Lacerte® Tax Software

Getting Started Guide
Tax Year 2013

Welcome to your Lacerte products! We appreciate your business.

Please follow steps 1 through 4 in this guide:

- **Step 1:** *Install the Final 2012 Program*
- **Step 2:** *Install the 2013 Program*
- **Step 3:** *Transfer Your Clients*
- **Step 4:** *Learn How to Get Upcoming TY13 Releases*
- **Step 5:** *Review Lacerte's 27 Time-Saving Features*

For assistance, please visit
www.lacertesoftware.com/support
or contact us at 800-933-9999.

Step 1 | Install the Final 2012 Program

Use the steps below to install the final version of your 2012 Lacerte Tax program, which includes the Tax Year 2013 Proforma and Tax Organizer products. You will need the Proforma tool to transfer your 2012 clients to the 2013 tax program.

Follow these steps to install the final version of the 2012 program:

Option A: Install by CD or from My Account

1 Close all programs.

2 Insert the **2012 Lacerte Proforma CD** in your CD drive, or click the **Download 2012 Lacerte Tax Program** from My Account on our Web site, and then click **Next** at the Welcome screen. (See page 11 if you need more information about Web Downloads).

> **Note:** If the installation wizard does not automatically start, click the **Start** button, select **Run**, and then type **D:\setup** (use the correct drive letter for your CD drive if it's not D).

3 Follow the simple instructions on each wizard screen.

Option B: Download from within Lacerte

1 Open **2012 Lacerte Tax program**.

2 On the Tools menu, select **Lacerte Updates**.

3 Click the **Update** button.

After you install the 2012 Lacerte Tax program, please go to the next section to install the 2013 Lacerte Tax program and transfer your prior year clients.

Step 2 | Install the 2013 Program

During tax season, we will have several product releases as we continue to update the program with tax changes. To keep your tax products up-to-date, please install each new release as soon as possible.

Note for Network Users: Be sure to obtain all administrator or supervisory rights before installing the program.

Follow these steps to install the 2013 program:
Option A: Download from the Web (see below)
Option B: Install by CD (see page 3)

Instructions for Download from the Web:

1 Log in to the **My Account** website.

If you do not have an account, click on **Create Account**.

2 Select **My Lacerte** and then **Downloads**.

3 Click the link titled **Download 2013 Lacerte Tax Program**.

4 Click **Download Now**.

A dialog box will appear asking you to open or save the installer file. We recommend you click **Save** so you can later access it for each new release. Save the installer file to your Desktop or to a folder where you can easily find the installer file.

5 When the download of the installer file is complete, click **Run** to begin the installation.

**6** Click **Next** on the Welcome screen to continue.

Follow steps 3 and above as stated in **Option B: Install by CD** (on page 3)

Instructions for Install by CD:

1 Close all programs.

2 Insert the **2013 Lacerte CD** in your CD drive, and then click **Next** at the Welcome screen.
(See page 11 if you need more information about Web Downloads).

> **Note:** If the installation wizard does not automatically start, click the **Start** button, select **Run,** and then type **D:\setup** (use the correct drive letter for your CD drive if it's not D).

3 When asked to **Verify Firm Information,** please carefully review the information, and then choose **Yes** or **No.** *If you select Yes, you will continue with step 4. If you select No, you will see the screen below, which will guide you through a few ways to get your Preparer License File (when finished, you will continue with step 4).*
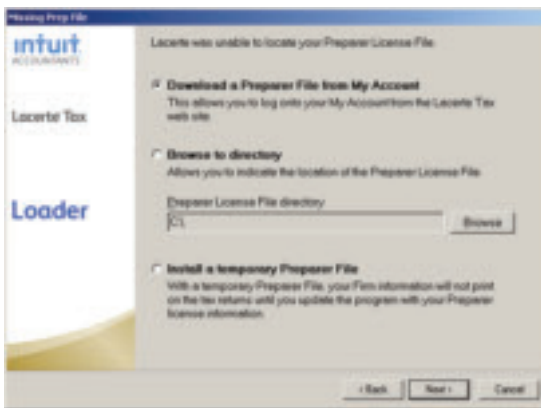
4 To continue with the installation, please read and accept the **End User License Agreement,** and then click **OK.**

5   Select the **Programs** you want to install, and then click **Next.**

> If you did not purchase a license for DMS OR Tax Planner, you can still select it to install a demo version for evaluation purposes.
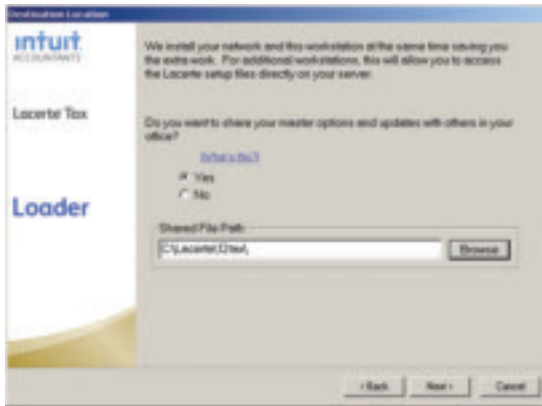
> **Note:** If you selected DMS, this installation will start as soon as Lacerte Tax is finished.

