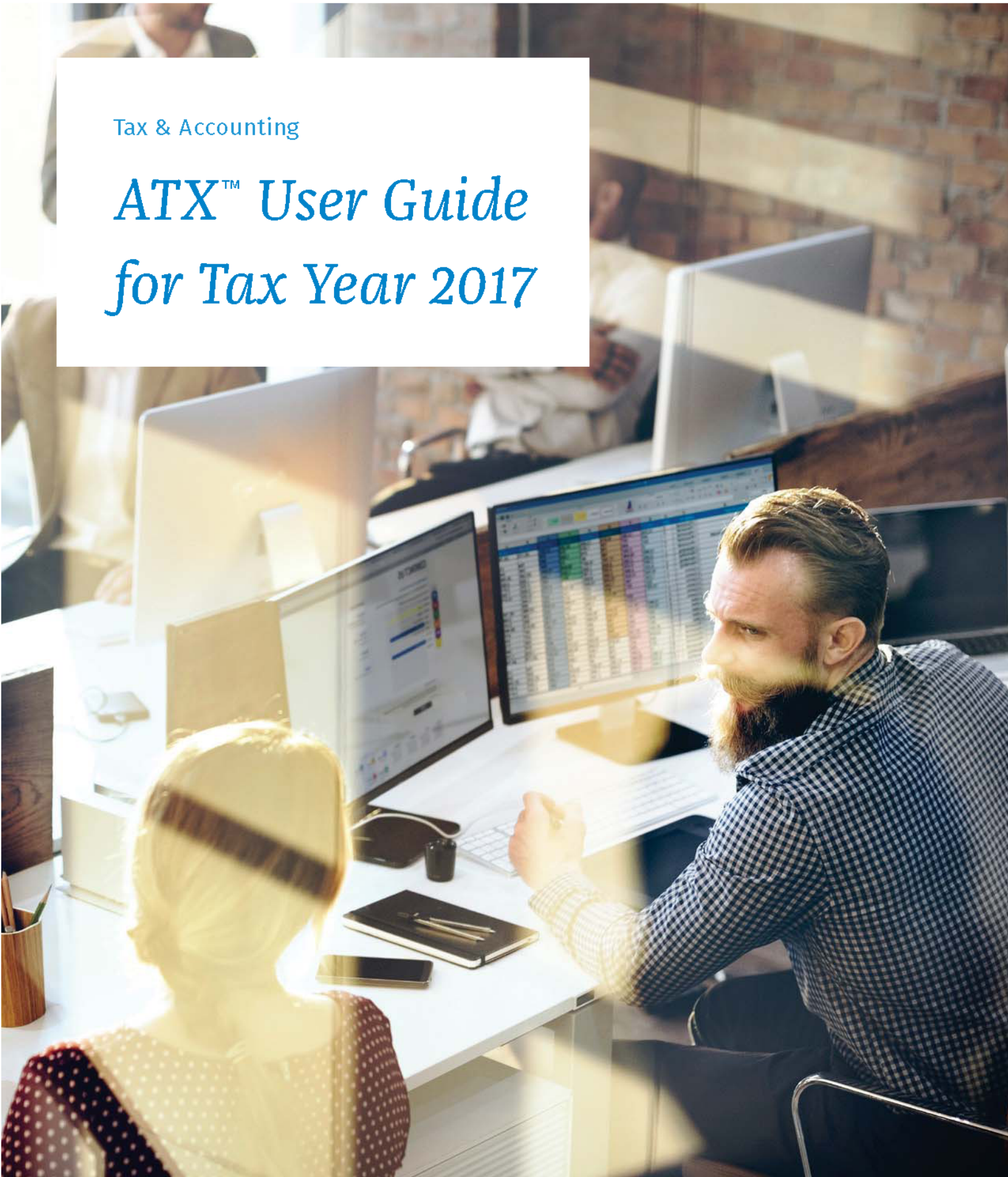
Wolters Kluwer

When you have to be right

Tax & Accounting

# ATX™ User Guide for Tax Year 2017



# ATX™ User Guide for 2017

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Chapter

1

# System Requirements

Systems that do not meet requirements often have issues with general system performance (speed) as well as speed transmitting or downloading data–a problem most tax businesses cannot afford during tax season. See the latest system requirements at https://www.cchsfs.com/software-system-requirements/.

The System Analysis Tool scans your system and rates its compatibility with ATX.

## System Analysis Tool

ATX provides a System Analysis Tool to help you determine whether your computer meets system requirements.

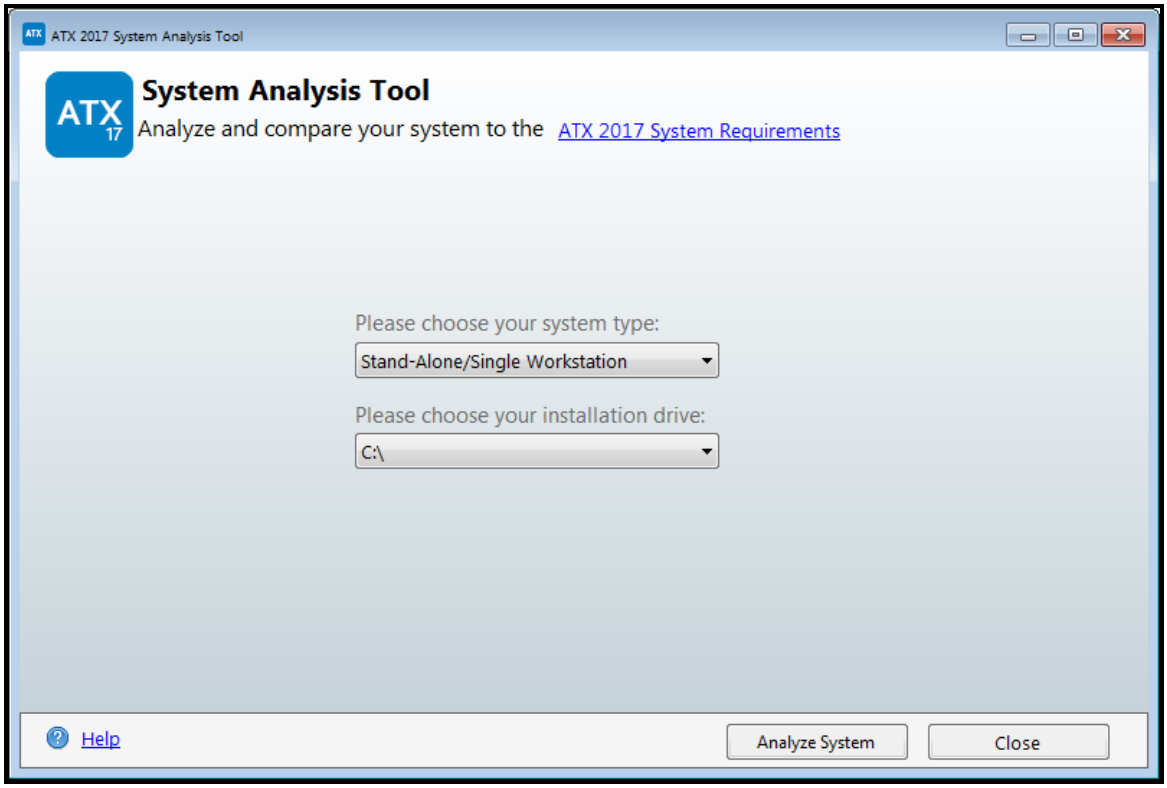
**To download the System Analysis Tool:**

1. Navigate to the ATX Knowledge Base.
2. In the **Search** box, type ***System Analysis Tool.***
3. Click **Search.**
4. In the search results, click **ATX™ 2017 System Analysis Tool**.
5. In the **Attachments** box, click the **Sfs.SystemAnalysisTool.exe** link.
6. On the **Save** drop-down list, click **Save As**.
7. Save the file to your desktop.

**To check your system:**

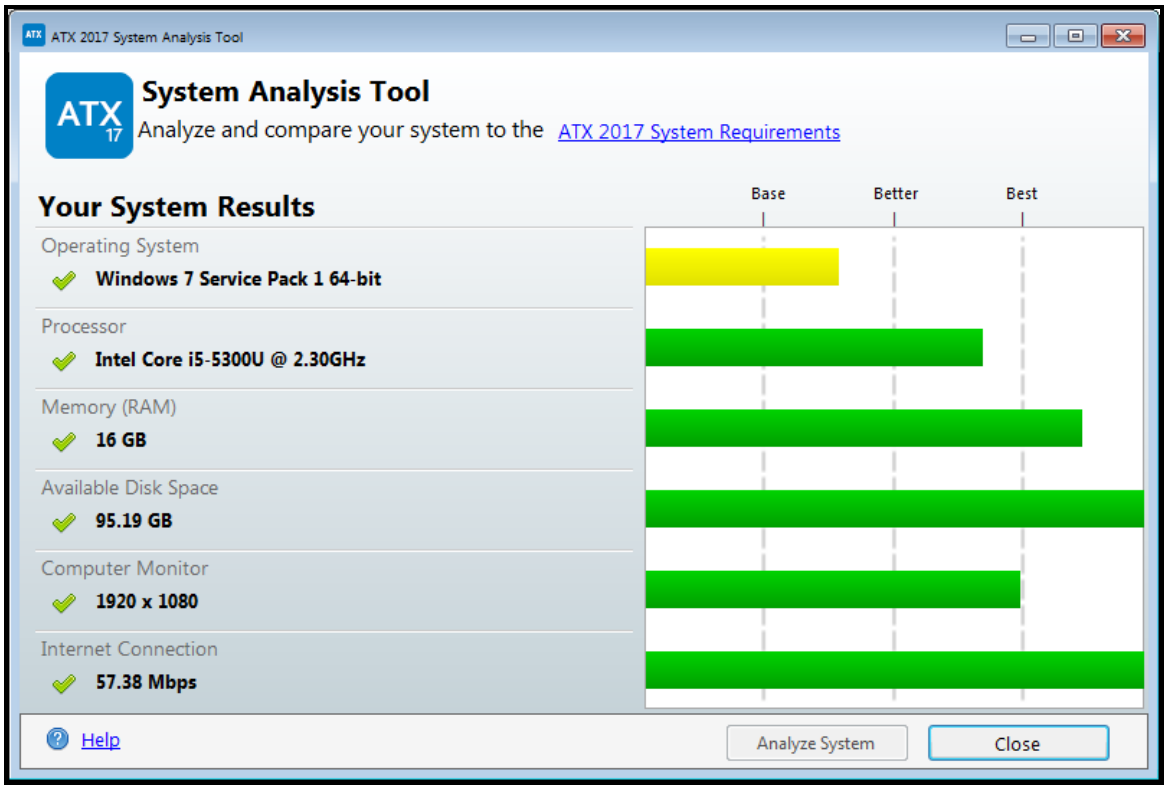
1. Open the **System Analysis Tool** by double-clicking the icon on your desktop.
2. Windows displays an **Open File Security Warning** dialog box. Click **Run**.

ATX displays the **ATX System Analysis Tool** dialog box:




3. Select **Stand-Alone/Single Workstation** or **Server** from the drop-down list depending on the type of install you will use.
4. Select the drive to which ATX 2017 will be installed in the **Please choose your installation drive:** drop-down list.
5. Click **Analyze System**.

The **System Analysis Tool** displays the specifics of your computer's **Operating System**, **Processor**, **Memory (RAM)**, **Available Disk Space**, **Computer Monitor**, and **Internet Connection** along with a graph to inform you of how your system matches up against the minimum and recommended system requirements for ATX 2017:




- **Green** bar - indicates that you meet or exceed system requirements;
- **Yellow** bar - indicates that you meet system requirements, but do not meet the preferred system requirements;
- **Red** bar - indicates that you do not meet the system requirements.

6. Click **Close** when finished.

Chapter

2

# Installation and Activation

*ATX 2017 can be installed on an individual, stand-alone computer or it can be installed on a network with a designated server and multiple workstations.*

If all your computers meet the **System Requirements** you're ready to install ATX.

**IMPORTANT:** Your ATX software will only install to the computer's primary hard drive. While the ATX application location cannot be altered, you will be able to choose where the ATX work product data files you create are stored (i.e, a secondary drive, network drive, external drive, etc.). See **Changing Your File Storage Location**.

## Locate Activation Code(s)

Activation codes are printed on the Fulfillment Confirmation Slip found in the shipment you received in the mail.

If you use a payroll product, it has a separate installation and activation code. See **W2-1099 or Payroll Compliance**.

## Downloading Products

Download ATX 2017 from www.MyATX.com. See **Downloading ATX**.

# ATX Installation and Activation Instructions

As you're installing ATX, the **Select Your Install Type** dialog box helps you make the right selection for the computer on which you're installing the system.

- What Install Type Do I Need?
- Stand-Alone Installation
- Network Server Installation
- Network Workstations Installation
- Workstation and Server Installation

## Troubleshooting Network Installation

ATX is designed to identify a network server on which the product has already been installed. If this does not occur automatically, the following topics can help you manually identify the server:

- Finding Your Network Server
- Adding a Server
- Network Troubleshooting Tips

# For Payroll Forms, a Separate Install is Required

If payroll products come with your product bundle, the installation and forms are free. If your package does not include a payroll product, you can download the payroll product free and obtain payroll forms on a pay-per-return basis.

For payroll installation instructions, see W2-1099 or Payroll Compliance.

Do not install the payroll product to the same folder as ATX™ 2017.

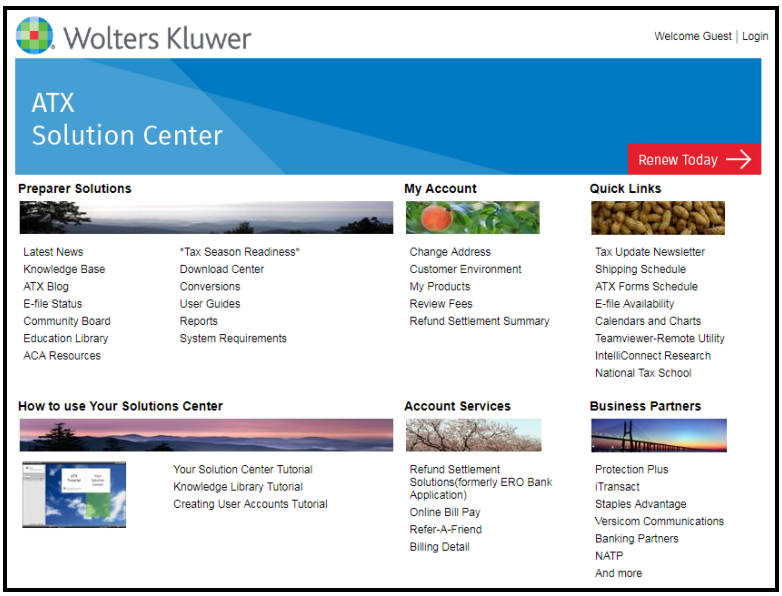
# *ATX User Guide for Tax Year 2017*

A PDF version of the guide is installed as part of the installation process. Updates will be included along with Program Updates throughout the season. In case of Internet outage, the User Guide will serve as a temporary substitute for Program Help.

# Review Your ATX Purchase

**To view your purchase:**

1. Enter www.MyATX.com in your Web browser.



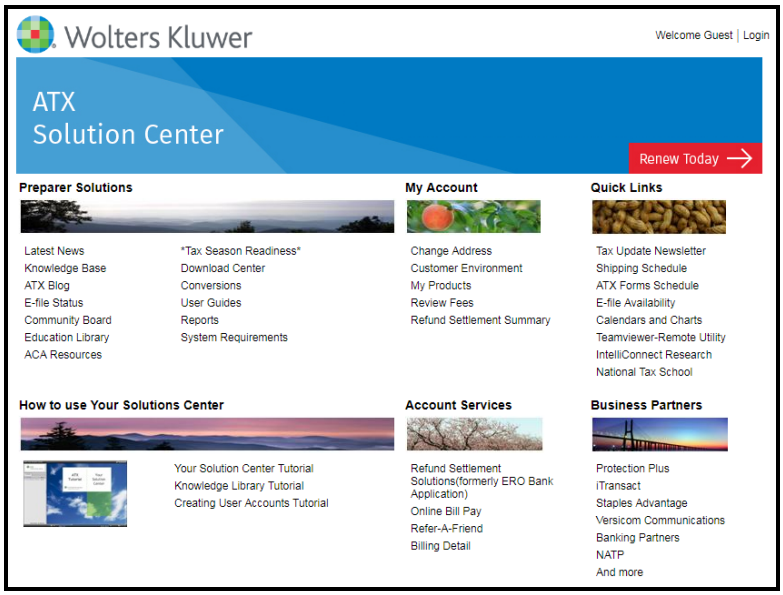

2. Under **My Account**, click **My Products**.

3. If you are not logged in, enter our **Client ID** in the **Client ID** box and press the **Tab** key
4. Enter your **User Name** in the **User Name** box and press the **Tab** key.
5. Enter your **Password** in the **Password** box.
6. Select the **Remember me** check box if you want the Solution Center to remember your information the next time you log in.
7. Select the **I'm not a robot** check box and select the images based on the instructions shown on-screen, then click the **Verify** button.
8. Click **Log In**. The **ATX Solution Center** displays your subscriptions.

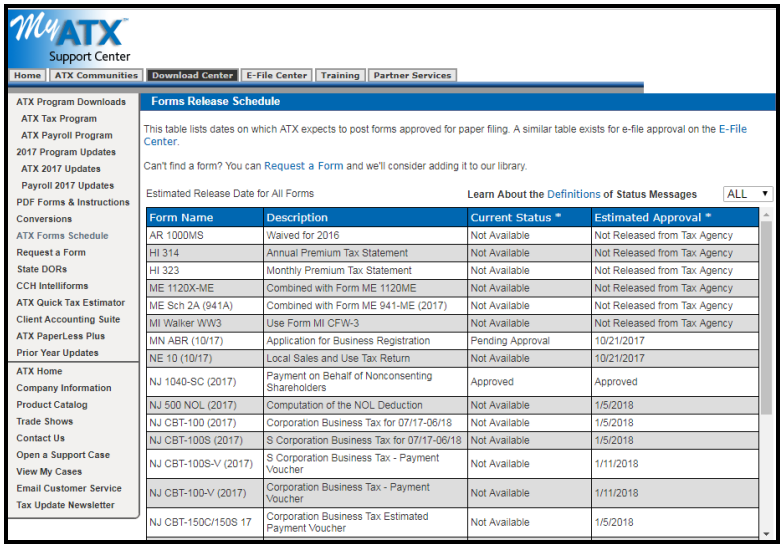
# Downloading ATX

**To download ATX products from the Web site:**

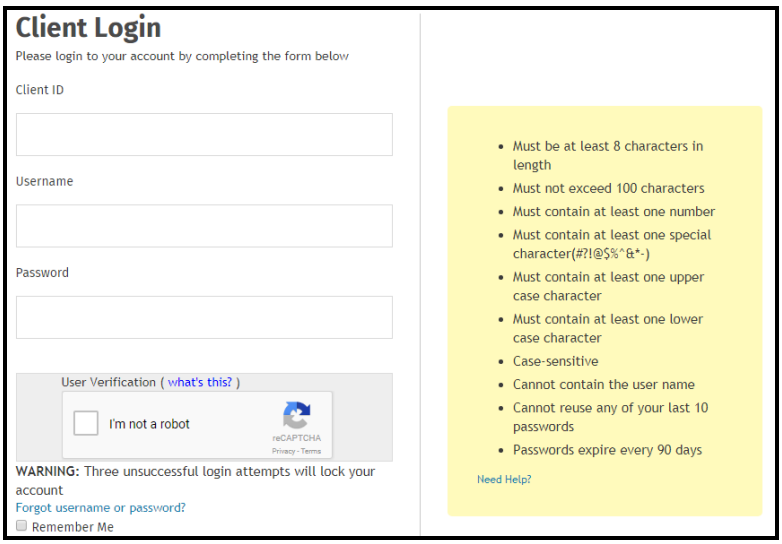
1. Enter www.MyATX.com in your Web browser.



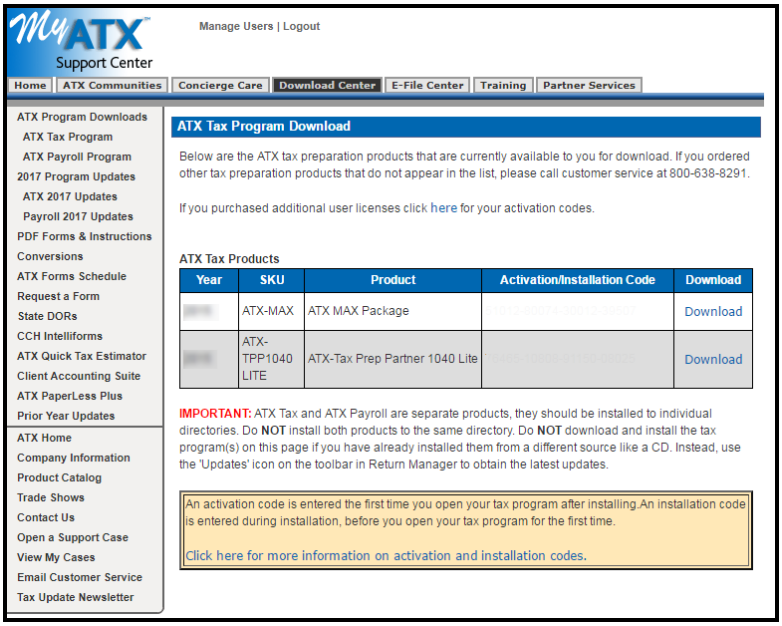

2. Under **Preparer Solutions**, click **Download Center**.




3. From the menu items on the left, select the **ATX Tax Program**.



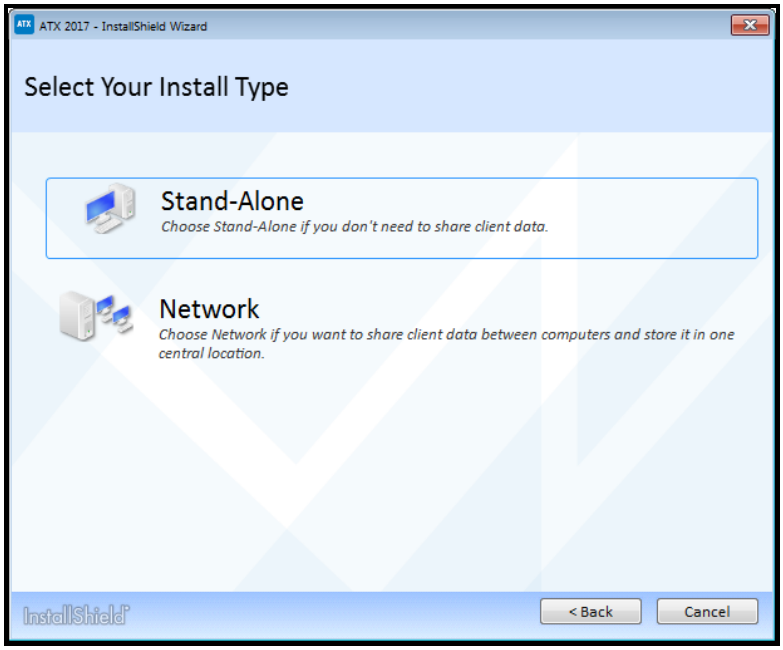

4. If you are not logged in, enter our **Client ID** in the **Client ID** box and press the **Tab** key
5. Enter your **User Name** in the **User Name** box and press the **Tab** key.
6. Enter your **Password** in the **Password** box.
7. Select the **Remember me** check box if you want the Solution Center to remember your information the next time you log in.
8. Select the **I'm not a robot** check box and select the images based on the instructions shown on-screen, then click the **Verify** button.
9. Click **Log In**. MyATX displays the **Download Center** page.




10. Click **Download**.
11. Follow the prompts and instructions given. After downloading the ATX installer, see Installation and Activation for an overview of the ATX installation process.

# What Install Type Do I Need?

Selecting the right ATX installation type is important. During installation, the **Select Your Install Type** dialog box helps you make the right selection for the computer on which you're installing the program:

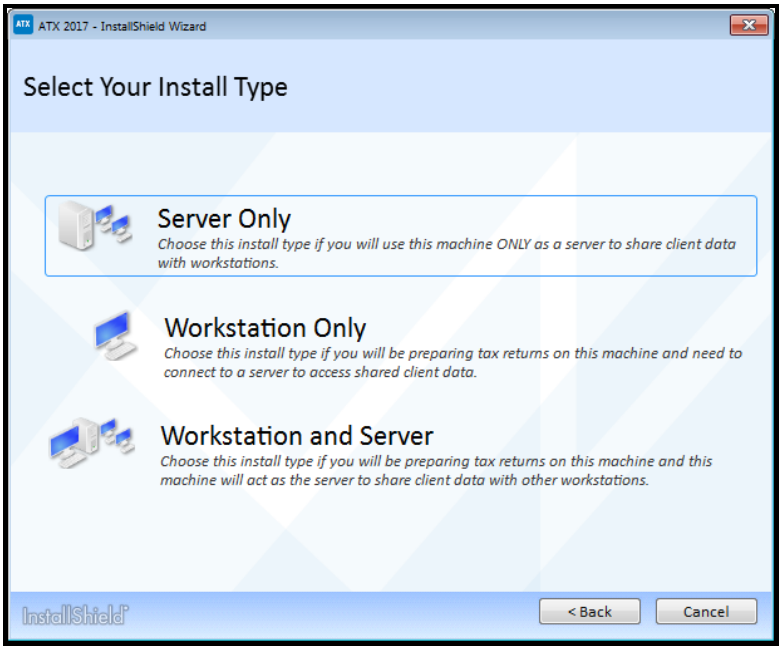



## Standalone

Select this install type if you'll be preparing taxes on this workstation (computer) and you do not need to share this tax data with any other workstations in your organization. This is the correct configuration for most single-computer, single-user offices. See Stand-Alone Installation.

## Network

Select this install type if you are not the only person in your office, or if you intend to bring additional people on during the season and want to share data across a network. If you select **Network**, you'll have three installation choices for the current computer.




## Server Only

Select this install type if the current computer will only be used as a server to store data and transfer data to other computers on the network. Choose this setup if the current computer will not be used to prepare tax returns. See Network Server Installation.

## Workstation Only

Select this install type if you'll be preparing taxes on this workstation (computer) but intent to share this tax data with other workstations and a server. See Network Workstations Installation.

If you select the **Workstation Only** install type, it is assumed that you've already installed ATX on a server.

## Server and Workstation

Select this install type if this workstation (computer) will be used as a server and also to prepare tax returns. See Workstation and Server Installation.

# Stand-Alone Installation

If you only need one computer system, or, if you do not need to share system data with other system users, a stand-alone or single workstation setup is recommended.

This topic gives steps to perform the **Stand Alone** installation. If you're unsure of your install type, see What Install Type Do I Need?.

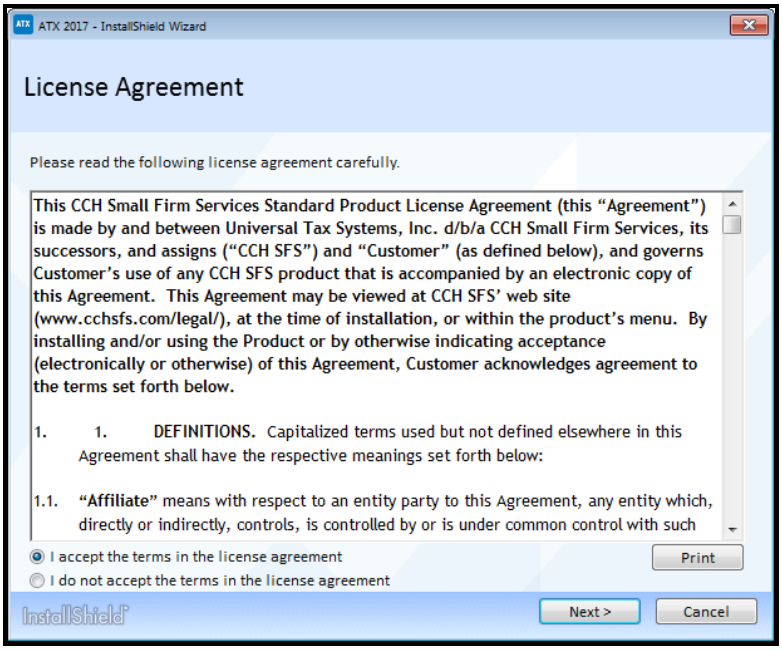
**IMPORTANT!** Before installing ATX, make sure your computer meets the System Requirements for a stand-alone setup. Setups that meet or exceed the *recommended* requirements will experience the best performance results.

### To install and activate ATX on a stand-alone or single workstation:

As a precaution against losing work in other programs, you should shut down all other applications on your computer before beginning your ATX installation.

1. Do one of the following:
   - **Install from DVD:** Insert the DVD provided in your product shipment into the DVD-ROM drive. Refer to If ATX DVD Doesn't Start Automatically if necessary.
   - **Download from Web:** ATX can be downloaded from the Customer Support Site. See Downloading ATX.

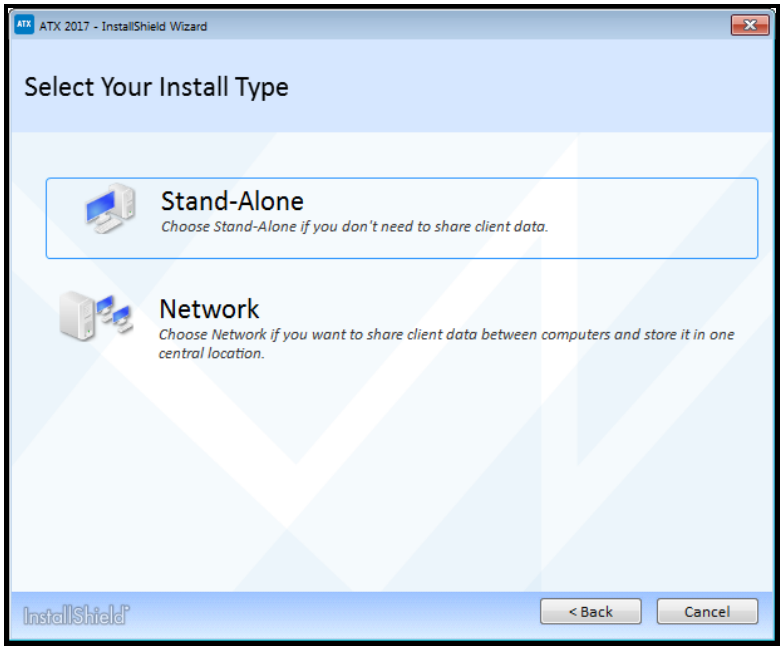
2. Click **Next**.



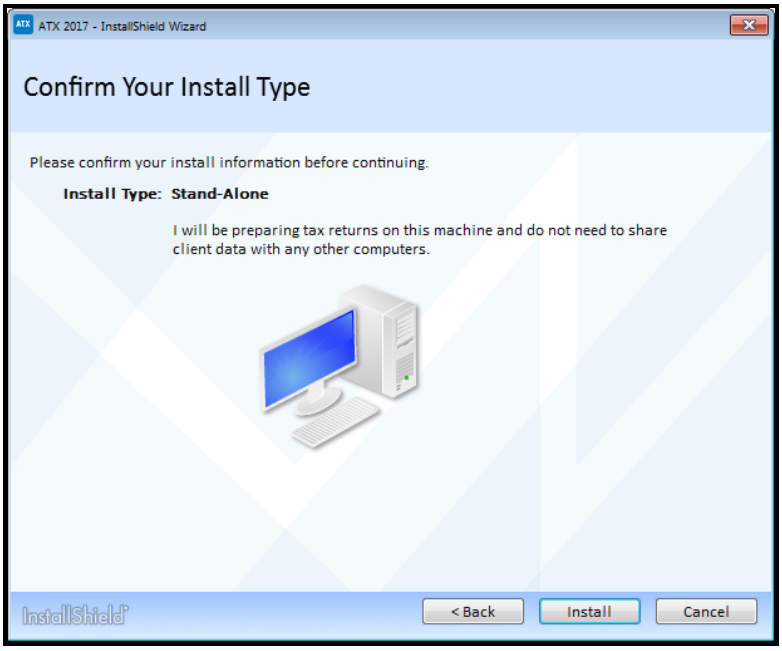

3. Select the **I accept the terms in the license agreement** radio button to indicate that you have read and agree to the terms of the license agreement; then, click **Next**.

4. Click **Next**.

5. Click **Next**.

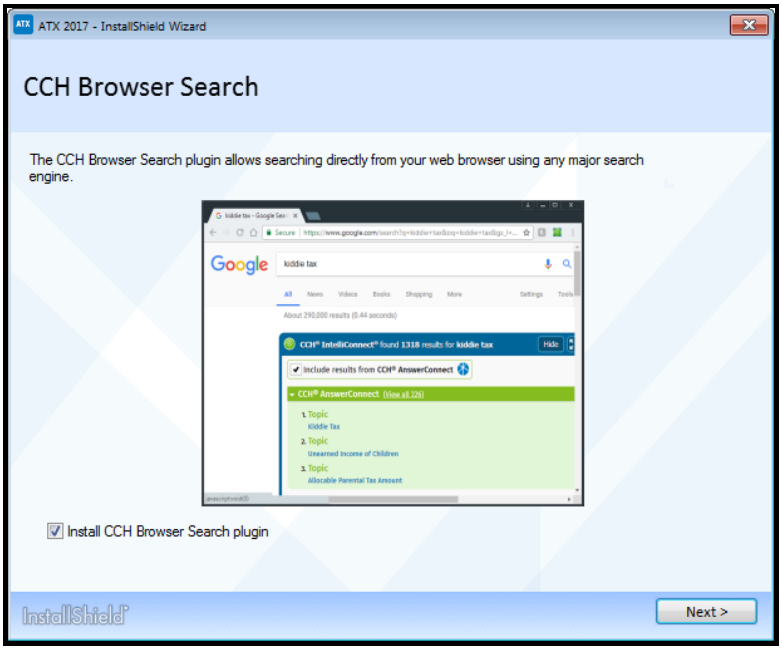



6. Click **Stand-Alone**.



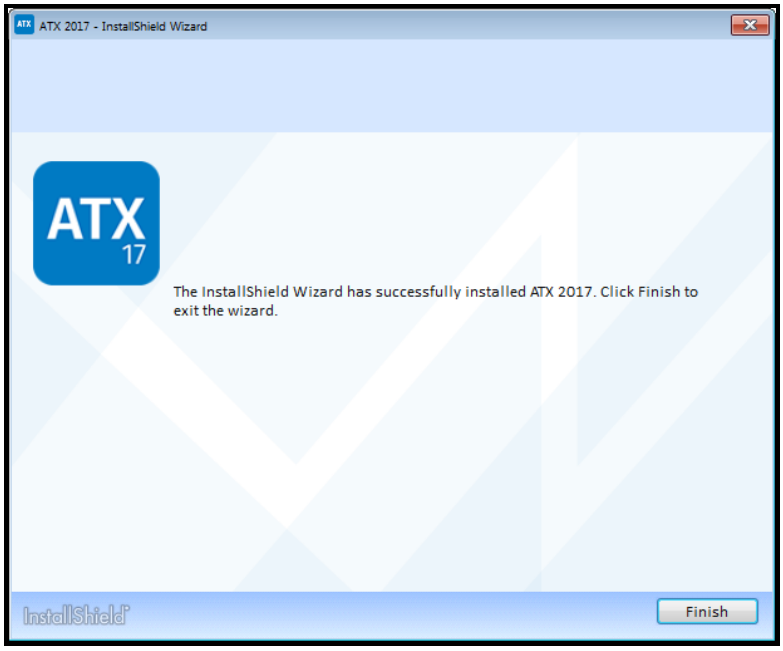

7. Confirm your selection by clicking **Install**.

The default location for stand-alone installations is **C:\Program Files (x86)\CCH Small Firm Services\ATX2017** for all supported Windows operating systems.




The option to install the CCH Browser Search plug-in only displays if you do not already have the plug-in installed.

8. Click the **Install CCH Browser Search plugin** check box.
9. Click **Next**.




10. Click **Finish**.

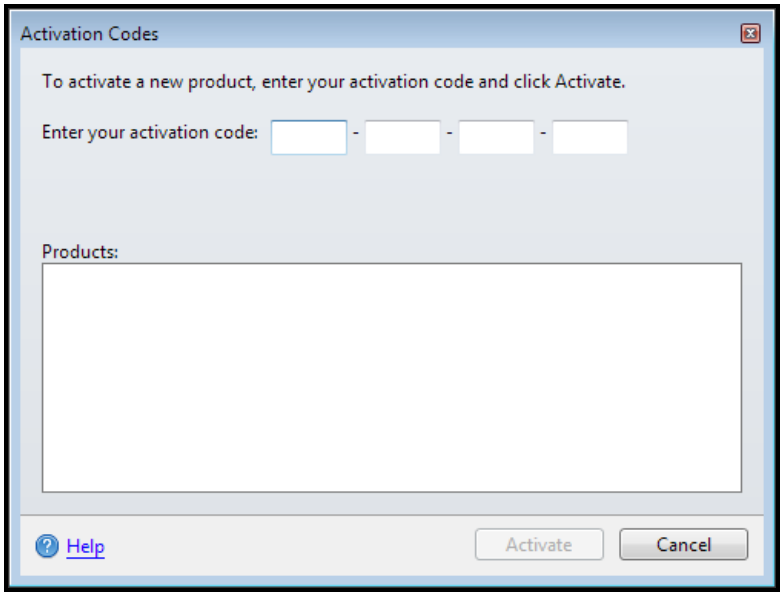
    This completes the ATX installation process. The **ATX** icon is placed on your desktop.

If you selected the option to install the **CCH Browser Search plug-in**, the installation will now begin. For Information on installing and setup, see CCH Browser Search Plug-in Installation.

# Stand-Alone Computer Activation

1. Double-click the **ATX™ 2017** icon on your desktop.

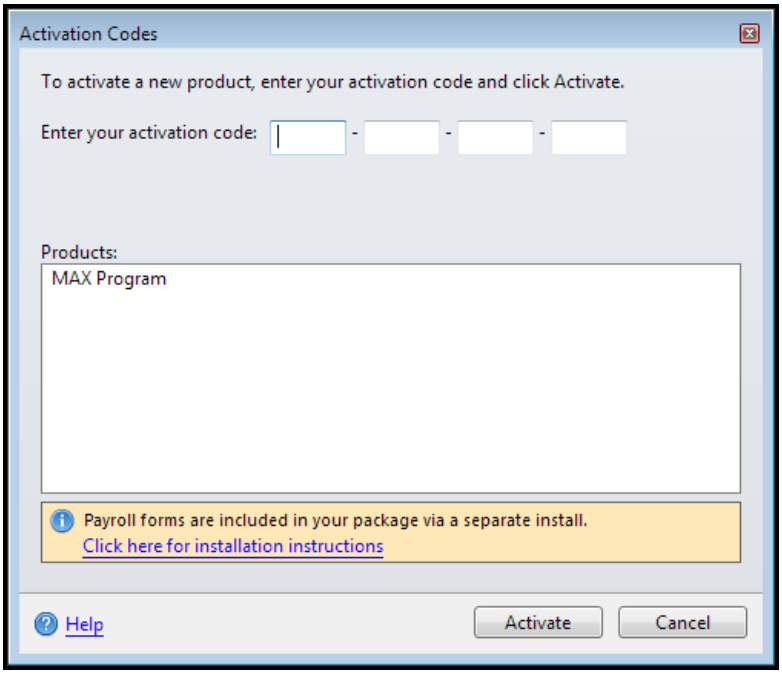
The Activation Codes Dialog Box appears the first time you start the application after installation.



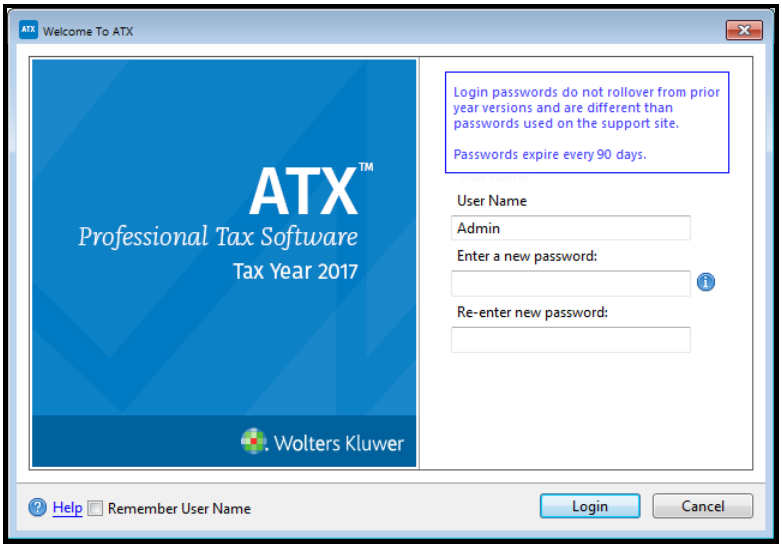
2. Enter the product **Activation Code** from your Fulfillment Confirmation Slip. When you enter a successful activation code, the **Activate** button is enabled.

3. Click **Activate**. The product name appears in the **Activated Products** pane.

   If you purchased a product that is bundled with a **Payroll Compliance** or **W2/1099** product, do not enter that Activation Code in this dialog box. Instead, read the note at the bottom of the dialog box and click the link that says **Click here for installation instructions**. See W2-1099 or Payroll Compliance for these installation instructions.




4. ATX opens to the **Welcome To** ATX dialog box.

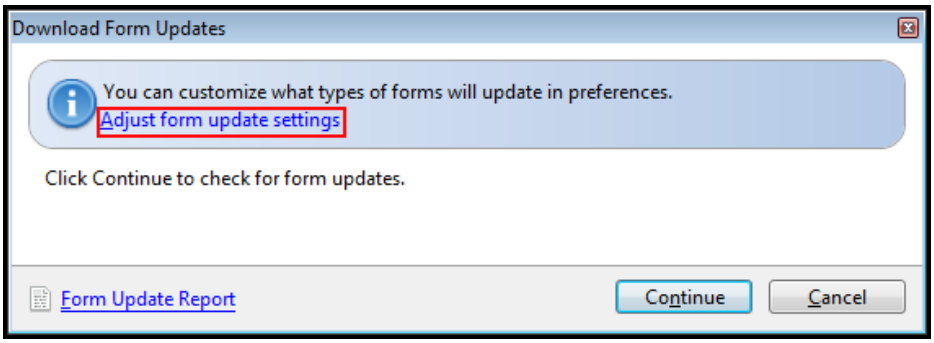



5. The User Name field defaults to **Admin**. You must first establish a password for the **Admin** user in order to access ATX.

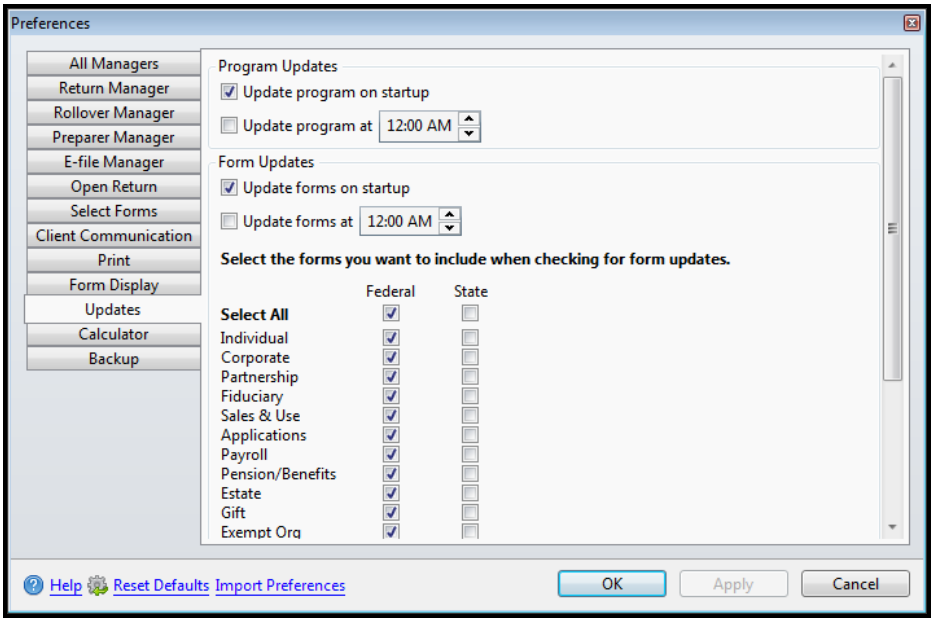
Passwords must follow these guidelines:

- 8 - 20 characters
- At least 1 UPPER case letter
- At least 1 lower case letter
- At least 1 number
- At least 1 punctuation or special character (ex.? ! $ & * )
- Spaces are allowed

6. (Optional) Select the **Remember me** check box to have your **User Name** automatically populated when you launch the application from this workstation.
7. Click **Login**. ATX opens to the Return Manager and presents the **Download Forms Updates** dialog box (which gives you the opportunity to get the latest forms).




8. In the **Download Form Updates** dialog box, click the **Adjust form update settings** link.




9. Select the check box(es) next to the package(s) you frequently work with under the **Form Updates** area of the dialog box.
10. Scroll down to the section with the state check boxes; then, select the state(s) you want to include in your form updates.
11. Click **OK**.

12. In the **Download Form Updates** dialog box, click **Continue**.
13. When the **Update Results** dialog box appears, indicating that the download was successful, click **Close**.

# Network Server Installation

If you want to share system data between users, and would like data stored in one central location, you should establish a network setup in your organization. A network setup involves:

- **A designated server**.
- **One or more additional workstations**.

This topic only includes steps to install the server on a computer. However, a server-only install does not provide access to the ATX application as a typical tax preparer uses it. This requires a workstation installation. To install both a workstation and a server on the same machine, see Workstation and Server Installation. If you're unsure of your installation type, see What Install Type Do I Need?.

**IMPORTANT!** Before installing ATX, make sure your network server meets the System Requirements for a server, and that your network workstations meet requirements for stand-alone/single workstations. Setups that meet or exceed the recommended requirements will experience the best performance results.

## Installing ATX on the Network Server

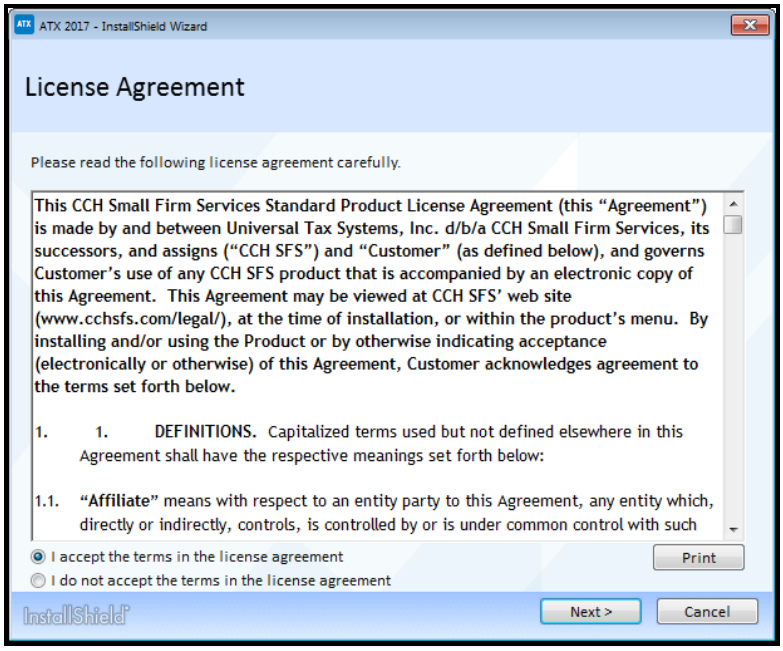
As a precaution against losing work in other programs, you should shut down all other applications on your computer before beginning your ATX installation.

**To install and activate ATX on the network server:**

**IMPORTANT!** After installing the ATX server, **there will be no ATX 2017 icon on your desktop**. This is because you are intending for this computer to be used ONLY as a server, and you do not intend to use the ATX application on this machine. If you also want to use this computer to open and use ATX, then you should follow installation directions in Workstation and Server Installation.

1. Do one of the following:
   - **Install from DVD:** Insert the DVD provided in your product shipment into the DVD-ROM drive. Refer to If ATX DVD Doesn't Start Automatically if necessary.
   - **Download from Web:** ATX can be downloaded from the Customer Support Site. See Downloading ATX.

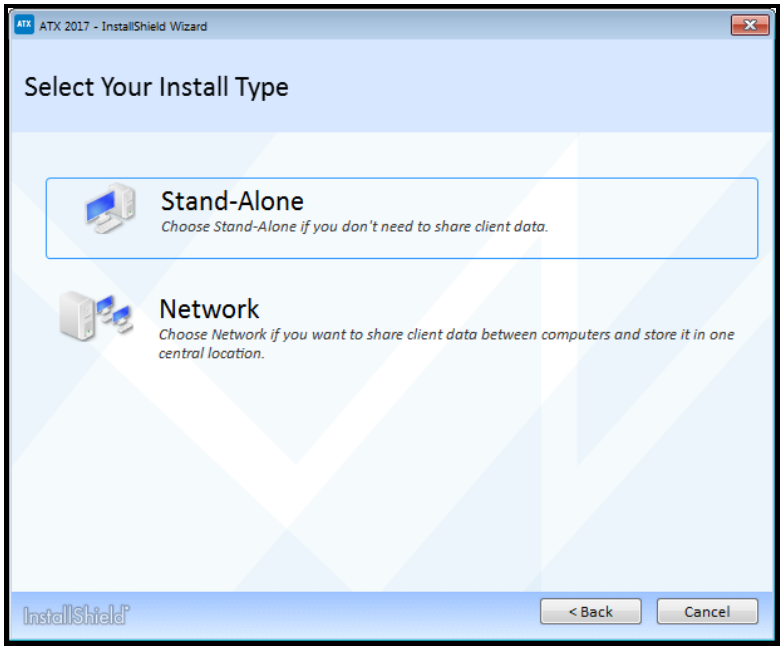
2. Click **Next**.



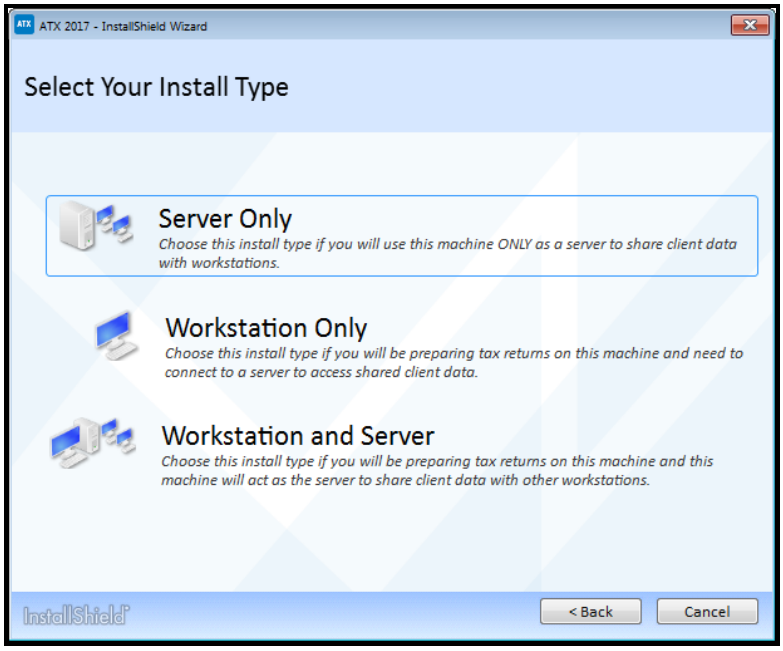

3. Select the **I accept the terms in the license agreement** radio button to indicate that you have read and agree to the terms of the license agreement; then, click **Next**.

4. Click **Next**.

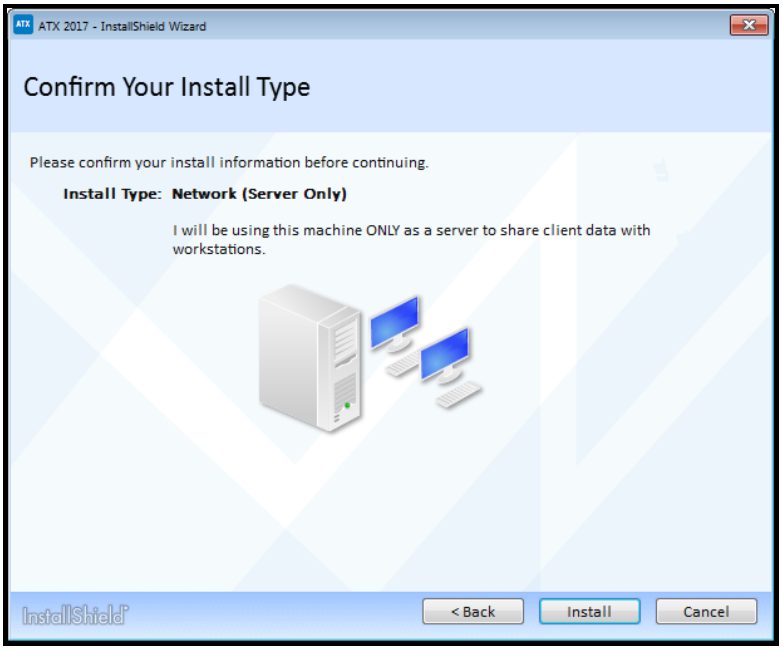
5. Click **Next**.




6. Select the **Network** option.

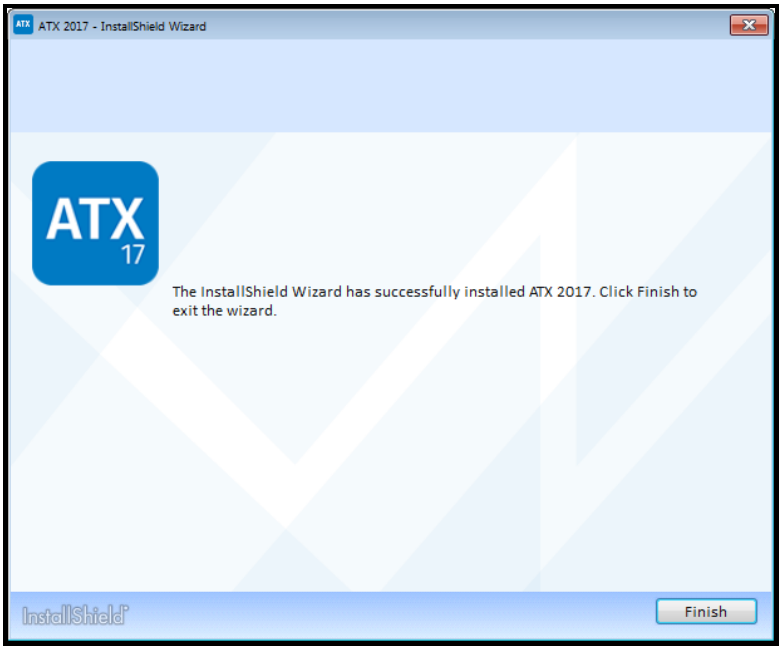



7. Click the **Server Only** option.




8. Click **Install**.

Installation speed may vary depending on your operating system or Internet speed.




9. Click **Finish**.

This completes the Server only installation process. To install a workstation only, see Network Workstations Installation.

If you receive a **Network Setup Not Complete** message, click the **Help** link for Network Troubleshooting Tips.

# Network Workstations Installation

Before installing ATX on network workstations, you must do the following:

- Install and launch ATX on the server. See Network Server Installation.
- Accept any updates available on the server. See Downloading ATX.

This topic gives steps to perform the **Network - Workstation Only** installation. If you're unsure of your install type, see What Install Type Do I Need?.

### To setup ATX on a network workstation:

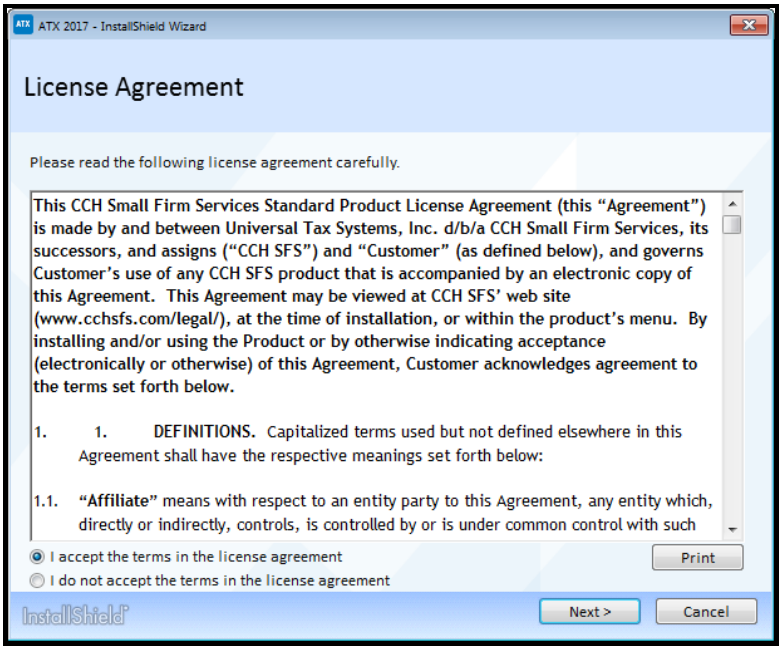
As a precaution against losing work in other programs, you should shut down all other applications on your computer before beginning your ATX installation.

### To install and activate an ATX workstation:

You should have already installed ATX on the server before trying to install ATX on a workstation. If you have not installed the server yet, see Network Server Installation.

1. Do one of the following:
   - **Install from DVD:** Insert the DVD provided in your product shipment into the DVD-ROM drive. Refer to If ATX DVD Doesn't Start Automatically if necessary.
   - **Download from Web:** ATX can be downloaded from the Customer Support Site. See Downloading ATX.

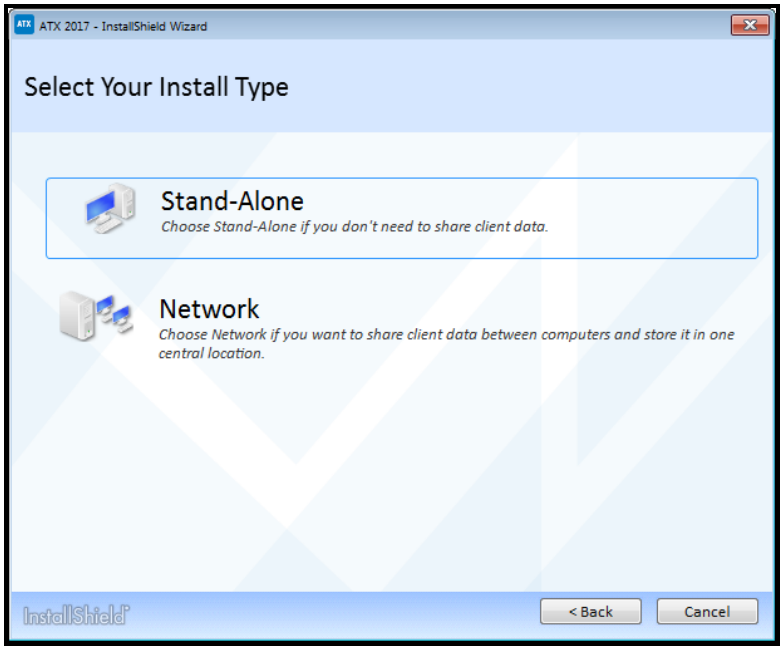
2. Click **Next**.



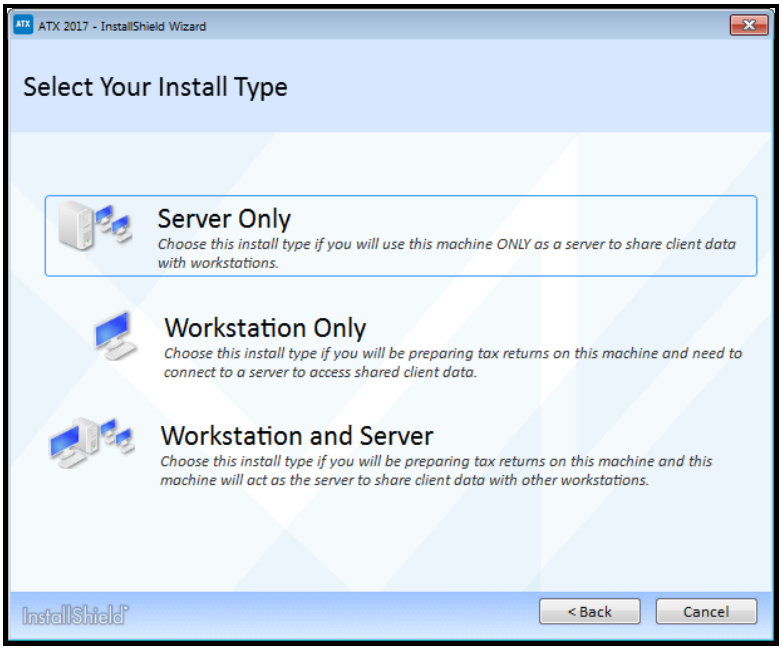

3. Select the **I accept the terms in the license agreement** radio button to indicate that you have read and agree to the terms of the license agreement; then, click **Next**.

4. Click **Next**.

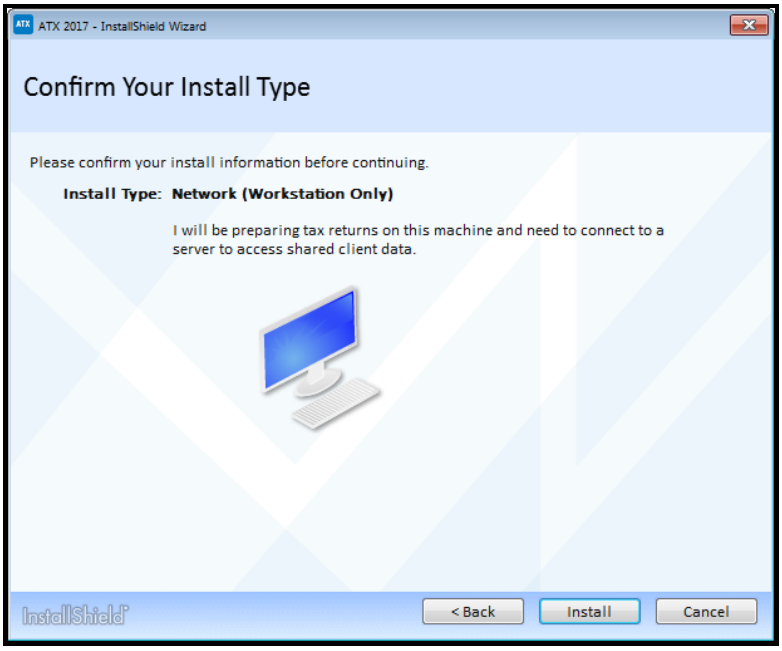
5. Click **Next**.




