Wolters Kluwer
When you have to be right

CCH® ProSystem *fx*®

Tax User Guide

January 2023

Introduction

CCH ProSystem *fx* Tax is the professional software system that integrates and manages your tax processing and office administration. CCH ProSystem *fx* combines comprehensive tax capabilities and office management applications with the latest Windows® and internet technology to offer you the most advanced tax compliance software available.

In addition to this guide, the *CCH ProSystem fx Tax Quick Start Guide for Worksheet* and the *CCH ProSystem fx Tax Quick Start Guide for Interview* are available to walk you through the creation and printing of a sample tax return. You can access the Tax Quick Start Guides through our Knowledge Base article at https://support.cch.com/kb/solution.aspx/000076329. You can also use the CCH ProSystem *fx* Tax Help to become familiar with the features offered in CCH ProSystem *fx* Tax applications.

Highlights of CCH ProSystem *fx* Tax

Some of the key features of CCH ProSystem *fx* Tax include the following:

- **Internet Communications**. You can use the latest internet technology to communicate with the data center when purchasing authorizations or sending files or returns to Support for analysis.
- **Updating from the Internet**. You will receive a notification any time an update to Tax is available. Open Software Delivery Manager to download updates from the internet. You can also update your licensing from the internet by downloading an updated permission key.
- **PDF/Fax/Document Imager Print Capabilities**. In addition to printing to a printer, you have the flexibility to print to a PDF file, a fax, a document imager, or a combination of outputs. When printing to a PDF file, you can add a watermark to the document background.
- **Print Preview Capability**. You can preview the different copies, Accountant, Government, Client, and K-1, within a return before printing the return.
- **Flexible Views and Options**
    - **List view control**. Changes the sort order of multi-column lists when you click the appropriate column header. You can also change the size of columns by dragging the heading separation bars.
    - **Custom toolbar**. Allows you to move, resize, dock, and organize the Tax Preparation toolbar.
    - **Right-click menus**. Provides easy access to processing options.

- **Enhanced Form Views**. Using interview forms in Tax Preparation, you view and input data in a WYSIWYG or "what-you-see-is-what-you-get" view that permits you to see and work with a form as it will look when printed. Zoom features can be used to adjust the form size.
- **Enhanced Data Entry with Worksheets**. In Tax Preparation, you can view and input data on interview forms or worksheets. Worksheet View is an additional data entry method to the interview forms. You can enter information into worksheets necessary to complete a government form, or a coordinated group of government forms.

  Worksheets are organized into categories and are accessed through the Worksheet Menu located below the Tax Preparation toolbar, or by selecting the **Forms List** button or **View > Full Window Worksheets List**.

  - Selecting a category title from the Worksheet Menu produces a drop-down menu of worksheets. For example, selecting Business from the *Income* category in an Individual return causes the Schedule C worksheet to display.
  - Selecting the Forms List button produces a list of worksheets available depending on the return type selected.

  To aid in data entry, worksheet sections can be expanded or collapsed. When sections are collapsed, the amount of scrolling required to move up or down a worksheet is reduced.
- **Forms Selection Displays**. The Full and Split Window Forms Trees greatly enhance form navigation by allowing you to view and select folders and forms in a tree formation. The Split Window format allows you to view the forms tree and the selected form at the same time. Both formats have a search function, enabling you to quickly locate forms.
- **Viewing Only Forms or Worksheets with Data**. You can choose to display only forms or worksheets containing data.
- **Prior-Year Amounts Displayed in Interview View and Worksheet View**. When using Interview View or Worksheet View, you can display prior-year amounts on forms. The option to select this presentation is made when recalling Pro Forma in Tax Preparation or Production Processing.
- **AutoText Descriptions**. In Tax Preparation, you can create picklists for description fields at the return or firm level, reducing the need for repetitive data entry in description fields.
- **Windows® Print**. You can print using Windows® TrueType fonts or the CCH ProSystem *fx* fonts. Selecting TrueType fonts eliminates the need to load fonts with each print request.
- **Import/Export to Excel® Spreadsheet Files**. Standard spreadsheet templates are available to import and export K-1 information to and from Partnership, S Corporation, and Fiduciary returns. Spreadsheets can be imported as often as necessary, saving hours of data entry time. Standard spreadsheets are also available to import and export apportionment data to and from Corporation, S Corporation, and Partnership returns.
- **Streamlined Access to Statements**. A form's statements can be accessed quickly and easily by choosing **This Form's Statements** from the toolbar or **Review** menu in Tax Preparation. Statements associated with a specific line can also be viewed by selecting statement buttons that display within form lines when additional detail is available, or when the line input data has exceeded the available input space.
- **Access to the CCH ProSystem *fx* Web Links**. The CCH ProSystem *fx* on the Web list of internet links can be accessed from the Help menu in any of the following applications: Tax

Preparation, Client Manager, DataScan Plus, Engagement Plus, Production Processing, and Office Manager.

- **Links to IRS or State Instructions and Research Information**. Use the **Gov't Form Instructions** option on the Help menu in Tax Preparation to link directly to the IRS or state form instructions when using government forms for data entry. Search an extensive library of up-to-date federal, state, and international tax information on CCH® IntelliConnect® or CCH® AnswerConnect websites by selecting the **U.S. Master Tax Guide** link on the **Help** menu.

- **Multi-Tasking**. Tax Preparation permits you to multi-task by allowing up to eight returns to be open simultaneously in Interview View or four returns simultaneously if using Worksheet View.

- **Customized Letters**. You can review and customize letters and filing instructions for an office group in Office Manager. If Office 2003 or a later version of Word is installed, you can edit transmittal letters and filing instructions on a per-return basis in Tax Preparation.

- **Multiple Office Check-in/Check-out**. This feature permits an office to be configured as a host that functions as a repository for tax returns. Other offices configured as remote sites can check tax returns in and out from the host office as needed. Each office can maintain separate billing records and in-depth reporting/tracking capabilities.

About the CCH ProSystem *fx* Tax User Guide

This guide includes the following chapters:

- Chapter 1, **Planning Your System**, helps you plan for optimal installation, maintenance, and performance. This chapter covers system and printer configuration, network information, performance tips, and includes a preseason checklist.

- Chapter 2, **Installation**, provides installation instructions for the tax program and tax products. It also explains how to set up a workstation, calc server, and laptop environment.

- Chapter 3, **Office Manager**, shows you how to set up firm, office group, and staff information. Office Manager helps you perform system "housekeeping tasks," such as backing up client and return data, checking files in and out, and deleting files.

- Chapter 4, **Tax Preparation**, explains the process of completing and managing your tax returns, introduces you to an extensive number of product features, and walks you through setting user preferences and defaults.

- Chapter 5, **Import/Export Functions**, describes the various methods of importing data to returns in Tax Preparation and of exporting data to other applications.

- Chapter 6, **G/L Direct**, describes the methods used to import, modify, and process trial balance data in Tax Preparation.

- Chapter 7, **Production Processing**, helps you complete tasks associated with production activities, such as processing returns for batch calculation. It provides instructions on printing, creating, and customizing returns using Pro Forma and Client Organizers.

- Chapter 8, **Communications**, shows you how to access your data center and download authorizations using the internet.

- Chapter 9, **Electronic Filing**, explains how to configure electronic filing settings, create electronic files, as well as how to file and view the status of electronic returns.

- Chapter 10, Client Manager & To Do List, shows you how to establish, organize, and manage the centralized client database, which is available if you have licensed Client Manager. It also describes the To Do List, which helps you organize office tasks.
- Chapter 11, ProSystem *fx* Practice or Project Interface, describes how to set up and maintain the ProSystem *fx* Practice or Project interface.
- Chapter 12, DataScan Plus, provides instructions for scanning your database to extract information for reports, labels, export files, or batch processing lists.
- Chapter 13, Engagement Plus, explains how to monitor the progress of your firm's client-related engagements.
- Appendix A, Remote Processing, shows how to configure your firm and laptops for remote processing and return check-in/check-out.
- Appendix B, Error Recovery, describes potential problems to be aware of when using CCH ProSystem *fx* Tax, and what can be done to resolve them.
- Appendix C, BNA Exception Table, features a chart defining the data exported from CCH ProSystem *fx* Tax to BNA.

Conventions

To help you locate and interpret information easily, this guide uses consistent visual cues and a few standard text formats.

- To clarify the paths to menu functions, the following convention is used in parentheses below heading titles:

  (Office Manager > Delete Client Data > All Tax Return Data > Specific Client)
- Specific entries to be made by the user appear in bold lettering. For example: Enter **Setup**.
- Italics are used for references to guide sections, dialog names, and data entry fields. For example: You can drag and drop returns to the *Returns selected for printing* box.
- Note, Tip, or Warning contains important additional information about the preceding text.

Drag-and-drop functionality is available for most selection processes, allowing you to drag the selected items to the appropriate area.

- To select consecutively listed client files, select the first file, press and hold the **Shift** key, and then select the last client file.
- In some applications, such as the To Do List, you can select consecutively listed client files by selecting the check box of the first client file you want and dragging the cursor to the check box of the last client file.
- To select non-consecutively listed items, hold down the **Ctrl** key and click each item you want to select. Do not release the **Ctrl** key until you finish selecting items.

Function Keys

This guide assumes you are familiar with the Windows® 8.1 or Windows® 10 environment and you are using a mouse with Windows®. However, the keys you can use within dialog boxes to edit text and

move the cursor are listed in the following sections. This information can also be found in the Help system of each CCH ProSystem *fx* application.

Dialog Box Keys

Use the following keys within dialog boxes:

Key(s)	Function
Tab	Moves from option to option, left to right and top to bottom.
Shift + Tab	Moves from option to option in reverse order.
Alt + letter	Moves to the option or group whose underlined letter matches the one you type.
Up Arrow, Down Arrow, Left Arrow, or Right Arrow	Moves the cursor from option to option within a group of options, or moves the cursor up, down, left, or right within a list or text box.
Home	Moves to the first item or character in a list or text box.
End	Moves to the last item or character in a list or text box.
Page Up or Page Down	Scrolls up or down a list box, one window at a time.
Alt + Down Arrow	Opens a drop-down list box.
Alt + Up Arrow	Closes a drop-down list box.
Spacebar	Toggles between selecting and canceling a selection in a list box or selecting and clearing a check box.
Shift + Up Arrow, Down Arrow, Left Arrow, or Right Arrow	Extends the selection in a text box.
Shift + Home	Extends the selection to the first character in a text box.
Shift + End	Extends the selection to the last character in a text box.
Enter	Executes a command, or chooses the selected

Key(s)	Function
	item in a list box and executes the command. In Tax Preparation only, Enter moves the cursor to the next field.
Esc or Alt + F4	Closes a dialog box without completing the command.
F1	Accesses the Help file for the dialog box.
F2	Deletes data from fields using a blinking triangle as an insertion point.
F3	Loads the current date to fields using a blinking triangle as an insertion point.

Text Editing Keys

Key(s)	Function
Backspace	Deletes the character to the left of the insertion point, or deletes selected text.
Delete	Deletes the character to the right of the insertion point, or deletes the selected text.
Ctrl + X	Deletes the selected text and places it on the Clipboard.
Ctrl + V	Inserts text from the Clipboard to the active window.
Ctrl + C	Makes a copy of the selected text and places it on the Clipboard.
Ctrl + Z	Undoes the previous editing operation.

Cursor Movement Keys

Use the following keys to move the cursor or insertion point in data entry fields:

Key(s)	Function
Up Arrow	Moves up one line.

Key(s)	Function
Down Arrow	Moves down one line.
Right Arrow	Moves right one character.
Left Arrow	Moves left one character.
Ctrl + Right Arrow	Moves right one word.
Ctrl + Left Arrow	Moves left one word.
Home	Moves to the beginning of the line.
End	Moves to the end of the line.
Page Up	Moves up one window.
Page Down	Moves down one window.
Ctrl + Home	Moves to the beginning of the line, list, or grid.
Ctrl + End	Moves to the end of the line, list, or grid.

Tax Preparation Keys

There are some keys that have special functions within the Tax Preparation application.

Keys Used to Edit Data in Returns

Key(s)	Function
Ctrl + N	Creates a new return.
Ctrl + O	Opens the *Open Return* dialog.
Ctrl + S	Saves data entered.
Enter	Moves the cursor to the next field.
Ctrl + D	Switches view to the active form's supporting statements.
Ctrl + R	Calculates an entire return.
F1	Accesses field-level Help.

Key(s)	Function
F2	Accesses form-level Help.
F3	Accesses government form instructions.
F4	Displays a calendar or value dialog box at fields where you can enter a date or a value.
Ctrl + A	Opens the Microsoft® Windows® Calculator.
Ctrl + P	Opens the *Print* dialog.
Ctrl + T	Inserts or deletes a tick mark.
Ctrl + L	Displays the list in an amount or grid field.
Ctrl + K	Links to a field from an interactive report.
Alt + F4	Closes Tax Preparation.

Keys Used with the Forms List or Forms Trees

Key(s)	Function
Ctrl + F	Opens or closes the forms list or forms tree.
Backspace	Moves to the parent folder.
Numeric keypad +	Opens the highlighted folder in the forms tree.
Numeric keypad -	Closes the highlighted folder in the forms tree.
Numeric keypad *	Opens the highlighted folder and subfolder in the forms tree.
Shift + Numeric keypad +	Opens all folders.
Shift + Numeric keypad -	Closes all folders.
Right Arrow	Opens the current folder, if not open; otherwise, moves to the first form.
Left Arrow	Closes the current folder, if open; otherwise, moves to the parent folder.

Keys Used to Move between Windows

Key(s)	Function
F6	Moves the focus between panes.
Ctrl + F6	Switches between windows.
Shift + Ctrl + F6	Switches between windows in reverse order.

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Chapter 1

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

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 at https://support.cch.com/kb/solution.aspx/sw4105.

Printer Configuration

Printer configuration and compatibility information can be found in our Printer Compatibility Knowledge Base article 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 at https://support.cch.com/contact.

Pre-Season Checklist

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

☐ Load the Organizer and Pro Forma releases.

☐ Check Tax Preparation Configuration for new *Organizer* or *Pro Forma* options (Office Manager > Configure Applications > Tax Preparation).

☐ Customize Organizers (Production Processing > Process Client Organizers > Customize Organizer).

☐ Calculate and print Organizers (Production Processing > Process Client Organizers > Print Organizers).

☐ Pro forma existing default returns (Production Processing > Process Pro Forma > Pro Forma default returns).

☐ Create Pro Forma roll over data files (Production Processing > Process Pro Forma > Create Pro Forma).

☐ Print Pro Forma, if desired (Production Processing > Process Pro Forma > Print Pro Forma).

☐ Run System Rebuild in Office Manager.

☐ Load the latest 2022 release.

☐ Update Tax Preparation Configuration for new 2022 Master File options. (Office Manager > Configure Applications > Tax Preparation).

☐ Configure interfaces including Accounting Bridges, CCH® 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

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® – Network Version

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

Return to client data worksheet to load client file X:\itwin\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.

Calc Server

The Calc Server is counted as a user for purposes of usage and licensing.

CCH Client DataXchange

The ability to import and export with CCH Client DataXchange in Tax Preparation requires that the Microsoft® 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.

DataScan Plus and CCH ClientRelate

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.

Disk Compression Routines

If you plan to use disk compression routines, you should maintain the following subdirectories on a non-compressed drive:

- \WFX32\CLIENT (and all subdirectories under \CLIENT)
- \WFX32\CUSIPDB
- \WFX32\DATABASE
- \WFX32\DATASCAN
- \WFX32\DOC
- \WFX32\TMP

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 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.

Menus

Users must be able to access the command prompt. CCH cannot provide support if users cannot reach the command prompt.

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).

It may be necessary for our program to make registry entries and install system DLL files into the Windows® System directory during installation and workstation setup.

To ensure files are properly updated, log on to your workstation as an administrator user prior to performing installation or running the workstation setup program. Restricted users may not have sufficient rights to properly install these system files.

Once the installation or workstation setup process has completed, you should reboot the PC to ensure files are properly initialized.

Chapter 2

CHAPTER 2 - INSTALLATION

CCH ProSystem *fx* Office products include Tax Preparation, Office Manager, Production Processing, Communications, and, if licensed, Client Manager, DataScan Plus, Engagement Plus, Electronic Filing, G/L Bridge, G/L Direct, GainsKeeper Pro, To Do List, CCH® ProSystem *fx*® Fixed Assets, CCH® ProSystem *fx*® Planning, CCH® ProSystem *fx*® Engagement, and CCH® ProSystem *fx*® Trial Balance.

Chapter 1 - Planning Your System on page 1 provides or directs you to important information about hardware and software requirements for standalone and network systems. We recommend that you read Chapter 1 before you install CCH ProSystem *fx* Tax or set up workstations.

Installation Overview

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.

⚠️ **Important!** The installation removes tax year programs and files that are 10 years or older. Refer to *Archiving 10 Year Files* on page 8 for more information.

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 22 for instructions on setting up workstations.

- A workstation to serve as a **calculation server**. See *Calc Server Setup* on page 24 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 25 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 37, 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.

What Installation Does

The installation program does the following:

- Sets up the CCH ProSystem *fx* Tax program group, icons, and shortcut folder (optional).
- Adds appropriate lines to the Windows® registry.
- Creates a CTX.INI file that communicates database directory information about CCH ProSystem *fx* Office products to Windows®.
- Copies all selected files to the assigned drives of your hard disk or file server.
- Removes tax programs and archives return data files more than 10 years old. For removal information, see *Archiving 10 Year Files* on page 8.

General Installation Guidelines

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

- Close all open applications.
- Disable Active Virus Scanning.
- 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.

Information specific to the different network systems with which CCH ProSystem *fx* Tax is compatible can be found in *Chapter 1 - Planning Your System* on page 1. Please read this material before installing CCH ProSystem *fx* Tax or setting up workstations.

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.

Archiving 10 Year Files

Before you install this release, you must move any 2012 tax return files to a different installation of CCH ProSystem *fx* Tax. Doing so will ensure that you can access these returns at a later time. If 2012 tax return files are detected on your system during installation, a message displays, prompting you to remove 2012 tax years, prior to and including tax year 2012.

> Note: If you need to integrate 2012 tax return files into another installation of CCH ProSystem *fx* Tax, you can get instructions on our [Customer Support Knowledge Base](https://support.cch.com/kb) at https://support.cch.com/kb.

To remove 2012 tax years, do the following:

1. Follow the instructions in *Downloading Releases* on the next page.

   A message displays, indicating that you must remove 2012 tax files before continuing with the installation.

   ### Important!

   - All users must exit the system before the removal process continues.
   - Users are unable to access the system while the 10 Year Utility removal process is in progress.

2. Select **Continue**.

   The backup and removal process begins.

   Once completed, a message displays, indicating that all files have been removed successfully.

3. Select **OK**. Continue with the installation.

   > Notes:

   - The return data files are moved from the current *X:\Wfx32* client folder to the *X:\Wfx32\10Yr* folder. A separate year-specific folder will be created for each year.
   - The backup folders will contain all the return files and client profiles for the selected year, in addition to some system files that are needed if the files are opened in the future.
   - You can choose to remove only 2012 files. However, we recommend that you select the latest year. The utility will automatically move your prior years as well.

Installing Software Delivery Manager

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**.

See *Downloading Releases* below to continue with the installation.

Downloading Releases

To view or download releases, do the following:

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

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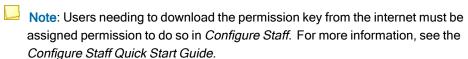
Tips:

- 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*.

   - Use previously installed permission key. This option is not available for the first installation.
   - 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.
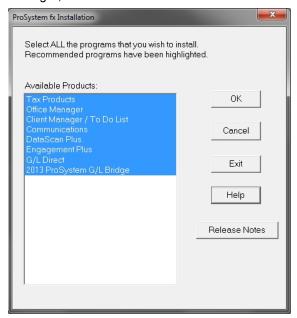
   Tip: We recommend leaving the *Check available disk space for installation* box selected. The installation program will check space availability before beginning installation to get an accurate reading of disk space. If the disk space check box is not selected, the system assumes the drive has enough 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.
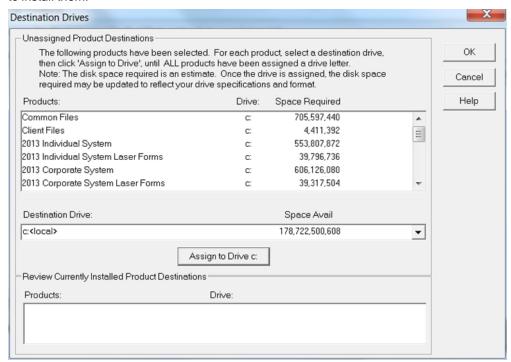
- Click the **Release Notes** button to display installation information for this release. You are able to view or print Release Note topics.

4. Once the products to be installed have been selected, click **OK** to proceed. The *2022 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.

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*.

Installing the First CCH ProSystem *fx* Tax Release of the Year

Follow the instructions in this section if you have an installed version of CCH ProSystem *fx* Tax on your system and are currently installing your first release of the new tax year.

1. Exit from all prior year products.
2. Follow the instructions in *Downloading Releases* on page 9.
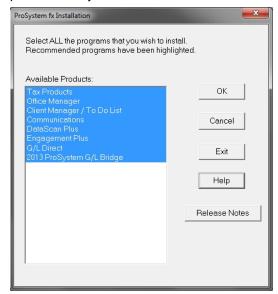
3. Select one of the following options:

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

■ **Use previously installed permission key**. Although this option appears available, a new permission key will have to be installed.

■ **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 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 further checking will be done.

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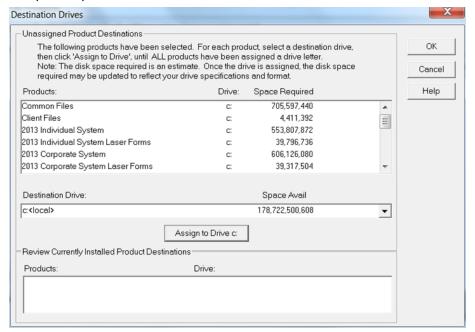
If you selected **Internet download**, enter your SSO user ID and password and click **Login** to begin downloading your permission key.

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

■ Clear an item by clicking it. Be sure to leave Tax Products, Office Manager, and Communications selected.

■ Click **Release Notes** to display or print installation information for this release.

5. Once the products to be installed have been selected, click **OK** to proceed. The *2022 Tax Products* dialog displays with all tax products pre-selected.

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

Initially, all files are preselected and **OK** is unavailable. **OK** remains unavailable 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. The system may update the space required based on your drive-cluster formatting.

7. If you are installing all products to the same drive, select the drive from the *Destination Drive* drop-down list and click the **Assign to Drive** button. Then click **OK** and continue.

To install products to different drives, click the products you do not want to assign to the first drive to clear them.

From the *Destination Drive* drop- down list, select the drive where you want to install the remaining highlighted products and click the **Assign to Drive** button. When all products have been assigned a drive, click **OK**.

8. 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 of your choice 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 through Windows® Explorer or Taskbar Properties.

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

9. On the *CCH ProSystem fx Installation* dialog you can select to delay the start of the installation until a specific time and date.

    Click **Delay install** and use the spin arrows to change the time.

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

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

    To begin installation, choose **Install now** and click **OK**.

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

11. When the dialog announcing a successful installation displays, click **OK** to exit installation.
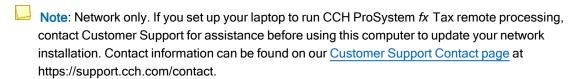
Updating CCH ProSystem *fx* Tax

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.

Releases

With each release, you can choose to do an Automatic Install, to Add Products, or Only Update Licensing From a New Permission Key.
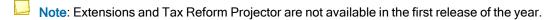
- Automatic Install. Automatically updates all previously installed tax products and CCH ProSystem *fx* Tax application programs that have changed since the last release.

- Add Products. Allows you to select the applications and products to install from the latest release. You must use Add Products to add a new state, a new tax product, or a new application or product to your system.

- Only Update Licensing From New Permission Key. Updates your previously installed permission key. This option is available only if you have previously selected to access the permission key via internet download or permission disk and if this is your second or subsequent install.

📄 Note: Network only. If you set up your laptop to run CCH ProSystem *fx* Tax remote processing, contact Customer Support for assistance before using this computer to update your network installation. Contact information can be found on our Customer Support Contact page at https://support.cch.com/contact.
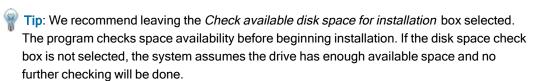
Updating Using Automatic Install

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: Electronic Filing, Individual Extensions, Organizer, Pro Forma Print, 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.

Note: Extensions and Tax Reform Projector are not available in the first release of the year.

1. Follow the instructions in *Downloading Releases* on page 9.
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.
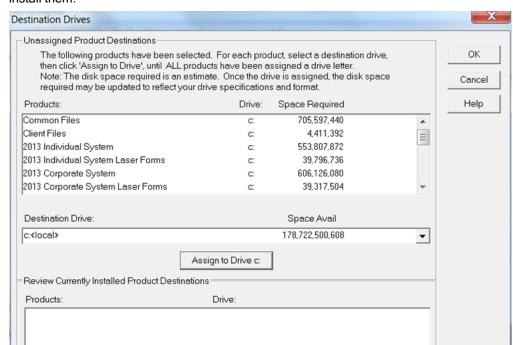
To install a tax product on another drive during an update, you should first delete the tax product using the *Office Manager > Delete Tax Product* function and then select **Tax Products** from the list of available products during installation.

1. Follow the instructions in *Downloading Releases* on page 9.
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 *2022 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.

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

If you are installing all products to the same drive, select the drive from the *Destination Drive* list and click **Assign to Drive**. Then click **OK**.

To install products to different drives, deselect the products to *not* assign to the first drive by clicking them.

From the *Destination Drive* list, select the drive where you want to install the remaining highlighted products and click **Assign to Drive**. When all products have been assigned a drive, click **OK**.

6. 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**.

   The **Setup shortcut folder** option creates a CCH ProSystem *fx* Tax shortcut folder on your Windows® desktop. This option is selected by default.

7. 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.

8. 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.
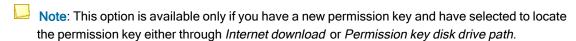
- To begin installation immediately, click **Install now** and click **OK**.

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

9. 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 9.
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**. Do not select this option, as it will not allow updating licensing.
- **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

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® 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 29, for explanations and instructions.

The Workstation Setup program is initially run from the Windows® 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**.
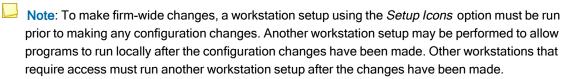
   Leave the **Setup shortcut folder** box checked if you want the program to create a shortcut folder for you.

   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® 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.

Setting Up a Shortcut

The CCH ProSystem *fx* Tax installation and workstation setup programs will set up permanent CCH ProSystem *fx* icons on your workstations if you check the **Setup shortcut folder** option when choosing the CCH ProSystem *fx* Tax program group.
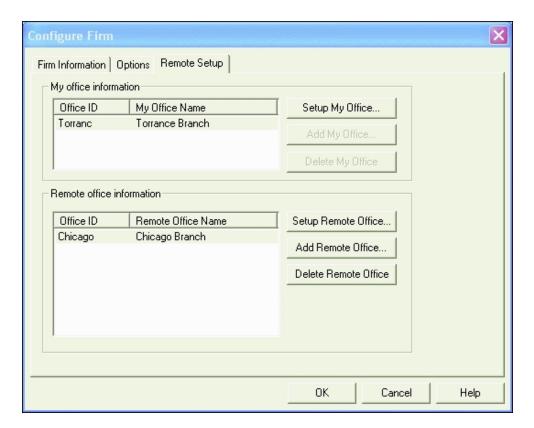
To set up a shortcut from Windows® 8.1, follow these instructions:

1. Click **Start > All Programs**.
2. Right-click the **CCH ProSystem *fx* Tax** folder.
3. Select **Send to > Desktop (create shortcut)**.

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 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 29 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.
- If the option *Setup workstation to run programs from local drive* has been performed on the workstation, the *Setup Laptop as standalone system* option is not enabled. The Wfx32 directory on the local drive must be removed before *Setup Laptop as standalone system* can run.

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.

See *Appendix A - Remote Processing* on page 625 for details.

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 *2022 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 2022 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.
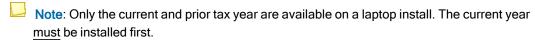
Note: The laptop needs to be connected to the network to update the CCH ProSystem *fx* installation on the laptop.

To update a laptop, do the following:

1. Double-click the **Workstation Setup** icon.

2. Select **Setup Laptop as standalone system** and click **OK**.

   Note: Only the current and prior tax year are available on a laptop install. The current year must be installed first.

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 *2022 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

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 such as Client Manager and DataScan Plus.

   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 in each category, Fed Ind, Fed Bus, Cons Corp, State Ind, State Bus, and Pro/Org. You can do the following:

   - Click **Continue** to proceed with the uninstall and delete the authorizations.
   - Click **Exit** to stop the uninstall 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.

Chapter 3

CHAPTER 3 - OFFICE MANAGER

Setting Up Your Office with Office Manager

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:
  - Tax Preparation
  - BNA
  - CCH Research (IntelliConnect/AnswerConnect)
  - Communications
  - Client Manager
  - ProSystem *fx* Practice, ProSystem *fx* Project, or CCH ProSystem *fx* Practice Management
  - Engagement Plus
  - CCH® eSign
  - 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.
- Transfer authorizations.
- Check returns in and out.

- Stage returns.
- View or print a cross-reference of client names and IDs.
- Print the configurations of your office, staff, Tax Preparation, Engagement Plus, and remote offices.
- Send files for e-Sign
- View and/or print firm-level or client-level Pay-As-You-Process Authorization audit trail reports.
- 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.
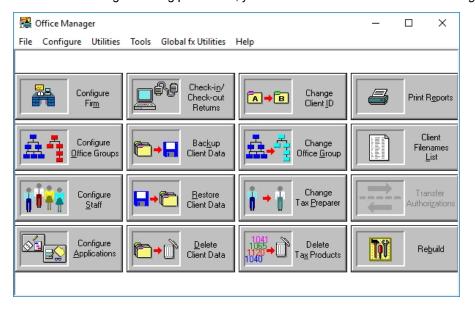
Accessing Office Manager for the First Time

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 36, and *Configuring Staff* on page 40.

- 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
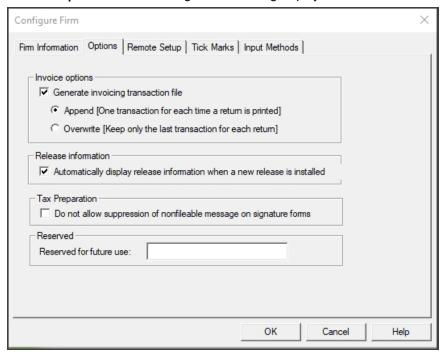
(Office Manager > Configure Firm > Firm Information)

1. Click **Configure Firm** or select **Firm** from the Configure menu. The *Configure Firm* dialog displays. There is a tab for Practice Management, if you have licensed this product.

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 49 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.

2. The *Invoice options* section is applicable only if you are going to set up remote return check-in/check-out. The remote process must be set up on both the host and remote office computers.

Invoice files list the transaction activity for returns associated with remote offices. The file is generated whenever Print Entire Return has been completed for a return on a remote office computer. The file can then be checked in to the host and viewed on the host computer.

The invoice transaction file contains the following information in ASCII format for a checked-out return:

- ID of the remote office that checked out the return
- ID of the user who checked out the return
- Return ID
- SSN/EIN
- Taxpayer name or Long Business name Line 1
- Spouse's name or Long Business name Line 2
- Resident state
- Filing status
- Number of times calculated
- Number of times printed

To use the invoice option, check the **Generate invoicing transaction file** box and choose either **Append** to add information to the file each time the return is printed, or **Overwrite** to overwrite what is in the file each time the return is printed.

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 181.

Configuring Remote Setup

See *Appendix A - Remote Processing* on page 625 for instructions. This process must be set up on both the host and remote office computers.

Selecting Practice Management Software

(Office Manager > Configure Firm > Practice Management)

If you have licensed Client Manager, ProSystem *fx* Practice, ProSystem *fx* Project, or CCH ProSystem *fx* Practice Management, you must indicate the practice management software to be used with CCH ProSystem *fx* Tax.

Note: If the only practice management software you have installed is Client Manager, you will not see this tab.

Network Users: If you are working from a computer with CCH ProSystem *fx* program files loaded locally, run Workstation Setup (X:\wfx32\WSSETUP, where X=Network Drive) and select **Setup Icons** prior to selecting your practice management software. This ensures that changes made are firm-wide.

Select a practice management application as follows:

1. Select the **Practice Management** tab.
2. From the *Select name* drop-down list, choose one of the following options:
   - Client Manager
   - Practice
   - Practice with Project
   - Project
   - Practice Management

   If ProSystem *fx* Practice is the only practice management application installed, your options are *ProSystem fx Practice* or *None*.
3. Click **OK** to return to Office Manager.

Notes:

- If ProSystem *fx* Practice, Project, or Practice Management is selected, you will be prompted to configure it in Office Manager. For more information on Practice configuration, see *Chapter 11 - ProSystem fx Practice or Project Interface* on page 534. For more information on Practice Management see *Configuring CCH ProSystem fx Practice Management* on page 132.
- Client Manager is inaccessible once Practice or Project is selected as the practice management application.

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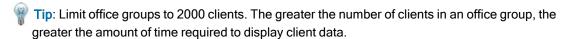
Select an option to configure which views are available in CCH ProSystem *fx* Tax Preparation for all users in the firm.

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 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)

Use the Configure Office Groups *Add* option if you want to create an office group that has different processing options from existing groups.
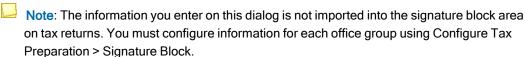
Use the Configure Office Groups *Copy* option to create an office group with Tax Preparation options identical to an existing group. (See *Configuring Tax Preparation* on page 49, which also allows you to copy Tax Preparation options to another office group.)

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.

Creating a New Office Group: Add Option
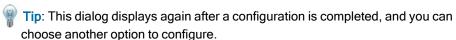
(Office Manager > Configure Office Groups > Add)

1. Click **Add**. The *Add - Office Group Information* dialog displays.
2. Enter an office group ID of up to seven alphanumeric characters in the *Office group* field and then enter appropriate 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 information for each office group using Configure Tax Preparation > Signature Block.

   You can configure the Tax Preparation options here or at a later time using Configure Applications > Configure Tax Preparation. For information on setting up tax processing options, refer to *Configuring Tax Preparation* on page 49.
3. Do the following to configure tax preparation when creating a new office group:
   a. Click **Configure Tax Prep** to display the *Configure Tax Preparation* dialog.

      💡 **Tip**: This dialog displays again after a configuration is completed, and you can choose another option to configure.

   b. Highlight a Tax Preparation option to configure.
   c. Choose one of the following for each option you want to configure:
      - Click **Setup** to configure the highlighted Tax Preparation option and enter the information you want. Click **OK** to save, or click **Cancel** to exit the dialog without saving.
      - Click **Copy From Another Office Group**. Select the source office group you want to copy from the *Select Source Office Group* dialog and click **OK**. This configuration is saved. Repeat this step for each option you want to copy. Click **Setup** to view or edit the configuration.
   d. When you have configured your tax preparation options, click **Close** (x) to exit.

e. Click **OK** on the *Add - Office Group Information* dialog to save the added office group, or click **Cancel** to exit the dialog without saving the new office group. The *Configure Office Group* dialog displays.

4. Repeat the steps for either the add option or the copy option to configure additional office groups, or click **Close** to exit the dialog.

Creating a New Office Group: Copy Option

(Office Manager > Configure Office Groups > Copy)

1. Highlight an existing office group and click **Copy**. The *Copy - Office Group Information* dialog displays data from the group you are copying. The office group ID is blank.

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

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

    You can copy the Tax Preparation configurations here, or you can create them at a later time using Configure Applications > Configure Tax Preparation.

3. To copy the Tax Preparation configurations, check the **Copy Tax Prep configuration to new office group** box. This copies the configurations for all Tax Preparation options.

4. Click **OK** to save the office group information or click **Cancel** to exit without saving. The *Configure Office Group* dialog displays.

5. Repeat the steps for either the add option or the copy option to configure additional office groups, or click **Close** to exit the dialog.

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. See step 3 in *Creating a New Office Group: Add Option* on the previous page. Click **OK** to save changes.

    ▪ 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.
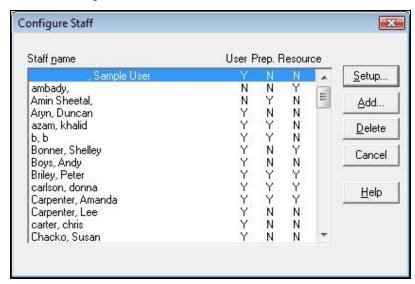
   📝 **Notes**:
   - If a return is locked, the *Client In-Use* dialog displays. If you are certain that no other user is currently accessing the return, click **Access Anyway** to reassign the client.
   - If the return is password-protected, you must enter the password. If you do not know the password, 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, tax preparers, and/or resources. The Resource category, displayed for either Client Manager or Engagement Plus, allows you to track your staff's Client Manager responsibilities and Engagement Plus task assignments and engagement responsibilities.

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, preparer, resource, or combination of the three.

Adding New Users

(Office Manager > Configure Staff > Add > User)
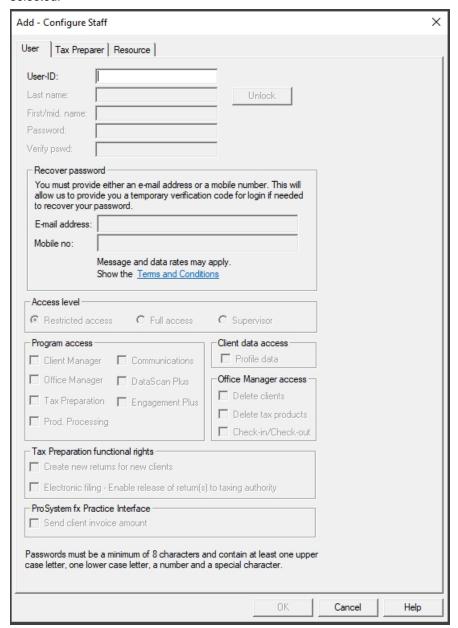
CCH ProSystem *fx* Tax is automatically configured with one supervisor user, *Admin*, which initially has no password. You can use this user ID when you first access a Tax application. You will be prompted to create a password for *Admin* with its first use. When configuring staff in Office Manager, 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.

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.

  > **Note**: You may be prompted a second time (password only) when launching years of Tax Preparation before the IRS timing changes were incorporated (before 2015.05000).

- **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. This box is checked by default. To deny Profile data access to this user, click the box to remove the check mark.

- **Office Manager access**. If *Full access* is selected for the user, the features of Office Manager to delete clients, delete tax products, and the check-in/check-out processes are enabled. Check the boxes accordingly to give the user access to these features.

- **Tax Preparation functional rights**.
  - **Create new returns for new clients**. If the user has been given access rights to CCH ProSystem *fx* Tax Preparation, this box is checked by default. Remove the check mark to deny the ability to create new returns for new clients without an assigned client ID.
  - **Electronic filing - enable release of return(s) to taxing authority**. If the user has been given access rights to CCH ProSystem *fx* Tax Preparation, check this box to allow the user to upload tax returns to the Electronic Filing Status system and release the return to the tax authority automatically. For all users, the default status of this box is unchecked.

- **ProSystem *fx* Practice Interface** or **CCH ProSystem *fx* Practice Management Interface**, if installed. The *Send client invoice amount* check box is enabled only if ProSystem *fx* Practice, and/or CCH ProSystem *fx* Practice Management is installed and the user has access to Tax Preparation. Check the box to give the user the right to send

the client invoice amount. See *Chapter 11 - ProSystem fx Practice or Project Interface* on page 534 for more details.

3. Click the **Tax Preparer** or **Resource** tab to set up the staff member as a tax preparer or resource, or click **OK** to return to the *Configure Staff* dialog.

4. Click **OK** on the *Configure Staff* dialog to return to the Office Manager window when you have finished setting up staff. You can add, edit, or delete staff at any time.

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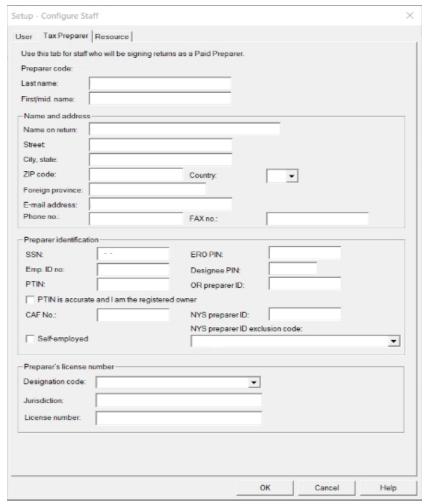
This option allows you to set up and maintain tax preparer information for the preparers who are permitted to sign the Paid Preparer's area of the tax return.

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 50.

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. The *Add - Configure Staff* dialog displays.

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. For information on assigning a new code to an existing tax preparer, see *Changing Staff Information* on page 47.

   - **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 newer 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 later.
- **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 later.

- **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 later 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 the **User** or **Resource** tab to set up the staff member as a user or resource, or click **OK** to return to the *Configure Staff* dialog.

Adding Resource Data

(Office Manager > Configure Staff > Add > Resource)

Use the Resource option to enter the names and positions of the individuals in your office and subsequently track your staff's Client Manager and Engagement Plus assignments and responsibilities.

1. Click **Configure Staff**.
2. Click **Add**.
3. Click the **Resource** tab to display the dialog for setting up a staff member as a Resource. Enter the following:
   - **Initials**. Enter the initials (up to four characters) of the resource staff member.
   - **Last name**, **First/mid. name**. Used for description information in selection lists.
   - **Department**. Enter the area in which the staff member works or is assigned.
   - **Title**. Use the drop-down list to select the staff member's title.

     If you want to enter a title unique to your office, click **Configure Titles** to display a list of existing staff titles. Click **Add**, enter a new title, and click **OK**.
   - **Employee no**. Enter the staff member's employee ID.
   - **Time/billing code**. Enter the staff member's time and billing code.
   - Click the **Configure titles…** button and use the drop-down list to select the title for the staff member, if needed.
4. Click the **User** or **Tax Preparer** tab to set up the staff member as a user or tax preparer, or click **OK** to return to the *Configure Staff* dialog.
5. Click **OK** to return to the Office Manager window when you have finished setting up staff. You can add, edit or delete staff at any time.

Changing Staff Information

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

1. Highlight the name of the staff member whose data you want to edit and click **Setup**.
2. Select the appropriate tab: **User**, **Tax Preparer**, or **Resource**.
3. Edit the fields you want to change. You cannot change the user ID, preparer code, or resource initials on this dialog. See the following note for a procedure to change the tax 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. (You can modify the name after the preparer is added.) 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.

- Delete the preparer and then add the preparer with a new code.

- Use the *Change Tax Preparer* option in Office Manager to first reassign the preparer's clients and then delete the preparer's name with the old code.

- 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. One of the following will occur:
   - If the staff member does not have an active To Do List, the person is deleted as a user. If set up as a preparer and/or resource, the staff member remains in those capacities.
   - If the staff member has an active To Do List and/or secured returns, the *Reassign Security and 'To Do' List* dialog display. Check **Reassign access to secured returns** if you want the return security reassigned to another user. Check **Reassign "To Do List" items** if you want the items reassigned to another user.
     a. Click **OK** and a list of the remaining users displays.
     b. Click the name of the user to whom you want to reassign the To Do List and secured return access, if applicable.
     c. Click **OK**. The items on the user's To Do List are reassigned to the new user and the user you selected for deletion is deleted as a user. You are returned to the *Configure Staff* dialog.

Deleting a 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 and/or resource, 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 or click **Add**.

      You can remove a client from the *Selected* box by highlighting it, and then dragging it into the *Clients* box or clicking **Remove**.

      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 opposite box or click the appropriate button to move them.

   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 member is deleted as a preparer. The *Configure Staff* dialog displays.

Deleting a Resource

1. Click **Configure Staff**.
2. Highlight the staff member to delete as a resource.
3. Click **Delete**.

4. Check the **Resource** box and click **OK**.

5. Click **OK** to confirm the deletion.

- If the staff member has not been assigned client responsibilities in Client Manager or Engagement Plus, the staff member is deleted as a resource but remains as a user and/or preparer, if configured as such.

- If the staff member has been assigned staff responsibilities in Client Manager, a Reassign message displays telling you to reassign the clients prior to deleting the resource.

  a. Click **OK** on the Reassign message prompt. The *Reassign Clients to Other Staff (Resources)* dialog displays.

  b. If you are reassigning clients to different staff members configured as resources, select the clients, then drag them into the *Selected* box.

  If you are reassigning all clients to one resource, click **Add All**. The clients are moved to the *Selected* box.

  c. Click **Assign To**.

  d. Select the resource to whom you are reassigning the clients and click **OK**. Repeat steps b through d as necessary to reassign all clients.

- If the staff member has been assigned tasks or engagements, you will be notified that you have to reassign the responsibilities within Engagement Plus. See *Chapter 13 - Engagement Plus* on page 575 for more information.

  Once the engagements and tasks are reassigned, you can return to Office Manager and complete steps 1 through 4 listed above to delete resource staff members.

Deleting a Title

(Office Manager > Configure Staff > Delete > Resource)

1. Click **Configure Staff**.

2. Click **Setup**.

3. Select the **Resource** tab and click **Configure titles**.

4. Highlight the title to delete in the *Titles* box and click **Delete**.

- If the title has not been assigned to a staff member, it is deleted automatically.

- If there are staff members assigned to the title, you must change the title for those staff members before you can delete the title. To find the staff members assigned to the title, print the Resource Information portion of the Staff Configuration Report. For more information, see *Configuration Information Reports* on page 158.

5. Click **OK** to close the dialog.

Configuring Tax Preparation
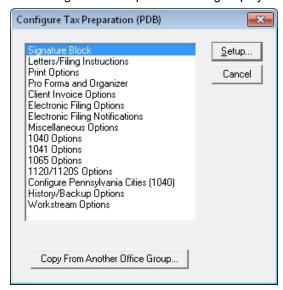
(Office Manager > Configure Applications > Tax Preparation)

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**.
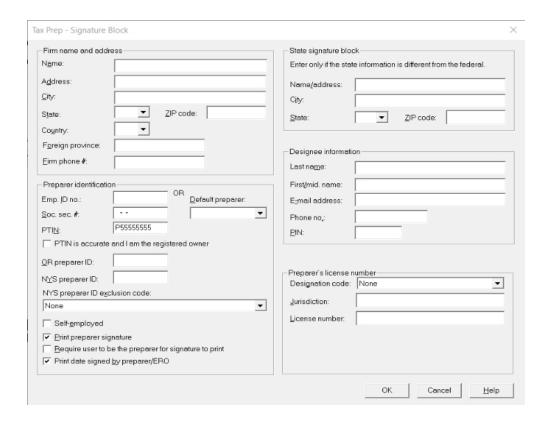
Configuring Tax Preparation: Signature Block

(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 43), 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.

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. This number can also be entered on Interview Form 3 for a specific return (General > Return Options > Preparer Information Worksheet).

    - 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 later.

    - 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 later.

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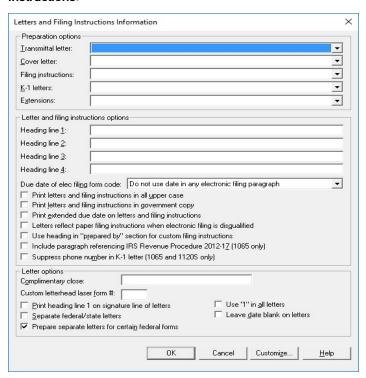
(Office Manager > Configure Applications > Tax Preparation > Letters/Filing Instructions)

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.

Notes:

- You can customize your letters and filing instructions using the *Customize* button. For details, see *Configuring Tax Preparation: Customize Letters* on page 128.
- The Customize feature of Letters and Filing Instructions is not available for independent FX Direct.

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*.

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 later.

  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.
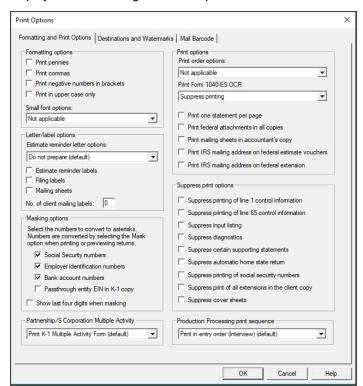
🗒 **Notes**:

- 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 from Form 1040 and Schedules A, C, E, and F, 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 later.
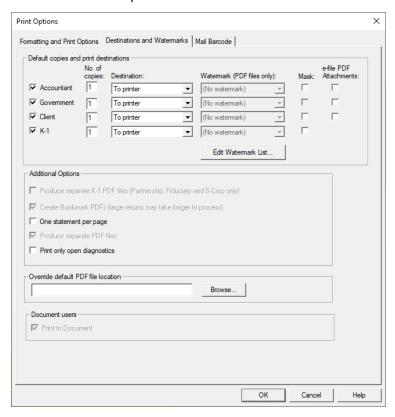
Production Processing print sequence

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.
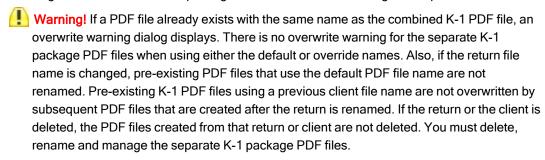
- **Accountant**, **Government**, **Client**, and **K-1**. Check the box next to each return version to print.
- **No. of copies**. Enter the number of copies that should print for each version.
- **Destination**. Select the print format to produce from the drop-down list.
- **Watermark (PDF files only)**. Select the watermark to display on the pages, or *No watermark*. The default is *No watermark*.
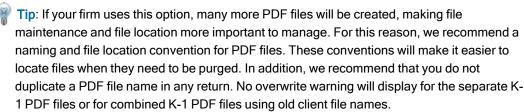
- **Edit Watermark List**. Click this button to display or edit all watermarks in the *Edit Watermark List* dialog. Only one user at a time can edit the watermark list.
    - To add a watermark, enter the watermark text in the first field (up to 15 characters) and click **Add**.
    - To delete a watermark, 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 overrride 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 Axcess™ 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.

Document users

- **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.
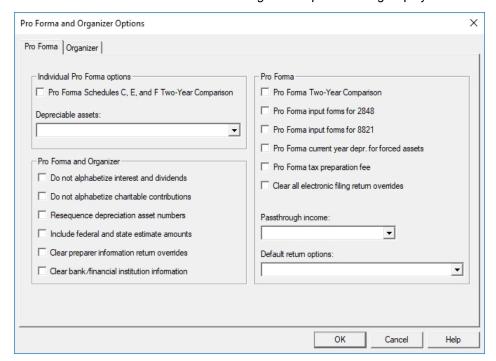
These options can also be overridden on the return.

- **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.

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**.

- **Do not alphabetize interest and dividends**. If checked, dividend and interest statements in a return are not alphabetized. Available in the Individual, Partnership, Corporation, S Corporation,

Fiduciary, and Exempt Organization systems.

- **Do not alphabetize charitable contributions**. If checked, charitable contributions in the return are not alphabetized. Available only in the Individual and Exempt Organization systems.
- **Resequence depreciation asset numbers**. If checked, reorders the listing of depreciation asset numbers. Available in the Individual, Partnership, Corporation, S Corporation, Fiduciary, and Exempt Organization systems.
- **Include federal and state estimate amounts**. If checked, causes all federal and state estimated amounts to be included in Pro Formas and Organizers.

  This option can be overridden as follows:

    - **Individual**. Interview Form 6 (General > Return Options > Pro Forma and Organizer Print Options Worksheet)
    - **Partnership**. Interview Form 2A (General > Return Options > Pro Forma Options Worksheet)
    - **Corporation**. Interview Form 2 (General > Return Options > Pro Forma Options Worksheet).
    - **S Corporation**. Interview Form 2A (General > Return Options > Pro Forma Options Worksheet).
    - **Fiduciary**. Interview Form 6 (General > Return Options > Pro Forma and Organizer Options Worksheet)
    - **Exempt Organization**. Interview Form 2 (General > Return Options > Pro Forma Options Worksheet)

- **Clear preparer information return overrides**. If checked, no return-level overrides will be used for Pro Forma nor Organizers for preparer information.

  Note: This applies to:

    - Pro formaed returns from 2012 to 2013 and later.
    - Organizers from 2013 to 2014 and later.

- **Clear bank/financial institution information**. If checked, no information from Interview Form BNK-1 (General > Basic Data > Direct Deposit / Electronic Funds Withdrawal Worksheet) will be pro formaed. This applies to pro formaed returns from 2014 to 2015 and later.

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.
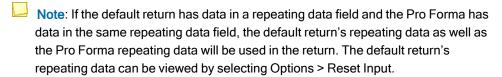
- **Default return options**.
  - **Override default return data with Pro Forma data (default)**. Pro Forma data overrides any data fields with default return data.
  - **Override Pro Forma data with default return**. If there is data in the field in both the Pro Forma and the default returns, the default 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.
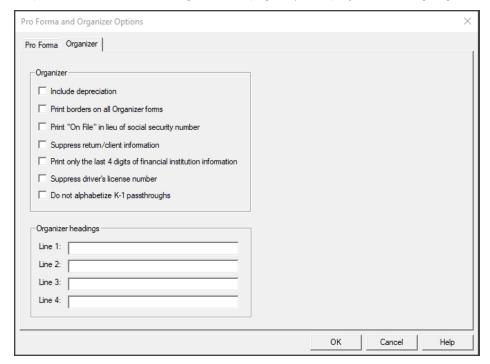
Pro Forma data	Default Return data	The data used is:
yes	yes	Pro Forma (see following note)
yes	no	Pro Forma
no	yes	Default Return

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 64) 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.

Note: The Custom Client Invoice option can be interfaced with ProSystem *fx* Practice. See *Chapter 11 - ProSystem fx Practice or Project Interface* on page 534 for more details.

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.*)
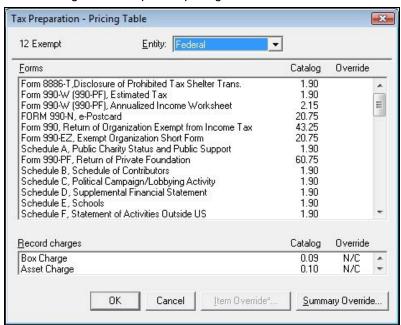
- **Print client ID on invoice**. The client ID prints above the invoice number in the upper right corner of the invoice. As the default, this option is unchecked.
- **Print taxpayer phone number and email on invoice**. Allows you to print the taxpayer phone number and/or email address on the invoice. 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.

   The following is an example of a pricing table.

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 2022 Individual tax returns, the prices would apply to Form 1040.
   - **Federal schedule**. Applies to all the federal schedules and forms. For example, for 2022 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 2022 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 2022 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 2022 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 2022 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 2022 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 69.)

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.
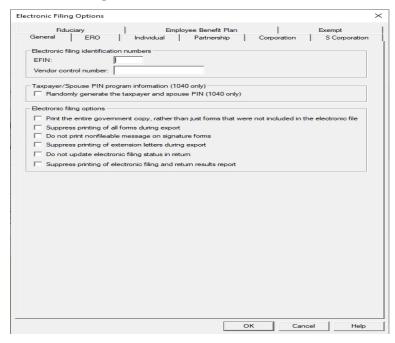
1. On the *Client Invoice* dialog, click **Custom Invoice**. (See *Configuring Tax Preparation: Client Invoice Options* on page 69.) Select the tax year and click **OK**. The *Tax Preparation - Custom Client Invoice* dialog displays.
2. Select the **Tax product** and click **Greeting**.

   The *Tax Preparation - Greeting* dialog displays.
3. Click anywhere on the Greeting window and enter your greeting.
4. 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 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)
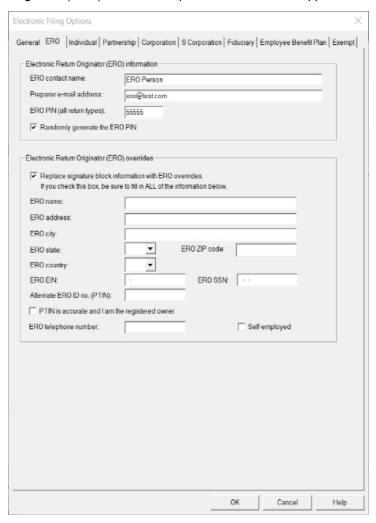
Randomly generate the taxpayer and spouse PIN (1040 only). Check this box to generate the taxpayer and spouse PIN for Individual and Fiduciary returns.

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 later.

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
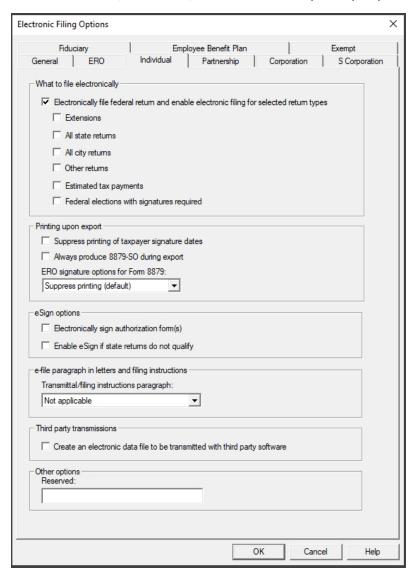
- **ERO contact name**. Enter the contact name.
- **Preparer e-mail address**. Enter the preparer e-mail address. This is used as the "From" e-mail address when notifying the taxpayer of the electronic filing acceptance via e-mail instead of by postcard. It is also used for state purposes.
- **ERO PIN (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 later.

  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.

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.

  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.

Third party transmissions
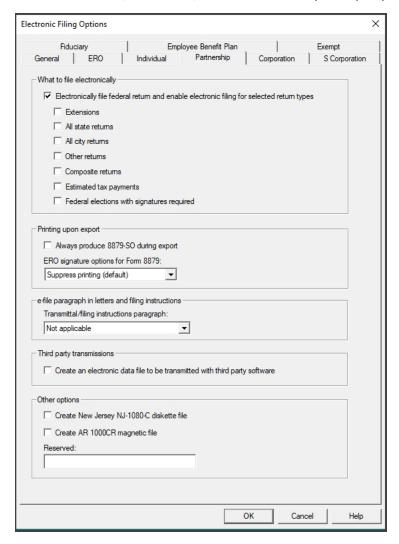
If checked and electronic filing is available, an electronic data file will be created and transmitted with third-party software.

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.

Third party transmissions

If checked and electronic filing is available, an electronic data file will be created and transmitted with third-party software.

Other options
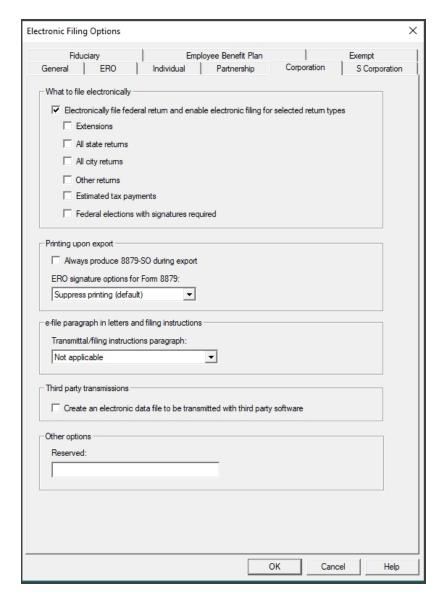
- **Create New Jersey NJ-1080-C diskette file**. Check to create Partnership NJ-1080-C diskette files. Partnership diskette filing will only be applicable to returns for which the federal Partnership return is being electronically filed.
- **Create AR 1000CR magnetic file**. Check to create the Arkansas 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.

  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.

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.

Third party transmissions

If checked and electronic filing is available, an electronic data file will be created and transmitted with third-party software.

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.

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.

Third party transmissions

If checked and electronic filing is available, an electronic data file will be created and transmitted with third-party software.

Other options

- **Create New Jersey NJ-1080-C diskette file**. Check to create S Corporation NJ-1080-C diskette files. S Corporation diskette filing will only be applicable to returns for which the federal S Corporation return is being electronically filed.
- **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.

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

  Note: This option applies to tax years 2021 and later.

- **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.

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.

- **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.

Third party transmissions
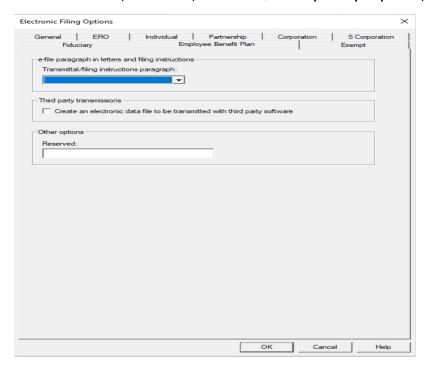
If checked and electronic filing is available, an electronic data file will be created and transmitted with third-party software.

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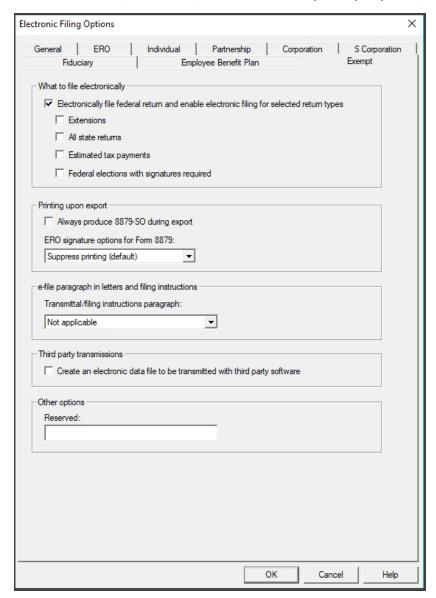
For the text included with the various paragraphs, press **F1** In Box 40 on Employee Benefit Plan Interview Form EF-1 (General > Electronic Filing Worksheet).

Third party transmissions

If checked and electronic filing is available, an electronic data file will be created and transmitted with third-party software.

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.

Third party transmissions

If checked and electronic filing is available, an electronic data file will be created and transmitted with third-party software.
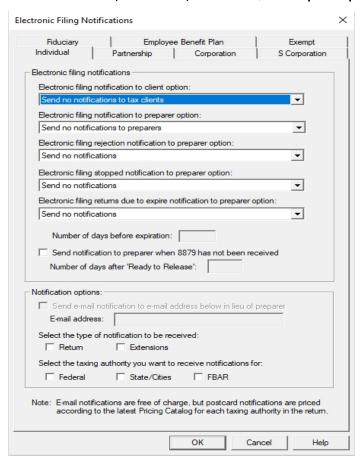
Configure Tax Preparation: Electronic Filing Notifications

(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 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

Electronic filing returns due to expire notification to preparer option

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, 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:

- 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 with 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.

Electronic Filing Notifications - Partnership 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:

- 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

Electronic filing returns due to expire notification to preparer option

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, 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:

- 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 with 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.

Electronic Filing Notifications - 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 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

Electronic filing returns due to expire notification to preparer option

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, 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:

- 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 with 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.

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 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

Electronic filing returns due to expire notification to preparer option

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, 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:

- 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 with 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.

Electronic Filing Notifications - Fiduciary 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:

- 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

Electronic filing returns due to expire notification to preparer option

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, 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:

- 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 with 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.
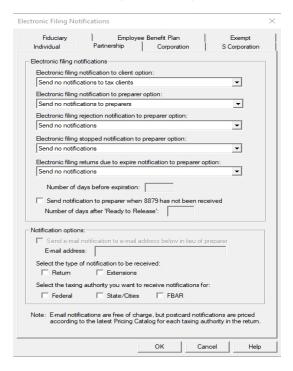
Select the taxing authority you want to receive notifications for

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.

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

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

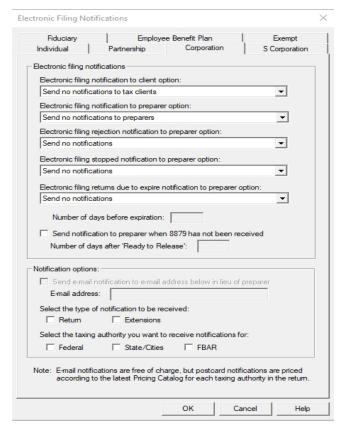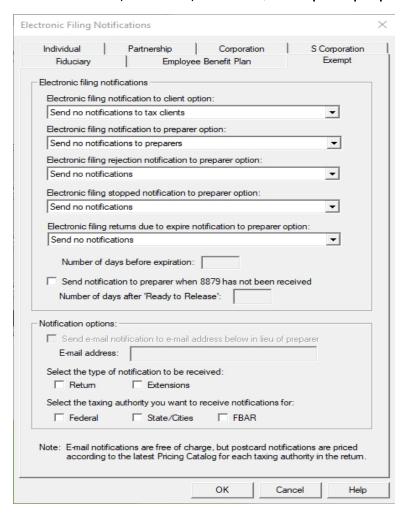If a notification to a client or preparer has been selected, the checkbox for Return is enabled.

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**.

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

Electronic filing returns due to expire notification to preparer option

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, 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:

- 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 with 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.

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 and Fiduciary systems) Forms 1065 and 1041 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.

- **Attach K-3 instructions**. Instructions for Form 1065 indicate that each beneficiary, partner, or shareholder should be given a set of instructions for Schedule K-3. If checked, Schedule K-3 instructions are provided for each Schedule K-3 for all returns processed.

  📝 **Note**: This option applies to tax years 2021 and later.

- **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 later.
  - 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.
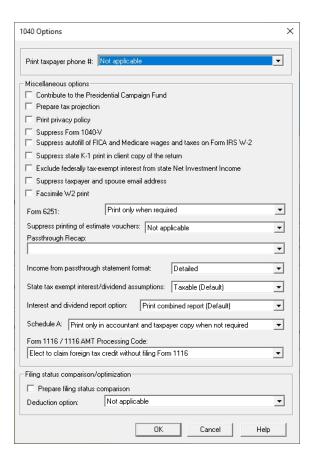
Configuring Tax Preparation: 1040 Options

(Office Manager > Configure Applications > Tax Preparation > 1040 Options)
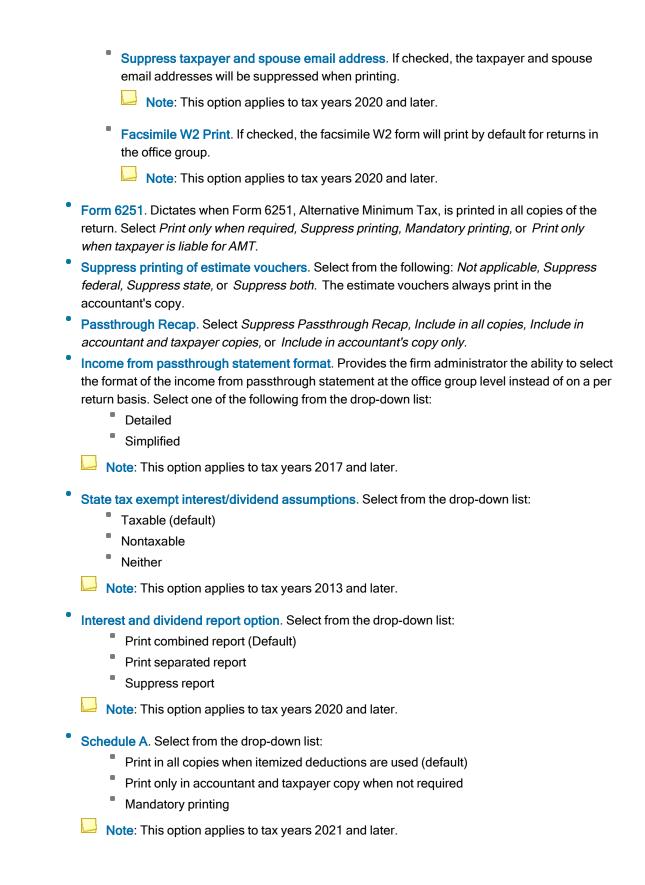
The *1040 Options* dialog allows you to configure the 1040 form.

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 later.

- **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 later.

- **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

  Note: This option applies to tax years 2017 and later.

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

  Note: 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 later.

- **Schedule A**. Select from the drop-down list:
  - Print in all copies when itemized deductions are used (default)
  - Print only in accountant and taxpayer copy when not required
  - Mandatory printing

  Note: This option applies to tax years 2021 and later.

- **Form 1116 / 1116 AMT Processing Code**. Select from the drop-down list:
  - No Selection (default)
  - Elect to claim foreign tax credit without filing Form 1116
  - Suppress Form 1116 AMT
  - Elect to claim foreign tax credit without filing Form 1116 and suppress Form 1116 AMT
  - Claim the foreign tax credit on Form 1116 and Form 1116 AMT
  - Claim the foreign tax credit on Form 1116 and suppress Form 1116 AMT

  Note: This option applies to tax years 2021 and later.

- **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*.
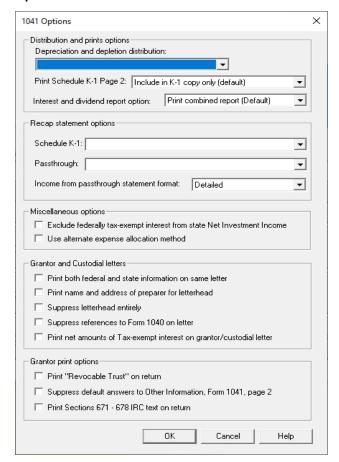
Configuring Tax Preparation: 1041 Options

(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 later.

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

  Note: This option applies to tax years 2017 and later.

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.
- **Use alternate expense allocation method**. Select this box to use the alternate expense allocation method.

  Note: This option applies to tax years 2021 and later.

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.
- **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
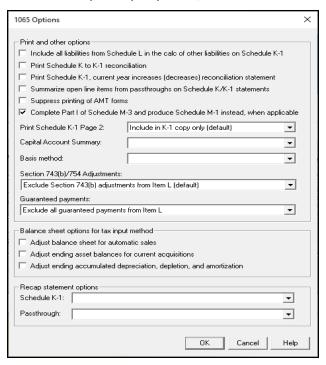
- **Print "Revocable Trust" on return**. Check this box to print "Revocable Trust" on page 1 of the federal and state return.
- **Suppress default answers to Other Information, Form 1041, page 2**. Check this box to suppress the default answers to Form 1041, Page 2, Other Information section.
- **Print 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.

- **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.

- **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)*.

  Note: This option applies to tax years 2020 and later.

- **Section 743(b)/754 Adjustments**. Choose from the following options: *Exclude Section 743(b) adjustments from Item L (default)*, *Exclude both Sections 743(b) and 754 adjustments from Item L*, *Include Section 743(b) adjustments in current year net income (loss)*, *Include Section 743(b) adjustments in Other increases (decreases)*, *Include both Sections 743(b) and 754 adjustments in Other increases (decreases)*, *Include Section 754 adjustments in Other increases (decreases)*.

  Note: This option applies to tax years 2021 and later.

- **Guaranteed payments**. Choose from the following options: *Exclude all guaranteed payments from Item L (default)*, *Include all guaranteed payments in current year net income (loss)*, *Exclude all guaranteed payments for services from Item L*, *Exclude all guaranteed payments for capital from Item L*.

  Note: This option applies to tax years 2021 and later.

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
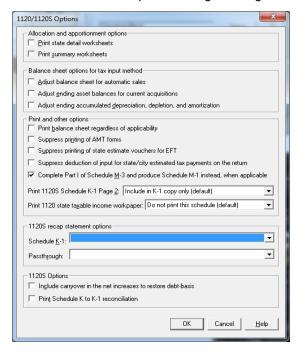
- **Schedule K-1**. Choose from these options:
    - Suppress K-1 recap statement
    - Include in all copies
    - Include in accountant and taxpayer copies
    - Include in accountant's copy only
- **Passthrough**. Choose from these options:
    - Suppress passthrough statement
    - Include in all 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.
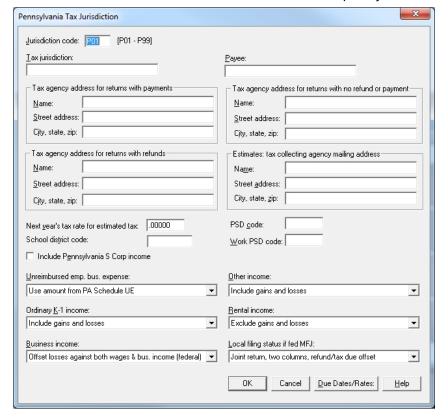
Configuring Tax Preparation: Pennsylvania Cities (1040)

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

For 2022, 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.

2. 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.

3. 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 newer 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 later.
- **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 later.

- **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 later.
- **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 ProSystem *fx* Practice or ProSystem *fx* Project Interface

(Office Manager > Configure Applications > Tax Preparation > ProSystem *fx* Practice Interface)

See *Chapter 11 - ProSystem fx Practice or Project Interface* on page 534 for configuration instructions.

Configuring CCH ProSystem *fx* Practice Management Interface

(Office Manager > Configure Applications > Tax Preparation > Practice Management)

See *Configuring CCH ProSystem fx Practice Management* on page 132 for instructions.

Configuring Tax Preparation: Customize Letters

(Office Manager > Configure Applications > Tax Preparation > Letters/Filing Instructions > Setup > 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 166 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.
- Restore all the letters for a specified tax product to their original defaults.
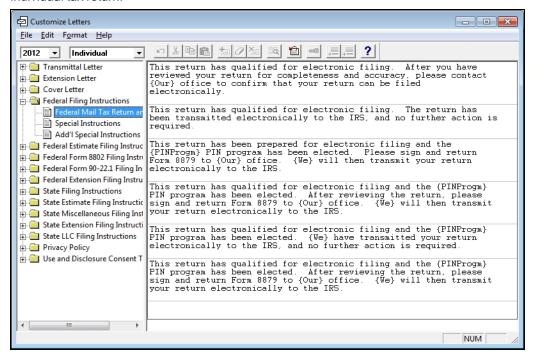
⬜ Notes:

- 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, unsuppression, 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.

7. 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!**
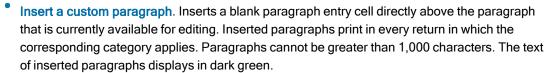
- Do not change or remove grammar variables as they will no longer function as a variable when the letter is prepared. However, text can be added after the last bracket.
- When editing a paragraph, do not change or remove any Keywords, e.g., {BalDue}, as it will no longer function and data will not be imported correctly into the return. For more information about keywords, see *Keyword legend* in *Editing Functions* below.

8. 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.
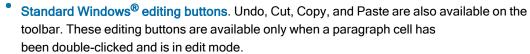
- **Insert a line**. In edit mode, press the **Enter** key to start a new line or insert a blank line.

- **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.
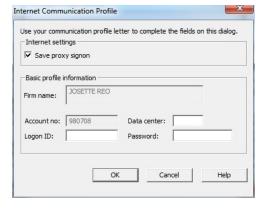
Configuring Communications

(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 data center to request authorizations and to send returns to Support.

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 CCH ProSystem *fx* Practice Management

(Office Manager > Configure Applications > Practice Management)

CCH ProSystem *fx* Practice Management displays only in the *Configure Applications* dialog if it is installed.

To use this feature, CCH ProSystem *fx* Practice Management must be selected as the Practice Management software in Configure Firm. For information on how to do this, see *Selecting Practice Management Software* on page 34.

📝 Note: Practice Management version 2007.70.01 or greater: When CCH ProSystem *fx* Tax Preparation is opened, the Practice Management Tray must be running in order to transfer common data. If the tray is not running when you log in to Tax Preparation, a message prompts you to close Tax Preparation, log in to the Practice Management Tray, and reopen Tax Preparation.

To configure Practice Management, do the following:

1. Click **Configure Applications**.
2. Select the **Practice Management** icon from the list to display the *Configure ProSystem fx Practice Management* dialog.
3. Highlight **Select Office Groups** and click **Setup**.
4. Choose one of the following:
   - Click **Select All** to select all of the office groups in the list. All office groups are selected by default.
   - Click **Clear All** to clear all office groups.
   - If there are any office groups you would like to exclude from the Practice Management link, you can clear one or more of them.
5. Click **OK** and your settings are saved.
6. Select **Customize Tax Interface** and click **Setup**.

   This dialog establishes how you want the system to link clients when you create a new return and which engagement you want used as a default. You can override the defaults shown on the dialog.
7. Choose what you want to use as the default engagement in the *Adding clients* section. You can modify the default engagement when you are asked to confirm the addition of the client to the Practice Management database.
8. Check **Use mixed case format when updating the Practice Management client profile** in the *Transferring information* section if you want to have information entered in the tax return in upper case transferred to the client profile in upper and lowercase.
9. Click **OK** when finished.

Configuring the Clock and Invoices
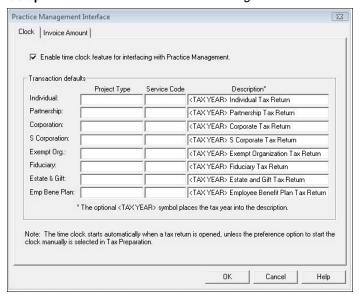
Before using the clock for time entry transfers or sending invoices to Practice Management, you must configure these functions in Office Manager for all office groups that are going to use the interface.

Configuring the Clock

You must have appropriate permissions in Practice Management to run the clock in Tax Preparation.

Setting this option causes the time clock to start when a return is opened unless you select **Options > Interface Options > Practice Management** and choose the option to manually start the clock.

1. In Office Manager, select **Configure Applications > Tax Preparation**.
2. Double-click the office group you want to configure.
3. Scroll down the *Configure Tax Preparation* dialog, highlight **Practice Management** and click **Setup**. The *Clock* tab of the *Practice Management Interface* dialog displays.

4. Check the **Enable time clock feature for interfacing with Practice Management** box.
5. Enter the corresponding Practice Management information to determine the transaction defaults for the transactions with which you are interfacing in the *Project Type*, *Service Code*, and *Description* fields.

Notes:

- The following are valid characters that can be used in these fields: letters A through Z, numbers zero through 9, tilde (~), underscore (_), hyphen (-), braces ({}), brackets ([]), and forward and back slashes (\ /). All special characters are valid for the *Description* field.
- CCH ProSystem *fx* does not error check the transaction default codes against those in Practice Management. It is your responsibility to determine whether the Practice Management transactions coming from Tax are valid. If they are not, reconfigure the defaults in Office Manager.

Configuring the Invoice Amount Option

When configuring the Invoice Amount option, you can specify that you want the invoice sent following return print. Users must have the ability to send invoice amounts to Practice Management. This feature is configured on the *User* tab at Configure Staff > Add or Setup. For more information see the *ProSystem fx Practice Interface or CCH ProSystem fx Practice Management Interface* section in *Adding New Users* on page 40.

> 📝 **Note**: You can also manually send invoices to Practice Management using Manage > Send Client Invoice to CCH ProSystem *fx* Practice Management.

Configure the invoice option by following this procedure:

1. In Office Manager, select **Configure Applications > Tax Preparation**.
2. Double-click the office group you want to configure.
3. Scroll down the *Configure Tax Preparation* dialog, highlight **Practice Management**, and click **Setup**.
4. Click the **Invoice Amount** tab to display the Invoice Amount screen of the *Practice Management Interface* dialog.
5. Check the **Enable sending client invoice amounts to Practice Management** to enable the invoice function.
6. Check the **Prompt to send invoice amounts to Practice Management when returns are printed** if you want to send an invoice amount at that time.

    To send invoice amounts when printing, choose to send the invoice as follows:
    - When any of these copies are printed: accountant, government, or client.
    - Only when the government copy is printed.

    > 📝 **Note**: To manually send an invoice at any time, select **Manage > Send Invoice Amount to Practice**, located within the Tax Preparation application.

7. Enter the corresponding Practice Management information to determine the transaction defaults for the tax products with which you want to interface in Practice Management in the *Project Type*, *Service Code*, and *Description* fields.

    > 📝 **Notes**:
    > - The following are valid characters that can be used in these fields: letters A through Z, numbers zero through 9, tilde (~), underscore (_), hyphen (-), braces ({}), brackets ([]), and forward and back slashes (\ /). All special characters are valid for the *Description* field.
    > - CCH ProSystem *fx* does not error check the transaction default codes against those in Practice Management. It is your responsibility to determine whether the Practice Management transactions coming from Tax are valid, and to reconfigure the defaults in Office Manager if they are not.

8. Click **OK** to exit the dialog.

Configuring Transfer Options

(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:
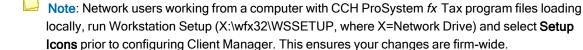
1. Click **Configure Applications**.
2. Select the **Transfer Options** icon from the list to display the *Conversion and Transfer Options* dialog.
3. Choose the appropriate client type from the drop-down lists. *None* is the default option.
4. Click **OK** to save the selected options and return to the *Configure Applications* dialog.

Configuring Client Manager

(Office Manager > Configure Applications > Client Manager)

Use the *Configure Client Manager* option to create up to ten additional data fields for each client profile type: Individual, Corporation, Partnership, Fiduciary, and Vendor.

The fields you set up in Configure Client Manager for a specific client type display for all client profiles within the client type.

Note: Network users working from a computer with CCH ProSystem *fx* Tax program files loading locally, run Workstation Setup (X:\wfx32\WSSETUP, where X=Network Drive) and select **Setup Icons** prior to configuring Client Manager. This ensures your changes are firm-wide.

To configure Client Manager, do the following:

1. Click **Configure Applications**.
2. Highlight **Client Manager** and click **Configure**.
3. Select the client type from the drop-down list and click **OK**.
4. Up to ten fields can be customized.

    Use the scroll bar to move between fields, and enter the data as follows:
    - **Text**. Enter up to 25 characters of description that appears next to the entry field on the form.
    - **Type**. Select the type of entry from these options:
        - **Alpha**. Fields requiring text entries (of up to 40 characters).
        - **Numeric**. Fields requiring numeric entries (of up to 12 characters).
        - **Date**. Fields requiring date entries (in mm/dd/yy format).
        - **Time**. Fields requiring time entries (in 00:00 format).

- ° **Money**. Fields requiring monetary entries (of up to 12 characters). The field automatically inserts a default decimal and cents.
  - ° **SSN**. Fields requiring Social Security Numbers (in xxx-xx-xxxx format).
- ▪ **Length**. Specify the number of characters in the entry field for alpha, numeric, and money fields.

5. To delete a custom field, place the cursor in the field and press **Delete** or **Backspace**. When a custom field is deleted, all data entered for the field is deleted from all client profiles containing the field.

6. To preview field display on the profile, click **Preview Form**.

7. Click the close button (x) to return to the *Customize Form* dialog.

8. Click **OK** to close the *Customize Form* dialog.

> **Note**: You can change a custom field. However, when a custom field is modified, all variable data for that field is deleted from all client profiles containing that field. In addition, modifying a customized field updates each profile for the tax system you have changed.

Configuring ProSystem *fx* Practice or ProSystem *fx* Project
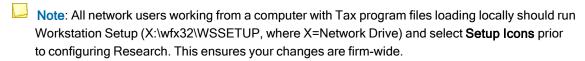
(Office Manager > Configure Applications > CCH ProSystem fx Practice)

ProSystem *fx* Practice or ProSystem *fx* Project display only in the *Configure Applications* dialog if it is installed. Refer to *Chapter 11 - ProSystem fx Practice or Project Interface* on page 534, for details on configuring this application.

Configuring CCH Research
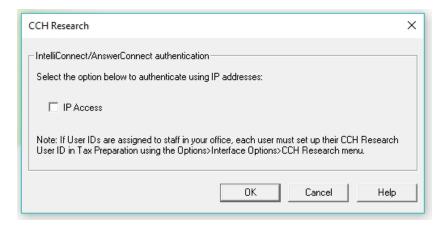
(Office Manager > Configure Applications > CCH Research)

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

(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.

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 Engagement Plus

(Office Manager > Configure Applications > Engagement Plus)
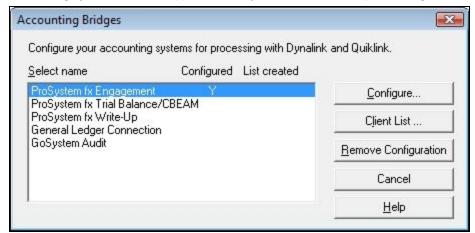
Refer to *Chapter 13 - Engagement Plus* on page 575 for details on configuring this application.

Configuring 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 redisplays.

   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. See *Updating with Quiklink* on page 330 for more information on using Quiklink.

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

(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 web page at https://support.cch.com/productsupport/productSupport.aspx?id=1957.

Visit the AssureSign Knowledge Base at https://support.assuresign.net/hc/en-us 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

(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 143.

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
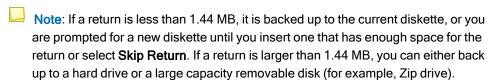
(Office Manager > Backup Client Data)

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.*.
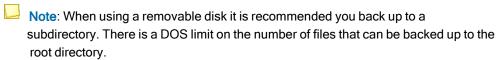
All files pertaining to the client are zipped. The zipped client files are placed into the directory you specify. CCH ProSystem *fx* ZIP files are in a proprietary format and cannot be opened or viewed with other Zip programs.

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

📒 **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)

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

(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

(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

(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

(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

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-in/out Availability**. Mark returns as available or unavailable for check-in/check-out.
- **Process Returns**. Allow a supervisor to review and resolve any issues involved with return check-in.
- **Maintain Invoice Transaction History**. Clear the entire invoice file or specify a range of dates to be used to clear the records within the file.
- **Transfer Authorizations**. Transfer authorizations from laptop to CCH ProSystem *fx* or from CCH ProSystem *fx* to laptop.
- **Maintain Authorization History**. Delete Pay-As-You-Process (PAYP) authorization history prior to a specified date.
- **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.
- **Download Returns to Local Storage**. Archive selected returns for a specific tax year to your local storage.

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 153 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.
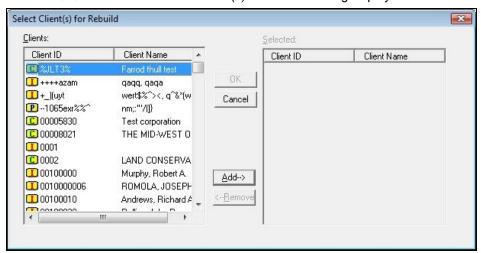
    💡 *Tip*: Both the *Extensive Database Integrity Check* and the *Recycle Unused Space* options should be performed after normal business hours, as the rebuild could be time consuming. The length of time required depends on the size of your database.

