# **Items to Note**

The main purpose of this conversion is to get your data ready for the following tax year. Therefore, viewing a Form 1040 or business equivalent form will not display the same results that had been filed. Some of the data is also placed in input fields that appear to be incorrect but are used as place holders. When the return has been transferred to the following year, these amounts will go to the correct input fields.

For the Individual program, additional data will be converted to help fill out an organizer. Information such as wages on a W2 are converted to help fill out the prior year amounts for an organizer. This will result in Form 1040 looking similar but not identical to what was filed during the tax year. Again, viewing a Form 1040 will not display the same results that were filed with your other program.

Number of Assets - The conversion program converts a maximum of 2,500 assets.

**Special Note for Depreciation:** The following asset items may have some inconsistencies with Lacerte. We strongly advise you to check your depreciation closely to verify that each asset is correctly represented in ProSeries.

IRS Tables versus Formula:

The Lacerte program defaults to using IRS tables to compute depreciation. We are using this assumption when converting assets to ProSeries. ProSeries will use IRS tables to compute depreciation unless it was overridden in the Lacerte asset to use formulas.

Depreciation Method:

Lacerte uses several depreciation methods that are different from ProSeries. We choose the closest method we can in ProSeries and then override the life of the asset to make it equal to Lacerte.

Rounding:

Due to our limitation of capturing calculated values, we are not able to capture the exact depreciation number Lacerte has computed for each asset. ProSeries does have all the information to make this calculation itself, however, it can have rounding differences of a few dollars difference on some assets.

The **<u>underlined and bolded</u>** tiles in the following list correspond to the titles on the Contents screen of the Lacerte tax program.

# **Individual Converted Items (1040)**

# **Client Information**

Filing Status Taxpayer Information Spouse Information Registered Domestic Partners MFJ/MFS Comparisons Year Spouse Died Driver's License information

# **Dependent Information**

Required Dependent Information: Claiming, EIC Qualifications, Dependent Child Care

#### **Miscellaneous Information**

Presidential Campaign Designee Information

# **Direct Deposit**

Direct Deposit information plus multiple Deposit Information.

#### **Does Not Covert: Estimated Tax Payments**

We do not convert any estimated payment that has been applied to the future tax year. You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the letters CO and press enter. This will take you to the Carryover worksheet. Find the section titled "Other Tax and Income Information" and find the line for Federal Overpayments. Under the far right column, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found at the bottom of page 2 of Form 1040.

#### Wages, Salaries, Tips

Information needed for W2.

#### Interest Income

1099-Int information Name of Foreign County Category of income Foreign Taxes Accrued

# **Dividend Income**

1099-Div which includes ordinary dividends, cap gain dist. Municipal Information on Foreign Taxes

# Pensions, IRA Distributions

Pension, IRA Distributions Information from 1099R Traditional/Sep/Simple IRA Report on Form 8606 Cost in Plan at Annuity Starting Date (Plus Death Benefit Exclusion) Annuity Starting Date (m/d/y) (Simplified Method) Age at Annuity Starting Date

#### **Gambling Winnings**

Gambling Winnings Information Provided whether on W2-G or not.

#### Miscellaneous Income

Other Income Other Income subject to self-employment tax Social Security Benefits (SSA 1099, BOX5) including all pertinent information

# State / Local Tax Refunds / Unemployment Compensation (1099-G)

Name of Payer All pertinent information from 1099G

#### Does Not Covert: State Refund Worksheet Calculations

State and Local Tax Refund Worksheet will need to be entered, in next year's program, if the return had a Schedule A and a state refund. This will be used to calculate a potential income amount for Form 1040 pg. 1 Taxable refunds line.

#### **Education Distributions (1099-Q)**

Name of Payer Basis in This ESA as of end of year Administering State Basis in education program account as of the end of the year Value of Coverdell ESA account as of the end of the year

#### Does Not Covert: Net Operating Loss Carryovers

We do not convert any NOL carryovers. You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the letters CO and press enter. This will take you to the Carryover worksheet. Find the section titled "Loss and Expense Carryovers" and find the line for Net Operating Losses. Under the far right column, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the General Information page within the Lacerte program.

#### Business Income (Schedule C)

General Information Provided Gross Receipts or Sales Returns and Allowances Other Income Income and Cost of Goods Sold Expenses Foreign income information: category of income Name of foreign country

#### Does Not Covert: Schedule C Carryovers

We do not convert any carryovers such as 179 and suspended losses. You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the letter C and press enter. This will take you to the Profit and Loss Worksheet. At the very bottom of this worksheet is a Carryforward worksheet for the following year. For each field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the General Information page within the Lacerte program.

Disposition (Schedule D, 4797, Etc.)

Sales information, Basis, 8949 information Gross Profit Ratio (Form 6252) AMT Gross Profit Ratio Prior Years Payments(s) Unrecaptured 1250 Gain – Remaining Unrecaptured Section 1250 Gain from year of sale Installment worksheet: Year, Principal Payments, total Gain, Ordinary Gain, Unrecaptured 1250 Gain Like Kind Property Received: Description, Date Identified and Received (Only Converts for Related Party)

# Does Not Covert: Schedule D Carryovers

We do not convert any Capital Loss Carryovers. You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the letters CLF and press enter. This will take you to the Capital Loss Carryforward Worksheet. In the middle of this sheet is a line for Short Term Capital Losses while the very bottom line is for Long Term Capital Losses. For each field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the General Information page within the Lacerte program.

#### Rental & Royalty Income (Schedule E)

General Information Rents and Royalties Received Royalties Received Direct Expenses Indirect Expenses Rental of Vacation Home Information needed Other Expenses Federal Basis State Basis if different

# Does Not Covert: Schedule E Carryovers

We do not convert any carryovers such as 179 and suspended losses. You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the letters EW and press enter. This will take you to the Schedule E Worksheet. At the very bottom of this worksheet is a Carryforward worksheet for the following year. For each field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the General Information page within the Lacerte program.

