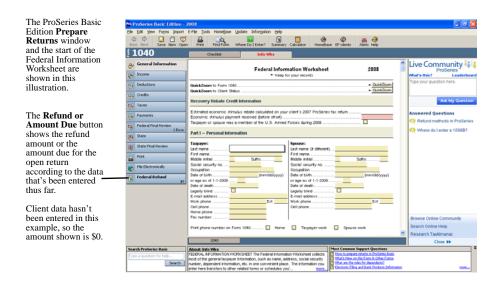
Welcome to ProSeries® Basic Edition tax software

ProSeries Basic Edition is an easy-to-use, professional-strength tax program that includes everything you need to prepare federal and state individual returns. The ProSeries Basic Edition program:

- Helps you prepare 1040 returns using a step-by-step process
- 1 Provides checklists that prompt you to ask clients the right questions
- 1 Provides one-click access to form instructions and tax-scenario guidance
- 1 Contains comprehensive error-checking diagnostics
- 1 Lets you e-file your clients' returns
- 1 Delivers professional-looking printed output
- Offers in-product support when you need it
- Includes extended hours of toll-free phone support during tax season

For information about this topic

Computer system requirements and recommendations
Getting ready for the tax season
Installing ProSeries Basic Edition software
Setting up the ProSeries Basic Edition program
Transferring data from last year's ProSeries client file
Product licensing
Keeping your tax products up-to-date
Preparing your clients' returns
Getting information and help
Electronic filing
Bank Products



Computer system requirements

Make sure the computer on which you intend to use ProSeries Basic Edition software meets or exceeds the minimum requirements for all relevant components. If you want to use a plug-in utility named Get System Info to get information about your system, go to http://web.intuit.com/support/sysinfo, then follow the instructions.

The minimum requirements shown below should provide adequate performance on most computer configurations. Systems that don't meet the minimum requirements may not operate as designed. For more information about how system requirements can affect the operation of ProSeries Basic Edition software, go to http://www.proseries.com, select **Products**, then select either Basic or **Professional**, and finally select the **System Requirements** tab.

Component	Recommendation	Minimum Requirement
Computer	2.0 GHz or faster	1.0 GHz
Memory	1 GB RAM or more. More memory normally results in improved performance.	512 MB RAM. More memory may be required if you install many products and have a large number of clients. For Windows Vista operating systems, we recommend at least 1 GB RAM.

Component	Recommendation	Minimum Requirement
Hard disk space	2 GB or more, depending on the number of products you install and the number of clients you have.	850 MB. More space may be required if you install many products and have a large number of clients.
Windows operating system	One of the following: • Windows XP - Professional edition (service pack 3 or later) • Windows Vista - Business edition, (service pack 1 or later)	One of the following: Windows XP - Home or Media edition (service pack 3 or later) Windows Vista - Home Basic, Home Premium, or Ultimate edition, (service pack 1 or later)
Screen resolution	1024 x 768 or higher	1024 x 768
Printer	Hewlett-Packard LaserJet or PCL (Printer Control Language) compatible printer with 2 MB of printer memory	Hewlett-Packard LaserJet or PCL (Printer Control Language) compatible printer with 2 MB of printer memory.
	Note: Inkjet printers are not recommended.	Note: GDI printers are not supported.
CD drive	24X or faster	12X or faster
Internet connection	High-speed Internet connection, such as T-1, DSL, or cable modem	56.6 K modem
Internet Browser	Microsoft Internet Explorer 6.0 or later.	
	Note: Internet Explorer 6.0 is installed if Internet Explorer 6.0 or later isn't already installed.	
Internet Service Provider (ISP)	None required, but an ISP is required for features that use the Internet, such as electronic filing and the online delivery of ProSeries Basic Edition products and product updates.	
	ProSeries Basic Edition software wo if you have a specific question.	rks with most ISPs. Contact your ISP

Getting ready for the tax season

Know your responsibilities. You and your clients are responsible for correctly reporting all information that is required by the Internal Revenue Service or applicable state taxing agency, and for the accuracy of each return that you file.

Be familiar with your computer system. If you're unfamiliar with the basic operation of your computer or your Microsoft Windows operating system, read the owner's guide for your computer or Windows help.

Understand the ProSeries Basic Edition License Agreement. The ProSeries Basic Edition License Agreement appears at the start of the installation procedure. After the software has been installed, you can review the ProSeries Basic Edition License Agreement by selecting **License Agreement** in the Help Center.

Please note the following conditions of the ProSeries Basic Edition License Agreement:

- 1 You are licensing the software for use by a named entity and its employees at one identified location.
- You are representing to Intuit[®] that the firm name and address you provide is the primary firm name and location used in the normal course of business.
 - This is the name and address under which you market yourself and your professional services.
 - This firm name and address will appear in the "Paid Preparer" designation on tax returns
- You may enter information about multiple preparers, provided that they all are employees of the firm listed at that particular address.

Important:

Multiple preparers who operate as separate and distinct firms—even if they share office space—are considered to be unique and each preparer must purchase a license for his or her own copy of ProSeries Basic Edition software.

Preparing for electronic filing

Electronic Filing Identification Number (EFIN). You must have an IRS-issued Electronic Filing Identification Number (EFIN) if you want to file your clients' federal returns (or extension request forms) electronically. In addition, you must be able to connect to the Internet from the computer on which you install the ProSeries Basic Edition program.

Applying for an EFIN

If you are new to electronic filing or no longer have a valid EFIN, you can apply for one using either of the following methods:

- Online. To use the IRS *e-file* application, go to http://www.irs.gov, click the IRS e-file logo, click on the **e-services** link in the **e-file for Tax Professionals** section, then follow the instructions on the screen.
- Form 8633. Submit Form 8633, Application to Participate in the IRS *e-file* Program.

Important:

You must use the version of Form 8633 dated July 2003. If you submit an earlier version, the IRS will reject your application. The IRS recommends that you submit your application at least 45 days prior to the date that you intend to begin filing returns electronically. You can find Form 8633 and information about electronic filing at the IRS Web site, which is http://www.irs.gov.

Tip:

The IRS strongly recommends that you use the Online method to apply for an EFIN.

You can find information about electronic filing at http://www.proseries.com. Select **Products**, then **E-File Resources** at the bottom of the page. If you have additional questions about electronic filing, call the IRS e-help desk at 1-866-255-0654.

State enrollment requirements

Some states require additional electronic filing enrollment paperwork. Verify the electronic filing enrollment requirements for each state where you plan to file returns electronically.

For more information about electronic filing, see Filing returns electronically on page 77.

Preparing to offer bank products

When you file your clients' individual returns electronically, they can receive proceeds based on their expected federal refunds in the form of Refund Anticipation Loans (RALs), Refund Anticipation Loan Direct Deposits (RALDDs), Refund Transfers (RTs), and Refund Transfer Direct Deposits (RTDDs). In addition, your fees can be deducted from the client's refund and deposited into your bank account electronically.

Tip:

Under certain circumstances, you can offer a client an RT or RTDD based on the expected refund from a state return.

Before you can offer bank products to your clients, you must first apply to either Santa Barbara Bank & Trust or Refund Advantage to participate in their banking products program. For more information about bank products, see Overview of Bank Products on page 90.

Ordering presentation folders and envelopes

To purchase presentation folders and window envelopes, call Professional Tax Products at 1-888-236-8137, or go to the Professional Tax Products Web site at http://www.proseriessupplies.com.

Preparing to use your ProSeries Basic Edition products

After you install the software, the ProSeries Basic Edition program performs product licensing, which licenses the software that you ordered to your firm. (For more information, see Setting up the ProSeries Basic Edition program on page 19 and Product licensing on page 31.)

Product licensing information

Product licensing identifies the ProSeries Basic Edition software that's available to you and defines the limits on your use of your ProSeries Basic Edition software.

To see product licensing information **before** you install ProSeries Basic Edition software:

- Review the information on the packing slip that accompanied the ProSeries Basic Edition CD, or
- Go to http://www.proseries.com, then navigate to the **My ProSeries** area

To see product licensing information **after** you install ProSeries Basic Edition software:

Go to the **Information** menu and select **Product Licenses**

Preparing federal returns

When you ordered ProSeries Basic Edition software, you chose one of the following ways to prepare federal returns:

- No limit to the number of federal returns.
- Limit of 50 federal returns. If you need to prepare more than 50 federal returns, prepare the "additional" returns on a pay-per-return basis.

Tip:

Prepare federal returns on a pay-per-return basis. You can prepare federal returns for \$18 per return if you licensed the 50-return option, and you need to prepare more than 50 federal returns.

Preparing state returns

You also chose one of these options for preparing state returns:

- No limit to the number of returns for four states. If you licensed the four-state option, you can prepare an unlimited number of state returns using the four state products that you selected for licensing.
- No limit to the number of returns for two states. If you licensed the two-state option, you can prepare an unlimited number of state returns using the two state products that you selected for licensing.
- Limit of 50 returns for two states. If you licensed the 50-return option, you can prepare up to 50 state returns using the two state products that you selected for licensing. If you need to prepare more than 50 state returns, prepare the "additional" returns on a pay-per-return basis.

Tip: Prepare state returns on a pay-per-return basis. You can prepare state returns for \$14 per return under any of the following circumstances:

- You licensed the two-state option or the four-state option, and you need to prepare returns for other states.
- You licensed the 50-returns for two states option, and you need to prepare more than 50 state returns for those states.
- 1 You licensed the 50-returns for two states option, and you need to prepare state returns for other states.

For more information about using the pay-per-return system, see Using ProSeries Basic Edition products on a pay-per-return basis on page 8.

Electronic filing

If you ordered ProSeries Basic Edition electronic filing capability, all of the following apply to your use of ProSeries Basic Edition software to file federal and state returns electronically:

- Limit of 100 federal returns and the associated state returns. You can electronically file up to 100 federal returns and all state returns that are associated with those federal returns.
- **File more than 100 federal returns electronically.** If you need to electronically file more than 100 federal returns (and the state returns that are associated with those federal returns), file the "additional" returns on a pay-per-return basis.

Tip: File additional federal and state returns on a pay-per-return basis. You can electronically file federal returns for \$3 per return and state returns for \$2 per return using the pay-per-return system.

For more information about using the pay-per-return system, see Using ProSeries Basic Edition products on a pay-per-return basis on page 8.

Monitoring your 50-return or 100-return usage

If you licensed a 50-return preparation option or a 100-return electronic filing option, here's how you can check the status of your use of ProSeries Basic Edition software.

Go to the **Information** menu and select **Return Usage & State License Status**

Tip:

The program informs you when only five returns remain until you reach a 50-return preparation limit or a 100-return electronic filing limit.

Keeping your product licensing information up-to-date

You'll need to update your product licensing information under the following circumstances:

- Before you begin to prepare client returns, you upgrade your ProSeries Basic Edition license. Before you begin to prepare client returns, you can upgrade your license:
 - From the **Basic 50 Returns** package to the **Basic Unlimited Returns** package or the **Basic Unlimited Returns-100 e-File** package, or
 - From the Basic Unlimited Returns package to the Basic Unlimited Returns-100 e-File package
- 1 The ProSeries Basic Edition software or a ProSeries Basic Edition representative instructs you to update your product license information

If either of these situations occur, you'll need to update the product information for your firm. To do so, go to the **Tools** menu, select **License Products**, then select **Online (Recommended)** or **Manual**. For more information, see Updating your firm's product licensing information on page 33.

Using ProSeries Basic Edition products on a pay-per-return basis

When you use ProSeries Basic Edition software on a pay-per-return basis, you might need to:

Add funds to your pay-per-return account balance. Go to the Tools menu, select Pay Per Return, then select Increase account balance.



In the **Increase Account Balance** dialog box, select **Online** or **Manual**, click **OK**, then follow the instructions on the screen.

Authorize payment for pay-per-return processing. If you prepare federal or state returns on a pay-per-return basis, you must authorize the applicable payment for each return before you can print it. If you electronically file federal or state returns on a pay-per-return basis, you must authorize the applicable payment for each return before you can file it electronically.

Check the balance of your pay-per-return account. Go to the Tools menu, select Pay Per Return, then select Show account balance.

Increase the balance of your pay-per-return account. Go to the Tools menu, select Pay Per Return, select Increase account balance, select Online or Manual, click OK, then follow the instructions on the screen.

View or print the Pay-Per-Return audit report. Go to the Tools menu, select Pay Per Return, then select View audit report or Print audit report.

Preparing to provide specific information

You will be prompted for information about the following topics while you're setting up your ProSeries Basic Edition program. (You can enter this information later as you use the ProSeries Basic Edition program, if you prefer.)

For this topic	You should know this
Firm and Preparers	Basic information about your firm and the preparers who will be using the ProSeries Basic Edition software
Electronic Filing	Information about the person(s) who will be the electronic filing contact(s) for your firm (if you're going to offer electronic filing to your clients)
Bank Products	Your bank products registration information, including information about the bank account where your fees will be deposited by Santa Barbara Bank & Trust (if you're going to offer bank products to your clients through Santa Barbara Bank & Trust)

Getting your computer system ready

We suggest that you review the following information before installing ProSeries Basic Edition software.

Internet connectivity

Having an Internet connection is necessary to take advantage of ProSeries Basic Edition features such as online delivery of tax products and tax product updates, product licensing, electronic filing software, bank products software, and the http://www.proseries.com Web sites.

Important:

The computer on which you will install ProSeries Basic Edition software must have a valid Internet connection.

Computer performance

We strongly recommend that you do the following for each computer that will run ProSeries Basic Edition software:

- Install the latest updates for your operating system from http:// www.microsoft.com.
- 1 Use virus-protection software to check for viruses on the hard drive, and use anti-spyware software to check for spyware on the hard drive. Make sure the latest software updates are installed.
- Install a firewall (software or hardware) to prevent unauthorized access to your computer from the Internet.
- Run the Scan Disk and Disk Defragmenter system tools to correct any errors on the hard drive and speed up access to the contents of the hard drive. (For more information, refer to Windows Help.)

Last year's TurboTax data files

If you want to move relevant data from last year's TurboTax[®] data files to last year's ProSeries Basic Edition client files, do the following:

- 1 Make sure you know the location of last year's TurboTax data files.
- 2 If you used ProSeries Basic Edition or ProSeries software to prepare last year's returns, proceed to step 4.
 - If you didn't use ProSeries Basic Edition or ProSeries software to prepare last year's returns, call ProSeries Basic Edition Customer Service at 1-800-374-7317 and request last year's ProSeries Basic Edition Archive CD.
- **3** After you receive last year's ProSeries Basic Edition Archive CD, insert the CD into the appropriate drive to start the ProSeries Basic Edition installation procedure. Follow the instructions on the screen. In the **Product Selections** dialog box, be sure to select the appropriate state products.
- 4 Start last year's ProSeries Basic Edition (or ProSeries) program.
- 5 If a dialog box asks "Would you like to transfer last year's client files?," select Yes. Otherwise, go to the File menu, select Transfer, then select Transfer Clients.
- 6 In Step 1 of the Transfer window, select < last year > TurboTax 1040 to < last year > ProSeries 1040.
- 7 Complete the remaining four steps in the **Transfer** window to create ProSeries client files. Note where those client files are located.
- 8 In last year's ProSeries Basic Edition (or ProSeries) program, open each file then save it.

- 9 After this year's ProSeries Basic Edition software has been installed, start the ProSeries Basic Edition program if it doesn't start automatically. When you see the dialog box that asks "Would you like to transfer last year's client files?," select Yes.
- 10 In Step 1 of the Transfer window, select <last year> Form 1040 to <this year> Form 1040.
- 11 Complete the remaining four steps in the **Transfer** window to create ProSeries Basic Edition client files for this tax year. Information about those client files will appear in HomeBase.