- **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.
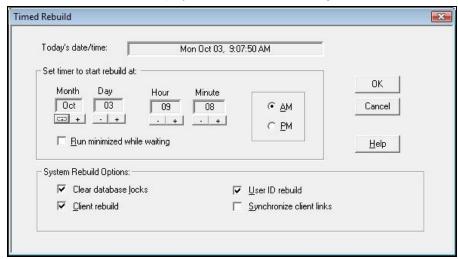
2. Select the client files you want to rebuild as follows:

- 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 **Crtl** 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 and when you are creating new returns for clients already set up in Client Manager.

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

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.

   Note: You can also change a client's ID from the Options menu in Client Manager.

Changing an 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.

   If the client listing is not what you expected, click **Cancel** and review the selection in the *Create Client List* dialog. A name or ID entered to select a specific client takes precedence over any filter criteria.

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.

   📒 **Notes**:

   - 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.
   - 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.

   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

Please refer to *Appendix A - Remote Processing* on page 625 for information on how to configure your system to check returns in and out.

Staging Returns, Unlocking Checked Out/In Returns, Setting Return's Check-in/out Availability, and Processing Returns

Refer to *Appendix A - Remote Processing* on page 625 for information on how to configure these options.

Maintaining Invoice Transaction History

This option allows supervisors to clear the invoice file. The content of this file is cumulative, meaning its size increases with each transaction. You can clear the whole file by selecting **Delete All** or specify a range of dates in the *Date from* and *Date to* fields for which you want the transaction records purged.

Transferring Authorizations

This option allows you to transfer authorizations between CCH ProSystem *fx* Tax and a laptop installation.

To transfer authorizations between CCH ProSystem *fx* Tax and a laptop, do the following:

1. Click the **Transfer Authorizations** button or select **Tools > Transfer Authorizations**.
2. Indicate whether you are transferring authorizations from a network to a laptop, or from a laptop to the network.
3. In the box next to the appropriate product type, indicate the number of authorizations you want to transfer.
4. Click **OK** and the transfer begins. The system will check to ensure the number entered does not exceed the number of authorizations available. When the transfer is complete, you are returned to the *Transfer Authorizations* dialog.

Maintaining Authorization History

Deletes the authorization history prior to the date you enter. The date defaults to the current date. You can enter another date and click **OK** to begin the deletion process or **Cancel** to leave the dialog without deleting any history. If you select **OK**, you are presented with a confirmation screen to verify the deletion.

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 9 - Electronic Filing* on page 478.

📝 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

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), Tax Preparation and Engagement Plus configurations, as well as other configuration reports.

1. Click the **Print Reports** button or select **File > Print**.
2. Select the preferred report and click **OK**.
   - **Firm/office or Engagement Plus configuration**. These reports begin printing immediately.
   - **Staff Configuration**. Indicate on the next dialog if you want the report to list users, preparers, resources, or any combination of the three.
     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.

Using the PAYP Authorizations Audit Trail

(Office Manager > Print Reports)

This feature lets you generate reports containing an audit trail of your Pay-As-You-Process (PAYP) authorizations. You can use the Authorizations Audit Trail reports to help you when examining your billing statements and to show you how the authorizations in your office are being used.

These reports also help the Wolters Kluwer® billing and Account Services departments resolve any billing questions you may have.

There are two Authorizations Audit Trail reports.
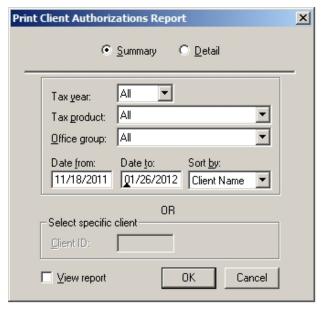
- The **Firm Authorizations Report** shows the amount of available authorizations you have left for your tax products; the date and time the authorizations were purchased, transferred, or exchanged; and the total number of authorizations processed during a time period.
- The **Client Authorizations Report** shows, in summary or detail, the authorizations you used for specific clients. The summary shows you the client name, client ID, and the authorizations used for the client. The detail shows you the same information as the summary, but also includes the date and time the authorizations were used, the client's SSN, and return ID.

To view or print the Authorizations Audit Trail firm activity, do the following:

1. Click **Print Reports** or select **File > Print**.
2. Select **Firm authorizations**. Click **OK**. The *Print Firm Authorizations Activity* dialog displays.
3. The *Date from* box displays the first date on which authorization activity occurred after installation of CCH ProSystem *fx* Tax. You can change this to another date, if you want. Enter the final date for the report period in the *Date To* field.
4. Check the **View report** box to view the report before you print it. Click **OK**.

To view or print the Client Authorizations summary, do the following:

1. Click **Print Reports** or select **File > Print**.
2. Select **Client authorizations**. Click **OK**. The *Print Client Authorizations Report* dialog displays.
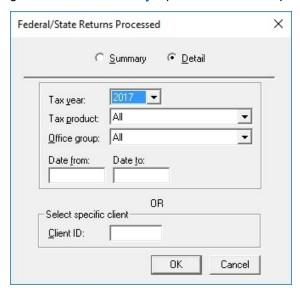
3. Choose the summary or detail version.
4. The *Date from* box displays the first date authorization activity occurred after you installed CCH ProSystem *fx* Tax. You can change this to another date, if you want. Enter the final date for the report period in the *Date To* field.
5. Select a tax year.
6. Select an office group or leave **All** as the default.
7. Select a tax product.
8. Use the *Sort by* drop-down list to have the clients on the report display by name or client ID. The *Date/Time* option is available if you have chosen the summary report.
9. If you chose the detailed report, you can enter a client ID if you want to see the authorization audit trail for a specific client.
10. Check the **View report** box to view the report before you print it.
11. Click **OK** when you have finished.

Federal and State Returns Processed Report

The Federal/state returns processed report displays information regarding the federal and state units calculated for every return for each tax product within a specified tax year. The report can be generated as a Summary report or as a Detail report.

The Detail report will generate a Microsoft® Excel® spreadsheet providing detail on each return which has been calculated for the first time with the goal of reconciling the number of returns processed by the firm for reconciliation of billing charges.

The report format will be by office group with the following columns:

- Date
- Time
- Client name
- Return ID
- Return Description
- Year End
- Federal
    - The system will display the return type (Individual, Partnership, Corporation, etc.) if federal return has been calculated
- State
    - The system will display the states calculated in alphabetical order by state code (for example, if California and Arizona have been calculated, the system will display AZ and CA in the column)
- Other
- User ID
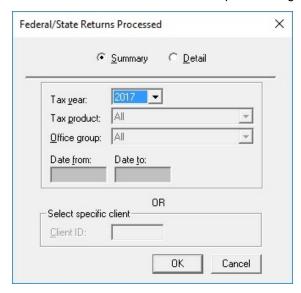
To generate the Detail report, do the following:

1. Click **Print Reports**.
2. Select **Fed/state returns processed**.
3. Click **OK**.
4. Select **Detail**.
5. Use the drop-down list to select either **All** or the tax year for the report.
6. Select the Tax product from the drop-down list.
7. Select the Office group from the drop-down list.
8. Enter the **Date from** and **Date to** for the timeframe you desire.

OR

9. Select a specific client by entering their Client ID in the field provided.
10. Click **OK**.

Microsoft® Excel® will launch and a report will be generated.

The **Summary** report will also generate a Microsoft® Excel® spreadsheet which displays the total number of federal and state returns processed for each tax product within a specified tax year. In the report, the asterisk ***** indicates licensed modules.

To generate the **Summary** report, do the following:

1. Click **Print Reports**.
2. Select **Fed/state returns processed**.
3. Click **OK**.
4. Select **Summary**.
5. Select the tax year for the report.
6. Click **OK**.

📝 **Notes**:

- In order to print a report, the report must be printed as a Microsoft® Excel® spreadsheet after the report has been generated.
- The system will save the report to: C:\users\{username}\Documents\Office Manager Reports folder.
  - For the **Detail** report, the filename will be Fed-States Processed Detail {date} {time}.xlsx.
  - The **Detail** report will **only** contain data from 2017 and later.
  - For the **Summary** report, the filename will be Fed-States Processed Summary {date} {time}.xlsx.

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.

CCH ProSystem *fx* on the Web

(Office Manager > 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 default 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

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
- https://efile.prosystemfx.com

Chapter 4

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.
- Display interview forms in laser or facsimile view.
- 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 and edit letters and filing instructions using Microsoft® Word 2016 or a later version of Word.
- Import depletion data, including certain property information and yearly operating Oil/Gas and Non-Oil and Gas data, from a spreadsheet for tax return preparation. You can also export the existing information entity, property data, and well numbers to a spreadsheet to use as a template. These functions are detailed in *Chapter 5 - Import/Export Functions* on page 310.
- Import accounting system, Fixed Assets, Schedule K-1, apportionment, GainsKeeper Pro, BasisPro, and CCH Client DataXchange information into a return. These functions are detailed in *Chapter 5 - Import/Export Functions* on page 310.
- Import and export foreign entities data between Excel® spreadsheets and Corporation, S Corporation, Partnership, Exempt Organization, and Individual Tax returns. This feature is described in detail in *Chapter 5 - Import/Export Functions* on page 310.
- Export Schedule K-1 data from Partnership, S Corporation, and Fiduciary returns to an Excel® spreadsheet, and import data from an Excel® spreadsheet to K-1 series interview forms. This feature is detailed in *Chapter 5 - Import/Export Functions* on page 310.

- Export Schedule K-1 data from Business returns to an Individual return or to another Business return. This feature is detailed in *Chapter 5 - Import/Export Functions* on page 310.
- Export MST data from Corporation, S Corporation, and Partnership returns to an Excel® spreadsheet, and import data from an Excel® spreadsheet to MST series interview forms. This feature is detailed in *Chapter 5 - Import/Export Functions* on page 310.
- Create and upload IRS files in preparation for electronic filing. The upload feature is detailed in *Chapter 9 - Electronic Filing* on page 478.
- Launch the Electronic Filing Status system.
- Embed spreadsheets and documents in a return. Link returns with spreadsheets and word processing documents.
- Print returns using a variety of options (e.g., specifying multiple copies for the government copy, accountant copy, K-1 copy, and the client copy).
- Preview a return before printing.
- Create, edit, or view multiple returns simultaneously.
- 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® 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)
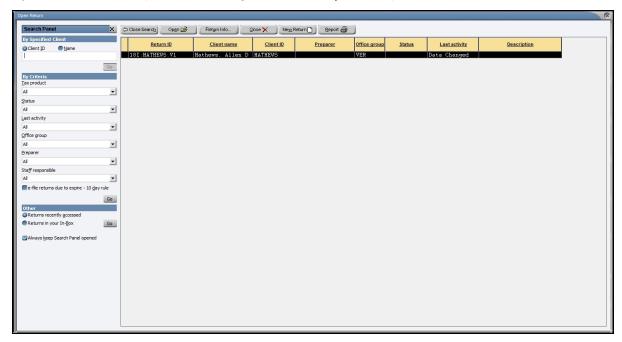
The *Open Return* dialog is the Tax Preparation start up screen and consists of the following components:

- **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.
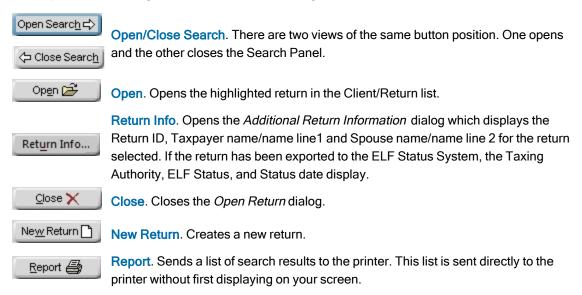
If you have closed the *Open Return* dialog, select **File > Open** to reopen it.

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 2022 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**. 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, 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 later.
- **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 Preview. Displays a preview of the print layout.

Print. Prints all or part of a return.

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.
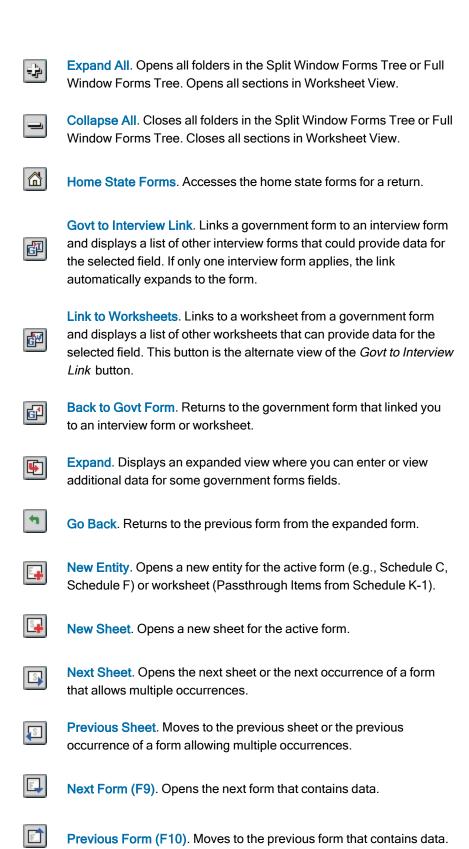
List. Attaches a list of numbers to a field. The numbers are added or subtracted automatically, and the total is imported to the corresponding field.
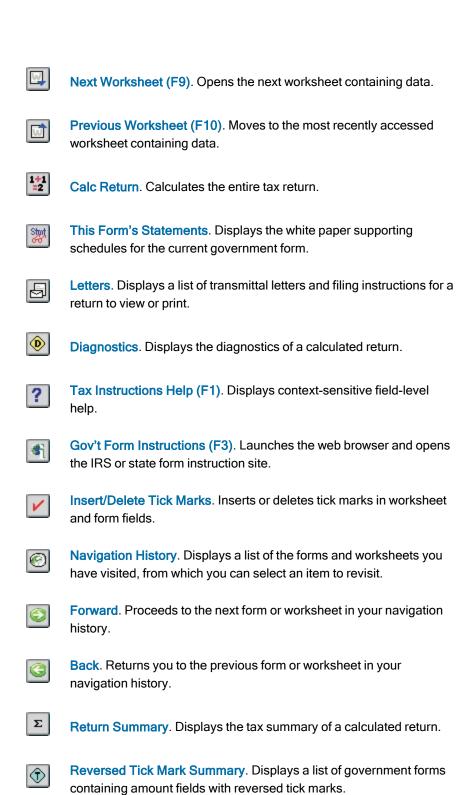
Notes. Creates a note that is attached to individual form or worksheet fields. Line wrapping and multiple paragraphs are allowed.

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.

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 Fixed Assets. Initiates the data import process from CCH ProSystem *fx* Fixed Assets.

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.
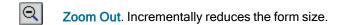
Global Note. Creates or edits a note that applies to the entire return. Also contains lists and notes pro formaed from a prior year return.
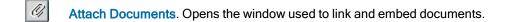
Zoom To. Displays a list of percentages that can be selected to change the display size.

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.
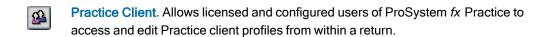
Log Activity. Updates the engagement task activity for returns. (Available only if Engagement Plus is installed.)
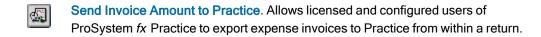
Link to Workstream Project. Links to a project in Workstream after a return is created. Only enabled if Workstream and CCH Axcess Smart Client are installed on your workstation.
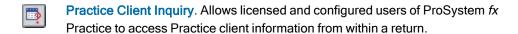
Open Route Sheet. Opens a route sheet in a linked Workstream project after a return is created. Only enabled if Workstream and CCH Axcess Smart Client are installed on your workstation.

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:
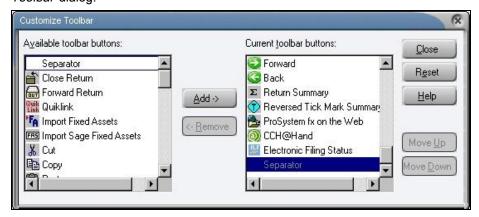
- Adding, removing, and reordering buttons
- Inserting one or more separators to group buttons
- Resetting system default toolbar setting

Your customized toolbar settings are retained when you install Tax Preparation for a new year. 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. The *Customize Toolbar* dialog displays.
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. The *Customize Toolbar* dialog displays.
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

(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
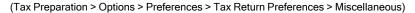
(Tax Preparation > Options > Preferences > Tax Return Preferences)
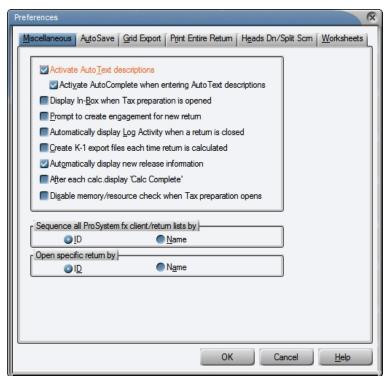
Select **Options > Preferences > Tax Return Preferences** to display the *Preferences* dialog, which includes six tabs:

- Miscellaneous
- AutoSave
- Grid Export
- Print Entire Return
- 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 251 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 201.

- **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 297 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.
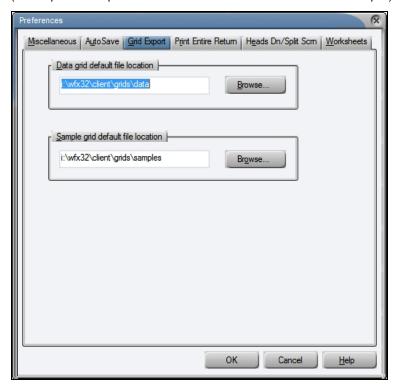
To retain return data so it may be recalled, you must do one of the following:

- Select **File > Save**.
- Click the **Save Return** button.
- Press **Ctrl + S**.

See *Using AutoSave* on page 204 for more information.

Grid Export Preferences

(Tax Preparation > Options > Preferences > Tax Return Preferences > Grid Export)
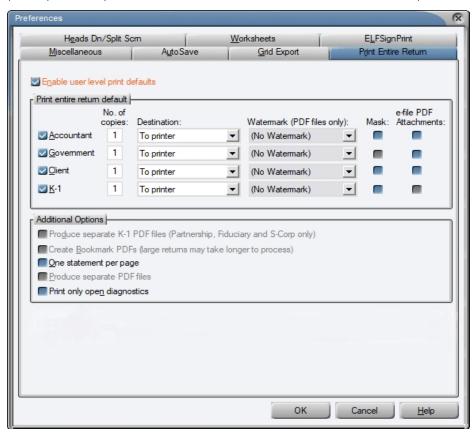
The *Grid Export* tab displays the default file locations to store data grids and blank sample grids. The system default file location can be changed for one or both types of grids.

- **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.

Printing an Entire Return Preferences

(Tax Preparation > Options > Preferences > Tax Return Preferences > Print Entire Return)

The *Print Entire Return* tab allows you to set the defaults for the following:

- **Enable user level print defaults**. Select this box to override the office group print options settings in Office Manager and to set the print defaults for the user.

- **Print entire return default**.
  - Choose one or more copy types. The options include:
    - Accountant
    - Government
    - Client
    - K-1
  - Choose the number of copies if the destination includes a printer.
  - Choose the print destination. The options that display will vary depending on what devices you have installed on your workstation. The possible options include:
    - To printer
    - To print file
    - To fax

- To document imager
- To PDF file
- To PDF file and printer

■ For PDF files, you can choose the watermark to display in the print background. The system-defined watermarks are as follows:

- Confidential
- Copy
- Do Not File
- Draft
- File Copy

📝 Note: The watermark list can be defined by office group in Office Manager using Configure Applications > Tax Preparation > Print Options and can be defined for individual returns on the print dialogs in Tax Preparation.

■ Select **Mask** for each return copy on which the bank account, SSN, and EIN should be masked.

■ Select **e-file PDF Attachments** to print the PDFs attached to the return along with the rest of the return.

📝 Note: This option is not available for the K-1 copy or if you selected *To print file* as the Destination. For the Government copy, the PDFs will only print if you selected the option to print the entire Government copy of the return.

- **Additional Options**.

■ Select **Produce separate K-1 PDF files (Partnership, Fiduciary and S-Corp only)** 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 the 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 Axcess™ Document can all receive separate K-1 PDF files from Tax Preparation.

- Select **Create Bookmark PDFs (large returns may take longer to process)** to produce PDFs with collapsed bookmarks, or clear it to produce PDFs with uncollapsed bookmarks.
- Select **One statement per page** to start each supporting statement on a new page. This has no effect on printing if no statements are included in a return.

  > 📝 **Note**: The print function to print *One statement per page* selection is made available from Tax > Print > Print Entire Return and Production Processing > Print Returns, Forms and Labels > Returns. A default selection can be made at the office group level in Office Manager > Configure Applications > Tax Preparation > Print Options or at the user level in Tax > Preferences > Tax Return Preferences. This option is also available for the return using Form 2 in CCH ProSystem fx Tax Preparation (Form 4 for Employee Benefit Plan returns). The selection in the return form overrides the option set in Office Manager.

- Select **Produce separate PDF files** to produce separate PDF files.
- Select **Print only open diagnostics** to only print open diagnostics with the return.
- Select the following if you want to transfer your PDF file to Document. 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 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.

Print options can also be set in Office Manager and in the tax return. The following list summarizes the hierarchy of print preferences and how they are used:

- **For an office group**. Use Configure Applications > Tax Preparation > Print Options in Office Manager.
- **For a user**. Use Options > Preferences > Tax Return Preferences > Print Entire Return in Tax Preparation. If enabled, this overrides the Office Manager option. In Tax Preparation, the Print Entire Return user preferences apply to printing the entire return and the print preview only.
- **For a tax return**. Use File > Print > Entire Return in the tax return. This overrides both the Office Manager and the Preferences options. Selections made here will be used until you close your

Tax Preparation session. The next time you open Tax Preparation, the choices selected using the Preferences options will be in use.

For more information on print types and destinations, see *Entire Return* on page 279.

Heads Down and Split Screen Preferences

(Tax Preparation > Options > Preferences > Tax Return Preferences > Heads Dn/Split Scrn)
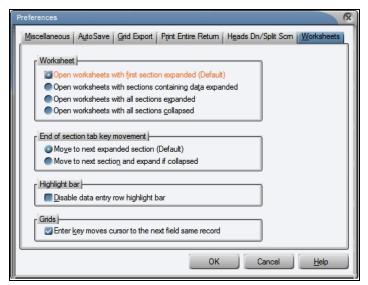
The *Heads Dn/Split Scrn* tab allows you to set the following preferences to assist your data entry when using the Heads Down or Split Screen view:

- **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 224 for more information.

Worksheet Preferences

(Tax Preparation > Options > Preferences > Tax Return Preferences > Worksheets)
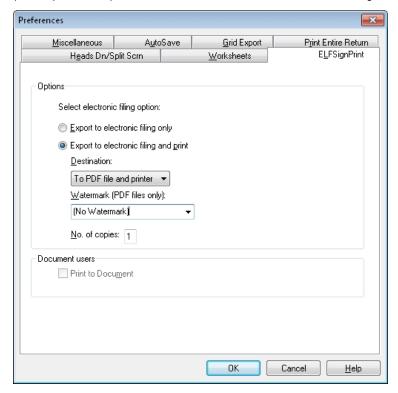
The following options can be used to customize how you display and navigate worksheets:

- **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.

ELFSignPrint Preferences

(Tax Preparation > Options > Preferences > Tax Return Preferences > ELFSignPrint)
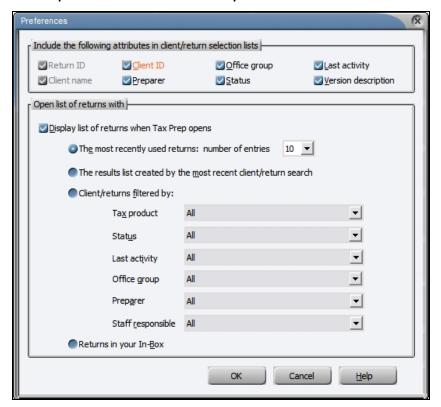
This option will change the defaults for the printing of electronic filing forms on export.

If you elect to export to electronic filing and print, you can select to print to a printer, a PDF file, or a PDF file and a print. The Watermark feature is only available for PDF files.

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

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 2016 and prior, configure your user ID at **Options > Interface Options > IntelliConnect** 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 Your Accounting Systems
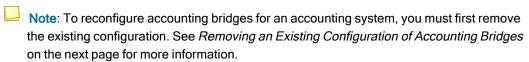
(Tax Preparation > Options > Interface Options > Accounting Bridges)

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 138.

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.)

The typical file paths, where ? represents the drive letter, are as follows:

- ?:\Avision\Av32 for CCH ProSystem *fx* Trial Balance
- ?:\Pfx Engagement\Wm for CCH ProSystem *fx* Engagement

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**.

See *Processing with Dynalink* on page 329 for instructions on importing client information from your accounting system into a return.

See *Updating with Quiklink* on page 330 for more information on using Quiklink.

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.

Your configuration settings are retained when you install Tax Preparation for a new year.

Configuring the CCH ProSystem *fx* Engagement or CPADocument Manager Interface

(Tax Preparation > Options > Interface Options > PFX Engagement/CPADocument Manager)

Return copies saved as PDF files can be stored in CCH ProSystem *fx* Engagement binders or CPADocument Manager. You must have one or both of these programs installed to configure the PDF storage options. CCH ProSystem *fx* Engagement must be version 2.5 or later.

To configure the Engagement or CPADocument Manager Interface, do the following:

1. Select **Options > Interface Options > PFX Engagement/CPADocument Manager**. The *Pfx Engagement/CPADocument Manager* dialog displays.
2. Select **Save PDF to**, and then select **ProSystem fx Engagement** or **CPADocument Manager** from the drop-down list (only the installed software appears).
3. Under *Options*, choose whether to be prompted before saving each PDF file.
   - **Always save**. Means your PDF file can always be found in the same location.
   - **Prompt me**. Allows you to save the return copies to a different location, such as a folder on your system, an Engagement binder, or a CPADocument Manager binder, on a case-by-case basis.
4. If you selected Engagement, enter your CCH ProSystem *fx* Engagement user name and password. If you selected CPADocument Manager, no user name or password is required.

   Note: Tax Preparation does not validate the user name or password. If there is an error in either field, Engagement displays an error when the system attempts to save a PDF file to an Engagement binder.

5. Click **OK**. The Engagement Wizard launches when you create a PDF file. The wizard walks you through the process of selecting the binder and the workpaper tab where the file will be stored. CPADocument Manager does not have a wizard.

The options set using this procedure are retained when you install Tax Preparation for a new year.

Note: When the *Save PDF to* option is checked, the buttons for sending more than one return copy to PDF files are disabled. The Engagement binder interface always sends only one PDF file that contains all copies. For more information regarding this print option, see *Entire Return* on page 279.

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 a Printer

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.

For more information on CCH ProSystem *fx* Tax and Windows® Print, see *Chapter 1 - Planning Your System* on page 1.

Loading 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

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®. You can leave Help running and return to Tax Preparation or exit Help by clicking **Close (X)**.

Accessing CCH Research Features

CCH research products, CCH® IntelliConnect® and CCH® 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 190.

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

(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 default 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

Accessing Support Utilities

(Tax Preparation > Help > Support Utilities)

The support utilities should only be used in collaboration with the Technical Support team if they determine that the utilities are needed. For assistance, please create a support case by visiting https://support.cch.com/ticket.

The following utilities are available:

- Reset User Preferences to Defaults
- Create WKAppChk XML file
- Create Scrubbed Copy of Return

Accessing Form Status

(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

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.

Sharing Data between CCH ProSystem *fx* Applications

When you save a return for a new client who has licensed and installed Client Manager, the client is automatically set up in the centralized client database and a profile is created.

If ProSystem *fx* Practice is the selected client management application, a new Practice client is created from the CCH ProSystem *fx* Tax common data when you save the return.
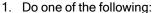
Common data is transferred between the return and the client's profile. However, common data entered in a default return does not flow to Client Manager or ProSystem *fx* Practice. Please refer to the following for more information about common data:

- The *Common Data Tables* topic in the Client Manager help file contains a list of data shared between Tax Preparation and Client Manager.
- *Chapter 11 - ProSystem fx Practice or Project Interface* on page 534 contains a list of data shared between Tax Preparation and ProSystem *fx* Practice.

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.
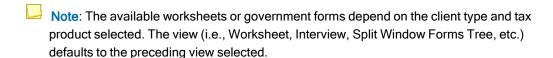
1. Do one of the following:
   - Select **File > New**.
   - Click the **New Return** button on the toolbar.
   - Click **New Return** on the *Open Return* dialog.
   - Press **Alt + W** from the *Open Return* dialog.
2. Enter a unique client ID of 1 to 12 alphanumeric characters and click **OK**.
3. If you are creating a return for a new client, use the drop-down list to select a client type. Only those entities that are licensed and 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 202.
7. Click **OK**.

> **Note**: The available worksheets or government forms depend on the client type and tax product selected. The view (i.e., Worksheet, Interview, Split Window Forms Tree, etc.) 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. For more information on default returns, see *Default Returns* on page 202.
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 2022 return for the client Mathews is 22I: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 179 for information.

2. Highlight a return and click **Open**. For more information on using the In-Box, see *Using the In-Box* on page 301.

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 154 for details.

Default Returns

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.

You can also pro forma default returns. To apply the default return information to client Pro Forma, be sure to pro forma the default return before recalling the client Pro Forma.

Prior year default returns can be pro formaed in Production Processing to create current year default returns.

Pro Forma can then be recalled using current tax year default returns in Tax Preparation or Production Processing.

See *Processing Pro Forma* on page 431 for more information.

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 64.
- Default return data does not flow through to common data in the client's profile in Client Manager or CCH ProSystem *fx* Practice.

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**.

Saving to an Alternate Drive or Removable Media

You can save new returns and move existing returns to your local drive or a removable storage device, such as a CD, DVD, or flash drive.

The procedures for saving a new or existing return vary slightly.

1. Insert the storage device if you are saving or moving a return to a removable media.
2. Select one of the following:
   - Create a new return and select **File > Save To**.
   - Open an existing return and select **File > Move To**.
3. Select your local drive or the media drive where you want to store the return.
4. Click **OK**.

   📝 **Note**: If there is not enough space for the return on the drive you selected, an "insufficient space" message displays. Do the following to continue the storing process:

   a. Click **OK**.
   b. Insert another storage device (e.g., CD or DVD) or select another drive.
   c. Click **OK** to continue the storing process.

When you move an existing return, the system determines if the return exists on the drive selected. If it does, you are given the option to overwrite it. If it does not already exist, a Wfx32\Client\YYP directory is created, where YY represents the tax year and P represents the tax product.

Notes:

- All batch functions in Production Processing, including creating and printing Organizers and Pro Forma, can be performed for returns on a storage device or an alternate drive. All Tax Preparation features, including electronic filing and history are available with the exception of the ability to forward a return.

- If you are storing a return that has been forwarded to another user, the forwarded status of the return is canceled. The return cannot be forwarded again until it is moved back to the CCH ProSystem *fx* system drive.

- When a return has been moved, an activity entry of *Moved to Alternate Drive* is posted to the return history log. If you have licensed Client Manager, you can view a client's return and profile activity using the Options > View Client History option in Client Manager.

- Returns can be filtered in the Client/Return List by entering *Moved to Alternate Drive* as the last activity.

- If you have licensed Client Manager or ProSystem *fx* Practice, client profile data is not stored on removable media, and common data is not updated on returns that are stored on an alternate drive.

- Returns stored on removable media are not available for backup.

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 182.

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 2022 return for the client Mathews is 22I: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.

For a complete list of common data, see the *Common Data Tables* topic in the Client Manager help file, or refer to *Common Data* on page 555.

Selecting Interview Forms

(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 214 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 222 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 221 for detailed information.
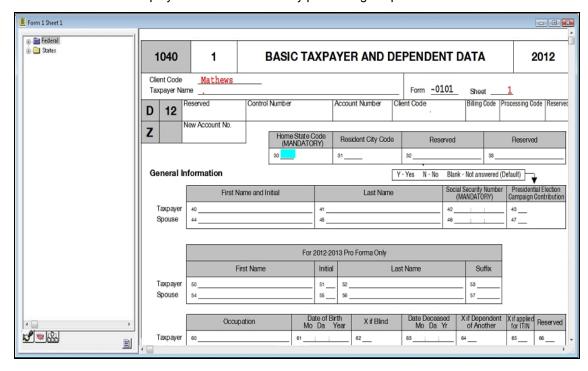
Note: The availability of interview forms depends on the setting selected in Office Manager > Configure Firm > Input Methods. See .

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.

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
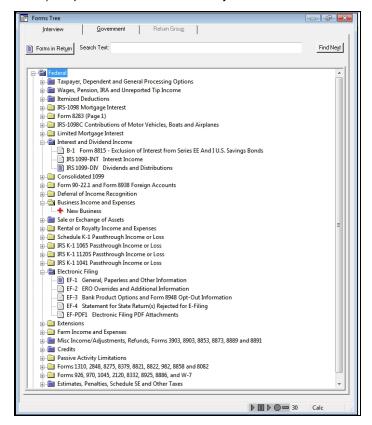
Select **View > Full Window Forms Tree** to display the Federal and State folders for the forms type, either Interview or Government. To change from one forms list to another, click the appropriate tab at the top of the screen for **Interview** or **Government**.

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.
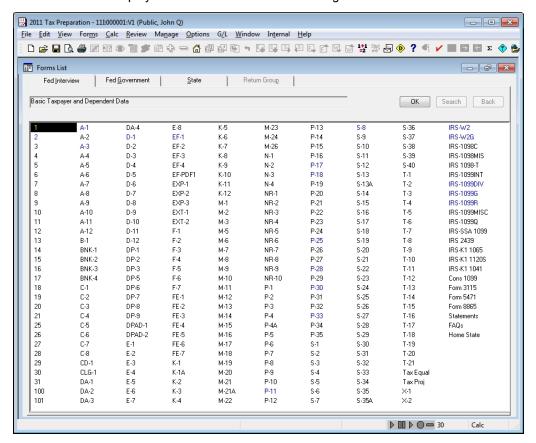
Full Window Forms List

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 keyboard 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.
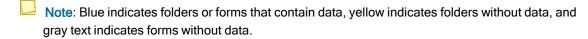
 Note: Forms and folders containing data are blue. Folders without data are yellow, and forms without data are gray.

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 222.

> 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.

   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.

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

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

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

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 179 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
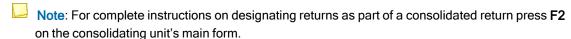
You can choose the subsidiary returns to add to a consolidated return from a picklist of all returns for that tax product. To use the picklist, open the consolidating unit's return and access Interview Form CC - 1.

Position the cursor in the *Name, Employer ID,* or *Client ID* field and do one of the following to display the *Select Returns* dialog:
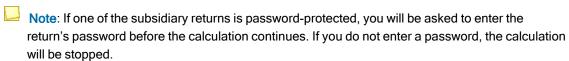
- Click the **Lookup Value** button.
- Press **F4**.
- Right-click and select **Lookup Value** from the menu.

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. See *Using ProKey, QuickBox, and Key Verify* on page 224 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 the next page for more information on the QuickBox option.

2. Enter the appropriate data into the *Data* field.

3. 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.

4. 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 the next page 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 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.

6. 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 187 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 221 for detailed information.
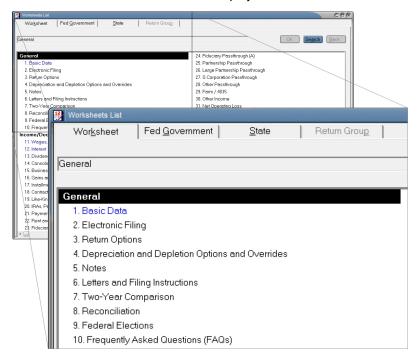
📒 Note: The availability of worksheets depends on the setting selected in Office Manager > Configure Firm > Input Methods. See for more information.

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.
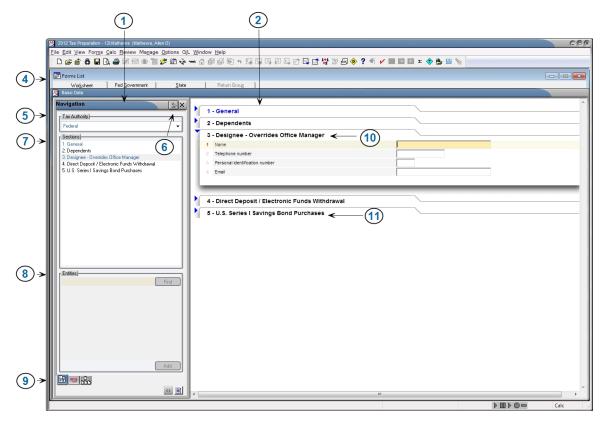
Do any of the following to display worksheet-level Help:

- 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)
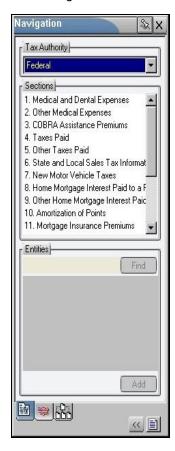
Keyboard Shortcuts to Navigate Worksheet Sections	
Function	Shortcut
Moves from the last field of a section to the first field of the next expanded section.	Tab
Moves from the first field of a section to the last field of the previous expanded section.	Shift + Tab
Adds another item in a grid or Detail 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 180 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.
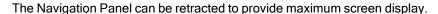
The second area, *Sections*, presents a numbered list of sub-units or sections for each worksheet. If a worksheet contains only one section, the section title and number are not listed. Click a section title to expand and display the section in the Worksheet window. This also moves the cursor to the first field of the expanded section.
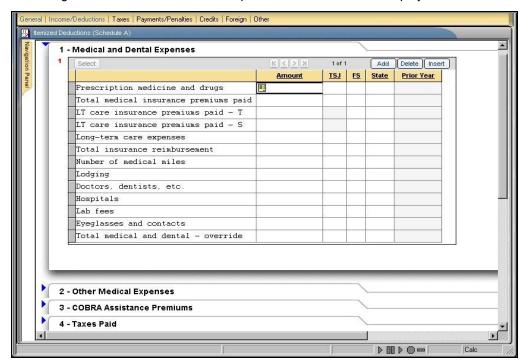
The title of the next area, *Entities*, varies according to the active worksheet. This division lists entities existing in the open worksheet. Click a listed entity to open its associated worksheet section. You can also locate and add entities using the *Find* and *Add* buttons.

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.
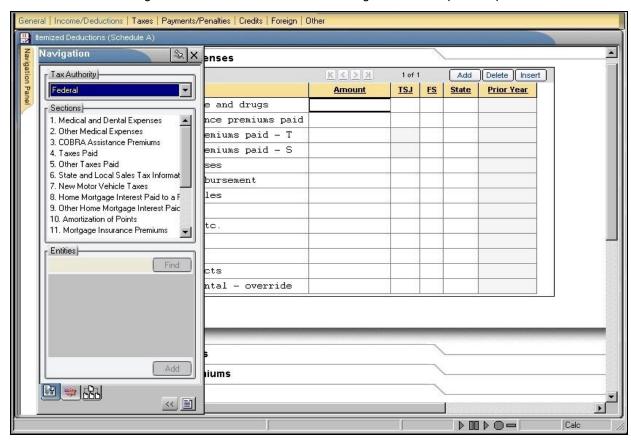
- Click the **Pin/Unpin** button.
- Select **View > Unpin Quick Navigation Panel** from the menu.
- Click the **X** in the upper-right corner of the Navigation Panel.
- Click **Retract Quick Navigation Panel** (double arrow button).
- Press **Alt + F6**.

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 *Tax Authority* list.	Ctrl + G	
Select the first item in the *Sections* list.	Ctrl + B	
Select the first item in the *Entities* list.	Ctrl + E	
Select the *Government* tab.	Alt + G	
Select the *Worksheet* tab.	Alt + K	
Select the *Return Group* 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:
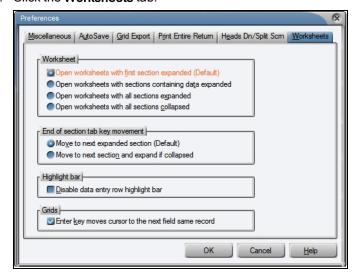
- Click the arrow to the left of any section header. A right arrow indicates that the section contains sub-sections that can be expanded. Click the right arrow to expand the section. A down arrow indicates that the section is already expanded. Click the down arrow to collapse the section.
- Select **View > 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.

- 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.

- 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.
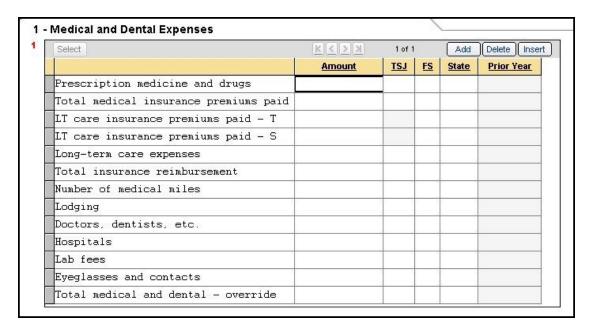
See *Setting Worksheet Preferences* on page 234 for details on changing the default options for opening worksheets.

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 239, 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.

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.

See the *Importing K-1 Data from a Spreadsheet* on page 334 and *Exporting K-1 Data to a Spreadsheet* on page 346 sections for details and instructions for using the K-1 Import/Export wizards.

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 181.

For complete details about the preparation and execution of this process, refer to the instructions in *Chapter 5 - Import/Export Functions* on page 310.

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.

Format Guide	Interpretation
EF	Field required for electronic filing. If left blank, the software issues a diagnostic.
Required	Mandatory field.

Working with Multiple Occurring Sections
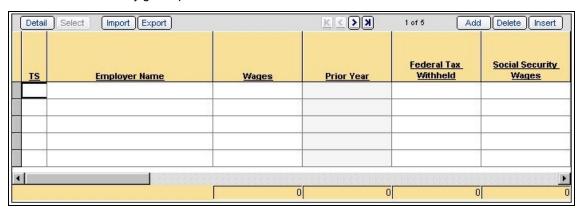
Some worksheets contain sections with multiple occurrences called repeaters. For example, the Other Home Mortgage Interest Paid section on the Itemized Deduction worksheet could be repeated multiple times for Individual clients with multiple mortgages.

Each repeater section has a navigation bar positioned at the top of the grid with options for adding, deleting, inserting, and finding sections.

- To add an occurrence in a repeater section, click **Add**.
- To delete an occurrence in a section, click **Delete**.
- To locate a specific occurrence, click **Select** to display the *Select* dialog. Enter a keyword and click **Find**, or double-click the occurrence from the list.
- Click the single **left** or **right arrow** to move to the previous or next section.
- Click the **double-arrow left** or **right** buttons to move to the first or last section.
- The navigation bar shows the total number of occurrences of a repeated section and the number of the selected section.

Accessing Detail Worksheets from Summary Grids

Detail worksheets are accessed through Summary grids. Worksheets containing these types of grids display the Summary grid when opened (e.g., Interest Income and Dividend Income worksheets). Each row in a Summary grid represents a different Detail worksheet.

Use Detail worksheets to view and enter data in a subset of worksheet fields.

- To access a Detail worksheet, highlight a row in the Summary grid and click **Detail** on the grid's navigation bar.
- To exit a Detail worksheet, click **Summary** located at the top of the worksheet.

- To add a Detail worksheet, click **Add** located on the Summary grid's navigation bar. An additional row is inserted at the bottom of the grid.
- To delete a Detail worksheet, highlight a row and click **Delete** located on the Summary grid's navigation bar. You can also select **Edit > Delete > Delete Row**, or right-click and select **Delete > Delete Row** from the menu.

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:
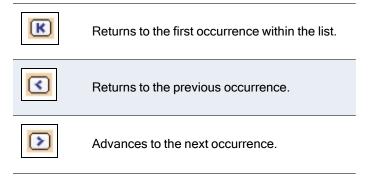
- **Add**. Adds an entity. You can also click **New Entity** on the toolbar or select **Forms > New Entity** to add an entity.
- **Find**. Locates an entity by specific name within the list. The *Find* button is enabled when you enter text in the field. If you enter partial information, the system searches 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.
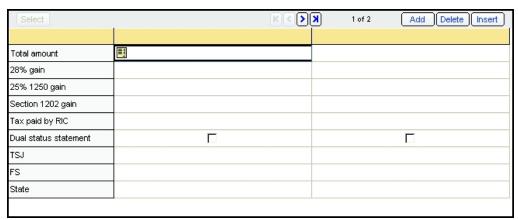
Delete Row or Column

(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 239, 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**.

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
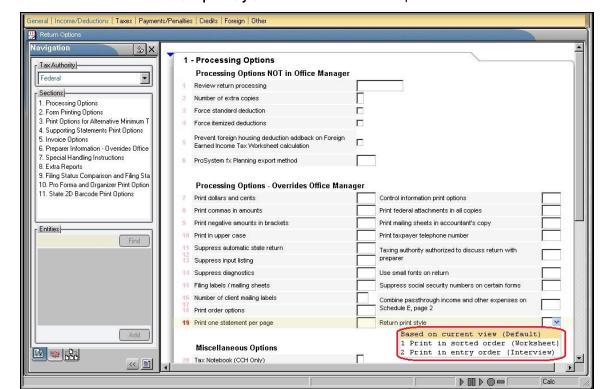
Data entered in one view displays in other views based on these standards:

- 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.
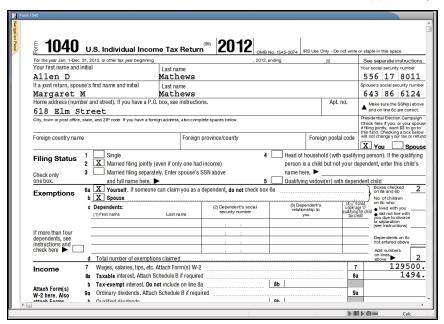
The print order options are as follows:

- **1 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.

- **2 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.

- **3 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.

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 249.

Color Coding in Government Form and Worksheet Fields
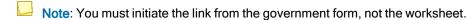
Fields are color-coded when the cursor is positioned in them.

- 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 179.

Edit Tools

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 257.

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.

📝 **Note**: Select **File > Print > Preparer Reports > Override Report > View Report** to view or print an Override report.

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:
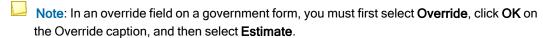
1. Open a return containing overrides you want to remove.
2. Select **Option > Clear All Overrides**.
3. Click **Yes** to confirm.

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.

📒 Note: Select **File > Print > Preparer Reports > Estimate Report > View Report** to view or print an Estimate report. See *Preparer Reports* on page 289 for more information.

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

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

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.

When you print a return, any notes you have entered for a return appear in the accountant copy of that return. Select **File > Print > Preparer Reports > List and Notes** to view or print notes.

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
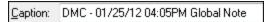
(Tax Preparation > Edit > Global Note)

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.

Notes and global notes print on a separate page in the accountant copy of the return. The global note prints first, followed by notes attached to specific fields in the return.

Select **File > Print > Preparer Reports > List and Notes** to view or print a report of the lists, notes, and global notes in a return. If you choose to print the return's Pro Forma, the global note also prints if there is data present.

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.

    Caption: DMC - 01/25/12 04:05PM Global Note

    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.

Note: You can select **File > Print > Preparer Reports** to view or print a Hash Total report. See *Preparer Reports* on page 289 for more information.

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.
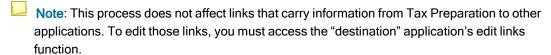
1. Open the spreadsheet containing the data you want to link.
2. Highlight the field or cell to be linked.
3. Select **Edit > Copy** in the spreadsheet application.
4. Open the return in Tax Preparation.
5. Locate the form and field to contain the linked data, and then place the cursor in the preferred 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® Excel® 2016 or later spreadsheet, select **Paste** from the ribbon and select **Paste Link**.

   To link data to an earlier version of a Microsoft® Excel® spreadsheet, you would do the following:

   a. Select **Edit > Paste Special** in Excel®.

   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 54 for further information.
- Select **Review > Letters** in Tax Preparation to make changes to a specific return's letters. See *Letters* on page 270 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.
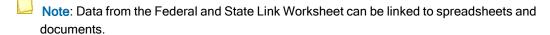
   To link data to a Microsoft® Word document you would do the following:

   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
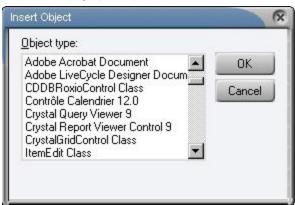
When embedding documents and spreadsheets, you can create the document or spreadsheet in the tax return. Once you save the new document or spreadsheet, it automatically displays in the tax return's Attach Documents window. The data can only been seen in the Attach Documents window or when printed to 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.
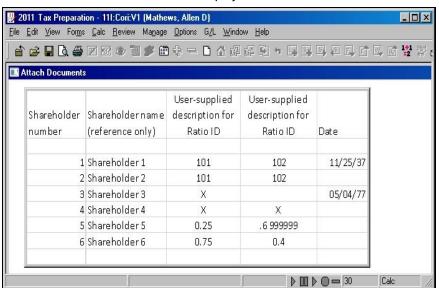
Document or spreadsheet data can also be embedded in a default return for a specific product type. The data will be available for all returns created or recalled using the default return. The data can only been seen in the Attach Documents window or when printed to the printer. The information prints 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:
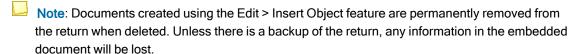
1. Open the tax return.
2. Select **Forms > Attach Documents** or click the **Attach Documents** button to display the Attach Documents window. Previously embedded documents and spreadsheets display in the window; otherwise, the window is empty.
3. Open the document or spreadsheet.
4. Highlight the portions 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.

2011 Tax Preparation - 11I:Cori:V1 (Mathews, Allen D)

File Edit View Forms Calc Review Manage Options G/L Window Help

Attach Documents

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.
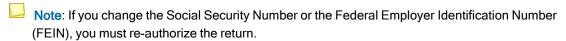
Consider the possible effects of a calculation.

- 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

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 9 - Electronic Filing* on page 478 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.

3. 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.

4. Enter the correct data in the field on the form or worksheet.

5. Repeat steps 3 and 4 to correct other diagnostic items.

6. 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.

7. When finished, click **Close (X)** to close the Diagnostics window.

Interactive Overrides

(Tax Preparation > Review > Interactive Overrides)
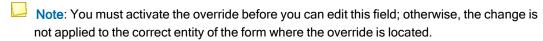
Interactive Overrides provides a list of the overrides within a government form; however, you can view the Override Summary while working in interview forms, government forms, or worksheets. You can move between an item in the Override Summary and the relevant field in the tax return.

📝 Note: The items in the Override Summary window link to government form fields only.

To use the Interactive Overrides feature, do the following:

1. Select **Calc > Return** or click **Calc Return** if the return has not been calculated or must be recalculated.
2. 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.
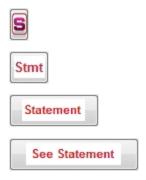
Calculate the return and use the following procedure to display the supporting statements for the active form.

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 **Copy to Clipboard** to place the statement on the Clipboard for transfer to a word processing application, or **Print** to print the statement.

Letters

(Tax Preparation > Review > Letters)

The Letters option allows you to view, print, or copy all correspondence associated with a return. If Microsoft® Office 2016 or a later version is installed, you can also edit letters in Word.

Keep the following in mind when creating and editing letters in Word:

- To print edited letters, the workstation you are printing from must be configured to run Word.
- Workstation Setup must be run on a computer before any letters can be created or edited in Word.
- Letters created in Word for joint returns that are subsequently split remain with the original return, not with the split return.
- Do not attempt to load two new letters simultaneously.
- When using a laptop, you must install laser forms to edit letters. You must also copy the custom laser letterhead form to the X:\Wfx32\22P\Laser directory (where X represents the drive and P represents the tax product) if you want to use them with Word letters.

Viewing a Letter

1. Select **Review > Letters** or click the **Letters** button to display the *Select Letter* dialog.
   - The letters are listed in the order they will be printed with the return: Transmittal letters, Cover letters, Standard Filing Instructions, and, if applicable for a Partnership, S Corporation, or Fiduciary return, K-1 letters.
   - The *Version* column indicates if the letter is a system-generated original or a version edited in Word.
   - The *Modified* column indicates the date and time the return was calculated for an original version, and the date and time a Word version was last saved.

     Note: If the original system letter has a more recent date/time stamp, the Word version may need to be edited or deleted, and then recreated from the original to acquire the latest variable data values.

   - The *Search* feature aids in locating letters when a list exceeds the available viewing area.
   - If a Word version is highlighted, the *Delete MS Word Version* button becomes available to allow its removal.
2. Select a letter and click **OK**, or press **Enter**.
   - If you selected an original version, a view dialog is displayed. Go to step 3.
   - If you selected a Word version, Word opens displaying the letter. Select **File > Print** to print the letter. See *Editing a Letter in Word* on page 272 for more information.

3. Do one of the following:
   - Click **Print** to print the letter with letterhead on a laser form, if applicable.
   - Select **Copy to Clipboard** to copy the letter, including page separators and inserted form text, to the Clipboard for use in a word processing application.

     Note: Copying the edited letter to the Clipboard will not attach the letter to the return.

4. Click **Close** to return to the *Select Letter* dialog.
5. Click **Close** to exit the *Select Letter* dialog.

Note: The system uses the Clipboard when opening a letter in Word. To prevent any loss of information, ensure the Clipboard is clear before using these instructions for opening a letter in Word.

Printing All Return Letters

(Tax Preparation > File > Print > Preparer Reports)

1. Select **File > Print > Preparer Reports**. The *Print Preparer Reports* dialog displays.
2. Click the **Letters** radio button.
3. Click **OK**.

Note: The letter version with the most recent date or time will print with the return. If the system version of a letter has a more recent date or time than a Word version of the same letter, you are given three options: *print all system-generated letters; print all Word document letters;* or *print the most recent dates, regardless of type*.

Printing Letters with the Return

(Tax Preparation > File > Print > Entire Return)

Select **File > Print > Entire Return**.

Note: The letter's font type and print position within the return depend on the font selection and print destination chosen in Printer Setup.

- If TrueType fonts are not used and the job is sent to a printer, the letters print using the Tax fonts and the letters are placed in the proper sequence in the return.
- If TrueType fonts are not used and the job is sent to a fax or document imager, the system switches to Windows® Print and TrueType fonts, and produces a separate print job for each document.

  These print jobs follow the print job of the associated return. To facilitate collation, a page referring the user to the associated Word letter being printed at the end of the return is placed in the position where the system-generated letter would have printed. Once the print jobs are created, the system switches the Printer Setup back to CCH ProSystem *fx* Tax fonts.
- If Windows® print with TrueType fonts is chosen, the letters print as a separate print job immediately following the return.

A page referring the user to the associated Word letter being printed at the end of the return is placed in the position where the system-generated letter would have printed to facilitate collation. A message at the end of the diagnostics informs you that an edited Word letter has been printed in place of a system letter.

📝 Note: Word letters are not printed as part of a PDF file, regardless of the fonts used.

Editing a Letter in Word

Tax Preparation must remain open while you edit and save changes to the Word version of the letter.

Edited letters are saved in X:\Wfx32\client\YYP\letters in the format cccccccv.dxx where X is the drive on which CCH ProSystem *fx* Tax is installed, YY is the tax year, P is the tax product, ccccccc is the first seven characters of the client ID, v is the version number, and dxx is a unique extension assigned to each letter by the system.

1. Follow the steps for selecting a letter outlined in *Viewing a Letter* on page 270.
2. If you selected a Word version, it is opened in Microsoft® Word. Wait for the letter to load completely before editing.

   If the letter is an original version, select **Edit in MS® Word** to display the letter in Word. This button is disabled if the system does not detect a correct version of Word or the return for which the letters are listed is checked out.

3. Edit the letter using standard Word commands. There are some items to be aware of when editing letters.
   - If you have problems with characters not appearing as they should, highlight them and change them to a different font. We suggest using Courier font. Some circumstances that can occur are as follows:
     - Entering three periods in a row changes the periods to a box.
     - The tilde (~), the pipe (|), and the curly brackets ({}) do not print.
     - Symbols created by multiple keystrokes such as the yen symbol (¥) or the section symbol (§) do not print.
   - Press **Ctrl + Home** to move to the top of the first page.
   - The template used by the system for Word letters contains embedded lines and spaces; if you add or delete lines and spaces, you may find that the word wrap is incorrect. To adjust for this, use the **Show/Hide** button to reveal the embedded characters and then use the spacebar as appropriate to correct the spacing.
   - Bold-faced type is not supported if the document is printed from Tax Preparation. To print bold-faced type, print the document from Word.
4. When you are finished editing the letter, do any of the following:
   - **Tax Preparation Commands**. Access the following two functions from the Word File menu, the custom dockable toolbar, or if you use Office with the ribbon.
     - Select **Save With Return** so the letter can be printed with the return. This also updates any changes. Only one Word version is allowed per letter.

    ◦ Select **Close - Return to Tax Prep** to return to the Tax Preparation application without saving any modifications. A message box displays allowing you to save the changes to the return.

   ▪ **Word Commands**. These commands function in the Word application and do not interact with Tax Preparation.

      📒 **Note**: Do not use the **Save** or **Save As** options if you want the letter available in the list of letters or printed with the return. Use the Tax Preparation command **Save with Return** for this purpose.

      ◦ Select **File > Save** to save a letter previously saved in Word.

      ◦ Select **File > Save As** to save a letter not previously saved in Word or to make a copy of a letter using a new name.

      ◦ Select **File > Print** to print a letter from Word. You are returned to Word upon completion of the print process.

      ◦ Select **File > Close** to close the open document and remain in Word. If the document must be saved, the system prompts you.

      ◦ Select **File > Exit** to exit Word and return to Tax Preparation. If a document is open, you are prompted to save it.

5. Select **Close** on the *Select Letter* dialog when finished editing.

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.
- Print or review 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 179.

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 35.

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 179 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 35.

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 268.

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

Print Preview

(Tax Preparation > File > Print Preview)

You can preview the print layout prior to printing a return in PDF format. We recommend using Adobe® Acrobat® products (Adobe® Reader®, Adobe® Acrobat® Standard, and Adobe® Acrobat® Professional), version DC or later, for all CCH ProSystem *fx* Office products.

To preview the print layout, do the following:

1. Select **File > Print Preview** or click the **Print Preview** button.
2. Select the box next to the return copies you want to preview:
   - Accountant
   - Government
   - Client
   - K-1
3. Select *Mask* for each return copy on which the bank account, SSN, and EIN should be masked.
4. Select *e-file PDF Attachments* to preview the PDFs attached to the return with the rest of the return information.

   📝 Note: This option is not available for the K-1 copy or if you selected *To print file* as the Destination. For the Government copy, the PDFs will only print if you selected the option to print the entire Government copy of the return.

5. Select *Create Bookmark PDFs (large returns may take longer to process)* to produce PDFs with collapsed bookmarks, or clear it to produce PDFs with uncollapsed bookmarks.
6. Select *One statement per page* to have each return statement printed on a separate page. If you have no statements, printing is not affected by this check box.
7. Select *Print only open diagnostics* to only print open diagnostics with the return.
8. Click **OK**. The return opens in Adobe® Reader®. To print from Adobe®, select **File > Print**.

📝 Note: If a PDF file is created for a return secured with a password, the PDF file is also secured with that password, provided Microsoft® 128-bit encryption is installed on your system. If it is not installed, the PDF file is not protected. You can download 128-bit encryption from the Microsoft® internet site. The password is case-sensitive in Adobe®.

Printing a Return

(Tax Preparation > File > Print)

You have the option of printing with Windows® Print or CCH ProSystem *fx* Tax font loading. You specify the print system you want to use when you set up a printer using **File > Printer Setup**. To use Windows® Print, check the **Utilize TrueType fonts for print processing** box. See *Printer Configuration* on page 1 for details on the two types of print.

When printing returns, forms, etc., you can choose the print destination: a printer, a print file, a fax (if installed and set up in Printer Setup), a document imager (if installed and set up in Printer Setup), a Portable Document Format (PDF) file, or both a PDF file and a printer.

Consider the following information concerning PDF files:

- We recommend using Adobe® Acrobat® products (Adobe® Reader®, Adobe® Acrobat® Standard, and Adobe® Acrobat® Professional), version DC or later, for all CCH ProSystem *fx* Office products. You can download Adobe® Reader® for no charge from the Adobe® website at http://www.adobe.com. Click **Get Adobe® Reader®** icon to proceed to the download page.
- PDF files are stored in the X:\Wfx32\CLIENT\PDF\YYP directory, where X represents the drive, YY represents the tax year, and P represents the tax product. The files can be opened by double-clicking the file from Windows® Explorer, or by using the **File > Open** command in Adobe® Reader®. When saving the files, use the Save in drop-down list to save the files to another location.

  📝 Note: The default PDF file location can be customized for an office group using **Configure Applications > Tax Preparation > Print Options > Destinations and Watermarks** in Office Manager.

- If Engagement is licensed and installed on the computer creating the PDF files, the files can be stored in a workpaper tab in an Engagement binder. You first configure the interface using **Options > Interface Options > PFX Engagement/CPADocument Manager**. After you create a PDF file, an Engagement wizard is launched to walk you through choosing the binder and workpaper tab that will store the file. See *Storing a PDF Return File in CCH ProSystem fx Engagement* on page 292.
- If a PDF file is created for a return secured with a password, the PDF file is also secured with that password, provided Microsoft® 128-bit encryption is installed on your system. If it is not installed, the PDF file is not protected. You can download 128-bit encryption from the Microsoft® internet site. The password is case-sensitive in Adobe®.

  📝 Note: Select **None** from the Page Scaling list on the *Print* dialog so that a return printed to PDF meets IRS or state taxing agency specifications and is not rejected.

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:

- **Entire Return**. Prints the number of copies you specify of all units (federal, state, etc.).
- **Selective Pages**. Prints the number of copies you specify of the forms and schedules within a client's return.
- **Federal, State or City Only**. Prints the number of copies you specify of the federal, state, or city units of the client's return.
- **Estimates**. Prints the number of copies you specify of estimates associated with the payment quarter selected.
- **Extensions and 1st Quarter Estimate Vouchers**. Prints the number of copies you specify of extensions associated with the units selected (federal, state, etc.).
- **This Form**. Prints the number of copies you specify for all pages of the active form. Also allows you to view and print supporting statements. The print option, This Form, is not available for worksheets.
- **This Page**. Prints the number of copies you specify of the current page of the open form. Also prints displayed interactive diagnostics, overrides, and estimates. The print option This Page is not available for worksheets.
- **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.
- **K-1 Selection**. Allows you to select one or multiple partners for printing in Corporation, S Corporation, Fiduciary, and Partnership returns.

Setting Print Preferences

Defaults for formatting and printing the entire return can be configured for an office group in Office Manager using **Configure Applications > Tax Preparation > Print Options > Destinations and Watermarks**. Each type of return copy (i.e., accountant, government, client, and K-1) can be configured independently with the number of print copies, print destination, watermarks (for PDF files only), and the path or location to store PDF files. The system provides several watermarks that you can choose for the print background, and you can create a customized watermark list.

User-level print defaults can be configured in Tax Preparation using **Options > Preferences > Tax Return Preferences > Print Entire Return**. The same options can be set for each type of return copy with the exception of defining the PDF file location and customizing the watermark list.

Print options can also be set in the tax return and on print dialogs. The following list summarizes the hierarchy of print preferences and how they are used:

- **For an office group**. Use Configure Applications > Tax Preparation > Print Options in Office Manager.
- **For a tax return**. Use the Processing Options worksheet or Interview Form 2 (Form 4 for Employee Benefit Plan) in the tax return. This overrides the Office Manager option.
- **For a user**. Use Options > Preferences > Tax Return Preferences > Print Entire Return in Tax Preparation. If enabled, this overrides the tax return and Office Manager options. In Tax Preparation, the Print Entire Return user preferences apply to printing the entire return and the print preview only.

Entire Return

(Tax Preparation > File > Print > Entire Return)

The settings saved when you click OK on the *Print Entire Return* dialog are retained for the current Tax Preparation session and override the default settings. These settings are not retained when Tax Preparation is closed.

1. Select **File > Print > Entire Return**, or click the **Print** button and select **Entire Return**. The *Print Entire Return* dialog displays.

2. Choose the type and number of copies. You can print up to nine copies for each category if you are printing to a printer or the *To PDF file and printer* option.

   - **Accountant**. Prints the federal, state and city copies, diagnostics, all lists and notes in the return, invoices, input listings, forms and schedules, supporting statements, reports, hash totals, and labels. Hash totals are not printed in Worksheet View.

   - **Government**. Prints the federal, state, and city copies only.

   - **Client**. Prints the taxpayer copy.

   - **K-1**. Prints only the K-1 forms, including the K-1 transmittal letters, states, and any attachments for Partnership, Corporation, Fiduciary, and S Corporation returns only.

3. Choose the print destination for each copy that you are printing. The options are:

   - **To printer**. Prints returns to the printer configured in Printer Setup. You can print up to nine copies.

   - **To print file**. Creates one print file. Only one print file will be written to disk. The print file does not print when it is created. You can print the file in batch mode in Production Processing using Print Returns, Forms and Labels > Return print files.

   - **To fax**. Choose this option to print one copy to a fax if a fax driver has been configured in Printer Setup.

   - **To document imager**. Prints one copy to a document imager if document imaging software has been configured in Printer Setup.

   - **To PDF file**. Prints one copy of the return to a PDF file. You are required to choose the directory where you want the file printed. Word letters, labels, and OLE objects will not be printed.

   - **To PDF file and printer**. Prints to a PDF file and a printer simultaneously. The same conditions apply to the PDF file as those stated in the previous bullet. However, you can print multiple return copies to the printer.

     > Note: Some HP® printers do not support printing of Lines 1 and 65 of the return when printing to a PDF file and printer.

4. For PDF files only, 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.* Watermarks can be added or deleted in Office Manager.

5. You can mask the taxpayer SSN, EIN, and bank account information. Select **Mask** for the copy or copies on which you wish to mask these fields.

⬜ **Note**: If you are printing a Client copy and masking is selected, a "For Your Records - Do Not File" watermark will be displayed unless you have selected to display a specific watermark.

6. Select the **e-file PDF Attachments** check box to print the PDFs attached to the return along with the rest of the return.

⬜ **Note**: This option is not available if you selected *To print file* as the Destination.

7. If you are printing a Partnership, Fiduciary, or S Corporation return to PDF or to a PDF and printer, you can select **Produce separate Partner K-1 PDF Files** to print individual K-1 packages separated by partner.

⚠️ **Warning!** When printing PDF files, if a file already exists with the same name as the combined K-1 PDF file, an overwrite warning dialog is given. There is no overwrite warning for the separate K-1 package PDF files (when using either the default or override names).

If the return file name is changed, pre-existing PDF files for the return that were created using the default PDF file name (for both the combined K-1 PDF file and the separate K-1 package PDF files) will not be renamed. Pre-existing K-1 PDF files (both the combined and separate K-1 package PDF files) using a previous client file name will not be 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 are responsible for deleting, renaming and managing the separate K-1 package PDF files.

💡 **Tip**: If your firm uses this option, a much larger number of PDF files will be created, making file maintenance and file location more important for you to manage. For this reason, we recommend a naming and file location convention for PDF files. This will help you locate files when they need to be purged. In addition, we recommend that you do not duplicate a PDF file name in any return because no overwrite warning will display for the individual 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 Axcess Document can all receive separate K-1 PDF files from Tax Preparation.

8. Select the **Create Bookmark PDFs (large returns may take longer to process)** box to produce PDFs with collapsed bookmarks, or clear it to produce PDFs with uncollapsed bookmarks.

9. Select the **One statement per page** box to start each supporting statement for a return on a new page.

⬜ **Note**: The print function to print *One statement per page* selection is made available from Tax > Print > Print Entire Return and Production Processing > Print Returns, Forms and Labels > Returns. A default selection can be made at the office group level in Office Manager > Configure Applications > Tax Preparation > Print Options or at the user level in Tax > Preferences > Tax Return Preferences. This option is also available for the return using Form 2 in Tax Preparation (Form 4 for Employee Benefit Plan returns). The selection in the return form overrides the option set in Office Manager.

10. When sending more than one return copy to PDF files, you can select *Produce a separate PDF file for each copy* or *Produce one PDF file for all copies*.

11. Select the **Print only open diagnostics** box to only print open diagnostics with the return.

12. Select **Print to Document** 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. 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.

13. If you are not using TrueType fonts and you have not downloaded fonts, click **Load Fonts**. This option is available if you print to a printer or to a PDF file and printer.

14. Click **OK**. If you choose the first print option, printing begins. If you choose to print to a PDF file, the *Save PDF Files As* dialog displays. Continue with the next section, *Saving the Entire Return to PDF*.

> Note: The *Save PDF Files As* dialog displays if you select to produce one PDF for all copies.

Saving the Entire Return to PDF

PDF files are stored in the X:\Wfx32\Client\PDF\YYP directory, where X represents the drive, YY represents the tax year, and P represents the tax product. The default name that the system assigns to a PDF file depends on the following criteria.

If you selected *Produce one PDF file for all copies*, the default file name is the client ID followed by the version number and a PDF file extension.

The default names for separate Partner K-1 PDF files are as follows:

- When the first and last names have been entered on Interview Form K-1: YYP_ClientIDK1_V2 3 LastName (and suffix, if present), FirstName (and middle initial, if present).PDF

  YY = year, P = tax product, K1 = copy type, V2 = version number, 3 = Partner number.

  Example using *122* as the Partner number, *Public III* as the last name and suffix, and *John Q* as the first name and middle initial: 22P_ABCPartnersK1_V2 122 Public III, John Q.PDF

- When the entity name and entity continuation fields have been entered: YYP_ClientIDK1_V2 100 EntityName ContinuationName.PDF

  YY = year, P = tax product, K1 = copy type, V2 = version number, 100 = Partner number.

  Example using *1008* as the Partner number, *Smith Family Trust* as the entity name, and *QTIP Trust* as the continuation name: 22P_ABCPartnersK1_V1 1008 Smith Family Trust QTIP Trust.PDF

- When the PDF file name is overridden: YYP_ClientIDK1_V2 OverrideName.PDF

  YY = year, P = tax product, K1 = copy type, V2 = version number.

  Example using *Jims K-1* as the override name: 22P_ABCPartnersK1_V4 Jims K-1 .PDF

In all other cases, the default file name is YYP_ClientIDXXXX_V1.PDF where YY represents the year, P represents the tax product, XXXX represents the type of copy, and 1 represents the version number.

You can change the default file name. Use the *Browse* button to select a different file location. Click **Save** to create the PDF file.

📒 Notes:

The following table lists special characters that are not allowed in the file name overrides. When one of these characters is encountered, it is changed to a hyphen (-):

\	back slash	%	percent sign
/	forward slash	&	ampersand
:	colon	'	single quote
*	asterisk	"	double quote
?	question mark	<	less than sign
>	greater than sign	|	pipe sign

- More than two consecutive hyphens are not supported in the file name.
- If you print to PDF a second time without changing the file name, you will be asked if you want to overwrite the existing file. You can overwrite the file or enter a new file name.
- See *Create a New Return for an Existing Client* on page 200 for a list of the letters the system uses to represent each tax product.

Selective Pages

(Tax Preparation > File > Print > Selective Pages)

The Selective Pages print option allows you to specify the forms, schedules, and reports to be printed; the number of copies (up to nine) of each selected; and a print destination - to a printer, a fax, a document imager, a PDF file, or a PDF file and a printer.

Use the following procedure to selectively print pages:

1. Select **File > Print > Selective Pages**, or click the **Print** button and select **Selective Pages**.
2. 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.
   - **One statement per page**. Starts each supporting statement for a return on a new page.

- Select the following if you want to transfer your PDF file to Document. 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 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.

3. Click **OK**. The system prepares the pages in the return and displays the *Selective Print* dialog.

4. You can either select individual forms by using the arrow keys and the space bar, or by using the mouse, click **Select All** to choose all forms, or click **Clear Selected** to cancel your choices.

5. Do one of the following:
   - Click **OK** to start the 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**.

Federal, State or City Only

(Tax Preparation > File > Print > Federal, State or City Only)

This print option allows you to select the federal, state, or city units and to specify the number of copies of each unit to print.

Use the following procedure to select units to print:

1. Select **File > Print > Federal, State or City Only**, or click the **Print** button and select **Federal, State or City Only > OK**.

2. On the *Multiple Units Selection* dialog, select the units to print and click **OK**.

3. Select from the following fields on the *Print Options for Print Fed, State or City Return* 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.
   - e-file PDF Attachments. Check this box to print the PDFs attached to the return along with the rest of the return.
   - One statement per page. Starts each supporting statement on a new page.

- Select the following if you wish to transfer your PDF file to Document. 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 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. Click **OK** to start printing to a printer, fax, or document imager.

5. If you select to print to a PDF file, the *Save As* dialog displays. Accept the file name the system provides, or enter a new name. Save the file in the directory specified, or select another location from the *Save in* drop-down list, and then click **Save**.

Estimates

(Tax Preparation > File > Print > Estimates)

This print option allows you to print estimates associated with payment quarters selected and estimate reminder letters, if prepared.

Use the following procedure to print estimates:

1. Select **File > Print > Estimates**, or click **Print** and select **Estimates**.

2. Choose one or more payment quarters, or select **All quarters**.

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).

    - **Print estimate reminder letter**. If estimate reminder letters have been prepared, select **Print estimate reminder letter** to print the estimate reminder along with the estimates. The estimate reminder letter will print immediately before its corresponding estimates.

        Note: This option is not available for Partnership returns.

    - Select the following if you wish to transfer your PDF file to Document. 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 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**.

Extensions and 1st Quarter Estimate Vouchers

(Tax Preparation > File > Print > Extensions and 1st Quarter Estimate Vouchers)

This print option allows you to print extensions for the units selected (e.g., federal, states, cities) and associated extension letters, if prepared.

Use the following procedure to print extensions:

1. Select **File > Print > Extensions and 1st Quarter Estimate Vouchers**, or click **Print** and select **Extensions and 1st Quarter Estimate Vouchers**.

2. Select from the following fields on the *Print Options* dialog:

- **Destination**. Choose *To printer*, *To PDF file*, or *To PDF file and printer*.
- **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).
- **Print extension letter**. If extension letters have been prepared, select **Print extension letter** to print the extension letter along with the extensions. The extension letter will print immediately before its corresponding extensions.

  Note: This option is not available for Estate & Gift returns.

- Select the following if you wish to transfer your PDF file to Document. 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 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.

3. Do one of the following:
    - Click **OK** to start the printing if you are printing to a printer.
    - 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**.

This Form

(Tax Preparation > File > Print > This Form)

Use the following procedure to print forms:

1. Select **File > Print > This Form**, or click the **Print** button and select **This Form**.

    Note: When a summary report (e.g., Diagnostics, Estimates) is displayed, this command prints the report automatically. Using the This Form command, you do not have the option to select the print destination for summary reports. To select the print destination for a summary report, use File > Print > Preparer Reports.

2. Choose from the *Print selection* list.
    - **Print form and supporting statements**. Prints the current form along with all associated supporting statements.
    - **Print form all occurrences with statements**. Prints all occurrences of the active form along with all associated supporting statements. For example, if Schedule C is displayed and there are three Schedule C forms within the return, all Schedule C forms with their supporting statements will print.
    - **Print supporting statements only**. Prints only the supporting statements.
    - **View supporting statements**. Displays supporting statements. You can print the statements while viewing them.
        - **View one statement per page**. Starts each supporting statement for a return on a new page.

3. Click **OK**.
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.

- Select the following if you want to transfer your PDF file to Document. 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 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 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**.

This Page

(Tax Preparation > File > Print > This Page)

This Page allows you to print only the current page or screen of a displayed return. It also prints interactive diagnostics, estimates, and summaries currently displayed.

Depending on what shows on the form, this option may or may not print pages connected through multi-page forms, next forms, or previous forms (e.g., pages 1 and 2 of Form 1040 print, but not pages 1 through 4 of Form 1120).

Use the following procedure to print the current page:

1. Select **File > Print > This Page**, or click the **Print** button and select **This Page**.

   Note: When a summary report (e.g., Diagnostics, Estimates) is displayed, this command prints the report automatically. Using the This Page command, you do not have the option to select the print destination for summary reports. To select the print destination for a summary report, use File > Print > Preparer Reports.

2. 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 the following if you wish to transfer your PDF file to Document. 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 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.

3. 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 new name. Save the file in the directory specified, or select another location from the *Save in* list and click **Save**.

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 the following if you wish to transfer your PDF file to Document. 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 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 478, for details about configuring office groups and users, and processing returns for electronic filing.

   - **Override Report**. Prints a summary of overrides in a return.

   - **Estimate Report**. Prints a summary of estimates in a return.

   - **Input Override Report**. Lists the overrides in a return. You can view overrides, move between the Override Summary and the field where the override is entered, and change the entry, if applicable. (Not available in Interview View.)

   - **Reversed Tick Mark Report**. Prints a list of government forms containing at least one reversed tick marked field.

   - **Hash Total Report**. Prints the Hash Total report. (Not available in Worksheet View.)

   - **List and Notes**. Print lists and notes attached to the return.

   - **Client Invoice**. Prints the invoice for a return.

   - **Letters**. Displays a list of the letters associated with the return from which a letter can be selected for printing or copying to the Clipboard.

- **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. The report can be printed from the review screen or be copied to the Clipboard. If you choose to view Letters, you can also edit the letter in Microsoft® Word.

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 the following if you want to transfer your PDF file to Document. 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 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**.

K-1 Selection

(Tax Preparation > File > Print > K-1 Selection)

The K-1 Selection print option allows you to select one or more partners for printing to PDF or printer. All partners are selected as the default.

📒 Note: This option is only available for Corporation, S Corporation, Fiduciary, and Partnership returns.

1. Select **File > Print > K-1 Selection**, or click the **Print** button and select **K-1 Selection**.
2. On the *Multiple K-1 Partner Selection* dialog, deselect the **Partner** box in the header to clear all selected names.
3. Select the box beside each **Partner Name** that you want to print.
4. Click **OK**.
5. Select from the following fields on the *Print Options for Print K-1 Selection* 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 the following if you want to transfer your PDF file to Document. 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 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.
6. 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**.

Storing a PDF Return File in CCH ProSystem *fx* Engagement

(Tax Preparation > Options > Interface Options > Pfx Engagement/CPADocument Manager)

PDF files can be created from returns in Tax Preparation and stored in an Engagement binder if CCH ProSystem *fx* Engagement is licensed and installed on the computer creating the PDF files.

To store the files, you first configure the interface using **Options > Interface Options > Pfx Engagement > CPADocument Manager**. CCH ProSystem *fx* Engagement does not have to be open while you are creating and storing the return file.

The following criteria must be met in Engagement before storing Tax Preparation PDF files:

- Valid Engagement user name and password
- Assigned as a team member to the binder where the files will be stored
- Rights to create a new workpaper for the target binder
- Target binder must be closed

Follow these steps to store a PDF in Engagement:

1. Select **File > Print**.
2. Select the return print option.
   - **Entire Return**. Prints one copy of the unit (accountant, government, client, K-1) specified for the active return.
   - **Selective Pages**. Prints one copy of the forms and schedules you specify.
   - **Federal, State or City Only**. Prints one copy of the federal, state, or city units you specify.
   - **Estimates**. Prints one copy of estimates associated with the payment quarter selected.
   - **Extensions and 1st Quarter Estimate Vouchers**. Prints one copy of extensions associated with the units selected (federal, state, etc.).
   - **This Form**. Prints one copy of all the pages and supporting statements of the active form. Also allows you to view and print supporting statements.
   - **This Page**. Prints one copy of the current page of the displayed form. Also prints displayed interactive diagnostics, overrides, and estimates.
   - **Input Data**. Allows you to view and print an input listing or all interview forms containing data in a tax return.
   - **Preparer Reports**. Allows you to view and print one copy of the various reports and return attachments.
   - **K-1 Selection**. Allows you to select one or multiple partners for printing in Corporation, S Corporation, Fiduciary, and Partnership returns.

   For additional information, refer to the sections pertaining to each print option.
3. Select **To PDF file** or **To PDF file and to printer** as the print destination.
4. If you specified that PDF files should be stored in Engagement, the *Insert Workpaper Wizard Welcome* dialog displays. Click **Next**.

   If you asked to be prompted when creating a PDF file, answer Yes to the prompt to display the *Insert Workpaper Wizard Welcome* dialog. Click **Next**.

5. If your Engagement user name and password do not display in the next dialog, enter both and click **Next**.

6. In the Local File Room, select the Client folder and then the binder to place the PDF file.

7. Click **Next**.

8. Select the workpaper tab in which to insert the PDF workpaper and click **Next**.

9. Enter an index number and name for the workpaper. The name is a mandatory field and should import from Tax Preparation. The index number is optional.

10. Click **Next** to display a summary dialog listing the client, binder, workpaper tab, and workpaper index number and name.

11. Click **Finish** if the information is correct. Click **Back** to change any of your selections.

⚠ **Warning!** Do not print to Engagement using the Engagement PDF converter. This method of printing files to Engagement from Tax Preparation is not supported.

🗒 **Notes**:

- Separate PDF files can be selected on the *Print Entire Return* dialog when the *Save PDF to* option is checked using Options > Interface Options > PFX Engagement/CPADocument Manager.

- When storing PDF files in Engagement, Tax Preparation allows invalid characters to be entered in the *User name* and *Password* fields and does not display error messages for invalid characters. Engagement validates the name and password, and posts error messages, if applicable, when the data is transferred from Tax Preparation.

- Documents and spreadsheets attached to the return are carried to Engagement.

- For complete details on the *Insert Workpaper Wizard*, please refer to your *CCH ProSystem fx Engagement User Guide*.

Storing a PDF Return File in CPADocument Manager

(Tax Preparation > Options > Interface Options > PFX Engagement/CPADocument Manager)

PDF files can be created from returns in Tax Preparation and stored in CPADocument Manager File Cabinet if CPADocument Manager is licensed and installed on the computer creating the PDF files. To store the files, you first configure the interface using **Options > Interface Options > PFX Engagement/CPADocument Manager**. CPADocument Manager does not have to be open while you are creating and storing the return file.

Only one copy of the selected return or return unit can be printed to PDF for storage in CPADocument Manager. However, any tax product return can be stored. Word documents or Excel® spreadsheets attached to the return are carried to CPADocument Manager.

🗒 **Note**: This option is available with CPADocument Manager version 2004.02.03 or later.

Follow these steps to store a PDF file in CPADocument Manager:

1. Select **File > Print**.
2. Select the return print option to use:
   - **Entire Return**. Prints one copy of the unit (accountant, government, client, K-1) specified for the displayed return.
   - **Selective Pages**. Prints one copy of the forms and schedules you specify.
   - **Federal, State or City Only**. Prints one copy of the federal, state, or city units you specify.
   - **Estimates**. Prints one copy of estimates associated with the payment quarter selected.
   - **Extensions and 1st Quarter Estimate Vouchers**. Prints one copy of extensions associated with the units selected (federal, state, etc.).
   - **This Form**. Prints one copy of all pages and supporting statements of the active form. Allows you to view and print supporting statements.
   - **This Page**. Prints one copy of the current page of the displayed form. Also prints displayed interactive diagnostics, overrides, and estimates.
   - **Input Data**. Allows you to view and print an input listing or all interview forms containing data in a tax return.
   - **Preparer Reports**. Allows you to view and print one copy of the various reports and return attachments.
   - **K-1 Selection**. Allows you to select one or multiple partners for printing in Corporation, S Corporation, Fiduciary, and Partnership returns.

   For additional information, see the section pertaining to each of these options.
3. On the appropriate print dialog, select **To PDF file** or **To PDF file and to printer**.
4. If you previously specified that you always want PDF files stored in CPADocument Manager, the PDF file is sent directly to CPADocument Manager. If you previously asked to be prompted when creating a PDF file, answering **Yes** to the prompt sends the PDF file to CPADocument Manager.

Managing Your Returns

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
- View outstanding To Do List items, if licensed
- Launch the To Do List program and create new items
- 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
- Send invoice amounts to Practice, if licensed and configured
- Provide time clock data to calculate expense invoices, if licensed and configured
- Allow Practice Client inquiries from within Tax Preparation, if licensed and configured
- Update information in a Practice project, if licensed and configured
- Update information in a Practice Client profile, 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

Status and activity information is listed by session, including a reverse chronological sequence with the most recent session at the top of the list.

 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 127 for more information.

Viewing Open Items

(Tax Preparation > Manage > View Open Items)

View Open Items allows you to display a list of open To Do List items for the client return on which you are currently working.

This option is available if Client Manager is licensed and Client Manager and To Do List are installed.

To view open items:

1. Select **Manage > View Open Items** or click the **View Open Items** button. The *Open Items* dialog displays the items, their due dates, priority level, and the user who initiated the item. The bottom box displays the description of the highlighted item.
2. When you have completed viewing the To Do List items, click **OK**.
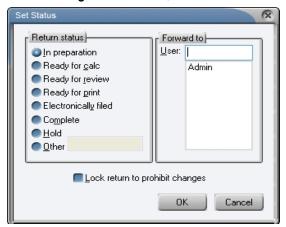
Setting the Status of a Return

(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, but the client profile of a locked return can be edited through your licensed Client Management software (i.e., Client Manager or ProSystem *fx* Practice).
- 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 Axcess™ Workstream.
- You will be prompted to log in to Workstream the first time you access it in each Tax session.
- Workstream and CCH Axcess 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.
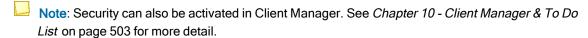
Securing a Return

(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.

Information about each of these methods is described in the sections that follow.

📝 Note: Security can also be activated in Client Manager. See *Chapter 10 - Client Manager & To Do List* on page 503 for more detail.

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, or if Client Manager is licensed, to the profile data and Cardex.
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, modify, or print 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**, or if Client Manager is licensed, **Secure Return and Profile Data or Secure Return, Profile and Cardex for Client**.
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

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)
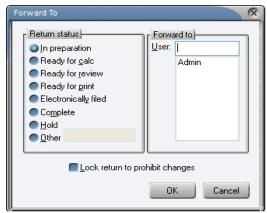
Your In-Box is activated only when returns have been forwarded to you.

The responsibility for a return can be forwarded to a specified user by using the File > Forward Return command or Set Status.
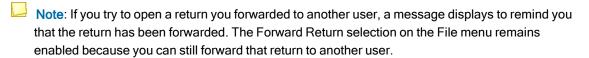
All users can forward returns an unlimited number of times.

