select one or both.

### Select the taxing authority you want to receive notifications for

If a notification to a client or preparer has been selected, the checkboxes for Federal and State/Cities are is enabled. Select one or both.

Checkboxes for Federal, State/Cities and Report of Foreign Bank and Financial Accounts (FBAR) are available for selection. Any combination may be checked, or only one, if preferred.

 **Note:** The Report of Foreign Bank and Financial Accounts (FBAR) is available for tax years 2014 and higher.

## Electronic Filing Notifications - Fiduciary Tab

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

The screenshot shows the 'Electronic Filing Notifications' dialog box with the 'Fiduciary' tab selected. The dialog has a title bar with a close button (X). Below the title bar are five tabs: 'Individual', 'Partnership', 'Corporation', 'S Corporation', and 'Fiduciary'. The 'Fiduciary' tab is active, and below it is another sub-tab 'Employee Benefit Plan'. The main area contains several sections:

- Electronic filing notifications:** Five dropdown menus, all set to 'Send no notifications'.
  - Electronic filing notification to client option:
  - Electronic filing notification to preparer option:
  - Electronic filing rejection notification to preparer option:
  - Electronic filing stopped notification to preparer option:
  - Electronic filing returns due to expire notification to preparer option:
- Number of days before expiration: [ ]
- Send notification to preparer when 8879 has not been received
- Number of days after 'Ready to Release': [ ]
- Notification options:**
  - Send e-mail notification to e-mail address below in lieu of preparer
  - E-mail address: [ ]
  - Select the type of notification to be received:
    - Return
    - Extensions
  - Select the taxing authority you want to receive notifications for:
    - Federal
    - State/Cities
    - FBAR
- Note: E-mail notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.

At the bottom are three buttons: 'OK', 'Cancel', and 'Help'.

### Electronic Filing Notification

Postcard notifications are priced according to the latest Pricing Catalog. A postcard for each taxing authority is mailed, for example, if you have a return for federal and four states, five postcards will be sent and charged for.

E-mail notifications are free of charge. When you choose to notify your clients by e-mail, you authorize CCH to act on your behalf and send e-mail notifications of IRS acceptance directly to your tax clients. Your company's e-mail will be listed in the "From" address so that if your client has a question, they can respond to you directly.

#### Notes:

- For the taxing authorities that only support insource acknowledgments, we cannot supply a postcard or email acknowledgment of acceptance.
- The first two options are only applicable for acceptance notifications.



### Electronic filing notification to client option

Choose from the available filing options:

- Notify all clients by e-mail (default)
- Notify all clients by postcard
- Notify clients by postcard only if the e-mail address has not been input
- Send no notification to tax clients

### Electronic filing notification to preparer option

Choose from one of the following options:

- Send no notifications to preparers (default)
- Notify all preparers by e-mail
- Notify all preparers by postcard

### Electronic filing rejection notification to preparer option

Choose from one of the following options:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

### Electronic filing stopped notification to preparer option

Select one of the following for preparers to receive notifications when returns or extensions are stopped by the Tax system:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

 **Note:** This option applies to tax years 2017 and higher.

### Electronic filing returns due to expire notification to preparer option

Some states require you to install the latest version of the Tax software within ten business days of the deployment of the next release. When a software release contains an update for a participating state, that state will not accept returns that are transmitted after the ten business day limit. In this case, you must install the latest version, recalculate, and retransmit.

Select one of the following for preparers to receive notifications when returns are nearing expiration due to the ten day limit:

- Send no notifications (default)
- Send e-mail to preparer

- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

#### **Notes:**

- This option applies to tax years 2018 and higher.
- State returns that are not affected by the latest software update are not subject to expiration.
- You are unable to upload participating state returns that have expired to the Electronic Filing Status System. In this case, you will be prompted to install the latest Tax software.
- For a list of participating states, go to our [Knowledge Base](#) and search for *Which states require 10 Business Day Rule for electronic filing?*

#### **Send notification to preparer when 8879 has not been received**

Check the box and enter the appropriate address in the E-mail address field located below. If Form 8879 has not been received within the number of days specified below, an e-mail will be sent to the preparer. The e-mail is sent to the preparer designated in the return, or you can enter an alternate e-mail address in the field **E-mail address**.

#### **Number of days after "Ready to Release"**

This field is activated if *Send notification to preparer when 8879 has not been received* is selected. An e-mail will be sent to the preparer if Form 8879 has not been received within the number of days entered here. The default number of days is 3.

#### **Send e-mail notification to e-mail address below in lieu of preparer**

Check this box and enter an e-mail address in *E-mail address* to send the notification to an alternate address. This box is active only if you selected *Notify all preparers by e-mail*.

**E-mail address.** This field is enabled and you can enter an e-mail address when you have made either of these selections:

- If *Notify all preparers by e-mail* has been selected in the *Electronic filing notification to preparer option*, and you have selected *Send e-mail notification to e-mail address below in lieu of preparer*, an e-mail address is required here.
- If *Send notification to preparer when 8879 has not been received* has been selected, you can enter an e-mail address for the notification. For this selection, the notification goes to the preparer's e-mail address as designated in the return if this field is left blank.

 **Note:** If a notification option is selected and the type of notification and taxing authority are not selected in the boxes below the e-mail address, the system will automatically select *Return* for type and *Federal* for taxing authority.

#### **Select the type of notification to be received**

If a notification to a client or preparer has been selected, the checkboxes for Return and Extensions are enabled. Select one or both.

## Select the taxing authority you want to receive notifications for

If a notification to a client or preparer has been selected, the checkboxes for Federal and State/Cities are enabled. Select one or both.

Checkboxes for Federal, State/Cities and Report of Foreign Bank and Financial Accounts (FBAR) are available for selection. Any combination may be checked, or only one, if preferred.

 **Note:** The Report of Foreign Bank and Financial Accounts (FBAR) is available for tax years 2014 and higher.

## Electronic Filing Notifications - Employee Benefit Plan Tab

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

### Electronic Filing Notification

Postcard notifications are priced according to the latest Pricing Catalog. A postcard for each taxing authority is mailed, for example, if you have a return for federal and four states, five postcards will be sent and charged for.

E-mail notifications are free of charge. When you choose to notify your clients by e-mail, you authorize CCH to act on your behalf and send e-mail notifications of IRS acceptance directly to your tax clients. Your company's e-mail will be listed in the "From" address so that if your client has a question, they can respond to you directly.

### Notes:

- For the taxing authorities that only support insource acknowledgments, we cannot supply a postcard or email acknowledgment of acceptance.
- The first two options are only applicable for acceptance notifications.

### Electronic filing notification to client option

Choose from the available filing options:

- Notify all clients by e-mail (default)
- Notify all clients by postcard
- Notify clients by postcard only if the e-mail address has not been input
- Send no notification to tax clients

### Electronic filing notification to preparer option

Choose from one of the following options:

- Notify all preparers by e-mail (default)
- Notify all preparers by postcard
- Send no notifications to preparer

### Electronic filing rejection notification to preparer option

Choose from one of the following options:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

### Electronic filing stopped notification to preparer option

Select one of the following for preparers to receive notifications when returns or extensions are stopped by the Tax system:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

 **Note:** This option applies to tax years 2017 and higher.

### Notification options

#### Send e-mail notification to e-mail address below in lieu of preparer

Check this box and enter an e-mail address in *E-mail address* to send the notification to an alternate address. This box is active only if you selected *Notify all preparers by e-mail*.

**E-mail address.** This field is enabled and you can enter an e-mail address when you have made this selection:

- If *Notify all preparers by e-mail* has been selected in the *Electronic filing notification to preparer option*, and you have selected *Send e-mail notification to e-mail address below in lieu of preparer*, an e-mail address is required here.

 **Note:** If a notification option is selected and the type of notification and taxing authority are not selected in the boxes below the e-mail address, the system will automatically select *Return* for type and *Federal* for taxing authority.

#### Select the type of notification to be received

If a notification to a client or preparer has been selected, the checkbox for Return is enabled.

#### Select the taxing authority you want to receive notifications for

If a notification to a client or preparer has been selected, the checkbox for Federal is enabled.

## Electronic Filing Notifications - Exempt Organization Tab

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

The screenshot shows a dialog box titled "Electronic Filing Notifications" with a close button (X) in the top right corner. The dialog has a tabbed interface with the following tabs: Individual, Partnership, Corporation, S Corporation, Fiduciary, Employee Benefit Plan, and Exempt. The "Exempt" tab is currently selected. The main content area is divided into two sections: "Electronic filing notifications" and "Notification options".

**Electronic filing notifications:**

- Electronic filing notification to client option: Send no notifications to tax clients
- Electronic filing notification to preparer option: Send no notifications to preparers
- Electronic filing rejection notification to preparer option: Send no notifications
- Electronic filing stopped notification to preparer option: Send no notifications
- Electronic filing returns due to expire notification to preparer option: Send no notifications
- Number of days before expiration: [ ]
- Send notification to preparer when 8879 has not been received
- Number of days after 'Ready to Release': [ ]

**Notification options:**

- Send e-mail notification to e-mail address below in lieu of preparer
- E-mail address: [ ]
- Select the type of notification to be received:
  - Return
  - Extensions
- Select the taxing authority you want to receive notifications for:
  - Federal
  - State/Cities
  - FBAR

Note: E-mail notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.

Buttons: OK, Cancel, Help

### Electronic Filing Notification

Postcard notifications are priced according to the latest Pricing Catalog. A postcard for each taxing authority is mailed, for example, if you have a return for federal and four states, five postcards will be sent and charged for.

E-mail notifications are free of charge. When you choose to notify your clients by e-mail, you authorize CCH to act on your behalf and send e-mail notifications of IRS acceptance directly to your tax clients. Your company's e-mail will be listed in the "From" address so that if your client has a question, they can respond to you directly.

 **Notes:**

- For the taxing authorities that only support insource acknowledgments, we cannot supply a postcard or email acknowledgment of acceptance.
- The first two options are only applicable for acceptance notifications.

### **Electronic filing notification to client option**

Choose from the available filing options:

- Notify all clients by e-mail (default)
- Notify all clients by postcard
- Notify clients by postcard only if the e-mail address has not been input
- Send no notification to tax clients

### **Electronic filing notification to preparer option**

Choose from one of the following options:

- Send no notifications to preparers (default)
- Notify all preparers by e-mail
- Notify all preparers by postcard

### **Electronic filing rejection notification to preparer option**

Choose from one of the following options:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

### **Electronic filing stopped notification to preparer option**

Select one of the following for preparers to receive notifications when returns or extensions are stopped by the Tax system:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

 **Note:** This option applies to tax years 2017 and higher.

### **Electronic filing returns due to expire notification to preparer option**

Some states require you to install the latest version of the Tax software within ten business days of the deployment of the next release. When a software release contains an update for a participating state, that state will not accept returns that are transmitted after the ten business day limit. In this case, you must install the latest version, recalculate, and retransmit.

Select one of the following for preparers to receive notifications when returns are nearing expiration due to the ten day limit:

- Send no notifications (default)
- Send e-mail to preparer
- Send e-mail to alternate preparer e-mail address
- Send e-mail to both preparer and alternate

 **Notes:**

- This option applies to tax years 2018 and higher.
- State returns that are not affected by the latest software update are not subject to expiration.
- You are unable to upload participating state returns that have expired to the Electronic Filing Status System. In this case, you will be prompted to install the latest Tax software.
- For a list of participating states, go to our [Knowledge Base](#) and search for *Which states require 10 Business Day Rule for electronic filing?*

### Send notification to preparer when 8879 has not been received

Check the box and enter the appropriate address in the E-mail address field located below. If Form 8879 has not been received within the number of days specified below, an e-mail will be sent to the preparer. The e-mail is sent to the preparer designated in the return, or you can enter an alternate e-mail address in the field **E-mail address**.

#### Number of days after "Ready to Release"

This field is activated if *Send notification to preparer when 8879 has not been received* is selected. An e-mail will be sent to the preparer if Form 8879 has not been received within the number of days entered here. The default number of days is 3.

### Send e-mail notification to e-mail address below in lieu of preparer

Check this box and enter an e-mail address in *E-mail address* to send the notification to an alternate address. This box is active only if you selected *Notify all preparers by e-mail*.

**E-mail address.** This field is enabled and you can enter an e-mail address when you have made either of these selections:

- If *Notify all preparers by e-mail* has been selected in the *Electronic filing notification to preparer option*, and you have selected *Send e-mail notification to e-mail address below in lieu of preparer*, an e-mail address is required here.
- If *Send notification to preparer when 8879 has not been received* has been selected, you can enter an e-mail address for the notification. For this selection, the notification goes to the preparer's e-mail address as designated in the return if this field is left blank.

 **Note:** If a notification option is selected and the type of notification and taxing authority are not selected in the boxes below the e-mail address, the system will automatically select *Return* for type and *Federal* for taxing authority.

### Select the type of notification to be received

If a notification to a client or preparer has been selected, the checkboxes for Return and Extensions are enabled. Select one or both.

### Select the taxing authority you want to receive notifications for

If a notification to a client or preparer has been selected, the checkboxes for Federal and State/Cities are enabled. Select one or both.

Checkboxes for Federal, State/Cities and Report of Foreign Bank and Financial Accounts (FBAR) are available for selection. Any combination may be checked, or only one, if preferred.

 **Note:** The Report of Foreign Bank and Financial Accounts (FBAR) is available for tax years 2014 and higher.

## Configuring Tax Preparation: Miscellaneous Options

(Office Manager > Configure Applications > Tax Preparation > Miscellaneous Options)

Use the *Miscellaneous Options* dialog to set miscellaneous data entry options that specify the type of information to print in your clients' returns.

### General options

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

- **Attach K-1 instructions.** (Only Partnership, Fiduciary, and S Corporation systems)  
Forms 1065, 1041, and 1120S instructions require each partner/shareholder be given a set of instructions for Schedule K-1.  
If checked, attaches K-1 instructions for each Schedule K-1 for all returns processed.
- **Leave foreign bank account question blank.** If checked, leaves the foreign bank account question blank. This question appears on Schedule B in a 1040 return or page 2 of the Federal 1041 in a 1041 return.
- **Use beneficiary/partner/shareholder name instead of number on Schedule K-1.** If checked, you will be able to override the corresponding field on a per return basis in Worksheet view (General > Return Options > Processing Options) and Interview Form 2, Box 98 for 1120S; Interview Form 4, Box 73 for 1041; and Interview Form 2, Box 82 for 1065.
- **Automatically carry extension payment amount to the return.** If checked, extension payment amount will automatically carry to the return.



### Notes:

- This option applies to tax years 2016 and higher.
- Options applies to the following returns types:
  - Individual
  - Partnership
  - Corporation
  - S Corporation
  - Fiduciary
  - Exempt Organization
- **Taxing authority authorized to discuss return with preparer.** Select from the drop-down list: *Leave these boxes blank, No, or Yes.*
- **Default for 1099-B.** Select the default you want to use for this office group: *1099-B basis not reported to the IRS(Default), 1099-B basis reported to the IRS, 1099-B not received, or 1099-B basis reported to the IRS and reported on Sch D.*

### Estimated tax

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

- **Round estimate payments up to next \$10 per voucher.** If checked, eliminates odd dollar amounts by rounding estimate payments up to the next \$10 per voucher.
- **Overpayment to estimates.** Determines the method of applying an overpayment to estimated tax. Use the drop-down list to select the appropriate method.
- **Form 2210/2220 preparation.** Determines the processing you want for Form 2210. The Form 2210, Underpayment of Estimated Tax, printing option can also be entered on Individual Interview Form 4 (General > Return Options > Form Printing Options Worksheet) and Fiduciary Interview Form 5. For Corporation and S Corporation, this option can also be entered on Interview Form T-5 (Payments/Penalties/Estimates > Penalties > Federal Underpayment Penalty). For Exempt, this option can also be entered on Interview Form X-5 (Payments/Penalties/Estimates > Penalties > Underpayment Penalty for Form 990-PF/990-T). This option is not valid for Partnership, Estate & Gift, and Employee Benefit Plan returns.

## Configuring Tax Preparation: 1040 Options

(Office Manager > Configure Applications > Tax Preparation > 1040 Options)

The *1040 Options* dialog allows you to configure the 1040 form.

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

From the main *Office Manager* window, select **Configure Applications > Tax Preparation > 1040 Options**.

- **Print taxpayer phone #.** Select an item from the drop-down list to suppress printing of a taxpayer's phone number on the federal return, state return, or both.

- **Miscellaneous options.**
  - **Contribute to the Presidential Campaign Fund.** If checked, enters a “Yes” to contribute to the presidential campaign fund.
  - **Prepare tax projection.** If checked, prepares a tax projection report.
  - **Print privacy policy.** If checked, prints the privacy statement in the accountant and taxpayer copies.
  - **Suppress Form 1040-V.** If checked, Form 1040-V is not prepared for balance due returns.
  - **Suppress autofill of FICA and Medicare wages and taxes on Form IRS W-2.** If checked, autofill of FICA and Medicare wages and taxes on Form IRS W-2 is suppressed.
  - **Suppress state K-1 print in client copy of the return.** If checked, state K-1 will not print in the client copy of the return, and will be the default for existing office groups. You can override this feature within the state input worksheets.
  - **Exclude federally tax-exempt interest from state Net Investment Income.** If checked, federally tax-exempt interest from state Net Investment Income will be excluded.
  - **Suppress taxpayer and spouse email address.** If checked, the taxpayer and spouse email addresses will be suppressed when printing.
    - 📄 **Note:** This option applies to tax years 2020 and higher.
  - **Facsimile W2 Print.** If checked, the facsimile W2 form will print by default for returns in the office group.
    - 📄 **Note:** This option applies to tax years 2020 and higher.
- **Form 6251.** Dictates when Form 6251, Alternative Minimum Tax, is printed in all copies of the return. Select *Print only when required*, *Suppress printing*, *Mandatory printing*, or *Print only when taxpayer is liable for AMT*.
- **Suppress printing of estimate vouchers.** Select from the following: *Not applicable*, *Suppress federal*, *Suppress state*, or *Suppress both*. The estimate vouchers always print in the accountant's copy.
- **Passthrough Recap.** Select *Suppress Passthrough Recap*, *Include in all copies*, *Include in accountant and taxpayer copies*, or *Include in accountant's copy only*.
- **Income from passthrough statement format.** Provides the firm administrator the ability to select the format of the income from passthrough statement at the office group level instead of on a per return basis. Select one of the following from the drop-down list:
  - Detailed
  - Simplified

 **Notes:**

- This option applies to tax years 2017 and higher.
- You can override this feature on:
  - Interview Form 4, Box 39
  - Worksheet - General > Return Options > Form Print Options > Row 47

- **State tax exempt interest/dividend**. Select from the drop-down list:
  - Taxable (default)
  - Nontaxable
  - Neither

 **Notes:**

- You can override this option within the return in the Worksheet view (General > Return Options > Processing Options) or Interview Form 2, Box 62.
- This option applies to tax years 2013 and later.

- **Interest and dividend report option**. Select from the drop-down list:
  - Print combined report (Default)
  - Print separated report
  - Suppress report

 **Note:** This option applies to tax years 2020 and higher.

- **Filing status comparison/optimization**.
  - **Prepare filing status comparison**. If checked, prints a filing status comparison.
  - **Deduction option**. Select from the following: *Not applicable*, *Force standard deduction*, or *Force itemized deduction*.

## Configuring Tax Preparation: 1041 Options

(Office Manager > Configure Applications > Tax Preparation > 1041 Options)

Configure the 1041 form using the *1041 Options* dialog.

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

From the main *Office Manager* window, select **Configure Applications > Tax Preparation > 1041 Options**.

### Distribution and prints options

- **Depreciation and depletion distribution**. Select from the following choices:
  - **Separately state on beneficiary's schedule K-1**. Distributes depreciation, amortization, and depletion to the beneficiaries based on the calculated ordinary income percentage.

- **Include in Total Income computation.** Includes depreciation, amortization, and depletion in the total income calculation for distribution purposes.
- **Print Schedule K-1 Page 2.** Select one of the following:
  - Include in K-1 copy only (default)
  - Include K-1 and Accountant copies
  - Include in K-1 and Client copies
  - Include in K-1, Accountant, and Client copies
  - Include in ALL copies
  - Suppress in all copies
- **Interest and dividend report option.** Select from the drop-down list:
  - Print combined report (Default)
  - Print separated report
  - Suppress report



**Note:** This option applies to tax years 2020 and higher.

### Recap statement options

- **Schedule K-1.** Select one of the following:
  - Suppress Schedule K-1 recap
  - Include in all copies
  - Include in accountant and taxpayer copies
  - Include in accountant's copy only
- **Passthrough.** Select one of the following:
  - Suppress Passthrough Recap
  - Include in all copies
  - Include in accountant and taxpayer copies
  - Include in accountant's copy only
- **Income from passthrough statement format.** Provides the firm administrator the ability to select the format of the income from passthrough statement at the office group level instead of on a per return basis. Select one of the following from the drop-down list:
  - Detailed
  - Simplified



#### **Notes:**

- This option applies to tax years 2017 and higher.
- You can override this feature on:
  - Interview Form 5, Box 39
  - Worksheet - General > Return Options > Form Print Options > Row 14

### Miscellaneous options

- **Exclude federally tax-exempt interest from state Net Investment Income.** If checked, federally tax-exempt interest from state Net Investment Income will be excluded.

### Grantor and Custodial letters

- **Print both federal and state information on same letter.** Check this box to have both federal and state information printed in one continuous letter with state information following the federal.
- **Print name and address of preparer for letterhead.** Check this box to have the Firm name and address in the letterhead on the grantor or custodial letter. Firm information must be configured for each office group using the Configure Tax Preparation > Signature Block option. You can override this information for a specific return on Interview Form 3 (General > Return Options > Preparer Information Worksheet).
- **Suppress letterhead entirely.** Check this box to suppress the letterhead feature entirely.
- **Suppress references to Form 1040 on letter.** Check this box to suppress printing of references for each income, deduction, and credit item on the Grantor or Custodial letters.
- **Print net amounts of Tax-exempt interest on grantor/custodial letter.** Check this box to print tax-exempt amounts reduced by indirect or specifically allocated expenses.

### Grantor print options

- **Print "Revocable Trust" on return.** Check this box to print "Revocable Trust" on page 1 of the federal and state return.
- **Suppress default answers to Other Information, Form 1041, page 2.** Check this box to suppress the default answers to Form 1041, Page 2, Other Information section.
- **Print Sections 671 - 678 IRC text on return.** Check this box to print the following text on the federal tax return:  
"Under the terms of the trust instrument, this is a Grantor Trust. In accordance with sections 671-678 IRC, 1986, all income is taxable to the Grantor. Statements of income, deductions and credits are attached."

## Configuring Tax Preparation: 1065 Options

(Office Manager > Configure Applications > Tax Preparation > 1065 Options)

Configure the 1065 form using the *1065 Options* dialog. To override these options for a specific return, see **Help > Help Topics** or press **F1**.

### Print and other options

- **Include all liabilities from Schedule L in the calc of other liabilities on Schedule K-1.** If checked, includes short-term liabilities with other liabilities on Schedule K-1.
- **Print Schedule K to K-1 reconciliation.** Check this option to print a form showing the total for all partners for each line on the Schedule K-1 and the corresponding Schedule K amount. A third amount column shows the difference between the totals of Schedules K-1 and K.

- **Print Schedule K-1, current year increases (decreases) reconciliation statement.** If checked, prints the Schedule K-1 current year increases (decreases) reconciliation statement.
- **Summarize open line items from passthroughs on Schedule K/K-1 statements.** Select this option if you want to set a default for the office group to summarize open line items from passthroughs on Schedule K/K-1 statements.  
You can override this option in the return on Interview Form 2 or the General > Return Options > Processing Options Worksheet.
- **Suppress printing of AMT forms.** If checked, suppresses printing of alternative minimum tax versions of Schedule D, Form 4797, and Form 6252.
- **Complete Part 1 of Schedule M-3 and produce Schedule M-1 instead, when applicable.** Select this option if you want to set a default for the office group to suppress Parts II and III of Schedule M-3 and instead produce Schedule M-1. Part I of Schedule M-3 will still be produced when this option is selected.  
You can override this option in a return on Interview Form L-5 or the L/M-1/M-2/M-3 > Schedule M-3 Worksheet.
- **Print Schedule K-1 Page 2.** Select from the following options: *Include in K-1 copy only (default)*; *Include in K-1 and Accountant's copies*; *Include in K-1 and Client's copies*; *Include in K-1, Accountant, and Client copies*; *Include in ALL copies*; or *Suppress in all copies*.
- **Capital Account Summary.** Select from these options: *Do not prepare Capital Account Summary*, *Basic*, or *Expanded*.
- **Basis method.** Choose a response to the IRS question asking how the partner's basis was computed. The following options are available: *Tax basis (default)*, *Modified outside basis*, *Modified previous taxed capital*, or *Section 704(b)*.  
You can override this option in a return on Interview Form 5, Box 66 or on Federal > Partners > General Options > Other Schedule K-1 Options > Line 23.  
 **Note:** This option applies to tax years 2020 and higher.
- **Basis method (2019 and prior).** Choose a response to the IRS question asking how the partner's basis was computed. The following options are available: *Tax basis (default)*, *GAAP*, *Section 704(b) book*, *Leave blank*, or *Other*.
- **Other basis method description.** This option is available if you selected *Other* as the Basis method. Enter a description of up to 78 characters.

#### Balance sheet options for tax input method

- **Adjust balance sheet for automatic sales.** If checked, and if you are using the "Automatic Sale" feature, the end-of-year balances are reduced by the assets sold.
- **Adjust ending asset balances for current acquisitions.** If checked, ending asset balances are adjusted for any acquisitions made during the tax year.
- **Adjust ending accumulated depreciation, depletion, and amortization.** If checked, ending accumulated balances are adjusted to include current expenses as reported on Form 1065.

## Recap statement options

- **Schedule K-1**. Choose from these options:
  - Suppress K-1 recap statement
  - Include in all copies
  - Include in accountant and taxpayer copies
  - Include in accountant's copy only
- **Passthrough**. Choose from these options:
  - Suppress passthrough statement
  - Include in all copies
  - Include in accountant and taxpayer copies
  - Include in accountant's copy only

## Configuring Tax Preparation: 1120/1120S Options

(Office Manager > Configure Applications > Tax Preparation > 1120/1120S Options)

Use the *1120/1120S Options* dialog to configure the 1120/1120S form.

To override these options for a specific return, see **Help > Help Topics** or press **F1**.

### Allocation and apportionment options

You can override the first two of the following features on Interview Alloc/Apport -- Form MST-O (Common State/Apportionment and Allocation Options Worksheet).

- **Print state detail worksheets**. If checked, worksheets showing the detail entries for allocation and apportionment (per factor) are printed for each state/city with MST data.
- **Print summary worksheets**. If checked, summary worksheets are printed for allocation and apportionment (per factor). These worksheets summarize the allocation amounts and apportionment factors for all states and cities with MST data.

### Balance sheet options for tax input method

- **Adjust balance sheet for automatic sales**. If checked and you are using the "Automatic Sale" feature, the end-of-year balances are reduced by the assets sold.
- **Adjust ending asset balances for current acquisitions**. If checked, ending asset balances are adjusted for any acquisitions made during the tax year.
- **Adjust ending accumulated depreciation, depletion, and amortization**. If checked, ending accumulated balances are adjusted to include current expense as reported on Form 1120/1120S.

### Print and other options

- **Print balance sheet regardless of applicability**. Check this box to force the printing of Schedule L regardless of applicability.
- **Suppress printing of AMT forms**. If checked, the system suppresses all printing of alternative minimum tax versions of Schedule D, Form 4797, and Form 6252.

- **Suppress printing of state estimate vouchers for EFT.** Check this box to suppress printing of state estimate vouchers for the electronic fund transfer system.
- **Suppress deduction of input for state/city estimated tax payments on the return.** This eliminates double entry for state taxes paid.
- **Complete Part 1 of Schedule M-3 and produce Schedule M-1 instead, when applicable.** Select this option if you want to set a default for the office group to suppress Parts II and III of Schedule M-3 and instead produce Schedule M-1. Part I of Schedule M-3 will still be produced when this option is selected.

You can override this option in a return on Interview Form L-5 or Sch L/M > Schedule M-3 Worksheet.

- **Print 1120S Schedule K-1 Page 2.** Select from the following options: *Include in K-1 copy only (default); Include in K-1 and Accountant's copies; Include in K-1 and Client's copies; Include in K-1, Accountant, and Client copies; Include in ALL copies; or Suppress in all copies.*
- **Print 1120 state taxable income workpaper.** Select from the following options: *Do not print this schedule (default), Accountant's copy only, Client's copy only, or Both accountant's & client's copies.*

#### 1120S recap statement options

- **Schedule K-1.** Choose from the following options: *Suppress K-1 recap statement, Include in all copies, Include in accountant and taxpayer copies, or Include in accountant's copy only.*
- **Passthrough.** Choose from the following options: *Suppress passthrough statement, Include in all copies, Include in accountant and taxpayer copies, or Include in accountant's copy only.*

#### 1120S options

- **Include carryover in the net increases to restore debt-basis.** Check to include losses in the net increases to restore debt-basis on the Shareholder Basis worksheet.
- **Print Schedule K to K-1 reconciliation.** Check this box if you want to set a default for the office group to print the Schedule K to K-1 reconciliation. You can override this option in the return on Form 2, box 100, and General > Return Options > Processing Options Worksheet, line 69.

## Configuring Tax Preparation: Pennsylvania Cities (1040)

(Office Manager > Configure Applications > Tax Preparation > Configure Pennsylvania Cities (1040))

For 2020, a standard list of the most common cities has been provided in Tax Preparation. The Configure Pennsylvania Cities option allows you to configure the Individual system with up to 99 additional Pennsylvania tax jurisdictions. These custom jurisdictions appear as additional selections in Tax Preparation.

1. Select **Configure Pennsylvania Cities** and click **Setup** to display the *Configure Pennsylvania Cities (1040)* dialog.



- To edit an existing custom jurisdiction, highlight the jurisdiction code and click **Setup**. To add a new jurisdiction, click **Add**. For either option, the *Pennsylvania Tax Jurisdiction* dialog displays.

If you are editing an existing jurisdiction, the information you entered previously displays.

If you are adding a jurisdiction, only those fields with an automatic default will display any information. All information entered can be edited later except the jurisdiction code.

- Complete the dialog as follows:
  - Jurisdiction code.** Enter a unique code between P01 and P99 to be assigned to the designated jurisdiction. When adding a new jurisdiction, the system automatically assigns the next available consecutive number; however, if needed, this number can be changed prior to saving and exiting the dialog. Once the number has been assigned, it cannot be changed.
  - Tax jurisdiction.** The name of the jurisdiction.
  - Payee.** The payee of the jurisdiction.
  - Tax agency address for returns with payments.** Enter the agency's name, street address, city, state and ZIP code in the appropriate fields. This will eliminate the need to enter the information in a Pennsylvania Cities return on a per return basis.
  - Tax agency address for returns with no refund or payment.** Enter the agency's name, street address, city, state and ZIP code in the appropriate fields.

- **Tax agency address for returns with refunds.** Enter the agency's name, street address, city, state and ZIP code in the appropriate fields.
- **Estimates: tax collecting agency mailing address.** Enter the agency's name, street address, city, state and zip code where the estimates will be mailed to.
  - 📄 **Note:** This option applies to 2013 and future returns.
- **Next year's tax rate for estimated tax.** Enter the tax rate for the next year as a decimal (for example, enter 1% as 0.01).
- **School district code.** The six-digit entry made here will be used for internal purposes, only, on the PAC Local Earned Income Tax Return and PAC Estimate form.
  - 📄 **Note:** This option applies to tax years 2014 and higher.
- **Include Pennsylvania S Corp income.** Check this box to include Pennsylvania S Corporation income on the return.
- **PSD Code.** If an entry is made, here, for the Political Subdivision Code (PSD), the entry will flow to the PAC Local Earned Income Tax Return and PAC Estimate form.
  - 📄 **Note:** This option applies to tax years 2013 and higher.
- **Work PSD Code.** If an entry is made, here, for the Work Political Subdivision Code (PSD), the information will flow to the PAC Estimate forms.
  - 📄 **Note:** This option applies to tax years 2013 and higher.
- **Unreimbursed emp. bus. expense.** Select one of the following options:
  - Use amount from PA Schedule UE
  - Use amount from Federal 2106
  - Exclude unreimbursed employee business expenses
- **Other income.** Select one of the following options:
  - Include gains and losses
  - Include gains only
  - Exclude gains and losses
- **Ordinary K-1 income.** Select one of the following options:
  - Include gains and losses
  - Include gains only
  - Exclude gains and losses
- **Rental income.** Select one of the following options:
  - Exclude gains and losses
  - Include gains and losses
  - Include gains only
- **Business income.** Select one of the following options:
  - Offset losses against both wages & bus. income (federal)
  - Offset losses against business income only (federal)

- Offset losses against wages only (federal)
  - Losses not allowed (federal)
  - Offset losses against both wages & bus. income (PA)
  - Offset losses against business income only (PA)
  - Offset losses against wages only (PA)
  - Losses not allowed (PA)
  - **Local filing status if fed MFJ.** Select one of the following options for federal returns filed MFJ (married filing joint):
    - Joint return, two columns refund/tax due offset
    - Joint return, two columns refund/tax due not offset
    - Joint return, one column spousal loss offset allowed
    - Joint return, one column spousal loss offset not allowed
    - Separate returns
4. Click **Due Dates > Rates** to access a second dialog, which allows for the entry of year-specific data.
- **Tax year.** Use the drop-down list to select the tax year or accept the current-year default. Three years are available, the current year and two prior-installed years. Field contents vary depending on the year selected.
  - **Due date.** Enter the date taxes are due in the jurisdiction.
  - **Estimated tax voucher due dates.** Enter the tax voucher due dates for the designated periods (1st, 2nd, 3rd, and 4th) in the appropriate boxes.
  - **Rates (enter as a decimal).** Enter the tax rate, interest rate, and penalty rate in the appropriate fields. Enter these numbers as a decimal (for example, enter 1% as 0.01).
5. Click **OK** when finished.

## Configuring Tax Preparation: History/Backup Options

(Office Manager > Configure Applications > Tax Preparation > History/Backup Options)

The History/Backup options allow you to maintain a history log of return activities and status changes. You can also backup return files.



1. Select **History/Backup Options** and click **Setup**. Leave the default check in place on the **Maintain status/activity history** box to maintain status and activity history for your returns.

If you check the **Maintain backup return files** box, your files are automatically backed up as you work on a return. You can use the backup copy should you lose the return.



**Note:** An automatic backup file is not generated when you are working on a new return.

Once the new return is closed and saved, the initial backup file is created and the automatic backup feature is engaged.

2. Click **OK** when finished.

## Configuring Tax Preparation: Workstream Options

(Office Manager > Configure Applications > Tax Preparation > Workstream Options)

Use this option to set a default prompt, per office group, as a reminder to update project information when closing a return.

**Prompt user to update project when closing return.** When checked, a prompt displays every time a return prepared using this office group is closed.

The prompt that displays when a return is closed allows you to choose whether or not you want to update the Workstream project for the return. If you answer Yes, the *Route Sheet* opens if the project is linked. If the project is not linked, the *Link to Workstream Project* window opens.

## Configuring Tax Preparation: Customize Letters

(Office Manager > Configure Applications > Tax Preparation > Letters/Filing Instructions > Customize)

The Customize Letters function allows you to configure settings by office group for the content and sequencing of tax return letters and filing instructions.

 **Notes:**

- Tax return letters and filing instructions can be customized on a per return basis through Tax Preparation using Microsoft® Word, see *Chapter 4 - Tax Preparation* on page 139 for details.
- Standard Filing Instructions, Headings, Signature Blocks, Filing addresses and Custom Filing Instructions standard paragraphs cannot be edited.

Use the Customize Letters option to do the following:

- Customize letters for the Individual, Corporation, S Corporation, Partnership, and Fiduciary tax products.
- Sequence paragraphs within the “Special” category.
- Suppress and unsuppress paragraphs.
- Edit text within paragraphs.
- Insert user-defined custom paragraphs.
- Restore an edited paragraph to its original wording.

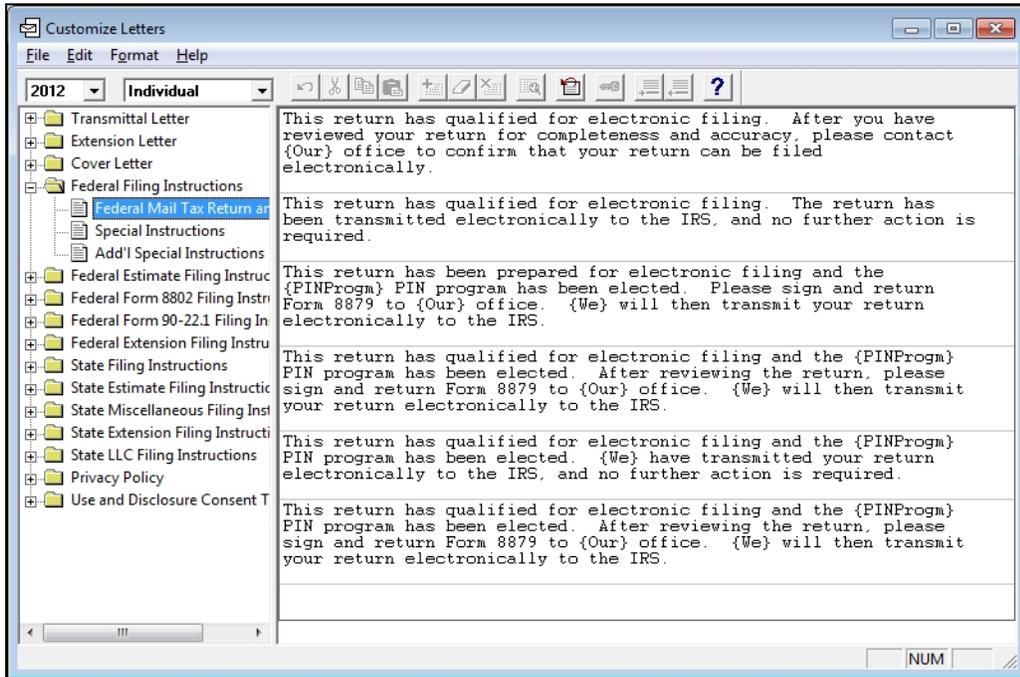
 **Notes:**

- Changes are saved every time you select a new paragraph category, letter, tax product, or when the program is exited.
- See the online help for overriding suppression, un-suppression, and sequencing of *Special Paragraphs* for individual returns. Select **Help > Help Topics**.

## Editing a Letter

1. Select **Configure Applications > Tax Preparation > Letters/Filing Instructions**. The *Letters and Filing Instructions Information* dialog displays.
2. Click **Customize**. The *Customize Letters* dialog displays.
3. Select a tax year or accept the default.
4. Select the **Tax product** with the letters you want to customize from the drop-down list. The folders containing the letters for that product display.
5. Click the **plus sign (+)** next to the folder containing the letter you want to customize. The folder expands listing sections of the letter.
6. Click a section of the letter to display its paragraphs. Paragraphs display in individual cells in the right panel of the *Customize Letters* dialog.

The *Customize Letters* dialog displays the paragraphs used for Federal Filing Instructions in an Individual tax return.



- To begin editing, double-click within the desired paragraph. The outline of the cell changes to a heavy black line indicating that the paragraph is available for editing. The text of edited paragraphs displays in blue.

**Composite Paragraphs.** Composite paragraphs contain data-dependent phrases that are enclosed in brackets, [ . . . ]. Each phrase within the brackets can be edited one phrase at a time. Changes made to a phrase are automatically applied wherever the same phrase appears in other related paragraphs.

 **Note:** Words and punctuation outside the brackets are included for readability and cannot be edited.

Composite paragraphs may also contain grammar variables (for example, <are>), which ensure that singular and plural references and interchangeable words such as partner or partners are used correctly in letters depending on return content.

 **Warnings!**

- Do not change or remove grammar variables as they will no longer function as a variable when the letter is prepared. However, text can be added after the last bracket.
- When editing a paragraph, do not change or remove any Keywords, e.g., {BalDue}, as it will no longer function and data will not be imported correctly into the return. For more information about keywords, see *Keyword legend* in *Editing Functions* on the next page.

- When you have finished customizing the letter, select **File > Exit**.

## Editing Functions

You can perform the following editing functions by using the specified toolbar buttons, making selections from the **Edit** or **Format** menu, or taking the indicated action.



- **Insert a custom paragraph.** Inserts a blank paragraph entry cell directly above the paragraph that is currently available for editing. Inserted paragraphs print in every return in which the corresponding category applies. Paragraphs cannot be greater than 1,000 characters. The text of inserted paragraphs displays in dark green.



- **Delete a custom paragraph.** Deletes the selected paragraph.



- **Suppress a paragraph.** The paragraph does not print on the customized letter, but it is not deleted. The text of suppressed paragraphs displays in pale gray and can still be edited. The Suppress button functions as a toggle that switches the suppress feature on and off. To remove suppression on a paragraph, click the **Suppress** button again.



**Note:** The text of *Special Paragraphs* initially defaults to suppressed. Refer to the online Help for the overrides in Tax Preparation.

- **Insert a line.** In edit mode, press the **Enter** key to start a new line or insert a blank line.
- **Tab.** In edit mode, inserts five spaces and moves the cursor to the new position. Use this feature to indent text at the beginning of a line; for example, to indent and align mailing address lines.
- **Back tab.** In edit mode, removes previously entered tabs and moves the cursor to the new position.
- **Standard Windows® editing buttons.** Undo, Cut, Copy, and Paste are also available on the toolbar. These editing buttons are available only when a paragraph cell has been double-clicked and is in edit mode.
- **Sequence special paragraphs.** *Special Paragraphs* can be *individually* sequenced by dragging and dropping the paragraphs in the desired location.
  - a. Click inside the paragraph to select it.
  - b. Position the cursor over the border of the selection and click the mouse. A small box with a plus (+) sign inside it appears below the cursor.
  - c. While holding the button down, drag the selection to the desired location and then release the mouse button to place the paragraph in the new location.



- **Keyword legend.** This dialog contains a list of the keywords for the selected tax product and their associated descriptions and is an informational dialog only. You cannot insert keywords into a letter. When you enter a keyword in the *Search* field, the system searches for a matching item and the highlight bar moves to the closest matching item.



- **View original paragraph text.** This option allows you to view the original text of a paragraph. Click the button to open the *Original Version* dialog.

To reset the paragraph to its original wording, click the **Reset to Original** button. Reverted text displays in black. If you leave this dialog open during editing, the text changes to display the original text of the currently selected paragraph as you select different paragraphs to edit.



- **Reset all letters for the tax product.** This option resets all the letters for a tax product to the original text, sequence, and suppression. You are asked to confirm that you want to resequence. Click the **Yes** or **No** button as appropriate.

## Configuring Host and Remote Offices

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CCH ProSystem *fx* Tax provides laptop users with the ability to remotely check returns in and out. In addition, a host computer can be set up to monitor return requests and stage remote returns for checkout. Staging returns allows you to automatically transmit copies of returns from the host to a remote office without the remote office requesting them. See *Setting Up the Host Icon* on page 109 for details.

Remote office reports are also available to check remote office configurations, and track returns received or checked out from the host office. See *Remote Office Processing Reports* on page 138.



**Note:** User sign-on is required to enable remote office configuration. See *Setting Options* on page 26 for information on user sign-on.

The remote access feature has two components, the host and remote offices.

- **Host Office Setup.** The source of returns for remote users to access and check out or check in returns. Usually this is your company's main office.
- **Remote Offices.** Any office that can access the host computer via Dial-Up Networking, WAN, or local dock to the Host office network (e.g., Laptop) to check returns in or out.

Only a supervisor in CCH ProSystem *fx* Tax can configure the host and remote offices. Users set up to access the host office's data must be given Office Manager access with check-in/check-out capabilities using **Configure Staff > Users**.

## Office IDs

Each office, host or remote, is identified by a unique Office ID that is used throughout the firm for configuration purposes. The Office IDs at all offices should be determined before remote configuration begins and communicated to all supervisors who are configuring remote offices at different offices within the firm. For a report of this information, select **File > Print > Remote office processing**.

For detailed information on remote return check-in and check-out, see *Checking In and Checking Out Returns* on page 132.



## Setting Up the Host Office

(Office Manager > Configure Firm > Remote Setup)

To configure the host and remote offices, you must have supervisor access in CCH ProSystem *fx* Tax.

User sign-on must be enabled on Configure Firm > Options before the Remote Setup tab is available.

See *Setting Options* on page 26 or the CCH ProSystem *fx* Tax User Guide, *Appendix A - Remote Processing*, for more details.

1. Click **Configure Firm**.
2. Click the **Remote Setup** tab.
3. Click **Add My Office** to display the *Add My Office* dialog.
4. Enter a unique one- to seven-character **Office ID** for this office. Do not use special characters. The Office ID is case sensitive.

 **Note:** When laptop users configure their office, they will need to use this Office ID to identify the host office. The Office ID must be entered identically in both host and laptop configurations.

5. Enter a one-to-forty alphanumeric character **office name** for the host office.
6. Choose **My office will allow other sites access to my data** and then click **OK** to return to the *Remote Setup* dialog.

 **Note:** To set up your office as both a host and a remote office, select **Both**. After setting up the host, follow the steps in *Configuring a Remote Office*.

7. Click **Add Remote Office** to configure the remote offices that will be accessing the host.
8. Enter the unique one- to seven-character **Remote office ID** and **Remote office name** of the first remote office you are setting up. The *My system's access to the office's data* section is disabled when setting up the host office.
9. Check **Allow remote site to access my office's data**.
10. Click **Setup Remote Users** to display the *Remote Users* dialog. Allows you to add users from a remote office to access host office data, change user information, or remove users.
11. Click **Add** to display the *Add Remote User* dialog.
12. Enter the user's CCH ProSystem *fx* Tax User ID, last name, and first name and middle initial as they are entered in CCH ProSystem *fx* Tax.
13. Check the appropriate boxes to specify whether a remote user will be able to check returns into the host office, out from host office, or both.
14. Click **OK** to return to the *Remote Users* dialog, where you can continue adding users for this remote office to access the data on the host computer. When finished adding users, click **Close**. You will see your remote office listed in the *Remote Office Information* list.
15. Click **OK** to return to the Office Manager window.

## Setting Up the Host Icon

If you are configuring a computer as a host for return to check-out or check-in, you also need to run the Host Setup program, WFXHOST. The Host Setup program is a utility that enables the computer to poll remote offices for return check-in/check-out requests and to stage returns for remote offices.

The Host Setup program also creates a program icon and places it in the CCH ProSystem *fx* 32-bit program group or a program group of your choosing. You can have the program placed in the startup folder so that it runs automatically when the computer is started. To run the Host Setup, do the following.

1. Select **Start > Run**.
2. Type the drive and directory where ProSystem *fx* Tax is installed followed by a colon (:), and wfxhost and click **OK**. For example, type **f:\wfx32\wfxhost.exe /setup**.
3. Check **Setup shortcut folder** if you want the program to create a shortcut folder for you.
4. Check **Copy program folder to your startup folder** if you want the host activated each time the computer is started. If not, you can use the icon to manually activate the program.
5. Do one of the following:
  - Click **OK** to select the CCH ProSystem *fx* Tax program group.
  - Select another group from those listed and click **OK**.
  - Type in a new program group name and click **OK**.

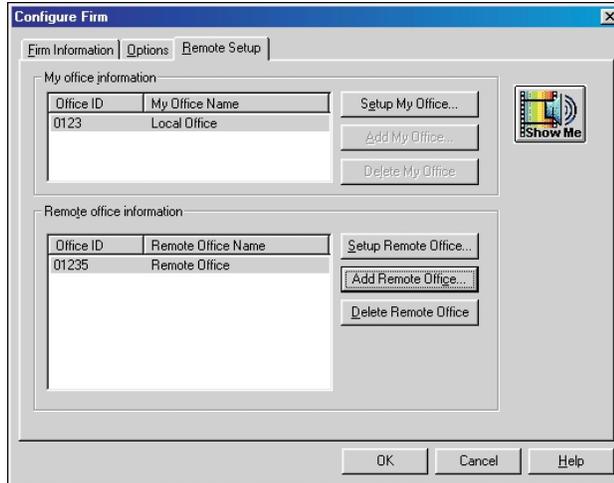
## Configuring a Remote Office

(Office Manager > Configure Firm > Remote Setup)

 **Note:** Laptop users. To configure your laptop as a remote office, run Workstation Setup and select **Setup Laptop as standalone system** after the Host has been configured. Next, open Office Manager and follow the steps below, after which you can begin checking returns in and out.

To configure host and remote offices, you must have supervisor access.

1. Click **Configure Firm**.
2. Click the **Remote Setup** tab.



3. Click **Add My Office**.
4. Enter a unique one- to seven-character office ID for the remote office. Do not use special characters or spaces between characters. The Office ID is case sensitive.  
 **Note:** The My Office ID entered must be identical to your Remote office ID.
5. Enter a one-to-forty alphanumeric character office name for the host office.
6. Click **OK** to return to the *Remote Setup* dialog.
7. If you are identifying the host office on a remote office, enter the host's office ID and office name. If you have map rooted the drive where the host's ProSystem *fx* Tax is installed, enter the drive letter in the *My system's access to the office's data* section.

## Configuring Communications

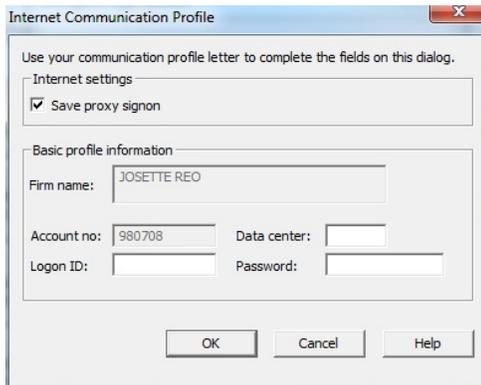
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(Office Manager > Configure Applications > Communications)

The *Configure Communications* option allows you to set up and maintain the communication and equipment information needed to communicate with the Service Center and transfer returns to Tax.