6. Select the **Network** option.

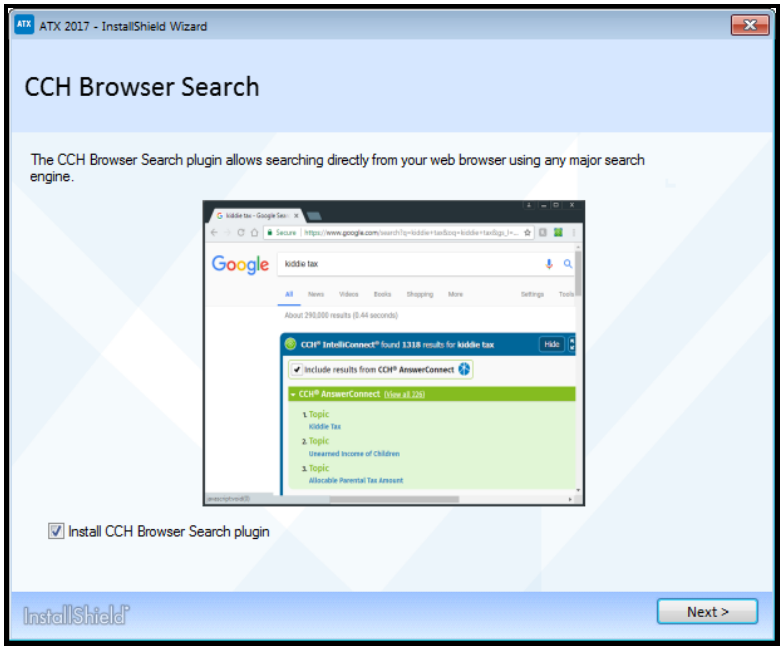



7. Click the **Workstation Only** option.




8. Click **Install**.

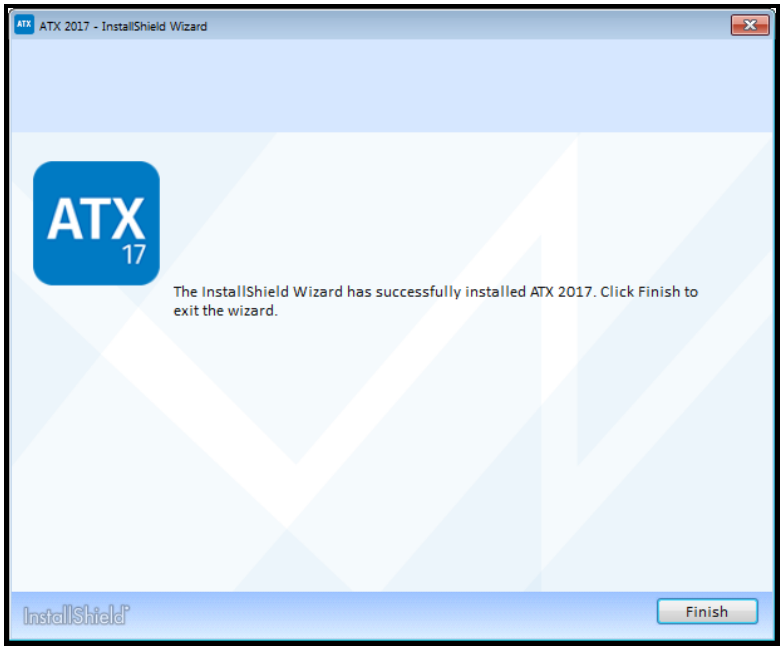
Installation speed may vary depending on your operating system or Internet speed.




The option to install the **CCH Browser Search plug-in** only displays if you do not already have the plug-in installed.

The **Install CCH Browser Search plug-in** check box is selected by default. If you do not want to install the CCH Browser Search plug-in, click the **Install CCH Browser Search plug-in** check box.

9. Click **Next**.




10. Click **Finish**.

If you selected to install the CCH Browser Search plug-in, the installation will now begin. For information on installing and setup, see CCH Browser Search Plug-in Installation.

This completes the ATX installation process. The **ATX** icon is placed on your desktop.

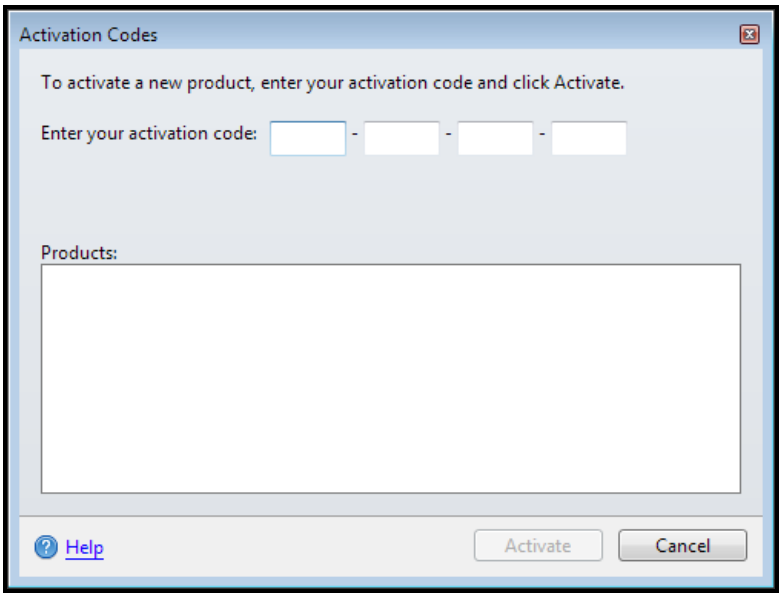
If you receive a **Network Setup Not Complete** message, click the Help link for Network Troubleshooting Tips.

# Workstation Activation

1. Double-click the **ATX™ 2017** icon on your desktop. Typically, the system automatically connects the network workstation with the server, and the ATX splash screen appears and remains on screen for a few seconds.

   If the system doesn't automatically locate the server, a **Find Network Server** dialog box appears. See Finding Your Network Server.

   The Activation Codes Dialog Box appears the first time you start the application after installation.

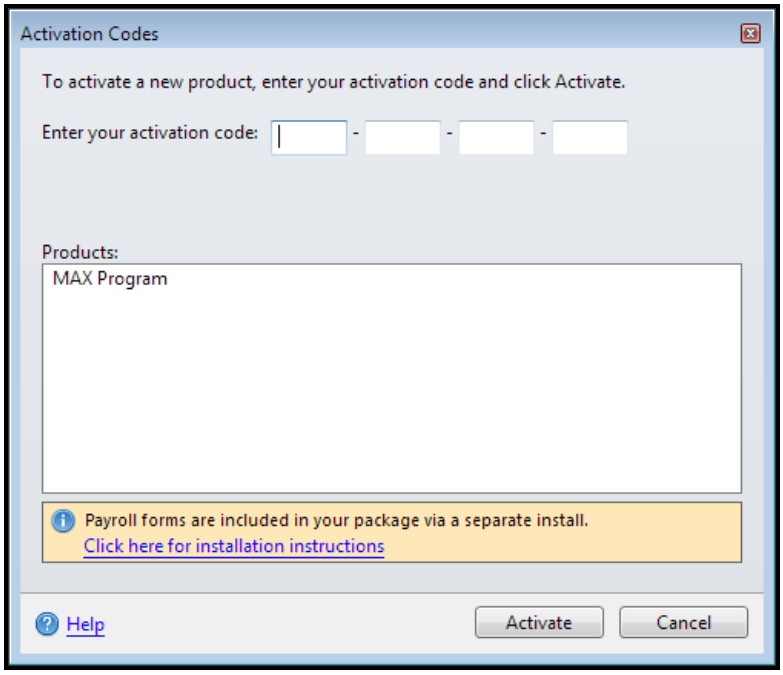



2. Enter the product **Activation Code** from your Fulfillment Confirmation Slip.

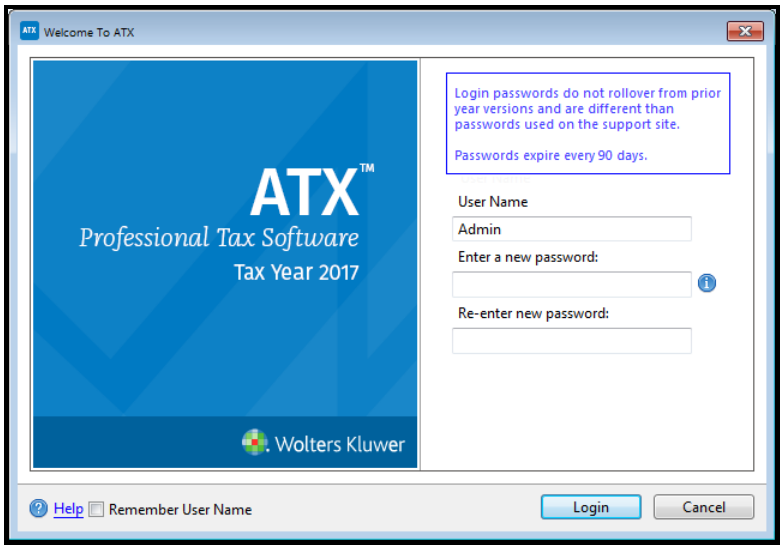
   You can copy and paste your activation code into this dialog box.

3. Click **Activate**. The product name appears in the **Activated Products** pane.

   If you purchased a product that is bundled with a **Payroll Compliance** or **W2/1099** product, do not enter that **Activation Code** in this dialog box. Instead, read the note at the bottom of the dialog box and click the link that says **Click here for installation instructions**. See W2-1099 or Payroll Compliance for these installation instructions.




4. ATX opens to the **Welcome To** ATX dialog box.




5. The User Name field defaults to **Admin**. You must first establish a password for the **Admin** user in order to access ATX.

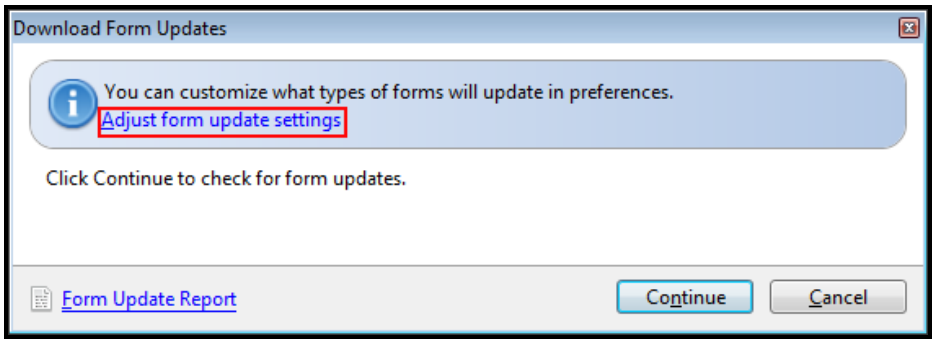
If User Names are not yet created, a message will prompt the Admin user to create users.

Passwords must follow these guidelines:

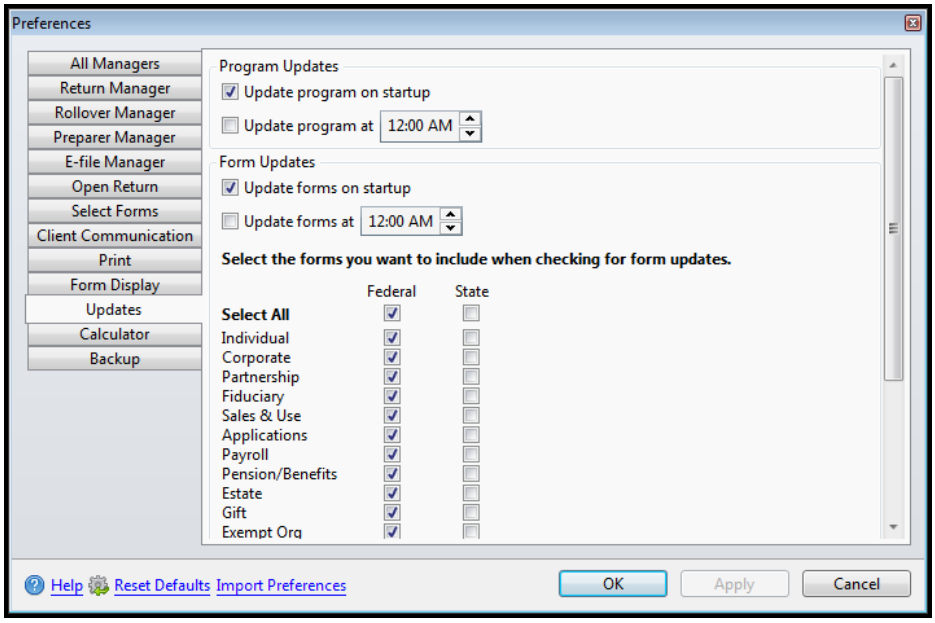
- 8 - 20 characters
- At least 1 UPPER case letter
- At least 1 lower case letter
- At least 1 number

- At least 1 punctuation or special character (ex.? ! $ & * )
- Spaces are allowed

6. (Optional) Select the **Remember me** check box to have your **User Name** automatically populated when you launch the application from this workstation.
7. Click **Login**. ATX opens to the Return Manager and presents the **Download Forms Updates** dialog box (which gives you the opportunity to get the latest forms).




8. In the **Download Form Updates** dialog box, click the **Adjust form update settings** link.

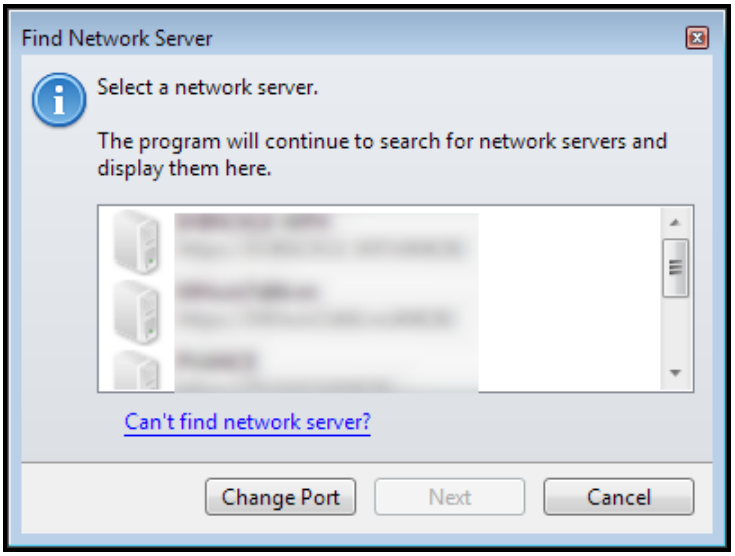



9. Select the check box(es) next to the package(s) you frequently work with under the **Form Updates** area of the dialog box.
10. Scroll down to the section with the state check boxes; then, select the state(s) you want to include in your form updates.
11. Click **Apply**, and then **OK**.
12. In the **Download Form Updates** dialog box, click **Continue**.
13. When the **Update Results** dialog box appears, indicating that the download was successful, click **Close**.

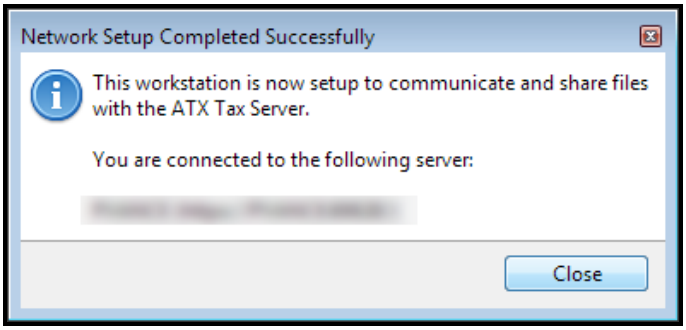
# Finding Your Network Server

In most cases, if you've already installed ATX on your network server, the system will automatically recognize the server's location and will link a network workstation to the server.

If the system is unable to find your server, the **Find Network Server** dialog box appears:




1. Select the server from the list.
2. Click **Next**.




3. Click **Close**.

If the server is not in the list, follow instructions for Adding a Server.

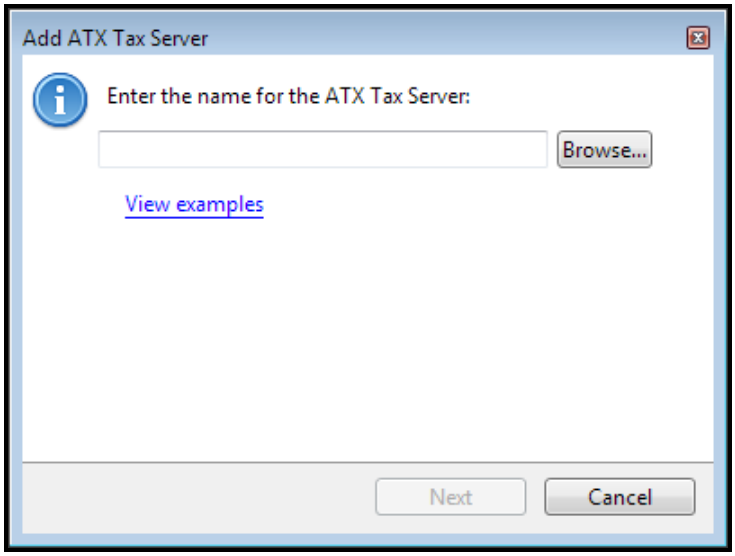
# Adding a Server

If you are using a network environment, setting up a server is the first step in getting your network up and running. If you have already installed ATX on the server but the server is not automatically identified during the network workstation installation, you may need to add the server manually.

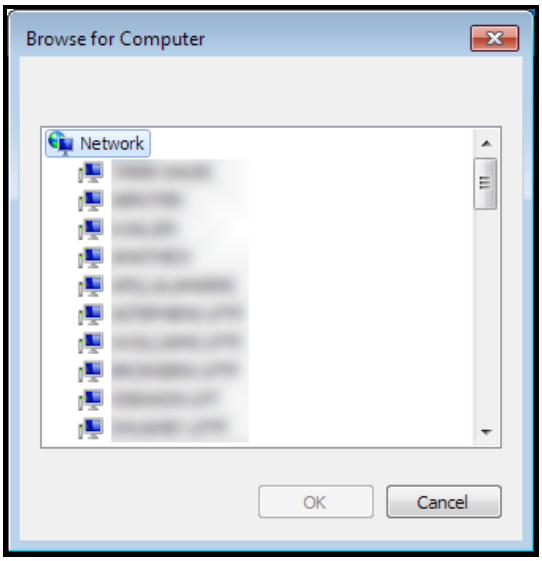
**To add the name of a server that does not automatically appear in the list:**

1. From the **Find Network Server** dialog box, click the **Can't Find Network Server?** link.

See Finding Your Network Server.



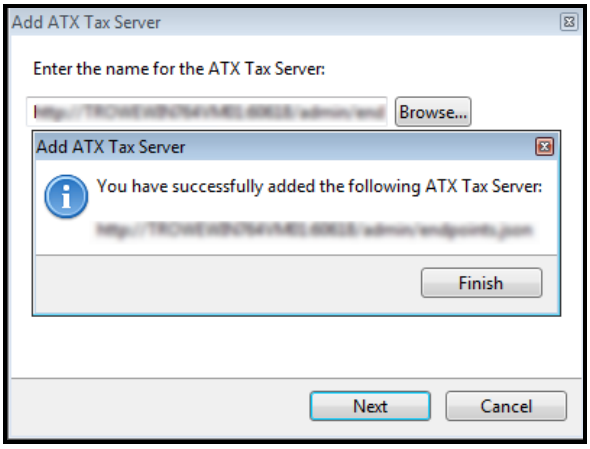

2. Click **Browse.**




3. Select the computer that is the server, and click **OK**.

   The **Add ATX Tax Server** dialog box appears with the name of the selected server.

4. Click **Next**.




5. Select the name of the server for which you just browsed, and click **Next.**

   Installation will continue on the network workstation, now that the server has been identified.

   See Network Workstations Installation.

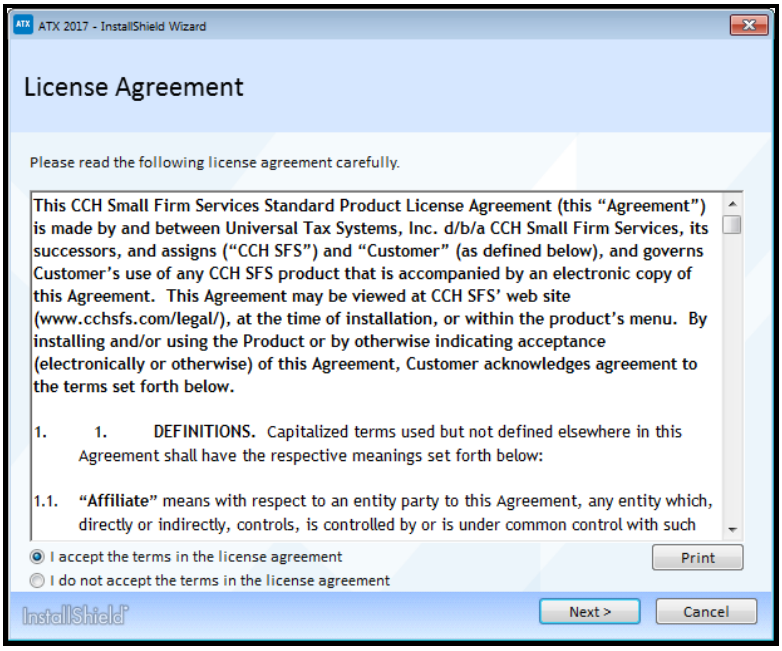
# Workstation and Server Installation

This topic provides instruction links for the **Workstation and Server** selection during the installation routine.

**To install ATX on this machine so it can be used as both an active workstation and as the network server:**

1. Do one of the following:
   - **Install from DVD:** Insert the DVD provided in your product shipment into the DVD-ROM drive. Refer to If ATX DVD Doesn't Start Automatically if necessary.
   - **Download from Web:** ATX can be downloaded from the Customer Support Site. See Downloading ATX.

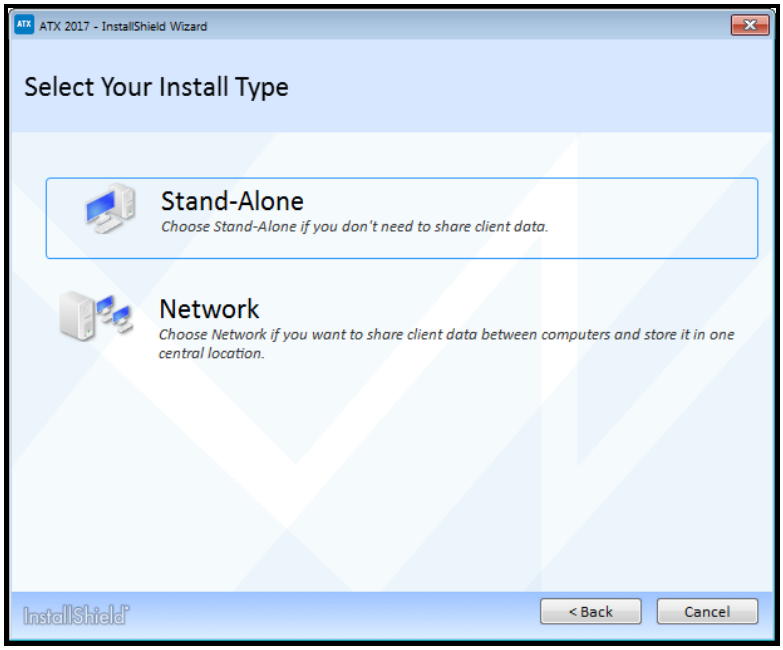
2. Click **Next**.



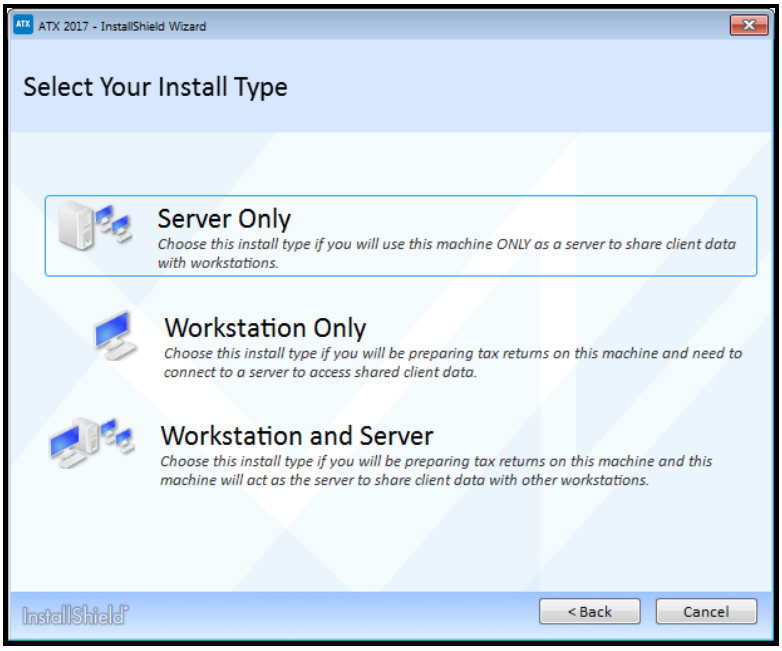

3. Click the **I accept the terms in the license agreement** radio button to indicate that you have read and agree to the terms of the license agreement; then, click **Next**.

4. Click **Next**.

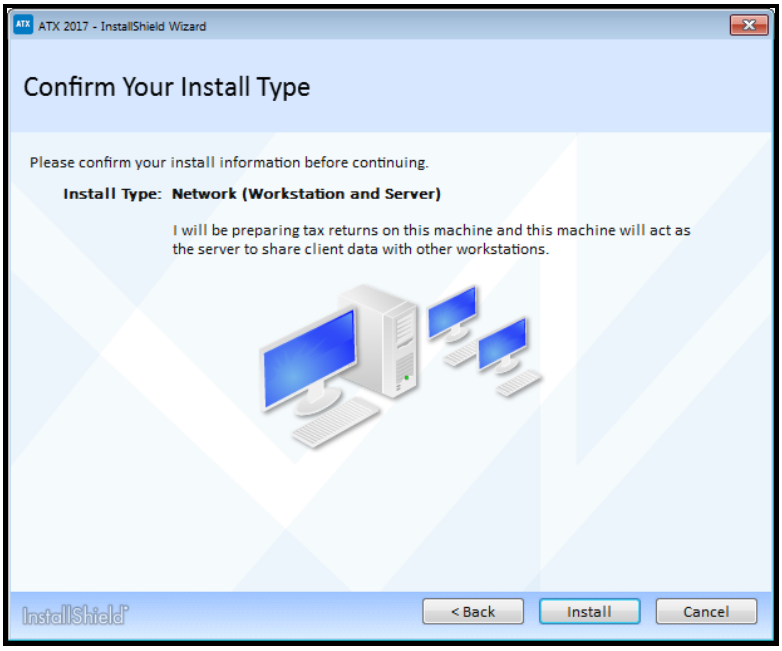
5. Click **Next**.




6. Select the **Network** option.

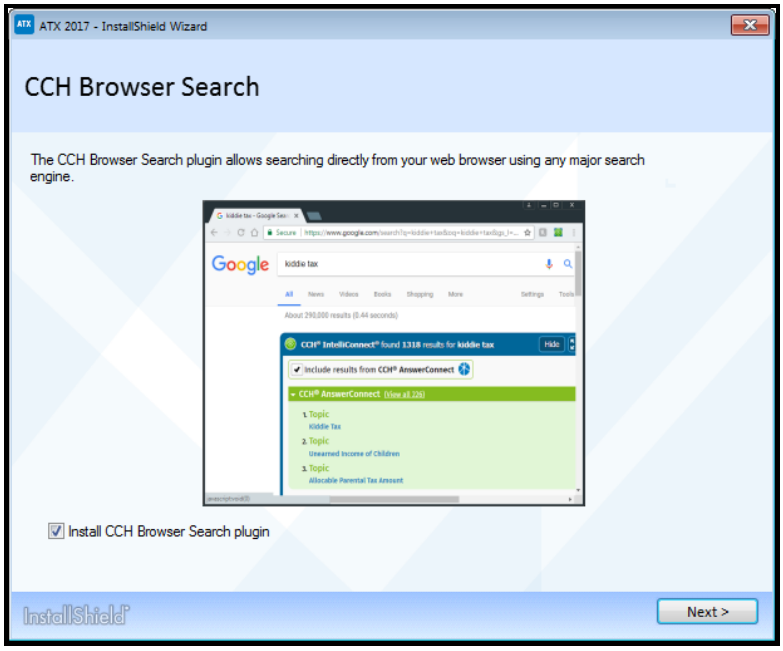



7. Click **Workstation and Server**.




8. Click **Install**.

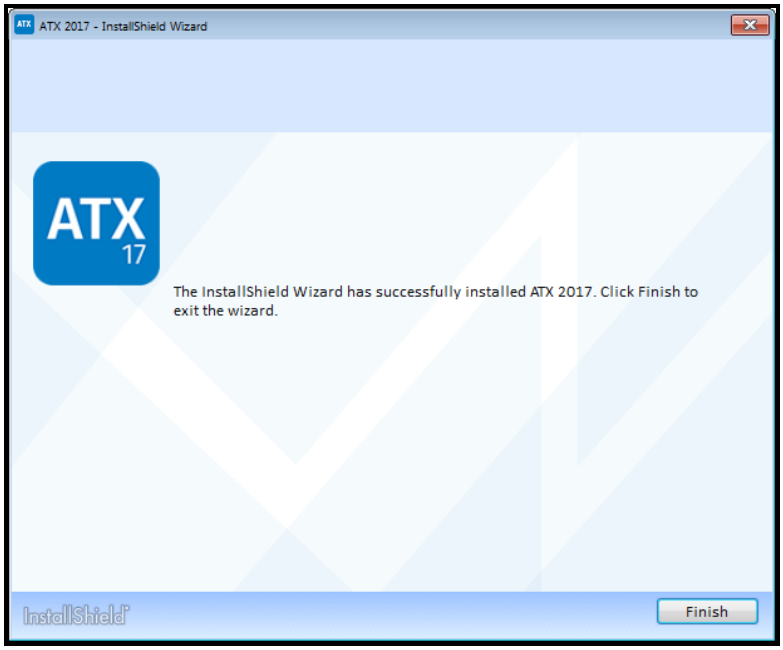
Installation speed may vary depending on your operating system or Internet speed.




The option to install the CCH Browser Search plug-in only displays if you do not already have the plug-in installed.

The **Install CCH Browser Search plug-in** check box is selected by default. If you do not want to install the CCH Browser Search plug-in, click the **Install CCH Browser Search plug-in** check box.

9. Click **Next**.




10. Click **Finish**.

This completes the ATX installation process. The **ATX** icon is placed on your desktop.

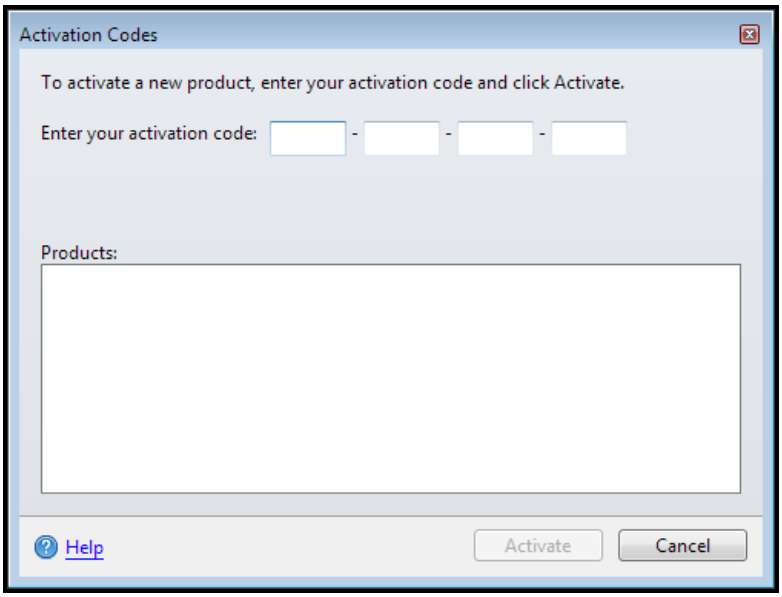
If you receive a message that your network setup is not complete, click the Help link for Network Troubleshooting Tips.

If you selected to install the CCH Browser plug-in, the installation will now begin. For information on installing and setup, see CCH Browser Search Plug-in Installation.

# Network Server and Workstation Activation

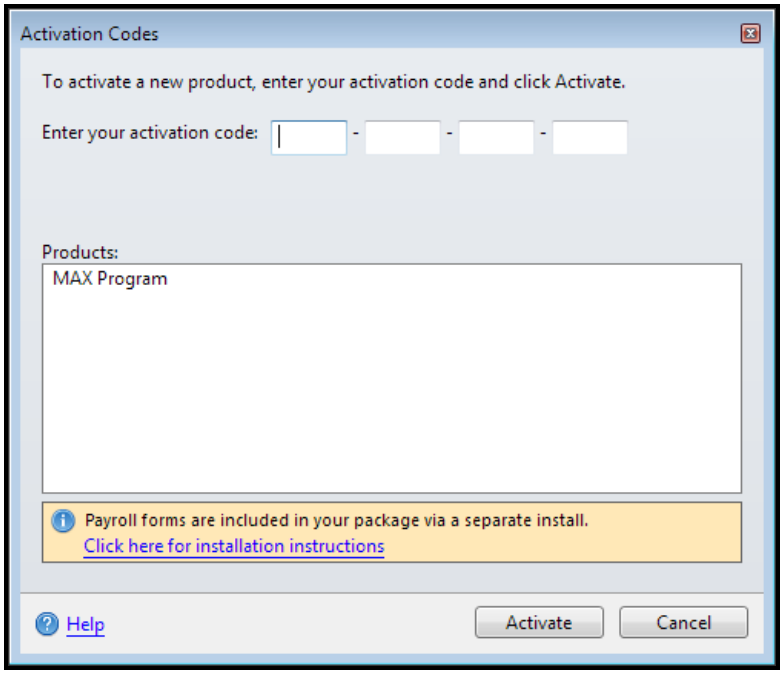
1. Double-click the **ATX** icon.

   The Activation Codes Dialog Box appears the first time you start the application after installation.

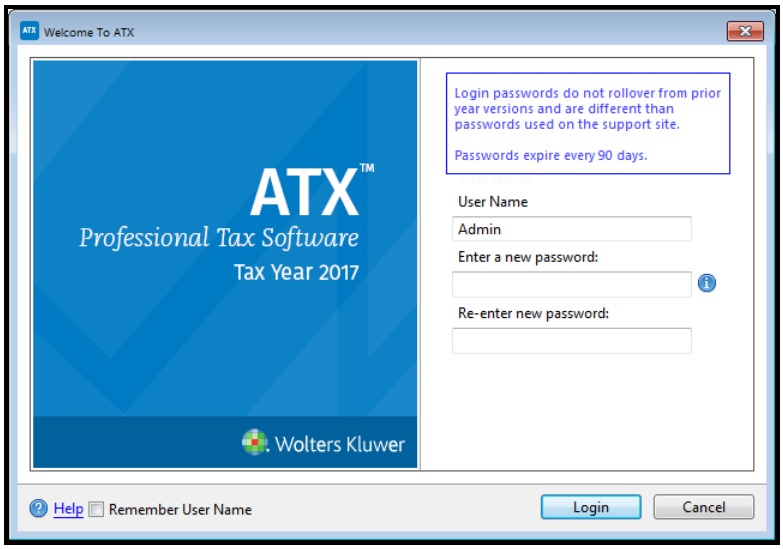



2. Enter the product **Activation Code** from your Fulfillment Confirmation Slip.
3. Click **Activate**. The product name appears in the **Activated Products** pane.

If you purchased a product that is bundled with a **Payroll Compliance** or **W2/1099** product, do not enter that **Activation Code** in this dialog box. Instead, read the note at the bottom of the dialog box and click the link that says **Click here for installation instructions**. See W2-1099 or Payroll Compliance for these installation instructions.




4. ATX opens to the **Welcome To** ATX dialog box.

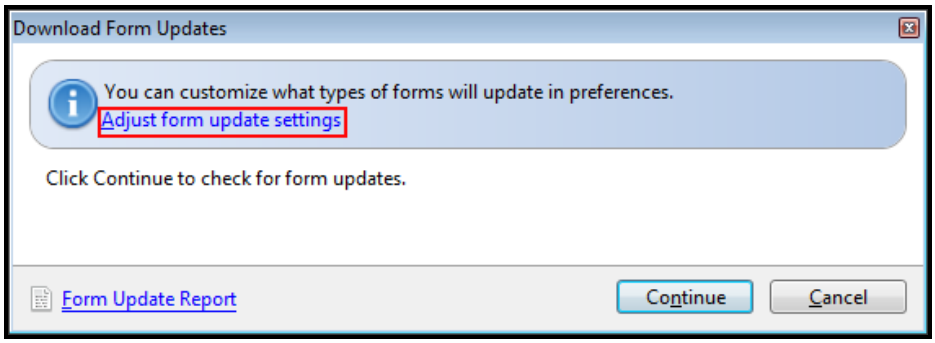



5. The User Name field defaults to **Admin**. You must first establish a password for the **Admin** user in order to access ATX.

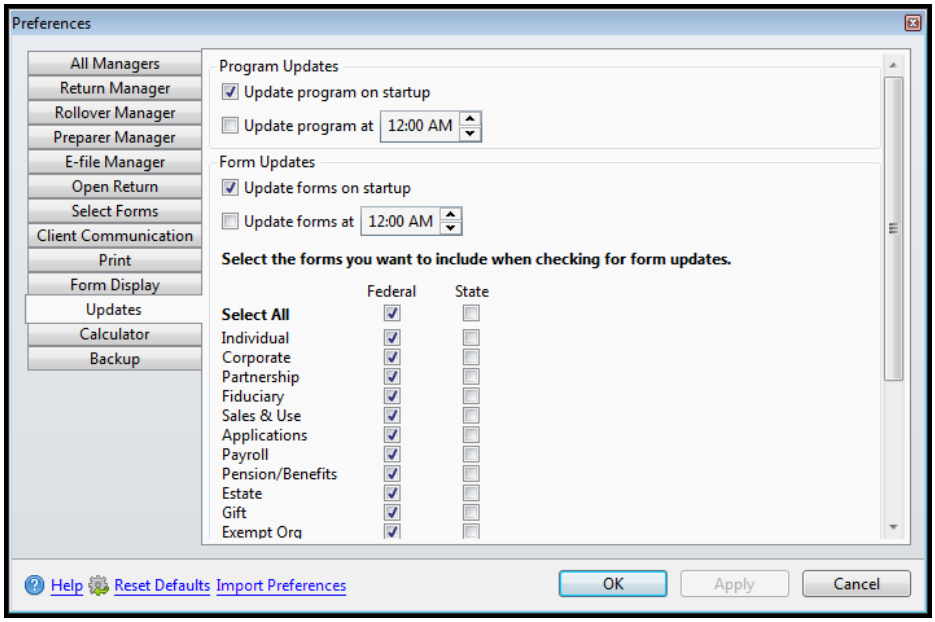
Passwords must follow these guidelines:

- 8 - 20 characters
- At least 1 UPPER case letter
- At least 1 lower case letter
- At least 1 number
- At least 1 punctuation or special character (ex.? ! $ & * )
- Spaces are allowed

6. (Optional) Select the **Remember me** check box to have your **User Name** automatically populated when you launch the application from this workstation.
7. Click **Login**. ATX opens to the Return Manager and presents the **Download Forms Updates** dialog box (which gives you the opportunity to get the latest forms).




8. In the **Download Form Updates** dialog box, click the **Adjust form update settings** link.




9. Select the check box(es) next to the package(s) you frequently work with under the **Form Updates** area of the dialog box.
10. Scroll down to the section with the state check boxes; then, select the state(s) you want to include in your form updates.
11. Click **Apply**, then click **OK**.
12. In the **Download Form Updates** dialog box, click **Continue**.
13. When the **Update Results** dialog box appears, indicating that the download was successful, click **Close**.

**Next step:** Perform **Workstation Only** installations and activate ATX on other computers on the network. See Network Workstations Installation.

**IMPORTANT!** Network users will be required to sign in to use the ATX program. The Admin user must setup users in Security Manager in order for users to acquire their User Names.

# Activation Codes Dialog Box

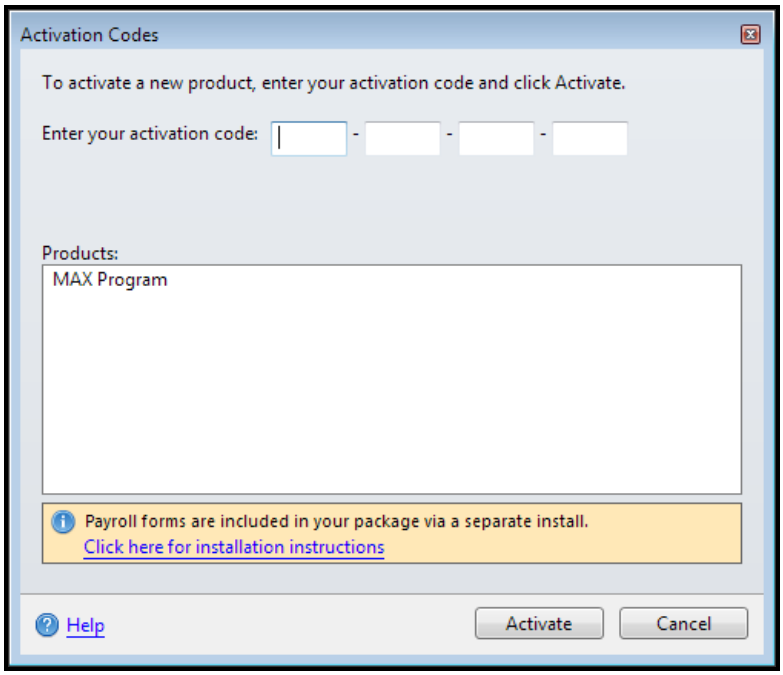
Activation code(s) are included in your initial product installation kit. They can be found on the Fulfillment Confirmation Slip.

To install ATX, you'll use one designated activation code. If you purchased an ATX bundle with payroll functionality, you'll have a second activation code specifically for payroll.

If you purchase Additional License packs, **ATX Add User License(s)** appears in the **Product** pane. This single entry covers all your Additional License purchases. To confirm your product purchases, go to **My Products** on the MyATX Solution Center.

The **Activation Codes** dialog box can be accessed two ways:

- When you first install ATX, it appears automatically.
- From within ATX, select **Activate Product(s)** from the **Support** menu to open the **Activation Codes** dialog box.




| Item | Description |
|---|---|
| Enter your Activation Code | Find your activation code(s) on the **Fulfillment Confirmation** slips that come with your **Installation Kit**. |
| Products | If you enter a successful activation code, the name of the product appears in this pane. You can enter the activation codes for multiple products and then activate all of them at once. |
| Information message | For customers who use payroll forms, this message provides a link to installation instructions for payroll products. See W2-1099 or Payroll Compliance. |
| Help | Launches Program Help. |

| Item | Description |
|---|---|
| Activate | Activates products listed in the **Products** pane. |
| Close | Closes the **Activation Codes** dialog box. |

# If ATX DVD Doesn't Start Automatically

**If you insert the ATX DVD and the installation doesn't start automatically, follow these steps:**

1. Open the Windows **Start** menu and enter **Run** in the **Search** field.
2. In the **Run** dialog box, type **X:\Startup.exe** (where **X** = your DVD-ROM drive).
3. Click **OK**.

# Using ATX on a Network

Working in a networked environment is an efficient way to share data among multiple users while ensuring the security of the data in your network. Although there are a few restrictions, there are also some ways that you can customize your workstation without affecting other network users.

## Customize Your Networked Workstation

The following settings are stored on a per user basis, so you can make changes without affecting the work of other users:

- **Marking returns in any main manager.** A user can mark some returns; then, if he/she logs into a different workstation, he/she will see the same returns marked.
- **Column sizing and re-positioning:** You can change the size or position of any main or setup manager without affecting how it looks for other users. See Customizing Managers for more information.

## Network Users Must Log in

All network users must have their own, unique user name in the system. This means several things:

- Each network can only have one Admin user.
- All network users must be set up in Security Manager (the Admin user is already set up by default). See Adding Users to the System for more information.
- All network users will log in every time they open the application. See Logging In for more information.

## Restrictions

You are restricted from doing the following if you're a networked ATX user:

- **Users cannot log in on more than one workstation at a time.** Users who share a User Name will not be allowed to login to the application at the same time.
- **Returns can only be open by one network user at a time.** A Locked Return message tells you the name of the user and the workstation ID where the return is open. This prevents overwriting of information.
- **Only one user at a time can transmit e-files or process acknowledgements (Acks) through the EFC.** A dialog box appears telling you the name of the user who is already processing.
- **Returns cannot be deleted if they're open by another user.**
- **Extensions.** You cannot create or print an extension for an open return. Close the return and try again.

# Network Troubleshooting Tips

If you received a **Network Server Not Complete** message, follow the tips in this topic.

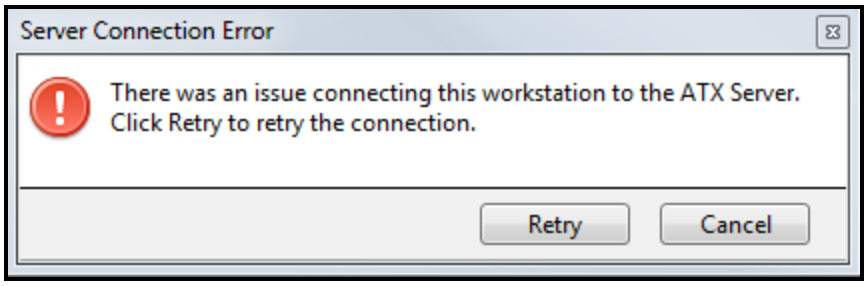
## Unable to locate the ATX Tax Server

If the system can't automatically locate the server, check the following:

1. **Have you installed ATX on the server yet?**
   - If **no**, you must install on the server first before adding network workstations. See Network Server Installation for complete instructions.
   - If **yes**, go to Tip **2**.
2. **Did the server install successfully?**
   - If **no**, reinstall the server. (Check the server's **Program Data** and **Program Files** folders for **ATX 2017** folders. Delete these if found, then follow instructions in Network Server Installation to re-install ATX on the server.)
   - If **yes**, refer to instructions in Adding a Server. From the **Add ATX Tax Server** dialog box, you can search for the server by computer name. If the server is found, your network setup will continue.
3. **If the server still cannot be found, reboot (restart) the server.**
   - Follow instructions for Adding a Server. If the server is found, setup will continue.
   - If the server is still not found after the reboot, go to Tip **4**.
4. **Are the server and the workstation you are configuring on the same network?**
   - If **no**, contact an IT professional to assist.
   - If **yes**, try instructions again for Adding a Server.

## Server Connection Error

If the ATX program loses connection with the ATX server, you may receive a server connection error:




This error can occur on networked workstations or on stand-alone systems.

**If you receive this error, click Retry to restart the server.**

If this does not resolve the issue, contact ATX Support.

# Uninstalling ATX

To uninstall ATX, you must uninstall both the ATX program as well as the ATX server from the Programs and Features folder in your system's Control Panel. It's important to note that your data is not removed from the system during this process; it remains intact and will be visible if you reinstall ATX.

If you need to perform a complete uninstall (which would include uninstalling or removing the database from your system), you should contact ATX Support for assistance.

## Part 1: Uninstalling the ATX 2017 Program

**To uninstall ATX:**

1. Click the **Windows®** icon and select **Control Panel.**
2. Select **Programs and Features**.

   For ATX, you'll see **ATX 2017** and **ATX Server 2017.**

3. Right-click **ATX 2017** in the program list.
4. Click **Uninstall**.
5. Click **Yes**.

## Part 2: Uninstalling the ATX Server 2017

1. Click the **Windows** icon and select **Control Panel.**
2. Select **Programs and Features**.
3. Right-click **ATX Server 2017** in the program list.
4. Repeat Steps **4 and 5** above.

Uninstalling ATX does not uninstall the CCH Browser Search plug-in.

# W2-1099 or Payroll Compliance

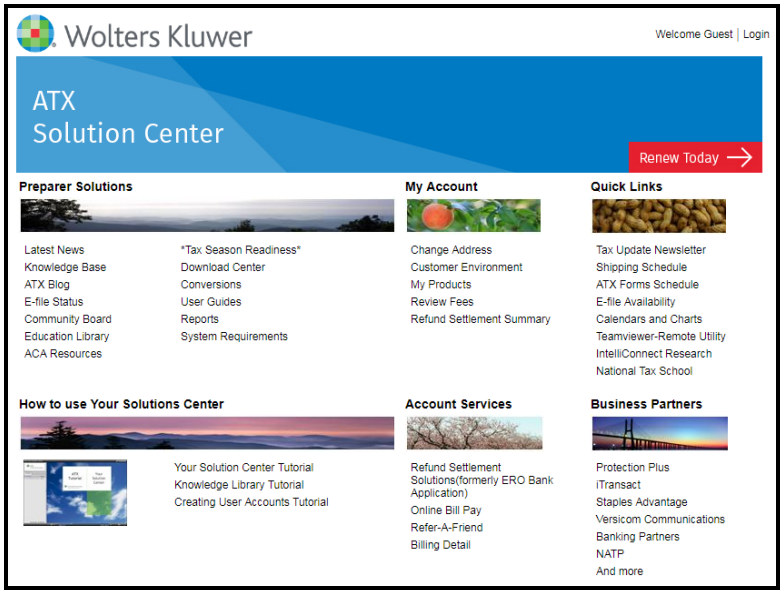
If your ATX product bundle includes a payroll product, the payroll product must be installed (downloaded) separately. Most customers will install it from the **MyATX Support Center** website.

The activation code for your **W-2/1099** or **Payroll Compliance** product is printed on your Fulfillment Confirmation Slip, along with your ATX activation code. Make sure to enter the payroll code when downloading the payroll product from the website.

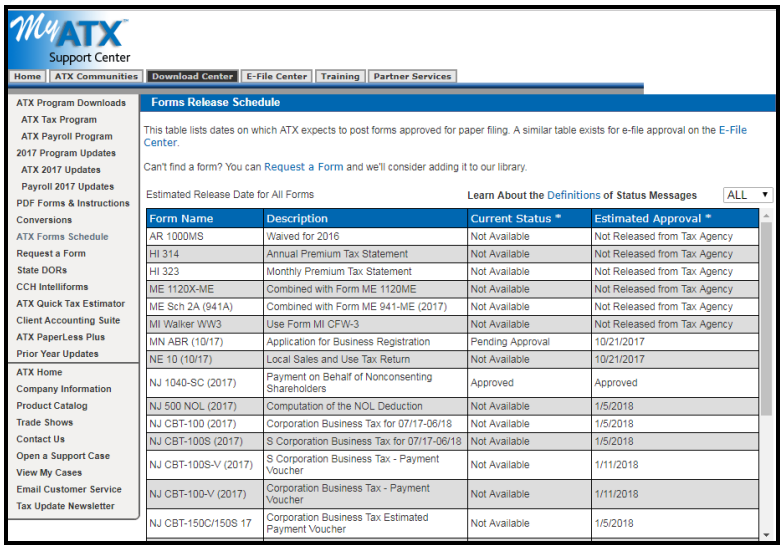
## Installing from the Website

**To install either the W-2/1099 or Payroll Compliance products from the website:**

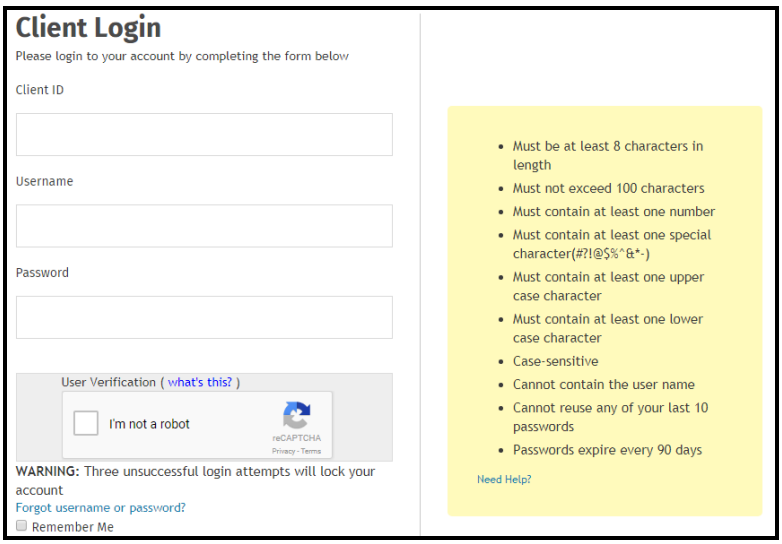
1. Enter www.MyATX.com in your Web browser.



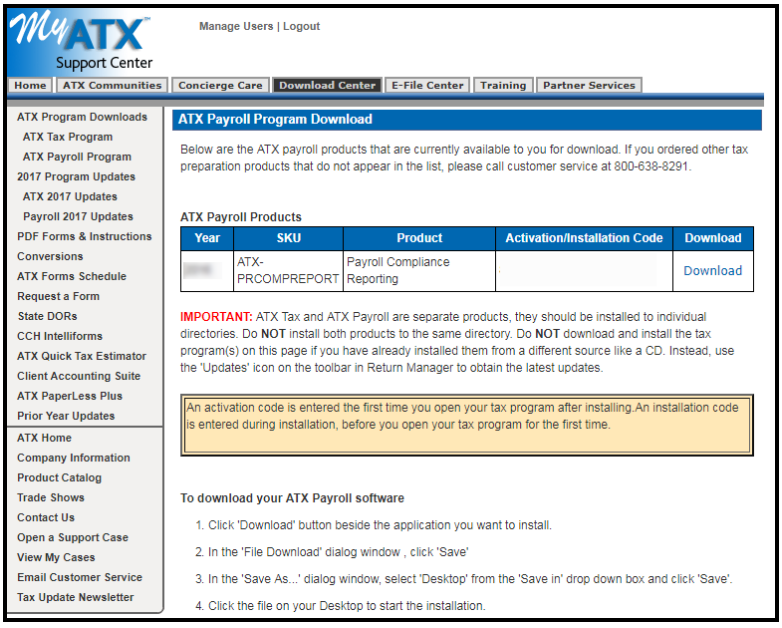

2. Under **Preparer Solutions**, click **Download Center**.




3. From the menu items on the left, select **ATX Payroll Program**.




4. If you are not logged in, enter our **Client ID** in the **Client ID** box and press the **Tab** key
5. Enter your **User Name** in the **User Name** box and press the **Tab** key.
6. Enter your **Password** in the **Password** box.
7. Select the **Remember me** check box if you want the Solution Center to remember your information the next time you log in.
8. Select the **I'm not a robot** check box and select the images based on the instructions shown on-screen, then click the **Verify** button.
9. Click **Log In**.



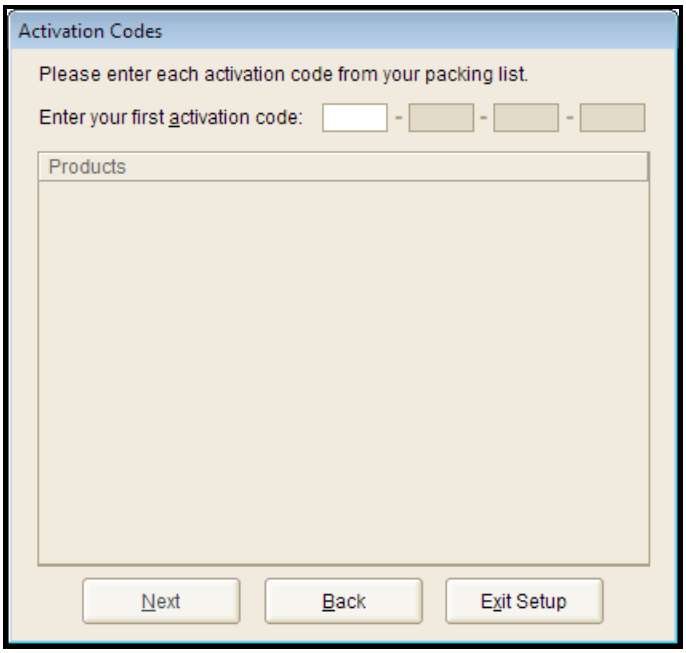

10. Click **Download**.

    A dialog box appears, asking you if you want to **Run**, **Save** or **Cancel** the installation.

11. Click **Run** to install to the current workstation.

The installation begins and the **License Agreement** appears.

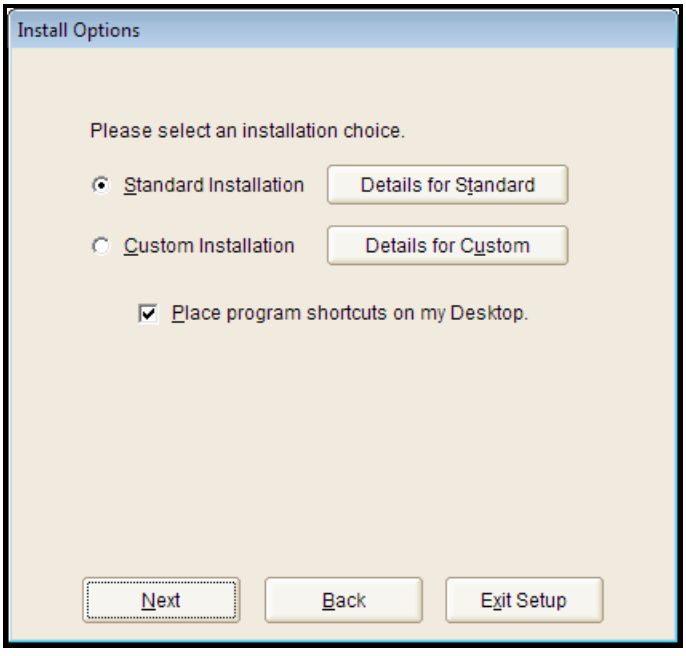
12. Click **I Accept** to indicate that you accept the terms of the License Agreement.




13. Enter your W-2/1099 or Payroll Compliance activation code from the **Activation/Installation Code** box.

    The product name appears in the **Products** pane.

14. Click **Next**.



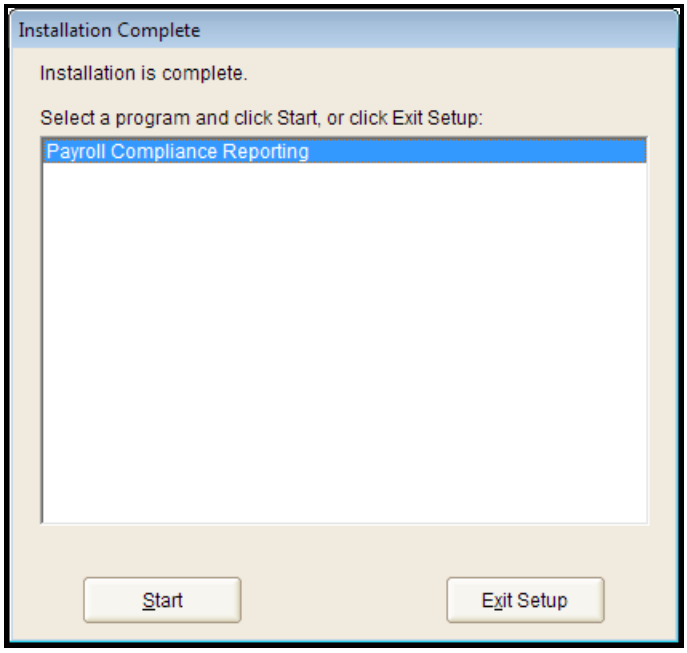

15. Select an installation type:
    - **Standard Installation** - click **Details for Standard** to see what's included. Select this for **Stand-Alone**

installations.

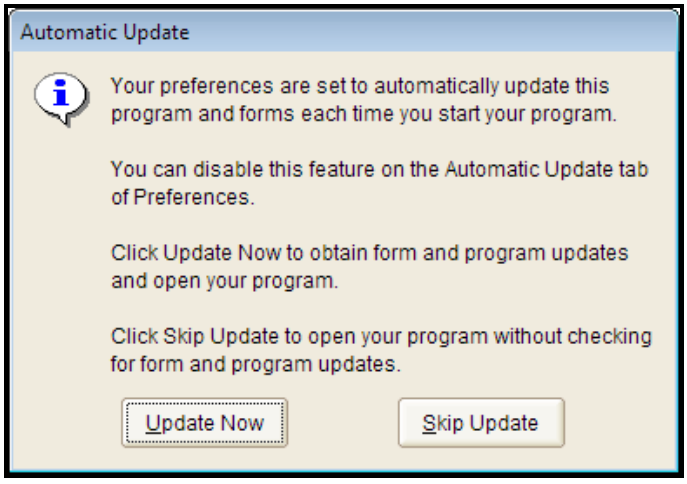
- **Custom Installation** - click **Details for Custom** to see what's included. Select this for **Network** installations.

  Do not install the W-2/1099 or Payroll Compliance product to the same folder as ATX™ 2017.

The **Product Setup** dialog box shows the progress of the installation.




16. To open the application, click **Start**.




17. To receive the latest version of the forms as well as the program, click **Update Now**.

# Installing from a DVD

**To install either the W-2/1099 or Payroll Compliance products from a DVD:**

To install either the W-2/1099 Payroll Compliance products from a DVD, insert the DVD provided in your product shipment into the DVD drive. If the program does not start automatically:

1. Click the Windows **Start** button and type **Run** in the field.
2. In the **Run** dialog box, type **X:\Setup.exe** (where **X** = your **DVD-ROM** drive).
3. Click **OK**.

# Running W-2/1099 or Payroll Compliance on a Network

To run either W-2/1099 or Payroll Compliance on a network, you'll need to:

- Share the product installation folder to all workstations before running **NetSetup** on all the workstations. For folder permission and sharing instructions, contact your network administrator.
- Run **NetSetup** on your workstations.

# Chapter 3

# Contact Us

**Are you evaluating ATX?**

*Thank you for your interest! To order ATX products or for assistance choosing the right products for your firm, contact one of our Software Consultants at 1-877-728-9776 or at **SFS.Sales@wolterskluwer.com**. Software Consultants are available Monday through Friday, 8:30 AM to 6:00 PM Eastern Time.*

**Have you purchased ATX?**

*Whether you need technical support or the answer to a simple question, we offer a variety of ways to get your questions answered.*


- Fax
- Phone Support
- Community Forums - Talk to Us, Talk to Each Other
- Online Support
- MyATX Solution Center
- Using the ATX Knowledge Base
- ATX Communities
- Support Web Sites
- Customer Service Utilities


# Fax

Send your questions (include screenshots if necessary) to the following number, so we can best assist you (be sure to include **Attention: Customer Care** on all faxes):

- **1-888-815-7587**

# Phone Support

For complete details on hours of operation both on and off-season, visit our **Contact Us** page by entering https://www.cchsfs.com/contact/ in your Web browser.

- **MAX Customers 1-800-638-8291**

## PRS Only

- **PRS Customers 770-857-5602**

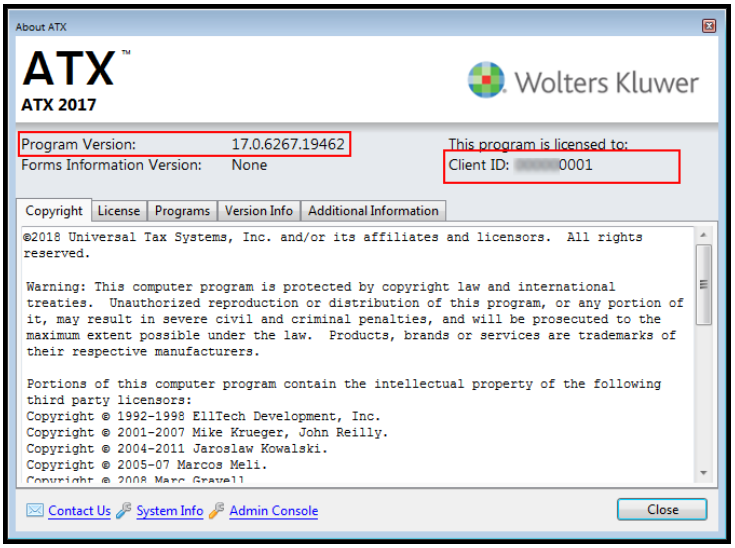
# Information You May Need

In some cases, a Customer Care representative may ask you for your ATX program version number, as well as your Client ID. You may also need to provide your installation type (stand-alone or network) and the computer path where ATX is installed.

**To access this information:**

1. From any of the Main Managers, click the **Support** menu.
2. Select **About**.

   The **About ATX** dialog box appears. The **Copyright** tab provides the Program Version as well as your Client ID:




The **Copyright** tab is displayed by default. The **License**, **Programs**, **Version Info**, and **Additional Information** tabs provide further details.

# Community Forums - Talk to Us, Talk to Each Other

Our ATX Communities are a great way to ask questions and to exchange knowledge with us and other tax professionals. See ATX Communities.

# Online Support

If you need technical assistance, be sure to use our online support available 24 hours a day at www.MyATX.com. You will be able to find answers to many of your questions.