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.
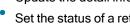
Using the In-Box

(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.
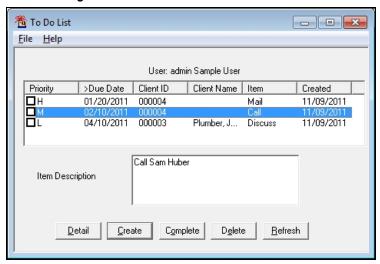
Managing the To Do List

(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 10 - Client Manager & To Do List* on page 503 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

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.

Practice interface features are accessed from the Manage menu and are available only when a tax return is open. See _Chapter 3 - Office Manager_ on page 31, and _Chapter 11 - ProSystem fx Practice or Project Interface_ on page 534 for detailed information, including establishing client links and enabling the Sending Invoice Amount to Practice and Time Clock features.

Note: For assistance with ProSystem _fx_ Practice configuration, visit the Customer Support Contact page 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
- Pause
- Resume
- Stop
- Delete

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](#) 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 11 - ProSystem fx Practice or Project Interface* on page 534, 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 or Client Manager 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.

- When you save changes to common data for a linked client in a profile, the *Update Tax Return* dialog displays when you open that client's return.
- When you save changes to common data for a linked client in a return, the *Update Client Profile* dialog displays.

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.

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**.

- **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

(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

<div style="text-align: right">

CHAPTER 5 - IMPORT/EXPORT FUNCTIONS

</div>

Introduction

This chapter provides instructions for using the import and export functions in Tax Preparation.

Import Options

You can import data from the following applications to a tax return:

- G/L Direct
- CCH ProSystem *fx* Fixed Assets
- CCH ProSystem *fx* Engagement
- CCH ProSystem *fx* Trial Balance
- CCH Client DataXchange
- BasisPro

You can also import the following data into a tax return:

- K-1 spreadsheet data
- Depletion spreadsheet data
- Apportionment data
- GainsKeeper Pro Schedule D data
- Foreign entity spreadsheet data

Export Options

You can export tax return data to the following applications:

- CCH ProSystem *fx* Planning
- BNA
- Electronic Filing
- CCH Client DataXchange

You can also export the following data:

- K-1 data from:
  - S Corporation returns to an existing Individual or Fiduciary return or to a spreadsheet.
  - Partnership and Fiduciary returns to an existing, Individual, Partnership, Corporation, S Corporation, or Fiduciary return or spreadsheet.
- Depletion data to create a template layout that includes the return's existing information for entity, property data, and well numbers.
- Apportionment data from a Corporation, S Corporation, or Partnership return to a spreadsheet.
- Foreign entity spreadsheet data.

Import Functions

(Tax Preparation > File > Import)

This section describes the Tax Preparation import functions, including the direct tax interfaces that allow you to convert tax interface data from a third-party accounting system into tax return data. The direct tax interfaces are as follows:

- G/L Bridge
- Dynalink
- Quiklink
- BasisPro

In addition, this section describes how to import data from the following applications:

- Depletion data spreadsheets
- Fixed Assets
- K-1 and MST spreadsheets
- CCH Client DataXchange
- GainsKeeper Pro

Import Depletion Data Overview

The depletion import and export features are available for Individual, Partnership, Corporation, S Corporation, and Fiduciary systems. This process allows you to import certain property information and yearly operating Oil/Gas and Non-Oil and Gas data into an open return. To access this feature from an open return, select **File > Import > Depletion Data from Spreadsheet**.

Well Number

The Well Number is a unique number that identifies a specific well when there are multiple wells associated with a property.

- **Interview View**. The Well Number is on the production data section of the following forms:
  - **Individual**. Interview Form E-8
  - **Partnership, Corporation, S Corporation**. Interview Form E-2
  - **Fiduciary**. Interview Form E-4
- **Worksheet View**. The Well Number field is located on the Worksheet View as follows:
  - **Individual** and **Fiduciary**. Property Production Income and Expenses section of the applicable worksheet of the Income menu
  - **Partnership, Corporation, S Corporation**. Income/Deductions > Depletion > Property Production Income and Expenses section

Use Spreadsheet Template or Create Spreadsheet Template

- A template layout is provided for each system. This allows you to enter property and production data on a single Excel® spreadsheet for import.
- You can create a template layout using the export feature. The existing information entity, property data, and well numbers are exported so you can properly enter the depletion data to be imported.

Update Existing or Create New Entity, Property, and/or Well

Imported data matches to the depletion data in the return on Entity, Property, and Well.

- If the import data matches the Entity, Property, and Well of the depletion data in the return, the return data is updated in the correct depletion interview form and fields.
- If the import data does not match an Entity, Property, and Well of the depletion data in the return, a new Entity, Property, and/or Well will be created.

Select Option for Processing Depletion Data

Within the Depletion Import Wizard, you will select how to process the imported data.

- Match and update existing input
- Delete applicable input, replacing with import data

  ⚠️ **Warning!** Deleting the existing depletion data in the return will also delete any attached depreciation entries.

Data Validation Log and Import Log

The import process starts by validating the data. Messages that are generated from the import validation process will display on the *Spreadsheet Data Validation Log* where you have the choice to accept the results and continue the import, or cancel the import. You can print this log or copy it to your clipboard.

If you continue the import, the *Spreadsheet Import Log* displays, providing messages related to the import process. You can print this log or copy it to your clipboard.

Importing Depletion Data from a Spreadsheet

You can use the provided template or create a template from a return using the export feature.

- **Creating a Depletion Data Spreadsheet from the Template**

  You can use the spreadsheet template which is provided for each system. The templates are located at X:\wfx32\SAMPLES\yy\ (where X represents the name of the network drive and yy represents the two-digit tax year). The templates are named yyxOILGS.xls, where yy is the two-digit tax year and x is the system.

  ⚠️ **Warning!** Do not make changes to the template. Copy or save the template to another location. You can find details of the template content in the Tax Preparation online Help.

- **Creating a Depletion Data Spreadsheet using Export**

  You can create a template layout using the export feature. The existing information entity, property data, and well numbers are exported so you can properly enter the depletion data to be imported.

Importing the Spreadsheet
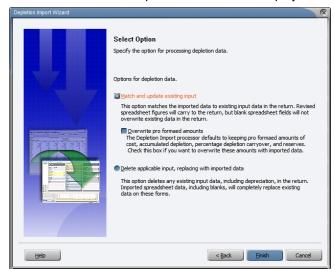
If AutoSave is enabled, a message displays stating that it is active. You should disable AutoSave to avoid automatically saving the imported data with the return.

If the import process encounters any errors or exceptions, a dialog displays detailing where the exceptions occurred.

To import depletion data from a spreadsheet, open the return into which you want to import the data, and do the following:

1. Select **File > Import > Depletion Data from Spreadsheet**. The *Select Import File* wizard screen displays.
2. Enter the path and file name for the Excel® spreadsheet input file, or click **Browse** to locate it.
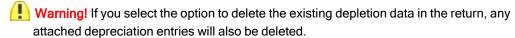
3. Click **Next**. The *Select Option* wizard screen displays.

The import data matches to the depletion data in the return on Entity, Property, and Well.

- If the import data matches the Entity, Property, and Well of the depletion data in the return, the return data is updated.

- If the import data does not match an Entity, Property, and Well of the depletion data in the return, a new entity will be created.

This wizard screen requires you to select an option for the way the import data will be processed. See the online Help for additional information.

⚠️ **Warning!** If you select the option to delete the existing depletion data in the return, any attached depreciation entries will also be deleted.

4. When selections are completed, click **Finish**. The *Spreadsheet Data Validation Log* displays.
5. Click **Copy to Clipboard**, if desired.
6. Click **Print**, if needed. The log prints after you select *Continue Import* or *Cancel Import*.
7. Click **Continue Import**. The *Spreadsheet Import Log* displays.
8. Click **Copy to Clipboard**, if desired.
9. Click **Print** to close the wizard and printed the log, or click **Close** to exit the wizard without printing. The *Import Completed* message displays.
10. Click **OK**.

G/L Bridge

(Tax Preparation > File > Import > G/L Bridge)

This section describes G/L Bridge processing for customers who will be bridging tax line data directly from an accounting system. See the *Process with Dynalink* or *G/L Bridge* topic in the Tax Preparation online Help file for information on supported accounting systems.

⚠️ **Warning!** Importing via either G/L Bridge or Dynalink will REMOVE data placed on Partnership A-series entities numbered higher than 1. After importing you must review entities 2 and greater and re-enter any data removed by the import process.

📝 Note: General Ledger Connection (GLC) does not appear as an accounting system for 2004 or later years; however, in Office Manager, GLC client lists are configurable for tax years 1997-2003.

When you run the tax service export function in your system (for example, the Create Tax Interface File feature in CCH ProSystem *fx* Trial Balance), it creates an interface file that contains an extract of accounting data, coded by tax lines, for processing an Individual, C Corporation, S Corporation, Partnership, or Exempt Organization tax return.

📝 Note: The Individual tax product is only processed by certain accounting systems through G/L Bridge. See the *Process with Dynalink* or *G/L Bridge* topic in the Tax Preparation help file.

G/L Bridge uses the interface file as input and merges it into a CCH ProSystem *fx* Tax return using one of these processing methods:

- **Pro Forma Merge**. Merges the interface file with Pro Forma data to create a current year return.
- **Existing Return Merge**. Merges the interface file with an existing return.
- **New Return Merge**. Merges the interface file with a new return that has been created automatically by G/L Bridge.
- **Center Pro Forma Merge**. Merges the interface file with Pro Forma created by the Processing Center. G/L Bridge or Dynalink automatically removes from the Pro Forma data any open line descriptions in repeater data that do not have corresponding amounts (for example, Other Deductions). To use the Pro Forma Merge method, you must run G/L Bridge or Dynalink before recalling your Pro Forma data.

See *Examples of G/L Bridge or Dynalink Processing Methods* on page 322 for more information.

During the merging process, G/L Bridge maps the tax line data in the interface file to the appropriate CCH ProSystem *fx* Tax interview form and box number locations.

Use the Tax Line Conversion Charts available in the Tax Preparation online help (select **Help > Help Topics**) to match tax lines with their corresponding CCH ProSystem *fx* Tax interview form and box number locations.
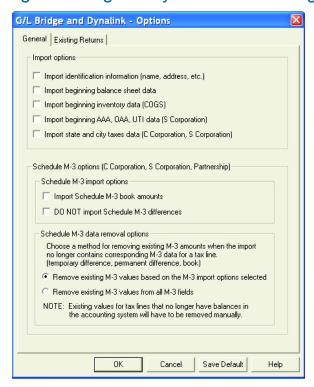
When G/L Bridge processing is complete, your Individual, Corporation, S Corporation, Partnership, or Exempt Organization tax return is ready for final processing. Use the standard functions in Tax Preparation to make any required changes, additions, or deletions.

📝 Note: To view the converted data on government forms, you must first calculate the return.

G/L Bridge Processing Procedure

1. Open **Tax Preparation**. If you are already in Tax Preparation and a return is open, you must close the return before you continue.

2. Select **File > Import > G/L Bridge**. The *G/L Bridge* dialog displays.

3. Select an accounting system from the drop-down list.

   Note: It is very important that you select the accounting system that was used to generate your client's tax interface file. G/L Bridge performs different functions for certain accounting systems. Your selection of the accounting system determines whether or not the correct functions are executed.

4. Click **Select Import File** to select an interface file.

5. Use the *Look in* box to select the drive and directory where the import file is located. Then select the file extension from the *Files of type* list. The file name will always be Compfile. The file extension varies depending on the accounting system you are using.

   For tax interface files generated by CCH ProSystem *fx* Trial Balance or CBEAM for Windows®, the default file extension is .txt. You may override this with your own extension. In most other accounting systems, such as CaseWare®, the default file extension, which you may also override, is based on the letters in the client code.

6. Select the import file and click **Open**. The import file information displays in the top box of the *G/L Bridge* dialog.

7. Select the return corresponding to the import file. Click **Select Return**. The *Select Return* dialog displays with the following options: Open, New, Pro Forma, and Center Pro Forma. Depending on which category you select, you will see varying filter criteria for selecting the return.

8. After choosing the return category, use the drop-down lists to filter the returns you want to display. If more than one return fits the criteria, a dialog displays listing the applicable returns.

9. Highlight the return you want and click **OK**.

10. Compare the data in the *Import File Information* box with the data in the *Return Information* box to make sure it is consistent.

11. Click **Options**. At the *G/L Bridge* and *Dynalink – Options* dialog, choose from among the processing options provided. See the next section, *Selecting G/L Bridge or Dynalink Processing Options*, for details about these options.

12. Click **Process**. The system converts the G/L Bridge data and then merges the import file with the CCH ProSystem *fx* Tax return.

13. When processing is complete, the interview forms list for the selected return type displays. The highlighted forms contain data processed by G/L Bridge. You can double-click any form to continue working on the return.

Selecting G/L Bridge or Dynalink Processing Options

When you click **Options** on the *G/L Bridge* or *Dynalink* dialogs, the *G/L Bridge and Dynalink - Options* dialog with two tabs, *General* and *Existing Returns*, displays.

The *G/L Bridge and Dynalink - Options* dialog allows you to control the import of specific import items into Pro Forma or into new or existing returns. To set chosen options as defaults, click **Save as Default** and respond **Yes** to the prompt. The options then remain in place for each return you process, unless you change them for a specific return.

The options available on the *General* tab are as follows:

Import options

- **Import identification information (name, address, etc)**. Check this box to import name, address, city, state, ZIP code, EIN (if present), Beginning Fiscal Yr Date, and Ending Fiscal Yr Date. Existing return or Pro Forma data is overwritten.

  📒 Note: The first name line is always available on the tax interface file; the availability of the other identification items varies among the systems.

- **Import beginning balance sheet data**. If checked, G/L Bridge or Dynalink processes beginning balance sheet data from the tax interface file. Ending balances are always processed. Any beginning balance sheet data is deleted.

If blank, only ending balance sheet data is processed. The system uses Pro Forma data for beginning balance sheet data and performs matching routines on the balance sheet repeater data (i.e., open line descriptions such as Other Current Assets) in order to match up both the prior-year and the current-year amounts with the same description.

- **Import beginning inventory data (COGS)**. For Partnership, Corporation, and S Corporation, transfer the amount of tax code 363.00, Beginning Inventory. This removes any existing amount in Interview Form A-2, Box 30.

  In Worksheet view, this is the Income and COGS section of the Form 990 worksheet under the Return Type category.

  For Exempt Organization, transfer the amount of tax code 393.80, Beginning Inventory. Removes any existing amount in Interview Form COM-1, Box 42. In Worksheet view, this is the Income and COGS section of the Form 990 worksheet under the Return Type category.

- **Import beginning AAA, OAA, and UTI data (S Corporation, Schedule M-2)**. Transfer the amounts of S Corporation tax codes 748.00, Accumulated Adjustments Account; 763.00, Other Adjustments; and 778.00, Shareholder's Undistributed Taxable Income. Removes any existing amounts in Interview Form L-4, Boxes 30, 32, and 34.

  In Worksheet view, this is the Account Balances section of the Schedule M-2 worksheet under the Sch L/M category.

- **Import state and city taxes data (Corporation, S Corporation)**. The state and city taxes data available from the tax interface file does not have state codes. However, the input on common Interview Form A-3, Deductions (Taxes and Licenses section of the Business Worksheet under the Income/Deductions category), does allow state codes. Check this option if you want to import these amounts. If you leave this box unchecked, the system suppresses the import of data from these tax codes.

Schedule M-3 options (C Corporation, S Corporation, and Partnership)

Schedule M-3 import options
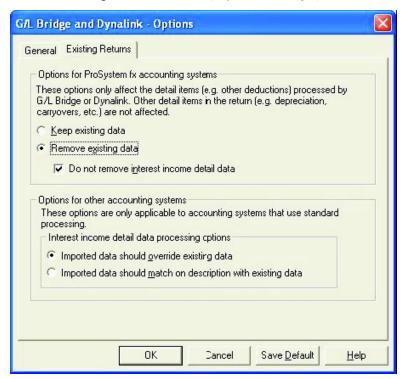
- **Import Schedule M-3 book amounts**.
- **DO NOT import Schedule M-3 differences**. Check this box when you do not want to import the Schedule M-3 differences. Use this option if you are importing the Schedule M-3 book amounts and want the tax system to automatically calculate the temporary differences. In this case, you would check *Import M-3 book amounts* and manually enter any permanent differences.

Schedule M-3 data removal options

- **Remove existing M-3 values based on the M-3 import options selected** (default). This option replaces just the Schedule M-3 amounts being imported, and is based upon the selection in the Schedule M-3 import options section.
- **Remove existing M-3 values from all M-3 fields**. This option replaces all three M-3 amounts with data based on the above options.

📄 **Note**: The note that displays beneath the *Remove existing M-3 Values from all M-3 fields* option on the dialog applies to single occurrence items. It does not apply to repeater fields. If a repeater record with a tax line identifier is not matched by a tax interface record with the same tax line, the system automatically deletes it as being a phantom record. This situation normally occurs only when either G/L Bridge is used or if Dynalink was processed but its links were broken.

Click the **Existing Returns** tab to display the following options.

- **Options for ProSystem fx accounting systems**.

    The CCH ProSystem *fx* accounting systems are Engagement and Trial Balance.

    General Ledger Connection is not available for 2004 and later.

    The following options apply only to the processing of existing returns. If you are processing with Dynalink or G/L Bridge, these options apply only if you select a CCH ProSystem *fx* accounting system. If you are processing with G/L Bridge, these options also only apply if a CCH ProSystem *fx* accounting system is selected in the *Select accounting system* drop-down list on the *G/L Bridge* dialog.

    For Engagement and Trial Balance, the system uses enhanced linkages to process interface data. This process transfers tax code identifier data as well as amounts and descriptions. Each repeater data record generated has a tax code identifier stored with it in the tax return.

    The internally stored tax code identifiers are only generated by G/L Bridge or Dynalink processing. Repeater data records that were keyed in manually or transferred in from Pro Forma and then recalled do not have identifiers. This uncoded class of data is referred to as *existing data*.

The options below apply only to the processing of existing returns.

📒 Note: Existing data applies only to data items processed by G/L Bridge or Dynalink. It does not include other groups of data in your return such as depreciation detail, installment sales, carryovers, state data, etc.

▪ Keep existing data (default). Any repeater data records in the sections of the interview forms processed for G/L Bridge or Dynalink that have either been keyed in or transferred from Pro Forma are kept.

▪ Remove existing data. Any repeater data records in the sections of the interview forms processed for G/L Bridge or Dynalink that have either been keyed in or transferred from Pro Forma are removed, unless certain exceptions apply as explained below.

○ Do not remove interest income detail data. Interview Form B-1, Interest Income (Interest Worksheet under the Income category), retains amounts in either or both of the state columns and the Federal Tax Withheld column. All amount columns will be blank.

These valid data records can be present in the return but have no data in the amount fields processed by G/L Bridge or Dynalink. This option allows you to exclude these repeater ranges from import processing.

Processing Detail Items for Interview Forms L-1 and L-2

The following tables show the possible combinations of the Engagement and Trial Balance options and the Import beginning balance sheet data on the General tab.

A. Keep existing data option selected.				

1. Import beginning balance sheet data option selected.

Record Type	Description	Beg. of Taxable Year Amount	End of Taxable Year Amount	Record Processing
Coded	Match & Replace	Match & Replace	Match & Replace	Compare Identifiers
Uncoded	Keep	Keep	Keep	Keep Records

2. Import beginning balance sheet data option not selected.

Record Type	Description	Beg. of Taxable Year Amount	End of Taxable Year Amount	Record Processing
Coded	Match & Replace	Keep (1)	Match & Replace	Compare (1)
Uncoded	Keep	Keep	Keep	Keep Records

B. Remove existing data option selected.

1. Import beginning balance sheet data option selected.

Record Type	Description	Beg. of Taxable Year Amount	End of Taxable Year Amount	Record Processing
Coded	Match & Replace	Match & Replace	Match & Replace	Compare Identifiers
Uncoded	Delete	Delete	Delete	Delete Records

2. Import beginning balance sheet data option not selected.

Record Type	Description	Beg. of Taxable Year Amount	End of Taxable Year Amount	Record Processing
Coded	Match & Replace	Keep (1)	Match & Replace	Compare (1)
Uncoded	Keep (2)	Keep (2)	Initialize to zero	Keep (2)

(1) Only delete record if the tax code identifier is not matched on the tax interface file and the beginning of year amount is zero.

(2) Only delete record if the beginning of year amount is zero.

Options for other accounting systems

These options do not apply to Engagement and Trial Balance.

- Interest income detail data reprocessing options. Choose whether to use imported data to override existing interest income data, or blend imported data with existing data.

  This data is overridden only by consent of the user, since interest income data can have an extensive number of input fields and Pro Forma data items associated with it.

- Imported data should override existing data. Click to automatically remove the existing repeater data for interest income and replace it with the data from the tax interface file.

- Imported data should match description with existing data. Click to compare the description of each item on the tax interface file for interest income with the descriptions of the items of existing data (this is not case-sensitive). If a match is found, the amount from the tax interface file item overrides the corresponding amount for the existing data item. If no match is found, a new repeater item is created for the data from the tax interface file.

Examples of G/L Bridge or Dynalink Processing Methods

The methods of processing data with G/L Bridge or Dynalink are the same for each system.

- **Pro Forma Merge**. Merges the interface file with Pro Forma data. G/L Bridge or Dynalink automatically removes from the Pro Forma data any open line descriptions in repeater data that do not have corresponding amounts (for example, Other Deductions). To use the Pro Forma Merge method, you must run G/L Bridge or Dynalink before recalling your Pro Forma data.

- **Center Pro Forma Merge**. Merges the interface file with Pro Forma created by the Processing Center. G/L Bridge or Dynalink automatically removes from the Pro Forma data any open line descriptions in repeater data that do not have corresponding amounts (for example, Other Deductions). To use the Pro Forma Merge method, you must run G/L Bridge or Dynalink *before* recalling your Pro Forma data.

- **Existing Return Merge**. Merges the interface file with an existing return.

- **New Return Merge**. G/L Bridge or Dynalink automatically creates a new return and merges the interface file data into it.

Each processing method is discussed in the sections that follow.

Pro Forma Merge

To merge Pro Forma with an interface file, do the following:

1. Select **File > Import > G/L Bridge** or **Dynalink**.
2. If using G/L Bridge, do the following:
   a. Click **Select Import File**.
   b. Browse to the Compfile.
   c. Select **Open**.
3. If using Dynalink, do the following:
   a. Click **Select Client**.
   b. Select a tax product and accounting system and click **OK**.
   c. In the *Select Client* dialog, highlight a client and click **OK**.
4. Click **Select Return** and choose the **Pro Forma** option.
5. Select the office group, preparer, and staff responsible, or leave **All** as the default.
6. Click **OK**. If more than one return fits the filter criteria, the *Applicable Returns* dialog displays.
7. Select a return, and then click **OK**. The return data displays with the client information. You can compare the import file or client information and return data information.
8. Click **Options** to display the *G/L Bridge* and *Dynalink - Options* dialog.
9. Check the **Import beginning balance sheet data** box. This causes G/L Bridge or Dynalink to process both beginning and ending balance sheet data from the tax interface file, and remove any beginning balance sheet data that exists in the Pro Forma.
10. Select additional processing options.

11. For G/L Bridge, click **Process**; for Dynalink, click **Import** to begin processing. When the import is complete, the interview forms list for the selected return type displays. The highlighted forms contain previously existing data or data that was processed by G/L Bridge or Dynalink.

12. Double-click a form to continue working on the return.

Center Pro Forma Merge

To merge Center Pro Forma with an interface file or client information, do the following:

1. Select **File > Import > G/L Bridge** or **Dynalink**.

2. If using G/L Bridge, do the following:

    a. Click **Select Import File**.

    b. Browse to the Compfile.

    c. Select **Open**.

3. If using Dynalink, do the following:

    a. Click **Select Client**.

    b. Select a tax product and accounting system and click **OK**.

    c. In the *Select Client* dialog, highlight a client and click **OK**.

4. Click **Select Return** and choose **Center Pro Forma**. The dialog changes its display with the tax year and tax product already selected.

5. Select the drive where the Pro Forma is located. The system displays the fx\yy\UD\xxxxxx subdirectory (where yy = the tax year, for example, 08, and xxxxxx = the account number, for example, 123456). If more than one subdirectory exists, select the correct one. You can then select the Pro Forma by return number.

6. If a client ID already exists in the Center Pro Forma, it displays. If not, enter a client ID.

7. Select an office group to which the return should be assigned once it is processed. You may also assign a preparer.

8. Click **OK**. The return data displays on the *G/L Bridge* or *Dynalink* dialog with the import file or client information.

9. Click **Options**.

10. Check the **Import beginning balance sheet data** box. This causes G/L Bridge or Dynalink to process both beginning and ending balance sheet data from the tax interface file or client information, and remove any beginning balance sheet data that exists in the Pro Forma. Select additional processing options as needed.

11. For *G/L Bridge*, click **Process**; for *Dynalink*, click **Import** to begin processing. When processing is complete, the interview forms list for the selected return type displays in Tax Preparation. The highlighted forms contain data that was processed by G/L Bridge, Dynalink, or previously existing data.

12. Double-click a form to continue working on the return.

Existing Return Merge

1. Select **File > Import > G/L Bridge** or **File > Import > Dynalink**.

2. If using G/L Bridge, do the following:

   a. Click **Select Import File**.

   b. Browse to the Compfile.

   c. Select **Open**.

3. If using Dynalink, do the following:

   a. Click **Select Client**.

   b. Select a tax product and accounting system and click **OK**.

   c. In the *Select Client* dialog, highlight a client and click **OK**.

4. Click **Select Return** and choose **Open**. The dialog changes its display with the tax year and tax product already selected.

5. You can select a specific client by entering the client's ID or by choosing **Name** and entering the client's name.

   If you prefer to use filter criteria, use the drop-down lists to select the return status, last activity of the return, office group, preparer, or staff responsible.

6. Click **OK**. If multiple returns fit the filter criteria, the *Applicable Returns* dialog displays (the title of this dialog changes depending on whether you are processing G/L Bridge or Dynalink).

7. Highlight the return you want and click **OK**. The return data displays on the *G/L Bridge* or *Dynalink* dialog with the import file or client information. You can compare the import file or client information and return data.

8. If your default selection for the *Import beginning balance sheet data* box is unchecked, you do not need to click **Options** unless you want to change other default settings for this return. If your default setting for this box is checked, click **Options** to uncheck the box and then click **OK**. This action unchecks the box only for the current return. When you process the next return, the default is in effect again.

   This allows G/L Bridge or Dynalink to process the ending balance sheet data from the interface file, keeping any beginning balance sheet data that exists in the return.

   Select additional options as needed.

9. For G/L Bridge, click **Process**; for Dynalink, click **Import** to begin processing. When processing is complete, the interview forms list for the selected return type displays in Tax Preparation. The selected forms contain data processed by G/L Bridge or Dynalink or previously existing data. Double-click any form to continue working on the return.

New Return Merge

In this example, the interface file is merged with a new return and both beginning and ending balance sheet data from the interface file or client information are used.

To merge a new return with an interface file:

1. Select **File > Import > G/L Bridge** or **Dynalink**.

2. If using G/L Bridge, do the following:

   a. Click **Select Import File**.

   b. Browse to the Compfile.

   c. Select **Open**.

3. If using Dynalink, do the following:

   a. Click **Select Client**.

   b. Select a tax product and accounting system and click **OK**.

   c. In the *Select Client* dialog, highlight a client and click **OK**.

4. When the *Select Return* dialog displays, choose **New**. The dialog changes to display the tax year, client type, and tax product as preselected.

5. Enter a client ID.

6. Use the drop-down list to assign an office group to the return.

7. Check **Use Default Return** to use a default return for this return. This option is available only if there is a default return for the tax product in this specific office group.

8. Click **OK**. The return data displays on the *G/L Bridge* or *Dynalink* dialog with the import file information. You can compare the import file or client information and return data.

9. For either system, click **Options**. On the *G/L Bridge* and *Dynalink – Options* dialog, check the **Import beginning balance sheet data** box. Both the beginning and ending balance sheet data in the new return are included in the new return.

   Select additional processing options as needed.

10. For *G/L Bridge*, click **Process**; for *Dynalink*, click **Import** to begin processing. When processing is complete, the interview forms list for the selected return type displays in Tax Preparation. The highlighted forms contain data that was processed by G/L Bridge or Dynalink. Double-click any form to continue working on the return.

Reprocessing Returns through G/L Bridge or Dynalink

If you have processed your return with Dynalink and your accounting system supports it, you can use Quiklink to process non-extensive accounting system changes to your client's data. For details, see *Updating with Quiklink* on page 330. However, if the changes are extensive or your accounting system does not support Quiklink, you have to reprocess the return through Dynalink.

> Note: Quiklink is not available if you processed your return through G/L Bridge.

Reprocessing is an application of the Existing Return Merge method. It merges your revised tax interface file with the return that you created previously. See the following sections on reprocessing with tax code identifiers *available* and *not available*.

⚠️ **Warning!** Importing via either G/L Bridge or Dynalink will REMOVE data placed on Partnership A-series Entities higher than 1. After importing you must review Entities 2 and greater and re-enter any data removed by the import process.

Tax Code Identifiers Are Available in the Tax Interface File

Please refer to the *Reprocessing Returns through G/L Bridge* or *Dynalink* topic in the Tax Preparation Help file for more information.

Some accounting systems include tax code identifiers as part of the tax interface file data. When you reprocess your return through G/L Bridge or Dynalink, the exact tax code used for each repeater item (for example, open line description items such as Other Deductions, Other Current Assets) is stored in the tax return. During reprocessing, the system matches tax codes for repeater data. Listed below is a summary of the processing that occurs during the matching process.

- **Tax code of a repeater item in the interface file is matched with an existing repeater item in the return**. The system overrides the existing description and applicable amount data with the new data from the tax interface file.

  If there are additional fields on the repeater record other than description and amounts (for example, code boxes, option boxes), they are not affected by the reprocessing.

- **Tax code of a repeater item in the interface file is not matched with an existing repeater item in the return**. If no match is found for the tax code of a repeater item on the interface file, the system creates a new repeater item and transfers the description and amount to the new record.

- **Tax code of an existing repeater item is not matched on the tax interface file**. If an existing repeater data item has a stored tax code and is not matched by any data coming in from the tax interface file, then it is deleted from the return.

- **Data that has been entered through data entry in Tax Preparation**. If you enter repeater data through regular data entry methods after you process your return through either G/L Bridge or Dynalink the repeater items will not have stored tax codes.

  Stored tax codes in repeater data can only be supplied from processing with G/L Bridge or Dynalink. During reprocessing, these records, which are considered existing data, will be processed according to your selection of the existing data options. See *Options for ProSystem fx accounting systems.* on page 319.

📝 Note: You must always calculate the return to view data on government forms.

Tax Code Identifiers Are Not Available in the Tax Interface File

If tax code identifiers are not available in the interface file, special processing is provided for the specific groups of repeater data supplied from the interface file (for example, Other Income, Other Taxes).

For these groups, existing repeater data is removed from the return, and the revised data from the interface file is added to the return.

Data covered by specific processing options is an exception (for example, balance sheet data and interest income). See *Selecting G/L Bridge or Dynalink Processing Options* on page 317 for details on the items available for reprocessing. All data not brought in from the interface file is left intact.

Special considerations for balance sheet data. This only applies to reprocessing returns when tax code identifiers are not available in the tax interface file.

When you use the **Import beginning balance sheet data** option, data from the interface file is used for beginning and ending balance sheet data. If you do not check the box, only ending balance sheet amount data is used. G/L Bridge or Dynalink performs special processing for the balance sheet repeater data during reprocessing.

The description on each interface file balance sheet repeater data record is compared to the existing descriptions of the corresponding balance sheet data in the return. The comparison used in finding a match is character sensitive but not case sensitive.

For instance, "Office Supplies" matches "Office supplies," "office Supplies," or "OFFICE SUPPLIES," but not "Office Supply."

If the system finds a match for a description, the ending balance from the revised interface file overwrites the ending balance on the return. If no match is found, the system creates a new repeater data record for the unmatched item using the data from the interface file.

Examples of How Matching Works

An example of how matching works is shown below.

Sample Other Current Assets Data on the existing return

Description	Prior Year Amount	Current Year Amount
Office Supplies	1300	1600
Prepaid Insurance	700	900
Prepaid Office Rent	1000	700

Sample Other Current Assets Data on the revised interface file

Description	Prior Year Amount	Current Year Amount
Office Supplies	1300	1200
Prepaid Insurance	700	800
Prepaid Rent	1000	1100

Resulting Data on the Return Is

Description	Prior Year Amount	Current Year Amount
Office Supplies	1300	1200
Prepaid Insurance	700	800
Prepaid Office Rent	1000	700
Prepaid Rent		1100

Since no match is found for the description, "Prepaid Rent," a new repeater data item is created with just the current year amount.

🗒 Note: After reprocessing a return through G/L Bridge or Dynalink when the **Import beginning balance sheet data** box was not checked, double-check your balance sheet repeater data to make sure there are no duplicate repeater data items resulting from data descriptions being slightly different between the return and the revised interface file.

Using the Dynalink Interface Program

This section provides information on the features and methods of Dynalink processing for customers who will be transferring tax line data from an accounting system using Dynalink. Refer to the current release notes for a list of applicable accounting system vendors and their products.

The *Import > Dynalink* option allows you to easily transfer data to Tax Preparation from your accounting software package for Individual, Corporation, S Corporation, Partnership, and Exempt Organization returns. Dynalink creates interface data and processes it all in one step. The interface data from your accounting system is transferred automatically to CCH ProSystem *fx* Tax for a new client, existing client, Pro Forma, or Center Pro Forma.

The first time you perform Dynalink processing, you will need to configure the path of the accounting systems (bridges) you use and create a list of the clients available for Dynalink processing (see *Configuring Your Accounting Systems* on page 191). For subsequent processing, the accounting bridges do not have to be reconfigured unless you change the location of the Dynalink software, or the accounting software vendor changes the subdirectory name. The client list may need to be refreshed when clients are created or deleted.

Dynalink uses the interface file as input and merges it into a tax return using one of the processing methods listed below.

- **Center Pro Forma Merge**. Merges the interface file with Center Pro Forma to create a current year return.
- **Pro Forma Merge**. Merges the interface file with Pro Forma to create a current year return.
- **Existing Return Merge**. Merges the interface file with an existing return.
- **New Return Merge**. Merges the interface file with a new return that has been created automatically by Dynalink.

During the merging process, Dynalink converts the tax line data in the interface file by mapping it to the appropriate CCH ProSystem *fx* Tax interview form and box number locations. Use the Tax Line Conversion Charts available in the Tax Preparation online help to match tax lines with their corresponding interview form and box number locations.

When Dynalink processing is completed, the sheet numbers of the Dynalink-created interview forms are converted to the regular sheet numbers used in the rest of your return file. Your tax return is ready for final processing. Use the standard Tax Preparation functions to make any required changes.

⚠ **Warning!** Importing via either G/L Bridge or Dynalink will REMOVE data placed on Partnership A-series Entities numbers higher than 1. After importing you must review Entities 2 and greater and re-enter any data removed by the import process.

📝 **Notes**:

- To view the converted data on government view forms, you must calculate the return.
- You can use Dynalink processing from a laptop Tax Preparation application.

Processing with Dynalink

📝 **Note**: Before processing, configure the accounting systems (bridges) you use and create a client list. See *Configuring Your Accounting Systems* on page 191 for details.

1. Open **Tax Preparation**.

2. Select **File > Import > Dynalink**. The main *Dynalink* dialog displays.

   This dialog displays the information for the client and tax return you select for processing, and allows you to verify that the information for both is correct.

3. Click **Select Client.** The *Select Accounting System Client List* dialog displays.

4. Select the tax product (Individual, Corporation, S Corporation, Partnership, or Exempt Organization) for the client you want to process.

5. Select the accounting system you want. The client lists created in Tax Preparation display "(user configured)" at the end of the description. Lists created in Office Manager display only the name of the accounting system. Click **OK**. The *Select Client* dialog displays the clients in client code order for the product selected.

6. Highlight a client and click **OK**. The Dynalink request to the accounting system is initiated to provide the tax interface data for your selected client. When this process is complete, the main *Dynalink* dialog displays, showing the information from the client data list in the *Client information (accounting system)* box.

7. Click **Select Return**. The tax year and product are already displayed.

8. Select one of the following:

   - **Open**. Transfers data to an existing return.
   - **New**. Creates a new return and transfers data into it.
   - **Pro Forma**. Transfers data into Pro Forma.
   - **Center Pro Forma**. Transfers data into Center Pro Forma.

9. Select a client by ID or name, or use the lists to select a client using the displayed filter criteria selections:

   - **Status**. Current status of the return.
   - **Last activity**. Most recent task performed for the return.
   - **Office group**. The office group associated with the return.
   - **Preparer**. Any of the preparers assigned to the return.
   - **Staff responsible**. Staff member responsible for the return.

10. Once you have made your selections, click **OK**. The return information displays in the *Return information* box on the main *Dynalink* dialog with the client list data.

    You can compare the data in the *Client information* and *Return information* boxes to ensure the data is consistent. When comparing this information, remember the following:

- In the *Client information (accounting system)* box, the value in the *Client code* field comes from the accounting system client number.

- The *Empl. ID no.* field is completed only if it is available from the accounting system.

- In the *Return information* box, the *Client ID* field is the CCH ProSystem *fx* Tax system identifier.

- The *Client name* and *Empl. ID no.* fields are blank if you are processing with a new CCH ProSystem *fx* Tax return.

11. Click **Options**. At the *G/L Bridge* and *Dynalink – Options* dialog, choose from among the processing options provided. See *Selecting G/L Bridge or Dynalink Processing Options* on page 317 for more information on the processing options.

12. Select **Import** to process the return. When the processing is complete, the Interview Forms list for the return type selected displays in Tax Preparation.

Subsequent Dynalink Processing

After you have processed returns through Dynalink the first time, you do not need to configure accounting systems before you start processing. Simply follow the steps in *Processing with Dynalink* on the previous page to process a return.

Updating with Quiklink

Quiklink allows you to make changes to a client's tax interface data in the accounting system. The tax interface data must have been processed through Dynalink, and a return created for the client. The changes you make to the tax interface data are automatically transferred into the appropriate place in the client's tax return without reprocessing the entire return through Dynalink.

If you have made extensive changes to the tax interface data in your accounting system, you need to reprocess the data through Dynalink.

📝 Notes:

- Before you can use Quiklink, you must have a return processed with Dynalink and configure the accounting systems you use. See *Configuring Your Accounting Systems* on page 191.

- You may have only one client open at a time. If another client is currently open in Tax Preparation, you are prompted to either cancel your request for processing or save and close the currently open client.

The following procedure starts the Quiklink processing from Tax Preparation. Alternatively, you may start Quiklink processing from the accounting system by opening a client that has been processed through Dynalink. However, to do so you must first open the corresponding Tax Preparation return to complete the Quiklink process when starting from the accounting system.

To update a return with changes made in the tax interface data, do the following:

1. In Tax Preparation, open a client's return that was previously processed in Dynalink.
2. Do one of the following to switch to the accounting system:

   ▪ Select **File > Import > Quiklink**.
   ▪ Click **Quiklink** from the toolbar.

   If an interview form box relevant to the tax interface is highlighted at the time you initiated Quiklink processing, the tax line corresponding to the interview form box is highlighted in the accounting system.

   📝 Note: When you first select Quiklink processing for the current Tax Preparation session, if you have set up two system paths (one in Office Manager and one in Tax Preparation) for the accounting system, you are prompted to choose which system path to use.

3. From the highlighted tax line in the accounting system, "drill down" to the account and journal entry detail data which makes up the tax line balance.
4. Modify the account and journal entry detail data. If the changes relate to the tax interface data, the accounting system automatically recalculates the tax line balance and transfers the changes, as you make them, to the client's tax return in Tax Preparation.
5. Return to the summary tax line display to see the changes reflected there.
6. From the highlighted tax line in the accounting system, switch back to Tax Preparation using the *Quiklink* button or menu selection.

   If the tax line is highlighted when you switch back to Tax Preparation, the accounting system opens the client's tax return and highlights the corresponding interview form box that contains the changed value for the tax line.

   If the highlight was anywhere else in the accounting system, the client's tax return opens and a forms selection list displays for the currently selected view.

Importing BasisPro Information

(Tax Preparation > File > Import > BasisPro)

BasisPro gains and losses can be imported into a tax return for the following tax products: Individual, Fiduciary, Corporation, S Corporation, and Partnership.

Before a BasisPro client file can be imported, it must be exported from the BasisPro system.

1. Select **File > Import > BasisPro** to display the *Open BasisPro Client File* dialog.
2. Browse to the target BasisPro file. Only OFX file types may be imported.
3. Click **Open** to select and import the file.

   The system checks whether data being imported exists in the return. If it is being imported for the first time, a message advises when the import is complete and prompts you to verify the imported data before saving it in the return.

   If the file already exists in the return, you are given the options of overlaying (writing over) or appending (adding to) the existing information.

4. Verify the imported information is correct and save the return. If the return is not saved, the imported data is lost.

Importing Data from CCH ProSystem *fx* Fixed Assets

(Tax Preparation > File > Import > Fixed Assets)

The Import function in Tax Preparation is used to bring data from CCH ProSystem *fx* Fixed Assets into a return.

Note: Before importing, be sure the client's Fixed Assets file is closed and the Tax return is open.

During the import of Fixed Asset data to Tax, you are given the choice of importing asset data as:

- Asset detail to be imported to Interview Forms DP-1, DP-2, DP-3, or DP-4.
  - Importing current year acquisitions only
  - Importing current year dispositions only
  - Both Current Year Acquisitions and Current Year Dispositions
  - Appending and Updating all Assets
  - Full Import
- Totals only to be imported to Interview Forms DP-5 and DP-6.

When a full import is implemented, Tax deletes assets in the return associated with the entities being imported and replaces the existing asset data with the Fixed Assets data.

If there is a difference between asset data from Fixed Assets and the return data regarding the use of totals only and asset detail, Tax gives you the choice of stopping the import and changing the method of import or continuing.

Future assets are imported with zero depreciation.

The following assets are not imported from Fixed Assets:

- Assets marked as inactive on the *Fixed Assets Detail* tab.
- Previously disposed assets if the asset's disposed date is prior to the tax year of the return.

Notes:

- We recommend that you use the **Save** option on the first screen of the Import Wizard before beginning the import process.
- If you have turned on the Tax Preparation AutoSave feature, you should turn it off before importing. Select **Options > Preferences > Tax Return Preferences > AutoSave** and remove the check next to the **AutoSave** option.

To import Fixed Assets data to Tax Preparation, do the following:

1. In Tax Preparation, open the return to which you will import Fixed Assets data. The Fixed Assets menu command is unavailable until a return is open.
2. Select **File > Import > Fixed Assets** or click **Import Fixed Assets** on the toolbar.
3. If you have not yet saved the return, we recommend you click **Save** and then **Next** to continue to the next screen.

Note: If AutoSave has been turned on, a message states that AutoSave is active and that you should turn it off to avoid automatically saving the imported data with the return. To do so, click **No** and select **Options > Preferences > Tax Return Preferences > AutoSave**.

4. Highlight the Fixed Assets clients whose data you want to import and click **Next**. Use **Change Location** if there are Fixed Assets clients in alternate locations.

   - If only one client is selected, skip to step 6.
   - If multiple clients are selected, continue to the next step.

   Notes:

   - Only Fixed Assets clients who match the return type of the open return are listed. For example, if the return is an Individual return, only Individual Fixed Assets clients are listed.
   - If the Fixed Assets client is password protected, enter the password to allow the import to continue.

5. If multiple Fixed Assets clients are selected, they are listed in the next dialog. If you had previously imported a client into this return and it is listed, select that client, and then click **Next**.

   - Existing entities for the selected client are updated or replaced.
   - New entities are created in the return for clients that have not been previously imported.

6. Choose one of the following import options:

   - Select **Totals only** to import current depreciation total figures for each entity into Interview Forms DP-5 and DP-6 and click **Next**.

     Note: All totals on these forms will be deleted and replaced with the Fixed Assets data.

   - Select **Asset detail** to import current depreciation detail figures for each asset to Interview Forms DP-1, DP-2, DP-3, and DP-4 and click **Next**.

7. Choose one of the following import options and click **Next**.

   - Import Current Year Acquisitions Only
   - Import Current Year Dispositions Only
   - Import Current Year Acquisitions and Current Year Dispositions Only
   - Append and Update all Assets
   - Full Import

   Notes:

   - If *Full Import* is selected, all asset detail will be overwritten.
   - A Full Import must take place before the *Import Current Year Dispositions Only*, *Import Current Year Acquisitions and Current Year Dispositions Only*, and *Append and Update all Assets* options will be available.

8. Choose how the import process should react if an entity in the Fixed Assets system has no corresponding entity in the tax return.

  - **Add Entity**. Creates an entity in the return and imports the fixed asset data to the new entity.
  - **Bypass Entity**. Does not create an entity in the return and bypasses the assets in the Fixed Assets system that belong to the entity.

9. Click **Next** to display the options you have chosen.

  The dialog lists the return ID, client's name, tax year, and method of import, allowing you to confirm that the import is correct.

  - Click **Finish** to import asset data into the return.
  - Click **Back** to return to the previous step in the import process.

10. When import has finished, a successful import message displays. Click **OK**.

Importing K-1 Data from a Spreadsheet

(Tax Preparation > File > Import > K-1 Data from Spreadsheet)

User information that is stored in a spreadsheet but not intended for import should be maintained in separate user-named sheets. User information intended for import should be stored using the sheet names specified in our sample templates. Overflow sheets for each type of data should follow the Excel® numbering convention. For example, the first sheet of "K-1 data" is not numbered. The second sheet would be named "K-1 data (2)." This ensures that information from a multiple sheet workbook is imported correctly.

Tip: Begin by exporting data from a 2022 return in Tax Preparation to create a spreadsheet, modify the data in Excel®, and then import the data into the return.

You may also create a spreadsheet from a template in Excel®, save the spreadsheet under a new name, and then import the data into a return. Standard templates are found in the X:\wfx32\SAMPLES\yy directory (where X represents the drive and yy represents the year of the tax return).

Note: To view examples of the spreadsheet templates, select **Help > Help topics** in CCH ProSystem *fx* Tax. Click the **Contents** tab and select **Import/Export to Spreadsheet > Spreadsheet Templates**.

When adding data to a spreadsheet, use **Insert > Row** in Excel® to add rows to ensure that the proper cell and print format is maintained and the data imports into the return correctly.

If data is entered on a spreadsheet and it exceeds the allowable field length, it is truncated on import.

To import K-1 data from a spreadsheet, do the following:

1. Open the return to which you want the spreadsheet imported. The K-1 Data from Spreadsheet option is not available until a Partnership, S Corporation, or Fiduciary return is opened.
2. Select **File > Import**.
3. Select **K-1 Data from Spreadsheet** to start the *K-1 Import Wizard*.

4. Enter the path and filename of the template, or use **Browse** to locate the import file. The file must have the Excel® .xls or .xlsx extension.

5. Click **Next**. The *Select Type of Data* dialog displays.

   📋 Note: The options available depend upon the type of return currently open and the type of information found in the .xls file. To continue to the next dialog, you must enter or select one of the five valid types of sheets.

6. Select the type of data to be imported. The options include:

   ▪ **K-1 data**. Imports Schedule K-1 data without rounding for Partnership, S Corporation, and Fiduciary (Interview Forms K-1 and K-2).

   ▪ **Ratios**. Imports Schedule K-1 data without rounding for Partnership and S Corporation (Interview Form K-5).

   ▪ **Amount allocations**. Imports Schedule K-1 data without rounding for Partnership and S Corporation (Interview Form K-4).

   ▪ **Schedule K overrides**. Imports Schedule K Totals Overrides without rounding consisting of Interview Forms K-9 through K-11A for Partnership and Forms K-8 through K-10 for S Corporation.

   ▪ **K-1 footnotes**. Imports Schedule K-1 footnotes for Partnership, S Corporation, and Fiduciary (the Interview Form 12 for Partnership and S Corporation, Form 15 for Fiduciary).

   The import application checks the sheet names against the items with check boxes, disabling those not present or with no data. For Fiduciary returns, the middle three options are always disabled. You can change the selections for any items that are valid for the tax product type.

7. Your selection on this dialog determines whether you click **Finish** to begin the import process or click **Next** to select an additional option.

   ▪ If either *K-1 data* or *Ratios* is checked, you will be prompted to specify how the data is to be processed with existing data in the return. Click **Next** to display the *Select Options* dialog.

   ▪ If the only items selected are some combination of the last three boxes, click **Finish** to begin the data import.

8. For K-1 data or Ratios only, select whether the data being imported should match and update existing return data or delete and replace the return data. Click **Finish** to begin the data import.

9. A validation log of the import advises the status of the import. If there are no errors and you wish to proceed, click **Continue Import**. You can also print the summary or copy it to the Clipboard.

10. After the import is complete, a spreadsheet import log advises the results of the import. You can print the import log or copy it to the Clipboard. Click **Close** to exit the validation log.

📝 **Notes**:

- The template layouts are streamlined and provide for all possible items for the applicable tax product within a single Excel® spreadsheet. A separate sheet is named by the tax product.
- For the most efficient usage of the templates, we recommend beginning in Tax Preparation with a tax return file containing the K-1 data, but even without K-1 data, exporting will produce a blank template with only the formatting and headers.These templates will be placed in the folder wfx32\client\K-1 Export.
- Although it is not necessary, it is generally better to use the Delete and Replace option when importing any K-5 data.
- When new partners or shareholders are added to the K-5 in Excel®, use the appropriate (Partnership or S Corporation) K-1 and Ratio ID Data template as opposed to the K-1 Data Only or Ratio ID Data Only template.
- A ratio ID number must be entered within row 2 of the spreadsheet in order for that particular column of Ratio ID data to be imported.
- To see what templates are available, select **Help > Help Topics > Contents > Import/Export to Spreadsheet > Spreadsheet Templates** or **Help > Help Topics > Index > Template**.

Transferring K-1 Data to a Spreadsheet

The K-1 data sheet changes for tax year 21 to tax year 22, specific to each Tax product, are as follows:

- **S Corporation**. S Corporation had changes to Interview Forms K-1 and K-2. To convert the K-1 data sheet, do the following:
  a. Use the K-1 data sheet.
  b. Rename AE (Reserved) to K-1 Print Suppress.
  c. Rename AQ to Form 2553 Information - Date Acquired (MMDD/YY)
  d. Rename AR to Form 2553 Information - Tax Year End (MM/YY).
  e. Your spreadsheet is now in the current year format.
- **Partnership**. Partnership had changes to Interview Form K-1. To convert the K-1 data sheet, do the following:
  a. Use the K-1 data sheet.
  b. Rename R (Reserved) to K-1 Print Suppress.
  c. Your spreadsheet is now in the current year format.
- **Fiduciary**. Fiduciary had no changes to Interview Form K-1.

Transferring MST Data to a Spreadsheet

The MST data sheet changes for tax year 21 to tax year 22, specific to each Tax product, are as follows:

- **Corporation/S Corporation MST**. There were updates for Sales and Transportation.
  - Import your 2021 data into a 2022 tax return. When you export, the new columns will be included.

Transferring Foreign Entities Data to a Spreadsheet

For tax year 21 to tax year 22, there were no changes to the Foreign Entities spreadsheets. Your spreadsheet is now in the current year format.

- **Form 5471**. There are no input changes to Form 5471. Your template is now in current year format.
- **Form 5472**. There are no input changes to Form 5472. Your template is now in current year format.
- **Form 8865**. There are no input changes to Form 8865. Your template is now in current year format.

Transferring Oil and Gas Data to a Spreadsheet

Oil and Gas do not have any changes. Your templates are now in the current year format.

Working with Fields New to 2022 Forms

Once you have completed the steps for your template, the file should be saved and imported directly into the 2022 return. To enter data into fields that are new to the 2022 forms, it is recommended that you reformat the newly added columns to the appropriate data type for that field (for example, currency, decimal, date). If you export the information that you have just imported, the program inserts the proper headings and column formats for you.

Importing Apportionment Data from MST Spreadsheets

Data for Corporation, S Corporation, and Partnership returns can be imported from pre-defined CCH Excel® MST spreadsheets to the following interview forms:

- MST-A and MST-A1, property factor
- MST-B and MST-B1, payroll factor
- MST-C and MST-C1, sales factor
- MST-D, non-business income (Corporation and S Corporation)
- MST-H, transportation (Corporation and S Corporation)
- MST-I, insurance (Corporation and S Corporation)

Data will not be imported to the following interview forms: MST-E, MST-F, MST-G, MST-O, MST-P, MST-T, MST-T1, MST-TA, MST-TB, MST-TC, MST-TD, MST-1, MST-2, MST-3, MST-4, and MST-5.

The standard apportionment data spreadsheet templates, 22MSTC.XLS, 22MSTP.XLS, and 22MSTS.XLS are located in the wfx32/SAMPLES/22 folder; the format of the spreadsheet can be reviewed there.

Forms MST-A and MST-A1 are represented by one sheet, with two columns of data per code: one for beginning property and one for ending property. Forms MST-B and MST-B1, and MST-C and MST-C1 are each represented by one sheet, with one column of data per code. Form MST-D is represented by one sheet but has two columns of data per code, one for gross amount and one for related expenses. MST-H and MST-I are each represented by one sheet, with one column of data per code.

State and city codes can be entered in any order on the spreadsheet; however, invalid state or city codes are not imported and are listed on a Data Validation log.

MST data can be imported as often as necessary. With each import, data on existing forms is deleted and replaced by the data being imported.

The system displays a Data Validation Log when the import has been checked. If no errors exist, a summary of data checked is displayed. If errors exist, the report lists the error data type, row, and column location. Data that is in error is not imported.

To import MST data from a spreadsheet:

1. Open the Corporation, S Corporation, or Partnership return to which the data will be imported.
2. Select **File > Import > Apportionment Data from Spreadsheet**.
3. Enter the path to the Excel® spreadsheet, or click **Browse** to locate the spreadsheet.
4. Click **OK** to begin the import. Any data on an existing MST form A, B, C, A1, B1, C1, D, H, or I, is deleted and replaced with the information in the spreadsheet.

During import, the system also checks the spreadsheet data and displays the Spreadsheet Data Validation Log. If no errors exist, a summary of the rows of data checked is displayed. If there are errors, the report lists the error data type, row, and column location. Data that is in error is not imported.

Select **Print** to print the validation log or **Copy to Clipboard** to copy the log to the clipboard. To continue, click **Continue Import** or **Cancel Import**.

When the import process is complete, the Spreadsheet Import Log displays, listing a summary of all rows that were successfully imported from each sheet. You can select **Print** to print the import log, **Copy to Clipboard** to copy the log to the clipboard, or **Close** to exit the log.

Importing Data from CCH Enteract or ViewPlan

Using the CCH Client DataXchange option on the File > Import menu, you can import data from CCH Enteract and ViewPlan to an Estate (706) or Individual (1040) return. You can choose to do a full import of all relevant data or a partial import where you specify the type of data you wish to import.

You do not need to have CCH Enteract or ViewPlan installed on your computer to import files created by those applications. You do need to be able to access the export file created in those programs.

 Notes:

-   This feature requires that Microsoft® XML Parser 4.0 RTM be installed on each workstation using this option. If the XML Parser is not installed, a message displays when you access the import function with an option to install the Parser.
-   Once the import is complete, be sure to examine the data to verify that it is correct before saving the return.

You can import as often as necessary from the same file.

To import a CCH Enteract or ViewPlan file, do the following:

1. Open the return to which you are importing data.

2. Select **File > Import > CCH Client DataXchange**. The *Import a CCH Client DataXchange File* dialog displays.

3. Select the file you want to import and click **Open**. (The file type defaults to .cip, which is the only file type you can import.)

   The system checks the file for errors and displays the CCH Client DataXchange Import Validation log.

4. You can do one or more of the following:

   - Click **Continue Import**.
   - Check the **Print** or **Copy to Clipboard** boxes to create a copy of the errors and then click **Continue Import** or **Cancel Import**.
   - Click **Cancel Import** and review the file in either CCH Enteract or ViewPlan.

   On the *Preview CCH Client DataXchange File* dialog, specify whether to do a full or partial import by clicking the appropriate radio button. If you are doing a partial import, check the boxes next to the data you want imported.

   - For an Estate (706) import, you can import the following data:
     - Personal
     - Beneficiary
     - Asset/Liability
     - Advisors
   - For an Individual (1040) import, you can import the following data:
     - Personal
     - Family
     - Expense Data

5. Click **OK** to begin the import, or **Cancel** to return to the *Import a CCH Client DataXchange File* dialog to select another file.

6. When the import is complete, click **OK** on the *Import Complete* dialog. This message also reminds you to verify the imported data before saving the return.

Importing GainsKeeper Pro Data

You can import GainsKeeper Pro Schedule D data into a 2022 tax return using either the Direct Import or File Import option. Data is treated as joint; taxpayer and spouse distinctions are not implemented.

The following data is imported into a CCH ProSystem *fx* Tax return from GainsKeeper Pro:

- Buy Date
- Sell Date
- Security Name
- Units Sold
- Gross Sale Price
- Long or Short Holding Period

- Wash Sale Code
- Cost or other Basis

Direct Import

To use Direct Import, do the following:

1. Open the client's return in CCH ProSystem *fx* Tax.
2. Select **File > Import > GainsKeeper Pro > Direct Import**.
3. When the login dialog displays, enter the GainsKeeper Pro Login ID and password.
4. Click **OK**.
5. When the GainsKeeper Pro client list displays, select the client containing the data you want to import.
6. Click **OK**. Data in the file is validated and imported into the client's tax return, if no exceptions are found. If exceptions are found, choose to do one of the following:
   - **Continue Import**. Continue the import with the exceptions.
   - **Cancel Import**. Cancel the import and return to GainsKeeper Pro to change the data.

   Select the **Print** or **Copy to Clipboard** box to create a hard copy of the exceptions reported.
7. If this is not the first time importing this client's data, select to either overwrite previously imported GainsKeeper Pro data or append to previously imported GainsKeeper Pro data. Click **OK**. If you manually entered data in the return before importing, it is affected by the import.

   Note: When you overlay previously imported data, the only data in the return that is replaced is that of the client whose data you are importing. If you have other GainsKeeper Pro clients' data in the return, the data is not changed.

File Import

To use the File Import option, do the following:

1. Log in to GainsKeeper Pro using your Pro ID and password.
2. On the *Pro Admin Console* page, select the year you would like to receive data from. This does not automatically display the current year.
3. Click the **Get 1099B** link in the row corresponding to the client whose data you want to export. A file with the extension .ofx is created for the client. The name of the file includes the client's first initial, last name, the tax year, and 1099B (for example, J_Peters_2022_1099B).
4. On the *Save As* dialog, select the drive and directory where you want to store the export file and click **Save**. The location defaults to the root of the C: drive.
5. Open the client's tax return in CCH ProSystem *fx* Tax.
6. Select **File > Import > GainsKeeper Pro > File Import**.
7. On the *Open GainsKeeper Pro Client File* dialog, select the drive and directory where the file is located, highlight the file, and click **Open**.

8. Data in the file is validated and imported into the return if no exceptions are found.

   If exceptions are found, a validation log displays. Check **Print** or **Copy to Clipboard** to create a hard copy of the exceptions reported. You can do either of the following:

   ▪ Continue the import. Continue the import with the exceptions.

   ▪ Cancel the import. Cancel the import so that you can correct the exceptions in GainsKeeper Pro.

9. If this is not the first time to import this client's data, a dialog gives you the options of overlaying previously imported GainsKeeper Pro data or appending to the previously imported GainsKeeper Pro data. Click **OK** to continue the import. If you have manually entered data in the tax return before importing, your manually entered data is not affected by the import.

   📝 Note: When you overlay previously imported data, the only data in the return that is replaced is that of the client whose data you are importing. If you have other GainsKeeper Pro clients' data in the return, the data is not changed.

Importing Data for Foreign Entities

(File > Import > Foreign Entities Data)

If you need to perform spreadsheet location updates for previously imported spreadsheets, use the procedure in the next section. Once the location update process is completed, you will be redirected to this procedure to continue the import process.

To perform an import of foreign entities data, do the following:

1. Open a return for an applicable tax product (Corporation, S Corporation, Partnership, Exempt Organization, or Individual).

2. From the CCH ProSystem *fx* menu, select **File > Import > Foreign Entities Data from Spreadsheets**. The *Import from Spreadsheets* dialog displays. An automated initialization and validation process is then performed. Once the process is completed, the *Foreign Entities Import Wizard* dialog displays.

   📝 Notes:

   ▪ When performing a spreadsheet import processing action for a return, the *Foreign Entities Import Wizard* dialog displays without data.

   ▪ To delete a previously selected spreadsheet from the list, highlight it in the wizard dialog and then click **Remove from List**.

3. To add spreadsheets for importing foreign entities, click **Select Spreadsheets**.

4. In the *Select Spreadsheets for Import* dialog, select the spreadsheets which you want to import data. Either double-click on the file name or highlight the name and click **Open**.

5. Click **Open**. The *Foreign Entities Import Wizard* dialog displays with the data associated with the selected spreadsheets added.

6. Click **Next**. The *Select Options* dialog displays.

7. Select the applicable update radio button:

- Match and update existing input. This selection will overwrite with imported data the contents of any field that contains data, but imported fields that are blank will not overwrite populated fields.

- Delete applicable input, replacing with imported data. This selection overwrites all fields with imported data regardless of whether the imported field, or recipient field, is blank. Use caution when selecting this option.

⚠ Warning! The *Delete applicable input, replace with imported data* option will delete ALL foreign entities data previously imported into the return and will replace ALL data with the imported data.

8. Click **Finish**. The *Spreadsheet Data Validation Log* dialog displays. The messages displayed on the dialog will help you determine whether to complete the import process. If no significant problems are reported, then you can proceed with the import.

9. Click **Continue Import**. Once the import process is completed, the *Spreadsheet Import Log* dialog displays with the final processing result for each spreadsheet being imported.

📝 Note: Select the *Print* check box to print the dialog contents. Select the *Copy to Clipboard* check box to copy the dialog contents to the clipboard.

10. Click **Close**.

Updating Import Spreadsheet Locations

To update a spreadsheet's location from which its data is to be imported, do the following:

1. With the return open in CCH ProSystem *fx* Tax, select **File > Import > Foreign Entities Data from Spreadsheets** from the menu. The *Foreign Entities Import Wizard* dialog displays.

📝 Note: A return must have had at least one spreadsheet previously imported for the location update functionality to be available for that return (the *Update Spreadsheet Locations* button will be disabled if it is unavailable).

2. To update a spreadsheet location, click **Update Spreadsheet Locations**. The *Update Spreadsheet Locations* dialog displays.

📝 Note: To remove an import spreadsheet from the list, select it and then click **Remove Selected Rows**. This action can be performed at any time prior to clicking *OK*.

3. To change import spreadsheet drive designations, make the appropriate entries in the Old drive and New drive fields or enter the Old drive designation and then click **Browse** to select a New drive.

📝 Notes:

- The *New drive* field is disabled until an entry is made in the *Old drive* field.
- Steps 3 and 4 must be repeated for each *Old drive* value that you want to change.
- Invalid entries in either the old or new field will generate \an error message.

4. To change the import path, enter the new information in the **Old path** and **New path** fields or click the **Browse** and then select the appropriate path.

📒 Notes:

- The *New path* field and its associated *Browse* button are both disabled until an entry is made in *Old path* field.
- Steps 4 through 6 must be repeated for each *Old path* value that you want to change.
- Invalid entries in either the old or new field will generate an error message.

5. Click **Apply Drive and Path Changes**. The changes are applied to list of spreadsheets.
6. Click **OK**. The *Foreign Entities Import Wizard* dialog displays. Go to step 3 of the previous procedure, *Import of Data for Foreign Entities*, to continue with the import process.

Tips On How to Do Foreign Entity Import

📒 Note: To create an import ready spreadsheet template, please refer to *Tips On How to Do Foreign Entity Export* on page 355.
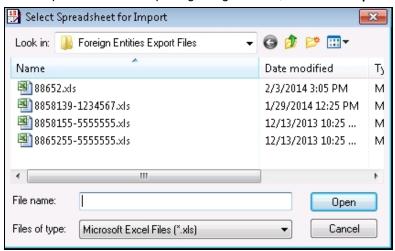
Once you have entered data in your spreadsheet, close the spreadsheet and do the following:

1. Open a return for an applicable tax product (Corporation, S Corporation, Partnership, Exempt Organization, or Individual) where you would like to import the data for a foreign entity Forms 5471, 5472, 8858 or 8865.
2. From the CCH ProSystem *fx* toolbar menu, select **File > Import > Foreign Entities Data from Spreadsheets**. The *Import from Spreadsheets* dialog displays. An automated initialization and validation process is then performed. Once the process is completed, the *Foreign Entities Import Wizard* dialog displays.

📒 Notes:

- When performing a spreadsheet import processing action for a return, the *Foreign Entities Import Wizard* dialog displays without data.
- To delete a previously selected spreadsheet from the list, highlight it in the wizard dialog and then click **Remove from List**.

3. To add spreadsheets for importing foreign entities, click **Select Spreadsheets**.

4. In the *Select Spreadsheets for Import* dialog that displays, select the spreadsheet(s) for which you want to import data. Either double-click on the file name or highlight the name and click **Open**.

5. Click **Open**. The *Foreign Entities Import Wizard* dialog displays with the data associated with the selected spreadsheet(s) added.

6. Click **Next**. The *Select Options* dialog displays.

7. Select the applicable update radio button:

    ▪ **Match and update existing input**. This selection will overwrite with imported data the contents of any field that contains data, but imported fields that are blank will not overwrite populated fields.

    ▪ **Delete applicable input, replacing with imported data**. This selection overwrites all fields with imported data regardless of whether the imported field, or recipient field, is blank. Use caution when selecting this option.

> ⚠️ **Warning!** The *Delete applicable input, replace with imported data* option will delete ALL foreign entities data in the return and will replace ALL data with the imported data.

8. Click **Finish**. The *Spreadsheet Data Validation Log* dialog displays. The messages displayed in the dialog will help you determine whether to complete the import process. If no significant problems are reported, then you can proceed with the import.

```
Spreadsheet Foreign Entities Import Validation Log

Spreadsheet data for:
k:\wfx32\client\foreign entities export files\8858139-1234567.xls
has been validated prior to importing into return 13C:PDB_CORP:V1.
Validation started 02/12/14 at 13:45:00.


Summary:
=======
Validation complete 02/12/14 at 13:45:01.
```

9. Click **Continue Import**. Once the import process is successfully completed, the *Spreadsheet Import Log* dialog displays with the final processing result for each spreadsheet being imported.

   📒 **Notes**:

   - Check the **Print** checkbox to print the dialog contents.
   - Check the **Copy to Clipboard** box to copy the dialog contents to the clipboard.

10. Click **Close**.

Exporting Files

The following sections explain how to:

- Export Depletion data to create a template layout that includes the return's existing information for entity, property data, and well numbers.
- Export K-1 data files for use with spreadsheets for Partnership, S Corporation, and Fiduciary returns.
- Export Apportionment data for use with a spreadsheet.
- Create export files for use with CCH Client DataXchange, BNA, and electronic filing.
- Export directly to a CCH ProSystem *fx* Planning file.

Exporting Depletion Data to a Spreadsheet

(Tax Preparation > File > Export > Depletion Data to Spreadsheet)

The export feature allows you to easily create a spreadsheet template from a return. You can then enter the depletion data in the spreadsheet and import it into the return.

From an open return, do the following:

1. Select **File > Export > Depletion Data to Spreadsheet**. The *Select Export File* wizard screen displays.
2. Use the default path and file name, enter a path and file name, or click **Browse** to select a path.

   Note: If an existing file is selected, it will be overwritten by the export file.

   The export will copy depletion data from an open return, or generate a blank template if no depletion data is present in the return. When the export process is completed, the *Spreadsheet Export Log* displays.
3. Click **Copy to Clipboard**, if desired.
4. Select one of the following:
   - **Print**. The wizard screen closes and the report prints.
   - **Close**. The wizard screen closes.
5. The *Export Completed* message displays. Click **OK**.

Exporting K-1 Data to a Spreadsheet

(Tax Preparation > File > Export > K-1 Data to Spreadsheet)

Spreadsheet templates that allow K-1 data and K-1 footnotes data to be exported from a return to a spreadsheet are available for Partnership, S Corporation, and Fiduciary returns.

The following are also available for Partnership and S Corporation:

- Ratios
- Amount allocations
- Schedule K overrides

The spreadsheet can be updated in Excel® and the updated spreadsheet data can be imported into the return.

- For Partnership, S Corporation, and Fiduciary returns, partner, shareholder, or beneficiary data is exported from Interview Forms K-1 and K-2, and K-1 footnotes are exported from Interview Form 12 and Form 15 for Fiduciary.
- For both Partnership and S Corporation returns, ratio ID data is exported from Interview Form K-5, and amount allocations are exported from Interview Form K-4.
- Partnership Schedule K overrides are exported from Form K-9 through Form K-11.
- S Corporation Schedule K overrides are exported from Form K-8 through Form K-10.
- For Partnership returns, ending profit, loss, and capital percentages are exported to the spreadsheet. These fields are not imported from the spreadsheet to the return.

Examples of the Partnership, S Corporation, and Fiduciary templates and the data that can be exported are in the Tax Preparation Help file topic *K-1 Import/Export Features*.

📋 Note: The spreadsheet is exported to the version of Excel® that is installed on the computer where the export is performed.

To export K-1 data to a spreadsheet, do the following:

1. With the return open, select **File > Export**.

2. Select **K-1 Data to Spreadsheet**.

3. Enter a file name for the spreadsheet and the path to the directory where you want to store it. For example, c:\partnership1.xls. (The default is c:\untitled.xls.) You can click **Browse** to locate a directory and file.

4. Click **Next**. The *Select Type of Data* dialog displays.

5. Select the types of data to export.

   ▪ **K-1 data**. Exports Schedule K-1 data without rounding for Partnership and S Corporation (Interview Forms K-1 and K-2.)

   ▪ **Ratios**. Exports Schedule K-1 data without rounding for Partnership and S Corporation (Interview Form K-5.)

   ▪ **Amount allocations**. Exports Schedule K-1 data without rounding for Partnership and S Corporation (Interview Form K-4.)

   ▪ **Schedule K overrides**. Exports Schedule K Totals Overrides without rounding consisting of Interview Forms K-9 through K-11A for Partnership and Form K-8 through Form K-10 for S Corporation.

   ▪ **K-1 footnotes**. Exports Schedule K-1 footnotes for Partnership, S Corporation, and Fiduciary (Interview Form 15 for Fiduciary, Form 12 for the other systems.)

   The export application checks the tax product type and defaults the check box selections to those that are found in the return. Items not found are disabled.

     ° For Partnership and S Corporation, all check boxes are selected.

     ° For Fiduciary returns, the middle three options are always disabled.

   You can change the selections for any items that are valid for the tax product type.

   📋 Note: The options available depend upon the type of return currently open.

6. Click **Finish** to confirm the export.

   📋 Notes:

   ▪ Spreadsheets are exported to the version of Excel® installed on the computer where the export is taking place. If the XLS file is exported to versions of Excel® newer than Excel® 2003 and needs to be shared among users with Excel® 2003 installed, or imported on a computer with Excel® 2007 installed, it should be saved in the older format.

■ If rows need to be added to the spreadsheet once exported to Excel®, use the Insert > Row option. Using this option, rather than adding data to unused cells, maintains proper cell and print formatting. Inserting new rows also prevents potential problems within the return once the data has been imported.

■ To see which templates are available and what they consist of, select **Help > Help Topics > Contents > Import/Export to Spreadsheet > Spreadsheet Templates** or **Help > Help Topics > Index > Template**.

■ For most efficient use of the templates, we recommend beginning in Tax Preparation with the tax return file containing the K-1 data and exporting K-1 information to the appropriate template. Though more labor intensive, you can begin in Excel®, open the appropriate template, enter K-1 information, save the file with a new name, and then import that new file into a tax return. The standard template files reside in the wfx32\SAMPLES\22 subdirectory.

Exporting K-1 Business Data to Returns

(Tax Preparation > File > Export > K-1 Export to Other Returns)

You can export K-1 business data from the government Form K-1 to an existing return. The types of returns that you can export K-1 data from are as follows:

Export data from these types of returns	To these types of returns				
	Individual	Fiduciary	Partnership	Corporation	S Corporation
S Corporation	X	X			
Partnership	X	X	X	X	X
Fiduciary	X	X	X	X	X

The multiple activities of a passthrough entity can be imported as separate activities from Partnership and S Corporation returns based on entries on Interview Form Q-3.

⚠️ **Warning!** Some information in the actual return may not be included when you use this feature. You may need to enter some supporting statement information manually. A complete list of items not included in the export is provided in the online Help system in the book *K-1 Export to Other Returns/Data not Included in K-1 Import File*.

Overview of steps to transfer K-1 data

1. Select the Tax Preparation option to create export files each time the source return is calculated. Use the *Preferences > Tax Return Preferences > Miscellaneous* tab on the *Options* menu.

2. Prepare a Partnership, S Corporation, or Fiduciary tax return and enter the corresponding return Client ID for each export file requested.

   📝 **Note**: Enter Client ID on Form K-1 for S Corporation, K-2 for Partnership and Fiduciary.

3. If you have not chosen to create the export file each time the source return is calculated, select **File > Export > K-1 Export to Other Returns** to create the files.

4. Open the corresponding return and import the files created for that return.

Details for each of these steps are outlined in the following section.

Before You Create K-1 Export Files

Before attempting to create export files, verify that none of the following circumstances exists. Each one prevents export files from being created.

- **Target return is open for editing**. You cannot export to a target return that is open.
- **Return is on Laptop**. Export files are not created when the target return is checked out. The message *Return Checked Out* appears on the dialog.
- **No corresponding Client ID exists**. Either the client has not been created or the Client ID is incorrect. The message *No Related Client ID* displays on the dialog.
- **Maximum target of 36 files per return exceeded**. When 36 export files for a particular target return have been created, no additional export files can be created. Import the existing files and save the return. After you import and save the return, it is available to receive more export files.
- **Source returns on Laptop/Center Processing**. No export files are created from a source return that is checked out on the Laptop or from a source return that has been sent to the center for processing.
- **Fiscal year P, S or F returns**. No export files are created from fiscal year Partnership, S Corporation, or Fiduciary returns since the box numbers may not be the same in the target return for the subsequent year.
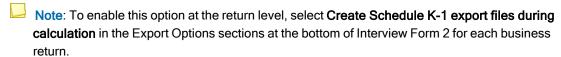
Creating K-1 Export Files Automatically at Each Calculation

A maximum of 36 export files can be created for each return. The return to which you import the files must not be in use. This option can be set at the user level or on a return-by-return basis.

To create the K-1 export files each time you calculate the source return, do the following:

1. In Tax Preparation, select **Options > Preferences > Tax Return Preferences**.
2. On the *Preferences* dialog, check the box titled **Create K-1 export files each time return is calculated**.
3. Click **OK**.

The export files are created automatically each time you calculate the return.

> **Note**: To enable this option at the return level, select **Create Schedule K-1 export files during calculation** in the Export Options sections at the bottom of Interview Form 2 for each business return.

Creating the K-1 Export Files by Selecting the Menu Option

To create K-1 export files as the final step after the return has been calculated, select **File > Export > K-1 Export to Other Returns** before you exit the business return.

> **Warning!** If you decide to create the export files with this method, the hard copy output of the K-1 interview forms change with each calculation, but the electronic files do not change until you select the menu option.

Preparing the Source Return

While working on interview forms for the source return from which K-1 data is exported remember the following:

- Enter the Client ID exactly as it was entered in the target system for each export file.
- Enter this ID in the *Client ID* field under the Export File (CCH ProSystem *fx* Tax Only) heading on the following forms:
    - Form K-2 for Partnership and Fiduciary
    - Form K-1 for S Corporation
- You can enter data in the *K-1 Activity Number* and *TSJ* fields. These entries are required under limited circumstances (for example, if the target return has multiple K-1s coming from this business return). The K-1 Activity Number is also required when the target return contains both Interview Forms K-1 and K-10 relating to the same activity.
- You must enter a code to request K-1 interview form output. Selections 1 through 3 apply only when exporting to Individual returns. Export to Business returns always produces an export file unless suppressed by option 4. Hard copies are not produced for export to Business returns.
    - Enter **1** to print a hard copy only (1040 only)
    - Enter **2** for an export file only (1040 only)
    - Enter **3** to get both a hard copy and an export file (1040 only)
    - Enter **4** to suppress (all systems)

  To set the codes for all members, use:
    - Partnership Interview Form 2A, Box 60
    - S Corporation Interview Form 2, Box 130
    - Fiduciary Interview Form K-2, Box 151

  To set the codes on a member-by-member basis, use the following fields:
    - Partnership and Fiduciary Interview Form K-2 > Export Options
    - S Corporation Interview Form K-1 > Export Options
- For Partnerships and S Corporations passing multiple activity information, use Interview Form Q-3 to maintain the multiple activity status in the export file. This form provides for entering multiple activity input on an activity-by-activity and member-by-member basis.

  To successfully export this information, you must enter the business return activity number, the partner/shareholder number, and the partner/shareholder 1040 activity number.

Importing a K-1 File into a Target Return

After the K-1 files are created, you can select the files to be imported into a specific tax return. Follow these steps:

1. Open the target return having the same Client ID you entered in the business return. If K-1 import files exist for the return, the *Import K-1 Files into the Return* dialog lists the files.

   Note: If there are multiple versions of the target return, the first version that opens the file receives the import. To bring the K-1 file into another version, export the file again from the source return. To do so, exit the return, open the source return, and select **File > K-1 Export to Other Returns**. You do not have to calculate the return again.

2. Select the K-1 files to import and click **Add**. The files are moved to the *Files selected for import* box. You can also click **Add All** to add all files. Click **Remove** to remove one or more files from the *Files selected for import* box.

3. Click **OK** to import the K-1 files into the open target return.

   Note: If you click **Cancel**, no files are imported and they will be left intact.

4. After the import, the *K-1 Import File Log* dialog displays, listing the K-1 interview forms that were automatically added to the target return.

   Do any or all of the following:
   - Click **Close** to exit the log.
   - Click **Print** to print the log for review.
   - Click **Copy to Clipboard** to copy the log to the clipboard for use in a word processor application.

   If all the K-1 import file identifiers match the corresponding K-1 data in the target return, the data is merged into the existing input data for that K-1.

   If the imported data items do not match the existing K-1 data, you can either let the K-1 input forms remain as added, or print the import log to review and mark any changes to be made to the source return from which the data had been exported.

5. Save the target return. Following a successful save, the K-1 files are deleted.

Automatic Deletion of Unimported Export Files

Each time a new export file is created from a source return, any previous export files from that particular return are deleted.

Exporting Apportionment Data to a Spreadsheet

(Tax Preparation > File > Export > Apportionment Data to Spreadsheet)

You can export the following apportionment data to an Excel® spreadsheet for Corporation, S Corporation, and Partnership returns:

MST-A and MST-A1	MST-D
MST-B and MST-B1	MST-H
MST-C and MST-C1	MST-I

The standard spreadsheet templates, 22MSTC.XLS, 22MSTP.XLS, and 22MSTS.XLS are located in the wfx32/SAMPLES/22 folder and their format can be reviewed there.

If the Excel® spreadsheet already exists, make sure it is closed before attempting the export.

To export apportionment data to an Excel® spreadsheet, do the following:

1. Open the return containing the data you want to export.
2. Select **File > Export > Apportionment Data to Spreadsheet**.
3. In the *Select export file* field, enter a name for the spreadsheet and a path. The default is c:\untitled.xls. You must use the Excel® .xls extension. You can use any file name and location to store the file.
4. Click **OK**. If the export file already exists, you are prompted whether to overwrite the file. If you overwrite the file, information in the file is deleted and replaced with the new data from the return.

Excel® export spreadsheets are created with the following sheets, depending upon the tax product:

- **Corporation**. Beginning Property, Ending Property, Payroll, Sales, Nonbusiness, Transportation, and Insurance
- **S Corporation**. Beginning Property, Ending Property, Payroll, Sales, Nonbusiness, and Transportation
- **Partnership**. Beginning Property, Ending Property, Payroll, and Sales

Note: The spreadsheet is exported to the version of Excel® installed on the computer where the export is taking place.

Exporting to a CCH ProSystem *fx* Planning File

(Tax Preparation > File > Export > Planning Export)

The type of data exported to CCH ProSystem *fx* Planning is controlled by entries on Interview Form 2, Box 33. Choose one of the two options listed:

- **1 - Plan begins with current tax year**. (Default option.) Use this option when input in Tax is compatible with CCH ProSystem *fx* Planning for export purposes. Option 1 exports all current-year data to the current-year column in Planning. Planning automatically carries all resulting carryover items from the current-year column to the next-year column.

- **2 - Plan begins with following tax year (recurring items and carryover amounts)**. Use this option when Tax data is not compatible with CCH ProSystem *fx* Planning. The following items could be incompatible:
    - Most government form line overrides
    - Self-employment income overrides
    - Non-aggregated real estate professional activities

When exporting returns with this type of data to the current-year column in Planning, the current-year calculation results and corresponding carryover items to the next year will be inconsistent with current-year results.

> **Tip**: We recommend eliminating the current-year column in Planning and exporting directly to the next year column.

To export to CCH ProSystem *fx* Planning file, do the following:

1. Choose an option on Interview Form 2 and calculate the return.
2. Select **File > Export**.
3. Select **Planning Export**.

CCH ProSystem *fx* Planning opens, displaying the summary grid for the new tax plan. The default plan configuration is used to define cases, years, column names, states, etc.

Exporting of Data for Foreign Entities

(Tax Preparation > File > Export > Foreign Entities)

To perform spreadsheet location updates for data previously exported to spreadsheets, use the procedure that follows this one. Once the location update is completed, you will be redirected to this procedure to continue the export process.

To perform an export of foreign entities data, do the following:

1. Open a return for an applicable tax product (Corporation, S Corporation, Partnership, Exempt Organization, or Individual).
2. From the CCH ProSystem *fx* toolbar menu, select **File > Export > Foreign Entities Data to Spreadsheets**. The *Export to Spreadsheets* dialog displays. An automated initialization and validation process is then performed. Once the process is completed, the *Foreign Entities Export Wizard* dialog displays.

3. To change a spreadsheet on the wizard dialog, click **Browse Spreadsheet.** A standard browse dialog displays. If no other spreadsheets need to be changed, proceed to step 5.

4. Select the spreadsheet to which you want to export entity data. You can do this either by double-clicking on the file name or by highlighting the name and then clicking **Open**.

5. Clear the foreign entities for which you do not want to export data by clicking the check box to the left of the foreign entity. Clicking *Deselect All* and *Select All* toggles adding and removing all check marks within the *Export* check box column for the entire list of entities.

6. Click **Finish**. The *Spreadsheet Export Log* dialog displays.

   📝 Note: Select the **Print** box to print the dialog contents. Select the **Copy to Clipboard** box to copy the dialog contents to the clipboard.

7. Click **Close**.

Updating Export Spreadsheet Locations

To update a spreadsheet's location to which data is to be exported, do the following:

1. With the return open in CCH ProSystem *fx* Tax, select **File > Export > Foreign Entities Data to Spreadsheets**. The *Foreign Entities Export Wizard* dialog displays.

   📝 Note: A return must have had at least one previous export action for the location update functionality to be available for that return (the *Update Export Locations* button will be disabled if it is unavailable).

2. There are two methods for altering an export location:

   ▪ Click **Update Export Locations**. The *Update Export Locations* dialog displays. Continue the procedure with the next step.

   ▪ Manually enter the changes for that entity in the field beneath the *Export spreadsheet path & file name* column. Repeat this process for each entity requiring a spreadsheet location change, then go to step 7 after you complete all edits.

   📝 Note: This process occurs on the wizard grid, not on the *Update Export Locations* dialog.

3. To delete a row from the list of previously exported entities, highlight the row and click **Remove Selected Rows**.

4. To change the export spreadsheet drive designation, make the appropriate entries in the **Old drive** and **New drive** fields or enter the old drive designation and the click **Browse** to select a new drive.

   📝 Notes:

   ▪ The *New drive* field is disabled until an entry is made in the *Old drive* field.
   ▪ Repeat steps 3 through 6 for each *Old drive* value that you change.
   ▪ Invalid entries in the old or new field will generate an error message.

5. The change the export path, enter the new information in the **Old path** and **New path** fields or click the **Browse** button and then select the appropriate path.

   📒 Notes:

   ▪ The *New path* field and its associated *Browse* button are both disabled until an entry is made in *Old path* field.

   ▪ Repeat steps 4 through 6 for each *Old path* value that you want to change.

   ▪ Invalid entries in either the old or new field will generate the display of an error message.

6. Click **Apply Drive and Path Changes**. The appropriate changes are applied to list of spreadsheets.

7. Click **OK**. The *Foreign Entities Export Wizard* dialog displays. Go to step 3 of the previous procedure, *Exporting of Data for Foreign Entities*, to continue with the export.
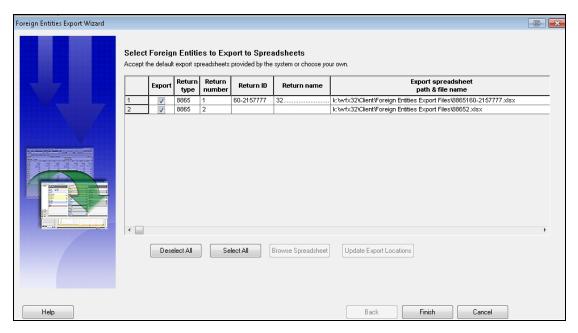
Tips On How to Do Foreign Entity Export

📒 Notes:

• If you do not have any existing foreign data with which to create a template, you can create a return with minimal information, then enter minimal information for a foreign entity and create a template. For example, to create a Form 8865 template, the minimum information would be the Category code of the filer and then export to create the template. You can also use an existing sample spreadsheet as a template. For example, a sample spreadsheet as a template for Form 8865 would be located under "Wfx32\samples\YY\YY8865BU," where YY refers to the two-digit year.

   ⚠️ **Important**: The sample files have sample data in them that should be removed prior to adding your own data to the spreadsheets.

• If you need to perform spreadsheet location updates for data previously exported to spreadsheets, use Updating Export Spreadsheet Locations. Once the location update process is completed, you will be redirected to this procedure to continue the export process.

To export foreign entities from a return to Excel® spreadsheets, do the following:

1. Open a return for an applicable tax product (Corporation, S Corporation, Partnership, Exempt Organization, or Individual) with Forms 5471, 5472, 8858 or 8865 included in the return.