Use the Communication Profile letter you received with your software to complete your profile.

Select **Configure Applications > Communications > Configure**. The *Internet Communication Profile* dialog displays.



- **Internet settings**
  - **Save proxy signon**. Checked by default and saves the proxy server ID and password.
- **Basic profile information**. You must set up the basic profile information before communicating with the center. Enter the information provided in your communication profile for the *Data center*, *Logon ID* (account number), and *Password* fields. This information is sent in a separate letter called Communication Profile.

## Configuring Transfer Options

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(Office Manager > Configure Applications > Transfer Options)

Use the *Configure Transfer Options* option to determine the default client type for returns that have multiple possible client types (990, 5500, and 706/709).

The default client type is assigned to returns when returns are created from Center Pro Forma, transferred, or converted from other software applications.

To configure the Transfer Option, use the following procedure:

1. Click **Configure Applications**.
2. Select the **Transfer Options** icon from the list to display the *Conversion and Transfer Options* dialog.
3. Choose the appropriate client type from the drop-down lists. *None* is the default option.
4. Click **OK** to save the selected options and return to the *Configure Applications* dialog.

## Configuring CCH Research

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(Office Manager > Configure Applications > CCH Research)

The CCH Research option allows you to select the use of IP address authentication when your staff members open research products like CCH® IntelliConnect® or CCH® AnswerConnect from within Tax Preparation. Alternatively, you can authenticate with user IDs by leaving the IP Access box unchecked and instructing each staff member to enter their CCH Research user ID in Tax Preparation at **Options > Interface Options > CCH Research**.

 **Note:** All network users working from a computer with Tax program files loading locally should run Workstation Setup (X:\wfx32\WSSETUP, where X=Network Drive) and select **Setup Icons** prior to configuring Research. This ensures your changes are firm-wide.

To authenticate using IP addresses:

1. Select **Configure Applications > CCH Research** and click **Configure** to display the *CCH Research* dialog.



2. Select **IP Access**.
3. Click **OK**.

## Configuring BNA

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(Office Manager > Configure Applications > BNA)

The Configure BNA option allows you to specify the program and data paths to link Tax to your BNA planning file.

The configuration established in Office Manager can be overridden for a workstation in Tax Preparation using **Options > Interface Options > BNA**.

 **Note:** This option is not available if BNA Planbuilder has not been installed.

To configure BNA, use the following procedure:

1. Click **Configure Applications**.
2. Highlight **BNA** and click **Configure**.
3. Enter the path where the BNA programs have been installed. For example, enter **C:\ITWIN**.
4. Enter the data path where you want to store a specific BNA planning file. For example, enter **C:\ITWIN\project1**. You must create the spreadsheet directory.
5. Click **OK**.

## Configuring Accounting Bridges

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(Office Manager > Configure Applications > Accounting Bridges)

Use this option to configure, at a firm level, the accounting systems (bridges) used with the Dynalink and Quiklink features of Tax Preparation. Each user can also configure bridges in Tax Preparation.

1. Click **Configure Applications**.
2. Highlight **Accounting Bridges** and click **Configure**. The *Accounting Bridges* dialog displays the accounting systems that are applicable to Dynalink and Quiklink processing.  
  
If an accounting system has been configured, the *Configured* column shows a Y, otherwise, it is blank. In the *List created* column, the tax years in which a client list was created display. If no client lists have been created, the column is blank.
3. Highlight the accounting system you use in the list box and click **Configure**. The *Configure Accounting System* dialog displays.
4. Use the **Browse** button to select the drive and directory location of the Dynalink processor in the accounting system, represented by the file named Dynalink.exe.  
  
Typical system paths are ?:\PFX Engagement\WM\ for CCH ProSystem *fx* Engagement, ?:\AVISION\AV32 for CCH ProSystem *fx* Trial Balance, and ?:\GLCWIN32 for General Ledger Connection (where ?=Network Drive).
5. If Quiklink processing is available for the accounting system that you selected, choose a *Quiklink option* and click **OK**. The *Accounting Bridges* dialog redisplay.  
  
The option you select in the *Quiklink option* box causes either the first tax line highlighted in the accounting system or the last line highlighted to determine which interview form box of the client's tax return the accounting system jumps to in Tax Preparation.
6. Highlight the accounting system you have configured and click **Client List**. The *Accounting System Client List* dialog displays.
7. Select the tax year for the client list and click **Create**. After receiving a request for a list of clients available for Dynalink processing, the accounting system returns a client list to Office Manager.  
  
If a client list already exists for the selected tax year, the button reads **Refresh** and date on which the list was created displays in the *Date created* field.  
  
When the Dynalink processor creates a client list to send to Tax, it bases the list upon the clients available at the time of your request. If you add clients to your accounting system after that time

or if you make other changes that affect the client list, you should reprocess your request using the *Refresh* feature.

## Removing an Existing Configuration

1. On the *Accounting Bridges* dialog, highlight the accounting system to be removed.
2. Click **Remove Configuration**.
3. Confirm that you want to remove the configuration and client list for the accounting system you selected.
  - Click **Yes** to remove the configuration. The system removes the existing configuration and deletes the client list if it exists. You can reconfigure the accounting system at any time.
  - Click **No** to preserve the existing configuration. The *Accounting Bridges* dialog reappears and the configuration of the highlighted accounting system remains unchanged.

## Configuring CCH eSign

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(Office Manager > Configure Applications > e-Sign)

Use this option to create an CCH eSign account.

1. Click **Configure Applications**.
2. Highlight **eSign** and click **Configure**. The *eSign Setup* dialog displays.
3. Enter data in the **First name**, **Last name**, and **E-mail (username)** fields.
4. Click **Setup**. Once your CCH eSign account has been created, the system confirms the information and creates an eSign Administrator based on the information provided.
5. Click **Close** to close the dialog.
6. Once your CCH eSign account has been created, an email is sent to the eSign administrator with the credentials to their eSign account. For more information about managing your eSign account, see our [CCH eSign Support](https://support.cch.com/productsupport/productSupport.aspx?id=1957) web page at <https://support.cch.com/productsupport/productSupport.aspx?id=1957>.

Visit the AssureSign Knowledge Base at <http://assuresign.tenderapp.com/kb> for information on how to configure your account.

## Customizing Templates

1. On the CCH eSign Setup screen, select **Customize** to open the Custom templates dialog. Templates that have been set up in AssureSign are available for selection.
2. From the drop-down lists, select the template to use for the **Single return** and **Joint return**.
3. Click **OK**.

If needed, you can customize templates to modify the email notifications sent during the authorization forms eSign process. After you have customized templates in your CCH eSign account, click the **Customize** button to select the appropriate custom template from the drop-down list.

## Backing Up Client Data

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(Office Manager > Backup Client Data)

Backing up computer files is important because your data files are susceptible to damage due to power failure, hardware failure, or operator error. This option allows you to back up client profile data, tax return data, and client history logs to floppy diskettes or hard disks (backup tapes are not supported).

The backup process is not year specific. The utility automatically backs up all years of existing data for each client.

 **Note:** You can selectively restore tax return data by year. See *Restoring Client Data* on page 118.

When backing up client files to diskette, the following options are available:

- You can back up additional files to a diskette that currently contains back up files. Select from these options:
  - **Append to Diskette.** If the files you are backing up already exist on the diskette, you can choose this option to overwrite the files on the diskette with the latest files. If the files do not exist on the diskette, choose this option to add the files to those already on the diskette.
  - **Overwrite All Files.** This option overwrites the files on the diskette with the files you have selected to back up.
  - **Use New Disk.** This option allows you to replace a diskette with existing files with a new diskette.
- You can choose to back up one client per diskette.
- If a client file exceeds the space available on the diskette, you can span the backup across diskettes. You are asked to insert additional diskettes as the backup progresses.

 **Warning!** If data is lost or damaged and you do not have a backup, you have no alternative but to re-enter the data. We offer the following backup suggestions:

- **Tape Backup.** Network users should use a tape backup, using a third party backup utility, to protect against potential read errors you may encounter on diskette backups.
- **Responsibility.** Assign one person in your office the duty to ensure backups are done on a regular basis.
- **Frequency.** Back up at least once per week. If you are entering large quantities of data, back up daily.
- **Number of Copies.** Maintain two backup copies. One set is used for the current backup. The second set contains your previous backup.



- **Diskettes.** Label your backup set with a list of all clients backed up and the backup date. Keep a copy of the Client Backup Report with the backup set.

## Backing Up Client Data

(Office Manager > Backup Client Data)

 **Note:** Only one user at a time can run the Backup/Restore process.

1. Click the **Backup Client Data** button or select **Utilities > Backup Clients**.
2. On the *Create Client List* dialog, select one of the following:
  - **All clients.** Select this option to selectively choose clients from a list of all clients on your system or back up all clients. Click **OK**, and continue with step 3.
  - **New/modified clients.** Select this option for a list of new clients or clients with recently changed data. Click **OK**, and continue with step 3.
  - **Specific client.** Select this option to display a dialog in which you can enter a client's name or ID.
  - **Customized list.** Select this option to create a list of clients filtered by client type, office group, and/or preparer. The list of filtered clients displays in the *Select Clients for Backup* dialog.
3. To select clients that you want to back up, do any of the following:
  - To select a single client, highlight the client in the *Clients* box, and then click **Add** or drag it into the *Selected* box.
  - To select all clients, click **Add All**.
  - To remove a single client from the *Selected* box, highlight the client, and then click **Remove** or drag it into the *Clients* box.
  - You can select a range of clients by holding down the **Shift** key and clicking the first and last clients in the range. You can also select multiple clients that are not listed consecutively by holding down the **Ctrl** key and clicking the individual clients. Drag the highlighted clients to the *Selected* box or click **Add**.
4. If desired, select one of these options in the *Options* group box:
  - Check **Delete after backup** to delete all client and return data once the clients are backed up.
  - Check **One client per diskette** to back up only one client file to each floppy diskette. You may select only drive A: or B: with this option.
  - Check **Report per diskette** to receive a Client Backup Report for each diskette used for the backup.
5. Click **Select Drive**. The *Select Destination Drive/Directory for Backup* dialog displays. The default drive is C:, and the default directory is the root. The system assigns the client file name as \*.ZIP and the backup header filename as CLNTBKUP.\*.

All files pertaining to the client are zipped. The zipped client files are placed into the directory you specify. CCH ProSystem *fx* ZIP files are in a proprietary format and cannot be opened or viewed with other Zip programs.

6. Select the drive and directory to which you want to back up your client files.
  - If you are backing up to a floppy diskette, select drive A: or B:, insert a diskette, and click **OK**.

During large backups, you are prompted to insert another diskette when a diskette has been filled.

 **Note:** If a return is less than 1.44 MB, it is backed up to the current diskette, or you are prompted for a new diskette until you insert one that has enough space for the return or select **Skip Return**. If a return is larger than 1.44 MB, you can either back up to a hard drive or a large capacity removable disk (for example, Zip drive).

- If backing up to the hard disk, select a local or network drive and click **OK**.

 **Note:** When using a removable disk it is recommended you back up to a subdirectory. There is a DOS limit on the number of files that can be backed up to the root directory.

## Printing the Exception Report

If a client could not be backed up, a *Backup Exception Report* dialog displays. Click **OK** to print the report.

## Viewing the Client Backup Report

The Client Backup report tells you which clients were backed up and the number of disks on which the backed up files are stored. An asterisk appears next to the client names for new, appended client files. The report is always generated when you back up, as follows:

- **You selected the Report per diskette option on the Select Clients for Backup dialog.** A separate report listing all client files backed up to a diskette is generated for each diskette used for the backup.
- **You did not select the Report per diskette option.** A report, sorted by client name, is generated listing all client files that exist on the disks used for the backup.
- **You have backed up client files that span diskettes.** A report is generated reflecting all diskettes used in the backup. The *Spanned* column lists the sequence number of the backup diskette (e.g., 1 of 2) and the clients backed up on each diskette are separated by double bars on the report.

## Restoring Client Data

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(Office Manager > Restore Client Data)

 **Note:** Only one user at a time can run the Backup/Restore process.

1. Click **Restore Client Data** or select **Utilities > Restore Clients**.
2. On the *Restore Client Data* dialog, choose the appropriate button.
  - **Tax return data only.** Select to restore the tax return data only. This option allows you to selectively restore a client's tax return data by year.
  - **All client and tax return data.** Select to restore the client profile and all existing years of tax return data for each client.

 **Note:** You are prompted for a password when restoring a password-protected return that already exists on your system. Returns that do not already exist on your system are automatically restored with their password.

3. Click **Select drive**. The *Select Source Drive/Directory for Restore* dialog displays. The default drive is C:, and the default directory is the root. The system assigns the client file name as \*.ZIP and the backup header file name as CLNTBKUP.\*.
4. Select the drive and directory of the backed up client files that you want to restore. Click **OK**. The *Select Clients for Restore* dialog displays.
5. To select the client files you want to restore, you can do any of the following:
  - To select a single client file, highlight the file in the *Clients* box, and then click **Add** or drag it into the *Selected* box.
  - To restore all files listed, click **Add All**.
  - To remove a single file from the *Selected* box, highlight the file, and then click **Remove** or drag it into the *Clients* box.
  - Add or remove a range of client files by holding down the **Shift** key and clicking the first and last files in the range. You can also select multiple files that are not listed consecutively by holding down the **Ctrl** key and clicking the individual files. Drag the files to the opposite box or click the appropriate button.
6. Click **OK**. If the files to be restored already exist on the drive to which you want to restore them, one of the following messages displays.
  - If you selected *Tax return data only*, the *Confirm Tax Return Restore* dialog displays.



- If you selected *All client and tax return data*, the *Confirm Client Restore* dialog displays.



7. Continue the restore process with one of the following choices, or click **Cancel** to cancel the restore.
  - **Restore All.** If selected, restores all client and tax return data for the files selected.
  - **Confirm Exceptions.** If selected, each file from the restore source that has an existing Client ID on the restore destination will display. Click **Yes** to overwrite the file on your hard disk, or click **No** to skip the file and go to the next one.

 **Note:** If the Client IDs match but the Social Security Numbers do not match, a message displays the Client ID and SSN of both files and the file is not restored.

The status of a restored client file changes to **Restored** and is recorded in the client's history log in Client Manager.

## Deleting Client Data

(Office Manager > Delete Client Data)

 **Warning!** Do not delete client or return data unless it has been backed up.

Use **Delete Client Data** to delete the following:

- **All tax return data.** Deletes tax returns while maintaining client profile information.
- **All client and tax return data.** Deletes a selected client or clients completely from the system.
- **Tax return components.** Deletes specific portions of a return. The return continues to display in selection lists.

The procedures for each of these options are discussed in the following sections.

 **Note:** You are prompted to enter the password for password-protected data before you can delete it.

## Deleting All Tax Return Data

(Office Manager > Delete Client Data > All tax return data > All or Completed Tax Returns)

Use this option to delete a return or return versions for selected clients.

1. Click **Delete Client Data** or select **Utilities > Delete Client Data**.
2. Choose **All tax return data** and click **OK** to display the *Create Tax Return List* dialog.

3. Enter a tax year or use the drop-down list to select the year.
4. Choose one of the following:
  - **All tax returns**. Displays a list of all returns on your system. You can then select the returns you want to delete.
  - **Completed tax returns**. Displays a list of returns marked as *Completed* through the *Set Status* option in Tax Preparation.
  - **Specific client**. Displays a dialog on which you enter the name or ID of the client whose return you want to delete.
  - **Customized list**. Displays a dialog to filter returns by client type, office group, and/or preparer. Select returns to delete from the list created by using these filters.
5. Depending on your choice in the previous step, continue the selection process as follows:
  - If you select **All tax returns** and click **OK**, the *Select Tax Returns for Deletion* dialog displays all clients on your account.
  - If you select **Completed tax returns** and click **OK**, the *Select Tax Returns for Deletion* dialog displays returns marked as *Completed* in Tax Preparation.
  - If you select **Specific client** and click **OK**, specify whether you want to locate the client by name or ID, then type a name or ID and click **OK**. The *Select Tax Returns for Deletion* dialog displays the client's return.

If you enter a partial name or ID, a list of clients displays whose names or IDs start with the text you entered. Then select the client whose return you want to delete.
  - If you select **Customized list** and click **OK**, use the filter criteria to select returns based on tax product, office group, or preparer, or leave **All** as the default. Click **OK**. The *Select Tax Returns for Deletion* dialog displays the returns matching your filter criteria.
6. To select clients that you want to delete, you can do any of the following:
  - To select a single client, highlight the client in the *Clients* box, and then click **Add** or drag it into the *Selected* box.
  - To delete all files listed, click **Add All**.
  - To remove a single client from the *Selected* box, highlight the client, and then click **Remove** or drag it into the *Clients* box.
  - You can add or remove a range of clients by holding down the **Shift** key and clicking the first and last clients in the range. You can also select multiple clients that are not listed consecutively by holding down the **Ctrl** key and clicking the individual clients. Drag the highlighted clients to the opposite box or click the appropriate button.
7. Click **OK** to delete the selected completed returns.
8. Click **Yes** to confirm the deletion. Click **No** to cancel.

## Deleting All Client and Tax Return Data

(Office Manager > Delete Client Data > All client and tax return data)

1. Click **Delete Client Data** or select **Utilities > Delete Client Data**.
2. Choose **All client and tax return data** and click **OK**.

3. On the *Create Client List* dialog, choose one of the following three options for selecting clients for deletion:
  - To display a list of all clients on your system from which you can choose those you want to delete, select **All clients** and click **OK**.
  - To display a specific client, select **Specific client** and click **OK**. Then type in the client's name or ID and click **OK**.  
If you enter a partial name or ID, a list of clients displays whose names or IDs start with the text you entered. Then select the client whose return you want to delete.
  - To display a list of clients based on client type, office group, or preparer, select **Customized list** and click **OK**. Select the filters and click **OK**. Select clients from the list created using these filters.
4. The *Select Clients for Deletion* dialog displays. To select clients you want to delete, you can do any of the following:
  - To select a single client, highlight the client in the *Clients* box, and then click **Add** or drag it into the *Selected* box.
  - To delete all files listed, click **Add All**.
  - To remove a single client from the *Selected* box, highlight the client, and then click **Remove** or drag it into the *Clients* box.
  - You can add or remove a range of clients by holding down the **Shift** key and clicking the first and last clients in the range. You can also select multiple clients that are not listed consecutively by holding down the **Ctrl** key and clicking the individual clients. Drag the highlighted clients to the opposite box or click the appropriate button, **Add** (to move them to the *Selected* box) or **Remove** (to move them to the *Clients* box).
5. Click **OK** to delete the selected client or clients.
6. To confirm the deletion, click **Yes**. To cancel the deletion, click **No**.

## Deleting Tax Return Components

(Office Manager > Delete Client Data > Tax return components)

Use this option to delete specific portions of a return. The return continues to display in selection lists. You can delete any of the following components:

- **Tax data**. Deletes return data.
- **Print file**. Deletes any print files created in Production Processing, Tax Preparation, or sent from the Service Center.
- **Pro Forma**. Deletes Pro Forma. Do not delete the Pro Forma component of a tax return if you want to create the next year return from the Pro Forma.
- **Activity history**. Deletes all record of the return's activity.
- **K-1 Import files**. Deletes any unimported K-1 files for the selected return or returns.

To delete tax return components, do the following:

1. Click **Delete Client Data** or select **Utilities > Delete Client Data**.
2. Choose **Tax return components**.
3. Check one or more return components to delete and click **OK**.
4. Select the tax year of the returns, then choose one of the following to build a list of returns from which to delete components and click **OK**.
  - **All tax returns**. The *Select Tax Returns - Delete Components* dialog displays all clients.
  - **Completed tax returns**. The *Select Tax Returns - Delete Components* dialog displays returns marked as *Completed* in Tax Preparation.
  - **Specific client**. Specify the client name or ID, or enter a partial name or ID, and click **OK**. The *Select Tax Returns - Delete Components* dialog displays the specific client, or a list of clients whose client name or ID starts with the text you entered.
  - **Customized list**. Filter returns based on tax product, office group, and/or preparer. The *Select Tax Returns - Delete Components* dialog displays the returns matching your filter criteria.
5. To select returns to delete, you can do any of the following:
  - Select a single return by highlighting the return in the *Returns* box. Click **Add** or drag it into the *Selected* box.
  - To delete all returns listed, click **Add All**. All returns are added to the *Selected* box.
  - To remove a single return from the *Selected* box, highlight the return, and then click **Remove** or drag it into the *Returns* box.
  - You can add or remove a range of returns by holding down the **Shift** key and clicking the first and last returns in the range. You can also select multiple returns that are not listed consecutively by holding down the **Ctrl** key and clicking the individual returns. Drag the highlighted returns to the opposite box or click the appropriate button.
6. Click **OK** to delete the components for the selected returns.
7. Click **Yes** to confirm the deletion of the return components for the selected returns. Click **No** to cancel the deletion.

## Backing Up Returns for Center Pro Forma/Organizer

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(Office Manager > Utilities > Backup for Center Pro Forma/Organizer)

Use the following procedure to select the returns you want to send to your Service Center for Pro Forma or Organizer processing.

1. Select **Utilities > Backup for Center Pro Forma/Organizer**.
2. Select the tax year of the returns you want to send.

3. Select one of the following four choices:
  - Select **All tax returns** and click **OK** to display a list of all clients on your system.
  - Select **Completed tax returns** and click **OK** to display a list of returns marked *Completed*.
  - Select **Specific client** and click **OK**, enter the name or ID of the client, and click **OK** to display the client's return.

If you enter a partial name or ID, a list of clients whose names or IDs start with the text you entered displays. Select the client whose return you want to back up.
  - Select **Customized list** and click **OK** to filter the returns based on tax product, status, last activity, office group, and/or preparer. Once you have selected the criteria, click **OK** to display the returns matching your filter criteria.
4. To select returns that you want to back up, you can do any of the following:
  - Select a single return by highlighting the return in the *Returns* box, and then clicking **Add** or dragging it into the *Selected for backup* box.
  - Back up all returns listed by clicking **Add All**.
  - Remove a single return from the *Selected for backup* box by highlighting the return, and then clicking **Remove** or dragging it into the *Returns* box.
  - Add or remove a range of returns by holding down the **Shift** key and clicking the first and last returns in the range. You can also select multiple returns that are not listed consecutively by holding down the **Ctrl** key and clicking the individual returns. Drag the highlighted returns to the opposite box or click the appropriate button.
5. Click **OK** and then select your backup drive.
6. Enter or select the accountant number that will be used to identify the returns at the service center. This number defaults to the account number listed in your communication profile. If the directory does not exist, a dialog box will ask if you want to create the directory in the location `?:\fx\YY\ud\`, where ? is the drive selected and YY is the tax year.

## Backing Up System Data

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(Office Manager > Utilities > Backup System)

Use Backup System Data to create a backup of your system database files. You can save to your local or network drive. Client files are not backed up with this option. For a large database, a removable disk (for example, Zip drive) or tape backup is recommended. A third party backup utility is required to create a tape backup.

 **Note:** You must have exclusive access to the CCH ProSystem *fx* database to perform this function.



Use the following procedure to backup system data.

1. Select **Utilities > Backup System**. The *Select Destination Drive/Directory for Backup* dialog displays.
2. Choose the drive/directory to back up the system to or specify the A:\ drive and insert a blank, formatted diskette.
3. Click **OK** to begin the backup. You are prompted for additional diskettes as needed until the backup is complete.

 **Note:** A system backup may exceed ten diskettes.

## Restoring System Data

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(Office Manager > Utilities > Restore System)

 **Warning!** You should restore system data only when instructed to do so by a Technical Support representative.

1. Select **Utilities > Restore System** to display the *Select Source Drive/Directory for Restore* dialog.
2. Specify the drive or insert the first Restore diskette into the A:\ drive.
3. Click **OK** to start the restore process. If you are restoring from the A:\ drive you are prompted for sequenced diskettes as needed until the Restore is complete.

## Deleting a Tax Product

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(Office Manager > Delete Tax Products)

Use Delete Tax Product to delete both tax products and related laser forms from your system.

 **Note:** This option deletes both federal and state. To selectively delete a state, perform a reinstall of the tax product, and then choose not to install that particular state.

To delete a tax product, use the following procedure:

1. Click the **Delete Tax Products** button or select **Utilities > Delete Tax Products** to display the *Delete Tax Products* dialog.
2. From the *Tax year* drop-down list select the year of the product you want to delete.
3. Check the box of each tax product you want to delete.
4. Click **OK** and a message displays telling you that the interview forms, laser forms, and calculation module for the chosen products will be deleted.
5. Click **OK** to confirm and delete the selected tax products, or click **Cancel** to end the deletion process and return to the *Delete Tax Products* dialog.

## Using the Tools Feature of Office Manager

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The Tools feature on the menu bar provides the following options:

- **Version**. Display the version numbers of all tax products and applications on your system.
- **Rebuild**. Fix corrupt system files and correct database inconsistencies.
- **Client Filenames**. Display and print a list of your clients' names, IDs, and filenames.
- **Change Client ID**. Change the client IDs for one or more clients.
- **Change Office Group**. Change the office group for one or more clients.
- **Change Tax Preparer**. Change the tax preparer for one or more clients.
- **Check-in/Check-out Returns**. Copy returns from the network to a remote office or laptop PC and restore returns to a home office from a remote office or laptop PC.
- **Stage Returns**. Select returns you want to be made available to a remote office or laptop PC without the remote office or laptop requesting return check-out.
- **Unlock Checked-out/in Returns**. Clear the lock on the network version of a return checked out to a laptop PC or a remote office.
- **Set Return's Check-out Availability**. Mark returns as available or unavailable for check-out.
- **Process Returns**. Allow a supervisor to review and resolve any issues involved with return check-in.
- **Maintain Invoice Transaction History**. Not applicable.
- **Unlock Outsourced Returns**. Not applicable.
- **Transfer Authorizations**. Not applicable.
- **Maintain Authorization History**. Not applicable.
- **Link SSO for Electronic Filing Status System**. Link the desktop user ID to the SSO staff ID so you do not need to enter your SSO log in credentials to access the Electronic Filing Status system.

Each option is explained in subsequent sections.

### Version

(Office Manager > Tools > Version)

Select **Tools > Version** to view the *Version* dialog. The top box of the dialog lists the version numbers of installed CCH ProSystem *fx* Tax applications. The bottom box lists the version numbers of tax products. Click **OK** when you are finished viewing.

## Rebuild

(Office Manager > Rebuild)

Rebuild lets you correct database inconsistencies and fix corrupt system files. These procedures initiate a rebuild of your database and should resolve most database problems. You can use File > Toolbar to toggle the Rebuild toolbar buttons on and off.



**Tip:** During periods of heavy return processing, you should use the *System* option to run a client rebuild and user ID rebuild weekly.

Click the **Rebuild** button or select **Tools > Rebuild** to display the Rebuild window where you can select from the following options:

- **System.** A system rebuild can be used to perform both high-level and low-level rebuilds and can be used to perform a complete analysis and synchronization of your entire system.
- **Client.** Add clients to your database that were copied directly to the client subdirectory and to repair client files.
- **Timed.** Preset a specified time to run a high-level Selective System Rebuild.
- **In-Use.** Used when you can no longer access a return or client file because it is left locked or *In-Use*.
- **Log.** View and print a log file.



**Note:** Use **File > Toolbar** to activate and deactivate the Rebuild toolbar buttons.

## Full System Rebuild

(Office Manager > Rebuild > System)

A full system rebuild is recommended to correct and prevent database problems and to fix corrupt system files. For general maintenance purposes it is recommended that you run a full system rebuild every two weeks.



**Note:** The amount of time taken to run a full system rebuild depends on the size of the database. A large database can take up to an hour to run. For such a situation, a timed rebuild is recommended. See *Timed Rebuild* on page 128 for details.

To run a full system rebuild, do the following:

1. Click the **System** button to display the *Rebuild Configuration* dialog.
2. Click **OK**. The rebuild begins.
3. When the rebuild is completed, select **File > Exit** to return to Office Manager.

## Selective System Rebuild

(Office Manager > Rebuild > System)

The Selective System Rebuild provides high-level rebuild options that focus on client, return, and user rebuilds and low-level options that focus on system-level rebuilds.

1. Click the **System** button. The *Rebuild Configuration* dialog displays.
2. Select from the available *High-Level* Rebuild options.
  - **Clear database locks**. Unlock an engagement, search, or To Do List item that was left open due to an abnormal exit from CCH ProSystem *fx*. You can also use this option if you receive the message *File xxx in use* and you are sure the file is not in use.
  - **Client rebuild**. Unlock multiple “In-Use” client or return files. For example, you would use this option if multiple users were working on returns or profiles when your system went down.
  - **User ID rebuild**. Use this option if users are not being recognized by the system.
  - **Synchronize client links**. Use this option *only with the assistance of a Technical Support representative*.
3. Click the **Low-Level Options** tab and check the low-level options you want to run.
  - **Verify/Fix Links**. Checks database links. If broken links are found, the system repairs them.
  - **Extensive Database Integrity Check**. Checks every record and field in your database for errors.
  - **Recycle Unused Space**. Performs a function much like a disk optimization tool. Files are arranged in a single, contiguous area of available space, resulting in faster, more efficient access to your data.
    -  **Tip:** Both the *Extensive Database Integrity Check* and the *Recycle Unused Space* options should be performed after normal business hours, as the rebuild could be time consuming. The length of time required depends on the size of your database.
  - **Rebuild All Key Files**. Regenerates database index files. Use this option if you are having trouble accessing client files or returns or experiencing general database errors.
  - **Synchronize Product Types**. Use this option *only with the assistance of a Technical Support representative*.
4. When finished, click **OK** to begin the Selective System Rebuild.
5. Select **File > Exit** to return to Office Manager.

## Selective Client Rebuild

(Office Manager > Rebuild > Client)



**Note:** Use Selective Client Rebuild to rebuild selected clients. If you need to do a more extensive client rebuild, use the *Client Rebuild* option in *Selective System Rebuild*.

1. Click the **Client** button. The *Select Client(s) for Rebuild* dialog displays.
2. Select the client files you want to rebuild as follows:
  - To select a single client, highlight the client in the *Clients* box, and then click **Add** or drag it into the *Selected* box.
  - To remove a single client from the *Selected* box, highlight the client, and then click **Remove** or drag it into the *Clients* box.
  - Add or remove a range of clients by holding down the **Shift** key and clicking the first and last clients in the range. You can also select multiple clients that are not listed consecutively by holding down the **Ctrl** key and clicking the individual clients. Drag the highlighted clients to the opposite box or click the appropriate button.
3. Click **OK** to begin rebuilding the selected clients.

## Timed Rebuild

(Office Manager > Rebuild > Timed)

1. Click the **Timed** button to display the *Timed Rebuild* dialog.
2. The *Today's date/time* box acts as a digital clock and displays the current date. You can use the plus and minus symbols to set the month, day, hour, and minute you want the rebuild to begin.  
Note the following points about setting the time on this dialog:
  - The default date and time settings are preset to display one minute ahead of the clock in the *Today's date/time* box.
  - If you are setting the hour for an afternoon or evening rebuild and it is currently morning, the *PM* radio button is activated when you move the hour box past 12:00. If it is currently afternoon or evening and you set the hour for a morning rebuild, the *AM* radio button is activated.
3. Check the box to minimize the rebuild program if you want to keep it running in the background. You can maximize the program at any time to display the timed settings for the rebuild.  
You can leave the appropriate boxes checked to clear database locks and perform a client and user ID file rebuild, or remove the check next to the appropriate option if you do not want to include that option in the rebuild process.  
Only after you contact a Technical Support representative should you check the *Synchronize client links* box.
4. Click **OK**.

## In-Use Rebuild

(Office Manager > Rebuild > In-Use)

Use this option when you can no longer access a return or client profile because it is left locked or “in use.”

1. Verify that no staff member is working on the return or profile.
2. Note the client ID number of the in-use return or profile.
3. Click **Rebuild** or select **Tools > Rebuild**.
4. Click the **In-Use** button or select **Tools > Client In-Use**. The *Select Client(s) to Unlock* dialog displays, listing any in-use clients.
5. Highlight the client you want to unlock. Drag the client into the *Selected* box or click **Add**.
6. Click **OK**.
7. When you are prompted that the return has been unlocked, click **OK**.

## Log

(Office Manager > Rebuild > Log)

Click the **Log** button to display the *Rebuild Log* dialog. This log is overwritten every time a rebuild is performed. If you want to print a copy of the log, click **Print**. If errors or warnings were generated during the Rebuild, click **Next Error** to review them. Click **Close** when finished.

## Viewing the Rebuild Toolbar and Status Bar

(Office Manager > Rebuild > File)

You can toggle the Toolbar (File > Toolbar) and Status Bar (File > Status Bar) on and off by selecting them from the File menu.

## Client Filenames List

(Office Manager > Client Filenames List)

Use the *Client Filenames List* option to display or print a list of clients on your system by ID, name, and filename. The filename is useful as a reference when rebuilding selected clients.

1. Click the **Client Filenames List** button or select **Tools > Client Filenames**.
2. Use the drop-down lists to select the clients by client type, office group and/or preparer, or leave the default **All**. Click **OK**.  
You can change the way clients are sorted by clicking one of the column headings. For example, to change the sort from Client ID to client name, click the **Client Name** header.
3. Click **Print** to print the list of filenames, or click **OK** to close the list after viewing.

## Changing a Client ID

(Office Manager > Change Client ID)

Only a supervisor can change a client ID.

1. Click the **Change Client ID** button or select **Tools > Change Client ID**.
2. On the *Customize Client List* dialog, use filter criteria to select the clients you want to display and click **OK**, or leave **All** as the default and click **OK** to display all clients.
3. To change the ID for one client on the *Select Clients* dialog, click the client and click **OK**.

You can select a range of clients by holding down the **Shift** key and clicking the first and last clients in the range. You can also select multiple clients that are not listed consecutively by holding down the **Ctrl** key and clicking the individual clients. Click **OK**.

The *Change Client ID* dialog displays the name, Social Security Number or Employer Identification Number, and current client ID for the first client you selected.

4. For each client ID you selected to change, you have these options:
  - Enter the new ID for the displayed client and click **OK**.  
If the new client ID matches an existing client ID, a message displays telling you the Client ID already exists. Click **OK** to return to the *Change Client ID* dialog and enter a new ID.
  - Click **Skip** if you decide not to change this client ID. The next client in your selection displays.
  - Click **Cancel** to return to the *Select Client* dialog.

The client ID is updated on the client's profile and tax return. The client's old ID is deleted. The next client in your selection displays.

When all client IDs have been changed, you are returned to the *Select Client* dialog.

5. Click **Close** to exit the Change Client ID program.

## Changing an Office Group

(Office Manager > Change Office Group)

Only a supervisor can change the office group for one or more selected clients.

1. Click the **Change Office Group** button or select **Tools > Change Office Group**.
2. On the *Create Client List* dialog, do one of the following:
  - Enter the client ID or client name of a specific client and click **OK**.
  - Use filter criteria to select the clients you want to display and click **OK**.
  - Leave **All** as the default and click **OK** to display all clients.

The *Select Clients* dialog displays, listing the client, or clients, you selected.

3. To select clients for whom you want to change the office group, do any of the following:
  - To select a single client in the *Available clients* box, highlight the client, and then click **Add** or drag it into the *Selected clients* box.
  - To select all clients, click **Add All**.

- To remove a single client from the *Selected clients* box, highlight the client, and then click **Remove** or drag it into the *Available clients* box.
  - You can add or remove a range of clients by holding down the **Shift** key and clicking the first and last clients in the range. You can also select multiple clients that are not listed consecutively by holding down the **Ctrl** key and clicking the individual clients. Drag the highlighted clients to the opposite box or click the appropriate button.
4. Click **Change**. The *Select Target Office Group* dialog displays listing all available office groups configured for CCH ProSystem *fx* Tax.
  5. Highlight the office group to which you want to change and click **OK** to change the office groups for the selected clients. A message displays stating that the office groups have been successfully changed.



#### Notes:

- If a client is secured, a password dialog displays prompting you to enter the password before the client's office group can be changed. A *Change Exception Reports* dialog displays for the client if you do not enter a password.
  - If a client has a password protected return, the Admin user can now change the client's Office Group even if the Admin user does not know the password.
6. Click **OK**. You are returned to Office Manager.

## Changing a Tax Preparer

(Office Manager > Change Tax Preparer)

Only a supervisor can change the tax preparer for one or more selected clients.

Changing tax preparers affects only the preparer's name on current year tax returns, even if the selected preparer differs from the prior year preparer.

1. Select **Tools > Change Tax Preparer** or click the **Change Tax Preparer** button.
2. On the *Create Client List* dialog, do one of the following:
  - Enter the client ID or client name of a specific client and click **OK**.
  - Use filter criteria to select the clients you want to display and click **OK**.
  - Leave **All** as the default and click **OK** to display all clients.

The *Select Clients* dialog displays, listing the selected clients.

3. To select clients for whom you want to change the Tax Preparer, do any of the following:
  - To select a single client in the *Available clients* box, highlight the client, and then click **Add** or drag it into the *Selected clients* box.
  - To select all clients, click **Add All**.
  - To remove a single client from the *Selected clients* box, highlight the client, and then click **Remove** or drag it into the *Available clients* box.
  - Add or remove a range of clients by holding down the **Shift** key and clicking the first and last clients in the range. You can also select multiple clients that are not listed



consecutively by holding down the **Ctrl** key and clicking the individual clients. Click **Add** or **Remove**, or drag the highlighted clients to the opposite box or click the appropriate button.

4. Click **Change**. The *Select Target Preparer* dialog displays showing all available tax preparer codes and names that have been configured for Tax.
5. Select the tax preparer that you want to change and click **OK**. The system checks the assigned tax preparers for all the selected clients.

 **Note:** If a client is secured, a password dialog displays prompting you to enter the password before the client's tax preparer can be changed. A *Change Exception Reports* dialog displays for the client if you do not enter a password.

When finished checking the clients, the system changes the tax preparer assigned to all the selected clients' returns and profiles. A message displays stating that the tax preparers have been successfully changed.

6. Click **OK** to return to Office Manager.

## Checking In and Checking Out Returns

The Check-In/Check-Out feature allows a remote office to:

- Check returns into and out of a host office.
- Check invoice files into a host office if invoice configuration has been set for both host and remote offices.

Before checking returns in or out of checking in invoice files, take note of the following:

- User sign-on must be activated on both the host and the remote office using **Office Manager > Configure Firm > Options** before return check-in and check-out processing can occur.
- For laptops, all network CCH ProSystem *fx* Tax applications must be closed before returns can be checked in or out, or invoice files can be checked in. Only Office Manager can be open on the laptop during check-in or check-out.

Check-In and Check-Out also:

- Allows a supervisor to flag returns as not available for check-out. Initially, all returns can be checked out.
- Assigns a last activity of *Checked-in*, *Checked-out*, *Received*, or *Sent* to a return, depending on the action taken.
- Creates a copy of the return for the remote office. The original return remains on the host but is locked so that no further data entry can take place. A supervisor can unlock the return using **Tools > Unlock Checked-out/in Returns**.

When the return is checked back into the host from the remote office, the copy of the return remains on the remote office computer but is also locked. It can be unlocked using the **Tools > Unlock Checked-out/in Returns**.

- Provides the following reports:
  - A configuration report listing office IDs, office names, remote user IDs and names, and whether user check-in and check-out is allowed.
  - An audit trail of the returns received by your office.
  - A list of the returns checked out from your office.
  - A report listing returns that have been staged on the host but not retrieved by the remote.

Remote office reports can be printed by clicking **Print Report** and then choosing **Remote office processing**.

## Flagging Returns for Check-out

Initially, all returns are flagged by CCH ProSystem *fx* as able to be checked out. A supervisor can change the status of returns. Return check-out status can also be set on a per return basis using **Manage > Do Not Allow Check-out** in Tax Preparation.

1. Select **Tools > Set Return's Check-in/out Availability**.
2. Filter the list of returns whose availability you want to change using the following criteria: Tax year, Tax product, Status, Last activity, Office group, Preparer, and/or Staff responsible.
3. Click **OK** to display the *Set Return Check-in/out Availability* dialog. The default status **Do Not Allow** displays returns that have been flagged as unavailable for check-out. To display returns that can be checked out, select **Allow** from the drop-down list.  
Returns currently checked out will not display in the list.
4. To change the status of returns, use the **Shift** and **Ctrl** keys to select consecutively and non-consecutively listed returns, respectively. Then click **Change**.
5. To print a list of returns that can be checked out, click **Print List** to choose the type of report to print, specify the sort order, and click **OK**.
6. Click **Close** when finished setting return availability.

## Staging Returns

This function allows a supervisor of a host office to make returns automatically available for a remote office's check-out.

1. Select **Tools > Stage Returns**.
2. Select the remote office for which you are staging the returns and click **OK**.
3. Select the user for whom you are staging the returns and click **OK**.
4. Select the tax year of the returns from the *Tax year* drop-down list.
5. To stage a specific return, choose the appropriate box, enter the client's ID or name, and click **OK**. To prepare a list of returns from which to select, you can:
  - Enter a partial name or ID to display a list of clients whose name or ID begins with those characters, or
  - Use the drop-down lists to filter the returns you will choose from by the criteria listed and click **OK**.

6. The *Select Returns for Check-out* dialog displays listing the returns matching the filter criteria or the specific client requested. To select returns you want to stage, you can do any of the following:
  - To select a single return in the *Returns* box, highlight the client and click **Add**, or drag it into the *Selected* box.
  - To select all clients, click **Add All**.
  - To remove a single client from the *Selected* box, highlight the client and click **Remove**, or drag it into the *Returns* box.
  - To select multiple clients to add or remove, use **Shift** or **Ctrl** to highlight the clients and click the appropriate button, or drag them into the opposite box.
7. Click **OK** when you have finished selecting returns for staging.

## Checking Returns In and Out

1. On the remote office computer, click **Check-in/Check-out Returns** or select **Tools > Check-in/Check-out Returns**.
2. On the dialog that displays, select your check-out mode:
  - **Direct check-in/check out**. Used by laptops docked to the server.
  - **Remote check-in/check out**. Used by laptops or standalone PCs.
3. If only one host office is configured, the system will attempt to log on to the host server.  
If more than one host office is configured, highlight the office you want to access on the *Host Offices Available* dialog and click **OK**.
4. When logon is complete, the *Check-in/Check-out Returns* dialog displays. You can do any of the following:
  - Select **Check-in returns** and click **OK** to send returns and invoice files, if applicable, to the host. Continue to step 5.
  - Select **Check-out returns** and click **OK** to pull returns from the host. If set up, invoice files are also sent to the host using this option. Continue to step 5.
  - Select **Check-in invoice file only**. Continue to step 5.
  - If returns have been staged for your office by the host, the *Receive returns staged for you* button will be preselected. Click **OK** to have the system immediately move all staged returns to your computer. Click **View List of Staged Returns** to show a list of all returns waiting to be checked out.
5. Select the tax year of the returns you want to check in or out from the *Tax year* drop-down list.
6. To select a specific return, choose the appropriate box, enter the client's ID or name, and click **OK**. To prepare a list of returns from which to select, do either of the following:
  - Enter a partial name or ID to display a list of clients whose name or ID begins with those characters.
  - Use the drop-down lists to filter the returns you will choose from by the criteria listed and click **OK**.

A dialog displays listing the returns that match your filters and are available for check-in or check-out.

7. To select and deselect returns you want to stage, you can do any of the following:
  - To select a single return, highlight the return and click **Add**, or drag it into the *Selected* box.
  - To select all returns, click **Add All**.
  - To remove a single client from the *Selected* box, highlight the client and click **Remove**, or drag it into the *Returns* box.
  - You can add or remove a range of clients by holding **Shift** and clicking the first and last clients in the range. You can also select multiple clients that are not listed consecutively by holding **Ctrl** and clicking the individual clients. Drag the highlighted clients to the opposite box, or click the appropriate button.

 **Note for checking out returns:** Returns flagged as not available for check-out do not display in return check-out lists; returns moved to alternate drives do not display; and returns currently checked out display in return check-out lists but are not available to be checked out.

 **Note for checking in returns:** If a calc server is set up in the host office, you can check the box to have the returns sent to the calc server after check-in. You can select to have the returns calculated only, calculated and a print file prepared, or calculated and printed.

8. Click **OK** to begin copying the returns. A message displays on the screen showing the progress of the copy operation for both checking in and checking out returns.
9. An exception report will display if any of the following is true.

**For Checked-out returns:**

- A requested return is “in-use” and cannot be checked out.
- A requested return has been flagged as unavailable for check-out.
- The client ID exists at the remote office with a different Social Security Number or Employer Identification Number. The *Change ID* dialog displays on the remote office to allow you to change the ID.
- A return was requested for a specific client and the return does not exist on the host office.
- The return’s office group does not exist at the remote office. The office group *\_Remote* will be assigned to the return. The *Change Office Group* dialog displays so you can change the office group to an existing one before the return is processed.
- A requested return has already been checked out.

**For Checked-in returns:**

- A more current return exists at the host office or the return is “in-use” at the host office.
- The client ID exists at the host office with a different Social Security Number or Employer Identification Number.

- The return's office group does not exist at the host office. The office group *\_Host* is assigned to the return.
- If an existing return's office group is changed on the remote computer, it is reassigned to its original office group when checked into the host.
- The return located on the host has been moved to an alternate drive. This return must be moved back prior to successful check-in. The return is placed in the Process directory on the host computer.
- The return's check-in availability status on the host is currently set to "Do not Allow" for check-in. The return is placed in the Process directory on the host computer.

A supervisor can use the **Tools > Process Returns** option to resolve any of these issues and check in the return.

## Processing Returns

The Process Returns feature is available to a supervisor on the host computer to resolve problems with checked in returns.

1. Select **Tools > Process Returns**.
2. The *Process Returns Unsuccessfully Checked-In* dialog lists those returns that could not be checked in.

When you highlight a return, the exceptions recorded for the return display in the lower portion of the dialog as well as the ID of the office checking in the return. You can use Delete to delete a return. A confirmation dialog displays.

3. Click **Process**. One of the following occurs:
  - If a more recent version of the return exists on the host, the *Confirm Check-In of Return* dialog will display. The dialog shows the taxpayer's name, client ID, tax product type, and SSN or EIN for both files. Click **Yes** to check the return in or **No** to not check the return in.
  - If a duplicate client ID with a different SSN or EIN exists on the host, the *Change Client ID* dialog will display. The dialog shows the taxpayer's name, client ID, tax product type, and Social Security Number or EIN for both files. Click **Yes** to check the return in or **No** to not check the return in.
  - If the return has been assigned to the *\_Host* office group, the *Reassign Office Group* dialog will display. You can assign the return to an existing office group.
  - If the return was in-use at the time of check-in, a dialog displays informing you of a successful check-in at this time.
  - The original copy of this return needs to be moved back to the data drive prior to processing. Move the return back to the host from the alternate drive it was moved to.
  - This return's check-in availability status is currently set to **Do not Allow**. Change the status in either Office Manager or Tax Preparation to **Allow**.

## Unlocking Checked-in/out Returns

Only supervisors have access to this feature for unlocking returns checked in or out.

1. Select **Tools > Unlock Checked-in/out Returns**.
2. Highlight the returns you want to unlock and click **Add**.
3. Click **OK** when finished.

## Linking SSO for Global Staff Manager

In CCH ProSystem *fx* Tax, you have the option to launch the Electronic Filing Status system from the *Manage > Electronic Filing Status* in CCH ProSystem *fx* Tax Preparation. You can save time by linking the desktop user ID to the SSO staff ID because you do not need to enter your SSO login information to access the Electronic Filing Status system.

For information on the Electronic Filing process and linking SSO Users, see *Chapter 7 - Electronic Filing* on page 280.

 **Note:** If you are using a Windows® server and you will be using the *Electronic Filing Status* feature, add the following sites as trusted sites to your internet options:  
<https://tc.tcsso.cchgroup.com/ssocentral> and <https://efile.prosystemfx.com>.

## Viewing and Printing Office Manager Reports

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### Configuration Information Reports

(Office Manager > Print Reports)

This option allows supervisors to view and print the reports showing the firm and office configuration, staff (users, preparers, and resources) configuration, and Tax Preparation configuration.

 **Note:** Availability of reports depends on several factors, such as your CCH ProSystem *fx* system setup, software installed, returns processed, etc.

1. Click the **Print Reports** button or select **File > Print**.
2. Select the preferred report and click **OK**.
  - **Firm/office configuration**. These reports begin printing immediately.
  - **Staff Configuration**. Indicate on the next dialog if you want the report to list users and/or preparers.  
The Staff Configuration Report lists any users who are able to check returns in and out.
  - **Tax Preparation configuration**. Select one or more office groups for which you want to print the report.
3. Click **OK** to begin printing the report.

## Remote Office Processing Reports

(Office Manager > Print Reports)

There are four reports associated with remote office processing.

- **Remote office configurations.** Lists all configured remote offices by office ID, office name, and drive letter or UNC path. Also states whether a remote office is allowed to check-out returns, check-in returns, and retrieve staged returns.
- **Returns received.** Lists returns received by an office. Provides for each return the return ID, client name, office group, status, and last activity, as well as the remote office who received the return, the office from which the return was checked-out, and the check-out date.
- **Returns checked-out.** Lists returns checked out of an office. Provides for each return the return ID, client name, and return status, as well as the date the return was checked out and the user and remote office that checked-out the return.
- **Staged returns pending.** Lists returns that have been staged for remote offices. Provides for each return the return ID and client name as well as the user and remote office for whom the return was staged and the check-out date.

To print a remote processing report, do the following:

1. Click the **Print Reports** button or select **File > Print**.
2. Choose **Remote office processing** and click **OK**.
  - If you select **Remote office configurations**, you can choose to print to a printer or to a fax, if set up using File > Printer Setup. If you choose to print to a printer, you can specify the number of copies to print.
  - If you select **Returns received**, **Returns checked-out**, or **Staged returns pending**, you can choose to sort the report using three sort levels. You can also choose to print the report to a printer or to a fax, if set up using File > Printer Setup. If you choose to print to a printer, you can specify the number of copies to print.
3. Click **OK** to begin printing the report.