#### Farm Income (Schedule F / Form 4835)

General Information

Sales of Items Bought for Resale (Cash Method) Cost or Basis of Items (Cash Method) Sales of Livestock You Raised (Cash Method) Sales of Livestock, Produce, Etc. (Accrual Method) Beginning Inventory of Livestock, Etc. (Accrual Method) Cost of Livestock, Etc. Purchased (Accrual Method) Ending Inventory of Livestock, Etc. (Accrual Method) Total Cooperative Distributions Taxable Cooperative Distributions Total Agricultural Program Payments Taxable Agricultural Program Payments Commodity Credit Loans Reported Under Election Total Commodity Credit Loans Forfeited or Repaid Taxable Commodity Credit Loans Forfeited or Repaid Total Crop Insurance Proceeds Received in Current Year Taxable Crop Insurance Proceeds Received in Current Year Taxable Crop Insurance Proceeds Deferred from Current Year Custom Hire Other Income

### Other Expenses

#### Does Not Covert: Schedule F Carryovers

We do not convert any carryovers such as 179 and suspended losses. You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the letter F and press enter. This will take you to the Schedule F Worksheet. At the very bottom of this worksheet is a Carryforward worksheet for the following year. For each field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the General Information page within the Lacerte program.

#### Partnership Information Passthrough

General Information

# Does Not Covert: Schedule Ep 2 Carryovers

We do not convert any carryovers such as 179 and suspended losses. You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the letter P and press enter. This will take you to the Partner's Share of Income. At the very bottom of this worksheet is a Section A and B for Passive Activity Adjustment. You will need to enter the amount of loss suspended in the current year in the far right column. For each field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the General Information page within the Lacerte program.

If there are At-Risk Carryovers for a particular Partnership, you will need to also use the following steps to enter these At-Risk Carryovers. Open up the client file, hit Ctrl + F to view forms, type the letter P and press enter. This will take you to the Partner's Share of Income. Within Part II of this worksheet is a Quickzoom button for At-Risk Limitations worksheet and its AMT counterpart. Within these worksheets, you will need to enter the amount of disallowed loss in the far right column. For each field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the General Information page within the Lacerte program.

#### S Corporation Information Passthrough

General information

# Does Not Covert: Schedule Ep 2 Carryovers

We do not convert any carryovers such as 179 and suspended losses. You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the letter S and press enter. This will take you to the Shareholder's Share of Income. At the very bottom of this worksheet is a Section A and B for Passive Activity Adjustment. You will need to enter the amount of loss suspended in the current year in the far right column. For each field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the General Information page within the Lacerte program.

If there are At-Risk Carryovers for a particular Partnership, you will need to also use the following steps to enter these At-Risk Carryovers. Open up the client file, hit Ctrl + F to view forms, type the letter S and press enter. This will take you to the Shareholder's Share of Income. Within Part II of this worksheet is a Quickzoom button for At-Risk Limitations worksheet and its AMT counterpart. Within these worksheets, you will need to enter the amount of disallowed loss in the far right column. For each field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the General Information page within the Lacerte program.

#### Estate and Trust Information Passthrough K-1

General Information for Passthrough Entity

#### Does Not Covert: Schedule Ep 2 Carryovers

We do not convert any carryovers such as suspended losses. You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the letter F and press enter. This will take you to the Schedule K-1 for Trusts Worksheet. Below Part III of this worksheet is a section titled "Passive Activity Information". You will need to enter the amount of loss suspended in the current year in the far right column. For each field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the General Information page within the Lacerte program.

# Depreciation (4562) Input Screen 22

Description of Property Form Asset Links with (Schedules C, Schedule E, Schedule F, etc) Activity Name or Number, Asset Category, Date Placed in Service, Cost or Basis, Method, Life or Class Life 1=Half-Year, 2=Mid-Quarter Amortization Code Section Prior Depreciation Prior Special Depreciation Allowance Prior Section 179 Expense Basis Reduction (ITC, Etc.) AMT – Basis AMT - Class Life (Post-1986) AMT – Real Property, 2=Leased Personal Property (Pre-1987) AMT – Prior Depreciation (MACRS Only) Percentage of Business Use (.xxxx) General Asset Account Election 150% DB Instead of 200% DB (MACRS Only) 1=IRS Tables, 2=DB/SL Formula (MACRS) Qualified Indian Reservation Property Qualified Disaster Property Listed Property No Evidence to Support Business Use Claimed No Written Evidence to Support Business Use Claimed Sport Utility Vehicle Over 6,000 Pounds Increase Deduction Limits for Electric Vehicle, 2=No Limits Vehicle is Available for Off-Duty Personal Use No Other Vehicle is Available for Personal Use Vehicle is Used Primarily by a More than 5% Owner Provide Vehicles for Employee Use Prohibit Employee Personal Use of Vehicles Prohibit Employee Personal Use, Except Commuting Treat All Use of Vehicles as Personal Use Provide More than Five Vehicles & Retain Info. Meet Qualified Automobile Demo Requirements Current Year: Commuting Mileage Current Year: Average Daily Round-Trip Commute (2106 Only) Force Actual Expenses, Force Standard Mileage Rate Gasoline, Lube, Oil Election Information: Description of Property Election Information: Cost or Basis of Asset Election Information: Date Placed in Service Name or Number of Primary Asset in Like-Kind Exchange Simplified method - elect to not create carryover basis assets Date Sold or Disposed of (m/d/y or -m/d/y) Sales Price (Form 4797) Expenses of Sale Blank-1245, 1=1250, 2=1252, 4=1255 Section 1250 Applicable Percentage, if Not 100% (.xxx)

Items to Note: Current Depreciation Calculations

Please see the cover page for information about current depreciation calculations

Adjustments to Income

Other Adjustments Jury duty pay given to employer Expenses from rental of personal property

# Itemized Deductions Input Screen 25

Breakdown of Medical Expenses Taxes Home Mortgage Interest on Form 1098 Home Mortgage Interest Not on Form 1098: Information needed. Points Not on Form 1098 Investment Interest Cash Contributions Miscellaneous Deductions (2%)

# Does Not Covert: Form 4952 Investment Interest Carryover

You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the numbers 4952 and press enter. On Part III of this form is a line titled "Disallowed investment interest expense to be carried forward". You will need to enter the amount of expense suspended in the current year on this field. For this field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the Form 4952 within the Lacerte program.