2. From the CCH ProSystem *fx* toolbar menu, select **File > Export > Foreign Entities Data to Spreadsheets**. The *Export to Spreadsheets* dialog displays. An automated initialization and validation process is then performed. Once the process is completed, the *Foreign Entities Export Wizard* dialog displays.

3. If you have more than one foreign entity in the return, a separate spreadsheet for each will be created, and the location of the spreadsheet(s) will be provided.

4. Select the spreadsheet to which you want to export entity data. You can do this either by double-clicking on the file name or by highlighting the name and then clicking **Open**.

5. To change a spreadsheet on the wizard dialog, click **Browse Spreadsheet**. A standard browse dialog displays. If no other spreadsheets need to be changed, proceed to step 6.

6. Deselect the foreign entities for which you do not want to export data by clicking the check box to the left of the foreign entity.

   Note: Clicking *Deselect All* and *Select All* toggles adding and removing all check marks within the *Export* check box column for the entire list of entities.

7. Click **Finish**. The *Spreadsheet Export Log* dialog displays.
   - Check the **Print** checkbox to print the dialog contents.
   - Check the **Copy to Clipboard** checkbox to copy the dialog contents to the clipboard.

8. Click **Close**.

   Note: Foreign entity Excel® templates change from year to year. Therefore, it is important to create a template from the same year's return that you would be importing. Once created, you can reuse a template for multiple returns for the same year by renaming the spreadsheet (example: 12-12345678865_2014). However, if you have many different entities in the same return, such as multiple Forms 8865 or 5471, and those are already set up through proforma, it may be convenient to export Excel® templates out of the existing return and then just add the current year data and then import.

Creating a CCH Interchange Protocol File

To automatically create an export file when you close a return after making changes to it, select **Options > Interface Options > CCH Client DataXchange**. When you choose this option, you are prompted to create an export file when you close an Estate return.

If you respond **Yes** to the prompt, select the file name, the drive, and the directory where you want to store the file. Import the file to the appropriate program without manually creating it.

 Note: This feature requires that Microsoft$^®$ XML Parser 4.0 RTM be installed on each workstation exchanging data. If the XML Parser is not installed, a message displays when you access the export function with an option to install the Parser.

To manually create a CCH Interchange Protocol file, do the following:

1. Open the return with the data you want to export.
2. Select **File > Export > CCH Client DataXchange** to display the *Create a DataXchange Export File* dialog.
3. Select the drive and directory where you want to store the file.
4. Enter a file name with a .cip extension.
5. Click **Save**.

 Note: When importing to CCH Enteract, use **File > Interfaces > CCH Interchange Protocol**.

Creating a BNA File

(Tax Preparation > File > Export > BNA)

 Network Only: If you are using the network version of BNA for Windows$^®$, you may receive the following message when attempting to launch BNA from Tax Preparation:

Return to client data worksheet to load client file ?:\itwin\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.

To create a BNA export file, do the following:

1. Select **File > Export**.
2. Select **BNA**.
3. Choose either of the following, do the following:
   - **Create planning file**. Creates the interface file. You can access BNA at a later time to work on the spreadsheet.
   - **Create planning file and open BNA**. Creates an interface file and automatically opens BNA.
4. Click **OK** when finished.

Creating an IRS File

(Tax Preparation > File > Export > Electronic Filing)

📝 Note: The menu option is available only if you have installed Electronic Filing. It is not available from a laptop install.

Use the **File > Export > Electronic Filing** menu option to create the IRS or DOL format file. If the return qualifies, it is ready to be authorized for release to the IRS or DOL. If a return does not qualify, the reason for disqualification appears in a diagnostic report you can display or print.

Before you create an IRS file, you must enter your electronic filing information in the Communication Profile of Office Manager (see *Configuring Communications* on page 131 for details).

Creating the File

Individual, Partnership, Corporation, S Corporation, Fiduciary, and Exempt Organization returns use Interview Forms EF-1 and EF-2 to designate a return for electronic filing. Employee Benefit Plan uses Interview Form EF-1. (If the alternative filing options have been established for the office group in Office Manager, this is not required.)

1. Make any necessary entries on the EF series Interview Forms.
2. Calculate the return.
3. Select **File > Export > Electronic Filing**.
4. Select **Return**, **Extension**, **New York IT-204-LL**, or **Report of Foreign Bank and Financial Accounts**.

Checking Return Qualification

1. Select **File > Print > Preparer Reports**.
2. Click **Diagnostics** and check **View Report** to view return diagnostics.
3. Click **Print** to print the diagnostics or click **OK** to close the dialog. Make changes to the return as necessary to qualify the return. If the return qualified, the IRS file is created.

After an IRS file is created, authorize its release to the service center using the Electronic Filing application.

If you are using the internet to communicate, you can transmit the returns to the service center in the Electronic Filing application. For more information, see *Chapter 9 - Electronic Filing* on page 478.

If you are using Relay, non-internet communications, you transmit the returns to the service center using the Communications application. For more information, please see *Chapter 8 - Communications* on page 471.

CHAPTER 6 - G/L DIRECT

G/L Direct System Overview

G/L Direct allows you to electronically transfer year-end data from your accounting system to CCH ProSystem *fx* Tax, automating the process of preparing the following types of returns:

- Individual (1040)
- Corporation (1120)
- S Corporation (1120S)
- Partnership (1065)
- Exempt Organization (990)

With G/L Direct, financial data is stored in the CCH ProSystem *fx* Tax return, where it can be viewed and edited in trial balance worksheet grids. You can also make journal entries and produce trial balance worksheets and book-to-tax workpapers.

The data transfer feature in G/L Direct allows you to merge trial balance data with the tax return. After the transfer, G/L Direct maintains a two-way flow of data between G/L Direct and the tax forms. System-generated tax journal entries reflect changes made to specific categories, such as depreciation and gains (losses). These entries can then be transferred back to G/L Direct to reflect the tax form data.

This chapter provides instructions on setting up G/L Direct processing, importing general ledger data, and transferring data to a tax return. Additional help is available in the Help files provided with G/L Direct. To access context-sensitive Help, press **F1** from any dialog.

Highlights of G/L Direct

G/L Direct provides the following tools for importing and processing trial balance data in Tax:

- **Data Import**. Trial balance data can be imported from files in a fixed-width or delimited ASCII file format. You can choose a pre-defined standard import format or create a custom import format. Trial balance data is stored in the tax return.

- **Chart of Accounts**. The *Chart of Accounts* grid displays imported trial balance data. You can view, print, or edit chart of accounts data in G/L Direct. You can also sort the chart of accounts by double-clicking the column header for any field.

  For each account, the following information displays:
  - Account number
  - Description
  - Account type
  - Tax code
  - Current unadjusted trial balance
  - Prior unadjusted trial balance

- **Trial Balance**. The *Trial Balance* grid displays imported data in two views, Accounts and Tax Codes. By selecting a specific row for an account or tax code, you can drill down to the accounts and journal entries that comprise the trial balance amounts.

- **Tax Codes**. G/L Direct uses tax codes to determine where the amounts of assets, liabilities, equities, revenues, expenses, and memo items are reported on the tax return. The tax code assigned to an account determines the exact schedule and line number where its balance appears on the tax return. Most tax codes are system-defined, but you can create a limited number of user-defined codes for unique reporting purposes.

- **Journal Entries**. G/L Direct has two types of journal entries, adjusting and tax. You can add G/L Direct journal entries for current and prior-year annual periods. The Custom Journal Entry feature allows you to create a template that can be applied to multiple trial balances.

- **Data Transfer**. The Data Transfer feature uses the tax codes assigned to trial balance accounts to direct the general ledger data to the proper place on the tax return. This process establishes links that allow changes affecting the general ledger to be transferred back and forth. System-generated journal entries are created for changes made in the tax return after the data transfer.

- **Reports**. G/L Direct produces several accounting and tax data reports. You can view reports on screen, print them out, or save them in ASCII text and PDF file formats.

- **Utilities**. The Utilities menu includes features to help you manage new and existing trial balance data. These Utilities include the ability to convert imported tax codes and to deactivate G/L Direct processing.

- **G/L Direct Options**. The G/L Direct Options menu allows you to customize features that streamline workflow. These options include creating custom charts of accounts, custom tax codes, custom specific tax codes, custom journal entries, and tax code conversion tables.

- **Entity Information**. Entity information is available when working with a Individual, Corporation, S Corporation, or Partnership return. This option allows you to set up entity information for farms and rentals. Entity information for business can be set up when working with Individual returns.

- **G/L Direct Toolbar**. G/L Direct trial balance data is presented in a window that has its own toolbar. Each toolbar displays the most frequently used functions and is accessed by clicking the desired buttons.

Using the G/L Direct Toolbar

The toolbar buttons that follow provide one-click access to frequently used features in G/L Direct. You can turn the toolbar on or off by selecting **View > Toolbar**. The name of a toolbar button displays when you position the pointer on a button.

Close. Closes the active G/L Direct grid.

Save. (**Ctrl** + **S**) Saves G/L Direct and tax return data entered on the Tax Preparation and G/L Direct grids.

Report. Prints G/L Direct and trial balance reports.

Report Preview. Displays a report for the currently displayed grid.

Cut. (**Ctrl** + **X**) Removes data from a selected cell in the *Chart of Accounts* or *Tax Code* grids and places it on the Clipboard.

Copy. (**Ctrl** + **C**) Copies data from a selected cell to the Clipboard so it can be pasted into a cell.

Paste. (**Ctrl** + **V**) Inserts cut or copied data from the Clipboard into a selected cell on the *Chart of Accounts* or *Tax Code* grids.

Undo. (**Ctrl** + **Z**) Reverses the last data entry action on the *Chart of Accounts* or *Tax Code* grids.

Assign Tax Code. Displays the *Assign Tax Code* dialog so you can assign a tax code to selected rows.

Add Custom Tax Code. Allows you to add custom specific user-defined tax codes to the return's tax code set. Available on the *Tax Codes* grid if custom specific tax codes have been created for the return's tax product.

Find. Searches for the next occurrence of an item specified in the Find box.

Help. Displays G/L Direct's online Help.

Setting Up G/L Direct

Perform the following tasks as part of the initial setup before processing trial balance information:

- Prepare client data in your accounting system and create an export file for G/L Direct processing. See *Import File Requirements* on page 364.
- Configure standard imports used by your firm. This step is optional. See *Configuring Standard Imports* on page 365 for more information.
- Configure custom imports, if needed. This step is optional. See *Configuring Custom Imports* on page 366 for details.
- Add, edit, or copy a chart of accounts, or apply a custom chart of accounts to G/L data. This step is optional. See *Creating a Custom Chart of Accounts* on page 372 for details.
- Add, edit, or copy a tax code set and apply it to general ledger data. This step is optional. See *Tax Codes and Tax Code Sets* on page 373 for details.
- Create journal entries that can be used as templates and applied to trial balances. This step is optional. See *Creating Custom Journal Entries* on page 380 for details.
- Create tax code conversion tables. These can be used to convert imported tax codes to the equivalent G/L Direct tax code. This step is optional. See *Tax Code Conversion Tables* on page 382 for details.

Suggested Workflow for Trial Balance Data in G/L Direct

The list below outlines a typical workflow for using G/L Direct. Depending on your particular needs, some tasks might not be necessary.

- Activate a tax return for G/L Direct processing. See the following section for details.
- Import client's trial balance data. See *Importing Trial Balance Data* on page 383 for details.
- View/print exception log, if needed. See *Post-Conversion Reports* on page 384 for details.
- View and modify trial balance data as necessary on the *Trial Balance* grid. See *Using the Trial Balance Grid* on page 385 for details.
- View tax codes, and add or modify user-defined tax code subscripts and descriptions. See *Using the Tax Codes Grid* on page 387 for details.
- Assign tax codes to accounts, if needed. See *Substituting Another Chart of Accounts* on page 387 for details.
- Enter and modify adjusting and tax journal entries in the *Journal Entries* grid. See *Making Journal Entries* on page 389 for details.
- Review on-screen reports. See *Reports* on page 393 for details.
- Review trial balance data in the *Trial Balance* grid. See *Using the Trial Balance Grid* on page 385 for details.
- Execute the data transfer. See *Transfer of G/L Data to Tax Return* on page 395.
- Review system-generated journal entries that were made after the data transfer. See *Setup for Transfer of Tax Journal Entries from a Tax Return* on page 398 for details.

- Process the tax return.
- Print required reports. See *Reports* on page 393 for details.

Activating G/L Direct Processing

To activate a return for G/L Direct processing, do the following:

1. In an open return for an applicable tax product, select **G/L > Setup**.
2. Choose a chart of accounts format for the trial balance from the following options:
    - **From imported data or data entry**. The chart of accounts data is imported from your import file, or you can manually enter the data.
    - **Use custom chart**. Information about creating custom charts of accounts is in the section *Creating a Custom Chart of Accounts* on page 372.

    📝 **Note**: You can change the chart of accounts after activating G/L Direct. Select **G/L > Setup**, and then select **Check box if you want to change your chart of accounts**.

3. Choose a tax code format. You can change this setting at a later time if needed.
    - **Standard**. The standard tax code set is the system-defined set of tax codes.
    - **Custom**. A custom tax code set is a user-defined tax code set. Information on creating custom tax code sets is in the section *Tax Codes and Tax Code Sets* on page 373.
4. Enter a report date that will appear in the header area of G/L Direct reports.
5. Click **OK** to save settings.

G/L Direct Data Maintenance

G/L Direct data resides in the tax return and uses the same Tax file utilities used for return file maintenance. Maintenance options are as follows:

- **Data Security**. You can either protect the tax return with a password or define a user access list. Click **Manage > Secure Return** in Tax Preparation to set these options.
- **Year-end Rollover**. G/L Direct trial balance data rolls forward with the tax return data. Use the *Process Pro Forma* option in Production Processing to execute the rollover. Pro Forma options that specify whether descriptions and amounts of journal entries should roll forward are found on the journal entry grids.
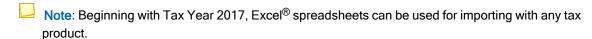
Configuring Imports

The G/L Direct import feature copies adjusted trial balance data, or its equivalent, from an accounting system export file into G/L Direct.

Types of Imports

You can import data using the following two import options:

- **Standard Import**. Allows you to import data from accounting systems for which G/L Direct has pre-defined import file formats. To customize the list of standard imports, select **G/L > Import**, then select the *Configure standard imports* option.
- **Custom Import**. Allows you to create import file formats that match client data. Most imports require using this option.

📒 Note: Beginning with Tax Year 2017, Excel® spreadsheets can be used for importing with any tax product.

Import File Requirements

To import data into G/L Direct, you first must create either an ASCII text file with fixed-width field positions or a delimited text file, or an Excel® spreadsheet. The specifications are as follows:

- **Delimited text file**. You can import a text file that has data columns separated by a delimiter such as a comma. Columns can be of varied widths. You can change the delimiter to accommodate your file format.
- **Fixed-width text file**. You can also import a file in ASCII text format with fixed-width field positions. For each account in the import file, all the account data must be in a single record (all data on a single line).

    📒 Note: Fixed-width text files are more commonly used and can be created in Excel® by saving as text (TXT) or print (PRN) files.

Fields Imported

You can import the following fields:

- Account number
- Account description
- Prior-year balance, if the accounting system permits
- Current-year balance (required)
- Tax code, if the accounting system permits
- Account type, if the accounting system permits

Matching Imported Tax Codes

G/L Direct imports tax codes from accounting systems that permit tax codes to be assigned. The G/L Direct import processor attempts to match imported tax codes to the G/L Direct format so a conversion is not necessary. Occasionally you may need to convert tax codes to the G/L Direct format.

The G/L Direct tax code format is XXX.XX. Review the following guidelines to determine if your imported codes must be converted:

- If imported codes are three digits with no suffix, the system matches the three-digit code to a G/L Direct code and adds 00 as the suffix.
- If tax codes are not recognized, they are imported and reported as an undefined tax code in the Exception Log.
- If the imported suffix fits the G/L Direct tax code format and is in an allowed range of values, but is not included in the standard set, a new record is created. If the suffix is in a range of values that is reserved for the system, a record is created as an exception and appears in the Undefined Imported Tax Codes report.

Sorting Imported Account Numbers

Imported account numbers are sorted by ASCII character and are automatically left-justified. G/L Direct does not include characters that occur after a blank space, so if your import file has any blank spaces in an account number field, consider this before beginning the import.

Configuring Standard Imports

Standard import formats are pre-defined formats provided with G/L Direct that allow you to import trial balance data from commonly used general ledger software without preliminary setup. Standard imports cannot be deleted from the system.

A list of accounting systems with standard import formats is in the G/L Direct Help file.

⚠️ **Important**: For standard imports, only QuickBooks® can use an Excel® spreadsheet. All other standard imports are ASCII.

To select the standard import formats that you want to use in G/L Direct, do the following:

1. Select **G/L > Import**. The *G/L Direct - Import* dialog displays.
2. Select **Configure standard imports**.
3. Click **OK**. The *G/L Direct - Configure Standard Imports* dialog displays.
4. Select an import format from the standard imports list, and then click the **right-pointing arrow**. The selected format displays in the *Selected Imports* box. To remove an import format from the *Selected Imports* box, select the import and click the **left-pointing arrow**.
5. Click **OK.**

📝 **Notes**:

- When you use the *Browse* button to select an import file, files with the extensions PRN, TXT, XLS, and XLSX are visible. To select a different file type, enter the data path, including the file name and extension, in the *Select Import file* field.
- If your accounting system includes the import of tax codes that do not match the G/L Direct tax code format, they will need to be converted. See *Executing the Tax Code Conversion* on page 384.

Configuring Custom Imports

Import File Requirements

If you have a delimited or fixed-width text file that conforms to the file requirements that follow, you can create custom import formats:

- **Delimited text file**. You can import a text file that has data columns separated by a delimiter such as a comma. Columns can be of varied widths. You can change the delimiter to accommodate your file format.
- **Fixed-width text file**. You can also import a file in ASCII text format with fixed-width field positions. For each account in the import file, all the account data must be in a single record (all data on a single line).

You must have access to a representative import file to create, edit, or copy a custom import. This file is the model used to set up the custom import format.

> Note: Fixed-width text files are more commonly used. They can be created in Excel® by saving as text (TXT) or print (PRN) files.

Creating Export Files from Your Accounting System

There are many methods of creating an export file from an accounting system. A common one is to print a report to a disk file. Many systems provide export utilities for creating files. Instructions for preparing export files should be included with your accounting system.

Be sure to include the following fields in your export file:

- **Account number**. You can include up to 40 alphanumeric characters in this required field.
- **Account description**. You can include up to 35 alphanumeric characters in this optional field.
- **Current-year balance** (required), **Prior-year balance** (optional). You can include up to 15 characters in each of these balance fields. Single or double column format selected in any order, debit balances are unsigned and credit balances are signed as either negative (leading or trailing minus signs) or contained in parentheses. Amounts can be in whole dollars or in dollars and cents. Amounts are automatically justified.
- **Tax code** (if the accounting system permits tax codes). You can include up to 12 characters in this optional field. For information on tax code formats, see *Matching Imported Tax Codes* on page 364.
- **Account types** (if the accounting system permits account types). You can include the following characters in this optional field, or you can also leave this field blank:
    - A (Asset)
    - L (Liability)
    - E (Equity)
    - R (Revenue)
    - X (Expense)
    - M (Memo)

Creating a New Custom Import Format

You must have a representative data file from your accounting system to create a new custom import format.
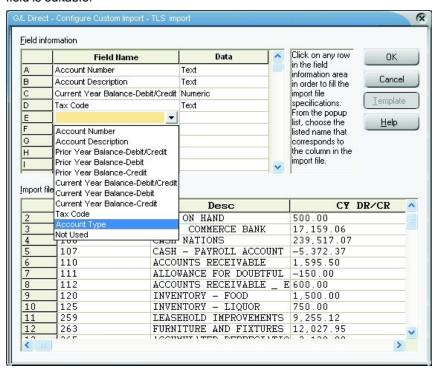
1. From the G/L menu, select **Import**. The *G/L Direct - Import* dialog displays.

2. Select **Configure custom imports**.

3. Click **OK**. The list of existing custom imports displays, if there are any.

4. Click **Add**. The *G/L Direct - Add Custom Import* dialog displays.

5. Enter a name or description of the new import format in the *Enter custom import description* field.

6. In the *Select import file* field, either enter the path to the import file, or click **Browse** to locate and select the file. The list box displays the contents of the import file.

7. In the *Select import file type* field, the system automatically selects **Fixed Width** or **Delimited** depending upon the data in your import file. To override the system's selection, select the appropriate option from the list.

   Note: See *Import File Requirements* on page 364 for details on preparing import files.

8. In the *Start import at row* field, enter the line number for the first row of data to be imported. This feature allows you to exclude column header information from the import.

9. For delimited files, make the following selections:

   a. In the *Delimiters* group box, select the delimiting character used in the import file. The system defaults to the most likely delimiter based on the data in your file.

   b. In the *Options* group box, select *Treat consecutive delimiters as one* if you know that at least one column in the import file is always blank.

   c. If necessary, select a text qualifier. Text contained between two text qualifiers is treated as a single column, even if there is a delimiter included in the text. For example, if a comma (,) is selected as the delimiter, and the double quote (") is selected as the text qualifier, the following record displays in three columns:

      1234.A,"Equipment, Machinery",11000.00

      Without the text qualifier, it displays in four columns.

10. Click **OK**. The description of the import displays as part of the dialog title. Trial balance data from the selected import file displays in the grid at the bottom of the dialog. Each row in the *Field information* grid corresponds to a column of data in the *Import file* grid.

   Note: If the file header information is present, you may need to scroll down to view the trial balance data.

11. Select appropriate options from the lists in the following fields:

   - **Field Name**. Select a name for each column of data. Columns can be in any order, and up to 20 columns can be used. The options include:
     - Account Number
     - Account Description
     - Prior Year Balance-Debit/Credit

- ° Prior Year Balance-Debit
- ° Prior Year Balance-Credit
- ° Current Year Balance-Debit/Credit
- ° Current Year Balance-Debit
- ° Current Year Balance-Credit
- ° Tax Code
- ° Account Type
- ° Not Used

📝 Note: Consider adding *Not Used* fields as spacers to correctly import files with gaps between fields.

- ▪ **Data**. Determined by the field name. This field cannot be edited.
- ▪ **Start**. Identifies the fixed starting position for each column (fixed-width files only). This field can be edited.
- ▪ **Width**. Identifies the fixed character width for each column (fixed-width files only). This field is editable.

12. To use an account number template for this custom import, select the *Account Number* line and click **Template**. The instructions in the next section describe how to use this feature.

13. Click **OK**. The new custom import is saved and available for use.

Using Account Number Templates

The account number templates feature is available when you configure a custom import, as described in the preceding section.

Use these templates to specify the format of account numbers that can be imported into G/L Direct. The template filters out account numbers that do not match the format of the template and prevents the import of unnecessary or unwanted data, such as report header lines.
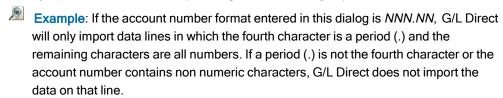
If an account number is filtered out of an import, any other data on the same line with that account number is also excluded from the import.

To use the account number templates feature, do the following:

1. In the *G/L Direct - Configure Custom Import* dialog, click the *Account Number* line and click **Template**. The *Setup Account Number Template* dialog displays.

2. In the *Account number template* field, type the account number format to be used for this custom import. The series of numbers that displays above the *Account number template* field is a guide indicating in which place each character falls.

   Use the following letters to specify the kinds of characters that can be included in the account number:

   - X. Any character is valid, including numbers, letters, control characters, and special characters.

   - N. The numeric characters 0 through 9 can be used.

   - A. Any alphanumeric character (A through Z and 0 through 9) can be used.

     Example: If the account number format entered in this dialog is *NNN.NN*, G/L Direct will only import data lines in which the fourth character is a period (.) and the remaining characters are all numbers. If a period (.) is not the fourth character or the account number contains non numeric characters, G/L Direct does not import the data on that line.

3. Click **OK**. The new account number template is available for use when you create custom imports.

Using Blanks in an Account Number Template

On occasion, you may find that account numbers in the import file have been entered using inconsistent formats. For example, account number 100 might appear in any of the following ways, depending on who performed the data entry:

100.00

100.

100

Although these numbers all refer to the same account, if the account number template only specifies that the account number format should be *NNN.NN*, then data lines using the first version (100.00) will be imported, but data lines using the last two versions (100. and 100) will not be imported.

To ensure that G/L Direct correctly identifies variations on an account number, you can designate some character positions in an account number template as optional. Using the preceding example, the last three characters in the format (*.NN*) do not have to appear for the account number to be correct.

To specify the character positions in an account number template that are optional, enter the letter "B" (for "blanks") in the *Template blanks* field on the *Setup Account Number Template* dialog. As with the *Account number template* field, the numbers that display above the fields identify the position of each character in the account number format.

The following image shows how blanks could be incorporated into the account number template for the preceding example.

The letter "B" indicates that account numbers with blank spaces in the fourth, fifth, and sixth places of the number can be successfully imported. That is, the following account numbers (and their related data) could be imported:

> 100.00
>
> 100.
>
> 100
>
> 100_00 (The underscore denotes a blank space.)

However, the account number *.10* would not be imported, since the account number template does not allow for blank spaces before the decimal point.

Copying a Custom Import Format

To create a new custom import based on an existing one, follow these steps:

1. From the G/L menu, select **Import**.
2. Select **Configure custom imports**, then click **OK**.
3. Select an import format from the list box and then click **Copy**.
4. Enter a description for the new custom import.
5. Enter the path to the import file or click **Browse** to navigate to the import file.
6. Click **OK**. The description of the import displays as part of the dialog title. Trial balance data from the selected import file displays in the grid at the bottom of the dialog.

   📄 **Note**: If the file header information is present, you may need to scroll down to view the trial balance data.

7. Complete the process of configuring the custom import format as described in the section *Creating a New Custom Import Format* on page 367. You can begin with step 10.

Editing a Custom Import Format

To edit a custom import format, do the following:

1. From the G/L menu, select **Import**.
2. Select **Configure custom imports**, then click **OK**.
3. Select an import format from the list box, and then click **Edit**.
4. Locate and select an import file to use for the custom import format, and then click **Open**. Trial balance data from the selected import file displays in the grid at the bottom of the dialog.

   > **Note**: If the file header information is present, you may need to scroll down to view the trial balance data.

5. Complete the process of configuring the custom import format as described in the section *Creating a New Custom Import Format* on page 367. You can begin with step 10.

Deleting a Custom Import Format

To delete a custom import format, do the following:

1. From the G/L menu, select **Import**.
2. Select **Configure custom imports**, and then click **OK**. The *G/L Direct - Configure Custom Import* dialog displays.
3. Select an import format from the list box, and then click **Delete**. The system displays a message asking you to confirm the deletion.
4. Click **Yes**.
5. Click **OK** to exit the *G/L Direct - Configure Custom Import* dialog.

G/L Direct Options Menu

The Options menu enables you to substitute or supplement some standard G/L Direct resources and features with customized items tailored to the needs of your clients. The custom items that can be created using the Options menu are as follows:

- Charts of accounts
- Tax code sets
- Custom specific tax codes
- Journal entries
- Tax code conversion tables

Creating a Custom Chart of Accounts

Most trial balances inherit a chart of accounts from their import files. However, the Custom Chart of Accounts feature allows you to add, edit, or copy a chart of accounts. Using this feature, you can apply the same chart of accounts to multiple trial balances that:

- Are for the same tax year
- Require the same tax product
- Use the same account numbers and tax code assignments

Copying a Chart of Accounts from a Tax Return

The *Copy From Return* option is available only if a return is open and G/L Direct processing has been activated for the return. You can edit the contents of a new custom chart of accounts, and it then can be used as a template for new or existing trial balance data.

To copy the chart of accounts from a return, do the following:

1. In an open return activated for G/L Direct processing, select **Options > Chart of Accounts** from the G/L menu.
2. Click **Copy From Return**. The *New Item Description* dialog displays.
3. Enter a name for the new chart of accounts and click **OK**. The *Custom Chart of Accounts* grid displays with data from the source chart of accounts.
4. Edit the following fields as necessary:
   - **Account**. Displays the account number. G/L Direct verifies that all user-defined account numbers are unique for the current chart of accounts.
   - **Description**. Displays the account description.
   - **Type**. Displays the account type. You can leave this field blank and allow the account type to be derived from the tax code, or you can enter one of six valid account types:
     - A (Asset)
     - L (Liability)
     - E (Equity)
     - R (Revenue)
     - X (Expense)
     - M (Memo)
   - **Tax Code**. Displays the tax codes from the source chart of accounts. To assign a tax code to an account, do one of the following:
     - Select a tax code from the *Tax Code* list for the account.
     - Select the account for which you want to assign a tax code, then click the **Assign Tax Code** button. The *Assign Tax Code* dialog displays. Select an option from the *Tax Code Category* list, and then, in the list box, click the specific tax code you want to use for this account. Click **OK**.

📋 Note: Although non-standard tax codes can be imported from the source accounting system and will display in this grid, G/L Direct allows you to enter only tax codes that conform to the G/L Direct format (XXX.XX).

5. Once you have made all changes to the chart of accounts, select **File > Close** to save the changes to the custom chart. The custom chart of accounts is now available in the *G/L > Setup* dialog.

Copying an Existing Chart of Accounts

1. From the G/L menu, select **Options > Chart of Accounts**. The *Custom Chart of Accounts* dialog displays.
2. Select an item from the *Tax product* field. The list box shows any existing custom chart of accounts for the selected tax product.
3. Select the chart of accounts you want to copy.
4. Click **Copy Selection** and the *New Item Description* dialog displays.
5. Enter a name for the new chart of accounts, and then click **OK**. The custom chart of accounts opens and displays the account numbers, account description, account type, and tax codes.
6. Once you have made all changes to the chart of accounts, close the *Custom Chart of Accounts* grid to save the custom chart. The chart is now available to all new trial balances in the *G/L > Setup* dialog.

Adding, Editing, and Deleting Charts of Accounts

In most cases, your charts of accounts can be defined by copying an existing chart of accounts from an existing trial balance. However, you can also start with a blank chart of accounts, or edit an existing record to define or customize charts of accounts.

To add, edit, or delete a chart of accounts, complete the following steps:

1. From the G/L menu, select **Options > Chart of Accounts**.
2. Choose the tax product of the chart of accounts.
3. Choose one of these actions:
   - **Add**. Opens a blank *Chart of Accounts* grid, so you can enter account information.
   - **Edit**. Select a chart of accounts and then click **Edit** to make changes to accounts.
   - **Delete**. Select a chart of accounts and then click **Delete**. G/L Direct prompts you for confirmation before completing the deletion.

Tax Codes and Tax Code Sets

To manage tax codes and tax code sets, you can use the G/L > Options > Tax Codes menu to create and edit the following:

- **Tax Codes**. Used to define complete tax code sets that include the system-defined set of tax codes plus any user-defined codes you want to add.
- **Custom Specific Tax Codes**. Used to set up user-defined tax codes that can be applied individually to trial balances.

A complete set of the system-defined tax codes is in the G/L Direct online Help file.

Purpose of Tax Codes

Tax codes are used by G/L Direct to determine where the amounts of assets, liabilities, equities, revenues, expenses, and memo items are reported on the tax return. The tax code assigned to an account determines the exact schedule and line number on the tax return where its balance appears. Most of the tax codes are system-defined, but you can specify a limited number of user-defined codes for unique reporting purposes.

Use the Tax Code Conversion Charts found in G/L Direct's online Help to match tax codes with their corresponding CCH ProSystem *fx* Tax interview form and box number locations.

Components of Tax Codes

Each tax code has a three-digit prefix and a two-digit suffix separated by a decimal point. Tax code prefixes represent specific lines on federal Corporation, S Corporation, Partnership, or Exempt Organization tax returns for which data can be exported to CCH ProSystem *fx* Tax. For example, the prefix 115, Other Current Assets, is used for Schedule L (Balance Sheet) on Federal Forms 1065, 1120, and 1120S.

The balances for all tax codes with the same prefix are combined on the same line of the tax return. Frequently, several different accounts are assigned to the same tax code. The combined balance of all accounts assigned to a single tax code prefix produce the total amount reported on the corresponding tax return line. Tax journal entry amounts with the same tax code prefix are also included in the total.

Tax Codes with Subscripts

Tax code prefixes are pre-defined in the G/L Direct system and cannot be added, modified, or deleted. Subscripts, however, can be added or deleted. Tax codes with prefixes in the ranges 100-399 and 600-933 use their suffixes as subscripts. The subscript number ranges are as follows:

- .00. This subscript is used for the system definition of the tax code. It cannot be deleted from G/L Direct, nor can the description be changed.
- .01 - .79. This range is used for creating subscripts and defining unique descriptions.
- .80 - .99. This range is reserved by the G/L Direct system for special items.

Subscripts provide supporting detail for a tax return line. For example, DEF Corporation, Inc. has asset accounts named Office Supplies (account number 12001) and Prepaid Insurance (account number 12004). Tax code prefix 115, Other Current Assets, is assigned to both accounts so that the sum of their balances appears on Form 1120, Schedule L, Line 6.

To provide supporting detail for these accounts, subscript .01 is used for account 12001, and tax code 115.01 is given the unique description, Office Supplies. Subscript .02 is used for account 12004, and code 115.02 is given the description Prepaid Insurance.

Note: If you create a subscript for a tax code that requires Schedule M-3 reporting, by default the subscript has the same Schedule M-3 setting assigned to the master tax code. You can change

the subscript's setting on the *Tax Codes* grid. The master tax code is not affected by changes to the subscript's setting.

Adding Tax Codes for Rental Properties

Tax codes with prefixes in the range 400-499 are used for reporting rental real estate income and expenses. They are applicable to Corporations, S Corporations, Partnerships, and Exempt Organizations. A suffix in this range functions as a property number. The valid property number range is .01-.99, thus allowing 99 properties. All items related to a specific rental property must have the same property number.

You can use any of the pre-defined prefixes in the range 400-499 to enter income and expense data for a property. Prefixes in the range 470-499 are used for Other Rental Real Estate Expenses (up to 30 items). The prefixes can be assigned unique descriptions that transfer to the tax system.

Refer to the Tax Code Conversion Charts in G/L Direct's online Help for a complete list of tax codes that transfer detail to the tax return.

Adding Tax Codes for Farm Properties

Tax codes with prefixes in the range 500-599 report farm income and expenses. They apply to Corporations, S Corporations, and Partnerships. A suffix in this tax code range functions as a property number. The valid property number range is .01-.99, thus allowing 99 properties. All items relating to a specific farm property must have the same property number.

You can use any of the pre-defined prefixes in the range 500-599 to enter income and expense data for a farm property. Prefixes in the range 570-599 are used for Other Farm Expenses (up to 30 items). The prefixes can be assigned unique descriptions that transfer to the tax system.

Refer to the Tax Code Conversion Charts in G/L Direct's online Help for a complete list of the tax codes that transfer detail to the tax return.

Copying Tax Code Definitions from a Return

(G/L > Options > Tax Codes)

The *Copy From Return* option is available only if a return is open for which G/L Direct processing has been activated. You can edit the contents of the new tax code set and use it as a template to be copied to new or existing trial balances.

To copy tax codes from a return, complete the following steps:

1. Select **G/L Direct > Options > Tax Codes**. The *Custom Tax Code Sets* dialog displays.
2. Click **Copy From Return** and the *New Item Description* dialog displays.
3. Enter the name for the new tax code set and click **OK**. The tax code definitions display in the *Custom Tax Codes* grid.

4. To insert tax codes, select a tax code field, and then select **Edit > Insert Row**. A new tax code with a user-defined subscript is inserted above the selected line. You can edit the tax code fields as described below:

- **Tax Code**. Enter tax codes that conform to the standard G/L Direct format (XXX.XX) and are within the valid ranges for user-defined codes.

- **Schedule**. Cannot be edited. Displays the tax return schedule that corresponds to the tax code.

- **Line**. Cannot be edited. Displays the tax return line corresponding to the tax code.

- **Account type**. Cannot be edited on this grid. The account type is assigned to the account number and can be edited on the *Chart of Accounts* grid.

- **Description**. User-defined tax code descriptions can be edited.

- **Include in Transfer**. Select this box to include details from this tax code when you create an export file. This option is selected by default.

- **Interview Form**. Cannot be edited. This is the interview form to which the tax code's balance transfers.

- **Box number**. Cannot be edited. This is the interview form box number to which the tax code's balance transfers.

- **Number of Accounts**. Cannot be edited. This field represents the number of accounts in the return assigned to the tax code.

- **Summary or Detail**. Cannot be edited. A summary or detail designation identifies open line or preprinted formats.

- **Supporting Schedule**. Select this box to include the tax code in the Tax Summary Preview report. This option is internal to G/L Direct and does not affect the export file or tax reporting options. This option is selected by default when it is available.

- **Schedule M-3**. For 2022, this field is available for Corporation, S Corporation, and Partnership returns. If a tax code requires Schedule M-3 reporting, this field defaults to Temporary. The field remains blank for tax codes that do not require Schedule M-3 reporting. Either leave the default or select Permanent.

- **Option Code**. For 2022, this field is available for revenue and expense tax codes that require M-3 reporting in Corporation, S Corporation, and Partnership returns. The option code selected determines the line on the M-3 form where data is reported.

  By default, tax codes for which option codes are available display a dash (-) in this field. Either leave the default entry or select an option from the list.

  - 📝 Notes:

    - The *Option Code* field is blank for tax codes that do not have option codes available. No data entry can be made in these cells.
    - For a complete list of the tax codes for which M-3 option codes are available, see the G/L Direct online Help files.

5. After completing changes to the tax code set, close the grid. The updated set displays in the *G/L > Setup > Tax Codes* dialog and is available to all new trial balances.

Copying Tax Code Sets

(G/L > Options > Tax Codes)

Tax code definitions allow you to create a custom list of tax codes. This list is compiled by copying any of the following:

- Standard tax codes
- Tax codes from an existing return
- Another custom tax codes list

To use an existing tax code set as a template for a new custom set, do the following:

1. Select **G/L Direct > Options > Tax Codes**. The *Custom Tax Code Sets* dialog displays.
2. Select an item from the *Tax product* field.
3. Select the tax code set to be copied and click **Copy Selection**.
4. Enter the name for the new tax code set and click **OK**. G/L Direct displays the tax code definitions in the *Custom Tax Codes* grid. In this grid, you can insert user-defined tax codes and edit user-defined tax code descriptions.
5. To insert tax codes, select a tax code field, select **Edit > Insert Row**, and a new tax code with a user-defined subscript is inserted above the selected line. You can edit the tax code fields as described below:

   - **Tax Code**. Enter tax codes that conform to the standard G/L Direct format (XXX.XX) and are within the valid ranges for user-defined codes.
   - **Schedule**. Cannot be edited. Displays the tax return schedule that corresponds to the tax code.
   - **Line**. Cannot be edited. Displays the tax return line corresponding to the tax code.
   - **Account type**. Cannot be edited on this grid. The account type is assigned to the account number and can be edited on the *Chart of Accounts* grid.
   - **Description**. User-defined tax code descriptions can be edited.
   - **Include in Transfer**. Select this box to include details from this tax code when you create an export file. This option is selected by default.
   - **Interview Form**. Cannot be edited. This is the interview form to which the tax code's balance transfers.
   - **Box number**. Cannot be edited. This is the interview form box number to which the tax code's balance transfers.
   - **Number of Accounts**. Cannot be edited. This field represents the number of accounts in the return assigned to the tax code.
   - **Summary or Detail**. Cannot be edited. A summary or detail designation identifies open line or preprinted formats.
   - **Supporting Schedule**. Select this box to include the tax code in the Tax Summary Preview report. This option is internal to G/L Direct and does not affect the export file or tax reporting options. This option is selected by default when it is available.

- **Schedule M-3**. For 2022, this field is available for Corporation, S Corporation, and Partnership returns. If a tax code requires Schedule M-3 reporting, this field defaults to Temporary. The field remains blank for tax codes that do not require Schedule M-3 reporting. Either leave the default or select Permanent.

- **Option Code**. For 2022, this field is available for revenue and expense tax codes that require M-3 reporting in Corporation, S Corporation, and Partnership returns. The option code selected determines the line on the M-3 form where data is reported.

  By default, tax codes for which option codes are available display a dash (-) in this field. Either leave the default entry or select an option from the list.

  - **Notes**:
    - The *Option Code* field is blank for tax codes that do not have option codes available. No data entry can be made in these cells.
    - For a complete list of the tax codes for which M-3 option codes are available, see the G/L Direct online Help files.

6. After making changes, close the *Custom Tax Codes* grid to save the set. It displays in the *G/L > Setup > Tax Codes* dialog and is available to all new or existing trial balances.

Creating Custom Specific Tax Codes

(G/L > Options > Tax Codes)

You can add custom specific tax codes to the tax code sets. Custom specific tax codes are edited on the *Tax Codes* grid. They can be used in multiple tax code sets. Only one custom specific tax code set can be created per year and product.

1. From the G/L Direct menu, select **Options > Tax Codes**.
2. Select an item from the *Tax product* field. The custom specific tax codes for that tax product display in the list box on the *Custom Tax Code Sets* dialog.
3. Select a tax code set and then click **Edit** to open. G/L Direct displays the tax code definitions in the *Custom Specific Tax Codes* grid. In this grid, you can insert user-defined tax codes and edit user-defined tax code descriptions.
4. To insert tax codes, select a tax code field, select **Edit > Insert Row**, and a new tax code with a user-defined subscript is inserted above the selected line. You can edit the tax code fields as described below:
   - **Tax Code**. Enter tax codes that conform to the standard G/L Direct format (XXX.XX) and are within the valid ranges for user-defined codes.
   - **Schedule**. Cannot be edited. Displays the tax return schedule that corresponds to the tax code.
   - **Line**. Cannot be edited. Displays the tax return line corresponding to the tax code.
   - **Account type**. Cannot be edited on this grid. The account type is assigned to the account number and can be edited on the *Chart of Accounts* grid.
   - **Description**. User-defined tax code descriptions can be edited.

- **Include in Transfer**. Select this box to include details from this tax code when you create an export file. This option is selected by default.
- **Interview Form**. Cannot be edited. This is the interview form to which the tax code's balance transfers.
- **Box number**. Cannot be edited. This is the interview form box number to which the tax code's balance transfers.
- **Number of Accounts**. Cannot be edited. This field represents the number of accounts in the return assigned to the tax code.
- **Summary or Detail**. Cannot be edited. A summary or detail designation identifies open line or preprinted formats.
- **Supporting Schedule**. Select this box to include the tax code in the Tax Summary Preview report. This option is internal to G/L Direct and does not affect the export file or tax reporting options. This option is selected by default when it is available.
- **Schedule M-3**. For 2022, this field is available for Corporation, S Corporation, and Partnership returns. If a tax code requires Schedule M-3 reporting, this field defaults to Temporary. The field remains blank for tax codes that do not require Schedule M-3 reporting. Either leave the default or select Permanent.
- **Option Code**. For 2022, this field is available for revenue and expense tax codes that require M-3 reporting in Corporation, S Corporation, and Partnership returns. The option code selected determines the line on the M-3 form where data is reported.

  By default, tax codes for which option codes are available display a dash (-) in this field. Either leave the default entry or select an option from the list.

  Notes:
  - The *Option Code* field is blank for tax codes that do not have option codes available. No data entry can be made in these cells.
  - For a complete list of the tax codes for which M-3 option codes are available, see the G/L Direct online Help files.

5. After completing changes to the tax code set, close the *Custom Specific Tax Codes* grid to save the set. The tax codes are available to all new or existing trial balances.

Adding, Editing, and Deleting Tax Code Sets

(G/L > Options > Tax Codes)

In most cases, your tax code sets can be defined by copying an existing tax code set or the tax codes from an existing trial balance. You can also start with a system-defined set of tax codes or edit an existing custom tax code set.

To add, edit, or delete a tax code set, do the following:

1. Select **G/L Direct > Options > Tax Codes**. The *Custom Tax Code Sets* dialog displays.
2. Choose the tax product for the tax code set.

3. Choose one of these actions:

  - **Add a new tax code set**. Click **Add** to start with the system-defined tax codes for a tax product. You can then add user-defined codes to the set as needed.
  - **Edit an existing tax code set**. Select a tax code set from the list and click **Edit**.
  - **Delete an existing tax code set**. Select a tax code set in the list box and click **Delete**. G/L Direct first prompts to confirm and then deletes the tax code set.

Creating Custom Journal Entries
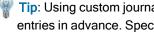
(G/L > Options > Journal Entries)

You can set up two types of custom journal entries in G/L Direct:

- **Adjusting journal entries** (AJEs) are recorded to specific accounts and affect all financial and tax reports. When you print trial balance workpapers or the Account Balances Reconciliation report, adjusting journal entries are identified by AJE numbers.
- **Tax journal entries** (TJEs) can be recorded to specific tax codes and account numbers. The effect of these entries is shown on the Tax Code Balances Reconciliation, Trial Balance Workpapers, and Tax Journal Entries reports.

  TJEs are useful when making Schedule M-1 adjustments for:

  - Depreciation
  - Excess capital loss
  - Tax-exempt interest
  - Officers' life insurance

Tip: Using custom journal entries as a template allows you to define commonly used journal entries in advance. Specify account numbers or tax codes only or include balances in the custom entry. You can then use the custom journal entries in multiple trial balances for the same tax year and product.

Adjustments for items such as depreciation might also include a fixed dollar amount that can be included in a custom journal entry. However, all custom journal entries can be set up with zero dollar amounts that can be edited when applied to a trial balance.

Notes:

- Amounts for contributions, meals, and entertainment should be entered at full value because the CCH ProSystem *fx* Tax system makes automatic adjustments.
- You can use tax codes and accounts from an open trial balance as the basis for a custom journal entry.

To create firm-level custom journal entries, do the following:

1. Select **G/L > Options > Journal Entries**. The *Custom Journal Entries* dialog displays.
2. Choose the J/E category and tax product to create a new journal entry or to copy or edit a journal entry.

3. From this dialog you can use the following journal entry options:

- **New J/E**. Creates a new journal entry. G/L Direct assigns the next available journal entry number.

- **Edit**. Select a journal entry to display it in the lower grid, where you can edit line items in the entry.

- **Save**. Save changes without closing the *Custom Journal Entries* dialog.

- **Copy**. Select a journal entry, and then click **Copy** to create a new entry in the selected category. The new journal entry is assigned the next available entry number in this category. The *Ref. Number* field and the copied journal entry data can be edited. For more information on the Ref. Number field, see *Creating and Editing an Adjusting Journal Entry* on page 389.

- **Delete**. Select a journal entry and click **Delete**. G/L Direct prompts you for confirmation before deleting the journal entry.

- **Resequence**. Resequences journal entries after deleting other journal entries.

4. Prepare the journal entry by entering the following information:

- **Acct. #/Tax Code**. For adjusting journal entries, this column accepts account numbers. For tax journal entries, it accepts tax codes and account numbers.

- **M-3**. For 2022, this field is available for current and prior year tax journal entries in Corporation, S Corporation, and Partnership returns.

  This field defaults to the Schedule M-3 setting, either (T)emporary or (P)ermanent, established for the selected tax code on the *Tax Codes* grid. The field is blank for tax codes that do not require Schedule M-3 reporting. Either leave the default or change the setting by clicking the list in the M-3 column.

- **Option**. For 2022, this field is available for current and prior year tax journal entries in Corporation, S Corporation, and Partnership returns.

  If the tax code used for this journal entry was assigned an option code on the tax code grid, the selected option code displays here. The option code determines the line on the M-3 form where data is reported. This field cannot be edited.

  📒 Notes:

  - The *Option* cells for tax codes that do not have option codes available are blank. No data entry can be made in these cells.

  - For a complete list of the tax codes for which M-3 option codes are available, see the G/L Direct online Help files.

- **Description**. Automatically displays the description for the account number or tax code. Cannot be edited.

- **Debit and Credit**. Enter the first amount as a debit or credit. Once the amount is entered, the cursor moves to the first column of the next row and the *Difference* column displays the amount just entered. After another amount is entered, the difference column either shows zero or the net difference of your entries.

5. Click **New J/E** to input another journal entry or click **Save** to add the custom journal entries to the *Journal Entries* dialog.

Tax Code Conversion Tables

Tax code conversions are processed for those new trial balances that include imported tax codes where the format cannot be automatically preserved by G/L Direct. Converting tax codes consists mainly of mapping the imported codes to standard G/L Direct codes. To complete the conversion set, you would typically complete the following:

- Copy imported tax codes from a new trial balance into the Tax Code Conversion Table.
- Assign a matching G/L Direct tax code for each imported code. To do so, select a tax code from the *G/L Direct Tax Code* field.

Since the G/L Direct tax codes include a default account type, you can also set up tax code conversion to assign account types.

Copying Tax Codes from a New Trial Balance

Use the **Copy From Return** option to copy tax codes from an open return that has trial balance data for a Corporation, S Corporation, Partnership, or Exempt Organization return that has been activated for G/L Direct processing.

1. From the G/L menu, select **Options > Tax Code Conversion Tables**.
2. Click **Copy From Return** and the *New Item Description* dialog displays.
3. Enter a description for the new conversion set and click **OK**.
4. Review or change the following fields:
   - **Imported Tax Code**. Displays tax codes that are assigned to accounts in the return's chart of accounts.
   - **G/L Direct Tax Code**. Enter the corresponding G/L Direct tax code for each imported tax code.
   - **Account Type**. Accept the default or modify the account type.
5. Click **OK**. The set you created can now be selected for conversion of a trial balance's imported tax codes.

Copying an Existing Tax Code Conversion Table

You can copy an existing conversion set for mapping imported codes to G/L Direct tax codes.

1. From the G/L menu, select **Options > Tax Code Conversion Tables**.
2. Select a tax product for the tax code conversion set.
3. Select the applicable tax code conversion set, and then click **Copy Selection** to display the *New Description Item* dialog.
4. Enter a description for the new set, and then click **OK**.
5. Review or change the following fields as necessary:
   - **Imported Tax Code**. Displays the imported tax codes from this conversion set.
   - **G/L Direct Tax Code**. Displays the corresponding G/L Direct tax code for each imported code.

■ **Account Type**. Displays the default account type assigned to the G/L Direct tax code, or the override entered by the user.

6. Click **OK**. The table can be selected for converting a trial balance's imported tax codes.

Importing Trial Balance Data

G/L Direct allows you to import, view, and edit trial balance data stored in the tax return. To generate the trial balances, G/L Direct uses the following:

- **Import Files**. These files contain the basic trial balance data.
- **Charts of Accounts**. Select either a user-defined or pre-defined chart of accounts.
- **Tax Code Sets**. Trial balance data is associated with a tax code set and can be changed while processing balances in the G/L Direct Workpapers.

Importing from a Standard Import Format

You can perform a standard import for a return if it has been activated for G/L Direct processing. See *Activating G/L Direct Processing* on page 363 for instructions on how to activate a return for G/L processing.

1. In the applicable return, select **G/L > Import**. The *G/L Direct - Import* dialog displays.
2. Click **Select a standard import** and click **OK**. The *G/L Direct - Standard Import* dialog displays.
3. Select the file to import by typing the data path for the file or by clicking **Browse** and navigating to the file.
4. In the list box, select the standard import format to use.
5. In the *Select import options* box, select the box beside each item you want to use (all options may not be available). They are as follows:
    ▪ Account Descriptions
    ▪ Prior Year Balances
    ▪ Accounts with Zero Balances
    ▪ Tax Codes
    ▪ Account Types

   📒 **Note**: If the standard import you want does not appear on the standard import list, verify that the standard import is configured to appear on the list in G/L > Import > Configure standard imports.

6. Click **OK** to begin the import. A message displays when the import is complete.
7. If the *View Exceptions* button is available, there were errors during the import process. Click **View Exceptions** to view or print the Import Exception Log. The Exception Log is not saved, so it should be printed if you want to keep it for future reference.

Importing from a Custom Import Format

To import data from a custom import, for either a new or existing trial balance, you have the option of using a delimited or fixed-width text file.

You can perform a custom import for a return if it has been activated for G/L Direct processing. See *Activating G/L Direct Processing* on page 363 for instructions on how to activate a return for G/L processing.

1. In the applicable return, select **G/L > Import**.
2. Click **Select a custom import** and click **OK**. The *G/L Direct - Custom Import* dialog displays.
3. Select the file to import by typing the data path for the file or by clicking **Browse** and navigating to the file.

   📝 Note: When you use the *Browse* button to select an import file, files with the extensions PRN, TXT, XLS, and XLSX are visible. To select a different file type, enter the data path, including the file name and extension, in the *Select Import file* field.

4. In the list box, select the custom import format to use.
5. In the *Select import options* box, select the box beside each item you want to use (all options may not be available). They are as follows:
   - Account Descriptions
   - Prior Year Balances
   - Accounts with Zero Balances
   - Tax Codes
   - Account Types
6. Click **OK** to begin the import. A message displays when the import is complete.
7. If the *View Exceptions* button is available, there have been errors in the import process. Click **View Exceptions** to view or print the Import Exception Log. The Exception Log is not saved, so it should be printed if you want to keep it for future reference.

Executing the Tax Code Conversion

After defining the tax codes, you can perform the conversion against specific trial balances.

1. Select **File > Open** to open the applicable tax return.
2. Select **G/L > Utilities > Convert Tax Codes** to choose a tax code conversion set and begin the conversion process.

Post-Conversion Reports

Once you have completed the tax code conversion, you can review accounts with missing or invalid tax codes. Select G/L > Reports to view or print the following reports:

- Accounts Without Tax Code Assignments. Identifies accounts to which no tax code is assigned. Used primarily with new trial balances.
- Undefined Imported Tax Codes Assigned to Accounts. Lists trial balances for any imported tax codes that remain in the file after a tax code conversion.

Working with Trial Balance Data

The three main workpapers in G/L Direct used for viewing and editing trial balance data are designed to be used as follows:

- The *Trial Balance* grid allows you to review and edit account and tax code balances.
- The *Chart of Accounts* grid allows you to edit, add, or delete specific account numbers from the trial balance data.
- The *Tax Codes* grid allows you to edit, add, or delete certain tax codes from the trial balance data.

Using the Trial Balance Grid

You can use the *Trial Balance* grid to review the overall trial balance data and to review changes you make in other grids. Current and prior year trial balances can be displayed in the *Trial Balance* grid. If you select the View options for Account Balances or Tax Code Balances, you can edit specific line items in a separate dialog. These changes then update balances viewed in the *Trial Balance* grid. You can also view the Temporary and Permanent current year differences for Corporation, S Corporation, and Partnership returns.

To use the *Trial Balance* grid, open the return and select **Trial Balance** from the *G/L* menu.

To sort the rows of trial balance data, click the title bar of the column you want to sort by. You can also choose the following options from the View menu:

- The **Tax Codes** view shows the balances sorted by tax code.
- The **Accounts** view displays the accounts in ascending order.

These view options are available on the *Trial Balance* grid:

- The **Options** feature allows grid settings to be selected for the following:
    - **Move selection after pressing Enter**. The options are to move the focus right (default) or down.
    - **Negative amounts character(s)**. The options are the Minus sign (default) or Parentheses.
    - **Use of commas in amounts**. The options are Use commas or No commas.
- The **Display Prior Year Column** box, if selected, displays the prior-year tax return trial balances column.

Drilling Down for Account Detail

The account drill down feature in G/L Direct allows you to view and edit detail lines for each account, tax code balance, and journal entry displayed in the *Trial Balance* grid.

Editing Account Balances

1. With trial balance data displayed in the *Trial Balance* grid Accounts view, select the line you want to review or edit.

2. Select **View > Account Balances**. The *Account Balances* dialog displays detail for the selected line.

3. Select the line to edit.

4. Click **Edit**. The *Edit Account Balances* dialog displays.

5. Edit the account balance for the prior or current year. After finishing your changes, click **OK**. The edited balances display in the *Trial Balance* grid.

Editing Tax Code Balances

1. With a trial balance displayed in the Tax Codes view, select the line to review or edit.

2. Select **View > Tax Code Balances**. The *Tax Code Balances* dialog displays detail for the selected line.

3. Select the line to edit and click **Edit**. The *Edit Account Balances* dialog displays.

   In Tax Codes view, you must drill down twice to edit the unadjusted balances and journal entries. The first drill down shows you all accounts for that tax code. The second drill down takes you to the detail for the selected account, where you can access the *Edit Account Balances* dialog.

Editing Journal Entries

> **Note**: The *Current Year Temporary Difference* and *Current Year Permanent Difference* fields can be edited in Accounts view if the tax journal entry was created using Account Number and Tax Code. Otherwise, differences must be edited in the Tax Codes view.

1. With a trial balance displayed in the *Trial Balance* grid, either Accounts or Tax Codes view, select the line you want to review or edit.

2. Select **View > Account Balances** or **View > Tax Code Balances**. The *Account Balances* or *Tax Code Balances* dialog displays detail for the selected line.

3. Select the journal entry to edit and click **Edit**. The *Journal Entries* dialog displays.

4. Edit the journal entry. After completing your changes, click **OK**. The edited balances display in the *Trial Balance* grid.

Using the Chart of Accounts Grid

To display the *Chart of Accounts* grid, open the return and select **Chart of Accounts** from the G/L menu.

You can review or change information in the following fields:

- **Account**. Duplicate account numbers are not allowed. Account numbers may contain up to 40 alphanumeric characters with no spaces.

- **Description**. Modify the description as needed. Only descriptions modified on the *Tax Code* grid flow to the tax return forms.
- **Type**. Enter any one of the six valid account types:
    - A (Asset)
    - L (Liability)
    - M (Memo)
    - E (Equity)
    - R (Revenue)
    - X (Expense)

  You can also leave this field blank and allow the account type to be derived from the account's tax code.
- **Tax Code**. To assign a new tax code, select an option in the tax code field list. Non-standard tax codes imported from the source accounting system may display in this grid, but you can enter only tax codes that conform to the G/L Direct format (XXX.XX). Refer to *Using the Tax Codes Grid* below for more information on tax codes.
- **Current and Prior Year Unadjusted Trial Balances**. The current and prior year unadjusted trial balances can be edited directly in this grid.

To insert a new account number, position your cursor in the row below where you want to enter a new line. Select **Insert Row** from the Edit menu and a blank row is inserted above the selected row.

Substituting Another Chart of Accounts

1. Open the G/L Direct activated return for an applicable tax product and select **G/L > Setup**.
2. Select **Check box if you want to change your chart of accounts**.
3. Select the applicable custom chart of accounts from the list in the *Use custom* chart field. Custom charts of accounts are created in G/L > Options > Chart of Accounts.
4. Click **OK** to save the settings.

Using the Tax Codes Grid

The *Tax Codes* grid displays information similar to what you see in the *Trial Balance* grid Tax Codes view. However, in the *Tax Codes* grid, you can add user-defined tax codes to a trial balance and edit some of the fields for existing tax codes.

To open the *Tax Codes* grid for an open trial balance, select **G/L > Tax Codes**. You can review or change information in the following fields:

- **Tax Code**. Enter tax codes that conform to the standard G/L Direct format (XXX.XX) and are within the valid ranges for user-defined codes. Refer to *Matching Imported Tax Codes* in the section *Fields Imported* on page 364 for more information.
- **Sch(edule)**. Determines the federal tax return schedule on which balances with this tax code are reported. This field cannot be edited.
- **Line**. Identifies the tax return line number on which balances from this tax code are reported. This field cannot be edited.

- **Acct Type**. The account type cannot be edited on this grid. It is assigned to the account number. To change it, use the *Chart of Accounts* grid.

- **Description**. For tax codes that include a suffix that can be edited, the description can be modified. For strictly system-defined codes, no changes are allowed. Only descriptions modified on the *Tax Codes* grid flow to the tax return forms.

- **Include in Transfer**. Select this box to include details from this tax code when you create an export file.

- **Interview Form**. This field cannot be edited. Displays the interview form to which the tax code balance transfers.

- **Box number**. This field cannot be edited. Displays the interview form box number to which the tax code balance transfers.

- **Number of Accounts**. This field cannot be edited. Displays the number of accounts in the return that are assigned to the tax code.

- **Summary or Detail**. This field cannot be edited. The summary or detail designation identifies open line or preprinted formats.

- **Supporting Schedule**. Select this box to include the tax code in the Tax Summary Preview report. This option is internal to G/L Direct and does not affect the export file or tax reporting options.

- **Schedule M-3**. This field is available for Corporation, S Corporation, and Partnership returns. If a tax code requires Schedule M-3 reporting, this field defaults to Temporary. The field is blank for tax codes not requiring Schedule M-3 reporting. Either leave the default or select *Permanent*.

- **Option Code**. This field is available for revenue and expense tax codes requiring M-3 reporting in Corporation, S Corporation, and Partnership returns. The option code selected determines the line on the M-3 form where data is reported.

  By default, tax codes for which option codes are available display a dash (-) in this field. Either leave the default entry or select an option from the list.

  - Notes:
    - The *Option Code* cells for tax codes that do not have option codes available are blank. No data entry can be made in these cells.
    - For a complete list of the tax codes for which M-3 option codes are available, see the G/L Direct online Help files.

To insert a new tax code, position your cursor in the row below where you want to add a new line. Select **Edit > Insert Row** to insert a new row above the selected row.

Substituting Another Tax Codes Set

1. With the return open for which you are substituting a tax code set, select **G/L > Setup**.
2. In the *Tax Codes* box, select **Check box if you want to change tax codes set**.
3. Also in the *Tax Codes* box, choose either the standard tax code set or one of the custom tax code sets. Custom tax codes sets can be created in the G/L > Options > Tax Codes. If you chose the standard tax code set, continue to step 5.

4. Select a custom tax code set from the list in the *Tax Codes* box.

5. Click **OK** to save the settings.

Making Journal Entries

From the *Trial Balance* grid, you can make two types of journal entries in G/L Direct:

- Adjusting journal entries (AJEs) are recorded to specific accounts and affect all financial and tax reports. Adjusting journal entries are identified by AJE number on Trial Balance Workpapers or Account Balances Reconciliation reports.

- Tax journal entries (TJEs) are recorded to specific tax codes and account numbers. The effects of these entries appear on Tax Journal Entries, Tax Code Balances Reconciliation, Trial Balance Workpapers - Accounts, Trial Balance Workpapers - Tax Codes, and Account Balances Reconciliation reports.

  Data entry for tax journal entries can be referenced by the tax code or by entering the account number that it is assigned to.

  📒 Note: You can enter amounts for contributions, meals, and entertainment at full value. CCH ProSystem *fx* Tax makes automatic adjustments.

You can identify Schedule M-3 Temporary or Permanent Differences for Corporation, S Corporation, and Partnership returns in current or prior-year tax journal entries. Temporary or Permanent Differences cannot be recorded in adjusting journal entries.

For 2022, the *Option* field is visible for current and prior-year tax journal entries in Corporation, S Corporation, and Partnership returns.

If the tax code used for this journal entry was assigned an option code on the *Tax Codes* grid, the selected option code displays in the *Option* field. The option code determines the line on the M-3 form where data is reported. This field cannot be edited.

📒 Notes:

- The *Option* field is blank for tax codes that do not have option codes available to them. No data entry can be made in these cells.

- For a complete list of the tax codes for which M-3 option codes are available, see the G/L Direct online Help files.

If you have defined custom journal entries (G/L > Options > Journal Entries), you can apply them to any trial balance and edit them as needed.

Creating and Editing an Adjusting Journal Entry

1. In the open return, select **G/L > Journal Entries**. The *Journal Entries* dialog displays.

2. Choose **Current - Adjusting** or **Prior - Adjusting** from the *J/E category* list. The upper grid displays a list of existing journal entries in that category. When a journal entry is selected in the upper grid, detailed information for the selected journal entry displays in the lower grid.

3. Do one of the following:

   - To create a new adjusting journal entry from scratch, click **New J/E**. G/L Direct creates a new entry in the upper grid and assigns it a journal entry number.

   - To create a new journal entry based on an existing one, select a journal entry in the upper grid and click **Copy**. A new journal entry in the same category is created, and the next available user-defined journal entry number is assigned. You can then edit the copied journal entry.

   - To edit an existing journal entry, select it in the upper grid. The journal entry detail displays in the lower grid so you can edit the information as necessary.

   - To view or edit a custom journal entry, click **Custom**. This button is available only if you have created custom journal entries.

4. Enter or modify the following fields in the upper grid as necessary:

   - J/E number. A system-generated journal entry number that cannot be edited.

   - Ref. Number. Enter a reference number of no more than 12 alphanumeric characters.

   - Posted. Clear this box if the journal entry is not included in calculations. The box is selected by default.

   - Intentionally Unbalanced. Select this box to allow an intentionally unbalanced journal entry. The box is cleared by default.

   - Pro Forma. Select an option from the list to designate a Pro Forma option for a journal entry. The default is *(N) Not Included*.

   - Description. Enter a description of the journal entry of up to 80 characters.

5. In the lower grid, enter detailed information for the adjusting journal entry.

   📋 Note: The first two rows are the *Total* and *Difference* rows. The *Total* row displays the totals of the *Debit* and *Credit* columns. The *Difference* row displays the result of subtracting the *Total Credit* row from the *Total Debit* row.

   The fields that display are as follows:

   - Acct #. Complete this column by selecting an account number from the list or manually entering an account number.

   - Description. Displays the description from the account number. Cannot be edited.

   - Debit and Credit. Enter your first amount as a debit or credit. The *Difference* column displays the amount entered. After a second amount is entered, the *Difference* column either shows zero or the net difference of your entry.

6. Click **Save** to save the journal entry without exiting the dialog or click **OK** to save the journal entry and exit the dialog.

Deleting an Adjusting Journal Entry

1. In the open return, select **G/L > Journal Entries**. The *Journal Entries* dialog displays.

2. Choose **Current - Adjusting** or **Prior - Adjusting** from the *J/E category* list. The upper grid displays a list of existing journal entries in that category. When an entry is selected in the upper grid, details for the selected journal entry display in the lower grid.

3. In the upper grid, select the journal entry to delete, then click **Delete**. The system asks you to confirm the deletion.

4. Click **Yes**. The journal entry is deleted.

5. To resequence the journal entries after an item is deleted, click **Resequence**.

📝 Note: The *Resequence* button is available only when the deleted journal entry is not the last one on the list.

Creating and Editing a Tax Journal Entry

1. In the open return, select **G/L > Journal Entries**. The *Journal Entries* dialog displays.

2. Choose **Current - Tax** or **Prior - Tax** from the *J/E category* list. The upper grid displays a list of existing journal entries in that category. When a tax journal entry is selected in the upper grid, detailed information for the selected journal entry displays in the lower grid.

3. Do one of the following:

   - To create a new tax journal entry from scratch, click **New J/E**. G/L Direct creates a new entry in the upper grid and assigns it a journal entry number.

   - To create a journal entry based on an existing one, select a journal entry in the upper grid and click **Copy**. A new journal entry is created for that category, and the next available journal entry number is assigned. Edit the copied journal entry as necessary.

   - To edit an existing journal entry, select it in the upper grid. The journal entry detail displays in the lower grid so you can edit the information as needed.

   - To view or edit a custom journal entry, click **Custom**. This button is available only if you have created custom journal entries.

4. Enter or modify the following fields in the upper grid as necessary:

   - **J/E number**. A system-generated journal entry number that cannot be edited.

   - **Ref. Number**. Enter a reference number of no more than 12 alphanumeric characters.

   - **Posted**. Clear this box if the journal entry is not included in calculations. The box is selected by default.

   - **Intentionally Unbalanced**. Select this box to allow an intentionally unbalanced journal entry. The box is cleared by default.

   - **Pro Forma**. Select an option from the list to designate a Pro Forma option for a journal entry. The default is *(N) Not Included*.

   - **Description**. Enter a description of the journal entry of up to 80 characters.

5. In the lower grid, enter detailed information for the tax journal entry.

   📝 Note: The first two rows are the *Total* and *Difference* rows. The *Total* row displays the totals of the *Debit* and *Credit* columns. The *Difference* row displays the result of subtracting the *Total Credit* row from the *Total Debit* row.

   The fields that display are as follows:

   - **Acct #/Tax Code**. For tax journal entries, this column accepts account numbers or tax codes. Complete it by using the list in the selected field, or manually enter a valid account number or tax code.

- **M-3**. For 2022, this field is available for current and prior year tax journal entries in Corporation, S Corporation, and Partnership returns.

  This field defaults to the Schedule M-3 setting, either (T)emporary or (P)ermanent, established for the selected tax code on the *Tax Codes* grid. The field is blank for tax codes that do not require Schedule M-3 reporting. Either leave the default or change the setting by clicking the list in the M-3 column.

- **Option**. For 2022, this field is available for current and prior year tax journal entries in Corporation, S Corporation, and Partnership returns.

  If the tax code used for this journal entry was assigned an option code on the *Tax Codes* grid, the selected option code displays here. The option code determines the line on the M-3 form where data is reported. This field cannot be edited.

  📒 Notes:

  - The *Option* field is blank for tax codes that do not have option codes. No data entry can be made in these cells.
  - For a complete list of the tax codes for which M-3 option codes are available, see the G/L Direct online Help files.

- **Description**. Displays the description from the account number or tax code.

- **Debit** and **Credit**. Enter your first amount as either a debit or credit. The *Difference* column displays the amount entered. After a second amount is entered, the *Difference* column either shows zero or the net difference of your entries.

6. Click **Save** to save the journal entry without exiting the dialog or click **OK** to save the journal entry and exit the dialog.

Deleting a Tax Journal Entry

1. In the open return, select **G/L > Journal Entries**. The *Journal Entries* dialog displays.
2. Choose **Current - Tax** or **Prior - Tax** from the *J/E category* list. The upper grid displays a list of existing journal entries in that category. Select a tax journal entry in the upper grid to display detailed information for the journal entry in the lower grid.
3. In the upper grid, select the journal entry to delete, then click **Delete**. The system asks you to confirm the deletion.
4. Click **Yes**. The journal entry is deleted.
5. To resequence the journal entries after an item is deleted, click **Resequence**.

   📒 Note: The *Resequence* button is available only when the deleted journal entry is not the last one on the list. System-generated tax journal entries in the range of 980 to 999 are not included in the resequencing.

Reports

Overview

Reports created in G/L Direct can be viewed on screen, printed, and saved as PDF or ASCII text files. The reports that can be created are as follows:

- **Account Balances Reconciliation**. A complete overview of information on current and prior year balances for each account in the chart of accounts. An alternate report format is produced for accounts that exceed 15 characters.

- **Accounts Without Tax Code Assignments**. A list of any accounts in the chart of accounts that do not have tax codes assigned to them. If an account is not assigned a tax code, it is not transferred to the tax return. An alternate report format is produced for accounts that exceed 15 characters.

- **Adjusting Journal Entries**. A list of adjusting journal entries for the current and prior year trial balance data. An alternate report format is used for accounts that exceed 15 characters.

- **Chart of Accounts**. A list of all of the accounts in the chart of accounts. Each row includes relevant data for an account. An alternate report format is produced for accounts that exceed 15 characters.

- **Tax Code Balances Reconciliation**. An overview of information about your tax code balances. An alternate report format is produced for accounts that exceed 15 characters.

- **Tax Codes**. A list of tax codes for the current trial balance.

- **Tax Codes That Will Not Be Included in Data Transfer**. A list of tax codes that were excluded from a data transfer by clearing the *Include in Transfer* box on the *Tax Codes* grid.

- **Tax Journal Entries**. A list of tax journal entries for current and prior year trial balance data. An alternate report format is produced for accounts that exceed 15 characters.

- **Tax Summary Preview**. A text representation of the main forms for the applicable tax product. This report is produced from the transferred tax code balances. Supporting statements are also produced to show repeater items for detail tax code categories, such as Other Deductions or Other Current Assets. The Supporting Schedule box determines whether a detail tax code is included in these statements.

    - For Corporation, rental real estate data displays on a text representation of the Rent and Royalty Worksheet.

    - For both S Corporation and Partnership, rental real estate data displays on a text representation of federal Form 8825.

    - For Corporation, S Corporation, and Partnership, farm data displays on a Farm Profit or Loss workpaper. For each farm property, the report indicates the form on which the data prints in the return (Schedule F, Form 4835, or Farm Profit or Loss Worksheet).

- **Trial Balance Summary-Adjusted T/B**. A list of the adjusted trial balance totals (current and prior) for the account data in the trial balance. It provides a calculation of net income, plus a check of whether the balance sheet is in balance. Totals are calculated for each account type (Asset, Liability, Equity, Revenue, and Expense).

- **Trial Balance Summary-Tax Return T/B**. A list of the tax return trial balance totals (current and prior) for the account data in the trial balance. It provides a calculation of net income, plus a check of whether the balance sheet is in balance. Totals are calculated for each account type (Asset, Liability, Equity, Revenue, and Expense).
- **Trial Balance Workpapers-Accounts**. Tax return trial balance data for each account in the chart of accounts. It includes the progression of data from unadjusted trial balance to tax return trial balance. Journal entries listed by journal entry number are also included. A prior year tax return trial balance column is shown for comparison.
- **Trial Balance Workpapers-Tax Codes**. Tax return trial balance data for each tax code in the tax code set. It includes the progression of data from unadjusted trial balance to tax return trial balance. Journal entries listed by journal entry number are also included. A prior year tax return trial balance column is shown for comparison.
- **Undefined Imported Tax Codes Assigned to Accounts**. A list of invalid tax codes assigned to accounts that do not transfer data to a tax return. Print this report after importing a trial balance with tax codes or processing a tax code conversion. Refer to *Matching Imported Tax Codes* in the topic *Fields Imported* on page 364 for information on tax code formats.

Creating and Printing a Report

(G/L > Reports)

You can print G/L Direct reports to a printer, a fax, a document imager, an ASCII text file, or to a Portable Document Format (PDF) file. The fax and document imager options are only available if you have installed and configured them on your system.

1. With the tax return open for which you want to generate a report, select **G/L > Reports**.
2. Select a report to generate, and then click **OK**. The report displays.
3. Click **Print** on the report toolbar. The *Print this G/L Direct report* dialog displays.
4. Select one of the following print destinations:
   - **To printer**. Spools the report to the printer configured in the CCH ProSystem *fx* Tax *Printer Setup* dialog. You can print up to nine copies.
   - **To fax**. Prints a copy to a fax. This option is available if a fax driver is installed on your system and the fax is configured in CCH ProSystem *fx* Tax.
   - **To document imager**. Prints one copy to a document imager. This option is available if the imager is installed on your system and is configured in the CCH ProSystem *fx* Tax *Printer Setup* dialog.
   - **To PDF**. Prints one copy of the report to a Portable Document Format (PDF) file. You can name the file and choose the directory where you want the file printed when the *Save As* dialog displays.
   - **To PDF file and to printer**. Simultaneously prints copies to a PDF file and to a printer. You can print multiple copies to a printer, but only one PDF file is created. The printer must be configured in the CCH ProSystem *fx* Tax *Printer Setup* dialog.
   - **To ASCII text file**. Creates an ASCII text file suitable for printing. Only one file is written to disk. You can name the file and choose the directory where you want the file printed when the *Save As* dialog displays.

- **To ASCII text file and to printer**. Creates an ASCII text file suitable for printing and prints the report to a printer simultaneously.

5. If you selected any of the options that print the report to a printer, enter the number of copies to print in the *No. of copies* field.

6. Click **OK**.

7. If you chose to print to a PDF or ASCII text file, enter a name for the report and select the directory where the file should be stored in the *Save As* dialog, and then click **Save**.

   If you do not select a directory to save the report to, by default, PDF and ASCII text files are stored in the X:\wfx32\client\PDF\YYP directory, where X represents the drive, YY is the tax year and P is the tax product.

In addition to *Print,* the *View G/L Direct Report* dialog also contains the following:

- **Copy to Clipboard**. Copies the selected report to the Clipboard.
- **Select Page**. Click this option to select a specific report page to view.
- **Previous/Next**. Use these buttons to move through the pages of the selected report.
- **100%**. Enter a percentage to magnify or reduce the size of the report on the screen.
- **Close**. Exits the report without printing it.

Data Transfer

After completing the trial balance work and assigning tax codes to accounts, you can transfer the trial balance data into the appropriate interview form boxes in the tax return. This process establishes links between the G/L Direct data and the tax return data so that changes to G/L Direct data can be transferred back and forth.

System-generated journal entries are created for changes made to certain line items, such as depreciation and gains (losses). These system-generated tax journal entries enable the G/L Direct data to more accurately reflect the tax form data.

Transfer of G/L Data to Tax Return

The transferring of G/L data to a tax return merges G/L Direct and tax return data. It also allows you to control the transfer of specific items into new or existing returns. These default settings can be saved and used as system defaults.

To transfer general ledger data to the tax return, do the following:

1. In an open return, select **G/L > Data Transfer > G/L Data to Tax Return**.

2. In the *Data transfer options* box, select the items to transfer. The options are as follows:
   - **Transfer beginning balance sheet data**. Select this box if you want the system to process both ending and beginning balance sheet data from the general ledger data. Beginning balance sheet data that is present from a Pro Forma is deleted.

- **Transfer beginning inventory data (COGS)**. Select this box if you want G/L Direct to perform either of the following actions:
  - **Corporation, S Corporation, and Partnership returns**. The amount for tax code 363, *Beginning Inventory*, transfers to the tax return from the trial balance. Any existing amount on Interview Form A-2, *Cost of Goods Sold*, Box 30, is removed from the return.
  - **Exempt Organization returns**. The amount for tax code 393.80, *Beginning Inventory*, transfers from the trial balance to the tax return. Any existing amount on Interview Form COM-1, *Sales of Inventory, COGS and Rental Income and Expense* is removed from the return.
- **Transfer beginning AAA, OAA, UTI data (S Corporation)**. Select this box if you want G/L Direct to transfer the amounts from the following tax codes on the trial balance to the tax return:
  - 748, *Accumulated Adjustments Account* (AAA)
  - 763, *Other Adjustments Account* (OAA)
  - 778, *Shareholders' Undistributed Taxable Income* (UTI)

  Any existing amounts in Interview Form L-4, *Schedule M-2*, Boxes 30, 32, and 34 are removed from the return.
- **Transfer state and city taxes data (Corporation, S Corporation)**. The state and city taxes data available in G/L Direct does not have state codes. However, the input on common Interview Form A-3, Deductions, allows state codes. Select this box to import these amounts.

3. In the *Schedule M-3 options (C Corporation, S Corporation, Partnership)* box, make appropriate selections in the following two boxes:
- **Schedule M-3 transfer options**. Choose one or both of the following options:
  - **Transfer Schedule M-3 book amounts**. Select this box in the following situations:
    - You are transferring the Schedule M-3 book amounts and the differences. In this case, do not select *Do NOT transfer Schedule M-3 differences*.
    - You are transferring Schedule M-3 book amounts only. In this case, you would select *Do NOT transfer Schedule M-3 differences*.
  - **Do NOT transfer Schedule M-3 differences**. Select this box if you do not want to transfer Schedule M-3 differences to the tax return. Select this box if:
    - The return does not require this type of data. In this case, also do not select *Transfer Schedule M-3 book amounts*.
    - You are transferring the Schedule M-3 book amounts and want the tax system to automatically calculate the temporary differences. In this case, you would select *Transfer Schedule M-3 book amounts* and manually enter any permanent differences.

- **Schedule M-3 data removal options**. Choose one of the following options:
  - **Remove existing M-3 values based on the M-3 transfer options**. This default option replaces just the M-3 amounts being transferred, and is based on your selections in the *Schedule M-3 transfer options* section.
  - **Remove existing M-3 values for all M-3 fields**. This option matches all three Schedule M-3 amounts to the amounts being transferred for each tax line being processed. This option is also based on the selections you made in the *Schedule M-3 transfer options* section.

4. In the *Existing data options* box, choose from the following options:

   - **Keep existing data**. If this option is selected, G/L Direct does not remove any existing detail items (e.g., Other Deductions) in a tax return. The existing open line data remains untouched during the transfer of new data. This setting is not available for the initial data transfer. Existing data items are items in repeater groups mapped by G/L Direct that were not generated by the data transfer.

   - **Remove existing data**. If this option is selected, G/L Direct removes existing detail items in the return and uses the transferred detail items from G/L Direct data. If the *Remove existing data* option is selected, the *Do not remove interest income detail data* box under it becomes available.

     - **Do not remove interest income detail data**. Amounts can be entered in the state columns of Interview Form B-1, Interest Income (Income/Deductions > Interest Worksheet), but not in other amount columns. These valid data records can be present in the return but have no data in the amount fields that are processed by the data transfer. This option allows you to exclude these repeater ranges from data transfer processing.

5. Click **OK** to begin the data transfer.

6. To save your selections as the default, click **Save as Default**, and then click **Yes**.

   Note: The choice to use dollars and cents or whole rounded amounts for the tax return trial balance is made using either the *Print pennies* print option in Office Manager, or it is overridden on the currently open return by the *Print dollars and cents* box on Interview Form 2 – Processing, Calculation, and Pro Forma Options (General > Return Options Worksheet).

Transfer Tax Journal Entries from a Tax Return

Once a data transfer is complete, the *Transfer TJEs from Tax Return* option is available. This option allows you to transfer system-generated tax journal entries back to the G/L Direct data to reflect amounts of depreciation, gains (losses), etc., calculated in the return. Tax journal entries can be transferred for Corporation, S Corporation, and Partnership returns.

System-generated tax journal entries cannot be edited, except that you can select the *Posted* box on the *Journal Entries* dialog, and they may be deleted. If a system-generated tax journal entry is posted, its effect is restricted to the G/L Direct grids and reports. A Quiklink update will not occur, nor will the tax journal entry be included in a data transfer. These restrictions prevent conflicting changes from being made to the tax return data.

To transfer tax journal entries from a tax return, do the following:

1. In an open return, select **G/L > Data Transfer > TJEs from Tax Return**. A message asking if you want to continue the transfer displays.

2. Click **Yes**.

3. Click **Yes** again. The system-generated tax journal entries are created or updated and selected calculations from the tax return are transferred back to the G/L Direct data.

   System-generated tax journal entries are assigned journal entry numbers in the range of 980-999. Descriptions of these journal entry numbers are in the sections that follow.

Setup for Transfer of Tax Journal Entries from a Tax Return

To ensure accurate processing of system-generated tax journal entries, the following sets are used to specify appropriate tax code designations required to generate the offset entries for transfer back to the G/L Direct data.

CTJE980 - Gains and Losses

The system-generated tax journal entry CTJE980 returns the calculated amounts of gains and losses. The system returns the specific calculated tax line figures used to offset the book amount. The specific row items are specified in the following tables for Corporation, S Corporation, and Partnership returns. These row items always use tax codes.

CTJE980 - Gains and Losses - Corporation

Assign relevant gain and loss accounts to tax code 284.91-Gains (Losses) on Disposition of Assets (Book Amount for Automatic Adjustment). Do not assign accounts or journal entry rows to the tax codes 272.00-Capital Gain Net Income, 284.00-Net Gain or (Loss) from Form 4797, 715.80-Gain (Loss)-Disposition of Assets, and 725.83-Gain (Loss)-Disposition of Assets.

Corporation Gains and Losses Tax Codes	Description
284.91 Reversing entry	Row item to reverse the book amount for automatic adjustment
272.00 Credit for the gain	Capital Gain Net Income
284.00 Credit for gain, debit for loss	Net Gain or (Loss) from Form 4797
715.80 Debit	Schedule M-1 Adjustment - Tax amounts exceed book amount
725.83 Credit	Schedule M-1 Adjustment - Book amount exceeds tax amounts

CTJE980 - Gains and Losses - S Corporation

Assign the relevant gain and loss accounts to tax code 284.91-Gains (Losses) on Disposition of Assets (Book Amount for Automatic Adjustment). Do not assign accounts or journal entry rows to the

tax codes 275.00-Short-Term Cap. Gain (Loss), 278.00-Long-Term Cap. Gain (Loss), 284.00-Net Gain (Loss) from Form 4797, 715.80-Gain (Loss)-Disposition of Assets, and 725.83-Gain (Loss)-Disposition of Assets.

S Corporation Gains and Losses Tax Codes	Description
284.91 Reversing entry	Row item to reverse the book amount for automatic adjustment
284.00 Credit for gain, debit for loss	Net Gain or (Loss) from Form 4797
275.00 Credit for gain, debit for loss	Net Short-Term Capital Gain (Loss)
278.00 Credit for gain, debit for loss	Net Long-Term Capital Gain (Loss)
715.80 Debit	Schedule M-1 Adjustment - Tax amounts exceed book amount (income)
725.83 Credit	Schedule M-1 Adjustment - Book amount exceeds tax amounts (income)

CTJE980 - Gains and Losses - Partnership

You assign the relevant gain and loss accounts to tax code 284.91-Gains (Losses) on Disposition of Assets (Book Amount for Automatic Adjustment). Do not assign accounts or journal entry rows to the tax codes 275.00-Short-Term Cap. Gain (Loss), 278.00-Long-Term Cap. Gain (Loss), 284.00-Net Gain (Loss) from Form 4797, 715.80-Gain (Loss)-Disposition of Assets, and 725.83-Gain (Loss)-Disposition of Assets.

Partnership Gains and Losses Tax Codes	Description
284.91 Reversing entry	Row item to reverse the book amount for automatic adjustment
284.00 Credit for gain, debit for loss	Net Gain or (Loss) from Form 4797
275.00 Credit for gain, debit for loss	Net Short-Term Capital Gain (Loss)
278.00 Credit for gain, debit for loss	Net Long-Term Capital Gain (Loss)
715.80 Debit	Schedule M-1 Adjustment - Tax amounts exceed book amount (income)
725.83 Credit	Schedule M-1 Adjustment - Book amounts exceed tax amounts (income)

CTJE981 - Amortization

The system-generated tax journal entry CTJE981 returns the calculated amount of amortization. You assign the relevant amortization accounts to tax code 357.91-Amortization (Book Amount for Automatic Adjustment). Do not assign accounts or journal entry rows to the tax code 357.80-Amortization. The system returns the specific calculated tax line figure used to offset the book amount. The *Intentionally unbalanced* box is selected automatically.

The specific CTJE981 tax journal entry row items are specified below and are applicable to Corporation, S Corporation, and Partnership. These row items always use tax codes.

Amortization Tax Codes	Descriptions
357.91 Reversing entry	Row item to reverse the book amount for automatic adjustment
357.80 Debit	Amortization - Corporation, S Corporation, and Partnership

CTJE982 - Depreciation

The system-generated tax journal entry CTJE982 returns the calculated amount of depreciation. You assign the relevant depreciation accounts to tax code 333.91-Depreciation (Book Amount for Automatic Adjustment). Do not assign accounts or journal entry rows to the tax codes 333.00-Depreciation, 720.80-Depreciation, and 730.80-Depreciation Not on Books. The system returns the specific calculated tax line figure used to offset the book amount.