## Returns Uploaded and Locked Report

(Office Manager > Print Reports)

This report lists the Return ID, Client ID, Staff ID, and the Date Locked for returns uploaded and locked from January 1 of the year you choose through the date the report is run.

To view or print a report of uploaded and locked returns processed, do the following:

1. Click **Print Reports** or select **File > Print**.
2. Select **Returns uploaded and locked** and click **OK**.
3. On the *Returns uploaded and locked* dialog, choose the tax year.
4. You can click **OK** to print one copy of the report or check **View report** to display the report. If you are viewing the report, you can click **Print** to print one copy of the report or click **OK** to close the report.

# Chapter 4

## TAX PREPARATION

### Tax Processing with Tax Preparation

---

This chapter describes how to create and process returns. Tax Preparation is designed to make processing returns easy and efficient by allowing you to do the following:

- Process returns for Individual, Corporation, S Corporation, Partnership, Fiduciary, Employee Benefit Plan, Exempt Organization, and Estate & Gift tax products.
- Enter data using government forms, interview forms, or worksheets.
- Choose from three data entry modes for interview forms: Heads Up, Split Screen, or Heads Down.
- Select forms from a Full Window Forms List, a Full Window Forms Tree, or a Split Window Forms Tree.
- Review and update tax data on forms or worksheets using interactive links from diagnostic, estimate, and override reports.
- Review statements for a form.
- Review letters and filing instructions for a return.
- Create and upload IRS files in preparation for electronic filing. The upload feature is detailed in *Chapter 7 - Electronic Filing* on page 280.
- Launch the Electronic Filing Status system.
- Embed spreadsheets and documents in a return. Link returns with spreadsheets and word processing documents.
- Print Preparer and Input Data reports using a variety of options (e.g., specify the print destination).
- Maintain the status of each return and lock returns to prevent changes.
- Configure Tax Preparation options as buttons on the toolbar, as well as resize and dock the toolbar.
- Forward a return to another user and open returns forwarded to you from your In-Box.
- View the history of each return and your navigation history.
- Tick mark any field with three color-coded tick marks that can be reversed, erased, and included on diagnostic reports.
- View tax balance due and refund amount totals in the return Tax Preparation toolbar.



## Tax Products and Client Types

Returns are created by client type for the tax products listed in the following table:

Tax Product	Client Type		
	Individual	Corporation	Partnership Fiduciary
Individual (I)	X		
Partnership (P)			X
Corporation (C)		X	
S Corporation (S)		X	
Fiduciary (F)			X
Estate & Gift (Y)	X		X
Exempt Org. (X)		X	X
Employee Benefit Plan (K)	X	X	X

## Monitors and Screen Resolution

Tax Preparation supports the use of multiple monitors and pivot monitors. Multiple monitors can have the same or differing resolutions, but they must be set side-by-side with the primary monitor in the left-most position.

For Citrix<sup>®</sup> users, a monitor configuration option is located in Tax Preparation under Options > Preferences > Multi-monitor Preferences.

Tax Preparation supports the following screen resolutions:

1024 x 768	768 x 1024 - pivot
1152 x 864	768 x 1280 - pivot
1280 x 768	800 x 1280 - pivot
1280 x 800	864 x 1152 - pivot
1280 x 960	960 x 1280 - pivot
1280 x 1024	1024 x 1280 - pivot
1400 x 1050	1680 x 1050 - wide screen
1600 x 1200	1920 x 1200 - wide screen

Dots per Inch (DPI) setting must be 96 (standard) or 120.

## Using Dual Monitors

If you have dual monitors, you can select **Windows > Dual Screen** to view separate windows on two monitors.

Interactive windows, such as diagnostics, will display on the monitor opposite the active window. For example, you may have Worksheet view open on the left monitor and Government view on the right

monitor. If you click on the Government view and then select to view diagnostics, the diagnostics window will display on the left window using the Government view references.

To change forms when using the dual screen view, do the following:



1. Click on the screen where you want to change forms.
2. In Interview View, select **Form > Forms List**. In Worksheet View, click **Forms List** on the toolbar. The Forms List or Worksheets List displays on the appropriate screen.
3. Double-click the form or worksheet you want to switch to.

#### **Notes:**

- Only input and output can display on dual screens; you cannot have two worksheets or two government forms display on separate monitors.
- Your primary monitor must be on the left.
- The monitors must be contiguous.
- The height of the windows is limited to the monitor with the lower height setting.

## The Open Return Dialog (Start Up Screen)

---

(Tax Preparation > File > Open)

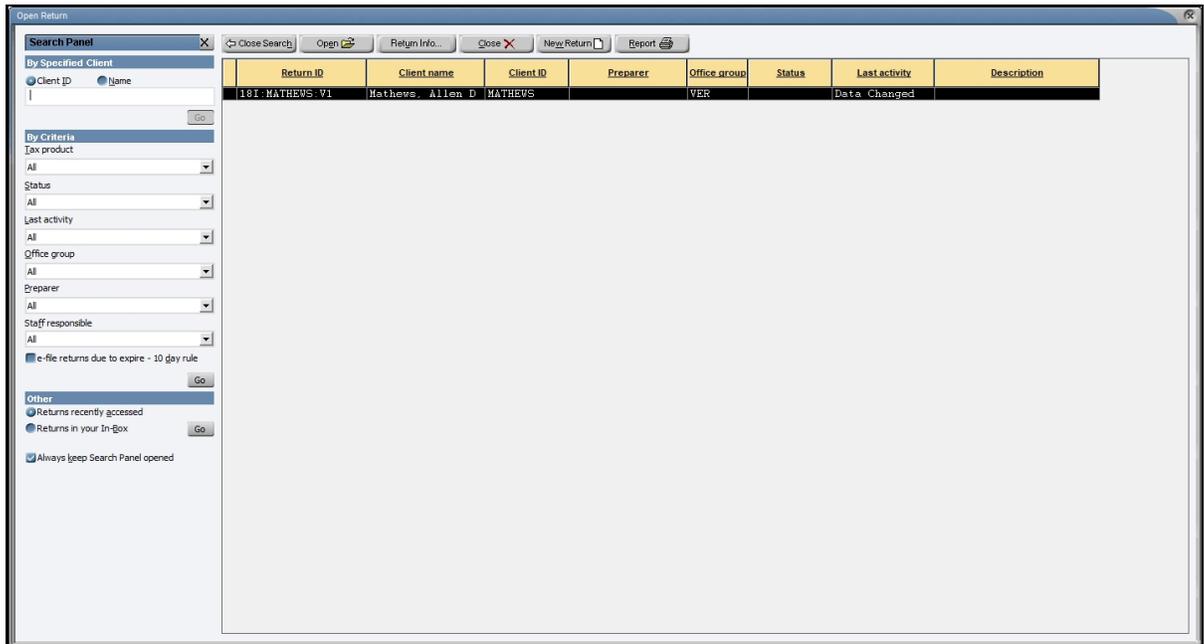
The *Open Return* dialog is the Tax Preparation start up screen and consists of the following components:

- **Client/Return list.** The attributes that display in the list of returns can be configured by selecting **Options > Preferences > Start Up Screen Preferences**.
- **Search Panel.** The Search Panel allows you to filter the returns that display in the Client/Return list.
- **Toolbar.** The toolbar provides quick access to many of the key functions in Tax Preparation.

An existing return can be opened in a variety of ways, as described in the sections that follow. You can have more than one return or version of a return open at a time.

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

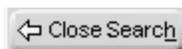
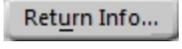
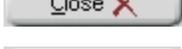
If you have closed the *Open Return* dialog, select **File > Open** to reopen it.



 **Note:** When opening a return created from Pro Forma, the *Create Returns options* dialog displays. The default option on this dialog, *Use client profile data*, replaces the pro formaed client profile data in the return. To apply the client profile data from the Pro Forma return, clear this option.

## The Toolbar

The *Open Return* dialog toolbar contains the following buttons:

- 
**Open/Close Search.** There are two views of the same button position. One opens and the other closes the Search Panel.
- 
- 
**Open.** Opens the highlighted return in the Client/Return list.
- 
**Return Info.** Opens the *Additional Return Information* dialog which displays the Return ID, Taxpayer name/name line1 and Spouse name/name line 2 for the return selected. If the return has been exported to the ELF Status System, the Taxing Authority, ELF Status, and Status date display.
- 
**Close.** Closes the *Open Return* dialog.
- 
**New Return.** Creates a new return.
- 
**Report.** Sends a list of search results to the printer. This list is sent directly to the printer without first displaying on your screen.

## The Search Panel

The Search Panel is located on the left side of the *Open Return* dialog and is used to search for returns. You can search by specific client or specific criteria, and you can display recently accessed returns in your In-Box. The results are listed in the Client/Return list on the right side of the dialog.

The search criteria available include the following:

**By Specified Client.** Opens a return by the client's ID or name. When you click Go, if there is only one 2020 return for the client, that return opens. If there are multiple versions of a return, a dialog box listing the versions displays. If the client ID does not exist, you are prompted to change the search criteria or click New Return to create a new return.

**By Criteria.** You can generate a list of returns from search criteria you specify. The criteria include the following: tax product, status, last activity, office group, preparer, and staff responsible. When you have selected the criteria, click **Go** to display the returns.

**Other.** The following methods can also be used to access returns:

- **Returns recently accessed.** Displays a list of the most recently accessed returns. Click **Go** to display the returns.
- **Returns in your In-Box.** Displays returns that are assigned to your In-Box. Click **Go** to display the returns.
- **e-file returns due to expire - 10 day rule.** Some states require you to install the latest version of the Tax software within ten business days of the deployment of the next release. When a software release contains an update for a participating state, that state will not accept returns that are transmitted after the ten business day limit. In this case, you must install the latest version, recalculate, and retransmit. Select this box to display returns that have expired from being released for electronic filing due to the ten day limit. This option applies to tax years 2018 and higher.
- **Always keep Search Panel open.** Locks the Search Panel in the open position. The Search Panel displays automatically when the *Open Return* dialog displays.

## The Client/Return List

Returns matching the criteria you selected display in the Client/Return list on the right side of the *Open Return* dialog. To open a return in the list, double-click the return, or highlight the return and click **Open**. You can sort the list by clicking one of the column headings. The following is an example of a Client/Return list.

Return ID	Client name	Client ID	Preparer	Office group	Status	Last activity	Description
14I:0903IND1:V1		0903IND1		0		Transfer to My	
14I:MATHEWS:V1	Mathews, Allen D	MATHEWS		04coRtn	Ready for R	Calculated	
14I:OSDFILES-I:V1		OSDFILES-I		PatS		Data Changed	
14I:PDB_IND:V1		PDB_IND		0		Calculated	
14I:SMALL:V1	Small, Allen D	SMALL		0		Return Printed	
14P:0903-PAR14:V1		0903-PAR14		0		Calculated	
14P:TEST_AR:V1		TEST_AR		0		Calculated	

To adjust a column width, position your pointer on a column separator and drag it left or right. You can also add and remove columns in the Client/Return list using Options > Preferences > Start Up Screen Preferences. The *Return ID* and *Client name* columns are selected by default and cannot be removed from the Client/Return list. A lock indicator is shown on the *Open Return* dialog next to returns that have been locked.

## Using the Status Bar

(Tax Preparation > View > Status Bar)

The status bar, located at the bottom of the window, displays information about the process being performed. To toggle the status bar on/off, select **View > Status Bar**.

- When the cursor is positioned over a toolbar, the status bar displays descriptions of the buttons.
- The right corner of the status bar displays the current box number where the cursor is located and the return's calc status when you are working in interview forms.
- The left corner of the status bar contains a description for long transactions. For example, on Interview Form W-2, the client's place of employment displays in the status bar when you are entering wages and withholding information.
- The Practice Time Clock controls are also located in the status bar if you are licensed to use this feature.

## The Tax Preparation Toolbar

The toolbar provides quick access to the most frequently used functions in Tax Preparation. When the *Open Return* dialog is closed, or when a tax return is open, select **View > Toolbar** to toggle the toolbar on and off.

The toolbar can be moved to another screen location by placing the pointer on the toolbar in the area immediately above or below the buttons and then dragging it to the new location. You can dock the toolbar at an edge of the Tax Preparation window. The toolbar can be resized by dragging the edges to the size and shape you prefer. Hovering the pointer over a button displays the button's name or description.

In addition to the default toolbar buttons, there are optional buttons that you can add to customize the toolbar for your needs.

 **Note:** Federal and state tax due and refund amounts display on the right end of the Tax Preparation toolbar when open returns are calculated.

## Toolbar Buttons

The toolbar includes the following default buttons:



**New Return.** Creates a new return or a new version of an existing return. If another return is open, you are prompted to save changes before opening the next return.



**Open Return.** Opens a client's return. If another return is open, you are prompted to save changes before opening the next return.



**Save Return.** Saves changes without closing the return.



**Print.** Displays the option to print Preparer and Input Data reports.



**Override.** Allows data entry in a field that usually receives data from supporting detail.



**Mark as Estimate.** Marks or unmarks data in a field as an estimated amount.



**Lookup Value (F4).** Displays a list of available entry options for a specific field.



**List.** Attaches a list of numbers to a field. The numbers are added or subtracted automatically, and the total is imported to the corresponding field.



**Notes.** Creates a note that is attached to individual form or worksheet fields. Line wrapping and multiple paragraphs are allowed.



**Forms Tree/List.** In Interview View, opens the interview and government forms trees in Full Window Forms Tree and the interview and government forms lists in Full Window Forms List. In Worksheet View, opens the worksheets and government forms in Full Window Worksheets List.



**Expand All.** Opens all folders in the Split Window Forms Tree or Full Window Forms Tree. Opens all sections in Worksheet View.



**Collapse All.** Closes all folders in the Split Window Forms Tree or Full Window Forms Tree. Closes all sections in Worksheet View.



**Home State Forms.** Accesses the home state forms for a return.



**Govt to Interview Link.** Links a government form to an interview form and displays a list of other interview forms that could provide data for the selected field. If only one interview form applies, the link automatically expands to the form.



**Link to Worksheets.** Links to a worksheet from a government form and displays a list of other worksheets that can provide data for the selected field. This button is the alternate view of the *Govt to Interview Link* button.



**Back to Govt Form.** Returns to the government form that linked you to an interview form or worksheet.



**Expand.** Displays an expanded view where you can enter or view additional data for some government forms fields.



**Go Back.** Returns to the previous form from the expanded form.



**New Entity.** Opens a new entity for the active form (e.g., Schedule C, Schedule F) or worksheet (Passthrough Items from Schedule K-1).



**New Sheet.** Opens a new sheet for the active form.



**Next Sheet.** Opens the next sheet or the next occurrence of a form that allows multiple occurrences.



**Previous Sheet.** Moves to the previous sheet or the previous occurrence of a form allowing multiple occurrences.



**Next Form (F9).** Opens the next form that contains data.



**Previous Form (F10).** Moves to the previous form that contains data.



**Next Worksheet (F9).** Opens the next worksheet containing data.



**Previous Worksheet (F10).** Moves to the most recently accessed worksheet containing data.



**Calc Return.** Calculates the entire tax return.



**This Form's Statements.** Displays the white paper supporting schedules for the current government form.



**Letters.** Displays a list of transmittal letters and filing instructions for a return to view or print.



**Diagnostics.** Displays the diagnostics of a calculated return.



**Tax Instructions Help (F1).** Displays context-sensitive field-level help.



**Gov't Form Instructions (F3).** Launches the web browser and opens the IRS or state form instruction site.



**Insert/Delete Tick Marks.** Inserts or deletes tick marks in worksheet and form fields.



**Navigation History.** Displays a list of the forms and worksheets you have visited, from which you can select an item to revisit.



**Forward.** Proceeds to the next form or worksheet in your navigation history.



**Back.** Returns you to the previous form or worksheet in your navigation history.



**Import Fixed Assets.** Initiates the process for importing data from Fixed Assets.



**Return Summary.** Displays the tax summary of a calculated return.



**Reversed Tick Mark Summary.** Displays a list of government forms containing amount fields with reversed tick marks.



**CCH ProSystem *fx* on the Web.** Opens the Customer Support website at <https://support.cch.com>.





**Electronic Filing Status.** Launches the Electronic Filing Status system.



**Federal Elections.** Opens the Federal Elections report.

Other Tax Preparation buttons that can be displayed on the toolbar are as follows:



**Close Return.** Prompts you to save changes and closes the return.



**Forward Return.** Forwards the active return to another user.



**Quiklink.** Initiates a contextual jump between a highlighted field in Tax Preparation and a corresponding highlighted tax line in an accounting system (e.g., CCH ProSystem fx Trial Balance, G/L Direct, CCH ProSystem fx Engagement).



**Import Sage Fixed Assets.** Initiates the data import process from Sage® Fixed Assets.



**Cut.** Removes selected text from a field and places it on the Clipboard.



**Copy.** Copies selected text to the Clipboard so it can be pasted in a field.



**Paste.** Inserts cut or copied text from the Clipboard into a field.



**Search.** Locates text in the Split Window Forms Tree in Interview View or the government forms tree in Worksheet View.



**Global Note.** Creates or edits a note that applies to the entire return. Also contains lists and notes pro formaed from a prior year return.



**Zoom To.** Displays a list of percentages that can be selected to change the display size.



**Zoom In.** Incrementally enlarges the form size.



**Zoom Out.** Incrementally reduces the form size.



**Attach Documents.** Opens the window used to link and embed documents.



**Back to Link List.** Redisplays the list of worksheets or interview forms that are linked to the active government form.



**Delete Record.** Deletes the selected record.



**Override Summary.** Displays the list of fields flagged as overrides.



**Estimate Summary.** Displays the list of fields flagged as estimates.



**Interactive Input Override.** Displays the list of all input overrides entered on the return, regardless of the view in which they were entered. (This feature is only available in Worksheet View.)



**View History.** Displays the client's return activity history.



**View Open Items.** Displays the client's open To Do List items. (Only available if Client Manager and To Do List are installed.)



**Set Status.** Assigns a status to a client's return, forwards the return to another user, or locks a return to prohibit changes.



**Log Activity.** Updates the engagement task activity for returns. (Available only if Engagement Plus is installed.)



**Link to Workstream Project.** Links to a project in Workstream after a return is created. Only enabled if Workstream and CCH Access Smart Client are installed on your workstation.



**Open Route Sheet.** Opens a route sheet in a linked Workstream project after a return is created. Only enabled if Workstream and CCH Access Smart Client are installed on your workstation.



**Secure Return.** Establishes security for a return.



**Practice Project.** Allows licensed and configured users of ProSystem fx Practice to access and edit Practice project properties from within a return.



**Practice Client.** Allows licensed and configured users of ProSystem fx Practice to access and edit Practice client profiles from within a return.



**Send Invoice Amount to Practice.** Allows licensed and configured users of ProSystem fx Practice to export expense invoices to Practice from within a return.



**Practice Client Inquiry.** Allows licensed and configured users of ProSystem fx Practice to access Practice client information from within a return.



**To Do List.** Opens the To Do List application, if installed.



**In-Box.** Displays a list of returns that have been forwarded to the current user.



**Customize Toolbar.** Adds, removes, and arranges buttons on the toolbar.



**Step-by-Step Help.** Accesses procedural instructions for various tax functions.



**U.S. Master Tax Guide®.** Accesses the U.S. Master Tax Guide through CCH IntelliConnect or CCH AnswerConnect, if licensed.



**State Smart Charts.** Accesses the State Smart Charts information through CCH IntelliConnect or CCH AnswerConnect, if licensed.



**CCH Tax Prep Partner.** Accesses CCH Tax Prep Partner Series™ through CCH IntelliConnect or CCH AnswerConnect, if licensed, for quick references to tax form line explanations, guidance for preparing federal tax forms, and unique practice materials. This feature is enabled at the field-level on government forms for federal main forms.



**CCH® IntelliForms®.** Accesses over 20,000 forms and instructions, including sales and use tax forms, as well as expanded sets of nonprofit and financial and estate planning forms.



**Drill Down.** Navigates to zero in on the source of a value to be edited.



**View PDF Attachments.** Displays a list of user attached PDFs that can be selected for view.

## Customizing the Toolbar

(Tax Preparation > Options > Customize Toolbar)

You can customize the Tax Preparation toolbar in the following ways:

- Adding, removing, and reordering buttons
- Inserting one or more separators to group buttons
- Resetting system default toolbar setting

Instructions for customizing your toolbar are included in the sections that follow.

### Adding Buttons and Separators to the Toolbar



1. Select **Options > Customize Toolbar** or click **Customize Toolbar** to display the *Customize Toolbar* dialog.
2. Select a button or separator to add from the *Available toolbar buttons* list.
3. Click **Add**, or drag the button or separator to the *Current toolbar buttons* list. The toolbar is updated each time a button is added to the *Current toolbar buttons* list.
4. If needed, reposition the button or separator by selecting it and clicking **Move Up** or **Move Down**. Dragging a button up or down the list also moves it to a new position.
5. Do one of the following:
  - To exit without saving your changes, click **Reset** and **Close**. Reset restores the toolbar to the system default settings.
  - Click **Close** to exit and save changes.

### Removing Buttons from the Toolbar



1. Select **Options > Customize Toolbar** or click the **Customize Toolbar** button.
2. Select an item to remove from the *Current toolbar buttons* list.
3. Click **Remove**. You can also drag a button to the *Available toolbar buttons* list.
4. Do either of the following:
  - To exit without saving your changes, click **Reset** and **Close**. Reset restores the toolbar to the system default settings.
  - Click **Close** to exit and save changes.

### Reordering Toolbar Buttons



1. Select **Options > Customize Toolbar** or click the **Customize Toolbar** button.
2. Select the item to be moved in the *Current toolbar buttons* list.
3. Click **Move Up** or **Move Down** to change the location of the item in the list. Dragging a button up or down the list also moves it to a new position.

4. Do either of the following:
  - To exit without saving your changes, click **Reset** and **Close**. Reset restores the toolbar to the system default settings.
  - Click **Close** to exit and save changes.

## Setting Preferences

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(Tax Preparation > Options > Preferences)

Use the Options > Preferences menu to configure user-level preferences for tax return processing, the Start Up screen display, and multi-monitor screen resolution. The preferences you set are retained when you install Tax Preparation for a new year.

### Tax Return Preferences

(Tax Preparation > Options > Preferences > Tax Return Preferences)

Select **Options > Preferences > Tax Return Preferences** to display the *Preferences* dialog, which includes five tabs:

- Miscellaneous
- AutoSave
- Grid Export
- Heads Dn/Split Scrn
- Worksheets

Each tab is described in the sections that follow.

### Miscellaneous Preferences

(Tax Preparation > Options > Preferences > Tax Return Preferences > Miscellaneous)

The *Miscellaneous* tab allows you to set the following preferences:

- **Activate AutoText descriptions.** Permits you to create return and firm-level lists for fields that allow multiple entries.
- **Activate AutoComplete when entering AutoText descriptions.** Completes an entry when you type in an AutoText field with the picklist item that matches the characters entered. If AutoComplete is disabled, the system does not complete any field entries. See *AutoText Descriptions* on page 215 for more details.
- **Display In-Box when Tax Preparation is opened.** Displays the In-Box automatically when Tax Preparation opens. You can also manually display the In-Box from the *Open Return* dialog. For more information about the In-Box, see *Opening a Return from the In-Box* on page 166.
- **Prompt to create engagement for a new return.** Prompts you to create an engagement when you create a new return. You can choose from all model engagements created in Office Manager. This option is available if Engagement Plus is installed.

- **Automatically display Log Activity when a return is closed.** Prompts you to update the status of an engagement activity when you close a return that has an associated engagement. See *Logging Engagement Activity* on page 242 for more information about the Log Activity feature.
- **Create K-1 export files each time the return is calculated.** Creates K-1 export files each time a business return is calculated.
  -  **Note:** If you do not check this box, you can also create K-1 export files using the following methods:
    - Select **File > Export > K-1 Export to Other Returns** after calculating a return.
    - Set the option **Create Schedule K-1 export files during calculation** in the *Export Options* section of Form 2 or the General > Return Options Worksheet for Fiduciary, S Corporation, and Partnership returns.
- **Automatically display new release information.** Displays access to the release information the first time Tax Preparation is opened after a new release is installed. Release information can also be accessed from the Help menu.
- **After each calc display "Calc Complete".** Displays a "Calc Complete" message after a return is calculated.
- **Disable memory/resource check when Tax Preparation opens.** Verifies that your computer has adequate memory to run the applications you have open. We recommend that you leave the memory/resource check enabled.
- **Sequence all CCH ProSystem fx client/return lists by.** Sorts all client and return lists by ID or client name. This preference applies to all CCH ProSystem fx applications.
- **Open specific return by.** Allows you to choose client name or ID as the default method of opening specific returns. This preference sets the radio button on the *Open Return* dialog.

## AutoSave Preferences

(Tax Preparation > Options > Preferences > Tax Return Preferences > AutoSave)

At preset intervals, the system creates a temporary restoration file used to recover data in the event of a power failure or another instance of CCH ProSystem fx Tax Preparation closing abnormally. The temporary restoration file is deleted when a return is closed.

The *AutoSave* tab allows you to set the following preferences:

- **AutoSave using the following interval in minutes.** Sets the amount of time between restoration file updates. Click the spin buttons to select the interval. The default and minimum amount of time for an AutoSave interval is two minutes.
- **Alert when preparing to save.** Alerts you when the system is ready to update the restoration file, which gives you the option of not saving.

 **Warning!** AutoSave does not replace the system Save Return function. The file created by AutoSave is used as a restoration file during the active return session. When the return is closed, the temporary file is deleted.

To retain return data so it may be recalled, you must do one of the following:



- Select **File > Save**.
- Click the **Save Return** button.
- Press **Ctrl + S**.

See *Using AutoSave* on page 169 for more information.

## Grid Export Preferences

(Tax Preparation > Options > Preferences > Tax Return Preferences > Grid Export)

The *Grid Export* tab displays the default file locations to store data grids and blank sample grids. The system default file location can be changed for one or both types of grids.

- **Data grids default file location.** Click **Browse** to select a new default location for data grids. The data grid default file location may be different from the sample grid default.
- **Sample grids default file location.** Click **Browse** to select a new default location for sample grids. The default file location may be different from the data grid default.

## Heads Down and Split Screen Preferences

(Tax Preparation > Options > Preferences > Tax Return Preferences > Heads Dn/Split Scrn)

The *Heads Dn/Split Scrn* tab allows you to set the following preferences to assist your data entry when using the Heads Down or Split Screen view:

- **ProKey.** The ProKey feature is used to change forms quickly.
  - **Use ++ to change form.** Press **+** twice to change forms.
  - **Use Enter key to change form.** Press **Enter** to change forms.
- **QuickBox.** The QuickBox feature moves the focus quickly to a specific box number.
  - **Automatically move the cursor.** Moves the cursor automatically to the data section as soon as you enter the box number.
  - **Use Enter key to exit box #.** After entering the box number, press **Enter** to move to the description field.
- **Key Verify.** When entering amounts on a form in Split Screen or Heads Down display, Key Verify displays a dialog if an amount you enter is different from an amount previously entered. When you leave the field, a dialog displays the previous amount and the current amount, allowing you to select the entry you want in the field.

See *Using ProKey, QuickBox, and Key Verify* on page 189 for more information.

## Worksheet Preferences

(Tax Preparation > Options > Preferences > Tax Return Preferences > Worksheets)

The following options can be used to customize how you display and navigate worksheets:

- **Worksheet.** Specify how sections display when you open a worksheet.
  - Open worksheets with first section expanded (Default).
  - Open worksheets with sections containing data expanded.
  - Open worksheets with all sections expanded. Selecting this option may lengthen the amount of time needed to display worksheets.
  - Open worksheets with all sections collapsed.
- **End of section tab key movement.** Select an action to occur when the cursor is positioned in the last field of a worksheet section and **Tab** is pressed.
  - Move to next expanded section (Default).
  - Move to next section and expand if collapsed.
- **Highlight bar.** Check the **Disable data entry row highlight bar** box to disable the highlight bar that displays over the field where the cursor is located.
- **Grids.** Select **Enter key moves cursor to the next field same record** to use the **Enter** key instead of the **Tab** key, which is the default, to move to the next field in the grid.

## Start Up Screen Preferences

(Tax Preparation > Options > Preferences > Start Up Screen Preferences)

The *Open Return* dialog displays as the start up screen when Tax Preparation opens. If you close the *Open Return* dialog, you can reopen it by selecting **File > Open**. To set start up screen preferences, select **Options > Preferences > Start Up Screen Preferences**. The *Preferences* dialog displays.

The start up screen preferences are the default settings for the *Open Return* dialog, regardless of how it was opened. The preferences you can set are as follows:

- **Include the following attributes in client/return selection lists.** Check or clear the box to add or remove a column of return detail in the Client/Return list. *Return ID* and *Client name* are preselected and cannot be cleared.
- **Open list of returns with.** Check **Display list of returns when Tax Prep opens** to launch a search when the *Open Return* dialog opens. The length of time the system requires to search varies widely depending on the type of search selected, so consider your available time when making this selection.

The search options you can select from include the following:

- **The most recently used returns: number of entries.** Displays the most recently opened or saved returns. Choose how many clients and/or returns display. A smaller number results in a shorter system response time.



- **The results list created by the most recent client/return search.** Displays the results of your last search. This means the search itself is not repeated; only the results are redisplayed, which takes less time than a new search.
- **Client/returns filtered by.** Displays a list of returns that match criteria you select for the following categories: *Tax product*, *Status*, *Last activity*, *Office group*, *Preparer*, and *Staff responsible*. Each filter has a drop-down list, allowing you to narrow your search to a target group, category, or name within the filter.
- **Returns in your In-Box.** Displays returns that have been forwarded to your In-Box.

## Multi-Monitor Preferences

(Tax Preparation > Options > Preferences > Multi-Monitor Preferences)

If you are using multiple monitors with different screen resolutions in a Citrix® environment, you must specify the resolution for the monitor where Tax Preparation is displayed; otherwise, the laser forms do not display properly. Use the *Multi-Monitor Preferences* dialog to configure screen resolution for the monitor that is running Tax Preparation.

1. Select **Options > Preferences > Multi-Monitor Preferences** to display the *Multi-Monitor Preferences* dialog.
2. In the *Configuration option* section, select the resolution for the monitor that displays Tax Preparation.
3. Click **OK**.

 **Note:** Multiple monitors must be positioned side-by-side with the primary monitor in the left-most position.

## Setting Interface Options

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The interface options in Tax Preparation allow you to enter workstation and user-level settings for the features discussed in the sections that follow. Some of the Tax Preparation settings override the default settings from Office Manager.

### Configuring CCH Research User IDs

(Tax Preparation > Options > Interface Options > CCH Research)

If you subscribe to a CCH research product, CCH® IntelliConnect® or CCH® AnswerConnect, your web browser launches to access the U.S. Master Tax Guide, State Smart Charts, or Tax Prep Partner through your IntelliConnect or AnswerConnect website.

If your firm assigns user IDs to access IntelliConnect or AnswerConnect, enter your User ID by doing the following:

1. Select **Options > Interface Options > CCH Research**. The *CCH Research* dialog displays.
2. Enter your IntelliConnect or AnswerConnect **user ID**.
3. Click **Save**.

The CCH Research user ID is retained when you install Tax Preparation for a new year.

 **Notes:**

- If you have previously configured your user ID, it is retained.
- Tax Preparation does not validate the accuracy of the CCH Research user ID.
- For tax years 2011 to 2016, configure your user ID at **Options > Interface Options > IntelliConnect** in Tax Preparation.
- For tax years prior to 2011, configure your user ID and password at **Options > Interface Options > Research** in Tax Preparation.

## Selecting the Location for BNA Data

(Tax Preparation > Options > Interface Options > BNA)

To configure user-specific settings to override firm-wide BNA configurations, do the following:

1. Select **Options > Interface Options > BNA**. The *Configure BNA* dialog displays.
2. Enter the path where the BNA program is installed. The default location is C:\Program Files\Bloomberg BNA\BNA Income Tax Planner.
3. Enter the location to store a specific BNA planning file. The default location is C:\Users\<user profile>\Documents\Bloomberg BNA\BNA Income Tax Planner.
4. Click **OK**.

## Configuring Accounting Bridges

(Tax Preparation > Options > Interface Options > Accounting Bridges)

Before tax data can be imported from an accounting system, you must use the *Accounting Bridges* dialog to link to the accounting systems you use and then create a client list.

The configuration you set up is retained when you install Tax Preparation for a new year.

To link to the accounting system and create a client list, do the following:

1. In Tax Preparation, select **Options > Interface Options > Accounting Bridges**. The *Accounting Bridges* dialog displays. All of the accounting systems that are used with Dynalink and Quiklink processing are listed. If an accounting system has been configured, the *Configured* column shows a Y; otherwise, it is blank.

 **Note:** To reconfigure accounting bridges for an accounting system, you must first remove the existing configuration. See *Removing an Existing Configuration of Accounting Bridges* on the next page for more information.

In the *List Created* column, the date the client list was created displays; otherwise, the column is blank. For Tax Preparation, only one list, which corresponds to the current tax year, can be created per accounting system.

 **Note:** Accounting systems for Dynalink and Quiklink processing can be configured in Office Manager using Configure Applications. See *Configuring Accounting Bridges* on page 113.

2. Select your accounting system, and then click **Configure**. The *Configure Accounting System* dialog displays.
3. Enter the drive and directory location of the processor in the *Accounting system path* field, or click **Browse** and select the drive and directory. (This is the location of the DYNALINK.exe file.)
4. When you configure a file path for an accounting system that uses Quiklink processing, the *Quiklink option* group box is enabled. Choose a Quiklink option and click **OK**.  
The *Quiklink option* selection determines which worksheet or form location the accounting system will link to in the client's Tax Preparation return.
5. Highlight the accounting system you are configuring and click **Create Client List** to create a list of the clients available for processing.  
This list must be updated only when changes are made to the client information in your accounting system. When the list is created and no changes or additions have been made to the client information, the button option is *Refresh Client List*.
6. Click **Close**.

## Removing an Existing Configuration of Accounting Bridges

To reconfigure accounting bridges for an accounting system, you must first remove the existing configuration.

1. On the *Accounting Bridges* dialog, highlight an accounting system displaying a **Y** in the *Configured* column.
2. Click **Remove Configuration**. A message displays asking if you want to remove the configuration and client list for the accounting system you selected.
3. Do either of the following:
  - Click **Yes**. The system removes the configuration and client list for the selected accounting system. The *Accounting Bridges* dialog displays, still listing the accounting system, but the *Configured* and *List created* columns are blank.
  - Click **No**. The *Accounting Bridges* dialog displays, showing the configuration of the accounting system is unchanged.

## Configuring CCH Client DataXchange

(Tax Preparation > Options > Interface Options > CCH Client DataXchange)

You can configure the system to prompt you to create a CCH Client DataXchange export file every time an Estate return is closed. The export file can be used with ViewPlan, an estate planning product. When you close the return, you can specify a file name with the extension CIP and the drive and directory where the file will be stored.

To configure CCH Client DataXchange, do the following:

1. Select **Options > Interface Options > CCH Client DataXchange**.
2. Check the **Automatically prompt to create a CCH Client DataXchange export file when a 706 return is closed** box.
3. Click **OK** to save your changes.

## Setting Up ProSystem fx Portal Login Credentials

(Tax Preparation > Options > Interface Options > ProSystem fx Portal)

ProSystem fx Portal allows you to collaborate on files with your clients. You and your clients can upload, download, store, and share documents in a safe and secure environment. One user at a time can check out a file from a network server and make edits. When that user uploads the revised file back to the server, it becomes available for the next reviewer. This process ensures that there is always just a single authoritative version of a file. Users access their documents via the internet using a web-based interface called a portal.

To set up your login credentials for ProSystem fx Portal, do the following:

1. Select **Options > Interface Options > ProSystem fx Portal**.
2. Enter your login information.
3. Click **OK**.

You can transfer a return from Tax Preparation to ProSystem fx Portal. Select **To PDF file** as the destination on any print dialog, and then select **Print to Portal**. You may receive an account verification prompt after you enter your User ID and password. If you do, you must request and submit a 2-Step Verification code to proceed.

If you have been granted the option to transfer a return from Tax Preparation to ProSystem fx Portal, you can set preferences for printing an entire return by selecting **Options > Preferences > Print Entire Return**.

## Setting Up a Printer

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(Tax Preparation > File > Printer Setup)

The Printer Setup you establish in Tax Preparation applies to all CCH ProSystem fx Tax applications and remains in effect for the workstation until it is changed. If the setup is changed, the change applies to all open sessions of Tax Preparation.

1. Select **File > Printer Setup**.
2. Choose either the Windows® default printer or an alternate printer from the *ProSystem fx printer* drop-down list.
3. Check the **Utilize True Type fonts for print processing** box to use Windows® fonts and not the CCH ProSystem fx fonts. When this option is selected, you do not have to download fonts before printing.

4. Select to use a large capacity tray, if available.
  - **For CCH ProSystem fx fonts.** Check the **Use large capacity add-on tray when printing** box if your printer is configured to use a large capacity tray and you want to use it when printing returns and reports.
  - **For TrueType fonts.** The tray option is not available from the *Printer Setup* dialog. If your printer has this capacity, select the tray on the **Printing Preferences > Paper** tab from your printer *Properties* dialog.
5. To print to an installed fax, select the fax from the list in the *Print to fax* section.
6. If you want to print to installed document imaging software, select the imager from the *Print to document imager* section.

Check the **Installed document imager can process landscape forms** box if your document imaging software is capable of processing landscape forms. If it is unable to process forms in a landscape layout, the forms are compressed and printed in portrait layout.
7. Choose the default Windows® printer or a specific printer to print labels.
8. Click **OK** to save your changes.

## Loading Fonts

(Tax Preparation > File > Load Fonts)

If you are not using TrueType fonts, select **File > Load Fonts** to download fonts to your default printer, or click **Load Fonts** on print dialogs prior to printing. If a printer has not been selected for printing returns and reports, the *Select Printer* dialog displays enabling you to select the preferred printer.

 **Note:** *Load Fonts* is not available if you selected the TrueType fonts option during Printer Setup.

## Using Help

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(Tax Preparation > Help)

Tax Preparation offers a variety of Help references for return processing instruction and product information. They include the following:

- Select **Help** from the menu bar or press **Alt + H** to access Help options.
- Select **Help > Help Topics** to open the online Help for Tax Preparation. You can browse for topics in the table of contents or index, search for keywords, and create a list of favorite topics.
- Select **Help > Message Center** to open the Message Center and view recent messages from CCH.
- Select **Help > Release Information** to access information about the updates included in the currently installed release.



- When your cursor is located in a worksheet field or an interview form field, do one of the following to access field-level tax help:
  - Select **Help > This Field's Instructions**.
  - Press **F1**.
  - Click **Tax Instructions Help** on the toolbar.
  - Right-click and select **This Field's Instructions** from any field on an interview form or worksheet.
- When working with Federal and most state government forms, do one of the following to access a cross-reference list correlating government forms with the corresponding interview forms and worksheets:



- Select **Help > Cross-Reference**.
  - Press **F1** from any field.
  - Click **Tax Instructions Help** on the toolbar.
- In Worksheet or Interview View, do one of the following to access form-level tax help:
  - Select **Help > This Worksheet's Instructions** when using Worksheet View.
  - Select **Help > This Form's Instructions** when using Interview View.
  - Press **F2** from any field.
  - Right-click a white area of a worksheet or form and select **This Worksheet's/Form's Instructions** from the menu.



- When working on government forms, do one of the following to open your web browser and go to the IRS or state form instruction website:
  - Select **Help > Gov't Form Instructions**.
  - Press **F3**.
  - Click the **Gov't Form Instructions** button.
  - Right-click and select **Gov't Form Instructions** from the menu.



- Select **Help > Step-by-Step > Help** or click the **Step-by-Step Help** button to access instruction topics for specific tax functions.

Help runs as a separate application within Windows<sup>®</sup>. You can leave Help running and return to Tax Preparation or exit Help by clicking **Close (X)**.

## Accessing CCH Research Features

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CCH research products, CCH<sup>®</sup> IntelliConnect<sup>®</sup> and CCH<sup>®</sup> AnswerConnect, combine up-to-date federal, state, and international tax information with powerful search functionalities. Research documents are well-organized and include tools to help you efficiently locate related news, full-text source documents, and analysis.

## U.S. Master Tax Guide

(Tax Preparation > Help > U.S. Master Tax Guide)



Select the **U.S. Master Tax Guide** button on your toolbar, select **Help > U.S. Master Tax Guide**, or select **U.S. Master Tax Guide** from the right-click menu within any return field that is supported by a link.

The U.S. Master Tax Guide is displayed in your internet browser on the CCH IntelliConnect or CCH AnswerConnect research website that you are licensed for.



**Note:** If your firm is authenticating in CCH Research with user IDs and you have not set up your user ID in **Options > Interface Options > CCH Research**, you are prompted to do so now. For details, see *Setting Interface Options* on page 156.

## State Smart Charts

(Tax Preparation > Help > State Smart Charts)



Select **State Smart Charts** from the *Help* menu or the right-click option. Select from the following for information about supporting laws and regulations for the selected state in the return.

- Business Income Tax
- Personal Income Tax
- Franchise Tax
- Sales and Use Taxes
- Property Tax
- Other Taxes
- Unclaimed Property

## CCH Tax Prep Partner

(Tax Preparation > Help > CCH Tax Prep Partner)

The CCH Tax Prep Partner Series™ provides quick references to tax form line explanations, guidance for preparing the main federal tax forms, and unique practice materials such as client letters and ready-to-use worksheets.



You can configure the toolbar to include the CCH Tax Prep Partner button.

To access CCH Tax Prep Partner from a field on a government form:

- Right-click in the field and select **CCH Tax Prep Partner** from the menu.
- Select the **CCH Tax Prep Partner** button on the toolbar.
- Select **Help > CCH Tax Prep Partner**.

 **Notes:**

- Tax provides links to the CCH Tax Prep Partner Series research products for the following return types: 1040, 1041, 1065, 1120, 1120S, 990 (main forms only).
- The menu command and toolbar button are enabled at the field-level when the selected field has a link to Tax Prep Partner.
- If your firm has user-specific credentials for CCH Research (IntelliConnect/AnswerConnect) and you have not set up your User ID in **Options > Interface Options > CCH Research**, you are prompted to do so now.
- If you do not have the appropriate licensing when trying to link from Tax, an *Unable to Find Citation* message displays.

## CCH ProSystem *fx* on the Web

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(Tax Preparation > Help > CCH ProSystem *fx* on the Web)

The Customer Support website can be accessed by selecting **Help > CCH ProSystem *fx* on the Web** from the following applications:

- Tax Preparation
- Office Manager
- Production Processing
- Client Manager
- DataScan Plus
- Engagement Plus

CCH ProSystem *fx* on the Web submenu options open your internet web browser and take you to the Customer Support website at <https://support.cch.com>. Some of the services include the following:

- Account services and administration
- Product and software information
- Tips and answers to Frequently Asked Questions (FAQs)
- Access to ordering supplies
- Tax renewal
- Billing data
- CCH Software News publications
- Electronic filing information
- Training, consulting, and online seminars
- Conference information
- Links to federal and state tax authorities
- Support contact information
- Access to our Knowledge Base
- Forms release and product release schedules



- Program scans
- Release notes

The Customer Support website requires use of Microsoft® Internet Explorer®11.

We recommend you add these sites to your trusted sites list:

- \*.prosystemfx.com
- \*.cchgroup.com

On the *Trusted sites* dialog, verify that the *Require server verification (https:)* for all sites in this zone is unchecked.

## Accessing Form Status

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(Tax Preparation > Form Status)

The Forms Release Status page on the Customer Support website provides release status information for paper and e-file forms. You can search by product, taxing authority, and form status.

You can access the Forms Release Status page from within Tax Preparation by:

- Selecting **Form Status** from the return main menu bar.
- Selecting **Help > CCH ProSystem fx on the Web > Forms Release Status**.

You will be prompted to log in to the Customer Support site (support.cch.com).

## Creating and Opening Returns

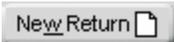
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This section explains how to create a return for a new or existing client. Multiple returns or versions can be open simultaneously. The number that can be open is limited by the view that is currently enabled, and available system memory. Up to eight sessions can be open simultaneously in Interview View, and up to four sessions in Worksheet View.

### Creating a New Return

(Tax Preparation > File > New)

Use the following procedure to create a new return for a new or an existing client who does not have a return for the same tax year and tax product.



1. Do one of the following:
  - Select **File > New**.
  - Click the **New Return** button on the toolbar.
  - Click **New Return** on the *Open Return* dialog.
  - Press **Alt + W** from the *Open Return* dialog.
2. Enter a unique client ID of 1 to 12 alphanumeric characters and click **OK**.

3. If you are creating a return for a new client, use the drop-down list to select a client type from the list: Individual, Corporation, Partnership, or Fiduciary. Only those entities that are installed will appear in the list.
4. Select the tax product. The options available depend on what you have installed and the client type.
5. Select the office groups for the client.
6. If a default return has been created for the tax product and tax year, you can select **Use default return** to copy default information to the return. If you do not want to use the default return, clear this option. For more information, see *Default Returns* on page 167.
7. Click **OK**.



**Note:** The available worksheets or government forms depend on the client type and tax product selected. The view defaults to the preceding view selected.

8. Enter name and optionally an SSN/FEIN number and click **OK**.

## Create a New Return for an Existing Client

(Tax Preparation > File > New)

You can create a return for one of the following:

- An existing client with no existing returns for the current year.
- Another version of a return belonging to an existing client.

To create a new return for an existing client, do the following:



1. Select **File > New** or click the **New Return** button.
2. Enter the client ID and click **OK**.
3. Do one of the following:
  - To create a return for a client with no existing returns, choose a client type, tax product, and office group. Only those entities installed appear in the list.
  - To create a new version of a return for an existing client, select a tax product.
4. If a default return has been created for the tax product and tax year, the *Use default return* box is enabled to copy default information to the return. If you do not want to use the default return, clear this option.
5. Click **OK**. If you are creating a return for a client with no existing returns, the return opens. If you are creating a new version of a return for an existing client with one or more returns within the same tax year, the existing return versions display by tax year, tax product, version number, and description.
6. Click **New Version**.
7. Enter a description (optional) for the new version and click **OK** to open the return.



**Note:** The view (for example, Worksheet, Interview, Split Window Forms Tree) defaults to the most recent view selected. The available worksheets or government forms depend on the client type and tax product selected.

When you create a return version using this method, only information entered in a default return and profile data are copied into the new return. To create another return version containing all return data from an original version (i.e., entities, depreciation, etc.), open the original return and select **File > Save As**.

The Return ID is incrementally numbered as *YY?:Client ID:V2* where YY represents the tax year, ? represents the tax product, and 2 is the version number. For example, the third version created for an Individual 2020 return for the client Mathews is 20I:Mathews:V3.

The system letter that defines each tax product is as follows:

- (I) Individual
- (P) Partnership
- (C) Corporation
- (S) S Corporation
- (F) Fiduciary
- (Y) Estate & Gift
- (K) Employee Benefit Plan
- (X) Exempt Organization

## Opening a Return from the In-Box

(Tax Preparation > Manage > In-Box)

There are several methods of accessing returns from the In-Box.

To open the In-Box with a direct command, use the following procedure:



1. Select **Manage > In-Box** or click **In-Box**. The In-Box displays a list of forwarded returns. If the In-Box button does not display, add it to your toolbar using Options > Customize Toolbar. See *Customizing the Toolbar* on page 151 for information.
2. Highlight a return and click **Open**. For more information on using the In-Box, see *Using the In-Box* on page 247.

To display the In-Box when Tax Preparation opens, set the following preferences:

1. Select **Options > Preferences > Tax Return Preferences > Miscellaneous**.
2. Check the **Display In-Box when Tax Preparation is opened** box.

To display the list of returns from your In-Box (but not the In-Box itself) in the Client/Return list when Tax Preparation opens, do the following:

1. Select **Options > Preferences > Start Up Screen Preferences**.
2. Check the **Display list of returns when Tax Prep opens** box.
3. Choose **Returns in your In-Box**.

To display the list of returns from your In-Box in the Client/Return list when Tax Preparation opens, do the following:

1. In the *Other* section located at the bottom of the Search Panel, select **Returns in your In-Box**.
2. Click **Go**.

## Opening an In-Use Return

If you attempt to open a return and you receive an “in-use” message, the return is being accessed by another user or, if your system shuts down unexpectedly, the return is locked.

You have the following options:

- Select **Retry** to attempt accessing the return when the client is no longer in use, or click **Cancel** to exit the warning dialog.



**Note:** Check with the user whose name displays on the *Client In-Use* dialog to see if that user is still working on the return you are trying to access.

- Select **Access Anyway** if you believe the return is locked because it closed unexpectedly (e.g., your computer crashed while the return was open).



**Note:** If you select *Access Anyway* for a return that someone is working on, you will receive a message stating the return cannot be opened.

- Perform an In-Use Rebuild to unlock any clients that are currently locked. See *In-Use Rebuild* on page 129 for details.

## Default Returns

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A default return allows you to create a master return for the tax year accessed. A default return can contain recurring information that can be applied to new and pro formaed returns for an office group.

Users with any access level can create default returns for each tax product, provided functional rights have been granted to create new returns for new clients using Configure Staff in Office Manager. A different set of default returns can be created for each office group. Since there are no mandatory fields in a default return, you can enter data in any field on any form.

### Points to Remember

- You cannot calculate a default return.
- If you change a default return, the change applies only to new returns created after the change. Returns created with the previous default return version are not updated.
- If you use default return data when recalling client Pro Forma, any conflicting default return data is overridden by the client Pro Forma data, unless otherwise indicated for your office group in Office Manager. For more information, see *Configuring Tax Preparation: Pro Forma and Organizer* on page 51.

## Creating a Default Return

(Tax Preparation > Options > Default Returns)

Do the following to create a default return:

1. Select **Options > Default Returns**.
2. On the *Default Return* dialog, select a tax product and office group.
3. Click **OK**. The default return opens and can be edited like any other return.

## Securing a Default Return

(Tax Preparation > Manage > Secure Return)

You can enable password security by office group for each product's default return, making a password required to open the default return for editing.