Converting last year's data from non-Intuit tax software data files to this year's ProSeries Basic Edition client files

If you want to move relevant data from last year's non-Intuit tax software data files to this year's ProSeries Basic Edition client files, do the following:

- 1 Go to http://www.proseries.com, select **New User Program**, then select **Data Conversion** to learn about the data conversion services that are available.
- 2 Call ProSeries Basic Edition Customer Service at 1-800-374-7317 and request the conversion packet that's right for you.
- **3** After you receive the conversion packet, follow the steps in the Conversion Checklist.
- 4 At the conclusion of the conversion process, the converted data will be in last year's ProSeries client files that are stored in C:\YYconv, where YY represents that last two digits of the tax year from which the data is converted.
- 5 After this year's ProSeries Basic Edition software has been installed, start the ProSeries Basic Edition program if it doesn't start automatically. When you see the dialog box that asks "Would you like to transfer last year's client files?," select Yes.
- 6 In Step 1 of the Transfer window, select <last year> Form 1040 to <this year> Form 1040.
- 7 In Step 2 of the **Transfer** window, select **C:\YYconv**, where YY represents that last two digits of the tax year from which the data is converted.
- 8 Complete the remaining steps in the **Transfer** window to create new ProSeries Basic Edition client files for the current tax year. Information about those client files will appear in HomeBase.

Know the location of last year's ProSeries Basic Edition client files

ProSeries Basic Edition software for this tax year can transfer relevant data from last year's ProSeries Basic Edition (or ProSeries) client files into new ProSeries Basic Edition client files for the current tax year. If you have last year's ProSeries Basic Edition (or ProSeries) client files, make sure you know the location of those client files—especially if last year's client files are stored on external storage media.

Tip:

The default installation location for last year's ProSeries Basic Edition client file directory was C:\BasWinYY\YYData (where YY represents the last two digits of the tax year). The default installation location for last year's ProSeries client file directory was C:\ProWinYY\YYData (if a stand-alone installation) or x:\ProSeries\ProNetYY\YYData (if a network installation) where x represent the drive where last year's ProSeries shared network components were installed, and YY represents the last two digits of the tax year.

Know the location of Quicken data files

If you use Quicken[®] software, make sure you know where the relevant Quicken data files are located.

Installing ProSeries Basic Edition software

You install ProSeries Basic Edition software from a ProSeries Basic Edition CD (or via the Internet from ProSeries.com). Each ProSeries Basic Edition CD contains the latest version of the ProSeries Basic Edition federal (Form 1040) product and each ProSeries Basic Edition state product that's currently available.

When you run the ProSeries Basic Edition installation program, select each ProSeries Basic Edition state product that you expect to use for the tax year.

Tip:

The installation program always installs the ProSeries Basic Edition federal (Form 1040) product, so you don't need to select it.

The installation program will install each state product that you selected, provided the tax product is on the ProSeries Basic Edition CD. The on-screen version of this ProSeries Basic Edition Quick Reference Guide will also be installed.

Important:

We strongly recommend that you install ProSeries Basic Edition software when you receive the ProSeries Basic Edition CD so you can receive other products via the Internet as soon as possible. For more information, see Keeping your ProSeries Basic Edition tax products up-to-date on page 35.

Before you install ProSeries Basic Edition, note the following important information:

- Release Notes. Read the printed Release Notes and any other material that accompanied the ProSeries Basic Edition CD.
 - THE RELEASE NOTES MAY CONTAIN, AMONG OTHER THINGS, ADDITIONAL LICENSING TERMS THAT GOVERN THE USE OF THE PROSERIES BASIC EDITION SOFTWARE AND RELATED SERVICES.
- Packing slip. The packing slip that accompanied the ProSeries Basic Edition CD contains your Customer Number and ZIP code, which is information that you will need to provide for product licensing purposes.

Installing ProSeries Basic Edition software

To install ProSeries Basic Edition software:

- 1 Close all open applications and turn off any virus-protection utilities on the computer.
- 2 If you're installing from a ProSeries Basic Edition CD, insert the ProSeries Basic Edition CD into the appropriate drive. Don't remove the CD from the drive until you finish installing products.

If you're installing from an .EXE file that you downloaded from ProSeries.com, start Windows Explorer, go to C:\Temp, then double-click the .EXE file.

3 In the **ProSeries Setup Installation** dialog box, click **Install ProSeries**. If the **ProSeries Basic Edition Installation** dialog box appears, go to Step 4.

If you're installing from a ProSeries Basic Edition CD and the **ProSeries Basic Edition Installation** dialog box doesn't appear automatically:

- a. Go to the Windows taskbar, click **Start**, then select **Run**.
- **b.** In the **Run** dialog box, type *x*:\CDSETUP (where *x* represents the letter of the drive containing the ProSeries Basic Edition CD), then click **OK**.
- c. In the **ProSeries Setup Installation** dialog box, click **Install ProSeries**, then continue to Step 4.
- 4 In the **Welcome** dialog box, click **Next** when you're ready to continue.
- 5 A **System Warning** dialog box appears if your computer doesn't meet the minimum system requirements for this year's ProSeries Basic Edition software. (For more information, see Computer system requirements on page 2.)

If the **System Warning** dialog box appears, read the information, then do one of the following:

- Click **Cancel** to exit the installation program, then correct the situation(s) identified in the **System Warning** dialog box. After your computer meets the minimum system requirements for this year's ProSeries Basic Edition software, go back to step 1 and start the installation procedure again.
- Check the box indicating that you understand you may not receive technical support for issues that you may encounter while using the ProSeries Basic Edition program, then click **Next** to continue to Step 6.

Important:

We strongly recommend that you click **Cancel** and correct the situation(s) identified in the **System Warning** dialog box. For information about how system requirements can affect the operation of the ProSeries Basic Edition program, go to http://www.proseries.com.

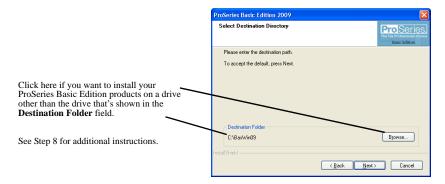
- 6 In the **Software License Agreement** dialog box, read the ProSeries Basic Edition License Agreement to understand the scope of your rights to use ProSeries Basic Edition software.
 - Select **I** accept the terms of the license agreement if you agree to accept all the terms of the ProSeries Basic Edition License Agreement, then click **Next** and continue to Step 7.
 - Select **I** do not accept the terms of the license agreement if you don't agree to accept all the terms of the ProSeries Basic Edition License Agreement, then click **Cancel** and exit the installation program.

Important:

If for any reason you find the terms of the ProSeries Basic Edition License Agreement unacceptable, *do not install the software*. Call ProSeries Basic Edition Customer Service at 1-800-374-7317 for a refund instead.

7 In the **Select Destination Directory** dialog box, do one of the following:

- Click **Next** if you want to install ProSeries Basic Edition software in a \BASWINyy directory on the drive that's shown in the dialog box. (That drive will be C: or the drive on which last year's ProSeries software was installed. "yy" represents the last two digits of the tax year.) Skip to Step 9.
- Click **Browse** if you want to install ProSeries Basic Edition software to a different drive or directory. Continue with Step 8.



8 In the **Select Folder** dialog box, take the following steps:

 Select the drive where you want to install ProSeries Basic Edition software.

Note that ProSeries Basic Edition software cannot be installed to a network drive for shared use.

- b. After selecting the drive, type the folder name \BasWinyy (where "yy" represents the last two digits in the tax year) in the Folder name field so that it appears after the drive you selected, then click OK.
- **BASWINyy directory.** For best results, use BASWINyy as the name of the directory for this year's ProSeries Basic Edition software (where "yy" represents the last two digits in the tax year). Be sure you install the ProSeries Basic Edition software to a directory, not to the root of a drive.
- c. When prompted to create the directory in the location that you've specified, click Yes.
- d. When you return to the Select Destination Directory dialog box, click Next. Continue with Step 9.
- **9** In the **Product Selections** dialog box, select the ProSeries Basic Edition state products that you expect to use for the tax year, then click **Next**.

Tip:

If you used ProSeries software for the previous tax year, the state products that were installed last year may already be selected.



Every ProSeries Basic Edition state tax product for is shown in this dialog box, including products that may not be available on the ProSeries Basic Edition Tax Release 1 CD.

If you ordered specific state products when you placed your order, be sure to select those state products in this dialog box. If you select any state products other than the products that you chose, they will be installed for pay-per-return use. For information about pay-per-return use, see Using ProSeries Basic Edition products on a pay-per-return basis on page 8.

You can install additional products later, as described in Keeping your ProSeries Basic Edition tax products up-to-date on page 35.

- 10 If any of the state products you selected aren't on the CD, you'll see the Installation Note dialog box. Review the list of products that will be installed later (when they become available), then click OK.
- 11 In the **Installation Details** dialog box, review all the information, including the Required Space and Available Space information, then click **Next**.
 - The installation program installs all available ProSeries Basic Edition tax products that you selected. Continue with Step 12.
 - **Installation Failed dialog box.** If you see this dialog box, a product was not installed properly. Click **Help** to find a possible solution, then click **Exit** to exit the installation program.
- 12 Additional components. Wait while additional components, such as any necessary fonts, Internet Client software, the ProSeries Basic Edition Quick Reference Guide, a search engine, a PDF print driver, and ProSeries Basic

- Edition Product Licensing components are installed. Dialog boxes and progress bars keep you informed.
- 13 Internet Explorer. If Microsoft Internet Explorer 6.0 or later isn't installed on your computer, the installation program installs Internet Explorer 6.0 before continuing. ProSeries Basic Edition software requires portions of Internet Explorer 6.0 or later to run properly.

Important:

If the installation program installs Microsoft Internet Explorer, you are prompted to restart your computer. After the computer restarts, the installation program will finish the ProSeries Basic Edition installation procedure.

14 Restart Windows message. Restart your computer if you are prompted to do so.

Tip: If the installation program doesn't resume after you restart the computer, start the ProSeries Basic Edition program by double-clicking the **ProSeries Basic Edition** shortcut icon on your Windows desktop. The Connected Customer Wizard will begin automatically. Skip Step 15 through Step 18 and proceed to



Setting up the ProSeries Basic Edition program on page 19 now.

15 Setup Complete. In the **Setup Complete** dialog box, click **Finish**, then continue with Step 16.

We recommend that you leave the check mark in the **Launch ProSeries Basic Edition** option.



16 If the Launch ProSeries Basic Edition option was selected: The Connected Customer Wizard begins automatically. Proceed to Setting up the ProSeries Basic Edition program on page 19.

If the Launch ProSeries Basic Edition option wasn't selected: You return to the **ProSeries Basic Edition Installation** dialog box. Click **Exit** to return to the Windows desktop. Continue with Step 17.

17 After you return to the Windows desktop, start the ProSeries Basic Edition program by double-clicking the **ProSeries Basic Edition** shortcut icon. The



Connected Customer Wizard will begin automatically.

18 Continue with Setting up the ProSeries Basic Edition program on page 19.

Troubleshooting suggestions

If you have difficulty installing or starting the ProSeries Basic Edition program, see the troubleshooting suggestions in the following table.

If this occurs	Do this
A dialog box informs you there was an error during the installation process	1. Write down the error message, then restart the computer.
	2. Go to the Start menu, point to Programs , then Accessories , then System Tools , and then click ScanDisk .
	3. After ScanDisk is complete, go to the Start menu, point to Programs , then Accessories , then System Tools , and then click Disk Defragmenter .
	4. After Disk Defragmenter is finished, run your virus-protection software.
	5. Clean the ProSeries Basic Edition CD with a soft cloth, then try to install the ProSeries Basic Edition software again.
A dialog box informs you that your	1. Go to the Start menu, point to Programs, then Accessories, then System Tools, and then click Disk Cleanup.
computer doesn't have enough disk	2. Try to install the ProSeries Basic Edition software again.
space	3. If there still isn't enough disk space, remove unused programs or data from the hard drive.
The ProSeries Basic	1. Restart the computer.
Edition program doesn't start when it	2. Make sure no other applications are running.
should	3. Double-click the ProSeries Basic Edition icon on the desktop.
You still are unable to install or start the ProSeries Basic Edition program	Start your Internet browser, then go to http://www.proseries.com to see additional troubleshooting solutions.
You are unable to resolve the problem	Call ProSeries Basic Edition Technical Support by phone, e-mail, or chat.
	Refer to http://www.proseries.com/support for contact information and hours of operation. To save time, gather as much information as possible, including any error messages.

Setting up the ProSeries Basic Edition program

The first time that you start the ProSeries Basic Edition program, the Connected Customer Wizard helps you set up the program if there's a valid Internet connection.

If the computer has a valid Internet connection

If the computer has a valid Internet connection, the Connected Customer Wizard performs the following important tasks to save you time:

- Internet Connection. Connects via the Internet to an Intuit ProSeries Basic Edition server that contains customer information.
- Firm information. Retrieves the name and address of your firm from the Intuit ProSeries Basic Edition server.
- Product licensing. Licenses your ProSeries Basic Edition tax software to your firm, based on your Customer Number, ZIP code, and information in the customer database on the Intuit ProSeries Basic Edition server.
 - Products with no usage limitations are licensed as Unlimited.
 - Products with a 50-return preparation limit are licensed as 50 Return Limit.
 - Products with a 100-return electronic filing limit are licensed as 100 Return Limit.
 - All other products are licensed as Pay-Per-Return.

For more information, see Product licensing on page 31.

- Product updates. Checks for updates to the products that were installed from the ProSeries Basic Edition CD, then downloads and applies the relevant updates, if any.
- New products. Checks for products that you selected for installation that weren't installed from the ProSeries Basic Edition CD, then downloads and installs those products, if any.

Tip:

If you need to edit information that the Connected Customer Wizard retrieves from the Intuit ProSeries Basic Edition server, you can do that later in the ProSeries Basic Edition program.

Proceed to Using the Connected Customer Wizard below.

If the computer doesn't have a valid Internet connection

If the computer doesn't have a valid Internet connection, you see a dialog box that explains the benefits of being connected and asks whether you want to start the Internet Connection Setup Wizard.

If you think you might be able to establish a valid Internet connection, click **Yes** to run the Internet Connection Setup Wizard. After you establish a valid Internet

- connection and return to the Connected Customer Wizard, proceed to Using the Connected Customer Wizard below.
- If you know you won't be able to establish a valid Internet connection now, click **No** to exit the Connected Customer Wizard. The ProSeries Basic Edition program will start and the Options Setup Wizard will begin. Proceed to Setting ProSeries Basic Edition options on page 22.

Tip: To establish a valid Internet connection at a later time, go to the ProSeries Basic Edition **Help** menu and select **Internet Connection Setup**.

Important:

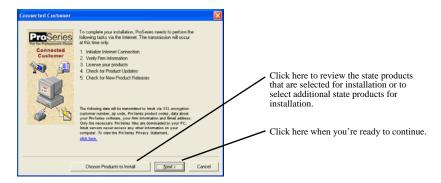
Your computer must have an Internet connection so you can receive ProSeries Basic Edition products and product updates after you install the software from a ProSeries Basic Edition Tax CD (or an .EXE file that you downloaded from ProSeries.com).

Using the Connected Customer Wizard

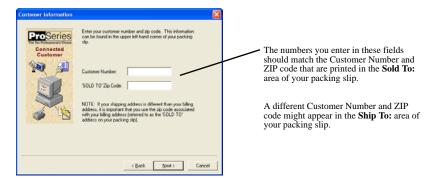
When the Connected Customer Wizard starts, go to:

- 1 Step 1 if the computer has a dial-up Internet connection
- 1 Step 2 if the computer has a non-dial-up Internet connection
 - 1 If the computer has a dial-up Internet connection, you are prompted to connect to the Internet if the computer isn't currently connected.

 After you connect to the Internet, continue with Step 2.
 - 2 In the Connected Customer dialog box, click Choose Products to Install if you want to view the ProSeries Basic Edition products that you selected to install, or if you want to select additional ProSeries Basic Edition products for installation. Click Next in the Connected Customer dialog box when you're ready to continue to Step 3.



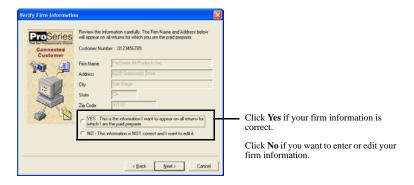
3 The **Customer Information** dialog box opens so you can enter or verify your Customer Number and ZIP code. That information is printed in the **Sold To:** area in the upper-left corner of your ProSeries Basic Edition packing slip.