#### Noncash Contributions (8283)

Name of Charitable Organization (Donee) and other information needed Contribution Code Date received by charitable organization Employer Identification Number

#### **Does Not Covert: Contribution Carryovers**

You will need to use the following steps to enter these amounts. Open up the client file, hit Ctrl + F to view forms, type the letters CO and press enter. This will take you to the Carryover worksheet. At the very bottom of the worksheet is where you can enter the carryover of charitable contributions. You will need to enter the amount of contribution disallowed in the current year on this field. For this field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the General Information page within the Lacerte program.

# Business Use of Home

Business Use Area, Total Area of Home Carryover of Operating Expenses ------Indirect Expenses – Carryover of Casualty Losses And Depreciation Qualified Mortgage Insurance Premiums (direct and indirect) Indirect Expenses Direct Expenses

#### Does Not Covert: Operating Expenses Carryover

You will need to use the following steps to enter these amounts. Open up the client file, hit Ctrl + F to view forms, type the numbers 8829 and press enter. This will take you to the Expenses for Business Use of Home. At the very bottom of the worksheet is where you can enter the carryover of Operating Expenses. For this field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the Form 8829 Part IV within the Lacerte program.

#### Vehicle / Employee Business Expense (2106)

Occupation, if Different from Form 1040 General Information Needed Date Placed in Service (m/d/y) Total Mileage, Business Mileage, Total Commuting Mileage and Average Daily Round-Trip Commute Business Income and Expenses Reimbursements Listed Property Information Automobile Expenses

# Foreign Income Exclusion (2555)

Foreign Address of Taxpayer: Street Address, City, Region, Postal Code, Country Employer's U.S.: Name, Street Address, City, State, and ZIP Code Employer's Foreign Address: Street Address, City, Region, Postal Code, Country Employer Type Employer Type, if Other Enter Last Year (After 1981) Form 2555 Was Filed Revoked Choice of Earlier Exclusion Claimed Type of Exclusion & Tax Year Rev. Was Effective Country of Citizenship City and Country of Foreign Residence Travel information: Needed to provide Physical Presence Beginning Date for Bona Fide Residence (m/d/y) Ending Date for Bona Fide Residence (m/d/y) General Information for Living Abroad Name and address of employer Total Wages, Tips and Other Compensation Total Number of Days Worked (Defaults to 240) Total Days Worked Before & After Foreign Assignment Foreign Days Worked Before & After Foreign Assignment

# Health Savings Accounts (8889)

1=Self-Only Coverage, 2=Family Coverage Acquired Interest in HAS After Death of Account Holder

#### Archer Medical Savings Accounts (8853)

1=Self-Only Coverage, 2=Family Coverage Acquired Interest in MSA after Death of Account Holder

#### Long-Term Care Insurance Contracts (8853)

Provide information of person insured

# Child and Dependent Care Expenses (2441)

Persons/Organization Providing Dependent Care - Name, Street Address, City State Zip EIN

# Does Not Covert: 3800 Credit Carryovers

Any credits from Form 3800 that are to be carried over to the future year will need to be entered manually in the next year's ProSeries program.

#### Foreign Tax Credit (1116)

Resident of (Name of Country) Name of Foreign Country Category of Income Other Foreign Source Income Employee compensation over \$250,000 with alternative basis, explanation

# Does Not Covert: Foreign Taxes Paid Carryover

You will need to use the following steps to enter these amounts. Open up the client file, hit Ctrl + F to view forms, type the numbers 1116W and press enter. This will take you to the Foreign Tax Credit Worksheet. At the very bottom of the worksheet is where you can enter the carryover of Taxes Paid to the future year. For these fields, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. These amounts can be found on the Worksheet "Foreign Tax Credit Carryover Summary" within the Lacerte program.

#### **Qualified Adoption Expenses (8839)**

Qualified Adoption Credit Carryover Name, SSN and Date of Birth Born Before 1990 and Was Disabled Special Needs Child Foreign Child

# EIC, Elderly, Other Credits

Mortgage Interest Credit: Street Address, City ST Zip Certificate Credit Rate Foreign earned income/housing exclusion Child Under 24(child's earned income plus 6,400) Filing Status Current Year Distributions from IRAs and Elective Deferral Plans Filing Status in Current Year Other Than MFJ Homebuyer Credit Date Acquired

#### Does Not Covert: Minimum Tax Credit (8801)

Due to a computed Form 6251 for AMT not being converted, you will need to be mindful if your client can receive this credit next year. Amounts computed from Alternative Minimum Tax Form 6251 will need to be entered into next year's program, Form 8801, to calculate a potential credit.

#### Household Employment Taxes

Employer Identification Number Paid Cash Wages of 1,500 or More Withheld Federal Income Tax for Household Employee Total Cash Wages Subject to Social Security Taxes Total Cash Wages Subject to Medicare Taxes Federal Income Tax Withheld Advanced Earned Income Credit Payments Paid Total Cash Wages of 1,000 or More in any Quarter of 2<sup>nd</sup> Preceding Year or Prior Year Total Cash Wages Subject to FUTA Tax Paid Unemployment Contributions to Only One State Paid All State Unemployment Contributions by 4/17/yy All Wages Taxable for FUTA Were Also Taxable for State Unemployment Section A – Name of State Section A – Contributions Paid to State Unemployment Fund Section B – Name of State (Primary) Section B – Name of State (Secondary)

# Tax for Children Under 18 (8615)

Tax for Children under 18 – Name and SSN

# Parent's Election to Report Child's Income

Child's Name and SSN Reportable Income Dividends received as a nominee Non-taxable dividends

# Self-Employment Tax (Schedule SE)

Exempt and Filed Form 4361 Exempt and Filed Form 4029

# Does Not Covert: Amounts for a Two Year Comparison

You will need to use the following steps to enter these amounts. Open up the client file, hit Ctrl + F to view forms, type the letters TWO and press enter. This will take you to the Two Year Comparison page. Within the current tax year column, you will want to enter the amounts that were filed from the most recent Form 1040. These amounts will then transfer to the next year's program to allow for an accurate two year comparison. These amounts can be found on the Form 1040 within the Lacerte program.