# Even More Online Resources

See the following topics to find out more about these resources:

- MyATX Solution Center
- Using the ATX Knowledge Base
- Support Web Sites

# MyATX Solution Center

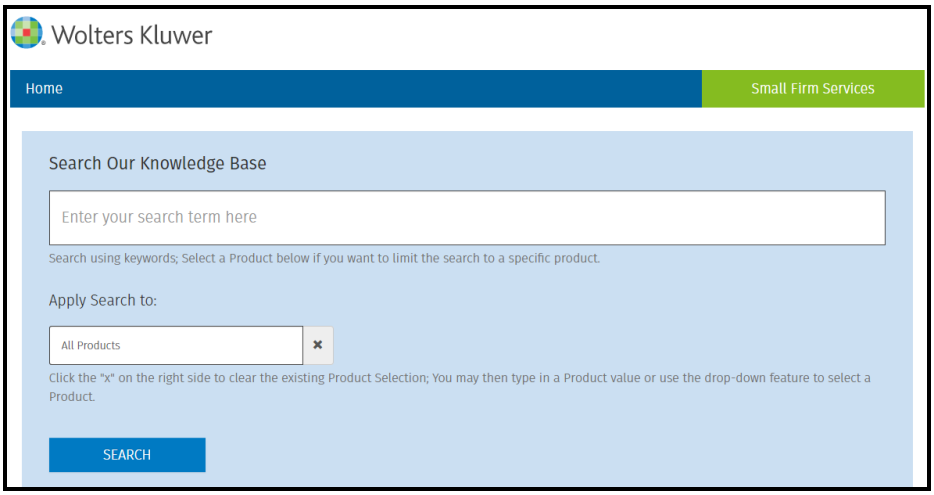
The Solution Center, accessed by enter www.MyATX.com in your web browser, is the starting point for a wide variety of information and activities. It allows you to quickly access many tasks without logging in such as:

- Latest News
- Knowledge Base (*Knowledge Library*)
- ATX Blog
- Education Library
- ACA Resources
- Download Center
- System Requirements
- Shipping Schedule
- ATX Forms Schedule
- E-file Availability
- Calendars and Charts
- TeamViewer-Remote Utility
- CCH® IntelliConnect® Research
- National Tax School
- Protection Plus
- iTransact
- Staples Advantage
- Versicom Communications
- Banking Partners
- NATP

# Using the ATX Knowledge Base

The **ATX Knowledge Base** is a valuable tool for all users. It contains answers to the most frequently-asked questions as well as critical and timely information from the IRS and other agencies.

**To access the ATX Knowledge Base** visit https://support.cch.com/sfs or click **Knowledge Base** from the support site.




# Searching the Knowledge Base

**To search the Knowledge Base:**

1. In the **Search** box enter keywords, or you can enter a question like *How can I pay my invoice?*.
2. From the **Apply Search To** box click the "x" to clear the existing product selection, and then use the drop-down feature to select a product.

   Selecting a product from the **Apply Search To** box narrows your search results.

3. Click **Search** or press **Enter**.
4. Select an answer from the list or use the filters to narrow down your search.

## Knowledge Base Entries

The pages that appear in your search results resemble a typical results page from any search engine (such as Google). Click the desired answer(s) for more information on a particular topic.

To search within the summaries on a page of results, press **Ctrl+F** on your keyboard, or select **Find (on This Page)** on your browser's **Edit** menu. Enter a term you expect to find in the search box. **Find** will take you to each occurrence of that term. Click **Find Next** to move to the next occurrence.

# ATX Communities

ATX Communities are online forums where you can discuss issues and ideas with your fellow ATX users. CCH SFS staff monitors the forums and participates in discussions.

# Getting Started

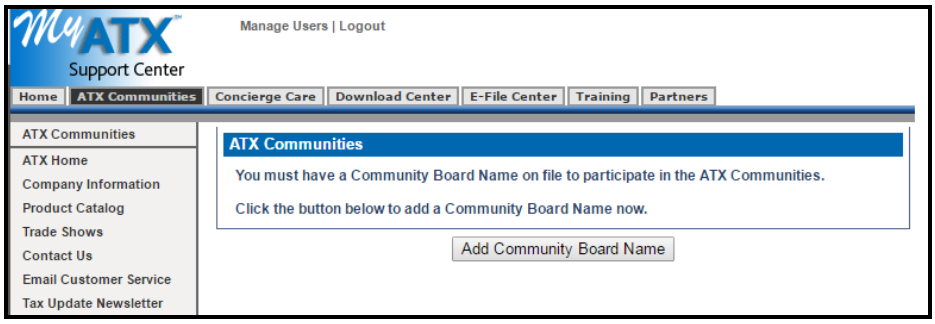
To get started, you must first establish a Community Name.

**To establish a Community name:**

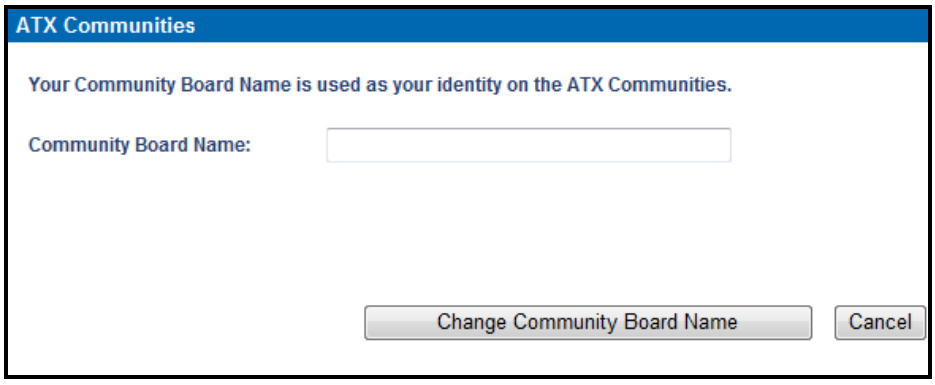
1. Visit www.MyATX.com.
2. Under Preparer Solutions, click **Community Board**.

The **Client Login** page appears.

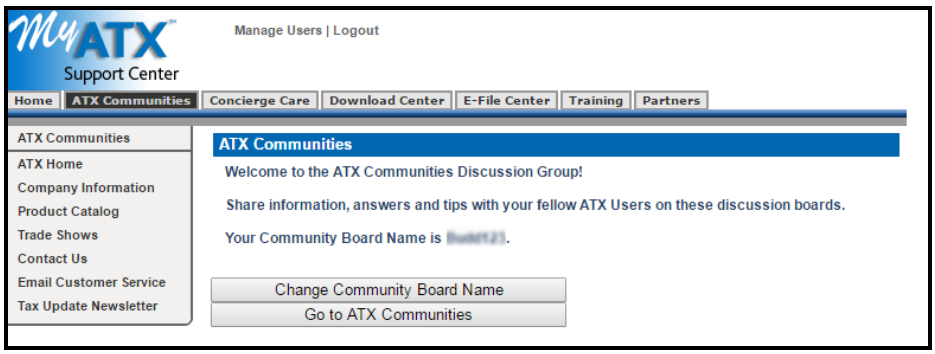
3. If you are not logged in, enter our **Client ID** in the **Client ID** box and press the **Tab** key.
4. Enter your **User Name** in the **User Name** box and press the **Tab** key.
5. Enter your **Password** in the **Password** box.
6. Select the **Remember me** check box if you want the Solution Center to remember your information the next time you log in.
7. Select the **I'm not a robot** check box and select the images based on the instructions shown on-screen, then click the **Verify** button.
8. Click **Log In**. MyATX displays the **ATX Communities** page.




9. Click **Add Community Board Name**, enter the name you wish to use and click **Change Community Board Name**.




10. Click **Go to ATX Communities**.



# Support Web Sites

From the **Support** menu, you can access several helpful **IRS** and **CCH Small Firm Services** Web sites, including:

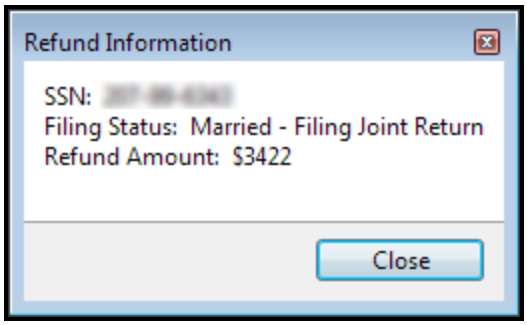
- BizFilings Business Services
- Check IRS Refund Status
- IRS Home Page
- IRS E-Services
- ATX Tax Products
- ATX Paper Products
- ATX Home Page
- MyATX Solution Center
- ATX Knowledgebase (Knowledge Library)
- ATX Blog

## Checking the IRS Refund Status

From within ATX, you can check the IRS refund status of any return. The system displays a dialog box in the upper right corner of the application with SSN, Filing Status and Refund Amount, if applicable.

**To check the IRS refund status:**

1. From Return Manager click the **Support** menu.
2. Expand the **Web Sites** fly-out menu; then, select **Check IRS Refund Status**.




   The **Where's My Refund** page of the IRS Web site also opens in a separate window.

3. Using the information in the **Refund Information** dialog box, follow the directions on the **Where's My Refund** page to determine the refund status.

# Customer Service Utilities

There are several utilities built into ATX that enable Customer Service representatives to troubleshoot your issues. They are:

- Sending a Return to Customer Service
- Send Diagnostics to Customer Service
- Send E-file Log to Customer Service
- Synchronizing E-files With the EFC

**Synchronizing E-files With the EFC** is only available to users who have permission to Receive Acknowledgements.

Typically, you would only use one of these features if you're working with a Support representative.

# Refreshing Application Configurations

This utility enables you to get updated e-file rules (program files needed to e-file returns) if they're needed before the auto-update is scheduled to run or if there are issues with the system getting them.

It is one of the Customer Service Utilities (located under the **Support** menu) that Customer Service representatives use to help diagnose problems.

**To get the most recent e-file rules files:**

This utility is available from any main manager or from an open return.

1. From the **Support** menu, select Customer Service Utilities.
2. From the list, select **Refresh App Configurations**.

   The utility will remove your existing e-file rules files and replace them with the most up-to-date files. When the process is complete, a message appears telling you that your e-file rules configuration was successfully refreshed.

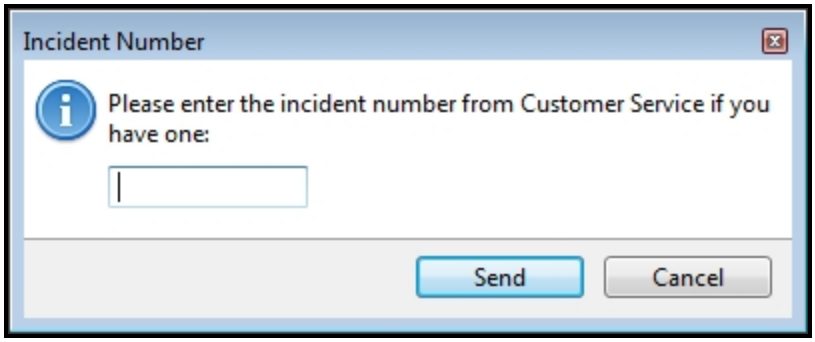
3. Click **OK** on this message.

# Sending a Return to Customer Service

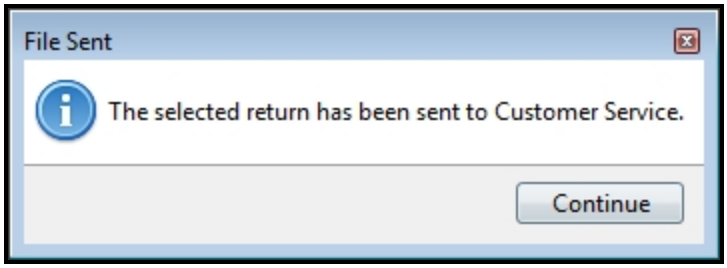
Occasionally, it may be necessary to send a return to Customer Service for troubleshooting.

**To send a return to Customer Service:**

1. From the Return Manager, select the return you wish to send to customer service.
2. Click the **Support** menu, expand the Customer Service Utilities fly-out menu; then, select **Send Selected Return To Customer Service**.




3. Enter the incident number (provided by your Customer Service representative).
4. Click **Send**.




5. Click **Continue** to finish.

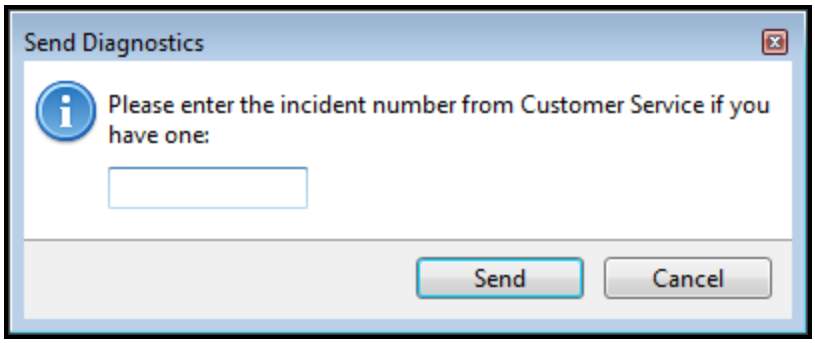
After a brief delay, your Customer Service representative will be able to import the return you've sent and begin troubleshooting. Please be prepared to walk the representative through your particular issue.

# Send Diagnostics to Customer Service

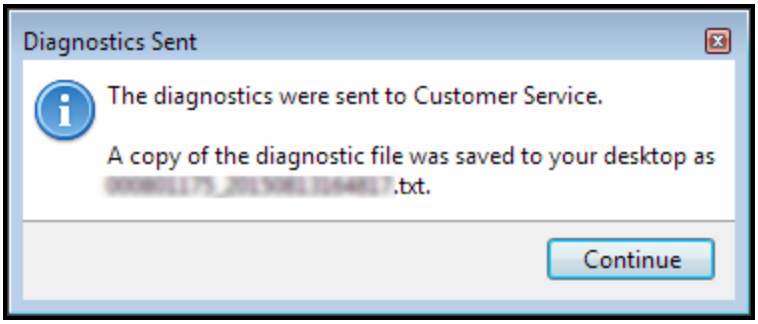
Occasionally, it may be necessary to send diagnostics information to Customer Service to help with troubleshooting.

**To send diagnostics information to Customer Service:**

1. From Rollover Manager, E-file Manager, Bank Manager, or from an open return, click the **Support** menu.
2. Expand the Customer Service Utilities fly-out menu; then, select **Send Diagnostics to Customer Service**.




3. Enter the incident number (provided by your Customer Service Representative).
4. Click **Send**.




5. Click **Continue**.

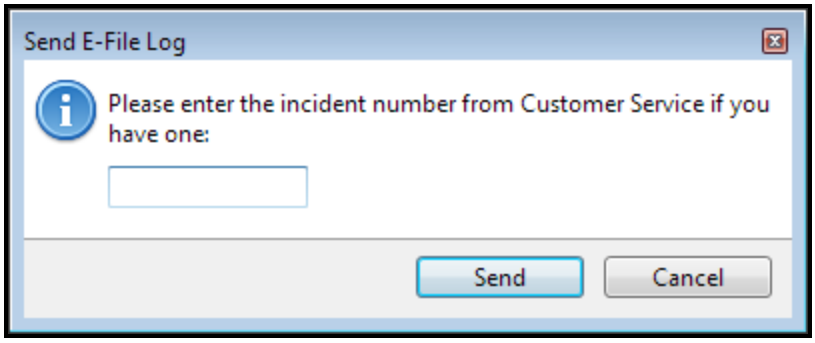
After a brief delay, your Customer Service representative should receive the diagnostics file and begin troubleshooting. Please be prepared to walk the representative through your particular issue.

# Send E-file Log to Customer Service

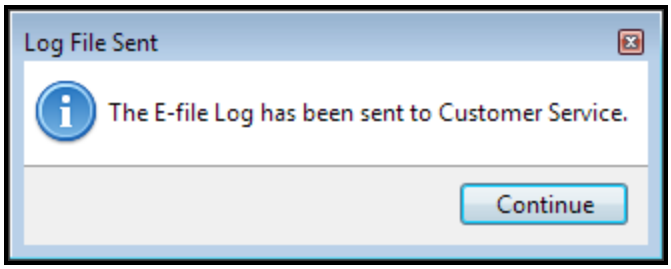
Occasionally, you may need to send an E-file Log to Customer Service to help with troubleshooting.

**To send an E-file log to Customer Service:**

1. From any main manager or from an open return, click the **Support** menu.
2. Expand the Customer Service Utilities fly-out menu; then, select **Send E-file Log to Customer Service**.




3. Enter the incident number (provided to you by your Customer Service Representative).
4. Click **Send**.




5. Click **Continue**.

After a brief delay, your Customer Service representative should receive the e-file log and begin troubleshooting. Please be prepared to walk the representative through your particular issue.

## E-file Transmission Log

Data from every e-file transmission and acknowledgment is automatically consolidated into a .ZIP file, which, as a whole, represents the transmission log. When you use the **Send E-file Log to Customer Service** function, the .ZIP file is transferred to your Customer Service Representative.

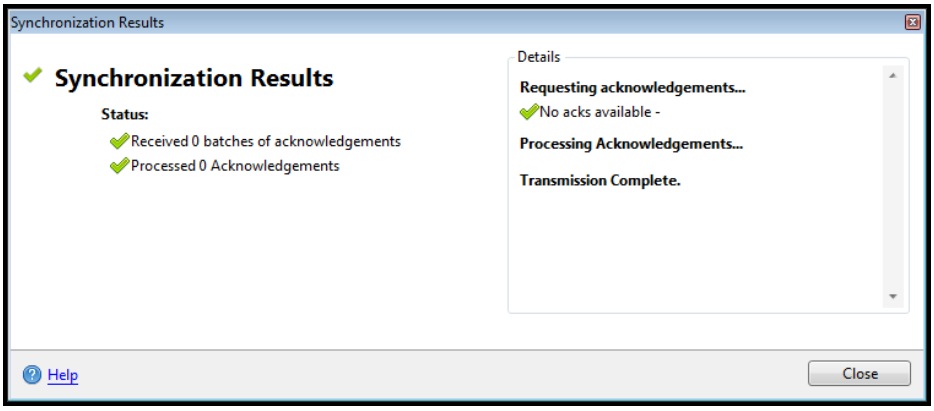
# Synchronizing E-files With the EFC

The **Synchronize E-file Info with EFC** feature updates e-file statuses and acknowledgement histories. It is one of the Customer Service Utilities (located under the **Support** menu) that Customer Service representatives use to help diagnose problems. You should only use this feature if requested to do so by a Customer Service representative.

Only users who have permission to receive acknowledgements have permission to sync with the EFC.

**To synchronize e-file information:**

1. From Rollover Manager, E-file Manager, Bank Manager, or from an open return, click the **Support** menu.
2. Expand the Customer Service Utilities fly-out menu; then, select **Synchronize E-file Info with EFC**.




3. When the synchronization is complete, click **Close**.

The status of each return listed on the E-file Manager now matches the status for that return on the e-file servers.

# Chapter 4

# Administrative Tasks

The **Admin** user is generally the individual in the organization who has complete system rights. This includes the right to add new users to the system and to grant all users their particular levels of access in addition to other preparatory tasks, including:

- Adding Preparer/ERO Information
- Rollover Returns from Last Year
- Billing Manager
- Print Packets
- Client Communication Manager

*This chapter includes information on:*

- Adding Users to the System
- Creating a New Security Group
- Resetting the Admin Password
- Editing Return Passwords
- Removing a Return Lock
- Admin Console

# Setting Up the Admin User

If you're the office administrator, set yourself up as the **Admin** user with Administrative group actions. See Modifying a User's Security Profile.

You cannot change the default **Admin** user name or alter the Admin user's rights. You can, however, do the following:

- Reset the Admin user's password. See Resetting the Admin Password.
- Create a new user with **Administrator** group privileges. See Adding Users to the System.

# Changing User Access and Passwords

The **Admin** user also has authority to change user access and privileges in the system:

- Modifying a User's Security Profile
- Deleting Users from the System

# Changing File and Backup Locations

The **Admin** user can change the location where your tax preparation data is stored as well as the backup location for your entire system:

- Changing Your File Storage Location
- Changing Your Backup Location

# Manual Backups and Copying Backups to Local Storage

Although the automatic Backup and Files Preferences is the recommended backup method, a manual **Backup** feature is available as a means of copying backup data to a local storage device (such as a flash drive). See Manual Backup.

# Initial Login and Setting Update Preferences

ATX requires login credentials for all users. The first time you access ATX, your office administrator must establish a password for the Admin user and select update preferences.

**To login and select update preferences:**

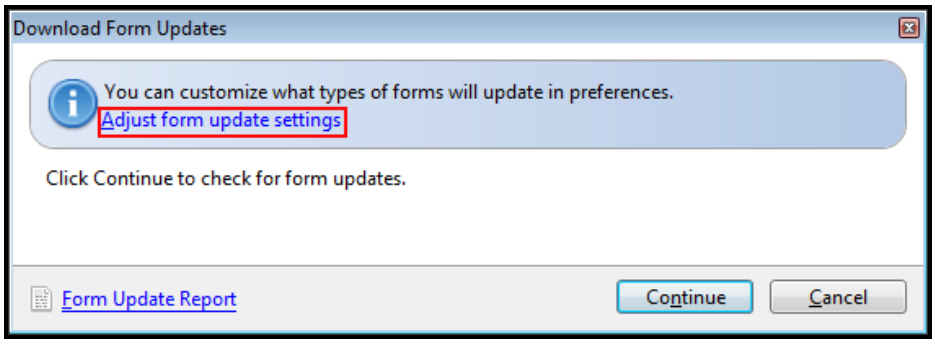
1. Double-click the **ATX** icon on your desktop.

2. The User Name field defaults to **Admin**. You must first establish a password for the **Admin** user in order to access ATX.

   Passwords must follow these guidelines:

   - 8 - 20 characters
   - At least 1 UPPER case letter
   - At least 1 lower case letter
   - At least 1 number
   - At least 1 punctuation or special character (ex.? ! $ & * )
   - Spaces are allowed

3. (Optional) Select the **Remember User Name** check box to have your **User Name** automatically populated when you launch the application from this workstation.
4. Click **Login**.




5. Do one of the following:
   - Click **Continue** to update forms per current Updates Preferences settings.
   - To view or change current Updates Preferences settings prior to updating, click **Adjust form update settings**.

## Subsequent Login and Update

After your initial login, the program remembers your Updates Preferences; you will not have to select them again, unless you want to change them. With subsequent logins, the system immediately launches the **Update** function and downloads forms and/or program updates according to your Preferences.

# Adding Users to the System

Each user must have a unique **User Name** and **Password**. The Admin user sets up **User Names** and **Passwords** in Security Manager.

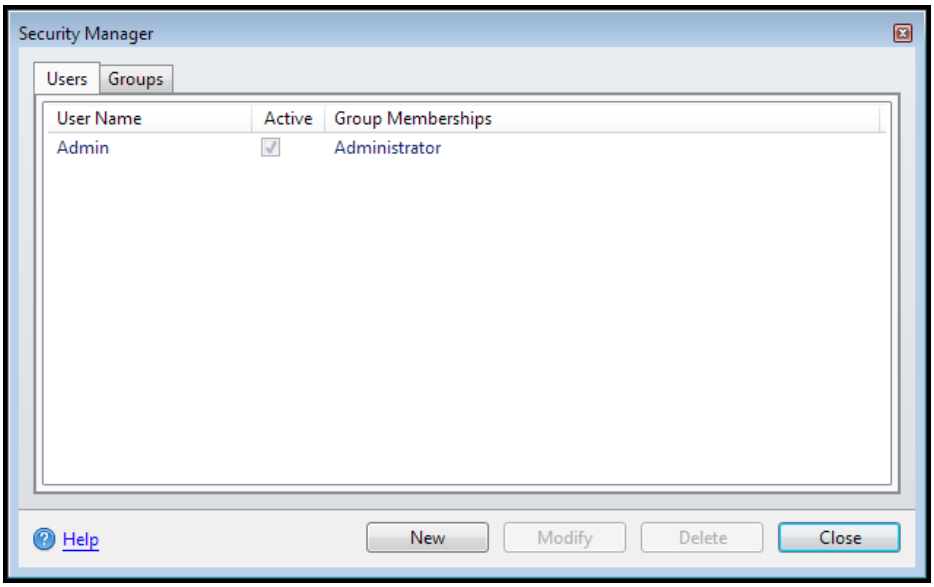
Passwords are required and provide extra security. They are setup by the Admin user when adding new users to the system.

ATX includes user licensing with each product package, for each standalone or workstation installation that is activated, a user license is required. Should you need additional user licenses, please contact your Account Manager at **1-877-728-9776**.

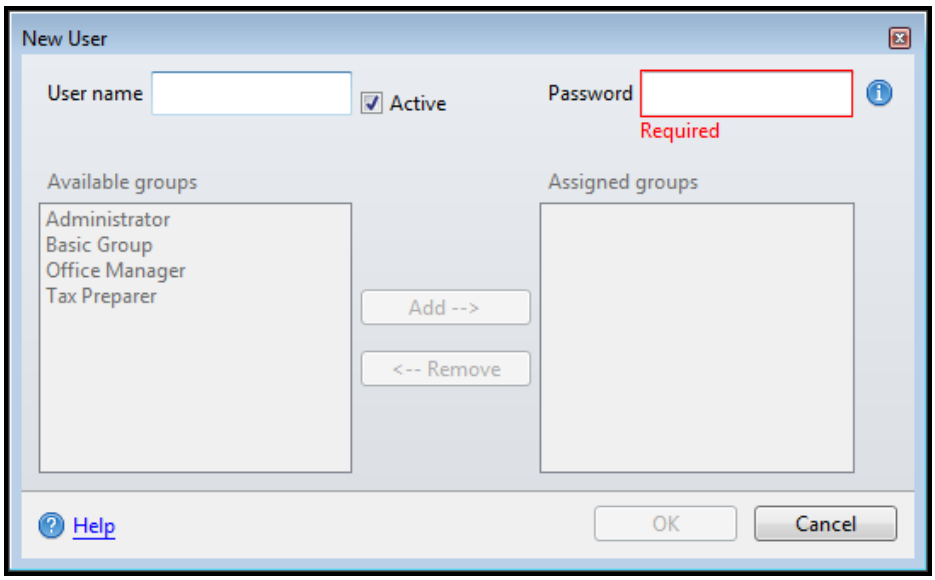
Only the Admin user or users with **Security Manager** rights may access Security Manager.

**To add a new user:**

1. Click the **Tools** menu; then, select Security Manager.




2. Click **New**.




3. In the **User Name** field, enter a user name (up to 20 characters).
4. In the **Password** field, enter a user password.

   Passwords must follow these guidelines:

   - 8 - 20 characters
   - At least 1 UPPER case letter
   - At least 1 lower case letter
   - At least 1 number
   - At least 1 punctuation or special character (ex.? ! $ & * )
   - Spaces are allowed

5. In the **Available groups** pane, select the group to which the new user will be assigned.

   See Default User Names and Groups.

6. Click **Add -->** to move the selected group to the **Assigned Groups** pane.
7. Click **OK**.

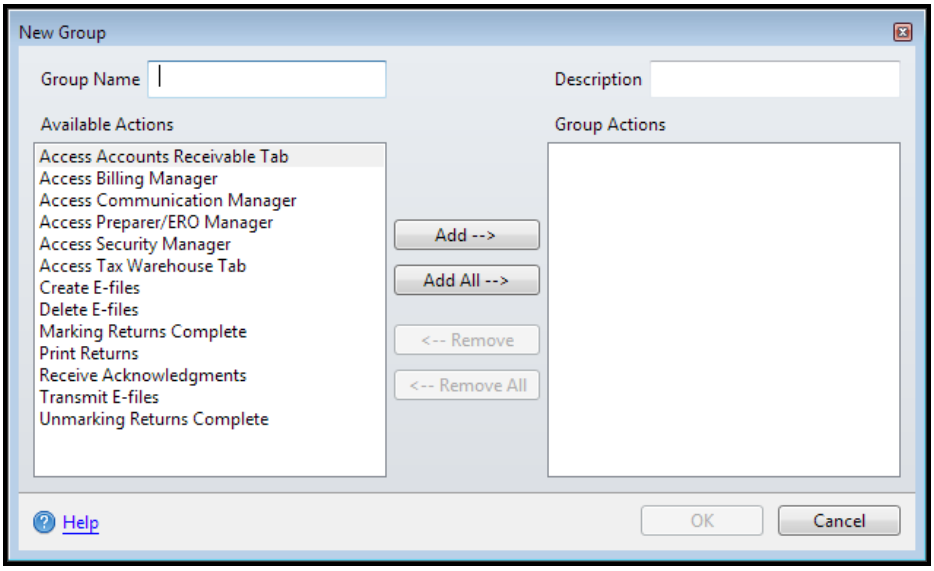
# Creating a New Security Group

If the default security groups do not meet the needs of your business, you can create your own custom group.

Only the Admin user or users with **Security Manager** rights may access Security Manager.

**To create a new security group:**

1. Click the **Tools** menu; then, select Security Manager.
2. Click the **Groups** tab.
3. Click **New**.




4. In the **Group Name** field, enter the name of the new group.
5. In the **Description** field, enter a description for the new group.
6. To associate a set of actions with the group, do one of the following:
   - Select the desired action(s) in the **Available Actions** pane; then, click **Add -->** to move the selected action(s) to the **Group Actions** pane.
   - Click **Add All -->** to move all **Available Actions** to the **Group Actions** pane.
   - Double-click desired actions in the **Available Actions** pane (one at a time) to move them to the **Group Actions** pane.
7. Click **OK** when all desired actions for the new group appear in the **Group Actions** pane.

**To remove an action from a group:**

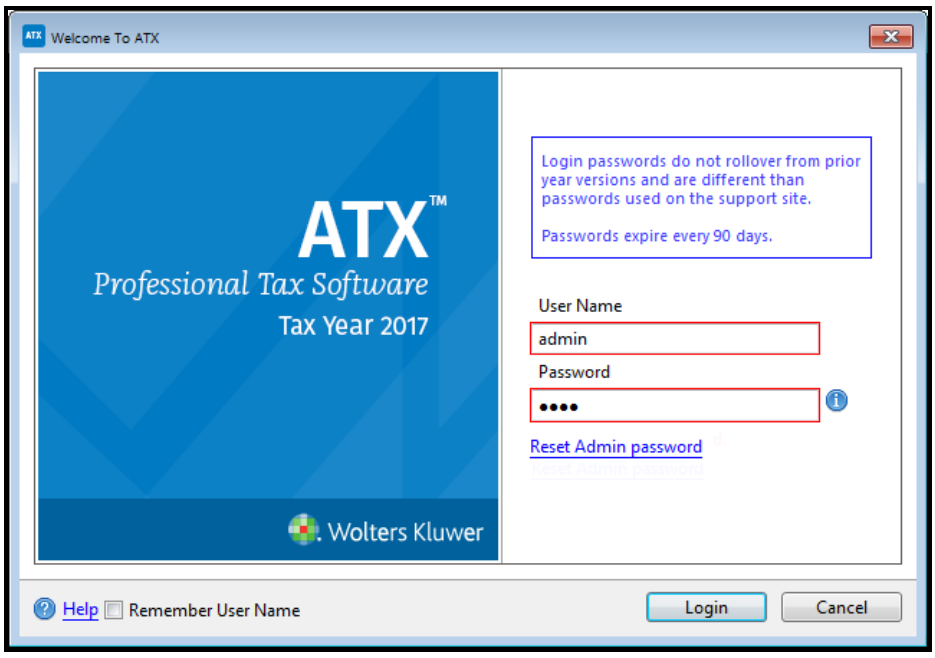
1. Do one of the following:
   - Select the desired action(s) in the **Group Actions** pane; then, click **<-- Remove** to move the selected action(s) to the **Available Actions** pane.
   - Click **<-- Remove All** to move all **Group Actions** to the **Available Actions** pane.
   - Double-click the desired action(s) in the **Group Actions** pane (one at a time) to move them to the **Available Actions** pane.
2. Click **OK** when all actions to be removed from the group appear in the **Available Actions** pane.

# Resetting the Admin Password

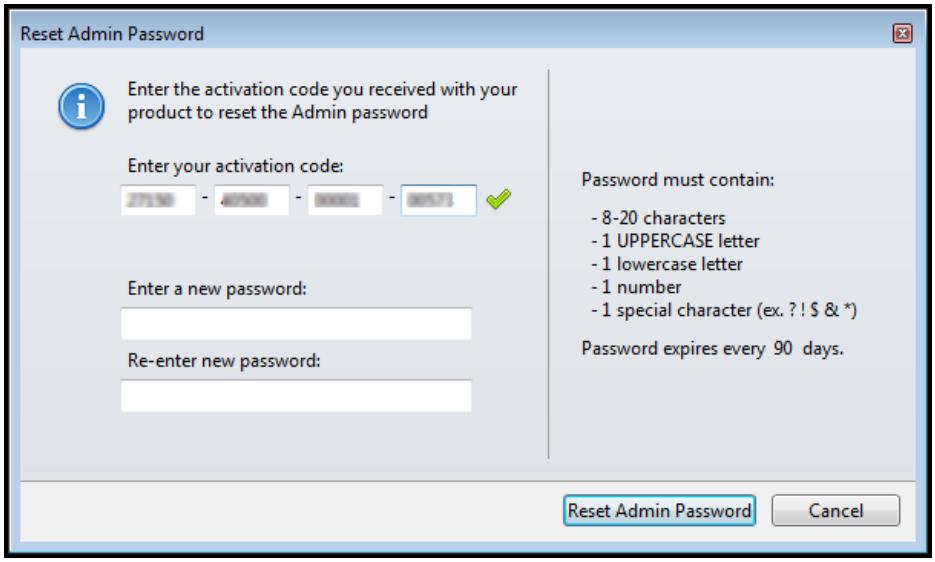
If the Admin user gets inadvertently locked out of the system or forgets the Admin password, the **Reset Admin Password** function can be used to reset the password.

**To reset the Admin password from the Login screen:**

1. Click the **Reset Admin password** link.




2. Enter the ATX product activation code from the Fulfillment Confirmation Slip that was shipped with the product.




The activation code must be entered correctly or the password fields will remain disabled.

3. Enter the new password under the activation code. For password guidelines, see Login and Password Requirements.
4. Re-enter the new password in the bottom field.
5. Click **Reset Admin Password**.

# Resetting a Locked User Account

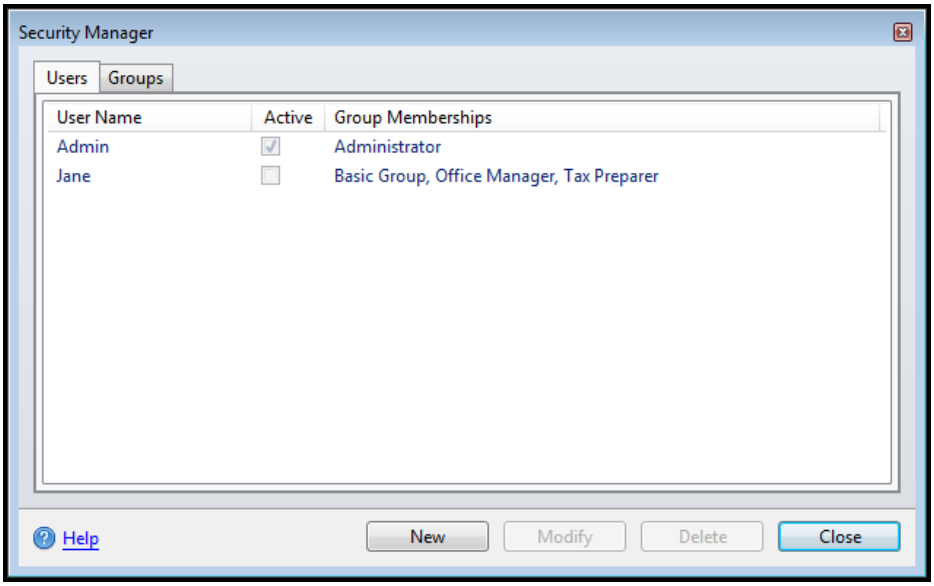
When a user account becomes locked, the administrator (Admin user) must log in and reactivate the user in the system. While the user will no longer be able to access the system, the system will still have the user name's setup information. This

is a particularly useful security feature for businesses that have repeat seasonal employees, such as seasonal tax preparers.

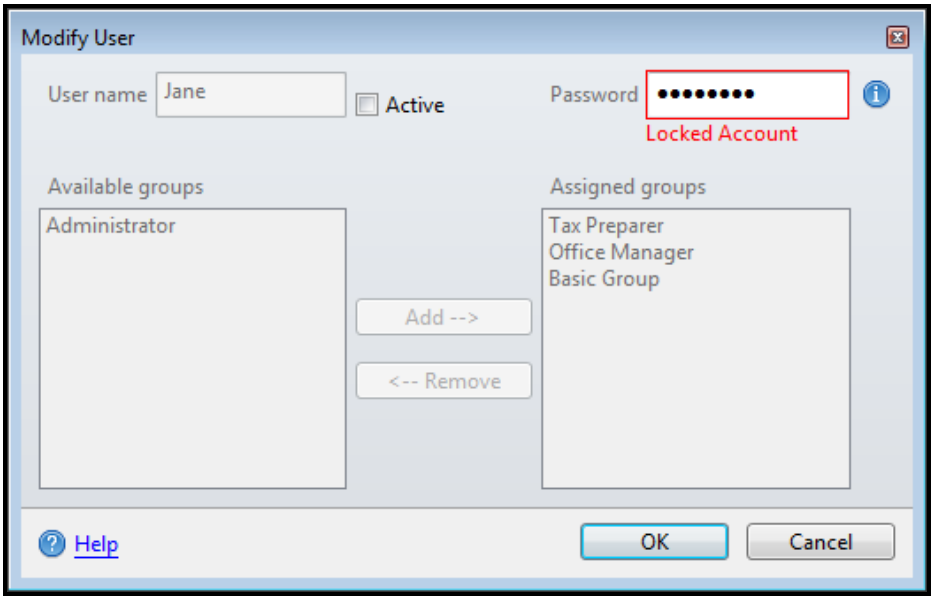
Only the Admin user or users with **Security Manager** rights may access Security Manager.

**To reactivate a user's profile:**

1. Click the **Tools** menu; then, select Security Manager.




2. Click the user whose profile you want to unlock.
3. Click **Modify**.




4. Check the **Active** check box.
5. Enter a new password in the **Password** field.
6. Click **OK**.

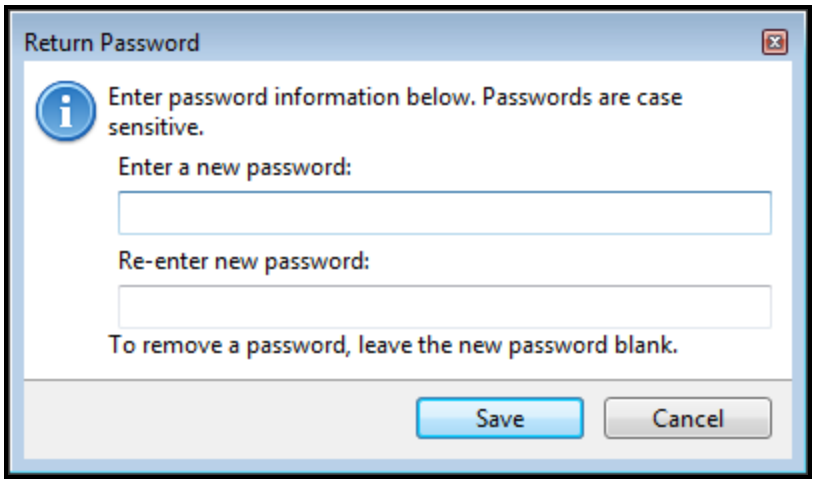
# Editing Return Passwords

Individuals with Admin rights can establish an extra level of security for a return by creating a return password. A user must know the current password for the return if a user wants to edit or delete the return. See Login and Password Requirements.

If the password is unknown, only the Admin user (or a user with Administrative security rights) can edit or remove a return password.

**To edit a return password when you don't know the current password:**

1. In the Return Manager, select the return whose password you need to edit.
2. Click the **Options** menu and expand the **Administration** fly-out menu; then, select **Edit Password for Selected Return**.




3. To set a new password, enter the new password in the **Enter a new password** field.
4. Enter the password again in the **Re-enter new password** field.
5. Click **Save**.

**To remove a password from a return:**

1. Follow steps **1** and **2** for editing a password, above.
2. Leave the **Enter a new password** and **Re-enter a new password** fields blank.
3. Click **Save.**

# Removing a Return Lock

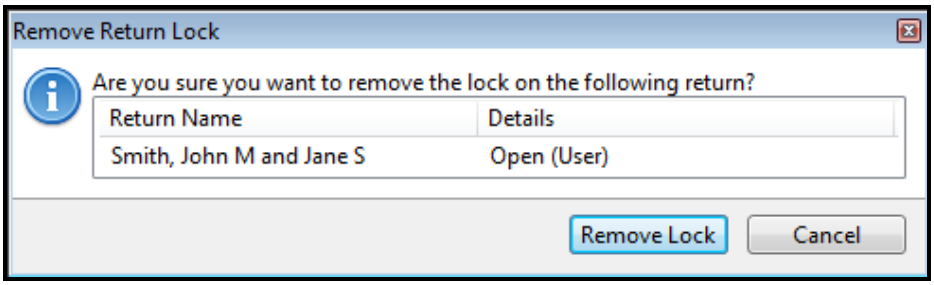
When working over a network, the system ensures that only one user can have a return open at any one time by locking the return while it is opened. The Admin user can remove the lock, if necessary.

Only the Admin user or a user with Security Manager rights can access the **Administration** menu item.

If you try to open a return that is being viewed on another workstation, you will receive a warning stating that the return is locked and which workstation has that return open. If, for whatever reason, the return cannot be closed on the workstation that has the return locked, the Admin user may unlock the return.

**To remove the lock on a return:**

1. In Return Manager, select the locked return.
2. Click the **Options** menu and expand the **Administration** fly-out menu.
3. Select **Remove Lock for Selected Return**.




4. Click **Remove Lock**.

# Admin Console

The **Admin Console** helps the Admin user perform activities relating to the ATX system and/or ATX server. Whether you're a stand-alone user or a network Admin user, you should familiarize yourself with the new Admin Console.

## What can you do in Admin Console?

The Admin user can perform the following tasks in the Admin Console on the **File Settings** tab:

- Find storage and backup locations/paths.
- Change the default backup location/path for the system. See Changing Your Backup Location.
- Change the storage location of your working tax prep data. See Changing Your File Storage Location.

> Using a third party backup product (Carbonite, Mozy, Backblaze, and Amazon Glacier) may require you to change your backup location to a location the third party product can access. See Changing Your Backup Location.

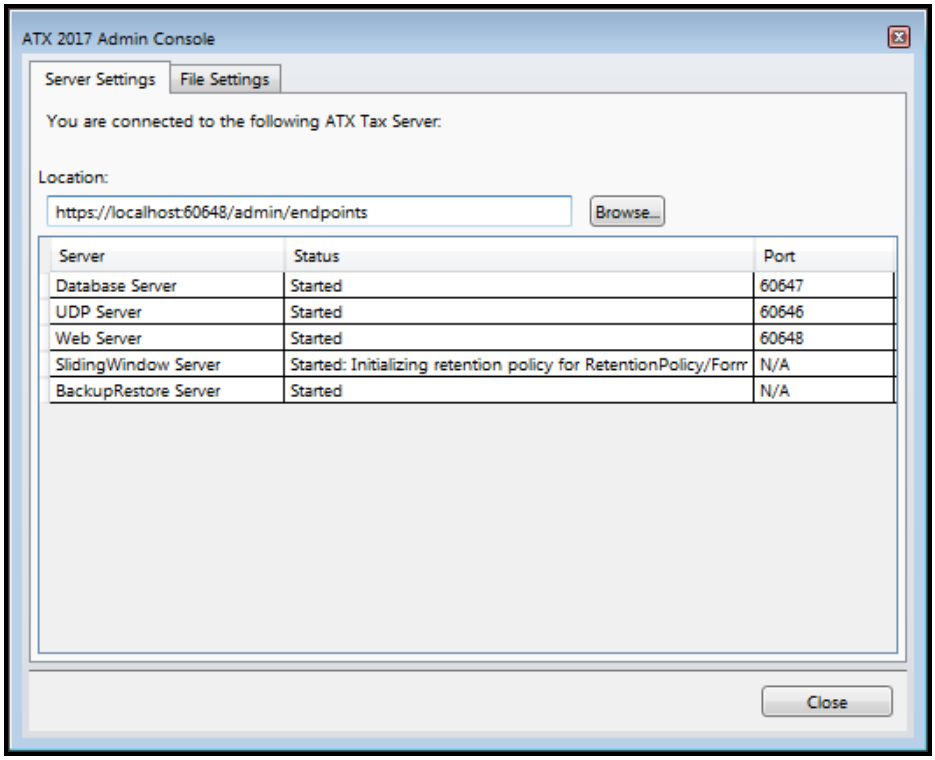
On the **Server Settings** tab, Admin users can start or stop the ATX server (if needed, when working with Technical Support). See Starting or Stopping the ATX Server.

## Accessing the Admin Console

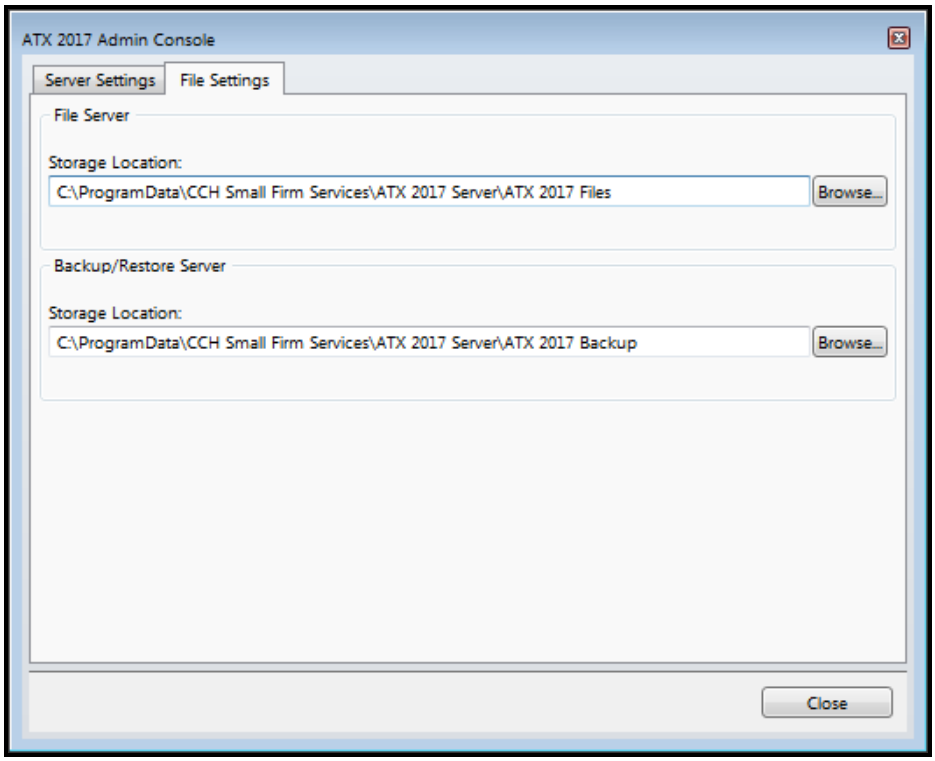
**You can get to the Admin Console whether ATX is open or closed:**

- If ATX is open, go to the **Support** menu; select **About**; then, click the **Admin Console** link.
- If ATX is closed, navigate to **Start\All Programs\CCH Small Firm Services\ATX 2017\ATX 2017 Admin Console**

The **Server Settings** tab provides the location of your physical address of the computer that is your ATX server, and displays the server status and port numbers.




The **File Settings** tab displays the Storage Locations for your File Server and Backup/Restore Server. These default locations may be changed by browsing to another location.



# ATX Server and the Stand-Alone Environment

You may be wondering, "Why is there a server if I am on a stand-alone machine?" The simple answer is that even if you're on a stand-alone machine, your system has two components: the ***ATX 2017 application***, and the ***ATX 2017 server***. The server, while not residing on a separate machine, still functions like a network server in that it stores data and feeds it to the application as needed.

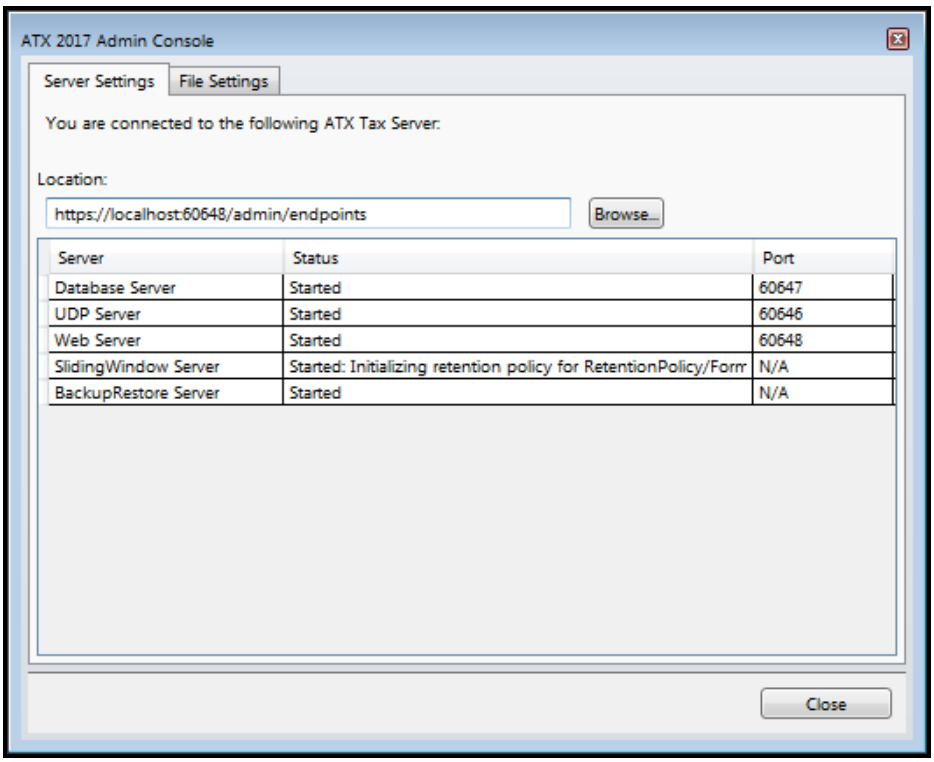
## Server Errors on Stand-Alone Systems

Even on a stand-alone machine, you can get a server error. The reason is that standalone systems are more likely to experience "sleep" or "hibernation" periods during which the connection between the ATX server and the ATX application stops. Normally, when the system "wakes up," the connection is automatically re-established, but there are occasions when the system has trouble reconnecting. A simple "start/stop" routine usually revives the connection.

## Starting or Stopping the ATX Server

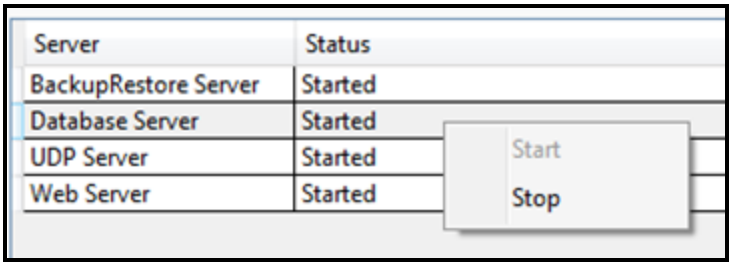
You may be asked to start or stop the ATX Server by an ATX Technical Support Representative if you experience server-related issues. These instructions will help you to follow along if you are directed by a Support Representative to start or stop the server while troubleshooting your issue.

1. Do one of the following to open the Admin Console:
   - If ATX is open, go to the **Support** menu; select **About**. Then, click the Admin Console link.
   - If ATX is closed, navigate to **Start\All Programs\CCH Small Firm Services\ATX 2017\ATX 2017 Admin Console**




   The **Server Settings** tab provides the location of your physical address of the computer that is your ATX server, and displays the server status and port numbers.

2. Under the **Status** column, right-click in the row for the server you want to start/stop.




3. Select the following:
   - Click **Start** to restart the server.
   - Click **Stop** to stop the server.
4. Click **Close**.
5. Restart ATX.

# Changing Your Backup Location

You can change the default backup location for your entire system database, including your returns. This task is reserved for the Admin user.

**IMPORTANT!** If you are using an external hard drive as your new backup location, the external drive must be physically connected to the server.

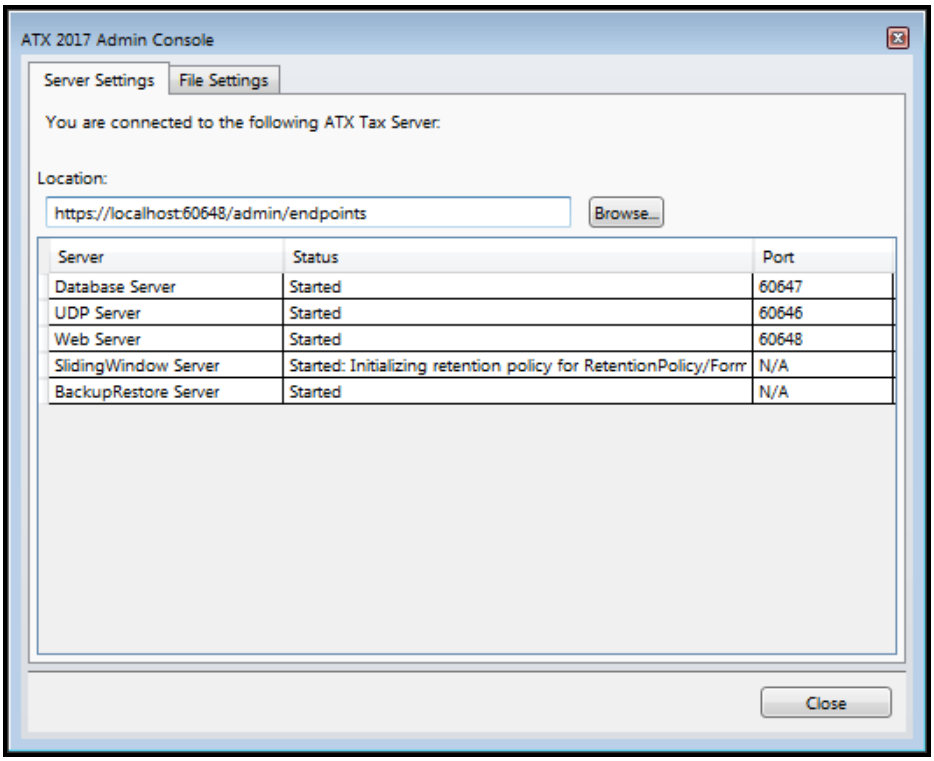
Using a third party backup product (Carbonite, Mozy, Backblaze, and Amazon Glacier) may require you to change your backup location, to a location the third party product can access.

CCH Small Firm Services does not provide technical support for third-party backup products.

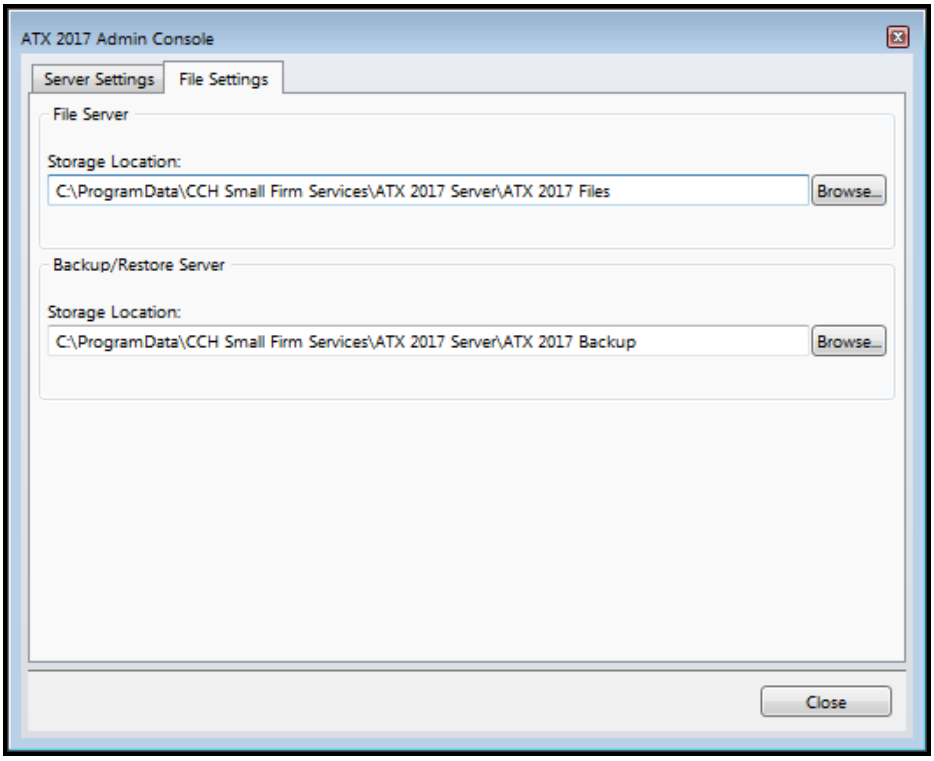
**To change backup locations:**

1. Do one of the following:
   - If ATX is open, go to the **Support** menu; select **About**; then, click the **Admin Console** link.
   - If ATX is closed, navigate to **Start\All Programs\CCH Small Firm Services\ATX 2017\ATX 2017 Admin Console**

The **Server Settings** tab provides the location of your physical address of the computer that is your ATX server, and displays the server status and port numbers.




The **File Settings** tab displays the Storage Locations for your File Server and Backup/Restore Server. These default locations may be changed by browsing to another location.



2. Click the **File Settings** tab.
3. Click the **Browse** button under **Backup/Restore Server** to navigate to and select a new backup location.

The storage location cannot be changed on a network workstation.

The new backup path must be a physical drive on the server or a fully-qualified universal naming convention (UNC) path to another location on the network. If you use a mapped drive for backups, it must be converted to a fully-qualified UNC path. For detailed information, see the Microsoft article on Naming Files, Paths and Namespaces.

The new location will only be used for backups created after the change was applied. Existing backups will not be moved to the new location automatically. If you want existing backups to be stored in the new location, the files must be moved manually. See Manually Moving Files to a New Location.

4. Click **Close**.
5. Restart ATX.

These locations can also be changed on the Backup and Files Preferences tab of the Preferences dialog box.

# Changing Your File Storage Location

ATX stores your tax preparation files in an area on your ATX server, separate from the application. If you have a stand-alone setup and are wondering about the ATX server, see ATX Server and the Stand-Alone Environment.

While you cannot change the installation location of the application, you can change where your data is stored, if desired.

For example, if you have an extremely large number of returns, companies, payers, or billing rates, you may want to locate the storage on a larger or faster computer.

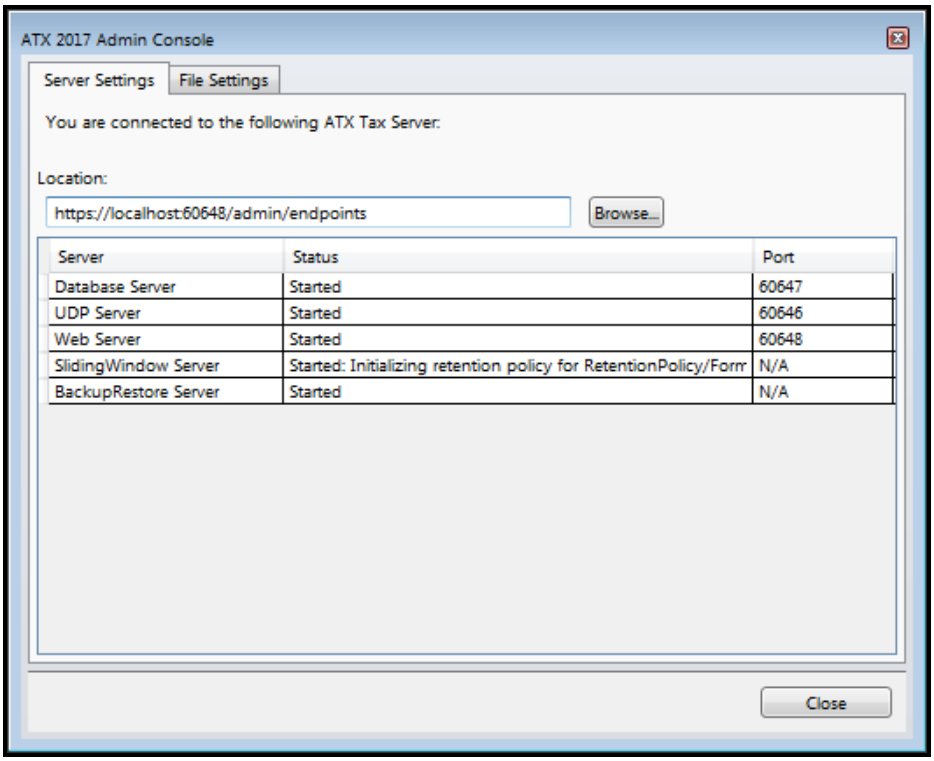
The file storage location is where your actual returns and associated data will be stored and accessed by the workstations. This is not where backups of your returns are stored. Backups are stored separately under a **Backup** folder on your ATX server. To change your backup location see Changing Your Backup Location.

The Admin user typically changes the file storage location, if required.

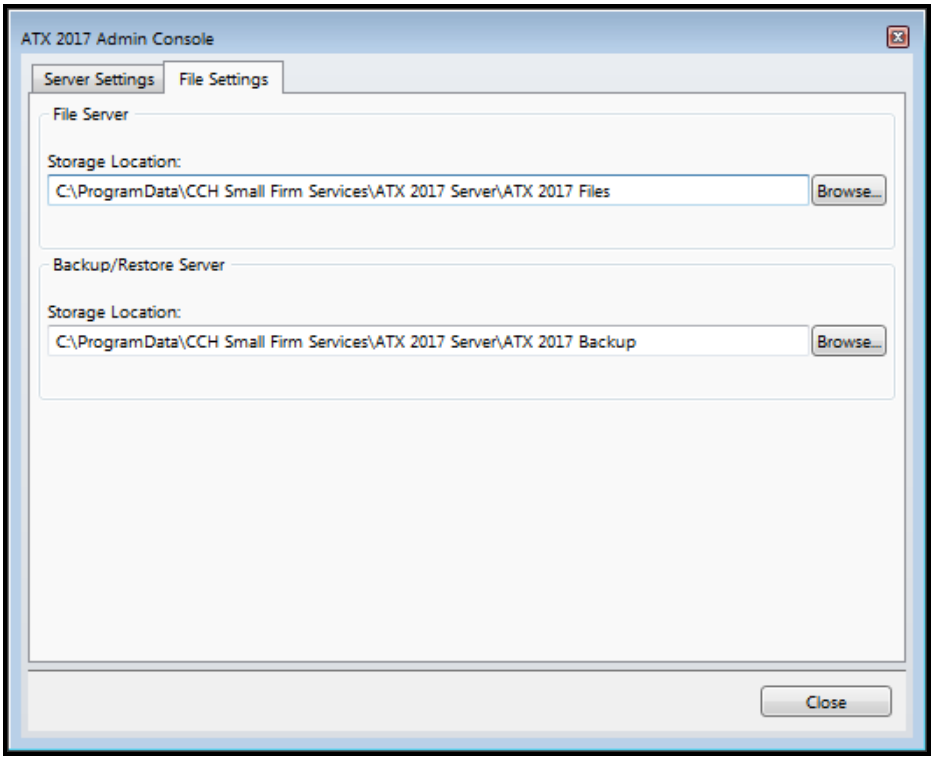
**To change your file storage location:**

1. Do one of the following:
   - If ATX is open, go to the **Support** menu; select **About**; then, click the **Admin Console** link.
   - If ATX is closed, navigate to **Start\All Programs\CCH Small Firm Services\ATX 2017\ATX 2017 Admin Console**

The **Server Settings** tab provides the location of your physical address of the computer that is your ATX server, and displays the server status and port numbers.




The **File Settings** tab displays the Storage Locations for your File Server and Backup/Restore Server. These default locations may be changed by browsing to another location.



2. Click the **File Settings** tab.
3. Under the **File Server** section, click the **Browse** button to select a new path for the **Storage Location** field.

The new location will only be used for data created after the change was applied. Existing data will not be moved to the new location automatically. If you want existing data to be stored in the new location, the files must be moved manually. See Manually Moving Files to a New Location.

The storage location cannot be changed on a network workstation.

4. To save, click **Close**.
5. Restart ATX.

These locations can also be changed on the Backup and Files Preferences tab of the Preferences dialog box.

# Manually Moving Files to a New Location

Backups and files created prior to changing a backup or file storage location will not be moved to the new location automatically. If Backup and/or File Storage locations are changed, any files previously stored in the default locations must be moved manually.

**To manually move your existing backups and files to a newly designated location:**

1. After the Backup and/or File locations have been changed, close ATX.
2. Navigate to the **ATX 2017 Server**. Existing **Backup** files are stored in the **ATX 2017 Backup** folder and **Data** files are located in the **ATX 2017 Files** folder.

The default location is **\ProgramData\CCH Small Firm Services\ATX 2017 Server**.