> **Note for DMS Users:** If you download your 2013 tax software from the web versus the included CD, DMS was not included in your download. To install DMS, you will need to login to My Account, click My Lacerte, and download DMS from that page.
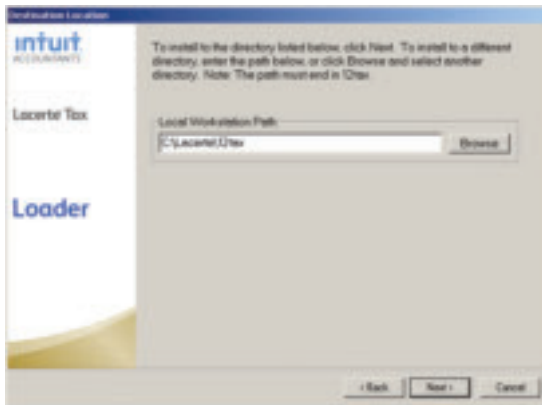
6   Verify the **Destination Location,** type a new location in the box, or click **Browse** to choose a location, and then click **Next.** *(The installation uses the same path as last year, or if you're a new user, it uses the default path).*

> **Note for Network Users:** First, you will need to enter a shared network location, and then a location for the workstation you're on. Be sure the network path you choose is a shared location, so your network workstations can easily access Master Options and Program Updates.

Network users only (Shared Location):

All users (Workstation Location):

7. In the **Select States** dialog, choose only the products you need for tax season, and then click **Next.** The products you choose are the ones that will be updated throughout tax season via major releases, Internet Updates, and Web downloads. Being selective on this screen will eliminate the need for unnecessary notifications that don't apply to you, and will reduce the size of the downloads.

8. In the **Lacerte Update Scheduler** dialog, select **Yes** or **No,** then click **Next.**

9. In the **Review Current Settings** dialog, verify the settings, and then click **Install.** Click the **Back** button if you need to make changes.

❿ For non-network users, when the **Installation Complete** dialog appears, click **Finish.** *Your installation is now complete!*

For network users, when the **Installation Complete** dialog appears, click **Finish** to install the program to the workstation you're on. *Then, go to the next section to install the program on each additional workstation!*

> **Note:** The loader may install additional components after the tax program is done. Please wait for these components to finish installing.

Additional Instructions for Network Users

If you installed the network version, you must also install the tax program on each workstation. Then, you will be able to grant and revoke rights for Lacerte users on your network.

Part 1: Install the Program on Each Workstation

After installing the program on the network server, follow these steps to install the tax program on each workstation: (Then, whenever new versions are installed on your network server, all workstations will automatically be updated as well).

❶ Go to a workstation on which you want to install the Lacerte program, and then close all programs.

❷ Click the **Start** button, and then select **Run.**

❸ In the box, type the following:
X:\lacerte\13tax\setup13\taxsetup.exe
(Use the correct drive letter and/or directory for your network if they're not X:\lacerte).

❹ In the **Destination Location** dialog, verify the local workstation path, type a new location in the box, or click **Browse** to choose a location.

❺ In the **Review Current Settings** dialog, verify the settings, and then click **Install.** Use the **Back** button if you need to make changes.

❻ When the **Installation Complete** dialog displays, click **Launch Lacerte.**

> **Note:** The loader may install additional components after the tax program is done. Please wait for these components to finish installing.

❼ Repeat steps 1 through 6 on each applicable workstation.