 **Warning!** If you forget the password, you must request assistance from Technical Support. It is recommended that you designate someone in your office to maintain a list of passwords assigned to default and regular returns.

To secure a default return, do the following:



1. Open the default return you want to secure.
2. Select **Manage > Secure Return** or click the **Secure Return** button. The *Secure Default Return* dialog is displayed.
3. Check the **Secure default return** box to enable the *Password* field.
4. Enter a password of up to eight alphanumeric characters. Do not use spaces or special characters.
5. Press **Tab** to move to the *Verify pswd* field and re-enter the password.
6. Click **OK**.

### **Notes:**

- If you forget the password when opening a default return, the **View Only** option displays the contents of the default return. In this mode, changes cannot be made to the security setting of the return.
- Client returns created from password-protected default returns do not inherit the security settings of the default return.

## Saving Changes to a Return

---

Use the options discussed in the sections that follow to save changes to a return.

### Using AutoSave

(Tax Preparation > Options > Preferences > Tax Return Preferences > AutoSave)

The AutoSave feature allows you to set a specific time interval for the system to automatically save return data as a temporary file.

1. Select **Options > Preferences > Tax Return Preferences > AutoSave**.
2. Select **AutoSave using the following interval in minutes** and click the arrow buttons to select a number of minutes. The minimum is two minutes.
3. Check the **Alert when preparing to save** box to be prompted before each AutoSave, giving you the option of not saving.
4. Click **OK** to activate AutoSave.

 **Warning!** AutoSave does not replace the system Save Return function. The file created by AutoSave is used as a restoration file during the active return session. When the return is closed, the temporary file is deleted. To retain return data so it can be recalled, you must select **File > Save**, click the **Save Return** button, or press **Ctrl + S**.

### Save

(Tax Preparation > File > Save)



To save changes to the return on which you are currently working, press **Ctrl + S**, select **File > Save**, or click the **Save Return** button.

 **Warning!** AutoSave does not replace the normal Save function. The file created by AutoSave is a temporary restoration file that only can be used during the active return session. When a return is closed, the temporary file is deleted. For more information, see *AutoSave Preferences* on page 153.

### Save As

(Tax Preparation > File > Save As)

Save As allows you to create a copy of a return with a new version number. A maximum of nine versions can be created.

 **Note:** Changes made to the return since the last time it was saved are applied to the new version only. The original version of the return remains unchanged.

1. Select **File > Save As**. The *New Version of Return* dialog displays with the version number automatically incremented by one.

2. Enter up to 20 characters as a description for the new version.
3. Click **OK**. All data in the current return is copied to the new version of the return.

Save As creates a new return on the same drive location from which it was opened. The Return ID is incrementally numbered as *YY?. Client ID:V2* where YY represents the tax year, ? represents the tax product, and 2 is the version number. For example, the third version created for an Individual 2020 return for the client Mathews is 20I:Mathews:V3.

## Closing a Return

---

(Tax Preparation > File > Close Return)



1. Select **File > Close Return**, or click the **Close Return** button if configured on your toolbar.
2. If you made changes to the return, you are asked if you want to save the changes. Click **Yes** to save changes.

If Client Manager or ProSystem *fx* Practice is licensed and configured, and data common to the return and client profile has been changed, the Close Return command displays the *Update Client Profile* dialog so you can update common data in the client profile.

Check the boxes next to the information you want to change in the client profile and click **Apply Updates**. Click **Bypass Updates** to forgo saving changes to the profile.

## Selecting Interview Forms

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(Tax Preparation > View)

The availability of interview forms depends on the setting selected in Office Manager > Configure Firm > Input Methods. See for more information.

### Form Types

You can enter tax return data on two types of forms.

- **Government.** Government forms resemble their associated tax forms. Using Forms 1040, 1041, 1065, 1120, 1120S, 706/709, 990, or 5500 as your starting point, you can expand or link to any supporting form or schedule in the return.
  - Use the Expand feature to enter supplemental data in a government form.
  - The Govt to Interview Link function links a federal government form to its corresponding interview form. The link must be initiated from the government form. See *Navigating through the Forms* on page 178 for more detail.
- **Interview.** Interview forms are replicas of the hard copy CCH ProSystem *fx* Tax interview forms. You have the option of using Heads Up, Heads Down, or Split Screen data entry. See *Data Entry Methods for Interview Forms* on page 186 for more detail.

## Form Selection Display

There are three window displays from which forms are selected.

- Split Window Forms Tree
- Full Window Forms Tree
- Full Window Forms List

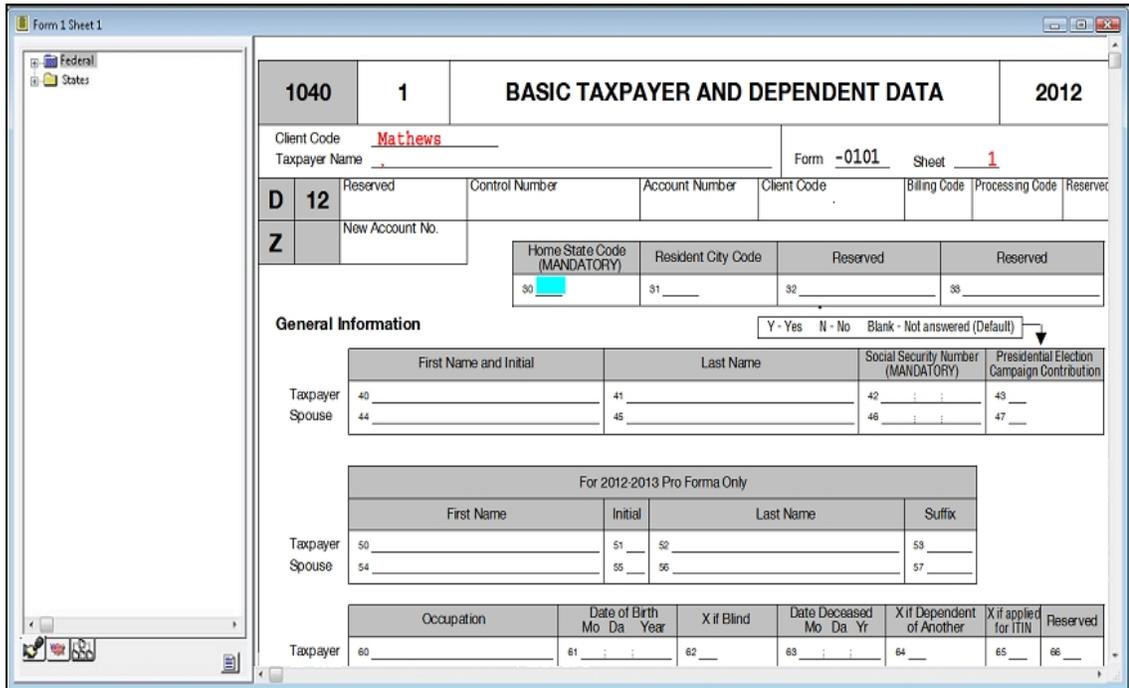
When working with consolidated returns, there is an additional tab and tree available to move between the returns within the consolidated unit. See *Navigating Consolidated Returns* on page 186 for detailed information.

 **Note:** The availability of interview forms depends on the setting selected in Office Manager > Configure Firm > Input Methods. See .

## Split Window Forms Tree

In this view, the open form displays in the right pane and a list of forms displays in the left pane. When you initially select **View > Split Window Forms Tree**, only the Federal and State folders display.

Use the vertical border that separates the two panes to resize the forms window and display full form names. You can also display an entire form name by positioning the pointer on the form.



1040		1		BASIC TAXPAYER AND DEPENDENT DATA				2012	
Client Code		Mathews		Form		-0101		Sheet 1	
Taxpayer Name				Control Number		Account Number		Client Code	
Billing Code		Processing Code		Reserved		Reserved			
D 12		Reserved		Control Number		Account Number		Client Code	
Z		New Account No.							
Home State Code (MANDATORY)		Resident City Code		Reserved		Reserved			
30		31		32		33			
<b>General Information</b> <span style="float: right;">Y - Yes N - No Blank - Not answered (Default)</span>									
First Name and Initial			Last Name			Social Security Number (MANDATORY)		Presidential Election Campaign Contribution	
Taxpayer 40			41			42		43	
Spouse 44			45			46		47	
For 2012-2013 Pro Forma Only									
First Name			Initial	Last Name			Suffix		
Taxpayer 50			51	52			53		
Spouse 54			55	56			57		
Occupation		Date of Birth Mo Da Year		X if Blind	Date Deceased Mo Da Yr		X if Dependent of Another	X if applied for ITIN	Reserved
Taxpayer 60		61		62	63		64	65	66

Select an entity by opening the folder containing the entity (e.g., the Business Income and Expenses folder). Entity refers to a discreet taxable unit, such as a single rental property, a farm, or a quantity of stock in a company. All pertinent forms for the entity are in the folder.





To quickly locate a form, click the **Search** button, select **Edit > Search** from the menu, or right-click in the tree pane and select **Search** from the menu. The *Search* dialog displays. Enter a keyword in the *Search Text* field and click **Find Next**.

Use the **View > Zoom To** option to increase or reduce the form size. Use the **Zoom To > Split Zoom** option to return the form to its original size.



To change the form selection list, click the **Interview** or **Government** tabs in the lower-left corner of the tree pane. The forms tree contains the interview and government forms respective to each display.



To display or hide the tree pane of the Split Window Forms Tree, select **Forms > Open (Close) Forms Tree** or click the **Open (Close) Forms Tree** button. The button description and menu command alternate between *Open* and *Close*, depending on the display.

Use one of the following to open all folders in the forms tree:

- Select **View > Expand All**.
- Click the **Expand All** button.
- Press **Shift** and **+** to expand all folders.

Use one of the following to close all folders in the forms tree:

- Select **View > Collapse All**.
- Click the **Collapse All** button.
- Press **Shift** and **-** to collapse all folders.

## Full Window Forms Tree

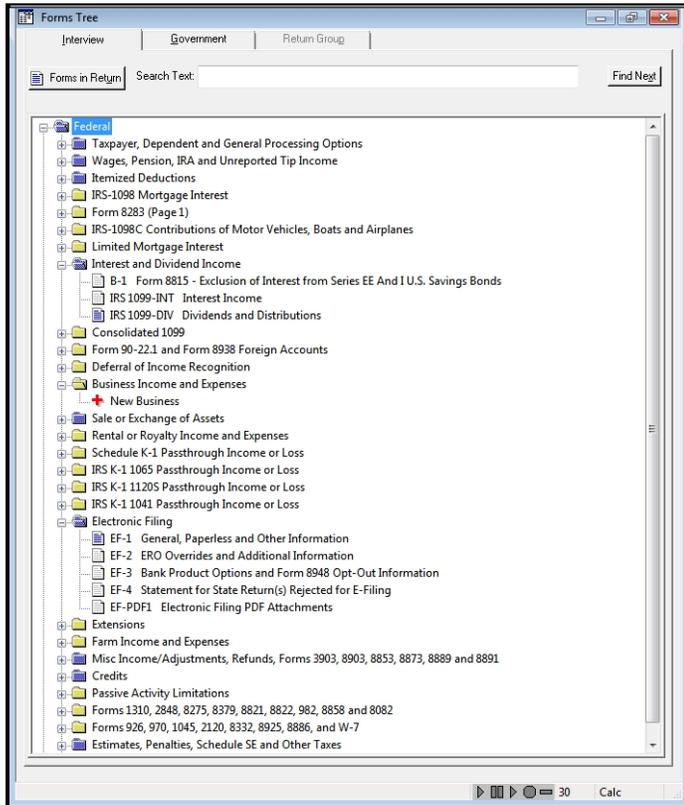
Select **View > Full Window Forms Tree** to display the Federal and State folders for the forms type, either Interview or Government. To change from one forms list to another, click the appropriate tab at the top of the screen for **Interview** or **Government**.

To select a new form when another is open, you first must display the forms tree by doing one of the following:

- Select **Forms > Forms Tree**.
- Click the **Forms Tree** button.
- Right-click and select **Forms Tree** from the menu.
- Press **Ctrl + F6**.

The focus returns to the last form you selected.

To select an entity, open the folder containing the entity (e.g., the Business Income and Expenses folder). All pertinent forms for the entity are contained in the folder.



To keep the Full Window Forms Tree tabs visible (i.e., *Fed Interview*, *Fed Government*, etc.) regardless of the number of open forms, select **Show Form Tabs** on the View menu.



To display hidden forms tabs, click **Forms Tree** on the toolbar.

To quickly locate a form or folder, enter keywords in the *Search Text* field at the top of the forms tabs and click **Find Next**.

Use **View > Zoom To** to increase or reduce the form size.

Use one of the following to open all folders in the forms tree:



- Select **View > Expand All**.
- Click the **Expand All** button.
- Press **Shift** and **+** to expand all folders.

Use one of the following to close all folders in the forms tree:

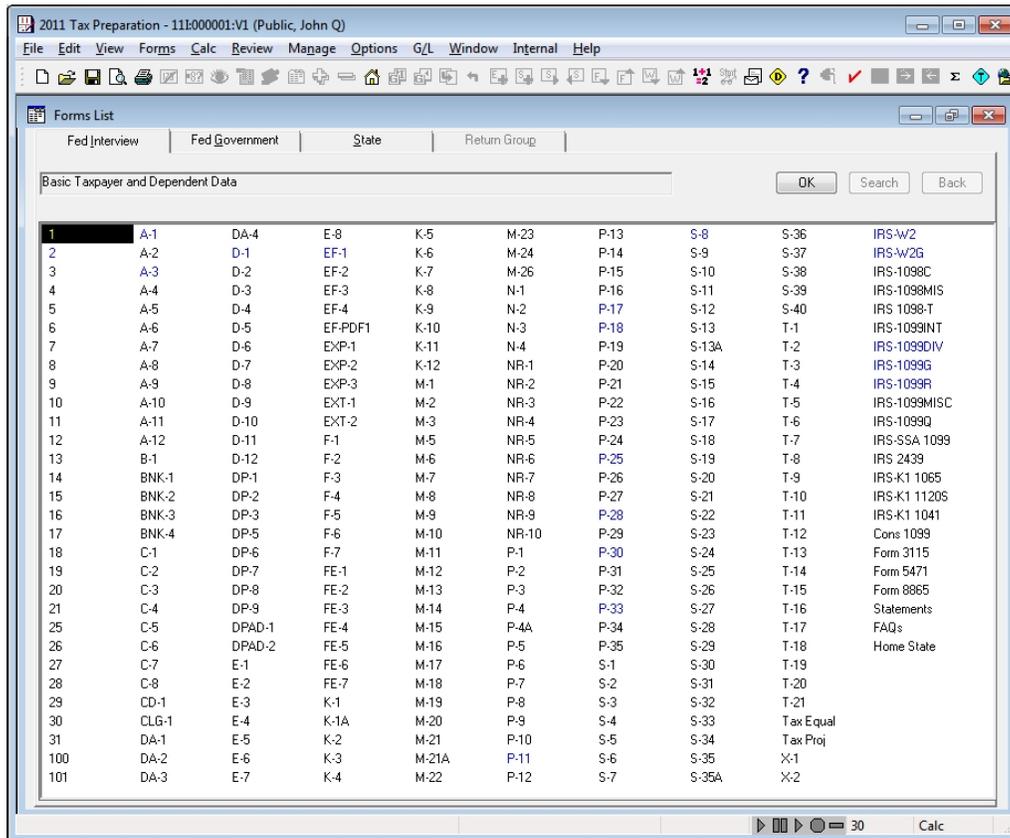


- Select **View > Collapse All**.
- Click the **Collapse All** button.
- Press **Shift** and **-** to collapse all folders.

## Full Window Forms List

The Full Window Forms List presents federal and state forms. To change from one forms list to another, click the appropriate tab: *Fed Interview*, *Fed Government*, or *State*.

Forms containing data display in blue type. Forms without data display in black type. The full name of the selected form displays in the box below the tab heading.



Double-click a form in the list to open it.

- If there is only one sheet to the form or one occurrence of the form, it opens.
- If there are multiple sheets to the form, the *Select Sheet* dialog displays. The dialog includes entity numbers and descriptions. For Depletion, the dialog lists the property number and name for all properties associated with each depletion statement. To select a sheet, highlight the sheet and click **OK**. To add a new sheet, click **New**.
- If there are multiple occurrences of the form, the *Select Entity* dialog displays listing information about each occurrence. To select an entity listed, highlight the entity and click **OK**. To begin a new entity, click **New**. Entity refers to a discreet taxable unit, such as a single rental property, a farm, or a quantity of stock in a certain company.



Do one of the following to return to the Forms List. The focus will be on the form you last opened.

- Click the **Forms List** button.
- Press **Ctrl + F6**.
- Right-click and select **Forms List** from the menu.
- Select **Forms > Forms List**.

To keep the Full Window Forms List tabs visible (e.g., *Fed Interview*, *Fed Government*) regardless of the number of open forms, select **Show Form Tabs** on the View menu.

## Navigating Split Window and Full Window Forms Trees

Use the following keyboard and menu options to navigate the forms trees:

Keyboard and Menu Options to Navigate Form Trees (For a complete table of shortcuts, see Help or the beginning of this User Guide)		
Function	Keyboard	Menu
Open Folder	Right Arrow or + (on numeric keypad)	View > Open Folder
Open Sub Folders	* (on numeric keypad)	View > Open Folder & Sub-Folder
Open All Folders	Shift and + (on numeric keypad)	View > Expand All
Close Folder	Left Arrow or - (on numeric keypad)	View > Close Folder
Close All Folders	Shift and - (on numeric keypad)	View > Collapse All
Open a Form	Enter or double-click form	
Toggle between Form and Tree (Split view only)	F6	
Moving between Multiple Windows	Shift + F6 or Ctrl + Shift + F6	

Related forms are grouped in folders. Expand or open a folder to display its contents.

To open a form, do any of the following:

- Double-click the form.
- Highlight the form and press **Enter**.
- Right-click the form and select **Open Form** from the menu.

If there is only one sheet to the form, the form opens. If there are multiple sheets, the *Select Sheet* dialog displays. The dialog shows entity numbers and descriptions. For Depletion, the dialog lists the property number and name for all properties associated with each depletion statement. To select an existing sheet, select the sheet and click **OK**. To add a new sheet, click **New**.

To work on a new entity, double-click the red cross in the primary folder. CCH ProSystem *fx* Tax automatically increases the entity number by one and assigns a new sheet number.

 **Note:** Forms and folders containing data are blue. Folders without data are yellow, and forms without data are gray.

## Viewing Only Forms with Data

(Tax Preparation > View > Show Forms in Return)

In the Split or Full Window Forms Tree views, you can choose to display only forms containing data. When this option is selected, the forms tree includes only the following:

- **Government forms.** All forms that print in the accountant copy.
- **Interview forms.** All forms containing data.

 **Note:** Blue indicates folders or forms that contain data, yellow indicates folders without data, and gray text indicates forms without data.

## Split Window Forms Tree

Do any of the following:



- Click **Show Forms in Return** at the lower-right corner of the forms tree pane. To return to the complete forms list, click the button again. The button description alternates between *Show Forms in Return* and *Show All Forms*.
- Right-click a form, folder, or open space in the tree, and select **Show Forms in Return**. To return to the complete list, right-click and clear **Show Forms in Return**.
- From the View menu, select **Show Forms in Return**.

## Full Window Forms Tree

Do any of the following:

- Click **Forms in Return** located below the tab heading. The button changes to *Show All Forms*. To return to the full list, click **Show All Forms**.
- Right-click a form, folder, or open space in the tree and select **Show Forms in Return** from the menu. To return to the full list, right-click and clear the option.
- From the View menu, select **Show Forms in Return**.

## Accessing State Forms

(Tax Preparation > Forms > Home State Forms)

Do the following in Split Window Forms Tree or Full Window Forms Tree view:

- To access state forms, open the **States** folder.
- To access home state forms, select **Forms > Home State Forms** or click the **Home State Forms** button.



If you are using Full Window Forms List view, do the following:

- To access state forms, click the **State** tab.
- To access home state forms, select **Forms > Home State Forms**, select **Home State** from the *Fed Interview* or *Fed Government* tab, or click the **Home State Forms** button.



## Viewing Two or More Forms with New Window

(Tax Preparation > Window > New Window)

Along with interactive reports (i.e., diagnostics, overrides, estimates, etc.), up to four forms can be open at the same time. Select **Window > New Window** to open a new window for the same return, enabling you to view or work on two, three, or four forms simultaneously.

Use New Window to display multiple forms of the same type, such as government Form 1040 and Schedule A, or multiple forms of different types, such as the 1040 and Interview Form C-1.

Each window can have a different method of data entry, such as displaying Interview Form 1 in Heads Up mode while displaying Interview Form A-1 in Heads Down mode. For more information, see *Data Entry Methods for Interview Forms* on page 186.

 **Note:** Unlike government or interview forms, multiple worksheets cannot be opened in separate windows.

## Viewing Two or More Forms Simultaneously

(Tax Preparation > Window > Arrange All)

1. With a form displayed, select **Window > New Window**. A second window opens containing the same form as the first window.
2. Select **Window > Arrange All** to split the screen to display both windows.
3. To open a different form in the new window, position the cursor anywhere in the new window. If you are using Full Window Forms List, the forms list also displays as a window. Double-click the form you want to open in the new window.



- In the Full Window Forms Tree, click the **Forms Tree** button, select the form you want to open, and select **Arrange All**. The Full Window Forms Tree displays as a third window.
- In the Split Window Forms Tree, double-click the form to open it in a new window.

4. Repeat steps 1 through 3 as needed to change the form in a window or to open subsequent windows.

## Moving Between Multiple Forms

To move between multiple forms, do any of the following:

- Click anywhere on a form to make it active.
- Press **Ctrl + F6** or **Ctrl + Shift + F6**.
- Select an open form from the Window menu.

If the windows are set to cascade **Window > Cascade**, click any area on a background form to bring it to the foreground.

To close a form, click **Close (X)** at the far right of the form's title bar, or click the form button at the far left of the form's title bar and select **Close**. To close all forms, select **Window > Close All**.

## Navigating through the Forms

---

The sections that follow describe functions to help you move through forms. As a navigation aid, form fields are color-coded when the cursor is positioned in them.

- Regular entry fields are blue.
- Fields that can be overridden are yellow.
- Fields that do not allow direct data entry (e.g., Expand fields) are red.

## Link to Interview Forms

(Tax Preparation > Forms > Govt To Interview Link)

Select this feature to link (move) from a federal, state, or city government form to its corresponding interview form. You must initiate the link from the government form, not the interview form.

 **Note:** This feature does not work for forms in consolidated returns.

To link to an interview form, open a government form, position the cursor in a field that can be linked, and do any of the following:



- Select **Forms > Govt To Interview Link**.
- Click the **Govt To Interview Link** button.
- With the cursor in a field, right-click and select **Govt To Interview Link** from the menu.

Linking to the interview form can occur as follows:

- If there is only one interview form and only one occurrence of that form in the return, you can link directly from the open government form to the open interview form.
- If there are multiple interview forms that a particular field could link to, the *Select Interview Form* list displays. Select an interview form from the list and click **OK** to display the form.

 **Note:** The forms on the list that contain data are indicated by an asterisk.

- If there are multiple entities in the return, the *Select Interview Form* list displays. Select an interview form and then the sheet and entity from the *Select Sheet* dialog. (Entity refers to a discreet taxable unit, such as a single rental property, a farm, or a quantity of stock in a certain company.)

If you select an existing sheet, that sheet displays directly; if you select a new sheet, the *Select Entity* dialog displays, allowing you to choose an entity. Click **OK** to display the form.

## Return to Link List

(Tax Preparation > Forms > Return to Link List)

If you have used the *Select Interview Form* list to link to the active interview form, position the cursor in a field that can be linked and do any of the following to bring back the last list. You can then select another interview form to link to.



- Select **Forms > Return to Link List**.
- Click the **Back to Link List** button.
- Right-click outside of a data field and select **Return to Link List** from the menu.

## Return to Government Form

(Tax Preparation > Forms > Return to Government Form)

Do any of the following to return to the government form from which the last link was established:



- Select **Forms > Return to Government Form**.
- Click the **Back to Govt Form** button.
- Right-click outside of a data field and select **Return to Government Form** from the menu.

## Expand

(Tax Preparation > Forms > Expand)

The Expand option, available in some government and interview form fields, allows you to enter detailed information by expanding the display for detailed input. If a field can accommodate detailed input, the *Expand* button is available.

To use Expand, perform the following procedure:



1. Position the cursor in a field that can be expanded and do one of the following:
  - Click the **Expand** button.
  - Double-click the field.
  - Select **Forms > Expand**.
  - Right-click and select **Expand** from the menu.



2. When the form expands, you are able to add, edit, or view information as needed. If there are multiple occurrences of forms, a summary displays. Highlight the form you want displayed and click **Expand** again.



3. Do one of the following to return to the original form:
  - Click the **Go Back** button.
  - Select **Forms > Go Back**.
  - Right-click and select **Go Back** from the menu.

## Drill Down

(Tax Preparation > Forms > Drill Down)

The Drill Down option allows you to navigate down the calculation path to see where values come together to form the value in the government field. It is available for some government view form fields identified by blue down arrows. Each time you drill down, it will take you to the value from another government form, or open a new Drill Down pop-up form which shows how values combine at that level of the calculation. Other than the totals, all values here should provide further Drill Downs, until reaching another government form the value comes from, or the input form/worksheet where the data was entered.

To use Drill Down, perform the following:



1. Position the cursor in a field indicated by a drill down icon (blue down arrow) and do one of the following:
  - Click the **Drill Down** button.
  - Double-click the field.
  - Select **Forms > Drill Down**.
  - Right-click the field and select **Drill Down** from the menu.
2. If you are taken to another government form, the field containing the value leading to the original value is highlighted.
3. If instead, a drill down form opens, any fields marked with drill down icons may be double-clicked to drill down closer to the source data.
4. If you end at an input form/worksheet, you may change data as normal.



5. To return, do any of the following:
  - Click the **Go Back** button.
  - Select **Forms > Go Back**.
  - If in a drill down form, a Go Back button is provided on the form.

## New Entity

(Tax Preparation > Forms > New Entity)

New Entity allows you to create or access another entity of the same form type (e.g., Schedule C or Schedule F). Entity refers to a discreet taxable unit, such as a single rental property, a farm, or a quantity of stock in a certain company.

## Interview Forms

To select or add an entity, use the following procedure:



1. Select **Forms > New Entity**, click the **New Entity** button, or right-click in a white area of the form and select **New Entity** from the menu.
2. Do one of the following:
  - To select a listed entity, highlight the associated sheet and click **OK**.
  - To add an entity, do the following:
    - a. Click **New** on the *Select Sheet* dialog. You can change the sheet by entering a different number in the *New sheet number* field before clicking **New**.
    - b. The *Select Entity* dialog displays the entity number automatically incremented by one. If needed, enter a different entity number and click **New** to add a form for the new entity.

## Government Forms

To select or add an entity, do the following:



1. Select **Forms > New Entity**, click the **New Entity** button, or right-click in a white area of the form and select **New Entity** from the menu. The *Select Entity* dialog displays.
2. Do one of the following:
  - To select a listed entity, highlight the entity and click **OK**.
  - To add an entity, click **New**. You can change the entity number by entering a different number in the *New entity number* field before clicking **New**.

## Worksheets

To select or add an entity, do the following:



1. Select **Forms > New Entity**, click the **New Entity** button, or right-click in a white area of the worksheet and select **New Entity** from the menu.
2. In the Entity (Business) section of the Navigation Panel, click **Add**. A new worksheet displays. Notice a new entity now displays in the Entity section of the Navigation Panel.
3. Do one of the following:
  - To select a listed entity, highlight the entity in the Navigation panel. The worksheet displays the entity information selected.
  - To add an entity, click **New entity**. You can change the entity number by entering a different number in the *Entity number* field.

## New Sheet

(Tax Preparation > Forms > New Sheet)

Do any of the following to access a new sheet:



- Click the **New Sheet** button.
- Select **Forms > New Sheet**.
- Right-click in a white area of the form and select **New Sheet** from the menu.

If you are working on interview forms and the sheet is not attached to an entity, the *Select Sheet* dialog displays. Click **New** and the new sheet displays with the sheet number automatically incremented by one. You can change the sheet by entering a different number in the *New sheet number* field before clicking **New**.

If you are adding a sheet to a form and multiple occurrences of the form exist, the *Select Sheet* dialog displays information about each occurrence. The dialog includes entity numbers and descriptions. For Depletion, the dialog lists the property number and name for all properties associated with each depletion statement.

When you click *New*, the *Select Entity* dialog displays, allowing you to add a new entity or add a new sheet. Entity refers to a discreet taxable unit, such as a single rental property, a farm, or a quantity of stock in a certain company.

If you are working on government forms, the New Sheet option allows you to access additional data fields that are identical to those you are working on. It displays the *Select Entity* dialog, if applicable, when you are working on certain government forms (e.g., Schedule C).

## Next Sheet

(Tax Preparation > Forms > Next Sheet)

Use Next Sheet to display the next sheet when working on interview forms or to move to the next section in government forms that have multiple occurrences.

Do any of the following to move to the next sheet:



- Click the **Next Sheet** button.
- Select **Forms > Next Sheet**.
- Right-click a white area of the form and select **Next Sheet** from the menu.

If you are currently viewing interview Form C-1, sheet 1, and Form C-1 has more than one sheet, using Next Sheet opens Form C-1, sheet 2. If you have more than one C-1 entity, Next Sheet would move from C-1, sheet 1, entity 1 to C-1, sheet 2, entity 2.

## Next Form

(Tax Preparation > Forms > Next Form)

Next Form displays the next form containing data in a forms list or tree. For example, if you are currently entering data on Schedule A-1, there is no data in any other A series form, and data is entered in Schedule B-1, then selecting Next Form will open Schedule B-1.



Do any of the following to move to the next form:

- Click the **Next Form** button.
- Select **Forms > Next Form**.
- Right-click a white area of the form and select **Next Form** from the menu.
- Press **F9**.

Next Form accesses all entities in order and in sequence for each entity. For example:

- Form C-1, sheet 1, entity 1
- Form C-2, sheet 1, entity 1
- Form C-3, sheet 1, entity 1
- Form C-1, sheet 2, entity 2
- Form C-2, sheet 2, entity 2
- Form C-3, sheet 2, entity 2

## Previous Sheet

(Tax Preparation > Forms > Previous Sheet)

Use Previous Sheet to display the previous sheet when working on interview forms or the previous section when working on government forms.

Do any of the following to move to the previous sheet:



- Click the **Previous Sheet** button.
- Select **Forms > Previous Sheet**.
- Right-click in a white area of the form and select **Previous Sheet** from the menu.



**Example:** If you are currently viewing Interview Form E-1, sheet 2, entity 1, and Form E-1 has more than one sheet, using Previous Sheet would access E-1, sheet 1, entity 1.

## Previous Form

(Tax Preparation > Forms > Previous Form)

Previous Form is used to display the previous form containing data in the current view. For example, if you are currently viewing Schedule B-3 and there is no data entered on Schedule B-2, but data is entered on Schedule B-1, Previous Form accesses Schedule B-1.

Do any of the following to move to the previous form:



- Click the **Previous Form** button.
- Select **Forms > Previous Form**.
- Right-click in a white area of the form and select **Previous Form** from the menu.
- Press **F10**.

## Delete Options in Interview View

(Tax Preparation > Edit > Delete)

Delete a field, record, sheet, entity, or state using the Delete menu options that are described in this section. To access the Delete functions, select **Edit > Delete**, or position the pointer on a white area of a form or in a form field, right-click, and select **Delete** from the menu.

### Delete Field

(Tax Preparation > Edit > Delete > Delete Field)

Select **Edit > Delete > Delete Field**, or right-click and select **Delete > Delete Field** from the menu to remove data from a highlighted box on a form.

### Delete Record

(Tax Preparation > Edit > Delete > Delete Record)

Select **Edit > Delete > Delete Record**, or right-click and select **Delete > Delete Record** from the menu to remove data from the highlighted box and any boxes associated with that entry. You can also add the **Delete Record** button to your toolbar to delete a record. See *Customizing the Toolbar* on page 151 for more details.



### Delete Sheet

(Tax Preparation > Edit > Delete > Delete Sheet)

Select **Edit > Delete > Delete Sheet**, or right-click and select **Delete > Delete Sheet** from the menu to delete the active interview form.

### Delete Entity

(Tax Preparation > Edit > Delete > Delete Entity)

Select **Edit > Delete Entity**, or right-click and select **Delete > Delete Entity** from the menu to remove the active entity and its attachments.

### Delete State

(Tax Preparation > Edit > Delete > Delete State)

Delete State deletes all forms associated with a state.

1. Open a return and select **Edit > Delete > Delete State**.
2. Select the state to be deleted and click **OK**.
3. Click **Yes** to confirm the deletion.

## Consolidated Returns

You can make consolidated returns for these tax products:

- Corporation
- S Corporation
- Partnership

When working on a consolidated return, use the *Return Group* tab to easily access all the returns that are part of the consolidated unit.

## Adding Returns to a Consolidated Group

You can choose the subsidiary returns to add to a consolidated return from a picklist of all returns for that tax product. To use the picklist, open the consolidating unit's return and access Interview Form CC - 1.

Position the cursor in the *Name*, *Employer ID*, or *Client ID* field and do one of the following to display the *Select Returns* dialog:



- Click the **Lookup Value** button.
- Press **F4**.
- Right-click and select **Lookup Value** from the menu.

Returns are listed by return ID, return name, office group, and preparer ID. Select a return by highlighting it and clicking **OK**. The return name, Employer ID number, and client ID fields are filled on Interview Form CC - 1 with the corresponding information from the return.

**Note:** For complete instructions on designating returns as part of a consolidated return press **F2** on the consolidating unit's main form.

## Calculating a Consolidated Return and Subsidiaries

Once you have made changes to any subsidiary return in the consolidated return, select **Calc > Return Group** to calculate and save all subsidiaries/parents and the consolidating unit.

**Note:** If one of the subsidiary returns is password-protected, you will be asked to enter the return's password before the calculation continues. If you do not enter a password, the calculation will be stopped.

## Navigating Consolidated Returns

In Full Window Forms Tree and Full Window Forms List, the *Return Group* tab is enabled when you are working on a consolidated return and at least one subsidiary return has been entered on Interview Form CC-1 of the consolidating unit. Access a return in the consolidated group by double-clicking the return. When the return opens, click the **Interview** and **Government** tabs to access the forms in the return.



In Split Window Forms Tree, you can access the consolidated group by clicking **Return Group** at the bottom of the tree pane. The consolidated returns tree displays in the left pane and can be expanded to display the parent and subsidiary units.

To locate a particular return in the tree, right-click in the left pane, select **Search**, and enter the return's name in the *Search* dialog.

In all trees, a return that needs to be calculated is represented with a calculator icon, a return that does not need to be calculated is represented with a page icon, and a return that does not exist is represented with a circled X.

## Data Entry Methods for Interview Forms

---

(Tax Preparation > View > Data Entry Method)

To select a data entry method for interview forms, do the following:

1. Select **View > Data Entry Method**.
2. Select the data entry method.
  - **Heads Up**. Use Heads Up to enter data directly onto the interview form, just as you would write in on a paper form. Heads Up lets you see both the data entry boxes and the corresponding text together.
  - **Heads Down**. Use Heads Down to enter data using interview form box numbers as your points of reference.
  - **Split Screen**. Use Split Screen, a combination of the Heads Up and Heads Down modes, to enter data quickly by entering the data box number and all necessary data for the box.

If you are working on an interview form, the data entry method changes immediately. If you are working on government forms, the data entry method changes when you switch to interview forms.



**Note:** Set ProKey, QuickBox, and Key Verify options using the *Preferences* dialog to assist your data entry in Heads Down or Split Screen mode. To set the options, select **Options > Preferences > Tax Return Preferences > Heads Dn/Split Scrn**. See *Using ProKey, QuickBox, and Key Verify* on page 189 for more information on these options.

## Heads Up

(Tax Preparation > View > Data Entry Method > Heads Up)

Heads Up, available in all form views, allows you to enter data directly onto a form, just as you would write it on paper.

Data entry fields have corresponding box numbers. The box number displays next to each field as it does on a printed form.

You can use the keyboard or the mouse to move the cursor from field to field.

## Heads Down

(Tax Preparation > View > Data Entry Method > Heads Down)

Heads Down, available when working with interview forms, allows you to enter data quickly and directly using interview form box numbers as your points of reference. Data entry is done on one part of the display. Entering a box number replaces moving the cursor from field to field. An audit trail displays as data is entered in fields on the interview form. Once you have selected Heads Down, you can begin entering data.

To enter data in Heads Down view, do the following:

1. Enter the interview form box number in the *Box* field. Unless you selected *Use Enter key to exit box #* as your QuickBox setting, the cursor automatically moves to the *Data* field. If you have changed the QuickBox setting, press **Enter** to move to the *Data* field. See *Using ProKey, QuickBox, and Key Verify* on page 189 for more information on the QuickBox option.
1. Enter the appropriate data into the *Data* field.
2. Press **Enter** and the data displays as the next line of the Direct Data Entry window.



**Note:** If you are updating information, both the old and new information display in the audit trail. When you exit the form, the information is updated.

3. To select another form without exiting the current form, press **Enter** or **+ +** in the *Box* field. The *Select Form* dialog displays. Whether you need to press **Enter** or **+ +** depends on the ProKey setting. See *Using ProKey, QuickBox, and Key Verify* on page 189 for more information on the ProKey option.
4. Enter the form and sheet number and, if applicable, the entity number and attachment code in the appropriate boxes, pressing **Enter** or **Tab** after each entry. The form you selected displays. For example, to change to an existing sheet 1 of Form W-2, enter **0352** in the *Form number* field and **1** in the *Sheet number* field, or to add a new sheet to Form W-2, enter **2** in the *Sheet number* field.



 **Notes:**

- If you are changing to a form that needs to be attached to an entity, you must first enter data for the entity before attaching the form.  
For example, before entering depreciation data for a Schedule E, you need to create the Schedule E by making at least one entry on the E-1.
- The form number is in the upper-right corner of the interview form. Attachment codes for attachable forms also are shown.

5. Press **Enter** to display the data entry screen for the new form.

## Split Screen

(Tax Preparation > View > Data Entry Method > Split Screen)

Split Screen displays a Direct Data Entry window at the bottom of the screen and the interview form at the top of the screen. It allows you to key data by entering the data box number and all necessary information for the box. The interview form serves as a backdrop, giving you both the form and the box number as points of reference. The box number of the cursor position displays in the lower-right corner of the status bar. Data entered in the Direct Data Entry window displays in the corresponding form field.

To perform data entry in Split Screen view, do the following:

1. Enter the interview form box number. Unless you have selected *Use Enter key to exit box #* as your QuickBox setting, the cursor automatically moves to the *Data* field. If you have changed the QuickBox setting, press **Enter** to move to the *Data* field. See the next section for more information on the QuickBox option.
2. Enter the appropriate data in the *Data* field.
3. Press **Enter** and the data displays in the appropriate box.
4. To select another form without exiting the current form, press **Enter** or **++** in the *Box* field. The *Select Form* dialog displays.

 **Note:** Whether you press **Enter** or **++** depends on the ProKey setting. See the next section for more information on the ProKey option.

5. Enter the form and sheet number and, if applicable, the entity number and attachment code in the appropriate boxes, pressing **Enter** or **Tab** after each entry. The form you have selected displays.
6. Press **Enter** to display the form.

## Using ProKey, QuickBox, and Key Verify

(Tax Preparation > Options > Preferences > Tax Return Preferences > Heads Dn/Split Scrn)

When using the Heads Down or Split Screen data entry method, you can set the ProKey, QuickBox, or Key Verify options to assist your data entry. Select **Options > Preferences > Tax Return Preferences > Heads Dn/Split Scrn** to set the following options:

- **ProKey.** ProKey controls how you access the *Select Form* dialog to open another interview form. In the default setting, pressing **++** displays the *Select Form* dialog. The other option is to use the **Enter** key to display the *Select Form* dialog.
- **QuickBox.** QuickBox controls the cursor movement from the box number to the data section. The default setting is to move the cursor automatically after an entry is made in the box number. The system validates the entry of the box number by checking if the number is between 30 and 299. This eliminates the need to press **Enter** after a complete box number entry; however, if you prefer to press **Enter** after the box number entry, your QuickBox preference should be set to *Use Enter key to exit box #*.
- **Key Verify.** Select the **Key verify mode** option to confirm the accuracy of entered data before adding it to a form in Heads Down or Split Screen mode.

When you press **Enter**, a dialog displays comparing the information just entered with previously entered data. You must choose the entry that should be applied, and click **OK**. This dialog does not display if there is no discrepancy in data.

## Worksheet View

---

Worksheet View is an additional data entry method to the interview forms. Data can be entered on worksheets to complete a government form or a coordinated group of forms.

Worksheets are organized into categories and are accessed through the Worksheet Menu located below the Tax Preparation toolbar, or by selecting View > Full Window Worksheets List.

- **Worksheet Menu/Tree.** Selecting a category title from this menu produces a menu of related worksheets. For example, selecting *Income* or *Deductions* in an Individual return displays a list containing worksheets that pertain to Income or Deductions, such as wages, interest, dividends, itemized deductions, and expenses.
- **Worksheets List.** Selecting **View > Full Window Worksheets List** or clicking the **Forms List** button displays a list of worksheets available depending on the return type selected. Double-click a worksheet to open it.



Each worksheet is divided into numbered sections. The fields in each section are grouped by topic. For example, selecting the Itemized Deductions worksheet contains sections such as Medical and Dental Expenses, Taxes Paid, and Business Use of Home. The section numbers appear in both the Navigation Panel and the Worksheet pane.

Sections can be expanded or collapsed as needed. Collapsing sections reduces the amount of scrolling required for a worksheet. By default, the first section of a worksheet is expanded.

## Notes:

- Section numbering begins with the first section numbered "1" and increases in order for all tabbed sections contained in the worksheet. There may be instances where the numbering sequence has dropped sections. This occurs when there are products not installed (that is, state-specific information).
- If you open a worksheet from the Worksheets List, the Worksheets List tabs (*Worksheet*, *Fed Government*, *State*, etc.) replace the Worksheet Menu. Use the tabs to select additional worksheets for the return type selected. To display the Worksheet Menu, select **View > Worksheet Menu/Tree**.

## Selecting Worksheet View

(Tax Preparation > View > Worksheet)

To move from Interview to Worksheet View, select **View > Worksheet**. The default worksheet or government form for the tax product displays, depending on which one was used in the previous Worksheet View session.

The availability of Worksheet View depends on the setting selected in Office Manager using Configure Firm > Input Methods. A firm can be set up to use only interview forms, only worksheets, or both interview forms and worksheets. See for more information.

 **Note:** The amount of time needed to display worksheets may increase when the *Open worksheets with all sections expanded* option is enabled on the *Worksheets* tab in Options > Preferences > Tax Return Preferences. See *Worksheet Preferences* on page 155 for information.

## Form Selection Display

There are two window displays from which forms are selected.

- Worksheet Menu/Tree
- Worksheets List

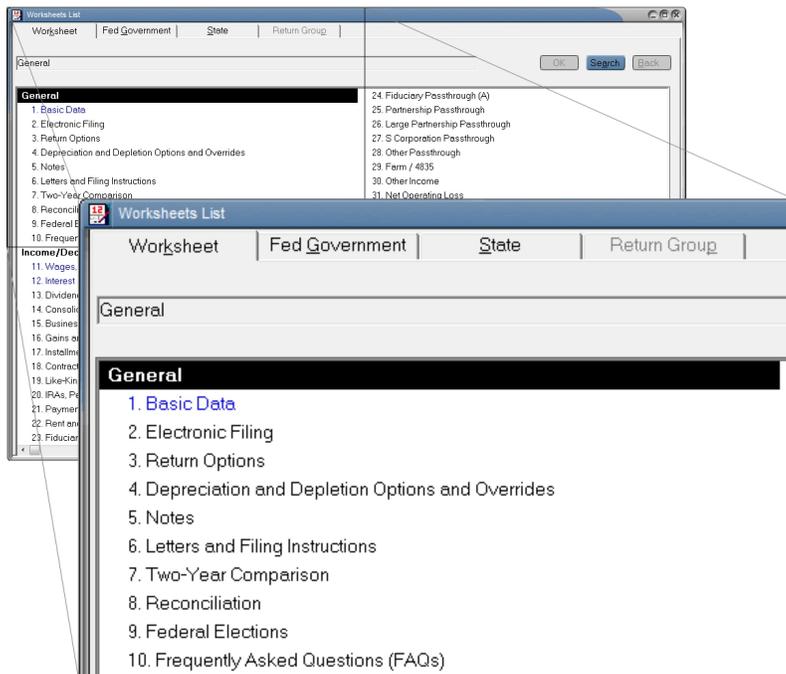
When working with consolidated returns, there is an additional tab and tree available to move between the returns within the consolidated unit. See *Navigating Consolidated Returns* on page 186 for detailed information.

 **Note:** The availability of worksheets depends on the setting selected in Office Manager > Configure Firm > Input Methods. See for more information.

## Worksheets List

The Worksheets List presents worksheets and state worksheets. To change from one worksheet list to another, click the appropriate tab: *Worksheet*, *Fed Government*, or *State*.

Worksheets containing data display in blue type. Worksheets without data display in black type. The full name of the selected Worksheet displays in the box below the tab heading.



Do one of the following to open a worksheet:

- Highlight a worksheet and select **OK**.
- Double-click a worksheet in the list.
- Select a worksheet and press **Enter**.

Do one of the following to return to the Worksheets List. The focus will be on the form you last opened.



- Click the **Forms List** button.
- Press **Ctrl + F6**.
- Select one of the tabs on the Worksheets List (*Worksheet*, *Fed Government*, etc.)
- Select **View > Full Window Worksheets List**.

If you open a worksheet from the Worksheets List, the Worksheets List tabs (*Worksheet*, *Fed Government*, *State*, etc.) replace the Worksheet Menu. Use the tabs to select additional worksheets for the return type selected. To display the Worksheet Menu, select **View > Worksheet Menu/Tree**.

## Accessing Help for Worksheets

(Tax Preparation > Help)

In addition to the Tax Preparation online Help topics, context-sensitive Help, and website links, help is also available at the worksheet level and the field-level.

Do any of the following to display worksheet-level Help:

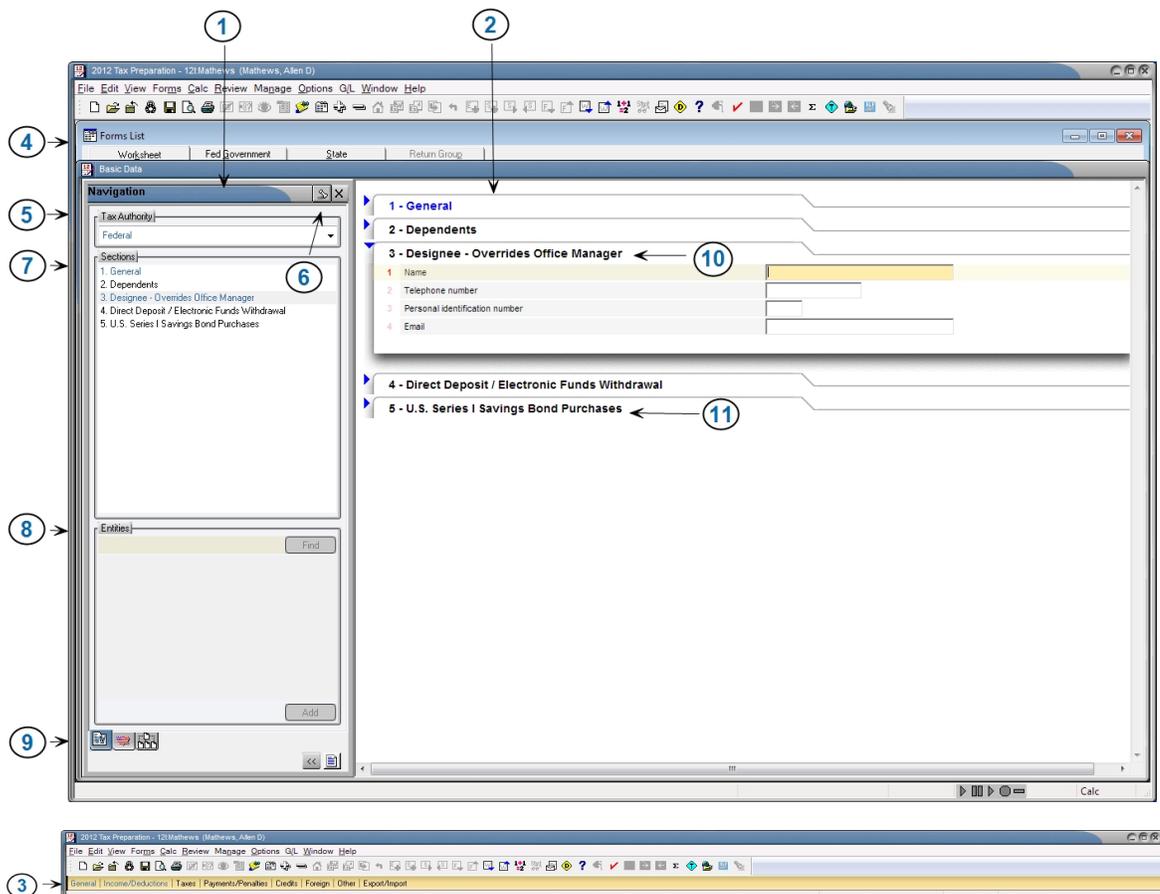
- Select **Help > This Worksheet's Instructions**.
- Press **F2**.
- Right-click outside a field and select **This Worksheet's Instructions** from the menu.

Do any of the following to display field-level Help:

- Select **Help > This Field's Instructions**.
- Press **F1**.
- Click the **Tax Instructions Help** button.
- Right-click a field and select **This Field's Instructions** from the menu.



## Navigating Worksheets, Categories, and Sections



This section provides navigation and data input information for worksheets.