3. Open the **ATX 2017 Backup** folder or the **ATX 2017 Files** folder, depending on which files are being moved.

Do not copy/move the entire folder.

4. Press **Ctrl+A** to select all files within the open folder, and then press **Ctrl+C** to copy all selected files.
5. Browse to the newly designated location and open the **ATX 2017 Backup** folder or the **ATX 2017 Files** folder, depending on which files are being moved.
6. Press **Ctrl+V** to paste the copied files into the open folder.

Do not copy or remove the **DataStore** folder from the **ATX 2017 Server** folder. Doing so will result in undesirable conditions/behavior in ATX.

Chapter

5

# User Interface

*The basic views that make up the ATX user interface give you an easy way to manage your returns and supporting information.*

*The three basic views in ATX are:*

- Manager View
- Open Return View
- Diagnostics Pane

*The application also provides a different "at-a-glance" view of the return information called Easy View.*

*Other features of the interface include:*

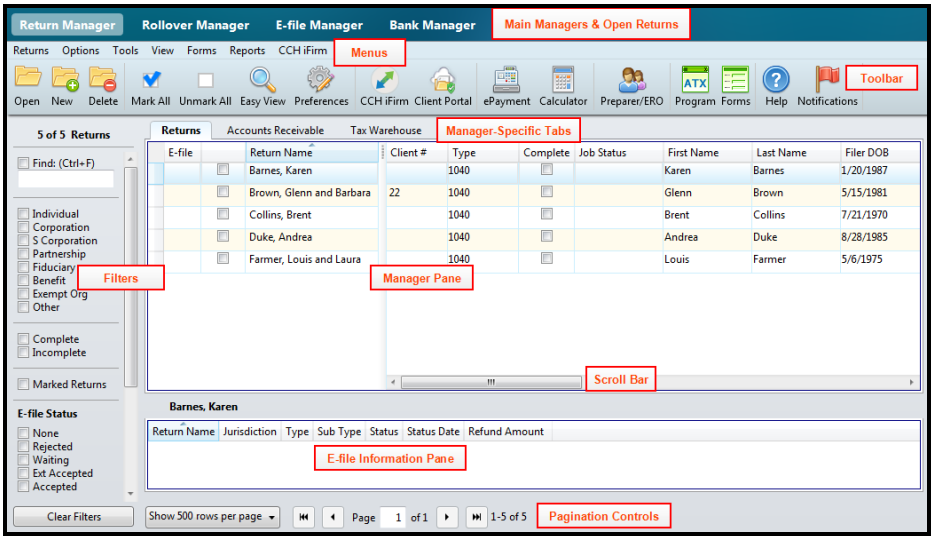
- Main Managers
- Setup Managers
- Manager Pane
- Filters
- Toolbars
- Open Return Interface
- Progress and Results Dialog Boxes
- Zooming In and Out
- Messages and Warnings
- Refund Meter

# Manager View

Many of the managers in the system present their data in a spreadsheet-like view, shown below.

When you're in most managers, you will see a list of the items that are available. For example, when you're in the Return Manager, you will see a list of returns. In Rollover Manager, you will see a list of returns waiting to be rolled over to this year's product. In E-file Manager, you will see a list of e-files.

In addition to the Main Managers, several Setup Managers help manage the data you use in the system, such as preparers, companies, and payers. However, all the Main Managers in ATX are designed similarly, and provide you with a view similar to what you see below.



See Security Manager, Billing Manager and Client Communication Manager for an explanation of their interfaces and function.

The Manager View is made up of the following areas:

## Manager Tabs

Each main manager (Return Manager, Rollover Manager, E-file Manager, and Bank Manager) has it's own tab. Tabs also appear above the application for each return you've opened. You can open up to three returns at a time.

## Menus

Menus will change, depending upon the manager you select.

## Toolbar

Like menus, available buttons on the toolbar will change, depending upon the manager that is selected.

## Manager-Specific Tabs

Some managers have secondary tabs or views. They often provide a subset of the selected manager's data.

## Filters

Filters help you sort data, narrowing your search for a specific return, e-file, or whatever type of data you want to view.

## Manager Pane and Pagination Controls

The **Manager Pane** is where all the items contained in the manager are displayed. The pane works like web searches work. If more items are in the manager than can be displayed on the screen, you can view multiple "pages" of information.

## Scroll bar

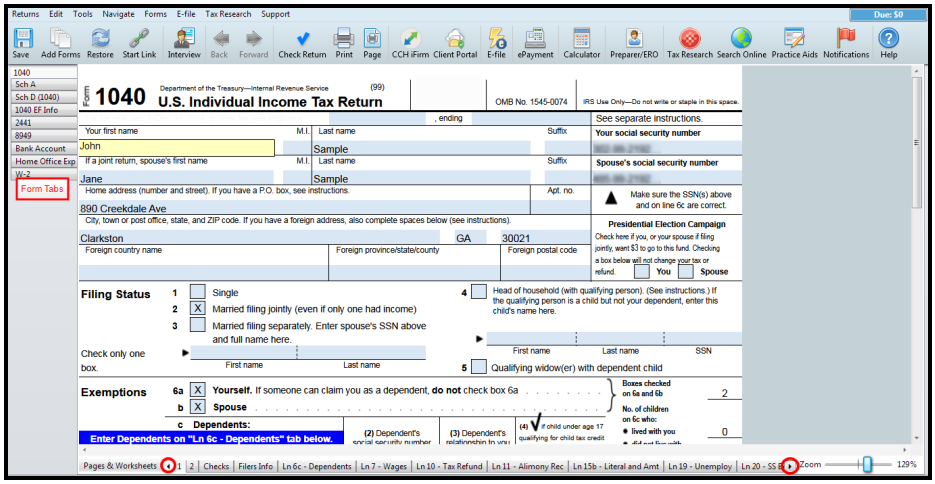
The scroll bar allows you to scroll up or down in order to view information that is off screen.

## E-file Information Pane

This small pane below the **Manager Pane** shows e-file information for the last selected or highlighted return.

# Open Return View

The **Open Return View** is what you see when a return is open. Although you can have three returns open simultaneously, you can only view one at a time.




## Form, Schedule and Worksheets tabs

The forms, schedules, and worksheets that you add to the return appear as tabs to the left of the return by default; see **Open Return Preferences**.

## Pages and Worksheet tabs

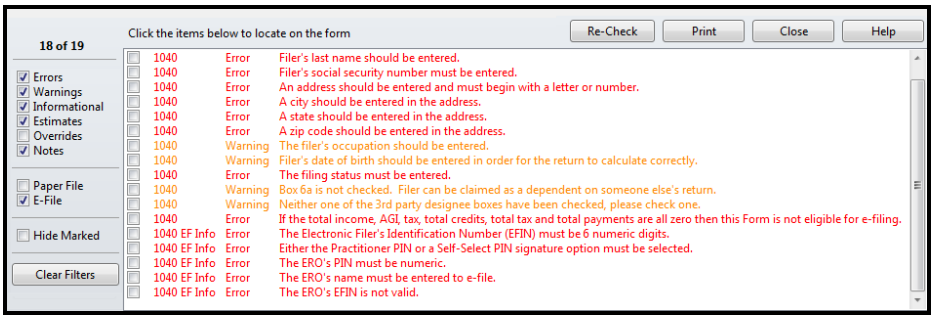
The Pages and Worksheet tabs at the bottom of the return represent the separate pages and areas for the form, schedule or worksheet that's currently open.

# Diagnostics Pane

The **Diagnostics** pane, displays at the bottom of the screen in an open return. The **Diagnostics** pane helps you during the following tasks:

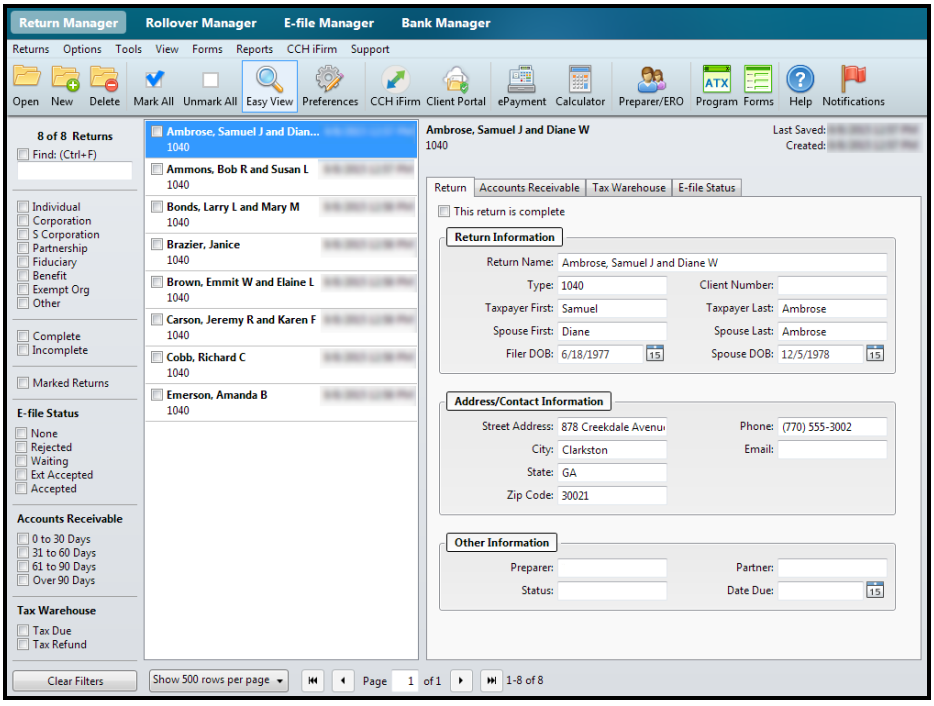
- **Check Return** - when you're checking the return for errors.
- **E-filing** - when you need to check the return for e-filing specific errors.

When changes are made after an e-file has been created, the return must be re-checked. Upon rechecking a return, the **Re-Check** button changes to **Re-Create E-file,** allowing you to recreate the e-file to reflect the changes that were made.




# Easy View

The **Easy View** feature is simply a different view of what you would normally see in the Return Manager. We call it **Easy View** because it provides more of an "at-a-glance" view of the return information. You can view the Accounts Receivable Tab and the Tax Warehouse Tab as well. Simply click the **Easy View** button on the toolbar to toggle back and forth between **Easy View** and the standard Return Manager View.

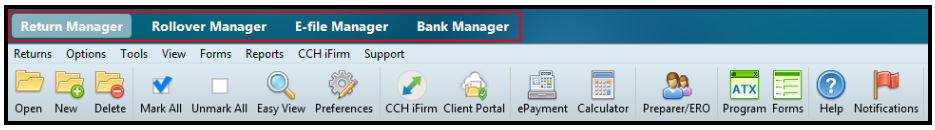


Use **Easy View** just like Return Manager. You can do many things in **Easy View** that you do in Return Manager, such as:

- Creating Returns
- Opening Returns
- Duplicating Returns
- Deleting Returns
- View Returns Tab, Accounts Receivable Tab and Tax Warehouse Tab information.

# Main Managers

The main managers, which are located as tabs at the top of the program window, help you organize specific tax preparation tasks. Each of the manager tabs includes one or more view tabs, which appear below the toolbar. These tabs separate the general information displayed by a particular Manager into more specific categories.




## Return Manager

The Return Manager displays information about your clients, their returns, and your firm's billing information.

## Rollover Manager

The Rollover Manager lists returns that can be rolled over from last year or from a prior month or quarter.

## E-file Manager

The E-file Manager handles all e-filing tasks, helping you track the status of your e-filed returns.

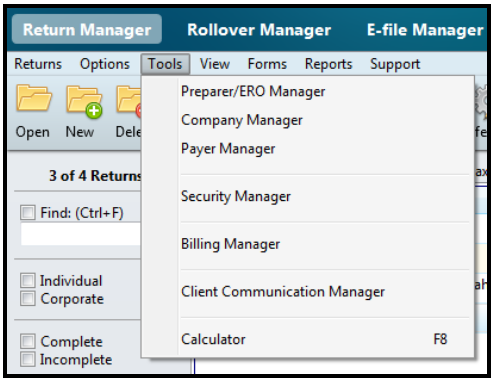
## Bank Manager

The Bank Manager handles all tasks associated with providing bank products, as well as providing reports to assist you in reconciling bank product fees.

The tabs representing open returns also appear at the top of the application (alongside Return Manager, E-file Manager, and Bank Manager). See Open Return Interface.

# Setup Managers

The following managers are generally used to help you set up information to be loaded into multiple returns. These managers are available under the **Tools** menu.




### Preparer/ERO Manager

Use the Preparer/ERO Manager to establish a list of paid preparers in your firm, along with the information that must be included in any tax return's **Paid Preparer** section.

### Company Manager

The Company Manager retains core information for companies, such as EIN, address, and state ID. This database makes preparing multiple returns for the same company faster and more accurate. By default, companies are automatically added to this repository when they are entered directly into returns.

### Payer Manager

The Payer Manager is the database that retains core information for payers. By default, payers are automatically added to this repository when they are entered on Input Worksheets and Detail Schedules.

### Security Manager

The Security Manager enables the Admin user to set up users and passwords and to grant and/or restrict rights to specific features within ATX.

### Billing Manager

The Billing Manager allows you to set up rates for specific tax forms and schedules, flat rates by return type or preparer and/or hourly billing rates by preparer. Rates entered appear on the billing invoice, which can be attached to returns like any other form.

### Client Communication Manager

The Client Communication Manager houses the Custom Client Letter functionality.

# Manager Pane

The **Manager Pane** is the portion of the User Interface where all the items contained in the manager are displayed. Whether you're working in a "top-level" manager (such as Return Manager) or a "secondary" manager (shown under the **Tools** menu, such as Payer Manager), the manager grid functions the same, and allows you the same level of user control.

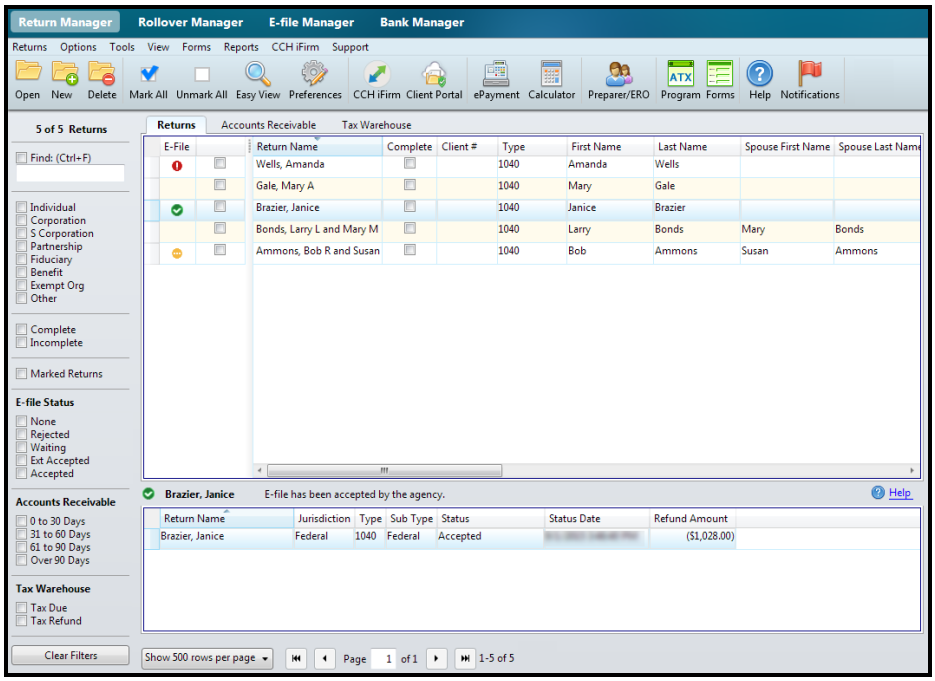
## Users Adjust Columns to Meet their Individual Needs

All ATX managers display data in a spreadsheet format. Just like in any other Windows spreadsheet program, you can rearrange or resize columns to suit your individual needs. Manager customizations are stored on a **per user** basis. If you're one of several users on a network, the customizations you make will not affect how managers look for other network users.

In addition, your column adjustments will be saved as you exit the manager. The next time you open that manager, your adjustments will still be there.

See Customizing Managers.

### Pagination Controls Allow You to Page Through the Data




The items that appear in the search are based on the current **Filter** settings. See Filters.

## In Top-Level Managers

Pagination controls are available on the Manager Panes of the following top-level ATX managers:

- Return Manager
- Rollover Manager
- E-file Manager
- Bank Manager

In top-level managers, users can choose to display **50**, **100**, or **500** (default) items per page.

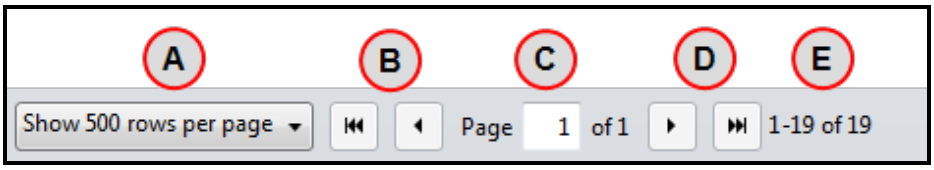
## In Secondary Managers

Pagination controls are also available in the following secondary-level managers:

- Preparer/ERO Manager
- Company Manager
- Payer Manager
- Enrollment Manager

In secondary-level managers, users can choose to display **10** (default), **50**, or **100** items per page.

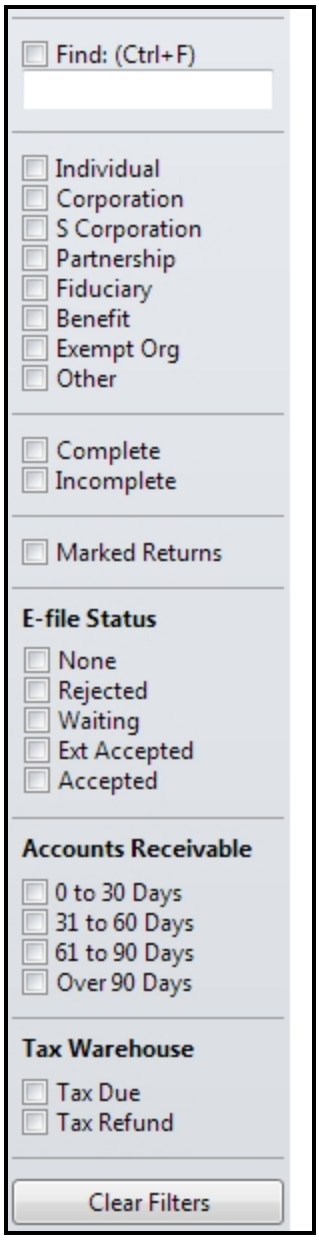
### How to Use Pagination Controls:




| To do this... | ...see this Lettered area... | ...and do this. |
|---|---|---|
| Change number of items appearing on a page | A | Click the down arrow in **A** and make another selection. Note that options are different for top-level managers than for secondary managers. |
| Go to first item in search/Previous page | B | Click multiple arrows/Click single arrow |
| Go to next page/Go to last item in search | D | Click multiple arrows/Click single arrow |
| View number of pages of data | C | Enter a page number and press **Enter** and ATX takes you to the corresponding page. |
| View number of total items in search | E | n/a |

# Filters

Filters help you sort data, narrowing your search for a specific return, e-file, or whatever type of data you want to view.




All Main Managers contain filters. The filters are different in each manager.

To use filters to narrow the list of data in the view, select the check box for the category of data you want to view. You can select as many filters as you want. The list will narrow immediately according to your selection.

**Using the keyboard to navigate from one filter to another:**

- Use **Tab** and **Shift+Tab** keys to move forward and backward from one filter to another
- Use the **Up Arrow** and **Down Arrow** keys to move from one filter group to another

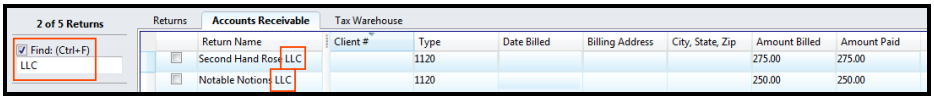
# Find filter

Use the **Find** filter (and corresponding field) as you would use the **Search** field in other applications.

**To find a return with the Find filter:**

1. Select the **Find** check box.
2. In the empty field, enter some defining information.

   For example, if you only wanted to view returns containing LLC in the Return Name, it would look like this:



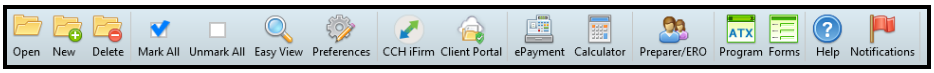

# Clear Filters button

A manager-specific **Clear Filters** button appears at the bottom of every filter pane, allowing you to revert to the complete list of returns, e-files, preparers, or other data you're viewing.

# Toolbars

The product displays most frequently-used functions in a toolbar at the top of the application. The toolbar is made up of a series of buttons that, when clicked, will prompt key functionality. Depending on the selected manager (such as Return Manager, Rollover Manager, E-file Manager or Bank Manager), different toolbar buttons will be available.

# Return Manager Toolbar




| Toolbar Button | Description | Shortcut |
|---|---|---|
| Open | Opens the highlighted or selected return. | Ctrl+O |
| New | Opens the Select Forms Dialog Box, which is the first step in starting a new return. | Ctrl+N |
| Delete | Deletes the highlighted or selected return. | Ctrl+D |
| Mark All | Selects the check box beside all the returns listed in the Return Manager. | |
| Unmark All | Deselects the check box beside all the returns listed in the Return Manager. | |
| Easy View | Switches the Return Manager view to Easy View. | |
| Preferences | Opens Return Manager Preferences. | |

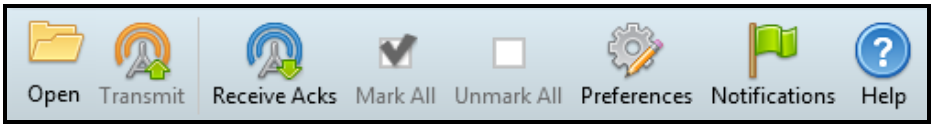
| Toolbar Button | Description | Shortcut |
|---|---|---|
| CCH iFirm | Launches CCH iFirm , a solution for your office that assists with office workflow and your accounting client's needs. | |
| Client Portal | Launches CCH iFirm Client Portal, where you can organize and share important documents with clients. | |
| ePayment | Launches **iTransact.com**. | |
| Calculator | Launches the Calculator. | F8 |
| Preparer/ERO | Opens the Preparer/ERO Manager dialog box, which allows you to enter preparer information in a common data repository so it can be easily selected during return preparation. | |
| Program | Launches **Program Updates**. If the button is red, a program update is available but has not been loaded on your system. If the button is green, the program is up-to-date. | |
| Forms | Launches **Form Updates**. If the button is red, form updates are available but have not been loaded on your system. If the button is green, all forms are up-to-date. | |
| Help | Opens Program Help. | F1 |
| Notifications | Launches the **ATX Blog**, which contains a series of posts about tax-related events and information that ATX customers need to know. The Notifications button (present on the toolbar in all Main Managers) is red when new notifications (blog posts) are available (and have not been viewed). The button is green when notifications are all up-to-date. | |

# Rollover Manager Toolbar

| Toolbar Button | Description | Shortcut |
|---|---|---|
| Rollover | Rolls over any data within the Rollover Manager that has a selected (marked) check box. This includes any of the returns, or other administrative data (company, payer, preparer/ERO, forms or hourly). | |
| Mark All | Marks the check box beside all the returns listed in the Rollover Manager. | |
| Unmark All | Deselects the check box beside all the returns listed in the Rollover Manager. | |

| Toolbar Button | Description | Shortcut |
|---|---|---|
| Browse | If your current program is not automatically found (in the default directory), a **Browse for Folder** dialog box allows you to browse to the location on your computer where your returns from last year are stored. | |
| Preferences | Opens Rollover Manager Preferences. | |
| Notifications | Launches the **ATX Blog**, which contains a series of posts about tax-related events and information that ATX customers need to know. The Notifications button (present on the toolbar in all Main Managers) is red when new notifications (blog posts) are available (and have not been viewed). The button is green when notifications are all up-to-date. | |
| Help | Opens Program Help. | F1 |

# E-file Manager Toolbar



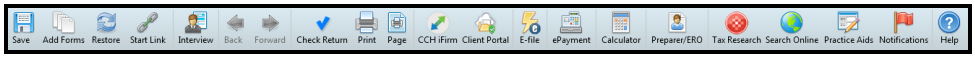

| Toolbar Button | Description | Shortcut |
|---|---|---|
| Open | Opens the highlighted or selected e-file. | |
| Transmit | Transmits the highlighted or selected e-file(s). | |
| Receive Acks | When the IRS receives a file from you (via our product), it electronically transmits an acknowledgement (ack) which you can then receive. To receive acks for one or more returns, mark them and click the **Receive Acks** button. | |
| Mark All | Selects the check box beside all the returns listed in the E-file Manager. | |
| Unmark All | Clears the check box beside all marked returns listed in the E-file Manager. | |
| Preferences | Opens E-file Manager Preferences. | |
| Notifications | Launches the **ATX Blog**, which contains a series of posts about tax-related events and information that ATX customers need to know. The Notifications button (present on the toolbar in all Main Managers) is red when new notifications (blog posts) are available (and have not been viewed). The button is green when notifications are all up-to-date. | |
| Help | Opens Program Help. | F1 |

# Bank Manager Toolbar

| Toolbar Button | Description | Shortcut |
|---|---|---|
| Disbursement Details | Launches the **Disbursement Details** dialog box which shows details on the disbursement associated with a particular return, as well as the fees that are deducted from the disbursement. | |
| Print Checks | If you have internet access, this button automatically opens the **CCH Small Firm Services Client Login**. After logging in, you can go to the **Online Check Printing** center, where you can manage and print your currently available checks. | Ctrl+H |
| Receive Acks | To receive acks for one or more returns, mark them and click the **Receive Acks** button. | |
| Preferences | Opens All Managers Preferences. | |
| Notifications | Launches the **ATX Blog**, which contains a series of posts about tax-related events and information that ATX customers need to know. The Notifications button (present on the toolbar in all Main Managers) is red when new notifications (blog posts) are available (and have not been viewed). The button is green when notifications are all up-to-date. | |
| Help | Opens Program Help. | F1 |

# Open Returns Toolbar

If you have opened a return, you'll see the following toolbar:




| Toolbar Button | Description | Shortcut |
|---|---|---|
| Save | Saves the open return. | Ctrl+S |
| Add Forms | Opens the Select Forms Dialog Box, which allows you to select additional forms to add to the open return. | |
| Restore | Only returns that have been backed up using the Backup and Restore feature may be restored to the application. Allows you to browse to a location where your backup returns are stored, and select a return to restore to the application. Backup returns have the return name prefix and a **.atx17Backup** file extension. | |

| Toolbar Button | Description | Shortcut |
|---|---|---|
| Start Link/Finish Link | Creates a link between fields on a form. Button behaves like a toggle switch. | |
| Interview | Opens the Interviews tool above the return. | |
| Back | Moves to the previous form or worksheet that was open. | Ctrl+B |
| Forward | If you have moved back and forth on several forms within a return, will move you forward to a form later in the sequence. | Ctrl+Shift+F |
| Check Return | Checks the open return that you're currently viewing. | |
| Print | Launches the Print Return Dialog Box, which allows you to print the entire return. | Ctrl+P |
| Page | Prints the current page. | |
| CCH iFirm | Launches CCH iFirm , a solutions for your office that assists with office workflow and your accounting client's needs. | |
| Client Portal | Launches CCH iFirm Client Portal, where you can organize and share important documents with clients. | |
| E-file | Launches the **Create E-file** process for the return that you're currently viewing. | |
| ePayment | Launches **iTransact.com**. | |
| Calculator | Opens the Calculator. | F8 |
| Preparer/ERO | Opens the Preparer/ERO Manager, which allows you to enter multiple preparers and their respective information into a common data repository so they can be easily selected by preparers as they assemble returns. | |
| Tax Research | Launches **Tax Research** in your web browser. | |
| Search Online | Displays a search box where you can type your search criteria and ATX launches your Internet Browser where you can search using the CCH Browser Search plug-in. If the plug-in is not installed you are prompted to install the CCH Browser Search plug-in at this time. | |
| Practice Aids | Provides signature forms, specific elections, flowcharts, worksheets, checklists, tables, and tools using your **Tax Research Login Credentials** entered on the Return Manager tab of the Preferences dialog box. | |
| Notifications | Launches the **ATX Blog**, which contains a series of posts about tax-related events and information that ATX customers need to know. The Notifications button (present on the toolbar in all Main Managers) is red when new notifications (blog posts) are available (and have not been viewed). The button is green when notifications are all up-to-date. | |
| Help | Opens Program Help. | F1 |

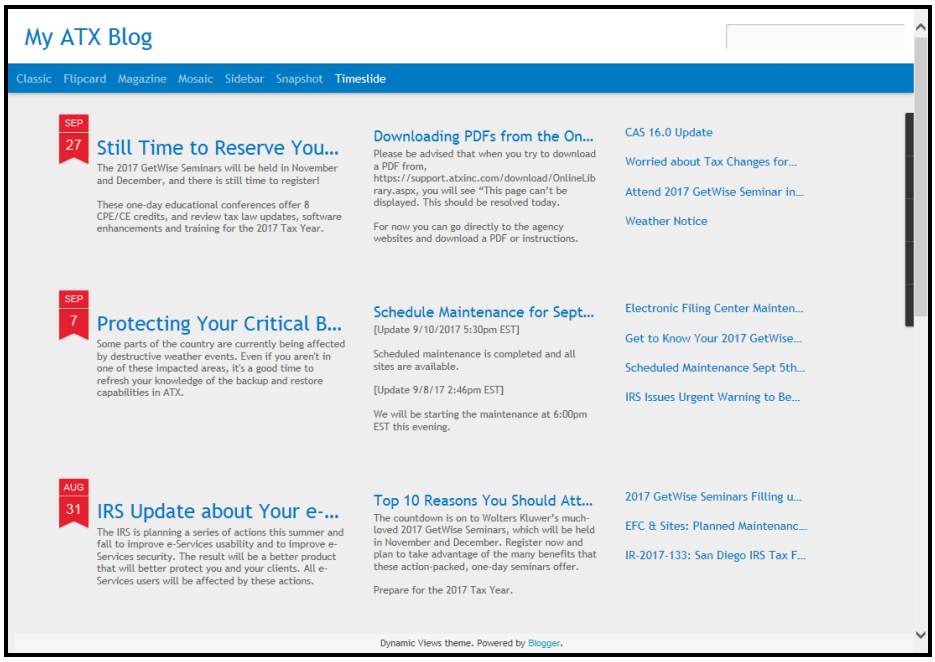
# Notifications

The **Notifications** toolbar button gives quick access to the ATX Blog, which is a series of posts about tax-related events and information that ATX customers need to know.

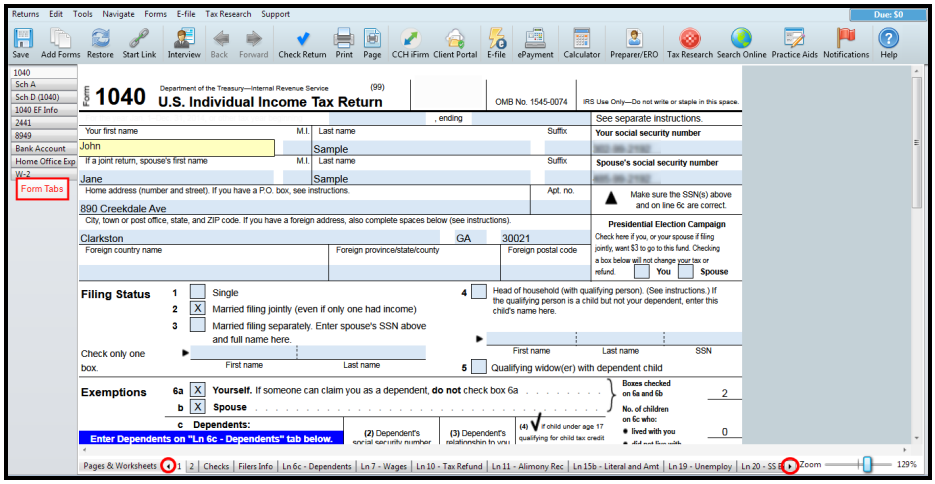
The Notifications button is **red** when new notifications are available (and have not been viewed). The button is **green** when notifications are all up-to-date. The **Notifications** button is present on the Toolbars of all Main Managers.

**To open the ATX Blog, do one of the following:**

1. Do one of the following:
   - Click the **Notifications** button on the toolbar.
   - From any main manager, click the **Support** menu; then, expand the **Web Sites** fly-out menu and select **ATX Blog**.




# Open Return Interface



# Forms, Schedules, and Spreadsheets

By default, forms, schedules, or spreadsheets are displayed as tabs to the left of the return

**To open a form, schedule or spreadsheet, click the corresponding tab.**

**To move form tabs to the top of the return:**

1. From the open return, click the **Tools** menu; then, select Preferences.

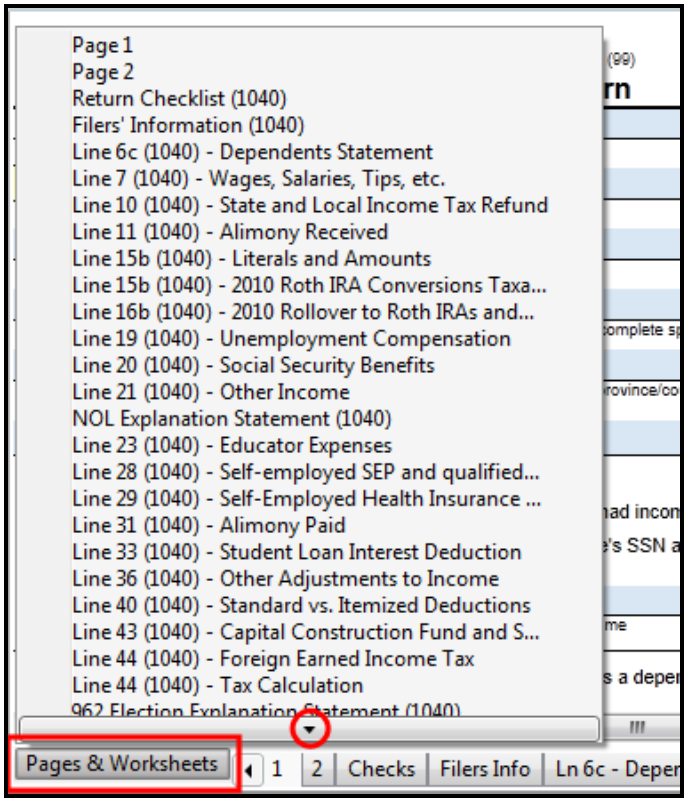
   Open Return Preferences are displayed.

2. Clear the **Show the form tabs on the left** check box.
3. Click **Apply**.
4. Click **OK**.

# Pages & Worksheet Tabs and Button

The **Pages & Worksheets** button is followed by a row of numbered and named tabs. Each represents a page, input sheet, detail schedule, and/or worksheet in the currently displayed form, schedule, or custom spreadsheet. The arrows (circled in red) allow you to scroll between all the pages and worksheets in the form.

As an alternative to the tabs along the bottom of the window, click **Pages & Worksheets** to display all forms and worksheets from top to bottom.




**To scroll up or down, click the up or down arrows.**

Several types of tabs can appear at the bottom of a form. The most likely tabs are numbered, and correspond to actual form pages. Other tabs can represent:

- Input sheets
- Supporting schedules
- Worksheets that may or may not be relevant for your client

**To open a page or worksheet, click the corresponding tab.**

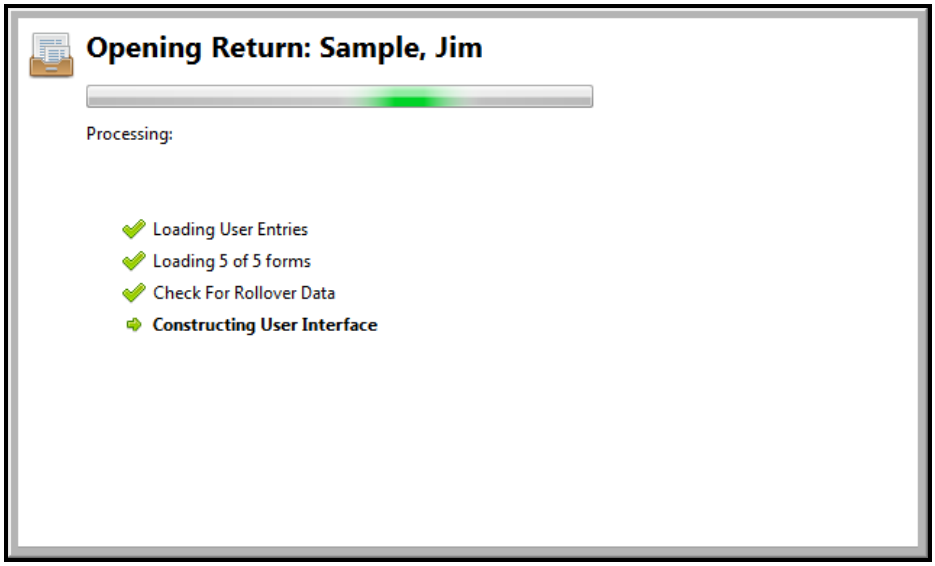
# Progress and Results Dialog Boxes

**Progress** and **Results** dialog boxes appear during processes that do not happen instantly. The dialog box outlines multiple steps involved in performing the requested function as well as a progress bar that shows the percentage of completion for the requested function. While the process is occurring, the progress bar moves and the steps involved in the process are checked off as they are completed. When the entire process is complete, the dialog box becomes a "Results" dialog box, showing either successful or unsuccessful results.

**Progress** and **Results** dialog boxes appear during the following processes:

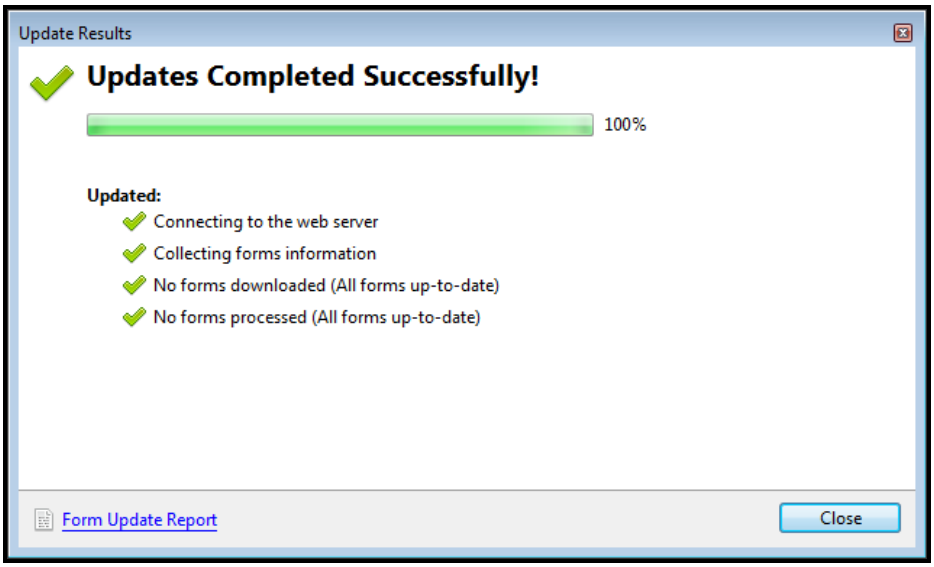
- Rollover
- Updates (program and forms)
- Opening a newly created return
- Opening existing returns
- Transmitting information
- Printing
- Importing/Exporting

## Progress Dialog Box

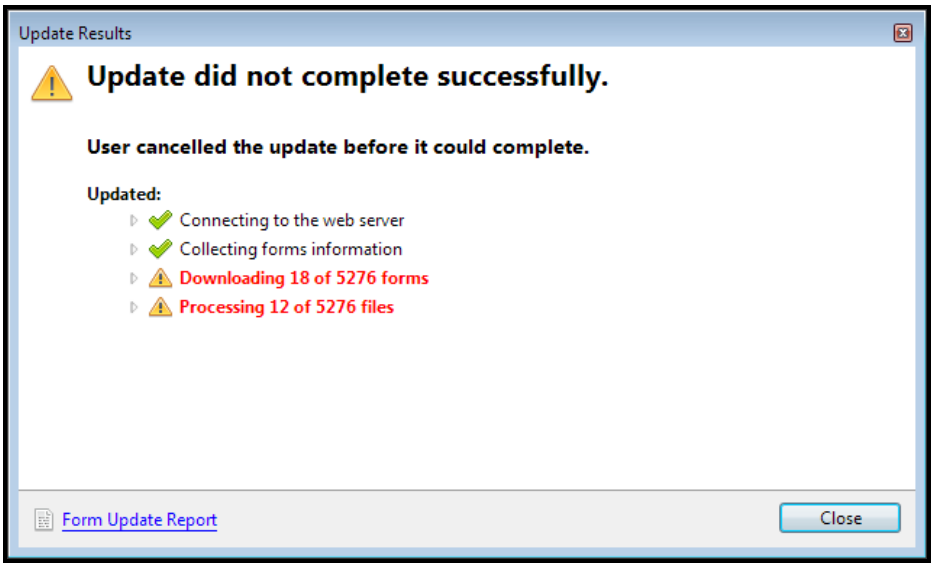


# Results Dialog Box

## Successful Results




## Unsuccessful Results




# Zooming In and Out

The **Zoom Slider** tool, as well as **Enlarge** and **Reduce** options, enable you to adjust the magnification of any page on forms, schedules, or worksheets for the return you have open.

## Enlarge/Reduce

The **Enlarge** and **Reduce** options adjust the size in 25% increments.

**To enlarge or reduce the page (form):**

1. Do one of the following:
   - Click the **Tools** menu; then, click **Enlarge** or **Reduce.**
   - Press **Ctrl + (+)** to enlarge the form or **Ctrl + (-)** to reduce it.
2. Repeat the previous step until the page is displayed at the desired size.

## Zoom Slider

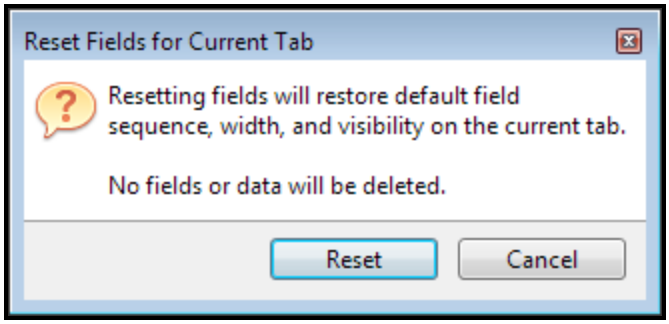
The Zoom Slider (which can be found on the bottom right of each form) allows you to dynamically change the size of the return from 25% to 200% actual size.

Both features apply only to the screen view; print sizes remain the same. Also, these settings only apply to the current return, and are not saved when you close the return.

# Messages and Warnings

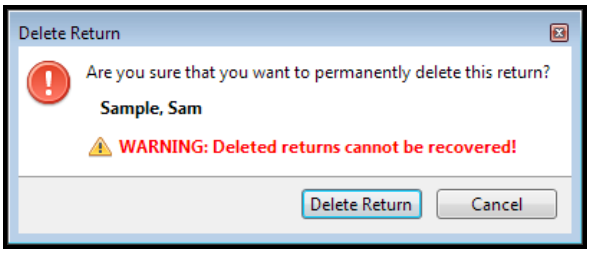
## Informational Messages

Informational messages tell you something about the product or process that you're working on. Message boxes are marked with either a question mark or with a blue circle with the "i":




## Warning Messages

Warnings often appear when you are in jeopardy of losing data. They bear the red exclamation point symbol:



# Refund Meter

The **Refund Meter**, located in the upper right corner of an open return, indicates the refund or amount due for the return. This amount is updated automatically as you enter data into the return.

The **Refund Meter** is enabled by default.

If the taxpayer owes money, the **Refund Meter** is red.

If the taxpayer is entitled to a refund, the **Refund Meter** is green.

If taxpayer owes no taxes, but is due no refund, the **Refund Meter** is blue.

Click the **Refund Meter** to open a detailed Tax Summary/Carryover Worksheet for the return.

Chapter

6

# Getting Started

*The purpose of this section is to help you get up and running with ATX as soon as possible. The basic information you will need to get started can be found in the following topics:*


- Government Instructions
- Internet Connection
- Display Settings
- Activating Other Products From Within ATX
- Logging In
- Editing Passwords
- Updating ATX
- Form Update Report
- Administrative Tasks
- Setup Checklist
- Help and Support

# Setup Checklist

A thorough and timely setup early on can save you countless hours during the busy season when you need them most.

| Setup Task | Instructions in Program Help/User Guide | Done? |
|---|---|---|
| Install and Activate ATX | Installation and Activation | |
| Define Admin User Password | Login and Password Requirements | |
| Update | Updating ATX | |
| Confirm Backup and File Storage Locations | Backup and Restore<br>Backup and Files Preferences<br>Changing Your Backup Location (required for most third party products) | |
| Add User Accounts and Passwords | Adding Users to the System | |
| Define/Restrict User Tasks and Passwords | Modifying a User's Security Profile<br>Editing Passwords | |
| Rollover from ATX 2016 | Rollover Other Data<br>Rollover Returns from Last Year | |
| Add/Verify Preparers/EROs | Adding Preparer/ERO Information<br>Entering an ERO EFIN | |
| Set Up System Preferences | Preferences | |
| Set Up Client Letters | Working with the Standard Client Letter<br>Client Letter Templates | |
| Set Up Billing Rates | Setting Up Hourly Rates | |
| Set up Global Print Options | Setting Global Print Options | |
| Set Up Print Packets | Print Packets | |
| Review Settlement Solution Options and Enroll | Bank Products<br>FeeCollect™<br>FeeCollect PS Package<br>Enrollment Manager | |
| Set up Fees | Bank Product Fees<br>Setting Up E-file Fees | |
| Customize Managers and Set up Custom Fields and Forms | Customizing Managers<br>Customizing Master Forms | |

| Setup Task | Instructions in Program Help/User Guide | Done? |
|---|---|---|
| Practice Returns | Preparing Returns<br>Creating Returns<br>Adding Forms to a Return | |
| Review E-file Information | Adding Preparer/ERO Information<br>Modernized E-file | |
| CCH iFirm Setup (if applicable) | Sign In To CCH iFirm<br>Export Existing Contacts to CCH iFirm<br>Setup Jobs for Job Status (opens CCH iFirm help) | |

# Display Settings

Our software is optimized for a screen resolution of **1024 x 768 pixels or better** (Super VGA, using standard fonts). Higher resolutions display screen fonts more clearly and show the full width of our forms. If your current screen resolution is lower than this recommended setting, you should adjust the resolution.

Change your screen resolution instructions from Microsoft.

Many video card manufacturers replace the standard Windows display options with customized boxes and menus. If your settings do not resemble the examples used by Microsoft, refer to your video card manufacturer documentation.

# Government Instructions

The **Government Instructions** feature displays the instructions written by the taxing agency that explain how to complete federal and state forms.

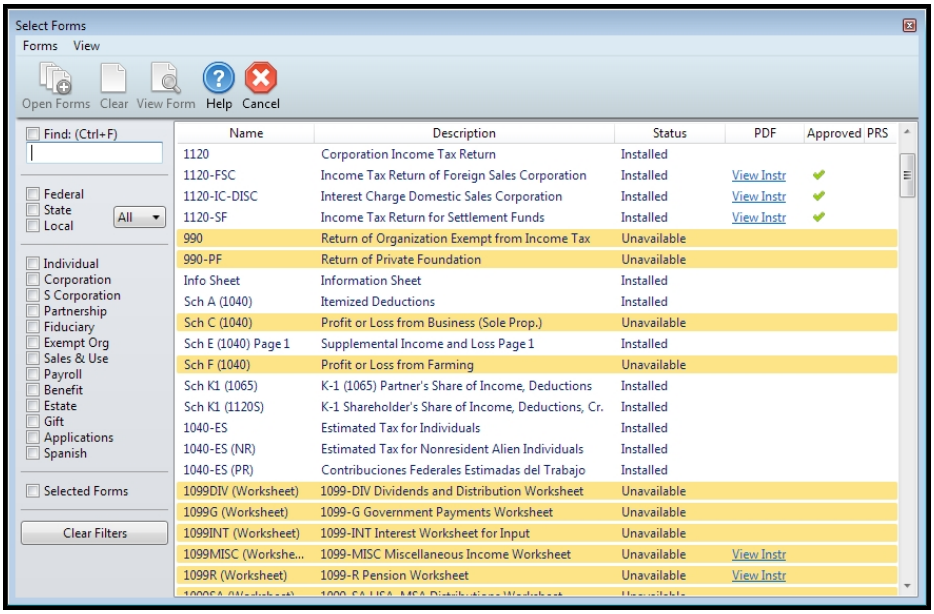
Government Instructions are made available in PDF format via the agency Web site (such as www.irs.gov). You must have an active Internet connection as well as an installed PDF viewer (such as Adobe Reader) to view government form instructions.

Each time ATX is opened, a process runs to determine whether or not Government Instructions have been downloaded to your machine; if not, you'll be given the opportunity to do so. An update message is displayed if the instructions are not up-to-date, giving you an opportunity to update.

## From Outside a Return

To access government instructions from outside a return:

1. From any of the Main Managers, do one of the following:
   - Click the **Support** menu; then, select **Government Instructions**.
   - Press **F3**.




2. Select the form you want. See Finding Specific Forms.
3. Do one of the following:
   - From the **PDF** column, click the **View Instr** link.
   - Click the **View** menu; then, select **Government Instructions**.
   - Press **F3**.

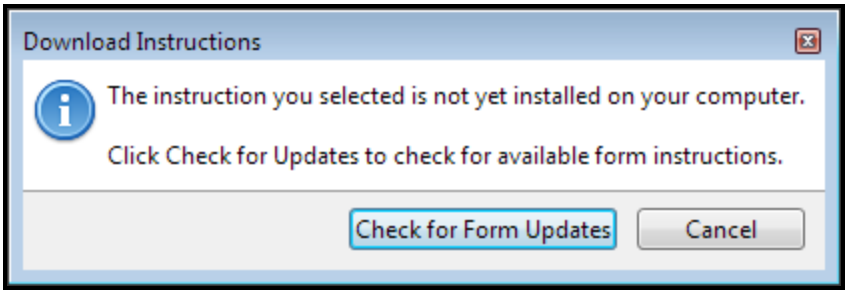
# From Inside the Return

**To access government instructions for the current form, do one of the following:**

- Click the **Support** menu; then, select **Government Instructions**.
- Press **F3**.

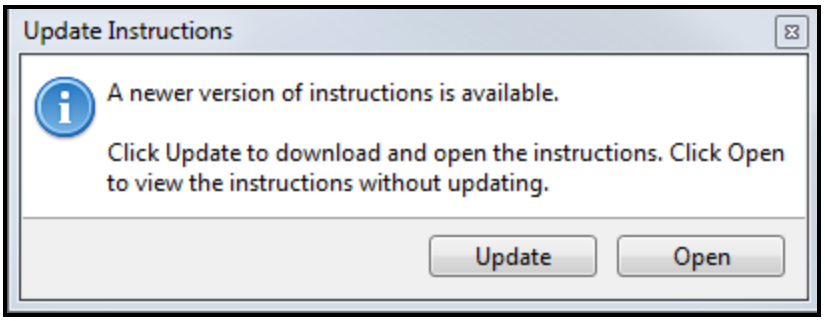
The system will detect whether or not you have instructions installed on your system, and whether those instructions are the most up-to-date.

## If Instructions Are Not Installed




Click **Check for Form Updates**. If the instructions are available, they'll be downloaded to your machine and will open automatically.

## If Instructions Are Not Current




Click **Update**. The updated instructions will be downloaded to your machine and will open automatically.

# Internet Connection

The most important e-filing prerequisite is the ability to transmit your data. There are two considerations to keep in mind: 1) the speed of your Internet connection; and 2) the type of connection.

## Connection Speed

Although e-files themselves are not particularly large files by today's standards, over the course of the tax season you will need to frequently update your program files and the various forms you will be filing. Often, these files are large and many users find that a dial-up connection is simply too slow to be practical. We recommend using a broadband connection, such as DSL or cable.

## Connection Type

You can have either a direct connection or a portal connection to the Internet. A direct Internet connection is one in which your computer uses the standard TCP/IP Protocol to communicate with other computers and access Internet services, such as e-mail, Telnet, or FTP. While connected via TCP/IP, you can check your e-mail, for example, with any e-mail program you choose. Your Internet service provider (ISP) does not require you to use its program to access e-mail or other Internet services.

If your Internet service provider is an Internet portal service, you may not have access to all Internet services, or you may be required to use your provider's software for specific services. In some cases, this software–or limitations imposed by the provider–may prevent you from transmitting your e-files. If you connect to the Internet through such a service, you may need to contact your provider to ensure that their service supports ATX e-file software.

## Firewalls

A firewall prevents unauthorized access to and from a network or a stand-alone computer by monitoring and controlling communication at specific entry points, or *ports*. A firewall can be a physical device (hardware), a program (software), or both.

To use ATX software to e-file your returns, you must ensure that your firewall is configured to allow communication between your computer and ATX. For many software-based firewalls, this configuration step is simply a matter of adding your software to the firewall's list of trusted programs (or a similar designation). If your firewall requires specific information about authorized contacts, enter the following values where appropriate:

**DNS:** ws.atxmax.com

**Port**: 443

If you upgrade your firewall software, you may need to re-enter this information. Visit http://www.microsoft.com/security/default.aspx for more information on firewalls.

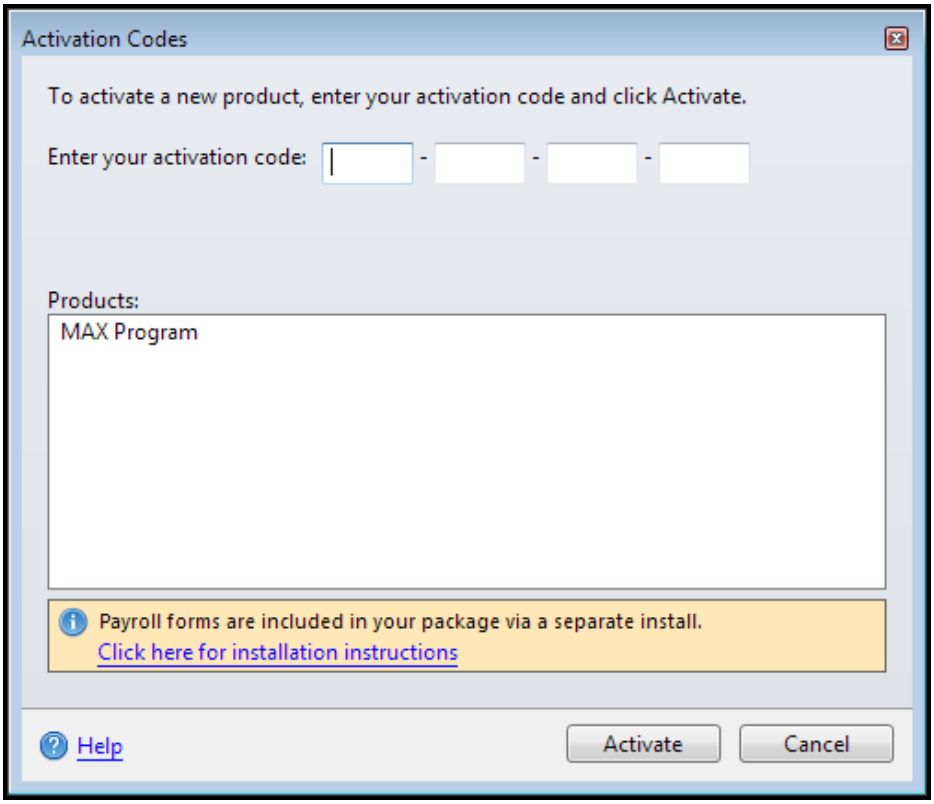
# Activating Other Products From Within ATX

If you upgrade your ATX package, you'll need to enter your new **Activation Code** before the system will recognize your upgraded status and allow access to any new features you may have acquired.

If you purchase Additional License packs, **ATX Add User License(s)** appears in the **Product** pane. This single entry covers all your Additional License purchases. To confirm your product purchases, go to **My Products** on the MyATX Solution Center.

**To activate your upgraded ATX product:**

1. From Return Manager, click the **Support** menu; then, select **Activate Products**.




2. Enter activation codes for any additional products you want to activate, then click **Activate**. If the activation code is successfully entered, the name of your product appears in the **Products** pane.

# Login and Password Requirements

ATX requires login credentials for all users. The first time you access ATX, your office administrator must establish a password for the Admin user.

Your 2016 ATX login password does not carry-forward to 2017 ATX, you must create a new login password.

To learn more about your initial access to the system, see Initial Login and Setting Update Preferences.

Each user must have a user account with a **User Name** and **Password**. The Admin user sets up **User Names** and **Passwords** in Security Manager.

All users will be required to log in upon opening ATX. To learn more about accessing the system as a user, see Logging In.

ATX requires you to login after 24 hours of activity or 30 minutes of inactivity.

If you click **Close ATX** on the login page, changes made to open returns will not be saved.

# Password Requirements

The Admin user is required to establish user accounts and passwords for all users. Passwords must follow these guidelines:

- 8 - 20 characters
- At least 1 UPPER case letter
- At least 1 lower case letter
- At least 1 number
- At least 1 punctuation or special character (ex.? ! $ & * )
- Spaces are allowed

## Expired Password

Passwords expire every 90 days. ATX provides reminders informing you that your password will need to be reset soon. To reset your password before the expiration, click **Change Password** when the password reminder appears. If your password has expired, use the **Edit User Password** link on the **Login** page to change your password.

If the Admin user gets inadvertently locked out of the system or forgets the Admin password, the **Reset Admin Password** feature can be used to reset the password. See Resetting the Admin Password.

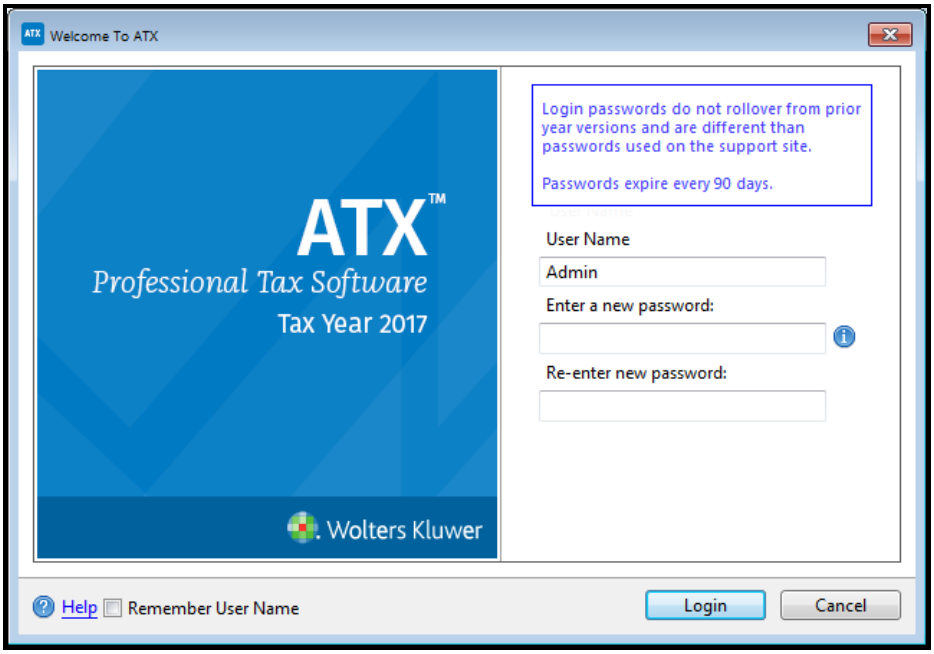
If a non-Admin user gets inadvertently locked out of the system or forgets their password, the Admin user will use Security Manager to reactivate and change the password on account. See Resetting a Locked User Account.

# Initial Login and Setting Update Preferences

ATX requires login credentials for all users. The first time you access ATX, your office administrator must establish a password for the Admin user and select update preferences.

**To login and select update preferences:**

1. Double-click the **ATX** icon on your desktop.

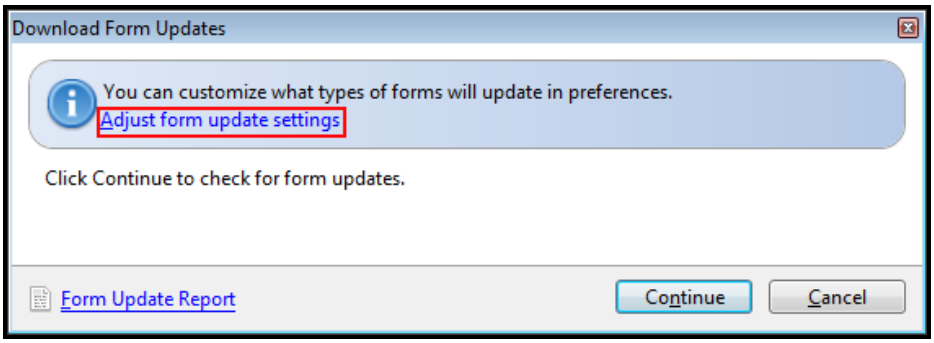



2. The User Name field defaults to **Admin**. You must first establish a password for the **Admin** user in order to access ATX.

   Passwords must follow these guidelines:

   - 8 - 20 characters
   - At least 1 UPPER case letter
   - At least 1 lower case letter
   - At least 1 number
   - At least 1 punctuation or special character (ex.? ! $ & * )
   - Spaces are allowed

3. (Optional) Select the **Remember User Name** check box to have your **User Name** automatically populated when you launch the application from this workstation.
4. Click **Login**.




5. Do one of the following:
   - Click **Continue** to update forms per current Updates Preferences settings.
   - To view or change current Updates Preferences settings prior to updating, click **Adjust form update settings**.

## Subsequent Login and Update

After your initial login, the program remembers your Updates Preferences; you will not have to select them again, unless you want to change them. With subsequent logins, the system immediately launches the **Update** function and downloads forms and/or program updates according to your Preferences.

# Logging In

ATX requires login credentials for all users. See Login and Password Requirements.

**To log in to ATX use the following steps:**

1. Double-click the **ATX** icon on your desktop.

Your user name and password must be set up in ATX for you to log into the system. If you don't have a user name or password, see your ATX system administrator.

2. In the **User Name** field, enter your user name.
3. Enter your password in the **Password** field, and click **Login**.

The **Password** field is case-sensitive. Passwords are required and add an extra measure of data security.

4. (Optional) Select the **Remember User Name** check box to have your **User Name** automatically populated when you launch the application from this workstation.
5. Click **Login**.

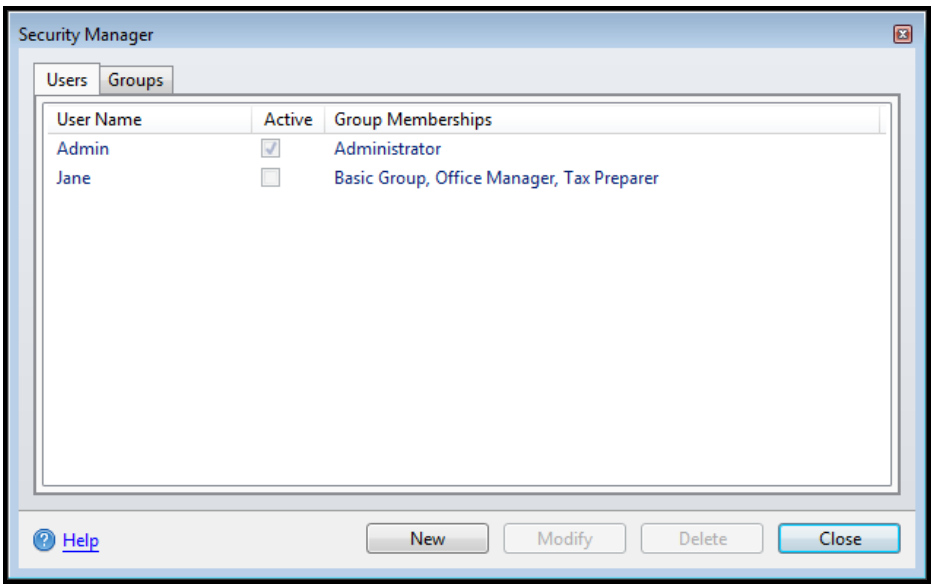
## Resetting a Locked User Account

When a user account becomes locked, the administrator (Admin user) must log in and reactivate the user in the system. While the user will no longer be able to access the system, the system will still have the user name's setup information. This is a particularly useful security feature for businesses that have repeat seasonal employees, such as seasonal tax preparers.