# **Corporation Converted Items (1120)**

# **Client Information**

General Corporation Information Fiscal Year End (mm) Date Incorporated (m/d/y) Business Code Business Activity Product or Service Accounting Method (Cash or Accrual) Other Method (Specify) Number of Shareholders

# **Officer Information**

Officer Name Social Security Number Time Devoted to Business % of Common Stock Owned (xx.xx) % of Preferred Stock Owned (xx.xx)

### Affiliations Schedule (851)

Common Parent Name, if Different Affiliate General Information Voting Stock Information This Corporation Had More than One Class of Stock Outstanding This Member Had an Agreement in Existence by Which Persons that Were Not Members of the Affiliated Group Could Acquire Stock or Acquire Voting Power in the Corporation from this Corporation or another Corporation Percentage of the Value of the Outstanding Stock that the Person(s) could Acquire (xxx.xx) Percentage of the Value of the Outstanding Voting Stock that the Person(s) could Acquire (xxx.xx) If the Arrangement Was Associated, etc. (item 3d) (Press F1) Describe the Arrangements

#### **Miscellaneous / Other Information**

Title of Signing Officer Allow Preparer / IRS Discussion: Type of entity: Qualified Personal Service Corporation, or Consolidated Return or Personal Holding Company or Corporation is a Subsidiary in Affiliated/Controlled Group Parent Name Parent ID Number Foreign Person Owns Over 25% of Corporation's Stock Percentage Owned by Foreign Person (xxx.xx) Foreign Owner's Country Number of Forms 5472 Attached Direct Deposit of Refund Name of Bank (Memo Only) Routing Number Depositor Account Number Type of Account: Checking, Savings Print Corporation's Phone Number (from form 8050) Corporation Owned Foreign Disregarded Entity Foreign Partnership Name

Foreign Partnership EIN Forms Filed Tax Matters Partner Number of Forms 8858 Attached Number of Forms 8865 Attached Distribution From or Grantor of Foreign Trust Corporation is a Shareholder of a Controlled Foreign Corporation Country of Foreign Bank Account Number of Forms 8873 Attached

# 20% Direct or 50% Direct/Indirect Owners

General Information about Owner Federal Identification Number % of Common Stock Owned (xxx.xx) % of Preferred Stock Owned (xxx.xx)

# Foreign Owned Corporation Information (5472)

Country of Incorporation Country(ies) of Filing Income Tax Return as a Resident Principal Country(ies) Where Business is Conducted Consolidated Filing of Form 5472 If Foreign Person Owned at Least 50% of the Reporting Corporation Direct 25% Shareholder(s) Ultimate Indirect 25% Shareholder(s) – General Information Related Party: General Information Principal Business Activity Code Principal Business Activity Principal Country(ies) Where Business is Conducted Country(ies) of Filing Income Tax Return as a Resident Type of Party: Foreign Person, U.S. Person Type of Relationship Information Reasonable Estimates are Used

# **Controlled Group Apportionment Consent**

Name ID Number Taxable Year Ended (m/d/y)

#### **Does Not Covert: Estimated Tax Payments**

We do not convert any estimated payment that has been applied to the future tax year. You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the number 1 and press enter. This will take you to Form 1120 pages 1 and 2. Find the section titled "Tax, Refundable Credits and Payments" and find the line for Federal Overpayments credited to the future year. With this field highlighted, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found at the bottom of page 1 of Form 1120.

#### Income

Interest US Gov't interest included in Interest

# Cost of Goods Sold

Additional Section 263A Costs

Other Costs Ending Inventory Cost Lower of Cost or Market Other Method Rules of Section 263a Apply

# Disposition (Schedule D, 4797, Etc.)

Description of Property Date Acquired (m/d/y or -m/d/y) Date Sold (m/d/y or -m/d/y) 1=Short-Term, 2=Long-Term Gross Profit Ratio (.Xxxx Or 100%) (Form 6252) Prior Years' Payments Ordinary Income Like- Kind Property Received – Description Like-Kind Property Received – Date Property Identified (m/d/y) Like-Kind Property Received – Date Property Received (m/d/y) Related Party: General Information Relationship to Taxpayer Marketable Security

# Does Not Covert: Schedule D/Form 4797 Carryovers

We do not convert any Capital Loss Carryovers. You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the letters CAR and press enter. There are fields for Capital losses and fields for 1231 losses on this sheet. You will need to enter the amounts to carryover to the future year in the far right column. This amount can be found on the General Information page within the Lacerte program.

# K-1 Information

Name of K-1 Entity Employer Identification Number Tax Shelter Registration Number

#### **Rental / Other Passive Activities**

Description of Property/Activity

#### **Does Not Covert: Unallowed Expenses**

We do not convert any Unallowed Expenses for Form 8810. These will need to be entered in the future year program in the 8810 Form. These amounts can be found in the Passive Worksheets form within Lacerte.

#### **Deductions Input**

Cash Contributions Taxes – Other

# Depreciation (4562)

Description of Property Form Category Date Placed in Service Qualified Disaster Area Cost or Basis Method Life or Class Life 1=Half-Year, 2=Mid-Quarter Amortization Code Section Prior Section 179 Expense Prior Depreciation Basis Reduction (ITC, Etc.) AMT – Basis AMT – Real Property, 2=Leased Personal Property (Pre-1987) AMT - Current Depreciation AMT – Prior Depreciation (MACRS Only) ACE – Basis ACE – Life ACE – Current Depreciation (-1 if None) ACE – Prior Depreciation Percentage of Business Use (.xxxx) General Asset Account Election Alternative Depreciation System (ADS) 1=150% DB, 2=200% DB (% MACRS) 1=IRS Tables, 2=DB/SL Formula (MACRS) Qualified Indian Reservation Property Listed Property Sport Utility Vehicle Over 6,000 Pounds Date Traded Date Sold or Disposed of (m/d/y or -m/d/y) Sales Price (-1 if None) Expenses of Sale Blank=1245, 1=1250, 2=1252, 3=1254, 4=1255 Section 1250 Applicable Percentage, if Not 100% (.xxx)

### Items to Note: Current Depreciation Calculations

#### Please see the cover page for information about current depreciation calculations

#### Does Not Covert: Net Operating Loss Carryovers and Contribution Carryovers

We do not convert any NOL or Contribution carryovers. You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the letters CARRY and press enter. You will then need to click on the Miscellaneous Carryovers worksheet link. Find the section titled "Form 1120" and find the line for Net Operating Losses. Under the far right column, type in the amount that needs to transfer to next year's program. This amount can be found on the General Information page within the Lacerte program.