4 Click Next after you enter your Customer Number and ZIP code. A Progress dialog box keeps you informed about what the Connected Customer Wizard is doing.

The Connected Customer Wizard adds a check when it successfully completes a task. If the wizard is unable to complete a task, you'll see an "X" instead.

- 5 Click **Next** after the Connected Customer Wizard finishes the setup tasks.
- 6 In the Verify Firm Information dialog box, review the information carefully. This is the information that we have on file for your firm (based on the Customer Number and ZIP code entered). The program prints this information on all returns prepared by your firm.



- 7 Select **Yes** or **No**, then click **Next**.
 - If you selected **Yes**, skip to Step 11.
 - If you selected **No**, you see the **Enter Firm Information** dialog box. Continue with Step 8.
- **8** Enter or edit your firm's name and address, then click **Next**.



- 9 If you make significant changes to your firm's name or address, the Connected Customer Wizard transmits the updated information to an Intuit server via the Internet, or you see a dialog box that instructs you to call Customer Service to update your firm information in our records. Click **OK** to continue.
- **10** Review the firm and product information in the **Product Licenses** dialog box.
- 11 If there are new products or product updates to download, wait while the ProSeries Update program downloads and installs those new products and product updates. When the results of that process appear in the **ProSeries Basic Edition Update** dialog box, review the status of each product that you selected for installation.
 - Click **Details** to see more information.
 - Click **Print** to print the information.
 - Click "Read the latest Critical Product Information" to see the most recent ProSeries support newsletter in a browser window.

When you're ready to continue, click Close.

12 When the Connected Customer Wizard finishes, the Prior Year Settings Transferred dialog box opens or the Options Setup Wizard begins so you can set up various ProSeries Basic Edition options. Proceed to Setting ProSeries Basic Edition options next.

Setting ProSeries Basic Edition options

The first time this year's ProSeries Basic Edition program starts, it transfers preferences and settings that you used with last year's ProSeries program if it locates the file with that option information on your system. Of course, if you didn't use a ProSeries program last year, this year's program won't be able to locate a file with last year's ProSeries preferences and settings.

Not Transferred. If the program wasn't able to transfer last year's ProSeries preferences and settings, the Options Setup Wizard starts. Proceed to the next section, Using the Options Setup Wizard.

1 **Transferred.** If the program transferred last year's ProSeries preferences and settings, the **Prior Year Settings Transferred** dialog box opens.

If you see the **Prior Year Settings Transferred** dialog box, review the information, then click **OK**.

- If electronic filing information was transferred, the Options Setup Wizard starts. Proceed to the next section, Using the Options Setup Wizard.
- If electronic filing information wasn't transferred, a dialog box asks "Do you plan to offer Electronic Filing of returns/extensions as part of your tax preparation practice?"
 - If you answer **Yes**, the Options Setup Wizard starts. Continue with the next section, Using the Options Setup Wizard.
 - If you answer **No**, the Options Setup Wizard doesn't start. Proceed to Transferring data from last year's ProSeries client files on page 27.

Using the Options Setup Wizard

The Options Setup Wizard helps you set ProSeries Basic Edition options that you need to set before you complete returns. The wizard starts automatically under the circumstances explained in the previous section. If you want to start the Options Setup Wizard later, go to the **Help** menu and select **Options Setup Wizard**.

When you finish with each Options Setup Wizard dialog box, click Next.

Most Options Setup Wizard dialog boxes are self-explanatory. The following table briefly describes the Options Setup Wizard dialog boxes that you might see.

Name of dialog box	Comments
Firm/Preparer Information	See Entering firm and preparer information below.
Filing Client Returns Electronically	Answer either: • Yes, some returns may be filed electronically • No, returns will not be filed electronically
E-File Electronic Signature PIN	If you see this dialog box, answer either: • Yes, automatically generate taxpayer PINs • No, don't automatically generate taxpayer PINs
Check for EF Acknowledgments	If you see this dialog box, select the frequency (in days) that you want to be prompted to check for electronic filing acknowledgments.
ProSeries Bank Products Software	If you see this dialog box, answer either: • Yes, ProSeries Bank Products may be offered • No, ProSeries Bank Products will not be offered

Name of dialog box	Comments
Select a Printer	If you have more than one printer, select the printer that ProSeries Basic Edition will use.
Print a Test Page	Click the Print Test Page button to print a test page with information including the name of the printer and printer driver.
Check for Product Updates	Select the frequency (in days) that you want to be prompted to check for product updates.
Congratulations	Click Finish to exit the Options Setup Wizard.

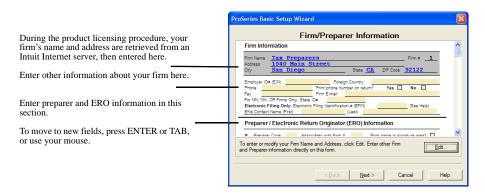
Entering firm and preparer information

You enter information about your firm in the Firm/Preparer Information dialog box. If you completed the Connected Customer Wizard described in Using the Connected Customer Wizard, you'll see your firm's name and address in the gray area of the Firm Information section.

Tip:

If you don't see your firm's name and address, you'll retrieve that information from an Intuit Internet server later, as explained in Product licensing on page 31.

Enter other information about your firm in the fields below the gray area. If the firm will be filing returns electronically using the firm's Electronic Filing Identification Number (EFIN) instead of a preparer's EFIN, be sure to enter the firm's EFIN and an Efile contact name.



Enter information about the firm's preparers in the **Preparer/Electronic Return Originator (ERO) Information** section of the dialog box. There's room to enter information for many preparers. If preparers will be filing returns electronically, enter Electronic Return Originator (ERO) information in this section also. If you enter an EFIN for a preparer, be sure to enter an Efile contact name also. If the ProSeries Basic Edition program transferred preparer information from last year's program, edit that information as necessary.

Tip:

For information about any field in the **Firm/Preparer Information** dialog box, right mouse click the field, then select **About** <*Field>* on the pop-up menu.

This table explains some of the fields in the **Firm/Preparer Information** dialog box:

Field	Explanation
Firm Name and Address	This must be the primary firm name and location used by you in the normal course of business (in other words, the firm name and address under which you market yourself and your professional services). This information prints in the Paid Preparer area on each tax return for which you are the paid preparer.
	You can't enter or edit your firm's name or address in the Options Setup Wizard.
	To edit information in the shaded area after you finish the Options Setup Wizard, go to the Tools menu, select Options, select Firm/Preparer Info, click the Edit button, then follow the on-screen instructions.
	To enter your firm's name and address after you finish the Options Setup Wizard, go to the Tools menu, select License Products, select Online or Manual, then follow the on-screen instructions.
Electronic Filing Identification Numbers and Efile Contact Names Preparer Code	If your firm has an Electronic Filing Identification Number (EFIN), enter the firm's EFIN and an Efile Contact Name in the Firm Information section.
	If a preparer has an Electronic Filing Identification Number (EFIN), enter the firm's EFIN and an Efile Contact Name in the Preparer/Electronic Return Originator (ERO) Information section.
	Enter a code of up to three characters to identify the preparer. For example, enter the preparer's initials or a numeric code. Each Preparer Code must be unique.
	As a preparer prepares returns, he or she enters his or her code in the Preparer Code field at the start of Part V-Return Preparer Information in the client's Federal Information Worksheet to associate that return with that preparer.
	Tip: If you prepare a return for which you are not the paid preparer, and you want "self-prepared return" or "non-paid preparer" to appear in the paid preparer section of applicable forms instead of your company's firm name and address, select the "Self-Prepared" or "Non-Paid Preparer" box below the Preparer Code field at the start of Part V-Return Preparer Information in the client's Federal Information Worksheet.

Field	Explanation
Print name in signature area?	Check this box to print the preparer's name on the Preparer's Signature line of the tax return. The preparer can then write his or her signature on top of or next to his or her printed name.
Self-employed ?	Select this box if you want the program to check the Self-Employed box in the Paid Preparer area of the tax returns.
	Checking the Self-employed box does not replace the firm's name with the preparer's name, even if the preparer is self-employed. The firm name always prints on the returns that are prepared by the preparer.
ERO Practitioner PIN	Enter any five digits (except all zeros) that the preparer chooses. The IRS requires that tax practitioners use PINs when e-filing individual returns.
Tip:	To see detailed information about ProSeries Basic Edition options after you finish setting up the program, use the Search Help feature on the Help toolbar or in the Help Center. (For information about the Search Help feature, see Getting information and help on page 71.)

To run the Options Setup Wizard whenever you want from within the ProSeries Basic Edition program, go to the **Help** menu and select **Options Setup Wizard**.

Selecting the state products you want to license

In the **Choose State Licenses** dialog box, select the state products that you want to license for unlimited use, then click **OK**. You can select up to two or four state products, depending on which ProSeries Basic Edition suite you purchased.



If you prefer to wait, you can license state products later. State products that aren't licensed for unlimited use can be used on a pay-per-return basis.

Transferring data from last year's ProSeries client files

The transfer procedure is a simple way to start your clients' ProSeries Basic Edition client files for this year using the relevant data stored in their ProSeries Basic Edition client files or ProSeries client files from last year.

Tip:

If you used TurboTax or non-Intuit tax software for the prior tax year, the data in last year's data files can be moved into this year's ProSeries client files.

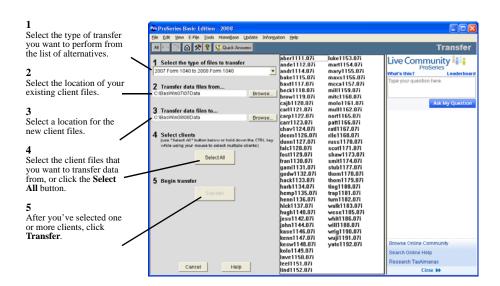
- If you have TurboTax data files from last year, see Last year's TurboTax data files on page 10.
- If you have non-Intuit tax software data files from last year, see Converting last year's data from non-Intuit tax software data files to this year's ProSeries Basic Edition client files on page 11.

When you complete the Options Setup Wizard or select **OK** in the **Prior Year Settings Transferred** dialog box the first time that you start the ProSeries Basic Edition program, you are asked if you want to transfer last year's client files.

If you have last year's ProSeries Basic Edition client files or ProSeries client files, click **Yes** to go to the **Transfer** window, then complete the five steps listed on the left side of the **Transfer** window.

Note the following:

- The choices for Step 1, "Select the type of files to transfer" are <last year> Form 1040 to <this year> Form 1040 and <this year> TurboTax 1040 to <this year> ProSeries 1040 because you can transfer data from last year's ProSeries client files or this year's TurboTax data files.
- The most likely entry for Step 2, "Transfer data files from" is C:\BasWinYY\YYData (the default location for last year's ProSeries Basic Edition client files, where YY represents the last two digits of the tax year) or C:\ProWinYY\YYData (the default location for last year's ProSeries client files, where YY represents the last two digits of the tax year).



When you click **Transfer**, the ProSeries Basic Edition program creates a new client file for each client whose data is being transferred, then transfers the applicable data into the new ProSeries Basic Edition client file for this year.

The **Batch Transfer Status** dialog box keeps you informed during the Transfer process, and the **Transfer Log** dialog box opens when the ProSeries Basic Edition program finishes transferring client data. Review the information, then click **Close** to go to HomeBase. HomeBase is discussed in Using HomeBase on page 38.

Electronic filing. If last year's return was marked for electronic filing, that selection is transferred to this year's return. PINs are not transferred, although an election to use PINs is. If a client's federal return will be electronically filed using a PIN, open the client's federal return, scroll down the Federal Information Worksheet to **Part VI-Electronic Filing of Tax Return Information**, then enter all applicable information.

Important:

If your firm will be filing returns electronically from more than one computer, and each computer is using the same EFIN, change the starting number in the DCN counter in the ProSeries Basic Edition program on all but one computer before opening any returns. For more information, see If more than one computer will be using the same EFIN on page 78.

Tip:

For more information about transferring data from last year's ProSeries Basic Edition client files or ProSeries client files, use the **Search Help** feature on the Help toolbar or in the Help Center to find the information that you want. (For instructions, see Getting information and help on page 71.)

Product licensing

Product licensing is a system that licenses your ProSeries Basic Edition tax software to your firm. Product licensing is required before you can print returns or file returns electronically.

Product licensing uses your Customer Number, ZIP code, and information in Intuit's records to deliver the following to your ProSeries Basic Edition tax software:

- An Unlimited-use license for each ProSeries Basic Edition product that you've licensed for Unlimited use—even if those products haven't been installed yet
- A 50-return limit license for each ProSeries Basic Edition product that you've licensed for the preparation of up to 50 returns—even if those products haven't been installed yet
- A 100-return limit license for ProSeries Basic Edition electronic filing if you've licensed a ProSeries Basic Edition suite that supports electronic filing of up to 100 returns
- Your firm's name and address

Tip:

You can make non-significant changes to your firm's name and address (such as changing "Dr." to "Drive") after ProSeries Basic Edition product licensing has occurred.

Product licensing can be performed using the Online method or the Manual method.

Online product licensing

The Connected Customer Wizard performs product licensing automatically when you install ProSeries Basic Edition tax software on a computer that has an Internet connection. If you want to initiate Online product licensing, go to the **Tools** menu, select **License Products**, select **Online (Recommended)**, then click **OK**.

Be sure to read Updating your firm's product licensing information on page 33.

Product licensing using the Manual method

If automatic, Online product licensing hasn't been performed (as explained above), you'll see the message "Product Licensing Required" in the **Messages from ProSeries Basic** area of HomeBase.



When you click the "Product Licensing Required" message, you see a **License Products** dialog box that includes two options:

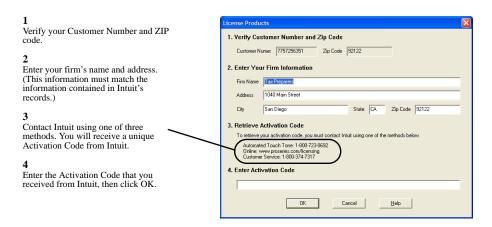
- 1 Online (Recommended)
- 1 Manual

Select **Manual**, then click **OK**. You'll see the **License Products** dialog box that's shown next.

Tip:

The two ways that you can contact Intuit for manual product licensing are:

- **Automated Touch Tone phone service** (call 1-800-723-0692)
- Talk to a Customer Service representative (call 1-800-374-7317)



Be sure to read Updating your firm's product licensing information below.

Updating your firm's product licensing information

Update your firm's product licensing information under the following circumstances:

- Before you begin to prepare client returns, you upgrade your ProSeries Basic Edition license. Before you begin to prepare client returns, you can upgrade your license:
 - From the Basic 50 Returns package to the Basic Unlimited Returns package or the Basic Unlimited Returns-100 e-File package, or
 - From the Basic Unlimited Returns package to the Basic Unlimited Returns-100 e-File package

Important:

You can upgrade your ProSeries Basic Edition license only if you haven't begun to prepare client returns yet. If you've been preparing client returns and you discover that you need to prepare or e-file more returns than your ProSeries Basic Edition license allows, prepare or e-file the "additional" returns on a pay-per-return basis.

For more information about using the pay-per-return system, see Using ProSeries Basic Edition products on a pay-per-return basis on page 8.

1 The ProSeries Basic Edition software or an Intuit ProSeries Basic Edition representative instructs you to update your product license information.

If any of these situations occur, go to the **Tools** menu, select **License Products**, select **Online** or **Manual**, then click **OK**.

- If you chose Online, simply wait for the product licensing procedure to conclude.
- If you chose Manual, just follow the instructions in the License Products dialog box shown above.

Keeping your ProSeries Basic Edition tax products up-to-date

You can install new products and update previously-installed products via the Internet and from any ProSeries Basic Edition Archive CDs that you receive, as explained in this section. Getting tax products and updates via the Internet helps you have the most up-to-date versions of the ProSeries Basic Edition tax products that you use.

Important:

If you want to receive additional ProSeries Basic Edition CDs for this tax year after the ProSeries Basic Edition Tax 1 CD, you must request that ProSeries Basic Edition CD option and pay a fee.