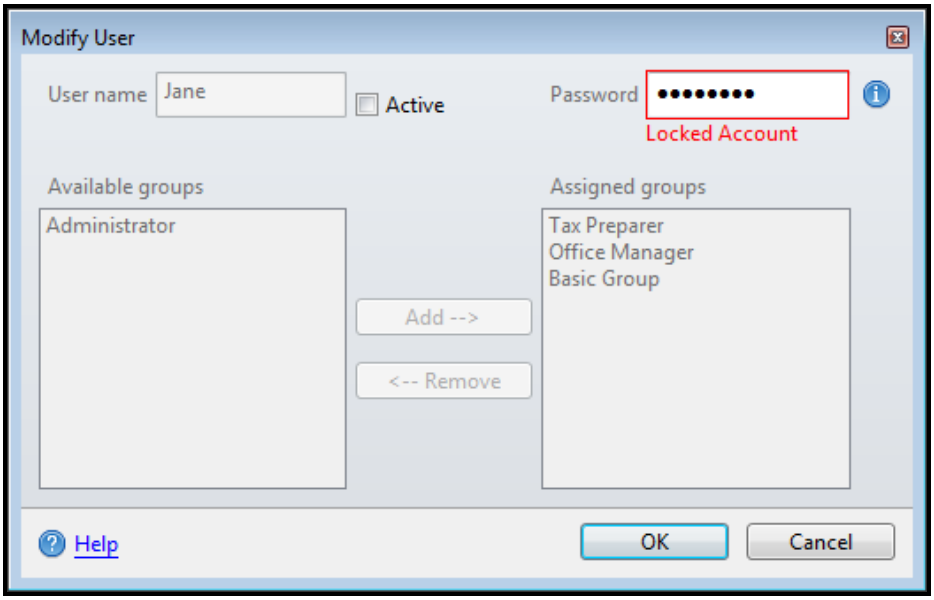
Only the Admin user or users with **Security Manager** rights may access Security Manager.

**To reactivate a user's profile:**

1. Click the **Tools** menu; then, select Security Manager.




2. Click the user whose profile you want to unlock.
3. Click **Modify**.




4. Check the **Active** check box.
5. Enter a new password in the **Password** field.
6. Click **OK**.

## Editing Passwords

If you want to change your password, you must know your current password in order to complete this process.

If you **do not** know your current password use one of the following:

- If the Admin user gets inadvertently locked out of the system or forgets the Admin password, the Reset Admin Password function can be used to reset the password. See Resetting the Admin Password.
- If the user gets inadvertently locked out of the system or forgets their password, use Security Manager to reactivate and change the password on the account. See Resetting a Locked User Account.

Users are required to sign into ATX on the **Welcome To ATX** dialog box using their **User Name** and **Password**. See Logging In.

## Editing User Passwords

**To add or edit your user password:**

1. From Return Manager, click the **Options** menu; then, select **Edit User Password**.

2. In the **Enter current password** field, enter your current password.
3. In the **Enter a new password** field, enter your new password.
4. In the **Re-enter new password** field, enter your new password again.

   An error message will appear if the **Enter a new password** and **Re-enter new password** fields do not match.

5. Click **Save**.

# Updating ATX

In ATX, there are two separate types of updates:

- Forms Updates, which offer the most recent forms available for filing
- Program Updates, which update the ATX application.

# Forms Updates

You can select the forms you want to include when checking for form updates in Updates Preferences. By default, ATX automatically searches for and installs any available Federal forms each time the program is opened. You'll have to specify the state(s) for which you want to download forms.

**To get Forms Updates from inside the ATX application:**

Click the **Forms** button on the toolbar; then, click **Continue** in the **Download Form Updates** dialog box.

If the button is green, then your program is already up to date.

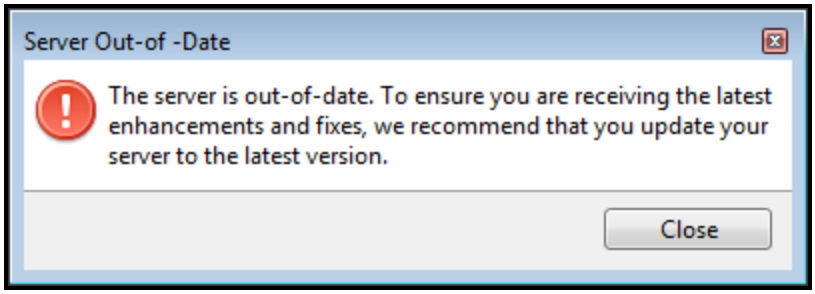
# Program Updates

A Program Update is an updated version of the ATX software program. You can receive program updates in the following ways:

- By clicking the **Program** toolbar button from inside the application; or
- By downloading them from the website.
- Premium DVD (additional purchase required).

## Server Out-Of-Date

When your ATX server version is out-of-date, ATX displays the following message indicating you need to update your server. The Program toolbar icon displays red indicating a server update is required. ATX provides a Program toolbar icon tooltip to differentiate between workstation and server Program Updates.




# Getting Program Updates from Inside the Application

**To get Program Updates from inside the ATX application:**

Click the **Program** button on the toolbar; then, click **Continue** in the **Download Program Updates** dialog box.

If the button is green, then your program is already up to date.

# Getting Program Updates from the Web

In addition to receiving updates and update alerts within ATX, you can also access your ATX software updates from the Solution Center website.

**To download a program update from the Web:**

1. Enter www.MyATX.com in your Web browser.
2. Under **Preparer Solutions**, click the **Download Center** link.

   The **Client Login** page appears.

3. If you are not logged in, enter our **Client ID** in the **Client ID** box and press the **Tab** key
4. Enter your **User Name** in the **User Name** box and press the **Tab** key.
5. Enter your **Password** in the **Password** box.
6. Select the **Remember me** check box if you want the Solution Center to remember your information the next time you log in.
7. Select the **I'm not a robot** check box and select the images based on the instructions shown on-screen, then click the **Verify** button.
8. Click **Log In**.

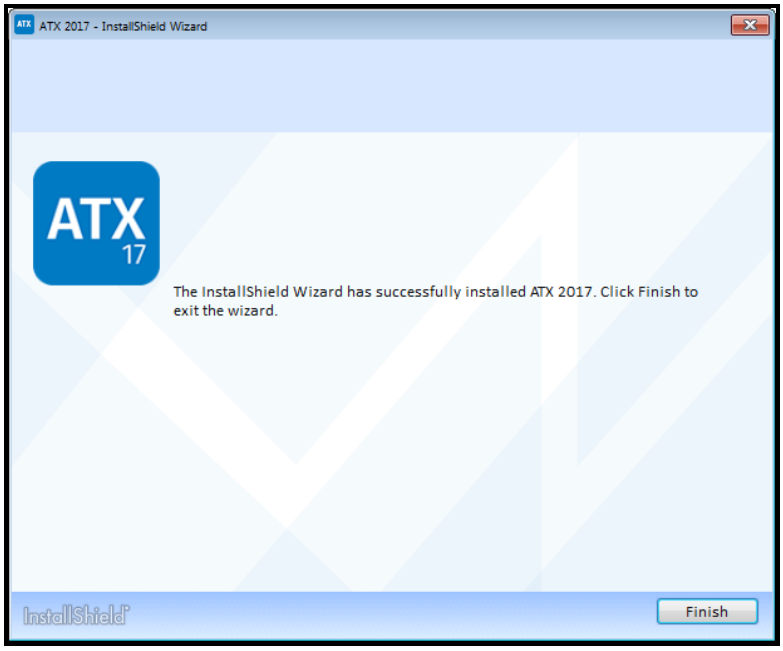
   The **Download Center** tab of the **MyATX Support Center** Website appears.

9. From the menu on the left, click the **Program Updates** link for the current tax year.

   The **Tax Program Updates** page appears.

10. Select the desired program update.

11. Click **Next**.




12. Click **Finish** to exit the InstallShield Wizard.

# Help and Support

Help is offered in several ways. The most commonly used are as follows:

- The **Support** Menu gives access to a variety of resources, including Program Help, the User Guide, Education Library, Release Notes, tax related web sites, and Customer Service Utilities.
- **Program Help (F1)** contains detailed information on the features and functions offered in ATX.
- **Government Instructions (F3)** include instructions from the Internal Revenue Service (IRS) for federal and state tax forms. See Government Instructions.

# Education Library

The ATX Education Library, features short instructional videos and accompanying guides designed to help you work with your tax preparation software. Each video guides you step-by-step through important program features and topics to help you prepare for tax season.

There are topics to help with the following:

- Installation and Networking
- Rolling over returns
- Backup and Restoring Files
- Client Letters and Client Communication Manager
- Updating your ATX Software
- Printing and Setting Up Print Packets

Visit the Education Library for other videos to help with ATX features and functionality. You can access the Education Library either from the MyATX Solution Center or by entering https://www.cchsfs.com/atx_education_library/ in your Internet browser.

Chapter

7

# ATX Managers

Managers are areas of the application that help you organize or manage the many tasks required in the return preparation process. There are Main Managers, Setup Managers, and Functional Managers. Each will be discussed in detail in this section:

- Return Manager
- Rollover Manager
- E-file Manager
- Bank Manager
- Preparer/ERO Manager
- Company Manager
- Payer Manager
- Security Manager
- Billing Manager
- Client Communication Manager

# Main Managers

Tasks that you probably tend to perform on a daily basis are accessed via the tabs at the very top of the ATX window.

| Main Managers | Description |
|---|---|
| Return Manager | The Return Manager allows you to view and sort all the returns entered in your system. Allows you to sort returns based on completion, refund status, and accounts receivable. |
| Rollover Manager | The Rollover Manager lists returns that can be rolled over from last year or from a prior month or quarter. |
| E-file Manager | The E-file Manager handles all e-filing tasks. |
| Bank Manager | The Bank Manager handles all tasks associated with providing bank products. This Manager also includes reports to assist in reconciling bank product fees. |

Each of the main manager tabs includes one or more view tabs, which appear below the toolbar. These tabs separate the general information displayed by a particular manager into more specific categories.

## Open Return(s) Tabs

When a return has been opened, the Return Name appears in a tab ATX™ 2017 alongside the other main manager tabs. When a return is open, all forms, worksheets, and letters are displayed in tab format beneath the toolbar. See Open Return Interface.

# Setup Information Managers

Setup Information Managers are located under the **Tools** menu.

| Information Managers | Description |
|---|---|
| Preparer/ERO Manager | The Preparer/ERO Manager allows you to enter Preparer/ERO information associated with your business. Information can include firm information, as well as specific information related to e-filing capabilities (such as a personal EFIN or whether they are an ERO). |
| Company Manager | The Company Manager allows you to enter companies for whom you prepare returns. Makes data entry on multiple returns faster and easier. |
| Payer Manager | Allows you to enter payers that have been entered on forms (such as W-2 and 1099). See Payer Manager. |

# Functional Managers

Functional Managers are located under the **Tools** menu.

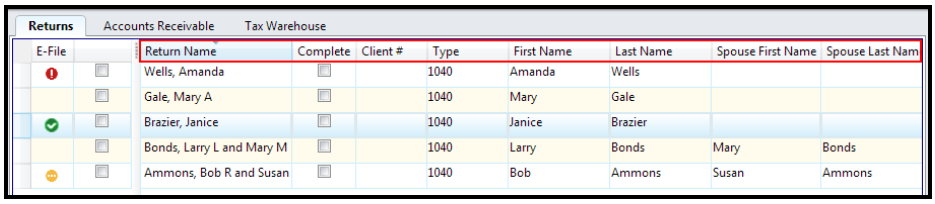
| Functional Managers | Description |
|---|---|
| Security Manager | Allows you to define on a task-by-task basis the level of program access you want each user to possess. See Security Manager. |
| Billing Manager | Enables you to set up hourly rates for people in your organization, as well as form rates for any or all of the forms and schedules. See Billing Manager. |
| Client Communication Manager | Houses the Client Communication Manager dialog box, which allows you to create customized client letters and/or templates to be used globally or per-return. |

# Customizing Managers

## Rearranging and Resizing Columns

All ATX managers display data in a spreadsheet format. Just like in any other Windows spreadsheet program, you can rearrange or resize columns to suit your individual needs. Manager customizations are stored on a **per user** basis. If you're one of several users on a network, the customizations you make will not affect how managers look for other network users.

The next time you open that manager, your adjustments will still be there.




**To resize a column, click and drag the column border to the left or right.**

The cursor turns into a double-sided arrow.

**To move a column:**

1. Click and drag the header of the column you want to move.
2. Drag it to the desired location.

To reset columns to their default width and/or position, click the **Options** menu; then, select the **Reset Current Tab** or **Reset All Tabs**.

**To hide or display columns:**

1. From Return Manager, click the **Options** menu; then, select **Customize Fields**.
2. Select the check box for the field you want to hide or display.
3. Click **OK**.

# Changing Data in Manager Views

In Return Manager, Rollover Manager, Bank Manager, and E-file Manager you can change information in many fields by typing over the text; other fields are protected fields and cannot be changed.

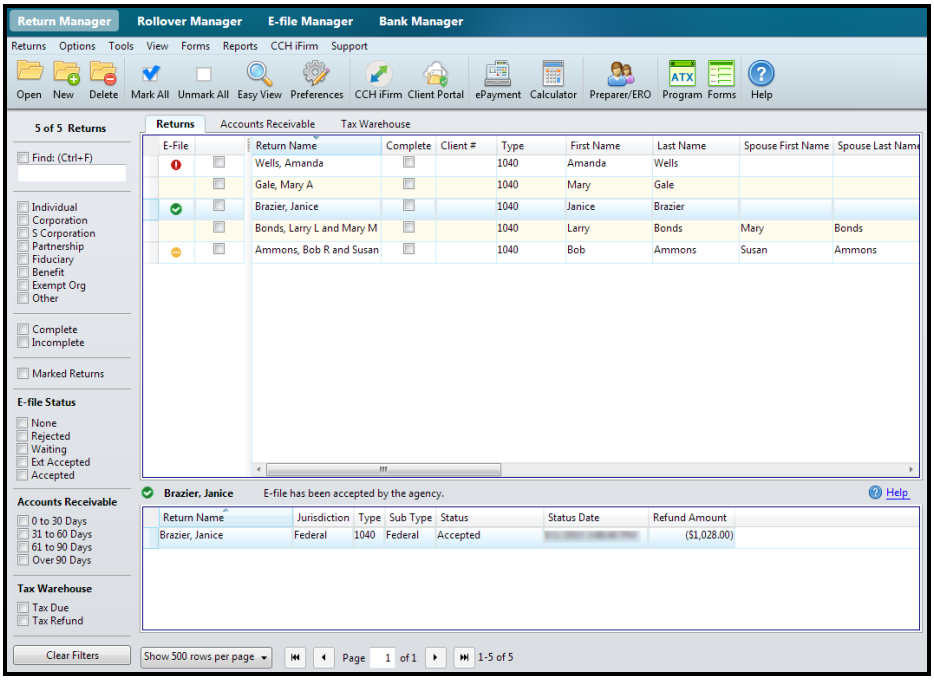
**To enter or change data in a Manager view:**

1. Open the manager.
2. Click a field and begin entering or editing data.
3. Press **Tab** to advance to the next field. To reverse direction, press the **Shift+Tab** keys. You can also use the arrow (cursor) keys to navigate to fields in the same record or to move from one record to another in the same column.

# Return Manager

Your software opens to the **Return Manager** by default. This manager allows you to manage your clients' tax returns, accounts receivable, and company information for tax returns.

**To open Return Manager, click the Return Manager tab at the top of the application window.**



# Returns Tab

The Returns Tab lists returns in the system and provides basic information on each return.

# E-file Information Pane

By default, the **E-file status** for the selected return is shown at the bottom of your screen. If you would like to change the default setting, see Return Manager Preferences.

# Accounts Receivable Tab

Select the Accounts Receivable Tab to view the billing status for each customer.

# Tax Warehouse Tab

Select the Tax Warehouse Tab tab for a tax summary of each return.

**How To Topics:**

- Customizing Fields
- Creating Returns
- Opening Returns
- Finding Specific Forms
- Closing Returns
- Deleting Returns
- Duplicating Returns
- Renaming Returns
- Marking Returns Complete
- Easy View
- Importing Returns
- Exporting Returns
- Export All Returns
- Exporting Marked Client List

# Return Manager Menus

The Return Manager contains the following menus:

## Returns Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Open Selected Return | Opens the return that is highlighted in blue (not checked). | Ctrl+O |
| New Return | Opens the Select Forms Dialog Box which allows you to choose the forms that will make up the new return. | Ctrl+N |

| Menu Item | Description | Shortcut |
|---|---|---|
| Close All Open Returns | Simultaneously closes all returns you have open in application. | |
| Duplicate Selected Return | Creates a duplicate copy of the highlighted return. | Ctrl+D |
| Delete Selected Return | Deletes the return highlighted in the Return Manager. | Ctrl+Delete |
| Delete Marked Returns | Displays the **Delete Marked Returns** dialog box, which is a reminder that deleted returns cannot be recovered. | |
| Print Packets | Opens Print Packets, which help you set default print options for selected print copies (**Filing**, **Client**, **Preparer**, or **Custom**). | |
| Process Selected Return with ePayment | Launches iTransact.com | |
| Import>Returns | Opens a **Windows Explorer** window, from which you can browse to an exported return file (in **.atxExport** format). This file can then be imported into the application. | |
| Import>Converted Returns | Import returns converted from other software packages (must be .ndf files). | |
| Export Marked Returns | Allows you to select specific returns for export. Displays the **Browse For Folder** dialog box, where you can select a location to store the returns you're exporting. | |
| Export All Returns | Displays the **Browse For Folder** dialog box, where you can select a location to store all exported returns. | |
| Backup | Opens the **Backup** dialog box, which allows you to manually backup returns and associated data. The dialog box lets you select one or more returns for backup. | |
| Restore | Opens the Restore dialog box, which allows you to select one or more returns to restore to the application. Only returns that have been backed up using the Backup and Restore feature may be restored to the application. | |
| Organizers (visible only during the last release of the tax cycle, usually in October) | Allows you to do any of the following: Create Organizers for Marked Returns, Create Blank Organizers for New Return, or Print Organizers For Marked Returns. | |

| Menu Item | Description | Shortcut |
|---|---|---|
| Change Printer | Launches the **Print Setup** dialog box, which allows you to change the default printer (for your system) and to make both size and orientation changes for the printed output. You can also install a new printer from the **Network** link on this dialog box. | |
| Create/Print Extensions | Creates federal and state extensions for multiple returns (with or without amounts due), adds the required extension form to each return. Also prints the required extension forms as part of the process. | |
| Batch Print Marked Returns | Opens the **Returns Marked for Printing** dialog box, and allows you to specify print settings for a group of selected returns. | **Ctrl+P** |
| Exit | Closes the application. | |

## Options Menu

| Menu Item | Description |
|---|---|
| Preferences | Opens Preferences which allow you to set up preferences for the program. |
| Administration | Enables an Admin user (or user with access to Security Manager) to **Edit Password for Selected Return** or **Remove Lock for Selected Return**. See Editing Return Passwords and Removing a Return Lock. |
| Edit User Password | Opens the **User Password** dialog box, which enables users to establish or change their system passwords. See Editing Passwords. |
| Customize Fields | Opens the **Customize Fields** dialog box, which allows the user to define how they want the Return Manager to appear, and what data they want displayed. |
| Reset Current Tab | If a user has rearranged the column order or width on the current tab, this menu item will reset the view to the original program defaults. |
| Reset All Tabs | If a user has rearranged the order or size of the columns on any of the tabs in the open manager, **Reset All Tabs** will reset all tab views to their original defaults. |

## Tools Menu

| Menu Item | Description |
|---|---|
| Preparer/ERO Manager | Opens the Preparer/ERO Manager, which allows you to enter, modify and manage preparer and ERO information in the system. |
| Company Manager | Opens the Company Manager, which allows you to enter, modify and manage company information in the system. |

| Menu Item | Description |
|---|---|
| Payer Manager | Opens the Payer Manager, which allows you to enter, modify and manage payer information in the system. |
| Security Manager | Opens the Security Manager, which allows an Admin user to set up multiple users in the system. Also allows you to specify the tasks that users may or may not perform in the system. |
| Billing Manager | Opens the Billing Manager, which allows you to set up standard and/or specific billing rates by individual, by the hour, or by form. |
| Client Communication Manager | Opens the Client Communication Manager dialog box which allows you to create and/or edit custom client letters and templates. |
| Calculator | Opens the Calculator. |

## View Menu

| Menu Item | Description |
|---|---|
| Returns | Displays the Returns Tab when the Return Manager is open. |
| Accounts Receivable | Displays the Accounts Receivable Tab when the Return Manager is open. |
| Tax Warehouse | Displays the Tax Warehouse Tab when the Return Manager is open. |
| Mark All Displayed Returns | Selects the check box of all returns on the current page, indicating that the checked returns are ready for batch processing. |
| Unmark All Displayed Returns | Deselects all returns on the current page. |
| Mark/Unmark Selected Return | Selects or deselects the check box for the selected (highlighted) return. |
| Easy View | Opens the Easy View window. |

## Forms Menu

| Menu Item | Description |
|---|---|
| Form Update Report | Lists the forms that were contained in the most recent update. Summarizes changes made to the form and also contains a list of returns using each form. |
| Customize Master Forms | Opens the **Customize Forms** dialog box, which allows you to customize forms to meet specific business needs. See Customizing Master Forms. |

## Reports Menu

| Menu Item | Description |
|---|---|
| Print Marked Client List | Print a list of marked clients' pertinent information. |

| Menu Item | Description |
|---|---|
| Export Marked Client List | Export a list of marked clients' pertinent information. |
| Print Marked Client Labels | Print address labels for marked clients. |

## CCH iFirm

| Menu Item | Description |
|---|---|
| My Dashboard | Launches your CCH iFirm dashboard, which is an overview of your business' efficiency, annual review, resource allocation, work in progress, and more. |
| My Jobs | Launches your CCH iFirm jobs, where you can view jobs in CCH iFirm. |
| My Invoice | Launches your CCH iFirm invoices, where you can view and create invoices in CCH iFirm. |
| My Reports | Launches your CCH iFirm Practice Management reports, where you can measure the performance of team members and see how your firm is performing. |
| My Timesheet | Launches your CCH iFirm timesheet, where you can track your personal time by job. |
| Client Portal | Launches CCH iFirm Client Portal, where you can organize and share important documents with clients. |

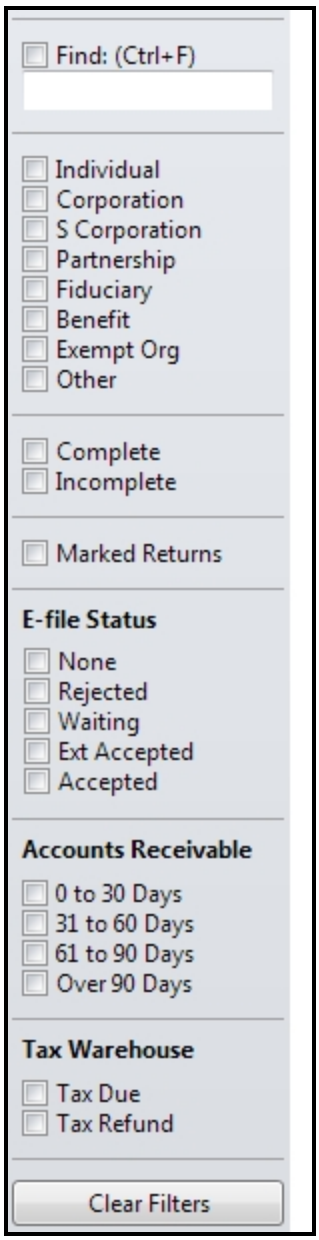
## Support Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Program Help | Opens Program Help. | F1 |
| Government Instructions | If you're in an open return, this menu item launches the Government Instructions for the current form (if instructions are available). If you're not in an open return, this menu item launches the Select Forms Dialog Box, where you can click the **View Instr** link to see instructions for specific forms. | F3 |
| Education Library | Opens the Education Library help topic. | |
| Release Notes | Opens Release Notes, which give you details about new or changed functionality in each version of ATX. | |
| User Guide | Launches the PDF version of the *ATX User Guide for Tax Year 2017*. | |
| Contact Us | Shows you three ways you can contact CCH Small Firm Services to obtain help with your application: by submitting a question via the Web site, via fax, or telephone. | |

| Menu Item | Description | Shortcut |
|---|---|---|
| Web Sites | Opens the following web sites: **BizFilings Business Services, Check IRS Return Status**, **IRS Home Page**, **IRS E-Services**, other **ATX Tax Products**, **ATX Paper Products** (for tax professionals), **ATX Home Page**, the **MyATX Solution Center**, the **ATX Blog**, and the **ATX Knowledgebase**. | |
| Check for Updates | Allows you to easily obtain updated program and forms information through an automated process. Also notifies you of preferences that you can set pertaining to this update process.<br> This is not available in **Rollover Manager**. | |
| Customer Service Utilities | Enables you to provide information to Customer Service so they may resolve your program issues. | |
| Show Hidden Dialogs | Several dialog boxes have a **Don't show this message again** check box so you can avoid receiving the same message over and over again. If you've opted to not show these dialog boxes, the **Show Hidden Dialogs** option reverses those selections, so you will see the dialog boxes again. | |
| Activate Products | Launches the **Activation Codes Dialog Box**. Enter the activation code for the product you want to open or update. | |
| Install Payroll 2017 | Opens the Program Help topic for **W2-1099 or Payroll Compliance**. | |
| About | Displays the **About ATX** dialog box which displays the program version, product copyright information, and customer's Client ID. When calling Customer Care, you may be asked to provide one or more of the numbers listed in this dialog box. | |

# Return Manager Filters

Filters are located on the left side of the screen. The Return Manager filters allow you to select which returns you want to view at a specific time.



You can filter your returns in the following ways:

| Filter | Description | Shortcut |
|---|---|---|
| Find check box and field | By checking the **Find** check box, you can then search for a return by entering search criteria in the **Find** field. This is especially useful when you're searching for a return by name/company name or SSN/EIN. | Ctrl+F |
| Return Types - Individual, Corporate, Other | Select one or more of these check boxes to view only these return types in the Return Manager.<br>Only filters matching return types in the **Returns List** appear. For example, if you had no Corporate returns, the **Corporate** check box would not appear in the filter. | |
| Complete | View returns that have been marked as complete. | |
| Incomplete | View returns that have been marked as incomplete. | |
| Marked Returns | View returns that are marked by selecting the check box at the beginning of the row. | |
| E-file Status | Select one or more of these check boxes to view only the returns with specified e-file status. | |
| Accounts Receivable | Accounts receivable filters display a list of returns based on the number of days their billing is outstanding. | |
| Tax Warehouse | **Tax Warehouse** filters allow you to filter according to each return's tax status. | |
| Clear Filters | This button clears all the filters and displays all returns for the Return Manager. | |

# Returns Tab

The **Returns** tab is the default view in the Return Manager. All the returns in the system are listed. Returns marked **Complete** can be hidden from view if desired. See All Managers Preferences.

To modify the columns displayed in the tab, see Customizing Managers.

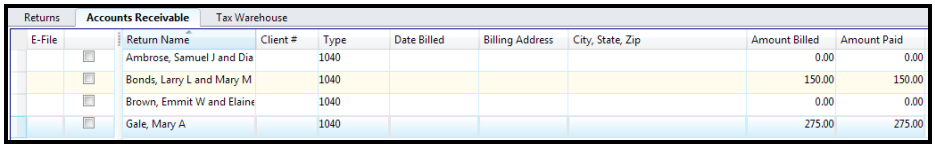
# Accounts Receivable Tab

To view Accounts Receivable info for your office, click the **Accounts Receivable** tab.

Only the Admin user and users granted **Accounts Receivable** rights in Security Manager may access the **Accounts Receivable** tab.

**To open the Accounts Receivable view:**

In the Return Manager, click the **Accounts Receivable** tab.




## Accounts Receivable filters

If you want billing information on outstanding accounts, select one of the **Accounts Receivable** filters in the Return Manager. Filters allow you to view outstanding accounts in the following categories:

- 0-30 Days
- 31-60 Days
- 61-90 Days
- Over 90 Days

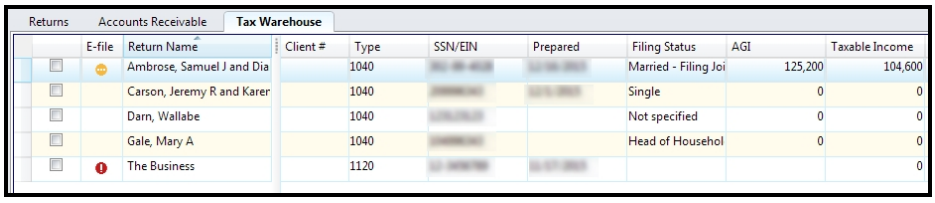
To modify the columns displayed in the tab, see Customizing Managers.

# Tax Warehouse Tab

The **Tax Warehouse** tab gives you a spreadsheet-like view of all your returns, in summary form. **Taxable Income**, **Total Tax**, **Total Refund**, **Medical Expenses**, **Taxes Owed**, and **Tax Bracket** are just a sampling of the type of information consolidated on the **Tax Warehouse** tab.

Only the Admin user and users granted **Tax Warehouse** rights in Security Manager may access the **Tax Warehouse** tab.

**To open the Tax Warehouse, from within the Return Manager, click the Tax Warehouse tab.**



## Tax Warehouse Filters

Filters allow you to view returns according to the following categories:

- Tax Due
- Tax Refund

# Sorting the Return List

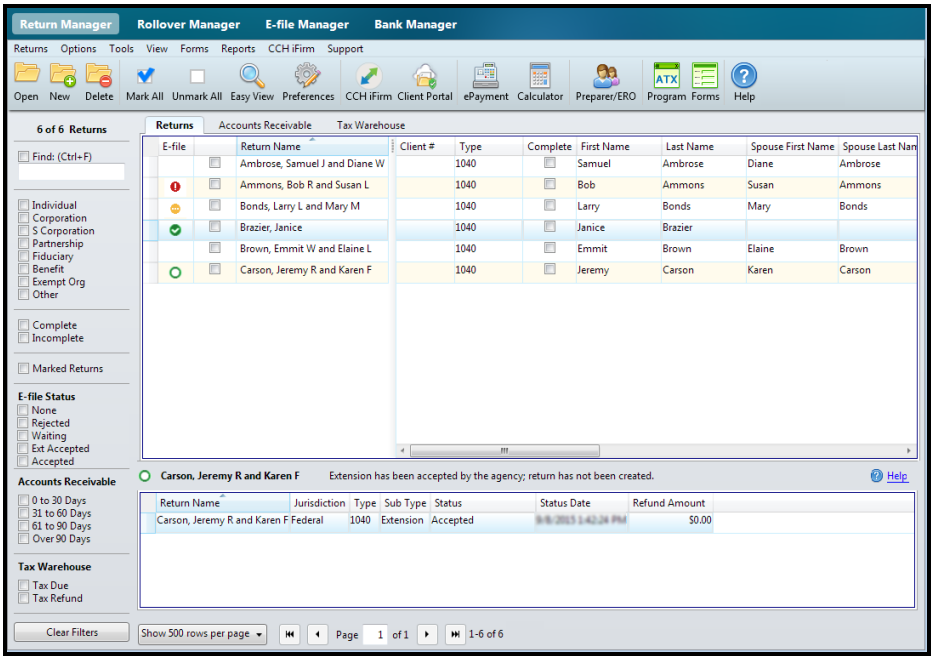
**To sort your return list:**

- On the Returns Tab in the Return Manager, click any of the column headings. The data will sort in ascending or descending order.
- To reverse the order, click the same column heading a second time.

For example, to display your returns chronologically, according to the date on which they were last modified, click the **Modified** column heading.

# E-file Information

The **E-file Information** pane on the Return Manager tab displays for the selected return and is shown at the bottom of your screen.



The **E-file Information** pane and the **E-file** column on the **Returns** tab displays e-file status for the selected return. The indicators on the Return Manager tab give you a quick way to see the status of a return without having to check E-file Manager.

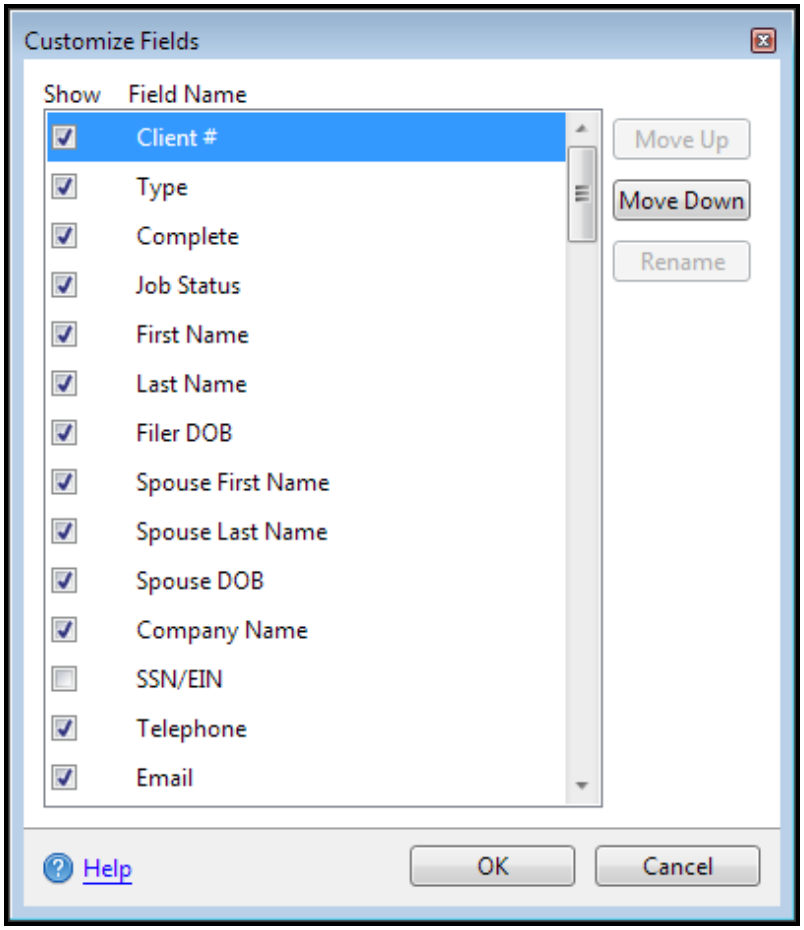
| Status Indicator | Status Indicator Description |
|---|---|
| | No icon indicates an e-file is not created for the selected return. |
| | Yellow indicates an e-file or extension is created for this return or is awaiting acknowledgement from the agency. |
| | Green with white check-mark indicates the return is accepted by the agency. |
| | Red indicates the return was rejected by the agency. Click on E-file Manager to review the rejection. |
| | Green circle indicates the extension for the return was accepted by the agency. |

# Customizing Fields

You can create custom fields in the Return Manager.

**To Customize Fields:**

1. From Return Manager, click the **Options** menu; then, select **Customize Fields**.




2. Scroll to the bottom of the list. You'll see **Custom Fields 1** through **10**.
3. Select the check box next to the field you want to customize.
4. Click the **Rename** button.

   The **Rename** button will remain disabled until a check box is selected.

5. Enter the new field name and click **OK**.
6. Use the **Move Up** or **Move Down** buttons to reposition any field in the list.

   Resetting the fields to their default settings hides custom fields in the manager view, but it does not delete them from the Customize Master Forms Dialog Box. You can still re-establish them in the view by re-selecting the corresponding check box(es), if desired.

# Marking Returns Complete

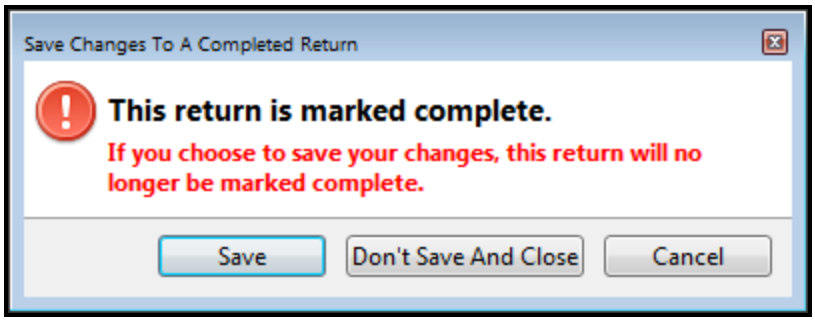
You can indicate that a return is complete by marking it in the Return Manager.

If you're using ATX in a networked environment, the changes you make in Return Manager (such as marking returns complete or moving and re-sizing columns) will not appear on other workstations. They will be unique to your workstation only.

**To mark a return complete, select the check box under the complete column in the Return Manager.**

**Saving changes to returns marked Complete:**

If you make changes to a return that is marked Complete, you will receive the following message:




# Importing Returns

The **Import** feature lets you import one or more returns into ATX if they meet the following criteria:

- **Returns where the year matches the ATX year.** Returns from prior years should be imported into ATX for the tax year of the return, and then rolled over into the current year. See Rollover Returns from Last Year.
- **Returns were created in ATX.** Returns created in other products require conversion in order to be imported into ATX. For more on conversions, go to our MyATX Solution Center and click ***Conversions***.
- **Returns that were exported from ATX using ATX's Export function.** These can be imported on any computer that has the same year of ATX installed (imported return year must match ATX year).

**To import returns:**

1. From the Return Manager, click the **Returns** menu.
2. Expand the **Import** fly-out menu and select **Returns**.

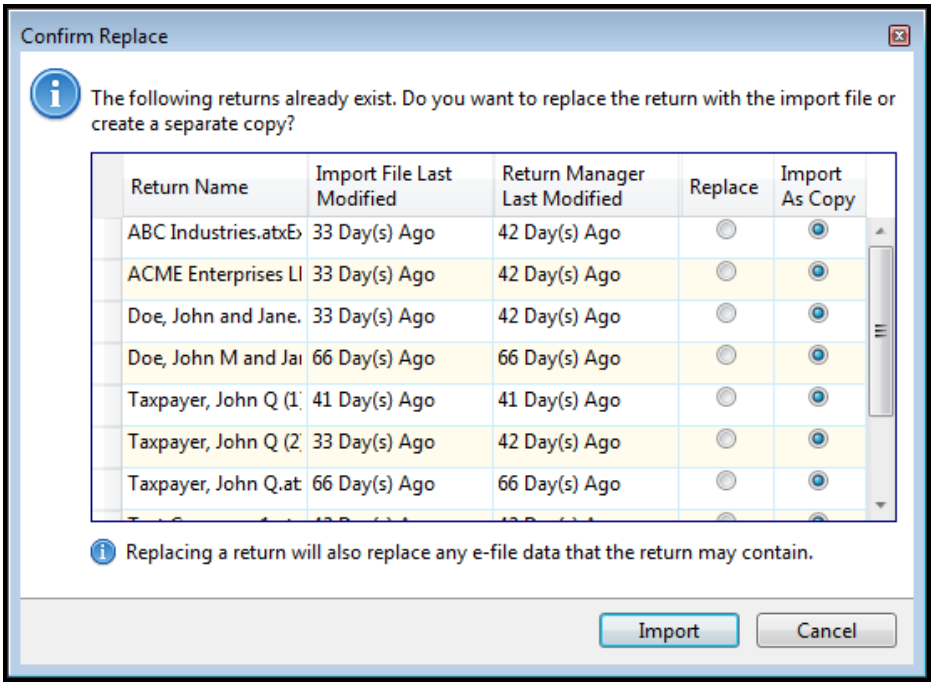
   The **Import Returns** dialog box appears.

3. Navigate to the return(s) to be imported.
4. Highlight the return(s) to be imported.

   To select multiple files, hold the **Ctrl** key while highlighting the files.

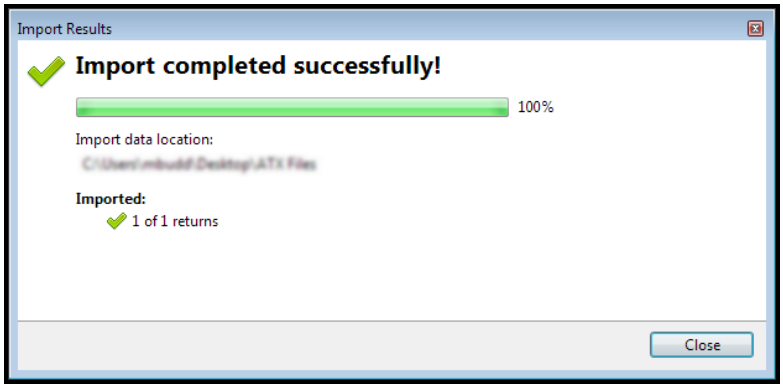
5. Click **Open**.
6. If there are existing returns that match the returns being imported, the **Confirm Replace** dialog provides the option to **Replace** the existing return with the imported return or to **Import as Copy** (the imported return will be named as a copy and the existing return will not be changed). Select the appropriate radio button for each return listed.

   **Import as Copy** is selected by default.



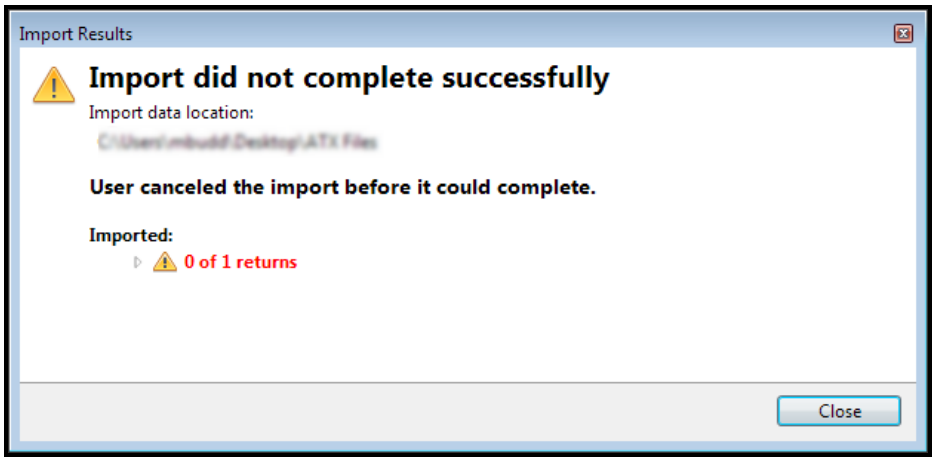

E-files (including related acknowledgments, bank application records and PDF attachments) are not included if you select **Import as Copy...**

7. Click **Import**.




8. Click **Close**.

## Unsuccessful Imports




If your imported return has an e-file, you cannot transmit that e-file until you synchronize the e-file with the EFC. (This will ensure that the e-file was not transmitted prior to import). Even if you're not ready to transmit the imported e-file, you may want to sync with the EFC to ensure that the imported return's e-file status, bank status, and Acks are up-to-date. See Synchronizing E-files With the EFC.

# Importing Converted Returns

By running the proper conversion utility, returns created in other software packages may be converted to .ndf files and imported into ATX.

**To import converted returns:**

Before returns can be imported they must be converted to .ndf files and stored locally on your computer.

1. From the Return Manager, click the **Returns** menu; then, expand the **Import** fly-out menu and select **Converted Returns**.

   The **Converted Returns** dialog box appears.

2. Browse to the location where your converted returns are stored.
3. Select the returns you wish to import; then, click **Open**.

   The **Import Progress** dialog box appears followed by the **Import Results** dialog box.

4. Click **Close**.

# Exporting Returns

Use the **Export** feature to save one or more returns to a flash drive, hard disk drive or other storage media, or to transfer your returns from one computer to another.

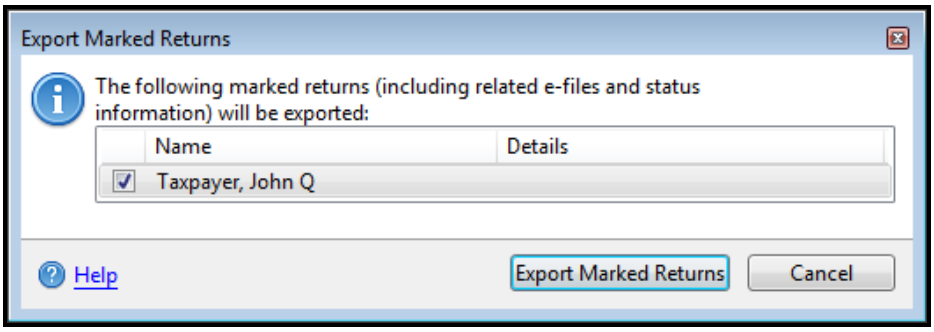
You can export a return from either the Return Manager or from an open return. If you use Return Manager you can export more than one return at a time.

You must not rename an exported return in your Windows file directory. Renaming the file will prevent the possibility of importing it back into ATX.

## Exporting Returns from the Return Manager

**To export one or more returns from Return Manager:**

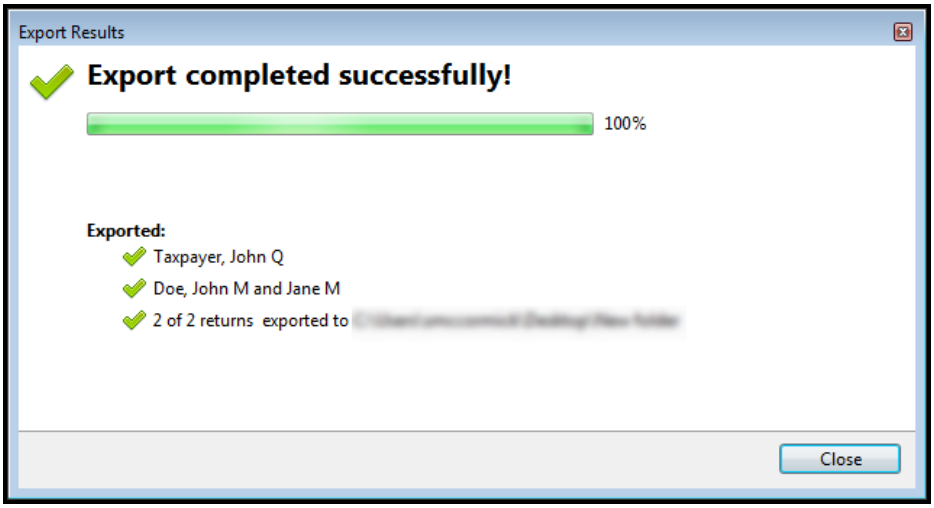
1. In the **Returns** column, select the check box(es) to mark the return(s) you want to export.
2. Click the **Returns** menu; then, select **Export Marked Returns**.




3. Click **Export Marked Returns**.

   A **Browse for Folder** dialog box appears.

4. Navigate to and select a folder to house your exported returns.
5. Click **OK**.




6. Click **Close**.

Exported returns appear in the destination folder with an ***.atx*[*taxyear*]*Export** file format (such as *.atx17Export).

### Open and Modified Returns

If you have marked returns open that have been modified you will see a message similar to the following:

## Exporting Open Returns

**To export an open return:**

1. Save any changes.
2. Click the **Returns** menu; then, select **Export Return**.

   A **Browse for Folder** dialog box appears.

3. Navigate to and select a folder to house your exported returns.
4. Click **OK**.

# Export All Returns

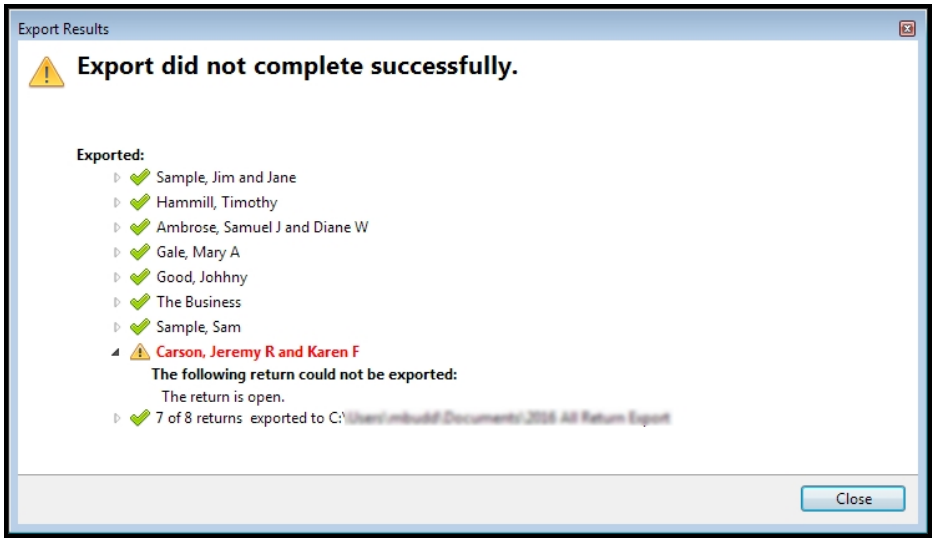
Use the **Export** feature to export all returns to a flash drive, hard disk drive or other storage media, or to transfer your returns from one computer to another.

You must not rename an exported return in your Windows file directory. Renaming the file will prevent the possibility of importing it back into ATX.

Be sure to close any open returns, only closed/unopened returns are exported when using the **Export All Returns** feature.

**To export all returns from Return Manager:**

1. Click the **Returns** menu; then, select **Export All Returns**.
2. A **Browse for Folder** dialog box appears.
3. Navigate to and select a folder to house your exported returns.
4. Click **OK**.




5. Click **Close**.

Exported returns appear in the destination folder with an ***.atx*[*taxyear*]**Export** file format (such as *.atx17Export).

## Exporting Marked Client List

A **Client List** may be exported to a .csv file whenever you need it with just a few clicks. The **Client List** contains your clients' pertinent information including **Name** or **Company Name**, **Return Type**, **Address**, **Telephone Number**, **e-Mail**, and more. By exporting to a .csv file, you can further manipulate the data listed much like you would with an Excel spreadsheet.

**To export a Marked Client List:**

1. Mark the returns for the clients whose information you wish to appear in the **Client List**.

   Click **Mark All** on the toolbar to mark all returns and include all clients.

2. From the Return Manager, click the **Reports** menu; then, select **Export Marked Client List**.

   The **Export as csv File** dialog box appears.

3. Enter a name for the file in the **File Name:** entry.
4. Browse to the desired export location for the file.
5. Click **Save** to finish.

# Rollover Manager

Use the **Rollover Manager** to roll over income and property tax returns from last year, or to roll over sales tax returns from last quarter or last month.

If last year's version of ATX is not installed on the system (or not installed in the default location), you'll receive a message asking you to browse for the correct system folder.

The following data is transferred into the current year's return:

- Names
- Payers for Forms 1099, and employer information for Forms W-2
- Depreciable assets
- Carry forward data from passive activity losses, capital losses, net operating losses, and contributions
- Names of business, rental, and farm properties
- Names of partnerships, S-corporations, and trusts or estates from which the taxpayer received a K-1 in the previous year
- Names of companies, shareholders, partners, and beneficiaries for business returns
- Data from customized master forms
- User-entered notes on individual cells in forms (only those notes marked **Permanent** will be rolled over)
- Itemized, text, and custom lists
- Custom List templates *(User-specific. Only users who create them can roll them over.)*
- Client Letters (attached to a return)
- Global Client Letter Templates (including customizations)
- Print Packets *(User-specific. Only users who create them can roll them over.)*
- Asset Classifications
- Custom Reports

Custom lists are rolled with returns that are rolled over from last month or last quarter.

Client Letters with associated obsolete forms in 2016 do not roll over.

Payroll returns are not supported in ATX 2017. If you have not yet installed the 2017 W2 and 1099 or Payroll Compliance software, see W2-1099 or Payroll Compliance.

**To open the Rollover Manager, click the Rollover Manager tab at the top of the application.**

# Rollover Manager Tabs

Rollover Manager has two views - 2016 Returns Tab and Last Month/Quarter Tab. To select a view, click the desired tab above the list of returns.

## 2016 Returns Tab

When you roll over last year's return, the program retrieves selected data from the last year's return and uses this information to populate the corresponding forms for the current year.

## Last Month/Quarter Tab

The Last Month/Quarter Tab lists your clients returns from a prior month or quarter available for rollover.

# Rollover Manager Menus

The Rollover Manager contains the following menus:

## Rollover Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Rollover Marked Data | Rolls over any data within the Rollover Manager that has a selected check box into ATX format. This includes any of the returns, or other administrative data (company, payer, preparer/ERO, form rates or hourly rates). | Ctrl+R |
| Rollover Marked Returns | Rolls over the marked returns from the previous year's ATX product into the current year's ATX product. | |
| Browse for Last Year's Returns | If last year's ATX program is not found in the default directory, a **Browse for Folder** dialog box allows you to browse to the location on your computer where your returns are stored. | |
| Rollover Preparer/ERO Information | Rolls over Preparer/ERO Manager information from last year's ATX product to your current ATX product. | |
| Rollover Companies Information | Rolls over Company Managerinformation from last year's ATX product to your current ATX product. | |
| Rollover Payer Information | Rolls over Payer Manager information from last year's ATX product to your current ATX product. | |

| Menu Item | Description | Shortcut |
|---|---|---|
| Rollover Form Rates | Rolls over form rates from last year's ATX product to your current ATX product. | |
| Rollover Hourly Rates | Rolls over hourly rates from last year's ATX product to your current ATX product. | |
| Rollover Custom List Templates | Rolls over the custom list templates created by the ATX user. See Creating Custom Lists. | |
| Rollover Global Client Letter Templates | Rolls over last year's Global Client Letter Templates to your current ATX product. | |
| Rollover Print Packets | Rolls over last year's Print Packet setup to the user's current ATX product. | |
| Rollover Asset Classifications | Rolls over last year's Asset Classifications from Fixed Asset Manager. | |
| Rollover Custom Reports | Rolls over the custom reports from Fixed Asset Manager. | |
| Exit | Closes the ATX program. | |

## Tools Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Preferences | Opens the Preferences dialog box. | |
| Security Manager | Opens the Security Manager, which allows Admin users to set up multiple users in the system and specify the tasks that users may or may not perform. | |
| Calculator | Opens the Calculator. | F8 |

## View Menu

| Menu Item | Description |
|---|---|
| 2016 Returns | Displays the 2016 Returns Tab and a list of 2016 returns available for rollover. |
| Last Month/Quarter | Displays the Last Month/Quarter Tab and a list of current year returns. |
| Mark All Displayed Returns | Selects the check box of all returns on the current page, indicating that the checked returns are ready for batch processing. |
| Unmark All Displayed Returns | Clears the check boxes for all returns shown on the current page. |
| Mark/Unmark Selected Return | Selects or clears the check box for the highlighted return. |

## CCH iFirm

| Menu Item | Description |
|---|---|
| Export Contact to CCH iFirm | Exports contact information to CCH iFirm. |

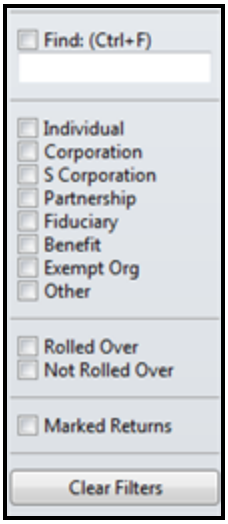
## Support Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Program Help | Opens Program Help. | F1 |
| Government Instructions | If you're in an open return, this menu item launches the Government Instructions for the current form (if instructions are available). If you're not in an open return, this menu item launches the Select Forms Dialog Box, where you can click the **View Instr** link to see instructions for specific forms. | F3 |
| Education Library | Opens the Education Library Help topics. | |
| Release Notes | Opens Release Notes, which give you detail about new or changed functionality in each version of ATX. | |
| User Guide | Launches the PDF version of the *ATX User Guide for Tax Year 2017*. | |
| Contact Us | Shows you three ways you can contact CCH Small Firm Services to obtain help with your application: by submitting a question via the Web site, via fax, or telephone. | |
| Web Sites | Opens the following web sites: **BizFilings Business Services, IRS Home Page**, **IRS E-Services**, other **ATX Tax Products**, **ATX Paper Products** (for tax professionals), **ATX Home Page**, the **MyATX Solution Center**, the **ATX Blog**, and the **ATX Knowledgebase**. | |
| Check for Updates | Allows you to easily obtain updated program and forms information through an automated process. Also notifies you of preferences that you can set pertaining to this update process. | |
| Customer Service Utilities | Enables you to provide information to Customer Service so they may resolve your program issues. See one of the following activities:<br>• Refreshing Application Configurations<br>• Send Diagnostics to Customer Service<br>• Send E-file Log to Customer Service<br>• Synchronizing E-files With the EFC | |

| Menu Item | Description | Shortcut |
|---|---|---|
| Show Hidden Dialogs | Several dialog boxes have a **Don't show this message again** check box so you can avoid receiving the same message over and over again. The **Show Hidden Dialogs** option reverses those selections, so you will see the dialog boxes again. | |
| About | Displays the **About ATX** dialog box which displays the program version, product copyright information, and customer's Client ID. When calling Customer Care, you may be asked to provide one or more of the numbers listed in this dialog box. | |

# Rollover Manager Filters

Filters are located on the left side of the screen. The Rollover Manager filters allow you to select which returns you want to view at a specific time.




The following table describes each of the filters in detail:

| Filter | Description | Shortcut |
|---|---|---|
| Find check box and field | By checking the **Find** check box, you can then search for a rollover return by entering search criteria in the **Find** field. This is especially useful when you're searching for a return by last name. | **Ctrl+F** |
| Return Type (Individual, Corporation, etc.) | Select one or more of these check boxes to view only these return types in the Rollover Manager. | |
| Rolled Over | View returns that have been rolled over from last year's product. | |
| Not Rolled Over | View returns that have yet to be rolled over. | |
| Marked Returns | View returns that have been marked by selecting the check box at the beginning of the row. | |
| Clear Filters | Clears all the filters and displays all returns for the Rollover Manager. | |

# Rollover Returns from Last Year

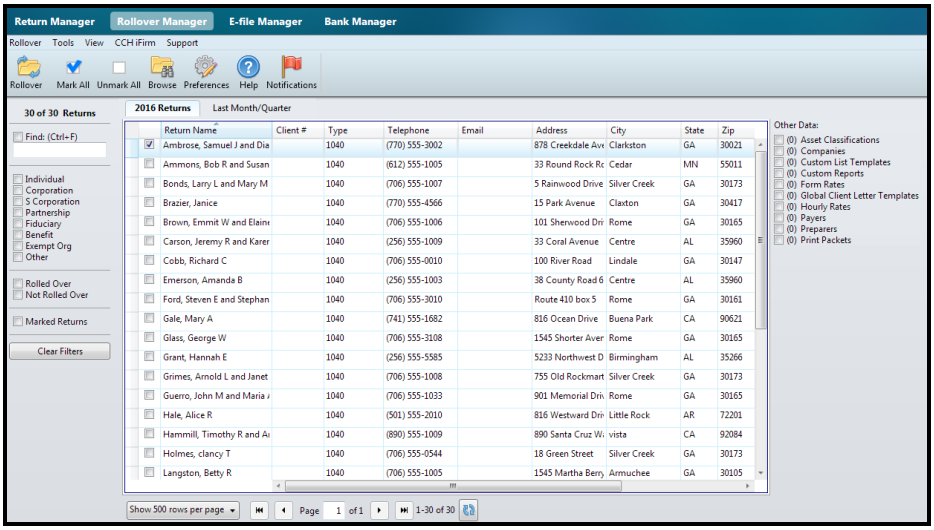
You can roll over returns in two ways: either one at a time, or in batches. Whichever method you choose, ATX makes sure that last year's data rolls smoothly into this year's system and is "ready to go" when you open it in this year's product.

We strongly recommend updating your current and prior year software before rolling over returns.

**To roll over returns from last year:**

If you've entered preparer and/or ERO information in Preparer/ERO Manager and you want this information to automatically appear on all rolled over returns, see Rollover Manager Preferences.

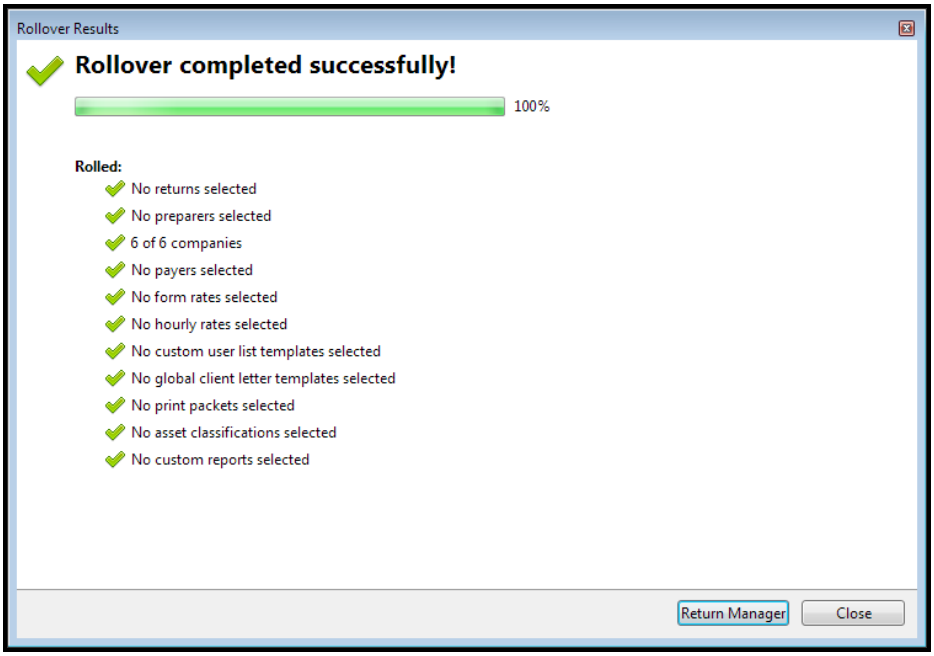
1. In Rollover Manager, mark the return(s) you want to roll over.




If no returns appear in Rollover Manager, your system may not recognize where you have your returns stored. See If Returns Do Not Automatically Appear in Rollover Manager in this topic.

**Grayed Returns:** Returns that are grayed out in Rollover Manager were rolled over in the previous year's product but were never opened. Move the cursor over the return item and follow the recommendation on the tooltip to enable the return.

2. Do one of the following:
   - Click the **Rollover** button on the toolbar.
   - Click the **Rollover** menu; then, select **Rollover Marked Returns**.




3. Click **Close**.

See Renaming Returns to rename the rolled over return.

Administrative data can be rolled over at the same time as marked returns by selecting the appropriate check box(es) at the bottom of the Rollover Manager. See Rollover Other Data.

## If Returns Do Not Automatically Appear in Rollover Manager

If last year's ATX program is not in the default location, returns will not automatically appear in the Rollover Manager.

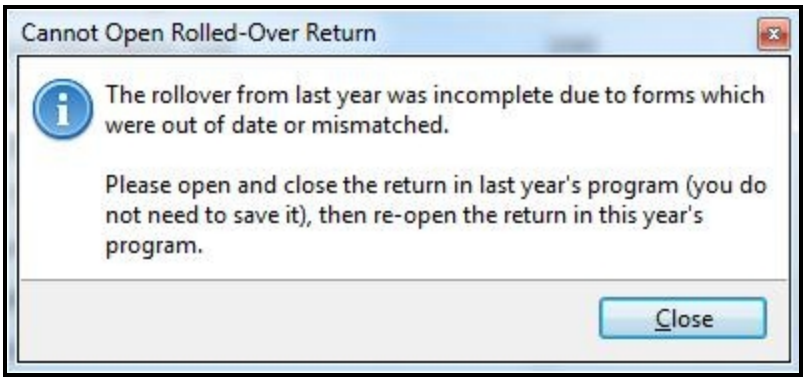
**To get your returns to appear in Rollover Manager:**

1. Click the **Rollover** button.

   An informational dialog box appears with the message **Last year's ATX program could not be found**.

2. Click the **Browse** button; then navigate to the folder where you stored last year's returns.
3. Click **OK**.

## When Rolled Over Returns Cannot be Opened




**To fix rolled over returns that cannot be opened due to mismatched or out-of-date forms:**

1. In last year's ATX program, open the return; then, close the return.
2. In this year's ATX tax program, double-click the return in **Return Manager** to open it.

   Forms are not always immediately available for a return that you've rolled over. See **Forms Not Yet Rolled Over**.