1. **Navigation Panel.** Provides the option to select federal and state tax authorities as well as select sections and entities for the active worksheet.
2. **Worksheet Window.** Displays the active worksheet and its sub-sections.
3. **Worksheet Menu.** Displays the categories that are available for the current tax product. Each category lists a selection of related worksheets. The Worksheet Menu displays when you are using Worksheet View, and is located below the toolbar. To view the Worksheet Menu, select **View > Worksheet Menu/Tree.**
4. **Worksheets List.** Displays a list of worksheets organized by category that are available for the selected tax product. To view the Worksheets List, click the **Forms List** button or select **View > Full Window Worksheets List.** Use the tabs to select additional worksheets for the return type selected.
5. **Tax Authority.** Presents a drop-down list of federal and state tax authorities. Options on the Worksheet Menu change according to the selected tax authority.
6. **Pin Button.** Locks and unlocks the panel in an open position. When the panel is pinned open, clicking this button causes the window to retract.
7. **Sections.** Displays a list of numbered sub-units contained within a worksheet. If the worksheet contains only one section, the section title and number are not listed. Click a section title to expand and display it in the Worksheet window.
8. **Entities.** Lists the entities that exist in the open worksheet. Click a listed entity to open its associated worksheet section.
9. **Worksheet and Government Tabs.** Moves between the government forms tree and worksheet categories.
10. **Expanded Section.** Displays the numbered data entry fields.
11. **Section Header.** Expands and collapses sections.

## Worksheet Section Shortcuts

The following keyboard shortcuts can be used to navigate worksheets:

Keyboard Shortcuts to Navigate Worksheet Sections	
Function	Shortcut
Expands sections, in descending order.	Ctrl + Tab
Expands sections, in ascending order.	Shift + Ctrl + Tab
Expands all sections in a worksheet.	Shift and + (on the keypad)
Collapses all sections in a worksheet.	Shift and - (on the keypad)
Moves from the last field of a section to the first field of the next expanded section.	Tab

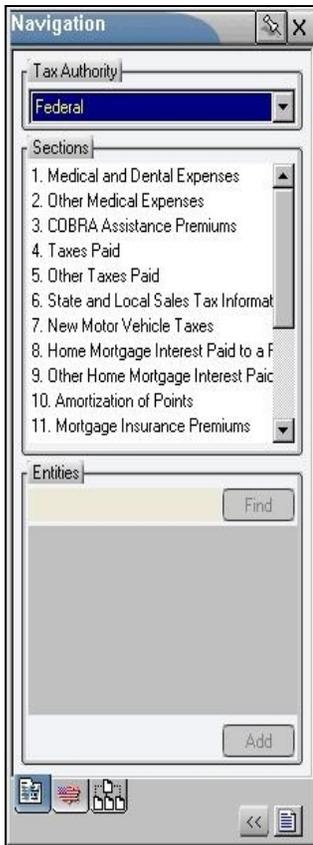
Keyboard Shortcuts to Navigate Worksheet Sections	
Function	Shortcut
Moves from the first field of a section to the last field of the previous expanded section.	Shift + Tab
Adds another item in a grid or Detail worksheet.	Alt and +
Deletes the selected item in a grid or Detail worksheet.	Alt + Delete
Moves to the first item in a group of multiple occurring items in a grid or Detail worksheet.	Alt + Shift + <
Moves to the last item in a group of multiple occurring items in a grid or Detail worksheet.	Alt + Shift + >
Moves to the previous item in a group of multiple occurring items in a grid or Detail worksheet.	Alt + <
Moves to the next item in a group of multiple occurring items in a grid or Detail worksheet.	Alt + >
Display and select items (i.e., sections, worksheets, entities) that are not visible in a grid or Detail worksheet.	Alt + L
Displays the List in an amount field or grid cell.	Ctrl + L
Moves from an item in an interactive report to an entry on a tax form to which it is linked.	Ctrl + K

 **Notes:**

- Sections with blue titles contain data. Sections with black titles do not contain data.
- See *Setting Preferences* on page 152 for details on setting end-of-section tab key movement options.

## The Navigation Panel

The Navigation Panel is divided into four areas.



The top area, *Tax Authority*, can be set to *Federal* or to a particular state. The options in the Worksheet Menu change according to the tax authority.

The second area, *Sections*, presents a numbered list of sub-units or sections for each worksheet. If a worksheet contains only one section, the section title and number are not listed. Click a section title to expand and display the section in the Worksheet window. This also moves the cursor to the first field of the expanded section.

The title of the next area, *Entities*, varies according to the active worksheet. This division lists entities existing in the open worksheet. Click a listed entity to open its associated worksheet section. You can also locate and add entities using the *Find* and *Add* buttons.

Entity refers to a discreet taxable unit, such as a single rental property, a farm, or a quantity of stock in a company.

The bottom area of the Navigation Panel contains tabs for moving between worksheets, government forms, and return groups. There is also a button that retracts the Navigation Panel and a button that changes the Worksheet Menu or government forms tree to show only the worksheets or forms containing data.

## Displaying/Hiding the Navigation Panel

The Navigation Panel can be retracted to provide maximum screen display.

To keep the Navigation Panel open, pin it using one of the following methods:



- Click the **Pin/Unpin** button.
- Select **View > Pin Quick Navigation Panel** from the menu.
- Press **F6**.

The Navigation Panel can be unpinned so that it is hidden. There are five methods of unpinning the Navigation Panel.



- Click the **Pin/Unpin** button.
- Select **View > Unpin Quick Navigation Panel** from the menu.
- Click the **X** in the upper-right corner of the Navigation Panel.
- Click **Retract Quick Navigation Panel** (double arrow button).
- Press **Alt + F6**.

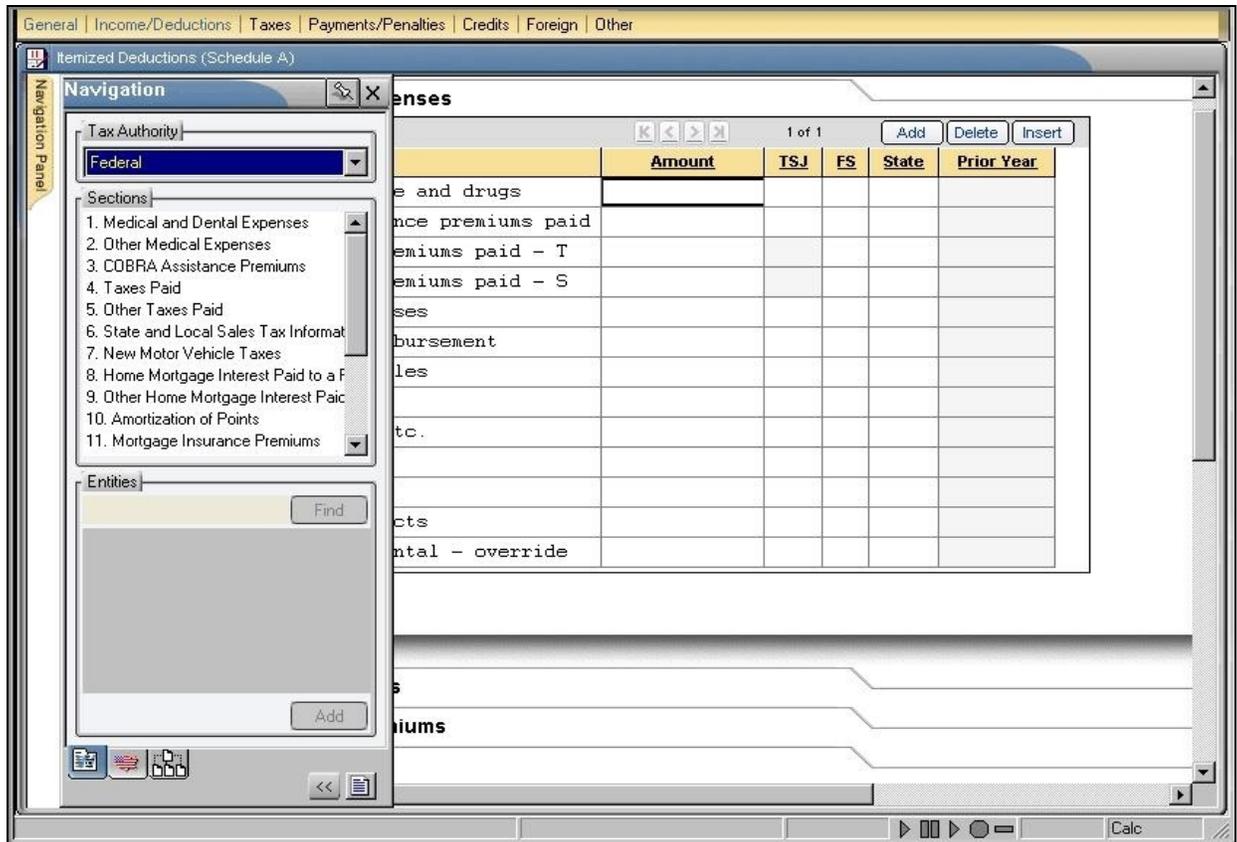




When *Unpin Quick Navigation Panel* is activated, you can display or hide the Navigation Panel using the mouse.

- Move the pointer over the *Navigation Panel* tab on the left side of the screen to display the Navigation Panel.
- Move the pointer away from the Navigation Panel to retract it.

The Unpin Quick Navigation Panel option gives the Navigation Panel the appearance of floating over the worksheet. The *Navigation Panel* tab is visible until the Navigation Panel is pinned open.



## Navigation Panel Shortcuts

Use the following options to access the Navigation Panel, worksheet sections, and entities:

Keyboard and Menu Options for the Quick Navigation Panel		
Function	Shortcut	Menu
Open and pin (i.e., lock) the Navigation Panel into position.	F6	View > Pin Quick Navigation Panel
Retract the Navigation Panel.	Alt + F6	View > Unpin Quick Navigation Panel

Keyboard and Menu Options for the Quick Navigation Panel		
Function	Shortcut	Menu
Select the <i>Tax Authority</i> list.	Ctrl + G	
Select the first item in the <i>Sections</i> list.	Ctrl + B	
Select the first item in the <i>Entities</i> list.	Ctrl + E	
Select the <i>Government</i> tab.	Alt + G	
Select the <i>Worksheet</i> tab.	Alt + K	
Select the <i>Return Group</i> tab. (Individual, Corporation, S Corporation only.)	Alt + Z	

### Worksheet Menu Shortcuts

The Worksheet Menu, located below the toolbar, organizes worksheets by category. Use the keyboard shortcuts in the following table to navigate the Worksheet Menu and select worksheets.

Keyboard Shortcuts to Navigate the Worksheet Menu	
Function	Shortcut
Activate the Worksheet Menu.	F5
Move up or down the menu drop-down list.	Up Arrow or Down Arrow
Open a highlighted worksheet.	Enter
Enable extended Worksheet Menu shortcuts.	Alt + F5
Disable extended Worksheet Menu shortcuts.	Alt
Move left or right through the Worksheet Menu.	Left Arrow or Right Arrow

**Extended Worksheet Menu Shortcuts.** Pressing **F5** enables you to move through the menu using the **Left Arrow** and **Right Arrow** keys. Additional keyboard shortcuts become available by pressing **Alt + F5**. After pressing this keyboard combination, numbers display above each category heading. Pressing a category heading number opens that menu.

When the additional Worksheet Menu keyboard shortcuts are enabled, you can select a worksheet by pressing the first letter of its name. If multiple worksheets have names that begin with the same letter, continue pressing the letter until the correct worksheet is highlighted. Press **Enter** to access the worksheet.



**Note:** When the additional Worksheet Menu keyboard shortcuts are enabled and more than nine worksheet categories are available, letters display above the Worksheet Menu headings (e.g., "a" displays for category 10, "b" displays for category 11, etc.).

## Expanding/Collapsing Worksheets

(Tax Preparation > View)

Most worksheets contain more than one section. For example, in the worksheet category General > Basic Data of an Individual return, there are five sections: General, Dependents, Designee, Direct Deposit/Electronic Funds Withdrawal, and U.S. Series | Savings Bond Purchases. The sections are displayed in the section tabs in the Worksheet pane.

The section tabs are expandable and collapsible, using any of the following methods:

- Click the arrow to the left of any section header. A right arrow indicates that the section contains sub-sections that can be expanded. Click the right arrow to expand the section. A down arrow indicates that the section is already expanded. Click the down arrow to collapse the section.
- Select **View > Expand Section** or **View > Collapse Section** to expand or collapse a section.
- Select **View > Expand All** or **View > Collapse All** to expand or collapse all sections in a category.
- Use the keyboard function for Expand Section, **Ctrl** and **+**, on the numeric keypad and the keyboard function for Collapse Section, **Ctrl** and **-**, on the numeric keypad.
- Use the keyboard function for Expand All, **Shift** and **+**, on the numeric keypad and the keyboard function for Collapse All, **Shift** and **-**, on the numeric keypad.
- Select **Options > Preferences > Tax Return Preferences** to set worksheet display options in the *Preferences* dialog, as described in the next section, *Setting Worksheet Preferences*.

## Setting Worksheet Preferences

(Tax Preparation > Options > Preferences > Tax Return Preferences > Worksheets)

To configure Worksheet View display preferences and tab key movement, do the following:

1. Select **Options > Preferences > Tax Return Preferences** from the menu.
2. Click the **Worksheets** tab.
3. To specify whether worksheet sections are expanded or collapsed when you open a worksheet, choose one of the following options:
  - **First section expanded**. This is the default.
  - **Sections containing data expanded**. Sections without data are collapsed by default.
  - **All sections expanded**.
  - **All sections collapsed**.

4. To dictate how the Tab key moves between sections, choose an option listed under the *End of section tab key movement*. The Tab key works as specified only when you tab from the last field of a section.
  - **Move to next expanded section**. This is the default) Tab moves the cursor to the first field of the next expanded section.
  - **Move to next section and expand if collapsed**. Tab moves the cursor to the first field of the next section and expands the section if collapsed.
5. If you prefer not to highlight items when selecting them, turn off the highlight bar by selecting **Disable data entry row highlight bar**.
6. Alter the action of the **Enter** key within a grid by selecting or clearing the option **Enter key moves cursor to the next field same record** in the *Grids* section.
  - Selecting this option enables you to use the Enter key to move to the next field in a grid. (This is the default.)
  - Leaving the option cleared makes the **Enter** key behave like another **Tab** key. The tab action will depend on how you set the **Tab** key in step 4.
7. Press **OK** to save your preferences.

## Selecting a Worksheet

Use the following steps to select a worksheet for data entry:



1. Choose **Federal** or a specific state from the *Tax Authority* drop-down list of the Navigation Panel. If the Navigation Panel is retracted, display it with one of these methods:
  - Point to the **Navigation Panel** tab located in the upper-left corner of the window. The Navigation Panel retracts when the pointer is moved away from the window. Click **Pin/Unpin** to keep the panel in view.
  - Select **View > Pin Quick Navigation Panel**.
2. Do one of the following:
  - Select a worksheet from the Worksheet Menu located below the toolbar.
  - Select the **Forms List** button on the toolbar. On the Worksheets List, highlight a worksheet and select **OK** or double-click a worksheet to open it.



For most worksheets, a numbered list of headings displays in the *Sections* list in the Navigation Panel. The sections also display in the Worksheet window. The first section of the worksheet is expanded by default.

 **Notes:**

- If you enter partial information in the *Tax Authority* field, it fills with the name of the first tax authority in the list that begins with the characters entered.
- Changing tax authorities causes the Worksheet Menu selections to change.
- Titles of worksheet categories containing data display with blue titles. Titles of categories containing only empty worksheets display as black.
- If you open a worksheet from the Worksheets List, the Worksheets List tabs (*Worksheet*, *Fed Government*, *State*, etc.) replace the Worksheet Menu. Use the tabs to select additional worksheets for the return type selected.



3. To access a specific section of a worksheet, click the name of the section in the Navigation Panel, or click a section heading or blue arrow in the Worksheet window.

 **Notes:**

- The active section is highlighted in the *Sections* list.
- Unlike government and interview forms, multiple worksheets cannot be opened by selecting Window > New from the menu. In Worksheet View, you can open only one worksheet plus any interactive report (overrides, estimates, etc.) at a time.
- To move to government forms, click the **Government** tab located at the bottom of the Navigation Panel.



See *Setting Worksheet Preferences* on page 198 for details on changing the default options for opening worksheets.

## Working with Worksheet Grids

Many worksheet sections use grids for data entry. There are two types of grids. Summary grids, as shown in *Accessing Detail Worksheets from Summary Grids* on page 203, have a vertical orientation and store data in rows. Grids that have a horizontal orientation, as shown in the following example, store data in columns.

**1 - Medical and Dental Expenses**

1

Select	Amount	TSJ	FS	State	Prior Year
Prescription medicine and drugs					
Total medical insurance premiums paid					
LT care insurance premiums paid - T					
LT care insurance premiums paid - S					
Long-term care expenses					
Total insurance reimbursement					
Number of medical miles					
Lodging					
Doctors, dentists, etc.					
Hospitals					
Lab fees					
Eyeglasses and contacts					
Total medical and dental - override					

The following information outlines the editing features in the grid navigation bar and the sorting feature in the grid header.

- To add a row or column after the last item in a grid, click **Add** on the grid navigation bar.
  - 📄 **Note:** Whether a row or column displays depends on the structure of the grid.
- To delete a grid row or column, click **Delete** on the grid navigation bar.
- To insert a row or column before a selected row or column, click **Insert**.
- To sort by column, double-click an underlined column header.
- To locate a row or column that is not currently visible, click **Select**.

## Import and Export with Worksheet Grids

The *Import into Worksheet Grid* wizard will assist you with importing data from a Microsoft® Excel® spreadsheet to a worksheet grid. To launch the wizard, click **Import** in the navigation bar located at the top of the designated grid. You can also launch the wizard by pressing **Alt + I** while your cursor is positioned inside the grid. The wizard allows you to select the spreadsheet you want to import, and to choose a default template or customize a template of your own. Templates you create can be saved for future use. The data is validated prior to being imported, giving you the opportunity to review the status and make corrections, if needed. For detailed import instructions, click **Help** on any of the wizard dialogs.

The export function provides you the option to export data from a grid to an Excel® spreadsheet or to create a blank sample of a grid as a spreadsheet. To make this selection, click **Export** in the navigation bar that is located at the top of the designated grid. You can also press **Alt + X** while your cursor is positioned inside the grid.

## Import and Export K-1 Data to a Spreadsheet

The import and export process between Schedule K-1 data and Microsoft® Excel® spreadsheets has been expanded to include general K-1 data, ratios, amount allocations, Schedule K overrides, and K-1 footnotes.

Templates are available to streamline the export process. Separate sheets are created in the Excel® spreadsheet that are named for each data type (e.g., "Ratios," "Amount allocations"). To see the templates that are available and what they consist of, select **Import/Export to a Spreadsheet > Spreadsheet Templates** from the *Contents* tab in the system Help.

## Export and Import K-1 Business to Target Return

Export Schedule K-1 data from business returns, and then import the data into other returns.

The transfer of K-1 data can be performed for the following returns:

- Fiduciary to Individual, Corporation, S Corporation, Partnership, and Fiduciary.
- Partnership to Individual, Corporation, S Corporation, Partnership, and Fiduciary.
- S Corporation to Individual and Fiduciary.

For information on creating K-1 export files each time a return is calculated, see *Miscellaneous Preferences* on page 152.

## Field Format Guides

Worksheet View gives you cues, called format guides, to help you fill out fields. Format guides consist of text that models the appropriate way to fill out a field. Other format guides explain how the software uses the data in the calculation of a return. The table below provides interpretation of field format guides that are not obvious.

Format Guide	Interpretation
Dates	Enter the date in the format given, M = month, D = day, Y = year. Use the punctuation specified.
.	Indicates where the decimal must occur in a percentage field.
INFO	Indicates an optional information-only field. The value is not used in any calculation.
:	Indicates where dashes would normally go in number sequences such as Social Security Number or Employer Identification Number.
EF	Field required for electronic filing. If left blank, the software issues a diagnostic.
Required	Mandatory field.





When you are using multiple occurring worksheets such as Schedule C, E, and F entities or non-entities like Interest, Dividend, and Depreciation, each occurrence is referred to as a Detail worksheet.

## Adding Entities in Worksheet View

Entity refers to a discreet taxable unit, such as a single rental property or a farm.

The *Entities* section of the Navigation Panel is enabled when the open worksheet pertains to entities (e.g., the Profit or Loss from Farming (Sch F) & Farm Rental (Form 4835) worksheet).

To add and locate existing entities in Worksheet View, open a worksheet that allows entity data and use the following options in the *Entities* section of the Navigation Panel:



- **Add.** Adds an entity. You can also click **New Entity** on the toolbar or select **Forms > New Entity** to add an entity.
- **Find.** Locates an entity by specific name within the list. The *Find* button is enabled when you enter text in the field. If you enter partial information, the system searches for entities beginning with matching characters. Once an entity is located, the corresponding worksheet opens automatically in the Worksheet window.



**Note:** The title of the *Entities* section in the Navigation Panel is determined by the worksheet the user has selected. For example, in the case of a Schedule C worksheet, the entity heading would read "Business" and all businesses related to the return would be listed.

## Finding an Item in a List of Items

If a list of items is lengthy, there are two ways to locate a specific item more quickly: the navigation bar and the *Search* button.

The navigation bar is located at the bottom of the window. It displays a number on the right side, which is the total number of available items.

Navigation buttons appear on the navigation bar just to the left of the number.



Returns to the first occurrence within the list.



Returns to the previous occurrence.



Advances to the next occurrence.



Advances to the last occurrence within the list.

Another method used to locate specific items is to click **Select** on a worksheet grid navigation bar. The *Select* dialog displays.

A list of items that matches your search parameters displays. Select from this list or, if you cannot find what you are searching for, enter a keyword and click **Find** to start the search.

## Displaying Only Worksheets with Data



Click **Show Worksheets in Return** at the bottom of the Navigation Panel or select **View > Show Worksheets in Return** to display only worksheets containing data in the Worksheet Menu. Click the button again to return the Worksheet Menu display to all worksheets associated with the return.



### Notes:

- Categories with worksheets containing data have blue titles. Categories with empty worksheets have black titles
- If you open a worksheet from the Worksheets List, the Worksheets List tabs (*Worksheet*, *Fed Government*, *State*, etc.) replace the Worksheet Menu. Use the tabs to select additional worksheets for the return type selected. To display the Worksheet Menu, select **View > Worksheet Menu/Tree**.

## Delete Options in Worksheet View

(Tax Preparation > Edit > Delete)

The menu commands for deleting items in Worksheet View vary slightly from the same commands in Interview View. The table below describes how the two Delete menus compare.

Interview Menu	Worksheet View Menu
Field	Field
Record	Row or Column
Sheet	Section
Entity	Worksheet
State	State

## Delete Field

(Tax Preparation > Edit > Delete > Delete Field)

From within a worksheet field, select **Edit > Delete > Delete Field**, or right-click and select **Delete > Delete Field** from the menu to delete the contents of the active field.

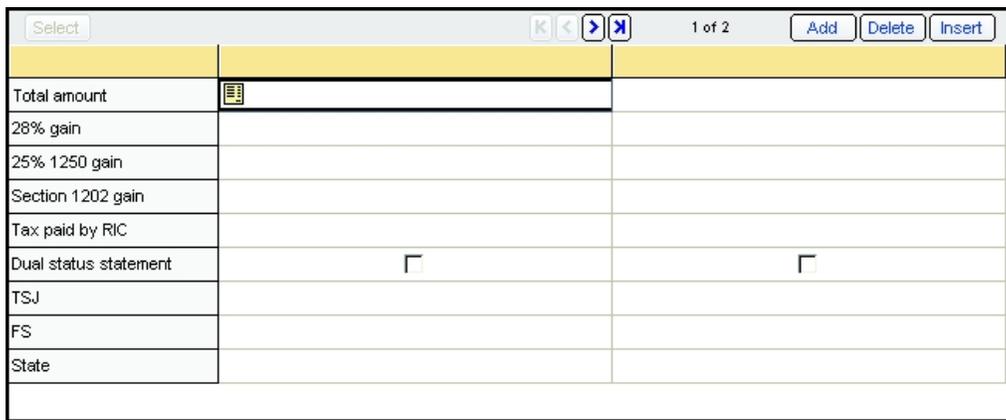
## Delete Row or Column

(Tax Preparation > Edit > Delete > Delete Row or Column)

From within a worksheet grid, select **Edit > Delete > Delete Row (or Column)**, or right-click and select **Delete > Delete Row (or Column)** from the menu.

Whether *Row* or *Column* displays in the menu depends on the orientation of the grid (that is, horizontal or vertical). Summary grids, as shown in *Accessing Detail Worksheets from Summary Grids* on page 203, have a vertical orientation and store data in rows. When a Summary grid is open, the menu option is **Delete > Delete Row**.

Grids that have a horizontal orientation store data in columns, as shown in the following example. When a horizontal grid is open, the menu option is **Delete > Delete Column**.



The screenshot shows a horizontal worksheet grid with a navigation bar at the top. The navigation bar includes a 'Select' dropdown, navigation arrows, '1 of 2' page indicator, and 'Add', 'Delete', and 'Insert' buttons. The grid contains a table with the following rows:

Total amount		
28% gain		
25% 1250 gain		
Section 1202 gain		
Tax paid by RIC		
Dual status statement	<input type="checkbox"/>	<input type="checkbox"/>
TSJ		
FS		
State		

## Delete Section

(Tax Preparation > Edit > Delete > Delete Section)

From within a worksheet section, select **Edit > Delete > Delete Section**, or right-click and select **Delete > Delete Section** from the menu to delete all contents of a worksheet section. Data in the other sections of the same worksheet is not affected.

## Delete Worksheet or Entity

(Tax Preparation > Edit > Delete > Delete Worksheet)

Do one of the following to delete a worksheet or entity:

- From within a worksheet, select **Edit > Delete > Delete Worksheet**, or right-click and select **Delete > Delete Worksheet** from the menu to delete an entire single occurrence of a worksheet (e.g., Schedule A) and all data contained in it.
- From within a Detail or Summary grid, click **Delete** in the grid's navigation bar.

## Delete State

(Tax Preparation > Edit > Delete > Delete State)

Delete State removes data entered in the state tax authority worksheets for a specified state. Data in the federal worksheets of the same return is not affected.

From within a worksheet select **Edit > Delete > Delete State**, or right-click and select **Delete > Delete State** from the menu. The states associated with the active return display in the *Units* dialog. Select the preferred state and click **OK**.

## Data Flow Between Interview and Worksheet Views

Data entered in one view displays in other views based on these standards:

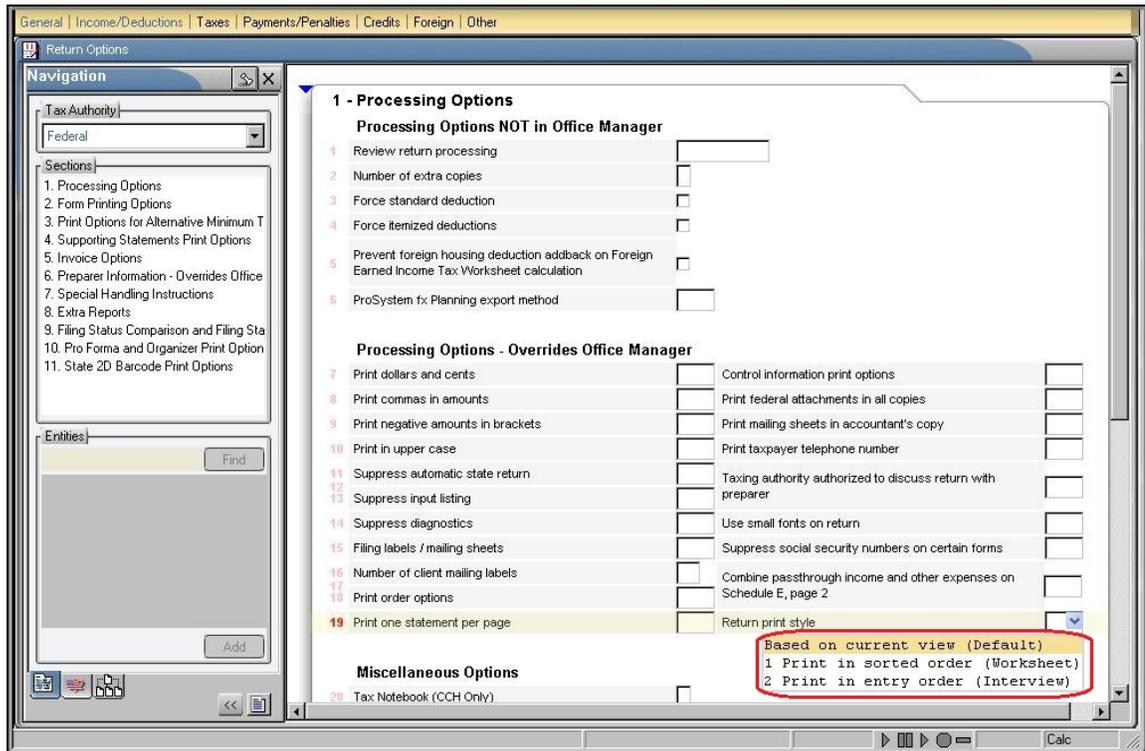
- When you enter data in Worksheet View, the interview forms are automatically populated with the same data.
- When you enter data in Interview View, the worksheet forms are automatically populated with the same data.
- When you override existing data in one view, it is also overridden in the other view.

## Return Print Style

The print style of a return differs based on whether it is printed from Worksheet View or Interview View. If the return is printed from Worksheet View, multiple entities (e.g., Schedules C, E, F) print in alphabetical order within that entity type. If the return is printed from Interview View, entities print in numerical order within each entity type.

You can print according to the view you are in or you can set a default print style. To select a return's print style, open the *Processing Options* section of the *General > Return Options* category.

Position the cursor in the **Return print style** field to select from the drop-down list.



Your print options are as follows:

- **Based on current view (Default)**. Forms print in sorted order if you are in Worksheet View and in entry order if you are in Interview View.
- **Print in sorted order (Worksheet)**. If you are in Interview View but want to print in sorted order as if you were in Worksheet View, select this option.
- **Print in entry order (Interview)**. If you are in Worksheet View but want to print in entry order as if you were in Interview View, select this option.

## Print Order Options

The informational or nonfileable forms, included in the accountant and client copies, are for audit or information purposes only and are not required to be filed with the return (for example, depreciation detail forms and the AMT depreciation report).

You can configure the default order in which informational forms print for an office group using **Configure Applications > Tax Preparation > Print Options** in Office Manager.

A default can be overridden on a single return basis in Tax Preparation using *General > Return Options > Processing Options* (see this screen at *Return Print Style* on the previous page). To access the options, click in the **Print order options** field and select the arrow to display the drop-down list.

The print order options are as follows:

- **Collate informational forms before fileable forms.** Collates all informational (nonfileable) forms in front of the federal return. This option affects only the accountant and client copies. The printing sequence of the government copy is unaffected.
- **Print informational forms in all copies.** Causes all the informational (nonfileable) forms to be included in the government copy of the return in addition to the accountant and client copies. Each copy will be identical beginning with page one of the actual forms.
- **None.** Causes the informational (nonfileable) forms that are included in the accountant and client copies to print in the normal sequence.

## Linking from Government to Worksheet View

### What is Government View?

Government View contains the official IRS forms that have been approved by the US Government.

**Form 1040 U.S. Individual Income Tax Return (99) 2012**

OMB No. 1545-0074 IRS Use Only - Do not write or staple in this space.

For the year Jan. 1-Dec. 31, 2012, or other tax year beginning \_\_\_\_\_, 2012, ending \_\_\_\_\_, 20

See separate instructions.

Your first name and initial: **Allen D** Last name: **Mathews** Your social security number: **556 17 8011**

If a joint return, spouse's first name and initial: **Margaret M** Last name: **Mathews** Spouse's social security number: **643 86 6124**

Home address (number and street). If you have a P.O. box, see instructions. Apt. no. **618 Elm Street**

City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below.

Foreign country name Foreign province/county Foreign postal code

**Filing Status**

1  Single 4  Head of household (with qualifying person). If the qualifying person is a child but not your dependent, enter this child's name here. **2**

2  Married filing jointly (even if only one had income) 5  Qualifying widow(er) with dependent child

3  Married filing separately. Enter spouse's SSN above and full name here. **2**

Check only one box.

**Exemptions**

6a  Yourself. If someone can claim you as a dependent, do not check box 6a

b  Spouse

6c **Dependents:**

(1) First name	Last name	(2) Dependent's social security number	(3) Dependent's relationship to you	(4) If child under age 17, qualifying for child tax credit	No. of children on 6c who:
					lived with you
					did not live with you due to divorce or separation (see Instructions)

If more than four dependents, see instructions and check here

d Total number of exemptions claimed **2**

**Income**

7 Wages, salaries, tips, etc. Attach Form(s) W-2 **129500.**

8a Taxable interest. Attach Schedule B if required **1494.**

b Tax-exempt interest. Do not include on line 8a

9a Ordinary dividends. Attach Schedule B if required

h Qualified dividends

Data entered in interview forms or worksheets is transferred to the appropriate government forms upon calculation of the return. Data can also be entered directly in government form fields or after selecting the Override feature, which allows the user to enter information in a field that populates as a result of calculating the return. For more information, see *Override* on page 213.

## Color Coding in Government Form and Worksheet Fields

Fields are color-coded when the cursor is positioned in them.

- Regular entry fields are blue.
- Fields that can be overridden are yellow.
- Fields disabled for data entry are red (e.g., fields that can be expanded).

## Linking from a Government Form to a Worksheet

(Tax Preparation > Forms > Link to Worksheets)

Select this feature to link (move) from a federal, state, or city government form to its corresponding worksheet. This feature displays a list of the applicable worksheets that can provide data for the selected field. It is not available for worksheets in consolidated returns.

 **Note:** You must initiate the link from the government form, not the worksheet.

To link to a worksheet, do any of the following from an open government form:



- Select **Forms > Link to Worksheets**.
- Click the **Link to Worksheets** button.
- Right-click in a government field and select **Link to Worksheets** from the menu.

There are three possible responses when you link to a worksheet. The response depends on the type of field the cursor is in when executing the link command.

- If the source data is from only one worksheet in the return, you can link directly from the government form to the worksheet.
- If the field is a summary field (i.e., the field summarizes information from multiple sources), the *Select Worksheet/Section* dialog displays. This is also known as the *Link List* dialog. Double-click the preferred worksheet or section, or select an item in the list and click **OK**.

 **Note:** The worksheets on the picklist that contain data are shown as blue text. Only worksheets display in blue, not the sections within worksheets.

- If the field represents multiple entities or entity sources within a single worksheet, a list of entities displays. Once an entity is selected from this picklist, the *Select Worksheet/Section (Link List)* dialog displays. The worksheet or section can then be selected.

## Returning to a Government Form

(Tax Preparation > Forms > Return to Government Form)

You can move from a worksheet to the government form from which a link was established.

1. Place the cursor anywhere in the worksheet.
2. Do one of the following:
  - Select **Forms > Return to Government Form**.
  - Click the **Back to Govt Form** button.
  - Right-click and select **Return to Government Form** from the menu.



## Returning to the Link List

(Tax Preparation > Forms > Return to Link List)

Once you have linked to a worksheet using the *Select Worksheet/Section (Link List)* dialog, you can return to the dialog to select another worksheet or section.

To return to the *Select Worksheet/Section (Link List)* dialog, do one of the following:

- Select **Forms > Return to Link List**.
- Click the **Back to Link List** button.
- Right-click and select **Return to Link List** from the menu.



You can then select another worksheet or section to link to.

To add the *Back to Link List* button to your toolbar, see *Customizing the Toolbar* on page 151.

## Edit Tools

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Use the following features and shortcut keys to assist you with editing returns.

### Undo

Provided you have not exited the field, you can restore it to the previous state. Press **Ctrl + Z**, **Alt + Backspace**, or **Esc** to undo changes and restore the original data.

 **Note:** **Esc** does not function in Split Screen or Heads Down data entry mode.



## Cut

(Tax Preparation > Edit > Cut)

Use Cut to move or delete data from a field and copy it to the Clipboard.

1. Select the portion of the text you want to remove.
2. Choose one of the following:



- Select **Edit > Cut**.
- Click **Cut**, if it has been added to your toolbar.
- Right-click and select **Cut** from the menu.
- Press **Ctrl + X**.

## Copy

(Tax Preparation > Edit > Copy)

Use Copy to copy data from one field to another.

1. Select the portion of the text you want to copy.
2. Choose one of the following:



- Select **Edit > Copy**.
- Click **Copy**, if you have added it to your toolbar.
- Right-click and select **Copy** from the menu.
- Press **Ctrl + C**.

The data remains in the field and is copied to the Clipboard.

## Paste

(Tax Preparation > Edit > Paste)

Use Paste to move the copied data from the Clipboard to another data field.

1. Select the field where text is to be inserted.
2. Choose one of the following:



- Select **Edit > Paste**.
- Click the **Paste** button.
- Right-click and select **Paste** from the menu.
- Press **Ctrl + V**.

The copied text displays in the field you selected.

## Paste OLE, Insert Object, and Paste DDE Link

(Tax Preparation > Edit > Paste OLE > Insert Object > Paste DDE Link)

While in an interview or government form, you can use the Object Linking and Embedding (OLE), Insert Object, and Dynamic Data Exchange (DDE) functions to link and embed data between

Tax Preparation and other applications.

For more information and instructions on these features, see *Embedding and Linking Spreadsheets and Documents* on page 221.

## Links

(Tax Preparation > Edit > Links)

Select **Edit > Links** to change, remove, or view links you have established between fields on a form and a spreadsheet.

## Override

(Tax Preparation > Edit > Override)

The Override option allows you to enter data directly into a government form field that normally receives data from a calculation done in another part of the return. Overrides are identified by a yellow background color, with override amounts in magenta.

1. Place the cursor in an override field and do one of the following:
  - Right-click and select **Override** from the menu.
  - Click the **Override** button.
  - Select **Edit > Override**.
2. Click **OK** to accept the caption, or enter your own, and then click **OK**. Click **Clear Override** to clear an override previously entered in the field.
3. Enter the override amount. When you exit the field, the amount displays as magenta to mark it as an override.



## Clear All Overrides

(Tax Preparation > Options > Clear All Overrides)

Clear All Overrides clears the override markers for a return. The amounts are no longer considered overrides. The fields will change, if appropriate, following the next calculation to display system-calculated amounts.

 **Warning!** Overrides that are removed cannot be recovered.

Clear all overrides in a return by following these instructions:

1. Open a return containing overrides you want to remove.
2. Select **Option > Clear All Overrides**.
3. Click **Yes** to confirm.

## Estimate

(Tax Preparation > Edit > Estimate)

The Estimate option enables you to flag an amount field as an estimate and not a confirmed value. Any amount field in a worksheet, an interview, or government form may be flagged as an estimate

except protected fields. Estimate amounts display in green type.

1. Choose one of the following:
  - Select **Edit > Estimate**.
  - Click the **Estimate** button.
  - Right-click and select **Estimate** from the menu.



**Note:** In an override field on a government form, you must first select **Override**, click **OK** on the Override caption, and then select **Estimate**.

2. Click **OK** to accept the caption or enter one of your own.
3. Enter the estimated amount. When you exit the field, the amount displays in green type.

## Clear All Estimates

(Tax Preparation > Options > Clear All Estimates)

The Clear All Estimates option removes all estimate flags entered for a return. The amounts are no longer treated as estimates.

**Warning!** Estimate flags that are removed cannot be recovered.

1. Open a return containing estimate flags you want to remove.
2. Select **Options > Clear All Estimates**. A message asking you to confirm that estimate flags should be removed displays.
3. Click **Yes**. All estimate flags on the return are removed.

## Lookup Value

(Tax Preparation > Edit > Lookup Value)

Some fields require specific entries. A list of the valid entries for these fields is displayed using the Lookup Value feature.

1. From a field where specific entries are required or a list was created, do one of the following:
  - Select **Edit > Lookup Value**.
  - Press **F4**.
  - Click the **Lookup Value** button.
  - Right-click and select **Lookup Value** from the menu.
  - Double-click the field.
2. To search for an entry in a long list of possible entries, click the **Search** button.
3. Type the text to search for, and then click **Find Next**.
4. Select the correct item, and then click **OK**.



## AutoText Descriptions

(Tax Preparation > Edit > AutoText Descriptions)

The AutoText Descriptions feature allows you to create lists of entries for repeating description lines within each type of return. The picklist will be available for all applicable forms within the return.

Examples of repeating description fields are the Other accounting method fields on the Individual Interview Form C-1, the Additional Section 163A Costs on Partnership Interview Form A-2, and the Fiduciary Fees - Direct section on Fiduciary Interview Form A-1.

Use this feature to create firm-wide lists that are available for all returns for each tax product. A return of the tax product you want to create the descriptions for must be open for this feature to be available.

### Notes:

- To enable the AutoText Descriptions feature, check the **Activate AutoText descriptions** box using *Options > Preferences > Tax Return Preferences > Miscellaneous*.
- Lists will be carried to the next year's return.
- Firm-level picklists can be accessed by multiple sessions of Tax Preparation.

## Creating Return-Level Descriptions

To enter a description directly in a repeating description line, position the cursor on the line and enter the description. To use the entry in another field within that section, click the down arrow at the right end of the field, highlight the item, and click to insert it.

If you have enabled the AutoComplete feature on the *Options > Preferences > Tax Return Preferences > Miscellaneous* tab, enter the first letter of the description to insert in the field.

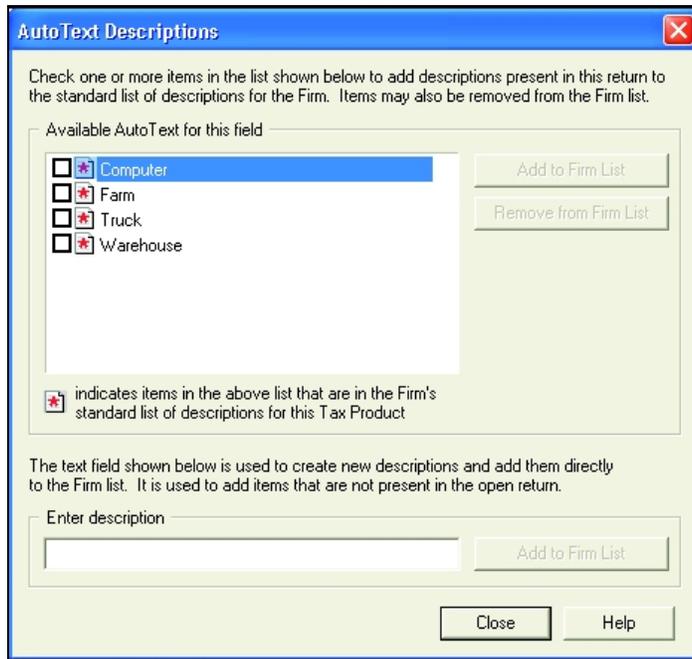
If multiple descriptions begin with the same letter, the first match populates the field. As you type, the text changes if another description matches what is being entered.

## Creating Firm-Level AutoText Descriptions

To create AutoText items in a repeating description field, do the following:

1. Open the form or worksheet containing the description field you want to create a list for.
2. Place the cursor in the field you want to create a picklist for.

3. Select **Edit > AutoText Descriptions**, or right-click and select **AutoText Descriptions** from the menu. The *AutoText Descriptions* dialog displays a list of standard descriptions for the firm along with any descriptions entered in the return.



A red asterisk displays beside items that are on the firm's standard list of descriptions for this tax product. In the following example, all four entries are on the firm's list.

4. Choose one of these methods to add an item in the firm-level picklist:
  - Add a return entry (an entry without an associated asterisk) to the firm-level picklist by checking the box next to the entry and clicking **Add to Firm List**.
  - Enter a new description in the *Enter Description* field and click **Add to Firm List**. The entry will display in the *Available AutoText for this field* section.



**Note:** To delete an entry from the firm-level picklist, select the item in the *Available AutoText for this field* section and click **Remove from Firm List**.

5. Click **Close** to exit the *AutoText Descriptions* dialog.

Select **Options > Preferences > Tax Return Preferences** to have the system complete entries for you after you initially type a letter. On the *Miscellaneous* tab, check the **Activate AutoComplete when entering AutoText descriptions** box. If multiple descriptions begin with the same letter, the first match populates the field. As you type, the text changes if another description matches what is being entered.

## List

(Tax Preparation > Edit > List)

Select **Edit > List** to add multiple amounts and place them in one field. The list keeps a running total of the amounts and inserts the total amount in the corresponding field.

A light green marker displays in the upper-left corner of a data field when a list is attached. If the cursor is in a field with an associated list, a check mark appears next to *List* on the Edit menu and the *List* button displays with a light background.

When you print a return, list entries, descriptions, and amounts appear in the accountant copy. Select **File > Print > Preparer Reports** and choose **List and Notes** to print or review lists.

To create a list, use the following procedure:



1. Click the amount field where you are attaching a list, then do one of the following:
  - Select **Edit > List**.
  - Click the **List** button.
  - Right-click and select **List** from the menu.
  - Press **Ctrl + L**.
2. The default caption shows the user ID, date, time, input form ID, and displays in the audit trail found in the accountant copy of the return. You can change the caption, if needed.
3. Enter a description. Press **Tab** to move to the amount field and enter an amount. Continue entering descriptions and amounts. The system keeps a running total of amounts entered.
4. When finished, click **OK**. The total amount is entered in the field. When you leave the field, a light green marker displays in the field.

The *List* dialog also includes the following commands to edit a list:

- **Del List**. Deletes all descriptions and amounts in a list.
- **Del Line**. Deletes a line where the cursor is positioned.
- **Ins Line**. Inserts a blank line above the line where the cursor is positioned.

## Notes

(Tax Preparation > Edit > Notes)

Notes allows you to attach alphanumeric data to any data field. A blue marker displays in the left corner of a data box if a note is attached. When you position the cursor in a field with a note, a check mark displays next to *Notes* on the Edit menu, and the *Notes* button displays with a light background.

To attach a note to a field, use the following procedure:

1. Position the cursor in the data field where you are attaching a note and choose one of the following to display the *Notes* dialog:
  - Select **Edit > Notes**.
  - Click the **Notes** button.
  - Right-click and select **Notes** from the menu.
2. Modify the caption if you want to add a description to identify the note in the audit trail found in the accountant copy of the return.
3. Enter up to 750 lines for your note. If you need a blank line, press **Enter**.
4. To return to the form, click **OK**.
  - To move forward to the next sequential note in the form, click **Next**.
  - To return to the preceding note in the form, click **Previous**.
  - To access the global note for the return, click **Global Note**.
  - To delete the note, click **Delete Note**.



## Global Note

(Tax Preparation > Edit > Global Note)

Unlike notes that are attached to single fields, global notes can be accessed from any field within a return. Global notes are carried forward to the next year's return.

1. To enter or edit global notes, choose one of the following options to select the *Notes* dialog:
  - Select **Edit > Global Note**.
  - Click **Global Note** on the toolbar.
  - Click **Global Note** from any *Notes* dialog.
2. The default text in the caption begins with the user ID, followed by the date and time the global note was created. The text, *Global Note*, is added to the end of the caption. You can change the caption, if needed.

The global note references that are used to detail the pro formaed lists and notes show the user ID, date, time, interview form, field name, and the list or note detail.

3. Click in the *Notes* box and begin typing the note. If you need a blank line, press **Enter**.
4. To save and close the *Notes* dialog, click **OK**.

 **Notes:**

- There can be only one global note for a return.
- Click **Delete Note** to delete the entire global note and close the *Notes* dialog.

## Hash Totals

(Tax Preparation > Forms > Hash Totals)

When you are working on interview forms, hash totals compare the sum total dollar amount you enter manually for a sheet with the sum total calculated by the system.

 **Warnings!**

- Hash totals are removed from the return when the Reset Input option is used.
- Hash totals are not available in Worksheet View. Switching to Worksheet View clears all hash totals from interview forms.

To enter a hash total amount, do the following:

1. Select **Forms > Hash Totals**.
2. Enter the estimated total for the sheet.
3. Click **OK**. The system displays the hash total entered, the system computed total, and any difference in the amounts.
4. Click **OK** to return to the sheet. Hash total amounts display in red at the bottom of the form.

## Changing Entity/Attachment

(Tax Preparation > Forms > Change Entity/Attachment)

Available when using interview forms, the Change Entity/Attachment option allows you to reassign assets or other selected detail items on a one-by-one or sheet basis.

For example, to reassign an asset from one Schedule C to another Schedule C, do the following:

1. Open the DP-1 for the first Schedule C.
2. Place the cursor in the box containing the asset you want to reassign.
3. Select **Forms > Change Entity/Attachment > This Record**. A list of existing schedules displays in the *Select Entity* dialog.
4. Highlight the schedule selected to contain the asset and click **OK**. The asset description and number no longer displays on the DP-1 for the Schedule C.

When you open the DP-1 for the second Schedule C, the new asset displays.

 **Note:** Select **Options > Reset Input** to consolidate all assets in the fewest sheets possible.



To reassign all assets on a sheet to a new sheet, do the following:

1. Open the DP-1 containing the assets you want to reassign.
2. Right-click and select **Change Entity/Attachment > This Sheet** from the menu. The *Select Entity* dialog displays a list of existing schedules.
3. Highlight the entity selected to contain the assets and click **OK**.

 **Note:** The Change Entity/Attachment feature is not available in Worksheet View.

## Resetting Input

---

(Tax Preparation > Options > Reset Input)

Use Reset Input to carry over data entered on government forms to corresponding interview forms. This option ensures that the information is carried to the correct interview box number and form sheet.

To reset government form input, do the following:

1. Select **Options > Reset Input**.
2. Click **OK** to reset your data. Once the procedure is complete, interview forms are updated with the changes you made on the government forms.

 **Notes:**

- When you use Reset Input, interview form sheets are renumbered with each form starting with sheet 1, and hash totals are removed from the return.
- The Reset Input function is not available in Worksheet View.

## Splitting Joint Returns

---

(Tax Preparation > File > Split Joint Return)

The Filing Status Optimization feature, identified in Tax Preparation as the Split Joint Returns option, allows you to split Individual returns with a status of *Married Filing Jointly* into two new separate returns for the taxpayer and spouse.