Important:

As soon as a ProSeries Basic Edition tax product or tax product update becomes available, it is posted to the ProSeries Basic Edition Tax Products Internet server. The products and product updates on a ProSeries Basic Edition CD are the same as those that are available for download via the Internet days or weeks before they are available on a ProSeries Basic Edition CD.

Getting products and product updates via the Internet

After you install ProSeries Basic Edition software, use the Internet to get any newly-released products and product updates.

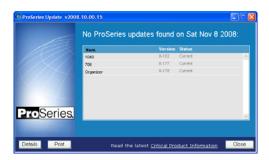
- 1 Use any of the following methods to start the ProSeries Basic Edition Update program:
 - In HomeBase, go to the toolbar and click the **Update** button.
 - In HomeBase or an open return, go to the Update menu and select Update Installed Products.
 - Go to the Windows taskbar, click Start, select Programs, then ProSeries Basic Edition, then ProSeries Update.

Tip:

If you want to review the state products that are selected for installation or select additional state products, go to the **Update** menu and select **Select and Download New Products** to open the **Product Selections** dialog box. When you're finished, click **Next** to start the ProSeries Update program.

2 Wait while the ProSeries Update program checks for the product releases and product updates that you're interested in. If the ProSeries Update program downloads any files, you can use your computer (including ProSeries Basic Edition) while that occurs.

- **3** When the ProSeries Update program finishes the update process, you'll see a dialog box that informs you either:
 - "No ProSeries updates found...," or
 - "ProSeries has been updated with the following..."



- 4 Review the list of relevant products to see which are "Current" and which are "Updated," then click **Close**.
- 5 If you see the **Ready to Install** dialog box (because some products are "Updated"), click **Install Now**.

Getting products and updates from the ProSeries Basic Edition CDs

To install ProSeries Basic Edition products and updates from a ProSeries Basic Edition CDs that you receive during the tax season (if any):

- 1 Insert the ProSeries Basic Edition CD into your CD drive.
- 2 Allow the installation program to install the appropriate ProSeries Basic Edition tax products and tax product updates from the CD.
- **3** If you want to review the products that are selected for installation or select additional products for installation, click the **Select Additional Products** button.
- **4** After you review the products or select additional products for installation, click **OK**.

For information about a specific ProSeries Basic Edition tax product:

- Click the **Help** button to open the Help Center, select **ReadMe Information** in the Technical Support area, then select a product (such as **Form 1040:Individual**).
- Open a return for that tax product, go to the **Search Help** field on the Help toolbar or in the Help Center, type one or more keywords, then press ENTER. Review the list of search results in the Help Center. Click the blue, underlined title of a search result to see more information.

Preparing your clients' returns

Before you begin preparing returns, you need to be familiar with the **HomeBase** window and its associated tools. We suggest that you go through each section below in the order specified to get a thorough understanding of the tools provided by ProSeries Basic Edition for preparing returns.

This section...

Using HomeBase		
Starting new returns and opening existing returns		
Using the Prepare Returns window		
Using the menu bar in the Prepare Returns window		
Using the Left Navigation Area		
Using the Find Forms dialog box		
Using Input tabs and Output tabs		
Summary of the steps to prepare a client's returns		
Step-by-step instructions to prepare a client's returns		
Entering data on forms, schedule, and worksheets		
Finding forms by topic		
Using QuickZooms		
Preparing more than one copy of a form		
Setting up other ProSeries Basic Edition features		
Getting information and help		
Using the on-screen version of the ProSeries Basic Edition Quick Reference Guide		
Using ProSeries.com and My ProSeries.com		

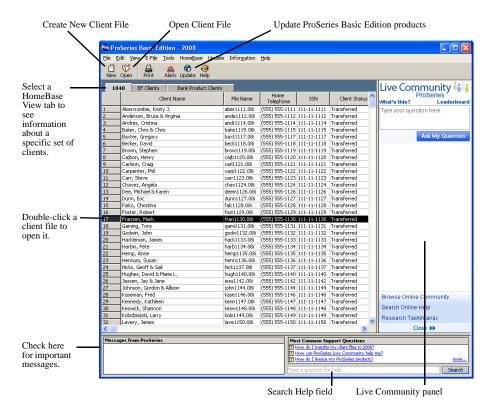
When you start the ProSeries program, you see the **HomeBase** window shown in the next section.

Using HomeBase

After you complete the first-time start-up procedures, you see the ProSeries Basic Edition **HomeBase** window. HomeBase summarizes information about your clients and client files.

From HomeBase, you start new client files, open existing client files, and perform a variety of other tasks involving your client files, such as electronic filing. Note that the ProSeries Basic Edition program saves the data for a client's federal and state returns in one client file.

The first time you start the ProSeries Basic Edition program, you see client information in HomeBase only if you transferred information from last year's ProSeries client files. As you work on client returns and save client data this year, you'll see information about those clients in HomeBase.



To see information about the clients who meet specific criteria, click the applicable HomeBase View tab below the HomeBase toolbar.

Select this HomeBase View tab	To do this
1040	See all clients whose individual return data has been saved in a client file. Prepare federal individual returns and state individual returns (using the ProSeries Basic Edition/State products that are installed).
EF Clients	See all returns that have been marked for electronic filing, and perform electronic filing tasks.
Bank Product Clients	See all returns that have been marked for a bank product, and perform bank products tasks.

With ProSeries Basic Edition software, you start new federal returns and open previously-saved federal returns from HomeBase, but you start new state returns and open previously-saved state returns from the client's federal return.

Starting and opening federal returns

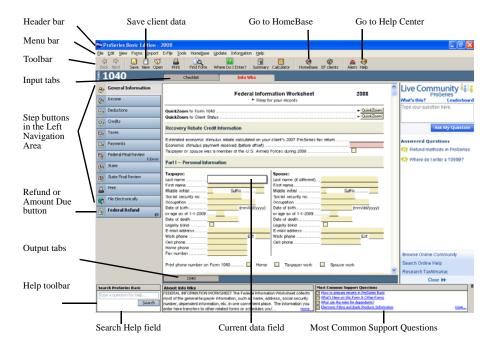
You start new federal returns and open previously-saved federal returns from HomeBase.

- Start new return. To start the federal return for a client, go to the HomeBase toolbar and click the **New** button.
- Open saved return. To open a previously-saved federal return (including returns that were created by the Transfer procedure), double-click the line for that client file.

When you start a new federal return or open a previously-saved federal return:

- The program closes HomeBase and opens the **Prepare Returns** window
- The **General Information** button is selected in the Left Navigation Area
- 1 The Federal Information Worksheet is open in the Work area

The next illustration shows how the Federal Information Worksheet and the **Prepare Returns** window appear after you click the **New** button to start a new return.



The following table explains some of the components of the **Prepare Returns** window:

Componen t	Explanation
Header bar	Shows the name of the open client file.
Menu bar	Lists the menus that you use to perform various tasks. Click the name of a menu to see that menu (below the menu bar). Select commands from the menus. For more information, see Using the menu bar in the Prepare Returns window on page 42.
Toolbar	Includes buttons to save client data, start new returns, print the current form, see a summary of the current return, see a calculator, go to HomeBase, go to the HomeBase EF Center, and open the Help Center. Note that the Back and Next buttons (on the left side of the toolbar) show forms in the order that you viewed them.

Explanation
Includes eleven Step buttons and the Refund or Amount Due button.
• Step buttons – Take you step-by-step through the process of preparing and filing each client's federal and state returns.
• Refund or Amount Due – Shows the refund amount or the amount due for the open return, based on the data entered. Opens the Tax Summary page.
For more information, see Using the Left Navigation Area on page 42.
Identifies the forms, schedules, and worksheets for the current federal category or current state return on which you want to enter data or have entered data. If a form is checked in the Forms checklist for a federal category or state return, there's an Input tab for that form when that federal category or state return is selected.
For more information, see Using Input tabs and Output tabs on page 48.
Where a form, schedule, or worksheet appears when you open it.
For more information, see Summary of the steps to prepare a client's returns on page 50 and Step by step instructions to prepare a client's returns on page 54.
Identifies the forms, schedules, and worksheets for the current federal category or current state return that will be included when you file the return electronically or print the return from the Filing Copy tab on the Printing page (assuming you haven't changed the program's default selections in the Filing Copy section of the Printing page).
For more information, see Using Input tabs and Output tabs on page 48.
Includes the following Help features: Field/Form Help, Search Help, and Most Common Support Questions.
Tip: To maximize the Help toolbar (from one line to four lines) when a return is open, click the Maximize/Minimize control near the upper-right corner of the Help toolbar. The Help toolbar will remain maximized until it's minimized.
For more information, see Getting information and help on page 71.
Shows questions that have been asked by tax professionals using ProSeries software, with questions grouped by whether they have been answered. Enables you to ask and answer questions. Provides a quick way to go to three useful and informative Web sites.
Shows the name of the form, schedule, or worksheet that is currently open, the type of data field that is currently selected, and the Refund amount or Amount Due for the open return, based on the data entered thus far. To see the status bar at the bottom of the ProSeries Basic Edition window, go to the View menu and select Status Bar .

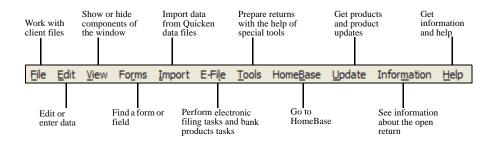
Using the Prepare Returns window

From the **Prepare Returns** window, you can:

- Open forms, schedules, and worksheets
- Enter, edit, and delete data for the current client's federal and state returns
- Save the current client's data in a client file
- 1 Check the current client's return for errors
- 1 Import data from Quicken
- 1 Set up ProSeries Basic Edition options and features
- 1 Set up client-specific billing and view the Client Invoice
- View the Client Filing Instructions letter
- Print the current client's federal and state returns
- 1 Print specific forms, schedules, and worksheets
- 1 Initiate electronic filing for the current client's federal and state returns
- 1 Get information and help

Using the menu bar in the Prepare Returns window

The following illustration summarizes the menu bar for the **Prepare Returns** window:



Using the Left Navigation Area

The Left Navigation Area has the following:

- Step buttons, which take you step-by-step through preparing a client's returns
- Refund or Amount Due button, which shows the refund amount or amount due for the open federal or state return, and opens the Tax Summary page



The Step buttons are discussed next. The **Refund or Amount Due** button is discussed in Using the Refund or Amount Due button on page 47.

Using Step buttons

When a return is open, the Step buttons summarize the steps to prepare the client's federal and state returns.

The first six Step buttons—which are labeled **General Information**, **Income**, **Deductions**, **Credits**, **Taxes**, and **Payments**—are for six categories of data for a federal return.

Each of these Step buttons include a **Forms** checklist that lists the forms, schedules, and worksheets that are relevant for that category of data.

- When you enter the client's name, the program adds the name to the **General Information** button.
- As you enter data for the client's federal return, the program adds the current applicable subtotals to the **Income**, **Deductions**, **Credits**, **Taxes**, and **Payments** buttons. These subtotals are also known as "rolling totals."

The **State** button is for state return data. There's a **Forms** checklist for each state that lists the forms, schedules, and worksheets that are relevant for that state's returns.

- When you start a state return, the program adds the two-letter abbreviation for that state to the State and State Final Review buttons.
- If you prepare more than one state return for a client, the program adds the two-letter abbreviation for each state to the **State** and **State Final Review** buttons. The first state listed is the state return that was most recently open.

Using Forms checklists

When you select a Step button, you see an Input tab labeled **Checklist**. Click this tab to open the **Forms** checklist.

You can do the following when a **Forms** checklist is open:

- 1 **Get information.** Place the mouse pointer over the name of a form, schedule, or worksheet on the **Forms** checklist to see information about the form, schedule, or worksheet in the **Field/Form Help** area of the Help toolbar (below the checklist).
- Select a form. Click the name of a form, schedule, or worksheet on the Forms checklist to select it.

When you select a form, schedule, or worksheet on a **Forms** checklist, the program adds an Input tab for it. (For more information about Input tabs, see Using Input tabs and Output tabs on page 48.)

Tip:

If you remove the check from the box for that form, schedule, or worksheet, the program removes the associated Input tab unless:

- There's client data on the form, schedule, or worksheet, or
- There's more than one copy of the form, schedule, or worksheet

If you attempt to remove the check from a box under these circumstances, a dialog box instructs you to open the form that you want to remove, then to go to the **Forms** menu and select the **Remove** command.

Open a form. To open a form, schedule, or worksheet, click the associated Input tab.

Tip:

To see a list of all available forms, schedules, and worksheets, click the **Find Form** button on the toolbar

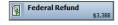


The eleven Step buttons and their purposes are:

Use this Step button	To do this
General Information	Enter various information about the client. On the General Information Forms checklist, forms are grouped in the following categories:
	Client Information, which includes the Federal Information Worksheet
	Miscellaneous Tax Forms and Worksheets
	Extensions
	Planning
	State Nonresident and Part-Year Resident
	Electronic Filing and Banking Information
	Preparer and Billing Information
Income	Enter information about the client's income. On the Income Forms checklist, forms are grouped in the following categories:
	Wages, which includes the Wage and Tax Statement (Form W-2)
	State Tax Refund
	Capital Gains and Losses
	Passthrough K-1s
	Depreciation Summary Reports
	Interest and Dividend Income
	Business, Rental, Farm
	Pension, Annuity, IRA Inc, SS Benefits
	Other Income
	Passive Activity Limitations
Deductions	Enter information about the client's deductions. On the Deductions Forms checklist, forms are grouped in the following categories:
	Adjustments to Income
	Itemized Deductions
Credits	Enter information about the client's credits. On the Credits Forms checklist, forms are grouped in the following categories:
	Earned Income Credit
	General Business Credits
	Other Credit Information
	Child-Related Credits
	Health Insurance Credit
	I

Use this Step button	To do this
Taxes	Enter information about the client's taxes. On the Taxes Forms checklist, forms are grouped in the following categories:
	Underpayment Penalties
	Tax on Retirement Distributions
	Kiddie Tax
	Tax on Lump-Sum Distributions
	Alternative Minimum Tax
	Household Employment Taxes
	Unreported Social Security/Medicare
	Other Taxes
Payments	Enter information about the client's tax payments. On the Payments Forms checklist, forms are grouped in the following categories:
	Estimated Tax Payments
	Extension Payments
Federal Final Review	Check the open federal return for errors.
State	Start a new state return or go to an existing state return.
	On the State Forms checklist for California, Illinois, Maryland, Massachusetts, Michigan, New Jersey, New York, North Carolina, Ohio, and Pennsylvania returns, forms are grouped in the categories that are appropriate for that state's returns.
State Final Review	Check the open state return for errors.
Print	Print the current client's federal and state returns.
File Electronically	File the current client's federal and state returns electronically.

Using the Refund or Amount Due button



The **Refund or Amount Due** button (below the **File Electronically** button in the Left Navigation Area) shows the refund amount or amount due for the open federal or state return based on the data entered thus far. Click the **Refund or Amount Due** button to open the Tax Summary page. If the client's federal return is open, you'll see the Tax Summary for the federal return. If a state return is open, you'll see the Tax Summary for that state return. There are tabs at the top of the Tax Summary page for each of the client's returns. Select a tab to see the corresponding Tax Summary.

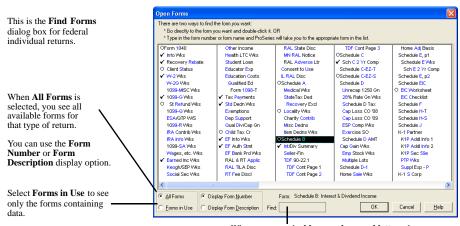
Using the Find Forms dialog box

When a return is open, you can use the **Find Forms** dialog box to open forms, schedules, and worksheets. Use any of the following methods to open the **Find Forms** dialog box:

Go to the toolbar and click the **Find Form** button



- Go to the **Forms** menu and select **Find Form**
- Press the **F6** key, or hold down the CTRL key and press the **F** key on the keyboard
- If a **Forms** checklist is open, scroll down to the "Can't find what you are looking for?" shaded area, then click the **Find Form** button



When you type the **blue numbers and letters** that are keyboard shortcuts, they appear here.