## Unsuccessful Rollovers

If your rollover is unsuccessful, the system gives you guidance on what to do to resolve the specific issue. These messages appear in the **Rollover Progress** and **Rollover Results** dialog boxes.

### Missing Forms and/or Incomplete Data

If the rollover is unsuccessful due to missing forms and/or incomplete data, follow these instructions:

1. Open and close the return in last year's ATX program. (If you had missing forms in your rollover, make sure that the forms in question are in last year's return.)

   You do not need to save the return.

2. Re-open the return in ATX 2017.

### Corrupted Returns

If the return you're attempting to roll over is corrupt, your options are as follows:

- Open and close the return in last year's ATX program; then re-open the return in ATX 2017
- Restore the return from a backup of ATX 2016 data; then, rollover the return again into ATX 2017.

If the return is corrupted, you may experience some data loss.

### Failure to Communicate with Rollover Service

If your rollover is unsuccessful due to a failure to communicate with the rollover service:

1. Browse to **C:\Program Files (x86)\CCH Small Firm Services\ATX2017**.
2. Double-click the **Sfs.Max.RolloverService.exe** to restart the rollover service.
3. Try the rollover again.

### Other Internal Errors

If you receive a message that indicates an internal error, restart the application and try your rollover again. If this is still unsuccessful, contact ATX Technical Support.

## 2016 Returns Tab

The **2016 Returns** tab in the Rollover Manager displays a list of all the 2016 returns that are available to be rolled over into the current product.

Payroll returns are not supported in ATX 2017. If you have not yet installed the 2017 **W2 and 1099** or **Payroll Compliance** software, see W2-1099 or Payroll Compliance.

**To view 2016 returns that are available for Rollover, open the Rollover Manager.**

Returns that were rolled over in last year's product but not opened are grayed out in your current Rollover Manager. To rollover these returns, they must first be opened and saved in last year's program.

#### Column/Field Descriptions

The following table details the columns and/or fields appearing in the **2016 ATX™ 2017 Returns** tab view:

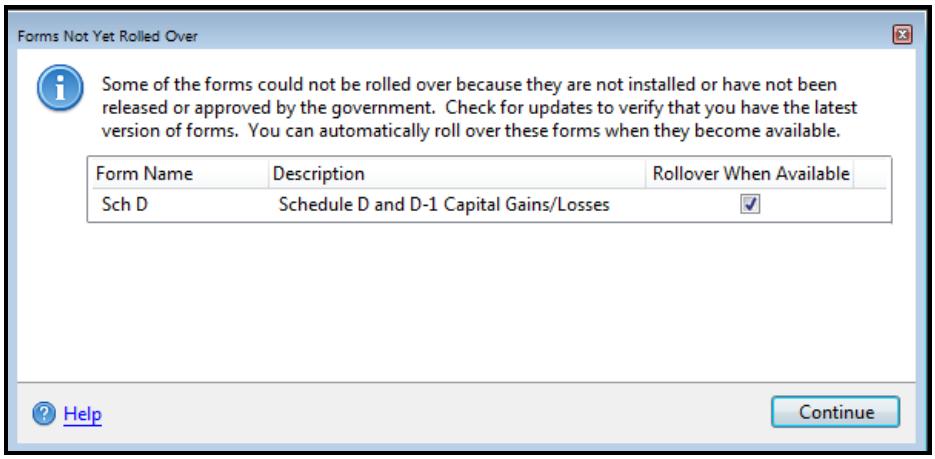
| Column/Field | Description |
|---|---|
| Return Name | Name on the rolled over return. |
| Client # | An optional number that can be assigned to a client or customer, if desired. |
| Type | Return type, such as **1040** or **1120**. |
| SSN/EIN | **Social Security Number** or **EIN** for the return. |
| Telephone | Telephone number associated with the return. |
| Email | Email address for the contact for the return that's being rolled over. |
| Address | Mailing address for the individual whose return was rolled over. |
| City | Residing city for the individual whose return was rolled over. |
| State | Resident state for the individual whose return was rolled over. |
| ZIP | ZIP Code for the individual whose return was rolled over. |
| Preparer | Name of preparer who prepared the rolled over tax return. |
| Partner | Name of the preparer's partner, if applicable. |

# Forms Not Yet Rolled Over

Forms that reside in rolled over returns are not always available or installed in the current year's product. In this situation, you'll receive a message dialog box that instructs you to check for updated forms. If the update process gives you the forms in the return, you'll be able to open it. If not, you should keep checking for updates until the forms are ready.

## Forms Not Yet Available

You'll receive the following message when some of the return forms are installed, but others are not yet available:

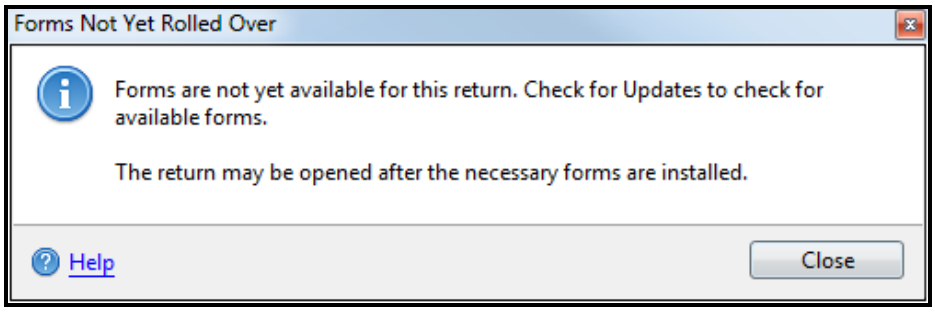



Select the **Rollover When Available** check box to automatically roll over the form if it is available the next time you open the return.

Click **Continue** to open the return with the forms that have already been rolled over.

## No Forms Available

If none of the forms in the rolled over return are available, you'll receive the following message:




Forms are made available during a season. To check for updates, click the **Forms** button on your toolbar. If the **Forms** button is Green, your forms are already up to date.

If no forms are available, the return cannot be opened.

# Rollover Other Data

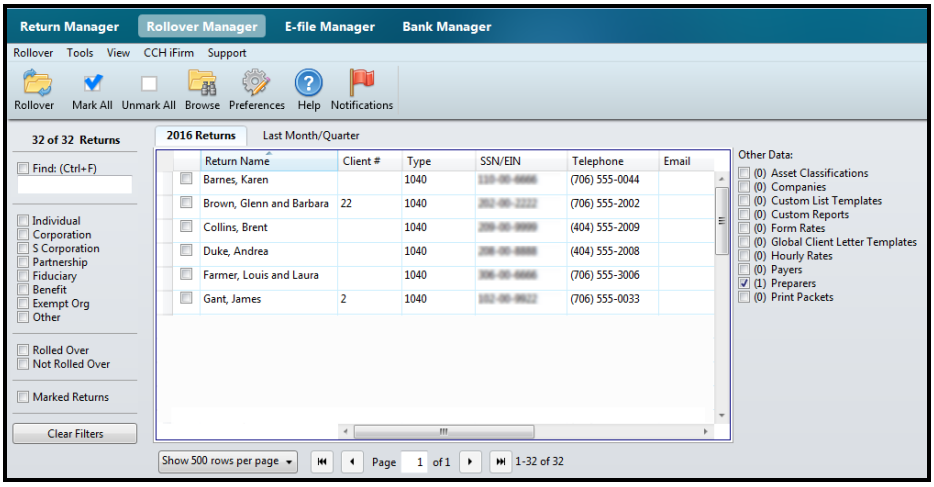
By default, the system automatically rolls over the following types of administrative data from last year's product:

- Asset Classifications
- Companies
- Custom List Templates *(User-specific. Only users who create them can roll them over.)*
- Custom Reports
- Form Rates
- Global Client Letter Templates (including customizations)
- Hourly Rates
- Payers
- Preparers
- Print Packets *(User-specific. Only users who created them can roll them over.)*

If a template has been customized in the current year product, prior year changes will not rollover. If you want the prior year customizations to roll over, delete or restore the template in the current year product, then re-rollover Global Templates. Changes made in the current year template will be lost.

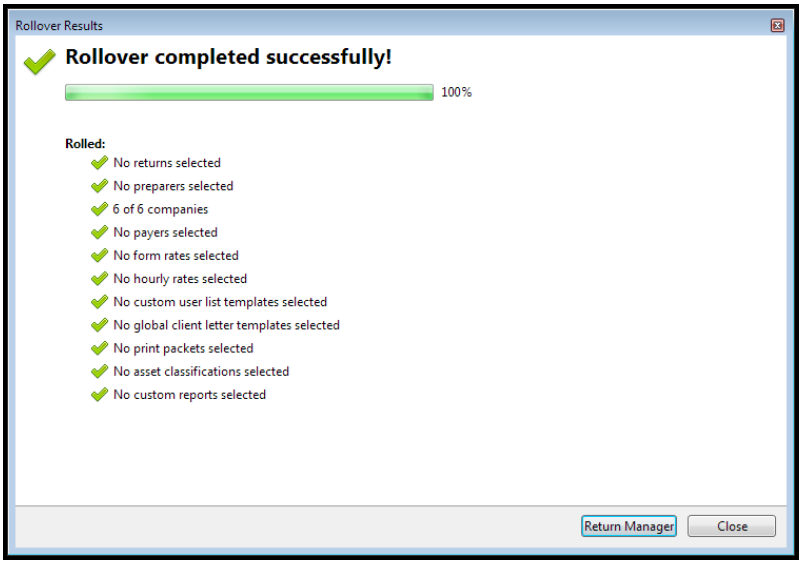
**To roll over administrative information from last year:**

1. In Rollover Manager, clear the check box(es) for data that you do not want to rollover.




The number of items in each administrative data category appears in parentheses, such as **Preparers (1)**.

2. Do one of the following:
   - Click the **Rollover** button on the toolbar.
   - Click the **Rollover** menu; then, select **Rollover Marked Data.**
   - Press **Ctrl+R**.




3. Click **Close**.

When administrative items are successfully rolled over, the number of items for the corresponding data should change to zero. If you rolled over three preparers, you should see **Preparers (0)** after the rollover.

**To view rolled over administrative data:**

From Return Manager, click the **Tools** menu; then, select the appropriate manager based on the data you've rolled over:

- Preparer/ERO Manager
- Company Manager
- Payer Manager
- Billing Manager

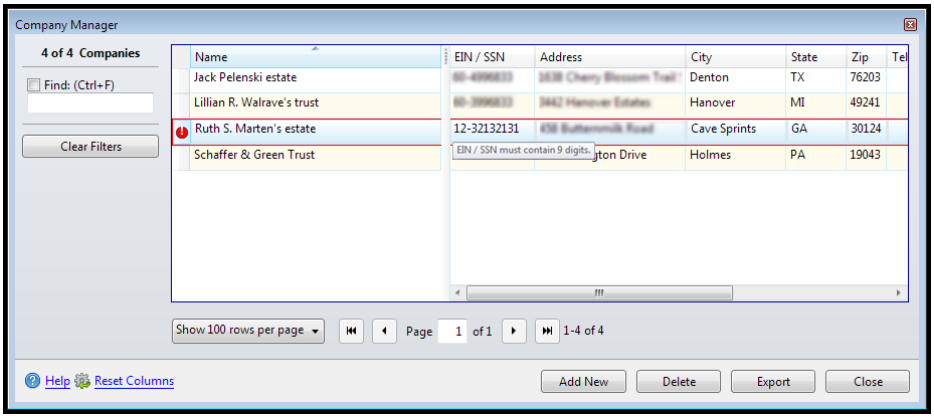
For **Custom List Templates**, **Global Client Letter templates**, and **Print Packets**, look in the corresponding area of the application.

**Custom List Templates** and **Print Packets** are user-specific items, so they can only be rolled over by the ATX user who created them.

When **Form Rates** are modified by a user the data is not rolled over.

## Rollover of Invalid Data

The Rollover Manager will convert information containing invalid data. When you open rolled over data, invalid data is outlined in red. If you hover over the exclamation mark, a popup tool tip explains why the data is invalid:




# Rollover Returns from Last Month/Quarter

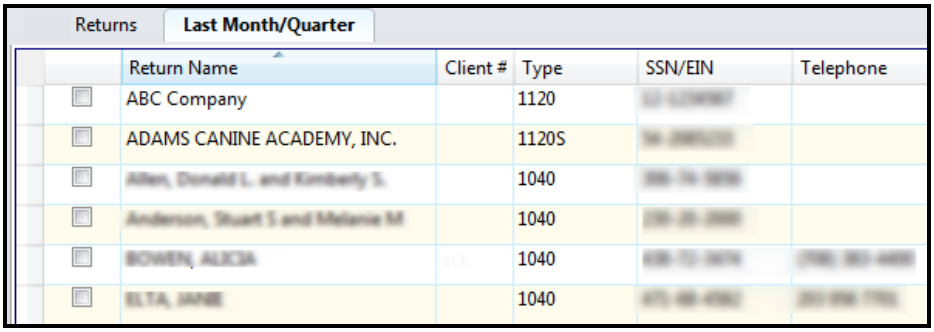
You can roll over returns from the previous month or quarter, so you don't have to re-key the return. When you roll over a return from the last month or quarter, the system creates a new return with the same forms and client information, but with the new period's reporting dates.

We strongly recommend updating your current and prior year software before rolling over returns.

Payroll returns are not supported in ATX 2017. If you have not yet installed the 2017 **W2 and 1099** or **Payroll Compliance** software, see W2-1099 or Payroll Compliance.

**To roll over a monthly or quarterly return to the next period:**

1. In Rollover Manager, click the Last Month/Quarter Tab.




2. Select the check boxes for the return(s) you want to roll over.
3. Do one of the following:
   - Click the **Rollover** button on the toolbar.
   - Click the **Rollover** menu; then, select **Rollover Marked Returns**.

   The **Rollover Results** dialog box appears.

4. Click **Close**.

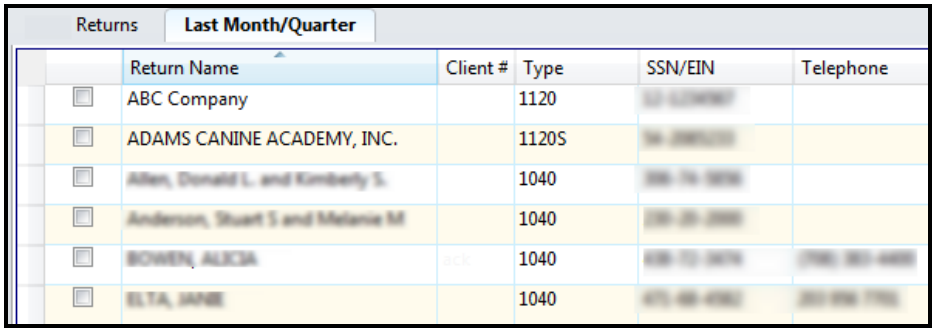
## Last Month/Quarter Tab

The **Last Month/Quarter** tab in the Rollover Manager displays a list of all current year returns.

Payroll returns are not supported in ATX 2017. If you have not yet installed the 2017 **W2 and 1099** or **Payroll Compliance** software, see W2-1099 or Payroll Compliance.

**To view Last Month/Quarter returns that are available for Rollover:**

From the Rollover Manager, click the **Last Month/Quarter** tab.



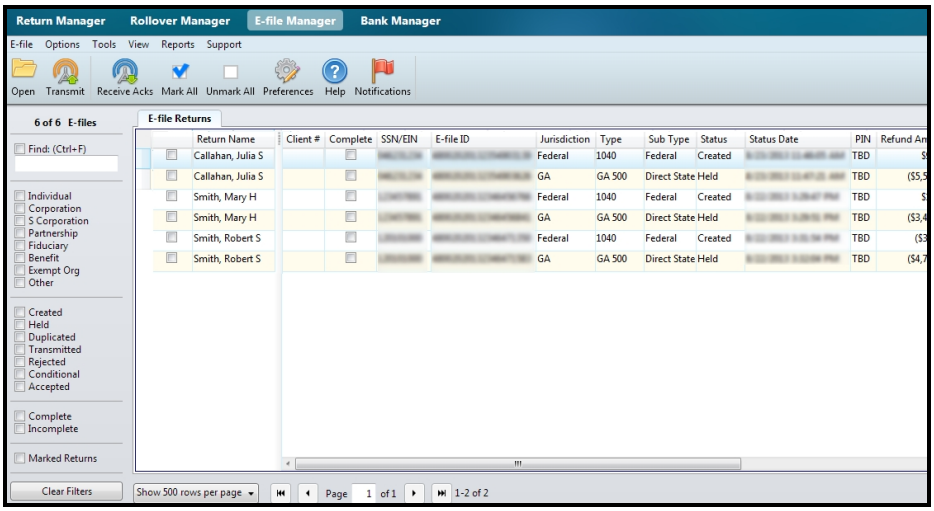

The following table details the columns and/or fields appearing in the **Last Month/Quarter** tab view:

| Column/Field | Description |
|---|---|
| Return Name | Name on the rolled over return. |
| Client # | An optional number that can be assigned to a client or customer, if desired. |
| Type | Return type, such as **1120** or **1040**. |
| SSN/EIN | **Social Security Number** or **EIN** for the return. |
| Telephone | Telephone number listed on the return, if applicable. |
| Email | Email address of the contact for the return that's being rolled over. |
| Address | Mailing address for the rolled over return. |
| City | Residing city for the individual whose return was rolled over. |
| State | Resident state for the individual whose return was rolled over. |
| ZIP | ZIP Code for the individual whose return was rolled over. |
| Preparer | Name of preparer who prepared the rolled over tax return. |
| Partner | Name of partner, if applicable. |

# E-file Manager

The **E-file Manager** organizes and tracks the status of e-files that were created from your returns. E-files that appear in the E-file Manager can be sorted and filtered by creation or transmission status, or by completion status. You can filter the list of e-files.

**To open E-file Manager, click the E-file menu; then, select E-file Manager.**




You can only delete an e-file from the E-file Manager if it has a **Created** or **Rejected** status. E-files with any other status cannot be deleted.

# E-file Manager Menus

The E-file Manager contains the following menus:

## E-file Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Transmit Marked E-files | Begins transmission of marked e-files to the ATX e-file servers. | Ctrl+T |
| Receive Acknowledgements | Connects to ATX to update acknowledgements and bank status information. | Ctrl+K |
| Hold Marked E-files | Prevents the marked (checked) e-file(s) in E-file Manager from being transmitted. | |
| Release Marked E-files | Releases the hold on the marked (checked) e-files done through the Holding/Releasing State E-files function. | |
| Display Selected E-file Rejection Errors | Opens the **E-file Rejection Errors** pane at the bottom of the form, which displays rejection errors for a single return or multiple marked returns.<br>If a return is changed after the e-file was created, | Ctrl+R |

| Menu Item | Description | Shortcut |
|---|---|---|
| | it must be re-created before transmitting. | |
| Display Selected E-file Action Required | Displays the specific actions required by specific states for an e-filed return, if any have been indicated by the relevant agency. Enabled when you have selected an e-filed return in E-file Manager or when you have an e-filed return open. The pane that is used to display e-file error messages is also used for displaying e-file actions. | |
| Delete Selected E-files | Deletes the single e-file selected in the list, if it qualifies for deletion. Deleting an e-file does not delete the tax return. | Ctrl+Delete |
| Delete Marked E-files | Deletes all e-files that are marked, if they quality. Deleting e-files does not delete the tax returns. | |
| Display Selected E-file Acknowledgement History | Displays the history for selected return. You can view details and print the history. | |
| Display Marked E-file Acknowledgement Histories | Displays histories for marked returns. | |
| Open Related Return | Opens the return that is associated with the e-file. | Ctrl+O |
| Exit | Closes ATX program. | |

## Options Menu

| Menu Item | Description |
|---|---|
| Preferences | Opens Preferences which allows you to set up preferences for the program. |
| Reset Current Tab | If a user has rearranged the column order or width on the current tab, this menu item will reset the view to the original program defaults. |

## Tools Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Enrollment Manger | Opens the Enrollment Manager, which allow the Admin users to manage and view bank enrollments. | |
| Security Manager | Opens the Security Manager, which allows an Admin user to set up multiple users in the system. Also allows you to specify the tasks that users may or may not perform in the system. | |
| Calculator | Opens the Calculator. | F8 |

## View Menu

| Menu Items | Description | Shortcut |
|---|---|---|
| Mark All Displayed E-files | Selects the check box of all e-files shown on the current page, indicating that the checked e-files are ready for batch processing. | |
| Unmark All E-files | Deselects all e-files shown on the current page. | |
| Mark/Unmark Selected E-files | Selects or deselects the check box for the selected (highlighted) e-file. | |
| Refresh E-file List | Refreshes the list of returns in E-file Manager. | F5 |

## Reports

| Menu Item | Description |
|---|---|
| Print Marked Client List | Print a list of marked clients' pertinent information. |
| Export Marked Client List | Export a list of marked clients' pertinent information. |

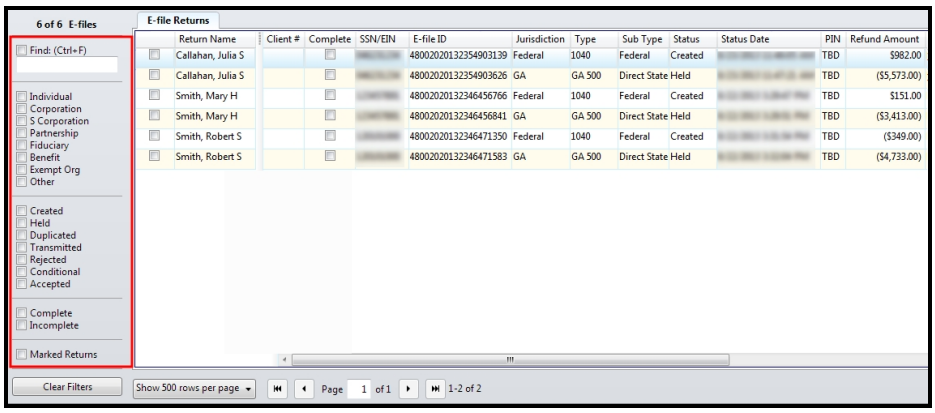
## Support Menu

See **Support Menu** under the **Return Manager Menus** topic.

# E-file Manager Filters

Filters allow you to select which e-files you want to view at a specific time. You can filter the **E-file Manager** view based on Return Type, creation status, transmission status, or completion status.

Return type filters appear dynamically, based on the data in your system. For example, the system shown below only contains returns that fit the **Individual** and **Other** categories:




Use the following filters to manage the e-file returns that appear in the **E-file Manager**:

| Filter | Description | Shortcut |
|---|---|---|
| Find check box and field | By selecting the **Find** check box, you can then search for an e-filed return by entering search criteria in the **Find** field. This is especially useful when you're searching for a return by last name. | Ctrl+F |
| Return Type (Individual, Corporate, etc.) | Select the check box(es) corresponding to the return type(s) you want to view in the **E-file Manager**. | |
| Created | View e-files that have a **Created** status (but have yet to be Transmitted). | |
| Held | View e-files that you've placed on hold. | |
| Duplicated | Select this check box to view duplicated returns. | |
| Transmitted | View e-files with a **Transmitted** status. | |
| Rejected | View e-files with a **Rejected** status. | |
| Conditional | View e-files that have been given a **Conditional** acknowledgement from the IRS. **Conditional** status is generally reserved for **940/941 PIN** registration e-files. | |

| Filter | Description | Shortcut |
|---|---|---|
| Accepted | View e-filed returns that have been accepted by the IRS. | |
| Complete | View e-files that are marked **Complete**. | |
| Incomplete | View e-files that are incomplete. | |
| Marked Returns | View e-files that have been marked (check box has been selected) | |
| Clear Filters button | Clears all the filters and displays all returns for the E-file Manager. | |

# Bank Manager

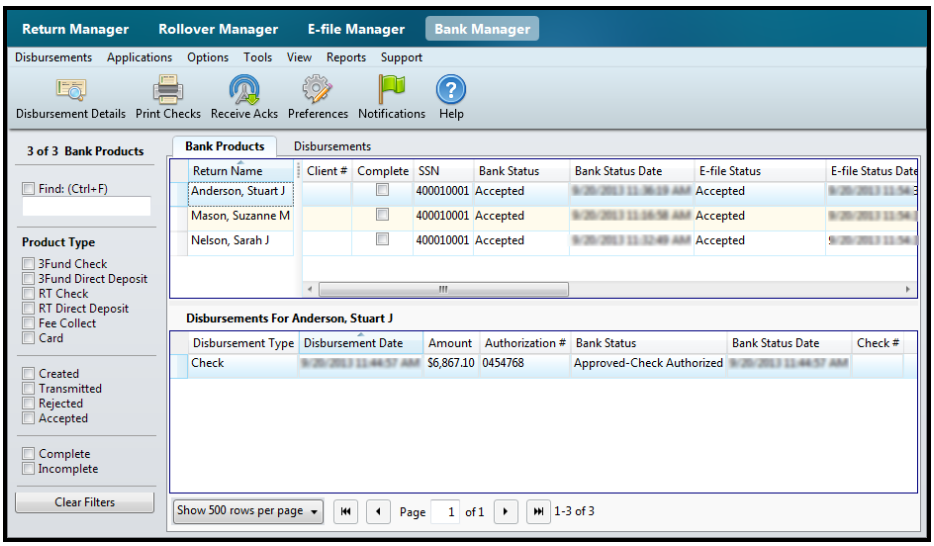
ATX partners with banking institutions to provide the following bank-related services:

- Bank Products, such as electronic refund checks **(ERC)**, refund transfers **(RT)**, and bank cards;
- FeeCollect™, which enables preparers to collect their fees electronically from their client's refund;
- FeeCollect PS Package, which enables preparers to collect their fees electronically from their client's refund with additional options for collection and disbursement;
- Protection Plus, which protects the taxpayer against software miscalculations and certain preparer errors.

The **Bank Manager** lets you see all the bank-related products and disbursements on a per-return basis. This includes disbursements made to your customers (via bank products) or to yourself (FeeCollect).

**To open the Bank Manager:**

Click the **Bank Manager** tab at the top of the application window.




If you have not completed the enrollment process, you'll see a message with a link to the Enrollment Manager. See Enrollment Process.

## Bank Products tab

The Bank Products Tab allows you to see detailed information on each return to which a bank product is attached. Bank Products can be added to 1040 returns.

## Disbursements tab

The Disbursements Tab allows you track the number of disbursements distributed to your clients. You can also use Bank Manager to track amounts distributed using FeeCollect™ service.

## Banks

We work with two banks - Santa Barbara Tax Products Group and 3Fund™.

Contact the banks directly to determine specific registration and enrollment requirements, fees, and benefits for each type of bank product.

**How To Topics:**

- Enrollment Process
- Updating Enrollment Statuses
- Setting Up E-file Fees
- Adding Bank Products to Returns
- Viewing Disbursement Details
- Re-Creating Bank Applications
- Transmitting Re-Created Bank Applications
- Printing Checks
- Configuring Printer for Check Printing
- Aligning Checks
- Reprinting Checks

# Bank Manager Menus

The Bank Manager contains the following menus:

## Disbursements Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Print Checks | If you have internet access, this button automatically opens the CCH Small Firm Services **Client Login** page. After logging in, you can go to the **Online Check Printing** center, where you can manage and print your available checks. | Ctrl+H |
| View Selected Disbursement Details | Opens the **Disbursement Details** dialog box, which shows detail on all disbursements associated with a particular return. See Viewing Disbursement Details. | |
| Exit | Closes the ATX program. | |

## Applications Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Transmit Re-created Bank Applications | Select this function to transmit a bank application that you've re-created. This function is only available if you have an accepted e-file with a rejected bank application. See Re-Creating Bank Applications. | |
| Receive Acknowledgements | Connects to ATX to update acknowledgements and bank status information. | Ctrl+K |
| Display Rejected Errors | Opens the return and displays the error(s) related to the bank application in the **Rejection Errors** pane at the bottom of the ATX window. | Ctrl+R |
| Open Associated Return | Opens the return that is highlighted in blue. | Ctrl+O |

## Options Menu

| Menu Item | Description |
|---|---|
| Preferences | Opens All Managers Preferences. |
| Reset Current Tab | If a user has rearranged the column order or width on the current tab, this menu item will reset the view to the original program defaults. |
| Reset All Tabs | If a user has rearranged the order or size of the columns on any of the tabs in the open manager, this option resets all tab views to their original defaults. |

## Tools Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Enrollment Manger | Opens the Enrollment Manager, which allows the Admin user to manage and view bank enrollments. | |
| Security Manager | Opens the Security Manager, which allows the Admin user to set up multiple users in the system and specify the tasks that users may or may not perform.<br>Only users with Security Manager rights can access Security Manager. | |
| Calculator | Opens the Calculator. | F8 |

## View Menu

| Menu Item | Description |
|---|---|
| Bank Products | Opens the Bank Products Tab in Bank Manager. |
| Disbursements | Opens the Disbursements Tab in Bank Manager. |

## Reports

| Menu Item | Description |
|---|---|
| Fee Report | Opens the MyATX Solution Center **Reports** page. |
| Unpostable Report | Displays a report created when the bank sends an acknowledgement to the Preparer/ERO that the funds are unpostable. Unpostable funds are generally received because the bank application has not been approved. See Unpostables Report. |
| TPG Online Reports | Links to the bank website, where you can obtain reports. |
| 3Fund Online Reports | Links to the bank website, where you can obtain reports. |

## Support Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Bank Web Sites | Provides links to the bank web sites that support the application's bank-related products. | |
| Program Help | Opens the Program Help in a web browser. | F1 |
| Government Instructions | If you're in an open return, this menu item launches the Government Instructions for the current form (if instructions are available). If you're not in an open return, this menu item launches the Select Forms Dialog Box, where you can click the **View Instr** link to see instructions for specific forms. | F3 |
| Education Library | Opens the Education Library help topics. | |
| Release Notes | Opens the ATX 2017 RELEASE NOTES, which give you detail about new or changed functionality in each version of ATX. | |
| User Guide | Launches the PDF version of the *ATX User Guide for Tax Year 2017*. | |
| Contact Us | Shows you three ways you can contact CCH Small Firm Services to obtain help with your application: by submitting a question via the website, via fax, or telephone. | |
| Web Sites | Opens the following web sites: **BizFilings Business Services, IRS Home Page**, **IRS E-Services**, other **ATX Tax Products**, **ATX Paper Products** (for tax professionals), **ATX Home Page**, the **MyATX Solution Center**, the **ATX Blog**, and the **ATX Knowledgebase**. | |
| Check for Updates | Allows you to easily obtain updated program and forms information through an automated process. | |
| Customer Service Utilities | Enables you to provide information to Customer Service so they may resolve your program issues. See one of the following activities:<br>• Refreshing Application Configurations<br>• Send Diagnostics to Customer Service | |

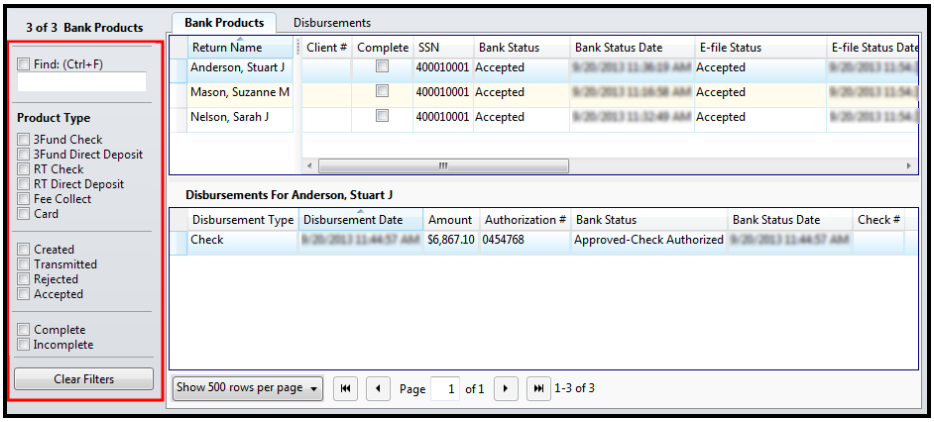
| Menu Item | Description | Shortcut |
|---|---|---|
| | • Send E-file Log to Customer Service<br>• Synchronizing E-files With the EFC<br><br>Synchronizing E-files With the EFC is only available to users who have permission to Receive Acknowledgements. | |
| Show Hidden Dialogs | Several dialog boxes have a **Don't show this message again** check box so you can avoid receiving the same message over and over again. The **Show Hidden Dialogs** option reverses those selections, so you will see the dialog boxes again. | |
| About | Displays the **About ATX** dialog box which displays the program version, product copyright information, and customer's Client ID. When calling Customer Care, you may be asked to provide one or more of the numbers listed in this dialog box. | |

# Bank Manager Filters

The Bank Manager filters change depending on the tab (view) you select on the Bank Products Tab or the Disbursements Tab.

## Bank Products Filters

If you've selected the Bank Products Tab, your filter will appear as follows:

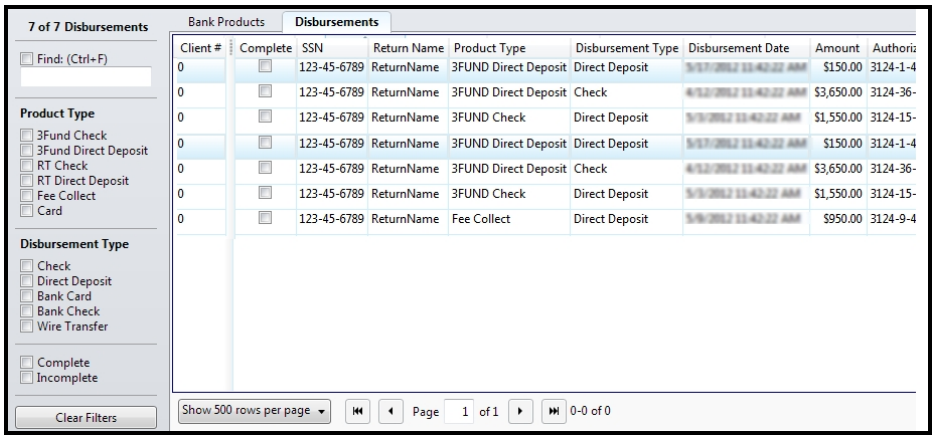



| Filter | Description | Shortcut |
|---|---|---|
| Find check box and field | By checking the **Find** check box, you can then search for bank products by entering search criteria in the **Find** field. | Ctrl+F |
| Created | Displays bank products with a bank status of **Created**. | |
| Transmitted | Displays bank products with a bank status of **Transmitted**. | |

| Filter | Description | Shortcut |
|---|---|---|
| Rejected | Displays bank products with a bank status of **Rejected**. Rejected bank applications appear in Bank Manager in red. To fix rejected bank applications, refer to Re-Creating Bank Applications. | |
| Accepted | Displays bank products with a bank status of **Accepted**. | |
| Complete | Displays all bank products where the **Complete** check box is selected in the Bank Manager. | |
| Incomplete | Displays all bank products where the **Complete** check box is unmarked in the Bank Manager. | |
| Clear Filters | When viewing the Bank Products Tab, clears all the filters and displays all bank products. | |

## Disbursement Filters

If you select the Disbursements Tab, the **Disbursement** filters appear dynamically, based on the bank products you offer:




| Filter | Description | Shortcut |
|---|---|---|
| Find check box and field | By checking the **Find** check box, you can then search for disbursements by entering search criteria in the **Find** field. | Ctrl+F |
| Product Types | Select a check box to filter disbursements. In ATX, the following products can be used for bank products:<br>• 3Fund Check<br>• 3Fund Direct Deposit<br>• RT Check (Refund Transfer - check)<br>• RT Direct Deposit<br>• FeeCollect™<br>• Card | |
| Check | Select this check box to view disbursements made via check. | |

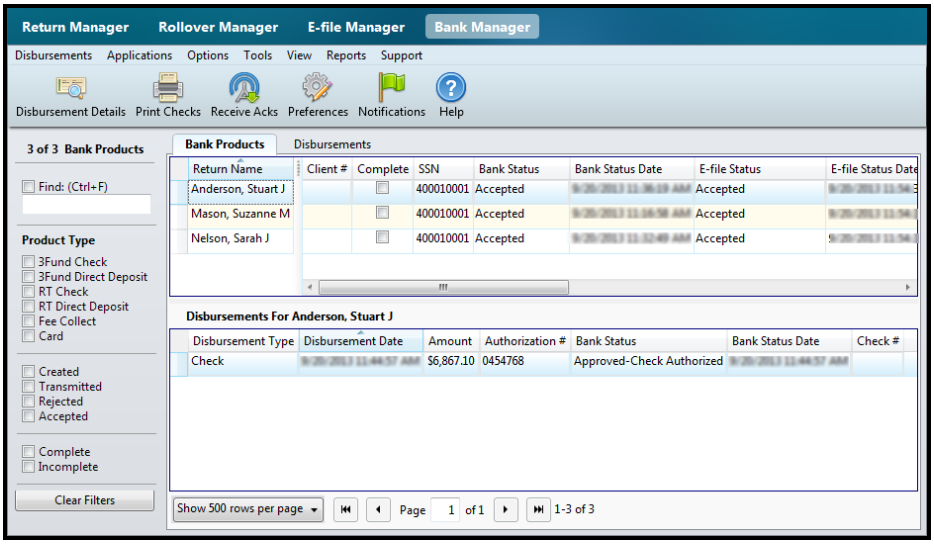
| Filter | Description | Shortcut |
|---|---|---|
| Direct Deposit | Select this check box to view disbursements made via direct deposit. | |
| Bank Card | Select this check box to view disbursements made via bank card. | |
| Complete | Select this check box to view all disbursements where the **Complete** check box is selected in the Bank Manager. | |
| Incomplete | Select this check box to view all disbursements where the **Complete** check box is not selected in the Bank Manager. | |
| Clear filters | Clears all specific filter settings, providing a view of all the disbursements in the system. | |

# Bank Products Tab

The **Bank Products** tab, found in the Bank Manager, allows you to see detailed information on each return to which a bank product is attached. See Bank Products.

**To view the Bank Products tab:**

Click the Bank Manager tab at the top of the application window. The **Bank Products** tab is the default view.




## Bank Products Column/Field Descriptions

The following table details the columns and/or fields appearing in the **Bank Products** tab:

| Column | Description |
|---|---|
| Return Name | Name of the return as listed on Return Manager. |
| Client # | A number assigned by your organization to the return in Return Manager, if applicable. |

| Column | Description |
|---|---|
| Complete | Completion status of the return.<br> Returns bearing bank applications with statuses of **Transmitted** or **Rejected by Bank** cannot be marked complete. |
| SSN | Social Security Number on the return. |
| Bank Status | Status of the bank application. When an e-file is created with a bank application, the bank status is **Created**. See Bank Status/Acknowledgements. |
| Bank Status Date | Date that the current bank status went into effect. |
| E-file Status | Status of the e-filed return as it relates to acceptance of the return, as displayed in the E-file Manager. |
| E-file Status Date | Date the E-file Status was set in E-file Manager. |
| Product Type | The refund option selected on the 1040 EF Info Worksheet. |
| # of Disbursements | This is a count of how many disbursements are in the Bank Manager for that TIN. |
| EFIN | The **Electronic Filing Identification Number** for the ERO as stated on the 1040 EF Info Worksheet. |
| E-file ID | A set of numbers used for electronic filing. See E-file ID. |
| Rejection Reasons | This field is populated if an error is returned by the EFC, Bank, or the IRS. A message describing the error appears in this field. |
| IRS Payment | The amount refunded by the IRS as a result of the bank product application. |
| IRS Payment Date | Date that IRS Payment is processed. |
| State Payment | The amount refunded by the State as a result of the bank product application. |
| State Payment Date | Date that State Payment is processed. |

## Disbursements Detail Column/Field Descriptions

The lower portion of the **Bank Products** tab contains disbursement detail relating to the selected return. If there are no disbursements for the selected return, a **No Disbursements** message appears in the **Disbursement Details** pane.

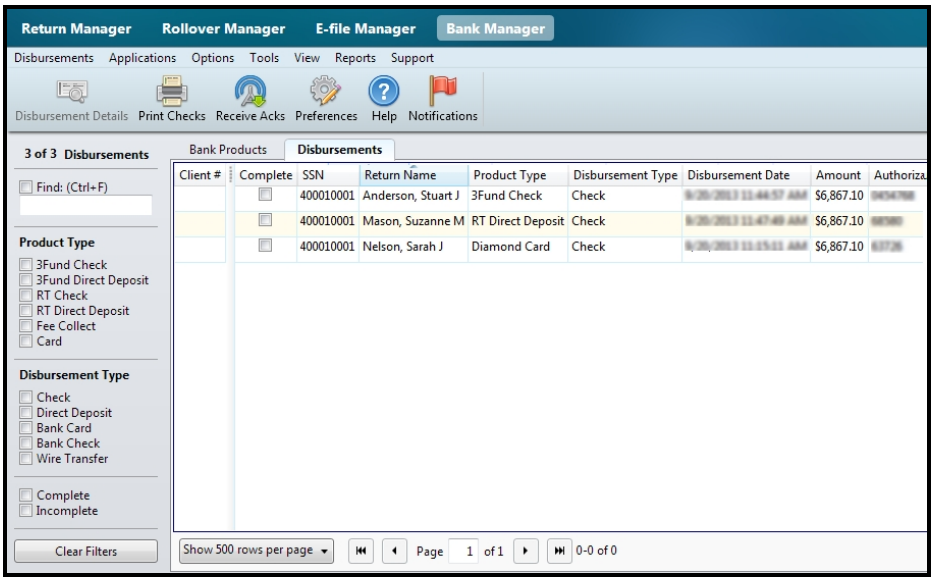
| Column | Description |
|---|---|
| Disbursement Type | The way the bank product was disbursed (such as **Check** or **Direct Deposit**). |
| Disbursement Date | The date the disbursement was made. If the disbursement is a check, this is the date the check is authorized. If direct deposit, this is the date that the deposit is made. |
| Amount | The amount of the disbursement. |

| Column | Description |
|---|---|
| Authorization # | The authorization number of the check or deposit. |
| Bank Status | The status of the disbursement. |
| Bank Status Date | The date that the disbursement was made. |
| Check # | If the disbursement is a check, this field displays the check number. |

# Disbursements Tab

The **Disbursements** tab of the Bank Manager allows you to track the number and status of bank products distributed to your clients, as well as amounts distributed using the FeeCollect™ service.

**To view amounts disbursed, click the Disbursements tab From the Bank Manager:**




## Column/Field Descriptions

| Column | Description |
|---|---|
| Client # | A number assigned by your organization to the return in the Return Manager, if applicable. |
| Complete | Completion status of the return as set in the Return Manager. |
| SSN | Social Security Number of the return receiving the disbursement. |
| Return Name | Name of the return as listed in the Return Manager. |
| Product Type | The refund option selected on the 1040 EF Info Worksheet. |
| Disbursement Type | Check, Direct Deposit, or Bank Card. |

| Column | Description |
|---|---|
| Disbursement Date | Date that the disbursement was made. |
| Amount | Amount of the disbursement. |
| Authorization # | A unique number assigned by the bank authorizing the disbursement. |
| Bank Status | Status of the disbursement. The status is the equivalent of a bank acknowledgement. |
| Bank Status Date | Date that the current bank status went into effect. |
| Check # | Number of the check, if check was the disbursement type. |

# Bank Products

Bank products enable you to get your clients their refunds quickly and securely.

CCH Small Firm Services partners with two banks - **Santa Barbara Tax Products Group, LLC (SBTPG)** and **3Fund** - to provide bank products on 1040 returns.

## Types of Bank Products

### 3Fund

3Fund offers customers two ways to receive their refunds:

- 3Fund Check
- 3Fund Direct Deposit

### Refund Transfer (RT)

Customers can receive their refund transfers via check or direct deposit. The following RTs are offered with our product:

- RT Check
- RT Direct Deposit

### Bank Card

Customers can receive their refunds via a debit card issued by the bank.

## How Bank Products Work

Only Admin users or users with **Administrator** group privileges can enroll to use bank products.

**Step 1 - Enroll Your EFIN with the Bank**

Bank products are implemented through the bank that supports the product you select. You must enroll your EFIN with the bank before being able to offer the bank product to your clients. Use Enrollment Manager to check the status of your bank product enrollment until it is **Accepted** or **Approved**. See Updating Enrollment Statuses.

**To enroll online for bank products:**

1. Make sure you are connected to the Internet.
2. Visit https://support.atxinc.com.

The MyATX Solution Center Website appears.

3. Under **Account Services**, select **Refund Settlement Solutions**.

   The **Client Login** screen appears. After logging in, the ATX Solution Center launches **Manage My Account**.

4. To enable available settlement solutions, complete all sections, including the **Business Owner** and **EFIN Owner** sections.
5. In the **My Settlement Solutions** section, click **Enroll/Notify Bank**, for the type of settlement solution you want to offer.
6. In the **Provider** section, click your selection and complete the TPG application.
7. Follow directions on the web page to complete the enrollment application.

**Step 2 - Request a Bank Product for a Return**

To offer a bank product to a client, you must complete another application along with the return. The bank application is listed as a form in the Select Forms Dialog Box.

When complete, the bank app is then transmitted along with the rest of the e-file.

**To add a bank product to a return:**

1. Open the return.
2. Click the **Add Forms** button on the toolbar.

   The Select Forms Dialog Box appears.

3. In the **Find** field, type **Bank**.
4. Select the bank application and click the **Open Forms** button.

   The tab for the bank application is added to the return.

5. Complete the application.
6. Click the **1040 EF Info** form tab.
7. At the bottom of the return, select the **Payment and Refund** worksheet.
8. Have your client sign the authorization form.
9. Create the e-file.
10. Continue to update your acknowledgements until your bank application is accepted. See Receiving Acknowledgements.

## In Case Your Bank Application is Rejected

You can have a situation where your e-file is accepted but the bank application is rejected. Depending upon the reason for rejection, you can correct, re-create, and resubmit the bank application. See Re-Creating Bank Applications.

# FeeCollect™

**FeeCollect** allows you to deduct professional fees directly from your client's tax refund.

FeeCollect is not available for use in conjunction with any other Settlement Solutions.

Before you can use the FeeCollect service, you must enroll your Electronic Filing Identification Number (EFIN).

For frequently asked questions about FeeCollect, visit www.support.atxinc.com/feecollect/ESPFAQ.htm.

## How FeeCollect Works

Only Admin users or users with **Administrator** group privileges can enroll to use FeeCollect.

### Step 1 - Enroll Your EFIN with the Bank

Although it is not a bank product, FeeCollect is implemented through **Santa Barbara Tax Products Group (TPG)**. You must enroll your EFIN with TPG before being able to use FeeCollect. Use Enrollment Manager to check the status of your FeeCollect enrollment until it is **Accepted** or **Approved**. See Updating Enrollment Statuses.

**To enroll online for FeeCollect service:**

1. Go to www.MyATX.com.

   The MyATX Solution Center Web site appears.

2. Under **Account Services**, select **Refund Settlement Solutions**.

   The **Client Login** screen appears. After logging in, the ATX Solutions Center launches **Manage My Account**.

3. To enable available settlement solutions, complete all sections, including the **Business Owner** and **EFIN Owner** sections.
4. In the **My Settlement Solutions** section, to select **FeeCollect**, click **Enroll/Notify Bank**.
5. In the **Provider** section, click **FeeCollect** and complete the TPG application.
6. Once you have completed the enrollment process, return to your ATX software, while remaining connected to the Internet.
7. To check on the status of your application, see Updating Enrollment Statuses.

### Step 2 - Request FeeCollect for a Return

The FeeCollect application is a form that you attach to the return. Complete the form, e-file the return, and have your client sign a form authorizing the bank to deduct your preparer fees from the refund. If your FeeCollect application is accepted by the bank, your preparer fees are deducted from your client's refund and deposited to your account. The remainder of the refund is deposited to your client's account.

FeeCollect is only for clients who select **Direct Deposit** as their refund method.

**To request FeeCollect service on a return:**

1. Open the return.
2. Click the **Add Forms** button on the toolbar.

   The Select Forms Dialog Box appears.

3. In the **Find** field, type **Fee**.
4. Select the **FeeCollect Application**, and click the **Open Forms** button in the Select Forms Dialog Box.

   The **FeeCollect** tab is added to the return.

5. Complete the application.
6. Click the **1040 EF Info** form tab.
7. At the bottom of the return, select the **Payment and Refund** worksheet and select the **FeeCollect** option on the worksheet.
8. Have your client sign the authorization form.

9. Create the e-file.
10. Continue to update your acknowledgements until your FeeCollect application is accepted.

## When do I receive my professional fees?

Banks usually receive the refund in 10-14 days. Then, the bank deducts the professional fees from the refund, and immediately deposits the remainder into your client's bank account. The bank deducts its $15 service fee from your professional fees.

State tax refunds are also deposited into your client's bank account as soon as the bank receives the funds.

# FeeCollect PS Package

The **FeeCollect PS** package offers a variety of preferred services to assist EROs in multiple areas of their business operations. A "solutions fee," which will apply to each unique SSN/TIN, will include the services listed below:

- Return status notification via text, email, or phone for all returns - Versicom Communications and CCH Small Firm Services have partnered to offer Toll-Free Tax Infoline PLUS (TFTI+), a unique service that keeps your clients informed on the status of their tax return and refund through automatic text messages and e-mail alerts;
- ERO fees collected on both Refund or Balance Due federal return;
- Multiple taxpayer options - options include direct deposit, debit card, or direct debit from bank account (paper check is available for an added fee);
- Appropriate disclosure and bank application forms are automatically loaded into the return;
- Optional Protection Plus and Check Printing add-ons are also available.

Customers in IL, NY and ME who process refund settlement products must purchase the FeeCollect PS package.

# Protection Plus

An enrollment process is required for all Protection PLUS customers. To complete the enrollment process, or for more information, call 866-942-8348 or go to **https://taxprotectionplus.com/cch-online-enrollment.**

If the client is receiving a bank product, the fee will automatically be deducted from their refund. If the client isn't receiving a bank product, simply collect the fee during tax preparation and Protection Plus will send you a bill for these customers.

Protection Plus is only available for Federal 1040 returns.

**ERO Benefits of Protection Plus:**

- Training and education provided from Protection Plus
- Dedicated resources to call with any questions
- Additional revenue stream for EROs up to an additional $70 per return
- Error protection
- Saves time since Protection Plus will assist taxpayers who receive a letter from the IRS
- Strong Spanish offering
- Free marketing materials through Protection Plus

**Taxpayer Benefits of Protection Plus:**

- Audit Assistance - help with denied EIC, education credits and more
- Assistance with IRS letters the taxpayer may receive
- Up to $2,500 reimbursement for tax, interest and penalties (Excludes: AK, AR, CT, ID, ME, NH, ND, TN, RI & PR)
- Fast claim response
- Protection on returns with Sch C, E & F
- Tax Debt relief assistance
- Assistance with rejected ITIN (W7) applications
- Spanish support available

# Bank Product Fees

There are several fixed, optional, and adjustable fees associated with most bank products. These fees are defined in the bank product that is attached to the return.

## Bank Fee

This is the fee the Processor charges to process the bank product. This fee will be taken out of the taxpayer's refund and will be retained by the Processor.

**To identify the fee for a bank product:**

1. Open the return with the bank product.
2. Click the form tab for the bank product application.
3. At the bottom of the form, click the **Projected Fee** tab.

The Projected Bank Fees are listed at the top of this worksheet.

## Tax Preparation Fee

This is the fee charged by the ERO for preparing the tax return. This fee is set by the ERO and will be taken out of the taxpayer's refund. The bank products processor (the Processor) will deposit this fee into the ERO's bank account.

The Processor may set limits to the amount you can charge in conjunction with their products. Do not change the amount of this fee after it has been established with the Processor. Doing so could result in a temporary loss of your Approved status with the Processor, leaving you unable to process their product(s) in the interim.

## Transmission Fee

This is the fee charged for each taxpayer's approved Federal bank product application transmitted through CCH SFS. Please view your fees on the Support website to see the amount of this fee. This fee will be taken out of the taxpayer's check and will be sent to CCH SFS.

## State Transmission Fee (if applicable)

This fee is the amount CCH SFS charges for each taxpayer's bank check or direct deposit for all approved state bank product applications transmitted through CCH SFS. Please view your fees on the Support website to see the amount of this fee. This fee will be taken out of the taxpayer's refund and will be sent to CCH SFS.

## Electronic Filing Fee (if applicable)

This is the fee the ERO charges the taxpayer to electronically file the return. This fee is set by the ERO and will be taken out of the taxpayer's refund. The Processor will deposit this fee into the ERO's bank account.

## Bank Technology Fee

This is the fee charged by the bank, so it is essentially a bank service charge. Out of this money, Electronic Return Originators (EROs) may receive a percentage for every bank product provided.

## Service Bureau Fee (if applicable)

This is an optional fee set by a main office that has multiple sub-offices. The service bureau fee is set or charged by a main office to its sub-offices. The main office sets the fee during ERO enrollment and is paid to the main office by the bank.

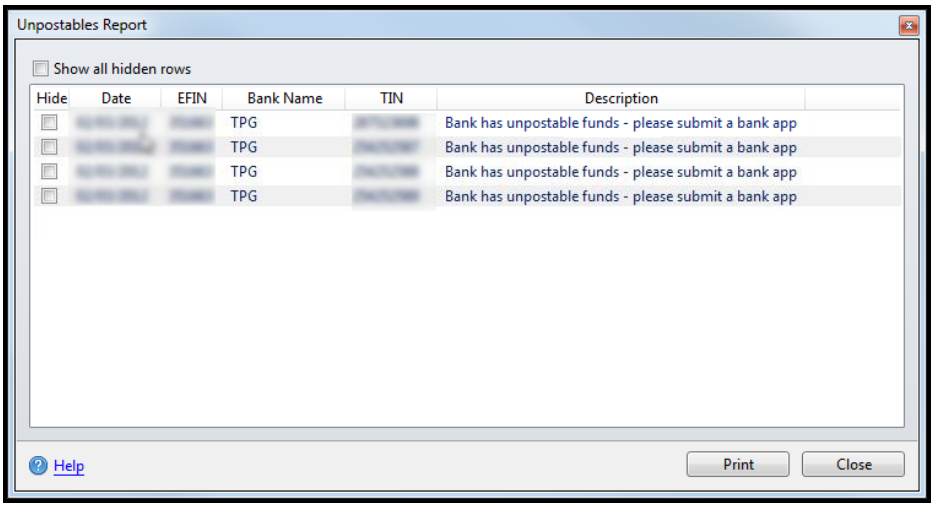
# Unpostables Report

In some cases, banks receive refunds for taxpayers who do not have approved bank applications on file. The bank sends an acknowledgement to the preparer/ERO that the funds are unpostable. The preparer/ERO receives this acknowledgement during Ack processing, and then the report is created.

Unpostable funds will be returned to the taxing agency if the bank is not provided with account information (via an approved bank application).

**To view the Unpostables Report:**

1. From the Bank Manager, click the **Reports** menu; then, select **Unpostable Report.**




2. To print the **Unpostables Report**, click **Print**.

# Enrollment Manager

The **Enrollment Manager** is where you:

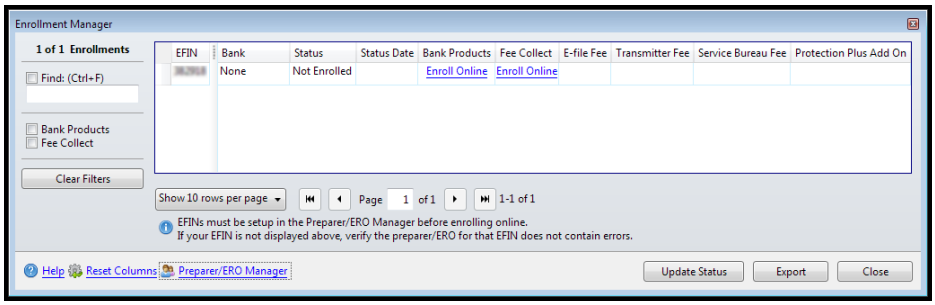
- Enroll with a bank to offer or use Bank Products or FeeCollect™.
- Check for updates to your enrollment status.

- Set or change **Transmitter** fee, **Service Bureau** fee, **E-file** fee, and/or **Protection Plus Add On** fee.

The Enrollment Manager lists the EFINs in your organization, shows the bank-related services in which each EFIN is enrolled, and the enrollment statuses.

**To access the Enrollment Manager:**

From either the E-file Manager or the Bank Manager, click the **Tools** menu; then, select **Enrollment Manager**.




## Enrollment Manager Filters

You can filter your enrollments in the following ways:

| Filter | Description | Shortcut |
|---|---|---|
| Find check box and field | By selecting the **Find** check box, you can then search for a rollover return by entering search criteria in the **Find** field. This is especially useful when you're searching for a return by last name. | **Ctrl+F** |
| Bank Products | View EFINs that have submitted enrollment for a bank product. | |
| FeeCollect | View EFINs that have enrolled for FeeCollect™ service. | |
| Clear Filters | Clears all filter selections and displays all EFINs that have enrolled for Bank Products or FeeCollect™. | |

| Enrollment Function | Description |
|---|---|
| Help | Opens the Program Help window to view information about the **Enrollment Manager**. |
| Reset Columns | If you rearrange the order or size of the columns in the current tab of the manager, this resets the columns to their original order and size. |
| Preparer/ERO Manager | Opens the **E-file** tab of the Preparer/ERO Manager, where you can setup an EFIN. |
| Update Status | Checks for the status of the enrollment. |
| Export | Exports enrollment information. |
| Close | Closes the **Enrollment Manager**. |

# Enrollment Process

You must enroll your EFIN with the bank in order to offer Bank Products and FeeCollect™.

Your EFIN must already be recorded in the Preparer/ERO Manager. See Entering an ERO EFIN.

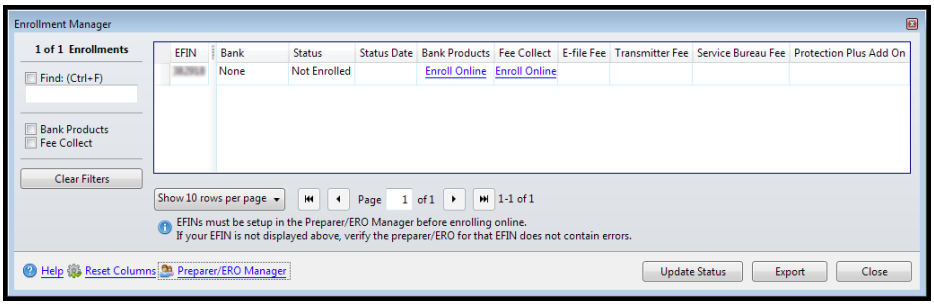
## Before Enrollment

Enrollment is completed online. An active Internet connection is required.

You cannot enroll an EFIN unless you are an Admin user or have **Administrator** group privileges.

**To access the online enrollment application for the product(s) you want to offer or use:**

1. From Bank Manager, do one of the following:
   - Click the **Enroll Now** link.
   - Click the **Tools** menu; then, select Enrollment Manager.




   To enroll in bank products, the EFIN must be listed in the Preparer/ERO Manager. See Entering an ERO EFIN.

2. To enroll, click the **Enroll Online** link in the column of the product you want to offer.
3. Under My Account, click **Refund Settlement Summary**.

   The **Client Login** screen appears.

4. If you are not logged in, enter our **Client ID** in the **Client ID** box and press the **Tab** key
5. Enter your **User Name** in the **User Name** box and press the **Tab** key.
6. Enter your **Password** in the **Password** box.
7. Select the **Remember me** check box if you want the Solution Center to remember your information the next time you log in.
8. Select the **I'm not a robot** check box and select the images based on the instructions shown on-screen, then click the **Verify** button.
9. Click **Log In**.
10. Complete the **My Settlement Solutions** section.
11. Once you have completed the enrollment process, return to your ATX software, while remaining connected to the Internet.
12. In the Enrollment Manager, click **Update Status**. You'll receive an acknowledgement of your enrollment status.

## Acknowledgement of Enrollment Application

You will usually receive a same-day acknowledgement of application transmission. If your application is rejected, you will see the word **Rejected** next to your EFIN in the **Status** column of the Enrollment Manager. If it is accepted, you will see a green check mark next to your EFIN.

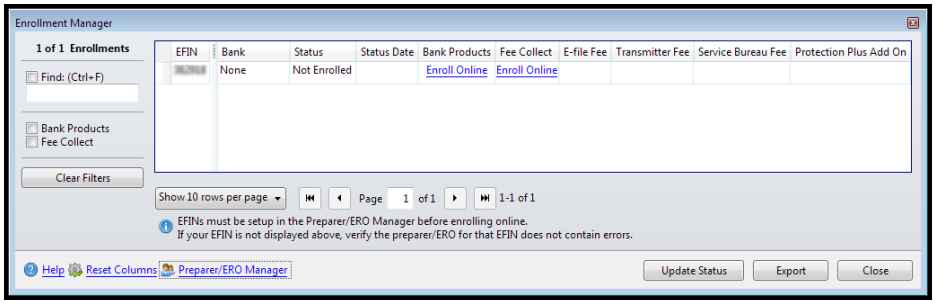
If your application is rejected, you can make the appropriate changes online from the **ERO/Bank Application** link on the MyATX Solution Center site. Correct any errors on your application, and then resubmit it.

# Updating Enrollment Statuses

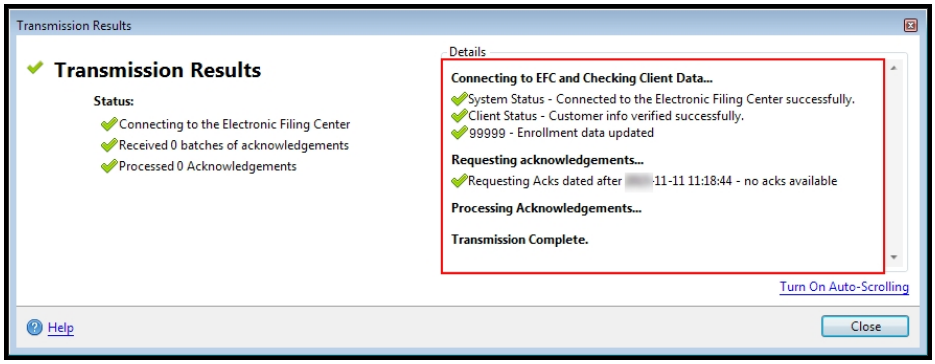
You must enroll your preparer/ERO EFIN with a bank in order to use Bank Products or the FeeCollect™ service. To determine if you've been approved to offer or use these products, you must continue to check your enrollment status.

**To update the enrollment status:**

1. From the Bank Manager or from the E-file Manager, click the **Tools** menu.
2. Select Enrollment Manager.




3. Click **Update Status**.




4. Click **Close**.
5. View the updated status in the Enrollment Manager.

# Setting Up E-file Fees

You can designate e-filing fees for each EFIN listed in the Preparer/ERO Manager and displayed in the Enrollment Manager.

**To set up an e-file fee for an EFIN:**

1. From either the E-file Manager or the Bank Manager, click the **Tools** menu.
2. Select Enrollment Manager.

   The Enrollment Manager appears.

3. Double-click the desired cell in the **E-file Fee** column for the corresponding EFIN.
4. Enter the e-file fee.

   You cannot set an e-file fee for EFINs that use FeeCollect™.

5. Click **Close**.

# Adding Bank Products to Returns

If a client requests a **Refund Transfer** (check or direct deposit) or **3Fund** (check or direct deposit), complete the corresponding form and file it along with the return.

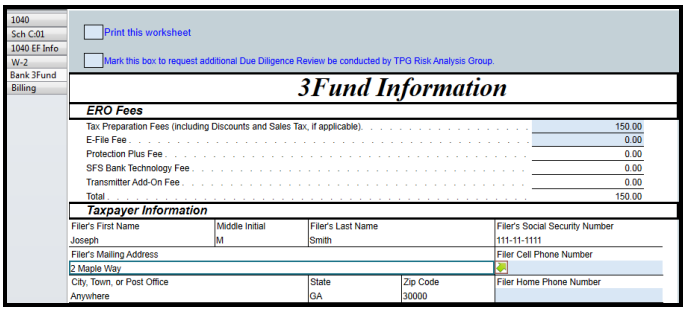
Bank products are only available on **1040**, **1040-A**, and **1040-EZ** returns. Bank products are not available on business returns.

**To add a bank product (application) to a return:**

1. Open the return.
2. Click the **Add Forms** button on the toolbar.

   The Select Forms Dialog Box appears.

3. In the **Find** filter box, type **Bank**.
4. Select a bank product.
5. Click the **Open Forms** button on the toolbar.




Forms vary by provider, so your form may differ from the one pictured above.