The specific CTJE982 tax journal entry row items are specified below and are applicable to Corporation, S Corporation, and Partnership. These row items always use tax codes.

Depreciation Tax Codes	Description
333.91 Reversing entry	Row item to reverse the book amount for automatic adjustment
333.00 Debit	Depreciation - Corporation, S Corporation, and Partnership
720.80 Debit	Schedule M-1 Adjustment - Book amount exceeds tax amounts (deduction)
730.80 Credit	Schedule M-1 Adjustment - Tax amount exceeds book amount (deduction)

CTJE983 - Depletion

The system-generated tax journal entry CTJE983 returns the calculated amount of depletion. You assign the relevant depletion accounts to tax code 342.91-Depletion (Book Amount for Automatic Adjustment). Do not assign accounts or journal entry rows to the tax codes 342.00-Depletion, 720.96-Depletion, and 730.90-Depletion Not on Books. The system returns the specific calculated tax line figure used to offset the book amount.

Depletion Tax Codes	Description
342.91 Reversing entry	Row item to reverse the book amount for automatic adjustment
342.00 Debit	Depletion - Corporation, S Corporation
720.96 Debit	Schedule M-1 Adjustment - Book amount exceeds tax amounts (deduction)
730.90 Credit	Schedule M-1 Adjustment - Tax amount exceeds

Depletion Tax Codes	Description
	book amount (deduction)

CTJE984 - Bad Debt Expense

The system-generated tax journal entry CTJE984, returns the calculated amount of bad debt expense. You assign the relevant bad debt expense accounts to tax code 315.91-Bad Debt Expense (Book Amount for Automatic Adjustment). Do not assign accounts or journal entry rows to the tax code 315.00-Bad Debt Expense. The system returns the specific calculated tax line figure used to offset the book amount.

The specific CTJE984 tax journal entry row items are specified below and are applicable to Corporation. These row items always use tax codes.

Bad Debt Expense Tax Codes	Description
315.91 Reversing entry	Row item to reverse the book amount for automatic adjustment
315.00	Bad Debt Expense
720.99 Debit	Schedule M-1 Adjustment - Book amount exceeds tax amounts (deduction)
730.93 Credit	Schedule M-1 Adjustment - Tax amounts exceed book amount (deduction)

CTJE985 - Taxes - Corporation and S Corporation

The system-generated tax journal entry CTJE985 returns the calculated amount of state and city taxes. You assign the relevant state taxes expense accounts to tax code 321.91-State Taxes (Book Amount for Automatic Adjustment). Do not assign accounts or journal entry rows to the tax codes 321.83-State Income Tax and 321.90-State Tax on Capital. You assign the relevant city taxes expense accounts to tax code 321.92-City/Local Taxes (Book Amount for Automatic Adjustment). Do not assign accounts or journal entry rows to the tax codes 321.80-City and Local Income Tax and 321.87-City and Local Tax on Capital. The system returns the specific calculated tax line figures used to offset the book amount. The *Intentionally unbalanced* box is selected automatically.

The specific CTJE985 tax journal entry row items are specified below and are applicable to each of Corporation and S Corporation. These row items always use tax codes.

Taxes Corporation, S Corporation Tax Codes	Description
321.91 Reversing Entry 321.92 Reversing Entry	Row item to reverse the book amount for automatic adjustment
321.83 Debit	State Income Taxes
321.90 Debit	State Taxes Based on Capital
321.80 Debit	City/Local Income Taxes
321.87 Debit	City/Local Based on Capital

CTJE985 - Taxes - Partnership

The system-generated tax journal entry CTJE985 returns the calculated amounts of taxes. You assign the relevant taxes expense accounts to tax code 321.91-Taxes (Book Amount for Automatic Adjustment). Do not assign accounts or journal entry rows to the tax code, 321.00-Taxes and Licenses. The system returns the specific calculated tax line figure used to offset the book amount. The *Intentionally unbalanced* box is selected automatically.

The specific CTJE985 tax journal entry row items are specified below and are applicable to Partnership. These row items always use tax codes.

Taxes Partnership Tax Codes	Description
321.91 Reversing entry	Row item to reverse the book amount for automatic adjustment
321.00 Debit	Taxes and Licenses

CTJE986 - Various Schedule M-1 Tax Codes - Corporation

The system-generated tax journal entry CTJE986 returns the calculated amounts of various Schedule M-1 tax codes. Do not assign accounts or journal entry rows to the tax codes 710.00-Excess Cap. Loss Over Cap. Gains, 720.83-Contributions Carryover, 720.85-Meals & Entertainment Adjustment, and 730.83-Contributions Carryover. The system returns the specific calculated tax line figures. The *Intentionally unbalanced* box is selected automatically.

The specific CTJE986 tax journal entry row items are specified below and are applicable to Corporation. These row items always use tax codes.

Various Schedule M-1 Corporation Tax Codes	Description
710.00 Debit	Excess of Capital Losses Over Capital Gains
720.83 Debit 730.83 Credit	Contributions Carryover
720.85 Debit	Travel and Entertainment Adjustment

CTJE986 - Various Schedule M-1 Tax Codes - S Corporation and Partnership

The system-generated tax journal entry CTJE986 returns the calculated amounts of various Schedule M-1 tax codes. You do not assign accounts or journal entry rows to the tax code 720.85-Meals & Entertainment Adjustment. The system returns the specific calculated tax line figure.

The specific CTJE986 tax journal entry row item is specified below and is applicable to S Corporation and Partnership. This row item always uses tax codes.

Various Schedule M-1 S Corporation, Partnership Tax Codes	Description
720.85 Debit	Travel and Entertainment

Automatic Transfer of Changes To and From a Return

G/L Data Changes Made After the Data Transfer

If you edit G/L Direct data after transferring it to a tax return, the changes automatically transfer to the appropriate interview form boxes and worksheets in the tax return.

Quiklink

You can jump from an interview form or worksheet mapped by G/L Direct to the corresponding tax code on the Trial Balance or Tax Code view. Press **Quiklink**, if it is visible on your toolbar, or select **File > Import > Quiklink**, to transfer automatically. You can also jump from the *Trial Balance* grid to the interview form box or worksheet box corresponding to the selected tax code row.

A Quiklink automatic data transfer uses the same option settings that were selected when the data transfer was processed. The balance sheet and Schedule M-3 also use these settings. For more details on configuring data transfer options, see *Transfer of G/L Data to Tax Return* on page 395.

System-Generated Tax Journal Entries for Return Changes

After selecting **G/L > Data Transfer > G/L Data to Tax Return**, if you change amounts in the interview forms boxes or worksheets mapped for G/L Direct processing or add records to data groups mapped by G/L Direct, then the changes automatically transfer back to G/L Direct data in system-generated tax journal entries. A pair of entries, CTJE990 and CTJE991, identify these tax code modifications, which affect G/L Direct data transferred to the return.

CTJE990 - Changes to G/L Data Transferred to the Tax Return

The system-generated tax journal entry CTJE990 records edits you make after completing the data transfer to the tax return that affect interview form or worksheet amounts generated from G/L Direct tax codes. The journal entry items are tied to specific tax codes. The debit or credit amount is the calculated difference between the tax code's tax return trial balance figure and the entry keyed in by the user.

For example, a tax return trial balance of tax code 200.00, Other Gross Receipts/Sales (which normally has a credit balance), transferred to Corporation Interview Form A-1, Box 70 (Income/Deductions > Itemized Deductions Worksheet), was $350,000. Subsequent to the data transfer, you enter an amount of $363,000.00 into that box. A row item is created in CTJE990 for the difference of $13,000 as follows:

Tax Code	Debit	Credit
200.00		$13,000

If you later make an additional change to this same Box 70 by keying in an amount of $341,000, then the existing row item for tax code 200.00 is updated as follows:

Tax Code	Debit	Credit
200.00	$9,000	

Changes to tax codes that do not already have row items in CTJE990 cause the system to add an item. Changes to tax codes that do already have row items in CTJE990 cause the system to change the existing items.

CTJE991 - Return Additions to Mapped Groups

The system-generated tax journal entry CTJE991 records amounts that you add on the tax return to interview form or worksheet-mapped groups processed by G/L Direct. These added records do not have specific user-defined tax codes associated with them because they were created on an interview form or worksheet, instead of being generated by the data transfer. However, the mapped group range has a master definition tax code associated with it (XXX.00). For example, the Other Deductions repeater group range on Interview Form A-4 (Income/Deductions > Itemized Deductions Worksheet) has master definition tax code 357.00. If the user adds one of these records on Interview Form A-4 (Income/Deductions > Itemized Deductions Worksheet), then the system can create a generic row item in CTJE991. This memo entry alerts the user that a repeater record has been added in the tax return, and that it must be accounted for in the G/L data.

For example, if you key in an Other Deductions repeater record that has an amount of $546.00, then a row item is created in CTJE991 as follows:

Tax Code	Debit	Credit
357.00	$546.00	

Since the item does not have a counterpart in the G/L data, no difference can be calculated. The full amount is recorded with a generic row item to the master definition tax code for Other Deductions. If you key in more than one new repeater record in the same mapped group, then a separate row is created in CTJE991 for each new record. For example, if you add three Other Deduction repeater records, then three rows are added to CTJE991 for tax code 357.00. This technique helps you identify the untagged repeater records.

Note: The system does not attempt to match changes to added records with the previous row items in CTJE991. If you add an Other Deductions repeater record and then later change the amount, this results in two entries in CTJE991. This system-generated tax journal entry logs the records that have been keyed into a range mapped by G/L Direct.

Utilities

G/L Direct contains two utilities. The first utility enables you to convert imported tax codes for returns that have G/L Direct processing activated. The second utility allows you to deactivate G/L Direct processing.

Convert Tax Codes

(G/L > Utilities > Convert Tax Codes)

Once you have defined tax code conversion sets, you can convert the specific returns that have been activated for G/L Direct processing.

1. With the return for which you are converting tax codes open, select **G/L > Utilities > Convert Tax Codes**. The *Convert Imported Tax Codes* dialog displays.
2. In the list box, select a tax code conversion table to use.
3. Click **OK** to begin the conversion process. A message asking you to confirm that you want to convert the tax codes displays.
4. Click **Yes**. The conversion process is completed.

Deactivating G/L Direct

(G/L > Utilities > Deactivate G/L Direct)

You can deactivate G/L Direct using the Utilities menu. You have the option of retaining or purging G/L Direct data. To reactivate G/L Direct, you must repeat the Setup procedure. See *Activating G/L Direct Processing* on page 363 for information on activating G/L Direct processing.

1. With the return for which you are deactivating G/L Direct open, select **G/L > Utilities > Deactivate G/L Direct**. The *Deactivate G/L Direct Processing* dialog displays.
2. Choose one of the following options:
   - **Keep G/L Direct Data**. This option deactivates G/L Direct processing, but retains general ledger data stored in the return. All G/L Direct flags and settings are removed.
   - **Purge G/L Direct Data**. This option deactivates G/L Direct processing and deletes the general ledger data stored in the return's chart of accounts, *Tax Codes* grid, and journal entry grid. All G/L Direct flags and settings are removed.
3. Click **OK**. A message describing the deactivation option that you have selected displays. The message also requires you to confirm that you want to continue.
4. Click **Yes**. A message asking you to confirm that you want to deactivate G/L Direct processing displays.
5. Click **Yes** again. The deactivation process is completed.

Entity Information

G/L Direct allows you to add farm and rental entities for Individual, Corporation, S Corporation, and Partnership returns.

Adding a Farm Entity

(G/L > Entity Information)

Farm entities can be added for Individual, Corporation, S Corporation, and Partnership returns.

1. With the return for which you are adding an entity open, select **G/L > Entity Information**.
2. Select **Farm** from the *Entity type* list.
3. Click **Add**. The *Farm Information* dialog displays.
4. Enter an entity number that is unique in this return. The entity number is required and cannot be changed after the entity is saved.
5. Enter the farm's name and address.
6. Select none, one, or both of the following boxes as appropriate:
    - Accrual method of accounting used for farm
    - Election made to defer recognition of crop insurance proceeds to next year
7. Select the *Use Form 4835 to report this farm* box, if applicable.
8. If you did not select the *Use Form 4835 to report this farm* box, continue to step 9. If you did select this box, make the appropriate selections in the *Participation code* and *Income code* boxes.

    📝 **Note**: The *Participation code* and *Income code* fields are only available for S Corporation and Partnership returns.

9. Click **OK**.
10. Click **Close** to exit the *Entity Information* dialog.

Editing Farm Entity Information

(G/L > Entity Information)

1. With the return for which you are editing an entity open, select **G/L > Entity Information**.
2. Select **Farm** from the *Entity type* list.
3. In the list box, select an entity to edit, and then click **Edit**. The *Farm Information* dialog displays.
4. Edit the farm information as appropriate.

    📝 **Notes**:
    - The entity number cannot be changed.
    - The *Participation code* and *Income code* fields are only available for S Corporation or Partnership returns.

5. Click **OK**.
6. Click **Close** to exit the *Entity Information* dialog.

Adding a Rental Entity

(G/L > Entity Information)

Rental entities can be added for Individual, Corporation, S Corporation, and Partnership returns.

1. With the return for which you are adding an entity open, select **G/L > Entity Information**.
2. Select **Rental** from the *Entity type* list.
3. Click **Add**. The *Rental Information* dialog displays.
4. Enter an entity number that is unique for this return in the *Entity number* field. The entity number is required and cannot be changed after it is saved.
5. Enter a description in the *Kind and location of property* field.
6. Click **OK**.
7. Click **Close** to exit the *Entity Information* dialog.

Editing Rental Entity Information

(G/L > Entity Information)

1. With the return for which you are editing an entity open, select **G/L > Entity Information**.
2. Select **Rental** from the *Entity type* list.
3. In the list box, select an entity to edit, and then click **Edit**. The *Rental Information* dialog displays.
4. Edit the *Kind and location of property* field as necessary. The entity number cannot be changed.
5. Click **OK**.
6. Click **Close** to exit the *Entity Information* dialog.

Deleting an Entity

(G/L > Entity Information)

1. With the return for which you are deleting an entity open, select **G/L > Entity Information**.
2. Select the type of entity you want to delete from the *Entity type* list.
3. In the list box, select an entity to delete, and then click **Delete**. A dialog that asks you to confirm the deletion displays.
4. Click **Yes**.
5. Click **Close** to exit the *Entity Information* dialog.

Chapter 7

<space> </space>CHAPTER 7 - PRODUCTION PROCESSING

Introduction to Production Processing

Production Processing provides batch production features for numerous high-volume tasks of Tax Preparation and electronic filing. If you are licensed for CCH Integrator, it also provides the ability to import CCH Integrator data into tax returns. The functions of Production Processing are as follows:

- **Calculate Returns**. Calculate one or more returns.
- **Print Returns, Forms and Labels**. Print returns and return print files; blank interview, government, and Organizer forms; mailing labels.
- **Extensions, Estimates & Electronic Filing**. Print first and second extensions; e-file and print Federal and state extensions, specialized state extensions, specialized state estimated tax payments.
- **Process Pro Forma**. Create and print Pro Forma and create returns using Pro Forma.
- **Process Client Organizers**. Create Organizer forms to be sent to clients for their use in gathering and documenting their 2023 tax facts and circumstances.
- **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.
- **CCH Integrator**. Import GI data to tax returns if you have a license for CCH Integrator.

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)
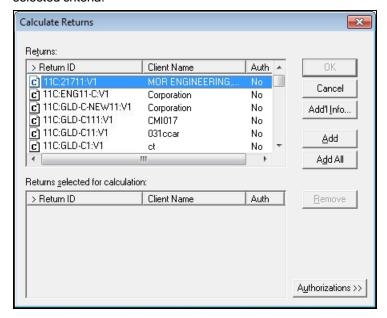
After you have selected the returns you want to calculate, and before calculation begins, Production Processing checks for the following:

- **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.
- **Returns requiring authorizations**. You must authorize each return before it can be calculated.

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 2022.
   - **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.

3. Click **OK** to open the *Calculate Returns* dialog, which displays a list of returns matching the selected criteria.

If a return does not need authorization, the *Auth* column displays "No." If a return needs authorization, the column displays "Yes."

4. 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.

5. Click **Authorizations** to check authorization balances. The dialog expands to display authorization information.

    If there are not enough authorizations for the unauthorized returns, remove excess returns from the returns selected list, or obtain more authorizations through Communications.

6. 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.
- If the returns are unauthorized, do the following:
    - ° Click **Yes** to authorize the returns needing authorization. Your authorization balances are updated.
    - ° Click **No** to return to the *Calculate Returns* dialog.

7. When the system confirmations are complete, the *Client Profile Updates* dialog displays. Choose one of the options.
    - **Ignore common data updates from the client profile**. Choose this option if you do not want changes made to the client profile data shared by the client profile and the return applied to the selected returns.
    - **Accept common data updates from the client profile**. Choose this option if you do want changes made to the client profile data shared by the client profile and the return applied to the selected returns.

8. Click **OK** to open the *Calculate Options* dialog.

9. To calculate returns locally on your system, choose **Local PC**.

    Check **Save list to batch name** and enter a name for the batch to save the list for additional processing. For example, you may want to print the batch after you calculate it.

10. Click **Calc** to begin calculating. After a few seconds, the *Batch Calculation* dialog displays the client and status information of the return being processed.

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 closes the open window without saving.
    - **Copy to Clipboard**. Places a copy of the log on the clipboard for later use.

Printing Returns, Forms and Labels

(Production Processing > Print Returns, Forms and Labels)

Use **Print Returns, Forms and Labels** to batch print returns, blank forms, and labels processed in your office.

Tip: Print returns grouped together by copy type requested. For example, all returns requiring K-1 transmittal letters would be one batch; all returns requiring the Accountant's copy would be another batch.

The following batch printing options are available:

- **Returns**. Print one or more tax returns or prepare print files for one or more returns for any year installed.
- **Return print files**. Print one or more return print files for any year installed.
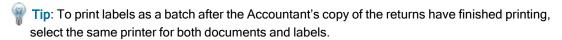
- **Blank forms**. Print blank Government, Client Organizer, and Interview forms. Blank Organizer forms print for Individual and Fiduciary returns. The printer is the only option for the print destination for blank forms, that is, you cannot print to a PDF.
- **Mailing labels**. Print a batch of mailing labels for any tax year installed.

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 extensions, 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.

   💡 Tip: To print labels as a batch after the Accountant's copy of the returns have finished printing, select the same printer for both documents and labels.

Printing Returns
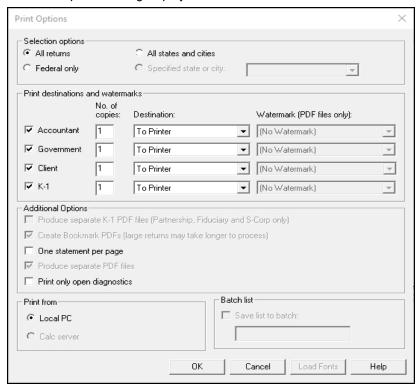
(Production Processing > Print Returns, Forms and Labels > Returns)

Use this function to print one or more tax returns processed in your office. You can batch print labels when printing the Accountant's copy of tax returns or save them to a file to print at a later date. If any of the returns you select for printing need to be calculated, they are calculated automatically before printing.

📝 **Notes**:

- To print labels to a separate printer, select the second printer in *Printer Setup* before printing. When you print returns and labels to the same printer, you are prompted to print labels when the returns are done printing.

- If you are printing returns with letters (for example, transmittal or cover letters) edited in Microsoft® Word, the version of Word used to edit the letters must be installed on the computer from which you are printing.

1. Click **Print Returns, Forms and Labels**.

2. Choose **Returns** and click **OK**. The *Print Returns* dialog displays.

3. Choose the tax year of the returns.

4. Use the *Batch list* drop-down list to select a batch previously created during calculation, or use the *Select returns by* drop-down lists to create a filtered list of returns.

5. Click **OK**. The *Print Returns (List)* dialog displays a list of returns.

6. Select the returns to print using any of these methods:

   - Select a single return by highlighting the return in the *Returns* 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 *Returns* 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**: To see more information about a return, highlight the return and click **Add'l Info**.

7. To check your authorization balances, click **Authorizations** and the dialog expands to display authorization information. If you do not have enough authorizations for the unauthorized returns selected, remove the excess returns from the *Returns selected for print* list.

8. Click **OK** to open the *Client Profile Updates* dialog.

9. Choose one of the options and click **OK**.

   - **Ignore common data updates from the client profile**. Choose this option if you do not want changes made to the client profile data shared by the client profile and the return applied to the selected returns.

   - **Accept common data updates from the client profile**. Choose this option if you do want changes made to the client profile data shared by the client profile and the return applied to the selected returns.

   📝 **Note**: If a return is password-protected, Full and Restricted users are prompted to either enter the passwords or skip the returns after clicking **OK** on the *Client Profile Updates* dialog.

The *Print Options* dialog displays.

10. In the *Selection options* section, choose which portions of the return to print.
    - **All returns**. Print the entire return.
    - **Federal only**. Print only the Federal unit.
    - **All states and cities**. Print all state and city units for the selected returns.
    - **Specified state or city**. If you selected a specific return type, you can choose this option and select the state or city from the drop-down list to print only that state or city.

11. Select the type and number of copies you want to print in the *Print destinations and watermarks* section.
    - **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.

12. Choose the print destination from the following options:
    - **To printer**. Sends returns to the designated printer for immediate printing.
    - **To print file**. Creates a print file. The *Save list to batch* option becomes available.
    - **To document imager**. Prints the returns to the document imager you set up in Printer Setup.
    - **To PDF file**. Creates a PDF file.

- **To PDF file and to printer**. Creates a PDF file and simultaneously sends the return to a printer.

  - **Notes**:

    - Printing to a PDF file is available only for tax year 2000 and later.

    - PDF files are placed in the X:\wfx32\client\PDF\YYP directory, where X represents the drive, YY equals the tax year of the returns and P equals the tax product. Use Windows® Explorer to copy the PDF files to a different directory for storage purposes.

    - You can print only one copy of a return if you print to a document imager, PDF file or print file. You can print multiple copies if you are printing to a printer, or PDF file and printer.

    - If you select to print to PDF file, you have the option of adding a watermark. Choose a watermark from the drop-down list and click **OK**.

    - If you have already created PDF files for any of the returns you are printing, the new files overwrite the existing files with no warning.

    - PDF files do not include labels, Word letters, or OLE objects.

    - Some printers do not support the printing of Lines 1 and 65.

    - If you intend to file your return via mail, do not use the **Fit to Printable Area** option in the *Print* dialog when printing your file in Adobe® Acrobat®. Forms printed using this option can be rejected by the IRS or state taxing authority.

  When *To PDF file* or *To PDF file and printer* is selected, you have the following options:
  - Produce a separate PDF file for each copy (default)
  - Produce one PDF file for all copies

13. Choose *Additional Options* from the following:

    - **Produce separate K-1 PDF files (Partnership, Fiduciary and S-Corp only)**. This option prints separate K-1 packages grouped as follows: by partner for Partnership, by beneficiary for Fiduciary, by shareholder for S Corporation.

    - **Create Bookmark PDFs (large returns may take longer to process)**.This option creates PDFs with collapsed bookmarks.

    - **One statement per page**. This option prints the return statements on separate pages.

    - **Produce separate PDF files**. When printing more than one return copy to PDF, this option generates separate PDF files.

    - **Print only open diagnostics**. This option only prints open diagnostics with the return.

14. When printing to a file, check the **Save list to batch** box to save the selected returns to a batch file. Enter a batch name of up to eight alphanumeric characters. This batch name identifies the batch when you are ready to process the returns.

15. In the *Print from* section, select **Local PC** to print the return from your computer. Select **Calc server** to send the return to the Calc sever to be calculated then printed. This option is not available if you have selected to print to a document imager.

16. Click **Load Fonts** if necessary. This option is unavailable if using TrueType fonts.

17. Click **OK**. After a few seconds, the *Batch Prepare/Print* dialog displays the client and status information. The returns selected are printed and print files are prepared and sent to a document imager or prepared as PDF files.

    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.

18. 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.

Printing Return Print Files

(Production Processing > Print Returns, Forms and Labels > Return print files)

Use the Return Print Files function to print one or more previously created return print files.

1. Click **Print Returns, Forms and Labels**.
2. Choose **Return print files** and click **OK**.
3. Choose the tax year of the returns.
4. Enter a batch list name or use the drop-down lists to select a criteria-filtered list of return print files.
5. Click **OK** to display the print files matching the criteria.
6. Select the print files to print using any of these methods:

    - To select a single return, highlight the return in the *Returns* box and click **Add** or drag 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 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.

7. Click **OK** to display the *Print Options* dialog.
8. Choose the print destination from the following options:

    - **To printer**. Sends return print files to the printer. The files are printed immediately and automatically deleted. You can print multiple copies.
    - **To document imager**. Sends the print files to a document imager (if a document imager is installed and this option was selected on the *Printer Setup* dialog).
    - **To PDF file**. Creates a PDF file.
    - **To PDF file and to printer**. Creates a PDF file and simultaneously sends the return to a printer.

📒 Notes:

- Printing to a PDF file is available only for tax year 2000 and later.

- PDF files are placed in the wfx32\client\PDF\YYP directory, where YY equals the tax year of the returns and P equals the tax product. You can use Windows® Explorer to copy the PDF files to a different directory for storage purposes.

- PDF files do not include labels, Word letters, or OLE objects. Some HP® printers cannot print Lines 1 and 65.

- If you have already created files for any of the returns you are printing, the new files overwrite existing files without warning.

- If you intend to file your return via mail, do not use the **Fit to Printable Area** option in the Print dialog when printing your file in Adobe® Acrobat®. Forms printed using this option can be rejected by the IRS or state taxing authority.

9. If you are printing to a printer, enter the number of return copies to be printed in the **Number of copies** box.

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. If you click **Cancel**, you are returned to the *Print Files (List)* dialog. The returns you previously selected remain selected.

   📒 Note: If a return is password-protected, Full and Restricted users are prompted to either enter the password or skip the return after clicking **OK** on the *Print Options* dialog.

12. When the batch finishes or when you click **Cancel** during the batch print process, 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.

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.
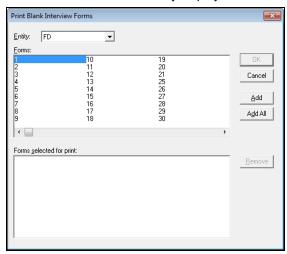
6. Select the forms to print using any of these methods:
    - To select a single form, highlight the form in the *Forms* box and click **Add**.
    - To select all forms, click **Add All**.
    - To remove a single form, highlight the form in the *Forms selected for print* box and click **Remove**.
    - 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.

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 a tax product.
6. 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.
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 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. This option is unavailable if using TrueType fonts.
11. Click **OK** to start printing. The *Print Blank Client Organizer Forms* dialog remains open, allowing further selections to be made.

Printing Mailing Labels

(Production Processing > Print Returns, Forms and Labels > Mailing labels)

Use this function to print a batch of mailing labels. You can also print labels for any client in Client Manager. You should use 8½ x 11-in., two-column 4 x 1-in. labels.

1. Click **Print Returns, Forms and Labels**.
2. Choose **Mailing labels** and click **OK**.
3. Select a tax year and then use the drop-down lists to select a criteria-filtered list of clients.
4. Click **OK**. The *Print Mailing Labels (list)* dialog displays the returns matching the selected criteria.
5. Select the returns for which you want to print labels using any of these methods:
   - To select a single return, highlight the return in the *Returns* box and click **Add** or drag 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 *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.

6. Click **OK** to open the *Print Mailing Labels* dialog.
7. Select whether to sequence the order of the label printing by client name or client ID.
8. Enter the number of copies, up to 99, you want of each label. Click **OK** to print the labels.

Extensions, Estimates & Electronic Filing

Overview of Extensions, Estimates & Electronic Filing

This section provides procedures for batch processing the following:

- Printing first and second extensions
- e-filing federal and state extensions with an option to print
- e-filing specialized state extensions and estimated tax payments for Alabama with an option to print
- e-filing expired returns

Printing First or Second Extensions

(Production Processing > Extensions, Estimates & Electronic Filing > Print first extensions/Print second extensions)

Batch printing of 2022 federal and state first and second extension forms is available for Individual, Corporation, S Corporation, Partnership, Exempt Organization, and Fiduciary tax returns. First extensions are also available for New York City Individual, Partnership, Corporation, and S Corporation returns, and Louisville, and Kentucky Partnership, Fiduciary, Corporation, and S Corporation returns.

This option prints both federal and state first and second extensions. If a state extension does not print, it is listed in the log file that prints at the end of extension processing. This may occur if a state return does not qualify for extension processing, if a state mandates electronic filing or a state does not allow extensions.
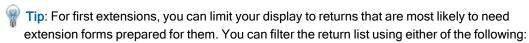
If you have purchased the Business Extensions module, you can batch process extension forms for any of the business tax products you have installed.

The printed extension forms contain the name, address, and employer ID number, but no calculated figures.

You can print the displayed federal form (for example, Form 4868) or the state extension form for one client by selecting **File > Print > This Form** in Tax Preparation.

Use the following procedure to print first or second extensions:

1. Click **Extensions, Estimates & Electronic Filing**.
2. Select **Print first extensions** or **Print second extensions** and click **OK**.
3. Use the drop-down lists to create a filtered list of returns:
   - Tax year. Tax year defaults to 2022.
   - Tax product. Choose the tax product. The available tax products, if installed, are Individual, Corporation, S Corporation, Partnership, Fiduciary, and Exempt Organization.
   - Status. Select **All** or one of the return statuses.
   - Last activity. Select **All** or one of the activities set up for the firm.
   - Office group. Select **All** or one of the office groups set up for the firm.
   - Preparer. Select **All** or one of the preparers set up for the firm.
   - Year end. Choose the fiscal, calendar, or short year end for a business return. For the Individual tax product, you can only choose **All** as the year end choice. If you select **All** as the tax product, you may use December to filter all calendar year returns.

   Tip: For first extensions, you can limit your display to returns that are most likely to need extension forms prepared for them. You can filter the return list using either of the following:
   - For *Status*, select **Not Complete** or **In Preparation** to display all returns not marked with a status of Complete.
   - For *Last Activity*, select **Return Created from Pro Forma** to display returns which have been created in Production Processing from Pro Forma but not yet edited or changed in Tax Preparation, or select **Data Changed** for returns that have been recently updated.

4. Click **OK**.
5. Select the returns for which you want to print an extension using any of these methods:
   - To select a single return, highlight the return in the *Returns* box and click **Add** or drag 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 *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.
   - To identify specific versions of a return, highlight the return and click **Add'l Info**. Click **OK** after reading the information.

   Note: For business returns, consider whether to include short year and 52-53 week returns in the list of returns you select to print.

6. Check the box labeled **Print firm name and address in correspondence/paid preparer section** if you want the address of your firm to be printed on the extension form. The firm address can be configured for each office group in Office Manager using Configure Applications > Tax Preparation > Signature Block.

    If you are printing Second Extensions, the **Check the "Yes" box to indicate first extension filed** box defaults to checked as the system assumes the first extension has been filed and checks the appropriate box on the government forms. Remove the check to enter a "No" response in the appropriate check box on the government forms.

7. Click **OK**. If you are printing first extensions, the *Print Options* dialog displays as explained in the next step.

    If you are printing second extensions, enter a reason for the second extension request. The explanation can be up to 70 characters per line and up to three lines. The explanation prints in the appropriate location on the extension form of each return selected. Click **OK** to display the *Print Options* dialog.

8. Choose the print destination from the following options:

    - **To printer**. Sends extensions to the printer.
    - **To document imager**. If a document imager is installed and this option was selected on the *Printer Setup* dialog, sends the extensions to the document imager.
    - **To PDF file**. Creates a PDF file.
    - **To PDF file and to printer**. Creates a PDF file and simultaneously sends the extension to a printer.

        Notes:

        - Printing to a PDF file is available only for tax year 2000 and later.
        - PDF files are placed in the Wfx32\client\PDF\YYP directory, where YY equals the tax year of the returns and P equals the tax product. You can use Windows® Explorer to copy the PDF files to a different directory for storage purposes.
        - PDF files do not include labels, Word letters, or OLE objects. Some HP® printers cannot print Lines 1 and 65.
        - If you have already created PDF files for any of the extensions you are printing, the new files overwrite existing files without warning.

9. If you are printing to a printer, enter the number of return 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 batch log displays after processing is completed or if you click **Cancel** during processing.

    Note: If a return is password-protected, Full and Restricted users are prompted to either enter the password or skip the return after clicking **OK** on the *Print Options* dialog.

12. 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.
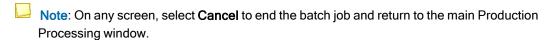
e-filing Federal and/or State Extensions and Option to Print

(Production Processing > Extensions, Estimates & Electronic Filing > e-file > Extensions)

This feature is available for Individual, Corporation, S Corporation, Partnership, Exempt Organization, and Fiduciary tax returns.

You can select Federal and/or State extensions. Before the process is completed, you will have the option to print, or print to PDF the items you e-filed.

After your selection is made, subsequent dialogs include the name of what you are filing in the title bar. For example, *e-file Federal Extensions*, *Upload Federal Extensions*.

Note: On any screen, select **Cancel** to end the batch job and return to the main Production Processing window.

1. Click **Extensions, Estimates & Electronic Filing**.
2. Select to e-file **Federal** and/or **State** extensions.
3. Click **OK**. The *e-file Federal & State(s) Extensions* dialog displays.
4. Use the drop-down lists to select the criteria for a filtered list of returns.

   To limit the list to those returns that most likely need extensions, try these tips:
   - For *Status*, select **Not Complete** or **In Preparation** to display all returns not marked with a status of Complete.
   - For *Last Activity*, select **Return Created from Pro Forma** to display returns which have been created in Production Processing from Pro Forma but not yet edited or changed in Tax Preparation, or select **Data Changed** for returns that have been recently updated.
5. Check the **Include previously exported returns** box only if your list should include previously filed returns.
6. Click **OK**.
7. Select the returns for extensions to be e- filed by moving them to the *Returns Selected for e-filing* box. You can drag the returns to the opposite box, highlight returns and use the **Add** button, or use the **Add All** button.

   Note: To identify specific versions of a return, highlight the return and click **Add'l Info**. Click **OK** after reading the information.

8. Click **OK** when your selections have been made. The *Upload Federal & State(s) Extensions* dialog displays.

9. Select whether to hold the extensions or to release them to the tax authority. After the batch shows completed in the *Job Status Log,* the extensions will be released or monitored from the *Electronic Filing Status* system.

   ▪ **Upload and hold**. Select this option to hold the extensions in Electronic Filing Status for later release. After the Job Status Log shows completed, the extensions may be released and monitored using the *Electronic Filing Status* system.

   ▪ **Upload and release to taxing authority**. Select this option to send extensions to Electronic Filing Status. They will be sent in the next transmission to the IRS. After the *Job Status Log* shows completed, they can be monitored using the *Electronic Filing Status* system.

   If the user has not been granted rights to release tax returns to the taxing authority, this option is disabled. To configure staff for this right, go to Office Manager > Configure Staff > User > Tax Preparation functional rights and select *Electronic filing - Enable release of return(s) to taxing authority*.

10. Click **OK**. The *Client Profile Updates* dialog displays.

11. Choose from the selections:

   ▪ **Ignore common data updates from the client profile**. Choose this option if you do not want changes made to the common data in the client profiles applied to the selected returns.

   ▪ **Accept common data updates from the client profile**. Choose this option if you want changes made to the common data in the client profiles applied to the selected returns.

12. Click **OK**. The dialog for the print destination displays. The selections for print destination (for example, Printer, Fax) for what you are electronically filing depends on what you have installed.

13. Select the Print destination.

   ▪ If you select *To Printer,* choose the number of copies to print from 1 to 9. If fonts have not been loaded and you are not printing with TrueType fonts, click **Load Fonts**.

   ▪ PDF files are placed in the Wfx32\client\PDF\YYP directory, where YY equals the tax year of the returns and P equals the tax product. You can use Windows® Explorer to copy the PDF files to a different directory for storage purposes.

   ▪ PDF files do not include labels, Word letters, or OLE objects. Some HP® printers cannot print Lines 1 and 65.

   ▪ If you have already created PDF files for any of the extensions you are printing, the new files overwrite existing files without warning.

14. Click **OK**.

As the batch process runs, a dialog displays the processing status by tax return.

⚠ **Warning!** If you select *Cancel* from the processing status dialog, the batch processing is terminated and the completed uploads to the ELF Status System cannot be reversed.

Batch Log

The batch log displays after processing is completed or if you click **Cancel** during processing. The batch log will display any exceptions that were encountered during file creation that prevented the

returns from being included in the batch file. 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.

e-filing Specialized State Extensions (AL) and Specialized Estimated Tax Payments (AL)

(Production Processing > Extensions, Estimates & Electronic Filing > Specialized State Extensions (AL)/Specialized State Estimated Tax Payments (AL))

Batch e-filing and printing of specialized state extension forms and specialized state tax payments for Alabama are available for Individual, Corporation, and S Corporation.

Use the following procedure to e-file and print specialized state extensions (AL), or specialized state estimated tax payments (AL):

1. Click **Extensions, Estimates & Electronic Filing**.
2. Select **Specialized State Extensions (AL)** or **Specialized State Estimated Tax Payments (AL)** and click **OK**.

   📔 Note: For Specialized State Estimated Tax Payments (AL), you must select the applicable quarter from the drop-down list before clicking **OK**.

   Use the drop-down lists to create a filtered list of returns:

   - **Tax year**. Tax year defaults to the current tax year.
   - **Tax product**. Choose Individual, Corporation, or S Corporation.
   - **Status**. All or any of the statuses listed.
   - **Last activity**. All or any of the activities 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.
   - **Year end**. Choose the fiscal, calendar, or short year end for a business return.

     For the Individual tax product, you can only choose All as the year end choice. If you select All as the tax product, you may use December to filter all calendar year returns.

     For specialized state extensions, check the **Include previously exported returns** box only if your list should include previously filed returns.

   💡 Tip: You can limit your display to returns that most likely need extension forms prepared for them. You can filter the return list using either of the following:

   - For *Status,* select **Not Complete** or **In Preparation** to display all returns not marked with a status of Complete.
   - For *Last Activity,* select **Return Created from Pro Forma** to display returns which have been created in Production Processing from Pro Forma but not yet edited or changed in Tax Preparation, or select **Data Changed** for returns that have been recently updated.

3. Click **OK**.

4. Select the returns for which you want to e-file and print an extension or estimated tax payment using any of these methods:

- To select a single return, highlight the return in the *Returns* box and click **Add** or drag it into the *Returns selected for e-file* box.
- To select all returns, click **Add All**.
- To remove a single return, highlight the return in the *Returns selected for e-file* 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.
- To identify specific versions of a return, highlight the return and click **Add'l Info**. Click **OK** after reading the information.

Note: For business returns, consider whether to include short year and 52-53 week returns in the list of returns you select to print.

5. Click **OK** to open the *Client Profile Updates* dialog.

6. Choose whether to ignore or accept common data updates from the client profile:

- Ignore common data updates from the client profile. Choose this option if you do not want changes made to the client profile data shared by the client profile and the return applied to the selected returns.
- Accept common data updates from the client profile. Choose this option if you do want changes made to the client profile data shared by the client profile and the return applied to the selected returns.

Note: If a return is password-protected, Full and Restricted users are prompted to either enter the password or skip the return after clicking **OK** on the *Client Profile Updates* dialog.

7. Choose the *Print destination* from the following options:

- To document imager. Sends the print files to a document imager (if a document imager is installed and this option was selected on the *Printer Setup* dialog).
- To PDF file. Creates a PDF file.
- To PDF file and to printer. Creates a PDF file and simultaneously sends the extensions or estimates to a printer.

  Notes:
  - Printing to a PDF file is available only for tax year 2000 and later.
  - PDF files are placed in the Wfx32\client\PDF\YYP directory, where YY equals the tax year of the returns and P equals the tax product. You can use Windows® Explorer to copy the PDF files to a different directory for storage purposes.
  - PDF files do not include labels, Word letters, or OLE objects. Some HP® printers cannot print Lines 1 and 65.
  - If you have already created PDF files for any of the extensions or estimates you are printing, the new files overwrite existing files without warning.
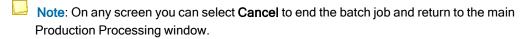
8. If you are printing to a printer, enter the number of copies to be printed.

9. Click **Load Fonts**, if necessary. The Load Fonts option is not available if you are printing with TrueType fonts.

10. Click **OK** to start processing. A successful file creation message indicates where the batch file was created. After clicking **OK** on this message, a internet browser will open the AL website. This is where to upload the .TXT file that has been created. Click **Bulk Filings** and establish a user name and password. Once an account has been established, you can then upload the extension or estimate files.

11. The batch log displays after processing is completed or if you click **Cancel**. The batch log will display any exceptions that were encountered during file creation that prevented the extensions or estimates from being included in the batch file. 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.

e-filing Expired Returns

This feature is available for Individual, Corporation, S Corporation, Partnership, Exempt Organization, and Fiduciary tax returns that have expired from being released for electronic filing due to the ten day limit.

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, you must install the latest version of the Tax software and then you can batch calculate and export the returns to the Electronic Filing System.

🗒 Note: On any screen you can select **Cancel** to end the batch job and return to the main Production Processing window.

1. Click **Extensions, Estimates & Electronic Filing**.
2. Under the e-file section, select **Calc/Export expired returns (10 day rule)**.
3. Click **OK**. The *Calc/Export Expired Returns* dialog displays.
4. Use the drop-down lists to select the criteria for a filtered list of returns.
5. Check the **Include previously exported returns** box only if your list should include previously filed returns.
6. Click **OK**.
7. Select the returns to batch calculate and export by moving them to the *Returns selected for calc/export* box. Either drag the returns or highlight and use the **Add** or **Add All** button.

   🗒 Note: To identify specific versions of a return, highlight the return and click **Add'l Info**. Click **OK** after reading the information.

8. Click **OK** when your selections have been made. The *Upload Expired Returns* dialog displays.

9. Select whether to upload and hold the expired returns or to release them to the tax authority. After the batch shows completed in the Batch Log, the returns will be released or monitored from the Electronic Filing System.

   ▪ **Upload and hold**. Select this option to hold the returns in the Electronic Filing System for later release. After the Batch Log shows completed, the returns may be released and monitored using the Electronic Filing System.

   ▪ **Upload and release to taxing authority**. Select this option to send returns to the Electronic Filing System. They will be sent in the next transmission to the IRS. After the Batch Log shows completed, the returns may be monitored using the Electronic Filing System.

   If the user has not been granted rights to release tax returns to the taxing authority, this option is disabled. To configure staff for this right, go to Office Manager > Configure Staff > User > Tax Preparation functional rights and select *Electronic filing - Enable release of return(s) to taxing authority*.

10. Click **OK**. The *Client Profile Updates* dialog displays.

11. Choose from the selections:

    ▪ **Ignore common data updates from the client profile**. Choose this option if you do not want changes made to the common data in the client profiles applied to the selected returns.

    ▪ **Accept common data updates from the client profile**. Choose this option if you want changes made to the common data in the client profiles applied to the selected returns.

12. Click **OK**. The dialog for the print destination displays. The selections for print destination (for example, Printer, Fax) for what you are e-filing are determined by what you have installed.

13. Select the Print destination.

    ▪ If you select *To Printer*, choose the number of copies to print from 1 to 9. If fonts have not been loaded and you are not printing with True Type fonts, click **Load Fonts**.

    ▪ PDF files are placed in the Wfx32\client\PDF\YYP directory, where YY equals the tax year of the returns and P equals the tax product. You can use Windows® Explorer to copy the PDF files to a different directory for storage purposes.

    ▪ PDF files do not include labels, Word letters, or OLE objects. Some HP printers cannot print lines 1 and 65.

    ▪ If you have already created PDF files for any of the returns you are printing, the new files overwrite existing files without warning.

14. Click **OK**.

As the batch process runs, a dialog displays the processing status by tax return.

If you select *Cancel,* the batch processing is terminated; however, the completed uploads to the Electronic Filing System can not be reversed.

Batch Log

The batch log displays after the batch calculating and exporting of each return is completed or if you click **Cancel**. The batch log will display any returns with calc errors and did not export, and returns that

encountered errors during the export process. The batch log will also provide a list of returns that exported correctly to the e-file system.

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.

Importing from CCH Integrator

(Production Processing > CCH Integrator)

Use the following procedure to import data from CCH Integrator into your tax returns:

1. Click the **CCH Integrator** button on the Production Processing main window. The *CCH Integrator Import* dialog displays.
2. Select the **Tax Year** from the drop-down list.
3. Browse to the folder that contains your CCH Integrator Comp file. The files display on the dialog.
4. Highlight the file you want to import and click **OK**. The import validation begins.
5. A message displays for any of the following circumstances:
    - Returns secured with a password
    - Locked returns
    - Secured returns that cannot accept the data import
    - Existing returns do not match the import data on Client name, SS#/Emp. ID, or Office Group
    - New returns missing the Office Group

    On the message, select from one of the following:
    - **Password**. Enter the password and click **OK**. This is only available for a return secured with a password.
    - **Cancel**. Cancels the import process and returns to the *File Selection* dialog.
    - **Skip Return**. Excludes this specific return from the import process.
6. If you have not selected import options, or you wish to change them, do the following:
    a. On the *CCH Integrator Import* message, click **Options** to make specific selections for the import. The *CCH Integrator Import – Set Options* dialog displays with the *Existing Returns – General* tab selected.

b. Select the general import options and Schedule M-3 options you want for all existing returns.

📒 Notes:

- Default options are already selected when you first access this screen.
- Once you have made selections and clicked **OK**, the selections will be in effect until you change them.
- To remove a check mark, click on the selected box.

c. Select the **Existing Returns – Existing Details** tab.

d. Select one of the following options to either retain or remove the detail data for the items processed by CCH Integrator, such as Other Deductions:

- Keep existing data.
- Remove existing data.

📒 Note: If you remove existing data and you want to retain interest income detail data, check the box **Do not remove interest income detail data**.

e. Select the **New Returns** tab. Select the import options and schedule M-3 options you want for new returns and click **OK**. The *CCH Integrator Import* message displays.

7. Click **Process** to begin the import.

A batch log displays when processing is complete. This is a text file and you can save it. The batch log file will be overridden with the information from the next batch that is processed.

Processing Pro Forma

(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.

The Process Pro Forma function allows you to complete the following tasks:

- Customize Pro Forma print options.
- Create and print CCH ProSystem *fx* Pro Forma in your office.
- Create Pro Forma for default returns.
- Create returns from Pro Forma. You can create returns individually or in batches. These Pro Forma files can come from the Service Center, or CCH ProSystem *fx* Tax.
- Send Pro Forma to the Service Center for printing.

Before You Create and Print Pro Forma
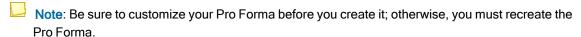
Observe the following points before you create and print Pro Forma:

- To apply default return data to the returns created from Pro Forma, make sure you update your default returns before recalling the Pro Forma. See *Creating Pro Forma for Default Returns* on page 438 for more information.

- You can set Pro Forma options for an office group in Office Manager > Configure Applications > Tax Preparation > Pro Forma Options. Review and set your Pro Forma options before creating any Pro Forma. For complete information on Pro Forma options available in Office Manager, see *Configuring Tax Preparation: Pro Forma and Organizer* on page 64.

- Pro Forma cannot be created for clients whose returns are in use by another user or whose profiles are open.

- If you are printing Pro Forma on a Pay-As-You-Process (PAYP) basis, client returns must be authorized with a Pro Forma authorization before Pro Forma can be printed. You can use Internet Communications > Authorizations to check authorization balances.

- You can convert S Corporation returns to C Corporation Pro Forma, or C Corporation returns to S Corporation Pro Forma when choosing Corporation or S Corporation returns to Pro Forma. This program is available only to licensed C Corporation and S Corporation customers.

- An exception log may display at the end of your Pro Forma. This log lists any returns for which Pro Forma could not be created, as well as error information.

Customizing Pro Forma

(Production Processing > Process Pro Forma > Customize Pro Forma)
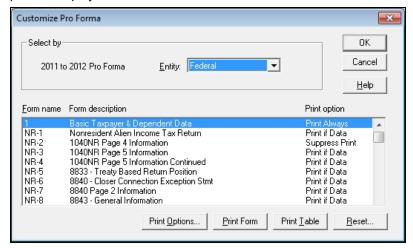
The Customize Pro Forma feature lets you determine which Pro Forma forms you want to include when printing Pro Forma. This feature is available for all tax systems.

Note: Be sure to customize your Pro Forma before you create it; otherwise, you must recreate the Pro Forma.

Use the following procedure to customize Pro Forma:

1. Select **Process Pro Forma** to open the *Pro Forma Returns* dialog.
2. Select **Customize Pro Forma** and click **OK**.

3. Select the tax year and tax product and click **OK**. The *Customize Pro Forma* dialog for the tax product displays.

The *Entity* defaults to Federal, but you can select another entity from the drop-down list of state or city products installed on your system.

The center portion of the dialog shows the forms according to the Pro Forma product selected. For most forms, the *Form name* column shows the Pro Forma form identification that prints in the upper left corner of standard Pro Forma forms. The *Form description* is the Pro Forma form title.

The *Print option* column displays one of five print options for the various forms.

Customizing Pro Forma Print

(Production Processing > Process Pro Forma > Customize Pro Forma > Print Options)

The Customize Pro Forma feature lets you select which Pro Forma forms you want to print by applying one of the following print options to each form:

- Print always
- Suppress print
- Print if data present
- System default
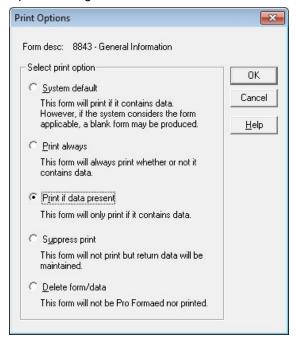
To change Pro Forma print options for a group of returns, be sure to set up Pro Forma print options before creating the Pro Forma.

Print Options

🗒 **Note**: Print Options are not available for Pro Forma Form 1 for all tax systems.

To display the *Print Options* dialog to change form assignment, do the following:

1. Select a form in the *Customize Pro Forma* dialog and click **Print Options** to display the *Print Options* dialog.

2. Choose one of the following options and click **OK**:

   ▪ **System default**. Prints the Pro Forma form if it contains data. However, if the system considers the form applicable, a blank form may be produced.

      ° For example, for the Individual tax system, Interview Forms A-1, A-2, and A-3 are included in the Pro Forma if Schedule A, Itemized Deductions, was used in the prior year. These forms are also included if Schedule A was not advantageous in the prior year, but there were entries on Interview Forms A-1, A-2, A-3, A-4, A-5, or A-7 or unreimbursed employee expenses from Form 2106 were included on Schedule A.

      ° Also, as an example, if the New York Fiduciary Interview Form NY2 was used in the current year return, the form will be produced in next year's Pro Forma. It prints with applicable Pro Forma data derived from data entry or computations. A blank NY2 prints even if no Pro Forma data is present.

   ▪ **Print always**. Forces a Pro Forma form to print whether or not it contains data.

   ▪ **Print if data present**. Prints the form only if there is data on the form.

   ▪ **Suppress print**. Suppresses the printing of a Pro Forma form. The data is in the Pro Forma file and can be recalled, but does not print.

- **Delete form/data**. Prevents the form and the data in the form from being included in the Pro Forma file. This option does not delete the data from the original tax return file.

  Selecting Delete form/data displays one of the following messages:

  - **For standalone forms**. Gives the option to cancel your selection. If you want the data to be recalled but not printed, use the **Suppress print** option instead of the *Delete form/data* option.

  - **For forms with attachments**. Informs you that if you confirm the delete option, all forms attached to that form are deleted as well. You cannot Pro Forma a form that is attached to another form without its "parent" form.

    For example, if you code C-1 (Sch C - Income form in the Individual tax system) as Delete form/data, all attached forms (those indented on the Pro Forma forms list after this form) are automatically coded as Delete form/data also.

  - **For an attachment that has been marked for deletion**. Explains that you must first change the print code of the main form prior to changing print options of attached forms, if the form has been attached to a form that has been marked for deletion.

  For example, if you mark Form C-1 for deletion, all forms attached to the C-1 are automatically marked for deletion. If you later decide to print one of the attached forms, a message informs you that you must first change the print option of the C-1.

  📒 **Note**: Changing the print option of the main form to something other than Delete form/data does not automatically change the print option of the attached forms.

3. Click **OK** to confirm or **Cancel** to exit the dialog without making any changes.

Print Form

Prints one copy of the form currently highlighted if Pro Forma print has been installed. You are prompted to confirm the printing.

Print Table

Prints a hard copy of the custom print options for all Pro Forma forms displayed for the entity selected. You are prompted to confirm the printing.

Reset

Removes all customized print options from the displayed list of forms and restores the default list of print options. You are prompted to confirm the resetting of the forms and then you are returned to the Production Processing main window.

Creating Pro Forma

(Production Processing > Process Pro Forma > Create Pro Forma)

When you create Pro Forma, you can convert current-year C Corporation returns to next-year S Corporation returns or current-year S Corporation to next-year C Corporation returns if you have
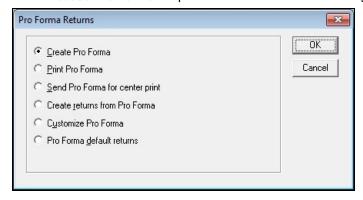
installed the Corporation and S Corporation tax systems. The program converts Federal information only. It does not convert state information.
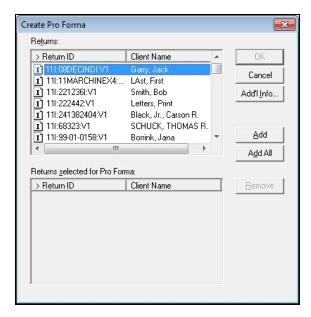
⚠️ **Warning!** Customize the Pro Forma before you create it, or you will have to recreate the Pro Forma.

To create Pro Forma, do the following:
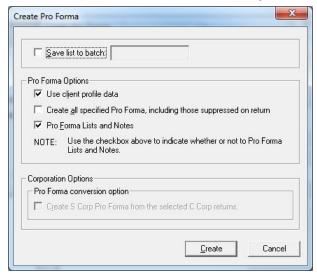
1. Click **Process Pro Forma** to open the *Pro Forma Returns* dialog.

2. Choose **Create Pro Forma** and click **OK**.
3. In the *Create Pro Forma* dialog, use the drop-down lists to select the filter criteria to display returns:
   - **Tax year**. Select a tax year from the drop-down list or accept the default year.
   - **Client ID**. If you are creating Pro Forma for a specific client you must enter a complete client ID. Select a product from the Tax product drop-down list.
   - **Tax product**. Select a product from the Tax product drop-down list: Individual, Corporation, S Corporation, Partnership, Fiduciary, Employee Benefit Plan, Estate & Gift, or Exempt Organization.
   - **Status**. All, Created, or Not Created.
   - **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 display a list box containing a list of returns matching the selected criteria.

5. Select the returns for which you want to create Pro Forma using any of these 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 Pro Forma* box.

- To create Pro Forma for all returns, click **Add All**.

- To remove a single return from the *Returns selected for Pro Forma* 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 box.

📝 Note: To see more information about a return, highlight it and click **Add'l Info**. Click **OK** when finished.

6. Click **OK** to open the *Create Pro Forma* dialog.

You can select from the following Pro Forma options:

- **Save list to batch**. Check this box and enter up to an eight-character name to save the list of returns to a batch file. You can select this batch when printing Pro Forma.

- **Use client profile data**. This box is checked by default. If left checked, the client profile information in Client Manager or Practice is used instead of common data in the return. Uncheck the box if you want to use common data in the return and not data from the profile. (This option is valid only if Client Manager or Practice is installed.)

- **Create all specified Pro Forma, including those suppressed on return**. Causes all returns to be pro formaed even if you have checked the box on the return to suppress Pro Forma creation.

- **Pro Forma Lists and Notes**. Carries lists and notes to the next year's return. Lists and notes are in the same location as they were in the current year.

If you have chosen C Corporation or S Corporation returns, the following option is available:

- **Create S Corp Pro Forma from the selected C Corp returns**. Check this box to convert all selected C Corporation returns to S Corporation Pro Forma. (If you have selected S Corporation returns to pro forma, the box will read *Create C Corp Pro Forma from the selected S Corp returns* and choosing this option converts all selected returns to C Corporation Pro Forma).

7. Click **Create** to begin creating the Pro Forma.

   📝 **Notes**:

   - Full and Restricted users are prompted to enter the password of any password-protected returns before any Pro Forma are created. After you enter all requested passwords, Pro Forma are created for the selected returns.

   - If any errors occur during the process, an error log lists the problem return and cause of the error. Click **Print** to send the report to your printer; **Copy to Clipboard** to save a copy of the log on the clipboard for later use; or **Close**.

Creating Pro Forma for Default Returns

(Production Processing > Process Pro Forma > Pro Forma default returns)

The Pro Forma default returns function allows you to move default tax return data from one year to the next. It is important that you perform this procedure prior to recalling your client Pro Forma files.

1. Click **Process Pro Forma**. The *Pro Forma Returns* dialog displays.
2. Choose **Pro Forma default returns** and click **OK**.
3. In the *Pro Forma Default Returns* dialog, use the drop-down lists to select the filter criteria, such as Tax year or Office group, to produce a list of default returns.
4. Click **OK** to open the *Pro Forma Default Returns (list)* dialog, which lists selected default returns in order by office group.
5. Select the default returns for Pro Forma processing using any of these methods:
   - To select a single default return in the *Default returns* box, highlight the return and click **Add** or drag the return into the *Default returns selected for Pro Forma* box.
   - To create Pro Forma for all default returns, click **Add All**.

- To remove a single default return from the *Default returns selected for Pro Forma* box, highlight the return and click **Remove** or drag it into the *Default returns* box.
- To select multiple default 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.

6. Click **OK** once the default returns are selected to begin the Pro Forma process.

📋 **Note**: If any password-protected default returns were selected, Full and Restricted users are prompted to enter a password for each return before any Pro Forma is created. After you enter all the passwords, the Pro Forma process continues.

Pro formaed default returns are recalled in certain situations:
- You select a default return for editing in Tax Preparation.
- You create a new client return in Tax Preparation and use the default return.
- You select to create client returns from Pro Forma in Production Processing or Tax Preparation, and select to use the default return.

📋 **Note**: You cannot print a default return Pro Forma.

Printing Pro Forma

(Production Processing > Process Pro Forma > Print Pro Forma)

You have the option of printing Pro Forma in your office or sending the Pro Forma to the Service Center to be printed. To send Pro Forma to the Service Center for printing you must have already created your Pro Forma. You must also use Internet Communications. (See *Configuring Communications* on page 131 for information on Internet Communications.)

Printing Pro Forma In Your Office

Remember the following facts about printing Pro Forma in your office:

- Current-year returns must be present on your system to perform Pro Forma print.
- The Pro Forma Print program must be installed.
- If you are not using TrueType fonts, make sure you have loaded fonts before printing Pro Forma. You can load fonts during the print process or use **File > Load Fonts** on the Production Processing menu bar.
- For printing Pro Forma, your printer must be set to 60 lines per page. The printing of Pro Forma should be considered a supervised activity to ensure the printer does not run out of paper.
- Pro Forma Print is available as a Pay-As-You-Process (PAYP) feature for customers who did not license the Pro Forma Print feature. If you are a PAYP customer, be sure the required number of Pro Forma authorizations have been requested before continuing.
- Full and Restricted users must enter the passwords of any password-protected returns before you can print Pro Forma for those returns.
- If you are using an HP® 6P or HP® 6MP printer with the "enhanced" driver and are experiencing problems, try using the "standard" driver. If you are using an HP® 5000 with the PCL6 drivers and are experiencing problems, try using the PCL5E drivers instead. If you need assistance, visit the Customer Support Contact page at https://support.cch.com/contact.

Use the following procedure to print Pro Forma in your office:

1. Click **Process Pro Forma**.
2. Choose **Print Pro Forma** and click **OK**.
3. You can use the Batch list drop-down to select a batch previously created during Pro Forma creation or use the Select returns by drop-down lists to select the criteria for a filtered list of returns:
   - **Tax year**. Select a tax year from the list or accept the default year.
   - **Client ID**. If you are printing Pro Forma for a specific client you must enter a complete ID and select a product from the Tax product drop-down list.
   - **Tax product**. Individual, Corporation, S Corporation, Partnership, Fiduciary, Employee Benefit Plan, Estate & Gift, or Exempt Organization.
   - **Status**. All, Printed, Not Printed.
   - **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**.
5. Select which Pro Forma to print using any of these methods:
   - To select a single Pro Forma in the *Returns* box, highlight the Pro Forma and click **Add** or drag it into the *Returns selected for Pro Forma* box.
   - To print all Pro Forma, click **Add All**.
   - To remove a single Pro Forma from the *Returns selected for Pro Forma* 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.
   - To view information about a Pro Forma, highlight it and click **Add'l Info**. Click **OK** when done.
6. Click **OK** once you have selected your Pro Forma to print. If you are a PAYP customer, answer **Yes** to the prompt to authorize returns requiring authorizations.

   📝 Note: If any password-protected returns were selected, Full and Restricted users are prompted to enter a password for each before any Pro Forma is printed. After you enter all passwords, Pro Forma are printed for the selected returns.

7. Select to sort the printed Pro Forma by **Client ID** or **Client name**.
8. If necessary, click **Load Fonts** and the fonts immediately begin loading.
9. Click **Print** to begin printing. A processing log lists printed Pro Forma files.
10. You can copy, print, or close the processing log:
    - Click **Close** to return to Production Processing.
    - Click **Print** to print the log.
    - Click **Copy to Clipboard** to place a copy of the log onto the clipboard for later use.

Printing Pro Forma at the Service Center

To send Pro Forma to the Service Center for printing, you must have already created your Pro Forma and you must use Internet Communications. (See *Configuring Communications* on page 131 for information on Internet Communications.) You can also send returns to the center for Pro Forma print using the **Office Manager > Utilities > Backup for Center Pro Forma/Organizer** option.

If any password-protected returns are selected, Full and Restricted users are prompted to enter a password for each before the Pro Forma is sent.

Use the following procedure to send Pro Forma to the Service Center for printing:

1. Click **Process Pro Forma**.
2. Choose **Send Pro Forma for center print**.
3. Select the filter criteria to display the Pro Forma you want to send to the Service Center.
   - **Tax year**. Select a tax year from the list or accept the default year.
   - **Client ID**. Enter a complete Client ID to display a specific client's Pro Forma.
   - **Tax product**. Individual, Corporation, S Corporation, Partnership, Fiduciary, Employee Benefit Plan, Estate & Gift, or Exempt Organization depending on the tax products installed on your system.
   - **Status**. All, Printed, or Not Printed.
   - **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 display the *Send Pro Forma for Center Print* dialog.
5. Select Pro Forma to send to the Service Center using any of these 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 Pro Forma* box.
   - To create all returns, click **Add All**.
   - To remove a single return from the *Pro Formas Returns selected for Pro Forma* 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. When you have finished selecting Pro Forma, click **Submit** to initiate communications and send the Pro Forma to the Service Center.
7. Once the files have been sent, the *Pro Forma Center Print Report* displays, listing the returns sent to the center. You can select **Print** to print the report or **Close** to exit the dialog and return to the Production Processing main window. The report is deleted once you exit the dialog.

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 64 for more information.)

     📒 Note: Make sure you have updated your default returns for the year prior to creating new returns. See *Creating Pro Forma for Default Returns* on page 438 for more information.

   - You can set Pro Forma options for an office group in Office Manager > Configure Applications > Tax Preparation > Pro Forma and Organizer. Review and set your Pro Forma options before creating any Pro Forma. For complete information on Pro Forma options available in Office Manager, see *Configuring Tax Preparation: Pro Forma and Organizer* on page 64.

- Check the **Use client profile data** box if you want the client profile information in Client Manager or Practice used instead of common data in the return. Uncheck the box if you want to use common data in the return and not data from the profile. (This option is valid only if Client Manager or Practice is installed.)

- 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.

      You can set Pro Forma options for an office group in Office Manager > Configure Applications > Tax Preparation > Pro Forma and Organizer. Review and set your Pro Forma options before creating any Pro Forma. See *Configuring Tax Preparation: Pro Forma and Organizer* on page 64 for more information.

   ▪ **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.

Processing Client Organizers

(Production Processing > Process Client Organizers)

With the Client Organizer program, licensed separately, you can complete these tasks:

- Create Organizers.
- Print Organizers.
- Create a Custom Letter that can be inserted into the standard list of Organizer forms. See *Creating Custom Letters* on page 450 for more information.
- Customize Organizer print options to determine which Organizer forms are to be printed.

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 Organizer.
- **Next year**. The tax year of the return produced from the Organizer.

Creating Client Organizers

(Production Processing > Process Client Organizers > Create Organizers)

Before You Create Client Organizers

Note these important points before creating your Organizers:

- Clients whose returns have the **Suppress Organizer Processing** option selected in the return can only have Organizers created if you choose to override the option on the *Create Client Organizers* dialog (see step 6 below).
- For Pay-As-You-Process customers, Organizers must be authorized before they can be printed. You can check authorization balances using **Internet Communications > Authorizations**.
- Complete all Client Organizer processing before you delete current-year tax returns. The current-year tax return must be present in the system when creating and printing next year's Client Organizers.
- An exception log may display at the end of the Organizer process if errors are encountered. This log lists any returns for which Organizers could not be created and the reason why.
- The Firm Name and Address that print on the Client Organizer (Mail/Presentation Sheet, Mail/Presentation Sheet - to preparer, and Engagement Letter) are taken from the Pro Forma and Organizer setup in **Office Manager > Configure Tax Preparation**. If the Organizer setup is not available for Individual Organizers, the system looks for the Firm Name and Address on Interview Forms 13, 12, and then 3, in that order. If the Organizer setup is not available for Fiduciary Organizers, the system looks for the Firm Name and Address on Interview Forms 10, 9, and then 3, in that order. If no information is found on the Interview Forms, the Firm Address is taken from the **Letters/Filing Instructions** section of the *Tax Preparation* configuration for that office group. If no information is found in the Letters/Filing Instruction section, the Firm Address is taken from the *Signature Block* configuration for the office group. Make sure your Tax Preparation setup in Office Manager is properly configured prior to preparing next year's Organizers.

To create Client Organizers, do the following:

1. Click **Process Client Organizers**.
2. Choose **Create Organizers** and click **OK**.
3. Select returns from which you want to create Organizers:
   - **Tax year**. Select a tax year from the list or accept the default year.
   - **Client ID**. Enter a Client ID to select a specific return.
   - **Tax product**. Select the tax product by which to filter.
   - **Organizer status**. All, Created, Not Created, Printed.

- **Office group**. Display returns for all or a specific office group.
- **Preparer**. Display returns for all or a specific preparer.

4. Click **OK**. The *Create Client Organizers* dialog displays returns that meet the selected criteria.

5. Select the returns for which you want to create Organizers using any of these methods:
   - To select an individual return, highlight the return in the *Returns* box and click **Add** or drag it into the *Returns selected for Organizer* box.
   - To create Organizers from all returns listed, click **Add All**.
   - To remove a return from the *Returns selected for Organizer* 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 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.

6. To include all returns whose Organizer creation was suppressed in the return, check **Create all specified Organizers, including those suppressed in the return**.

7. Click **OK** to open the *Organizer Options* dialog.

   Note: If any password-protected returns were selected, Full and Restricted users are prompted to enter a password for each before any Organizers are created. After you have entered all passwords, Organizers are created for the selected returns.

8. Choose how you want to process the Organizers, and then click **OK**:
   - To save the Organizers for printing at a later time, or maintain separate Organizers for different office groups or preparers, check the *Save list to batch* box and enter a batch name.
   - Check the **Use client profile data** box if the client profile information in Client Manager or Practice is to be used instead of the common data in the return. (This option is valid only if Client Manager or Practice is licensed.)

9. Click **OK** on the *Organizer Processing Complete* message box.

   Note: If exceptions occurred during the process an error log lists the returns and error information. You can close, print, or copy the error log:

   - Click **Close** to return to Production Processing.
   - Click **Print** to print the log.
   - Click **Copy to Clipboard** to place a copy of the log onto the clipboard for later use.

Printing Client Organizers

You have the option of printing Organizers in your office or sending the Organizers to the Service Center for print. To send Organizers to the Service Center for print, you must have already created your Organizers. You must also use Internet Communications. (See *Configuring Communications* on page 131 for information on internet Communications.)

Printing Organizers in Your Office

(Production Processing > Process Client Organizers > Print Organizers)

Consider the following before printing Organizers:

- The current year tax return must be loaded on the system when printing next year's Client Organizers.
- If you are not using TrueType fonts, you must download fonts before printing Organizers. This can be done during the print process itself or before printing by selecting **File > Load Fonts**.
- If you are a PAYP customer, be sure the required number of authorizations have been requested before continuing.
- To print Organizers, your HP® printer must be set to 60 lines per page. The printing of Organizers should be considered a supervised activity to ensure the printer does not run out of paper.
- If your custom forms contain bitmaps, the resolution (dpi) of your physical printer must match that of the Windows® printer's resolution. You can change your printer resolution within the Properties of your printer driver.
- If you are using an HP® 6P or HP® 6MP printer with the enhanced driver and are experiencing problems, try using the standard driver. If you are using an HP® 5000 with the PCL6 drivers and are experiencing problems, try using the PCL5E drivers instead. If you need assistance, visit the Customer Support Contact page at https://support.cch.com/contact.

Use the following procedure to print Client Organizers:

1. Click **Process Client Organizers**.
2. Choose **Print Organizers** and click **OK**.
3. Select returns from the *Print Organizers* filter dialog:
    - **Tax year**. Select a tax year from the drop-down list or accept the default.
    - **Client ID**. Enter a complete client ID to print the Organizer for a specific client.
    - **Tax product**. Select a tax product from the drop-down list.
    - **Office group**. Select Organizers from all or a specific office group.
    - **Preparer**. Select Organizers for all or a specific preparer.
    - **Batch list**. Select a previously created batch of Organizers.
4. Click **OK**.
5. Select Organizers for printing using any of these methods:
    - To select a single Organizer from the *Returns* box, highlight the Organizer and click **Add** or drag it into the *Organizers selected for print* box.

- To print all Organizers, click **Add All**.
- To remove a single Organizer from the *Organizers selected for print* box, highlight the Organizer and click **Remove** or drag it into the *Returns* box.
- To select multiple Organizers to add or remove, use **Shift** or **Ctrl** to highlight them and click the appropriate button or drag them into the opposite box.

> **Note**: To view more information about an Organizer, highlight the Organizer and click **Add'l Info**. Click **OK** once you have read the information.

6. Click **OK** once you have selected Organizers to print. If you are a Pay-As-You-Process customer, answer **Yes** to authorize returns requiring authorizations.

> **Note**: If any password-protected returns are selected, Full and Restricted users are prompted to enter a password for each before any Organizers are printed. After you enter all the passwords, Organizers are printed for the selected returns.

7. Choose whether to sort the printed Organizers by **Client ID** or **Client name**.
8. Choose one of the following print options.
   - **To printer**. Sends the Organizers to your default printer and the files are printed immediately.
   - **To PDF file**. Creates a PDF file.
   - **To PDF file and to printer**. Creates a PDF file and simultaneously sends the Organizers to your default printer.

   > **Note**: PDF files are created in the default path x:\wfx32\client\pdf\YY{F/I} (where x is your local drive, YY is the tax year, and {F/I} represents Fiduciary or Individual), unless a different path has been configured in Office Manager under Configure Applications > Tax Preparation > Configure > Print Options > Setup > Destinations and Watermarks. See *Configuring Tax Preparation: Print Options* on page 57 for more information.

   - **To fax**. The fax option is available only if a fax is installed and set up on the *Printer Setup* dialog.
9. If fonts have not been loaded and you are not using TrueType fonts, click **Load Fonts**.
10. Choose whether to name the PDF files using **Client ID** or **Client name**.
11. Click **OK** to begin printing. When printing is finished, a processing log displays, listing returns processed. Do one of the following:
    - Click **Close** to return to Production Processing.
    - Click **Print** to print the log.
    - Click **Copy to Clipboard** to place a copy of the log onto the clipboard for later use.

Printing Organizers at the Service Center

(Production Processing > Process Client Organizers > Send Organizers for Center Print)

To send Organizers to the Service Center for printing you must have already created your Organizers. You must also use Internet Communications. (See *Configuring Communications* on page 131 for

information on Internet Communications.) You can also send returns to the center for Organizer print and Organizer creation using the **Office Manager > Utilities > Backup for Center Pro Forma/Organizer** option. For password-protected returns, Full and Restricted users must enter the password before the Organizers are sent.

To send Organizers to the Service Center for printing, do the following:

1. Click **Process Client Organizers**.
2. Choose **Send Organizers for center print**.
3. Select the filter criteria to display the Organizers you want to send to the Service Center:
    - Tax year. 2021 to 2022 is the default tax year.
    - Client ID. Enter a complete Client ID to display a specific client's Organizer.
    - Tax product. Select a tax product from the drop-down list.
    - 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 display the *Send Organizers for Center Print* dialog.
5. Select Organizers for printing using any of these methods:
    - To select a single Organizer from the *Returns* box, highlight the Organizer and click **Add** or drag it into the *Organizers selected for print* box.
    - To print all Organizers, click **Add All**.
    - To remove a single Organizer from the *Organizers selected for print* box, highlight the Organizer and click **Remove** or drag it into the *Returns* box.
    - To select multiple Organizers to add or remove, use **Shift** or **Ctrl** to highlight them and click the appropriate button or drag them into the opposite box.
    - To view more information about an Organizer, highlight the Organizer and click **Add'l Info**. Click **OK** once you have read the information.
6. When you are ready to send the Organizers, click **Submit**. The *Organizer Print Options* dialog displays.
7. Select one of the following:
    - Print Organizers Only. Only the Organizer is printed and sent to you.
    - Print Organizers with cover and two mailing envelopes. The printed Organizers, a blue presentation folder, and two mailing envelopes are sent to you.
    - Print Organizers with cover and mailing envelope. CCH will mail Organizers to client. The Organizers, a blue presentation folder, and a mailing envelope are mailed to the Client, rather than to you.
8. Click **OK** to initiate communications and send the Organizers to the center.
9. After the Organizers are sent, the *Organizer Center Print Report* dialog lists the Organizers you sent. Click **Print** to print the report or **Close** to exit the dialog. The report is deleted when you close the dialog.

Creating Custom Letters

(Production Processing > Process Client Organizers > Create a Custom Letter)

With the Custom Forms Editor, you can create a custom letter from a blank form, from a template, or from a document created in Microsoft® Word. Once a letter has been created, you can insert it in the flow of standard Organizers using the Customize Organizers option.

🗒 Note: Letters created in a word processing program other than Microsoft® Word are not supported.

These templates can be used with either Individual or Fiduciary Organizers:

- Mail/Presentation Sheet.
- Mail/Presentation Sheet - return to preparer.
- Alternate Mail Sheet.
- Alternate Mail Sheet - return to preparer.
- Engagement letter with custom letterhead - Page 1. Letter has a spaced reserved for a custom letterhead. The word "We" is used throughout.
- Engagement letter with custom letterhead - Page 2. "We" is used throughout.
- Engagement letter without custom letterhead - Page 1. Firm name and address is placed at the top center. "We" is used throughout.
- Engagement letter without custom letterhead - Page 2. "We" is used throughout.
- Engagement letter with custom letterhead - Page 1. Letter has a spaced reserved for a custom letterhead. The word "I" is used throughout.
- Engagement letter with custom letterhead - Page 2. "I" is used throughout.
- Engagement letter without custom letterhead - Page 1. Firm name and address is placed at the top center. "I" is used throughout.
- Engagement letter without custom letterhead - Page 2. "I" is used throughout.
- Privacy Policy letter with custom letterhead. Letter has a spaced reserved for a custom letterhead. The word "I" is used throughout.
- Privacy Policy letter without custom letterhead. Firm name and address is placed at the top center. "I" is used throughout.
- Privacy Policy letter with custom letterhead. Letter has a spaced reserved for a custom letterhead. The word "We" is used throughout.
- Privacy Policy letter without custom letterhead. Firm name and address is placed at the top center. The word "We" is used throughout.
- Questions - Page 1.
- Questions - Page 2.

These templates can be used only with the Individual Organizer:

- Outsource, no SSN, without letterhead - page 1.
- Outsource, no SSN, without letterhead - page 2.
- Outsource, no SSN, without letterhead - page 3.

- Outsource, no SSN, with letterhead - page 1.
- Outsource, no SSN, with letterhead - page 2.
- Outsource, no SSN, with letterhead - page 3.
- Outsource, with SSN, without letterhead - page 1.
- Outsource, with SSN, without letterhead - page 2.
- Outsource, with SSN, without letterhead - page 3.
- Outsource, with SSN, with letterhead - page 1.
- Outsource, with SSN, with letterhead - page 2.
- Outsource, with SSN, with letterhead - page 3.
- Questions - Page 3.
- Questions - Page 4.
- Questions - Page 5.
- Xpitax, without letterhead - page 1.
- Xpitax, without letterhead - page 2.
- Xpitax, without letterhead - page 3.
- Xpitax, with letterhead - page 1.
- Xpitax, with letterhead - page 2.
- Xpitax, with letterhead - page 3.

These templates are duplicates of those found in the standard Organizer program. Many of the letters are multiple pages in length, with a separate template for each page.

Using a Template or Blank Document

Separate templates are used for multiple pages of many of the letters. Each template is easily identifiable. Once you have made the desired changes to a template, use **File > Save As** to save the template as a custom letter under a new name with an RTF extension. The new letter is then ready to be inserted into the list of Organizers with the Customize Organizers option.

If you are creating a multi-page letter from a blank document, each page of the letter must be a separate document. You must create the first page, save it as an RTF file, and then create the second page as another document.

To create a custom letter from a template or blank document, do the following:

1. Click **Process Client Organizers**.
2. Select **Create a Custom Letter** and click **OK**.
3. Select **Individual** or **Fiduciary** as the tax product for the custom letter and click **OK**.
4. Select **File > New**.
5. If you are creating a letter based on a template, highlight the template you want to use and click **OK**. If you are creating a letter from a blank form, choose **Blank Document** and click **OK**.

6. You can edit the template or enter text in a blank document as required. See *Formatting Custom Letters with the Custom Forms Editor* on the next page for available edit options.

   📝 Note: If a letter extends beyond the first page, a border does not print on the second page and page numbering is not synchronized.

7. Select **File > Save As** and enter a file name, without spaces, and click **OK**. The file is automatically stored in the \wfx32\CUSTOMDD\ind or \wfx32\CUSTOMDD\fid directory, depending on the tax product selected, as an RTF file.

Using a Microsoft® Word Document

There are two things you must do to create a Custom Letter from a Microsoft® Word document. First, the Word document must be saved in Rich Text Format with an RTF extension and stored in the \wfx32\CUSTOMDD\ind or \wfx32\CUSTOMDD\fid directory in order to be added to the list of standard Organizer forms. Second, to use the Microsoft® Word letter with the CCH ProSystem *fx* Organizer program, you must first import the letter into the Custom Forms Editor and save it.

To create the letter in Microsoft® Word, do the following:

1. Access the letter in Word. Edit as necessary with the following in mind:
   - The Custom Forms Editor imports single underlines, bold, italic, and tabs from Word. Superscript or Subscript should be applied within the Custom Forms Editor.
   - To create a multi-page letter in Word, you must create each page as a separate document and save each page as a separate file.
2. Select **File > Save As** in Word.
3. Type a unique file name in the *File Name* box.
4. Select **Rich Text Format** in the *Save As Type* drop-down list.
5. Set the drive to the one on which CCH ProSystem *fx* Tax is installed and the path to X:\wfx32\CUSTOMDD\ind or \fid, where X is the drive where CCH ProSystem *fx* Tax is installed.
6. Click **Save**.

To import a custom letter from Microsoft® Word, do the following:

1. Click **Process Client Organizers**.
2. Select **Create a Custom Letter** and click **OK**.
3. Select the tax product for this custom letter and click **OK**.
4. Select **File > Open** to display the *Open* dialog.
5. Use the *Look in* drop-down list to select the path where the Word file is located.
6. Highlight the file and click **OK** to open the file. Edit the Word document as desired.
7. When you are finished, select **File > Save**.

Formatting Custom Letters with the Custom Forms Editor

(Production Processing > Process Client Organizers > Create a Custom Letter)

You can use the following edit functions to format your letter with the Custom Forms Editor. The functions are listed alphabetically.

Change Fonts

To change the font of a highlighted section of text or paragraph, do the following:

1. Select **Format > Font**.
2. Select the font type from the *Font* list.
3. Select the font style (for example, Regular, Italic, Bold, and Bold Italic) from those available for the font.
4. Select the point size from the *Size* drop-down list.
5. To add an underline, superscript, or subscript effect, check the appropriate box.
6. Click **OK** to exit the dialog.
7. You can use the formatting buttons on the toolbar to apply bold, italics, or an underline to selected text. The *Font Type* and *Point Size* drop-down list on the toolbar can be used as well.

Copy

Use *Copy* to copy text to another location.

1. Highlight the portion of text you want to copy and select **Edit > Copy** or press **Ctrl + C** or **Ctrl + Insert**.
2. Position the cursor where you want to place the text and select **Edit > Paste** or press **Ctrl + V** or **Shift + Insert**.

Cut

Removes highlighted text and copies it to the Clipboard. You can cut text and then paste it to another location.

1. Highlight the portion of text you want to cut.
2. Select **Edit > Cut** or press **Ctrl + X** or **Shift + Insert**.

Find and Replace

The Find command on the Edit menu allows you to locate text within the document. The Replace command on the Edit menu allows you to locate text within a document and replace it with other text.

To use Find, do the following:

1. Select **Edit > Find**.
2. Enter the text you want to find in the box.
3. Check the **Match whole word only** box to find text that is a word and not part of a larger word.
4. Check the **Match case** box to check for text that exactly matches what you entered.

5. Choose the direction, **Up** or **Down**, in which to search.

6. Click **Find Next** to highlight the next occurrence of the text.

To use Replace, do the following:

1. Select **Edit > Replace** to open the *Replace* dialog.

2. Enter the text you want replaced in the *Find what* box, then enter the new text you want it replaced with in the *Replace with* box.

3. You can include the following additional options by checking the box:

   - Match whole word only. Find text that is a word and not part of a larger word.

   - Match case. Check for text that exactly matches what you entered.

4. Click **Find Next** to locate the first occurrence of the text in the *Find what* box.

5. Specify whether you want to replace all instances as a batch, or replace instances individually on a case by case basis:

   - Click **Replace** after the text has been located to change the text, then click **Find Next** to locate another occurrence.

   - Click **Replace All** if you are certain you want to replace all occurrences of the text.

Format Page Margins

1. Select **File > Page Setup**.

2. Enter a value in the **Left**, **Right**, **Top**, or **Bottom** boxes to set page margins.

3. Click **OK** when finished.

You can use **File > Print Preview** to review the results of the format change.

Format Paragraphs

Buttons can be used to move a paragraph left, right, center, or to double-space it.

Note: All new paragraphs created after a paragraph is formatted take on the formatting of the changed paragraph.

To change paragraph spacing and alignment, do the following:

1. Position the cursor anywhere in the paragraph.

2. Select **Format > Paragraph Alignment**.

   - Alignment. Use the drop-down list to specify left, center, right, or justified alignment.

   - Hanging indent. Check the box to indent the body of the paragraph ½ inch to the right from the first line indent.

   - Space before paragraph and Space after paragraph. Enter a point value in the boxes to increase or decrease the space between this paragraph and the one that precedes or follows it. One point equals .013889 inch.

   - Minimum space between lines. Entering a value in the box increases the space between lines in the paragraph.

▪ **Double space between lines**. Check the box to specify double spacing.

3. Click **OK** when finished.

You can also use the following toolbar buttons to format a paragraph:

Left Indent. Move the paragraph left in ½ inch increments.

Right Indent. Move the paragraph right in ½ inch increments.

Hanging Indent. Move the paragraph ½ inch to the right to create a hanging indent.

Left Justify. Left justify the paragraph.

Right Justify. Right justify the paragraph.

Center. Center the paragraph.

Double Space. Double space the paragraph.

You can also specify a hanging indent by moving the upper and lower tab markers on the ruler. Moving the upper tab marker moves the first line of the paragraph. Moving the lower tab moves the body of the paragraph.

Select **View > Ruler** to toggle the ruler on and off.

Insert Field

To insert fields (for example, taxpayer name, spouse name, and client address), do the following:

1. Position the cursor where you want the field inserted.
2. Select **Insert > Field**.
3. From the list of fields, highlight the field to insert and click **OK**.

When inserting multiple fields on the same line, be sure to insert a space between them with the space bar so the fields are separated when they print in the Organizer.

To delete a field once inserted, position the cursor anywhere in the field and press **Delete**.

The following fields are available to Individual Organizer:

- Firm Mailing Address Line 1
- Firm Mailing Address Line 2
- Firm Mailing Address Line 3
- Firm Mailing Address Line 4

Entries for these four fields are taken from information entered in the following places:

- Configure Applications > Tax Preparation > Pro Forma and Organizer.
- If no information is entered there, the system looks on Interview Form 13, Letterhead and Signature - Overrides.
- If no information is found on Form 13, the system looks on Interview Form 12, Letterhead and Signature - Overrides.
- If no information is found on Form 12, the system looks for information on Interview Form 3.
- If no information is found on the above referenced places, the information is taken from the Letters/Filing Instructions section of the Tax Preparation configuration in Office Manager for that office group.
- If no information is found in the Letters/Filing Instructions section, the system uses the Firm Name and Address section in the office group's Configure Application > Tax Preparation > Signature Block. If a letterhead is used, Firm Mailing Address Lines 1 - 4 do not print.

- Firm Address Line 1
- Firm Address Line 2
- Firm Address Line 3
- Firm Address Line 4

Entries for these four fields are taken from information entered in the following places:

- Configure Applications > Tax Preparation > Pro Forma and Organizer.
- If no information is entered there, the system looks on Interview Form 13 for Individual Organizers.
- If no information is found on Form 13, the system looks on Interview Form 12 for Individual Organizers.
- If no information is found on Form 12, the system looks on Interview Form 3.
- If no information is found on the above referenced places, the Firm Address is taken from the Letters/Filing Instructions section of the Tax Preparation configuration in Office Manager for that office group.
- If no information is found in the Letters/Filing Instructions section, the system uses the Firm Name and Address section in the office group's Configure Application > Tax Preparation > Signature Block. If a letterhead is used, Firm Address Lines 1 - 4 do not print.