#### **Noncash Contributions**

Donee – General Information about Organization

# Does Not Covert: 3800 Credit Carryovers

# Any credits from Form 3800 that are to be carried over to the future year will need to be entered manually in the next year's ProSeries program.

# Schedule A (8609) / LIH Recapture (8611)

Building ID Number Date Placed in Service (m/d/y) 1=Newly Constructed or Existing Building, 2=Section 42(e) Rehabilitation Expenditure Corporation Does Not Have Form 8609 Issued By the Housing Credit Agency Building Qualified as Part of Low-Income Housing Project and Met Section 42 Requirements: 1=Yes, 2=No Decrease in the Building's Qualified Basis for This Tax Year Eligible Basis from Form 8609, Part II, Line 7b Low-Income Portion (.xxx) Credit Percentage from Form 8609, Part I, Line 2 (.xxx) Maximum Housing Credit Available from Form 8609, Part I, Line 1b

# Does Not Covert: Minimum Tax Credit (8827)

Due to a computed Form 4626 for AMT not being converted, you will need to be mindful if your client can receive this credit next year. Amounts computed from Alternative Minimum Tax Form 4626 will need to be entered into next year's program, Form 8827, to calculate a potential credit.

# Alternative Minimum Tax (4626)

Small Corporation Determination – Gross Receipts (3 Preceding Years) Corporation is a Former AMT Small Corporation Change Date (m/d/y) Small Corporation Exemption: 1=Yes, 2=No

# Schedule PH

Amounts Excluded Under Section 543(a)(1)(A), 543(a)(1)(B) Less Adjustments Described in Section 543(b)(2)(A) Less Adjustments Described in Section 543(b)(2)(B) War Profits and Excess Profits Taxes Not Deducted Names and Addresses of Persons Who Rented or Used Property Subject to 545(b)(6)

# Balance Sheet (Assets) – Ending Amounts Only

Cash Accounts Receivable Less Allowance for Bad Debts Inventories, if Different from Screen 14 U.S. Government Obligations Tax-Exempt Securities Other Current Assets Loans to Stockholders Mortgage and Real Estate Loans Other Investments Other Assets

# Balance Sheet (Liabilities and Capital) - Ending Amounts Only

Accounts Payable Mortgages, Notes Payable – Current Year Other Current Liabilities Loans from Stockholders Mortgages, Notes Payable – Long-Term Other Liabilities Preferred Stock Common Stock

Does Not Covert: Buildings, Land, Intangible Assets, Depreciation and Retained Earnings: UnAppropriated

You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the number 3 and press enter. This will take you to Form 1120 pages 3, 4 and 5 within ProSeries. Go to page 5 and fill in any end of the year asset entries that are empty due. We only need end of the year amounts due to the beginning year getting discarded during the transfer to next year's program. These amounts can be found on the Form 1120 page 5 within the Lacerte program.

# Schedule M-3

Filing Schedule M-3 as Alternative Disclosure Under Rev. Proc. 2007-45 Did the corp. file SEC Form 10-K for its income statement period... Did the corp. prepare a certified audited non-tax-basis income statement... Did the corp. prepare a non-tax-basis income statement for the period ... If Corporation's Income Statement Has Been Restated... Any of Corporation's Voting Common Stock is Publicly Traded Symbol of Primary U.S. Publicly Traded Voting Common Stock Stock's CUSIP Number Accounting Standard used Net Income or Loss from Nonincludible Foreign Entities Net Income or Loss from Nonincludible U.S. Entities Net Income or Loss from Other Includible Entities Adjustment to eliminations of transactions between includible entities And Nonincludible entities Complete Column A and Column D of parts II and III Income or Loss from Equity Method Foreign Corporations: Entity Name Gross Foreign Dividends Not Previously Taxed: Dividend Payer Subpart F, QEF, and Similar Income Inclusions: Entity Name Section 78 Gross-Up: Entity Name Gross Foreign Distributions Previously Taxed: Entity Name Income or Loss from Equity Method U.S. Corporations: Entity Name U.S. Dividends Not Eliminated in Tax Consolidation: Dividend Payer Minority Interest for Includible Corporations: Entity Name Income or Loss from U.S. Partnerships: Partnership Name Income or Loss from Foreign Partnerships: Partnership Name Income or Loss from Other Passthrough Entities: Entity Name Worthless Stock Losses Other Income / Loss Items With Differences Research and Development Costs Section 118 Exclusion Other Expenses / Deduction Items With Differences

#### Does Not Covert: Amounts for a Two Year Comparison

You will need to use the following steps to enter these amounts. Open up the client file, hit Ctrl + F to view forms, type the letters TWO and press enter. This will take you to the Two Year Comparison page. Within the current tax year column, you will want to enter the amounts that were filed from the most recent Form 1120. These amounts will then transfer to the next year's program to allow for an accurate two year comparison. These amounts can be found on the Form 1120 within the Lacerte program.