When the **All Forms** and **Display Form Number** options are selected, note that:

- 1 **Check mark.** A check mark precedes a form if:
 - It has at least the minimum data required to be considered complete, and
 - The ProSeries Basic Edition program doesn't detect any errors.
- Circle. A circle precedes a form if:
 - It's part of the return, but the ProSeries Basic Edition program detects errors, or
 - It isn't part of the return, but it contains data that you (or someone else) entered.

To open a form from the **Find Forms** dialog box:

- 1 Double-click the form, or
- Highlight the form, then click **OK** or press ENTER

Tip:

To highlight a form, either click the form or use the keyboard arrow keys. If the **Display Form Number** option is selected, you also can type the blue letters and/or numbers in the name of the form.

Using Input tabs and Output tabs

As you enter data for a client's federal or state return, the ProSeries Basic Edition program adds Input tabs above the Work area and Output tabs below the Work area.

Using Input tabs

The program adds an Input tab for a form, schedule, or worksheet when you:

- 1 Check the box for a form, schedule, or worksheet on a **Forms** checklist
- Double-click the name of a form, schedule, or worksheet in the **Find Forms** dialog box
- QuickZoom to a form that didn't have an Input tab (as explained in Using QuickZooms on page 69)
- Click the **Create** button in a **Multiple-Copy Form** dialog box (as explained in Preparing more than one copy of a form on page 70)

When you're working on a client's federal return, there are a separate set of Input tabs for the categories of data that correspond to the first six Step buttons in the Left Navigation Area. There also are a separate set of Input tabs for each state return.

Tip:

Place the mouse pointer over an Input tab to see the full name below the Input tab.

As the program adds Input tabs for a category of federal data or for a state return:

- 1 The tabs become narrower and fewer characters may be visible. If you want to see the full name for an Input tab, place your mouse pointer over the tab.
- When the first row is full of Input tabs, the program begins to "stack" the Input tabs in a second row.
- When the second row is full of Input tabs, the program begins to "stack" the Input tabs in a third row.
- When the third row is full of Input tabs, the program adds a small scroll bar to the right side of the Input tab rows so you can scroll through the rows of Input tabs.

Click an Input tab to open the form, schedule, or worksheet that the Input tab represents.

Most Input tabs have the name of a form, schedule, or worksheet in black text on a gray background. Note the following information about color and Input tabs.

- 1 **Red name.** The name on an Input tab is red if the program detects that one or more data fields on the form, schedule, or worksheet that the Input tab represents contain invalid data or are missing required data.
- Green background. The background for the Choose State Input tab is green (instead of gray) when the Choose State page is open. The background for the Input tab that represents a state return is green when that state return is open.

Using Output tabs

Output tabs identify the forms, schedules, and worksheets that will be:

- Printed as part of the client's return when you select the **Print** button while the **Filing Copy** tab is selected at the top of the **Printing** page (assuming you haven't changed the default selections on the **Filing Copy** section of the **Printing** page), and
- Filed as part of the client's return when you file the return electronically.

Exception: The program doesn't create Output tabs for Explanation statements, even though they are filed with returns.

As you work on a client's federal return, there are a separate set of Output tabs for the six categories of data that correspond to the first six Step buttons in the Left Navigation Area. However, the first Output tab for each of the six categories of data is always the primary signature form (Form 1040, Form 1040A, or Form 1040EZ) for the client's federal return.

As you work on a client's state return, there is one set of Output tabs for that state return. If you prepare more than one state return for a client, there is a separate set of Output tabs for each state return.

Click an Output tab to open the form, schedule, or worksheet that the Output tab represents.

Important:

Some forms and schedules include Smart Worksheets that help you enter data more efficiently. When you open a form by clicking an Output tab, the Smart Worksheets on that form (if any) aren't shown. When you open a form by clicking an Input tab, the Smart Worksheets on that form (if any) are shown.

Summary of the steps to prepare a client's returns

The following table presents a brief summary of the basic steps to prepare client returns. For a more detailed explanation of how to prepare a client's federal and state returns, see Step by step instructions to prepare a client's returns on page 54. Note that some optional steps aren't included in the following table.

To do this	Do this
1. Start the client's federal return from HomeBase	If you transferred client data from last year's ProSeries Basic Edition (or ProSeries) client file, select the HomeBase View 1040 tab, then double-click the client's name to open the client's file.
	If you didn't transfer client data from last year's ProSeries Basic Edition (or ProSeries) client file, click the New button on the HomeBase toolbar. The Federal Information Worksheet opens.

To do this	Do this
2. Prepare the client's federal return	a. Import - If there's relevant client data in a Quicken data file, start Quicken, open the Quicken data file, then go to the Import menu in ProSeries Basic Edition and select Quicken Import.
	b. Enter data - Enter data in the applicable data fields.
	Use the General Information , Income , Deductions , Credits , Taxes , and Payments buttons in the Left Navigation Area to select each category of data.
	Use the Forms checklists to add Input tabs for the appropriate forms, schedules, and worksheets.
	Open a form, schedule, or worksheet by clicking (a) its Input tab or (b) an appropriate QuickZoom button or icon.
	c. Save the data - Click the Save button on the toolbar often as you enter data.
	d. Review - Click the Federal Final Review button in the Left Navigation Area to correct errors that the ProSeries Basic Edition program identifies.

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To do this	Do this
3. Prepare the client's state return(s)	a. Choose the state(s) - Click the State button in the Left Navigation Area, then click the check box for the appropriate state(s) on the Choose State page. The program adds an Input tab for a state when you select it.
	b. Select the state - Click the state Input tab to see the Forms checklist for that state. If there's more than one state Input tab (because you selected more than one state on the Choose State page), prepare the non-resident state return(s) before the resident state return.
	c. Enter data - Enter data in the applicable fields on the state forms.
	Use the State Forms checklist to add Input tabs for the appropriate forms, schedules, and worksheets.
	Open a form, schedule, or worksheet by clicking (a) its Input tab or (b) an appropriate QuickZoom button or icon.
	d. Save the data - Click the Save button on the toolbar often as you enter data.
	e. Review - Click the State Final Review button in the Left Navigation Area to correct errors that the ProSeries Basic Edition program identifies.
	f. Prepare additional state returns - If the client must file any additional state returns, take the following steps for each additional state return:
	Click the state Input tab for the state. If there isn't a state Input tab for a state, click the Choose State Input tab to open the Choose State page, then check the box for the state that you want.
	• Repeat steps c , d , and e for the state return.
	g. Go to federal - Click any of the first six buttons in the Left Navigation Area to close the state return and open the client's federal return.

To do this	Do this
4. Print the client's return(s)	a. While the client's federal return is open, click the Print button in the Left Navigation Area to open the Printing page.
	b. With the Filing Copy tab selected, review all the information on the page, make any adjustments you think are appropriate, then click Print .
	Caution: If you make adjustments on the Filing Copy page, make sure you file all required forms, schedules, and worksheets.
	c. Select the Client Copy tab, review all the information on the page, make any adjustments you think are appropriate, then click Print.
	d. Select the Preparer Copy tab, review all the information on the page, make any adjustments you think are appropriate, then click Print .
5. File the client's return(s) electronically	a. While the client's federal return is open, click the File Electronically button in the Left Navigation Area.
	b. In the Electronic Filing dialog box, check the box for each of the client's returns that you want to file electronically, then click OK .
	c. The program closes the client's return, opens HomeBase with the EF Clients tab selected, then starts the electronic filing process.
	d. If the Electronic Filing Transmission dialog box asks "Do you want to continue with the convert/transmit process?," select Yes .
	e. If other dialog boxes appear, review the information, then click the appropriate button.
6. Check for electronic filing and bank product acknowledgments	a. After 24 to 48 hours, go to HomeBase and click the EF Clients tab. Go to the E-File menu and select Check EF and Bank Product Acknowledgments.
	b. Review the electronic filing acknowledgment information in the Check EF and Bank Product Acknowledgments dialog box. Click View Acks to see detailed information. Click Print Log to print the information.
	c. Click the Bank Products Acknowledgments tab (if you're offering bank products through Santa Barbara Bank & Trust), then review the bank product acknowledgment information. Click Print Log to print the information.
	d. Take the steps that are indicated by the acknowledgments you've received.

Step by step instructions to prepare a client's returns

This section presents a detailed explanation of how to prepare a client's federal and state returns. To see a brief summary of the basic steps to prepare client returns, see Summary of the steps to prepare a client's returns on page 50.

Start or open the client's federal return

Start a new federal return or open the client's previously-saved federal return from HomeBase.

- Start return. Go to the HomeBase toolbar and click the New button.
- Open return. Double-click the line for the client in HomeBase.

The following table summarizes the steps for completing the federal and state returns.

This step

Step 1 – General Information category
Step 2 – Income category
Step 3 – Deductions category
Step 4 – Credits category
Step 5 – Taxes category
Step 6 – Payments category
Step 7 – Federal Final Review
Step 8 – State returns
Step 9 – State Final Review
Step 10 – Print returns
Step 11 – File the returns electronically

Step 1 - General Information category



If the **General Information** button isn't selected in the Left Navigation Area, click it now.

Complete all relevant sections of the Federal Information Worksheet.

Enter data in relevant fields with a light beige background.

Tip:

Color descriptions in this guide are for guidance only. On your monitor, data fields might have a light yellow or light green background rather than a light beige background.

Note the following about data fields:

- 1 The program changes the background of a field from light beige to light red when data that you've entered in other fields indicates that data is required for the light red field.
- Fields with a white background are calculated by the program based on data that you enter.

Tip:

If you've opened a return that was started by the Transfer procedure, the Federal Information Worksheet (and other forms, schedules, and worksheets) might already contain client data.

Important:

The ProSeries Basic Edition program uses the information that you enter in the Federal Information Worksheet to prepare the client's federal and state returns.

The Federal Information Worksheet includes the following parts.

Part name	Comments
Recovery Rebate Credit Information	Enter applicable information about an economic stimulus payment.
Part I – Personal Information	Enter information in the Taxpayer fields. If the clients are a married couple, enter information in the Spouse fields also.
Part II – Federal Filing Status	Check the box for the appropriate filing status. Depending on the filing status, you might need to enter additional information.
Part III – Dependent/Earned Income Credit/Child and Dependent Care Credit Information	If necessary, the table expands to accommodate the information for all of the client's dependents.
Part IV – Earned Income Credit Information	Check the appropriate box for any Earned Income Credit situation that applies.
Part V – Return Preparer and Third Party Designee Information	Enter your Preparer Code. When applicable, select Self-Prepared or Non-Paid Preparer . Complete the Third Party Designee section as applicable.

Part name	Comments
Part VI – Electronic Filing of Tax Return Information	If you will be filing the client's return(s) electronically, provide the applicable information.
Part VII – Electronic Filing of Extension Information	If you will be filing extensions for the client's return(s) electronically, provide the applicable information.
Part VIII – Direct Deposit/Electronic Funds Withdrawal Information	Complete this section if the client wants direct deposit of a federal refund or electronic funds withdrawal of a federal balance due.
Part IX – Additional Federal Return Information	Select the options in this section that are relevant, if any.
Part X – Part-Year and Nonresident State Return Filing Information Only	Enter all relevant information. Be sure to complete the State Residency Status table if applicable.
Part XI – Client Letter Information	Enter information that you want the program to use on the Client Filing Instructions letter.

Tip:

If you aren't able to complete every section of the Federal Information Worksheet now, you can return to the worksheet and enter additional information later.

Save the client's data

After you've entered the client's name and social security number, go to the toolbar and click the **Save** button.



In the **Save Tax Return** dialog box, examine the **File name** field. By default, the program enters the first four letters of the client's last name and the last four digits of the client's social security number.

If you want to assign a different name to the client file, enter the name that you want to use.

When you're satisfied with the name in the **File name** field, click the **Save** button to the right of the **File name** field.

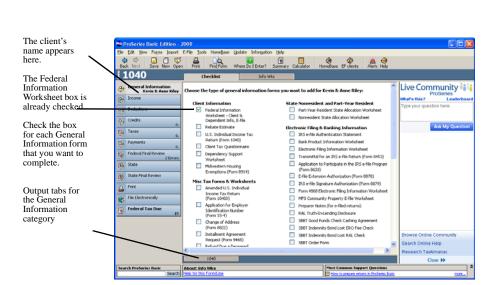
Important:

Checklist

When you're entering data, go to the toolbar and click the **Save** button frequently.

Open the General Information Forms checklist

Click the **Checklist** Input tab to open **General Information Forms** checklist.



Select forms in the General Information Forms checklist

Review the entire **General Information Forms** checklist, and check the box for each form, schedule, and worksheet that you want to prepare for the current client.

When you check the box for a form, schedule, or worksheet, the program adds an Input tab for that form, schedule, or worksheet.

Important:

If you've opened a return that was started by the Transfer procedure, there will be a check in the box for the Federal Information Worksheet and in the boxes for any other forms, schedules, and worksheets that already contain client data.

Preparing more than one copy of a form, schedule, or worksheet

If you check the box for a form, schedule, or worksheet and there is more than one copy available, you'll see an **Add More** button after its name.

Click the **Add More** button if you want to prepare an additional copy of that form, schedule, or worksheet. The program will add an Input tab for that copy.

Add More

The Input tabs for each copy of a form, schedule, or worksheet have the same label (such as "Form W-2"), but that label is followed by "(Untitled)" until you enter data in a specific field on that copy.

For more information about multiple-copy forms, schedules, and worksheets, see Preparing more than one copy of a form on page 70.

Enter data on the General Information forms you selected

Enter the applicable data on each form, schedule, or worksheet that you selected in the **General Information Forms** checklist. To open a form, schedule, or worksheet, click the Input tab for that form, schedule, or worksheet.

Important:

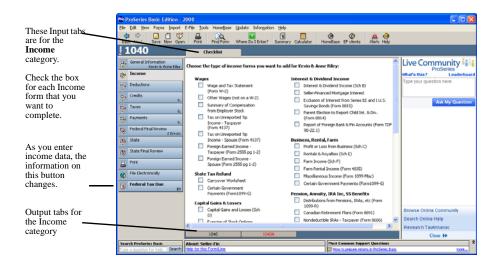
Enter data in relevant fields with a light beige background. The program changes the background of a field from light beige to light red when data that you've entered in other fields indicate that data is required for the light red field. Note that fields with a white background are calculated by the program based on data that you enter.

Step 2 - Income category

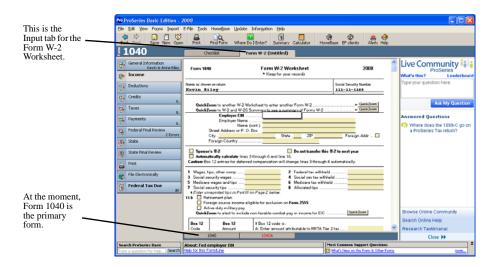


When you finish entering data on the General Information forms that are relevant for the client, move on to the **Income** category. To do so, click the **Income** button in the Left Navigation Area.

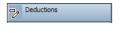
Review the entire **Income Forms** checklist, and check the box for each form, schedule, and worksheet that you want to prepare for the current client.



You'll probably need to complete at least one copy of the Form W-2 Worksheet for most clients. Shown next is a copy of the Form W-2 Worksheet before data has been entered.



Step 3 - Deductions category



When you finish entering data on the Income forms that are relevant for the client, move from the **Income** category to the **Deductions** category (the way that you moved from the **General Information** category to the **Income** category), then select and complete all the relevant forms in the **Deductions** category.

Step 4 - Credits category



When you finish entering data on the Deductions forms that are relevant for the client, move from the **Deductions** category to the **Credits** category, then select and complete all the relevant forms.

Step 5 - Taxes category



When you finish entering data on the Credits forms that are relevant for the client, move from the **Credits** category to the **Taxes** category, then select and complete all the relevant forms.

Step 6 - Payments category



When you finish entering data on the Taxes forms that are relevant for the client, move from the **Taxes** category to the **Payments** category, then select and complete all the relevant forms.

Step 7 - Federal Final Review



When you finish entering data for the client's federal return, click the **Federal Final Review** button in the Left Navigation Area.