- Client Mailing Address Line 1
- Client Mailing Address Line 2
- Client Mailing Address Line 3
- Client Mailing Address Line 4

The Client Mailing Address, Lines 1 through 4, are taken from Interview Form 1. An entry on Interview Form S-6 or 6 for Individual overrides the entries on Form 1.

- Client Address Line 1
- Client Address Line 2
- Client Address Line 3

- Client Address Line 4

The Client Address, Lines 1 through 4, are taken from Interview Form 1. An entry on Interview Form 12 or 13 for Individual overrides the entries on Form 1.

- System Date

The system date used is the date the Organizers are created.

- Salutation

The salutation is taken from Interview Form 13. If there is no entry on Form 13, the system checks Interview Form 12. If there is no entry on either form, "Dear" is used as the salutation.

- Closing

The Closing is taken from Interview Form 13. Form 12 is used if there is no entry on Form 13. If there are no entries on either form, the system uses the Letters/Filing Instructions section of Tax Preparation Configuration for each office group. If a closing is not entered in any of these fields, "Sincerely" is used.

- Preparer's Name

The Preparer's Name is taken from Interview Form 13. If there is no entry on Form 13, the system takes the Preparer's Name from Interview Form 12. If there is no entry on any of these forms, the system checks Interview Form 3. If there is no entry on Forms 13, 12, or 3, the system uses the Default Preparer set up in the Signature Block section of Tax Preparation configuration in Office Manager for that office group.

If no Default Preparer is set up, the system uses the name entered on the first line of the Signature Block section.

- Preparer's Phone

The Preparer's Phone Number is taken from Interview Form 3. If there is no entry on Form 3, the Preparer's Phone Number is taken from the Firm phone number found in the Firm Name and address section of Tax Preparation configuration.

- Firm Name

Entries for this field are taken from information entered in the following places:

  - Configure Applications > Tax Preparation > Pro Forma and Organizer.
  - If no information is entered there, the system looks on Interview Form 13, Letterhead and Signature - Overrides.
  - If no information is found on Form 13, the system looks on Interview Form 12, Letterhead and Signature - Overrides.
  - If no information is found on Form 12, the system looks for information on Interview Form 3.
  - If no information is found on the above referenced places, the information is taken from the Letters/Filing Instructions section of the Tax Preparation configuration in Office Manager for that office group.
  - If no information is found in the Letters/Filing Instructions section, the system uses the Firm Name and Address section in the office group's Configure Application > Tax Preparation > Signature Block.

The following fields are taken only from the Client Profile:

- Client ID
- Taxpayer Fax Number
- Spouse Business Phone

The following fields are taken from Interview Form 1 & 1A or the Client Profile:

- Taxpayer First Name
- Taxpayer Last Name
- Taxpayer Full Name
- Taxpayer SSN
- Taxpayer Daytime Phone
- Taxpayer Evening Phone
- Primary Email Address
- Secondary Email Address
- Spouse First Name
- Spouse Last Name
- Spouse Full Name
- Spouse SSN
- Street
- Apartment Number
- City
- State
- ZIP
- City, State, ZIP
- Cell Phone

The following fields are available to Fiduciary Organizer:

- Firm Mailing Address Line 1
- Firm Mailing Address Line 2
- Firm Mailing Address Line 3
- Firm Mailing Address Line 4

  Entries for these four fields are taken from information entered in the following places:

  - Configure Applications > Tax Preparation > Pro Forma and Organizer.
  - If no information is entered there, the system looks on Interview Form 10, Letterhead and Signature - Overrides.
  - If no information is found on Form 10, the system looks on Interview Form 9, Letterhead and Signature - Overrides.
  - If no information is found on Form 9, the system looks for information on Interview Form 3.

- If no information is found on the above referenced places, the information is taken from the Letters/Filing Instructions section of the Tax Preparation configuration in Office Manager for that office group.
- If no information is found in the Letters/Filing Instructions section, the system uses the Firm Name and Address section in the office group's Configure Application > Tax Preparation > Signature Block. If a letterhead is used, Firm Mailing Address Lines 1 - 4 do not print.

- Firm Address Line 1
- Firm Address Line 2
- Firm Address Line 3
- Firm Address Line 4

Entries for these four fields are taken from information entered in the following places:

- Configure Applications > Tax Preparation > Pro Forma and Organizer.
- If no information is entered there, the system looks on Interview Form 10 for Fiduciary Organizers.
- If no information is found on Form 10, the system looks on Interview Form 9 for Fiduciary Organizers.
- If no information is found on Form 9, the system looks on Interview Form 3.
- If no information is found on the above referenced places, the Firm Address is taken from the Letters/Filing Instructions section of the Tax Preparation configuration in Office Manager for that office group.
- If no information is found in the Letters/Filing Instructions section, the system uses the Firm Name and Address section in the office group's Configure Application > Tax Preparation > Signature Block. If a letterhead is used, Firm Address Lines 1 - 4 do not print.

- Client Mailing Address Line 1
- Client Mailing Address Line 2
- Client Mailing Address Line 3
- Client Mailing Address Line 4

The Client Mailing Address, Lines 1 through 4, are taken from Interview Form 1. An entry on Interview Form S6 for Individual overrides the entries on Form 1.

- Client Address Line 1
- Client Address Line 2
- Client Address Line 3
- Client Address Line 4

The Client Address, Lines 1 through 4, are taken from Interview Form 1. An entry on Interview Form 9 or 10 for Fiduciary overrides the entries on Form 1.

- System Date
- Salutation

The salutation is taken from Interview Form 10. If there is no entry on Form 10, the system checks Interview Form 9. If there is no entry on either form, "Dear" is used as the salutation.

- Closing

  The Closing is taken from Interview Form 10. Form 9 is used if there is no entry on Form 10. If there are no entries on either form, the system uses the Letters/Filing Instructions section of Tax Preparation Configuration for each office group. If a closing is not entered in any of these fields, "Sincerely" is used.

- Preparer's Name

  The Preparer's Name is taken from Interview Form 10. If there is no entry on Form 10, the system takes the Preparer's Name from Interview Form 9. If there is no entry on any of these forms, the system checks Interview Form 3. If there is no entry on Forms 10, 9, or 3, the system uses the Default Preparer set up in the Signature Block section of Tax Preparation configuration in Office Manager for that office group.

  If no Default Preparer is set up, the system uses the name entered on the first line of the Signature Block section.

- Preparer's Phone

  The Preparer's Phone Number is taken from Interview Form 3. If there is no entry on Form 3, the Preparer's Phone Number is taken from the Firm phone number found in the Firm Name and address section of Tax Preparation configuration.

- Fiduciary Name Line 1
- Fiduciary Name Line 2
- Fiduciary Full Name
- Fiduciary EIN
- Phone
- Email Address
- Name and title of Fiduciary
- Fiduciary identification number
- Street
- City
- State
- ZIP
- City, State, ZIP

Insert Picture

Use the Insert Picture feature to insert a graphic file in bitmap (BMP) format.

1. Position the cursor where you want the graphic inserted and select **Insert > Picture**.
2. Select the drive and directory where the bitmap is stored.
3. Highlight the name of the bitmap and click **OK**.

Paste

Use Paste to copy text or bitmaps from the clipboard to a specified location.

1. Position the cursor where you want to paste the material.
2. Select **Edit > Paste** or press **Ctrl + V** or **Shift + Insert**.

Printing a Custom Letter

You can print either the entire document or a portion of it. To print just a section of the letter, highlight that section before beginning to print.

1. Select **File > Print**.
2. Choose **All** or **Selection** as the Print Range. The *Selection* option is not available unless text is highlighted.
3. Change the number of copies to be printed, if desired.
4. Click **OK**.

Print Preview

Use Print Preview to preview how the letter will appear when printed within your Organizers.

1. Select **File > Print Preview**.
2. Use the drop-down list to change the zoom value from **Fitted** to an upper or lower magnification value.
3. Click **Print** to bring up the *Print* dialog. Enter the number of copies you want to print and click **OK**. To print a portion of the letter, highlight that section before selecting *Print Preview*, choose **Selection** on the **Print** dialog, and click OK.
4. Click **Edit** to return to Edit mode.

Select All

Use the *Select All* option to highlight the entire letter. This is useful to universally change fonts, copy the entire letter to the clipboard, or make other changes to the overall document. Select **Edit** and then click **Select All**.

To remove the highlight, click anywhere within the letter.

Tabs

To insert a tab, click the mouse pointer on the ruler where you want the tab located. To remove a tab, select **Format > Clear Tabs**. You can clear a highlighted tab or all tabs.

Ruler

Select **View > Ruler** to turn ruler display off or on.

Undo

Click **Edit > Undo** to erase the last editing function you performed.

Customizing Client Organizers

(Production Processing > Process Client Organizers > Customize Organizer)
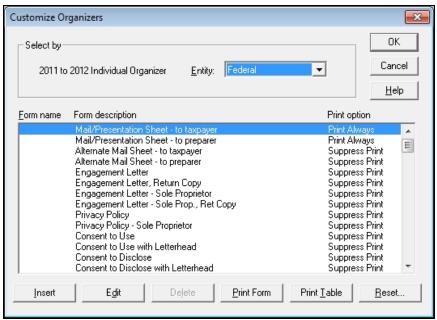
The Customize Organizer feature lets you select which standard Organizer forms you want to print by applying one of the following print options to each form:

- Print always
- Suppress print
- Print if data present
- System default

To change Organizer print options for a group of returns, be sure to set up Organizer print options before creating the Organizers.

To customize Client Organizers, do the following:

1. Open **Production Processing**.
2. Select **Process Client Organizers**.
3. Select **Customize Organizer** and click **OK**.
4. Select the tax year and tax product.
5. Click **OK** to open the *Customize Organizers* dialog.

The tax year automatically displays. The entity defaults to Federal. You can select another entity from the state or city entities installed on your system.

Forms shown depend on the Organizer entity selected. The *Form name* shows the form identification that prints in the upper-right corner of standard Organizer forms. This column does not apply to all Organizer forms (for example, Mail/Presentation Sheet - to tax preparer) or to any of the custom forms.

The *Form description* is the Organizer form title.

Organizer Print Options

The *Print option* column displays the print options for the forms.

- **System default**. Print the Organizer form if it contains data. If the system considers the form applicable, a blank form may be produced.

  For example, Organizer Form 13, IRA, Keogh, SEP, and SIMPLE Contributions, is included in the Organizer if any entries were made in the prior year's tax return on Interview Form K-5, Form M-22, Form 19, Form IRS-K1 1065, or Form IRS-K1 1120S. If you want to prevent the system from generating blank forms, use the *Print if data present* or *Suppress print* option.

  Also, as an example, a home state code on Federal Interview Form 1 causes a blank state Form 1 to print for that state.

- **Print always**. Print the form whether or not it contains data.
- **Print if data present**. Print an Organizer form only if data is present.
- **Suppress print**. Suppress printing of an Organizer form, whether or not it contains data.

The AICPA Engagement Letter defaults to Suppress print. If you change the Engagement Letter print option to **Print always**, the *AICPA copyright* dialog displays the first time you click **OK**. Click **OK** after you have read the information.

📝 **Note**: Use the **Print if data present** or **Suppress print** options to avoid printing system-generated blank forms.

The following buttons allow you to customize Client Organizers:
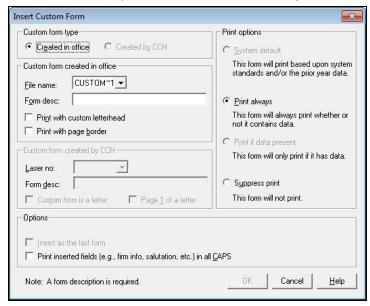
- **Insert**. Inserts a customized form, created by you in your office, in the list of standard Organizer forms and selects its print option.
- **Edit**. Changes the print options of standard Organizer forms and changes a custom form's description and print option. You can also replace a custom form with another form or letter.
- **Delete**. Removes a customized Organizer form or letter from the list.
- **Print Form**. Prints one blank copy of the highlighted form.
- **Print Table**. Prints a hard copy of the custom print options for all Organizer forms displayed by the Federal, state, or city entity.
- **Reset**. Restores the default list of standard forms. All custom forms are removed from the list and print options revert to their initial defaults.

Inserting a Custom Organizer Form

Insert allows you to place a custom Organizer form in the standard Organizer forms list for a particular Federal, state, or city entity. Before you insert the custom form, decide where you want the form inserted. Remember these points about inserting forms:

- Custom forms are inserted before the Organizer form you highlight in the list. You can attach the form as a dependent of the existing form or insert the form as an independent form.
- If you insert the form between two forms which are dependent on another form, or if you choose to insert the form as the first form in the list of dependent forms, it is automatically inserted as a

dependent form when you click **OK**, unless you remove the check from the check box that attaches it to the parent form.

- To insert the form as the last form, scroll to the bottom of the Organizer list and highlight the last form. When you open the *Insert Custom Form* dialog, check the **Insert as the last form** box.

- Click **Insert** to display the *Insert Custom Form* dialog.

Use the following procedure to insert a form created in-office:

1. In the *Custom form type* section, **Created in office** is selected by default. (The form was created using the Custom Forms Editor.) The sections applicable to this choice are available.

   📝 **Note**: *Created by CCH* is no longer available.

2. Use the *File name* drop-down list to select the custom form from among the forms located in the \wfx32\CUSTOMDD*XXX* (where *XXX* represents the tax product; *ind* for Individual or *fid* for Fiduciary) directory.

3. Enter a form description in the *Form desc* box. This field is required. **OK** becomes available after a description is entered.

4. Check the **Print with custom letterhead** box if you have customized letterhead and want it printed on the form.

5. Check the **Print with page border** if you want the standard CCH border printed on the page.

6. Select the print option you want for this form, either *Print always* or *Suppress print*.

7. To attach a custom form or letter to the form preceding it in the Organizer list, check the **Attach to Form <form name>** box.

8. To insert this form as the last form in the series of forms for the entity selected, check the **Insert as the last form** box. This option is activated only if the last form on the *Customize Organizers* dialog was highlighted.

9. Check the **Print inserted fields (e.g., firm info, salutation, etc.) in all CAPS** box if you want inserted fields printed in upper case. If this box is not checked, inserted fields print in mixed case regardless of what was specified in the return or transmittal letter.

10. Click **OK** to return to the *Customize Organizers* dialog where the custom Organizer form displays in its appropriate location marked with an asterisk (*).

> Note: Be sure you have inserted your custom letterhead code in the Letters/Filing Instructions dialog in Office Manager > Configure Applications > Tax Preparation for each office group if you are using a custom letterhead.

Editing Standard Organizer Forms

1. Highlight the Organizer form and click **Edit**.
2. Choose a new print option for the form. See *Organizer Print Options* on page 463 for more information.
3. If you are editing a standard Engagement letter, you can check the **Print inserted fields (e.g., firm info, salutation, etc.) in all CAPS** to have inserted fields print in upper case. If this box is not checked, inserted fields print in mixed case, regardless of what was specified in the return or transmittal letter.
4. Click **OK** to return to the *Customize Organizers* dialog.

Editing a Custom Form or Letter

1. Highlight the custom form and click **Edit**.
2. You can perform any of the following tasks for any form:
   - Use the **File name** drop-down list to select another form.
   - Enter a form description.
   - Change the **Print** option.
   - Check the **Print inserted fields (e.g., firm info, salutation, etc.) in all CAPS** box to have all inserted fields print in upper case lettering.
   - Place or remove the check from the *Print with custom letterhead* box and/or the *Print with page border* box.
3. Click **OK** when finished.

Printing a Blank Organizer Form

Highlight a form and click **Print Form** to print one blank copy of the form. Click **OK** to confirm the print.

Printing a Table

To print a copy of the print options for all forms in the selected Federal, state, or city entity, click **Print Table**. Click **OK** to confirm the print.

Deleting a Customized Organizer Form

Only custom forms can be removed from an Organizer list. Highlight the form and click **Delete**. You are prompted to confirm the deletion.

Remember these two points about deleting custom forms:

- If you have customized a form and then attached other customized forms to it, you must delete each attached form individually before you can delete the main custom form.
- A custom form attached to a standard Organizer form can be deleted, but the standard Organizer form cannot be deleted.

Resetting the List of Standard Organizer Forms

You can, at any time, restore the default print options for the standard forms by clicking **Reset**. You are prompted by a confirmation dialog.

If you click **OK** to confirm the *Reset*, all custom forms are removed from the list and your print options revert to their defaults.

Note: Once you click **OK**, you cannot undo the operation.

Click **Cancel** to return to the *Customize Organizers* dialog with the custom forms intact.

Updating Custom Letterhead

CCH ProSystem *fx* Tax automatically updates the Customized Letterhead when the 2022 Client Organizer program is installed.

Exporting Estimate Reminder Letters

(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 2022.
   - **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

(Production Processing > File > Transfer Clients)

Use Transfer Clients to copy returns created through Service Center Conversion CCH ProSystem *fx* Tax. The transfer process automatically establishes the client in the centralized database and in Client Manager or Practice, if installed.

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
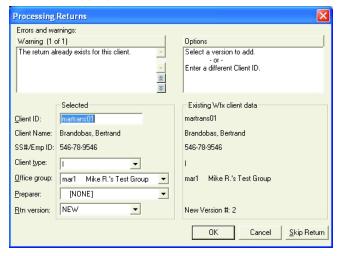
- For consolidated returns, you must enter the Tax client ID for each subsidiary return on Form CC - 1 of the consolidated return, and recalculate the return in Tax.
- Do not enter a client ID for the consolidating unit.
- If no version number is entered with the client ID, the first version of the return is used.

To transfer clients, do the following:

1. Click **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 **Client ID**, **Client type**, **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.

Accessing the Customer Support Website

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 default 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

Chapter 8

CHAPTER 8 - COMMUNICATIONS

Using Communications
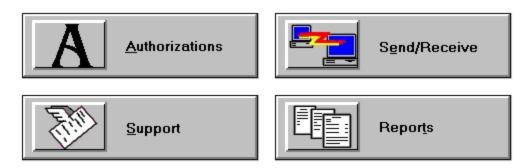
CCH ProSystem *fx* Tax allows you to transmit data to the processing center or to a support center using an internet connection.

You can do the following in Communications:

- Purchase processing authorizations
- 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 131 in *Office Manager*, if you have not already entered profile information.

- Microsoft® Edge or Google® Chrome™ 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.

Purchasing Authorizations

The *Authorizations* option allows you to order processing authorizations for returns.

To purchase authorizations, do the following:
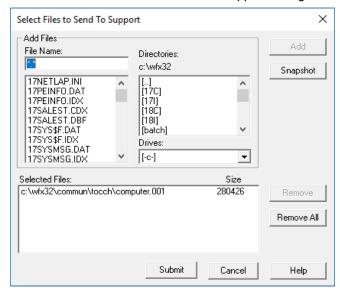
1. Click **Authorizations** on the main window. The *Select Authorization Requests* dialog displays the number and type of authorizations currently on your system.

   Note: Your system can hold up to 9,999 authorizations for each product type at one time.

2. For each product for which you are purchasing authorizations, enter the number you want to purchase in the appropriate column. The available product types are as follows:
   - Federal Individual
   - Federal Business
   - Consolidated
   - State Individual
   - State Business
   - Pro Forma/Organizer
   - Scan/Autoflow

   Warning: Authorizations cannot be returned.

3. Choose one of the following options:
   - Click **Submit** to process your order immediately. A dialog displays the transmission status of your order. Once completed, you are returned to the main window.
   - Click **Save** for a later batch transmission.
   - Click **Cancel** to exit the *Select Authorization Requests* dialog without saving your changes.

4. If you purchased 50 or more authorizations, you will receive a confirmation screen to review your purchase. Select **Confirm Purchase** to confirm the transaction, or click **Cancel** to make changes.

Sending Files and Returns to Support

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 the next page.

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

The *Send/Receive* option allows you to send authorizations. You can also receive host communications, and files from support.

🗒 **Notes**:

- You can use any combination of *Send* and *Receive* options during a Communications session. For example, you can send an authorization request and receive files from support.
- 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 item 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.

   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 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 sent.
   - 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.

Setting Up Printers

(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
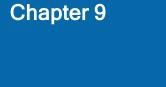
If the client ID for a downloaded return does not exist, is invalid, or is a duplicate of an existing ID, you can manually assign IDs using the *Process* menu command. If none of the returns require client ID assignment, the *Process* menu command is unavailable.

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 9

CHAPTER 9 - ELECTRONIC FILING

Electronic Filing Overview

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.

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

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 2022 returns:

Return Type	Dates Available to e-file
Individual	Returns filed after e-file opens in early 2023

Return Type	Dates Available to e-file
	Form 4868 until April 15, 2023
	Form 2350 until April 15, 2023
Partnership	Returns filed after e-file opens in early 2023
Corporation	Returns filed after e-file opens in early 2023
S Corporation	Returns filed after e-file opens in early 2023
Fiduciary	Returns filed after e-file opens in early 2023
Employee Benefit Plan	Returns filed after forms release
Exempt Organization	Returns filed after e-file opens in early 2023

Points to Remember
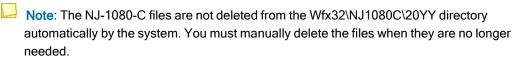
Individual Returns

- 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.

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.)

- 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

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

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

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.

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.
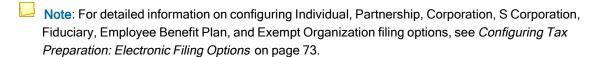
> Note: Currently, the option to randomly generate an ERO PIN applies to Individual returns only.

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 73.

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.
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 form 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	Federal: Federal > General > Electronic Filing Specialized State: Federal General >

Return Type	Interview Form	Worksheet
	Specialized State: AL2	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 73.

For information about selecting default electronic filing options in Office Manager, see the following topics:

- *Configuring Tax Preparation: Electronic Filing Options* on page 73
- *Individual Configuration* on page 77
- *Partnership Configuration* on page 79
- *Corporation Configuration* on page 81
- *S Corporation Configuration* on page 84
- *Fiduciary Configuration* on page 86
- *Employee Benefit Plan Configuration* on page 88
- *Exempt Organization Configuration* on page 89

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
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 266 and *Preparer Reports* on page 289 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 re-writable 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/prntgit.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 490

About PDF Attachments in Electronically Filed Returns

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.

4. 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.

5. 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 **Add** at the top of the section to attach another PDF.

6. 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 **Add** 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 488

Viewing PDF Files Attached to a Return for Electronic Filing below

Viewing PDF Files Attached to a Return for Electronic Filing
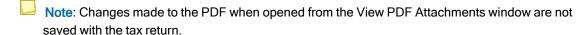
To view the PDF files attached to a return, you must first add the View PDF Attachments button to the toolbar.

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-PDF1

- **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

(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 485.

- 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 488 and *Viewing PDF Files Attached to a Return for Electronic Filing* on page 490.
- Correct errors identified in the return diagnostics which disqualify the return for electronic filing. See *Viewing the Electronic Filing Diagnostic Report* on page 494.

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**
   - **File > Export > Electronic Filing > 8955-SSA**
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.
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. If you are not using TrueType fonts and are printing to a printer, click **Load Fonts** to download fonts to the selected printer.

        iv. 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**: 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 498 for signature options.
   - See *About the Electronic Filing Status System* on page 498 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
Individual	AL2, Box 32	Federal > General > Electronic Filing > State > Specialized State Electronic Filing
Corporation	AL1, Box 77	States > Alabama > Alabama Corporation (20C) and Privilege Tax (PSA) > General > Basic Data
S Corporation	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
Document Imager	Available if Printer Setup contains a document imager driver configuration.
PDF	Prints one copy to a Portable Document Format (PDF) fixed-layout electronic file.
TIFF	Prints one copy to a Tagged Image File Format (TIFF) graphics electronic file.
Printer and PDF	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.
Printer and	Creates a TIFF file containing one copy of the return and prints up to nine

Destination	Description
TIFF	copies of the return to the printer configured in Printer Setup.

9. Select a watermark to print in the document background, if needed, diagonally from the lower-left to the upper-right corner of the page.

10. 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.

11. Click **Print** or another command.

Option	Description
Print	Initiates the print process.
Preview	Displays the print items in a new window to preview. You can also start the print process on the Preview window.
Cancel	Closes the window without saving the settings.

12. 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:

1. Open the Alabama specialized state extension 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
Individual	AL2, Box 31	Federal > General > Electronic Filing > State > Specialized State Electronic Filing
Corporation	AL1, Box 76	States > Alabama > Alabama Corporation (20C) and Privilege Tax (PSA) > General > Basic Data
S Corporation	AL2, Box 55	States > Alabama > Alabama Income (20S), Composite (PTE-C), and Business Privilege (PPT) > General > Basic Data

3. Calculate and save the return.

4. Qualify the return for electronic filing using the Diagnostics report.

5. Select a **Specialized State Extension** export option.

6. 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.

7. Select a print destination.

Destination	Description
Document Imager	Available if Printer Setup contains a document imager driver configuration.
PDF	Prints one copy to a Portable Document Format (PDF) fixed-layout electronic file.
TIFF	Prints one copy to a Tagged Image File Format (TIFF) graphics electronic file.
Printer and PDF	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.
Printer and TIFF	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.

8. Select a watermark to print in the document background, if needed, diagonally from the lower-left to the upper-right corner of the page.

9. 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.

10. Click **Print** or another command.

Option	Description
Print	Initiates the print process.
Preview	Displays the print items in a new window to preview. You can also start the print process on the Preview window.
Cancel	Closes the window without saving the settings.

11. 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

Refer to the Electronic Filing Guides (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

- Arkansas magnetic media file creation
- New Jersey NJ-1080-C diskette file creation

Obtaining Authorization Form Signatures

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

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)
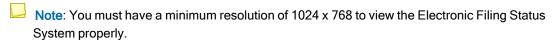
Related Topics

Accessing the Electronic Filing Status System below

Accessing Electronic Filing Support below

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.

Note: You must have a minimum resolution of 1024 x 768 to view the Electronic Filing Status System properly.
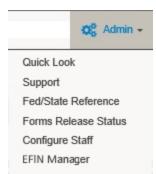
To access the Electronic Filing Status System, do one of the following:

- 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.

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:
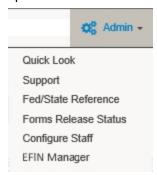
- Electronic Filing Guide
- Deadline Guide
- Electronic Filing Consolidated and Other Returns Guide

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.

Status of State eSign Approval of Authorization Forms
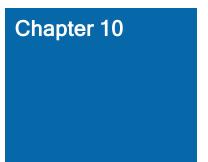
States That Allow Electronic Signature or do not Require a Signature or Filing

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		
New York		
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

Chapter 10

CHAPTER 10 - CLIENT MANAGER & TO DO LIST

Client Manager simplifies your client-related administrative tasks. You can easily set up new clients, specify services and billing, and keep your clients' personal and tax data current. Client Manager is licensed separately from the core CCH ProSystem *fx* Tax products.

When you access Client Manager, the Client Manager window displays.

> **Note**: If the Options > Display Cardex on Entry feature has been activated, the most recently used Cardex or Client List automatically displays when Client Manager opens.

Client Manager Features

The Cardex and Client List

You can display client data and access Client Profiles in one of two ways:

- The Cardex, an on-screen rotary card file containing basic information such as the client's name, address, and phone number.
- The Client List, which can be sorted to display clients by ID or by name.

You can easily locate clients using the Go To and Find features. For details on these features, see *Options Available from the Cardex and Client List* on page 506.

Automatic Display of Client Data

You can choose to have a Cardex or Client List display automatically when you enter Client Manager by selecting **Options > Display Cardex on Entry**.

The Client Profile

Client Manager provides a Client Profile that can manage a full range of data for each client, including address, telephone and fax numbers, primary and secondary email addresses, services performed, billing information, and staff responsible for the client.

The Client Profile also displays any customized data fields previously set up in Office Manager using **Configure Applications > Client Manager**.

Client profile data is maintained in a centralized client database shared with Tax Preparation. The shared data is referred to as common data.

Each Client Profile is tailored by client type (Individual, Corporation, Partnership, Fiduciary, or Vendor) to provide unique profiles containing pertinent information.

Client Notes

You can post a note for a client from the Cardex, Client List, or Profile. For details, see *Adding Notes for a Client* on page 514.

The Toolbar

The toolbar contains buttons you can use for easy access to major Client Manager features. For more information, see the next section, *Using the Client Manager Toolbar*.

Multiple Windows in Client Manager

You can use the Window/New Window feature to run simultaneous sessions of Cardexes, Client Lists, Client Profiles, or any combination of the three. You can open additional windows when the active window is displaying a Cardex or Client List; however, you cannot open a new window from a window displaying a Client Profile.
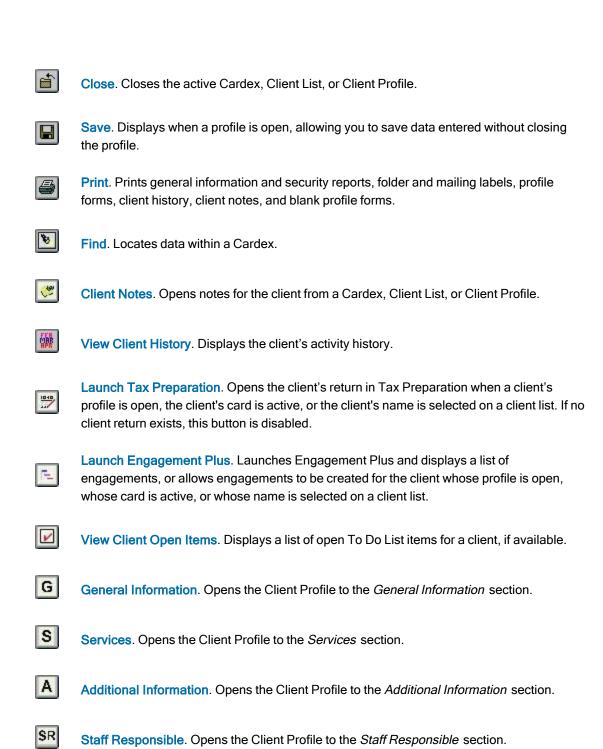
Client Security

You can secure a client's return, profile, and Cardex data using the Secure Client Data option. See *Securing Client Data* on page 521.

Using the Client Manager Toolbar

The toolbar buttons provide you with quick access to the most frequently used functions in Client Manager and to the different sections of the Client Profile. Keep in mind these important points about the toolbar:

- If enabled, you can access the toolbar from a Cardex, Client List, or Client Profile.
- You can display or hide the toolbar by selecting **View > Toolbar**.
- You can read a toolbar button name by positioning the pointer on the button.
- You can move, resize, and dock the toolbar.

New Client. Opens a blank profile for a new client.

Open Client. Opens a specific client's profile.

Open Cardex or List. Displays clients in a Cardex (if **View > Cardex** is selected). Either this button or the next listed button is displayed in the toolbar.

Open Cardex or List. Displays clients in a Client List (if **View > List** is selected). Either this button or the previously listed button is displayed in this toolbar.

Close. Closes the active Cardex, Client List, or Client Profile.

Save. Displays when a profile is open, allowing you to save data entered without closing the profile.

Print. Prints general information and security reports, folder and mailing labels, profile forms, client history, client notes, and blank profile forms.

Find. Locates data within a Cardex.

Client Notes. Opens notes for the client from a Cardex, Client List, or Client Profile.

View Client History. Displays the client's activity history.

Launch Tax Preparation. Opens the client's return in Tax Preparation when a client's profile is open, the client's card is active, or the client's name is selected on a client list. If no client return exists, this button is disabled.

Launch Engagement Plus. Launches Engagement Plus and displays a list of engagements, or allows engagements to be created for the client whose profile is open, whose card is active, or whose name is selected on a client list.

View Client Open Items. Displays a list of open To Do List items for a client, if available.

General Information. Opens the Client Profile to the *General Information* section.

Services. Opens the Client Profile to the *Services* section.

Additional Information. Opens the Client Profile to the *Additional Information* section.

Staff Responsible. Opens the Client Profile to the *Staff Responsible* section.

Custom Data. Opens the Client Profile to the *Custom Data* section.

Help. Displays Client Manager's online Help.

Displaying Clients in a Cardex or a Client List

(Client Manager > File > Open Cardex) (Client Manager > File > Open List)

The Cardex displays your clients in an on-screen rotary file by name or client ID. Each Cardex card contains basic client data, such as name, address, and phone numbers. Other data contained on the card varies depending on client type.

A Client List allows you to view clients in a list format. Many Cardex options are also available when a Client List is used.

To open a Cardex or a Client List, do the following:

1. Select **View > Cardex** or **View > List**.
2. Select **View > Sort by Name** to display the clients alphabetically by name, or **View > Sort by ID** to display the clients by client ID.
3. Select **File > Open Cardex** or **Open List**, or click the **Open Cardex** or **List** button to filter the list of clients in the Cardex or Client List.
4. In the *Open Cardex* or *Open List* dialog, leave **All** as the default for each option or use the drop-down lists to filter by the following criteria:
   - **Client type**. Individual, Partnership, Corporation, Fiduciary, or Vendor.
   - **Client group**. A user-defined grouping of particular clients (see *Client Groups* on page 516).
   - **Service**. Any of the tasks you perform for your clients, such as tax preparation, financial planning, audits, etc.
   - **Client status**. Active, Inactive, or Prospect.
   - **Office group**. Any of the office groups set up for the firm.
   - **Tax preparer**. Any of the preparers set up for the firm.
   - **Fiscal year end**. The month of the fiscal year end.
   - **Staff responsible**. Staff assigned to the client.

   The next time you open a Cardex or Client List, the filter dialog will default to your previous choices.

5. Click **OK** and the Cardex or Client List displays the clients fitting the criteria you specified.

   📝 Note: Cardex cards and Client Lists display with a default color code to distinguish client types. Use **Options > Customize Colors** to change the Cardex display colors.

Options Available from the Cardex and Client List

The following options are available when displaying a Cardex or list:

- **Options > Display Cardex on Entry**. Displays the Cardex or list from your previous Client Manager session when you open Client Manager.
- **Options > Setup Engagement Prompt**. Prompts you to set up an engagement based on a model engagement when adding a new client.

- **Edit > Go To**. Lets you find a specific client by name or ID. The Go To option is also available on the right-click menu.
- **Edit > Find**. Lets you locate specific text when using the Cardex view. The Find option is also available on the right-click menu.
- **View > Cardex Filter Criteria**. Displays the filter criteria used for the active Cardex or list.
- **View > Sort by Name** or **Sort by ID**. Allows you to sort the Cardex or list alphabetically by name or client ID.

    Tip: When viewing a list, click the column headings to sort by name or client ID.

- **File > Open Cardex** or **Open List**. Opens a Cardex or list. It also closes an open Cardex or Client List and displays a new one.
- **View > Refresh Cardex/List**. Updates and re-sorts Cardex cards or Client List names/IDs.
- **Window > New Window**. Permits you to run multiple sessions of Cardexes, Client Lists, Client Profiles, or any combination of the three simultaneously.

    This function is available from active windows displaying a Cardex or Client List from which you can open multiple profiles.

- **Edit > Client Notes**. Attaches a note to the client whose card is active, whose name is highlighted in a list, or whose profile is open. To attach a note to a selected client, you can also right-click and select **Client Notes**.
- **File > Print**. Allows you to print reports, folder or mailing labels, and blank profile forms for all clients displayed.
- **Manage**. Lets you set a client's status, view a client's history of activity in other CCH ProSystem *fx* applications, view a client's open To Do List items, and secure client data. You can also right-click and select **Set Client Status** or **Secure Client Data**.

Moving through the Cardex

Use the following methods to navigate the Cardex:

- Click a Cardex card to move it to the front of the Cardex.
- Select **View > Index** to turn the Index on or off, **View > Toolbar** to turn the toolbar on or off, and **View > Status Bar** to turn the Status bar on or off.
- Select **View > Sort by name** or **View > Sort by ID**, and then click a letter or number on the Index or press a number or letter on the keyboard. Depending on your **View** selection, the first card with a client name or client ID beginning with the selected character displays at the front of the Cardex.
- Select **Edit > Go To** or right-click and select **Go To** to locate a Cardex card. Choose the **Name** or **ID** button, enter a full or partial name or ID, and click **OK** to move to the first card containing the name or ID.
- Select **Edit > Find** or right-click and select **Find** to search for information on a Cardex card (a phone number, address, contact person, etc.). Enter the search text and click **Find** to bring the first card with matching text to the front of the list.

Moving Through the Client List

Use the following methods to navigate the Client List:

- Use the scroll bar, up arrow and down arrow, or page up and page down to move up and down the list.

- Press a letter or number on the keyboard to highlight the first name beginning with the selected character.

- Select **Edit > Go To** or right-click and select **Go To**. Click the **Name** or **ID** button, and then enter a full or partial name or ID in the *Client* field. If you enter a full name or ID, that client is highlighted on the list. If you enter a partial name or ID, the first client in the list whose name begins with the characters you entered is highlighted.

The Client Profile

All information about your client, other than tax return information, is maintained in the Client Profile. Consider the following when entering data on Client Profiles.

- *Client ID* and *Office Group* are mandatory fields.

- In fields with a question mark, you can click the **question mark**, select **Edit > Lookup Value**, press **F4**, or select **Lookup Value** from the right-click menu to display a list of values or a calendar for the field.

- When the cursor is in a particular field, the field description displays in the status bar at the bottom of the profile. If the status bar is not active, select **View > Status Bar**.

- **Phone number fields** accept any character–alpha, numeric, or special–and do not format automatically. The phone number field for an Individual accepts from 14 characters for a home phone to 19 characters for a business phone. However, only the first 14 characters are passed from the client's profile to Tax Preparation.

- **ZIP Codes fields** accept any ten characters and do not format automatically.

Getting to Know the Client Profile

The following is a description of the Client Profile sections applicable to all client types.

General Information

The *General Information* section includes the following fields:

- **Client ID**. Set up client IDs using any naming convention up to 12 alphanumeric characters. The ID you assign in the profile becomes the client/return ID in Tax Preparation if the client is a tax client. This field is mandatory.

  Note: A Supervisor user can change client IDs by selecting **Options > Change Client ID** or by right-clicking and selecting **Change Client ID** from the drop-down menu.

  This option is available when the Cardex or Client List is displayed. You can also select **File > Save As** to copy profile information to a new client ID, while maintaining the original ID.

- **Office Group**. Assign a client's office group by selecting a group from the *Office Group* drop-down list. The selection will be reflected in Tax Preparation when the return is opened and saved. This field is mandatory.

  Note: To change an office group after you have saved the Client Profile, use **Change Office Group** in Office Manager.

- **Set Up Date**. Defaults to the current date. You can either enter a different date or access the calendar by pressing **F4**, placing the cursor in the *Set Up Date* field and selecting **Edit > Lookup Value**, or clicking **Help**. Use the arrows to the left and right of the month field to scroll backward or forward to select a date. Use the arrows to the left and right of the year field to scroll backward or forward to the desired year. Click **OK** when finished to insert the new set up date.

- **Term Date**. You can enter the date on which the work for the client was completed.

The Client Profile for Individual has fields for birth date, occupation, Social Security Number, and spouse information. Corporation and Partnership Client Profiles have fields for basic business information, such as the principal product or service offered by the business, the date the business began, etc.

Fiduciary Client Profiles have information fields for trust data, such as name and type of trust, beneficiaries, etc.

The Vendor Profile has three fields for names and phone numbers of additional contacts in the vendor's office.

The *Client Group* field allows you to group clients using various criteria. For example, you may want to group clients in the same type of business or clients from the same family. For details on setting up client groups, please see *Client Groups* on page 516.

Common Data

Data entered in the *General Information* section of the Client Profile is available for return data in Tax Preparation. The data is dependent on the client type. When you change any of the common data fields on the Client Profile, a dialog displays when you open the return in Tax Preparation, asking if you want to change the information on the return.

Services

The *Services* section contains the following:

- Services you perform for the client
- Fees
- The year the service was performed
- Tax preparer name, code, and Social Security Number
- The date the engagement letter was filed
- The software you use to perform your services
- The client time and billing code

Note: The *Services* section is not included on the Vendor profile.

Additional Information

The content of this section varies according to what Client Type you select in the *New Client* dialog. If the Client Type is Vendor, the *Additional Information* section does not display. For all other Client Types, the following fields display.

- **Partner/Mgr Resp**. Specify the staff responsible for the client.
- **Referred By**. Record who referred this client to your office.
- **Personal Interests**. List hobbies or recreational activities enjoyed by the client or the client's representatives. This field does not display for Fiduciary clients.
- **Dependents**. Enter names of dependents for whom the client is responsible. Displays for Individual clients only.
- **Org/Trade Assoc**. List affiliations, union, organizations, clubs, or activities with which the client is associated. Does not display for Fiduciary clients.
- **Client's Software**. Record any pertinent software the client uses.
- **Attorney**. Record the name/address of the client's attorney or legal association.
- **Bank**. Record the name/address of the client's financial institution.
- **Banker**. Record the name of the banker who services the client's account.
- **Insurance Agent**. Record the name/address of the client's primary insurance agent.

Staff Responsible

Use the drop-down lists to select the staff member responsible for the client, including his or her title. If only one staff member is associated with a title, that staff member's name will display automatically when you select the title. If you select a staff member first, that person's title will automatically display. Please see *Adding Resource Data* on page 46 in Chapter 3, *Office Manager*, for details on configuring staff titles.

Custom Data

The *Custom Data* section is configured in Office Manager. Custom data allows the addition of various fields for each Client Profile type. See *Configuring Client Manager* on page 135 in Chapter 3, *Office Manager*.

Opening a Client Profile

If you intend to work on only one client, you can access a Client Profile for a specific client without having to first display a Cardex or list of clients.

If the profile has been secured with a password, you will be required to enter the password before you can access the profile. If, however, only the client's tax return has been protected with a password, you will be able to open the Client Profile.

Opening a Specific Client Profile

1. Select **File > Open Client** or click the **Open Client** button.
2. Specify whether you want to locate the client by ID or name.
3. Enter the ID or name and click **OK** to open the profile.

   You can enter a partial name or ID to display a list of names or IDs beginning with the characters you entered. Double-click the client whose profile you want to open.

   If there is only one client that matches the partial name or ID, that client's profile opens.

Using the Most Recently Used List

On the File menu, the last four clients you opened display by client ID. To open the profile of a client on the list, click the client's ID, or type the number (1, 2, 3, or 4) shown left of the ID.

Opening a Client Profile from the Cardex or Client List

Using filter criteria, you can display a Cardex or Client List and select a client whose profile you want to view. As you complete work for one client, you close the client's profile, return to the Cardex or list, and select another profile.

1. To open the Cardex file, select **File > Open Cardex** or click the **Open Cardex** button.

   To open a client list, select **File > Open List** or click the **Open List** button.
2. On the *Open Cardex* or *Open List* dialog, you can leave **All** as the default for each option or use the filters to select your list.
3. Click **OK** to display the clients matching the criteria you specified.
4. To open a Client Profile from the Cardex, do one of the following:
   - Double-click the client's card.
   - For a client whose card is at the front of the Cardex, use the Profile toolbar buttons shown below or the Profile menu options to display a specific area of the Client Profile.

     G S A SR C

     You can also right-click and select the specific area from the pop-up menu.

To open a Client Profile from a list, do one of the following:

- Double-click the client's name.
- Select the client and use the Profile toolbar buttons shown below or the Profile menu options to display a specific area of the Client Profile.

  G S A SR C

  You can also right-click and select the specific area from the pop-up menu.

Moving through the Client Profile

There are several ways to move through the Client Profile:

- Use **Tab** or **Enter** to move forward through the fields.
- Use **Shift** + **Tab** to move backward through the fields.
- Use the scroll bar to move up and down the form.
- Use **Page Up** or **Page Down** to move a screen up or down the profile.
- Click one of the five profile buttons on the Toolbar shown in the previous section, or right-click and select a profile section option on the pull-down menu.
- Use the Profile menu options to move to a specific section of the profile.

Editing a Client Profile

While entering data in the Client Profile, you can use the features on the top portion of the Edit menu to assist you with data entry. You can also right-click the mouse to access the edit features.

Note: Use **F2** to delete a date. To remove a client from a client group, you must delete the client group. See *Client Groups* on page 516, for steps on removing a client group.

- **Undo**. From within a field, select **Edit > Undo** or **Ctrl** + **Z** to cancel the most recent entry or change.
- **Cut**. From within a field, select **Edit > Cut** or **Ctrl** + **X** to place highlighted data on the Clipboard. You can select **Edit > Paste** to move the text to another location.
- **Copy**. From within a field, select **Edit > Copy** or **Ctrl** + **C** to copy highlighted data from one field to another. You can select **Edit > Paste** to copy the text to another location.
- **Paste**. From within a field, select **Edit > Paste** or **Ctrl** + **V** to insert cut or copied text into a selected field.
- **Lookup Value**. You can place the cursor in the field and select **Edit > Lookup Value**, click **the question mark icon**, or press **F4** in fields marked with a question mark (?) to display values or a calendar for that field. You can also right-click and select **Lookup Value** from the pop-up menu to display the calendar or field values.
- **Delete**. You can select **Edit > Delete** or press **Delete** to delete the highlighted contents of a field. Delete does not save the data to the Clipboard once it is removed from the profile.

Deleting Client Profile Data

The Delete Client option on the File menu lets you remove from the client database the Client Profile and all return data for a client whose card is active, whose name is highlighted on the client list, or whose profile is open.

Note: You must have a supervisor access level in order to delete clients in Client Manager.

1. Select **File > Delete Client**. If the client has not been backed up, you are prompted to confirm the deletion.

> **Note**: If the client or return data has been protected with a password, you must enter the password.

2. Click **Cancel** to stop the deletion or click **OK** to confirm the deletion.

Adding New Clients

You add a new client to your database when you set up a Client Profile. To add clients:

1. Select **File > New Client** or click the **New Client** button.
2. Use the drop-down list to select the client type: Individual, Corporation, Partnership, Fiduciary, or Vendor.
3. Click **OK** to open the appropriate Client Profile. For details on entering data in the Client Profile fields, see *The Client Profile* on page 508.
4. You must enter a unique client ID of up to 12 alphanumeric characters in the Client ID field and select an office group from the drop-down list. If you have only one office group, its name automatically displays in the *Office Group* field.
5. Enter your client data. You may password-protect the profile by selecting **Manage > Secure Client Data**. See *Securing Client Data* on page 521, for more information.
6. When you finish, click **File > Close Profile** to save your data and exit the profile. If you have licensed and installed Engagement Plus and activated the Options > Setup Engagement Prompt feature, the *Create Engagements for New Client* dialog displays. You can create engagements, based on model engagements, for the client. Highlight the engagement(s) you want created for the client and click **Create**.

For more information on setting up engagements, see *Creating a New Engagement* on page 597 in Chapter 14, *Engagement Plus*.

Adding Notes for a Client

You can post notes for a specific client from the Client Profile or while the client is selected from the Client List or Cardex. Once you create a note, you can edit it, insert a user/date/time stamp, search for text within the note, or print it.

The notes you create for a client are available every time you select the client's profile, Cardex card, or name on a Client List and access the Notes feature.

When entering a client note, you can do the following:

- Enter text and use line breaks (press **Shift** + **Enter**) and carriage returns to align sentences and insert space between paragraphs.
- Use **Delete** or **Backspace** to remove characters.
- Highlight text and use the edit features to move, copy, or delete data.
- Paste text from the Clipboard into a note.

Opening Client Notes

From a displayed Cardex card, a highlighted name on the client list, or a client's profile, select **Edit > Client Notes**, click the **Client Notes** button, or right-click and select **Client Notes**.

The Client Notes File menu option contains the following:

- **Save**. Saves your text without exiting Client Notes.
- **Print**. Prints the note text. The note printing will adjust to match your printer configuration.
- **Exit**. Allows you to save your data and exit Client Notes.

The Client Notes Edit menu contains the following:

- **Undo**. **Alt + Backspace** cancels the last entry or change you made.
- **Cut**. **Shift + Delete** removes selected text from the note section.
- **Copy**. **Ctrl + Insert** copies selected text within the note section.
- **Paste**. **Shift + Insert** inserts cut or copied text to another area in the note or to a field on the Client Profile.
- **Delete**. **Delete** removes highlighted text. Deleted text cannot be pasted to a section or field.
- **Insert User/Date/Time**. Inserts a caption with the current user's ID, today's date, and current time.
- **Clear Note**. **Ctrl + Delete** deletes all text within the note.

The Search menu option contains the following options:

- **Find**. **F3** displays the Find dialog. Enter the text you want to locate. Check **Match Case** to look only for words with the exact matching case. Choose the direction for the search. Click **Find Next** to begin the search. Click **Cancel** to close the *Find* dialog.

- **Replace**. To find and replace text, do the following:
  a. Enter the text to find and the new text you want to substitute. Accelerate your search by checking **Match Case** to look for words that match case exactly.
  b. Click **Replace All** to automatically replace all occurrences of the word. Click **Find Next** to locate the first occurrence of the word you want to change. When the text is found, click Replace to confirm the substitution. Click **Find Next** again to find more occurrences of the text. Click **Cancel** when finished.

Opening a Client's Tax Return
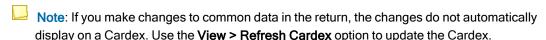
You can open the return for a client whose profile is open, whose card is active, or whose name is highlighted on a Client List. To open a return, click the **Tax Return** button or select **Edit > Tax Return**. This option is not available if no client return exists.

This feature launches Tax Preparation and automatically opens a client's return, or, if the client has multiple return versions, displays a list of the return versions. All Tax Preparation features are available when you open the return from Client Manager.

Consider the following when you select the Tax Return feature:

- Client Manager remains open, allowing you to move between Client Manager and Tax Preparation.
- You can open multiple returns in Tax Preparation; however, this uses more system resources and may lead to low memory error messages.
- If you select **Tax Return** from an open profile, the profile automatically closes when Tax Preparation opens. You can activate Client Manager to display the client's profile, but you cannot make changes to the profile while the client's return is open.

Note: If you make changes to common data in the return, the changes do not automatically display on a Cardex. Use the **View > Refresh Cardex** option to update the Cardex.

Editing Engagements

You can open an existing engagement or create a new engagement for a client whose profile is open, whose card is active, or whose name is selected on a client list.

1. Click the **Engagements** button or select **Edit > Engagements** to launch Engagement Plus and display a list of the client's engagements, if present. If no engagements exist, Engagement Plus opens and you can use **File > New** to create an engagement.
2. Highlight the engagement you want to open and select **Edit > Engagement** to edit the engagement information. Select **Edit > Tasks** to edit task information.

Note: For information on editing engagements, please see *Editing Engagements* on page 602 in Chapter 14, Engagement Plus.

Client Groups

You can create client groups and associate clients with groups using a variety of criteria. For example, you could group together clients that are in the same type of business, clients from the same family, or corporate clients with CEOs for whom you prepare Individual returns. You can place each client in up to five client groups.

Adding or Deleting a Client Group

1. Select **Options > Modify Client Groups**. The *Modify Client Groups* dialog displays. This dialog lists existing groups and the clients assigned to the highlighted group.

- To add a client group, click **Add Group**. Enter a client group name of up to ten characters and click **OK**. The new client group is added to the *Modify Client Groups* dialog.
- To delete a client group, highlight the client group you want to delete and click **Delete Group**.

2. Click **OK** to exit the *Modify Client Groups* dialog.

Adding a Client to a Client Group

1. Open a Client Profile.
2. Position the cursor in the *Client Group* field of the *General Information* section on the Client Profile. Click **Help**, select **Edit > Lookup Value**, or press **F4** to display a list of client groups from which to select.
3. Highlight up to five client groups to assign the client to and click **OK**. The client group names display in alphabetical order on the profile with an ellipsis (...) to indicate subsequent client groups have been assigned.

Deleting a Client from One or More Client Groups
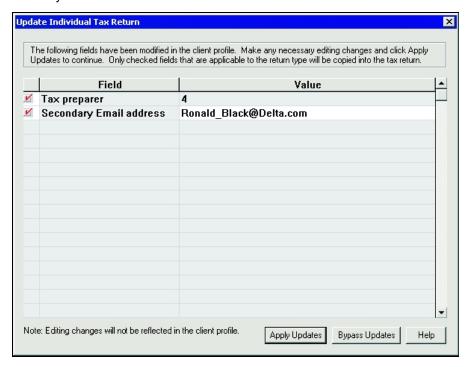
1. Position the cursor in the *Client Group* field on the profile and click **Help**, select **Edit > Lookup Value** or press **F4** to display client group values. The client groups to which the client is assigned are highlighted.

2. Select the client group from which you want the client removed and click **OK**. The client group is removed from the client group field on the Client Profile. The remaining client groups, if any, continue to display.

Saving Client Profile Information

Four options on the File menu allow you to save Client Profile data:

- **File > Save**. Saves changes to an open profile without closing it.

- **File > Save As**. Allows you to create a second version of the client's profile by entering another client ID for the client. If you enter an existing client ID, you will get a *Duplicate Client ID* warning and you will be returned to the open profile.

  When you exit the Client Profile and return to a Cardex or Client List, you will see the client displayed under two IDs. You can maintain separate Client Profile data for the client under both IDs. If the client does not display under two IDs, click **View > Refresh Cardex/List**.

  Note: To delete the client under one of the IDs, use the **File > Delete Client** option. You must have Supervisor access to use the Delete Client function.

- **File > Close Profile**. Prompts you to save changes and closes the profile.

  Note: If Engagement Plus is installed and you have enabled Options/Setup Engagement Prompt, the *Create Engagements for New Client* dialog displays, allowing you to create one or more engagements for the client.

- **File > Exit**. Prompts you to save changes and exit Client Manager.

If you save profile information after updating fields that share common data with Tax Preparation, the *Update Tax Return* dialog displays when you next open the return in Tax Preparation, allowing you to save any or all of the revised common data to the tax return.

The preceding example shows updates to an Individual Client Profile. A similar dialog displays when opening returns for the other client types whose profiles have been changed.

You can do one of the following on the *Update Individual Tax Return* dialog:

- Click **Bypass Updates** if you do not want to update the return.
- Uncheck the box next to an item you do not want included in the return.
- Click the **Value** field to change a particular item before passing it to the return.
- Click **Apply Updates** to apply the updates, including any edited fields, to the return data.

Note: Changes made on this dialog are not automatically passed to the profile. If you make changes to the common data when working on a tax return, an *Update Client Profile* dialog displays when you close the tax return. You can perform any of the same actions to update the Client Profile with the changed data.

Changing a Client's ID

Only users with supervisory access can change client IDs.

1. From a displayed Cardex or the Client List, select **Options > Change Client ID** for the client whose ID you want to change. Select **View > Refresh Cardex/List** to update the list.
2. In the *New client ID* field, enter a unique ID using any naming convention of up to 12 alphanumeric characters. The client ID you assign in the profile becomes the client ID in Tax Preparation for tax clients.
3. Click **OK**. If you enter a duplicate ID, Client Manager prompts you to enter a different ID.
4. If the new client ID is unique, the client ID is updated on the client's profile and tax return, and the client's old ID is deleted.

The Change Client ID option is also available in Office Manager.

Setting Colors

You can specify a distinct color for each client type. Your clients' names will display in the Cardex and Client List in the color of their respective client types.

1. Select **Options > Customize Colors**. The *Customize Colors* dialog displays.
2. Click the color you want for each client type.
3. Click **OK**.

Setting a Client Status

You can assign one of three status types to your clients:

- **Active**. Work for the client is currently in progress, or you have resumed working on a client previously assigned an Inactive status.
- **Inactive**. You want to maintain the client in your database, but work for the client is not currently being performed. You can change the client's status to Active when work for the client is to resume.
- **Prospect**. Designates potential clients.

When opening a Cardex or Client List, Status is one of the filter criteria you use to display a group of active, inactive, or prospective clients. You can set the status for any client whose Profile is open, whose Cardex card is at the front of the display, or whose Name or ID is selected on the client list.

To set a status for a client, do the following:

1. Select **Manage > Set Client Status**.
2. Select the status to assign to the client.
3. Click **OK**. The client is assigned the status.
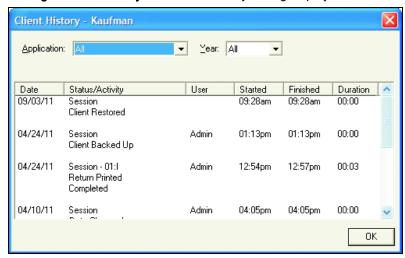
Viewing a Client's History Log

The Client History Log provides a complete record of client activity. You can view the history of a client whose profile is open, whose Cardex card is active, or whose name is highlighted on a client list. Each activity posted to the history shows the following:

- The date posted
- The status, if posted, and activity performed
- The user who performed the activity or set the status
- The time the activity began and ended
- The length of time taken to perform the activity

1. From within a Cardex, Client List, or Client Profile, click the **View Client History** button or select **Manage > View History**. The *Client History* dialog displays.

2. To select activity information, do one of the following:
   - Use the *Application* drop-down list to select a CCH ProSystem *fx* Tax application. Leave the default **All** to view the client's history for all applications.
   - Select the year of the history to view from the *Year* drop-down list or leave the default **All** to view the client's history for current and prior installed years.
3. When you have finished viewing the dialog, click **OK**.

Viewing Your Client's Open Items

View Open Items allows you to display the open To Do List items for a specific client. You can view items for any client whose profile is open, whose card active, or whose name is highlighted on the Client List.

To view open items, do the following:

1. Click the **View Client Open Items** button or select **Manage > View Open Items**.
2. When you have finished viewing the open items, click **OK**.

See *To Do List* on page 527 for more information.

Securing Client Data

The Secure Client Data option attaches security to a client's return, profile, or Cardex card through either of two methods:
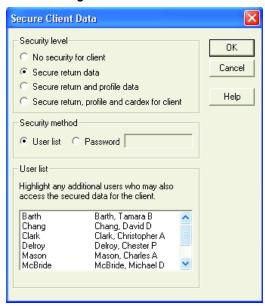
- If the **user list** method is selected, only the user who secures the client, users granted access to the client, and supervisors are permitted to access the secured client data.
- If the **password** method is selected, only the users who know the password are permitted to access the data.

Security can also be activated in Tax Preparation (see *Securing a Return* on page 299 in Chapter 4, *Tax Preparation*).

You can secure data for any client whose profile is open, whose Cardex card is active, or whose Name or ID is highlighted on the client list.

Assigning User List Security

1. Select **Manage > Secure Client Data**. The *Secure Client Data* dialog displays.

2. In *the Security Level* box, assign security to the Client Profile, return, or Cardex card, or to a combination of the three.

3. In the *Security Method* box, click **User List**.

4. In the *User List* box, select other users you want to have access to secured clients.

   📝 Note: Supervisors are not included in this list because they have access to all client data secured in this way.

   If a user who has not been granted access attempts to open a secured return or profile, a dialog stating *Access is not permitted for this client* displays. If a restricted user attempts to display the Cardex card of a secured client, then a SECURED stamp displays.

5. Click **OK**.

Assigning Password Security

If you select this method of security, you are required to enter a password to view, modify, and print 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. The *Enter Password* dialog prompts you for the password.

⚠️ Warning! If you forget a password, you must send either the return data or a client backup to CCH ProSystem *fx* Technical Support for assistance. We recommend that you designate someone in your office to maintain a list of passwords.

To secure client data through the password method, do the following:

1. Select **Manage > Secure Client Data**.
2. In the *Security Level* box, assign security to the Client Profile, return, Cardex card, or to a combination of the three.
3. In the *Security Method* box, click **Password**, then enter up to eight alphanumeric characters. No spaces are allowed.
4. Click **OK**. The *Confirm Password* dialog displays.
5. Enter the password again and click **OK**.

To remove client security, do the following:

1. For a currently secured client, open a Client Profile, highlight the name or ID on the Client List, or move the card to the front of the Cardex.

   If only the return is secured and you attempt to change the security level from within the Client Profile, you are prompted to enter the password.
2. Select **Manage > Secure Client Data**.
3. Click **No Security for Client**.
4. Click **OK** to deactivate security.

Launching CCH® IntelliConnect®or CCH® AnswerConnect

To access your CCH research product, IntelliConnect or AnswerConnect, navigate to http://www.cchgroup.com and select **CCH IntelliConnect** or **CCH AnswerConnect** from the *Product Logins* drop-down menu located at the upper-right corner of the page.

You can also access IntelliConnect or AnswerConnect from within Tax Preparation by selecting **Help > U.S. Master Tax Guide**.

Printing Client Reports

Use the File > Print option or the Print button to print reports, notes, labels, or Client Profiles. Use filter criteria to specify a particular group of clients for whom you want reports or labels printed, or open the profile of a specific client to print only the client's profile, labels, or reports.

Printing the Client Profile Form

Printing a Single Profile

1. From within a profile, select **File > Print** or click the **Print** button.
2. Select **Client Profile** and click **OK**.
3. Specify the number of copies.
4. Check the box if you want to print the client's notes.
5. Click **OK**.

Printing a Group of Profiles

1. Select **File > Open Cardex** to display the *Open Cardex* dialog, or click **Open List** to display the *Open List* dialog.
2. Filter the criteria for the profiles that you want to print.
3. From the Cardex or List, select **File > Print** or click the **Print** button.
4. Select **Client Profile** and click **OK**.
5. Select to sequence the printed profiles by client name or ID.
6. Specify the number of copies to print.
7. Check the box if you want to print client notes.
8. Click **OK**.

Printing Client Notes

You can also print Client Notes from within a Client Profile or when you print Client Profiles.

Printing Notes for One Client

1. From within a Client Profile, select **File > Print** or click the **Print** button.
2. Select **Client Notes** and click **OK**.
3. Specify the number of copies.
4. Click **OK**.

Printing Notes for a Group of Clients

1. Select **File > Open Cardex/List**. The *Open Cardex* or *Open List* dialog displays.
2. Filter the criteria for the profiles that you want to print.
3. From the Cardex or List, select **File > Print** or click the **Print** button.
4. Select **Client Notes** and click **OK**.
5. Select to sequence the printed profiles by client name or ID.
6. Specify the number of copies to print.
7. Check the box for a page break between each client's notes.
8. Click **OK**.

Printing a General Information Report

The General Information report contains data from the Client Profile general information section.

To print a General Information report for one client, do the following:

1. From within a Client Profile, select **File > Print** or click the **Print** button.
2. Select **General Information** and click **OK**.
3. Specify the number of copies to print.
4. Click **OK**.

To print General Information reports for a group of clients, do the following:

1. Select **File > Open Cardex** to display the *Open Cardex* dialog, or select **File > Open List** to display the *Open List* dialog.

2. Filter the criteria for the profiles you want to print.

3. From the Cardex or Client List, select **File > Print** or click the **Print** button.

4. Select **General Information** and click **OK**.

5. Select to sequence the printed profiles by client name or ID.

6. Specify the number of copies to print.

7. Click **OK**.

Printing a Client History Report

This report prints a client's profile and return activity history.

Printing a Single Client History Report

1. From within a Client Profile, select **File > Print** or click the **Print** button.

2. Select **Client History** and click **OK**.

3. Specify the number of copies to print.

4. Click **OK**.

Printing Client History Reports for a Group of Clients

1. Select **File > Open Cardex** to display the *Open Cardex* dialog, or select **File > Open List** to display the *Open List* dialog.

2. Filter the criteria for the profiles you want to print.

3. From the Cardex or Client List, select **File > Print** or click the **Print** button.

4. Select **Client History** and click **OK**.

5. Select to sequence the printed profiles by client name or ID.

6. Specify the number of copies to print.

7. Check the box for a page break between each client's report.

8. Click **OK**.

Printing a Security Report

The Security report, available to supervisory access only, displays all secured clients and the user who has secured them.

To print Security reports, do the following:

1. Select **File > Print** or click the **Print** button.

2. Select **Security Report**.

3. Click **OK**.

Printing Labels

- **Folder labels**. Use 8-1/2 x 11-in. single sheet two-column 3-7/16 x 11/16-in. file folder laser labels.
- **Mailing labels**. Use 8-1/2 x 11-in. two-column 4 x 1 labels.

Printing Folder or Mailing Labels for One Client

1. From a Client Profile, select **File > Print** or click the **Print** button.
2. Select **Folder Labels** or **Mailing Labels** and click **OK**.
3. Enter the number of labels to print for the client in the *Number of Copies* box.
4. Click **OK**.

Printing Labels for a Group of Clients

1. Select **File > Open Cardex** to display the *Open Cardex* dialog, or select **File > Open List** to display the *Open List* dialog.
2. Filter the criteria for the profiles you want to print.
3. From the Cardex or Client List, select **File > Print** or click the **Print** button.
4. Select **Folder Labels** or **Mailing Labels** and click **OK**.
5. Select to sequence the labels by client name or ID.
6. Enter the number of copies to print.
7. Click **OK**.

Printing Blank Profile Forms

1. Select **File > Print** or click the **Print** button.
2. Select **Blank Profile** forms.
3. Select the **Client Type** from the drop-down list.
4. Enter the number of copies to print.
5. Click **OK**.

Accessing the Customer Support Website

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 default 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

To Do List

Overview

The To Do List, packaged with Client Manager, helps you organize your office tasks and serves as a reminder of what you need to do for your clients. It consists of a list of tasks you perform for your clients, nonclient-related items, and items sent to you by other CCH ProSystem *fx* Tax users. To Do List tasks include such items as Call, Prepare, Calc, Meet, Mail, etc. You can add your own task names to this list to suit your particular needs.

The To Do List allows you to do the following:

- Assign an item to a client
- Assign due dates and prioritize items
- Include item descriptions
- Send new or existing items to other users

In Tax Preparation and Engagement Plus, the responsibility for a return can be forwarded to another user. Items forwarded to you by other users display when you open or refresh your To Do List.

Completed tasks that are client-related can be posted to the client history log or removed from the To Do List.

To open the To Do List, do one of the following:

- Click the **To Do List** icon in the CCH ProSystem *fx* Tax program group.
- Select **Manage > To Do List** in Tax Preparation.
- Add the Tax Preparation To Do List toolbar button to the Tax Preparation toolbar.

View all open To Do List items for a client by doing the following:
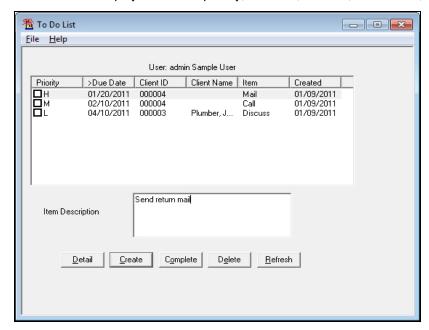
- Select **Manage > View Open Items** or click the **View Open Items** toolbar button from Client Manager or Tax Preparation.
- Select **Manage > Client To Do List** or click the **Client To Do List** toolbar button in Engagement Plus.

Features of the To Do List

The To Do List displays the item's priority, due date, client ID, client name, item, and creation date.

The item description displays for the currently selected item. Use the five buttons at the bottom of the To Do List as follows:

- **Detail**. Displays details about an item and allows you to change its due date, priority, or description. If you receive an item from another user, the user's name and the date the item was entered display.
- **Create**. Allows you to add new items to your To Do List or create an item to send to one or more users.
- **Complete**. Removes checked items from your To Do List and posts them to the corresponding client history log.
- **Delete**. Removes checked items from your To Do List. No activity is posted to the client's history log.

- **Refresh**. Updates the screen display to reflect changes you have made and, if applicable, any newly forwarded items received during the current session.

Changing the To Do List Display
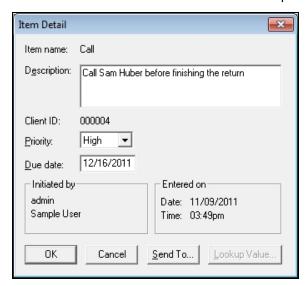
By default, To Do List items display in order by date due, with the most recent date first and clients listed by ID. To change the order in which items display, click the appropriate column title. A greater than (>) symbol in the column title indicates the current sort method.

You can display the To Do List by the following criteria:

- **Priority**. Listed by priority, highest to lowest or no priority.
- **Due Date**. Listed by targeted completion date, with the most current date listed first.
- **Client ID**. Listed alphanumerically by ID.
- **Client Name**. Listed alphabetically by clients' last names.
- **Item**. Listed alphabetically by task.
- **Created**. Listed in order of creation, from oldest to most recent.

Viewing an Item in Detail

The *Item Detail* dialog allows you to view an item's information, change its priority level, due date, or description, and send the item to other users. If an item has been sent to you, the *Item Detail* dialog shows who initiated the item and when. An example of the *Item Detail* dialog follows.

To use Item Detail, do the following:

Highlight a To Do List item and click **Detail**. The *Item Detail* dialog displays. The following information is included:

- **Item name**. A brief description of the task. Once defined, the item name cannot be changed.
- **Description**. A detailed, three-line description of the task. You can update or delete the description.

- **Client ID**. The client identifier, if it is a client-related item. The client's name displays to the right of the ID in this dialog. The client ID cannot be changed.
- **Priority**. One of four priority levels. You can change the priority level to high, medium, low, or none.
- **Due date**. The date the item is due to be completed. You can enter a new date, or position the cursor in the *Due Date* field and click **Lookup Value** or press **F4** to select a new date.
- **Initiated by**. Identifies who sent the item to you.
- **Entered On**. The time and date the item was originated.

The following buttons display at the bottom of the *Item Detail* dialog:

- **Send To**. Display a list of system users. Highlight a user or users and click **OK** to transfer the item to those users. Transferred items do not display on your To Do List.
- **Lookup Value**. Displays the calendar in the *Due date* field.
- **OK**. Saves changes and displays the To Do List main window.
- **Cancel**. Ignores all changes made and displays the To Do List main window.

Creating a New To Do List Item

Click **Create** to add an item to your To Do List or to create an item to send to another user. The *Create An Item* dialog displays.

Each of the fields on the dialog is explained below.

- **Item name**. Use the drop-down list to select an item, or type an item name of up to 20 alphanumeric characters. If you enter a new item, when you exit the dialog, a message asks if you want the name added to the existing list of item names.
  - Click **Yes** to add the item. You cannot remove the new item from the list once it has been added.
  - Click **No** if you do not want to add the item. The item name remains in the item list only until the item is completed or deleted.
  - Click **Cancel** to discard the item.

- **Description**. Enter an item description to display in the *Item Description* box of the To Do List whenever the item listing is highlighted. The description can be three lines in length.
- **Client ID**. If the item is associated with a client, you can enter the client's ID or click **Lookup Value** and use the *Client Type, Status, Office Group,* and *Preparer* drop-down lists to filter a list of clients from which to choose. The default for each drop-down list is **All**.

  Click **OK**. A list of client names and IDs based on your selections displays.

Highlight a client and click **OK** to place the client's ID in the *Client ID* box.
- **Priority**. Use the drop-down list to select Low, Medium, High, or None.
- **Due date**. Type a due date, press **F3** to enter the current date, click **Lookup Value**, or press **F4** to display the calendar.

Use the arrows to the left and right of the year and month fields to scroll backward or forward through the calendar to select a date. Click **OK** when finished. To delete a date entry, press **F2** in the *Due Date* field.

- **Send To**. Click **Send To** to send the item to other users. The *Send To* dialog displays. Highlight one or more users and click **OK**.

Click **OK** on the *Create An Item* dialog to send the item and be returned to the main To Do List window.

Completing an Item

To post completed client-related items to the client's history log, do the following:

1. Select the check box to the left of the items you want to clear from your To Do List and post to the client history log. If you mark an item with a check mark and then decide it is not complete, click the box again to remove the check mark.
2. Click **Complete** and confirm by clicking **Yes**. All items designated with a check mark will be removed from the To Do List and posted to the client history log.

Deleting an Item

The Delete function is used to clear unwanted items from your To Do List. If a task is deleted, no record will be posted to the client history log.

1. Select the check box to the left of the item you want to delete from your To Do List. Click this box for all items you want to clear from your To Do List. If you mark an item with a check mark that you do not want to delete, click the box again to remove the check mark.
2. Click **Delete** and confirm by clicking **Yes**. All items with a check mark are deleted from the To Do List.

Refreshing Your Screen

If you maintain your To Do List on-screen for extended periods of time, occasionally click **Refresh**. This ensures that the data shown reflects all changes you have made and allows you to view any new incoming tasks.

Printing the To Do List

Select **File > Print** to print a To Do List report. Your To Do List report immediately prints with the following data:

- Item priority
- Item due date
- Client ID
- Client name
- Item name
- Date created
- Item description

Chapter 11

CHAPTER 11 - PROSYSTEM FX PRACTICE OR PROJECT INTERFACE

Introduction

With the ProSystem *fx* Practice or ProSystem *fx* Project Interface, you can link client information so that ProSystem *fx* Practice or Project shares common client data with CCH ProSystem *fx* Tax.

> **Note**: In this chapter, references to ProSystem *fx* Practice are also referencing ProSystem *fx* Practice with Project, or ProSystem *fx* Project, unless stated otherwise.

The interface also enables you to send invoice and time entry information from Tax Preparation to Practice, and to open the Practice Inquiry module in Tax Preparation to view a client's profile information.

If you are using ProSystem *fx* Practice as your practice management software and are sharing common data with Tax, you are given the choice of applying Practice client profile data to returns when creating Organizers and Pro Formas, when recalling returns from Pro Forma, and when opening a return after changes have been made to the profile. If multiple changes are made, you can also decide which changes made to a profile should be applied to a return. In the same way, when changes are made to a return's common data, you can decide which changes should be applied to the client's profile.

To view the list of common data shared between ProSystem *fx* Practice and CCH ProSystem *fx* Tax, see *Common Data* on page 555.

Regardless of whether you share common data between the two systems, you can send time and invoice information from Tax to Practice and view client data using the Inquiry module.

This chapter provides instructions for enabling the interface, setting up defaults for transferring client data to Practice, and establishing initial links between client databases.

It also explains how to set up the exchange of invoice and time entry transactions and then use those features in Tax Preparation.

Setting Up the Interface

Setting up the interface to share data and send invoice or time transactions to ProSystem *fx* Practice includes the following tasks:

- Running Practice and Tax workstation setup programs on your workstation if both applications have been installed on a network drive.
- Enabling the Tax Interface on the Administrative > Firm Setup > Firm Properties > Interfaces tab in Practice.
- Setting up the defaults you want to use when establishing links for new or additional Tax Preparation clients to Practice after you have performed the initial linking.
- Selecting ProSystem *fx* Practice as the Practice Management software and entering the Practice data path in Office Manager > Configure Firm > Practice Management. This is mandatory if you want to share common client data.

    🗒 Note: This step is not required if you just plan to send invoice and time clock information to Practice. However, to send invoices or time transactions, Practice must be licensed and you must have installed ProSystem *fx* Practice or the Time Entry module.

- Running the Establish Links Utility to initially create links between Practice and Tax clients.
- Configuring the client invoice options for each office group that will be sending invoices to Practice. You configure client invoice options using Office Manager > Configure Applications > Tax Preparation > Office Group > ProSystem *fx* Practice (or Project) Interface > Invoice Amount. (See *Chapter 3 - Office Manager* on page 31, for detailed information on the invoice options.)
- Setting up the defaults you want to use when sending invoices and using the clock in Tax Preparation.
- Enabling the **Send client invoice amount** option for each user who is going to be sending invoices on the Office Manager > Configure Staff > User tab. (This option is enabled automatically for Tax Supervisor users.)

Enabling the Interface in Practice

To share client data with CCH ProSystem *fx* Tax to share client data, you must enable the interface on the *Firm Properties* dialog in Practice.

💡 Tip: We recommend that Practice users exit client profiles before this function is performed.

1. Select **Administrative > Firm Setup > Firm Properties**.
2. Select the **Interfaces** tab to access the *Firm Properties* dialog.

3. Check the **Use ProSystem *fx* Tax Interface** box in the *Tax Interface* section.

   📝 Note: If you have established multiple Practice firms, you should activate this option for **only one** firm. Activating this option for more than one firm will cause improper data flow between Tax and Practice.

   - Default Partner. Enter the Employee ID of the partner you want to use as the default partner when receiving a new client from Tax. You may also place your cursor in the field and click the lookup button. Select the Employee ID from the lookup dialog.

     You must choose a default partner because the Partner ID is a mandatory field in Practice. Once the client information has been imported into Practice, you can change the client's assigned partner as necessary.
   - Default Project Templates. Enter a project template ID for Individual, Partnership, Corporate, or Fiduciary. You may also place your cursor in the field and click the lookup button. Select the Employee ID from the lookup dialog. The project template description will display next to each selected template.

4. Leave the **Use Microsoft Outlook Interface** box checked if you are using Microsoft® Outlook® and want to enable the interface with Practice.
   - Choose **Export Only** if you want to only export information to Microsoft® Outlook®.
   - Choose **Two way synchronization** if you want Practice and Outlook® to exchange information in a two way synchronization.

5. Click **OK**. You can now edit the *Client Properties > Interface* tab to enter Tax information for Practice clients.

Configuring Practice Management Software

Network Users: If you are working from a computer with CCH ProSystem *fx* Tax program files loaded locally, run Workstation Setup (?:\wfx32\wssetup, where ?=Network Drive) and select **Setup Icons** prior to selecting your practice management software. This ensures changes are firm-wide.

1. Open Office Manager and click the **Configure Firm** button.
2. Select the **Practice Management** tab.
3. Select **ProSystem *fx* Practice**, **ProSystem *fx* Practice with Project**, or **ProSystem *fx* Project** from the drop-down list.

   📝 Note: The interfaces available to your firm will depend upon your selection in this drop-down list. See the following chart for more information.

	Client Profile Link	Project Link	Time Clock Management	Sending of Invoice Amounts
Practice	Yes		Yes	Yes
Practice with Project	Yes	Yes	Yes	Yes
Project	Yes	Yes		

4. In the *Select Practice data directory* box (or *Select Project data directory* box), enter the path to the Practice data directory with which you want to interface, or use the **Browse** button to locate the directory. Remember that if you have established multiple Practice firms, you should activate this option for **only one** firm. Activating the option for more than one firm will cause improper client data flow between CCH ProSystem *fx* Tax and Practice.

Establishing Initial Client Links

The Establish Links Utility can be used to:

- Initially associate current CCH ProSystem *fx* Tax clients and ProSystem *fx* Practice or clients.
- Populate the ProSystem *fx* Practice database with clients set up in CCH ProSystem *fx* Tax.

This option is found in Office Manager > Configure Applications > ProSystem *fx* Practice (or ProSystem *fx* Project).

Note: For the ProSystem *fx* Practice (or Project) icon to be available in Configure Applications, Practice (or Project) must be installed on the computer where setup is taking place, and ProSystem *fx* Practice (or Project) must be selected as your Practice Management software.

Specifying Office Groups to Link
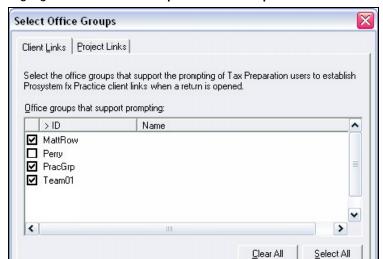
When selecting CCH ProSystem *fx* Tax clients to link with Practice clients or projects, you can filter the clients or projects by their ID or Name.

If you have created multiple office groups, you can filter the list of office groups you want to use when linking client data before running the Establish Links Utility.

Note: Removing an office group from the list of those available for linking removes clients associated with the office group from the Establish Links process. Those clients also will not be available for linking return data with Practice client and project data.

To specify office groups you want to use when linking clients, do the following:

1. Open Office Manager and select **Configure Applications**.
2. Highlight the **ProSystem *fx* Practice** (or **ProSystem *fx* Project**) icon and click **Configure.**

3. Highlight **Select Office Groups** and click **Setup**. The *Select Office Groups* dialog displays.

4. Select the office groups for the project and client links on the *Client Links* and *Project Links* tabs.

   By default, all office groups are checked to support client linking.

   - To remove an office group from the list, remove the check from the box next to the office group.
   - To remove all checked office groups, you can click the **Clear All** button.
   - To select all office groups, click the **Select All** button.

5. Click **OK** to save your changes, or click **Cancel** to exit the dialog without saving any changes you have made.

Using the Establish Links Utility

The Establish Links Utility creates links between CCH ProSystem *fx* Tax clients and ProSystem *fx* Practice clients and enables the rapid sharing of data between the two systems. When a change to shared client data occurs in either the client profile or the tax return, you control whether the data is applied to the profile or the return.

If Establish Links utility is not used, clients are still matched if ProSystem *fx* Practice has been configured as the Practice Management software. The tax preparer will be prompted to either establish a link or not.

When you run the Establish Links Utility, client links are established whenever a match is found between a client's Social Security Number or Federal Employer Identification Number in Practice and the SSN or FEIN in Tax, or if requested, a match between a specified number of characters in the CCH ProSystem *fx* Tax Client ID and the Practice Client ID. You can specify during the linking process that you want a new client created in Practice whenever a client match is not found.

A match cannot be established when any one of the following is true:

- A profile is in use by another user when the utility is run.
- The SSN/FEIN has a special value, such as 999-99-9999, 555-55-5555, etc.
- More than one Practice client matches the Tax client.
- Adding the client creates a duplicate Practice client.
- A matching Practice client cannot be found.

If clients cannot be matched, an *Unlinked Clients* dialog will display at the end of processing, and you will be able to manually link any unlinked clients or add a new Practice client.
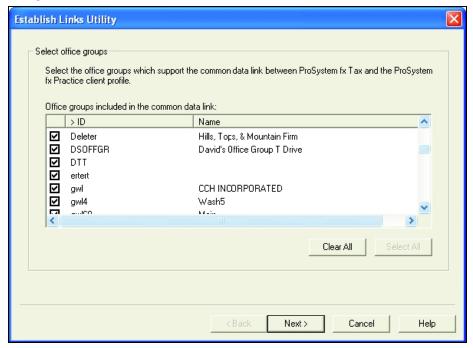
You can run the Establish Links Utility for all clients, or you can filter clients for whom you are establishing links by client type, office group, and/or tax preparer.

We recommend that Practice users exit all client properties before running the utility. If a client property dialog is open, the return and Practice client cannot be linked.
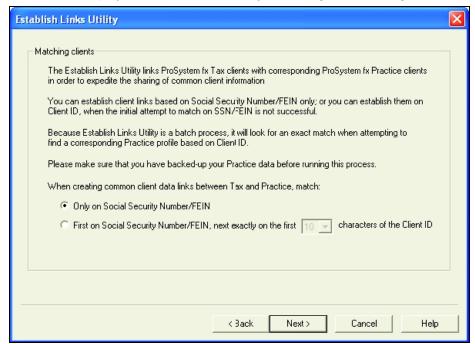
Note: The ProSystem *fx* Practice or Project icon is not available in the list of Configure Application options in Office Manager if Practice or Project is not installed on the computer on which the set up is taking place.

To establish links, do the following:

1. In Office Manager, click the **Configure Applications** button.
2. Highlight **ProSystem *fx* Practice** (or **ProSystem *fx* Project**) and click the **Configure** button.
3. Click the **Establish Links Utility** button to display the *Establish Links Utility - Select office groups* dialog.
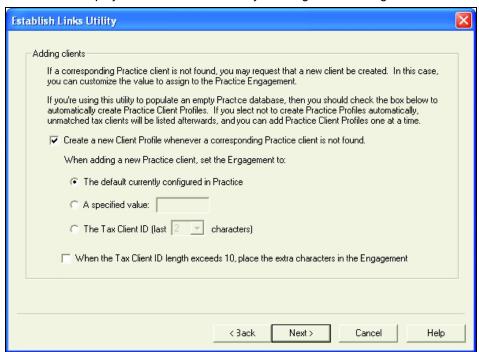
4. Select the office groups for client links. By default, all office groups are checked to support client linking.

- To remove an office group, clear the box next to the office group.
- To remove all checked office groups, click **Clear All**.
- To select all office groups, click **Select All**.

5. Click **Next** to display the *Establish Links Utility - Matching Clients* dialog.

6. You can specify that the system match clients based on the following:

- Only on Social Security Number/FEIN.
- First on SSN or FEIN and (if a match is not found) then on a specified number of characters in the Client ID. Use the drop-down arrow to determine the number of characters.

7. Click **Next** to display the *Establish Links Utility - Adding clients* dialog.
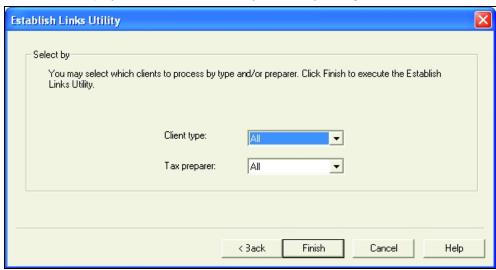
On this dialog you can specify that you want a new Practice client profile created automatically if a Tax client cannot be matched with a Practice client. Once enabled, you can specify the engagement you want to use for new clients:

- The default engagement configured for the firm on the *Administrative > Firm Setup > Firm Properties* tab in Practice.
- The value entered in the *A specified value* field.
- The number of Tax Client ID characters chosen in the drop-down list.

With the first two options, you can also check the last box to specify that when a Tax Client ID exceeds 10 characters in length, the extra characters are to be placed in the ProSystem *fx* Practice *Engagement ID* field.

8. Click **Next**. On the third *Establish Links Utility* dialog, select the box to have client data entered in upper case in the tax return transferred to the Practice client profile in mixed case.

9. Click **Next** to display the *Establish Links Utility - Select by* dialog.

10. Use the drop-down lists to filter the clients for whom you want to establish links by client type (Individual, Corporation, Partnership, or Fiduciary), and/or tax preparer. Depending on the size of your client database, filtering by one of the options could shorten the time it takes to establish links.

11. Click **Finish** to begin the linking process. When the linking utility has finished, an *Unlinked Clients* dialog will display if any clients could not be linked.

12. To create a link for a client, highlight the client and click the **Create Link** button to display the *Establish Link* dialog.

   - To create a link with an existing Practice client, search for the desired client by choosing one of the three buttons in the *Search criteria* section and entering a Client ID, name, or SSN/FEIN number. You can also leave the *Search for* box blank to display a list of all unlinked clients in the Practice database directory you specified during Firm Setup.

     Highlight a client in the Practice clients found section and click **Create Link** to link the clients.

   - To add a client if there is no matching Practice client to link to, click **Add Practice Client** to display the *Add Practice Client* dialog.