# S Corporation Converted Items (1120S)

# **Client Information**

General S Corporation Information Date Incorporated (m/d/y) Date Elected S Corporation (m/d/y) Fiscal year end (month) Business Code Business Activity Product or Service Accounting Method Other Accounting Method State Return

#### Miscellaneous Info., Other Info. (Sch. B) Amended Return

Title of Signing Officer Corp is electing to be an S-corp. beginning w/ this tax year Final Return Change in corporate name Change in corporate address Allow Preparer / IRS Discussion: 1=Yes, 2=No, 3=Blank Corp own directly or indirectly 50% or more of voting stock of domestic corp. **Own Domestic Corporation – General Information** Required to file 8918 Corp issued publicly offered debt instruments Member of controlled group (code 107) Corporation is Required to File Under Section 6111 Tax Shelter Registration Number Net Unrealized Built-In Gain - Federal Accum. Earnings and Profits at Year-End (code 117) Direct Deposit of Refund Routing Number Depositor Account Number Type of Account Print Corporation's Phone Number Corporation Owned Foreign Disregarded Entity Number of Forms 8858 Attached Number of Forms 8865 Attached Foreign Partnership Name Foreign Partnership EIN Foreign Partnership Forms Filed Foreign Partnership Tax Matters Partner Corporation is a Shareholder of Controlled Foreign Corp. Number of Forms 5471Attached Interest in Foreign Bank Account Name of Foreign Country Number of Forms 8873 Attached (Extraterritorial Income Exclusion) Was a qualified sub S subsidiary election terminated or revoked?

# **Shareholder Information**

Identification Number Street Address City State ZIP Code Resident State Ownership %

# Stock Ownership

Shareholder Name Number of Shares Owned at Year End

# Shareholder's Basis

Stock Basis At Beginning Of Tax Year Prior Year Loss In Excess Of Basis Principal Amount Of Debt Owed To Shareholder At Beginning Of Tax Year Debt Basis At Beginning Of Tax Year, If Diff.

#### **Does Not Covert: Estimated Tax Payments**

We do not convert any estimated payment that has been applied to the future tax year. You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the number 1 and press enter. This will take you to Form 1120S pages 1 and 2. Find the line for Federal Overpayments credited to the future year. With this field highlighted, type in the amount that needs to transfer to next year's program. This amount can be found at the bottom of page 2 of Form 1120S.

# **Ordinary Income**

Other Income

# Cost of Goods Sold

Additional Section 263A Costs Other Costs Ending Inventory Inventory Method: Cost Inventory Method: Lower of Cost or Market Inventory Method: Other Method Rules of Section 263A Apply

# **Ordinary Deductions**

Taxes other Other-Ordinary Deductions Allocation Method (Mandatory) Other Information

# Depreciation (4562)

Description of Property Form Activity Name or Number Category Gulf Opportunity Zone Asset: 1=Yes, 2=No Cost or Basis Method Life or Class Life

1=Half-Year, 2=Mid-Quarter Amortization Code Section Prior Section 179 Expense Prior Depreciation Basis Reduction (ITC, Etc.) AMT – Basis AMT – Real Property, 2=Leased Personal Property (Pre-1987) AMT – Prior Depreciation (MACRS Only) Percentage of Business Use (.xxxx) General Asset Account Election Alternative Depreciation System (ADS) 150% DB Instead of 200% DB (MACRS Only) 1=IRS Tables, 2=DB/SL Formula (MACRS) **Qualified Indian Reservation Property** Qualified Disaster Property Listed Property Sport Utility Vehicle Over 6,000 Pounds Date Sold or Disposed of (m/d/y or -m/d/y) Sales Price Expenses of Sale Simplified Method Blank=1245, 1=1250, 2=1252, 3=1254, 4=1255 Section 1250 Applicable Percentage, if Not 100% (.xxx) Total Gain (loss) Ordinary income portion under recapture rules

#### Items to Note: Current Depreciation Calculations

# Please see the cover page for information about current depreciation calculations

#### Farm Income / Expenses

Principal Product Employer ID Number (if Different) Agricultural Activity Code Accounting Method: Cash 2=Accrual Do Not Materially Participate Cost of Livestock, Produce Purchased During the Year Ending Inventory of Livestock, Etc.

# Schedule K Income and Deductions

Other Income (Loss) Section 59(e) (2) Election Expenses Other Deductions

#### Does Not Covert: 179 Carryover

You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the numbers 179 and press enter. This will take you to the Form 4562. At the very bottom of Part I, is a line that calculates what the 179 carryover to the next year will be. Highlight the field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on Form 4562 page within the Lacerte program.

# Rental Real Estate Activities (Form 8825) Worksheet

Kind of Property Street address City State Zip Code Type of Property Other type of property Delete Next Year Other Expenses

# Disposition (Schedule D, 4797, Etc.)

Description of Property Date Acquired (m/d/y or -m/d/y) Date Sold (m/d/y or -m/d/y) Short-Term, 2=Long-Term Gross Profit Ratio (.Xxxx Or 100%) (6252) Prior Years' Payments Ordinary Income (-None, Triggers 4797) Disposition of Asset With Prior Section 179 Expense Like-Kind Property Received: Description Like-Kind Property Received: Date Property Identified (m/d/y) Like-Kind Property Received: Date Property Received (m/d/y) Related Party: Name Related Party: Street Address Related Party: City Related Party: State Related Party: ZIP Code Taxpayer ID Number Relationship to Taxpayer Marketable Security

#### Noncash Contributions (8283)

Name of Charitable Organization Donee: Street Address, City, State, and Zip Code

# Credits (Schedule K)

Real Estate Rehabilitation Expenditures Rental Real Estate Credits Other Rental Credits Other Credits and Credit Recapture 8941: Individuals Considered Employees

#### Schedule A (8609) / LIH Recapture (8611)

Kind of Building Building ID Number Date Placed in Service (m/d/y) Newly Constructed or Existing Building, 2=Section 42(e) Rehabilitation Expenditure S Corporation Does Not Have Form 8609 Issued By the Housing Credit Agency Building Qualified as Part of a Low-Income Housing Project and Met Section 42 Requirements: Yes, 2=No Decrease in the Building's Qualified Basis for This Tax Year Eligible Basis from Form 8609, Part II, Line 7b Low-Income Portion (Line 2) (.xxx) Credit Percentage from Form 8609, Part I, Line 2 (.xxx) Maximum Housing Credit Available from Form 8609, Part II, Line 1b