The taxpayer's return is created as a new version of the existing joint return and the spouse's return will be created as a new return. The joint return, however, is not changed.

You can re-enter the joint return and split it again, if needed. Each time you do, you can overwrite the previously split returns or create different versions of the returns.

 **Note:** You cannot split a return that has been created as the result of a split.

For PAYP (Pay-As-You-Process) customers, the Married Filing Jointly return must be authorized before it can be split. No additional authorizations are required for the returns created by the split.

The Filing Status Optimization feature complements the Filing Status Comparison worksheet, which can help determine whether it is better to file a joint or separate return.

Once the split is complete, you must process each return separately.

To split a joint return, do the following:

 **Note:** The spouse's Social Security Number must be entered in the return and the return must be calculated. If not, you are prompted to do so before the splitting process can begin.

1. Open the joint return you want to split.
2. Select **File > Split Joint Return**.
3. At the confirmation prompt, click **Yes** to split the return.
4. The system does either of the following:
  - If this is the first time this return is being split, you must enter a client ID for the spouse's tax return (the taxpayer's return will be a new version of the joint return). After entering a client ID, click **OK** to complete the split process.

When the split is complete, a summary dialog shows the return versions resulting from the split. Click **Print Report** to print a hard copy listing the joint return and the returns created from it.

- If you previously split the joint return, a dialog asks if you want to overwrite the returns previously created, or create new return versions. Make your selection and click **OK** to complete the split process.

 **Note:** If you chose to create new return versions, you can print a report listing the new versions created by the split process.

CCH ProSystem *fx* Tax automatically resets input for the two new returns to ensure that the correct taxpayer and spouse information is placed in the split returns. Some of the information found in the joint return might not be carried to the taxpayer or spouse return, depending on the results of the split.

If information entered on a government form does not seem to flow correctly to the corresponding interview form, it may be necessary to use the Reset Input option if you are in Interview View. See *Resetting Input* on the previous page for details.

## Embedding and Linking Spreadsheets and Documents

---

 **Note:** The Embedding and Linking Spreadsheets and Documents features are used with government and interview forms only.

Tax Preparation utilizes both Dynamic Data Exchange (DDE) and Object Linking and Embedding (OLE) to link and embed data between Tax Preparation and other applications.

OLE and DDE allow you to do the following:

- Link data from a spreadsheet to tax form data fields
- Link data from a return data field to a spreadsheet
- Link data from a tax return into a word processing document

- Embed a spreadsheet into a return
- Embed a document into a return

The sections that follow discuss the procedures for linking and embedding return data, documents, and spreadsheets.

## Linking Data from a Spreadsheet to a Return

 **Note:** When linking from a spreadsheet to a return, the spreadsheet data can only be linked to fields on interview and government forms.

1. Open the spreadsheet containing the data you want to link.
2. Highlight the field or cell to be linked.
3. Select **Edit > Copy** in the spreadsheet application.
4. Open the return in Tax Preparation.
5. Locate the form and field to contain the linked data, and then place the cursor in the preferred field.
6. Select **Edit > Paste DDE Link**. When you exit the field, the data displays in the return field and a red marker displays to the left of the data to show the field has been linked.

If you make changes to a spreadsheet with the tax return open, the changes display automatically in the return.

If the return is closed when you are updating the spreadsheet, the changes are not made to the return data. Open the return you want updated. When prompted to re-establish the remote DDE links, answer **Yes** to update the fields in the return.

## Editing Links from Spreadsheets

The Links function allows you to manually update data linked from a spreadsheet into a return. When you open a return containing data linked from a spreadsheet, you are prompted to re-establish links. If you select **Yes**, all links are automatically updated. If you select **No**, select **Edit > Links** to manually update them. This feature allows you to view, change, deactivate, or remove links between a spreadsheet and a return.

 **Note:** This process does not affect links that carry information from Tax Preparation to other applications. To edit those links, you must access the “destination” application’s edit links function.

To manually update links from a spreadsheet to a return, use the following procedure:

1. Select **Edit > Links**. The *Edit Links* dialog displays.
2. Select the first link you want to edit.
3. Click the appropriate option.
  - **Update all**. Allows you to manually update all links with the changes you have made to a linked document.

- **Update**. Allows you to manually update a single link with changes made to a linked document.
  - **Edit**. Allows you to change the source of existing linked data: the application name, file name, and item name of the data.
  - **Unlink**. Removes the link.
  - **Deactivate/Activate**. *Deactivate* disables the link, but maintains the link in the list. *Activate* enables the link.
4. Click **Close** when finished.

## Linking Data from a Return to a Spreadsheet

 **Note:** Return data on any government or interview form can be linked to a spreadsheet.

1. Open a return.
2. Select data in the field that is to be linked to the spreadsheet.
3. Select **Edit > Copy** in Tax Preparation.
4. Open the target spreadsheet.
5. Place the cursor in the cell in which to link data.
6. Select the application's **Paste Link** option to apply the link.

To link data to a Microsoft<sup>®</sup> Excel<sup>®</sup> 2007 or higher spreadsheet, select **Paste** from the ribbon and select **Paste Link**.

To link data to an earlier version of a Microsoft<sup>®</sup> Excel<sup>®</sup> spreadsheet, you would do the following:

- a. Select **Edit > Paste Special** in Excel<sup>®</sup>.
- b. Select the **Paste link** radio button.
- c. Select **Text** from the *As* list box.
- d. Click **OK**.

Repeat steps 2 through 6 for each data field you want to link.

## Linking Data from a Tax Return into a Document

Tax provides several methods for incorporating data into your documents. The method you use depends on the types of data you transfer and how often the documents need updating.

- Select **Configure Applications > Tax Preparation > Letters and Filing Instructions** in Office Manager to make changes that affect all CCH ProSystem *fx* Tax letters produced for a specific office group. See *Configuring Tax Preparation: Letters and Filing Instructions* on page 42 for further information.
- Select **Review > Letters** in Tax Preparation to make changes to a specific return's letters. See *Viewing a Letter* on page 234 for more information.
- If you routinely create your own correspondence and prefer to have return-specific information dynamically linked to your own documents, you can link return data to the documents you create.

 **Note:** Return data on any government or interview form can be linked to a document.

## Using Fields on Tax Forms

1. Open a return.
2. Select data in the field you are linking to the document and select **Edit > Copy**.
3. Open the target document.
4. Place the cursor in the position in which to link data and select the application's **Paste Link** option to apply the link.

To link data to a Microsoft® Word document you would do the following:

- a. Select **Edit > Paste Special**.
  - b. Select the **Paste link** radio button.
  - c. Select **Text** from the *As* list box.
  - d. Click **OK**.
5. Repeat steps 2 through 4 for each data field you want to link.

## Using the Federal and State Link Worksheets

The Federal and State Link Worksheets provide a single location for data that is commonly used in client correspondence. This allows you to gather much of the information that is to be linked to your documents without going from form to form to locate each piece of data.

The Federal and State Link Worksheets are available for each tax product and contain product-specific data fields. These worksheets are located on the *Government* tab in Full Window Forms Tree and Split Window Forms Tree, on the *Fed. Government* tab in Full Window Forms List or Full Window Worksheets List, and on the government forms tree in Worksheet View.

 **Note:** Data from the Federal and State Link Worksheet can be linked to spreadsheets and documents.

To locate the Federal and State Worksheets in Full Window Forms List or Worksheets List, do the following:

1. Click **Forms List** or in Interview View, select **Forms > Forms List**. In Worksheet View, select **View > Full Window Worksheets List**.
2. Select the **Fed Government** tab.
3. You can find the worksheets by selecting **Search** and entering *Fed Link* as a search term or navigate to the worksheets located near the end of the list.

To locate the Federal and State Link Worksheets in Full Window Forms Tree, do the following:

1. Click **Forms Tree** or select **Forms > Forms Tree**.
2. Select the **Government** tab.
3. Enter *Link* as a search term in the *Search Text* box and click Find Next or press **Enter**.

To locate the Federal and State Link Worksheets in Split Window Forms Tree, do the following:

1. Click **Search** or select **Edit > Search**.
2. Select the **Government** tab.
3. Enter *Link* as a search term in the *Search text* box and click **Find Next**.

## Embedding a New Document or Spreadsheet into a Return

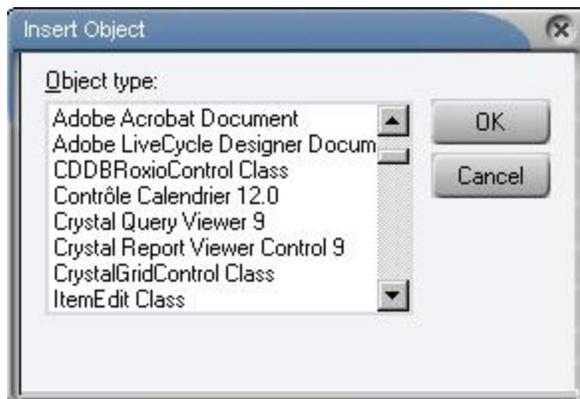
When embedding documents and spreadsheets, you can create the document or spreadsheet in the tax return. Once you save the new document or spreadsheet, it automatically displays in the tax return's Attach Documents window. The data can only be seen in the Attach Documents window or when printed to the printer. The information prints near the beginning of the Accountant copy of the return.

You can embed a document or spreadsheet in a default return for a specific product type. The document or spreadsheet will be available for all returns created or recalled using the default return.

To embed a new document or spreadsheet into a return, use the following procedure:



1. Open the tax return in which you want to embed the object.
2. Select **Forms > Attach Documents** or click the **Attach Documents** button to display the Attach Documents window.
3. Select **Edit > Insert Object**. The *Insert Object* dialog allows you to select the application used to create charts, graphs, spreadsheets, etc.



4. Select the object type and click **OK** to open the associated application.
5. Create the spreadsheet or document.
6. Save your work when it is complete.
7. Return to Tax Preparation and the file you created automatically displays in the Attach Documents window.

## Embedding an Existing Document or Spreadsheet into a Return

An entire document or spreadsheet, or only a selected portion of information, can be embedded in a client's return.

Document or spreadsheet data can also be embedded in a default return for a specific product type. The data will be available for all returns created or recalled using the default return. The data can only be seen in the Attach Documents window or when printed to the printer. The information prints near the beginning of the Accountant copy of the return.

To embed an entire document or spreadsheet into a return, drag the file from Explorer to the Attach Documents window.

To embed a portion of a document or spreadsheet, do the following:



1. Open the tax return.
2. Select **Forms > Attach Documents** or click the **Attach Documents** button to display the Attach Documents window. Previously embedded documents and spreadsheets display in the window; otherwise, the window is empty.
3. Open the document or spreadsheet.
4. Highlight the portions of the document or spreadsheet you want to embed in the return.
5. Select **Edit > Copy** in the document or spreadsheet application.
6. Leave the application open and return to Tax Preparation.



**Note:** Closing the spreadsheet disables the embedding process.

7. Select **Edit > Paste OLE**. The data displays in the *Attach Documents* window.

Shareholder number	Shareholder name (reference only)	User-supplied description for Ratio ID	User-supplied description for Ratio ID	Date
1	Shareholder 1	101	102	11/25/37
2	Shareholder 2	101	102	
3	Shareholder 3	X		05/04/77
4	Shareholder 4	X	X	
5	Shareholder 5	0.25	.6 999999	
6	Shareholder 6	0.75	0.4	

## Deleting Embedded Documents and Spreadsheets

1. Open the tax return.
2. Select **Forms > Attach Documents**. The embedded object displays.
3. Click once on the object to select it and press **Delete**.

 **Note:** Documents created using the Edit > Insert Object feature are permanently removed from the return when deleted. Unless there is a backup of the return, any information in the embedded document will be lost.

## Calculating a Return

---

Use the following options to calculate the return:

- **Calc > Return**. Available only when data in the return has been changed, added, or deleted. After both federal and state portions of the return have been calculated, Calc > Return is disabled until return data is changed again.
- **Calc > Recalc**. Recalculates a return, even if data has not changed.
- **Calc > Federal Only**. Calculates only the federal portion of a return.

 **Note:** Return calculation speed varies depending on the size and complexity of your input.

Consider the possible effects of a calculation.

- All open form windows and the tax due and refund amounts displayed on the open return toolbar are automatically refreshed with the results of the calculation.
- If the data in a field containing a tick mark has been changed, the tick mark will be reversed, indicated by a white check mark in a red, blue, or green background.
- If there are embedded objects in the return, you must open the objects to update them.

## Authorizations (PAYP, Pay-As-You-Process)

If you have licensed CCH ProSystem *fx* Tax with PAYP (a per-return charge program), you must authorize the return before it can be calculated.

Select **Calc** on the menu bar and specify whether to calculate the entire return or the federal portion only. Answer **Yes** to the prompt telling you a return is not yet authorized. One authorization for federal and one authorization for each state are deducted from the total number of authorizations purchased and available on your system.

 **Note:** If you change the Social Security Number or the Federal Employer Identification Number (FEIN), you must re-authorize the return.



## Return

(Tax Preparation > Calc > Return)

To calculate the entire return, do any of the following:



- Select **Calc > Return**.
- Click the **Calc Return** button.
- Right-click and select **Calc Return** from the menu.
- Press **Ctrl + R**.

A calc status dialog displays. The results of the calculation display on the government forms.

 **Note:** To display a message notifying you when calculation is complete, select **Options > Preferences > Tax Return Preferences > Miscellaneous** and check the **After each calc. display “Calc complete”** box.

## Federal Only

(Tax Preparation > Calc > Federal Only)

Select **Calc > Federal Only**. A dialog displays a series of messages indicating the return is being calculated. The results of the calculation display on the government forms.

 **Note:** The *Calc Return* button remains enabled until the entire return has been calculated.

## Return Group

(Tax Preparation > Calc > Return Group)

The Return Group option allows you to calculate a subsidiary return in a consolidated group if the changes you make to the subsidiary return means a calculation is necessary. When you calculate the consolidated return, all subsidiary returns that require calculation are calculated first.

 **Note:** If any of the returns in the consolidated group is password-protected, you must enter the password before calculating.

## Recalc

(Tax Preparation > Calc > Recalc)

Recalc allows you to recalculate a return regardless of whether a change has been made to the return data. Recalculation would be necessary if external changes occur (e.g., if Tax Preparation options for an office group are changed through Office Manager, or if a new release of the tax system is installed).

To recalculate an entire return, including federal and state, select **Calc > Recalc** or press **Ctrl + R**. A status dialog displays during the calculation process.

## Reviewing Calculated Returns

---

Use the features on the Review menu to assist you in reviewing the return after it has been calculated. These options allow you to do the following:

- View and print reports: Federal Elections, Lists and Notes, and Extra Report.
- View Tax Preparation navigation history
- View and print return summaries, diagnostics, estimates, overrides, transmittal letters, and form statements
- Link from review reports to fields in the return
- Mark fields that have been reviewed
- View outsourced returns

Each of these features is discussed in the sections that follow.

### Viewing the Navigation History

(Tax Preparation > Review > Navigation History)

Tax Preparation maintains a trail of the worksheets or forms that were viewed during a single session in either Worksheet View or Interview View. Every time you open and close a form or worksheet, a record is added to the history file.

When you switch between Interview and Worksheet Views or exit Tax Preparation, the records are removed from history. The history file maintains a maximum of 1000 records. When the maximum is reached, the oldest records drop off as new forms are opened and new records are added.

Navigation functions allow you to move forward and backward in the navigation history, and are accessed from the toolbar or the Review menu. The toolbar options are as follows:



- **Navigation History.** Opens the *Navigation History* dialog, which displays a history of the forms or worksheets you have visited. You can select a form or worksheet to revisit.
- **Forward.** Proceeds to the next form or worksheet in your navigation history.
- **Back.** Returns you to the previous form or worksheet in your navigation history.

#### Notes:

- When you navigate history using the *Forward* and *Back* menu commands or toolbar buttons, new records are not added to the history file.
- The history log does not include information on the current return session. Current return session data is posted when the return is closed.
- When a repeating worksheet or form is deleted or inserted during a Tax Preparation session, the occurrences may be reordered. Due to this reordering of repeating worksheets and forms, Tax Preparation may not be able to return you to the correct occurrence of the requested worksheet or form using the Navigation function.

## Navigation History Dialog



To display the *Navigation History* dialog, select **Review > Navigation History** or click the **Navigation History** button.

Worksheets and forms are listed in the order they were accessed, with the most recently accessed worksheet or form on top. The dialog consists of three columns: *Form*, *Entity Name*, and *Detail Description* in Worksheet View or *Sheet #* in Interview View.

Worksheets and forms can be selected by double-clicking a name, or by highlighting a name and clicking **Open**. You can also use the keyboard arrow and Enter keys. When a worksheet or form is selected, the *Navigation History* dialog closes.

## Return Summary

(Tax Preparation > Review > Return Summary)



The Return Summary, accessible from any form or view, displays the results of the latest calculation in a summarized form. When you select **Review > Return Summary** or click the **Return Summary** button, the summary displays in a new window.

For Individual, Corporation, and Fiduciary returns, the summary includes a recap of federal and state calculations. For other returns with return summaries, (excluding Partnership and S Corporation) the summary includes only federal numbers.

## Interactive Diagnostics

(Tax Preparation > Review > Interactive Diagnostics)

Interactive Diagnostics alert you to issues that can affect the outcome of a return, including if a return qualifies for electronic filing. See *Chapter 7 - Electronic Filing* on page 280 for complete details about configuring office groups and users, and processing returns for electronic filing. Diagnostics are grouped in categories: Electronic Filing, Warning, Caution, and Informational.

Diagnostics display in a new window and can be viewed while you work on a worksheet or a form. Diagnostics allows you to move between an item in the report and the relevant field in the tax return. Once you have reviewed or resolved the errors, you can sign-off on them. The system will display the user ID and the date and time of sign-off. Cleared diagnostics are displayed on the *Signed-Off* tab. You can review the remaining messages on the *Open* tab. The *All* tab displays all of the diagnostics.



**Note:** Only diagnostics in the Caution and Informational categories are available to be signed off.

To use the Interactive Diagnostics feature, do the following:



1. Select **Calc > Return** or click **Calc Return** if the return has not been calculated or must be recalculated.



2. Select **Review > Interactive Diagnostics** or click the **Diagnostics** button to display diagnostics. The diagnostic report indicates whether the return qualifies for electronic filing. If the return does not qualify, the reason is identified in the report. Diagnostics refer to forms and



also provide worksheet and field descriptions.

Diagnostics that link to field entries are indicated by a Diagnostic link icon to the left of the diagnostic item.

- To display a split screen with the Diagnostics report in the top portion of the window, use one of the following methods:



- Click the **Diagnostic link** icon to the left of the diagnostic item.
- Double-click the diagnostic item.
- Highlight a diagnostic item and press **Enter**.

If you are working on a form, the form field containing the incorrect entry is highlighted in the bottom window. From a worksheet, the section field containing the incorrect entry is highlighted in the bottom window.

- Enter the correct data in the field on the form or worksheet.
- Repeat steps 3 and 4 to correct other diagnostic items.
- If you would like to sign-off a diagnostic, select the **Sign-off** check box under the diagnostic, or press the **space bar** when the diagnostic item is highlighted. The system will display the user ID of who signed off on the diagnostic and record the date and time of the sign-off. The signed off diagnostic is displayed on the *Signed-Off* tab.
  - If there are multiple instances of the same diagnostic, a message will display asking if you want to sign-off on all or just the current one. Select **All** if you want to sign-off on all of them, or select **Current** to only sign-off on the current diagnostic.
  - If you would like to remove the sign-off, clear the **Signed-off** check box.
    - If there are multiple instances of the same diagnostic, a message will display asking if you want to clear the sign-off for all or just the current one. Select **All** if you want to clear the sign-off on all of them, or select **Current** to only clear the sign-off on the current diagnostic.
- When finished, click **Close (X)** to close the Diagnostics window.

## Interactive Overrides

(Tax Preparation > Review > Interactive Overrides)

Interactive Overrides provides a list of the overrides within a government form; however, you can view the Override Summary while working in interview forms, government forms, or worksheets. You can move between an item in the Override Summary and the relevant field in the tax return.



**Note:** The items in the Override Summary window link to government form fields only.

To use the Interactive Overrides feature, do the following:

- Select **Calc > Return** or click **Calc Return** if the return has not been calculated or must be recalculated.
- Select **Review > Interactive Overrides**, or click the **Override Summary** button.



3. Select a summary item and select **Review > Link to Field**, or double-click the item. The window displays a split screen. The top window shows the highlighted item in the Field Override Report. The field containing the override entry is highlighted in the bottom window.



**Note:** You must activate the override before you can edit this field; otherwise, the change is not applied to the correct entity of the form where the override is located.

4. Enter new data in the field on the government form.
5. Repeat steps 3 and 4 to change other override entries.
6. When finished, click **Close (X)** to close the Override Summary window.

## Interactive Estimates

(Tax Preparation > Review > Interactive Estimates)

Interactive Estimates displays a list of the estimates within a return. The estimates display in a new window and can be viewed while you work on a form or worksheet, allowing you to move between the Estimate Summary and the relevant field in the return.

To use the Interactive Estimates feature, do the following:

1. Select **Calc > Return** or click **Calc Return** if the return has not been calculated or must be recalculated.
2. Select **Review > Interactive Estimates** or click the **Estimate Summary** button. The return estimates display.
3. Highlight a summary item and select **Review > Link to Field**, or double-click the estimate item. The window displays a split screen. The top window shows the highlighted item in the Field Estimate Report.  
The bottom window displays the form or worksheet with the estimate field.
4. Enter new data in the field or remove the flag from the estimate.
5. Repeat steps 3 and 4 to change other estimate entries.
6. When finished, click **Close (X)** to close the Estimate Summary windows.



## Interactive Input Overrides

(Tax Preparation > Review > Interactive Input Overrides)

Interactive Input Overrides lists the overrides within a return. You can view the overrides while working on a worksheet, allowing you to move between the Input Override Summary and the relevant field in the tax return.



**Note:** This feature is available only in Worksheet View.

To use the Interactive Input Overrides feature, do the following:

1. Select **Calc > Return** or click **Calc Return** if the return has not been calculated or must be recalculated.



2. Select **Review > Interactive Input Overrides** or click the **Interactive Input Override** button. The Input Override Summary displays.
3. Highlight the summary item and select **Review > Link to Field**, or double-click the override item. The window displays a split screen.  
The bottom window displays the worksheet with the field containing the input override. The top window shows the highlighted item in the Input Override Report.
4. Enter data in the field on the worksheet.
5. Repeat steps 3 and 4 to change other input override entries.
6. When finished, click **Close (X)** to close the Interactive Override window.

## Interactive Reversed Tick Marks

(Tax Preparation > Review > Interactive Reversed Tick Marks)

Interactive Reversed Tick Marks lists the government forms with reversed tick marks in a return. The Reversed Tick Marks Summary displays in a new window and can be viewed while you work on a form or a worksheet, allowing you to move between the tick mark and the relevant field in the tax return.

To use the Interactive Reversed Tick Marks feature, do the following:

1. Select **Calc > Return** or click **Calc Return** if the return has not been calculated or must be recalculated.
2. Select **Review > Interactive Reversed Tick Marks** or click the **Reversed Tick Mark Summary** button.
3. Highlight a summary item and select **Review > Link to Field**, or double-click the reversed tick mark item. The window displays a split screen. The top window shows the highlighted item in the Reversed Tick Mark Report.  
The bottom window displays the form field containing the reversed tick mark.
4. Enter new data in the form or worksheet field.
5. Repeat steps 3 and 4 to change other reversed tick marks.
6. When finished, click **Close (X)** to close the Reversed Tick Mark Summary window.



## This Form's Statements

(Tax Preparation > Review > This Form's Statements)

The This Form's Statements option allows you to view, print, or copy supporting statements for a government form.

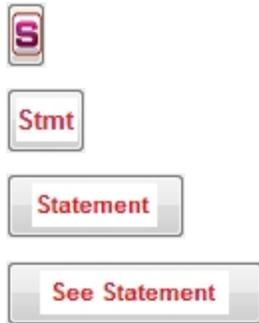
Calculate the return and use the following procedure to display the supporting statements for the active form.



1. Select **Review > This Form's Statements**, click the **This Form's Statements** button, or press **Ctrl + D**.
2. Click **Copy to Clipboard** to place the report on the Clipboard for transfer to a word processing application.
3. Click **Print** to print the statements.

## Link to Statements

Link to statements buttons allow you to navigate from a specific line in a government form to the statement associated with that line. The buttons appear in a line when additional detail is available related to the input data, or when the input data has exceeded the available input space on the form. If any of the following buttons are present in a government form, they can be clicked to open the *View Statement* window displaying the statement:



The return must be calculated to initially display the link to statements buttons and also to generate updated statement results.

 **Note:** From the *View Statement* window, you can select **Print** to print the statement.

## Viewing a Letter

(Tax Preparation > Review > Letters)

The Letters option allows you to view all correspondence associated with a return.



1. Select **Review > Letters** or click the **Letters** button to display the *Select Letter* dialog.
2. Select a letter and click **OK**, or press **Enter** to open the letter in a new window.
3. Click **Close** to return to the *Select Letter* dialog.
4. Click **Close** to exit the *Select Letter* dialog.

## Tick Marks

Tick marks provide the following features and functions:

- Tick mark any type of worksheet or form field, including descriptions, dates, codes, check boxes, and amount fields.
- Tick marks can be color-coded for first, second, and third reviews.
- Simultaneously show the tick marks for all reviews.
- Tick marks can be reversed to indicate a calculation caused the tick-marked field to change. A reversed tick mark is indicated by a white check mark in a red, blue, or green background.
- Tick marks are automatically erased when you change the data in a tick-marked field.
- Tick marks are available in Interview and Worksheet Views.

- Display the Reversed Tick Mark Summary report, which lists government forms containing amount fields with reversed tick marks.

## Setting Up Tick Marks

Use tick marks for whatever purpose you choose. The default tick mark colors and descriptions are as follows:

- **Red**. First Review
- **Blue**. Second Review
- **Green**. Third Review

You cannot alter the tick mark colors, but you can change the tick mark descriptions to suit your firm. For instructions, see .

## Applying Tick Marks

(Tax Preparation > Review > Insert/Delete Tick Mark)

Place the cursor in a field and use one of the following methods to apply a tick mark:

- Select **Review > Insert/Delete Tick Mark**.
- Press **Ctrl + T**.
- Right-click and select **Insert/Delete Tick Mark** from the menu.
- Double-click the right mouse button.
- Click the **Insert/Delete Tick Mark** button.



### Notes:

- The *Insert/Delete Tick Mark* button changes color according to which tick mark is active. To change the active tick mark, see the following section.
- If you do not have an *Insert/Delete Tick Mark* button on your toolbar, you can add one. See *Customizing the Toolbar* on page 151.

## Changing the Active Tick Mark

(Tax Preparation > Review > Change Active Tick Mark)

To change to a different tick mark color and description, use the following procedure:

1. Select **Review > Change Active Tick Mark**. The *Change Active Tick Mark* dialog displays.
2. Choose the new color and/or description.
3. Click **OK** to finalize your choice.

The descriptions displayed in this dialog can be changed in Office Manager. For details, see *Configuring Tick Marks* on page 27.



## Viewing the Active Tick Marks

(Tax Preparation > View > Tick Marks > Active Tick Mark)

Select **View > Tick Marks > Active Tick Mark** to view the active tick mark color only.

## Showing All Tick Marks

(Tax Preparation > View > Tick Marks > All)

Select **View > Tick Marks > All** to view all tick mark colors.

## Clearing Individual Tick Marks

(Tax Preparation > Review > Insert/Delete Tick Mark)

Place the cursor in a tick-marked field and use any of the following methods to clear an individual tick mark:

- Select **Review > Insert/Delete Tick Mark**.
- Press **Ctrl + T**.
- Right-click and select **Insert/Delete Tick Mark** from the menu.
- Double-click the right mouse button.
- Click the **Insert/Delete Tick Mark** button.



 **Note:** If you do not have an *Insert/Delete Tick Mark* button on your toolbar, see *Customizing the Toolbar* on page 151 for more details.

## Hiding/Clearing All Tick Marks

(Tax Preparation > View > Tick Marks > None)

Select **View > Tick Marks > None** to hide tick marks without erasing or clearing them.

To permanently erase tick marks, use the following procedure:

1. Select **Options > Clear Tick Marks**. The *Clear Tick Marks* dialog displays.
2. Clear all tick marks, or designate which colors to clear.
3. Click **OK** to finalize your choice.

The descriptions displayed in this dialog can be changed in Office Manager. For details, see *Configuring Tick Marks* on page 27.

## Reversing Tick Marks

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



## Displaying the Reversed Tick Mark Summary

(Tax Preparation > Review > Interactive Reversed Tick Marks)

The Reversed Tick Mark Summary lists the government forms containing amount fields with reversed tick marks. To display the summary, select **Review > Interactive Reversed Tick Marks** or click the **Reversed Tick Mark Summary** button.



For more information, see *Interactive Reversed Tick Marks* on page 233.

## Reviewing Outsource Files

(Tax Preparation > Review > View Outsource Files)

An outsourced return can be viewed in Tax Preparation, but any changes made to it are not saved. **Tools > Unlock Outsourced Returns** in Office Manager can be used to unlock an Outsourced return. If you unlock the return and modify data, the return you receive from the Outsource provider will become an additional version of the return.

Use the following steps to review documents received with an Outsourced return:

1. Open the return in Tax Preparation.
2. Select **Review > View Outsource Files**.
3. On the *Select Outsource Files* dialog, highlight a file and click **Open**.

## Viewing Tax Due and Refund Amounts

The Tax Due and Refund feature displays the federal and state tax due and refund amounts for open returns on the right end of the return toolbar. Tax due amounts are displayed in black font and tax refund amounts are displayed in green font. The amount totals are refreshed when the return is calculated. The totals display in gray if the return needs to be recalculated.

Currently, the feature is functional for the following return types:

- Individual
- Corporation
- Fiduciary
- Estate and Gift
- Exempt Organization

## Printing Input Data and Preparer Reports

---

(Tax Preparation > File > Print)

To access the print functions, do one of the following:



- Select **File > Print**.
- Click the **Print** button.
- Right-click in a white area of a form and select **Print** from the menu.

The print options are as follows:

- **Input Data.** View and print an input listing of all forms with data in a tax return.
- **Preparer Reports.** Allows you to view and print various reports and return attachments.

## Input Data

(Tax Preparation > File > Print > Input Data)

You can print or view an input list or print all interview forms with data.



1. Select **File > Print > Input Data**, or click the **Print** button and select **Input Data**.
2. The print options depend on whether your active view is Worksheet or Interview.
  - In interview forms, select from the *Format* section of the *Print Input Data* dialog:
    - **Print data list.** Prints a return's government and interview forms data input.
    - **View data list.** Displays a return's government and interview forms data input.
    - **Print interview forms.** Prints all interview forms that contain data.

In the *Options* section, check **Reset input** to reset data entry. You may need to select this option before printing interview forms if you changed data on government forms. Resetting input ensures that data flows to the correct interview forms.
  - In Worksheet View, select from the *Print Selection* box on the *Print Data* dialog:
    - **Worksheet data list.** Prints a return's data input, categorized by worksheet and section.
    - **View Worksheet data list.** Displays a return's data input, categorized by worksheet and section.

**Note:** When printing from Worksheet View, input data prints in sections with headings. For details, refer to system Help.
3. Select from the following fields on the *Print Options* dialog:
  - **Destination.** Choose *To printer*, *To fax*, *To document imager*, *To PDF file*, or *To PDF file and printer*. The fax and document imager are only enabled if installed and set up in Printer Setup.
  - **Watermark (PDF files only).** For PDF files, you can choose the watermark to display in the print background. The system-defined watermarks are *Confidential*, *Copy*, *Do Not File*, *Draft*, and *File Copy*. A customized watermark list can be created in Office Manager.
  - **No. of copies.** If you are printing to a printer or to the printer portion of the *To PDF file and printer* option, you can specify the number of copies (up to nine).
  - **Mask.** Select if the Bank Account, SSN, and EIN should be masked.

- Select one of the following if you wish to transfer your PDF file to Portal or Document. You cannot select more than one. You may receive an account verification prompt after you enter your User ID and password. If you do, you must request and submit a 2-Step Verification code to proceed.
    - **Print to Portal.** Select to transfer the file directly to Portal. This option is enabled only if your firm is licensed to use Portal, you have been granted access to use this option, and a PDF print option is selected.
    - **Print to Document.** Select to transfer the file directly to Document. This option is enabled only if Document Smart Client is installed, you have been granted access to use this option, and a PDF print option is selected.
  - **Load Fonts.** If you are not using TrueType fonts and fonts have not been downloaded, click **Load Fonts**. This option is enabled if you print to a printer or to a PDF file and printer.
4. Do one of the following:
- Click **OK** to start the printing if you are printing to a printer, fax, or document imager.
  - If you select to print to a PDF file, the *Save As* dialog displays. Accept the file name the system provides, or enter a different name. Save the file in the directory specified, or select another drive and/or directory from the *Save in* drop-down list and click **Save**.

## Preparer Reports

(Tax Preparation > File > Print > Preparer Reports)

The Preparer Reports option allows you to print or view various reports. When you choose to view a report, you have the option of copying the contents of a report to a word processing file for editing.



1. Select **File > Print > Preparer Reports**, or click the **Print** button and select **Preparer Reports**.
2. Choose from the *Report Selection* section.
  - **Diagnostics.** Prints the Diagnostics report, which indicates whether the return qualifies for electronic filing. See *Electronic Filing Overview* on page 280, for details about configuring office groups and users, and processing returns for electronic filing.
  - **Hash Total Report.** Prints the Hash Total report. (Not available in Worksheet View.)
  - **Letters.** Displays a list of the letters associated with the return from which a letter can be selected for printing.
  - **Extra Report.** Prints extra reports for an Individual return.
  - **Federal Elections.** Prints the federal election interview forms you select for an Individual, Corporation, S Corporation, Partnership, Fiduciary or Tax Exempt return, or click the Federal Elections icon in the Toolbar.



 **Note:** The Federal Elections icon can be added to the Toolbar by selection **Options** from above the Toolbar, then **Customize Toolbar**, Add **Federal Elections** from the **Available toolbar buttons** to the **Current toolbar buttons list** and **Close** the window.

3. Check **View report** in the *Options* section to display instead of printing a report.
4. Select from the following fields on the *Print Options* dialog:
  - **Destination**. Choose *To printer*, *To fax*, *To document imager*, *To PDF file*, or *To PDF file and printer*. The fax and document imager are only enabled if installed and set up in Printer Setup.
  - **Watermark (PDF files only)**. For PDF files, you can choose the watermark to display in the print background. The system-defined watermarks are *Confidential*, *Copy*, *Do Not File*, *Draft*, and *File Copy*. A customized watermark list can be created in Office Manager.
  - **No. of copies**. If you are printing to a printer or to the printer portion of the *To PDF file and printer* option, you can specify the number of copies (up to nine).
  - **Mask**. Select if the Bank Account, SSN, and EIN should be masked.
  - **Print only open diagnostics**. When printing the Diagnostics report, select this option to only print open diagnostics with the return.
  - Select one of the following if you want to transfer your PDF file to Portal or Document. You cannot select more than one. You may receive an account verification prompt after you enter your User ID and password. If you do, you must request and submit a 2-Step Verification code to proceed.
    - **Print to Portal**. Select to transfer the file directly to Portal. This option is enabled only if your firm is licensed to use Portal, you have been granted access to use this option, and a PDF print option is selected.
    - **Print to Document**. Select to transfer the file directly to Document. This option is enabled only if Document Smart Client is installed, you have been granted access to use this option, and a PDF print option is selected.
  - **Load Fonts**. If you are not using TrueType fonts and fonts have not been downloaded, click **Load Fonts**. This option is enabled if you print to a printer or to a PDF file and printer.
5. Do one of the following:
  - Click **OK** to start printing if printing to a printer, fax, or document imager.
  - If you select to print to a PDF file, the *Save As* dialog displays. Accept the file name the system provides, or enter a different name. Save the file in the directory specified, or select another drive and/or directory from the *Save in* drop-down list and click **Save**.

## Managing Your Returns

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Use the Manage menu to organize the work performed for your returns. The Manage menu features allow you to do the following:

- View a history log of all return activity
- Update the status of your returns
- Access returns in your In-Box
- Print a report containing a filtered list of returns

- Assign security to your returns
- Prevent returns from being checked out to a laptop computer
- Change the version description for your returns
- Update engagement tasks, if Engagement Plus is installed
- Provide time clock data to calculate expense invoices, if licensed and configured

## Viewing the History of a Return

(Tax Preparation > Manage > View History)



To view a return's history, select **Manage > View History** or click the **View History** button. The history log contains all status changes and activities for a return, including the following:

- Session date
- Status/Activity description
- User name
- Time session started
- Time session finished
- Duration of session
- History of each session
- Current status of the return
- User to whom the return was forwarded



### Notes:

- The history log does not include information on the current session. Current session data is posted when the return is closed. The history log displays the status and activity information by session, including a reverse chronological sequence with the most recent session at the top of the list.
- The option to maintain client history is activated by the History/Backup option on the *Configure Tax Preparation* dialog in Office Manager. See *Configuring Tax Preparation: History/Backup Options* on page 102 for more information.

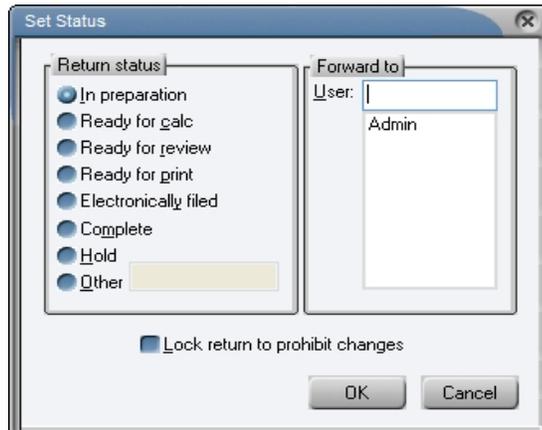
## Setting the Status of a Return

(Tax Preparation > Manage > Set Status)

The Set Status option allows you to set or change the status of the return that is currently open. This option helps you track the progress of the return. Status changes are automatically recorded in the return history log.



1. Select **Manage > Set Status**, or click the **Set Status** button. The *Set Status* dialog displays.



2. Choose a return status from the list of options on the left side of the dialog. The selection you make is posted to the history log; see *Viewing the History of a Return* on the previous page.
3. If you are a network user, you can forward a return to another user by highlighting the user's ID and clicking **OK**. All users can forward returns an unlimited number of times.
4. Select **Lock return to prohibit changes** to lock a return. If the box is selected, you can clear it to unlock the return. Only the user who locked the return or a supervisory user is able to unlock it. A locked return can be printed or reviewed, but not edited or calculated. A lock indicator is shown on the *Open Return* dialog next to returns that have been locked.

#### **Notes:**

- If a return is locked, it cannot be calculated or printed from Production Processing.
- If you forward a return, the return is closed and forwarded when you close this dialog.

## Logging Engagement Activity

(Tax Preparation > Manage > Log Activity)

 **Note:** Logging Engagement activity is available if Engagement Plus is licensed and installed.

This option allows you to log Engagement activity for the active return version.



1. Select **Manage > Log Activity**, or click the **Log Engagement** button. The *Log Activity* dialog allows you to enter or change the following:
  - Status of an Engagement
  - Staff assigned to a task
  - Actual hours for a task
  - Date a task is completed
  - Date an Engagement is completed
2. Click **OK** to post the information to Engagement Plus.

You can choose to automatically display log activity when a return is closed using Options > Preferences > Tax Return Preferences.

## Linking a Return to Workstream

To link a return to a project in Workstream:

- You must have a license for CCH Access™ Workstream.
- You will be prompted to log in to Workstream the first time you access it in each Tax session.
- Workstream and CCH Access Smart Client must be installed on your workstation.
- You can:
  - Select an existing Workstream project for the client
  - Create a new project in Workstream for the client
  - Create a new client if the client does not exist in Workstream

## Link to Workstream Project

(Tax Preparation > Manage > Link to Workstream Project)

Do the following to link to a project in Workstream:



1. In an open return, select **Manage > Link to Workstream Project** or click the **Link to Workstream Project** button. The Workstream window, *Link work object*, displays.



**Note:** If this is the first time you have accessed Workstream for this client, the *Client to Client Link* window will display.

2. For information on completing these window entries, select the Help button.

## Open Route Sheet

(Tax Preparation > Manage > Open Route Sheet)

Do the following to open a route sheet in Workstream:



1. In an open return, select **Manage > Open Route Sheet** or click **Open Route Sheet**.



**Note:** If this is the first time you have accessed Workstream for this client, the *Client to Client Link* window will display.

2. For information on completing these window entries, select the Help button.



## Notes:

- You can also set up the link when selecting Print to Document when printing a return. Once the link is setup, you will not have to do any further setup to use these features.
- You can set up a default prompt, by office group, in Office Manager to remind users to update the Workstream project information. This prompt appears when a return is closed, and give the user the choice of whether or not they want to update the Workstream project. If the user answers Yes, the Route Sheet is opened. Set this option in Office Manager using Configure Tax Preparation > Workstream Options.

## Printing a List of Returns

(Tax Preparation > Manage > Print List of Returns)

The List of Returns report provides client status and detailed return information for clients based on selected criteria. Possible criteria can include the following:

- Tax Product
- Status
- Last Activity
- Office Group
- Preparer
- Staff Responsible

Returns listed on the report can be sorted by up to three categories. The fields include:

- Return ID
- Client Name
- Client ID
- Office Group
- Preparer Code
- Status
- Last Activity
- Last Activity Date

To print a list of returns, do the following:

1. Select **Manage > Print List of Returns**. The *Print List of Returns* dialog displays.
2. In the *Select returns by* box, choose filter criteria to customize the list of returns that print on the report. The categories and criteria you choose are the same as those available on the Start Up Screen, also known as the *Open Return* dialog.
3. In the *Print options* group box, select the sort keys that determine the order in which the columns and returns print. This group box contains the same categories and sort criteria as those on the *List of Returns Print Options* dialog.
4. Enter the number of copies (up to 99) to be printed.
5. Click **Print** to print the List of Returns report.

## Securing a Return

(Tax Preparation > Manage > Secure Return)

The ways to secure a return in Tax are as follows:

- **User list method.** Only the user who secures the client, users granted access by the person securing the data, and supervisors can access the secured client data.
- **Password method.** Any user who has access to the application and knows the password can access the secured data.

## Assigning User List Security

To assign user list security to a return, do the following:



1. Open a return.
2. Select **Manage > Secure Return** or click the **Secure Return** button. The *Secure Client Data* dialog displays.
3. In the *Security level* section, assign security to the client's return.
4. In the *Security method* section, choose **User List**.
5. In the *User list* section, select the users to allow access rights.
6. Click **OK** to activate security.



**Note:** If a restricted user attempts to open a secured return or profile, a dialog stating the client is secured and by whom is displayed.

## Assigning Password Security

This method of security requires users to enter a password to view or modify data.

Returns that are password-protected in Tax Preparation require a password to be entered in Production Processing prior to performing specific functions such as calculation, printing returns or extensions, and creating Pro Forma. A prompt will ask you for the password.

To assign password security to a return, do the following:

1. Open a return.
2. Select **Manage > Secure Return** to display the *Secure Client Data* dialog.
3. In the *Security level* box, choose **Secure Return Data**.
4. In the *Security method* box, choose **Password**.
5. Enter any combination of up to eight alphanumeric characters for the password. Blank spaces cannot be used in the password.
6. Click **OK**.
7. Re-enter the password in the *Confirm Password* dialog.
8. Click **OK**. The *Enter Password* dialog displays when users attempt to access password-protected returns.

 **Warning!** If you forget the assigned password, you must send the return or a client backup to Technical Support for assistance. We recommend that each office designates someone to maintain the list of passwords.

## Removing Security for a Client

To remove security for a client, do the following:

1. Open a secured return.
2. Select **Manage > Secure Return**.
3. In the *Security level* box, choose **No security for client**.
4. Click **OK** to deactivate security.
5. When you close the return, click **Yes** when prompted to save changes.

## Changing a Return Version Description

(Tax Preparation > Manage > Version Description)

Use Version Description to change the description of an open return. To create a new version of a return, use the File > Save As option or the File > New option.

To edit the version description of a return, do the following:

1. Select **Manage > Version Description**.
2. Enter the new description.
3. Click **OK** when finished.

The description of the return displays with the return information in the Client/Return List and the *Applicable Returns* dialog.

## Forwarding a Return

(Tax Preparation > File > Forward Return)

Your In-Box is activated only when returns have been forwarded to you.

The responsibility for a return can be forwarded to a specified user by using the File > Forward Return command or Set Status.

All users can forward returns an unlimited number of times.

To forward a return to another user, do the following:



1. Open the return that you want to forward.
2. Select **File > Forward Return** to display the *Forward To* dialog.
3. In the *Return Status* section, enter or select a status for the return.
4. In the *Forward To* section, enter or select a user name.
5. If you do not want changes made to the return, select **Lock returns to prohibit changes**.
6. Click **OK**. If you made changes to the return, you are prompted to save the changes. The return is closed and is forwarded to the named user's In-Box.



**Note:** If you try to open a return you forwarded to another user, a message displays to remind you that the return has been forwarded. The Forward Return selection on the File menu remains enabled because you can still forward that return to another user.

## Using the In-Box

(Tax Preparation > Manage > In-Box)

The In-Box option displays a list of returns forwarded to you and allows you to do the following:

- Open a return.
- Complete a forwarded item.
- Update the detail information of a forwarded item.
- Set the status of a return and/or forward a return.



**Note:** All users can forward returns an unlimited number of times.

To access your In-Box, do the following:



1. Select **Manage > In-Box** or click the **In-Box** button. The *In-Box* dialog displays.
2. Select a return and choose one of the following actions:
  - **Complete.** Marks the return as completed in the history log and removes the return from the list.
  - **Detail.** To view or change detailed information (e.g., priority or description).
  - **Open.** To work on the return.
  - **Set Status.** To change the status of a return and/or forward the return.

## Launching the Electronic Filing Status System

(Tax Preparation > Manage > Electronic Filing Status)

To launch the Electronic Filing Status system, do the following:



1. Select **Manage > Electronic Filing Status** or click **Electronic Filing Status** on the toolbar.
2. If your CCH ProSystem *fx* Tax user ID and your SSO login have been linked, the Electronic Filing System window displays; otherwise, you are required to enter your Single Sign On (SSO) to access the application.



**Notes:**

- You must have access rights to Electronic Filing Status and a Single Sign On (SSO) login.
- If you are prompted to log in manually, see your administrator about linking your CCH ProSystem *fx* Tax user ID and your SSO login using Tools > Link SSO for Electronic Filing Status System in Office Manager. When your user ID and SSO login are linked, this menu command logs you into the Electronic Filing Status system automatically.

## Managing the To Do List

(Tax Preparation > Manage > To Do List)

The To Do List helps you organize your practice and office tasks, and serves as a reminder of what you need to do for your clients. See *Chapter 11 - Client Manager & To Do List* in the CCH ProSystem *fx* Tax User Guide for details on using the To Do List.



1. Select **Manage > To Do List** or click the **To Do List** button.
2. Highlight an item to do any of the following:
  - **Detail**. Check or change the item detail, or forward the item to other users.
  - **Create**. Create a new item and, if preferred, forward it to another user.
  - **Complete**. Post an item to the history log as complete, and remove it from the list.
  - **Delete**. Remove an item from the list.
  - **Refresh**. Refresh the list with any additions from other users.
3. To exit the To Do List, select **File > Exit**.

## Practice Interface

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The Practice interface menu options and toolbar features are available only if you have licensed and installed Practice software. Before using the Practice interface, settings must be configured in Office Manager.

Depending on the software version installed, the Practice product name can be ProSystem *fx* Practice or CCH ProSystem *fx* Practice Management.

The configuration options in Office Manager for ProSystem *fx* Practice software include the following:

- **ProSystem *fx* Practice**. Enables client profile link, time clock management, and sending invoice amounts.
- **ProSystem *fx* Practice with Project**. Enables client profile link, project link, time clock management, and sending invoice amounts.
- **ProSystem *fx* Project**. Enables client profile link and project link.



**Note:** For assistance with ProSystem *fx* Practice configuration, visit the [Customer Support Contact page](https://support.cch.com/contact) at <https://support.cch.com/contact>.

## Configuring the Time Clock

(Tax Preparation > Options > Interface Options > Practice Management)

The Time Clock features are enabled in Office Manager using Configure Applications > Tax Preparation > Practice or Practice Management. Once enabled, the clock starts automatically when a tax return opens; however, in Tax Preparation, you can set the option to control the clock manually.

To specify how the Time Clock is started, do the following:

1. Select **Options > Interface Options**.
2. Select your Practice software. Depending on the version installed, the product name can be ProSystem *fx* Practice or CCH ProSystem *fx* Practice Management.
3. Choose one of the following:
  - **Automatically when a tax return is opened or created**. Starts the Time Clock each time a return is opened or created. This is the default.
  - **Manually**. Allows you to manually operate the Time Clock.

The options selected are retained when you install Tax Preparation for a new year.

## Using the Time Clock

(Tax Preparation > Manage > Time Clock)

To use the time clock, select **Manage > Time Clock**, and then select a control button from the submenu that displays. The options are:

- Start
- Stop
- Pause
- Delete
- Resume

## Practice Client

(Tax Preparation > Manage > Practice Client)

If a ProSystem *fx* Practice option is selected in Office Manager, a client profile can be edited while working on a return. From a return, select **Manage > Practice Client** to launch Practice Client and edit the client data. This menu option is available only when a tax return is open.

The tax return remains open after Practice Client is launched. This procedure can directly change the client profile data, but does not carry the changes to a tax return. To bring the modifications into a return, you must close and reopen the return.



You can configure the toolbar to include the *Practice Client* button.

## Practice Project

(Tax Preparation > Manage > Practice Project)

If Project or Practice with Project has been selected as the Practice software in Office Manager, a project can be linked to a return and edited. From within a return, select **Manage > Practice Project** to launch Practice Project and edit the project data. This menu option is enabled only when a return is open. The return remains open after Project is launched. If the return has not been linked to a Practice project, you are prompted to establish a link.