The following table explains each Final Review diagnostic category:

Final Review category	Explanation
Errors and Omissions	Identifies errors, omissions of required information, estimated values, and contradictory information
Electronic Filing	Identifies errors that could preclude electronic filing

Final Review category	Explanation
TSJ Tag Errors	Searches the return for Taxpayer/Spouse/Joint indicators if you change the client's federal filing status from Married Filing Joint to Married Filing Separate
Diagnostics	Evaluates the return for required attachments and inconsistencies
List of Notes	Identifies fields to which you have attached notes
List of Overrides	Identifies fields in which you have overridden the calculated value
Unsupported Calculations	Presents information about calculations the program does not perform to help you determine whether there are any items that must be manually calculated and entered on the appropriate form or schedule in the current return
Deduction Finder	Identifies additional deductions and credits for which the client might be eligible

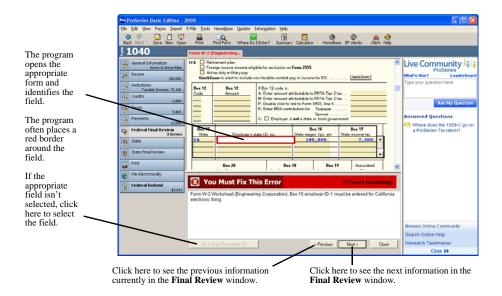
The program presents the results of the Final Review process in the **Final Review** window below the Work area.

- Final Review information is grouped by diagnostic category.
- Each category begins with an explanation of that type of diagnostic.
- The program assigns each message one of the following three priority levels:
 - You Must Fix This Error
 - You Should Fix This Error
 - For Your Information

The priority level is shown on the upper-left area of the **Final Review** window.

- When an error is identified in the **Final Review** window, the program opens the appropriate form and selects the applicable data field, often by placing a red border around the field. Correct the error, then click **Next**.
- Click **Next** to see the next information in the **Final Review** window. When you click **Next**, you see either:
 - The next error for the current category
 - An explanation of the next category
 - An explanation that you've reached the end of the Final Review process
- The upper-right area of the **Final Review** window indicates how many errors the program detects in the open return. As you resolve errors in the return, the number of errors is updated so you know how many errors remain to be corrected.

The next illustration shows an error identified by the Final Review **Errors and Omissions** category.



Important:

When the program informs you "Final Review is complete," click the **Recheck** button (which appears at the bottom of the Final Review area when you reach the end of the Final Review) to make sure the client's return doesn't contain any new errors.

Step 8 - State returns



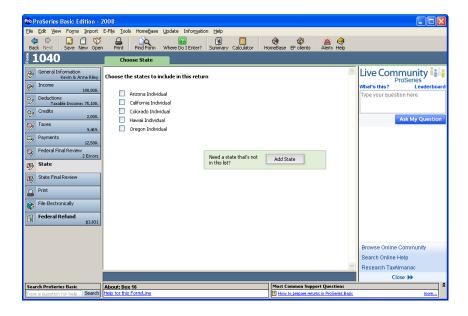
After the client's federal return successfully passes Final Review, click the **State** button in the Left Navigation Area if the client is required to file one or more state returns.

Important:

If the client must file returns for more than one state, be sure to open the resident state return after completing the non-resident state return(s) so the program can calculate the tax credit offered by a resident state on non-resident income.

- If you installed only one state product, the program adds an Input tab for that state return and opens the **Forms** checklist for that state in the Work area.
- If you installed more than one state product, the **Choose State** page opens. The **Choose State** page lists every state product that's installed. Check the box for

each state return that you need to prepare for the client. When you check the box for a state, the program adds an Input tab for that state return.



When you click the Input tab for a state return, the program opens the **Forms** checklist for that state.

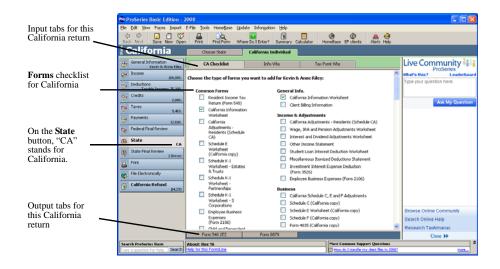
If you need to prepare a return for a state that isn't installed, click the **Add State** button to open the **Product Selections** dialog box, select the additional state product(s) that you want to install, then click **Next**.

Tip:

If the program detects information from last year's state return, a dialog box asks whether you want to transfer the relevant information to this year's state return.



The next illustration shows the **Forms** checklist for California.



The ProSeries Basic Edition program saves you time by automatically flowing all applicable data from the client's federal return to the client's state return(s). The Input tabs and Output tabs that you see for the client's state return are derived from the data in the client's federal return.

- Click each Input tab so you can review each state form, schedule, and worksheet. Enter any additional information that's appropriate for the client's state return.
- Use the state's **Forms** checklist to select any additional state forms, schedules, or worksheets that are required or appropriate for the client's state return.

When you complete the client's state return, click the **State Final Review** button in the Left Navigation Area. See the next section, Step 9 - State Final Review for more information.

Step 9 - State Final Review



When you finish entering data for the client's state return, click the **State Final Review** button in the Left Navigation Area.

Note that there are fewer Final Review diagnostic categories for state returns than for federal returns.

Use the **Final Review** window for the client's state return the same way that you used it for the client's federal return. When the program informs you that you've reached the end of the Final Review, be sure to click the **Recheck** button to make sure the client's return doesn't contain any new errors.

Preparing additional state returns

If the client is required to file more than one state return:

- 1 Click the **State** button in the Left Navigation Area, then click the **Choose State** Input tab.
- 2 Check the box for the state that you want on the **Choose State** page.
- 3 Complete the additional state return the same way that you completed the first state return, then click the State Final Review button in the Left Navigation Area.
- 4 If the client is required to file state returns for any additional states, repeat Steps 1 through 3.

Important:

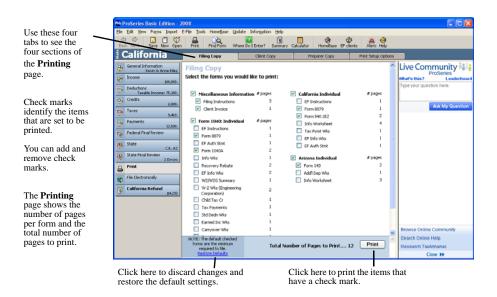
If you prepare more than one state return for a client, be sure each state return successfully passes Final Review.

5 When you finish preparing the client's state return(s), click any of the first six buttons in the Left Navigation Area to close the state return and open the client's federal return.

Step 10 - Print returns



When you want to print a client's returns, click the **Print** button in the Left Navigation Area to open the **Printing** page.



1 Select the **Filing Copy** tab, review all the information on the page, make any adjustments you think are appropriate, then click **Print**.

Important:

A dialog box warns you if you removed the check mark from the check box for a required form. Be sure each printed return that you file includes all required forms, schedules, worksheets, and other items.

- 2 Select the **Client Copy** tab, review all the information on the page, make any adjustments you think are appropriate, then click **Print**.
- 3 Select the **Preparer Copy** tab, review all the information on the page, make any adjustments you think are appropriate, then click **Print**.
- 4 Pay-Per-Return. If you're printing a state return for a state product that you're using on a pay-per-return basis and you haven't authorized payment for that state return, the **Return Authorization** dialog box opens so you can authorize payment for that state return.
- 5 The **ProSeries Basic Printing Status** dialog box keeps you informed.
- **6** When the **ProSeries Basic Printing Message Log** dialog box appears. review the information, then click the **Close** button.
- 7 If you're going to file the client's return(s) electronically, see the next section, Step 11- File the returns electronically.

Tip:

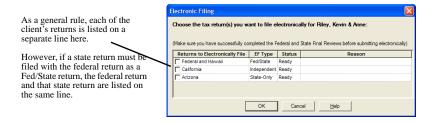
If you want to print a specific form, open that form, then go to the toolbar and select the **Print** button.

Step 11- File the returns electronically



When a client's returns have successfully passed Final Review and you're ready to file them electronically, click the **File Electronically** button in the Left Navigation Area.

1 In the **Electronic Filing** dialog box, check the box for each of the client's returns that you want to file electronically, then click **OK**.



The program closes the client's return, opens HomeBase with the **EF Clients** tab selected, then starts the electronic filing process.

2 If the **Electronic Filing Transmission** dialog box asks "Do you want to continue with the convert/transmit process?", click **Yes**.

Dialog boxes keep you informed. When the program finishes transmitting the return(s), the Electronic Filing Transmission log opens. This log indicates whether each return was successfully transmitted and, if returns were not successfully transmitted, the reason why they were not successful.

- 3 Click **Print** to print the contents of the Electronic Filing Transmission log.
- 4 Click **Close** to close the Electronic Filing Transmission log.

For more information about electronic filing, including instructions on how to check for electronic filing acknowledgments, see Filing returns electronically on page 77.

For information about bank products, see Overview of Bank Products on page 90.

Entering data on forms, schedules, and worksheets

As you select fields on the tax forms, schedules, and worksheets in your clients' returns, you'll see that fields with a light beige background are available for data entry, while fields with a white background are calculated by the ProSeries Basic Edition program from data in the client's returns.

Important:

As you enter data, the program changes the background of fields that require data (based on the data that you've entered in other fields) from light beige to light red. You must enter data in fields with a light red background.

The different kinds of data are represented by different colors.

- 1 Data that you enter is blue.
- Data that the program transfers from the client's ProSeries Basic Edition client file or ProSeries client file from last year is aqua.
- 1 Data that the program transfers from the client's federal return to a state return is aqua.
- Data that the program imported from Quicken is in green.
- 1 Data that the program calculates is black.
- Data from a supporting statement that you created is in purple.
- Data that you've marked as estimated is red and in italics.
- Data that the program determines is invalid, such as an invalid social security number, is red.

Important:

As you enter data, go to the toolbar and click the **Save** button frequently.

When you enter data, keep the following in mind:

- After each entry, press ENTER or TAB, or click on a different field.
- When you enter a dollar-and-cents amount or a percentage, include the decimal point. The program rounds amounts to the nearest dollar.
- When you enter an amount of more than three digits, the program adds the comma.
- When you enter a negative number, type the minus key before the amount.
- If the program shows one or more ways to complete the data entry that you've begun (because the **Use AutoFill** option is selected):
 - Press ENTER to accept the suggested data if it's correct, or
 - Select the correct alternative from the list of suggested data and press ENTER, or
 - Continue typing the correct data.

For more information about data entry, use the **Search Help** feature on the Help toolbar or in the Help Center. (For instructions, see Getting information and help on page 71.)

Finding forms by topic

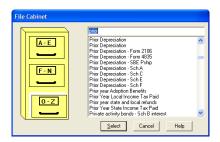
The Where Do I Enter? and File Cabinet features can help you determine where to enter specific data in a federal return. (These features aren't available for state returns.)

Using the Where Do I Enter? feature

- 1 Go to Forms menu and select Where Do I Enter? to open the Where Do I Enter? dialog box.
 - Tip: If you prefer, go to the toolbar and click the **Where Do I Enter?** button.
- 2 Go to the **Search** field near the top of the dialog box, then type a keyword or keywords that describe the topic in question.
- 3 Click the line with the applicable entry in the **Topic** column to go to form, schedule, worksheet, or other item that's identified in the **Form** column on that line.
- 4 When the form, schedule, or worksheet that's associated with the topic opens, enter the applicable information in the field that's selected.

Using the File Cabinet feature

- 1 Go to the **Forms** menu, point to **Find**, then select **By topic** to open the **File Cabinet** dialog box.
- 2 Click the applicable File Cabinet drawer for the topic that you want.



- **3** Go to the field near the top of the dialog box, then type the name of the topic that you want so you can view the applicable part of the topic list.
 - **Tip:** If you prefer, use the scroll bar to view the applicable part of the topic list.
- 4 Double-click the name of the topic that you're interested in.
- 5 When the form, schedule, or worksheet that's associated with the topic opens, enter the applicable information in the field that's selected.

Using QuickZooms

Many ProSeries Basic Edition forms include **QuickZoom** buttons and **QuickZoom** icons.

- Click a **QuickZoom** button on a form to quickly open a related form and create a new Input tab. In most cases, the related form is identified on the line of the form with the **QuickZoom** button.
- If you see a **QuickZoom** icon when you select a field on a form, click the **QuickZoom** icon to quickly open a related form and create a new Input tab.



Important: When you QuickZoom from one form to another in a federal return, you might go from one step (or category of forms) to another step (or category of forms). When that happens, you'll see the Input tabs for the current step (or category of forms).

Preparing more than one copy of a form

When applicable, you can prepare more than one copy of some forms. schedules, and worksheets. For example, you can prepare more than one copy of the Form W-2 Worksheet or Schedule C for federal returns.

If you use a **Forms** checklist to create a new copy of a multiple-copy form, schedule, or worksheet, the program adds an Input tab for that copy above the Work area.

- That Input tab identifies the form, schedule, or worksheet and includes "(Untitled)".
- When you enter a name in the appropriate field on the form, schedule, or worksheet, the program replaces "(Untitled)" with the name that you entered. For example, if you enter "ABC Corporation" in the Employer's Name field of a Form W-2 Worksheet, the program replaces "(Untitled)" on the Input tab with "ABC Corporation".

If you click a **QuickZoom** button or **QuickZoom** icon to go to a form, schedule, or worksheet for which you can prepare more than one copy, you'll see the **Multiple-Copy Form** dialog box for that form.



- To open an existing copy of the form, schedule, or worksheet, click **Select an existing <form> to open**, then double-click the name of the copy that you want. The program opens the copy of the form, schedule, or worksheet.
- To open a new copy of the form, schedule, or worksheet, click **Create new copy**, enter a name for the new copy, then click the **Create** button.
 - The program opens a new copy of the form, schedule, or worksheet, creates an Input tab for the new copy (with the name you provided), and enters the name you provided in the appropriate field on the form, schedule, or worksheet.

For more information about forms navigation, use the **Search Help** feature on the Help toolbar or in the Help Center.

Setting up other ProSeries Basic Edition features

Use the information in the following table to set up the following ProSeries Basic Edition features.

To do this	Do this
Internet. Set up an Internet connection so you can use ProSeries Basic Edition connectivity features.	Go to the Help menu and select Internet Connection Setup .
Product licensing. License your ProSeries Basic Edition tax products so you can print and file returns electronically.	Go to the Tools menu, select License Products , then select Online or Manual . (We recommend that you select Online.)
Pay-Per-Return. Add funds to a pay-per-return account so you can print and file returns electronically (for products you're using on a pay-per-return basis).	Go to the Tools menu, select Pay Per Return , then select Increase Account Balance .
Slip sheets. Select options for slip sheets to use with envelopes and presentation folders.	Go to the Tools menu and select Global Slip Sheet Options .
Billing rates. Set billing rates for the forms, schedules, and worksheets of a specific type of return.	After you open a return of the applicable type, go to the Tools menu, select Billing , then select Billing Rates Per Form .

For more information about ProSeries Basic Edition features, use the **Search Help** feature. (The **Search Help** feature is discussed in the next section.)

Getting information and help

The ProSeries Basic Edition Help system includes a Help toolbar near the bottom of the **HomeBase** window and the **Prepare Returns** window with three features to help you get the information that you need quickly and easily. Those features are:

- 1 Search Help
- **Most Common Support Questions**
- 1 Field/Form Help

These three information and help features are discussed later in this section.

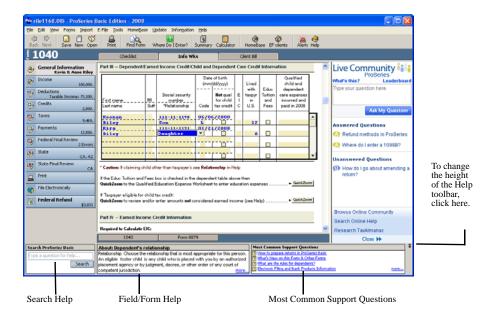
Tip:

To change the vertical size of the Help toolbar when a return is open, click the Maximize/Minimize control near the upper-right corner of the Help toolbar.