6. Complete all of the worksheets for the form.
7. Do one of the following:
   - Click the **Save** button on the toolbar
   - Click the **Returns** menu; then, select **Save Return**
   - Press **Ctrl+S**

**To attach a bank product from the EF Info Worksheet:**

1. Open the return.
2. If you've not already done so, add an **EF Info Worksheet** to the return. For specific instructions, see Adding Forms to a Return.
3. Click the **1040 EF Info** tab to open the worksheet.

   The **EF Info Worksheet** appears.

4. At the bottom of the return, click the **Payment and Refund** worksheet tab.
5. Scroll down to the **Refund Options** section.

   The refund options that appear on the EF Info form are directly related to the bank products for which the EFIN is enrolled. If you have not completed the enrollment process, see Enrollment Process.

6. Select the check box(es) for the refund type desired.
7. **Save** your changes.

## E-filing Returns with Bank Products

Returns with bank product applications are e-filed just like other returns. After transmission, the bank product then receives its own status as the customer and preparer await the disbursement of the refund and/or preparer fees.

Bank applications cannot be altered after e-file transmission unless the return status is **Accepted** and the bank application status is **Rejected**. See Re-Creating Bank Applications.

# Bank Status/Acknowledgements

When you e-file a return with a bank product, the Bank Manager gives you the status on the approval of the bank product and the status of the return in relation to the EFC and the IRS. If your e-file receives a Rejected bank status, you must correct the bank errors displayed in E-file Manager, then re-create and re-transmit the bank application. For complete instructions, see Re-Creating Bank Applications.

This table defines acknowledgement information that can appear in the **Bank Status** column on the Bank Products Tab and Disbursements Tab of the Bank Manager.

| Status | Description |
|---|---|
| Created | The e-file (with bank product) has been created and the return is ready to be transmitted to the Electronic Filing Center (EFC).<br>**Next Step:** Transmit E-file. |
| Transmitted to EFC | The return has been successfully transmitted to the EFC. Its status on our server does not allow it to be re-transmitted.<br>**Next Step:** Wait for acknowledgements. |
| Transmitted to Bank or Agency | The return has been transmitted to the bank or appropriate tax agency.<br>**Next Step:** Wait for acknowledgements. |
| Rejected by EFC | The return contains errors that must be corrected. It has not been transmitted to the IRS or state. **Next Step:** Correcting E-file Rejection Errors. |

| Status | Description |
|---|---|
| Rejected by Bank | The e-file was successfully transmitted to and received by the IRS or state, but it contained errors relating to the bank product.<br>**Next Step:** Correcting E-file Rejection Errors. |
| Accepted | Return was successfully transmitted to and accepted by the IRS or state. The bank application was also accepted, and a disbursement has been scheduled. To view the scheduled disbursement, refer to Bank Products Tab and look in the **Disbursement Detail** area. |

## Bank Product Status is Updated when Federal E-file Status Changes

Unless the bank product has been rejected by the bank, the bank product status will change according to the chart below if there is a change to the Federal e-file status:

| If Fed E-file Status Changes to... | ...then Bank Status Changes to... | ...unless the Bank Status Is... |
|---|---|---|
| Duplicated | Rejected by EFC | Rejected by Bank |
| Rejected by Agency | Rejected by EFC | Rejected by Bank |

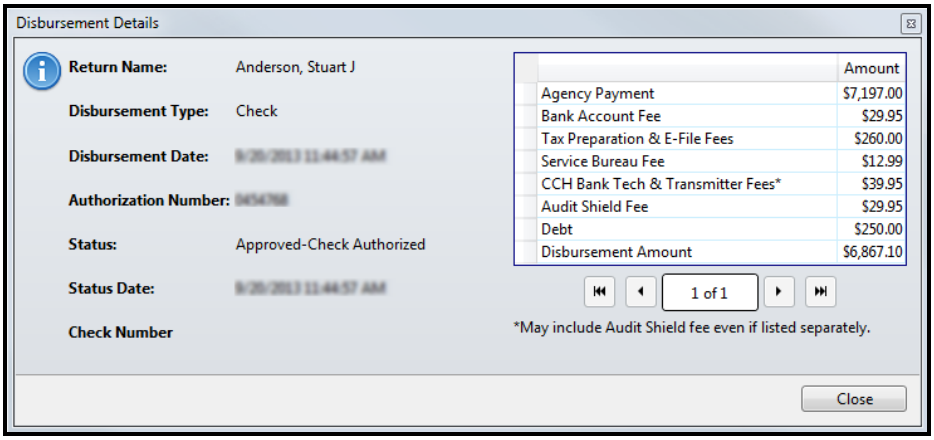
# Viewing Disbursement Details

The **Disbursement Details** dialog box shows detail on the disbursement associated with a particular return, as well as the fees that are deducted from the disbursement.

The arrow buttons allow you to move back and forth amongst multiple disbursements, if more than one disbursement is associated with one return.

**To view the details of a disbursement for a specific return:**

1. Open the Bank Manager.
2. Select the return for which you want to view disbursements.
3. Click the **Disbursements** menu; then, select **View Selected Disbursement Details**.

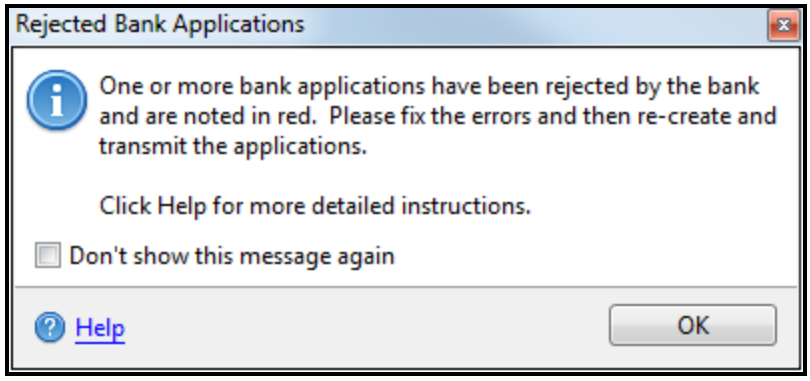


## Disbursement Details Field Descriptions

| Column | Description |
|---|---|
| Return Name | Name associated with the return. |
| Disbursement Type | Check, Direct Deposit, or Bank Card. |
| Disbursement Date | Date and time that the disbursement was made. |
| Authorization Number | A unique number assigned by the bank authorizing the disbursement. |
| Status | Status of the disbursement, which is part of the bank application. See Bank Status/Acknowledgements. |
| Status Date | Date and time that the current bank status went into effect. |
| Check Number | Number of the check, if check was the disbursement type. |
| Amount | Amount of the disbursement. |
| Arrow tabs | Use these arrows to scroll through multiple disbursements associated with one return (if applicable). Single arrows move you from one disbursement to another in the list. Double arrows place you at the first disbursement or last disbursement for the return. |
| X of X | Displays the current disbursement record out of a total of disbursement records associated with the given return. |
| Close | Closes the dialog box. |

# Re-Creating Bank Applications

If your federal e-file is accepted but the attached bank application is rejected, you can correct the errors, then re-create and re-transmit the bank application.

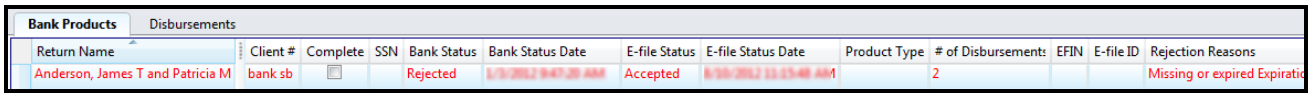



Errors in the bank application are listed along with other return-related errors in the E-file Manager.

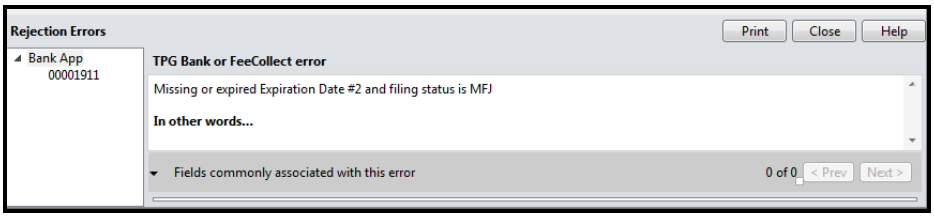
Bank applications cannot be altered after e-file transmission unless the return status is **Accepted** and the bank application status is **Rejected**.

**To re-create a rejected bank application:**

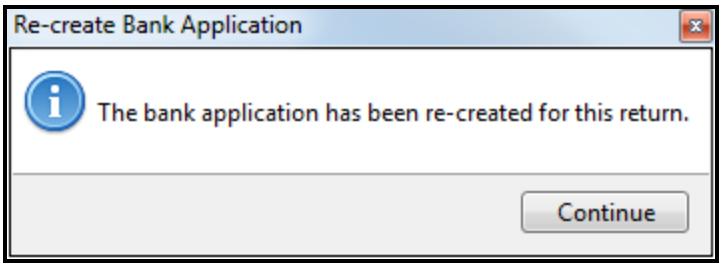
1. Open the Bank Manager.
2. Select the return with the rejected bank application, which appears in red:




3. Click the **Applications** menu; then select **Display Rejected Errors**.




4. Correct each bank application error shown at the bottom of your screen.
5. Click the **E-file** menu; then select **Re-create Bank Application**.




6. Click **Continue**.

   If the bank application has been successfully re-created, it no longer appears red in the Bank Manager.

7. **Save** the return.

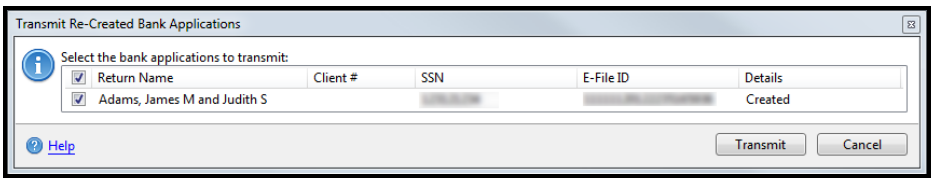
   You may re-create the bank application as many times as you need after the initial rejection, until you successfully create and transmit the bank application.

## Transmitting Re-Created Bank Applications

If your Federal e-file status is **Accepted** but the attached bank application is **Rejected**, you can fix the errors, then re-create and re-transmit the bank application. To re-create the bank application, see Re-Creating Bank Applications.

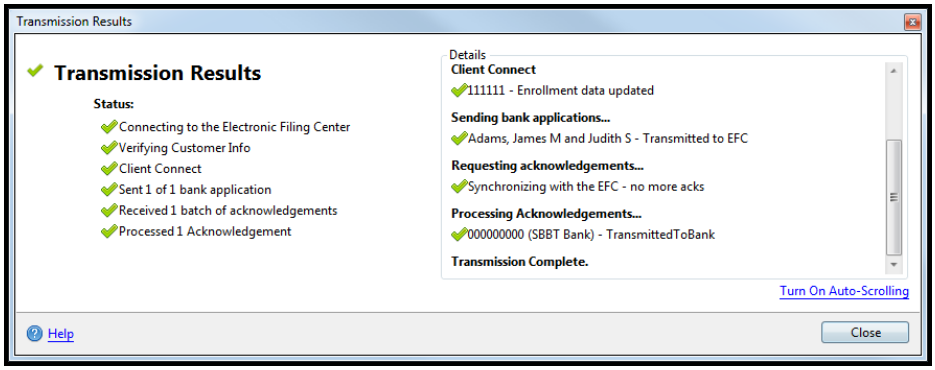
**To re-transmit the re-created bank application:**

1. Open the Bank Manager.
2. Click the **Applications** menu; then, select **Transmit Re-Created Bank Applications**.



You must close the return in order to transmit the re-created bank application. Open returns will be unmarked and you will not be allowed to transmit.

3. Select the check box(es) for the bank application(s) you want to transmit.
4. Click **Transmit**.




5. Continue to update your acknowledgements until your bank application is accepted. See Receiving Acknowledgements.

You may re-create the bank application as many times as you need after the initial rejection, until you successfully create and transmit the bank application.

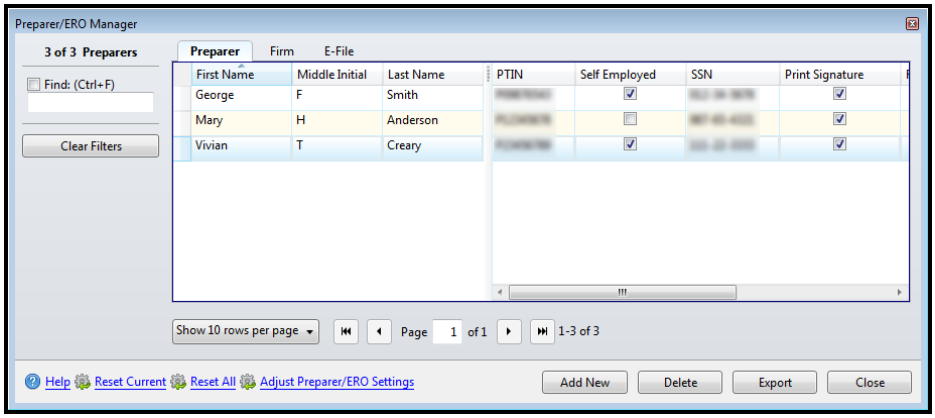
# Preparer/ERO Manager

The **Preparer/ERO Manager** is where you can record paid preparer and ERO information required for the tax returns. Once entered, Preparer/ERO information can be added to returns manually per return (see Inserting Preparer/ERO Information) or automatically for all returns (see Preparer Manager Preferences).

**To open the Preparer/ERO Manager:**

From the Return Manager, do one of the following:

- Click the **Tools** menu; then, select **Preparer/ERO Manager**.
- Click the **Preparer/ERO** button on the toolbar




Use the **Preparer/ERO Manager** to enter your preparer/ERO data.

Unlike company and payer data, preparer/ERO data that is manually entered on a return will not be saved in the **Preparer/ERO Manager**.

| Preparer/ERO Function | Description |
|---|---|
| Find (Ctrl+F) | If you select the check box and begin typing in the field, the window will jump to an entry matching the text entered. |
| Clear Filters | Clears the **Find** filter and displays the entire list of preparers in alphabetical order. |
| Pagination controls | Pagination controls can be used to determine the number of items on a page as well as which page of data you're viewing. See Manager Pane. |
| Add New | Inserts a new row with blank fields for new preparer information. |
| Delete | Removes the selected preparer's information from the **Preparer/ERO Manager**. |
| Export | Exports a list of all the preparers stored in the **Preparer/ERO Manager** into a .csv file. |
| Close | Closes the **Preparer/ERO Manager**. |
| Help | Opens Program Help. |
| Reset Current | Resets columns in selected tab to their default size and arrangement. |
| Reset All | Resets columns in all tabs to their default size and arrangement. |
| Adjust Preparer/ERO Settings | Opens Preparer Manager Preferences. |

# Preparer/ERO Manager Tabs

## Preparer tab

Enter basic information about the preparer, including **Name**, **PTIN** and/or **SSN**.

## Firm tab

Enter **Preparer EIN**, **Firm Name**, **Address**, **e-mail**, and **Phone Numbers**.

## E-File tab

Enter information for preparers who file electronically, such as **EFIN** and **ERO** designation.

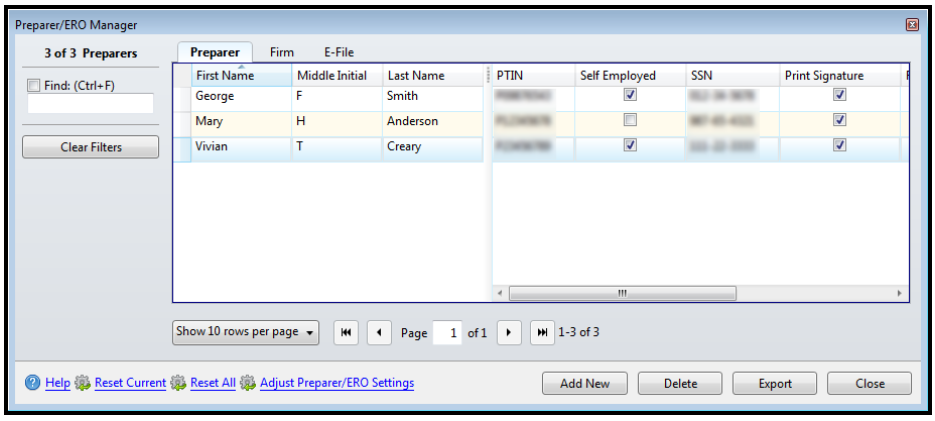
Because the EF Info Worksheet uses the **EFIN** and **ERO** information as entered in the **Preparer/ERO Manager**, it is imperative that the information is entered correctly.

# Adding Preparer/ERO Information

You can enter an unlimited number of preparers in Preparer/ERO Manager. However, to be able to sign in and use the system, an individual must be set up as a user in Security Manager. See Adding Users to the System.

**To add preparers and/or EROs to the system:**

1. From Return Manager, do one of the following:
   - Click the **Preparer/ERO** button on the toolbar.
   - Click the **Tools** menu; then, select Preparer/ERO Manager.




2. Click **Add New**.
3. Enter the preparer or ERO information.
4. Click **Close**.

Preparer/ERO information that is added directly to a return will not be saved in the Preparer/ERO Manager.

## Special ID Numbers for States

### NYTPRIN for New York State Preparers

New York State tax preparers must register each year with the New York State Department of Taxation and Finance to receive a New York Tax Preparer Registration Number (NYTPRIN). In order to have the NYTPRIN automatically added to returns, you must enter this number in the **NYTPRIN** column on the **Preparers** tab of the Preparer/ERO Manager. For more information on the NYTPRIN, visit http://www.tax.ny.gov/tp/tpreg.htm.

Preparers who are exempt from the NYTPRIN should use the drop down list to select the exemption code from the **NYTPRIN Excl** column on the **Preparers** tab of the Preparer/ERO Manager.

### NM CRS for New Mexico Preparers

Anyone engaged in business in New Mexico must register with the Taxation and Revenue Department. As part of registration, the business receives a state tax ID number known as a **Combined Reporting System (CRS)** number. This registration is the main method for reporting the State's major business taxes.

Preparers who receive a W-2 from a tax preparation firm or company do not need a CRS number; they should use the firm's CRS ID Number when preparing returns. Contractors must apply for their own CRS ID Number, and should not use the firm's CRS number.

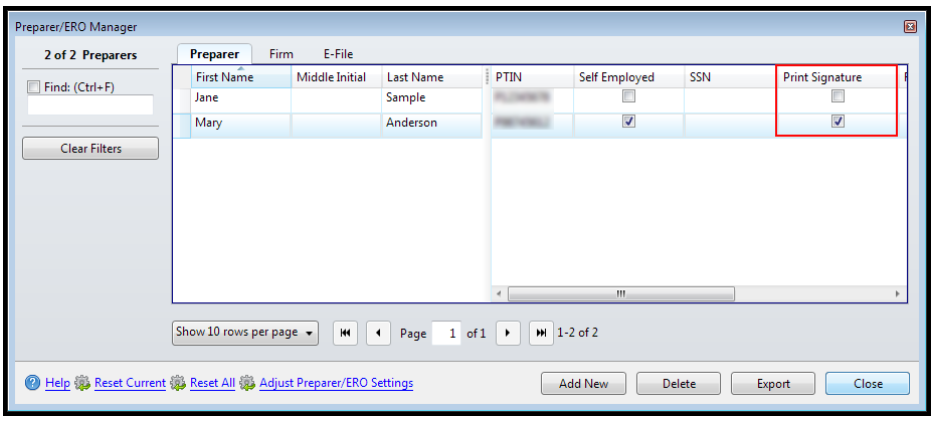
To apply for a CRS ID number or for more information on the topic, visit www.tax.newmexico.gov.

## Printing Preparer Signatures on Returns

IRS Notice 2004-54 permits preparers to use software to print the preparer signature on tax returns. Many states have adopted the same rule. Check with your state's Department of Revenue for details.

**To automatically have a preparer/ERO name appear in the Preparer's signature block on tax returns:**

1. Click the **Tools** menu; then, select Preparer/ERO Manager.




2. On the **Preparer** tab, select the **Print Signature** check box.
3. Click **Close**.

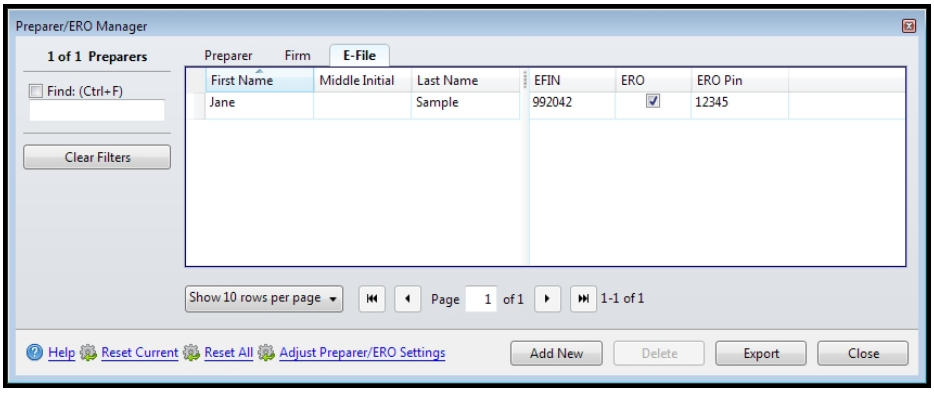
If you prepared returns prior to selecting this option, you will have to reenter the preparer/ERO on the return. See Inserting Preparer/ERO Information.

# Entering an ERO EFIN

Only users with **Admin** or **Office Manager** security privileges can perform the task(s) discussed in this topic.

**To enter an EFIN for a Preparer/ERO:**

1. From the Return Manager, do one of the following:
   - Click the **Preparer/ERO button** on the toolbar.
   - Click the **Tools** menu; then, select Preparer/ERO Manager.
2. Click the **E-file** tab.




3. Highlight the desired **Preparer/ERO**, and enter their **EFIN** in the appropriate field.
4. Select the **ERO** check box.
5. Click **Close**.

To enable a **Preparer/ERO** to sign in and use the system, he/she must be set up as a user in Security Manager. See Adding Users to the System.

### Initial EFIN Defaults to Secondary Preparers

If the initial preparer (the first you enter in the Preparer/ERO Manager) has an EFIN, the program automatically assigns the same EFIN to subsequent preparers. If subsequent preparers are EROs and will be using their own EFINs to submit returns, be sure to enter the correct EFIN for those preparers.

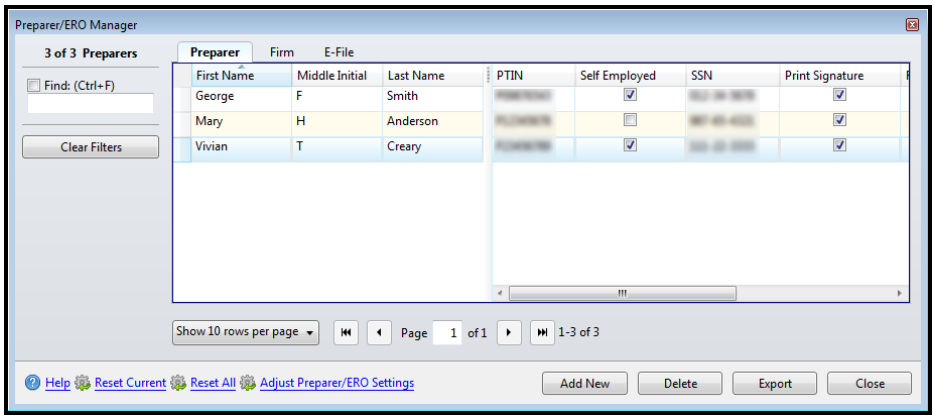
If a preparer is not an ERO, delete the EFIN from the record.

# Deleting Preparer/ERO Information

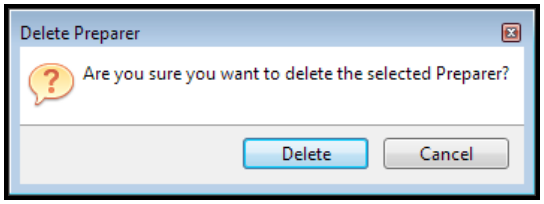
To delete preparer or ERO information from the system, use the Preparer/ERO Manager.

**To delete Preparer/ERO information:**

1. From Return Manager, do one of the following:
   - Click the **Preparer/ERO** button on the toolbar.
   - Click the **Tools** menu; then, select Preparer/ERO Manager.




2. Highlight the row to be deleted.
3. Click **Delete**.




4. Click **Delete** to confirm.

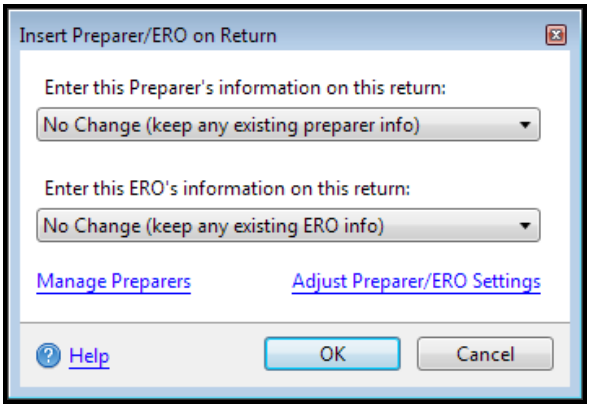
Changes made to Preparer/ERO information via the Preparer/ERO Manager are not automatically transferred to existing returns that contain the information.

# Inserting Preparer/ERO Information

This topic provides instructions on manually inserting a preparer or ERO into a single return. To automatically insert a default preparer or ERO on all your returns, use Preparer Manager Preferences.

**To insert preparer/ERO information on a return:**

1. Open the return.
2. Do one of the following:
   - Click the **Preparer/ERO** button on the toolbar.
   - Click the **Tools** menu; then, expand the **Preparer/ERO** fly-out menu and select **Insert Preparer/ERO**.




3. Select from the following:
   - **No Change** (keep any existing preparer/ERO info)
   - **None** (remove any existing preparer/ERO info)
   - **One of the preparers/EROs in the list** (if applicable)
4. Click **OK**.

The **Manage Preparers** link automatically opens the Preparer/ERO Manager. Preparer and/or ERO information can be entered and then inserted into the open return and/or future returns.

The **Adjust Preparer/ERO Settings** link opens Preparer Manager Preferences.

# Removing Preparer and ERO Information

If the Preparer and/or ERO information in a return is incorrect, it can easily be removed.

**To remove preparer and/or ERO information from a return:**

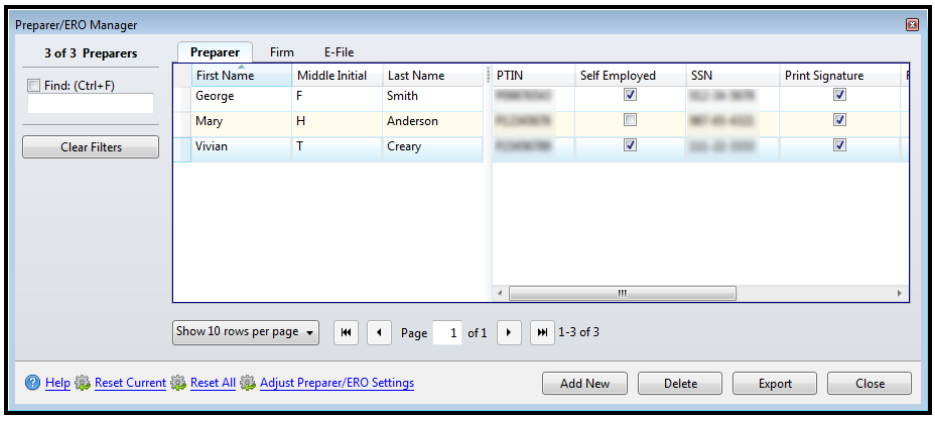
1. Open the return.
2. Click the **Tools** menu.
3. Expand the **Preparer/ERO** fly-out menu; then, select one of the following:
   - **Remove Preparer**
   - **Remove ERO**
   - **Remove Both**

# Exporting Preparer/ERO Information

This procedure exports the entire preparer list as a .csv file to the location you designate.

**To export a list of preparers:**

1. From the Return Manager, do one of the following:
   - Click the **Preparer/ERO** button on the toolbar.
   - Click the **Tools** menu; then, select Preparer/ERO Manager.




2. Click **Export**.

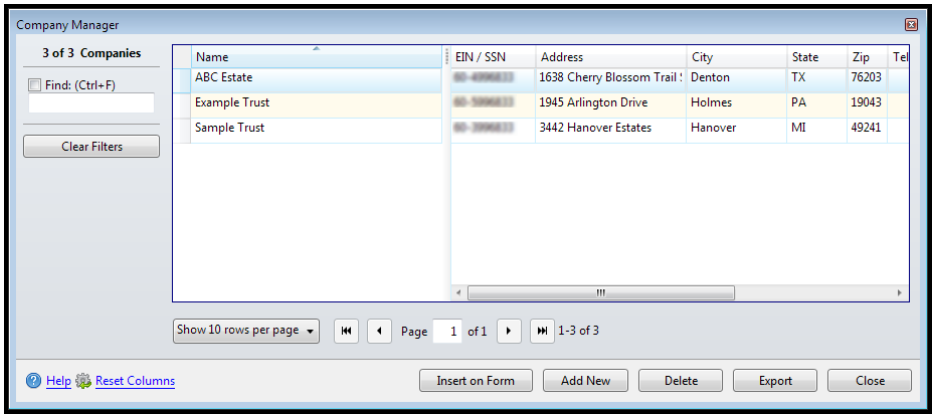
   The **Export Preparers** window appears.

3. Browse to the location where your **Preparer/ERO** information is to be saved.
4. In the **File name** field, enter a name for your exported .csv file.
5. Click **Save**.

# Company Manager

The **Company Manager** allows you to save core information for companies, such as **EIN**, **Address**, and **State ID**. This makes preparing multiple returns for the same company faster and more accurate.

As you prepare returns, the program automatically records the company information in the **Company Manager**. You can also manually add companies.



**To open the Company Manager from Return Manager, click the Tools menu; then, select Company Manager.**

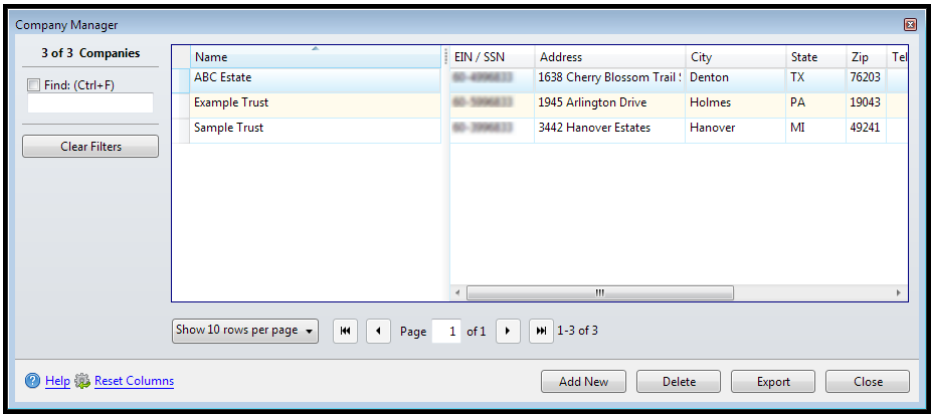
**To open the Company Manager from an open return, click the Tools menu; then, select Insert Company.**

| Company Manager Function | Description |
|---|---|
| Find (Ctrl+F) | If you select the check box and begin typing in the field, the dialog box will jump to an entry matching the entry. |
| Clear Filters | Clears the **Find** filter and displays the entire list of companies in alphabetical order. |
| Pagination controls | Pagination controls allow you to set the number of items on a page as well as which page of data you're viewing. See Manager Pane. |
| Add New | Inserts a new row with blank fields in which new company information may be entered. |
| Delete | Removes the selected company's information from the **Company Manager**. |
| Export | Exports a .csv file of all companies stored in the **Company Manager**. |
| Close | Closes the **Company Manager**. |
| Insert on Form | Inserts the highlighted company information onto the current form (only available from an open return). |
| Help | Opens the **Program Help** window to information pertaining to **Company Manager** functionality. |
| Reset Columns | If you rearrange the order or size of the columns in the current tab of the manager, this resets the columns to their original order and size. |

# Adding Companies

**To add Companies to the Company Manager:**

1. From Return Manager, click the **Tools** menu; then, select Company Manager.




2. Click **Add New**.
3. Enter the company's information on the row provided.

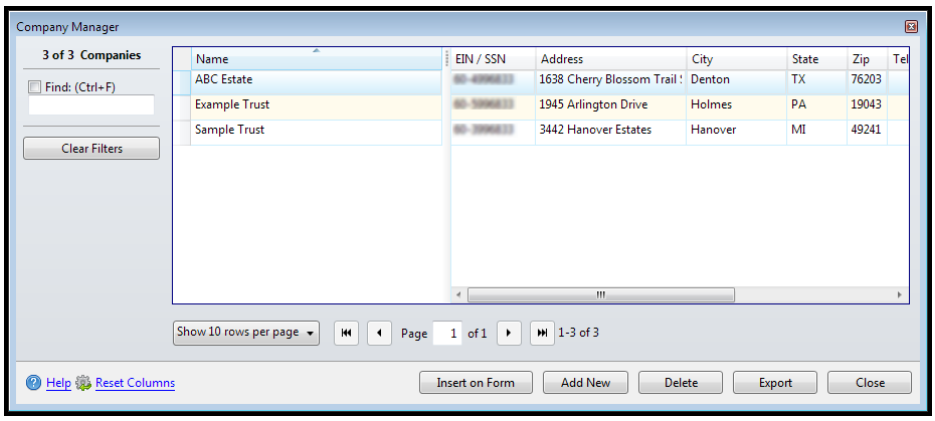
4. Click **Close**.

# Inserting Company Information

If a company's information is stored in Company Manager, it can be inserted into a return when you need it with just a few clicks of your mouse.

**To enter company information on a return:**

1. Open a return.
2. Click the **Tools** menu; then, select **Insert Company**.



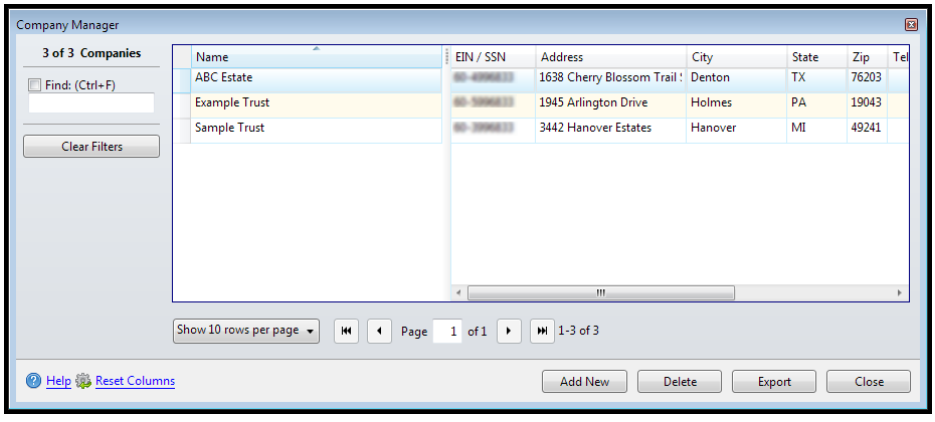

3. Highlight the row containing the desired company information.
4. Click **Insert on form**.

# Deleting Companies

You can delete one company entry at a time from the Company Manager.

**To delete a company from the list:**

1. Click the **Tools** menu; then, select Company Manager.



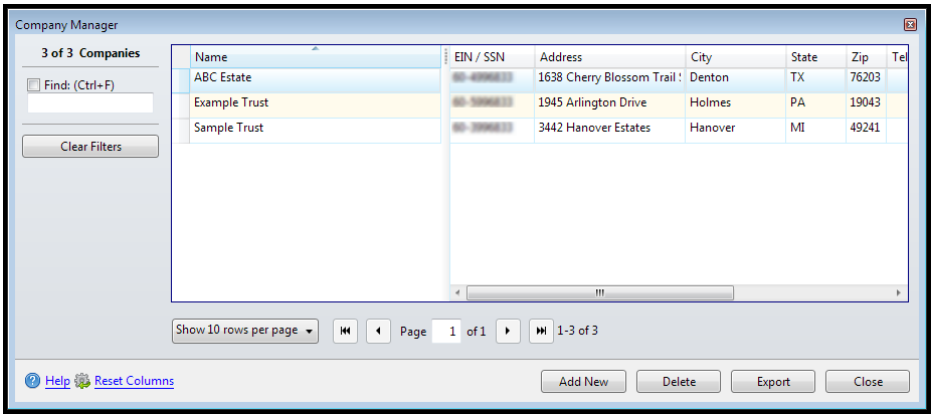

2. Highlight the company you want to delete.
3. Click **Delete**.

# Exporting Companies

This procedure exports the entire company list as a .csv file to the location you designate.

**To export company information:**

1. From the Return Manager, click the **Tools** menu; then, select Company Manager.




2. Click **Export.**

   The **Export Companies** dialog box appears.

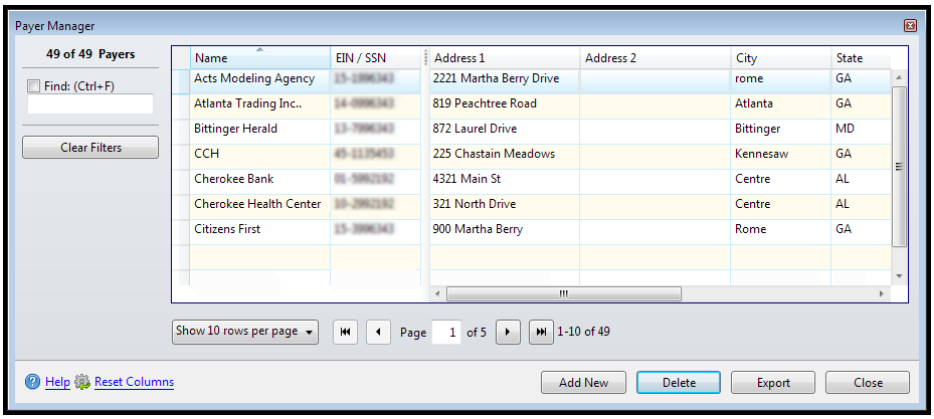
3. Navigate to or create the folder where the file is to be saved.
4. Enter a name for the file.
5. Click **Save**.

# Payer Manager

The **Payer Manager** retains information on companies and employers who generate **W-2** and **1099** information for your **1040**, **1040A**, and **1040-EZ** clients. Once entered in the system, a payer is saved and can be quickly added to subsequent W-2s and 1099s from a convenient drop-down list.

**To access Payer Manager and view payers:**

From the Return Manager, click the **Tools** menu; then, select **Payer Manager**.



| Payer Manager Function | Description |
|---|---|
| Find (Ctrl+F) check box/field | If you select the check box and begin typing in the field, the window will jump to an entry matching the entry. |
| Clear Filters | Clears the **Find** filter and displays the entire list of payers in alphabetical order. |
| Pagination controls | Pagination controls allow you to set the number of items on a page as well as which page of data you're viewing. See Manager Pane. |
| Add New | Inserts a new row with blank fields for new payer information. |
| Delete | Removes the selected payer information from the **Payer Manager**. |
| Export | Exports a .csv file of all payers stored in the **Payer Manager**. |
| Close | Closes the **Payer Manager**. |
| Help | Opens Program Help window to information about **Payer Manager**. |
| Reset Columns | If you rearrange the order or size of the columns in the current tab of the manager, this resets the columns to their original order and size. |

# Adding Payers to the System

You can add payers to the system in two ways:

- Enter payer information on W-2 or 1099 forms
- Enter payer information directly into the Payer Manager

Using either method, the system saves any payer information in the Payer Manager. This information is then made available on W-2s and 1099s via the **QuickEntry - Select Payer** drop down list. See Using QuickEntry to Select Payers.

## Adding Payers to the System from a Form

The default **Enable Payer Manager** setting in Open Return Preferences ensures that any payer information entered directly on a W-2 or 1099 form will be automatically saved to the Payer Manager repository. For subsequent W-2s and 1099s, the payer appears in the **QuickEntry - Select Payer** drop-down list.

Payer information is added when entered onto forms **W-2**, **W-2G**, **1099-G**, **1099-R**, **1099-S**, **1099-DIV**, **1099-INT**, and **1099-MISC**.

**To add new payer information to a W-2 or 1099:**

The instructions assume that you've created a return with either a **W-2** or **1099** input worksheet attached.

1. From the open return, click either the **W-2** or **1099** tab.

   The input worksheet of the corresponding form appears.

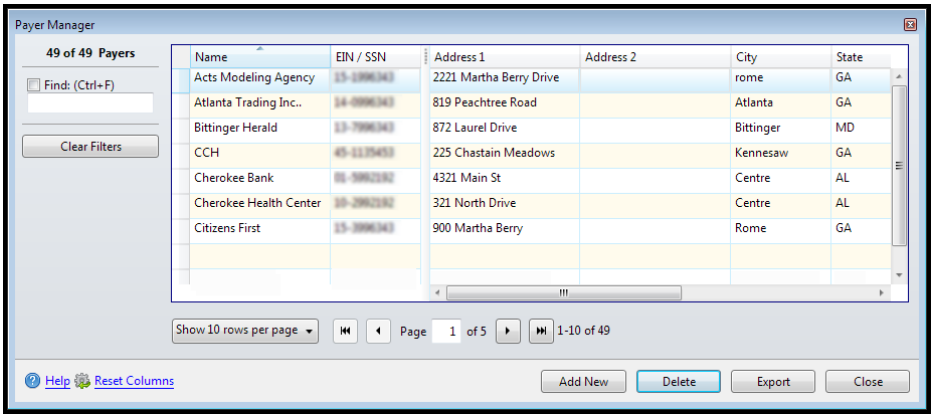
   You can enter payer information on either the **Input** or **Detail** worksheet, depending on your preference.

2. Enter payer information on the form.
3. To save the return, do one of the following:

- Click the **Save** button on the toolbar.
- Click the **Returns** menu; then, select **Save Return**.

**To add payers directly to the Payer Manager:**

1. From Return Manager, click the **Tools** menu; then, select Payer Manager.




2. Click **Add New**.
3. Enter the payer's information on the row provided.
4. Click **Close**.

# Using QuickEntry to Select Payers

The **QuickEntry** function is a drop-down list of payers already in the system. Payer information can be entered directly into the Payer Manager or can be entered directly into a W-2 or 1099 form.

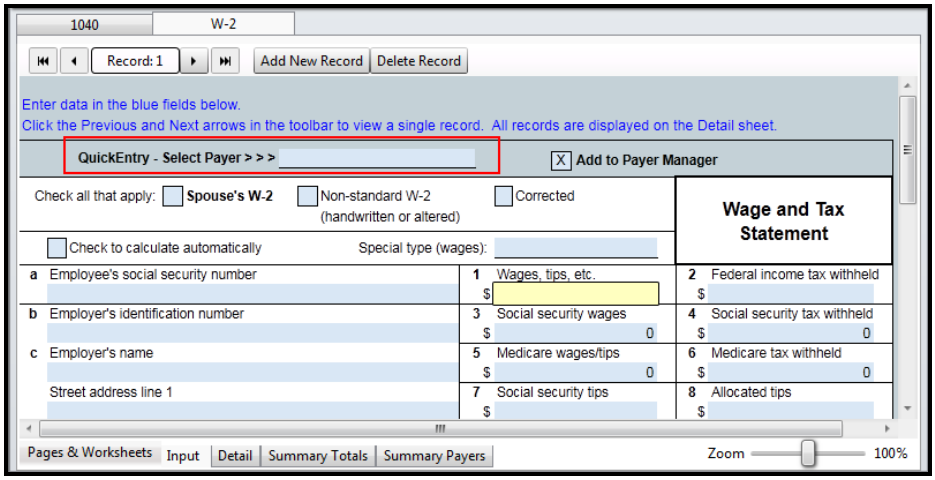
The **QuickEntry** function is found at the top of the following W-2 and 1099 forms:

- **W-2**
- **W-2G**
- **1099-G**
- **1099-R**
- **1099-S**
- **1099-DIV**
- **1099-INT**
- **1099-MISC**

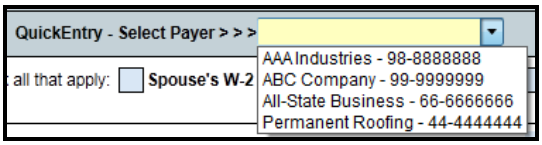
**To add previously-saved payer information to a W-2 or 1099 Form:**

This instruction assumes that you've created a return with either a **W-2** or **1099** input worksheet attached.

1. From the open return, click the tab for the **W-2** or **1099**.




2. Click the **QuickEntry - Select Payer** field to select it.
3. Do one of the following:
   - Click the drop-down arrow.
   - Begin typing the payer **Name** or **EIN** in the field. The list is filtered as you type.




4. Select the desired payer.

### Making Changes to Previously-Saved Payer Information

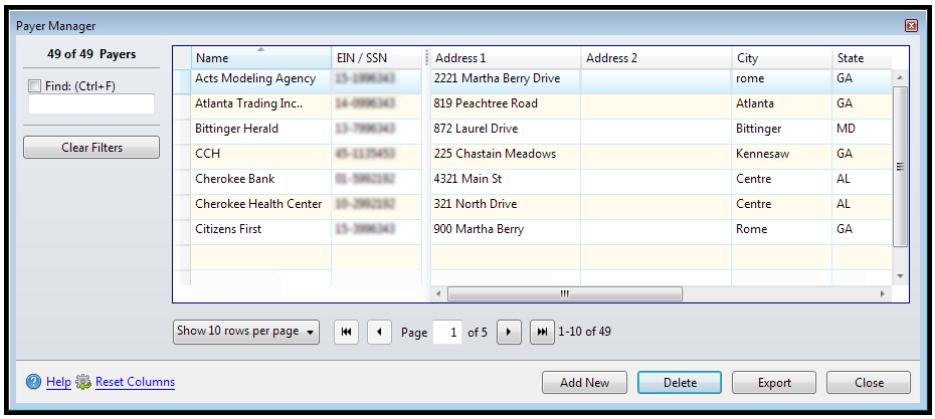
If you make changes to existing payer information (selected from the **QuickEntry - Select Payer** drop-down list), those changes will also be saved to the Payer Manager when the return is saved.

# Deleting Payers

You can delete one payer entry at a time from the Payer Manager.

### To delete a payer from the list:

1. From Return Manager, click the **Tools** menu; then, select Payer Manager.



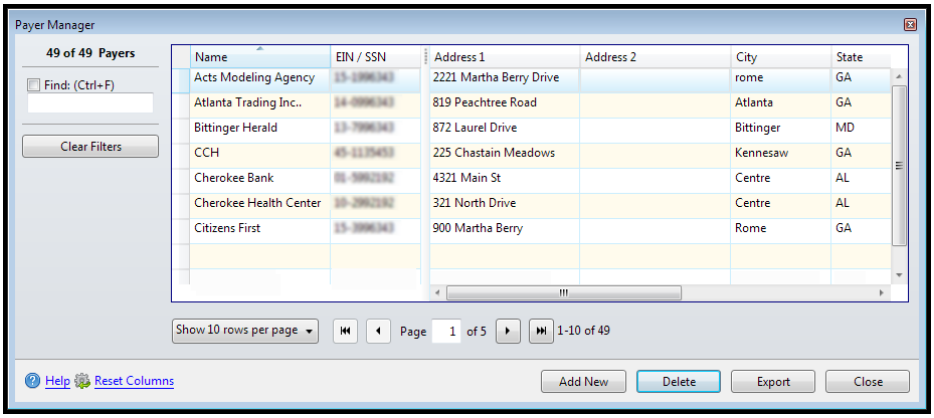
2. Highlight the row containing the payer information to be deleted.
3. Click **Delete**.

## Exporting Payers

This procedure exports the entire payers list as a .csv file to the location you designate.

**To export the list of payers:**

1. From the Return Manager, click the **Tools** menu; then, select Payer Manager.




2. Click **Export**.

   The **Export Payers** dialog box appears.

3. Navigate to the folder where the file is to be saved.
4. Enter a name for the file.
5. Click **Save**.

# Security Manager

The **Security Manager** is used to manage user access to ATX. It allows the **Admin** user to set up users and manage user access to a variety of system functions.

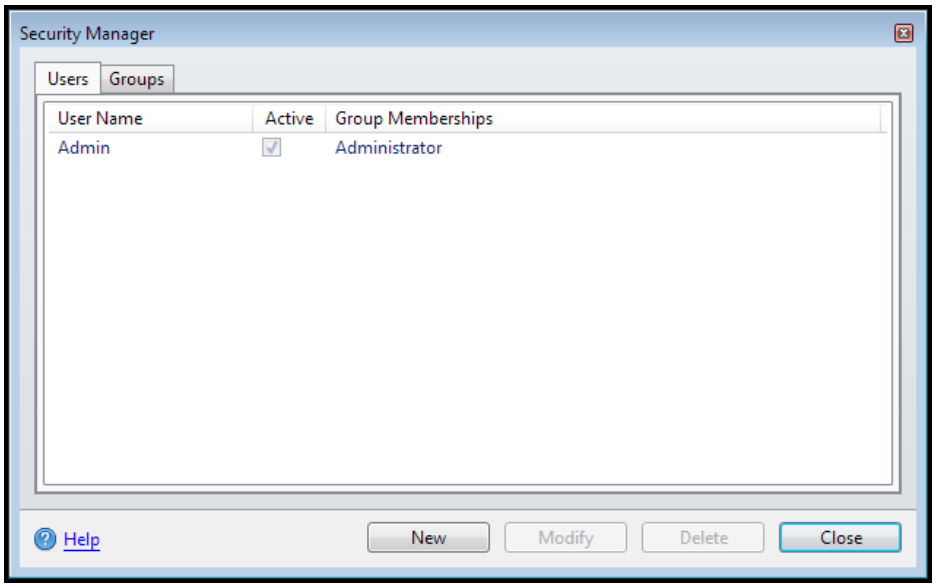
Only the Admin user or users with **Security Manager** rights may access **Security Manager**.

For each new user, the following tasks should be performed in **Security Manager**:

- **Assignment of a User Name:** Users are assigned a **User Name** which must be used to gain access to the system.
- **Assignment of a Password:** Users are assigned a **Password** which are required for all users.
- **Assignment to a User Group:** Users are assigned to one or more security groups (which define the system tasks they can perform). Users can only perform the tasks that are included in their security group's list of available actions.

Network users must have a user profile in **Security Manager** in order to log into ATX.

**To open Security Manager, click the Tools menu; then, select Security Manager.**




# Users Tab

The **Users** tab (and the dialog boxes that you access from it) allows you to add new users to the system and to define the tasks (via the security group assignments) to which each user has access.

# Groups Tab

The **Groups** tab (and the dialog boxes that you access from it) allows you to edit default security groups and define custom security groups to meet your business needs.

# Security Manager Terminology

If you've never worked with system security, there are a few terms you'll need to know:

**User**

Anyone who uses the system in some way. All users must have a corresponding **User Name** that he or she will use to log in.

**Action**

A task or group of tasks that users perform in the system, such as **Print Return** or **Create e-file**.

**Active status**

An **Active** status indicates that a user is current, thus enabling them to log in and perform their assigned system actions. **Active** is the default state for all users.

If you deactivate a user, you block the user from logging into the system. User information is retained and the user can be made **Active** again at any time.

**Group (or, Group Membership)**

The security **Group** combines a list of system actions. This **Group** represents the user's level of system access. Each user must be assigned to a group in order to grant them the access they need to perform their job tasks. For a list of available actions, see Security Manager Available Actions.

If you have a user that does not fit into one of the default groups, you can assign the user to multiple default groups or you can assign a unique set of actions to that user by Creating a New Security Group.

### Admin User

The **Admin** user is the individual in the organization who has complete system rights, including the right to add new users to the system and to grant all users their particular levels of access.

## User Passwords are Required

Users are required to have passwords to access the system. By assigning a password to a user, unauthorized activity can be prevented by controlling user actions within the system.

- Users can edit their own passwords. See Editing Passwords.
- If a user forgets a password, the Admin user (or a user with **Security Manager** privileges) can reset the user's password without having to know the current password. See Modifying a User's Security Profile or Resetting the Admin Password.

## Default User Names and Groups

Your system has one default User Name and several default Security Groups, listed below. See Security Manager Available Actions for an explanation of each available action.

| Default User Name | Default User Group | System Rights/Access | Restrictions |
|---|---|---|---|
| Admin | Administrator | Complete and unrestricted access to all system functionality. | Cannot modify available actions in this group. |
| | Basic Group | Includes basic system functionality (such as **Start** or **Edit** a Return). | Cannot modify available actions in this group. |
| | Office Manager | Includes all basic system functionality, as well as most of the **Available Actions**. The **Office Manager** group does not have access to the following functions: **Access Security Manager**, **Create E-files**, and **Delete E-files**. | |
| | Tax Preparer | Includes all basic system functionality, in addition to **Create E-files**, **Mark Returns Complete**, **Delete E-files**, and **Print Returns**. | |

## Default Admin User

The product requires an administrative user to set up preliminary data in the system and to manage users. Consequently, the **Admin** user is the default user name. The **Administrator** group is automatically associated with it, enabling the Admin user to set up other users in the system as well as necessary system data.

## Default User Groups

The other default groups are a sample of group assignments you can establish in Security Manager. You can assign users to these defaults, modify the **Office Manager** and **Tax Preparer** defaults, or create new groups and customize the actions of each according to your needs.

# Security Manager Available Actions

The system has a set of basic actions (such as **Start** and **Edit** a Return) that are automatically assigned to all user groups. (Basic actions are not listed under **Available Actions**).

The following is a list of additional **Available Actions** that can be assigned to a group.

Actions are only available to a user if the user is assigned to a security group with which the actions are associated.

| Available Action | Information about Action |
|---|---|
| Access Security Manager | Permission to open and work in Security Manager. This action is typically reserved for individuals who perform administrator type duties in the organization. |
| Access Preparer/ERO Manager | Permission to open and input information on tax preparers in the Preparer/ERO Manager. |
| Access Accounts Receivable Tab | Permission to view the Accounts Receivable Tab of the Return Manager, which shows the client's billing status. If the user is not granted access to **Accounts Receivable**, corresponding columns within Return Manager will also be restricted. |
| Access Tax Warehouse Tab | Permission to view the Tax Warehouse Tab, which is a summary of tax information from a client's return. If the user is not granted access to **Tax Warehouse**, corresponding columns within Return Manager will also be restricted. |
| Marking Returns Complete | Permission to use the **Complete** column in Return Manager to mark a return **Complete**. A return may be marked complete based on your organization's return completion requirements. |
| Unmarking Returns Complete | Permission to remove the **X** from the **Complete** column in Return Manager. |
| Print Returns | Permission to print a whole return or pages of a return. |
| Access Billing Manager | Permission to open and work in the Billing Manager. |

| Available Action | Information about Action |
|---|---|
| Access Client Communication Manager | Permission to open and work in the Client Communication Manager, which includes the **Client Letter** feature. See Standard Client Letters. |
| Create E-files | Permission to create an e-file from an open tax return. |
| Transmit E-files | Permission to transmit an e-file to the EFC. |
| Receive Acknowledgements | Permission to receive acknowledgements from the EFC. See Managing Acknowledgements (Acks).<br>Users who have permission to receive acknowledgements also have permission to sync with the EFC. |
| Delete E-files | Permission to delete a saved e-file. |

# Adding Users to the System

Each user must have a unique **User Name** and **Password**. The Admin user sets up **User Names** and **Passwords** in Security Manager.

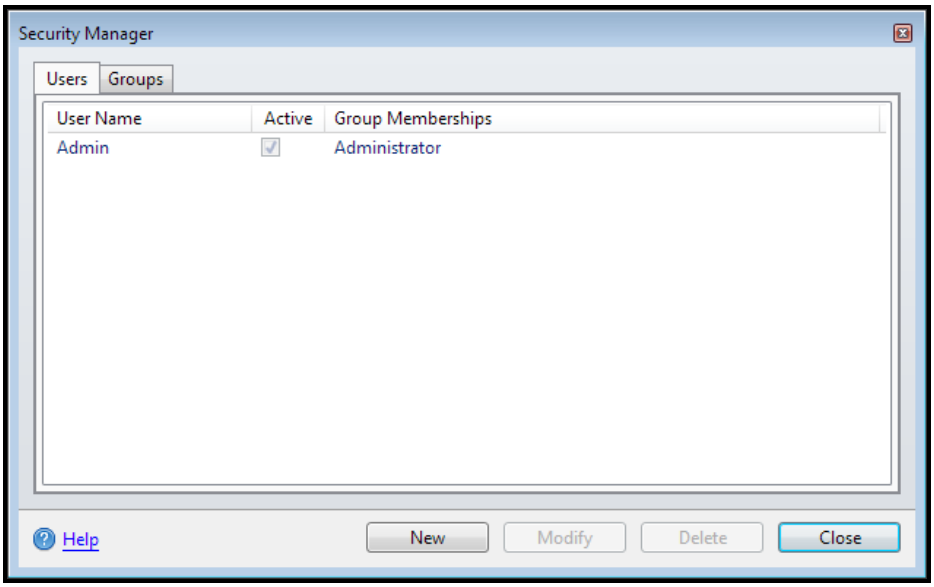
Passwords are required and provide extra security. They are setup by the Admin user when adding new users to the system.

ATX includes user licensing with each product package, for each standalone or workstation installation that is activated, a user license is required. Should you need additional user licenses, please contact your Account Manager at **1-877-728-9776**.

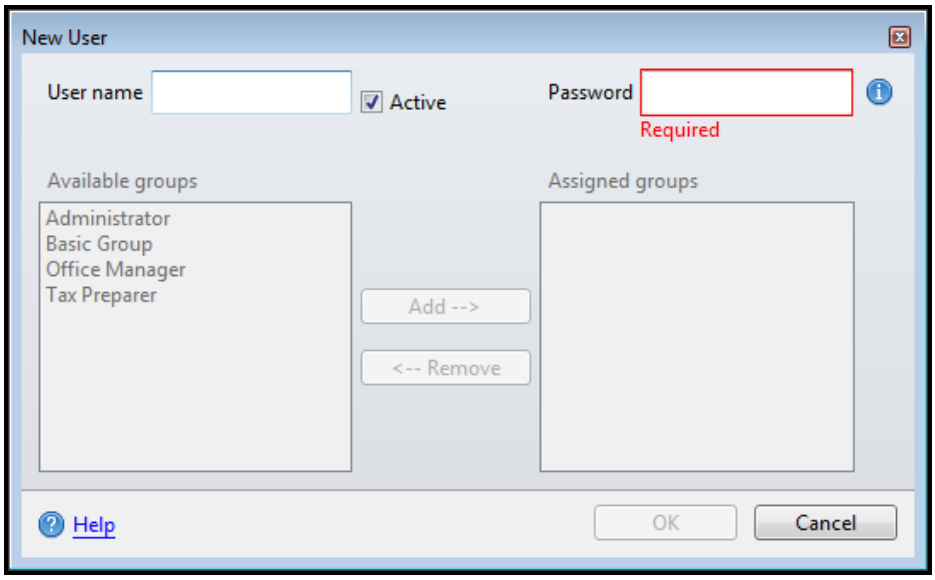
Only the Admin user or users with **Security Manager** rights may access Security Manager.

**To add a new user:**

1. Click the **Tools** menu; then, select Security Manager.



2. Click **New**.




3. In the **User Name** field, enter a user name (up to 20 characters).
4. In the **Password** field, enter a user password.

Passwords must follow these guidelines:

- 8 - 20 characters
- At least 1 UPPER case letter
- At least 1 lower case letter
- At least 1 number
- At least 1 punctuation or special character (ex.? ! $ & * )
- Spaces are allowed

5. In the **Available groups** pane, select the group to which the new user will be assigned.

See Default User Names and Groups.

6. Click **Add -->** to move the selected group to the **Assigned Groups** pane.
7. Click **OK**.

## Modifying a User's Security Profile

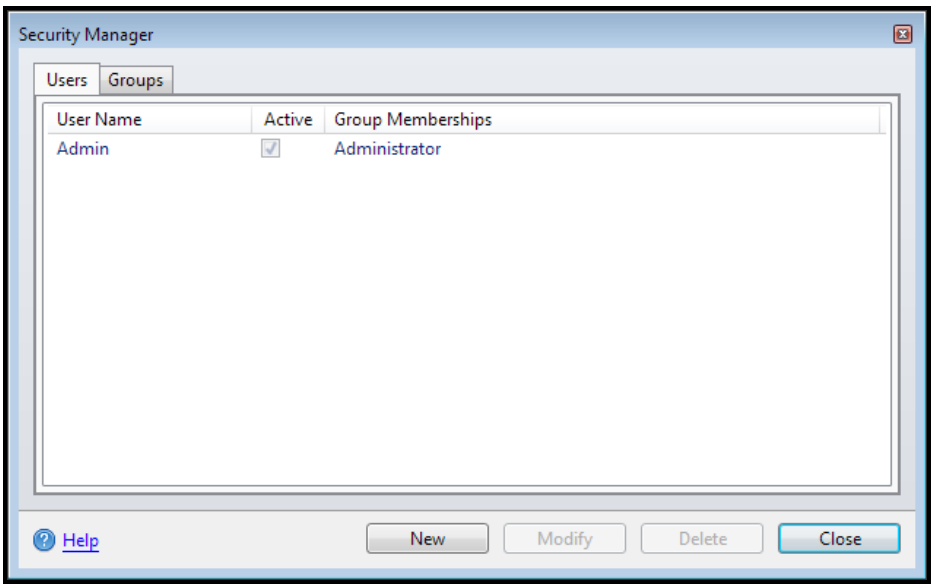
You can modify a user's profile in the following ways:

- **Change** the **User Name**
- **Edit** the **Password** (users can also do this themselves)
- **Change** the user's assigned **Group**, or add other groups
- Deactivate the user's security profile

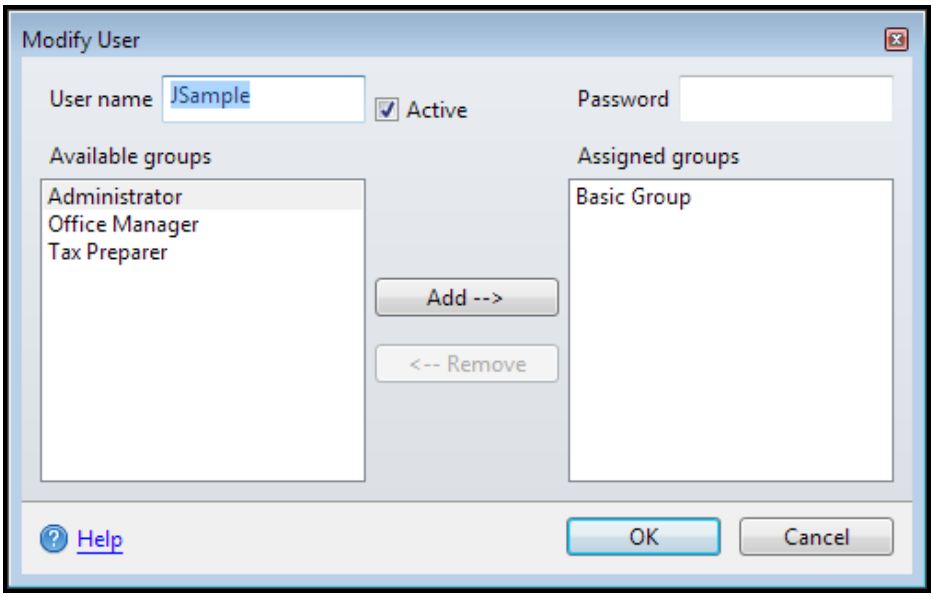
Only the Admin user or users with **Security Manager** rights may access Security Manager.

### To change the user's assigned group:

1. Click the **Tools** menu; then, select Security Manager.




2. Highlight the user whose profile you want to modify.
3. Click **Modify**.




### To change a User name:

You cannot change the default **Admin** user name. You can, however, create a new user with **Administrator** group privileges.

1. In the **Modify User** dialog box, type a new user name in the **User name** field.
2. Click **OK**.

**To edit a password:**

Users can change their own password by following steps in the Editing Passwords topic. To change the password, they must know the current password.

1. In the **Modify User** dialog box, type a new password in the **Password** field.

   Passwords must follow these guidelines:

   - 8 - 20 characters
   - At least 1 UPPER case letter
   - At least 1 lower case letter
   - At least 1 number
   - At least 1 punctuation or special character (ex.? ! $ & * )
   - Spaces are allowed

2. Click **OK**.

**To add a group to the user's profile:**

1. In the **Modify User** dialog, click the group you want to add in the **Available groups** pane.
2. Click the **Add** button.