Part 2: Grant Lacerte User Rights on Your Network

Using the steps below, Lacerte provides your network administrator the ability to grant and revoke Trustee Rights for each user on your network:

1. Be sure all network users have closed the tax program.

2. Open the **2013 Lacerte Tax program.**

3. On the **Settings** menu, click **Master Options.** If prompted, enter the master password, and then click **OK.**

4. Click the **Trustee Rights** tab.

Click here to assign Trustee Rights.
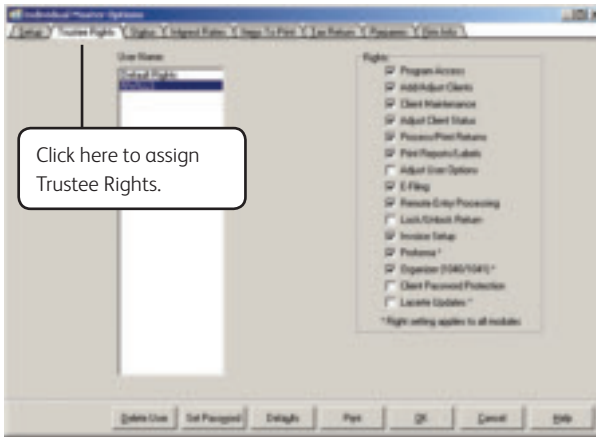
5. In the **User Name** list, select a user. (Clicking **Default Rights** will set default rights for all new users).

6. Use the **check boxes** to grant or revoke the available rights. Press **F1** to learn more about each option listed.

7. Repeat steps 5 and 6 for each user.

8. Click **OK.**

> **Note:** If you have revoked rights for Lacerte Updates, users will not be notified of updates and can not download them. Their workstations will be updated when opening or closing Lacerte, if an update has been downloaded.

Part 3: Verify Rights and Permissions on Your Network

Before accessing the program, verify that your network users have the network Full Control Permission to the Lacerte Tax program, Data Path, and System File Path.

Step 3 | Transfer Your Clients

The Proforma Wizard simply transfers your 2012 client data files to the 2013 Lacerte Tax program. **Please do <u>not</u> use this section if you already transferred your 2012 clients.**

Follow these steps to run the Proforma Wizard:

1 Open the **2012 Lacerte Tax program**.

If this is your first time to open the 2012 program since installing the 2012 Proforma release, you will be prompted with this dialog:
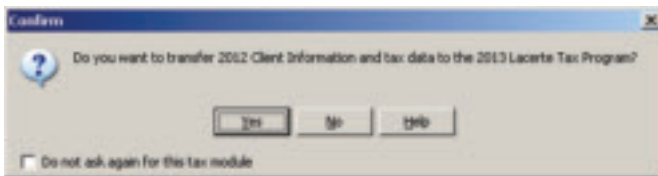
2 In the **Confirm** dialog, click **Yes** to start the Proforma Wizard, as follows:

> **Note:** If you are not prompted with the dialog above, please do this: From the **Clients** screen, go to the **Tools** menu, and then click **Transfer Clients (Proforma to 2013)**.

3 Follow the simple instructions on each wizard screen, and use the buttons at the bottom of the screens to move through the wizard.

4 When you finish the Proforma Wizard, close the 2012 Lacerte Tax program.

Next time you open the 2013 Lacerte Tax program, your transferred clients will automatically appear.

> **TIP!** The Tax Organizer and E-Organizer products are also included on this 2012 Proforma release. To access them, from the **Clients** screen, go to the **Tools** menu, and then click **Organizer**.

Step 4 | Learn How to Get Upcoming TY13 Releases

It is critical that you always have the most up-to-date version of the 2013 Lacerte Tax program. Because all remaining TY13 product releases will be available via the Internet only, please be sure you are familiar with the following two methods of getting the latest version. **Either method below will provide you with all remaining releases offered in TY13.**

Lacerte Updates (get releases from within the program)

> **Note:** You must have the 2013 tax program currently installed to use Lacerte Updates.

As long as you have the 2013 tax program installed, you can simply get upcoming product releases from inside the program as they become available. Just follow the easy steps below.

Also, if you just installed 2013 Lacerte Tax program, please use these steps to check for product updates now. Going through the Lacerte Updates wizard now will speed up the process going forward.

1. Open the **2013 Lacerte Tax program.**
2. From the **Tools** menu, select **Lacerte Updates.**
3. Follow the simple instructions on each wizard screen.

You can also use the **Lacerte Update Scheduler**, a simple tool that works in conjunction with Lacerte Updates. It runs in the background so it won't interrupt your normal workflow, and it automatically checks for updates and downloads them at pre-set time intervals. The Scheduler installs automatically whenever you install any Lacerte Tax program. To get started, just right-click the Update Scheduler icon in your System Tray, located in the lower right-hand corner of your screen.

Web Downloads (get releases from our Web site)

> **Note:** You do **not** need to have the 2013 tax program currently installed to get Web Downloads.

Using the My Account feature on our Web site, follow these steps to download upcoming product releases as they become available (including 2013 Lacerte Tax - Release 1). Because you don't have to have the 2013 tax program currently installed, you can use these steps rather than installing the CDs.

> **Note:** To complete this process, you must be signed up for My Account and have your login credentials (username and password) ready to enter.