# **Other Schedule K Items**

Foreign Transactions – Foreign Country Foreign Income Sourced at Corporate Level – Listed Categories Deductions Allocation/Apportionable at Corporate Level – Listed Categories Reduction in Taxes Available for Credit Other Foreign Transactions Other AMT Items Other Items and Amounts (Line 17d)

# Balance Sheet (Assets) – Ending Amounts Only

Cash Accounts Receivable Less Allowance for Bad Debts Inventories, if Different from Screen 14 U.S. Government Obligations Tax-Exempt Securities Other Current Assets Loans to Shareholders Mortgage and Real Estate Loans Other Investments Buildings and Other Depreciable Assets Less Accumulated Depreciation **Depletable Assets** Less Accumulated Depletion Land (Net of Any Amortization) Intangible Assets Less Accumulated Amortization Other Assets

# Does Not Covert: Buildings, Land, Intangible Assets and Depreciation

You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the number 3 and press enter. This will take you to Form 1200S pages 3, 4 and 5 within ProSeries. Go to page 4 and fill in any end of the year asset entries that are empty due. We only need end of the year amounts due to the beginning year getting discarded during the transfer to next year's program. These amounts can be found on the Form 1120S page 4 within the Lacerte program.

# Balance Sheet (Liabilities and Capital – Ending Amounts Only

Accounts Payable Mortgages, Notes Payable – Current Year Other Current Liabilities Loans from Shareholders Mortgages, Notes Payable – Long-Term Other Liabilities Capital Stock Additional Paid-in Capital Total Retained Earnings Adjustments to Shareholders' Equity Less Cost of Treasury Stock

#### Schedule M-2

Other Additions Other Reductions Other Adjustments Account (Schedule M-2) – Beginning Balance Shareholder Undistributed Taxable Income (Schedule M-2) – Beginning Balance Other Retained Earnings (Schedule L) – Beginning Balance

# Schedule M-3 Input Screen

Schedule M-3: Force, 2=Suppress Filing Schedule M-3 as alternative disclosure under Rev. Proc. 2004-45 Did the corp. prepare a certified audited non-tax-basis income statement? If Income statement was prepared Type of Income statement prepared Worldwide consolidated net income (loss) Accounting standards used for line 4a Net income/loss from Non includible foreign entities Net income/loss from Non includible U.S. entities Net income/loss of other foreign disregarded entities Net income/loss of other U.S. disregarded entities Net income/loss of other qualified sub S subsidiaries Adjustment to eliminations of transactions between incredible entities Adjustment to reconcile income statement period to tax year Other adjustments to reconcile to amount on line 11 Income or Loss from Equity Method Foreign Corporations Gross Foreign Dividends Not Previously Taxed Subpart F, QEF, and Similar Income Inclusions Gross Foreign Distributions Previously Taxed Income or Loss from Equity Method US Corporations US Dividends not Eliminated in Tax Consolidation Income or Loss from US Partnerships Income or Loss from Foreign Partnerships Income or Loss from Other Pass-through Entities Items Relating Reportable Transactions Worthless Stock Losses Other Income/Loss Items with Differences Other Expense Deduction with Differences

# Schedule K-1 Miscellaneous Information

Final K-1

# Federal Taxes

Built In Gain (Loss) Code O (Amount and Description)

#### Does Not Covert: Amounts for a Two Year Comparison

You will need to use the following steps to enter these amounts. Open up the client file, hit Ctrl + F to view forms, type the letters TWO and press enter. This will take you to the Two Year Comparison page. Within the current tax year column, you will want to enter the amounts that were filed from the most recent Form 1120S. These amounts will then transfer to the next year's program to allow for an accurate two year comparison. These amounts can be found on the Form 1120S within the Lacerte program.

# **Partnership Converted Items (1065)**

# **Client Information**

Partnership General Information

# **Miscellaneous Information**

Type of Entity Filing if Other Allow Preparer / IRS Discussion: Yes, 2=No, 3=Blank Rounding Partner Number Partner's capital accounts if "other" Tax Matter Partner Representative if Entity

#### Other Information (Schedule B)

Partners in This Partnership were a disregarded entity.
Foreign or Domestic corporation, Partnership or Trust own, directly or indirectly an interest of more than 50% in profit, loss or capital of the partnership.
Individual or estate owns, directly or indirectly, 50% or more in profit, loss or capital of the partnership.
Partnership owned directly more than 20% or owned, directly or directly, more than 50% of the voting power of any foreign or domestic corporation.
Partnership owned directly an interest of 20% or own, directly or indirectly an interest of 50% in the profit/loss or capital of foreign or domestic partnership.
Partnership is a Publicly Traded Partnership
Part. Has Interest in a Foreign Bank Account
Name of Foreign Country
Partnership is a Grantor of a Foreign Trust
Partnership is making a Sec 754 election.

# Extensions

Qualifies Under Reg. Sec. 1.6081-5

#### Partner Information

Partner General Information Type of Entity If LLC, Federal Classification Nominee General Partner or LLC Manager Passive Partner Foreign Partner

#### Partner Percentages

Profit Sharing – End of Year Loss Sharing – End of Year Ownership of Capital – End of Year

#### Cost of Goods Sold (Schedule A)

Additional Section 263A Costs Beginning Inventory Ending Inventory Method: Cost Method: Lower of Cost or Market Other Method LIFO Inventory Method Adopted Closing Inventory under LIFO Rules of Section 263A Apply

# Farm Income (Schedule F)

Agricultural Activity Code Accounting Method: Cash, 2=Accrual Did Not Materially Participate (Sch. F Only) This business activity is within the gulf opportunity zone Ending Inventory of Livestock, Etc. – Accrual Method