You can configure the toolbar to include the *Practice Project* button.

## Sending an Invoice Amount

(Tax Preparation > Manage > Send Invoice Amount to Practice)

The Send Invoice Amount to Practice option will allow authorized Practice users to create an expense transaction within a return. This is valid for the active return if you are ready to send an invoice and do not want to print the return.

If you have configured the Practice interface in Office Manager using Configure Applications to send invoice amounts to your Practice software, you can override that setting in Tax Preparation.

To override the setting, do the following:

1. Select **Manage > Send Invoice Amount to Practice**. You are prompted to confirm that you want the invoice amount sent to your Practice software.
2. After the invoice is prepared, the system will display a message asking if you want to send the invoice amount to your Practice software. Depending on your Practice configuration, do one of the following:
  - **CCH ProSystem fx Practice Management**. Select **Yes** to send the invoice amount.
  - **ProSystem fx Practice with Project**. Select **Yes** to continue. The *Enter Transaction (from Clock)* dialog displays. You can edit different elements of the transaction, if needed. Click **OK** to accept the transaction and send the invoice amount.

When an invoice amount is sent to your Practice software, an entry of *Invoice amt. sent to Practice* is entered in the client's history log. To view the log, select **Manage > View History**.



You can configure the toolbar to include the *Send Invoice Amount to Practice* button.

### Notes:

- Depending on the licensed product installed, your *Send Invoice Amount* software can be ProSystem fx Practice or CCH ProSystem fx Practice Management.
- For assistance with ProSystem fx Practice configuration, visit the [Customer Support Contact page](https://support.cch.com/contact) at <https://support.cch.com/contact>.

## Practice Inquiry

(Tax Preparation > Manage > Practice Inquiry)

Use **Manage > Practice Inquiry** to open ProSystem fx Practice and display Practice client information from within a return. See Chapter 12 - Practice or Project Interface, of the CCH ProSystem fx Tax User Guide for detailed information.



You can configure the toolbar to include the *Practice Inquiry* button.

## Updating a Linked Client's Profile or Tax Return

Client links are established in Office Manager using Configure Applications, but clients can be selectively linked one by one in ProSystem fx Practice. Links are created between Tax clients and Practice clients and allow you to share data between the systems. When a change to common client

data occurs in either the client profile or the tax return, you can control whether the data is applied to the profile or the return.

The *Update Client Profile* and *Update Tax Return* dialogs display the fields that have been modified, allowing you to apply all or some of the changes to the return or client profile.

	Field	Value
<input checked="" type="checkbox"/>	Client's first name/initial	Allen D
<input checked="" type="checkbox"/>	Client's last name	Mathews
<input checked="" type="checkbox"/>	Client's SSN	333-44-5555
<input checked="" type="checkbox"/>	Spouse's last name	Mathews
<input checked="" type="checkbox"/>	Spouse's SSN	111-11-1111

You can do the following:

- Click **Apply Updates** to apply all changes for the listed fields.
- Click **Bypass Updates** to apply no changes to the return or client profile. If you bypass updates when opening a return and then save the return, the *Update Tax Return* dialog will not display when you reopen that return until another change is made to the client's profile.
- Apply changes selectively by removing the mark next to a field to disable it for data transfer. Only information in fields flagged with a check mark is applied to the return or profile after clicking **Apply Updates**. Only checked fields that are applicable to the return type will be copied into the tax return.
- Change any of the editable entries in the *Value* column by double-clicking the entry, deleting the current entry, entering a new value, and clicking **Apply Updates**. Changes made in the *Update Client Profile* dialog are reflected in the client profile, but not the return.

#### Notes:

- If checked, a change to a foreign country name will be applied to the profile if Client Manager is the client management software. It will not be applied if Practice is being used as the client management software.
- For a Fiduciary Estate & Gift return, a change to the client name in the tax return flows to the name on the *Tax* tab in Practice and to the client profile in Client Manager. However, a change to the name on the *General* or *Tax* tab in Practice or on the client profile in Client Manager will not flow to the name in the tax return.
- The *Update Tax Return* dialog continues to display each time a return is opened until you save changes to the return. After you save the return, the dialog will not display when the return is reopened, until another change is made to the client's profile.
- For assistance with Practice configuration, visit the Customer Support Contact Us page at <https://support.cch.com/contact>.



## Updating an Unlinked Client Profile

If you attempt to open or create a tax return for which there is no established Practice client link, the *Establish Link* dialog opens, enabling you to link the client.

 **Note:** The return's office group must be configured in Office Manager using Configure Applications for the system to prompt you to establish links when opening returns for unlinked clients.

The *Establish Link* dialog presents the following information and choices:

- **Tax client.** This read-only section presents some of the recorded common data for the client. It also records the office group to which the client is assigned, and identifies the person who is preparing the taxes for this client.
- **Search Criteria.** You can search by the Practice client ID number, client name, or Social Security Number/Federal Employer Identification Number. After choosing the search criteria, type the appropriate keywords in the *Search for* field and click **Search**.

 **Note:** Leave the *Search for* field blank to list all unlinked Practice clients.

- **Practice Management clients found.** This window displays the results of the search.
- **Create Link.** Select a client in the list, then click **Create Link**.

Establish Link

Select the matching client in the list below and click Create Link. If a matching client is not found, you may add a new Practice client.

**Tax client**

Client ID: PIATEST1      Client type: Individual  
Name: Cannon, Hamm      Office Group: PA2  
SSN/FEIN: 758-69-6325      Tax preparer:

**Search criteria**

Practice Client ID    Name    SSN/FEIN

Search for: pi      Search

Note: To list all unlinked Practice clients, leave the "Search for" field blank.

**Practice clients found**

> Practice ID	Engagement	Name	SSN
PIATEST1	001	Hamm Cannon	

Create Link   Add Practice Client...   Cancel   Help

- **Add Practice Management Client.** If you do not want to use a Practice client from the list, click **Add Practice Management Client** to manually create a new client using the common data from the tax return.



**Note:** For assistance with Practice configuration, visit the Customer Support Contact Us page at <https://support.cch.com/contact>.

## Defining Keywords for DataScan Plus

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(Tax Preparation > Options > Define as Keyword)

If DataScan Plus is licensed and installed, you can use the *Define as Keyword* option to add tax form keywords to DataScan Plus.

To define keywords, do the following:

1. Highlight a field on any form while in any view that contains text you want to use as a search term.
2. Select **Options > Define as Keyword**.
3. Enter a new keyword description to be used as a search term in the DataScan Plus list and click **OK**. The dialog closes.
4. Repeat the same steps whenever you add a keyword. Existing keywords display in the *Current Keywords* box.

# Chapter 5

## PRODUCTION PROCESSING

### Introduction to Production Processing

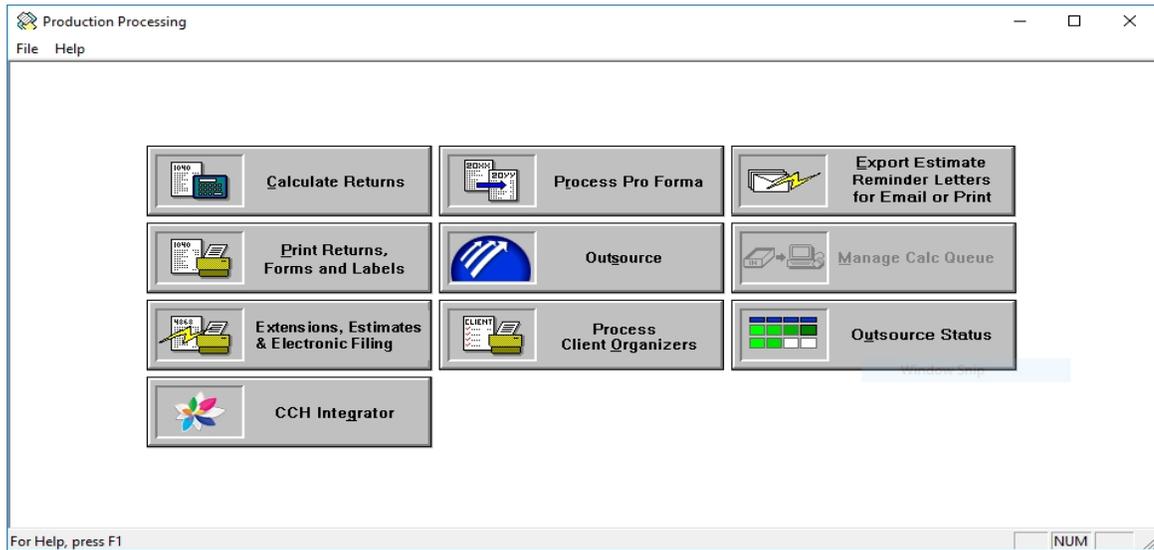
---

Production Processing provides batch production features for numerous high-volume tasks of Tax Preparation and electronic filing. The functions of Production Processing are as follows:

- **Calculate Returns.** Calculate one or more returns.
- **Print Returns.** Print returns sent to the Service Center for print file preparation.
- **Print Blank Forms.** Print blank interview, government, and Organizer forms.
- **Process Pro Forma.** Create returns from Pro Forma and Center Pro Forma.
- **Process Client Organizers.** Not available.
- **Export Estimate Reminder Letters for Email or Print.** Create and send batch estimate reminder letters for all returns with vouchers due in the processing month.
- **Transfer Clients.** Transfer Service Center Conversion returns to CCH ProSystem *fx* Tax.
- **Delete Batches.** Delete batches once your processing is complete.
- **Outsource.** Not available.
- **Outsource Status.** Not available.
- **CCH Integrator.** Not available.

Returns and default returns may be password-protected. If you are required to enter the password for a specific feature, a prompt will ask you for the password.

When you open Production Processing, the *Production Processing* main window displays.



## Calculating Returns

(Production Processing > Calculate Returns)

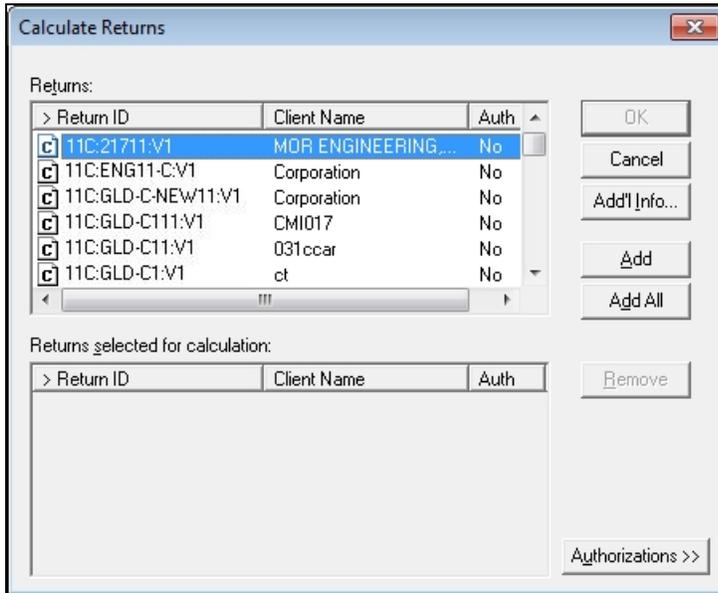
After you have selected the returns you want to calculate, and before calculation begins, Production Processing checks for the following:

- **Returns currently accessed by other users or with a status of locked.** The return cannot be processed if it is locked, or currently accessed by other users.
- **Password-protected.** If the return is password-protected, Full and Restricted users are prompted to enter a password.

Do the following to calculate returns:

1. Click **Calculate Returns** to open the *Calculate Returns* dialog.
2. Use the drop-down lists to select a list of returns:
  - **Tax year.** The tax year defaults to 2020.
  - **Tax product.** All or a specific tax product.
  - **Status.** All or any status listed.
  - **Last activity.** All or any activity listed.
  - **Office group.** All or any of the office groups set up for the firm.
  - **Preparer.** All or any of the preparers set up for the firm.

- Click **OK** to open the *Calculate Returns* dialog, which displays a list of returns matching the selected criteria.



- Select the returns to calculate using one of the following methods:
  - To select a single return, highlight the return in the *Returns* box and click **Add**, or drag it into the *Returns selected for calculation* box.
  - To select all returns, click **Add All**.
  - To remove a single return, highlight the return in the *Returns selected for calculation* box and click **Remove**, or drag it into the *Returns* box.
  - To select multiple returns to add or remove, use **Shift** or **Ctrl** to highlight the returns and click the appropriate button or drag them into the opposite box.

 **Note:** To see more information about a return, highlight the return and click **Add'l Info**. Click **OK** after reading the information.

- Click **OK** when the list contains the returns you want calculated. The system checks for returns currently being accessed by other users, secured returns, and unauthorized returns.
  - If a return is secured, the check is performed by the following:
    - User list method.** The return is calculated if the user processing the return is a supervisor, the user who secured it, or a user given access by the user who secured it.
    - Password method.** You are prompted to enter the password or skip the return. If you skip the return, it is not calculated.
  - If a return is in use, it is listed in the batch log that displays at the end of the batch. The log states that the return is in use.

When the system checks are complete, the *Calculate Options* dialog displays.

6. To calculate returns locally on your system, choose **Local PC**.
7. Click **Calc** to begin calculating. After a few seconds, the *Batch Calculation* dialog displays the client and status information of the return being processed.
8. When the batch finishes or when you click **Cancel**, a batch log displays. You can choose from the following options:
  - **Close**. Closes the window without saving or printing.
  - **Print**. Prints one copy of the log and closes the open window without saving.
  - **Copy to Clipboard**. Places a copy of the log on the clipboard for later use.



**Note:** The *Authorizations* button is not valid for CCH ProSystem *fx* Tax Remote.

## Printing Returns, Forms and Labels

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(Production Processing > Print Returns, Forms and Labels)

Use **Print Returns, Forms and Labels** to print blank forms or print files processed by the Service Center.

The following batch printing options are available:

- **Blank forms**. Print blank Government, Client Organizer, and Interview forms. Blank Organizer forms print for Individual and Fiduciary returns. The printer is the only option for the print destination for blank forms, that is, you cannot print to a PDF.
- **Print returns**. Print files prepared at the Service Center and transmitted to your system.
- **Reprint returns**. Reprint files prepared at the Service Center and transmitted to your system.
- **Delete print files**. Delete Service Center print files.

## Setting Up a Printer

(Production Processing > File > Printer Setup)

The printer setup you establish here applies to all CCH ProSystem *fx* applications and remains in effect for this workstation until the setup is changed.

1. Select **File > Printer Setup**.
2. Choose the default Windows® printer or a specific printer to print returns, blank forms, and reports.
3. Check **Utilize True Type fonts for print processing** to use Windows® fonts and not the generic CCH ProSystem *fx* Tax fonts. You do not have to download TrueType fonts before printing.
4. Check **Use large capacity add-on printer tray when printing returns** if your printer has been configured to use a large capacity tray and you want to use it when printing returns. If you are using TrueType fonts, set the tray option using the *Paper* tab of the *Properties* option.

5. To print to an installed fax, select the fax from the drop-down list in the *Print to fax* section.



**Note:** Although it is possible to configure printing to a fax, it is not a valid destination for Production Processing.

6. To print to installed document imaging software, select the document imager from the *Print to document imager* section.

Check the **Installed document imager can process landscape forms** box if your document imaging software is capable of processing landscape forms. If it is not, landscape forms printed to the document imager are compressed and printed in portrait format.

7. Choose the default Windows® printer or a specific printer to print labels.

## Loading Fonts

If you are not using True Type fonts, you can select **File > Load Fonts** to download fonts to your printer, or click the Load Fonts button on print dialogs prior to printing.

## Printing Service Center Returns

(Production Processing > Print Returns, Forms and Labels > Service Center options > Print returns)

Use this procedure to print center-prepared print files.

1. Click **Print Returns, Forms and Labels**.
2. Choose **Print Returns** from the *Service Center options* box and click **OK**.
3. Select the tax year from those currently installed on your system.
4. Select the returns to print using any of the following methods:
  - Select a single return by highlighting the return in the *Center ID* box and clicking **Add** or by dragging it into the *Returns selected for print* box.
  - Select all returns by clicking **Add All**.
  - Remove a single return by highlighting the return in the *Returns selected for print* box and clicking **Remove** or by dragging it into the *Center ID* box.
  - Select multiple returns to add or remove using **Shift** or **Ctrl** to highlight the returns and clicking the appropriate button or dragging them into the opposite box.



**Note:** The **Add'l Info** option is disabled for Service Center returns.

5. Click **OK**. The *Print Options* dialog displays.
6. Select the type and number of copies you want to print.
  - **Accountant**. Includes Federal, state and city copies, diagnostics, all return lists and notes, invoices, input listings, forms, schedules, supporting statements, reports, and labels, if requested.
  - **Government**. Includes the Federal, state, and city copies.
  - **Client**. Includes the taxpayer copy.
  - **K-1**. Includes only the K-1 forms for S Corporation, Partnership, and Fiduciary returns.

7. If you are not using TrueType fonts and fonts have not been previously loaded, click **Load Fonts**.
  8. Click **OK** to print the selected returns.

After a few seconds, the *Batch Prepare/Print* dialog displays the client and status information. The returns you selected are printed. If you are printing the Accountant's copy of returns, and the same printer is selected for returns and labels in Printer Setup, you are prompted to print a batch of labels for the returns.
  9. When the batch is finished or you click **Cancel**, a batch log displays. Choose from the following options:
    - **Close**. Closes the window without saving or printing.
    - **Print**. Prints one copy of the log and closes the open window without saving.
    - **Copy to Clipboard**. Places a copy of the log on the clipboard for later use.
-  **Note:** Full and Restricted users must enter the password for each password-protected return before any of the returns will print. After entering all passwords, the selected returns are printed.

## Reprinting Service Center Returns

(Production Processing > Print Returns, Forms and Labels > Service Center options > Reprint returns)

Use this procedure to print previously printed center-prepared print files.

1. Choose **Reprint returns** in the *Service Center options* portion and click **OK**.
  2. Select the tax year from those currently installed on your system.
  3. Select the returns to reprint using one of the following methods:
    - To select a single return, highlight the return in the *Center ID* box and click **Add**, or drag and it into the *Returns selected for print* box.
    - To select all returns, click **Add All**.
    - To remove a single return, highlight the return in the *Returns selected for print* box and click **Remove**, or drag it into the *Center ID* box.
    - To add or remove multiple returns, use **Shift** or **Ctrl** to highlight the returns and click the appropriate button or drag them into the opposite box.
-  **Note:** The **Add'l Info** option is disabled for Service Center returns.
4. Click **OK**. The *Print Options* dialog displays.
  5. Select the type and number of copies you want to print.
    - **Accountant**. Includes Federal, state and city copies, diagnostics, all return lists and notes, invoices, input listings, forms, schedules, supporting statements, reports, and labels, if requested.
    - **Government**. Includes the Federal, state, and city copies.
    - **Client**. Includes the taxpayer copy.
    - **K-1**. Includes only the K-1 forms for S Corporation, Partnership, and Fiduciary returns.



6. Click **Load Fonts** if necessary. The Load Fonts option is not available if you are printing with TrueType fonts.
7. Click **OK** to print the selected returns.

After a few seconds, the *Batch Prepare/Print* dialog displays the client and status information. The returns you selected are printed. If you are printing the Accountant's copy of returns, and the same printer is selected for returns and labels in Printer Setup, you are prompted to print a batch of labels for the returns.
8. When the batch is finished or you click **Cancel**, a batch log displays. Choose from the following options:
  - **Close**. Closes the window without saving or printing.
  - **Print**. Prints one copy of the log and closes the open window without saving.
  - **Copy to Clipboard**. Places a copy of the log on the clipboard for later use.

 **Note:** If a return is password-protected, Full and Restricted users are prompted to enter the password for each before any of the returns will print.

## Deleting Service Center Print Files

(Production Processing > Print Returns, Forms and Labels > Delete print files)

1. Click **Print Returns, Forms and Labels**.
2. Choose **Delete print files** in the *Print Returns, Forms and Labels* dialog and click **OK**.
3. Select the tax year from those currently installed on your system.
4. Select the returns to delete using one of the following methods:
  - To select a single return, highlight the return in the *Center ID* box and click **Add**, or drag it into the *Returns selected for delete* box.
  - To select all returns, click **Add All**.
  - To remove a single return, highlight the return in the *Returns selected for delete* box and click **Remove**, or drag it into the *Center ID* box.
  - To add or remove multiple returns, use **Shift** or **Ctrl** to highlight the returns and click the appropriate button or drag them into the opposite box.
5. Click **Delete**. The selected returns are deleted.

 **Note:** If a return is password-protected, Full and Restricted users are prompted to enter the password for each before any of the returns are deleted.

## Printing Blank Government Forms

(Production Processing > Print Returns, Forms and Labels > Blank forms > Government forms)

1. Click **Print Returns, Forms and Labels**.
2. Select **Blank forms** and click **OK**.
3. Select **Government forms** and click **OK**.

4. Select a tax year and tax product. Click **OK**. The *Print Blank Government Forms* dialog displays.
5. Select an entity (Federal or state). Only installed tax years and tax products are available for printing. The forms available for the selected entity display in the *Forms* list.
6. Select the forms to print using any of these methods:
  - To select a single form, highlight the form in the *Forms* box and click **Add**.
  - To select all forms, click **Add All**.
  - To remove a single form, highlight the form in the *Forms selected for print* box and click **Remove**.
  - To select multiple forms to add or remove, use **Shift** or **Ctrl** to highlight the forms and click the appropriate button.
7. Click **OK** to open the *Print Options* dialog.
8. Choose the print destination from the following options:
  - **To printer**. Sends the selected forms to the printer.
  - **To document imager**. Send the selected forms to a document imager (if a document imager is installed and this option was selected on the *Printer Setup* dialog).
9. Enter the number of copies to be printed.
10. Click **Load Fonts**, if necessary. The Load Fonts option is not available if you are printing with TrueType fonts.
11. Click **OK** to start printing. The *Print Blank Government Forms* dialog remains open, allowing further selections to be made.

## Printing Blank Interview Forms

(Production Processing > Print Returns, Forms and Labels > Blank forms > Interview forms)

1. Click **Print Returns, Forms and Labels**.
2. Select **Blank forms** and click **OK**.
3. Select **Interview forms** and click **OK**.
4. Select a tax year and tax product and click **OK** to display the *Print Blank Interview Forms* dialog. Only installed tax years and tax products are available for printing.

5. Select an entity (Federal or state) from among those installed on your system. The forms available for the selected entity display in the *Forms* list.

Print Blank Interview Forms

Entity: FD

Forms:

1	10	19
2	11	20
3	12	21
4	13	25
5	14	26
6	15	27
7	16	28
8	17	29
9	18	30

Forms selected for print:

Buttons: OK, Cancel, Add, Add All, Remove

6. Select the forms to print using one of the following methods:
  - To select a single form, highlight the form in the *Forms* box and click **Add**.
  - To select all forms, click **Add All**.
  - To remove a single form, highlight the form in the *Forms selected for print* box and click **Remove**.
  - To select multiple forms to add or remove, use **Shift** or **Ctrl** to highlight the forms and click the appropriate button.
7. Click **OK**. The *Print Options* dialog displays.
8. Choose the print destination from the following options:
  - **To printer**. Sends the selected forms to the printer.
  - **To document imager**. Sends the selected forms to a document imager (if an imager is installed and this option was selected on the *Printer Setup* dialog).
9. Enter the number of copies to be printed.
10. Click **Load Fonts**, if necessary. The Load Fonts option is not available if you are printing with TrueType fonts.
11. Click **OK** to start printing. The *Print Blank Interview Forms* dialog remains open, allowing further selections to be made.

## Printing Blank Client Organizer Forms

(Production Processing > Print Returns, Forms and Labels > Blank forms > Client Organizers)

Use the following procedure to print blank Organizer forms:

1. Click **Print Returns, Forms and Labels**.
2. Choose **Blank forms** and click **OK**.

3. Choose **Client Organizers** and click **OK**.
4. Select the tax year.
5. Select the forms to print using one of the following methods:
  - To select a single form, highlight the form in the *Client Organizers* box and click **Add**.
  - To select all forms, click **Add All**.
  - To remove a single form, highlight the form in the *Forms selected for print* box and click **Remove**.
  - To select multiple forms to add or remove, use **Shift** or **Ctrl** to highlight the forms and click the appropriate button.
6. Click **OK**. The *Print Options* dialog displays.
7. Choose the print destination from the following options:
  - **To printer**. Sends the selected forms to the printer.
  - **To document imager**. Sends the selected forms to a document imager (if a document imager is installed and this option was selected on the *Printer Setup* dialog).
8. Enter the number of copies to be printed.
9. Click **Load Fonts** if necessary. This option is unavailable if using TrueType fonts.
10. Click **OK** to start printing. The *Print Blank Client Organizer Forms* dialog remains open, allowing further selections to be made.

## Processing Pro Forma

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(Production Processing > Process Pro Forma)

For the purposes of this section, the terms "current year" and "next year" are defined as follows:

- **Current year**. The tax year of the return from which you are generating the Pro Forma.
- **Next year**. The tax year for which the Pro Forma is being produced.

This section describes how to recall Pro Forma to create CCH ProSystem *fx* Tax returns. You can create returns individually or in batches. The Pro Forma files are distributed by the Service Center on DVD.

## Creating Pro Forma

(Production Processing > Process Pro Forma > Create Pro Forma)

This option is not available.

## Print Pro Forma

(Production Processing > Process Pro Forma > Print Pro Forma)

This option is not available.

## Creating Returns from Pro Forma

(Production Processing > Process Pro Forma > Create returns from Pro Forma)

Use the following procedure to recall data from the Pro Forma into a tax return.

 **Note:** If any password-protected Pro Forma are selected, Full and Restricted users are prompted to enter the password for each before any returns are created.

1. Click **Process Pro Forma**.
2. Click **Create returns from Pro Forma** and click **OK**.
3. Select the filter criteria to display the Pro Forma from which you want to create returns. Use the drop-down lists to select a batch list or returns:
  - **Tax year**. Select a tax year from the drop-down list or accept the default year.
  - **Client ID**. Display a specific client's return.
  - **Tax product**. All, Individual, Corporation, S Corporation, Partnership, Fiduciary, Employee Benefit Plan, Estate & Gift, or Exempt Organization.
  - **Office group**. All or any of the office groups set up for the firm.
  - **Preparer**. All or any of the preparers set up for the firm.
4. Click **OK** to open the *Create Returns from Pro Forma* dialog, which lists those Pro Forma matching the selected criteria.
5. Select the Pro Forma from which you want to create returns using one of the following methods:
  - To select a single return in the *Returns* box, highlight the return and click **Add**, or drag the return into the *Returns selected for retrieval* box.
  - To create all returns, click **Add All**.
  - To remove a single return from the *Returns selected for retrieval* box, highlight the return and click **Remove**, or drag it into the *Returns* box.
  - To select multiple returns to add or remove, use **Shift** or **Ctrl** to highlight the returns and click the appropriate button or drag them into the opposite group box.
6. Once all Pro Forma have been selected, click **OK** to open the *Create Returns Options* dialog.
  - Check the **Use default return** box to apply default return data to the CCH ProSystem *fx* returns to be created. If the default return and the Pro Forma both contain data for a field, the Pro Forma data is used unless otherwise indicated for your office group in Office Manager. (See *Configuring Tax Preparation: Pro Forma and Organizer* on page 51 for more information.)
  - Check the **Use client profile data** box if you want the client profile information to overlay the data in the recall file.
  - Check the **Include all applicable prior year display amounts** box if you want applicable prior year amounts to display when viewing interview forms in Tax Preparation. Prior year amounts display in interview forms that contain *Prior Year* columns.

7. Click **Create** to create the returns. The *Batch Recall* dialog displays processing and status information. When processing is completed, the returns are available as next-year returns for editing.

## Creating Returns from Center Pro Forma

(Production Processing > File > Create returns from Pfx/Center Pro Forma)

 **Note:** If password-protected Pro Forma are selected, Full and Restricted users must enter the password for each before any of the returns are created.

Use the following procedure to create returns from Center Pro Forma:

1. Select **File > Create returns from Pfx/Center Pro Forma**.
2. Use the drop-down lists to select Pro Forma:
  - **Tax year.** Select a tax year from the drop-down list or accept the default year.
  - **Tax product.** Individual, Corporation, S Corporation, Partnership, Fiduciary, Employee Benefit Plan, Estate & Gift, and Exempt Organization.
  - **Data drive.** The resident drive of the Center Pro Forma files.
  - **Directory.** The directory where the Pro Forma files are located displays once the drive is specified.
3. Click **OK**.
4. Select the Pro Forma you want to create returns for using one of the following methods:
  - To select a single Pro Forma in the *Returns* box, highlight the Pro Forma and click **Add**, or drag the return into the *Returns selected for retrieval* box.
  - To select all Pro Forma, click **Add All**.
  - To remove a single Pro Forma from the *Returns selected for retrieval* box, highlight the Pro Forma and click **Remove**, or drag it into the *Returns* box.
  - To select multiple Pro Forma to add or remove, use **Shift** or **Ctrl** to highlight the Pro Forma and click the appropriate button or drag them into the opposite box.
5. Use the *Office group* drop-down list to select an office group to assign to all of the returns you are creating.
6. To assign a preparer, use the *Preparer* drop-down list.
7. To assign a client ID to a return, or change the existing ID, select the return and click **Client ID**.
8. Click **OK** when the list contains the returns you want to be recalled.
9. On the *Create Returns Options* dialog, specify what to include by checking the boxes:
  - **Use default return.** Applies default return data to the returns. If the default return and the Pro Forma both contain data for a field, the Pro Forma data is used unless otherwise indicated for your office group in Office Manager.
  - **Include all applicable prior year display amounts.** Displays applicable prior year when viewing interview forms in Tax Preparation. Prior year amounts display in interview forms that contain *Prior Year* columns.

10. Click **Create** to create the returns from the Pro Forma.



**Note:** The system checks the Pro Forma for duplicate or missing client IDs. If duplicate IDs or returns exist in CCH ProSystem *fx* Tax, an *Exceptions* dialog displays.

The CCH ProSystem *fx* Tax client ID replaces the center control number as a system identifier. Therefore, when creating returns from current year center Pro Forma, the system prompts you to assign a client ID for any return which does not already have one.

Review the warning message, and then follow the *Options* box suggestion to resolve the exception.

- Enter a unique alphanumeric client ID of up to twelve characters, or use the drop-down lists to edit the client type, or change the office group, preparer code, or return version.
- Click **Retry** to recall the Pro Forma and create the return. If the return still cannot be created, the *Exceptions* dialog displays again.
- Click **Skip Return** to ignore the exceptions and skip the return.
- Click **Cancel** to cancel the recall/create process and return to the *Create Returns from Pfx/Center Pro Forma* dialog.

Once exceptions have been resolved, or if none are found, the *Batch Recall* dialog displays showing processing and status information. Recall data is then merged for each Pro Forma being processed. A batch log displays when processing is complete. The returns are available as next-year returns for editing in Tax Preparation.

## Customizing Pro Forma

(Production Processing > Process Pro Forma > Customize Pro Forma)

This option is not available.

## Pro Forma Default Returns

(Production Processing > Process Pro Forma > Create Pro Forma)

This option is not available.

## Processing Client Organizers

---

(Production Processing > Process Client Organizers)

This option is not available.

## Exporting Estimate Reminder Letters

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(Production Processing > Export Estimate Reminder Letters for Email or Print)

The exporting of estimate reminder letters is available for Individual, Corporation, S Corporation, and Fiduciary returns. The letters can be batch emailed and/or printed using Microsoft® Word and Microsoft® Outlook® or Outlook® Express. Reminder letters must first be created in Tax Preparation.

1. Click **Export Estimate Reminder Letters for Email or Print** on the Production Processing main window. The *Export Estimate Reminder Letters* dialog displays.
2. Create a list of returns by selecting criteria from the following drop-down lists:
  - **Tax year**. The tax year defaults to 2020.
  - **Tax product**. Select All, Individual, Corporation, S Corporation, or Fiduciary.
  - **Office group**. Select All or any of the office groups set up for your firm.
  - **Preparer**. Select All or any of the preparers set up for your firm.
  - **Processing Period**. Select the month and year due. Only one year at a time can be processed.
  - **Returns with email addresses only**. If this box is checked, only returns with email addresses are added to the list.
3. Click **OK**. All returns matching the criteria display in the *Export Estimate Reminder Letters (list)* dialog.



**Note:** If no returns satisfy the criteria, a message displays “No returns found for selection.”

4. Select the returns for which you want to export estimate reminder letters using any of these methods:
  - To select a single return from the *Returns* box, highlight the return and click **Add** or drag it into the *Returns selected for Export* box.
  - To select all the returns, click **Add All**.
  - To remove a single return, highlight the return in the *Returns selected for Export* box and click **Remove** or drag it into the *Returns* box.
  - To select multiple returns to add or remove, use **Shift** or **Ctrl** to select the returns and click the appropriate button or drag them into the opposite box.
5. Click **OK** to display the *Save As* dialog. The file name for the batched letters defaults to *mmESRem.txt* (where mm equals the month of the processing period for which the letters were created). You can change the file name if desired. The file is saved in the X:\Wfx32\Export directory, where X is the drive where CCH ProSystem fx Tax is installed. You can select another directory.
6. Personalize the estimate reminder letters using Microsoft® Word.
7. Use Microsoft® Word to send printed letters or deliver reminders via email.
  - Use Microsoft® Word to mail merge the letters and then Microsoft® Outlook® or Outlook® Express to transmit the letters by email.
  - Use Microsoft® Word to print the letters for mailing.



 **Note:** Refer to your respective Microsoft® user guide for details on how to perform these operations.

8. Click **OK**. After a few seconds, the *Batch Email Estimate Reminder* dialog displays the client and status information of the return being processed.
9. When the batch finishes or when you click **Cancel**, a batch log displays. You can choose from the following options:
  - **Close**. Closes the window without saving or printing.
  - **Print**. Prints one copy of the log and close the open window without saving.
  - **Copy to Clipboard**. Places a copy of the log on the clipboard for later use.

## Transferring Clients

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(Production Processing > File > Transfer Clients)

Use Transfer Clients to copy returns created through Service Center Conversion CCH ProSystem *fx* Tax.

Tax employs client IDs having a maximum length of 12 alphanumeric characters.

The transfer process can be time consuming. During the transfer, the system completes the following tasks:

- Checks the client ID to make sure it is not a duplicate ID
- Checks for data inconsistencies
- Enters client information in the Tax client database
- Reformats return data to CCH ProSystem *fx* Tax format
- Transfers the security attached to a return

A password-protected return retains the same password once it is transferred into Tax. The client's profile and tax data are accessible only to users who know the password.

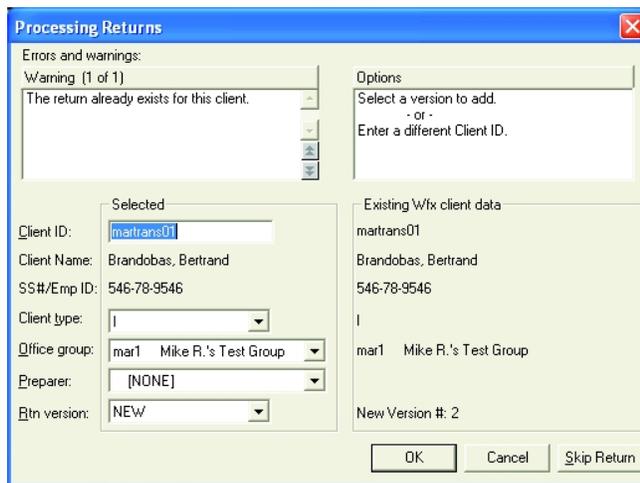
### Notes on Transferring Consolidated Returns

- For consolidated returns, you must enter the Tax client ID for each subsidiary return on Form CC - 1 of the consolidated return, and recalculate the return in Tax.
- Do not enter a client ID for the consolidating unit.
- If no version number is entered with the client ID, the first version of the return is used.

To transfer clients, do the following:

1. Select **File > Transfer Clients**.
2. Specify the tax year, tax product, data drive, and account number (if there is only one account number, it displays) where the client files are located.
3. Click **OK**. A dialog containing the list of client files found in the account directory displays. The CCH ProSystem *fx* return number, client ID, client name, and preparer code display.

4. Select returns that you want to transfer using one of the following methods:
  - To select a single return from the *Returns* box, highlight the return and click **Add**, or drag it into the *Returns selected for transfer* box.
  - To transfer all the returns, click **Add All**.
  - To remove a single return from the *Returns selected for transfer* list, highlight the return and click **Remove**, or drag it into the *Returns* box.
  - To select multiple returns to add or remove, use **Shift** or **Ctrl** to select the returns and click the appropriate button or drag them into the opposite box.
5. You can make changes to certain aspects of a return:
  - To assign the selected returns to an office group, use the Office group drop-down list to select an office group.
  - To assign a preparer to the selected returns, use the Preparer drop-down list to select a preparer.
  - To change the client ID, highlight the return in the *Returns selected for transfer* list box and click **Client ID**.
  - If the return does not have a client ID, highlight the return, click **Client ID**, and assign an ID.  
 The client ID is mandatory since the client is established in the client database when the transfer takes place and the client ID is used to check for duplicates, overwriting, etc.
6. Click **OK** when finished changing or assigning the Client ID.
7. Click **Transfer** to transfer clients. If there are problems in the transfer process, a *Processing Returns* dialog displays for each applicable return. If no errors occur, skip to step 11.
8. Review the *Errors and warnings* box and then follow the *Options* box suggestion to resolve the problem as appropriate for a return.



9. Use the drop-down lists to change the **Office group**, **Preparer**, or **Return version**, as necessary.

10. To transfer the return, click **OK**. To go to the next return, click **Skip Return**. To return to the *Transfer* dialog, click **Cancel**.
11. When the batch finishes or when you click **Cancel**, a batch log displays. You can choose from the following options:
  - **Close**. Closes the window without saving or printing.
  - **Print**. Prints one copy of the log and close the open window without saving.
  - **Copy to Clipboard**. Places a copy of the log on the clipboard for later use.

## Deleting Batches

---

(Production Processing > File > Delete Batches)

To delete a batch you created for processing, do the following:

1. Select **File > Delete Batches** from the Production Processing main menu. The *Delete Batches* dialog displays the batch type that describes the task for which the batch was created (for example, calculating returns), the batch name, its creation date, and whether the batch has already been processed.
2. Select batches to delete using one of the following methods:
  - To select one batch, highlight the batch and click **Add**, or drag the selected batch into the *Batches selected for delete* box.
  - To delete all the batches, click **Add All**.
  - To remove a single batch from the *Batches selected for delete* list, select the batch and click **Remove**, or drag it into the *Batches* box.
  - To select multiple batches to add or remove, use **Shift** or **Ctrl** to select the batches and click the appropriate button or drag them into the opposite box.
3. Click **OK** to delete the selected batches immediately. You cannot cancel the deletion.

# Chapter 6

## COMMUNICATIONS

### Using Communications

---

CCH ProSystem *fx* Tax allows you to transmit data to the processing center or to a support center using an internet connection.

You can do the following in Communications:

- Purchase and exchange processing authorizations
- Transmit returns for Service Center processing
- Download all or specific laser print files
- Download return files calculated at the center
- Send authorization audit trail reports to the center for billing or support purposes
- Send returns or other files to Technical and Tax Support for analysis

The Communications interface allows you to send your requests immediately or save them as a batch for later transmission.

When you first open the Communications module, the *Internet Communications* dialog displays. This main window features six buttons that allow you to access Communications features, as explained in the following sections.



 **Notes:**

- You must enter the appropriate data in the CCH ProSystem *fx* Internet Communication Profile to use Communications successfully. See *Configuring Communications* on page 110 in *Office Manager*, if you have not already entered profile information.
- Microsoft® Internet Explorer® 11 must be installed on the computer conducting the communication session. Modem users must have an Internet Service Provider (ISP) and be connected to the internet prior to transmitting data.

## Sending Returns for Service Center Processing

---

The *Process Returns at Center* option allows your firm to calculate or print large returns or backlogs of returns by transmitting them via the internet to your Service Center. Once a return has been processed, it can be sent back to you as a calculated return or printable file.

Returns are processed based on your firm's preferences and operating procedures. For more information on setting up your firm's preferences, see *Configuring Communications* on page 110.

To send returns for processing, do the following:

1. Click **Process Returns at Center** on the main window. The *Select Returns for Center Processing* dialog displays.
2. You can filter returns by doing any combination of the following:
  - Select a tax year from the *Tax year* list, or leave *All* as the default to display returns from all installed tax years.
  - Search for a specific return by choosing the *ID* or *Name* button in the *Return* section and entering the client ID or name. You can enter a partial ID or name to display a list of returns beginning with the characters entered.
  - In the *Select returns by* field, filter returns according to the following options:
    - The type of tax product associated with the client
    - The last activity performed in relation to the client
    - An office group set up for the firm
    - A preparer at the firm
3. Click **OK**. The *Process Returns* dialog displays the processing options and a list of returns based on the criteria you selected. The returns can be sorted by Return ID or Name by clicking the desired header.
4. Select a return from the list. You can select multiple returns by holding down **Ctrl** while selecting the desired returns.
5. Choose the desired processing option. All selected returns will be assigned the same processing option. The processing options are as follows:
  - **Standard**. The return is calculated and printed at your Service Center. You receive the return in the mail.

- **Expedite.** The return is calculated and printed at your Service Center. Expedited returns that are submitted by 2:00 p.m. are shipped by 5:00 p.m. the same day. There is an additional fee for expedited processing.
  - **Hold at Center.** You can use this option to send returns to the Service Center for evaluation by CCH ProSystem *fx* support staff. Please coordinate the use of this option with the support staff.
  - **Local print standard.** The return is calculated at your Service Center. You receive a file that can be printed in your office when you download the file to your system.
  - **Local print expedite.** The return is calculated at your Service Center. You receive a file that can be printed in your office when you download the file to your system. If the expedited returns are submitted by 2:00 p.m. the print files are available by 5:00 p.m. the same day. There is an additional fee for expedited processing.
6. Click **Add**. The selected returns display in the *Selected return option* list. The returns can be sorted by Return ID, Name, or Option by clicking the desired header.
  7. To remove a return from the *Selected return option* list, do any of the following:
    - Select a return from the list and click **Remove**.
    - Remove multiple returns by holding down **Ctrl** while selecting the desired returns. Click **Remove**.
    - Click **Remove All** to remove all returns from the list.
  8. Verify the returns and processing options are correct and do one of the following:
    - Click **Submit** to transmit the returns immediately. A dialog displays the transmission status of your request. Once completed, you are returned to the main window.
    - Click **Save** for a later batch transmission.
    - Click **Cancel** to exit the *Process Returns* dialog without saving your changes.

For detailed instructions on how to retrieve calculated returns or print files, see *Sending and Receiving Requests* on page 276.

## Sending Files and Returns to Support

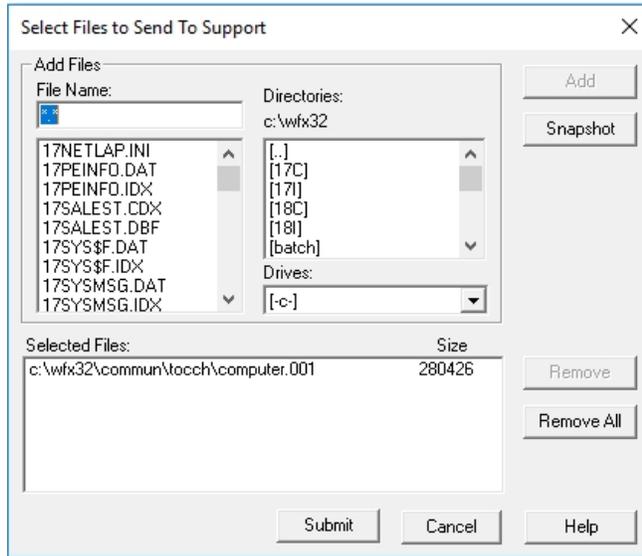
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The *Support* option allows you to send files and returns for analysis by Technical and Tax Support representatives. All sensitive data is removed from the tax returns before they are sent to Support. In addition, the files and returns can be sent back to you.

### Sending Files to Support

1. Click **Support** on the main window. The *To Support* dialog displays. The *Files* button is selected by default.

2. Click **OK**. The *Select Files to Send To Support* dialog allows you to locate and select files.



Create a list of files to send to Support by doing any of the following:

- To add a file, select the appropriate drive and directory to display a list of files. Select a file from the list and click **Add**.
  - To add multiple files, press and hold **Ctrl** while selecting the desired files. Click **Add**.
  - To remove a file from the *Selected Files* list, select it and click **Remove**.
  - To remove multiple files, press and hold **Ctrl** while selecting the desired files. Click **Remove**. To remove all files, click **Remove All**.
3. If Technical Support is requesting a snapshot file, follow the procedure below. If no snapshot is needed, continue to step 4.
    - a. To create a snapshot, click **Snapshot**. The *ProSystem fx Snapshot* dialog displays.
    - b. Enter a unique description for the snapshot.
    - c. If you would like to print a copy, select the **Print snapshot** box.
    - d. Click **OK**. Upon completion of the snapshot, the *Snapshot* dialog displays the file path of the newly created snapshot.
    - e. Click **OK** to return to the *Select Files to Send To Support* dialog. The file path of the snapshot is placed in the *Selected Files* section.
  4. Verify the selected files are correct and do one of the following:
    - Click **Submit** to transmit the files. A dialog displays the transmission status of your request. Once completed, you are returned to the main window.
    - Click **Cancel** to exit the *Select Files to Send To Support* dialog without submitting your changes.

For detailed instructions on sending saved requests or retrieving files, see *Sending and Receiving Requests* on page 276.

## Sending Returns to Support

1. Click **Support** on the main window. The *To Support* dialog displays.
2. Select the **Returns** button and click **OK**. The *Returns to Support* dialog displays.  
 **Note:** This option is only available if you have Tax Preparation program access in the *Setup - Configure Staff* dialog in Office Manager.
3. You can filter returns by doing any combination of the following:
  - Select a tax year from the *Tax year* list. You can select tax year 2017 and above.
  - Search for a specific return by choosing the *ID* or *Name* button in the *Return* section and entering the client ID or name. You can enter a partial ID or name to display a list of returns beginning with the characters entered.
  - In the *Select returns by* field, filter returns according to the following options:
    - The type of *Tax product* associated with the client
    - The *Last activity* performed in relation to the client
    - An *Office group* set up for the firm
    - A *Preparer* at the firm
4. Click **OK**. The *Returns to Support* dialog displays a list of returns based on the criteria you selected.
5. Create a list of returns to send to Support by doing any of the following:
  - To add a return, select it in the *Select Returns* list and click **Add**.
  - To add multiple returns, press and hold **Ctrl** while selecting the desired returns. Click **Add**. To add all returns, click **Add All**.
  - To remove a return from the *Selected Returns* list, select it and click **Remove**.
  - To remove multiple returns, press and hold **Ctrl** while selecting the desired returns. Click **Remove**. To remove all files, click **Remove All**.
6. Verify the selected returns are correct and do one of the following:
  - Click **Submit** to transmit the returns. All sensitive data is removed from the tax returns before they are sent to Support. A dialog displays the status of the transmission. Once completed, you are returned to the main window.
  - Click **Cancel** to exit the *Returns to Support* dialog without submitting your returns.



## Sending and Receiving Requests

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The *Send/Receive* option allows you to send authorizations and returns to process at the service center. You can also receive host communications, laser print files, and files from support.

### Notes:

- You can use any combination of *Send* and *Receive* options during a Communications session. For example, you can transmit returns to the Service Center, download a return processed at the Service Center, and send an authorization request.
- Transmission time is directly proportional to the size of the files that are being transmitted.

To send and receive requests, do the following:

1. Click **Send/Receive** on the main window. The *Send/Receive* dialog displays.
2. If you would like to verify that the pending requests are accurate, click **Verify** to display the *Verify* dialog. If there are any errors in the list, return to the necessary application and make the required changes.
3. Click **OK** to return to the *Send/Receive* dialog.
4. Choose the items you would like to send from the *Send* field:
  - **Send authorizations**. Sends your requests for authorizations or an authorization audit trail report to the Service Center.
  - **Process returns at center**. Sends all returns you have marked for processing to the Service Center.

Each selection is only available if a request is waiting to be sent. If you do not want to communicate a particular request now, clear the box.

5. Choose the items you would like to receive from the *Receive* field:
  - **Receive all host communications**. Downloads all processed files from the center that are ready for downloading. This is the default setting.
  - **Receive all laser returns**. Downloads all available laser print files.
  - **Receive files from support**. Downloads all available files from Support.

To receive only specific files, clear the *Receive all host communications* option to make the other options available.

6. Verify the selected options are correct and do one of the following:
  - Click **Verify** to display a list of your requests currently awaiting communications at this time. You can review the list to see if you still want to send the requests. If you decide not to send one or more requests, return to the *Send/Receive* dialog and click the check mark to de-select it from the box next to the request you no longer want to send.
  - Click **Submit** to transmit the data immediately. A dialog displays the transmission status of your order. Once completed, you are returned to the main window.
  - Click **Cancel** to exit the *Send/Receive* dialog and return to the main window.

## Viewing and Printing Reports

---

The *Reports* option allows you to view or print the following:

- The **Communications report** shows the details of the activities completed during the communications session.
- The **Return Control Numbers** report displays the client's return ID, name, control number, and the last processing that was done for the client.

### Viewing and Printing the Communication Report

1. Click **Reports** on the main window. The *Reports* dialog displays. The *Communication report* button is selected by default.
2. Click **OK**. The Communication Report displays the following information:
  - The user ID of the person who initiated the communication session
  - The date and time
  - What functions were performed
  - The success or failure of the communication session, including error messages
3. Click **Print** to print the Communication Report.
4. If you want to delete the report, click **Delete**. A dialog displays to confirm the deletion. Click **Yes** to delete or click **No** to cancel.



**Tip:** Print a copy of the Communication Report and delete the report periodically. The Communication Report is appended to `Wfx32\Commun\Report\Report.log` with each transmission and could become large over a period of time.