1. Go to our Web site at **www.lacertesoftware.com.**
2. Click the **My Account** link.
3. Login to **My Account** (if prompted).
4. Click **My Lacerte**, and then **Downloads**.
5. Click the link for the tax year you want (for example, Download 2013 Lacerte Tax Program).
6. Click the **Download Now** button, and then click **Run.** (If using FireFox, you will be prompted to Save the setup file to your computer before running it).

Step 5 | Lacerte's 27-Time Saving Features

The following features are included in your Lacerte tax program at no additional cost - designed to help you speed through your tax workflow.

Quickbooks Integration

1. SmartMap / Trial Balance Utility

What it Does:
Imports account balances from any accounting software (including Quickbooks) or Excel directly into Lacerte.

How To Use it:
Click TRIAL BALANCE tab > IMPORT. Under the SmartMap column, click magnifying glass. Click POST TO RETURN

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver1

2. Export Depreciation

What it Does:
Exports the depreciation data for a client into a comma separated file (.CSV) for use in other applications.

How To Use it:
1. Highlight the client(s) file containing the depreciation data to be exported.

2. Click the Client menu and select Export, then Export Depreciation to File.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver2

Data Entry

3. Family Link

What it Does:
Automatically populates client data on form 8615 based on the parent's income. This is sometimes referred to as the Kiddie Tax.

How To Use it:
1. Complete the parent's and child's returns.
2. Go to the Tools menu and select Family Link (8615).

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver3

4. Schedule D Import

What it Does:
Automatically enters 1099 info into returns from Excel.

How To Use it:
From the CLIENT menu, click IMPORT > SCHEDULE D IMPORT.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver4

5. e-Organizer (Additional cost for REP and Lacerte 200 customers)

What it Does:
Helps you get the information you'll need from your clients to prepare their returns (e.g. itemized deductions).

How To Use it:
Go to the Tools menu, select Organizer.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver5

6. Fixed Asset Import Tool

What it Does:
Allows you to import fixed assets from an Excel Spreadsheet (.xls file). Best used for new clients or existing clients with several asset purchases in a given year.

How To Use it:
1. Go to the detail screen for the client you want to import

2. Go to Screen 22 (Depreciation)

3. Click the Fixed Asset Import button (about a third of the way down in the depreciation screen)

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver6

7. K-1 Transfer Utility

What it Does:
Automatically imports K-1 data into Individual returns from Partnership, S-Corporation, and Fiduciary business returns and between business returns.

How To Use it:
1. Mark the Return to be exported
2. Then choose to export or import the K-1 data

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver7

8. Like Kind Exchange Wizard

What it Does:
Saves time on accounting for like-kind exchanges in your client's tax return.

How To Use it:
To enter a 1031 Exchange, on the DISPOSITION screen, select the asset and from left menu, pick LIKE-KIND EXCHANGE WIZARD

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver8

9. Prior Year Amounts in Paper and Electronic Organizers

What it Does:
Prepopulates e-organizers with the amounts the client filed in the previous year to help them update the organizer more quickly.

How To Use it:
1. From the client selection screen, go to Tools in the main menu.

2. Select Organizer

3. When the Organizer screen opens, select Print Paper Organizer and select Complete Organizer.

4. Under the Complete Organizer window, select a client file and select Add.

5. Select Organizer Settings and specify settings for the E-Organizer and click OK.

6. Select Print.

7. The Print Complete Organizers options window will open. In the Organizer Print Options section, specify various settings that will impact both the paper and the electronic Organizers including marking the check box Display Prior Year Amounts and click OK.

Note: If you're a new Lacerte customer, the prior year amounts included in prior year returns will not flow to the organizers.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver9

Filing Returns

10. Batch File Extensions

What it Does:
Allows you to e-file multiple extensions at once

How To Use it:
1. Click on the Clients tab

2. Highlight the client files to e-file by holding down CTRL and clicking each client or click F3 to select them all.

3. Click on E-File

4. Click on Start E-file Extension Wizard

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver10

11. Default E-File

What it Does:
Automatically checks the Federal and state returns for e-file on Screen 1, Client Information.

How To Use it:
1. Click on Settings > Options

2. Select the Tax Return tab

3. Under the Tax Return Options section, change the option "Default to e-file" to Yes or No

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver11

12. Lacerte E-File Atlas

What it Does:
Allows you to quickly access useful information for federal and state efile as well as view How To videos, steps and information on resolving rejects.

How To Use it:
Click E-File on the top menu, and then select View the efile Atlas.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver12

13. E-File Wizard

What it Does:
Helps you quickly select, validate, review and send returns.