# Depreciation (4562)

Description of Property Form Number of Form Category Date Placed in Service Cost or Basis Method Life or Class Life Half-Year, 2=Mid-Quarter Amortization Code Section Prior Section 179 Expense Prior Depreciation Basis Reduction (ITC, etc.) AMT – Basis AMT – Real Property, 2=Leased Personal Property (Pre-1987) Percentage of Business Use (.xxxx) General Asset Account Election Alternative Depreciation System (ADS) 150% DB Instead of 200% DB (MACRS Only) IRS Tables, 2=DB/SL Formula (MACRS) Qualified Indian Reservation Property Qualified Disaster Property Listed Property Date Sold or Disposed of (m/d/y or -m/d/y) Elect Simplified Method Sales Price Expenses of Sale Blank=1245, 1-1250, 2=1252, 3=1254, 4=1255 Section 1250 Applicable Percentage, if Not 100% (.xxx)

Items to Note: Current Depreciation Calculations

Please see the cover page for information about current depreciation calculations

# Rental Real Estate Activities (Form 8825)

Kind of Property Street address City State Zip code This Business Activity is Within the Gulf Opportunity Zone

# Dispositions (Schedule D, 4797, Etc.)

Description of Property Date Acquired (m/d/y or -m/d/y) Date Sold (m/d/y or -m/d/y) Short-Term, 2=Long-Term Gross Profit Ratio (.Xxxx Or 100%) Prior Years' Payments Ordinary Income (-None, Triggers 4797) Disposition of Asset w/ Prior Section 179 expense Like-Kind Property Received – Description Like-Kind Property Received – Date Property Identified (m/d/y) Like-Kind Property Received – Date Property Received (m/d/y) Related Party: General Information Taxpayer ID Number Relationship to Taxpayer Marketable Security

# Credits

Indian Employment Credit – 1993 Qualified Wages Indian Employment Credit – 1993 Qualified Health Insurance 8941 Employees

# Low-Income Housing

Kind of Building Building ID Number Date Placed in Service (m/d/y) Newly Constructed or Existing Building, 2=Section 42(e) Rehabilitation Expenditure Partnership Does Not Have Form 8609 Issued By the Housing Credit Agency Building Qualified as Part of a Low-Income Housing Project and Met Section 42 Requirements: Yes, 2=No Decrease in the Building's Qualified Basis for This Tax Year Eligible Basis from Form 8609, Part II. Line 7b Low-Income Portion (Line2) (.xxxx) Credit % from Form 8609, Part I, Line 2 (.xxxx) Maximum Housing Credit Available from Form 8609, Part I, Line 1b

# **Other Schedule K Items**

Other Income (Loss) Other Deductions Other Sec 59 (e) (2) election expenses Real Estate Rehab. Expenditures Rental Real Estate Credits Other Rental Credits Other Credits Foreign Transactions – Foreign Country Foreign Income Sourced at Partnership Level – Listed Categories Deductions Allocation / Apportionable at Partnership Level – Listed Categories Reduction in Taxes Available for Credit Other Foreign Transactions Other AMT Items Other Items

# Does Not Covert: Section 179 Carryover

You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms and with your mouse, choose form "Form 4562: 179". At the very bottom of the Part I is a line that the 179 carryover is calculated. For this field, press Ctrl + D to override and type in the amount that needs to transfer to next year's program. This amount can be found on the Form 4562 Part I within the Lacerte program.

#### Passthrough Entity K-1 Information

Name of K-1 Entity Address of K-1 Entity Employer Identification Number

# Balance Sheet – Ending Amounts Only

Other Current Assets Other Investments Other Assets Other Current Liabilities Other Liabilities Partner's Capital Account

#### Does Not Covert: Buildings, Land, Intangible Assets, Depreciation and Partner's Capital Account

You will need to use the following steps to enter this amount. Open up the client file, hit Ctrl + F to view forms, type the number 4 and press enter. This will take you to Form 1065 pages 4 and 5 within ProSeries. Go to page 5 and fill in any end of the year asset entries that are empty due. We only need end of the year amounts due to the beginning year getting discarded during the transfer to next year's program. These amounts can be found on the Form 1065 page 5 within the Lacerte program.

#### Schedule M-1

Income on Schedule K Not Recorded on Books Expenses on Books Not on Schedule K – Non-Deductible Expenses Expenses on Books Not on Schedule K – Other Income on Books Not on Schedule K – Tax-Exempt Income Income on Books Not on Schedule K – Other Deductions on Sch. K Not Charged Against Book Income – Other

#### Schedule M-3 Input Screen

Filing Schedule M-3 as alternative disclosure under Rev. Proc. 2004-45 Complete columns (a) and (d) of Parts II and III Did the partnership file SEC Form 10-K Does the partnership prepare a certified Audited Non-tax basis statement Reportable entity partner Identifying number Maximum percentage owned Type of Income statement prepared Accounting standards for Worldwide consolidated income Net income from non includible foreign entities Net loss from non includible foreign entities Net income from non includible US entities Net loss from non includible US entities Net income/loss from other foreign disregarded entities Net income/loss from other US disregarded entities Net Income (Loss) Reconciliation

Income or Loss from Equity Method Foreign Corporations Gross Foreign Dividends Not Previously Taxed Subpart F, QEF, and Similar Income Inclusions Gross Foreign Distributions Previously Taxed Income or Loss from Equity Method US Corporations US dividends not eliminated Income or Loss from US Partnerships Income or Loss from Foreign Partnerships Income or Loss from Other Pass-through Entities Items Relating Reportable Transactions Worthless Stock Losses Adjustments to eliminate transactions between includible and non includible entities. Adjustments to reconcile income statement period to tax year. Other Income/Loss Items with Differences

# Schedule K-1 Supplemental Information

Schedule K-1 Supplemental Information

# Partner Schedule K-1 Misc. Information

Final K-1: 1=Yes, 2=No Partner's Capital Account: 1=Tax Basis, 2=GAAP, 3=704(b) Book Partner's Capital Account: Other

#### Does Not Covert: Amounts for a Two Year Comparison

You will need to use the following steps to enter these amounts. Open up the client file, hit Ctrl + F to view forms, type the letters TWO and press enter. This will take you to the Two Year Comparison page. Within the current tax year column, you will want to enter the amounts that were filed from the most recent Form 1040. These amounts will then transfer to the next year's program to allow for an accurate two year comparison. These amounts can be found on the Form 1065 within the Lacerte program.