For information about a specific ProSeries Basic Edition tax product:

- See the product Release Notes that accompanied the ProSeries Basic Edition CD, or
- Click the **Help** button Help on the toolbar, select **ReadMe Information** in the Help Center, then select the ProSeries Basic Edition tax product, or
- Start a new return or open a previously-saved return for that ProSeries Basic Edition tax product, then:
 - Click the **Help** button on the toolbar, then select **What's New This Year?** in the Help Center, or
 - Go to the **Search Help** field on the Help toolbar or in the Help Center, type keywords or a question in the **Search Help** field, then click the i**SEEK** button.

The next illustration shows the Federal Information Worksheet and the Help toolbar features in the **Prepare Returns** window.



Search Help

To get answers to a question or information about a keyword or phrase, type the question, word, or phrase in the **Search Help** field, then press the ENTER key or click the **iSEEK** button next to the **Search Help** field.

The program searches ProSeries Basic Edition Help content, then lists the search results in the Help Center. Click the blue, underlined title of a search result to see the full content of that information source in the Help Center or a browser window.

Most Common Support Questions

Most Common Support Questions are top support topics that are linked to information in ProSeries Basic Edition Help. Click a question to see the relevant information in the Help Center.

Field/Form Help

When you're working on a return in the **Prepare Returns** window, the left area of the Help toolbar shows some information about the currently-selected field or form. Click the blue, underlined word "more" to see all the current Field/Form Help information in the Help Center.

Field/Form Help includes Tax Help, Cross-References, and Government Instructions.

Using the Live Community feature

You can use the Live Community pamel on the right side of the ProSeries Basic Edition window to interact with tax professionals. The following are among the things you can do:

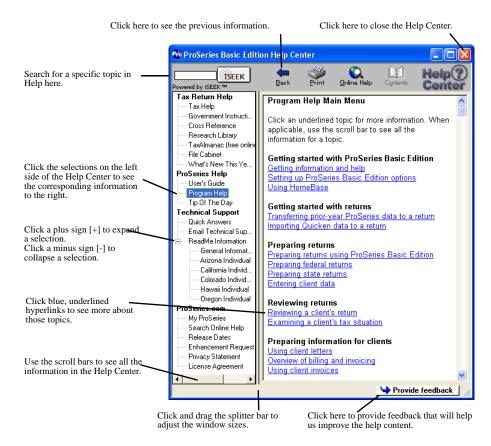
- Read questions asked by others and review the corresponding answers, if any
- 1 Ask questions and receive answers from others
- 1 Answer questions asked by others

Important:

Asking and answering questions requires an Intuit Online Account.

Using the Help Center

All three features in the Help toolbar—Search Help, Most Common Support Questions, and Field/Form Help—open the Help Center. From the Help Center, you can get a variety of information quickly from one, easy-to-use location.



The Help Center is divided into the following four sections:

- Tax Return Help Provides information about the open tax return
 - Includes the **Tax Help, Government Instructions, Cross Reference**, and TaxAlmanac selections
- ProSeries Help Provides information about using the ProSeries Basic Ed5ition program,
 - Includes the User's Guide and Program Help selections
- **Technical Support** Provides important product information
 - Includes the Quick Answers, Email Technical Support, and ReadMe Information selections
- ProSeries.com Is a resource for online help tools and information
 - Includes the My ProSeries and Search Online Help selections

Tip: The Help Center opens when you click the **Help** button on the toolbar.



For more information about ProSeries Basic Edition Help, use the **Search Help** feature on the Help toolbar or in the Help Center to find the information that you want.

Using the on-screen version of the ProSeries Basic Edition Quick Reference Guide

The on-screen version of this ProSeries Basic Edition Quick Reference Guide is automatically installed on your system. You can use the **Search Help** feature to find information in the guide.

To open the ProSeries Basic Edition Quick Reference Guide from the Help Center:

- 1 Go to the left side of the Help Center and click **User's Guide**.
- 2 The ProSeries Basic Edition Quick Reference Guide title page and Table of Contents appear in the ProSeries Basic Edition Quick Reference Guide browser window.
- 3 Click a topic in the Table of Contents, or click the **Index** or **Search** tab.

When the ProSeries Basic Edition Quick Reference Guide is open in the browser window:

- 1 Click a topic in the Table of Contents to see that information in the display area to the right of the Table of Contents.
- 1 Use the scroll bars to see all the information in the Table of Contents and the display area.
- 1 Click blue, underlined words and phrases to see more information about those topics.
- 1 Click the **Printer** icon in the upper-right corner of the browser window to print the current topic.
- Click the **Index** and **Search** tabs to use those Quick Reference Guide features.

Tip:

To minimize the Quick Reference Guide to the Windows taskbar while you work in the ProSeries Basic Edition program, click the Minimize control box at the upper-right corner of the browser dialog box. To see the Quick Reference Guide again, click **ProSeries Basic User's Guide** on the Windows taskbar.

Using ProSeries.com and MyProSeries

ProSeries.com (http://www.proseries.com) includes up-to-date information about ProSeries Basic Edition products and services.

MyProSeries is a section of www.proseries.com provides content that's customized for you, such as:

- 1 A way to complete product licensing manually
- 1 Technical Support answers to current support issues
- 1 Chat support with a ProSeries Basic Edition technical support agent
- E-mail support with historical logs of your e-mail correspondence
- Links to various helpful Web sites

Important:

You must set up an account to use MyProseries so we can provide you with information specific to your ProSeries Basic Edition products.

Tip:

For information about ways to learn more about using ProSeries Basic Edition software, go to http://www.proseries.com and select **Training**.

Filing returns electronically

ProSeries Basic Edition electronic filing software is installed with ProSeries Basic Edition tax products that support electronic filing.

ProSeries Basic Edition software supports electronic filing of the following:

- 1 Federal individual returns and extension request forms
- 1 State individual returns (for 41 states and the District of Columbia) and extensions (for Massachusetts and New York returns)
- 1 Minnesota property tax refund returns

IRS Web site. To visit the **e-file Providers** area of the IRS Web site, go to http://www.irs.gov, select **Tax Professionals**, then select **e-file Providers**. If you prefer, you can go directly to http://www.irs.gov/taxpros/providers/index.html.

Important:

PINs required. The IRS requires that tax practitioners e-file individual income tax returns with Practitioner PINs or taxpayer Self-Select PINs. Tax practitioners can't submit a paper signature for e-filed returns using Form 8453. The redesigned Form 8453 will be used only to transmit required supporting paper documents.

Important:

You must have a valid EFIN. If you don't have an IRS-issued Electronic Filing Identification Number (EFIN) yet, see Preparing for electronic filing on page 4.

For detailed information about electronic filing:

- Go to http://www.proseries.com and select **E-File Resources** at the bottom of the screen, or
- Use the **Search Help** feature on the Help toolbar or in the Help Center.

Establishing an Internet connection

To file electronically, you need to connect to the Internet from the computer on which the ProSeries Basic Edition program is installed.

If you don't have an Internet connection, you must first sign up for service with an Internet Service Provider (ISP). Once you have an ISP, go to the **Help** menu, select **Internet Connection Setup**, then follow the instructions in the dialog boxes.

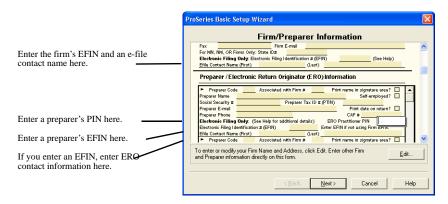
Setting up the ProSeries Basic Edition program for electronic filing

If you've already entered your electronic filing information, proceed to Step 1 - Mark the return for electronic filing on page 79.

If you haven't entered your electronic filing information yet, take the following steps to set up the ProSeries Basic Edition electronic filing options.

- 1 Go to the **Help** menu and select **Options Setup Wizard**.
- **2 EFINs.** In the **Firm/Preparer Information** dialog box, enter the firm's Electronic Filing Identification Number (EFIN) in the **Firm Information** section, and enter preparers' Electronic Filing Identification Numbers (EFINs) in the **Preparer/Electronic Return Originator (ERO) Information** section. After you enter an EFIN, complete the corresponding Efile Contact Name fields.

PINs. PINs (Personal Identification Numbers) are used as electronic signatures. Enter each preparer's PIN in the **ERO Practitioner PIN** field. A Practitioner PIN is any five-digit code (except all zeros) chosen by each preparer.



- 3 In the Filing Client Returns Electronically dialog box, select Yes, some returns may be filed electronically.
- **4** Complete the remainder of the Options Setup Wizard.

If more than one computer will be using the same EFIN

When ProSeries Basic Edition software is installed on a computer, the DCN (Declaration Control Number) counter is set at "00001." The program assigns that number to the first federal return that's marked for electronic filing, then increments the DCN counter by "1." As each subsequent federal return is marked for electronic filing, the program assigns the current DCN to that return, then increments the DCN counter by "1."

Important:

If your firm will be filing returns electronically from more than one computer, and each computer is using the same EFIN, change the starting number in the DCN counter in the program on all but one computer before preparers start to transfer or prepare returns. By advancing the DCN counter sufficiently in the program on each "additional" computer, each return marked for electronic filing will be assigned a unique DCN. For example, advance the DCN counter to "01001" on the second computer, to "02001" on the third computer, and so on.

Tip:

If a computer will be using a unique EFIN, it's not necessary to change the starting number in the DCN counter for that computer.

To change the starting number in the DCN counter for a computer:

- **1** Go to the **Tools** menu, then select **Options**.
- 2 Select **Electronic Filing** in the left side of the **Options** dialog box.
- **3** Go to the **DCN Counter** field and increase the number.

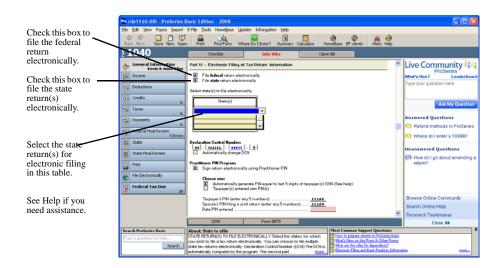
Step 1 - Mark the return for electronic filing

1 Open the client's federal return, go to the Federal Information Worksheet, scroll down to **Part V - Return Preparer and Third Party Designee**, then make sure the appropriate preparer code is entered in the **Preparer Code** field.

Tin.

If you're acting as an ERO and filing a return for another preparer, enter that preparer's preparer code in the **Preparer Code** field.

2 In Part VI - Electronic Filing of Tax Return Information, make sure the File federal return electronically box is checked.



3 State returns. If you're going to file the client's state return(s) electronically, make sure the **File state return electronically** box is checked and select the appropriate state return(s) in the **State(s)** table.

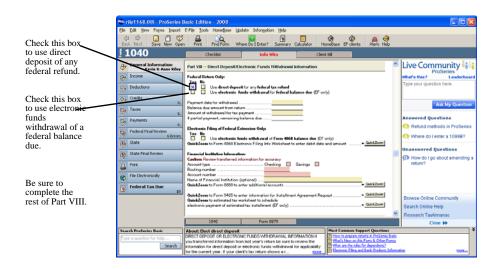
Note the following about the three EF filing types for state individual returns.

EF filing type	States	Comments
Independent	California, Illinois, Maine, Massachusetts, and Minnesota	Independent EF filing type state returns don't have to be electronically filed with the corresponding federal return. Returns for these states are electronically filed directly with the state taxing authority.
Fed/State	Hawaii	Fed/State EF filing type state returns must be electronically filed with the corresponding federal return. Returns for Hawaii are electronically filed to the IRS, then sent to the state taxing authority.
Fed/State or State-Only	36 states that aren't an Independent state or a Fed/State state	Fed/State or State-Only EF filing type state returns don't have to be electronically filed with the corresponding federal return. Returns for these states are electronically filed to the IRS, then sent to the state taxing authority.

4 DCN information. Note that the program assigns a DCN to the client's return(s).
PIN Information. Complete the appropriate fields in the Practitioner PIN Program section.

QuickZooms. When applicable, use the QuickZoom buttons near the end of Part VI to go directly to the apporpriate worksheet(s) and/or statement.

5 **Direct Deposit/Direct Debit.** If the client wants their refund deposited directly into their account or the balance due withdrawn from their account, complete **Part VIII - Direct Deposit/Electronic Funds Withdrawal Information**.



Step 2 - Prepare the client's return(s) for electronic filing

- 1 Complete the client's federal return.
 - **Tip:** See Avoiding common reasons for rejection after Step 7.
- 2 Complete the Electronic Filing Smart Worksheets on the client's Form W-2, 1099-R, W2-G, and 1099-G worksheets (if applicable).
- **3 RAL or RT.** If you're offering Bank Products through Santa Barbara Bank & Trust and the client wants a Refund Anticipation Loan or Refund Transfer, complete the applicable parts of the Bank Product Information Worksheet. For more information, see Overview of Bank Products on page 90.
- 4 Click the **State** button in the Left Navigation Area.

 State
- **5** Complete the client's state return.
- **6** Click the **General Information** button in the Left Navigation Area.



7 Go to the toolbar and click the **Save** button.



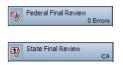
Avoiding common reasons for rejection

- Verify the client's social security number (SSN) and Date of Birth (DOB) with the Social Security Administration (SSA).
- If you're preparing a Married Filing Joint return, verify that the spouse's last name on the return matches the spouse's last name on his or her Social Security card.
- 1 Make sure the employer's name and federal identification number on the actual Form W-2 match the information you've entered in the ProSeries Basic Edition program.
- 1 Make sure the payer's name and federal identification number on the actual Form W-2G or Form 1099-R match the information you've entered in the ProSeries Basic Edition program.
- 1 Use error-checking during data entry. To do so, open a return, then go to the **View** menu and make sure there's a check mark before **Error Alerts**.

Step 3 - Run Final Review from the client's return

After you complete a federal or state return, run the ProSeries Basic Edition Final Review to help you check the return for errors.

1 To review the open federal return, click the **Federal Final Review** button in the Left Navigation Area.



To review the open state return, click the **State Final Review** button in the Left Navigation Area.

- 2 Analyze the Final Review report, and fix all errors that are identified.
- 3 Click **Recheck** to check the return for errors.
- 4 Go to the IRS *e-file* Authentication Statement in the client's federal return, make sure the box at the top of the form is checked, then complete the remainder of the form.

For more information, click the **Help** button



while the IRS *e-file*

Authentication Statement is open on the screen.

Take similar steps for the client's state return(s), if applicable.

5 Print Form 8879, IRS *e-file* Signature Authorization, in the client's return, then instruct the taxpayer (and spouse if applicable) to sign and date the form.

Important:

You are required to keep a signed and dated copy of Form 8879, IRS *e-file* Signature Authorization, for three years.

- 6 Review the federal return and any state returns (including forms concerning electronic filing and bank products) with the client before proceeding.
- 7 If you determine that the client must submit printed copies of specific documents after the client's federal return has been accepted by the IRS, review Form 8453 in the client's federal return. Also review any corresponding electronic filing paperwork forms in the client's state return(s), if applicable.

Important:

The IRS revised Form 8453 before the 2007 tax year.

Step 4 - From the EF Clients view, select the return(s)

You can select a client's return(s) for electronic filing from the client's open return or from the HomeBase EF Clients view.

Selecting returns from the client's open return

- 1 Click the **File Electronically** button in the Left Navigation Area.
- 2 In the **Electronic Filing** dialog box, check the box for each of the client's returns that you want to file electronically.



3 Click OK.

The program closes the client's return, opens HomeBase with the **EF Clients** tab selected, then starts the electronic filing process.

4 Proceed to Transmitting returns that were selected from the client's open return on page 85.

Selecting returns from the HomeBase EF Client's view

1 If HomeBase is on the screen, click the **EF Clients** tab below the toolbar. If a client's return is on the screen, go to the toolbar and click the **EF Clients** button.



The HomeBase EF Clients view presents important information about each client return that you've prepared and marked for electronic filing, including the status of each return.

2 Select the client's returns that you want to file electronically. Their status should be **Return Marked for EF** or **Return Ready to Transmit**.

State returns. State returns are listed after the client's federal return. Select a client's federal and state returns at the same time. To select more than one return, hold down the CTRL key while you click each return that you want to file electronically.