How To Use it:
Click E-File on the top menu bar and then select Start e-file Return Wizard.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver13

14. Estimates

What it Does:
Automatically generates and prints estimated payments for clients based on specific inputs from the client (e.g. how much they want to pay and when).

How To Use it:
Go to Screen 7.1, Estimates (1040-ES)

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver14

Billing

15. Export Billing

What it Does:
Automatically generates client invoices in Quickbooks for services rendered by using information stored in your Lacerte Tax Software.

How To Use it:
Under the Tools menu select Import/Export Data, then select Export Billing Information to QuickBooks

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver15

Preparing Returns

16. Split screen

What it Does:
View tax return forms and data entry fields side by side saving you time from going back and forth between the details tab and the forms tab. Great for reviewing tax returns and preparing "what if" scenarios for clients.

How To Use it:
1. Click on a client file

2. From the top menu bar, click View > Details/Forms Split View

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver16

17. Govt Instructions

What it Does:
Allows you to access, from within Lacerte, the government instructions for the most common forms supported by Lacerte that have instructions published by the agency that created the form.

How To Use it:
1. Start by viewing the desired form on the Forms tab.

2. Locate the Gray Forms title bar above the top of the form.

3. Click the "Govt Instructions" button.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver17

18. Form Status Notification Tool

What it Does:
Provides the most up-to-date status of tax forms for use in Lacerte. Use this tool to find historical Lacerte release time frames for those forms that have yet to be approved by Federal and/or State taxing agencies, or the actual Lacerte web download date for those forms that have been approved.

How To Use it:
1. Go to http://lfs.intuit.com and Log into My Account as you normally would.

2. Select the Federal or State agency

3. Select the Module

4. Scroll through the list of Forms to view the Current Status

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver18

Data Review

19. Audit Checks

What it Does:
Keeps track of what data fields have been audited or reviewed

How To Use it:
Open the form you want to audit. Click the box of the value that has been verified and to display a green check.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver19

20. Input Warnings for E-File

What it Does:
Triggers a critical diagnostic when input is missing, incomplete or present that would likely result in the e-filed return being rejected by the agency.

How To Use it:
1. Mouse over the error indicator (appears as a red and white exclamation mark)

2. In the text box that appears, click the link to go to the input field generating the error

3. Correct the error and click the Clients or Forms tab

4. The critical diagnostic will disappear

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver20

21. Jump to Input

What it Does:
Allows you to go from a line on the form to the corresponding input field in the Detail screen.

How To Use it:
1. At the Forms tab, position the cursor over a line on the chosen form until the cursor changes to a check mark.

2. Right-click on the line and click on Jump to Input from the menu.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver21

22. Lockable Returns

What it Does:
Protects your tax returns from any changes including program updates.

How To Use it:
Select a client in the client list, right-click and select Lock Return.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver22

23. Married Filing Separate/Joint Split

What it Does:
Allows you to split a joint return, compare MFJ vs. MFS, and review the entries made in the return to ensure that everything is allocated to either the taxpayer or spouse.

How To Use it:
1. On Screen 1 (Client Information), mark the MFJ vs. MFS Comparison checkbox

2. Click on the Detail tab, then click on Screen 1, Client Information

3. Under the Filing Status section, check the box for MFJ vs MFS Comparison

4. Once the return is ready to be split, go to the Forms tab > select the MFJ vs. MFS worksheet > select "Click here to split the return"

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver23

24. Missing Data Utility

What it Does:
Allows you to track and e-mail a list of missing data to your clients.

How To Use it:
Right-click each field missing data and choose MISSING DATA.   When done, click TOOLS > MISSING DATA > CREATE EMAIL.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver24

Productivity Tools

25. Views and Display

What it Does:
Allows you to change multiple views and displays in Lacerte, including the ability to customize the welcome screen, access the specific information you need right on the Clients tab, and view multiple input screens and multiple forms at once.

How To Use it:
There are several views and displays you can change and customize in Lacerte. Click here to watch a video outlining those options.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver25

26. Sticky Notes

What it Does:
Reminds you of a certain task, form, or client. They can be either client specific or generic to all forms within all clients.

How To Use it:
1. Drag and Drop the yellow square note icon from the toolbar to the location where you want the note.

2. Type your text in the Add New Note box

3. If you want the note to be seen in all clients, remove the check next to Client Specific

4. Click OK.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver26

27. Shortcut Keys

What it Does:
26 Lacerte keyboard combinations to help you quickly navigate through the program.

Where to Find More Information on This Feature:
IntuitAccountants.com/LacerteTimeSaver27

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Tax Year 2013

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