     Enter the Engagement to be used for the client, edit the Client ID, if applicable, and click **Add**. After the client is added, you are returned to the *Unlinked Clients* dialog if additional clients remain unlinked.

        Note: If you enter a duplicate Practice Client ID, an exception dialog will display. You must enter a new unique ID for the client and click **OK**, or click **Cancel** to discard the new client profile.

13. When you have finished with the *Unlinked Clients* dialog, click **Close** to display the *Processing Log*.

   📝 Note: If no exceptions have been found, this log displays immediately after the Establish Links Utility has finished running.

14. Click **Print** to print the log, or **Close** to close the dialog without printing.
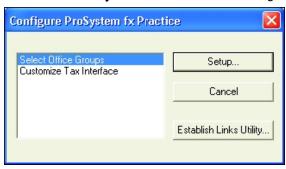
Setting Up Linking Defaults for New Clients

You can specify in Office Manager how you want clients linked when you create returns for new clients in Tax Preparation. When configuring the ProSystem *fx* Practice Customize Tax Interface option, you can specify the following for each client being added:
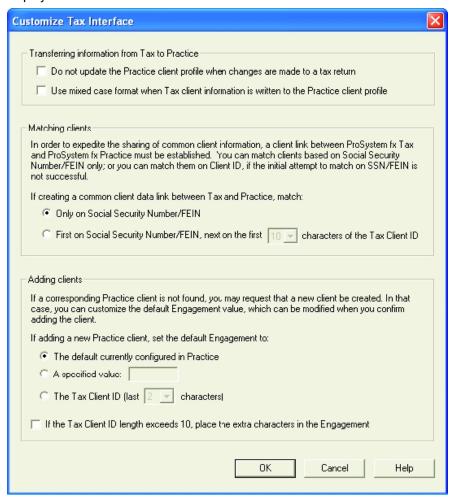
- Whether the system should attempt to match a client to a Practice client - by SSN or FEIN only, or first by SSN or FEIN and then by a specified number of characters in the Tax client ID.
- The default engagement to use when adding a new client. The engagement can be modified when you confirm adding the new Tax client to the Practice database.
- To transfer return information to the profile using mixed-case or upper-case text.

To specify the options to use when new clients are created in CCH ProSystem *fx* Tax and whether they should be added to the Practice database, do the following:

1. In Office Manager, click **Configure Applications**.
2. Double-click **ProSystem *fx* Practice**. The *Configure ProSystem fx Practice* dialog displays.

3. Highlight **Customize Tax Interface** and click **Setup**. The *Customize Tax Interface* dialog displays.

4. This dialog establishes how the system will link clients when you create a new return and the engagement to use as a default. You can override the defaults established here.

- In the *Transferring information* section,
  - Check **Do not update the Practice client profile when changes are made to a tax return** to update only client profiles from within Practice (not Tax Prep).
  - Check **Use mixed case format when Tax client information is written to the Practice client profile** to have tax return information that was entered in upper case transferred to the client profile in mixed case.
- In the *Matching client* section, choose the appropriate button to match clients on SSN/FEIN only, or first on SSN/FEIN and then on a specified number of characters in the Tax Client ID and the Practice Client ID.
- In the *Adding clients* section, choose what you want to use as the default engagement. You can modify the default engagement when you are asked to confirm the addition of the client to the Practice database.

5. Click **OK** when finished.

Processing New Returns

When you create a return for a client that exists in Practice, but does not yet have a return associated with it, or create a return for a new client that does not yet exist in Practice or Tax Preparation, the *Establish Links* dialog displays so you can create a link for the client.

📝 Note: If a CCH ProSystem *fx* Tax Client ID is longer than ten characters and you have specified that you want the extra characters placed in the ProSystem *fx* Practice engagement ID field when customizing the tax interface, the eleventh and twelfth characters become the client's Practice Engagement ID when the profile is created for the new client.

To create a return for a new client and establish links for the client, do the following:

1. In Tax Preparation, in the Search Panel of the *Open Return* dialog, choose the **Client ID** option to search **By Specified Client**.
2. Enter the Tax Client ID for the client and click **Go**.
3. Select the Client type, tax product, and office group for the new client and click **OK**. The *Establish Link* dialog displays.
4. If the client exists in Practice and an initial tax return is being created for the client, click **Search**, highlight the Practice client to whom the return belongs and click **Create Link**.

   If the client is new to Tax Preparation and Practice, click **Add Practice Client**, enter the appropriate information in the *Add Practice Client* dialog, and click **OK**.

Establishing a Link to a Return in Practice

If you have not established links (see *Establishing Initial Client Links* on page 537), you can create a link with a Tax client in Practice by entering the Tax Client ID on the *Interface* tab in the Practice Client Properties.
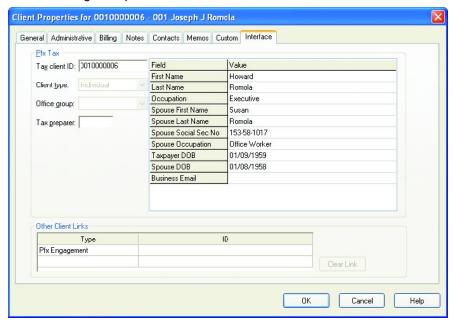
📝 Note: If the selected Tax Client ID has been linked to a different Practice client, a warning will display, and you will have to either unlink the Tax client or enter a different Tax Client ID.

To establish a link in Practice, do the following:

1. Select **File > Clients**.
2. Double-click the client's name to open the client profile.
3. Select the **Interface** tab.
4. Enter the client's CCH ProSystem *fx* Tax Client ID in the *Tax Client ID* field. (The Tax Client ID can be different from the Practice Client ID.)

After you enter the Client ID, Practice downloads the client's common data from Tax, as shown in the following example for an Individual client.

> Note: If you are adding a client new to both Tax and Practice, you must select the client type after entering the Tax Client ID. The client type chosen determines the fields that display on the right side of the dialog. (See *Common Data* on page 555 for a list of common data fields for each client type.)

Select the client's office group (mandatory) and enter the tax preparer's code (not required). You may then complete the fields in the right side of the dialog. Dates must be entered in MM/DD/YYYY format on the *Interface* tab.

Updating Client Data

Once the interface has been set up to link common data between Practice and Tax clients, data that is changed in one system can be used to update the data in the other system.

Updating the Client Profile

If you change common data in Tax Preparation, a dialog listing the changes made to the common data in the return displays. All items checked will update the corresponding field in the client's Practice Client Properties.

You can do the following:

- Remove the check next to an item you do not want updated in the Practice Client Properties.
- Edit the data in the *Value* field next to an item. The change will be reflected in the Practice Client Properties, but not in the tax return.

- Click **Bypass Updates** to discard the return changes to the Practice Client Properties.
- Click **Apply Updates** to apply the return changes to the Practice Client Properties.

If the return is not linked to a client profile, the *Establish Link* dialog (see *Establishing a Link to a Return in Practice* on page 545) will display so that you can either create a link to an existing client or add the client to Practice.

You can do one of the following:

- If the system was able to determine potential matches, select a client from the list and click **Create Link**.
- Search for unlinked clients. From the results list, select a client and click **Create Link**.
- Click **Add Practice Client** to create a new Practice client with the information contained in the tax return.
- Click **Cancel** to exit the dialog without creating a link.

If the client profile is being edited when the changes are saved to the tax return, a *Tax Interface Warning* dialog will display. You can click **Retry** to update the profile after closing the profile, or **Cancel** to not update the profile.

Updating the Tax Return
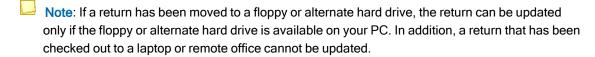
When you change common data in Practice, a dialog similar to the following example displays when the return is next opened in Tax Preparation.

You can do one of the following:

- Remove the check next to an item you do not want updated in the tax return.
- Edit the data in the Value field next to an item. The change will be reflected in the tax return, but not in the Practice Client Properties.

- Click **Bypass Updates** to not apply the Practice client changes to the return.
- Click **Apply Updates** to apply the Practice client changes to the return.

  Note: If a return has been moved to a floppy or alternate hard drive, the return can be updated only if the floppy or alternate hard drive is available on your PC. In addition, a return that has been checked out to a laptop or remote office cannot be updated.

Points to Remember

The following are some points to remember about client links.

Changing a Client ID or Office Group

You can change a Tax Client ID or the office group to which a client is assigned in Office Manager. When the Client ID or office group is changed in Tax, the change is posted to the Practice client properties.

  Note: Changing a Tax Client ID in the Interface tab of Practice will not change the Client ID in the Tax database.

One of the situations described below can occur if changing the Client ID in the Practice *Interface* tab:

- If the selected Tax Client ID does not exist in the Tax database, a new Tax client is created. A link is established between the current Practice Client and the newly created Tax Client.
- If the selected Tax Client ID does exist in the Tax database and is not already linked to a different Practice client, a link is created between the selected Tax Client and the current Practice Client.
- If the selected Tax Client ID does exist in the Tax database, but has already been linked to a different Practice Client, you receive a warning informing you the client cannot be linked. You will then be required to enter a different Tax Client ID.

Deleting Client Data

If you delete a client and all tax return data in Office Manager, the link between Practice and Tax for that client is removed.

  Note: Deleting all client and tax return data in Office Manager deletes all prior-year returns.

Deleting a client in Practice will remove the link to the tax client. You will need to access Office Manager > Delete Client Data to delete the client and any tax returns.

You can also remove a link between a Tax and Practice client by deleting the Tax Client ID from the Interface tab of the Practice client profile and saving the changes.

Disabling the Common Data Interface

To disable the interface between Practice and Tax:

1. Open Office Manager and click the **Configure Firm** button.
2. Click the **Practice Management** tab.
3. Select **None** or **Client Manager** from the *Select name* drop-down list.
4. Click **OK**.
5. Open Firm Properties in ProSystem *fx* Practice and uncheck the **Use ProSystem *fx* Interface** box on the **Interfaces** tab.

Disabling the Invoice and Time Clock Interfaces

To disable the invoice and time clock interfaces, do the following:

1. Open Office Manager.
2. Select the **Configure Applications** button.
3. Double-click **Tax Preparation**.
4. Select the office group for whom you want to disable the interface.
5. Click **OK**.
6. Highlight **ProSystem *fx* Practice Interface**.
7. Click **Setup**.
8. Click the **Clock** tab.
9. Clear **Enable time clock feature for interfacing with ProSystem *fx* Practice**.
10. Click the **Invoice Amount** tab.
11. Clear **Enable sending client invoice amounts to ProSystem *fx* Practice**.

Security

If a return is password protected in Tax, a user can update the client profile and have the changes passed to Tax without having to enter the return's password.

Laptops

The common data portion of the interface between Tax and Practice is not active when Tax is run on a laptop. The time clock and invoice features are available with Practice remote time entry.

Configuring the Clock and Invoices
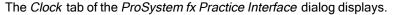
Before using the clock for time entry transfers or sending invoices to Practice, you must configure these functions in Office Manager for all office groups that will use the interface.
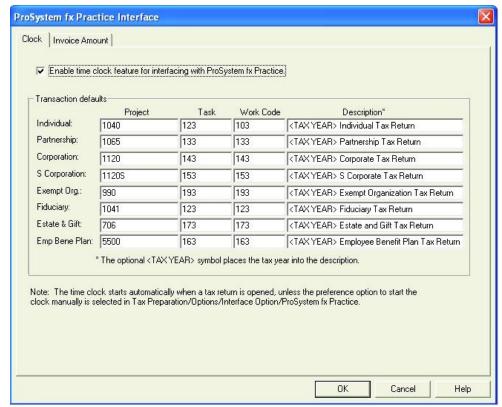
Configuring the Clock

If you do not have Administrative permissions, you must have Enter Own permissions on the Time Entry tab of the Employee Properties > Permissions tab in Practice to run the clock in Tax Preparation.

Setting this option will cause the time clock to start when a return is opened unless, within Tax Preparation, you select **Options > Interface Options > ProSystem fx Practice** and choose the option to manually start the clock.

1. In Office Manager, select **Configure Applications > Tax Preparation**.
2. Double-click the office group you want to configure.
3. Scroll down the *Configure Tax Preparation* dialog, highlight **ProSystem *fx* Practice Interface** and click **Setup**.

   The *Clock* tab of the *ProSystem fx Practice Interface* dialog displays.

4. Check the **Enable time clock feature for interfacing with ProSystem fx Practice** box.
5. Enter the corresponding Practice information to determine the defaults for the transactions with which you want to interface in the *Project*, *Task*, *Work Code*, and *Description* fields.

   📒 **Note**: The following are valid characters that may be used in these fields: letters A through Z, numbers 0 through 9, tilde (~), underscore (_), hyphen (-), braces ({}), brackets ([]), and forward and back slashes (\ /). All special characters are valid for the description when returns have been printed.

Configuring the Invoice Amount Option

When configuring the Invoice option, you can specify that you want the invoice sent following return print. As part of the configuration, you can also specify the employee ID to use when the invoice transaction is sent to Practice. If you do, this employee must have permission in Practice to enter expense transactions.
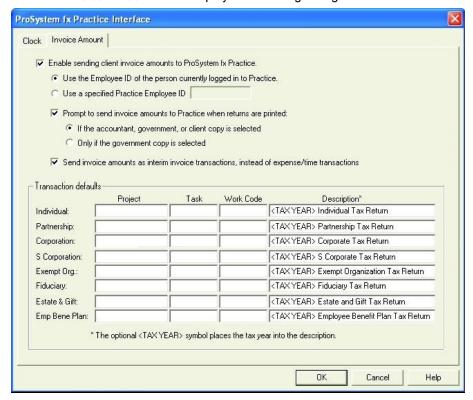
If no employee ID is configured, the transaction will default to the ID used to log into Time Entry. In this case, that user ID will either need to have permission to enter expenses in Practice, or have "Enter Other" permission so the employee ID for the transaction can be changed to one that can enter expenses.

The user must be granted the right to send invoices to Practice in Office Manager > Configure Staff > Users dialog.

📒 Note: You can manually send invoices to Practice using Manage > Send Client Invoice to Practice.

To configure the invoice option, do the following:

1. In Office Manager, select **Configure Applications > Tax Preparation**.
2. Double-click the office group you want to configure.
3. Scroll down the *Configure Tax Preparation* dialog, highlight **ProSystem *fx* Practice Interface**, and click **Setup**.
4. Click the **Invoice Amount** tab to display the following dialog.

5. Check the **Enable sending client invoice amounts to ProSystem fx Practice** to enable the invoice function.

6. Determine which Employee ID is going to be used to enter the invoice.

   ▪ Choose **Use the Employee ID of the person currently logged into Practice** if you do not want to designate a specific Practice employee.

   ▪ Choose **Use a specified Practice Employee ID** and enter the employee's ID in the field provided to designate a specific Practice employee.

7. Check the **Prompt to send invoice amounts to Practice when returns are printed** if you want to send an invoice amount at that time.

   To send invoice amounts when printing, choose to send the invoice:

   ▪ When any of these copies are printed: accountant, government, or client.

   ▪ When only the government copy is printed.

   📒 **Note**: To manually send an invoice at any time, select **Manage > Send Invoice Amount to Practice**, located within the Tax Preparation application.

8. Check the **Send invoice amounts as interim invoice transactions, instead of expense transactions** to have Practice format the invoice transaction as an interim charge, instead of an expense charge.

9. Enter the corresponding Practice information to determine the transaction defaults for the tax products with which you want to interface in the *Project*, *Task*, *Work Code*, and *Description* fields.

   📒 **Note**: The following are valid characters in the fields on this dialog: letters A through Z, numbers 0 through 9, tilde (~), underscore (_), hyphen (-), braces ({}), brackets ([]), and forward and back slashes (\ /). All special characters are valid for description.

10. Click **OK** to exit the dialog and save your changes.

Sending Invoice Amounts to Practice

The invoice amount and format are based on the Client Invoice Options set up for the client's office group in Office Manager > Configure Applications > Tax Preparation. Entries on Interview Form 3 (General > Return Options > Invoice Options Worksheet) for a particular return will override the office group entries.

If Time Entry is not open and running when you send an invoice to Practice, Practice will open to the login dialog.

Before sending invoice amounts, you must configure the ProSystem *fx* Practice Interface in Office Manager > Configure Applications > Tax Preparation > ProSystem *fx* Practice Interface > Invoice Amount tab and check the **Enable sending client invoice amounts to ProSystem *fx* Practice** check box. See the *Configuring the Invoice Amount Option* on the previous page for more information.

Default project, task, and work code information needs to be entered for Individual, Partnership, Corporation, S Corporation, Exempt Organization, Fiduciary, Estate & Gift, and Employee Benefit Plan, if applicable.

Note: Verify the return has been calculated before you send an invoice amount to Practice.

- To send the invoice when printing the return, do the following:

    a. Select **File > Print > Entire Return**.

    b. Check the **Accountant**, **Government**, or **Client** box depending on the print option chosen when configuring the ProSystem *fx* Practice Interface in Office Manager.

    c. After the return is printed, the system will display a message asking if you want to send the invoice amount to Practice. Click **Yes** to send the invoice.

- To send the invoice without printing the return, select **Manage > Send Invoice Amount to Practice** or click the **Send Invoice Amount to Practice** toolbar button. (This button is not a default toolbar button but can be added to the toolbar using Options > Customize Toolbar. See *Chapter 4 - Tax Preparation* on page 166, for more information.)

If an invoice amount has been sent previously to Practice for a return, a message will display. You may select **Yes** to continue or **No** to cancel.

If you select Yes, the Enter Transaction Form will display and you can edit the transaction if necessary. Click **OK** to accept the new transaction, or **Cancel** to cancel it.

Invoice amounts will be sent based on the project, task, and work code configured in Office Manager on the *Invoice Amounts* dialog. See *Configuring the Invoice Amount Option* on page 134 for information.

When an invoice amount is sent to Practice, an entry of the transaction is recorded in the client's history log in Tax Preparation, which can be seen by selecting Manage > View History.

Sending Time Entry Transactions to Practice

Note: This feature is not available with ProSystem *fx* Project.

Introduction

If you do not have Administrative permissions, you must have Enter Own permissions on the *Time Entry* tab in *Employees Properties Permissions* tab in Practice to use this feature.

If Time Entry is not open and running when you open a return or create a new one, ProSystem *fx* Practice will open to the login dialog. You can manipulate the clock from within Tax Preparation or from Practice for the same client while a return is open.

Before you can use the clock, configure the ProSystem *fx* Practice Interface on the Office Manager > Configure Applications > Tax Preparation > ProSystem *fx* Practice Interface > Clock tab. To enable clocks, check the **Enable time clock feature for interfacing with ProSystem *fx* Practice** box.

You should also enter transaction defaults for the returns for which time information is sent to Practice, including default project, task, and work code information for Individual, Partnership, Corporation, S Corporation, Exempt Organization, Fiduciary, Estate & Gift, and Employee Benefit Plan, as applicable.
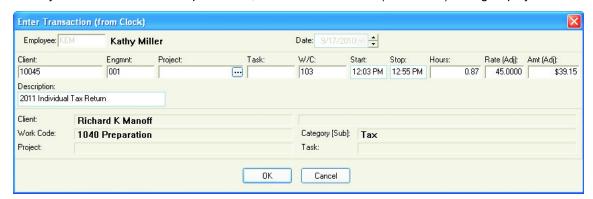
The Time Clock starts automatically when a return opens unless you select **Options > Interface Options > ProSystem *fx* Practice** and choose the **Manual** option. You can switch between Practice and Tax to check the information in Time Entry and the return.

Clock Features

Clock controls are displayed to the right on the Status bar at the bottom of the dialog and can also be used from the Manage > Time Clock menu. Controls include:

▷ **Start**. Starts the clock.

◻◻ **Pause**. Causes the clock to stop temporarily.

▷ **Resume**. Restarts the clock following a pause.

⬤ **Stop**. Stops the clock and creates a time entry transaction.

▬ **Delete**. Deletes the time clock. No information is passed to Practice.

When you close the return or stop the clock, the *Enter Transaction (from Clock)* dialog displays.

If the return is linked to a Practice Client, the Client ID will automatically display. If not select the Client from the Client ID drop-down list. The engagement will automatically display once the client is selected.

The hours will be calculated based on the logged in user's preferences setting for clocks. The transactions created from stopping a clock in Tax Preparation will be validated in the same manner as the transactions created in Practice.

You can edit the fields on the dialog as needed. Click **OK** to create the transaction in Practice.
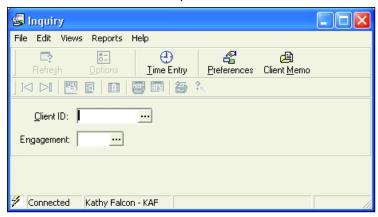
Using the Inquiry Option

To use the Inquiry option, you must have permission in Practice to access clients. If Practice Time Entry is not open, Practice will open to the login dialog.

To use the Practice Inquiry module in Tax Preparation, do the following:

1. Open the return.
2. Select **Manage > Practice Inquiry** or click the **Practice Client Inquiry** toolbar button. (This button is not a default toolbar button, but can be added to the toolbar using Options > Customize Toolbar.)

   If the Tax client is not linked with a Practice client, the *Inquiry* dialog displays and you can select the client from the *Client ID* drop-down list.

   If the Tax client is linked with a Practice client, the client's information displays.

Common Data

The data shared between Tax and Practice is listed by client type on the following pages. The fields listed are the fields that are common data and/or can be used as custom output fields in Engagement Plus and as profile search terms in DataScan Plus.

Individual	
Taxpayer First Name	Tax Preparer Code
Taxpayer Last Name	Taxpayer Initial
Social Security Number	Taxpayer Suffix
Occupation	Taxpayer Date of Birth
Spouse Initial	Spouse First Name
Spouse Suffix	Spouse Last Name
Spouse Date of Birth	Spouse Social Security Number
Street	Spouse Occupation

Individual	
City	Apt
ZIP Code	State
Foreign Province	Country
Home Phone	Foreign Postal Code
Primary Email	Business Phone
Secondary Email	

Corporation and S Corporation	
Street	ZIP Code
State	Country
Foreign Province	Foreign Postal Code
Email Address	Business Phone
Corporation Name Line 1	Corporation Name Line 2
Date Incorporated	Federal EIN
State Incorporated	Business Activity Code
Tax Preparer Code	Principal Business
City	Principal Product

Partnership	
Street	State
City	Country
ZIP Code	Foreign Province
Foreign Postal Code	Business Phone
Partner Name Line 1	Partner Name Line 2
Email Address	Federal EIN
Business Activity Code	Principal Business
Tax Preparer Code	Date Began
Principal Product	

Fiduciary	
Email Address	Street
City	State
ZIP Code	Country
Foreign Postal Code	Foreign Province
Name	Business Phone

Fiduciary	
Trust Name 1	Date Created
Federal EIN	Trust Name 2
Tax Preparer Code	Type of Trust
Fid Title	

Employee Benefit Plan	
Tax Preparer Code	Street
City	State
ZIP Code	Foreign Province
Foreign Postal Code	Country
Name Line 1 (Corporation and Partnership only)	Name Line 2 (Corporation and Partnership only)
Federal EIN (Corporation and Partnership Only)	Telephone (Corporation and Partnership only)

Exempt Organization	
Tax Preparer Code	Street
City	State
ZIP Code	Foreign Province
Foreign Postal Code	Email Address
Country	Federal EIN
Phone No.	Name Line 2 (Corporation only)
Name Line 1 (Corporation only)	Trust Name 2 (Fiduciary only)
Trust Name 1 (Fiduciary only)	Type of Trust (Fiduciary only)
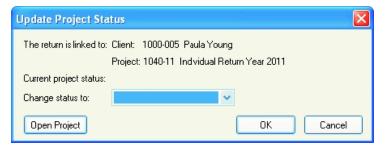
Estate & Gift	
Tax Preparer	Street
City	State
ZIP Code	Foreign Province
Country	Fiduciary Name (Fiduciary only)
Foreign Postal Code	Client Last Name (Individual only)
Client First Name (Individual only)	Spouse Last Name (Individual only)
Spouse First Name (Individual only)	Spouse Social Security Number (Individual only)
Client Social Security Number (Individual only)	Type of Trust (Fiduciary only)
Email Address	

Closing a Return

When you close a return in Tax, Tax automatically stops the clock if it is running.

Closing a Return that is Linked to a Project in Practice

If your return is linked to a project in Practice, when you close the return, the *Update Project Status* dialog displays.

- **This return is linked to project**. Shows the associated project's ID, followed by a colon and a space, then the project's description. For example, "This return is linked to project [project ID] : [project description]."
- **Current project status**. Shows the project's current status.
- **Change status to**. Allows you to select a new project status. Option is blank by default until you choose a status.
- **Open Project**. Opens the *Practice Edit Project* dialog for the currently linked project.
- **OK**. Updates the project status.
- **Cancel**. Closes the dialog without updating the project status.

Closing a Return that is Not Linked to a Project in Practice

If your return is not linked to a project in Practice, then when you close the return, the system will notify you that the return is not linked. The form of notification depends on whether or not the system detected other versions of the same client return.

No Other Versions of the Same Client Return Exist

If your return is not linked to a project in Practice, and the systems detects no other versions of the same client return, then when you close the return, the *Select Project to Link* dialog displays.

A project has not yet been assigned to your return. Use this dialog to create the project link. You must have proper permissions to create the project link.

1. Enter a valid *Client ID* or click the **Lookup** button to locate the client ID. The Lookup list will include only clients that are not currently linked to a return. If the Tax client is linked to a Practice client, the linked client ID will display, and the field will be uneditable.
2. Enter the engagement ID in the *Eng ID* box if your firm uses engagements. If the Tax client is linked to a Practice client, the linked engagement ID will display, and the field will be uneditable.
3. Select the project from the list you would like to link the tax return to.
   - To select a previously linked project, check the **Include projects already linked** check box. If you select a previously linked project, this will remove the previous link and link to this return.
   - Click **New** to create a new project to link the return to. You must have Add Projects permission. For more information see *Adding a New Project* on the next page.
   - Select a project from the grid and click **Copy** to create a new project by copying the one currently selected. You must have Add Projects permission. For more information see *Adding a New Project* on the next page.
4. Click **Link** to create the project link. If you selected a previously linked project, you will receive a confirmation dialog. Click **Yes** to move the link.

Other Versions of the Same Client Return Exist
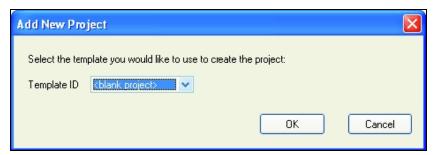
If your return is not linked to a project in Practice, and the systems detects other versions of the same client return, then when you close the return, another version of the *Return Not Linked* dialog displays.

This dialog displays when the current return is not linked to a project, but one or more other versions of the same return ID are linked to projects. This dialog displays a list of projects linked to other versions of the same return ID. The list shows, in project order, the project ID, project description and the ID of the linked return.

- **Include projects not linked to other versions**. Check this box to expand the list to include all open projects for the specified client. Leave the box unchecked and the list displays only those projects linked for other versions of the return.

- **Link**. Link the return to the new project you selected. This will remove the existing link.

    📝 Note: In order to link, you must have permission to edit, or be the selected project's "in charge" or team leader.

- **New**. Opens the *Add New Project* dialog. This is the default. The first record in the list is selected unless you choose another. For more information see *Adding a New Project* below.

- **Cancel**. Closes the dialog and returns you to Tax.

Adding a New Project

When you close your return, if you discover it is not linked, you may need to add a new project. Whether there are other versions of the same client return or not, you will have the opportunity to click **New** in the *Return Not Linked* dialog (either version) and the *Add New Project* dialog displays.

Template ID. Displays the default template for the specified return, if specified in the firm profile. Otherwise, the field displays <blank project>. If you do not want to leave the project blank, you can either enter the template ID or find the template ID using the drop-down list. The drop-down list is in ID order, showing the project ID and the project description.

- When you select a template, the *Practice Add Project* dialog opens, with the template information populating the fields. For more information on adding a project in the *Practice Add Project* dialog, see the *CCH ProSystem fx Practice User Guide* or *CCH ProSystem fx Project User Guide*. In both documents, the Adding a Project section is found in Chapter 4, *Project Management*.

- If you do not want to use a template, select <blank project>, which has a blank description. No information will be forwarded to Practice, and the *Add Project* dialog will not open.

Chapter 12

CHAPTER 12 - DATASCAN PLUS

Overview

DataScan Plus™ is a powerful tool that can turn your client data into valuable marketing, practice management, and client services information. It allows you to create the following:

- Customized reports based on search results.
- Analysis and reports for your tax returns, Client Manager, ProSystem *fx* Practice, client profiles, and Engagement Plus.

Creating searches and producing output involves three simple steps:

1. **Define the criteria** by specifying the information for which you are searching and the data fields you want included in the results.
2. **Run** the search.
3. **Produce output** formatted as Microsoft® Excel® spreadsheets.

Once you have created the search, run it to view the results in Microsoft® Excel®.

Sample Searches
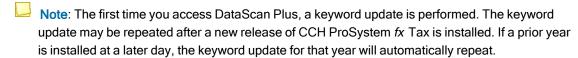
Eight sample searches are included with DataScan Plus for 2022. Report output has been defined for each of the samples. You can modify the searches and their output to suit your needs. The searches include the following possible selections:

- **'22 Autoflow Used - Fiduciary**. Identifies Fiduciary returns with data imported from CCH® ProSystem *fx*® Scan AutoFlow to assist with verifying the number of 1041 Scan AutoFlow authorizations used. The resulting report lists returns by Client ID and includes Estate or Trust Name and Return Version Number.
- **'22 Autoflow Used - Individual**. Identifies Individual returns with data imported from CCH® ProSystem *fx*® Scan AutoFlow to assist with verifying the number of 1040 Scan AutoFlow authorizations used. The resulting report lists returns by Client ID and includes Taxpayer Name and Return Version Number.
- **'22 AGI Search**. Identifies potential financial planning clients. It searches for all returns with an AGI greater than $100,000 and includes in the attached report the client name, client ID, AGI, and partner responsible for the return.

- **'22 Clients Residing in Ohio**. Identifies Ohio clients and produces a report listing them by name, ID, and the partner responsible for the client.
- **'22 Gov't Form Search**. Checks for the presence of Schedule C or Schedule C-EZ in returns and includes any business income or loss for the client.
- **'22 Over 100 Partners**. Identifies partnerships with more than 100 partners. These partnerships may be able to file Form 1065-B in place of Form 1065.
- **'22 Rentals Claiming Section 179**. Shows how to create a search for repeating data attached to a particular entity and produces a report of all rentals claiming Section 179 expense, including subtotals and record count.
- **'22 Returns not e-filed**. Identifies Individual returns that have not yet been exported for electronic filing.

Accessing DataScan Plus

When you access DataScan Plus, the sample searches included with the program, along with any searches you have created, display in the main window.

Note: The first time you access DataScan Plus, a keyword update is performed. The keyword update may be repeated after a new release of CCH ProSystem *fx* Tax is installed. If a prior year is installed at a later day, the keyword update for that year will automatically repeat.

To view the criteria of the selected search in the bottom portion of the screen, select **View > Preview Package**. You can resize the panes containing the criteria.

Toolbar

The toolbar provides quick access to DataScan Plus functions. It can be turned on or off using View > Toolbar. You can view the name of a toolbar button by positioning the pointer over it.

You can move the Toolbar Buttons to another location by placing the cursor on the toolbar immediately above or below the buttons, and then dragging the toolbar to the new location. You can resize the toolbar by dragging the edges to the shape you want.

The Toolbar contains the following buttons:

New. Opens a blank search dialog for you to enter new search information.

Save As. Saves the data in the search as a new search.

Find. Locates a search on the main window.

Edit Search. Allows you to edit the search criteria and data fields in the results list for the selected search.

Run Search. Allows you to run the search and generate output.

Help. Opens the DataScan Plus online Help file.
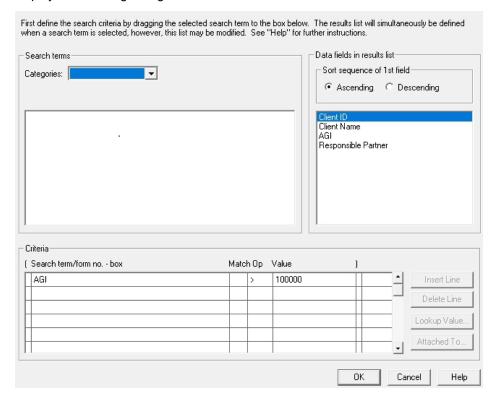
Quick Tour of DataScan Plus Features

To help you become familiar with DataScan Plus, this section walks you through one of the sample searches, showing you how the search was defined. You can take advantage of this quick overview before going on to customize your own searches. For more information about any particular area, refer to the appropriate section of this chapter or the online Help.

Overview of Search Definition

On the DataScan Plus main window, select the **'22 AGI Search** search and click **Edit Search** to display the following dialog:

Search Term Categories

The search configuration in the lower section of the dialog is made up of search terms selected from the *Search terms* list area. See *Search Categories and Terms* on the next page for an explanation of each category. In the preceding example, the following options have been selected:

- Client ID is chosen from the Profile category.
- Client Name is chosen from the Profile category.
- AGI is chosen from the Keywords category.
- Responsible Partner is chosen from the Profile category.

Search Terms

Search Terms are used by dragging them into the *Criteria* area to define how DataScan Plus searches for your information. Search Terms moved into the *Data fields in results list* include this information in the search results.

Data Fields in Results List

This area is filled in automatically as you select the Search terms. You can customize this area by adding or deleting Search terms.

> 📔 **Notes**:

- You cannot use form number/box number criteria in the *Results* list. You can define the box as a keyword using **Options > Define as Keyword** in Tax Preparation and then use the keyword in DataScan Plus as part of the *Results* list.
- You cannot have more than one multiple occurrence field per search in the results list unless they are directly related.

DataScan Plus Search Categories and Terms

DataScan Plus searches can be based upon the search terms found in the following categories and on box numbers on specific interview and worksheet forms. A list of the search terms for each category is provided in the online Help.

Search Categories and Terms

The following search categories with predefined search terms are included with DataScan Plus. The maximum number of search terms/keywords that can be placed in the results list or search criteria is 25.

- **Profile**. This category contains search terms from the client profile selected in Office Manager. Click **Configure Firm**. Click the **Practice Management** tab, then select Client Manager or Practice from the list. Then, in DataScan, select a client type — Individual, Corporation, Partnership, Fiduciary, or Vendor. The profile is based upon client type.

  > 📔 **Notes**:

  - Vendor is not available with Practice. DataScan Plus only supports Client Manager or Practice client management programs.
  - Profile-specific searches can be executed while returns are open.

- **Keywords**. This category contains a list of tax-related search terms based on the tax year, tax product, and entity, either federal or state. You can supplement these terms with keywords defined in Tax Preparation for a particular tax product and entity. For more information, see *Defining Keywords* on page 567.

- **History**. This category contains search terms specific to the return/client history log. Examples of search terms from this category include client status, office group, tax preparer code, and return status.

- **Tracking**. This category contains search terms specific to Engagement Plus. Examples of search terms from this category include engagement name, engagement status, actual hours, budget hours, task name, and task status.

  📝 **Note**: To search for a *Not Present* condition for a Tracking keyword, you must add an Engagement Name criteria with an operand of **Present (P)** to the search to ensure that only clients with engagements display in the results list.

- **Gov't (Government)**. You can use this category to search for the presence or absence of specific government forms in returns after selecting a tax year, tax product, and entity - federal or state. Only installed tax years, tax products, and entities are available for selection.

- **Interview**. You can search for the presence or absence of interview forms in returns after selecting a tax year, tax product, and entity - federal or state. You can also search for the contents of a specific box on an interview form. You cannot use form number/box number criteria as part of the search results. If you are searching for data in a box and want to include it in the results, you must define the box as a keyword in Tax Preparation. For more information, see *Defining Keywords* on page 567.

  📝 **Notes**:

  - Returns with data entered on Worksheets instead of Interview forms may not be included in the results. However, you can define a keyword within a Worksheet section to be included with an Interview form's presence search. This allows you to get results that include a return with data entered on Worksheets. You may also do a presence search for the government form. For example, if a user input the return in Worksheet view instead of entering the data in Interview view, that return may not show up in the results as a qualifying return on an Interview presence search. Only returns with data entered in Interview view qualify with an Interview presence search.

  - A message displays when any search is saved that includes a search for the presence of an Interview form. A *Do not display this message again* box is available.

  - To activate the *OK* button, choose **Profile** and select a client ID of *Present*.

Searching on Multiple Occurrence (Repeating) Fields

You can search on multiple occurrence fields, which are fields that allow multiple entries. An example of a multiple occurrence field is the *Interest Income* field on Individual Federal Interview Form Cons 1099 > CN-3. This field can have multiple entries on multiple sheets within a return.

You can define a keyword for this amount field and a keyword for its corresponding Source. These two keywords can be included as part of the *Search Results* list.

You cannot have more than one multiple occurrence field per search in the printed results unless they are directly related to each other. For example, you can define keywords for a "Dividend Income - Source" and "Ordinary Dividends" amount in the same search with interest amounts and source. These items are included in the results list because they are related fields. However, you cannot

include both Depreciation from Form DP-1 and Dividend Income from Form IRS 1099-DIV since they are both repeating fields and unrelated.

Searching for Form Number/Box Numbers

To search for the contents of a box on an interview form, select **Interview** as your search term category and then define the tax year, tax product, and entity - federal or state. From the list that displays, select the interview form and drag it to the *Search term/form no. - box* field. Then enter the box number after the interview form number.

For example, if you were searching for the contents of Box 30 on Individual Form 1, you would select **Form 1, Basic Taxpayer and Dependent Data** from the Search term category and drag it to the *Search term/form no. - box* field. You then enter a space, a hyphen, a space, and *Box 30* to complete the entry (**Form 1, Basic Taxpayer and Dependent Data - Box 30**).

📒 **Notes**:

- You cannot use a form number/box number search term as a data field in your results list. You could define the box as a keyword in Tax Preparation using *Options > Define as Keyword* and then select the term in the Keyword category.
- For searches created for tax year 2000 or earlier returns, you can enter the form number and box number. For example, you could type Form A-3 - Box 150 or Form 0133 - Box 150 to search for union and professional dues amounts. The latter uses the form number found in the top right of the Interview form.

Using Wild Cards

An asterisk (*) is the only character that can be used as a wild card. When using the asterisk with an alpha string, the asterisk must be at the end of the string. When using the wild card in a date field, the date must be in MM/DD/YYYY format with the two forward slashes as field separators and at least one field filled. For example, 11/*/*, 11/25/*, and 11/*/2023 would all be valid search dates. The asterisk cannot be used at the beginning of any search. */19/2023 is not a valid search term.

Amounts

Do not use commas or a dollar sign when entering amounts as search criteria. The use of a comma or dollar sign could result in inaccurate search results.

Trust State Classification

To search for returns pertaining to the state classification of Family Estate Trust, InterVivos Trust, or Testamentary Trust, use the Profile category and Fiduciary as the product, then drag one of the three Profile keywords to the *Search term/form no. - box* field. Click the **Lookup Value** button to enter a Value of **Checked**, meaning a Fiduciary return has been identified as being one of those three types, or **Unchecked**, meaning a Fiduciary return has been identified as another type of trust or is not identified by state classification.

Creating a New Search

A search package is composed of three parts:

- The search
- The results list
- The defined output

A search is composed of two parts:

- The search criteria
- The data fields for the results list file

Selecting a search package on the main window allows you to use any function on the menu or toolbar.

When you select a search package, you can perform any action for the package, including modifying the search criteria, defining the search output, and running the search.

When you define search criteria and data fields in the results list, you are telling DataScan Plus what to search for (the criteria) and what to display in the results list (the fields to display in the output).Twenty five is the maximum number of search terms/keywords that can be placed in the results list or search criteria.

When you enter a criterion, you are describing a condition that, if true, causes the specified fields to display in the results list. For example, to determine which clients have taxable income exceeding $75,000, you could specify that the client's name, address, and income be included as data fields in the results list.

Defining Keywords

To define keywords, do the following:

1. Open **Tax Preparation**.
2. Open a return for the tax year, tax product, and entity for which you want to define the keyword.

   Note: To define a multiple occurrence field as a keyword, you must do so on a government or interview form.

3. Position the cursor in the box, or on the line you want defined as a keyword.
4. Select **Options**.
5. Select **Define as Keyword**. The *Define Keyword for DataScan Plus* dialog appears.
6. Enter a description or title of up to 30 characters and click **OK**.

The next time you open DataScan Plus, the keyword displays in the Keyword category for the tax year, tax product, and entity in which it was defined. The keyword can then be used as a search term and as a detail field in the search results list.

Defining Criteria

To create a new search, do the following:

1. Select **File > New Search Pkg** or click the **New** button. The *Define Search Criteria and Search Results List* dialog displays. It is called *Untitled* until the search is saved and named.

2. Select a search term category. The *Search term categories* list box displays the search terms applicable to the category.

   📒 **Notes**:

   ▪ Depending on the category selected, you may need to select a tax year, tax product, or entity before the search terms display in the list box.

   ▪ Entities in DataScan Plus are abbreviated according to the following guidelines. Federal is listed as FD. States are listed with their two-digit postal abbreviation, such as CA for California. The three-letter entities are as follows:

DTW	Michigan Cities
FLT	Florida Tangibles
KYC	Kentucky Cities
KYI	Kentucky Tangible Returns
LEX	Lexington, KY
MKC	Kansas City, MO
MUL	Multnomah/Trimet, OR
NYC	New York, NY
OHC	Ohio Cities
PAC	Pennsylvania Cities
PGH	Pittsburgh, PA
PHI	Philadelphia, PA
SBT	Michigan SBT
SDF	Louisville, KY
STL	St. Louis, MO

   ▪ Not all entities are available for all tax products.

   ▪ To search for the preparer's Social Security Number, you need to set up separate searches for each tax system by defining those keywords in Tax Preparation. The preparer's Social Security Number must be in the tax return in the paid preparer's section of the government form.

   To enter a search term, do either of the following:

   ° Select a search term in the *Search terms* list box and drag the keyword to the first line of the search criteria in the lower section of the dialog.

○ Key in a search term. The search term must be entered in exactly the same format as it exists in the *Search terms* list, form, or profile (must be exact spelling, including abbreviations where used).

3. Qualify the search criteria by entering parentheses as appropriate. Click the box below the left parenthesis symbol to enter a left parenthesis. Click the box below the right parenthesis symbol to enter a right parenthesis. To remove a parenthesis, click the field again.

The following are examples of parenthesis usage to produce different results:

▪ **(Taxable Interest > 1000 and Taxable Dividends > 1000) or AGI > 5000**. A tax return matches the criteria if either the AGI is greater than $5000 or both taxable interest and taxable dividends exceed $1000.

▪ **Taxable Interest > 1000 and (Taxable Dividends > 1000 or AGI > 5000)**. A tax return matches the criteria if taxable interest is greater than $1000 and either taxable dividends exceed $1000 or AGI is greater than $5000.

4. For search terms having multiple entries from the tax system (e.g., interest and dividend income, depreciation), you can enter a Match Qualifier. Click the **Match** field and then select one of the following from the list:

▪ **Any**. Means any occurrence in a return that meets the search criteria conditions qualifies the return as a match. For example, you could identify tax returns with any interest income from Bank of Anywhere. If there were several interest income amounts on a return, including one from Bank of Anywhere, the return would be considered a match for the search.

▪ **All**. Means all occurrences in a return must meet the search criteria conditions to qualify the return as a match. For example, you could identify returns with all interest income from Bank of Anywhere. If the tax return contained an interest income amount from Bank of Anywhere and an amount from Nationwide Bank, the return would not qualify as a match for the search.

🗒 **Note**: To retrieve all repeater records in a search of the results list, the Match Qualifier must be set to *All*. Otherwise, the search retrieves only the first record in a return that matches the search condition. If you need only a list of returns that qualify but do not need every repeater record, the Match Qualifier can be left blank or set to *Any*.

5. Click the **Op** (Operand) field and select a value from among the following:

Less Than	<
Less Than/Equal To	<=
Not Equal To	< >
Equal To	=
Greater Than	>
Greater Than/Equal To	>=
Not Present	NP
Present	P
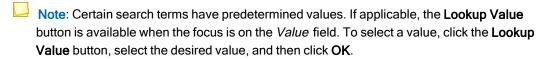
6. Click the **Value** field for all operands except Present and Not Present. This field accepts any alphanumeric entry. In addition, this field accepts a wild card symbol (an asterisk). When using the asterisk with an alpha string, the asterisk must be at the end of the string.

   When using the wild card in a date field, the date must be in MM/DD/YYYY format with the two forward slashes as field separators and at least one field filled. For example, 11/*/*, 11/25/*, and 11/*/2023 would all be valid search dates. The asterisk cannot be used in the Month field. For example, you cannot use */19/2023 as a valid search term.

   As another example of wild card use, if you need to search for individuals in the 90501 through 90509 ZIP codes, you could enter the value as 9050*.

   Be sure the value entered exactly matches the format being searched for in the return, profile, or engagement so that matches are consistent. For additional information, see *Using Wild Cards* on page 566.

   Do not use a comma or dollar sign when entering an amount. The use of these special characters may result in inaccurate search results.

   📝 Note: Certain search terms have predetermined values. If applicable, the **Lookup Value** button is available when the focus is on the *Value* field. To select a value, click the **Lookup Value** button, select the desired value, and then click **OK**.

7. If entering another criterion, click the **Connect** field and select a value of *And* or *Or*.

8. To insert a line, position the cursor below where you want the line inserted and click **Insert Line**. The new line is inserted above the line containing the cursor. To delete a line, position the cursor where you want the line deleted and click **Delete Line**.

9. If you are searching for repeating field data which could be associated with different entities, the *Attach to* button becomes available. Click **Attach to** and specify whether you want to search only a particular entity or all possible entities.

10. Repeat steps 2 through 9 to add other criteria.

Defining the Results List

As you define search terms in a search, the terms are added in the *Data fields in results* list box. In addition, you can do the following to change the Results List:

- You can add additional data fields by choosing a search category, highlighting a term and dragging and dropping the term to the *Data fields in the results* list box.
- You can delete a field from the results list by highlighting the field and pressing **Delete**.
- You can change the order of the data fields by clicking on a field and then moving the field up or down the list.
- Search terms that you enter in the *Search/term box no.* field are added in the Results List when building or editing a search package.

📝 Notes:

- You cannot have more than one multiple occurrence field per search in the results list unless they are directly related.
- The maximum number of search terms in the results list is 25.

Saving the Search

To save a search, do the following:

1. When you have finished defining the search criteria and the data fields you want in the results list, click **OK** to display the *Save As* dialog.

2. Enter a name for your search package in the *Search package name* field. The name you give the search package will be the title of the *Search Criteria* dialog the next time you access this search package and it displays on the DataScan Plus main window.

3. Enter a *Search type* or select one from the list.

4. Select the **Personal Search** box if the search package is to be available only to the user who created the package.

5. Click **OK**. The *Search Summary* dialog displays with the search name in the summary.

6. Click the **Close** button at the upper-right corner of the title bar to exit the dialog.

Running a Search

To run a search, do the following:

1. Select the search to run.

2. Select **Search > Run Search** on the Search menu or click the **Run Search** button. The *Run Search* dialog displays.

3. Choose the scope of the search:
   - **Search Entire Client Database**. Always available.
   - **Search the Previous Results List**. Available when a search is being rerun. The scope of the search is limited to the previous results list only. This option is not available if the search is new or has been modified since the last search.

4. Click **OK**.

Viewing Search Results

After you run a search, you can view the results as a Microsoft® Excel® report. Click the **Excel® icon** in the *Report* column next to the search package name to view the search results report, If no returns match your search criteria, *No results* displays in the *Report* column.

When you run the search, DataScan automatically downloads your search results report to C:\Users\<username>\My Documents\DataScan Reports. The default file name for the search results report is the search package name plus the date and time you ran the report. For example, if you run a search titled *'22 AGI Search* on January 8, 2019 at 2:00 pm, the program creates a search result report titled *'22 AGI Search 01082019 140000.xlsx*.

> Note: Microsoft® Excel® must be installed locally to generate a search results report.

Opening an Existing Search

You can modify the search criteria and the data fields in the results list of an existing search. If you do, you may also have to modify the output defined for the search.

Modifying an existing search does not delete any previous results because previous reports are maintained on your local machine in the C:\Users\<username>\My Documents\DataScan Reports folder. You can also create a copy of a search package by saving it under a new name. Select the search package, select **File > Save Package As**, and give the search package a new name. Any output defined for the original search package carries to the new search package and can be modified as needed. The original search retains its name and any defined output.

> Note: Changes are permitted to the *Entity*, *Search criteria*, and *Data* fields in the results list. *Tax Year* and *Tax Product* cannot be changed.

To open a search to change its contents, click the **Edit Search** button or select **File > Edit Search Pkg**.

If you have a long list of search packages, you can search for a specific package. To find an existing search, do the following:

1. Select **File > Find**, or click the **Find** button. The *Find Search Package Name* dialog displays.
2. Enter the search package name and click **OK**. The system searches for the search package based upon the text that exists within the search package name.
3. Click **Find Next** to continue to the next search containing the text you entered or click **Cancel** to exit the *Find Search Package Name* dialog.

Sorting Search Packages

You can sort the list of search packages by one of the following criteria, which match the column headers in the DataScan Plus main window.

- Search Package Name
- Search Type
- User
- Last Modified (Date)
- Last Scan (Date)

The *Search Package Name*, *Search Type*, and *User* columns sort alphabetically. Search packages with names beginning with numbers or apostrophes are sorted before those beginning with letters. Date columns sort in order from oldest to most recent date.

Click a column heading to sort the searches listed by that sort field. For example, click **Search Type** to sort the list by search type. Click **Last Modified** to sort the searches by the date they were last changed. An angle bracket (**>**) indicates which column header is controlling the sort.

Adjust the size of the columns by dragging the bars that separate the header names.

Dates are placed in these columns only when searches are saved (Save As), created, or modified. The Last Scan column has the same sorting functionality as Last Modified.

📝 Note: Packages are sorted ascending-only for any column.

Deleting a Search Package

Deleting searches does not delete any search results reports, since they are maintained in your C:\Users\<username>\My Documents\DataScan Reports directory.

To delete a search package, do the following:

1. Select the search package on the main window.
2. Select **File > Delete Package**.
3. Click **OK**.

📝 Notes:

- If you or another user deletes or modifies a search while it is running on the server, the search will not display in the Status dialog.
- If you delete a search while another user is viewing the Status dialog, and the user attempts to view the search results or output, they will receive a message telling them that the search results have been deleted.

Rebuilding Searches

If you copy searches created in another CCH ProSystem *fx* Tax system to your system, you need to use the *Rebuild Search Packages* option to add the search packages to your CCH ProSystem *fx* Tax system.

In addition, you need to rebuild search packages after initial installation of current-year CCH ProSystem *fx* Tax programs to ensure that your prior-year searches work with the current-year software.

To rebuild search packages, do the following:

1. Select **Option**.
2. Select **Rebuild Search Packages**.

DataScan Plus Search Terms

A complete list of the 2022 tax year DataScan Plus default search terms and search categories is available in the online Help system. To view the search terms, select **Help > Help Topics > Search Terms**.

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 default 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

Chapter 13

CHAPTER 13 - ENGAGEMENT PLUS

With Engagement Plus you can track the progress and status of any engagement for services you provide your clients. In addition to on-screen engagement viewing, Due Date, Engagement Summary, Projected Engagement, and Custom Reports are available.

You decide the amount of information to track. You can use Engagement Plus to track upcoming due dates, set priorities, track tasks, and set return statuses.

Engagement Plus Features

Tip: Review this chapter in its entirety before setting up or using Engagement Plus. Each section briefly discusses an important Engagement Plus feature.

Engagements

Because engagements can be repetitive in nature, the Configure Engagement Plus option in Office Manager enables you to create model engagements. These are templates you can use to create other engagements of the same type, changing them as necessary. You can also create custom engagements for clients.

You can create engagements in Tax Preparation and Client Manager based on model engagements. You can create engagements in batch mode based on model engagements for existing returns with the Engagement Utility.

When you set up an engagement, you define the following:

- Tasks and the staff assigned to each task
- Staff responsible for the engagement
- Compliance or other forms
- Budget hours
- Promised date, due date, and extension dates
- Complexity and priority
- Rollover period and automatic rollover conditions and options
- Initial engagement status

Tasks

You can configure an unlimited number of engagement tasks and can track up to 100 tasks for each engagement. Each task lets you track the staff assigned, actual and budgeted hours, and the completion date. You can also forward To Do List items or returns. See *Tasks* on page 605 for more detailed information.

Forms

Engagement Plus contains several hundred compliance forms. The forms are assigned to form groups that separate forms by their appropriate tax product. All forms are active (available for engagement selection) and can be used to define due dates.

If you do not want a form to display in the form selection lists, deactivate the form in Office Manager when configuring Engagement Plus. You can also add form groups and forms specific to engagements that are not tax related (such as accounting). For more information, see the *Form Groups* on page 581 and *Forms* on page 581.

Resources

Your engagement resources include every staff member configured as a Resource in Office Manager > Configure Staff. Then in Engagement Plus, a staff member can be assigned multiple responsibilities; for example, you can designate a staff member as a manager for one engagement and as a preparer for a second engagement.

Views

Views are created to display engagements based on specific criteria (for example, all overdue engagements). There are three types of views, as follows:

- **Public**. Configured in Office Manager, Public views can be used by all Engagement Plus users. See *Public Views* on page 591 for more information.
- **Personal**. Set up by and maintained for each Engagement Plus user. See *Building a Personal View* on page 613 for more information.
- **Quick**. A temporary view of engagements. See *Creating a Quick View* on page 614 for more information.

Initial Setup

Initially, the software is configured with forms, form groups, tasks, engagement types, engagement statuses, staff titles, model engagements, and public views. You can add to or change the preconfigured items as required.

Tip: Before using Engagement Plus, configure Engagement Plus in Office Manager so that it addresses your firm's particular requirements.

Engagement Utility

The Engagement Utility allows you to create engagements for existing returns in a batch mode. You can create engagements for all tax return types: Individual, Partnership, Corporation, S Corporation, Fiduciary, Employee Benefit Plan, Exempt Organization, and Estate & Gift.

This utility creates engagements based on model engagements. Use *Configure Applications* in Office Manager to review the preconfigured model engagements and change the models as necessary, or create new models as required for your firm before using this utility. See *Engagement Utility* on page 594 for more information.

Updating Capabilities

Engagement Plus provides you with a batch method of updating engagements. For example, if a staff member leaves, you can use the Update Engagements function to easily reassign his or her engagement responsibilities to another staff member or mark the responsibilities as temporarily unassigned. You can reassign all engagements to one person, or selectively reassign engagements to various staff members. See *Updating Engagements* on page 609 for more information.

Rollover

The Rollover function allows you to maintain engagements from year to year, quarter to quarter, week to week, etc., without having to redefine the engagement, its tasks, responsible personnel, or other criteria. Due dates and fiscal year end (FYE) dates are automatically recalculated for the rolled over engagement.

Rollover erases the completion dates and actual task hours entered for each task, and clears planned start, actual start, and promised dates. From the Engagement Plus Options menu, you can roll over selective, past due, or previously rolled over engagements in batch mode. See *Rolling Over Engagements* on page 615 for more information.

> Note: To utilize Automatic Rollover for a single engagement, you must access the engagement in Engagement Plus after the selected criteria have been met.

System Reports

Three system reports are available. You can print reports based on the engagements displayed in the current view. See *System Reports* on page 618 for detailed information.

- **Due Date Report**. Summarizes engagement activity by providing status, start date, promised date, due date, fiscal year end date, staff responsible, and task information.
- **Engagement Summary Report**. Provides engagement history, including status; started, promised, due and completed dates; fiscal year end; budget and actual hours; staff responsible; and task information.
- **Projected Engagement Report**. Shows projected engagements that are due within a specified date range based on planned start date or due date.

Custom Reports

You can create reports, labels, and export files based on client, engagement, task, and form information. See *Creating Custom Reports* on page 620 for more information.

Access from Client Manager and Tax Preparation

Engagement Plus integrates with Tax Preparation and Client Manager. You can create new engagements based on model engagements for new clients in either of these applications.

You also can edit existing engagements by launching Engagement Plus from Client Manager. You can open Client Manager or Tax Preparation from Engagement Plus to work on a client profile or a tax return tracked by an engagement.

In Tax Preparation, you can log engagement activity for a return by opening the return and selecting **Manage > Log Activity**. See *Posting Task and Engagement Activity in Engagement Plus* on page 608 for instructions on logging task activity.

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 default 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

Configuring Engagement Plus

Engagement Plus must be configured in Office Manager by a user with Supervisor access. Each of the configuration elements discussed below, with the exception of Staff, is preconfigured for you.

You can add to, change, or delete the preconfigured elements as needed to accommodate your office routine and the way you plan to track engagements. The configuration elements are as follows:

Staff Titles	Engagement Statuses
Staff	Tasks
Form Groups	Model Engagements
Forms	Public Views
Engagement Types	Preferences

Use the following procedure to configure Engagement Plus:

1. Open **Office Manager**.
2. Click **Configure Applications**.
3. Double-click **Engagement Plus**. The *Configure Engagement Plus* dialog displays.

Staff Titles

(Office Manager > Configure Applications > Engagement Plus > Staff Titles)

Staff titles can be used when defining engagement responsibilities. In Engagement Plus, staff members can be given any configured staff title, not just the one assigned in Office Manager, providing you with greater flexibility in assigning engagement responsibility. The *Configure Staff Titles* dialog displays the titles you configured when you set up staff as Resources in *Office Manager > Configure Staff,* as well as the following preconfigured staff titles:

Acct Exec (Account Executive)   Partner

Audit Mgr (Manager)	PIC (Partner in Charge)
Clerical	Preparer
Manager	Reviewer
Operator	Tax Mgr (Manager)

1. Select **Staff Titles**, and then click **Setup**. The *Configure Staff Titles* dialog displays.

2. To add a staff title, click **Add** and enter a 1- to-15-character unique title.

3. To delete a staff title, highlight the title and click **Delete**.

   📝 Note: You cannot delete a title if the title has been assigned to a staff member in *Office Manager > Configure Staff > Resource*.

4. Click **OK** to add or delete the title.

5. Click **OK** to return to the *Configure Engagement Plus* dialog.

Staff
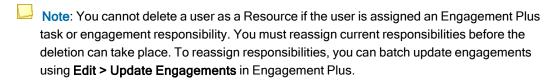
(Office Manager > Configure Applications > Engagement Plus > Staff)

In Staff, you can add, delete, or change staff configuration. To be assigned engagement responsibility, staff members must be configured as Resources.

📝 Note: If you plan to have staff members forward returns or To Do List items to other personnel when a task is completed, the staff members must also be configured as Users and Tax Preparers.

To configure a staff member as a User, Preparer, or Resource, do the following:

1. Select **Staff** and click **Setup**.

2. You can change the configuration of an established staff member, add a new staff member, or delete a staff member.

   ▪ To change information for a staff member, select the user name and click **Setup**.
   ▪ To add a staff member, click **Add**.
   ▪ To delete a staff member, select the user name and click **Delete**.

📝 **Note**: You cannot delete a user as a Resource if the user is assigned an Engagement Plus task or engagement responsibility. You must reassign current responsibilities before the deletion can take place. To reassign responsibilities, you can batch update engagements using **Edit > Update Engagements** in Engagement Plus.

3. Click the appropriate tab to configure the staff as a User, Tax Preparer, and/or Resource.

4. Enter the appropriate information for the staff member and click **OK** and then **Close** when you are ready to return to the *Configure Engagement Plus* dialog.

For detailed instructions on configuring staff, see *Configuring Staff* on page 40.

Form Groups
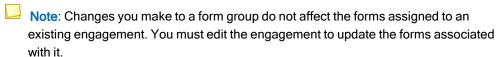
(Office Manager > Configure Applications > Engagement Plus > Form Groups)

Use Form groups to place related forms together to simplify form selection when creating engagements. Engagement Plus is preconfigured with Corporation, Fiduciary, Individual, and Partnership form groups. Each group contains associated federal and state compliance forms.

You can create new form groups as needed. For example, if you consistently use the state forms for two Midwestern states, you can add a form group called *Midwest*, then select **Forms** > **Setup**. On the *Configure Forms* dialog, choose the form group the form currently belongs to. Highlight the first state form to be added to the new group and click **Change**. Select **Midwest** from the *Form group* drop-down list and click **OK**. Repeat this process until all the forms needed have been reassigned to the *Midwest* form group from their original form group.

To add, change, or delete a form group, do the following:

1. Select **Form Groups** and click **Setup** on the *Configure Engagement Plus* dialog.
2. You can change, add, or delete a form group as follows:
    ▪ To change the name of an existing form group, select the form group and click **Change**. Enter a new 1 to 20 character name. Any forms associated with the old form group are associated with the new form group.

      📝 **Note**: Changes you make to a form group do not affect the forms assigned to an existing engagement. You must edit the engagement to update the forms associated with it.

    ▪ To add a form group, click **Add** and enter a 1 to 20 character name for the form group. Then click **OK**.
    ▪ To delete a form group, highlight the form group and click **Delete**. Click **Yes** to confirm the deletion.
3. Click **Close** to return to the *Configure Engagement Plus* dialog.

Forms

(Office Manager > Configure Applications > Engagement Plus > Forms)

Engagement Plus contains several hundred Federal and state forms. By default, all forms for each form group are available for engagement selection. You can deactivate any Federal or state form not

commonly used in your practice.

 Note: A form can belong to only one form group.

1. Select **Forms** and click **Setup** on the *Configure Engagement Plus* dialog. The *Configure Forms* dialog displays.
2. You can change, add, deactivate, or delete a form.

   ▪ To edit information for a form, highlight the form and click **Change**. You can change the form group to which the form belongs, deactivate a form by clearing the **Form available for engagement selection** box, change the form's definition, change the form type, and set or change the due dates or due date type.

       Note: The due date in engagements that contain forms whose due dates have been changed are recalculated when you click **Extension** in Engagement Plus.

   ▪ To add a form, click **Add**. The *Add Form* dialog displays. Enter the following information:

      ° **Form**. Enter the form name. If the form is a tax compliance form, enter the IRS form name. The name can have a maximum length of 15 characters.

      ° **Description**. Enter a 1 to 25 character description. The description is used for form identification.

      ° **Form group**. Select the form group to which you want to add the form.

      ° **Due date**. These fields work in conjunction with the entry selected in the *Type* drop-down list. Read the instructions for each *Type* option to determine your entries in the *Due date* field.

      ° **Type**. This works in conjunction with the *Due date, Extension date*, and *Maximum extension* entries.

         ▪ **Normal**. Calculates the form due date by adding the number of months you specify in the *Due date Month* field to the month of the fiscal year-end (FYE). The range for Normal type forms is 1-24, allowing the calculation of a due date up to 24 months following the FYE date. For example, for a form with a fiscal year end of December 31, 2021, and a due date 18 months later on June 15, enter **18** in *Due date Month* and 15 in *Due date Day* to obtain the due date of 06/15/2023.

         ▪ **Static**. Calculates the form due date as the month and day specified in the *Due date* fields in the year following the current fiscal year end. For example, if the fiscal year end is 1/1/2023 and the form shows a due date of 3/15, the system calculates the form's due date as 3/15/2023.

         ▪ **Absolute**. Calculates the form due date specified as the month and day in the same year as the fiscal year end (form due date can precede the fiscal year end). For example, if the fiscal year end is 10/30/2023 and the due date is 3/15, the system calculates the form's due date as 3/15/2023.

      ° **Extension date**. These fields work in conjunction with the entry selected in the *Type* drop-down list. Read the instructions for each *Type* option to determine your entries in the *Extension date* field.

- ○ **Max. extension**. These fields work in conjunction with the entry selected in the *Type* drop-down list. Read the instructions for each *Type* option to determine your entries in the *Max. extension* field.

- ○ **Form available for engagement selection**. Clear the box if you want to deactivate the form.

  When finished, click **OK** to return to the *Configure Forms* dialog.

- Delete a form by highlighting the form and clicking **Delete**. Click **Yes** to confirm the deletion.

  📝 Note: If you delete a form from the list, you must manually re-enter all information if you later decide you want to use that form.

3. Click **Cancel** to exit the *Configure Forms* dialog.

Engagement Types

(Office Manager > Configure Applications > Engagement Plus > Engagement Types)

Engagement types categorize the engagements you track for your clients. The following engagement types are preconfigured:

Accounting	Payroll Reports
Auditing	Pers(onal) Prop(erty) Tax
Compilation	Review
Estate Tax Plan(ning)	Tax Planning
Finan(cial) Planning	Tax Preparation
Financial Stmts (Statements)	Tax Research
	Mgmt (Management) Consulting

To add, delete, or change an engagement type, do the following:

1. Select **Engagement Types** on the *Configure Engagement Plus* dialog and click **Setup**.
2. Change, add, or delete engagement types as follows:
   - To change a name:
     a. Select the engagement type.
     b. Click **Change**.
     c. Enter a new name with a maximum length of 15 characters.
     d. Select or clear the **Track tax returns** box.
     e. Click **OK**.

   📝 Note: Once an engagement type is entered, it cannot be changed on an existing engagement. However, the type can be changed in
   Office Manager > Configure Applications > Engagement Plus > Engagement Types without affecting existing engagements.

■ To add an engagement type:

    a. Click **Add**.

    b. Enter a new name with a maximum length of 15 characters.

    c. Select **Track tax returns** if you want to have returns tracked for engagements of this type.

    d. Click **OK**.

■ To delete an engagement type, highlight the type and click **Delete**. Click **Yes** on the confirmation dialog. This does not affect existing engagements.

3. When finished, click **Close** to return to the *Configure Engagement Plus* dialog.

Engagement Statuses

(Office Manager > Configure Applications > Engagement Plus > Engagement Statuses)

You can define up to 99 statuses and modify or delete the existing ones. Each predefined engagement status has an associated return status so you can automatically set the status of returns tracked in engagements related to Tax Preparation.

📒 **Notes**:

• Do not change or delete the system-defined status of *Complete*. If this status is changed, the automatic functions involved in completing an engagement cannot be performed.

• Return statuses are system-defined. You can select a different return status to associate to an engagement status, but you cannot add, edit, or delete return statuses.

To have a status automatically assigned to the return an engagement is tracking, you must double-click **Preferences** on the *Configure Engagement Plus* dialog and select **Automatically set the return status based on the current engagement status**. The return status displays on the *Engagement* dialog.

The following engagement statuses and associated return statuses are preconfigured:

Engagement Status	Return Status
Awaiting Info (Information)	On Hold
Billed	Completed
Complete	Completed
In Preparation	In Preparation
In Process	In Preparation
In Review	In Preparation
Info In–Not Started	Other
Ready for Print	Ready for Print
Ready for Review	Ready for Review
Scheduled	Other

To define an engagement status and its corresponding return status, do the following:

1. Select **Engagement Statuses** on the *Configure Engagement Plus* dialog.
2. Click **Setup**. The *Configure Engagement Statuses* dialog displays.
3. All previously defined statuses display on the *Configure Engagement Statuses* dialog. You can change a status, add a new status, or delete a status.
   - To change a status, highlight the status and click **Change**. The *Change Engagement Status* dialog displays. Change the existing 1- to 20-character name and/or select a different return status from the *Associated return status* drop-down list. Click **OK** when finished.
   - To add a status, click **Add**. The *Add Engagement Status* dialog displays. Enter a 1- to 20-character status name, select a return status from the *Associated return status* drop-down list, if applicable, and click **OK**.
   - To delete a status, select the status and click **Delete**. Click **Yes** to confirm the deletion. This does not affect existing engagements.
4. When finished, click **Close** to return to the *Configure Engagement Plus* dialog.

Tasks

(Office Manager > Configure Application > Engagement Plus > Tasks)

The tasks you set up are available for all engagements. You can configure an unlimited number of tasks and can assign up to 100 tasks for each engagement. Predefined tasks are listed below. Each predefined task has a corresponding return status, as the tasks can be used to update the return status for engagements that track tax returns.

You can change the return status assigned to a predefined task and select a return status for the tasks you create. Return statuses are system-defined. You cannot add a return status or change or delete the preconfigured return statuses.

With the exception of *Mail* (which has an associated return status of *Completed*), the default return status for each of the following predefined tasks is *In Preparation*.

Assemble	Print
Interview	Review
Mail	Send Eng(agement) Ltr (Letter)
Mail Org (Organizer)	Send Invoice
Prepare	Sign

To have a return status based on an engagement's current task automatically assigned, select **Preferences** on the *Configure Engagement Plus* dialog and check the **Automatically set the return status based on the current task** box. The engagement must track returns, and a tax year product and return version must be selected for the engagement. Once set, the return status displays on the *Engagement* dialog.

Once you have determined the tasks your staff will be performing to complete your firm's engagements, you can change, add, delete tasks, or change the associated return status for a task.

1. Highlight **Tasks** and click **Setup**. Any previously defined tasks display on the *Configure Tasks* dialog.

2. Change, add, or delete tasks as follows:

   - To change a task name or change or add a return status, select the task and click **Change**. The *Change Engagement Task* dialog displays. Enter the new name, select a return status from the *Associated return status* drop-down list, and click **OK**.

   - To add a task, click **Add**. The *Add Engagement Task* dialog displays. Enter a 1- to 15-character name, assign a return status from the *Associated return status* drop-down list, if applicable, and click **OK**.

   - To delete a task, select the task and click **Delete**. Confirm the deletion by clicking **Yes**.

   > **Note**: Changing or deleting a task already assigned to engagements affects only existing engagements that track tax returns and engagements where preferences have been set to base return status on the current task.

3. Click **Close** to return to the *Configure Engagement Plus* dialog.

Model Engagements

(Office Manager > Configure Applications > Engagement Plus > Model Engagements)

A model engagement allows you to create a template for engagements that contain the same basic information. Model engagements greatly reduce the time you spend setting up engagements for your clients when many of the engagements you track use the same forms, require the same tasks, and use the same staff.

By creating a model engagement you specify all basic information once. When you create a new engagement for a client, you simply select the specific model to be used. The new engagement is automatically created with all of the information specified in the model. You can change specific engagement information as required for the client.

You can use model engagements to effectively separate complex engagements requiring many tasks from simple engagements, or to separate engagements requiring one set of state forms from engagements requiring another set, etc.

You can also copy an existing model engagement to create a new one, and then change the new model as necessary.
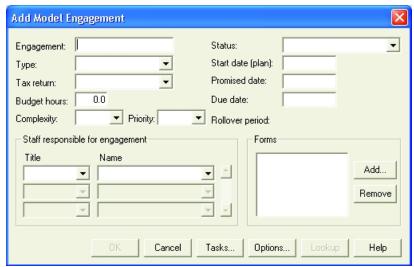
Four model engagements have been preconfigured: two models for Tax Preparation engagements, one model for Tax Planning engagements, and one model for Auditing engagements.

To change, copy, delete, or add a model engagement, do the following:
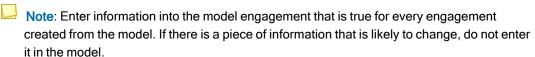
1. Select **Model Engagements** and click **Setup**. The *Configure Model Engagements* dialog displays.

   - To revise an existing model, select the engagement and click **Change**. Changes you make are applied only to new engagements created from the model. Changes do not

apply to existing engagements based on the model.

▪ To create a new model engagement from an existing model, select the model and click **Copy**. You must provide an engagement name for the new model, and then click **OK**.

▪ To delete a model engagement, select the model and click **Delete**, then click **Yes** on the deletion dialog.

  📒 Note: An engagement model that has been used to create engagements is deleted without a warning message. This does not affect existing engagements created from the model. You can use Quick, Personal, or Public views to display these engagements by engagement name, but they are not visible in the picklist. You must type in the name.

▪ To add a model engagement, click **Add**. The *Add Model Engagement* dialog displays.

2. Aside from the mandatory fields, you can enter as much or as little engagement information as you want, and then click **OK**. An explanation of the mandatory, calculated, and optional fields on the *Add Model Engagement* dialog follows.

  📒 Note: Enter information into the model engagement that is true for every engagement created from the model. If there is a piece of information that is likely to change, do not enter it in the model.
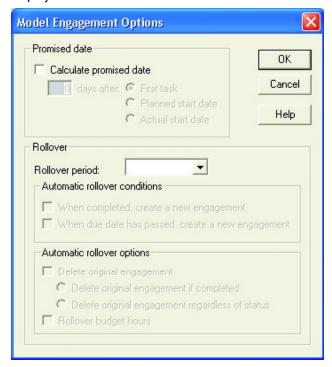
Model Engagement - Mandatory Fields

• **Engagement**. The name can be up to 15 characters in length and must be unique.

• **Type**. Use the drop-down list to select the engagement type, or enter a new one with a maximum length of 15 characters. If you enter a type that has not been configured, it is applied to this model engagement only. Tax Preparation is the only engagement type that defaults to track tax returns.

Model Engagement - Calculated Fields

- **Budget Hours**. Total hours budgeted can be entered in two ways as follows:
    - Allow the system to calculate the budget hours as a total of task hours. Click the Tasks button to enter hours for itemized tasks.
    - If you are not entering budget hours by itemized task, manually enter budget hours, which then display in red when the model is used to create an engagement.

- **Due Date**. Calculated based on the earliest due date of the added forms, or by a date you determine.

    📒 **Note**: The model engagement does not display the calculated due date based on the form on this screen. Only engagements created from the model show a date in the *Due date* field. A manually entered date, when forms are assigned, is ignored when engagements are created from the model.

- **Promised Date**. Calculated if you use *Options*. To have the system calculate the promised date, leave the *Promised date* blank and then click **Options**. The *Model Engagement Options* dialog displays.

Check the **Calculate promised date** box and enter the number of days after the selected occurrence by which you want the promised date calculated. Choose First task, Planned start date, or Actual start date.

🖼️ **Example**: If you enter **65** days, choose **Planned start date** and then enter **01/20/2023** as the planned start date in the model, the promised date displays as 03/26/2023 for all engagements created from the model.

If you choose **Actual start date**, the promised date is calculated when the actual start date is entered in an engagement created from the model.

If you choose **First task**, the promised date is calculated when the date the first task is completed is entered in an engagement created from the model.

- In the *Rollover* section, select the Rollover period from the drop-down list: Weekly, Bi-weekly, Monthly, Quarterly, Semi-Annually, or Annually.

  📒 **Note**: To track engagements created from this model using the Projected Engagement Report, or to have the system automatically roll over engagements, you must specify a Rollover period. You cannot roll over engagements unless a Rollover period is specified.

In the *Automatic rollover conditions* section, check the appropriate box to have the engagements rolled over automatically when completed or when their due date has passed. After an engagement has been marked complete, the system can no longer update the engagement. This must be done manually.

In the *Automatic rollover options* section, check the **Delete original engagement** box if you want the system to automatically delete the original engagements created from this model when the engagements are rolled over. You can then choose to have the original engagements deleted at rollover either when they are completed or regardless of their status.

The **Rollover budget hours** box is automatically selected. If you do not want to maintain budget hours, remove the check mark.

When the engagement is rolled over, the engagement's promised start, planned start, actual start, and completion dates are cleared. Task completion dates, actual hours, and the engagement status are also cleared.

In addition, the following events occur:

- The first task for the engagement is reset as the current task.
- If the engagement recurs on an annual basis, the due date is calculated based on the forms defined for the engagement. If there are no forms, the due date and fiscal year end are increased by one year.

If the engagement recurs in any other time period, the due date is calculated based on the rollover period specified. For example, if the rollover period selected is quarterly, and the previous due date was specified as 3/31/2023, the new due date is 6/30/2023.

If no forms are assigned to the engagement and if the due date is left blank, no due date is rolled over. If there is no fiscal year end for the client in Client Manager or Tax Preparation and no fiscal year end was entered for the engagement, the fiscal year end defaults to the end of the current calendar year.

Model Engagement - Optional Fields

- Tax return. If the engagement type tracks tax returns, use the drop-down list to select a tax product.
- Complexity. Select a complexity level for the engagement.
- Priority. Select a priority level for the engagements.
- Status. Select a preconfigured status, or leave blank.

- **Start date (plan)**. The planned start date can be used as the basis for the calculation of the promised date and as a management tool to compare planned and actual start dates. Planned start dates print on the Projected Engagement Report, while actual start dates print on the Engagement Summary and Due Date Reports.

- **Staff responsible for engagement**. Select from the drop-down lists the names and titles of one to five staff members configured as resources, or enter staff names and titles. Staff names and titles entered manually affect only the specific model in which they are entered.

  > **Note**: Use the scroll bar to the right of this box to continue to add staff when you are entering more than three.

- **Forms**. To add forms to the engagement, click **Add**. The *Lookup Forms* dialog displays.

  Use the drop-down list to select a specific Form Group. Then select the forms you want to add to the engagement. Click **OK** to add the forms.

  > **Note**: When adding multiple forms to an engagement, the due date calculated is based on the earliest due date of the forms. Manually entering a due date is a temporary override. The engagement reverts to the calculated due date when the engagement is rolled over. If forms contain multiple due dates, only the earliest date is tracked.

- **Tasks**.

  a. Click **Tasks** to define the tasks for the engagement. The *Tasks* dialog contains the following fields:

    - **Task**. Use the drop-down list to enter a task name with corresponding information for each task. If you manually enter a task that has not been set up in Office Manager, the task is tracked for engagements based on this model only. Use the scroll bar to add more than six tasks. A maximum of 100 tasks can be tracked for an engagement.

    - **Staff assigned**. Use the drop-down list to select a staff member to assign to the task. Only staff members who have been configured as a Resource appear on the drop-down list. If left blank, this defaults to *Unassigned* when engagements are created.

    - **Budget hours**. Enter the budgeted hours for the task. The total budgeted hours for all tasks displays in the *Budget hours* field in an engagement created from this model if the *Budget hours* field on the engagement is left blank. If hours are input in the *Budget hours* field on the engagement, the hours display in red in Engagement Plus and are not updated by the system. Entering task budget hours for an engagement whose *Budget hours* field was entered manually does not affect the engagement budget hours.

    - **Send To Do**. If you want an item sent to the To Do List of the person assigned the next task, select the **Send To Do** radio button for this person when the current task is completed.

    - **Forward return**. If you want the return forwarded to the In-Box of the person assigned the next task when the current task is completed, select the **Forward return** radio button for this person.

When a task completion date is entered, the task following the current task becomes the active task for the engagement. At that time, if Send To Do has been selected, an item is sent to the To Do List of the staff responsible for the active task. In Tax Preparation, the staff member can check his or her To Do List items by selecting **Manage > To Do List**.

If *Forward return* is selected, the return is forwarded to the Tax Preparation In-Box of the staff responsible for the active task.

📋 **Note**: You can either send a To Do item or forward the return. However, a To Do item is automatically sent when forwarding a return.

b. When finished, click **OK** to return to the *Model Engagement* dialog.

c. Click **Options** to calculate the promised date, if desired, and set the rollover period. See *Model Engagement - Calculated Fields* on page 588 for more information.

d. Click **OK** on the *Model Engagement Options* dialog to save your selections.

e. Click **OK** on the *Model Engagement* dialog.

f. Click **Close** to return to the *Configure Engagement Plus* dialog.

Public Views

(Office Manager > Configure Applications > Engagement Plus > Public Views)

Public views, which are available for all Engagement Plus users, are listed on the View menu in Engagement Plus. You can use Public Views to present a broad view of engagement or task activity in your office. Individual users can also create Personal views and Quick views in Engagement Plus to track task activity or engagements in which they are interested.

📋 **Note**: All reports are based on the engagements in the current engagement view.

Engagement Plus contains the following preconfigured public views. You can use these as they are or customize them to reflect your firm's display requirements.

All Engagements	Interviews
Completed Engagements	Overdue Returns
Ind(ividual) Extensions	

Engagements can be displayed in the main Engagement Plus window at the Engagement level or the Task level. Change the View level when configuring the Public View in Office Manager.

Information displayed at the Engagement level includes the following:

Client ID	Priority
Client Name	Due Date
Client Type	Engagement Status
Engagement Name	

Engagement information displayed at the Task level includes the following:

Client ID	Priority

Client Name	Current Task Name
Client Type	Staff Assigned to the current task
Engagement Name	

To configure a public view, do the following:

1. Highlight **Public Views**.
2. Select **Setup**. The *Public Views* dialog displays.
3. Do any of the following:
   - Click **Change** to modify the highlighted public view.
   - Click **Add** to display the *Add Public View* dialog.
   - Click **Copy** to create a new public view based on the selected view. You must enter a unique name for the copied view.
   - Click **Delete** to delete the selected view.

The fields on the *Add Public View* dialog are explained below. Selecting **All** on any of these fields displays all engagements without restrictions.

- **View name**. The view name is a mandatory entry and must be unique.
- **View level**. Select the view level based on whether you want engagement or task level information displayed.
- **Display in View menu**. Leave this box checked if you want all users to be able to select this view on the View menu.
- **Type**. Select an engagement type to limit engagement display to a particular type (e.g., Tax Planning, Tax Preparation).
- **Engagement**. Select the name of a model engagement or manually enter the engagement name to restrict the display to engagements created using that model.
- **Tax return**. Specify the tax year and tax product if the engagement type chosen tracks tax returns.

  Note: If a year is selected, when annual rollovers are accomplished, new engagements are not included in the view and a new public view must be configured to accommodate the new year.

- **Priority**. Select a priority level.
- **Complexity**. Select a complexity level.
- **Staff responsible**. Select the name of a staff member responsible for the engagement. All staff members must be configured as Resources in Office Manager using either Configure Staff or Configure Engagement Plus > Staff display.

  Note: Staff member names entered manually in the Staff Responsible section in a model engagement are not available in the drop-down list.

- **FYE date**. Enter the Fiscal Year End of the engagements.
- **Status**. Select a preconfigured engagement status.
- **Task name**. Select a task name from the list or manually enter the task name.

- **Assigned to**. Select the name of a staff member assigned to the selected task.
- **Task status**. Select a task status.
- **Client type**. Select a client type of All, Individual, Corporation, Partnership, or Fiduciary. You can select Vendor as a client type when configuring Quick View in Engagement Plus if Client Manager is installed.
- **Client group**. Select a client group (defined in Client Manager).
- **Office group**. Select an office group.
- **Dates**. You can enter dates by range or by specifying a time period.
    - To enter a range, leave the **Range** radio button selected in the *Entry format* field, and then enter dates in the *From* and *To* fields as applicable.
    - To enter a period, select the **Period** radio button and use the drop-down lists to select periods in the *From* and *To* fields.

        📒 Notes:

        - *Before* and *After* can be selected only when *Today* is selected.
        - The *Month period* begins the first day of the month when this period is chosen and ends on the last day of the month. If you chose on February 2 to see all engagements due next month, you will see engagements due in March. Beginning March 1, you will see all engagements due in April.
        - The *Quarter period* includes a three month time span, with intervals beginning on January 1, April 1, July 1, and October 1 and ending on March 31, June 30, September 30, and December 31, respectively. If you choose to display engagements completed in the previous quarter and entered the time period on June 28, you would see engagements completed between January 1 and March 31.

4. Click **OK** to save the public view.
5. Click **Close** to return to the *Configure Engagement Plus* dialog.

Preferences

(Office Manager > Configure Applications > Engagement Plus > Preferences)

The Preferences option on the *Configure Engagement Plus* dialog allows you to establish whether a return status is going to be applied automatically to engagements that track tax returns based on engagement and/or task status.

A return status can be applied manually in Engagement Plus if an engagement tracks returns, regardless of whether either or both options are activated. Manually setting return status temporarily overrides a return status until a change is made to the task or engagement status.

To activate automatic return status assignment, do the following:

1. Select **Preferences** on the *Configure Engagement Plus* dialog and click **Setup**.
2. Check the appropriate box to automatically set the return status based on the current task and/or engagement status.
3. Click **OK**.

Engagement Utility

The Engagement Utility enables you to create engagements for existing returns based on model engagements. You must create model engagements before using this creation utility. See *Model Engagements* on page 586 for more information.

To use the Engagement Utility, do the following:

1. Open the Engagement Utility. The *Create Engagements* dialog displays.
2. Use the drop-down list to select a model and click **OK**.
3. Choose from the following criteria to select returns:
   - Tax year. Select the tax year of the returns. This field is mandatory.
   - Tax product. Select the tax product of the returns.
   - Status. Use the drop-down list to select a return status.
   - Last activity. Use the drop-down list to select the last activity.
   - Office group. Select returns associated with a specific office group.
   - Preparer. Select returns with a specific preparer, or leave *All* as the default.
4. Click **OK**. The *Create Engagements* selection dialog displays.
5. Do any of the following:
   - To select a single return, highlight the return in the *Returns* box and click **Add**, or drag it to the *Returns selected for engagements* box.
   - To select all returns, click **Add All**.
   - To remove a single return, highlight the return in the *Returns selected for engagements* box and click **Remove**, or drag it to the *Returns* box.
   - To select multiple returns, hold down **Shift** or **Ctrl** while selecting the returns and click the appropriate button, or drag them to the appropriate box.
   - To see additional information about a return, select the return and click **Add'l Info**.
6. Click **OK** to create the engagements for the returns selected. A return can be assigned multiple engagements.

   > **Note**: Returns with multiple versions display. Select the active, or fileable, version of the return.

Creating the engagements can take several minutes. When the process completes, you are returned to the *Create Engagements* dialog.
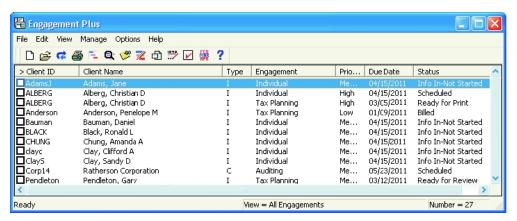
Accessing Engagement Plus

The first time you access Engagement Plus, the main area of the *Engagement Plus* dialog is blank, unless you have created engagements for existing returns using the Engagement Utility.

The Public view *All Engagements* is the default view. As you create engagements, all engagements display until you select another view on the View menu.

Subsequently, the engagements specified by the last view chosen display when Engagement Plus is opened. The name of the view and the total number of engagements in the view display in the lower right of the window. To select one or more engagements, click the box in the far left column.

Engagements in the current view can be sorted by clicking any of the column headings. The listing rearranges itself accordingly. Client ID, Client Name, Type, Engagement, and Status sort alphabetically. Priority sorts in high, medium, and low order. Due Date sorts from oldest date to most recent date.

The Toolbar

The toolbar provides you with quick access to the most frequently used functions of Engagement Plus. You can move your toolbar to another location within the window. If you want, you can place it at the bottom of the window or at either side. You can also resize the Toolbar.