5. Click **Close** to return to the main window.

### Viewing and Printing the Return Control Numbers Report

1. Click **Reports** on the main window. The *Reports* dialog displays.
2. Select the **Return Control Numbers** button and click **OK**. The *Return Control Numbers Report* displays the client's return ID, associated return control numbers, and the type of Service Center processing last completed.
3. Click **Print** to print the Return Control Numbers Report.
4. Click **OK** to return to the main window.



**Note:** The Return Control Numbers Report is cumulative and is updated whenever a return is selected for Service Center processing.

## Retrieving Laser Returns

---

The *Laser Returns* option allows you to retrieve returns that have been processed at the Service Center and are available for download as a laser print file.

To retrieve laser returns, do the following:

1. Click **Laser Returns** on the main window. The *Retrieve Laser Returns* dialog displays.
2. Create a list of returns for retrieval by doing any of the following:
  - To retrieve a return from the Service Center, select it in the *Laser returns* list and click **Add**.
  - To retrieve multiple returns, press and hold **Ctrl** while selecting the desired returns. Click **Add**. To add all returns, click **Add All**.
  - To remove a return from the *Selected returns* list, select it and click **Remove**.
  - To remove multiple returns, press and hold **Ctrl** while selecting the desired returns. Click **Remove**. To remove all returns, click **Remove All**.
3. Verify the selected returns are correct and do one of the following:
  - Click **Submit** to download the returns immediately. A dialog displays the transmission status of your request. Once completed, you are returned to the main window.
  - Click **Cancel** to exit the *Retrieve Laser Returns* dialog without saving your changes.

For detailed instructions on sending saved requests or retrieving files, see *Sending and Receiving Requests* on page 276.

## Setting Up Printers

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(File > Print Setup)

You use Communications to set up printers for use in all of the CCH ProSystem *fx* Tax applications.

To set up printers, do the following:

1. Select **File > Print Setup**. The *Printer Setup* dialog displays.
2. Choose either the default Windows® printer or a specific printer to be used to print returns, forms, and reports in the *ProSystem fx document printer* field.
3. If you want to use Windows® fonts instead of the generic CCH ProSystem *fx* Tax fonts, select **Utilize True Type fonts for print processing**. You do not have to download fonts before printing.
4. If your printer has been configured to use a large capacity tray and you wish to use it when printing returns, select *Use large capacity add-on printer tray when printing returns*.
5. To print to an installed fax, select it from the list in the *Print to fax* section.
6. To print to installed document imaging software, select the document imager from the *Print to document imager* section.

 **Note:** Select the *Installed document imager can process landscape forms* box if your document imaging software is capable of processing landscape forms. If it is not, landscape forms printed to the document imager are compressed and printed in portrait format.

7. Choose either the default Windows® printer or a specific printer to be used to print labels in the *Label printer* field.

 **Tip:** If you want to print labels and documents in a single batch, select the same printer in both fields.

8. Verify the selected options are correct and do one of the following:
  - Click **OK**. A dialog displays to notify you that the printer options for your workstation will remain saved until changed. Click **OK** to return to the main window.
  - Click **Cancel** to exit the *Printer Setup* dialog without saving changes.

## Using the Process Command

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If the client ID for a downloaded return does not exist, is invalid, or is a duplicate of an existing ID, you can manually assign IDs using the *Process* menu command. If none of the returns require client ID assignment, the *Process* menu command is unavailable.

To assign a client ID, do the following:

1. Click **Process** on the menu bar. The *Processing Returns* dialog displays.
2. Enter a unique client ID of up to 12 characters.
3. Check the *Error* window for any errors or warnings. If there is an error or warning, the *Options* window displays the necessary course of action to resolve the problem.
4. After any problems are resolved, click **OK** to assign the ID.

 **Note:** Repeat steps 2 through 4 for each return in the list.

Once all returns are submitted, a *Batch* dialog displays while the returns are processed into the system. After processing is completed, the *Batch Log* dialog displays.

5. Choose one or both of the following options:
  - Click **Print** to print the list of processed returns.
  - Click **Copy to Clipboard** to save the data for pasting into other documentation.
6. Click **Close** to return to the main window.

# Chapter 7

## ELECTRONIC FILING

### Electronic Filing Overview

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Electronic filing data can be exported from Tax to the Electronic Filing Status System for all return types except Estate & Gift. The data can then be released from the Electronic Filing Status System to the appropriate taxing authorities. You must have the appropriate permission rights to electronically file returns.

The following is an overview of the Tax Electronic Filing processing.

 **Note:** If you are using Microsoft® Internet Explorer® 11.x, add the following sites as trusted sites on your Internet options: <https://tc.tcsso.cchgroup.com> and <https://efile.prosystemfx.com>.

1. [Set electronic filing options](#) for your firm and staff.
2. Review IRS publications 1345 (Individual) and 4163 (Business).
3. [Prepare and qualify](#) tax returns or extensions for electronic filing.
4. [Export](#) tax returns or extensions for electronic filing.
5. Obtain [authorization form signatures](#).
6. [Release](#) tax returns or extensions to taxing authorities.
7. Check the status of the return or extension in the Electronic Filing Status system.

### Basic Rules for Electronic Filing

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Review the following basic rules for electronic filing:

- Returns must be designated and qualified before they can be electronically filed.
- Personal Identification Numbers (PIN) are required by the IRS. Enter the taxpayer's and, if appropriate, spouse's five digit PIN and the ERO PIN on Interview Form EF-1 or the General > Electronic Filing worksheet.
- All return information must be submitted electronically to be e-filed. You cannot use Individual Forms 19, 20, or 21 to include manual forms or schedules.

## Dates Available to e-file

Electronic filing is available for the following 2020 returns:

Return Type	Dates Available to e-file
<b>Individual</b>	Returns filed after e-file opens in early 2021 Form 4868 until April 15, 2021 Form 2350 until April 15, 2021
<b>Partnership</b>	Returns filed after e-file opens in early 2021
<b>Corporation</b>	Returns filed after e-file opens in early 2021
<b>S Corporation</b>	Returns filed after e-file opens in early 2021
<b>Fiduciary</b>	Returns filed after e-file opens in early 2021
<b>Employee Benefit Plan</b>	Returns filed after forms release
<b>Exempt Organization</b>	Returns filed after e-file opens in early 2021

## Points to Remember

### Individual Returns

- The Electronic Filing Status System will not allow you to e-file a state only return after transmitting the federal return, unless an entry is made on Interview Form EF-1 or the General > Electronic Filing worksheet, indicating to not transmit the Federal return.
- Amended Individual returns must be filed on paper. You cannot change or resubmit them electronically.

### Partnership Returns

- The general partner and signature authorization are required on Form 8879-PE. For extensions, enter **2** to Print Form 7004 on Interview Form EXT-1, Box 30 or the Extensions > Extensions worksheet. Form 8879-PE must be signed on or before the day of the electronic transmission. (See IRS Publication 4163 for complete details on signatures required on Form 8879-PE.)
- For California Partnership returns where magnetic media is being used to file K-1 data, the K-1 data file is not included with the Federal return when it is filed electronically. The data file is created separately and placed in the Wfx32\Magnetic directory. You must copy the K-1 data file from the Wfx32\Magnetic directory to diskette, print California Form 3604, and submit the diskette and form to the taxing authority. California Form 3604 is not printed with the tax return, but can be printed using File > Print This Form.
- The New Jersey Division of Taxation requires Participant and Nonparticipant Directory information (Form NJ-1080-C) to be filed on diskette when there are 25 or more participants.

The NJ-1080-C data file is stored in the X:\Wfx32\NJ1080C\20YY where X is the drive where Tax is installed, and YY is the tax year of the return. The client ID consists of the file name with an extension of \*.NJP for Partnership returns and \*.NJS for S Corporation. For filing purposes, you can use Windows Explorer to copy the file to diskette.

 **Note:** The NJ-1080-C files are not deleted from the Wfx32\NJ1080C\20YY directory automatically by the system. You must manually delete the files when they are no longer needed.

- Amended Partnership returns can be electronically filed.

#### Fiduciary Returns

- MeF is the only allowable format to transmit Fiduciary returns electronically.
- Amended Fiduciary returns can be electronically filed.

#### Employee Benefit Plan Returns

- The filing signer's Signature PIN and ID number are required on Interview Form EF-3 or the General > Electronic Filing worksheet, under Signature Information. The filing signer(s) must obtain their credentials (PIN and ID number) by registering with the DOL at <http://www.efast.dol.gov>. They must have an EFAST2 PIN and ID, even if they already have a PIN and ID for EFAST. These credentials may not be shared with anyone, including the CPA/preparer. The client may enter this information remotely.
- Amended Employee Benefit Plan returns can be electronically filed.

#### Form 4868

You are not required to mail the IRS, unless a balance due is being paid by check. The Taxpayer's PIN is only needed when an automatic withdrawal of payment is requested.

#### State Returns

Beginning with tax year 2018 electronic filing, most states require you to install the latest version of the Tax software within ten business days of the deployment of the next release. When a software release contains an update for a participating state, that state will not accept returns that are transmitted after the ten business day limit. In this case, the return is considered expired and you must install the latest version, recalculate, and retransmit.

You can set the option for signers to receive notifications when returns are nearing expiration due to the ten day limit, and then enter the number of days before expiration in Office Manager.

You can also filter returns that are nearing expiration in the Electronic Filing Status System.

#### **Notes:**

- State returns that are not affected by the latest software update are not subject to expiration.
- This state requirement does not apply to Employee Benefit Plan returns.
- You are unable to upload participating state returns that have expired to the Electronic Filing Status System. In this case, you will be prompted to recalculate the return.
- For a list of participating states, go to our [Knowledge Base](#) and search for *Which states can expire for electronic filing?*

## Getting Started with Electronic Filing

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The Electronic Filing Status system is internet-based; therefore, desktop users need a valid CCH ProSystem *fx* internet user ID established to use this system. CCH ProSystem *fx* internet user IDs are commonly referred to as Single Sign-On IDs. Single Sign-On (SSO) allows users to log in to multiple CCH ProSystem *fx* internet applications using the same user name and password. Once a valid SSO ID is established and proper application rights are granted, users can access the Electronic Filing Status system as well as other CCH ProSystem *fx* internet applications such as online permission keys, and secured areas of the Customer Support website (<https://support.cch.com>) on a 24/7 basis. Your firm administrator can create SSO users and grant access to these internet applications through the Configure Staff application.

We recommend you complete the following administrative steps now to prepare your firm and users for the start of the electronic filing season.

- Configure Office Manager for Electronic Filing preferences.
- Grant user rights in Office Manager for CCH ProSystem *fx* Tax Preparation.
- Permit user access to the Electronic Filing Status system using the Configure Staff application.
- Link your desktop user IDs to your newly converted SSO IDs in Office Manager.

## Configuring Electronic Filing Options

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You can set default values for tax return electronic filing options. In Tax, defaults can be saved for each office group in Office Manager. If you have not done so previously, we recommend you complete the following administrative tasks to prepare your firm and users for the start of the electronic filing season:

- [Configure electronic filing defaults in Office Manager.](#)
- [Grant staff rights to export returns.](#)
- [Link the desktop user ID to the SSO staff ID.](#)

## Setting Default Electronic Filing Options

(Office Manager > Configure Applications > Tax Preparation)

CCH ProSystem *fx* Tax allows you to reduce data entry time by configuring default electronic filing settings for Individual, Partnership, Corporation, S Corporation, Fiduciary, Exempt Organization, and Employee Benefit Plan. The settings are office group specific.

Use this procedure to set default electronic filing options.

1. In Office Manager, click **Configure Applications**.
2. Select **Tax Preparation** and click **Configure**.



3. Select an office group with clients for whom you want to perform electronic filing and click **OK**. The *Configure Tax Preparation* dialog displays.
4. The information on the *General* tab applies to all return types. Enter the Electronic Filing Identification Number (EFIN) in the *ID number* field. The EFIN can be entered on a return-by-return basis on Interview Form EF-1 (General > Electronic Filing Worksheet).
5. Select the **ERO** tab. The information on the ERO tab applies to all return types.

Electronic Filing Options

General | **ERO** | Individual | Partnership | Corporation | S Corporation | Fiduciary | Employee Benefit Plan | Exempt

Electronic Return Originator (ERO) information

ERO contact name:

Preparer e-mail address:

ERO PIN (all return types):

Randomly generate the ERO PIN

Electronic Return Originator (ERO) overrides

Replace signature block information with ERO overrides.  
If you check this box, be sure to fill in ALL of the information below.

ERO name:

ERO address:

ERO city:

ERO state:  ERO ZIP code:

ERO country:

ERO EIN:  ERO SSN:

Alternate ERO ID no. (PTIN):

PTIN is accurate and I am the registered owner

ERO telephone number:   Self-employed

OK Cancel Help

In the *Electronic return originator (ERO) information* section, enter the state, ERO contact name, preparer's e-mail address, and ERO PIN. You can select *Randomly generate the ERO PIN (1040 only)* to automatically generate an e-file ERO PIN for 1040 returns.

 **Note:** Currently, the option to randomly generate an ERO PIN applies to Individual returns only.

If you want to override the signature block information, select the **Replace signature block information with ERO overrides** box to activate the fields. Fill in all the fields in the *Electronic Return Originator (ERO) overrides* section.

The *Electronic Return Originator (ERO) overrides* entered here are used in the Declaration of Electronic Return Originator (ERO) and Paid Preparer section on Federal Form 8879-PE (Partnership), 8879-C/S (Corporation/S Corporation), Form 8453-F or 8879-F (Fiduciary), and Form 8879-EO (Exempt Organization). To override the entries in Office Manager, use the worksheet General > Electronic Filing, or use Interview Form EF-2 for Partnership, Corporation, S Corporation, Exempt Organization, and Employee Benefit Plan.

If there are no entries in a return or on the ERO tab, the signature block information for each office group will be used for the ERO information.

6. Click **OK** when finished.

 **Note:** For detailed information on configuring Individual, Partnership, Corporation, S Corporation, Fiduciary, Employee Benefit Plan, and Exempt Organization filing options, see *Configuring Tax Preparation: Electronic Filing Options* on page 58.

## Assigning Staff Electronic Filing Access

Before you can use the Electronic Filing Status system, you must be given licensing/product access (users are assigned a user license, as well as given read-only access) and functional rights. Functional rights for the Electronic Filing Status system include releasing returns, deleting returns from the status system, changing the status of returns, and stopping transmission of returns.

You can also assign these functional rights to a group. The main advantage of using groups is that when any user is assigned to a group, they automatically inherit that group's rights. For many firms, groups can provide a time-saving alternative for assigning functional rights. Staff members are not restricted to the functional rights inherited from their designated group. They can be individually assigned additional rights.

 **Note:** You must be an administrator to assign Electronic Filing access.

For more information, click the **Quick Start Guide** link at the top of the page in Configure Staff to view the *Configure Staff Quick Start Guide*.

To set up Electronic Filing access, do the following:

1. Log in to Configure Staff at [admin.prosystemfx.com](http://admin.prosystemfx.com).
2. Click **Staff** to access Configure Staff.
3. Click **Add** at the bottom of the Staff home page. The *General Information* page displays.



4. Enter profile information in the required fields. For more information, click the **Question Mark** icon when present to receive page-specific help.
  5. If your firm is using customized groups, select one from the *Group* drop-down list.
  6. Enter additional user contact information as needed.
  7. Click **Next**. The *Licensing/Product Access* page displays listing products for which your firm is licensed.
  8. Do one of the following:
    - To grant view-only access to the Electronic Filing Status system, select the **Electronic Filing Status** box.
    - If you do not want this user to have access to the Electronic Filing Status system, click **Return to Staff Home** to save any changes.
  9. Click **Functional Rights**. To grant a user the ability to upload and release returns to the taxing authority or give access to the Electronic Filing Status System, you must select the following options in the Electronic Filing Status functional rights section.
  10. Click the **Expand/Collapse** arrow located next to the *Electronic Filing Status* section to display a list of options for which you can grant functional rights.
  11. Select one or more of the following options:
    - **Release returns to taxing authority**
    - **Delete returns from status system and also change status of returns to "paper filed"**
    - **Stop returns from being transmitted to taxing authority**
  12. Do one of the following:
    - **To select individual options**, select the box in the *Staff* column adjacent to an option for which you want to grant this user access.
    - **To select all options**, click the **Select all** link located above the listed options to give this staff member access to all of the product's features.
    - **To deselect all options**, click the **Deselect all** link located above the listed options to remove all functional rights for this user.
-  **Note:** For each functional right, a Group and Staff column are displayed. If a staff member is assigned to a group, check marks will display next to functional rights associated with that group in both the Group and Staff columns. These fields cannot be edited. You can only grant functional rights only for product options this member has not already acquired from his or her assigned group.
13. Click **Return to Staff Home**. You will be returned to the Staff home page.
  14. Repeat steps 3 through 12 for all applicable users.

## Linking the Desktop User ID to the SSO Staff ID

(Office Manager > Tools > Link SSO for Electronic Filing Status System)

In Tax, you have the option to launch the Electronic Filing Status system from the Manage menu. To save time, if you link the desktop user ID to the SSO staff ID you will not need to enter your SSO login information to access the Electronic Filing Status system.

 **Note:** You must log in to Office Manager as a supervisor to assign the links. The system will allow only a one-to-one association link. Linking several desktop users to a single SSO user is not permitted.

1. In Office Manager, select **Tools > Link SSO for Electronic Filing Status System**. The *Login to Internet* dialog displays.
2. Enter your SSO User ID and Password and click **Login**. The *Link SSO for Electronic Filing Status System* dialog displays, which lists all desktop user IDs, including those already linked to an SSO staff ID. Unlinked desktop IDs are blank in the *Staff Name* and *Staff ID* columns.

 **Note:** Click the column headings to sort by that item.

3. Select the unlinked desktop user ID you want to link.
4. Click **Link User** to display the *Select an SSO User* dialog, which displays all SSO staff IDs that are not currently linked to a desktop user ID.
5. Select the SSO user ID to link.
6. Click **OK** to save your selection and return to the *Link SSO for Electronic Filing Status System* dialog.
7. Repeat steps 3 through 6 for any additional desktop IDs you want to link.
8. Click **Close** when you have finished linking IDs.

## Removing the Desktop User ID - SSO Staff ID Link

1. In Office Manager, select **Tools > Link SSO for Electronic Filing Status System**. The *Link SSO for Electronic Filing Status System* dialog displays.
2. Select the desktop user ID for which you want to remove the link.
3. Click **Remove Link**.
4. Click **Yes** on the confirmation dialog to remove the link and return to the *Link SSO for Electronic Filing Status System* dialog.

## Printing the Desktop User ID - SSO Staff ID Link Report

1. In Office Manager, select **Tools > Link SSO for Electronic Filing Status System**. The *Link SSO for Electronic Filing Status System* dialog displays.
2. Click **Print**. A report detailing the desktop user IDs - SSO staff ID links prints.

## Preparing a Return or Extensions for Electronic Filing

Before a return or extension form can be electronically filed, it must be designated and qualified for e-filing in Tax.

### Designating Returns or Extensions for Electronic Filing

Use the following forms or worksheets to designate a tax return or extension for electronic filing. Worksheet, form, and field-level Help are available with instructions on completing each form or worksheet.

Return Type	Interview Form	Worksheet
1040 Individual	Federal: EF-1, EF-2, EF-3, EF-4 Specialized State: AL2	Federal: Federal > General > Electronic Filing Specialized State: Federal General > Electronic Filing > Section 5
1065 Partnership, 1120 Corporation, 1120S S Corporation, 1041 Fiduciary	EF-1, EF-2	Federal > General > Electronic Filing
5500 Employee Benefit Plan (not applicable for extensions)	Federal: EF-1, EF-2 8955-SSA: SSA-1, SSA 2	Federal: Federal > General > Electronic Filing 8955-SSA: Federal > Other > 8955-SSA - Stmt of separated Participants
990 Exempt Organization	EF-1, EF-1A, EF-2	Federal > General > Electronic Filing

To designate that all states be filed electronically, use General > Electronic Filing Worksheet (Interview Form EF-1, Box 32). The option to file all states electronically can be globally selected for each return type in Office Manager > Configure Applications > Tax Preparation > Configure > "Office Group" > Electronic Filing Options > Setup on each return type tab.

Personal Identification Numbers (PIN) are now required by the IRS. Enter the taxpayer's (and spouse's if appropriate) five-digit PIN and the ERO PIN in the *Paperless E-file Information* section on Interview Form EF-1 (General > Electronic Filing Worksheet). The option to randomly generate PIN information can also be selected for an office group in Office Manager. Check the box on the *General* tab to *Randomly generate the taxpayer and spouse PIN (1040 only)*. Check the box on the *ERO* tab to *Randomly generate the ERO PIN (1040 only)*. For more information, see *Configuring Tax Preparation: Electronic Filing Options* on page 58.

For information about selecting default electronic filing options in Office Manager, see the following topics:

- *Configuring Tax Preparation: Electronic Filing Options* on page 58
- *Individual Configuration* on page 61
- *Partnership Configuration* on page 62
- *Corporation Configuration* on page 64
- *S Corporation Configuration* on page 65
- *Fiduciary Configuration* on page 67
- *Employee Benefit Plan Configuration* on page 68
- *Exempt Organization Configuration* on page 68

## Designating State Returns for Magnetic Media Electronic Filing

Use the following forms or worksheets to designate a state tax return for electronic filing. Form and field-level Help are available with instructions on completing each form or worksheet.

State/Return Type	Interview Form	Worksheet
Arkansas / Partnership	AR1	Federal > General > Electronic Filing > Section 4
Arkansas / S Corporation	AR1	Federal > General > Electronic Filing > Section 4
California / Partnership	CA1	Federal > General > Electronic Filing > Section 4
New Jersey / Partnership	NJ14	Federal > General > Electronic Filing > Section 4
New Jersey / S Corporation	NJ14	Federal > General > Electronic Filing > Section 4

## Qualifying Returns or Extension Forms

The Diagnostics report is an interactive report in Tax that lists the descriptions of errors and warnings that could affect the accuracy of a prepared tax return. Electronic filing data should be qualified using the Diagnostic report. If a return or extension form does not qualify, the reason is identified in the report. Diagnostics are cleared from the report after errors or warnings are corrected, the return is calculated, and the report is regenerated.

You can also review or print the Diagnostics report by selecting the Preparer Reports print option in Tax.

See *Interactive Diagnostics* on page 230 and *Preparer Reports* on page 239 for more information.

## Qualifying Returns for New Jersey Magnetic Media

Qualified New Jersey nonresident individuals can participate in a Composite Gross Income Tax return, Form NJ-1080-C, and do not have to file their own income tax return with New Jersey, provided that they meet certain criteria.

Entities eligible to file composite returns on behalf of the above individuals are:

- Professional Athletic teams
- Partnerships
- Limited Partnerships
- Limited Liability Company
- Estates & Trusts
- New Jersey Electing S Corporation

The New Jersey Division of Taxation requires that the list of nonresident individuals (participants and non-participants) listed in Form NJ-1080-C Sch A, NJ-1080-C Sch B, and NJ-1080-C Sch C for Partnership and S Corporation return types to be filed with a Microsoft® Excel® file on diskette or rewritable CD if there are 25 or more participants. The system provides a diagnostic when New Jersey magnetic media is required for the return.

Links to the return, diskette, and Microsoft® Excel® file requirements are listed beside *NJ-1080C - Diskette Specifications Directory* on the following New Jersey website:

<http://www.state.nj.us/treasury/taxation/prmtgit.shtml>

The Federal > General > Electronic Filing > Section 4 worksheet *State Electronic Filing* option or the return configuration set 1065/Partnership or 1120S/S Corporation electronic filing option, *Create New Jersey NJ-1080-C diskette file*, must be selected.

## Verifying PDF Attachments

Some return types require PDF attachments when electronically filing. Open the Federal > General > Electronic Filing worksheet and verify if the required, optional, or both PDF attachments are present in the worksheet sections relating to PDF Attachments.

See the following topics for more information:

- *About PDF Attachments in Electronically Filed Returns* below
- *Attaching PDF Files to a Return for Electronic Filing* on the next page
- *Viewing PDF Files Attached to a Return for Electronic Filing* on page 293

## About PDF Attachments in Electronically Filed Returns

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Some return types require that you attach supporting documents as PDF files when you electronically file a return. You can attach the PDF files using Interview Form EF-PDF1 or the Federal > General Electronic Filing worksheet. The PDF files are embedded in the return so that you can view them any time you access the return.

During the electronic filing export process, a list of PDF file names, modified dates, categories (*Required* or *Optional*), and associated forms displays. You can review the content of each PDF before export.

Keep in mind the following requirements when attaching PDF files to a return:

- Each PDF must have a unique name. If you attach a PDF with the same name as another PDF that is already in the return, the first PDF will be overwritten.
- The PDF files must not be password-protected.
- The combined size of all PDF files attached to one electronic return submission cannot exceed 1 GB (roughly 5,000 pages).
- Individual PDF files cannot exceed 60 MB (approximately 500 pages). Files in excess of this size can be split into smaller PDF files.
- Separate PDF files must be created for each form type (for example, one file for Forms 926, one file for Forms 982).
- PDF files with the same name can be attached to different occurrences in the return, provided each has a unique attachment code.

Also, be aware that support of PDF attachments varies from state to state. Some states support only required PDFs, some support both required and optional PDF attachments, and others do not support PDF attachments at all.

## Attaching PDF Files to a Return for Electronic Filing

Some return types require that you attach supporting documents as PDF files when you electronically file a return. You can attach the PDF files using Interview Form EF-PDF1 or the Federal > General > Electronic Filing worksheet. The PDF files are embedded in the return so that you can view them any time you access the return.

To attach a PDF to a return for electronic filing, do the following:

1. Review the IRS and DOL requirements for required PDF attachments.
2. Open the return to be electronically filed.
3. Open one of the Federal > General > Electronic Filing worksheet sections or Interview Form EF-PDF1 or, for 5500 returns, Form PDF-1 sections below.

Interview Forms	
Return Type	PDF Attachment Sections on EF-PDF1
Individual, Employee Benefit Plan	PDF Attachments
Corporation, S Corporation, Partnership, Fiduciary	PDF Attachments: Specific Forms All Other PDF Attachments
Exempt Organization	PDF Attachments: Specific Forms All Other Approved PDF Attachments



Worksheet View	
Return Type	PDF Attachment Sections on Worksheet Federal > General > Electronic Filing
Individual	Section 9 - PDF Attachments
Partnership, Fiduciary	Section 7 - PDF Attachment - Required Section 8 - PDF Attachment - Optional
Corporation, S Corporation	Section 6 - PDF Attachment - Required Section 7 - PDF Attachment - Optional
Exempt Organization	Section 6 - PDF Attachments - Specific Forms
Employee Benefit Plan	Section 2 - PDF Attachments

 **Note:** Section numbers for some return types vary slightly, depending on the tax year.

- If needed, double-click the **Code** field and select the applicable attachment code. If you are attaching a required PDF, the file name is automatically entered in the Attachment Name field. If the PDF is optional, enter the IRS or DOL attachment name.
- Double-click a blank **PDF File Name** box or, for Exempt Organization, **Attachment Location** box.

 **Note:** Only one PDF file can be attached to each section occurrence. If there are other PDF files already attached, click  at the top of the section to attach another PDF.

- On the Attach File window, do one of the following:
  - Select **Your machine or device** to browse to and select a PDF from a location on your machine or device, and then click **Open**.
  - Select **Document** to list the available PDFs that are stored for the client in Document. For clients that are not linked to Document, you are prompted to do so before continuing. Browse to and select a PDF from a Document location, and then click **Open**. PDF files for the return tax year display by default, if available, but you can browse to another Document location, if needed.

 **Notes:**

- The following conditions must be met:
    - Document is licensed and installed.
    - You are assigned the necessary Document permissions.
  - Files that are downloaded from Document are saved only in the tax return and not on your machine or device.
7. Select other applicable information in the PDF Attachments section, such as FS and State codes. Specific information for states that use the FS and State boxes is included in the states' instructions.
  8. To attach another PDF, click  at the top of the section, and then complete steps 4 - 7.
  9. Save the return.

 **Notes:** If you do not save the return, the PDF file is removed from the tax return.

## Additional Information

Refer to the following topics for information about PDF file requirements and viewing PDF files that are attached to a return:

*About PDF Attachments in Electronically Filed Returns* on page 290

*Viewing PDF Files Attached to a Return for Electronic Filing* below

## Viewing PDF Files Attached to a Return for Electronic Filing

To view the PDF files attached to a return, you must first add the View PDF Attachments button to the toolbar.

1. Select **Options > Customize Toolbar**.
2. Select **View PDF Attachments**.
3. Click **Add**.
4. Click **Close**.

You can view PDF files that are attached to a return by doing the following:



1. Click the **View PDF Attachments** button on the toolbar.
2. Select the PDF you want to view.
3. Click **View**.

 **Note:** Changes made to the PDF when opened from the View PDF Attachments window are not saved with the tax return.

## Deleting PDFs Attached to a Return

To delete a PDF file attached to a return, do one of the following:

- **Interview View**

- a. On Interview Form EF-PDF1, open the section that contains the PDF you want to delete.
- b. Click in the line for the PDF you want to delete.
- c. Select **Edit > Delete > Delete Record**.



**Note:** If you prefer, you can add the Delete Record button to your toolbar and use that button to delete the PDFs.

To delete all the PDF files attachments, delete Interview Form EF-PDF 1

- **Worksheet View**

- a. Open the **Federal > General > Electronic Filing worksheet**, and expand the section that includes the PDF you want to delete.
- b. If needed, use the arrows in the worksheet toolbar to navigate to the PDF you want to delete.
- c. Click **Delete**.

To delete all the PDF files attachments, open the section with the attachments and then select **Edit > Delete > Delete Section**. Deleting the entire Federal > General > Electronic Filing worksheet will also delete the worksheets.

## Exporting Returns and Extensions for Electronic Filing

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(Tax Preparation > File > Export > Electronic Filing)

Complete the process below only after you do the following:

- Designate the return for electronic filing. See *Preparing a Return or Extensions for Electronic Filing* on page 288.
- Verify that any attached PDF files included in the return meet the electronic filing requirements. See *About PDF Attachments in Electronically Filed Returns* on page 290 and *Viewing PDF Files Attached to a Return for Electronic Filing* on the previous page.
- Correct errors identified in the return diagnostics which disqualify the return for electronic filing. See *Viewing the Electronic Filing Diagnostic Report* on page 297.

If you are planning to request digital signatures during the export process and need more information about this option, see [CCH eSign Guides and References](#).

To export a return or extension for electronic filing to the Electronic Filing Status (EFS) system, do the following:



1. In Tax Preparation, click **Calc** to calculate the return.

2. Check the return's diagnostics to ensure that the return qualifies for electronic filing. If it does not qualify, use the diagnostics to determine the reasons for disqualification. If the return qualifies, it is prepared for release (authorization).
3. Select one of the following depending on the type of document you are exporting:
  - **File > Export > Electronic Filing > Return**
  - **File > Export > Electronic Filing > Extension**
  - **File > Export > Electronic Filing > New York IT-204-LL**
  - **File > Export > Electronic Filing > Report of Foreign Bank and Financial Accounts**
4. Select the return units to file electronically. Qualified units are selected by default. The units that were previously filed electronically were refreshed with the current electronic filing statuses when you opened the return.



**Notes:**

- You cannot select returns with Disqualified and Not Available statuses and they do not upload. But, they show in the Electronic Filing Status System so you can track the remaining returns to be filed.
  - The *Previous Electronic Filing Status* column displays the status of the electronic file and is updated when the return is opened and after the return is exported the first time. If the return is exported multiple times, the *Previous Electronic Filing Status* column is not updated until you close and reopen the return.
5. Do the following, if applicable:
    - If you are exporting an Individual return, select **Send for eSign** to request a digital signature for authorization forms. The CCH eSign package consists of e-file signature authorization forms, the client copy of the return, any user attached PDFs, and any requested filing instructions. The CCH eSign package cannot exceed 20 MB or 2,000 pages. If the CCH eSign package exceeds 20 MB, you are given the option to exclude user attached PDFs to reduce the file size. If the CCH eSign package exceeds 2,000 pages, return information cannot be sent to CCH eSign, regardless if the file size is under 20 MB.
    - Select **Publish eSigned copy to Portal** to send the document to Portal after it has been signed.
  6. Click **Export**.
  7. If there are no PDF files attached to the return, skip to step 8.

If PDF files are attached to the return (required for Corporation, S Corporation, Partnership, or Exempt Organization returns), a list of PDF file names, modified dates, categories (*Required* or *Optional*), and associated forms displays.
  8. Click **Export**.
  9. On the *Electronic Filing Options* dialog, select whether or not to print the forms you are electronically filing.

- If you do not want to print the forms, select **Export to electronic filing only**.
- To export the forms for print, select **Export to electronic filing and print**, and then select the print options.
  - i. Select a print destination.
  - ii. For PDF files only, choose the watermark to display in the print background. The watermark options are Confidential, Copy, Do Not File, Draft, and File Copy. Watermarks can be added or deleted by office group in **Configure Applications > Tax Preparation > Print Options** from Office Manager.
  - iii. Select **Print Portal** to transfer the file directly to Portal. This option is enabled only if:
    - your firm is licensed for Portal.
    - you have been granted access to this option.
    - a PDF print option is selected.
  - iv. If you are not using TrueType fonts and are printing to a printer, click **Load Fonts** to download fonts to the selected printer.
  - v. Click **OK**. If you selected *To PDF file* or *To PDF file and to printer*, the *Save PDF Files As* dialog displays. Do the following:
    - a. If needed, change the folder where the PDF will be created, by entering a location in the *Save in* field.
    - b. If needed, change the file name, by entering the file's new name in the *E-file Document* field.
    - c. Click **Save**.

 **Note:** If you click **Cancel** on the *Electronic Filing Options* dialog, the export and/or print for electronic filing is canceled. No forms or files are produced. You must run the export process again to electronically file and/or print this return.

10. Select your connection type from the list.

11. Select one of the following options:

- **Upload and hold**. Uploads the selected return to the Electronic Filing Status System and holds the return for manual release to the taxing authority.
- **Upload and release**. Uploads the return to the Electronic Filing Status System and releases the return to the taxing authority automatically.

 **Note:** This option is not available if you selected Send for eSign.

 **Note:** Beginning with tax year 2018 electronic filing, most states require you to install the latest version of the Tax software within ten business days of the deployment of the next release. When a software release contains an update for a participating state, that state will not accept returns that are transmitted after the ten business day limit. In this case, the return is considered expired and you must calculate the return on the latest version.

12. Click **Start**. If signature forms have been prepared and you did not select Send for eSign, you are prompted to print the required signature forms.
  - An IRS or DOL formatted file is created and uploaded. For Individual returns, a fileable Form 8879 or authorization form prints. For Partnership, Corporation, S Corporation, Fiduciary, and Exempt Organization returns, a fileable Form 8879-PE, 8879-B, 8453-PE, 8453-B, Form 8879-F, Form 8879-C, Form 8879-S, Form 8453-FE, or Form 8879-EO prints.
  - After the IRS-formatted file is created, fileable Form 8879 or authorization forms can be printed until the return is recalculated using the Selective Pages or Entire Return print option in Tax.
  - If an electronic return is recalculated, a non-fileable message appears on the respective Form 8879 or authorization form until you generate a new electronic return file. An export of a tax return overwrites a previously exported file for that return.

 **Notes:**

- Refer to the [Electronic Filing Guides](#) for complete details on forms affecting electronic filing, filing deadlines, and special considerations for electronically filing consolidated, short year, and superseding returns.
- See *Obtaining Authorization Form Signatures* on page 301 for signature options.
- See *About the Electronic Filing Status System* on page 301 for information about verifying the filing status after returns are exported.

## Viewing the Electronic Filing Diagnostic Report

(Tax Preparation > File > Print > Preparer Reports > Diagnostics)

If a return is disqualified, you can view or print a diagnostic report detailing why the return was disqualified.

Use this procedure to view or print a diagnostic report:

1. In Tax Preparation, select **File > Print > Preparer Reports**.
2. Choose **Diagnostics**.
3. If you want to view the report, select the **View report** box and click **OK**. Otherwise, click **OK** to print the diagnostic report.
4. On the *Print Options* screen, select **Mask** if the Bank Account, SSN, and EIN should be masked. Select **Print only open diagnostics** to only print open diagnostics with the return.  
The diagnostic report indicates whether the return qualified for electronic filing. If the return did not qualify, the reason is included in the diagnostics. You can reprocess the return with the appropriate corrections or, if necessary, file a paper return.
5. Click **Close** to close the *Diagnostics* window.

 **Note:** You can also select **Review > Interactive Diagnostics** or click the diagnostics toolbar button to view the diagnostics and move interactively to a section of a return discussed in the diagnostic. Select **File > Print > This Page** to print the diagnostic report.

## Exporting Specialized State Estimates

The state of Alabama requires tax preparers to upload estimated tax payments directly to the Alabama state tax authority website. To accommodate this requirement, Tax provides the capability of exporting specialized state electronic files for Alabama tax returns.

Do the following to print estimated tax payments and vouchers, and create a text (TXT) file that you can upload to the Alabama tax authority:

1. Open the Alabama specialized state estimated payment Individual, Corporation, or S Corporation tax return.
2. Select **Y** on one of the following form boxes or worksheets:

Return Type	Form, Box	Worksheet
<b>Individual</b>	AL2, Box 32	Federal > General > Electronic Filing > State > Specialized State Electronic Filing
<b>Corporation</b>	AL1, Box 77	States > Alabama > Alabama Corporation (20C) and Privilege Tax (PSA) > General > Basic Data
<b>S Corporation</b>	AL2, Box 56	States > Alabama > Alabama Income (20S), Composite (PTE-C), and Business Privilege (PPT) > General > Basic Data

3. On the same form or worksheet, enter the date of withdrawal to use for each quarter, if different than the due date for that quarter.
4. Calculate and save the return.
5. Qualify the return for electronic filing using the Diagnostics report.
6. Select a **Specialized State Estimate** export option. Only the current and subsequent quarters are available.
7. Select or enter the number of estimated tax payment and voucher copies. You can print from one to nine copies if you are printing to a printer. Only one copy can be sent to a document imager, PDF, or TIFF file.
8. Select a print destination.

Destination	Description
<b>Printer</b>	Defaults to the printer configured in Printer Setup or your last selected printer. You can select another device from the list of installed printers, if needed.
<b>Document Imager</b>	Available if Printer Setup contains a document imager driver configuration.
<b>PDF</b>	Prints one copy to a Portable Document Format (PDF) fixed-layout electronic file.
<b>TIFF</b>	Prints one copy to a Tagged Image File Format (TIFF) graphics electronic file.

Destination	Description
<b>Printer and PDF</b>	Creates a PDF file containing one copy of the return and prints up to nine copies of the return to the printer configured in Printer Setup.
<b>Printer and TIFF</b>	Creates a TIFF file containing one copy of the return and prints up to nine copies of the return to the printer configured in Printer Setup.

- Select a watermark to print in the document background, if needed, diagonally from the lower-left to the upper-right corner of the page.
- If you are creating a PDF or TIFF file (with or without printing to a printer), enter a file name or click **Browse** to select the file location and name. Or accept the default location and name, which can be the previously entered value or the default path and file name.
- Click **Print** or another command.

Option	Description
<b>Print</b>	Initiates the print process.
<b>Preview</b>	Displays the print items in a new window to preview. You can also start the print process on the Preview window.
<b>Cancel</b>	Closes the window without saving the settings.

- Click **OK** on the message notifying you of the specialized state electronic estimated file location. Specialized state electronic files are created in a text (TXT) format.

The Alabama state website opens in a browser window, allowing you to upload the text file.

## Exporting Specialized State Extensions

The state of Alabama requires tax preparers to upload extension tax payments directly to the Alabama state tax authority website. To accommodate this requirement, Tax provides the capability of exporting specialized state electronic files for Alabama tax returns.

Do the following to print authorization forms and create a text (TXT) file that you can upload to the Alabama tax authority:

- Open the Alabama specialized state extension payment Individual, Corporation, or S Corporation tax return.
- Select **Y** on one of the following form boxes or worksheets:

Return Type	Form, Box	Worksheet
<b>Individual</b>	AL2, Box 31	Federal > General > Electronic Filing > State > Specialized State Electronic Filing
<b>Corporation</b>	AL1, Box 76	States > Alabama > Alabama Corporation (20C) and Privilege Tax (PSA) > General



Return Type	Form, Box	Worksheet
		> Basic Data
<b>S Corporation</b>	AL2, Box 55	States > Alabama > Alabama Income (20S), Composite (PTE-C), and Business Privilege (PPT) > General > Basic Data

- Calculate and save the return.
- Qualify the return for electronic filing using the Diagnostics report.
- Select a **Specialized State Extension** export option.
- Select or enter the number of authorization form copies. You can print from one to nine copies if you are printing to a printer. Only one copy can be sent to a document imager, PDF, or TIFF file.
- Select a print destination.

Destination	Description
<b>Printer</b>	Defaults to the printer configured in Printer Setup or your last selected printer. You can select another device from the list of installed printers, if needed.
<b>Document Imager</b>	Available if Printer Setup contains a document imager driver configuration.
<b>PDF</b>	Prints one copy to a Portable Document Format (PDF) fixed-layout electronic file.
<b>TIFF</b>	Prints one copy to a Tagged Image File Format (TIFF) graphics electronic file.
<b>Printer and PDF</b>	Creates a PDF file containing one copy of the return and prints up to nine copies of the return to the printer configured in Printer Setup.
<b>Printer and TIFF</b>	Creates a TIFF file containing one copy of the return and prints up to nine copies of the return to the printer configured in Printer Setup.

- Select a watermark to print in the document background, if needed, diagonally from the lower-left to the upper-right corner of the page.
- If you are creating a PDF or TIFF file (with or without printing to a printer), enter a file name or click **Browse** to select the file location and name. Or, accept the default location and name, which can be the previously entered value or the default path and file name.
- Click **Print** or another command.

Option	Description
<b>Print</b>	Initiates the print process.
<b>Preview</b>	Displays the print items in a new window to preview. You can also start the print process on the Preview window.
<b>Cancel</b>	Closes the window without saving the settings.

- Click **OK** on the message notifying you of the specialized state electronic extension file location. Specialized state electronic files are created in a text (TXT) format.

The Alabama state website opens in a browser window, allowing you to upload the text file.

## Other Electronic Filing Information

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Refer to the [Electronic Filing Guides](https://support.cch.com/updates/ELF/guides_references.aspx) (https://support.cch.com/updates/ELF/guides\_references.aspx) on our Customer Support website for details on the following:

- Electronic filing form availability (ELF QuickLook)
- Filing deadlines
- Considerations for electronically filing consolidated, short year, amended, and superseding returns
- California and Arkansas magnetic media file creation
- New Jersey NJ-1080-C diskette file creation

## Obtaining Authorization Form Signatures

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Taxpayers and, if applicable, spouses must sign the following authorization forms before returns can be released to taxing authorities:

- Form 8879-PE, 8879-B, 8453-PE, or 8453-B for a Partnership return
- Form 8453-F or 8879-F for a Fiduciary return
- Form 8879-EO or 8453-EO for an Exempt Organization
- Form 8879 for an Individual return
- Forms 8879-C and 8879-S for Corporation and S Corporation returns

The taxpayer and ERO are required to sign a return with a PIN entered on the General > Electronic Filing worksheet or Interview Form EF-1.

For Employee Benefit Plan returns, the General > Electronic Filing worksheet and Interview Form EF-2 should contain PINs and EFAST2 IDs for the Administrator, Sponsor, and DFE, or the Service Provider and a PDF scan of the signed signature page.

You have two methods of obtaining signatures:

- Obtain paper signatures. Print the return signature forms to send to the taxpayer and, if applicable, spouse for a paper signatures. You can print the authorization forms to obtain paper signatures before or after exporting the return.
- Obtain digital signatures. Send the return to CCH eSign to obtain digital signatures. This option is provided during the export process. For more detailed information, see [CCH eSign Guides and References](#).

## About the Electronic Filing Status System

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The web-based Electronic Filing Status System allows you to view and check the status of all your electronically filed returns, and release returns to taxing authorities. Diagnostic and support tips in the

Electronic Filing Status System explain any rejection codes in clear terms.

The system provides information about filing requirements for each state and up-to-the-minute actual or projected release dates by product for each federal and state form, ensuring you are current with IRS filing compliance. In addition, you can download filing instruction guides.

The Electronic Filing Status System provides the following capabilities, and much more:

- Export returns from Tax to the Electronic Filing Status System
- Release returns to taxing authorities
- Track e-file status
- Review reports for alerts, errors, and rejections
- Link to Support references
- Access the Electronic Filing Status System 24/7
- Send email reminders to clients who have not returned a completed signature form
- Manage Electronic Filing Identification Numbers (EFIN)
- View Vendor Control Numbers (VCN)

## Related Topics

*Accessing the Electronic Filing Status System* below

*Accessing Electronic Filing Support* on the next page

## Accessing the Electronic Filing Status System

To launch the Electronic Filing Status System, your administrator must have granted you access rights to the Electronic Filing Status System in Office Manager > Configure Staff. You also must have a single sign on (SSO) login.

### **Notes:**

- If you are using Microsoft® Internet Explorer® 11.x, add the following sites as trusted sites in your Internet options: <https://tc.tcsso.cchgroup.com> and <https://efile.prosystemfx.com>.
- You must have a minimum resolution of 1024 x 768 to view the Electronic Filing Status System properly.

To access the Electronic Filing Status System, do one of the following:



- Select **Manage > Electronic Filing Status** or click **Electronic Filing Status** on the toolbar. If your Tax user ID and your SSO login have been linked, the Electronic Filing System window displays; otherwise, you are required to enter your Single Sign On (SSO) to access the application.

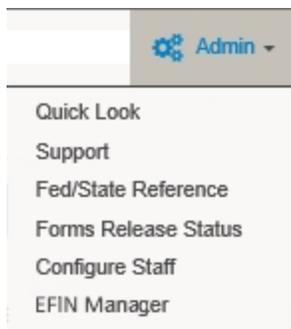
 **Note:** If you are prompted to log in manually, see your administrator about linking your Tax user ID and your SSO login using **Tools > Link SSO for Electronic Filing Status** in Office Manager. When your user ID and SSO login are linked, you will be logged in to the

 Electronic Filing Status System automatically when you access the system from within Tax.

- Enter the following URL in your web browser: [efile.prosystemfx.com](http://efile.prosystemfx.com).

## Accessing Electronic Filing Support

The Electronic Filing Status System provides direct links to our [Customer Support](#) site as well as staff configuration and Electronic Filing Identification Number (EFIN) management. Click **Admin** on the toolbar and select from the options below.



- Select **Quick Look** to review the availability of each tax product and taxing authority for the different types of electronic filing, such as amended, consolidated, combined, extensions, and magnetic filing. See [Accessing ELF Quick Look](#) for more information.
- Select **Support** access our Customer Support site and search our Knowledge Base for additional information.
- Select **Federal/State Reference** to look up information for the e-file coordinator for each taxing authority, as well as other general e-filing information.
- Select **Forms Release Status** to look up information for the forms for each taxing authority, such as form number, anticipated release available, and the current form status.
- Select **Configure Staff** to review staff default settings. This option displays if you are granted the functional right to configure staff.
- Select **EFIN Manager** to manage EFIN data for your firm and view the associated Vendor Control Numbers (VCNs).

 **Note:** EFIN Manager is not listed on the Admin menu if the grid in the active tab is filtered to display All offices.

For information about using EFIN Manager, refer to the Help topics in the Electronic Filing Status System

## Electronic Filing Guides

The [Electronic Filing Support page](#) includes links to the following electronic filing guides:

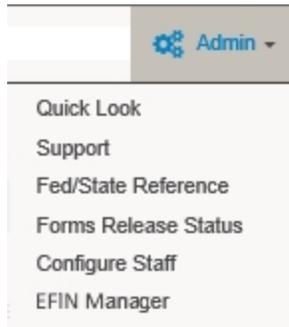
- Electronic Filing Guide
- Deadline Guide
- Electronic Filing Consolidated and Other Returns Guide

## Viewing Electronic Filing Approval and Availability

Refer to ELF Quick Look for a complete list of the federal, state, and city returns that can be electronically filed for each taxing authority.

After you log in to the Electronic Filing Status System, do the following to view ELF Quick Look:

1. Click **Admin** on the toolbar and select **Quick Look** from the menu. The [Customer Support](#) site opens.



2. Enter your **E-Mail Address** and **Password**.
3. Click **Sign In**.
4. Click **Download** next to Elf Quick Look to open the PDF.

You can also access [ELF Quick Look](#) directly from our [Product Support](#) site.

## Other Electronic Filing Information

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Refer to the [Electronic Filing Guides](https://support.cch.com/updates/ELF/guides_references.aspx) (https://support.cch.com/updates/ELF/guides\_references.aspx) on our Customer Support website for details on the following:

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## Status of State eSign Approval of Authorization Forms

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### State Pending Electronic Signature Approval

New York is the only remaining state that requires signed signature documents but does not allow electronic signatures.

### States That Allow Electronic Signature or do not Require a Signature or Filing

Electronic Signature Allowed	State Signature Document Not Required	No Individual Income Tax Return States
Alabama	Connecticut	Alaska
Arizona	Hawaii	Florida
Arkansas	Idaho	Nevada
California	Kansas	South Dakota
Colorado	Maine	Washington
Delaware	Minnesota	Wyoming
District of Columbia	Montana	
Georgia	Nebraska	
Illinois	New Hampshire	
Indiana	North Carolina	
Iowa	North Dakota	
Kentucky	Ohio	
Louisiana*	Rhode Island	
Maryland	Tennessee	
Massachusetts	Texas	
Michigan	Utah	
Mississippi	Wisconsin	

Electronic Signature Allowed	State Signature Document Not Required	No Individual Income Tax Return States
		Missouri
		New Jersey
		New Mexico
		Oklahoma
		Oregon
		Pennsylvania
		South Carolina
		Vermont
		Virginia
		West Virginia*

**\*States with Conditions**

- **Louisiana**. Not allowed for non-resident returns or when filing as state-only
- **West Virginia**. Not allowed when filing as state-only