STEPS TO Live Community 🚻 E-FILE 111-11-1111 (555) 555-1111 Click on each step for more detailed information rombie, Kristy J. 111-11-1112 (556) 555-1112 111-11-1121 (555) 555-1121 This client's federal and Chavez, Angela 111-11-1124 (555) 555-1124 state returns Michael & Karen are selected 5 for electronic oster, Robert 111-11-1129 (588) 588-1129 filing. 111-11-1130 (555) 555-1130 111-11-1131 (555) 555-1131 111-11-1132 (555) 555-1132 111-11-1130 (556) 555-1130 l۶

The status should be Return Marked for EF or Return Ready to Transmit.

- Tip:
- If you select returns for more than one client, the program instructs you to select the return(s) for only one client.
- Tip: While California, Illinois, Maine, Massachusetts, and Minnesota returns do not need to be electronically filed with the corresponding federal return, it's best to do so. If a North Dakota or South Carolina return isn't filed with the corresponding federal return, that state return can't be electronically filed until the federal return is accepted.
- 3 Proceed to Transmitting returns that were selected from the HomeBase EF Clients view below.

Step 5 - Convert and transmit the selected return(s)

You can convert and transmit a client's return(s) from the client's open return or from the HomeBase EF Clients view.

Transmitting returns that were selected from the client's open return

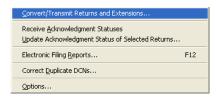
If you selected a client's return(s) for electronic filing from the client's open return (as explained in Selecting returns from the client's open return on page 83), take the following steps:

- 1 If the **Electronic Filing Transmission** dialog box asks "Do you want to continue with the convert/transmit process?", select **Yes**.
- 2 Dialog boxes keep you informed. When the program finishes transmitting the return(s), the Electronic Filing Transmission log opens. This log indicates whether each return was successfully transmitted and, if returns were not successfully transmitted, the reason why they were not successful.
- 3 Click **Print** to print the contents of the Electronic Filing Transmission log.
- **4** Click **Close** to close the Electronic Filing Transmission log.

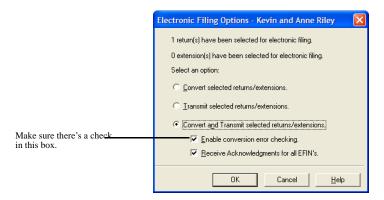
Transmitting returns that were selected from the HomeBase EF Clients view

If you selected a client's return(s) for electronic filing from the HomeBase EF Clients view (as explained in Selecting returns from the HomeBase EF Client's view on page 83), take the following steps:

1 Go to the E-File menu, select Electronic Filing, then select Convert/Transmit Returns and Extensions.



- 2 If any informational dialog boxes appear, read the information, then click **OK**.
- 3 If you see a Pay-Per-Return dialog box, authorize payment for the indicated client files.
- 4 In the Electronic Filing Options dialog box, select Convert and Transmit selected returns/extensions.



5 Make sure the **Enable conversion error checking** box is selected.

Tip:

A return that cannot pass error checking will usually get rejected by the IRS. Therefore, do not disable conversion error checking unless directed to do so by a ProSeries Basic Edition Technical Support Representative.

- 6 Check the Receive Acknowledgments for all EFINs box if more than one EFIN was entered in the Firm/Preparer Information section of the Options dialog box and you want to receive electronic filing acknowledgments for all EFINs (not just the EFIN associated with the return that's being electronically filed now).
- 7 Click OK.

When the ProSeries Basic Edition program finishes converting and transmitting the returns, the **Transmit Electronic Filing Returns/Extensions Log** opens so you can review the results.

Step 6 - Wait 24 to 48 hours, then check for acknowledgments

Important:

The ProSeries Basic Edition program automatically checks for acknowledgments when you transmit client returns. It may take more than 48 hours to receive an acknowledgment for some federal and state returns.

To check for acknowledgments from the IRS or state taxing authorities:

1 Go to the HomeBase EF Center. If HomeBase is on the screen, click the **EF** Clients tab below the toolbar. If a return is on the screen, go to the toolbar and

click the **EF Center** button.



2 Select the client's return in the EF Center, click the right mouse button, then select **View Electronic Filing Status History** to open the client's Electronic Filing Client Status History for that federal or state return.

Tip: There's a separate Electronic Filing Client Status History for each federal and state return. Open the Electronic Filing Client Status History for each return.

3 Review the Electronic Filing Client Status History and identify the most recent status of the client's return, then click **Close**.

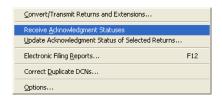
Tip: If a client's return was rejected, the report shows why it was rejected, and how to fix the error.

4 If the most recent status of the return is "Return Accepted," proceed to Step 7 - Complete the electronic filing process on page 88.

If the most recent status of the return is "Return Rejected," proceed to Resolving a problem with a rejected return on page 87.

If the most recent status of the return isn't "Return Accepted" or "Return Rejected," continue with Step 5.

- 5 Go to the **E-File** menu and point to **Electronic Filing**.
- **6** From the **Electronic Filing** menu, select **Receive Acknowledgment Statuses** to get the latest acknowledgments.



7 In the Receive Electronic Filing Acknowledgments Log, click View Acks to see the detailed Acknowledgment Report.

If there aren't any acknowledgments, **View Acks** is not available. In most cases, you will receive a client's federal acknowledgment before you receive the client's state acknowledgment.

8 Review the information, then click **Close**. If the return was rejected, continue with Resolving a problem with a rejected return next.

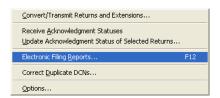
Resolving a problem with a rejected return

- 1 Go to the HomeBase EF Center.
 - If HomeBase is on the screen, click the **EF Clients** tab below the toolbar.

• If a return is on the screen, go to the toolbar and click the **EF Center** button.



2 Go to the E-File menu, point to Electronic Filing, select Electronic Filing Reports, then print a Rejected Returns report.



- 3 Incorrect SSN. If a return was rejected because the taxpayer's social security number wasn't correct, print the Intuit Electronic Postmark Report before correcting the social security number and resubmitting the return. This provides the original date and time of filing.
- 4 Fix the errors in the rejected return.
- 5 Make sure the corrected return passes Final Review.
- 6 Convert and retransmit the corrected returns as explained in Step 4 From the EF Clients view, select the return(s) on page 83 and Step 5 Convert and transmit the selected return(s) on page 85.

Re-filing state returns. If you've filed a client's federal and state returns together and the federal return is accepted but the state return is rejected, in most cases you can re-file the corrected state return electronically.

Step 7 - Complete the electronic filing process

Federal return. After you receive an acknowledgment that the IRS has accepted a client's federal return, take these steps:

1 Form 8453. If the client is required to file additional documents with the IRS, print Form 8453, U.S. Individual Income Tax Transmittal for an IRS *e-file* Return, attach the required paper documents to Form 8453, then mail Form 8453 and the attached documents to the appropriate IRS service center within the applicable time period.

Tip:

The **Preparing Form 8453** section of the Electronic Filing Information Worksheet identifies the paper documents to attach to the client's Form 8453.

Tip:

The **Additional Information Smart Worksheet** on Form 8453 shows the address to which the client's Form 8453 should be mailed.

2 Print Form 9325. Print Form 9325, Acknowledgment and General Information for Taxpayers Who File Returns Electronically, if you want to give the form to the client.

To print Form 9325:

- **1.** Open the client's federal return.
- **2.** Click the **General Information** button, then click the **Form 9325** Input tab to open Form 9325.
- **3.** Go to the **File** menu and click the **Print** button.
- 4. Click Close to close the ProSeries Basic Printing Message Log.

Tip: The use of Form 9325 is optional, but you do need to retain a completed copy of Form 8879, IRS *e-file* Signature Authorization, that's been signed by the client. You might need to retain a completed copy of state electronic filing paperwork also.

3 Balance due. If the client's federal return has a balance due and the client did not elect to have their bank account directly debited, print Form 1040-V, Balance Due Payment Voucher and give it to your client.

Important:

If your client owes federal taxes, he or she must mail Form 1040-V and the payment to the IRS by the filing deadline.

State returns. After you receive an acknowledgment that the state taxing authority has accepted a client's individual return, take these steps:

1 Mail the completed state electronic filing paperwork to the appropriate state service center within the time period required by the appropriate taxing authority (if the state taxing authority requires electronic filing paperwork).

Tip: You might need to retain a completed copy of state electronic filing paperwork.

- **2 Balance due.** If the client owes state taxes, follow the state instructions. You'll probably need to give the client a printed copy of a completed state tax payment voucher along with appropriate instructions.
- **3 Getting current information.** To review common reject reasons, troubleshooting information, and frequently-asked questions from http://www.proseries.com, do either of the following:
 - While in the ProSeries Basic Edition HomeBase EF Clients view, go to the **Steps to E-File** section, then click the **Search Online for EF Answers** button.

Search Online for EF Answers

• While in your Internet browser, go to http://www.proseries.com, select **Products**, then select **E-File Resources** at the bottom of the page.

For more information about electronic filing, use the **Search Help** feature on the Help toolbar or in the Help Center.

Tip:

IRS refund cycle. For information about the IRS refund cycle, go to the IRS Web site at http://www.irs.gov.

Overview of Bank Products

When you file your clients' federal individual returns electronically, those clients may be eligible to receive proceeds based on their expected federal refunds in the form of bank products such as:

- 1 Refund Anticipation Loans (RALs),
- 1 Refund Anticipation Loan Direct Deposits (RALDDs),
- 1 Refund Transfers (RTs), and
- 1 Refund Transfer Direct Deposits (RTDDs)

In addition, your fees can be deducted from the client's refund and deposited into your bank account electronically.

Tip:

You can offer Refund Transfers and Refund Transfer Direct Deposits based on the expected state refund from one state under certain circumstances if you're offering bank products through Santa Barbara Bank & Trust.

As a general rule, a client is eligible for a bank product if:

- 1 The client is due a federal refund, and
- You're filing the client's federal return electronically

ProSeries Basic Edition bank products software through Santa Barbara Bank & Trust is included with ProSeries Basic Edition and integrates with ProSeries Basic Edition electronic filing software. However, you can offer bank products through Refund Advantage instead of Santa Barbara Bank & Trust.

Tip:

For more information about offering bank products through Santa Barbara Bank & Trust or Refund Advantage, go to http://www.proseries.com, select **Products**, then search for **Bank Products**.

Note the following:

- If you're accepted by Santa Barbara Bank & Trust, your clients' RAL and RT applications are sent to Santa Barbara Bank & Trust when you electronically file their returns with the IRS.
- If you're accepted by Refund Advantage, you use the software you receive from Refund Advantage to send your clients' RAL and RT applications to Refund Advantage when the IRS accepts the clients' electronically-filed returns.

Important: You can offer bank products through only one bank for the current tax year.

The following table shows the names and acronyms that each bank uses for bank products.

Bank	Refund Anticipation Loan	Refund Anticipation Loan Direct Deposit	Refund Transfer Check	Refund Transfer Direct Deposit
Santa Barbara Bank & Trust	RAL	RALDD	RT	RTDD
Refund Advantage	RAL	Not applicable	Electronic Refund Check (ERC)	Electronic Refund Deposit (ERD)

The following table summarizes the basic steps for offering bank products to your clients through Santa Barbara Bank & Trust:

To take this step	Do this
1. Set the ProSeries Basic Edition Bank Products	a. Go to the Tools menu, select Options, then select Bank Products.
options.	b. Select the Bank Products options that you want.
	c. Click Enrollment/Registration Information, then enter the requested information in the Bank Products Registration Information dialog box and click OK.
2. Transmit your registration information to Santa Barbara Bank & Trust (any time after 12:00 a.m. PST on December 1).	 a. Click the Bank Products tab in HomeBase. b. Go to the E-File menu, point to Bank Products, then select Transmit Enrollment/Registration Information.

To take this step	Do this
3. Check for the	a. Click the Bank Products tab in HomeBase.
registration acceptance status from Santa Barbara Bank & Trust.	b. Go to the E-File menu, select Go to Bank Products , then select Check EF & Bank Product Acknowledgements. The acknowledgements log provides information about the status of your registration and enrollment with SBBT.
	c. Contact SBBT if you have any questions about the status provided. You will receive an activation letter from SBBT 3 to 5 days after your enrollment record has been activated.
	Note: Until SBBT approves your enrollment record, it remains in a Pending status. You cannot process returns containing bank products until your enrollment is approved.
5. Receive activation letter	a. Your activation letter includes a copy of your financial services agreement and a PIN that you can use to gain access to the Santa Barbara Bank & Trust Web-based Client Information Support Center (CISC) at https://cisc.sbbtral.com/index.asp. From this Web site, you can download forms and order a variety of reports that will help you keep track of your business. You can also check on the status of a taxpayer's RT or RAL transaction.
	b. Once your enrollment is activated, SBBT will set up a shipping record. The supplies you requested via your enrollment application will be shipped to you automatically during the last two weeks of December. Additional supplies can be ordered any time during the season by calling SBBT at (800) 779-7228 or by visiting https://cisc.sbbtral.com/index.asp.
	Note: All supplies are shipped Airborne Ground, unless it is the week before the electronic filing season begins - then they will be shipped overnight.
6. Prepare the client's	a. Prepare the client's federal and state return(s).
federal return for a bank product.	b. Prepare the client's federal return and state return(s), if applicable, for electronic filing.
	c. Complete the Bank Product Information Worksheet in the client's federal return.
	d. Review the client's return(s) and make sure the return(s) successfully pass Final Review.
	e. Print the Refund Anticipation Loan (RAL) and Refund Transfer (RT) Application and Agreement form from the client's federal return, and have the taxpayer(s) sign it.
7. File the client's return(s) electronically.	a. Click the EF Clients tab in HomeBase and select the client's return(s).
	b. Go to the E-File menu, select Electronic Filing , then select Convert/Transmit Returns and Extensions .

To take this step	Do this	
8. Receive bank product print authorizations and status messages (after the electronic filing status for the client's federal return and/or state return becomes "Return Accepted").	 a. Click the Bank Products tab in HomeBase. b. Go to the E-File menu, select Bank Products, then select Check EF & Bank Product Acknowledgements. 	
9. Print the client's Refund Anticipation Loan or Refund Transfer check(s). (This step isn't applicable for direct deposits.)	 a. If "Ready to Print" appears in the Status column of the HomeBase Bank Products view, select the client. b. Go to the E-File menu, select Bank Products, then select Print Checks c. Deliver the check(s) to the client. 	
10. If there's a problem with a check, resolve the problem.	 a. Click the HomeBase View Bank Products tab and select the client whose check is affected. b. Go to the E-File menu, select Bank Products, then select Resolve Check Problems 	
11. View or print Bank Products reports.	 a. Click the Bank Products tab in HomeBase and select the client returns that you want to include in the report. b. Go to the E-File menu, select Bank Products, then select Reports. 	

Important:

Note the following about RAL and RT check amounts.

RAL check amounts. Refund Anticipation Loans are limited to \$7,500.

Tip:

If a client's refund is greater than \$7,500 and less than \$10,000, the amount axceeding \$7,500 is distributed as an RT check (up to a maximum of \$2,499).

RT check amounts. There's a limit of \$5,500 per Refund Transfer check.

Tip:

There's no limit to the total amount that can be distributed to a client via multiple Refund Transfer checks. However, none of the checks can exceed \$5,500.

For additional details about bank products, use the **Search Help** feature on the Help toolbar or in the Help Center.

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Command keys

CTRL	A	Calculator	CTRL	V	Paste
CTRL	C	Сору	CTRL	W	Remove Form
CTRL	D	Override	CTRL	X	Cut
CTRL	J	Find	CTRL	Z	Undo
CTRL	N	New Client	CTRL	Shft+F	Find/List Notes
CTRL	0	Open Client	CTRL	Shft+J	Find Again
CTRL	P	Print Client	CTRL	Shft+L	Select Line
CTRL	a	QuickZoom	CTRL	Shft+N	Add/Edit Note
CTRL	S	Save Client	CTRL	Shft+S	Supporting Statements
CTRL	T	Tax Summary	CTRL	F3	Sort Date in Table

Function keys

Snit lab 60 to Previous Field

www.proseries.com