The Toolbar contains the following buttons:

New Engagement. Opens a new engagement for a new or existing client after you enter the client's ID.

Open Engagement. Opens an existing engagement after you enter the name or ID of the client whose engagement(s) you want to open. If more than one engagement exists, the system displays a list of engagements from which you choose the one you want to open.

Rollover. Choose the engagements you want to rollover.

Print. Choose to print the Due Date, Engagement Summary, Projected Engagement reports, Posting Logs, or Custom Reports for all engagements in the current view.

Engagement. Opens the engagement for the client whose engagement is currently highlighted in the engagement view.

Tasks. Displays the tasks for the engagement currently open or highlighted in the engagement view.

Client Notes. Opens the Client Notes for the client whose engagement is currently open or highlighted in the engagement view.

Update Engagements. Updates the engagement status, tasks, task assignment, staff responsibilities, forms, or return status for all engagements currently displayed, or only those engagements you select.

Client Profile. Launches Client Manager and opens the profile of the client whose engagement is currently open or selected in the engagement view.

Tax Return. Launches Tax Preparation and opens the return of the client whose engagement is currently open or selected on the engagement list. The version of the return opened is indicated in the engagement as the active version.

Client To Do List. Displays a list of all open To Do List items for the client whose engagement is open or selected in the engagement view.

Client History. Displays the history log of the client whose engagement is open or selected in the engagement view.
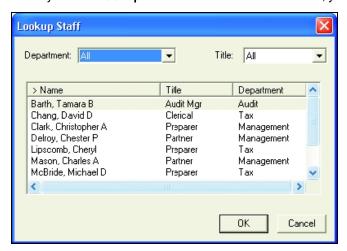
Help. Opens the Engagement Plus help file.

Lookup Value

A Lookup button on applicable dialogs displays available entries for a field with a list of possible values (e.g., staff members, forms, and some date fields).

When you click **Lookup** on date fields, a calendar displays from which you can select a date. You can also press **F4** to bring up the calendar on any date field. Press **F3** to enter the current date in a date field. Press **F2** to delete the entry in a date field.

When you click **Lookup** with a staff or form field selected, you select an entry and click **OK**.

Note that you can limit staff display by department and title if the department and title were configured in **Office Manager > Configure Staff > Resource**. You can limit form display by selecting a form group.

Creating a New Engagement

You can create a new engagement based on a model engagement or create a custom engagement for a client.

1. Select **File > New** or click the **New Engagement** icon.

2. Enter the **Client ID** of the client for whom you are creating the engagement.

3. Click **OK**. The *Engagement* dialog for the selected client displays.

   📄 Note: If you enter a new client's ID, you can launch Client Manager to enter profile information for the client and then return to Engagement Plus to create the engagement. See *Creating New Engagements in Other Applications* on page 600 for additional options.

4. Use the *Engagement* drop-down list to base the new engagement on a model engagement. All fields defined for the model engagement are updated for the new engagement and any staff responsible and forms assigned display.

   Once saved, the Engagement name is taken from the model and cannot be changed.

   If the engagement is not based on a model, enter a unique name with a maximum length of 15 characters in the *Engagement* field. When the Preferences option is not set to display engagements in the expanded format, staff responsible and forms can be added by clicking **Staff > Forms** as explained in *Creating New Engagements in Other Applications* on page 600. A promised date and rollover options can be added by clicking **Options** as explained in this section.

The fields on the dialog include the following:

- **FYE (Fiscal Year End)**. This date is taken from the client's profile, which in turn takes the date from the tax return if a return exists. The FYE date is also used to determine the return tax year when the engagement tracks tax returns. If no fiscal year end was entered, the date defaults to the current calendar year end. For example, an Individual client would have an FYE date of 12/31/2023.

  You can modify the fiscal year end date. Any change made to the FYE date in Engagement Plus does not update the client profile or tax return.

- **Type**. You can select an existing engagement type or enter a new one. If you manually enter an Engagement Type, it is not set up to track tax returns and will not be available on the filter screen for Quick, Personal, or Public Views. However, you can manually enter an Engagement Type to view the engagement in a specified view.

- **Tax return**. The first *Tax return* field is for the tax year of the return being tracked. The second *Tax return* field is for the tax product of the return. The third *Tax return* field, the version number, automatically defaults to version 1 (**V1**). You can associate the engagement with any version of the return, from version 1 to version 9, even if the return does not exist.

  > **Note**: To have the system automatically set return status based on current task or engagement status, you must select a return version. You must also select a return version if you want to manually set the return status.

- **Budget hours**. If budget hours were entered for this model engagement's tasks, the engagement budget hours display based on the task hours. If you manually enter engagement budget hours and override the task hours, the hours display in red.

  If you are creating a custom engagement, budget hours display after tasks are configured for the engagement. You can enter budget hours if you do not want the system to calculate these hours.

- **Actual hours**. Actual hours are calculated by the system as you enter the actual hours for each completed engagement task, as long as no hours are manually entered on the *Engagement* dialog.

  If you do not want the system to automatically calculate actual hours, enter an hours amount in the *Actual hours* field. The hours display in red to indicate a manual entry.

- **Priority, Complexity, Engagement status**. You can select a priority, complexity, and status for the engagement based on your assessment of the engagement.

- **Rollover period**. If based on a model, the Rollover period displays if a Rollover period was entered in the model. To select a Rollover period, click **Options** to display the *Engagement Options* dialog.

  > **Note:** The Rollover period must be entered in order to rollover selective or previously rolled over engagements.

Use the *Rollover period* drop- down list to select the appropriate rollover period:

Weekly	Bi-weekly
Monthly	Quarterly
Semi-Annually	Annually

Note: The Rollover period is a mandatory entry if you want to forecast engagement workload using the Projected Engagements Report.

In the *Automatic rollover conditions* section, check the appropriate box to have the engagement rolled over automatically when completed or when its due date has passed. This is not a mandatory entry. You can batch rollover selective, past due, or previously rolled over engagements using *Options* on the Engagement Plus menu bar.

In the *Automatic rollover options* section, check the **Delete original engagement** box if you want the system to automatically delete the original engagement. Then choose to delete the original engagement when it is completed, or to delete the original engagement regardless of status.

Note: If delete options are selected and automatic rollover is not, the engagement is deleted, but not rolled over, when the specified criteria have been met.

Budget hours are rolled over if you leave **Rollover budget hours** checked. Click **OK** to exit the *Engagement Options* dialog and return to the *Engagement* dialog.

- **Due**. The due date is automatically calculated based on the earliest due date of the forms defined. If no forms are defined, you can enter a date in MM/DD/YYYY format.

   Note: If the due date is calculated based on forms assigned to the engagement, and the due date is changed, it is temporarily overridden. When the engagement rolls over, the due date reverts to the calculated date.

- **Promised**. Click **Options** to change the promised date (if entered in the model engagement), or have the system calculate a promised date based on your configurations. The *Engagement Options* dialog displays.

   To have the system calculate the promised date, check the **Calculate promised date** box and then specify how you want this date calculated.
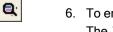
   Enter or change the number of days to use when calculating the promised date. The promised date is calculated after one of the following:
   - The date the first task is completed
   - The planned start date
   - The actual start date

   Select the appropriate radio button to enter or change the date from which the promised date is calculated. If you choose **First task**, the promised date is calculated when the first task's completion date is entered.

- **Staff responsible for engagement**. You can enter or change the staff responsible for the engagement. If you are creating a custom engagement, select **Staff > Forms** to expand

the *Staff* and *Form* sections if the Preferences have not been set to display engagements in the expanded format.

- Forms. To remove a form, highlight the form and click **Remove**. To add a form, click **Add**. Select the Form Group containing the forms you want to add, highlight the forms to be added, and click **OK**.

5. To save the engagement, click **OK**. The new engagement displays in the client area of the main Engagement Plus window if the current view includes this type of engagement.

6. To enter or change tasks, select **Edit > Tasks** or click the **Tasks** icon to display the *Tasks* dialog. The *Task* and *Staff assigned* fields on the *Engagement* dialog is filled in automatically when task information is filled in for the engagement. If you change the first task or the staff assigned to that task, the changes display in the *Task* or *Staff assigned* fields.

Click **OK** to exit the *Tasks* dialog and return to the *Engagement* dialog.

Note: Please refer to *Tasks* on page 605 for more information.

Creating New Engagements in Other Applications

You can also create new engagements (for new clients only) based on existing model engagements in Client Manager and Tax Preparation.

In Tax Preparation, go to Options > Preferences > Tax Return Preferences > Miscellaneous and check the **Prompt to create engagement for new return** box to be able to set up a new engagement when you save a new return. A dialog listing the existing model engagements displays. Select the engagements to create for the new return.

In Client Manager, check **Setup Engagement Prompt** on the Options menu to display the dialog listing existing model engagements when you save and close a new client's profile.

To create the new engagements, select the model engagements you want to create for the new client and click **Create**. The engagements are created in Engagement Plus and you remain in Client Manager or Tax Preparation.

Opening an Existing Engagement

Opening an Engagement in the Current View

To open an engagement in the current view, do one of the following:

- Double-click the highlighted engagement.
- Check or select the engagement and select **Edit > Engagement**.
- Check or select the engagement and click the **Engagement** icon.

If the engagement list displayed is lengthy, select **Edit > Find** to display the *Find* dialog. Enter the client name or client ID, or partial client name or client ID, of the client whose engagement you want to open and click **OK** or **Find Next**.

The highlight moves to the first engagement for the client whose name or ID matches the name or ID entered. Press **Enter** to open the engagement if this is the client for whom you are searching. Click **OK** or **Find Next** to search for an additional engagement for that client, or **Cancel** to close the *Find* dialog.

> Note: If you enter a partial client name or client ID, the system searches for any occurrence of the partial entry. For example, if you enter 1234, the system locates any occurrence of 1234, not just an entry that begins with 1234. If a client ID is AB-1234, that client is found.

Opening an Engagement Not Listed in the Current View

1. Select **File > Open**. The *Open Engagement* dialog displays.
2. Click the appropriate radio button to open the engagement by ID or name.
3. Enter the client's **Client ID** or **Name** and click **OK**.
   a. If you enter a partial ID or name, the system provides a listing of all IDs or names that begin with the characters entered in the *Open Engagement* dialog.

   Highlight the client and click **OK**.
      - If one or more engagements exist for the client, the engagements display. Double-click the engagement you want to open or highlight the engagement and select **Edit > Engagement**.
      - If no engagement exists for the client, a blank screen displays. For information on creating a new engagement, see *Creating a New Engagement* on page 597.
   b. If the client ID is that of a new client, you are asked if you want to create a new client for the engagement.
      - To create a client, click **Yes** to launch Client Manager, select the **Client Type** from the drop-down list, and click **OK** to open a profile for the new client.
      - When you have finished filling out the profile, select **File > Close Profile**. Click **Yes** to save the profile.

        If *Setup Engagement Prompt* is checked in Client Manager, the *Create Engagements* dialog displays when you close the client's profile. You can create engagements for the client based on existing model engagements. When completed, you are returned to Engagement Plus.

        If *Setup Engagement Prompt* is not checked in Client Manager, you return immediately to Engagement Plus after saving and closing the client profile.

        When you return to Engagement Plus, click **OK** to display any engagements you created in Client Manager. You can create a new engagement for the client, or you can open one of the existing engagements (if engagements were created in Client Manager).

Opening an Existing Engagement from Client Manager

1. Open the client's profile, place the client's card at the front of the Cardex, or highlight the client's name on a Client List.
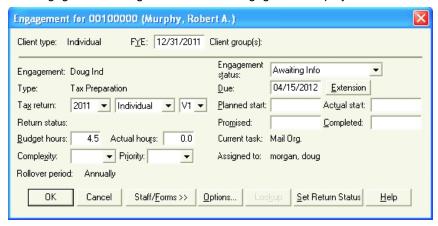
2. Select **Edit > Engagement** or click the **Engagement** icon. Engagement Plus is launched and the client's engagements display.

3. Double-click an engagement to open it.

Editing Engagements

Editing an Engagement/Setting Return Status

1. If the engagement is in the current view, click the box to the left of the engagement, then select **Edit > Engagement**, or click the **Engagement** icon. If it is not in the current view, select **File > Open**, enter the client's **Name** or **ID**, and click **OK**. Select the engagement from the resulting list. The *Engagement* dialog for the selected engagement displays.

> **Note**: If you want the *Engagement* dialog to always display with the *Staff responsible for engagement* and the *Forms* sections expanded, select **Options > Preferences** and check the **Display engagements in expanded format** box.

2. Edit the following fields as necessary:

> **Note**: The *Client type*, *Engagement*, *Type*, *Current task*, and *Assigned to* fields cannot be changed from the *Engagement* dialog.

- ▪ **Tax return**. You can change the tax year and/or tax product and select another return version.
- ▪ **Budget hours**. You can override the budgeted hours for the engagement. If you do, the system no longer calculates this field based on task budget hours. The *Budget hours* field displays in red if overridden.

■ **Actual hours**. You can override the actual hours for the engagement. If you do, the system no longer calculates the total based on the actual hours you enter for the tasks. Actual hours display in red if overridden.

  🗒 **Note**: If you enter an override in either the *Budget hours* or *Actual hours* fields and later want to have the system again calculate these hours based on the totals entered for the engagement tasks, you can delete the override by placing the cursor in that field, highlighting the numbers, and pressing **Delete**.

■ **Complexity, Priority**. Use the drop-down lists to change these entries as required.

■ **Rollover period**. To change the rollover period, click **Options** and make the required changes on the *Options* dialog.

■ **Engagement status**. Use the drop-down list to change the engagement status as desired. If the engagement tracks returns and you have configured Engagement Plus to automatically set return status based on engagement status, the return's status displays based on the status you select.

  If you enter a status of **Complete**, the current date displays in the *Completed date* field and a record of the completion is posted to the client's history log. If the engagement tracks returns and you configured Engagement Plus in Office Manager to automatically set return status based on engagement status, the associated return status is set to **Completed** when you exit the dialog.

  If you have not configured Engagement Plus in Office Manager to automatically set return status, the *Update Return Status* dialog displays when you set the engagement status to Complete.

  Click **OK** to set the return status, or remove the check to leave the return's status unchanged and return to the *Engagement* dialog.

■ **Due**. This date is calculated by the system based on the earliest due date for the engagement's forms. To place the engagement on extension, click **Extension** to the right of the due date.

■ **Planned start, Actual start**. Change or enter these dates as applicable.

■ **Promised**. You can override a calculated Promised Date by entering a new date. If you had the system calculate the Promised Date, you cannot override this date using the *Options* dialog.

  If you did not use *Options* to have the Promised date calculated, you can click **Options** and enter the appropriate data to have the system calculate the date.

  To have the engagement rolled over when it is completed, check either the **When completed, create a new engagement** or **When due date has passed, create a new engagement** box. You can also enter or change the Rollover Period.

  🗒 **Note**: The Rollover period must be entered if you want to track engagements using the Projected Engagements Report.

  Select to delete the original engagement at rollover, if necessary.

- **Completed**. The system sets the *Completed* date to the date the last task is completed. If you are not tracking tasks, when you set the engagement status to Complete, the system sets the *Completed* date to the current date (the date you set the status).

3. Click **Staff > Forms** if you want to change staff responsible for the engagement, or to add or delete forms. If more than three staff members have been assigned, use the scroll bar to the right of the *Staff responsible for engagement* section to add, change, or delete a staff member.

   To add or change a staff member, select a name or title using the drop-down *Title* or *Name* list, or position the cursor in the appropriate *Title* or *Name* field and click **Lookup**. The *Staff Lookup* dialog displays. Use the drop-down lists to select a department and title, if appropriate.

   Highlight the staff member name you want to assign responsibility to and click **OK**. To delete a staff member on the *Engagement* dialog, highlight the title or name and press **Delete**.

   📄 Notes:

   - Drop-down lists display only those staff configured as Resources in Office Manager.
   - Names and titles not found in the drop-down lists can be manually entered, but are not available in the quick view, personal view, or public view setup dialogs.

4. To add a form to the engagement, click **Add** in the *Forms* section. The *Lookup Forms* dialog displays.

   a. Select the **Form group** to which the form belongs or leave **All** as the default.

   b. Highlight the forms you want to add.

   c. Repeat steps **a** and **b** until forms from all applicable form groups are added.

   d. Click **OK**.

5. If this engagement tracks returns, click **Set Return Status** to manually set the status of the return. The *Set Return Status* dialog displays. Select the return status you want applied. This return status overrides an automatically set return status.

6. Click **OK** to exit the dialog and save your entries.

7. Select **Edit > Tasks** from the menu, or click the **Tasks** icon to update engagement task information. See *Tasks* on the next page for more information.

Completing an Engagement

You can complete an engagement in one of the following two ways:

- Enter the completion date of the last task for the engagement. The engagement's status automatically changes to Complete and the *Completed date* on the *Engagement* dialog changes to the same date as that entered for the task.

  If you configured Engagement Plus to automatically set return status based on task or engagement status, the return status on the *Engagement* dialog changes to Complete.

- Select a status of **Complete** in the Status box on the *Engagement* dialog. The *Completed date* automatically changes to the current date. All uncompleted tasks in the engagement are assigned the completed date.

If you configured Engagement Plus to automatically set return status based on task or engagement status, the return status changes to *Complete* and displays on the *Engagement* dialog.

⚠️ **Warning!** If you later change the engagement's status, or if you delete the completion date of the last task, the *Completed date* on the *Engagement* dialog is not deleted automatically. You must manually edit the Completed date. Once an engagement is marked as Complete, the system no longer calculates the Completed date.

When an engagement is completed, a record of the completion is posted to the client's history log.

Deleting an Engagement

1. Click the check box to select the engagement to delete. To delete more than one engagement, select the check boxes of all the engagements to be deleted.
2. When all engagements to be deleted are checked, select **File > Delete**.
3. Click **Yes**.

📝 **Note**: You can also delete completed engagements when you use the **Options > Rollover Selective Engagements** function. Engagements are automatically deleted after rollover if you specify this condition using the **Options** button on an *Engagement* dialog.

Tasks

You can track a maximum of 100 tasks for each engagement.

You can select from the tasks configured in Office Manager, or enter a task that has not been configured in Office Manager. If you enter a task that has not been configured in Office Manager, the task is tracked for the current engagement only and reported in the Engagement Summary and Due Date Reports, but are not available for other engagements as a configured choice, or in the Quick, Personal, or Public view setup dialogs.

A task's status is changed to Complete when you enter the date the task was completed. When this occurs, the next task defined for the engagement becomes the active task and displays on the *Engagement* dialog along with the name of the staff member assigned to the task.

At the time of task completion, the return is forwarded or a To Do List item is sent to the person responsible for the next task, if either of these actions was specified for the next task. In addition, if the engagement tracks returns and Engagement Plus was configured to set return status based on task status, the return status is set based on your configuration.

If you did not configure Engagement Plus to set return status based on task status, click **Set Return Status** on the *Task* or *Engagement* dialog to select a return status on the *Set Return Status* dialog.

If you configured Engagement Plus to set return status based on task status and you enter the last task's completion date, the engagement's status automatically changes to Complete, the engagement Completed date changes to the same date as that entered for the task, and the Return Status changes to Completed when you exit the *Task* dialog.

You can log task activity in Tax Preparation if the engagement tracks tax returns, or select **Options > Post Activity > Task** to post task activity in Engagement Plus.

To update task components for multiple engagements simultaneously, select **Edit > Update Engagements**.

Adding or Updating Tasks

You can add or update tasks for an open engagement or an engagement highlighted in the engagement view.

1. Select **Edit > Tasks** or click the **Tasks** icon. The *Tasks* dialog displays.
2. Use the scroll bar at the right of the dialog to display more than six tasks. The *Tasks* dialog includes the following fields:

   - **Task**. Use the drop-down list to select an existing task configured in Office Manager or enter a new task. If you enter a task not configured in Office Manager, the task is tracked for this engagement only.

   - **Staff assigned**. Select a staff member from the drop-down list, enter a staff member's name, or click **Lookup** to display the *Lookup Staff* dialog. Select the correct name and click **OK**. Only staff members configured as resources in Office Manager > Configure Staff display in the drop-down list and *Lookup* list.

     Staff members who have not been set up in Office Manager as Users cannot send or receive To Do items; staff members who have not been set up in Office Manager as Users or Tax Preparers cannot forward a return. In these cases, the radio buttons are disabled.

   - **Budget Hours**. You can enter or change the hours budgeted for a task. A running total of budget hours displays on the *Engagement* dialog as budget hours are entered or changed for tasks. If the engagement is based on a model and budgeted hours are manually changed, total budget hours display in red on the *Engagement* dialog.

   - **Actual Hours**. You can enter or change the actual hours for a task. A running total of actual hours displays on the *Engagement* dialog as actual hours are entered or changed for tasks.

     Note: Both budget and actual hours can be overridden on the *Engagement* dialog. If an override is entered, the system no longer calculates hours and the overridden hours display in red.

   - **Send To Do**. To send a To Do List item to the person who is assigned the next task when the current task is completed, select the corresponding radio button.

   - **Forward return**. To forward the return to the In Box of the person responsible for the next task when the current task is completed, choose the corresponding radio button. For a task, you can either select **Send To Do** or **Forward return**. You cannot select both. However, a To Do item is automatically sent when a return is forwarded to another user. *Forward return* is not available if the engagement does not have a return associated with it.

- **Date completed**. Enter the date the current task was completed, or press **F4** to display the calendar and select a date. The task status is changed to *Completed*, and the next task in the list becomes the active task.

  You cannot manually enter or set a task status. This process is handled internally by the system.

  📒 **Notes**:

  - A To Do item is not sent to the new staff, nor is a return forwarded, if you change the task name or staff assigned after a completed date is entered.
  - If you have entered a completion date for the last task and later need to change the date to mark the engagement as *Not Completed*, do the following:
    a. Delete the date in the task's *Date completed* field.
    b. Exit the *Task* dialog.
    c. Open the *Engagement* dialog and delete the Completed date. Then change the Engagement status.

      The return status automatically changes when you exit the dialog if you have configured Engagement Plus to set return status based on engagement status. You can also click **Set Return Status** to manually change the return status.

3. When you have finished adding or updating tasks, click **OK**.

Deleting a Task

You can delete tasks for an open engagement or an engagement highlighted in the engagement view.

To delete tasks, do the following:
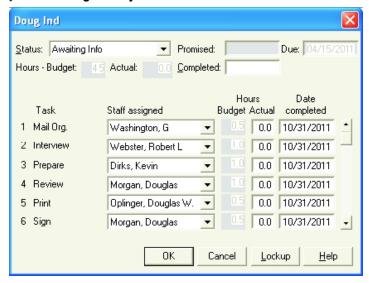
1. Select **Edit > Tasks**, or click the **Tasks** icon to display the *Tasks* dialog for the selected engagement.
2. Highlight the name of the task to delete and press **Delete**.
3. Select **Unassigned** in the *Staff assigned* drop-down list.
4. Delete any other information entered for the task and toggle off the *Send To Do* or *Forward return* radio button, if currently selected.
5. Click **OK** to exit the *Tasks* dialog. The next time you access the tasks for the engagement, the tasks are renumbered and ordered sequentially.

Logging Task Activity in Tax Preparation

1. Open the return being tracked by the engagement.
2. Select **Manage > Log Activity**. If there are multiple engagements for the return, the *Select Engagement to Update* dialog displays. Highlight the engagement for which you would like to log activity and click **OK**.

If there is only one engagement for the return, the following dialog displays immediately after you select **Log Activity**.

3. Use the drop-down list to select another staff member if you want to change or enter the staff assignment.

4. To complete a task, enter the actual hours, if actual hours are being tracked, and then enter the date completed.

   If a To Do List item is to be sent to the staff member assigned the next task when this task is completed, the item is sent.

   If the return is to be forwarded to the staff member assigned the next task when this task is completed, the return is forwarded.

   If the task logged is the last task, the engagement status changes to *Complete* and the current date is entered as the *Completed date* on the *Engagement* dialog.

5. Click **OK**.

Posting Task and Engagement Activity in Engagement Plus

The Options > Post Activity function provides a quick method of posting engagement and task completion dates, actual hours, and task assigned staff. Each engagement and task is given a system-generated code that uniquely identifies the engagement and configured task. The Posting Log, available by selecting **File > Print > Posting Logs**, lists all engagements or tasks and their respective codes for displayed engagements.

Before posting activity, be sure to print the Posting Log.

After entering an engagement or task code and pressing **Tab** or **Enter**, the *Date completed* field is filled with the current date unless a date has already been entered for the engagement or task. Next, you can enter the Actual hours. The hours you enter override actual hours entered when creating or updating the engagement or task. The next time the *Engagement* dialog displays, the actual hours display in red.

If you are posting information for multiple tasks or engagements where the date completed, actual hours, and staff are the same, you can set default values by clicking **Defaults**. Then after you enter an engagement or task code, the *Date completed* and *Actual hours* fill in automatically.

1. Select **Options > Post Activity > Engagement** or **Task**. Depending on your selection, the *Post Engagement Activity* dialog or *Post Task Activity* dialog displays.

2. Enter a code from the *Posting Logs* list for each engagement or task to post. If you enter an invalid code, an error message displays. Click **OK** and re-enter the code. The *Date completed* field displays if the date has already been entered for the task or engagement.

3. In the *Date completed* field, enter the completion date.

4. In the *Actual Hours* field, enter the hours.

5. Enter the initials of the staff member who completed the task in the *Init* field.

   📝 Note: The *Init* (staff initials) field appears only on the *Post Task Activity* dialog.

6. If the *Date completed*, *Actual hours*, and (on the *Post Task Activity* dialog) *Init* fields are blank, you can set default values for these fields. Click **Defaults** to display the *Defaults* dialog.

   To set the default values for an engagement or task, do the following:

   a. Enter the date completed and the actual hours.

   b. For a task activity, click **Lookup** to enter Staff initials.

   c. Click **OK** to return to the *Post Task Activity* dialog.

      📝 Note: The default values are assigned only to currently blank fields.

7. You can also do the following:

   ▪ Click **Post** to save what you have already entered. This updates the completion status of the engagement or task. The window clears and you can continue to post additional engagements or task information.

   ▪ Click **Delete Line** to delete a posting from the list.

8. Click **OK** to complete the posting.

Updating Engagements
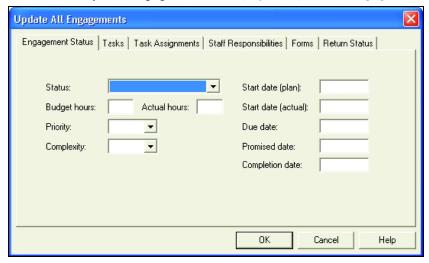
The Update Engagements option on the Edit menu allows you to update all engagements or selected engagements in the current view simultaneously.

You can select from the following categories to batch update:

- Engagement Status
- Tasks
- Task Assignments
- Staff Responsibilities
- Forms (Add Form)
- Return Status

To update engagements in the current view, do the following:

1. Select a view that displays all the engagements you want to update. To update only selected engagements in the view, select the corresponding check box for those engagements.

2. Select **Edit > Update Engagements** to display the *Update All Engagements* dialog.

The *Update All Engagements* dialog and *Update Selected Engagements* dialog has six tabs, each of which opens a separate dialog for update activity. Each activity is covered in the pages that follow.

Updating Engagement Status
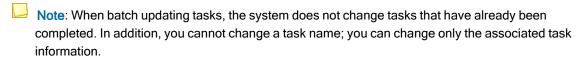
(Engagement Plus > Edit > Update Engagement > Engagement Status)

1. With the *Engagement Status* tab in front, you can update the following fields:
   - **Status**. Use the drop-down list to select a status.
   - **Budget hours, Actual hours**. Entering hours here overrides the system calculation; a running total of these hours for each engagement updated is no longer kept.
   - **Priority**. Use the drop-down list to select a priority.
   - **Complexity**. Use the drop-down list to select a complexity.
   - **Dates**. Changing any of the dates on the dialog overrides dates entered in the selected engagements. If a Completion date has already been entered, the original date is changed.

2. If you have further updates to make to the engagements, select the appropriate tab. Do not click **OK** until all the updates you want to make are complete. Clicking **OK** applies the updates and exits the *Update All Engagements* dialog.

Updating Tasks

> 🗒 **Note**: When batch updating tasks, the system does not change tasks that have already been completed. In addition, you cannot change a task name; you can change only the associated task information.

1. Select the **Tasks** tab on the *Update All Engagements* dialog.
2. Use the *Name* drop-down list to select the names of the tasks to be updated.
3. Use the *Staff assigned* drop-down list to identify the staff member assigned to the task. If no staff member is assigned the task, select **Unassigned** from the list. On this tab, if you select a staff member, you can do any of the following:
   - Change the Budget hours and/or Actual hours by entering a number.
   - Change the *Send To Do* or *Forward return* fields by clicking the appropriate radio buttons. You can select only one of these options for each task.
   - Enter a date in the *Date completed* field.

     > 🗒 **Note**: If a task in any of the engagements selected for update has already been completed, the task is not updated.

4. If you have further updates to make to the engagements, select the appropriate tab. Do not click **OK** until all the updates you want to make are complete. Clicking **OK** applies the updates and exits the *Update All Engagements* dialog.

   > 🗒 **Note**: If you create a Custom Report to track tasks, and you include the *Staff assigned* field, the tasks that are left unassigned show a blank under the task *Staff Assigned to* field on the report.

Reassigning Task Assignments

1. Select the **Task Assignments** tab on the *Update Engagements* dialog.
2. Select the name of the person currently assigned to the task from the *Current Staff name* drop-down list.

   > 🗒 **Note**: This change does not affect completed engagements.

3. Select the task to be reassigned from the *Task* drop-down list. Select **All** if you want to reassign all tasks currently assigned this staff member.
4. In the *New Staff name* field, select the name of the staff who is to assume task responsibilities. You can select **Unassigned** if you do not want this task reassigned to another staff member.
5. If you have further updates to make to the engagements, select the appropriate tab. Do not click **OK** until all the updates you want to make are complete. Clicking **OK** applies the updates and exits the *Update All Engagements* dialog.

Updating Staff Responsibilities

(Engagement Plus > Edit > Update Engagements > Staff Responsibilities)

1. Select the **Staff Responsibilities** tab on the *Update All Engagements* dialog.
2. Select the staff member currently assigned engagement responsibility from the *Current Staff name* drop-down list.
3. Select the staff member's title from the *Title* drop-down list. Select **All** if you want all engagement responsibilities reassigned regardless of the title assigned for an engagement.
4. Select the staff member who is to assume engagement responsibilities from the *New Staff name* drop-down list. Select **Unassigned** if you do not want to reassign engagement responsibilities.
5. If you have further updates to make to the engagements, select the appropriate tab. Do not click **OK** until all the updates you want to make are complete. Clicking **OK** applies the updates and exits the *Update All Engagements* dialog.

Updating Forms

(Engagement Plus > Edit > Update Engagements > Forms)

1. Select the **Forms** tab on the *Update Engagements* dialog.
2. Position the cursor in a *Form ID* field and enter the name of the form, or click **Lookup** to display the *Lookup Form* dialog.
3. Select the **Form group** containing the form to be added.
4. Highlight the form, and then click **OK**.
5. Click **OK** when all changes are complete.
6. If you have further updates to make to the engagements, select the appropriate tab. Do not click **OK** until all the updates you want to make are complete. Clicking **OK** applies the updates and exits the *Update All Engagements* dialog.

   Note: This is an add function only; it does not remove or replace forms currently assigned to an engagement.

Updating Return Status

(Engagement Plus > Edit > Update Engagements > Return Status)

1. Select the **Return Status** tab on the *Update All Engagements* dialog.
2. Select the status you want to apply to all returns associated with engagements in the current view, or only those returns associated with engagements you have selected.
3. If you have further updates to make to the engagements, select the appropriate tab. Clicking **OK** applies the updates and exits the *Update All Engagements* dialog.

Note: The return status of returns associated with completed engagements is not changed.

Changing Engagement Display

Choosing Another View

Use the View menu to select another view and change the displayed list of engagements. Eight views display on this menu. If more than eight public and personal views exist, select **View > Other**, select a view from the displayed list, and then click **OK**. A view remains active until another is chosen or a Quick view is built.

Building a Personal View

In addition to the Public views set up during Engagement Plus configuration (see *Public Views* on page 591 for an explanation of view components), you can set up Personal views that only you see.

For example, you can build a Personal view to display only the engagements for which you are responsible, the engagements with tasks assigned to you, your uncompleted engagements, etc.

The following example walks you through the creation of a view that displays all incomplete 2022 Tax Preparation engagements due next month for which you have engagement responsibility or task assignment.

To build a Personal View, do the following:

1. Select **Options > Maintain Personal Views**. The *Personal Views* dialog displays.

   The following buttons are available on this dialog:
   - **Change**. Modify the selected personal view.
   - **Add**. Add a new personal view.
   - **Copy**. Create a new personal view based on the selected view.
   - **Delete**. Delete the selected personal view.
   - **Cancel**. Exit the dialog to return to the *Engagement Plus* dialog.

2. Click **Add** to add a new personal view. The *Add Personal View* dialog displays.

3. Enter **My Tax Engagements** in the *View name* field. Each view must be uniquely named.

4. Leave the *View level* set to **Engagement**.

5. Leave the *Display in View menu* box checked if you want to select this view frequently.

6. Select **Tax Preparation** as the *Type*.

7. Leave **All** for *Engagement*.

8. Select **2022** and **All** as the *Tax Return*.

9. Select **your user name** as *Staff responsible*.

10. Select **Not Complete** as the engagement *Status*.

11. Select **your user name** in the *Assigned to* drop-down list.

12. Select **Not Complete** in the *Task status* drop-down list.

13. In the *Dates* section of the dialog, click **Period**.

14. In the *Due* drop-down lists, select **Next** and **Month**.

    This combination of dates is relative to the current calendar day. If you built this view on January 31, engagements due in February would display. When the date changed to February 1, engagements due in March would display.

    > Note: Only *Before* and *After* can be associated with *Today*.

15. Click **OK** to close the *Add Personal View* dialog and save My Tax Engagements. My Tax Engagements displays on the *Personal Views* dialog.

16. Click **Close** to exit the *Personal Views* dialog.

You can select the view and click **Delete** to delete the view, click **Change** to change the criteria on the selected view, or click **Copy** to create a view based on this view.
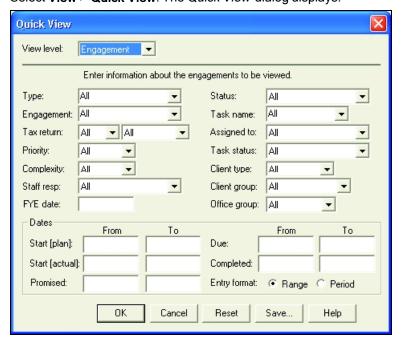
> Note: When building a View, you can click **Reset** to change the entries in all fields to the default of **All**.

Creating a Quick View

Quick Views are built using the same components as Personal Views, but are temporary and not maintained on the View menu. Using a Quick View, you can display engagements that you want to see at a particular moment. For example, you could use Quick View to print an Engagement Summary Report for all overdue current-year tax engagements.

To build this quick view, do the following:

1. Select **View > Quick View**. The *Quick View* dialog displays.

2. Select **Tax Preparation** in the *Type* drop-down list.
3. Select **2022** and **All** in the *Tax return* drop- down lists.

4. Select **Not Complete** in the *Status* field.

5. Select **Period** in the *Dates* section.

6. In the *Due* row, enter **Before** in the *From* column. **Today** defaults in the *To* column. These entries list all overdue current-year tax engagements.

7. To save this as a Personal View, click **Save** and enter a 1- to 25-character name for the new Personal View, then click **OK** to save the view.

8. If you decide not to save the view, the engagements that meet the Quick View criteria display when you click **OK** on the *Quick View* dialog. The Quick View is not available again after you replace it with another view.

    For a complete explanation of all components of a view, see *Public Views* on page 591.

Rolling Over Engagements

There are two methods for rolling over engagements.

*   Click **Option** on the *Engagement* dialog to specify that you want an engagement rolled over when it is completed or when its due date has passed.

*   Select one of the three rollover functions available on the Options menu. These functions allow you to roll over selective, past due, or previously rolled over engagements in a batch.

Using either method, the following occurs during rollover:

*   The engagement type, engagement name, priority, staff responsible, and forms information are all retained. The CCH ProSystem *fx* Tax return, if tracked, is retained and set to Version 1.

*   Task names, staff assigned, To Do option, Forward Return option, and Budget Hours (if selected) are carried forward for each task in the engagement.

*   The first task defined for the engagement is set as the current task.

*   The status, completion date, actual start date, promised dates, and actual hours for the engagement are deleted.

*   Each task's actual hours and completed date are deleted.

*   The fiscal year end and due date of the engagement are increased by the period specified.

Options Function

As described earlier, you can use the Options function to set preferences, post task activity, and build personal views. You can also use Options to delete the original engagements (if completed or when past due) and budget hours, if appropriate.

To use this feature, click **Options** located at the bottom of the *Engagement* dialog when you create a new engagement, or when you edit an engagement. Select an automatic rollover condition on the *Options* dialog.

When the engagement's status is set to *Complete* or the engagement's last task's completion date is entered, rollover is performed for the engagements as outlined previously.

Batch Rollover

1. Select **Options > Rollover Selective Engagements**, **Rollover Past Due Engagements**, or **Rollover Previously Rolled Over Engagements**.

   ▪ If you select **Rollover Past Due Engagements**, the rollover process begins as soon as you click **OK** on the *Rollover Past Due Engagements* dialog. The **Rollover engagement when due date is past** box must be checked on the *Options* dialog for past due engagements to be rolled over by batch.

   ▪ If you select **Rollover Selective Engagements** or **Rollover Previously Rolled Over Engagements**, the appropriate dialog displays so that you can select the engagements to roll over.

2. Use the drop-down lists to choose the criteria by which you want to select the engagements. Engagements with manually entered names or types do not display as available for rollover.

   ▪ Type. Select an engagement type (e.g., Tax Preparation, Financial Planning) or leave the default of **All**.

   ▪ Name. Select a model engagement if the engagements were created from a model, or leave the default of **All**.

   ▪ Status. Select an engagement status, or leave set to the default of **All**.

   ▪ Client type. Select a client type (e.g., Individual, Partnership) or leave set to the default of **All**.

   ▪ FYE date. Enter the fiscal year end of the engagements to roll over, or leave set to the default.

3. Click **OK**. The *Rollover Engagements List* dialog displays the engagements that match the selection criteria.

   ▪ If you selected *Rollover Selective Engagements*, only engagements that have not been rolled over and have a rollover period specified display.

   ▪ If you selected *Rollover Previously Rolled Over Engagements*, only engagements that have been previously rolled over and have a rollover period specified display.

4. Do the following as needed:

   ▪ To select a single engagement, select the desired engagement in the *Engagements* box, and then click **Add** or drag it to the *Engagements selected for rollover* box.

   ▪ To select all engagements, click **Add All**.

   ▪ To remove a single engagement, select the engagement in the *Engagements selected for rollover* box and click **Remove**.

   ▪ To remove all engagements, click **Remove All**.

   ▪ To select multiple engagements to add or remove, hold down **Shift** or **Ctrl** while selecting the engagements and click the appropriate button or drag them to the appropriate box.

5. Select **Delete original engagements regardless of status** if existing engagements should be deleted automatically after the rollover is finished.

6. Clear the **Rollover budget hours** box if you do not want to retain budget hours for the engagements.

7. Click **OK**.

Using the Manage Options

The two options on the Manage menu enable you to check the history log and To Do List open items of the client whose engagement is currently open or whose engagement is selected in the engagement view. When an engagement is open, you will need to move the *Engagement* dialog to have access to the Manage menu.

Viewing Open Items

View Open Items displays the open To Do List items for a client, including open task items for the current engagement.

1. Select **Manage > Client To Do List** to display the open To Do List items for the client.
2. When you have finished viewing the open items, click **OK**.

Viewing Client History

The client history log provides a record of client activity, including Engagement Plus engagement completion activity. Each activity posted to the log shows the following information:

- Date Posted
- Status, if posted, and activity performed
- The user who performed the activity or set a status
- Time the activity began and ended, and its duration

To view the client history log, do the following:

1. Select **Manage > Client History**. The *Client History* dialog displays.
2. To select the activity information you want to view, do the following:
   - Use the *Application* drop-down list to select the CCH ProSystem *fx* Tax application for which you want to view history, or leave the default **All** to view the history for all CCH ProSystem *fx* Tax applications.
   - Select the year of history or **All** to view the client's current and prior-year history.
3. Click **OK**.

Accessing the Client Note, Client Profile, or Tax Return

You can access the client note, client profile, or tax return of the client whose engagement is currently open, or whose engagement is selected on the engagement list.

Accessing a Client Note

1. Select **Edit > Client Notes** or click the **Notes** icon.
2. Enter the note data.

3. Select **File > Save** on the Client Notes window.

4. When finished, select **File > Exit**.

Accessing a Client Profile

1. Select **Edit > Client Profile** or click the **Client Profile** icon. The client's profile opens in Client Manager.

2. If you make changes to the profile, select **File > Save**.

3. Select **File > Close Profile** to return to Engagement Plus.

Accessing a Tax Return

1. Select **Edit > Tax Return** or click the **Tax Return** icon.

2. The tax return version associated with the engagement opens if a specific version exists. If the engagement tracks tax returns and all three fields of the *Tax Return* information on the engagement are filled, the tax return year, product, and version open in Tax Preparation. If the *Tax Return* information is not filled, Tax Preparation does not launch.

3. Update the return, then select **File > Save** then **File > Close Return**.

4. Select **File > Exit**.

System Reports

Due Date Report

The Due Date Report provides the following engagement information:

Client Name	Engagement Status
Client ID	Fiscal Year End
Client Type	Return Version Tracked
Current Task	Start, Promised, and Due Date
Engagement Name	

1. Be sure the current view contains the engagements that you want to appear on the report. The due date reported is the earliest due date of the forms assigned.

2. Select **File > Print** or click the **Print** button.

3. Select **Due Date Report**. The *Due Date Report Options* dialog displays.

4. Select one to five sorts for the report from the drop-down lists. A total prints for each sort for which a page break is specified. Indicate if you want to insert a page break after a sort by checking the **Page Break** box.

5. Click **Print** to print the report.

Engagement Summary Report

The Engagement Summary Report provides the following information for each engagement:

Budget and Actual Hours	Fiscal Year End
Client Name	Priority
Client Type	Staff Responsible Initials
Due and Completed Dates	Start and Promised Dates
Engagement Name	Status

You can also print the staff assigned initials for each task and task completion dates.

1. Be sure the current view contains the engagements that you want to appear on the report. User sign on must be activated to limit the engagements included on the report to engagements in the current view.
2. Select **File > Print** or click the **Print** button.
3. Select **Engagement Summary Report**. The *Engagement Summary Report* dialog displays.
4. Select one to five sorts for the report from the drop-down lists and indicate whether you want a page break after a sort by checking the **Page break** box. If you want task detail printed on the Engagement Summary Report, click the **Print tasks** check box.
5. Click **Print**.

Projected Engagements Report

Note: You must enter a Rollover period using Options on the *Engagement* dialog in order to forecast an engagement with the Projected Engagements Report.

The Projected Engagements Report provides the following information for each engagement included in the report:

Client Name	Planned Start Date
Client ID	Due Date
Engagement Name	Assigned to Staff
Rollover Period	Budget Hours

The Projected Engagement Report is for engagements that do not yet exist; it is a forecasting tool only. If an engagement exists for the dates specified, it is not included on the report.

To print a Projected Engagements Report, do the following:

1. Verify that the current view contains the engagements you want included on the report.
2. Select **File > Print** or click the **Print** icon.
3. Select **Projected Engagements Report**.
4. Choose to report on engagements by their planned start date or due date by clicking on the appropriate radio button and entering dates in the *Date from* and *Date to* fields.

5. Select one to five sorts from the drop-down lists and indicate by checking the box whether you want a page break after a sort.

Creating Custom Reports

You can create custom reports, labels, and export files based on client, engagement, task, and forms information. For reports or labels, first select the fields to be used, then define report or label layout. For an export file, select the fields for export, then define file format and the drive and directory location. You can then print the report or labels, or create and save the export file to a specified drive and directory. Reports are based on the current view.

image **Note**: You cannot combine task and form information. You can combine client, engagement, and forms information, or client, engagement and task information.

Forms apply to the engagement level, and if combined with tasks, all forms for an engagement print repeatedly on a report with each task in the engagement.

Creating a Custom Report or Labels

1. Select **Options > Define Custom Output**. The *Define Custom Output* dialog displays listing existing reports, labels, or export files. The options on this dialog allow you to:
   - Change previously selected fields or the report definition by highlighting an existing report or labels description and clicking **Change**.
   - Create a new report or label file by clicking **Add**.
   - Create a new report or label file based on an existing one by selecting it and clicking **Copy**. You can give the item a new name and change the content as needed.
   - Delete an existing item by highlighting an existing report or labels description and clicking **Delete**. Click **Yes** to confirm the deletion.
2. Click **Add**. The *Add Custom Output* dialog displays.
3. Choose the type of output you are creating: **Report** or **Labels**.
4. Enter a unique title of up to 35 characters in the *Output description* field.
5. Click **Client**.
6. Select the **Client Type** from the *Client type* drop-down list to have access to client profile information. Client Manager must be installed to use this option.
7. Click **Engagement**, **Task**, or **Form** to display the fields available for each category in the *Fields for custom output* box.

   image **Note**: Task and Form data cannot be included in the same report.

8. To select a field to be included in the report or label file, click the field and drag it into the *Selected fields* box. To delete a field from the *Selected fields* box, highlight the field and press **Delete**.

9. Click **OK**. The *Define Report* dialog displays with the selected fields displayed in the *Results list* box.

10. To define report or label format, you can do any of the following:

   ▪ **Create Column Headings**

   a. Click **Insert Text.**

   b. Enter the text you want to use as a report heading or field label.

   c. Click **Insert**.

   d. Drag the text to your chosen location in the *Column headings* section.

   ▪ **Position Results Fields**

   a. Drag a field from the *Results* list box to the *Detail* section. Detail fields dragged into the *Detail* section allow for the same number of characters as allowed on the engagement. For example, the *Client Name* field allows 40 characters, which might exceed the actual report length needed.

   b. Change the size of a field by clicking the field to make it active and moving the cursor to the end of the box. When the cursor turns to a two-way arrow, move the arrow left or right to increase or decrease the size.
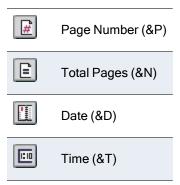
   ▪ **Align Fields and Change Margins**

   a. To align detail and header fields automatically, click **Report Format**.

   b. Click **Margins > Alignment**.

   c. Specify the tab spacing (i.e., at what intervals you want fields to align). Headers and detail fields align according to the tab stop selected. For example, if you set the tab stop to 1 inch, when you click **Align Fields** on the *Define Report* dialog, all fields align left to the nearest 1-inch mark.

   d. Change page margins as desired.

   e. Click **OK** to return to the *Define Report* dialog.

   f. Click **Align Fields**. You can manually rearrange a field by clicking within the field's box and then using the mouse pointer to move the box to another location.

   ▪ **Define Numeric Fields and Total Fields**

   a. Select the amount field to be defined.

   b. Click **Field Format**.

   c. Select an appropriate number format.

   d. Click **OK**.

   e. Click **Field Total**.

   f. Specify whether you want the field to be a *Subtotal* or *Grand Total* amount and count, and then enter a description for the total and the count, if applicable.

   > Note: You can only enter Grand Totals for numeric amounts and date fields.

📒 Subtotals become available when sort fields are present.

    g. Click **OK**.

▪ **Define Page Size, Orientation, and Fonts**

    a. Click **Report Format**.

    b. Select the **Paper** tab, and the set the following options as needed:

        ▪ Choose page orientation: **Portrait**, **Landscape**, or **Labels**.

            ▪ If a report, select the page size – letter (8½ x 11) or legal (8½ x 14).

            ▪ If labels, select the label size – 2x10, 2x3, 2x5, 2x7, or 3x10.

        ▪ Select the number of copies to print. This can be changed when you print.

        ▪ Select whether you want to print a cover page. The cover page lists the report name, who requested the report, and the number of lines included in output.

    c. Select the **Font** tab to select a different font type, style, or size, if desired.

    d. Click **OK**.

▪ **Define Sort Fields, Record and Column Format**, **and Headers**

    a. Click **Report Format**.

    b. Select the **Sort** tab.

    c. Set up to five sort fields in ascending or descending order and a break page after each sort.

    d. Select the **Style** tab.

    e. Check the **Print Sort fields only when data changes** box if you want to suppress printing of repeating sort fields. This box is disabled until you select your first sort field and applies only to the specific sorts listed.

    f. Determine how you want column headers separated from the body of the report and lines separated from each other in the body.

    g. Click **Header > Footer**.

    h. Place the cursor in the *Left aligned*, *Centered*, or *Right aligned* box. You can enter text, or click one of the following buttons:

🔲	Page Number (&P)
🔲	Total Pages (&N)
🔲	Date (&D)
🔲	Time (&T)

You can enter a combination of codes, or codes and text. For example, entering **Page &P of &N** displays the current page and total number of pages (e.g., Page 1 of 10). Entering **&D:&T** prints date and time together separated by a colon.

Defining an Export File

1. Select **Options > Define Custom Output**. The *Define Custom Output* dialog displays.
2. Click **Add**.
3. Choose **Export File**.
4. In the *Output description* field, enter a descriptive name for the file.
5. Click **Client** and then select the **Client Type** from the *Client type* drop-down list. If you do not select a client type, the report or labels include all Individual, Partnership, Corporation, and Fiduciary clients, but no client-specific information is available. Export file contents are based on the current view if user sign on is active.
6. Click **Engagement**, **Task**, or **Form** to display the fields available for each category in the *Fields for custom output* box.

    Note: Task and Form data cannot be included in the same report.

7. To select a field to be included in the report or label file, click the field and then drag it into the *Selected fields* box. To delete a field from the *Selected fields* box, highlight the field and press **Delete**. You cannot rearrange the order of the fields in the *Selected fields* box.
8. When you have selected all fields to be included, click **OK**. The *Add Custom Output* dialog displays.
9. From the *Results list* box, click a field, then drag it into the *Fields for export file* box.
10. Enter a file name with a maximum length of eight characters and select the file extension. You can select from the following:
    - **DIF**. Data Interchange Format. Can be exported to a spreadsheet program.
    - **CSV**. ASCII-Delimited, Comma Separated Values. Fields are separated by a comma. For example, if fields included Client Name, Engagement Name, Current Task, Current Task Assigned To, and Due Date, fields would display as follows:

        "Smith, Brian D","Individual","Interview","Markham, Dwayne",4/15/2023
    - **One Value on a line - Straight ASCII**. Can be given any file extension compatible with the word processing program to which it is being imported. This file with the fields listed above would display as follows:
        - Smith, Brian D
        - Individual
        - Interview
        - Markham, Dwayne
        - 4/15/2023
11. From the *Drives* and *Directories* drop-down lists, select the drive and directory where you want to store the file.
12. Click **OK** to return to the *Define Custom Output* dialog.

Printing Reports or Labels

1. Select **File > Print** or click the **Print** button.
2. Select **Custom Reports**.
3. Select the name of the report or label file you want to print.
4. Select the number of copies to print.
5. Click **Print**.

Creating and Exporting an Export File

1. Select **File > Create Export File**.
2. Select the correct file.
3. Click **Create**.

Appendix A

APPENDIX A - REMOTE PROCESSING

Overview

The Remote Processing feature allows tax return data to be transmitted to (checked in) and transmitted from a (checked out) host office by remote offices or laptop installations of CCH ProSystem *fx* Tax that are connected to a Wide Area Network (WAN). A remote office or laptop computer can create, review, change, print, and calculate tax return data in Tax and transmit the data to the host office for central data storage.

The original tax returns remain intact at the host site and are locked until the checked out tax returns are checked in. A checked out tax return can be unlocked using Office Manager at the host site in the event the original return is needed prior to it being remotely processed and returned. This unlock function is available to all users with supervisor-level access rights to Office Manager.

Requirements and Specifications

You can find current system requirements information on our System Requirements Knowledge Base article at https://support.cch.com/kb/solution.aspx/sw4105.

Setting Up Remote Processing

Before setting up Remote Processing, you should consider the following questions and plan accordingly:

- Which offices and laptop computers will use Remote Processing?
- Which participating offices will act as host offices?
- What unique office IDs will be assigned to the participating offices and laptops?
- Which staff members will need access to Remote Processing.
- With what offices and laptops will staff members process tax returns?

For the purpose of data exchange, a host office is an office with CCH ProSystem *fx* Tax installed that allows other office and laptop computers in the field to access its database and tax returns by running a WFXHOST session on a networked computer in the host office. A remote office is an office or laptop
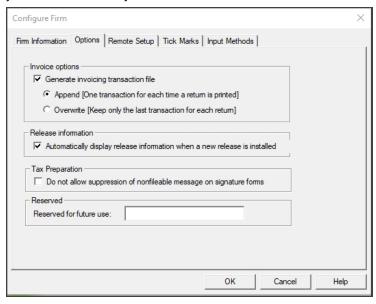
installation of CCH ProSystem *fx* Tax that connects with the host office through the Office Manager session to check out or check in tax returns.

Each office participating in Remote Processing must be assigned a unique office ID that is entered in the *Office Manager > Configure Firm > Remote Setup* tab. For offices to connect to each other through Remote Processing, their office IDs and Tax user IDs for employees who will be using the Check-in/Check-out functions must be coordinated.
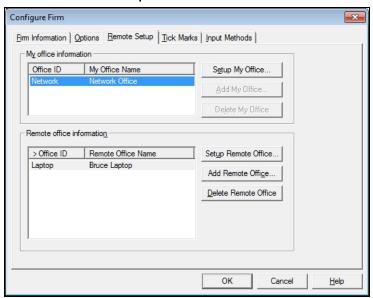
To setup invoice options and remote setup, do the following:

1. Open the Office Manager application.
2. Select **Configure Firm**.
3. Select the **Options** tab.
4. Check the **Generate invoicing transaction file** box in the *Invoice options* section to spool invoicing information to a database file during remote check-out.

    Select the **Append** radio button to maintain all transactions for each return, or select **Overwrite** if you want to retain only the last transaction for each return.

5. Select the **Remote Setup** tab.
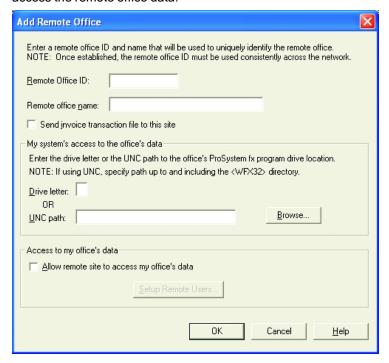
The *My office information* section is used to set up your office ID and office name. Each participating office must use the *Remote Setup* tab to set up their own office's ID as well as the IDs of the offices with which they will connect.

6. Click **Add My Office**.

7. Enter your unique office ID in the *My office ID* field and a descriptive office name in the *My office name* field. Select one of the radio buttons based on whether your office will act as a remote office and access another site's tax returns, act as a host office and allow other sites to access your tax returns, or act as both a host and remote office.

    Click **OK** to return to the *Remote Setup* tab.
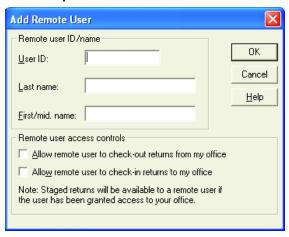
8. Click **Add Remote Office**. Use the dialog to uniquely identify the remote office and the path to access the remote office data.

> 📄 **Note**: To allow the host and remote computers to exchange tax return data, each office must coordinate office IDs. The remote offices' IDs must be configured on the host office's CCH ProSystem *fx* Tax installation. Similarly, the host office's ID must be configured for each of the remote offices' CCH ProSystem *fx* Tax installations. Office IDs must be unique and consistent across the network of offices and remote laptops.

9. Enter the unique office ID of the remote office or laptop in the *Remote Office ID* field and a descriptive office name for the remote office or laptop in the *Remote office name* field. Check the **Send invoice transaction file to this site** box to have the invoice file sent when the tax returns are sent.

> 📄 **Note**: Either perform step 11 or perform steps 12 and 13 for each office to which you connect. You may need to perform steps 11 through 13 if you are configuring bi-directional access.

10. If your office will be accessing data from another office, enter the appropriate information in the *My system's access to the office's data* section. Do one of the following:
    - Enter a drive letter if you map to a drive on the remote office's computer system.
    - Set a UNC (Universal Naming Convention) path to their computer system without mapping a drive. Use **Browse** to find the correct path by searching the directory tree. If you will not be accessing the remote office's tax returns, you can leave this section blank.

11. If another office will be accessing your office's data, enter the information in the *Access to my office's data* section. Check the **Allow remote site to access my office's data box** to activate

access to your tax returns. Leave this box blank if you are not allowing the remote office access to your tax returns.

12. Click **Setup Remote Users** and then click **Add** to access the *Add Remote User* dialog.

For each user who will access your tax returns, enter the Tax user ID, last name, and first name in the appropriate fields. The ID must match the ID as configured in the remote office.

📝 **Note**: You must collect this information from the other offices. If your users are going to access another office's tax returns, you must provide your users' information to the other offices.

Check the appropriate box in the *Remote user access controls* section to allow remote users to check in returns, check out returns, or both. Click **OK** to finish setup for that remote user and return to the *Remote User* dialog.

13. After finishing the remote user setup, click **OK** to return to the *Remote Setup* tab. The host computer's Office Manager configuration is complete. You can add additional remote offices as needed.

Setting Up the WFXHOST Program

Each host office wanting to allow remote offices and laptop computers access to host office data must run a session of the WFXHOST program on one of its workstations.

The WFXHOST should be a workstation dedicated to the CCH ProSystem *fx* Tax WFXHOST program and not used for other software applications, including other CCH ProSystem *fx* Tax applications. This helps maximize the data exchange throughput. If WFXHOST is not running, other offices cannot connect to the host office.

For WFXHOST to run properly, you must configure it the first time it is run.

📝 **Note**: Only one session of WFXHOST can be run per location for each licensed Tax system.

1. Select **Start > Run** and enter **?:\Wfx32\Wfxhost.exe /Setup** (where ? is the drive letter in which the Tax programs reside). This displays the dialog shown in step 2.

2. Enter the name of the folder where you want the WFXHOST icon to be placed, or select a folder name from the list.

3. Check the **Setup shortcut folder** box to place a shortcut folder on your Windows® desktop.

4. Check the **Copy program to your startup folder** box to automatically start the WFXHOST program when the workstation is started. If you set this option and then want to run WFXHOST on another workstation, remember to remove the WFXHOST icon from the startup folder on this workstation.

5. Click **OK** to finish the setup and start the WFXHOST session. Once WFXHOST is configured, you do not need to run the setup option again unless you change the location of your Tax installation.

Checking Returns In and Out

Tax return data can be checked in or checked out for review, processing, or storage using the following steps:

1. On the remote office computer, click **Check-in/Check-out Returns** or select **Tools > Check-in/Check-out Returns**.

2. Select one of the following connection methods:
   - **Direct Check-in/Check-out**. Used by laptops when docked to the server.
   - **Remote Check-in/Check-out**. Used by laptops not docked to the server and computers from other remote offices.

3. Highlight the office you want to access on the *Host Offices Available* dialog and click **OK**. If only one host office is configured, the system attempts to log on to the host server.

4. When log on is complete, the *Check-in/Check-out Returns* dialog displays.

You can do one 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 are staged for your office or remote laptop by the host, the *Receive returns staged for you* radio button is preselected. Click **OK** to immediately move all staged returns to your computer.

  Note: Click the **View List of Staged Returns** radio button to display 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, do either of the following, and then click **OK**:
   - Enter a partial name or ID to display a list of clients whose name or ID begins with the characters entered.
   - Select criteria from the drop-down lists to filter a list of returns.
7. A dialog lists the returns available for check-in or for check-out. To select returns, do any of the following:
   - To select a single return, highlight the return and click **Add,** or drag the return into the *Selected* box.
   - To select all returns, click **Add All**.
   - To remove a single return from the *Selected* 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 box.

     Note: For checking out returns, the following apply:
     - Returns flagged as not available for check-out do not display in return Check-out lists.
     - Returns moved to alternate drives do not display.
     - Returns currently checked out do not display in return Check-out lists and are not available to be checked out.

8. Click **OK** to begin copying the returns. A message shows the progress of the copy operation for both checking in and checking out returns.

An exception report displays if any of the following is true:

- **For checked-out returns**:
    - A requested return is "In-Use" and cannot be checked out.
    - The client ID exists at the remote office with a different SSN or Employer Identification Number.
    - A return was requested for a specific client and the return does not exist at the host office.
    - The return's office group does not exist at the remote office. Remote is assigned to the return. The *Change Office Group* dialog displays so that 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.
    - 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 select the **Tools > Process Returns** option to resolve any of these issues and check in the return.

Staging Returns

This function allows a supervisor of a host office to make returns automatically available for Check-in/Check-out.

1. Select **Tools > Stage Returns**.
2. Select the remote office for which you are staging the returns, then click **OK**.
3. Select the user for whom you are staging the returns, then click **OK**.
4. Select the tax year of the returns you want to stage 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, do either of the following:
    - Enter a partial name or ID to display a list of clients whose names or IDs begin with the characters entered.
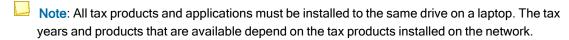
- Use the drop-down lists to filter the returns you will choose from by the criteria listed and click **OK**.

6. The *Select Returns for Check-out* dialog displays a listing of the returns matching the filter criteria or for the specific client requested.

   To select returns you want to stage, 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 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.

Standalone Laptop Installation

With Laptop Setup you can install tax products, Tax Preparation, Office Manager, and productivity products including G/L Bridge, G/L Direct, and ProSystem *fx* Practice Time Entry to a laptop from an installed CCH ProSystem *fx* Tax network system. You can find links to the Field/Form and Cross Reference help files in our Tax Help Files Knowledge Base article at https://support.cch.com/kb/solution.aspx/sw42734.

📒 Note: All tax products and applications must be installed to the same drive on a laptop. The tax years and products that are available depend on the tax products installed on the network.

Laptop Check-in/Check-out

- **Office Groups**. During installation, you can choose one or more office groups to use for laptop Tax Preparation configuration. Select the office groups used by the clients with whose returns you are working.
- **Remote Offices**. During installation, all offices configured for Remote Processing Check-in/Check-out will be downloaded to the laptop.
- **Configuring a Laptop as a Remote Office**.
  - Before a 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**.
  - Once a 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's Office Manager application. Office IDs for both configurations must be identical.
  - A 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 access the WAN via an internet connection, or dock directly 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.

To set up a laptop as a standalone system, do the following:

1. From the Start > Run line of the laptop, enter **?:\wfx32\wssetup.exe**, where ? is the location of the network install, and then press the **Enter** key.
2. Select the **Setup Icons** option and click **OK**. This action creates a network program group.
3. Double-click the **Workstation Setup** icon in the CCH ProSystem *fx* Tax program group.
4. Choose **Setup Laptop as stand alone system** and click **OK**.
5. Select the tax year of the tax products you want to install and click **OK**.
6. The program checks which products are installed on your network and then displays the *Products* dialog.
7. To 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. The *Destination Drive* dialog displays.
8. Click the drive to which Tax is to be installed 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 step 10.

   If there is not enough space to install the 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. Select the CCH ProSystem *fx* Tax Laptop program group, another group, or enter a unique program group name. Click **OK** to display the *Select Office Group Configuration* dialog.

   The Laptop Tax Preparation, Laptop Office Manager, and selected ancillary products are added to the specified program group.
10. Highlight one or more office groups to be set up on your laptop. Office groups listed include all office groups belonging to your host office.

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

Troubleshooting Common Errors

Symptom	Action/Resolution
Remote office not logged into host	Host program not active on host machine. **Resolution**. Start > Run *?:\wfx32\wfxhost.exe*. Network communication protocol not set the same at both offices. **Resolution**. Start > Run *?:\wfx32\wfxhost.exe /setup* and select correct protocol. Network connectivity problems to the WAN. **Resolution**. Contact system administrator to resolve. *Remote Setup* or *Options* tabs incorrectly configured in Office Manager. **Resolution**. Confirm selections made in *Office Manager > Configure Firm > Remote Setup* and *Options* tabs.
Dropped connections	Exit WFXHOST and/or Check-in/Check-out function. Unlock returns with Office Manager > Tools and restart WFXHOST and/or Check-in/Check-out.
Return not available	Exit WFXHOST and/or Check-in/Check-out function. Unlock returns with Office Manager > Tools and restart WFXHOST and/or Check-in/Check-out.
Client not found	Exit WFXHOST and/or Check-in/Check-out function. Unlock returns with Office Manager > Tools and restart WFXHOST and/or Check-in/Check-out.

APPENDIX B - ERROR RECOVERY

The Error Recovery appendix contains information on recovery procedures you can use to correct Tax system problems. We have indicated the action you may take to correct most error conditions.

In some cases, however, you will need to report the error to your Technical Support Group.
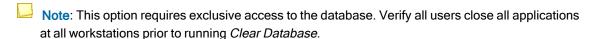
The Customer Support website (https://support.cch.com) includes support contact information, hours of operation, and tips or answers to frequently asked questions. The website can be accessed by selecting **Help > CCH ProSystem *fx* on the Web** from any of these applications: Tax Preparation, Office Manager, Production Processing, Client Manager, DataScan Plus, or Engagement Plus.

Database Errors

Cannot lock requested file

Run the *Clear database locks* option using the following steps:

1. Open Office Manager.
2. Click **Rebuild**.
3. Select **Rebuild > Selective System** from the menu, and run the *Clear Database* option.

Note: This option requires exclusive access to the database. Verify all users close all applications at all workstations prior to running *Clear Database*.

Database corruption errors

If you encounter database corruption errors, try one of the following:

- Verify all workstations exit CCH ProSystem *fx* Tax and then reenter the program.
- Run a database rebuild in Office Manager. Click **Rebuild** and then **System**. Run both a high-level and low-level rebuild. Do not check the *Synchronize client links* box or the *Synchronize Product Types* box when running the rebuild.
- Contact CCH ProSystem *fx* Customer Support for assistance.

General Errors

Call to undefined Dynalink or cannot find Dynalink filename

1. May indicate an outdated or corrupt DLL file. Re-install CCH ProSystem *fx* Tax programs. If the error continues, check for corrupt Windows® files.
2. Contact CCH ProSystem *fx* Customer Support for assistance using one of the methods on our Customer Support Contact page (https://support.cch.com/contact/).

Lockup in Tax applications or general protection faults in Windows® system or Tax files

General Protection Faults (GPFs) are memory related. GPFs in GDI.EXE can indicate video or print driver problems. GPFs in USER.EXE can be related to sound drivers, keyboard, or mouse problems. Memory or system resources may be too low. Close all Windows® applications, shut down Windows®, and restart Windows®.

If the errors continue, do the following:

1. Verify the amount of memory and resources prior to restarting Tax applications. If memory and resources are too low, the likelihood of lockups and GPFs increases.
2. Ensure that the following directories are not installed to a compressed drive:
   - \wfx32\tmp
   - \wfx32\client (and all subdirectories under \client)
   - \wfx32\doc
   - \wfx32\datascan
   - \wfx32\database
   - \wfx32\cusipdb

Tax application does not display after the copyright screen

Perform one of the following actions:

- Select **Start > Run** and rerun the Workstation Setup (WSSETUP) program.
- The system may have a system DLL conflict. Contact CCH ProSystem *fx* Customer Support for assistance.
- Select **Start > Run** and run TAX??.EXE directly to see if an error occurs (where ?? represents the tax year you are having trouble with).

Segment load failures

The hard disk may contain bad sectors or may need to be defragmented. Scan the disk for allocation errors and attempt recovery.

System busy – Communication file in use or record locked

Perform one of the following actions:

- Another CCH ProSystem *fx* Tax user may be updating the Communication Profile in Office Manager. Wait a few minutes and re-attempt processing.
- A user has locked the communication file through an abnormal abort. You should then do the following:
  - Verify all users close all Tax applications.
  - Delete the FIRMCOM.LOK file, which resides in the \WFX32\DATABASE directory.
- Run a Database Rebuild using the Tools > Rebuild > Selective System option in Office Manager.

User needs rights to access application (during sign-on)

You do not have user rights to access an application. Ask your system administrator to grant rights in Office Manager > Configure Staff > User.

Installation

Some third party desktop shells or multimedia programs may need to be disabled during the Tax installation.

Database is active or exclusive access required errors

1. Verify all users close all Tax applications.
2. Go to the \WFX32\DATABASE directory and delete the files with the following extensions:
   - *.LOK
   - Sess*.*
3. Go to the \WFX32\DATABASE\LOCK directory and delete all files.
4. Verify that the user has full network access to the WFX32 directory.

Database open failed

Another CCH ProSystem *fx* Tax user has logged into the program during the installation, or the database files in the \WFX32\DATABASE directory are attributed as read-only.

1. Verify all users exit Tax.
2. Check file attributes. If not read-only, select **Rebuild** in Office Manager and click **System**.
3. Click the **Low-level options** tab and select **Synchronize Product Types**.

Error 5 in writing to Officmgr.dtl

The permission key may be incorrectly licensed. You must contact CCH ProSystem *fx* Account Services to obtain a new permission key before an installation can be successfully completed.

Error Processing Menufile or Invalid Permissions Key (diskette)

Verify the current permission key is installed.

Error Code 2 (Unable to Write Data)

Perform one of the following actions:

- You may have insufficient hard disk space. Create additional free space on your hard disk and retry processing.
- Your hard disk is badly fragmented. Run a hard disk defragmentation utility.
- Check network rights granted to the target volume/drive.
- Check for ownerless files in all \WFX32 subdirectories. Assign owners. (See your network administrator for assistance.)

Error Reading Drive [x]

Perform one of the following actions:

- Ensure that the CD is properly loaded in the reader.
- Check the CD for deep scratches or dark spots.
- There may be a hardware problem with the reader itself.

Out of Memory

Close other applications and retry. You may also need to restart Windows® to refresh memory.

Sharing Violation – Unable to Write xxxx.xxx

Another workstation may have accessed CCH ProSystem *fx* Tax during the installation process. Verify all other users exit Tax and then click **Retry**.

Unable to Load (Open) Menufile

Verify the correct CD is loaded.

You are running an incorrect version of Microsoft® Windows®

You need Windows® 10 or later to run CCH ProSystem *fx* Tax.

Note: Home editions are not supported.

Printing

35000 Laser Image Not Found

Perform one of the following actions:

- Ensure that the laser forms and fonts reside in the \WFX32\22?\LASER directory (where ? stands for the tax product). For example, Corporation laser forms and fonts reside in the WFX32\22C\LASER directory.
- If you are using a customized letterhead, make sure the letterhead laser was installed for the current year and that the custom laser letterhead number was entered in Office Manager using Configure Applications > Tax Preparation for the appropriate office groups.

35009 Could Not Open Forte File

Make sure the 22?$P.IDX and 22?$P.DAT files reside in the \WFX32\22? directory (where ? stands for the tax product). If they are not present, reinstall the applicable product.

Create DC Failed Return Cannot Be Printed

1. Verify the Windows® TEMP directory exists. Delete any TMP files.
2. You may need to recreate your Windows® printer.

Could Not Write Print File

Perform one of the following actions:

- If this message displays while you are attempting to load a printer driver, you need to request the updated driver. See your system administrator, or contact CCH ProSystem *fx* Customer Support for assistance using one of the methods on our Customer Support Contact page (https://support.cch.com/contact/).
- Check to ensure network rights have been granted to the \WFX32 sub-directories.
- Check to make sure disk space is available.

Error Processing Device Info

Before you attempt to print or load fonts in Tax Preparation or Production Processing, you must first do the following:

1. Select **File** in Tax Preparation or Production Processing.
2. Select **Printer Setup**.
3. Select both a forms printer **and** a label printer. These steps need to be completed for each workstation.

Field title boxes on Client Organizer forms are replaced with a dark, solid bar; customized letterhead logos print inverted with Organizer forms or transmittal letters; text (headings or graphics) is missing on certain Organizer or tax forms

These issues may be resolved by changing the following settings on the printer driver *Properties* dialog:

- **Installed Memory**. Check to ensure the installed memory setting matches the memory in your printer.
- **Font Settings**. Font settings should be set to *Send TrueType as Bitmaps* (or equivalent).
- **Graphics Settings (Rendering Mode)**. If the default graphics setting is Auto or Vector, change the setting to Raster. If there are two different Raster settings, select **Send Page as Raster**.

If these settings do not resolve your printing issues, please contact Technical Support for assistance.

Note: The exact dialog wording and tab location varies slightly based on each specific driver version.

GPF (While printing a tax return, Organizer, or Pro Forma)

Perform one of the following actions:

- If you are using an HP® 5, 5L, 5N, 6, 6L, 6MP, or 6P printer driver, you must use the latest version available if you are using TrueType Print. Older versions of these drivers may generate general protection faults. See your system administrator, or contact Customer Support for assistance.
- Restart Windows®. Access the program in which you were trying to print, and reprint.
- Check to ensure the network printer connections are set up properly in the Windows® Control Panel.

Memory Allocation Error (Tax Preparation has detected that there is not enough Memory to run this program)

Select **File > Printer Setup** in Tax Preparation and select the correct printer.

Printed data on Client Organizer or Pro Forma form is not aligned properly

Set your laser printer to 60 lines per page.

Start DOC error

Perform one of the following actions:

- Restart Windows®. Access the program in which you were trying to print, and reprint.
- Install a newer version of your printer driver.
- Contact Customer Support for assistance.

STOP print PRF return open failed

The HP® 4 driver is conflicting with Pro Forma or Organizer printing. Select the HP® III driver through the Windows® Control Panel.

Unable to Open x:\WFX32\22?\LASER\TAX MODE RT2

Check to make sure the TAX file resides in the \WFX32\22?\LASER directory (where ? equals the tax product). If it does not, reinstall the laser forms.

Production Processing

Cannot Add Client Information

Verify all users exit Tax and run a Database Rebuild from Office Manager using the Tools > Rebuild > System option.

Information does not print in the To/From section of the Organizer

Make sure the information is completed in Office Manager using Configure Applications > Tax Preparation > Letters/Filing Instructions.

Organizer Not Installed

Install the Organizer product from the proper CD.

Office Groups not Configured

You need to configure your Office Groups before processing.

Open x:\WFX32\TMP\xxxx.22? failed

Delete all files in the x:\WFX32\TMP directory (where x stands for the drive letter where your Tax programs are installed).

Print Pro Forma Open File Error x:\WFX32\TMP

Delete all files in the x:\WFX32\TMP directory (where x stands for the drive letter where your Tax programs are installed).

Open x:\WFX32\TMP\2022\xxxx.22? failed

Delete all files in the x:\WFX32\TMP\2022 directory (where x stands for the drive letter where your Tax programs are installed).

Print Pro Forma Open File Error x:\WFX32\TMP\2022

Delete all files in the x:\WFX32\TMP\2022 directory (where x stands for the drive letter where your Tax programs are installed).

Pro Forma Print Not Installed

Install the Pro Forma Print product from the proper CD.

Requested Data Not Found in CDF

Recalculate the return and then attempt to reprint or reprocess Organizers or Pro Forma.

Tax Preparation

Bridged or Dynalink import return continues to recall merge data each time it is opened

Contact CCH ProSystem *fx* Technical Support.

Calc option is gray or nothing happens when Calc is selected

Perform one of the following actions:

- Change some data on the return and re-attempt calculation.
- Have all users exit Tax and reinstall the applicable tax product from the CD.
- From the pull-down menu, select **Options > Reset Input**, and then re-attempt the calculation.

Cannot Open x:\WFX32\CLIENT\22?\xxxx.U6?

Perform one of the following actions:

- Check network rights granted to all \WFX32\CLIENT sub-directories.
- Run a Selective Client Rebuild using Tools > Rebuild in Office Manager.
- Contact Technical Support.

Cannot Find Tax Products or System Not Available

Reinstall the applicable tax products.

Calc Cancelled

The return was converted from another tax program and cannot be calculated in the current-year system.

Error 17067 – No Such Form

The return contains a form not currently installed. Reinstall tax products.

Error 17083 – No Slot Records Found

The return contains a product not currently installed. Install the missing state or product so you can open the return.

Error Code 35005 — Not enough disk space

To determine the available disk space, open **My Computer**, right-click the proper drive letter, and select **Properties**.

Fatal Error - 17067 — No Start Record

Make sure that you are logged into the network.

File Corrupt or Not a CDF

The tax return or client file has become corrupt. You should contact Technical Support for possible recovery procedures.

Floating Point Error Opening Return in Laser View

- Try installing a newer version of your printer driver.
- Contact Customer Support for assistance.

Import Error - K-1 spreadsheets

If you receive an error during the K-1 spreadsheet import process stating that spreadsheet data field cells are not recognized, you may have an outdated version of the OLEAUT32.DLL file in your Windows® System directory. Please see your system administrator, or contact CCH ProSystem *fx* Customer Support for assistance using one of the methods on our Customer Support Contact page (https://support.cch.com/contact).

Mandatory Field Missing

Determine the missing field (i.e., SSN, EIN, Name, or Filing Status) and enter (or reenter) the data.

No version available

Nine return versions have been created for the return. Delete one of the nine return versions using Office Manager > Delete Client.

System freezes at the Tax Preparation logo screen

Perform one of the following actions:

- Tax programs may be corrupt. Use the Setup Program option to re-install Tax programs from the CD.
- Select **Start > Run** and rerun the Workstation Setup (WSSETUP) program.
- There may be a Windows® system DLL conflict. Contact Customer Support for assistance.
- Select **Start > Run** and run TAX??.EXE to see if an error occurs (where ?? represents the tax year you are having trouble with).

Tax99 has encountered errors and will be shut down

If the user is running Windows® 8.1, change the desktop display properties to Windows® Classic.

Unable to Save x:\WFX32\CLIENT\22?\xxxx.U22

Perform one of the following actions:

- Delete files in the x:\WFX32\TMP directory (where x stands for the drive letter where your Tax programs are installed.)
- Check network rights.

To Do List

Cannot lock client 2201/10

There is an error associated with trying to delete or complete a forwarded return. Click **Delete** and close the To Do List. The return is removed from the In-Box.

User tries to open To Do List from within Tax Preparation and nothing happens

The To Do List is open in the background. Press **Alt + Tab** to locate the To Do List, and then release the **Alt** key to access the To Do List.

Workstation Setup

Empty program group

Perform one of the following actions:

- Check your network mapping to ensure that Tax is mapped correctly.
- Delete the current group and rerun the Workstation Setup program.
- Contact CCH ProSystem *fx* Customer Support for assistance using one of the methods on our Customer Support Contact page (https://support.cch.com/contact/).

Appendix C

APPENDIX C - BNA EXCEPTION TABLE

CCH ProSystem *fx* Tax gives you the comprehensive ability to export data into BNA worksheets. The following table presents a list of export exceptions relating to the level of detail that can be transferred. Please keep in mind these additional limitations:

- Detailed information for a given element will not be transferred to BNA if there are more than 17 entries for that element. Only the total is transferred.
- The description field has a maximum allowable length of 25 characters. Any characters beyond the 25th are truncated during export.
- Commas and brackets are removed when exporting to BNA.

The information contained in the following table is subject to change:

Description	All Detail	Total No Detail	No Export
Main Worksheet			
Personal Exemptions		X	
Ordinary Income			
Taxpayer's Keogh		X	
Spouse's Keogh		X	
Qualified Education Loan Interest		X	
Other Adjustments	X		
Capital Gains and Losses			
Short-term Investment G/L	X		
Short-term G/L - Other	X		
Short-term Loss C/O: Investment		X	

Description	All Detail	Total No Detail	No Export
Short-term Loss C/O: Other			X
1231 Unrecap 1250 Investment Gain		X	
Other 28% Rate Investment G/L	X		
Other Long-term Investment G/L	X		
Long-term Gain Sale of Residence		X	
Unrecap Section 1250 Gain		X	
28% Rate Long-term G/L		X	
Long-term G/L - Other	X		
Long-term Loss C/O: Investment		X	
Long-term Loss C/O: Other			X
Other Ordinary Income			
Social Security Benefits		X	
Tax Refunds		X	
Alimony Received		X	
Unemployment Compensation		X	
Ordinary Sale Investment Income		X	
Section 1231 Gain		X	
Royalties		X	
Ordinary Nonpassive Income/ Loss	X		
Net Operating Loss Deduction		X	
State Exempt Pensions			X
Other Pension & IRA Distributions		X	
Other Ordinary Income	X		

Description	All Detail	Total No Detail	No Export
Interest and Dividends			
Qualified Higher Education Expenses		X	
Total Qualified EE Proceeds		X	
Qualified EE Bond Interest	X		
U.S. Government Interest	X		
Other Interest	X		
Dividends	X		
Unrecap Sec 1250 Cap Gain Dividends		X	
28% Rate Capital Gains Dividends		X	
Other Long-term Cap Gains Dividends		X	
Private Activity Bond Interest		X	
Other Exempt Interest	X		
Itemized Deductions			
Medical Expense	X		
Net Personal Casualty Loss		X	
State Income Taxes		X	
Adjustments to State Income Taxes			X
Property Taxes: Residential		X	
Property Taxes: Investment			X
Other State & Local Taxes	X		
Qualified Housing Interest		X	
Other Qualified Residential Interest		X	
Personal Interest			X

Description	All Detail	Total No Detail	No Export
Short-term Investment Casualty Loss			X
Miscellaneous Investment Expenses		X	
Employee Business Expenses	X		
Other Miscellaneous Expenses	X		
Gambling Losses		X	
Other Itemized	X		
Lump Sum Distribution			
Capital Gain Distribution		X	
Ordinary Income Distribution		X	
Annuity Distribution		X	
Section 101(b) Exclusion		X	
Estate Tax on Distribution		X	
Elect 10 Year Instead of 5		X	
Select Averaging on Whole		X	
Make 20% CG Election		X	
Wages			
Taxpayer's FICA Wages	X		
Less: T/P's 401(k) Wages		X	
Taxpayer's HI Only Wages			X
Taxpayer's Non-FIA		X	
Spouse's FICA Wages	X		
Less: Spouse's 401(k) Wages		X	
Spouse's HI Only Wages		X	X

Description	All Detail	Total No Detail	No Export
Spouse's Non-FICA Wages		X	
Self-Employment Income & Loss			
Taxpayer's Statutory Wages	X		
Taxpayer's Statutory Employee Expenses	X		
Spouse's Statutory Wages	X		
Spouse's Statutory Employee Expenses	X		
Credits			
Adoption Credit		X	
Child Care Credit		X	
Child Tax Credit		X	
DC Homebuyer Credit		X	
Elderly & Mortgage Interest Credits		X	
Foreign Tax Credits		X	
HOPE Scholarship and Lifetime Learning		X	
Miscellaneous Nonrefundable Credits		X	
General Business Credit		X	
Payment with Extension		X	
Federal Fuels Tax Credit		X	
AMT Foreign Tax Credit		X	
Alternative Minimum Tax			
Other Exclusion Preferences		X	
Other Exclusion Adjustments		X	
Other Deferral Preferences		X	

Description	All Detail	Total No Detail	No Export
Other Deferral Adjustments		X	
NOL		X	
Fiduciary Adjustments			X
Minor Child Tax			
Elect Income on Parent's Return		X	
Charitable Contributions			
Cash - Current	X		
Cash C/O - Entered		X	
Capital Gain Property - Current	X		
Capital Gain C/O - Entered		X	
Investment Interest Expense			
Schedule E Interest (Ordinary)		X	
Schedule A Interest (Itemized)		X	
Adjustments to Investment Interest			X
Adjustments to Investment Income			X
Schedule E Carryover (Ordinary)		X	
Schedule A Carryover (Itemized)		X	
Section 1231 & Casualty Gain/Loss			
Unrecap 1250 Cas Gain from Trd/Bus	X		
Casualty Gains From Trade or Business	X		
Adjustment to 28% Rate Trd/Bus		X	
Unrecap 1250 Cas Gain from Investment	X		
Casualty Gains From Investment	X		

Description	All Detail	Total No Detail	No Export
Adjustment to 28% Rate Investment		X	
Casualty Losses From Trade or Business	X		
Casualty Losses From Investment	X		
Trd/Bus Condemnation Gain			X
Investment Condemnation Gain			X
Nonpass Sec 1250 Trd/Bus Gain	X		
Nonpass 28% Rate Trd/Bus G/L	X		
Nonpass Other 1231 Trd/Bus G/L	X		
Nonpass 28% Rate Investment G/L	X		
Nonpass Other Investment 1231 G/L	X		
Net Investment Income			
Adjustments to Investment Income		X	
Auto Elect NCG Addition		X	
Adjustments to Expenses		X	
Filing Status			
Filing Status		X	
Married Filing Separately		X	
Must Itemize Supported		X	
Must Itemize Other		X	
Aged/Blind - # of Additional Amounts		X	
Self-Employment & Other Taxes			
Investment Credit Recapture		X	
SS Tip & Excess Plan Taxes		X	

Description	All Detail	Total No Detail	No Export
Tax on IRA & Other Taxes		X	
Farm Income Averaging Tax	X		
Taxpayer's Self-Employment Income		X	
Spouse's Self-Employment Income		X	
IRA Deductions			
Covered by Pension (Y/N)		X	
Taxpayer's Contribution		X	
Spouse's Contribution		X	
Investment Interest - Alt. Min			
AMT Adjustments to Schedule E Interest			X
AMT Adjustments to Schedule A Interest			X
Interest Carryover: Schedule E			X
Interest Carryover: Schedule A		X	
Other AMT Adjustments to Investment Income			X
Withholding, Estimated & Penalty			
Compute Underpayment Penalty		X	
Prior Year AGI		X	
Prior Year Tax		X	
Withholding		X	
Apply Refund to Estimated Tax		X	
Portion of Refund to Apply		X	
Current Year 1st Payment		X	
Current Year 1st Payment Date		X	

Description	All Detail	Total No Detail	No Export
Current Year 2nd Payment		X	
Current Year 2nd Payment Date		X	
Current Year 3rd Payment		X	
Current Year 3rd Payment Date		X	
Next Year Payment		X	
Next Year Payment Date		X	
Final Payment Date		X	
Penalty Adjustments		X	
Earned Income & Health Insurance Credits			
Qualifies for Earned Income Credit		X	
Number of Qualifying Children		X	
Child Under 1 (Y/N)		X	
Health Insurance Costs			X