   You can also double-click the group(s) you want to add.

3. Click **OK**.

   The group appears in the **Assigned** groups pane.

**To remove a group from the user's profile:**

1. In the **Modify User** dialog, click the group you want to remove in the **Assigned groups** pane.
2. Click the **Remove** button.

   You can also double-click the group(s) you want to remove.

3. Click **OK**.

   The group appears back in the **Available groups** pane.

## Deactivating a User in the System

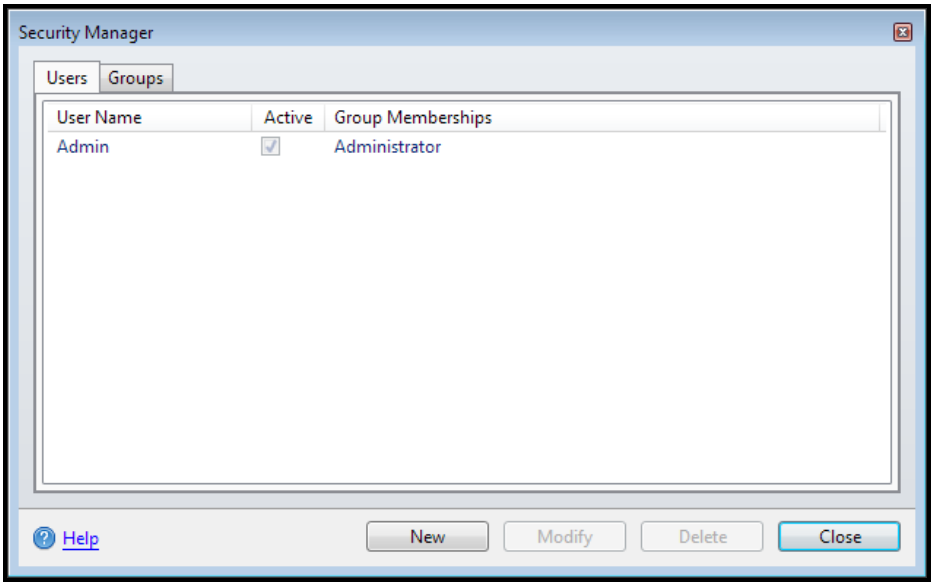
If you're the Admin user, you can deactivate a user's security profile without removing the profile information from the system.

The **Active** check box on the **Modify User** dialog box can be used to deactivate or reactivate a user in the system. While the user will no longer be able to access the system, the system will still have the user name's setup information. This is a particularly useful security feature for businesses that have repeat seasonal employees, such as seasonal tax preparers.

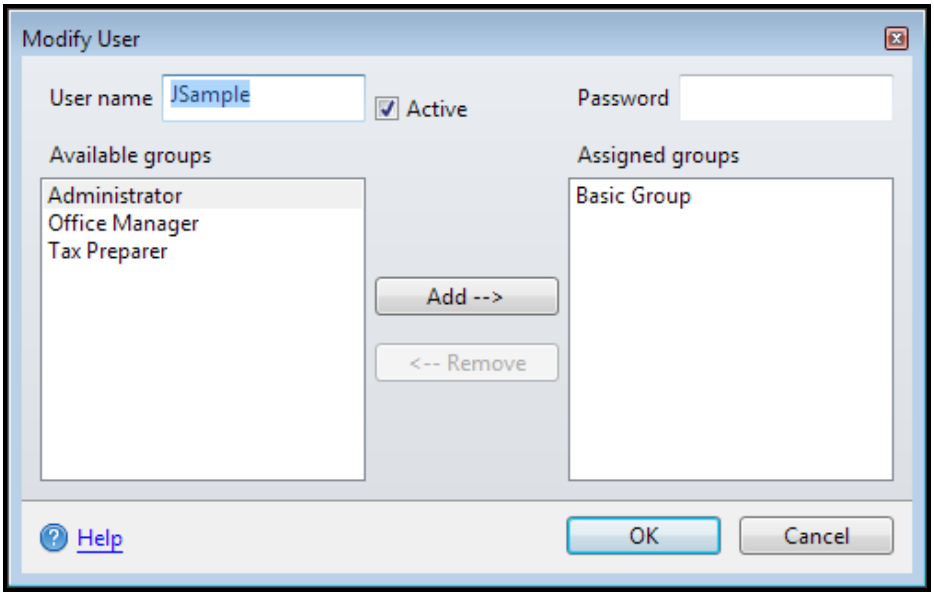
Only the Admin user or users with **Security Manager** rights may access Security Manager.

**To deactivate a user's profile:**

1. Click the **Tools** menu; then, select Security Manager.




2. Click the user whose profile you want to deactivate.
3. Click **Modify**.




4. Clear the **Active** check box.
5. Click **OK**.

## Re-activating a User

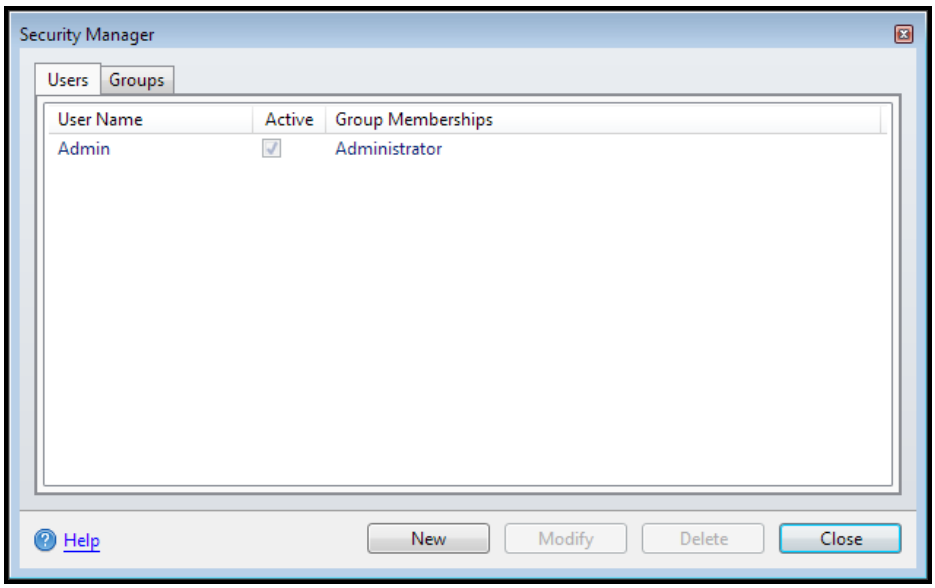
Re-activating a user's security privileges in the system is the reverse of deactivation. Simply select the **Active** check box on the **Modify User** dialog box and save the changes.

# Deleting Users from the System

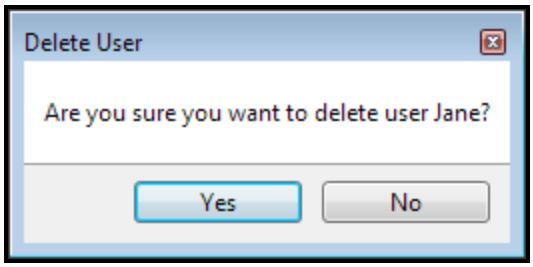
Only the Admin user or users with **Security Manager** rights may access Security Manager.

**To delete a user from the system:**

1. Click the **Tools** menu; then, select Security Manager.




2. Highlight the user you want to delete.
3. Click **Delete**.




4. Click **Yes**.

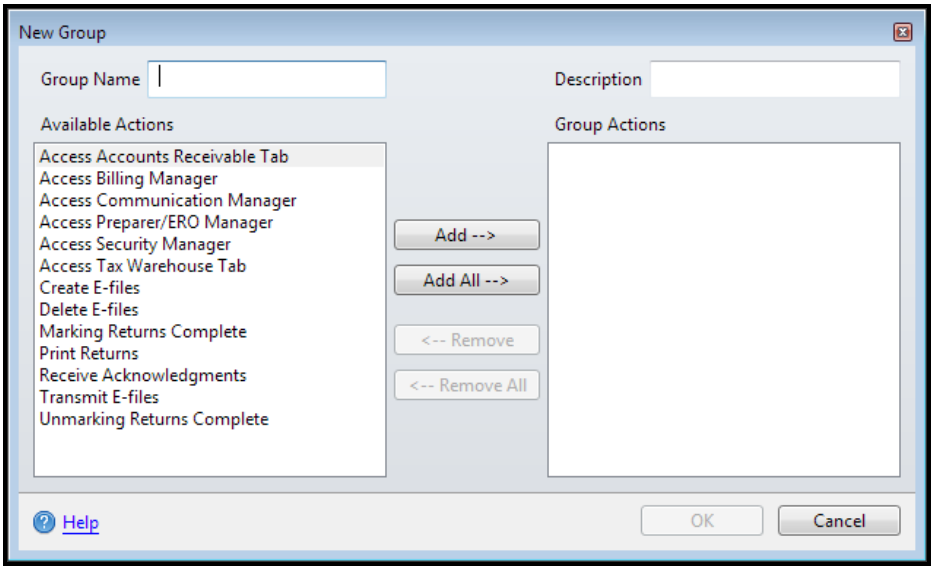
# Creating a New Security Group

If the default security groups do not meet the needs of your business, you can create your own custom group.

Only the Admin user or users with **Security Manager** rights may access Security Manager.

**To create a new security group:**

1. Click the **Tools** menu; then, select Security Manager.
2. Click the **Groups** tab.
3. Click **New**.




4. In the **Group Name** field, enter the name of the new group.
5. In the **Description** field, enter a description for the new group.
6. To associate a set of actions with the group, do one of the following:
   - Select the desired action(s) in the **Available Actions** pane; then, click **Add -->** to move the selected action(s) to the **Group Actions** pane.
   - Click **Add All -->** to move all **Available Actions** to the **Group Actions** pane.
   - Double-click desired actions in the **Available Actions** pane (one at a time) to move them to the **Group Actions** pane.
7. Click **OK** when all desired actions for the new group appear in the **Group Actions** pane.

**To remove an action from a group:**

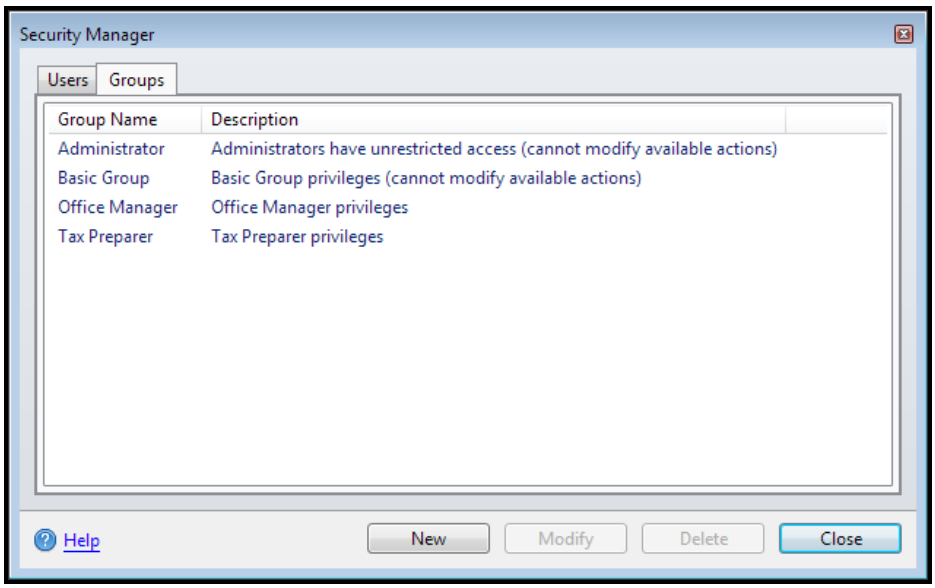
1. Do one of the following:
   - Select the desired action(s) in the **Group Actions** pane; then, click **<-- Remove** to move the selected action(s) to the **Available Actions** pane.
   - Click **<-- Remove All** to move all **Group Actions** to the **Available Actions** pane.
   - Double-click the desired action(s) in the **Group Actions** pane (one at a time) to move them to the **Available Actions** pane.
2. Click **OK** when all actions to be removed from the group appear in the **Available Actions** pane.

## Modifying Security Groups

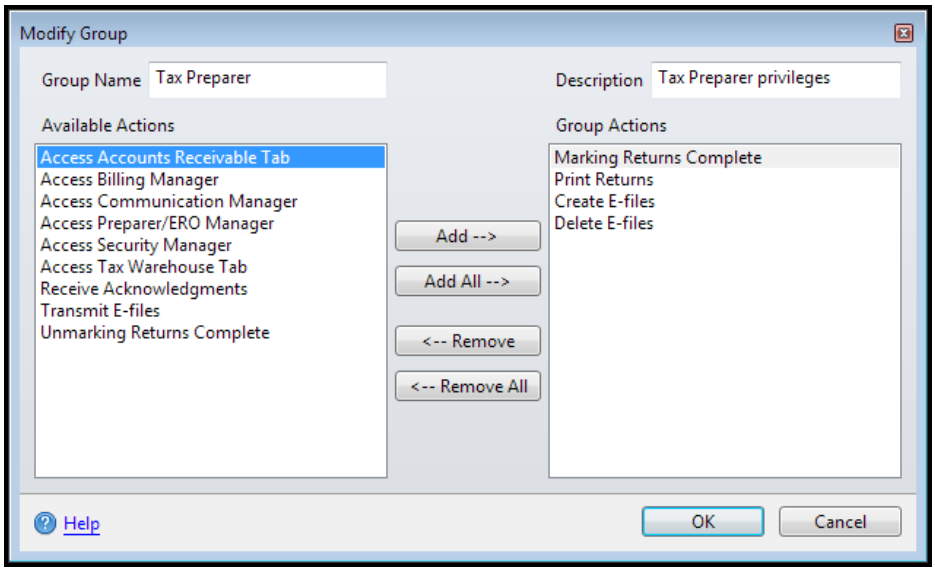
Only the Admin user or users with **Security Manager** rights may access Security Manager.

**To modify a security group:**

1. Click the **Tools** menu; then, select Security Manager.
2. Click the **Groups** tab.




3. Select the group to be modified.
4. Click **Modify**.




**To change the Group Name or Description:**

1. In the **Modify Group** dialog box, edit the **Group Name** and/or **Description** as desired.
2. Click **OK**.

**To add actions to a group:**

1. In the **Modify Group** dialog, do one of the following:
   - Select the desired action(s) in the **Available Actions** pane; then, click **Add -->** to move the selected action(s) to the **Group Actions** pane.
   - Click **Add All -->** to move all **Available Actions** to the **Group Actions** pane.
   - Double-click desired actions in the **Available Actions** pane (one at a time) to move them to the **Group Actions** pane.
2. Click **OK** when all desired actions for the new group appear in the **Group Actions** pane.

**To remove actions from a group:**

1. In the **Modify Group** dialog box, do one of the following:
   - Select the desired action(s) in the **Group Actions** pane; then, click **<-- Remove** to move the selected action(s) to the **Available Actions** pane.
   - Click **<-- Remove All** to move all **Group Actions** to the **Available Actions** pane.
   - Double-click the desired action(s) in the **Group Actions** pane (one at a time) to move them to the **Available Actions** pane.
2. Click **OK** when all actions to be removed from the group appear in the **Available Actions** pane.

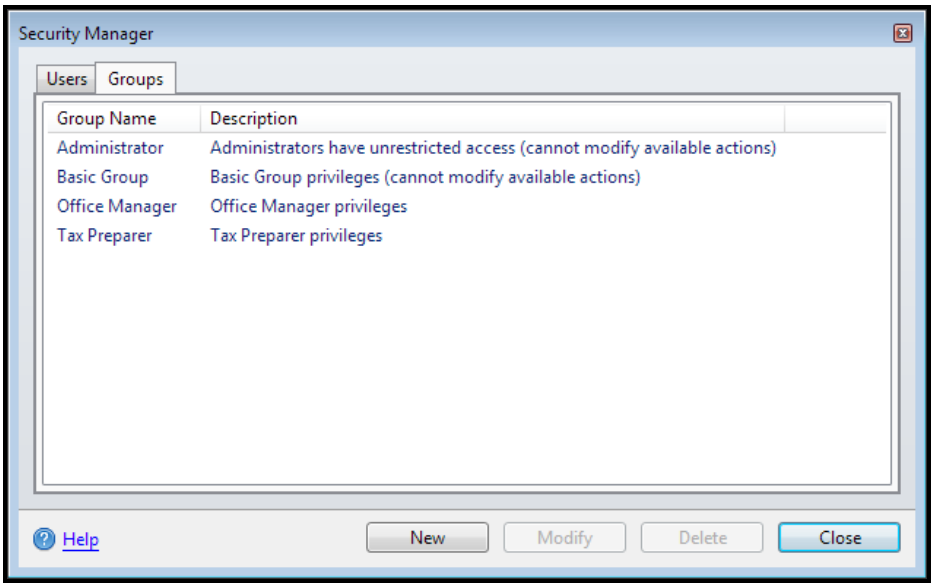
Remaining **Group Actions** will still be available to the group.

## Deleting Security Groups

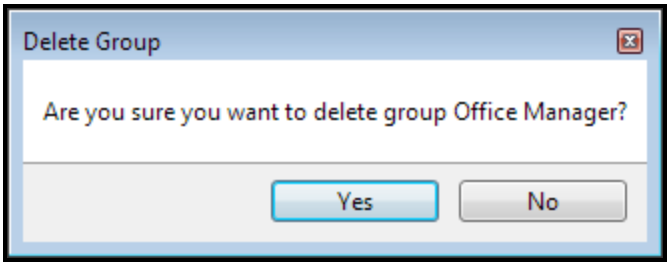
Only the Admin user or users with **Security Manager** rights may access Security Manager.

**To delete a security group:**

1. Click the **Tools** menu; then, select Security Manager.
2. Click the **Groups** tab.




3. Select the group to be deleted.
4. Click **Delete**.

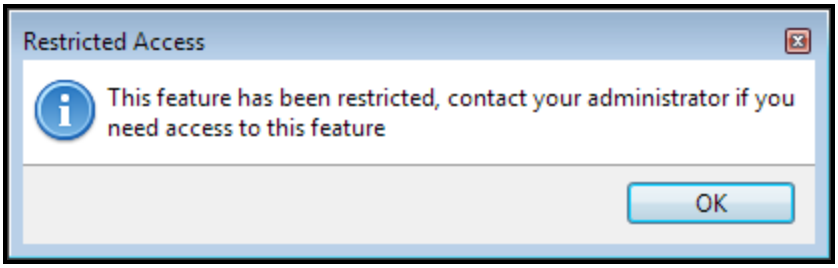



5. Click **Yes** to confirm.

If any users are assigned to a group, that group cannot be deleted.

# Restricted Access Message

The **Restricted Access** message appears when users attempt to perform a system activity (or action) and they have not been granted rights to that particular function:




The Admin user can log in and resolve this issue personally. Alternatively, the Admin user can enable the user to access the restricted feature(s) by doing one of the following:

- Remove the existing group to which the user is assigned and assign a group that can access the desired feature(s). See Modifying a User's Security Profile.
- Create a new group containing the desired action(s); remove the existing group from the user's profile, and assign the new group. See Creating a New Security Group.
- Modify the security group to which the user is already assigned (add a new action). See Modifying Security Groups.

The **Administrator** and **Basic** groups cannot be modified.

Close ATX and restart for these changes to take effect.

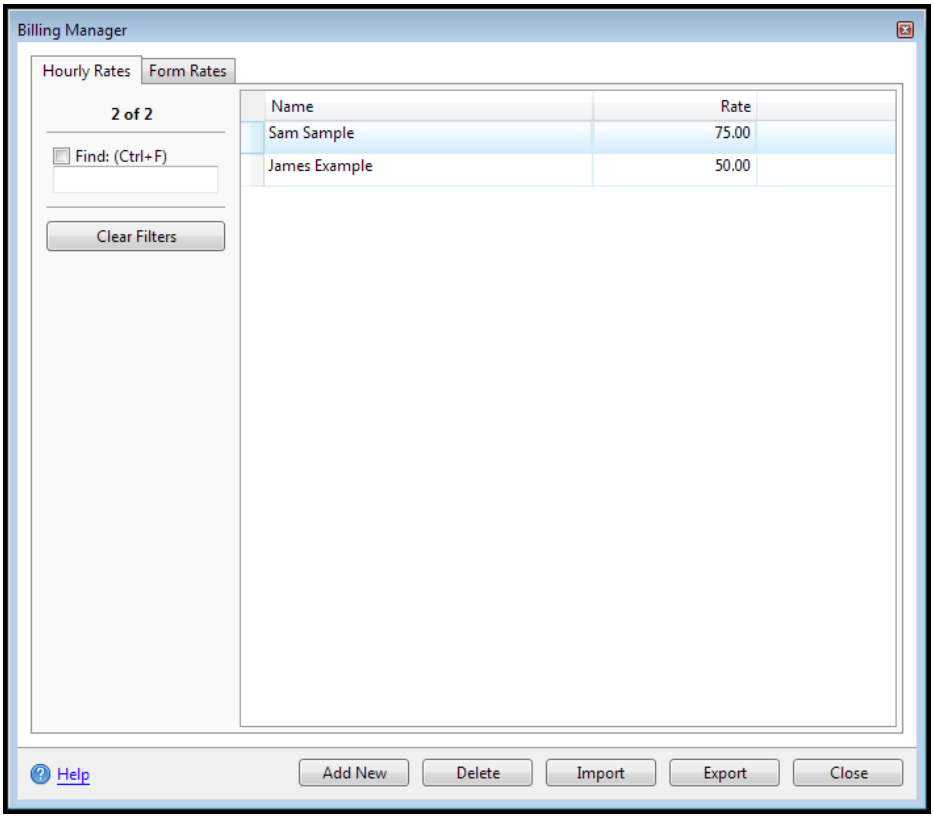
# Billing Manager

The **Billing Manager** allows you to set up rates for specific tax forms and schedules, as well as hourly billing rates for preparers and other individuals in your firm. The rates you enter in the Billing Manager are automatically entered on the billing invoice, which you can attach to a return like any other form.

Changes you make to **Billing Rate** information are only applied to returns created after the changes are made.

**To open the Billing Manager:**

From Return Manager, click the **Tools** menu; then, select **Billing Manager**.

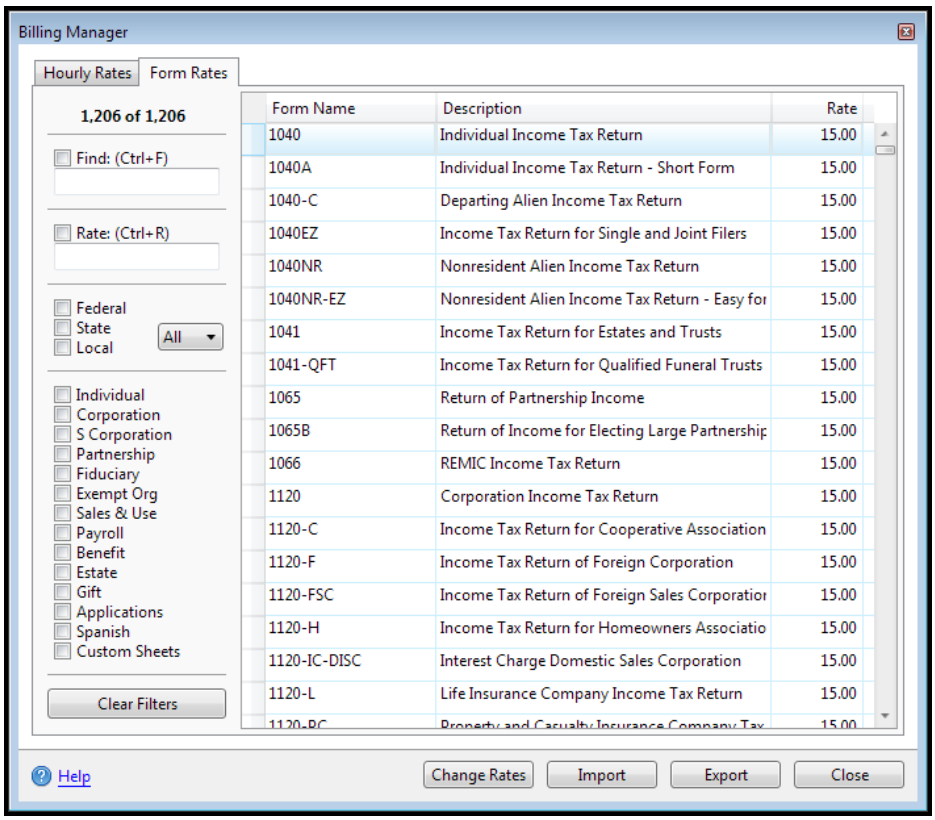



# Form and Schedule Rates

Standard rates for tax forms and schedules are set on the **Form Rates** tab of the Billing Manager.

**To access the Form Rates tab:**

1. Click the **Tools** menu; then, select Billing Manager.
2. Click the **Form Rates** tab.




## Form Rates tab

The **Form Rates** tab includes filtering features, as well as **Import/Export** functionality:

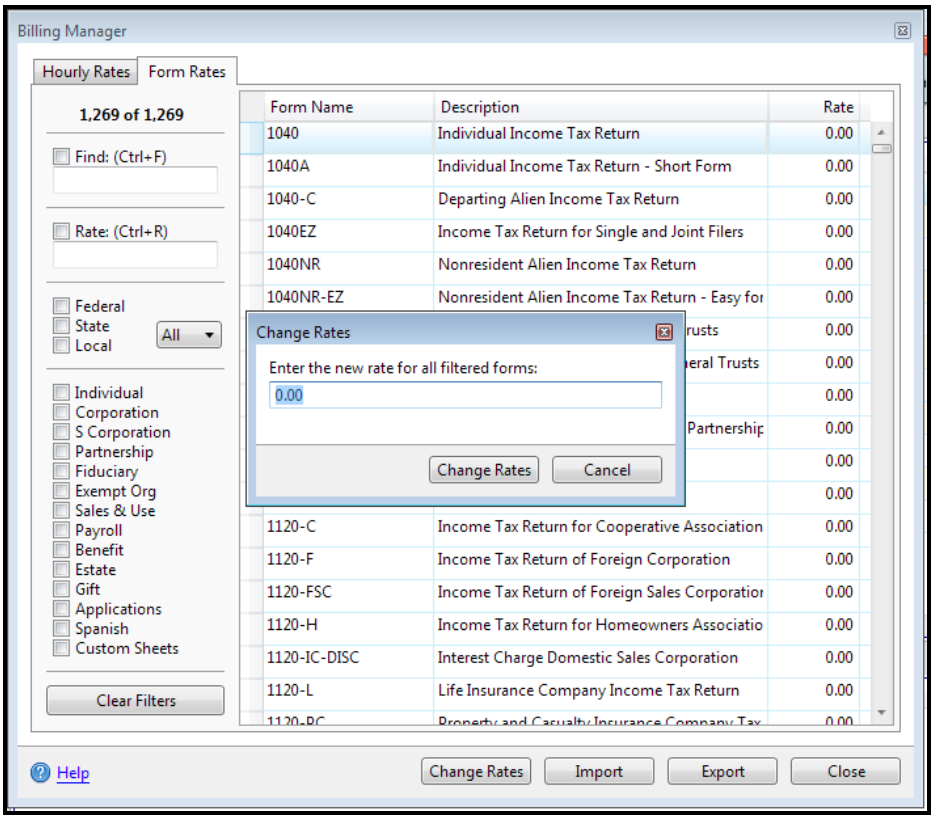
| Filters and Buttons | Description |
|---|---|
| Find | Type the name or number of the form for which you're looking. This is the general search function. |
| Rate | Type the rate (dollar amount) for which you're looking. |
| Federal, State, Local | Filter the form list by jurisdiction. |
| Form Type | Filter the form list by type, such as **Corporate**, **Individual**, or **Partnership**. |
| Clear Filters | Clears all filters and displays all forms in the list. |
| Help link | Displays the Program Help topic related to the Billing Manager. |
| Change Rates | Enter a new, common rate for all the filtered forms. |
| Import | Browse for the folder in which a .csv file of form rates is located. |
| Export | Browse for the folder into which you'd like to save a .csv file of form rates. |
| Close | Closes the Billing Manager. |

# Setting Up Form and Schedule Rates

If you do not roll your billing rates over from last year, the first time you access the Billing Manager, the program will open with the **Change Form Rates** dialog box on top of the **Form Rates** tab of the Billing Manager. This gives you an opportunity to set initial standard rates for forms.

**To set a common basic rate for all forms or schedules:**

1. Click the **Tools** menu; then, select Billing Manager.




If you have selected any Billing Manager filters, the rate you enter will only apply to the forms that appear as a result of the filter selections.

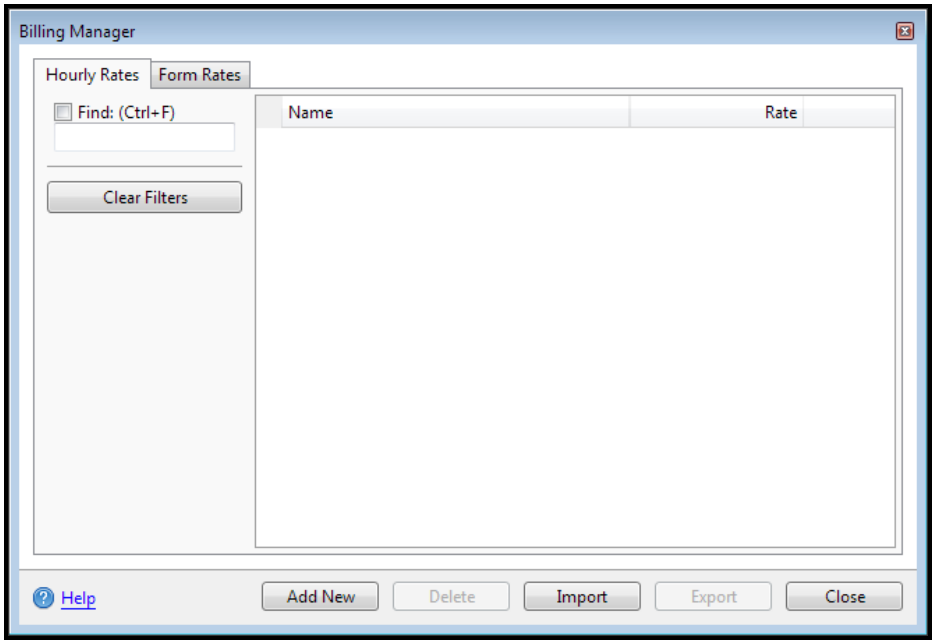
2. In the **Change Form Rates** dialog box, enter a rate for all forms and schedules in the filtered list.
3. In the **Change Form Rates** dialog box, click **Change Rates**. The new rates will appear in the list in the **Form Rates** tab of the Billing Manager.
4. Click **Close.**

# Setting Up Hourly Rates

Hourly rates for preparers and other individuals in your organization are set up in the Billing Manager.

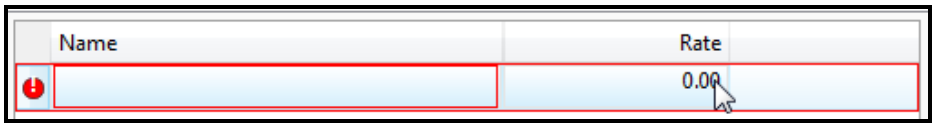
**To set up standard hourly rates for one or more people in your organization:**

1. Click the **Tools** menu; then, select Billing Manager.




2. Click **Add New**.

   A new row appears in the table. The **Name** field is highlighted.




3. In the **Name** field, enter the name of the preparer or individual in the organization.
4. In the **Rate** field, enter the hourly rate for the preparer or other individual.
5. Repeat steps **2** through **4** for any additional billable individuals.
6. Click **Close**.

## Hourly Rates tab

The **Hourly Rates** tab includes the following functionality:

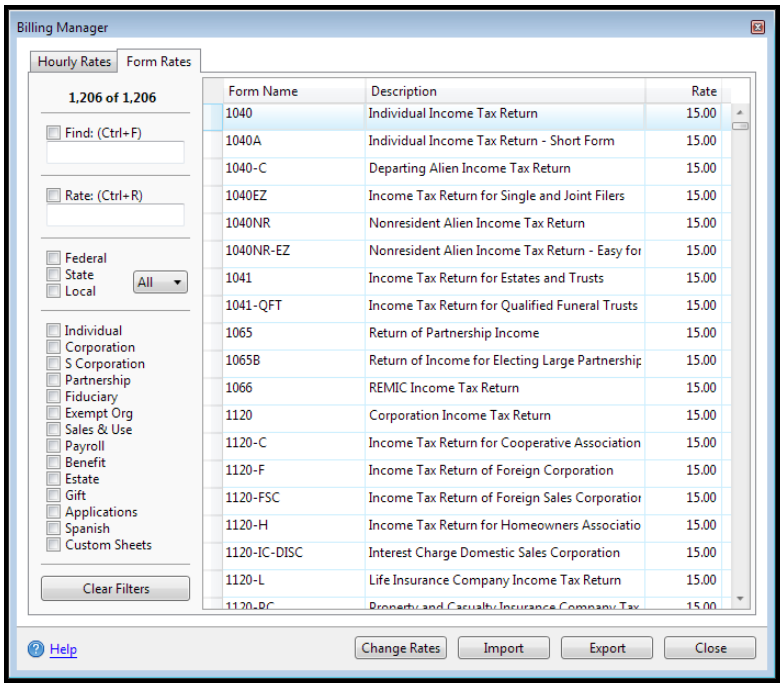
| Function | Description |
|---|---|
| Find | Allows you to search for a preparer, individual, or rate. |
| Clear Filters | Clears the **Find** filter and displays all names in the list. |
| Help | Opens **Program Help**. |
| Add New | Click to add a new preparer or individual with an hourly rate. |
| Delete | Deletes the highlighted row/entry. |
| Import | Browse for the folder in which a .csv file of hourly rates is located. |
| Export | Browse for the folder into which you'd like to save a .csv file of hourly rates. |
| Close | Closes the Billing Manager. |

# Changing Form Rates

Form Rates can be changed at any time. However, the changes you make will only affect returns created after the changes are made.

**To change a specific form rate:**

1. Click the **Tools** menu; then, select Billing Manager.
2. Click the **Form Rates** tab.



3. In the **Rate** column enter the desired rate for each form.
4. Click **Close** to save your changes and exit.

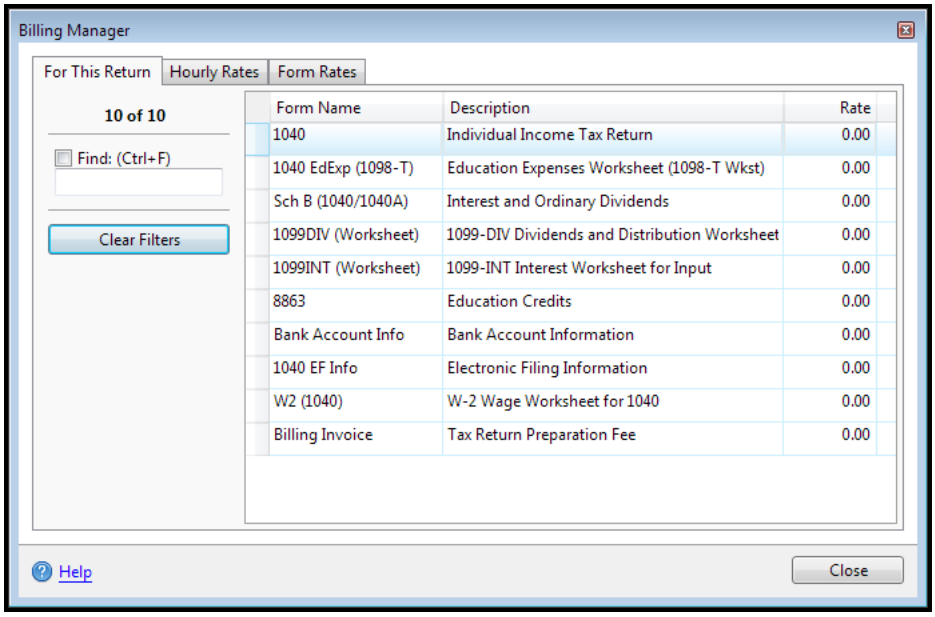
If you have already opened the **Billing Invoice** in a return, changing the standard rates will not change the rates for that return. You must either discard the billing invoice and open a new one, or change the rates specifically for that invoice.

## Changing Rates in an Open Return

Changing the billing rates for the open return will affect that return only and will not change other standard rates.

**To change form and schedule rates for an open return:**

1. From the open return, click the **Tools** menu; then, select Billing Manager.




2. In the **Rate** column, enter the new rate for the form.
3. Click **Close** to save your changes.

**To change hourly rates associated with the open return:**

1. From the open return, click the **Tools** menu; then, select Billing Manager.

   The **For This Return tab** of the Billing Manager appears.

2. Select the **Hourly Rates** tab.

   The **Hourly Rates** tab of the Billing Manager appears.

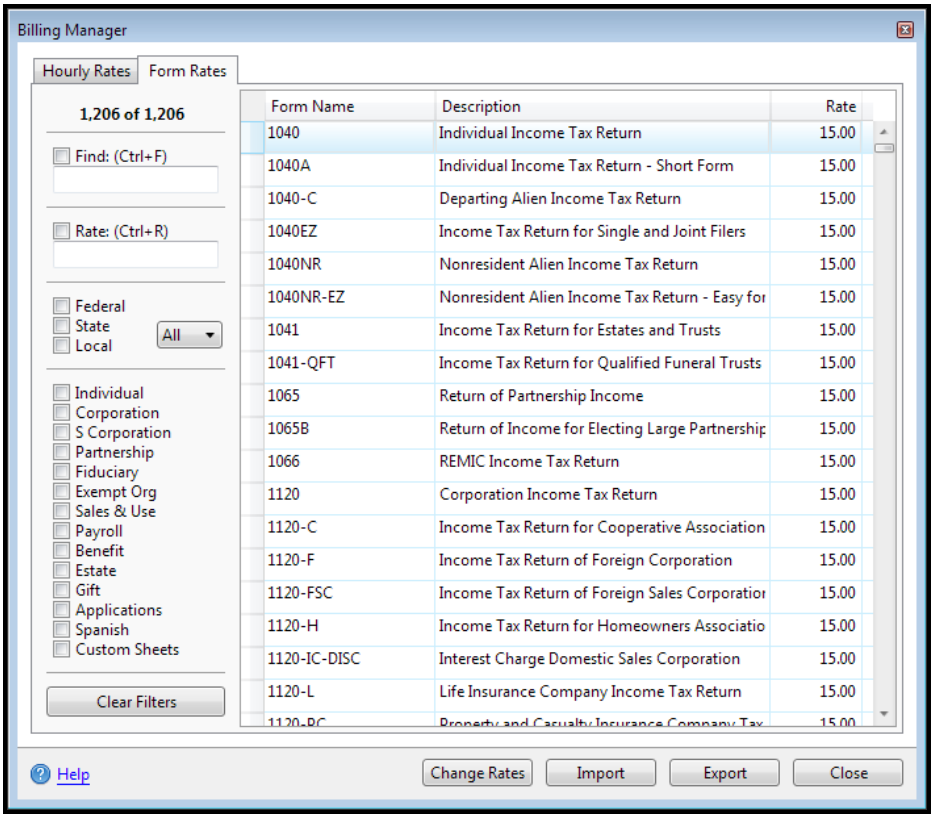
3. In the **Rate** column, enter the new hourly rate.
4. Click **Close** to save your changes.

# Exporting Billing Rates

You can use the Billing Manager to export your form and/or hourly billing rates to .csv files. Using **Microsoft Excel**, you can modify the .csv file, if desired, and then import it back to your primary computer or to another computer. See Saving an .xls as .csv.

**To export standard form rates:**

1. Click the **Tools** menu; then, select Billing Manager.
2. Click the **Form Rates** tab.



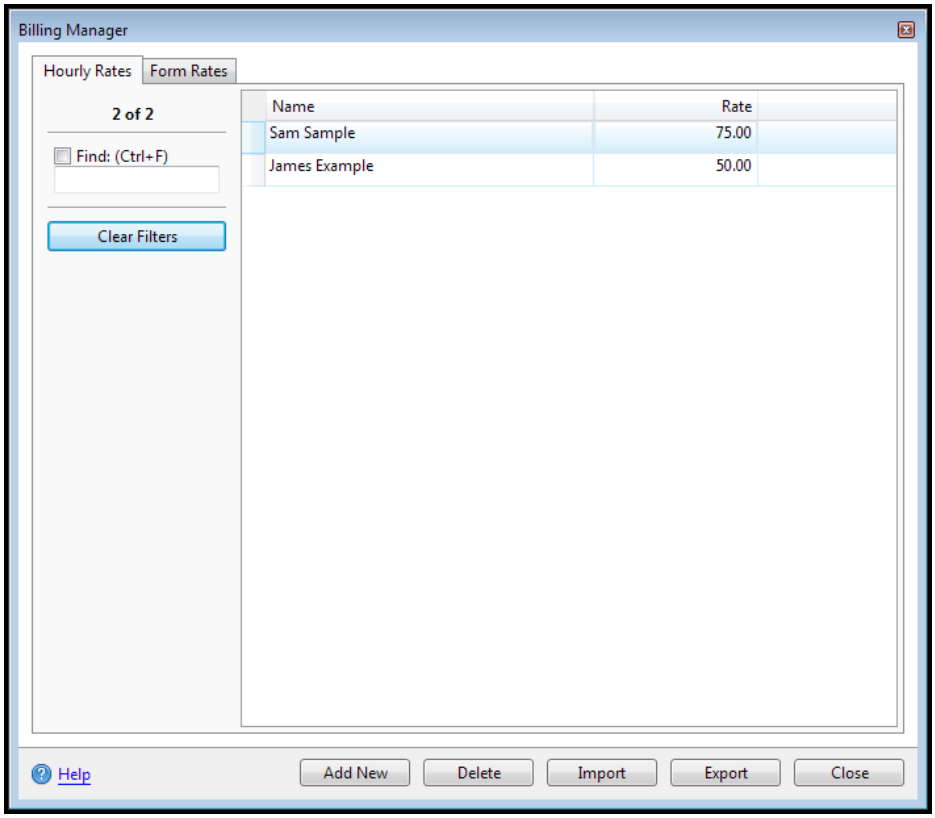

3. Click **Export**.

   A **Browse For Folder** dialog box appears.

4. Navigate to the location where the file is to be saved.
5. Click **OK**.

**To export standard hourly rates:**

1. Click the **Tools** menu; then, select Billing Manager.




2. Click **Export**.

   The **Browse for Folder** dialog box appears.

3. Navigate to the location where the file is to be saved.
4. Click **OK**.

# Modifying Billing Rates in a .csv File

If you need to change your billing rates, you may find it easier to do this in a **Microsoft Excel** format than to make the changes in the system.

**To modify billing rates in a .csv file, you must:**

1. **Export** the .csv file to a directory on your system. See Exporting Billing Rates.
2. **Modify** the .csv file (see instructions in this topic).
3. **Import** the .csv file back into the ATX product. See Importing Billing Rates.

**To modify the billing rates in the .csv file:**

Both the forms rates and hourly billing rates are exported in a .csv file format. The .csv file can be opened and edited with **Microsoft Excel**.

1. Right-click the **.csv** file (**FormBillingRates.csv** or **HourlyBillingRates.csv**).
2. Click **Open with** and click **Microsoft Excel** to open the file.

3. Make your changes in **Excel**.
4. **Save** the file.

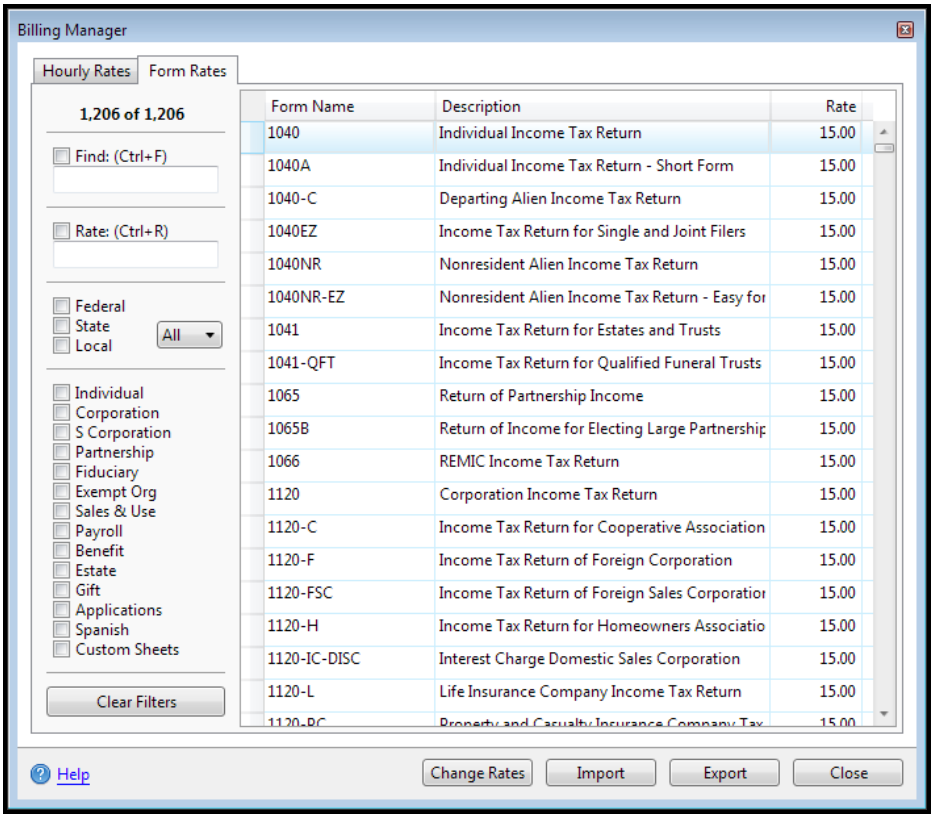
# Importing Billing Rates

Only .csv files may be imported.

## Importing Form Rates

**To import standard form billing rates:**

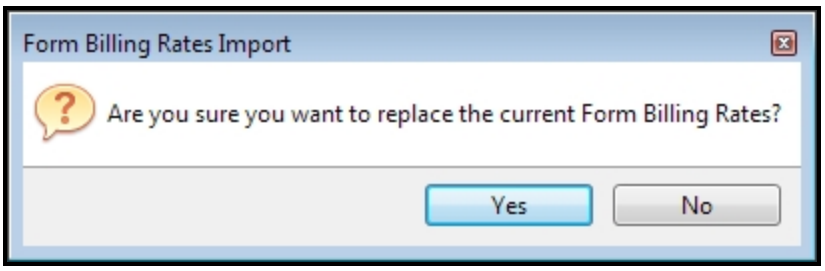
1. Click the **Tools** menu; then, select Billing Manager.
2. Click the **Form Rates** tab.



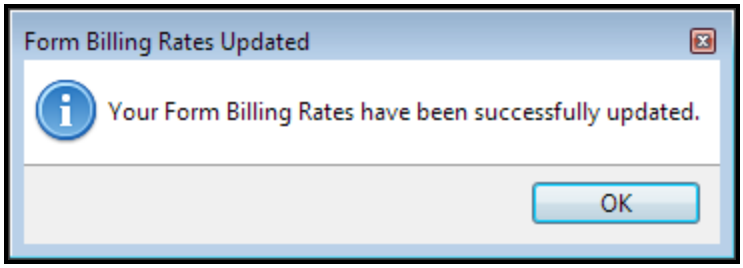

3. Click **Import**.

   A **Browse for Folder** dialog box appears.

4. Navigate to and select the file for import.
5. Click **OK**.




6. Click **Yes** to confirm.

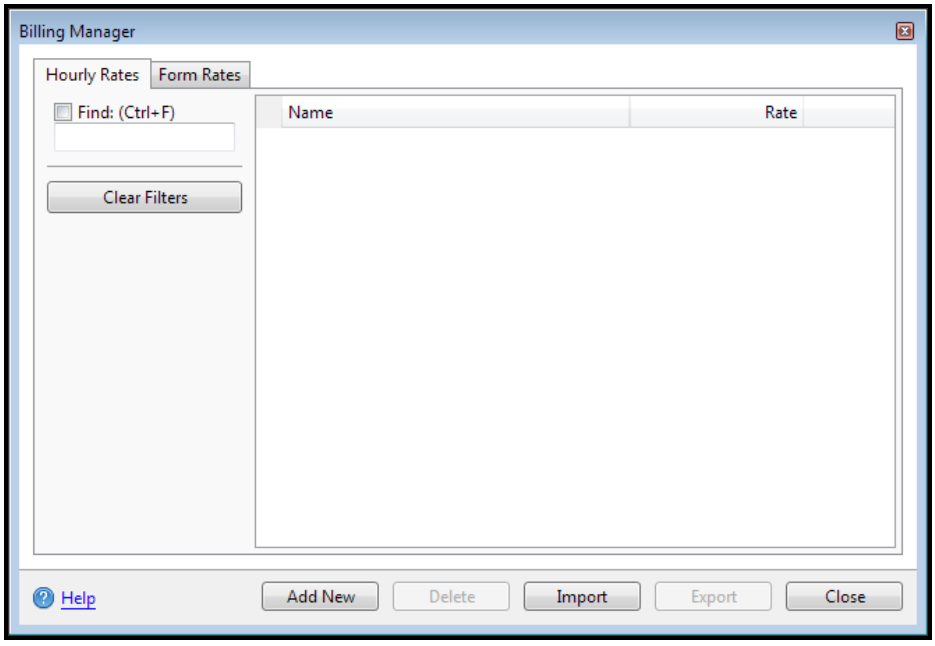



7. Click **OK**.

## Importing Hourly Rates

**To import standard hourly billing rates:**

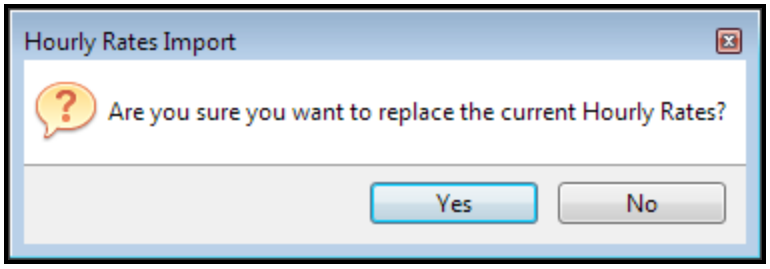
1. Click the **Tools** menu; then, select Billing Manager.



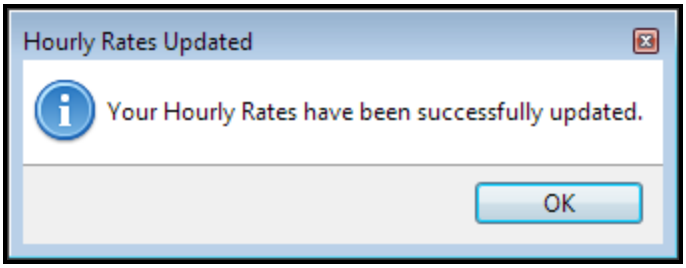

2. Click **Import**.

   A **Browse for Folder** dialog box appears.

3. Navigate to and select the file for import.
4. Click **OK**.




5. Click **Yes** to confirm.




6. Click **OK**.

# Adding a Billing Invoice to a Return

After you add an invoice to a return, you can modify the rates for that return, bill flat fees, and modify the invoice in other ways.

When sending an invoice to CCH iFirm, ATX prompts you to add the **Billing Invoice** to the return. See Send CCH iFirm Invoice.

**To add the billing invoice to a return:**

1. Open the return.
2. Click the **Forms** menu; then, select **Billing Invoice**.

The **Billing Invoice** includes the following pages:

| Billing Pages | Description |
|---|---|
| Options | Allows you to select a variety of billing options for the particular return. |
| Invoice | Displays a statement of charges for the return. These charges are pulled from the **Forms Rates** and **Hourly Rates** tabs of Billing Manager. |
| Hourly Billing Rates | Provides a breakdown of all the hourly billing rates associated with the return. |
| By Worksheet | Use this worksheet to customize the Statement or Invoice. Type in any worksheets you want to include as part of the invoice. Select the check box beside the Description to include that item in the invoice. |
| Forms Statements | Lists the forms and schedules prepared for the particular return. |
| Excluded Forms | Lists all forms in the return. Check the box for each form you want to include on the Forms Statement or Invoice. |

If you have already opened the billing invoice in a return, changing the standard rates will not change the rates for that return. You must either discard the billing invoice and open a new one, or change the rates specifically for that invoice.

# Completing the Billing Invoice

The **Billing Invoice** is a form that can be added to any return. After adding it to the return, you can modify it or customize it. See Adding a Billing Invoice to a Return.

When you add the **Billing Invoice** to the return, the **Billing Options** page is the first to appear.

## Billing Options Page

### Preparer Information

To print your firm's information on the invoice, select the **Print on Invoice** check box. To change information, type over the existing text.

Changes you make apply only to this invoice.

### Client Information

Your client's name and address are identical to the corresponding fields on the return. To change the invoice name or address, type over the text.

### Billing Methods

You can combine all charges into one line item or create a detailed billing statement. To combine the charges and create a summary billing, select the **Combine all charges above** check box.

To change billing descriptions on the invoice, type over the text in the **Description** fields.

## Invoice Page

### Invoice Date

The Invoice Date reflects your computer's current system date, but the **Date** field may be overridden to reflect any date you choose.

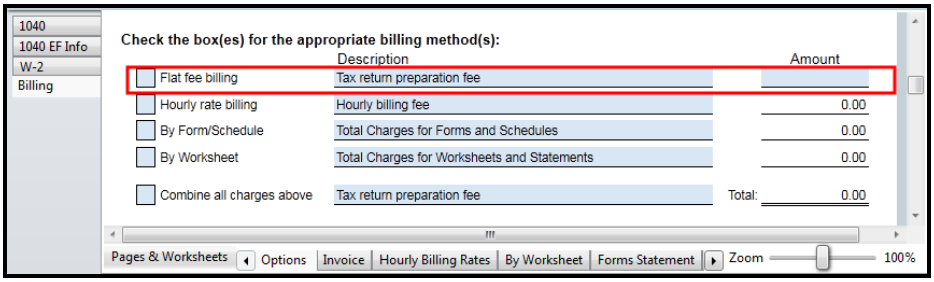
# Billing a Flat Fee

**To bill a flat fee for a specific return:**

1. Open the return.
2. Click the **Forms** menu; then, select **Billing Invoice**.

   The **Billing Invoice** is added to the return.

3. Select the **Options** tab at the bottom of the **Billing Invoice**.
4. Scroll down to the **Check the box(es) for the appropriate billing method(s)** section.




5. Select the **Flat fee billing** check box.
6. In the **Amount** field, enter the appropriate fee.

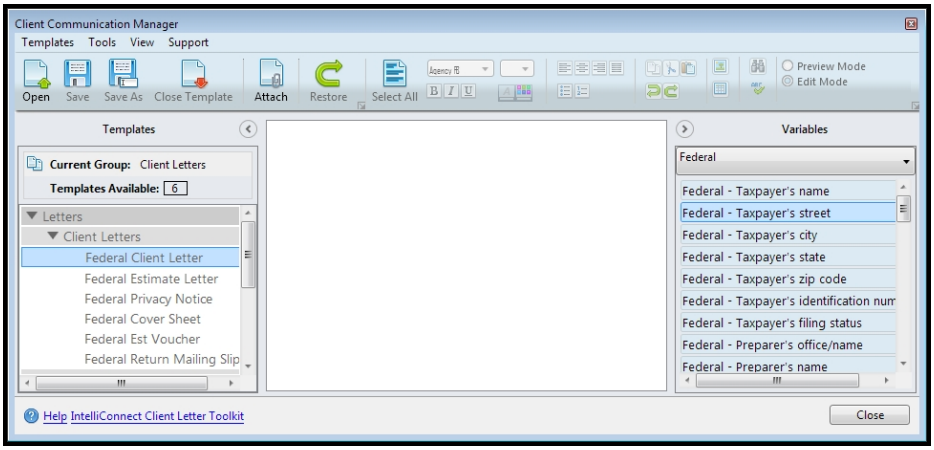
# Client Communication Manager

The **Client Communication Manager** enables you to create and customize client letters for your clients. Templates are available that can be edited to suit your needs. Templates may be modified and saved for future use. A blank template is available to give you complete flexibility in the creation of custom client letters. Graphics and digitized signatures may also be added to your client letters to give them a personal touch.

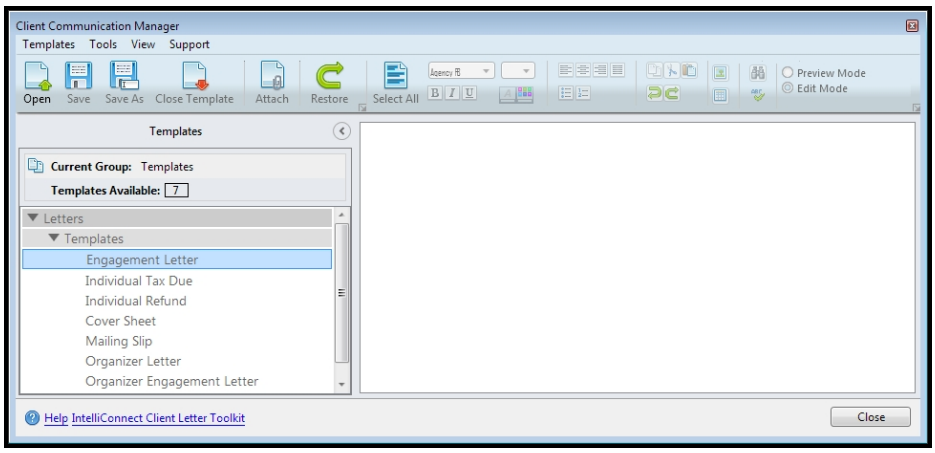
ATX also offers Standard Client Letters. The **Client Communication Manager** may be used to add graphics and/or edit content for these as well.

**To open the Client Communication Manager, do one of the following:**

- From an open return, click the **Forms** menu; then, select **Client Letter**.




- From Return Manager, click the **Tools** menu; then, select **Client Communication Manager**.




# Client Communication Manager Menus

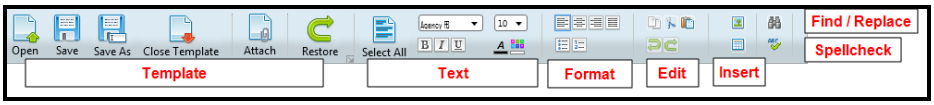
The following menus are available when you open the Client Communication Manager:

| Menu/Menu Item | Description | Shortcut |
|---|---|---|
| Templates - Open | Opens the selected (highlighted) template or letter. | Ctrl+O |
| Templates - Save | Saves the selected (highlighted) template or letter. | Ctrl+S |
| Templates - Save As | Opens the **Save As** dialog box, allowing you to save the selected (highlighted) template or letter as a different name. | Ctrl+Shift+S |
| Templates - Rename | Allows you to rename custom letters to a different name. | F2 |
| Templates - Delete | If no template is open in the **Editor** pane, deletes the selected (highlighted) template or letter in the **Templates** pane. If a template is open, deletes the open template. | |
| Templates - Close Template | Closes the open template that is currently selected. | |
| Templates - Import | Allows you to import a letter in rich text format (.rtf extension) into the **Client Letter Editor**. | |
| Templates - Export | Allows you to export a letter in a rich text format (.rtf extension). | |
| Templates - Exit | Closes the **Editor** pane. | |
| Tools - Insert Page Break | Inserts a page break in the active template. | Ctrl+Return |
| Tools - Insert Image | Allows you to insert an image into a letter (.bmp, .jpg, .gif, or .png format). | |
| Tools - Insert Table | Opens the **Insert Table** dialog box, allowing you to specify the number of rows and columns in the table, as well as border color and border thickness. | |

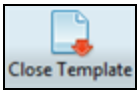
| Menu/Menu Item | Description | Shortcut |
|---|---|---|
| Tools - Attach Letter to Return | Enabled only when in an open return. Allows you to attach the letter to the open return. **Letter** appears as a separate tab (like a form) in the return. | |
| Tools - Restore | Restores selected template to default. This will erase any modifications made to the template and bring it back to its default state. | |
| View - Edit Mode | Displays the **Templates** and **Variables** panes, and shows all the variables in the template or letter. | |
| View - Preview Mode | Closes the **Templates** and **Variables** panes, and displays the letter without any formatting markers, as it would appear in finished form. Data from the corresponding return is placed where variables were in the template. | |
| Support - Education Library | Opens the Education Library Help topics. | |
| Support - Help | Opens Program Help in your Internet browser to the Client Communication Manager topic. | F1 |

# Client Communication Toolbar

The Client Communication Manager toolbar contains many components of your average text editing program.

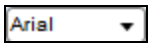



## Template Tools

| Tool | Description |
|---|---|
| | When a template/letter is selected in the **Templates** pane, this opens the item in the **Editor** pane. |
| | Saves the template/letter that is currently open in the **Editor** pane. |
| | Only available when using the **Blank** template. When working with the **Blank** template to create a custom letter, you must use the **Save As** feature in order to leave the template itself blank. |
|  | Closes the template/letter that is open in the **Editor** pane. |
| | Attaches the open letter or template to the open return. |

| Tool | Description |
|---|---|
| | Restores the selected letter or template to its default state. |

## Text Tools

| Tool | Description |
|---|---|
| | Use the **Select All** button to select all text/variables in the open letter or template for editing. |
|   | Select the desired font from the drop-down list. |
| | Select the desired font size from the drop-down list. |
| | Click to **bold** selected text. |
| | Click to *italicize* selected text. |
| | Click to underline selected text. |
| | Click to select text color for selected text. |
| | Click to select text highlight color for selected text. |

## Formatting Tools

| Tool | Description |
|---|---|
| | Click to **Left Align** selected text or images. |
| | Click to **Center** selected text or images. |
| | Click to **Right Align** selected text or images. |
| | Click to **Justify** selected text or images. |
| | Click to start a **Bulleted List**. |
| | Click to start a **Numbered List**. |

## Editing Tools

| Tool | Description | Shortcut |
|---|---|---|
| | Click to **Copy** the selected text or image. | Ctrl+C |

| Tool | Description | Shortcut |
|---|---|---|
| | Click to **Cut** the selected text or image. | Ctrl+X |
| | Click to **Paste** from clipboard. | Ctrl+V |
| | Click to **Undo** the last action. | |
| | Click to **Redo** the last undone action. | |

## Insert Tools

| Tool | Description |
|---|---|
| | Click to **Insert a Picture or Graphic** into the open template at the cursor location. Supported file types are .png, .jpg, .gif, and .bmp. |
| | Displays **Insert Table** dialog box, which allows you to choose the number of rows, columns, border color, and border thickness. |

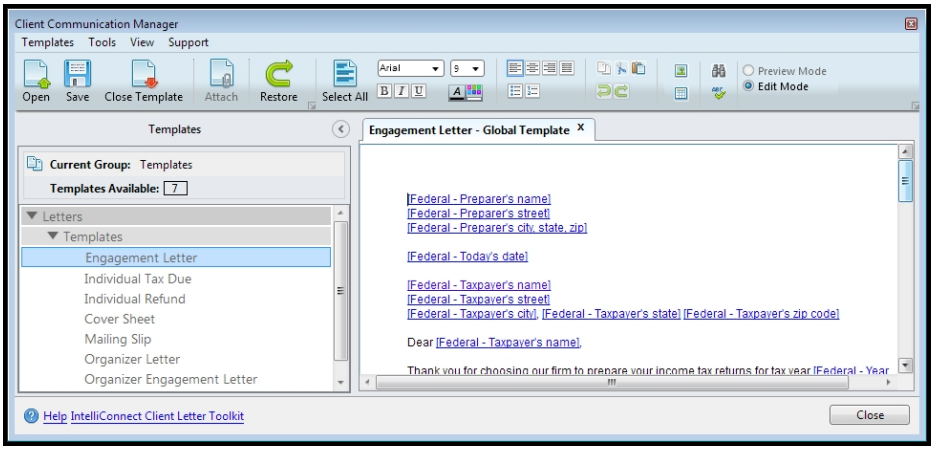
## Find and Replace/Spell Check Tools

| Tool | Description |
|---|---|
| | Provides standard **Find and Replace** functionality for all open templates. |
| | Click to **Spell Check** the current template. |

# Edit Mode vs Preview Mode

This topic explains the two Client Letter views that are available in the Client Communication Manager.

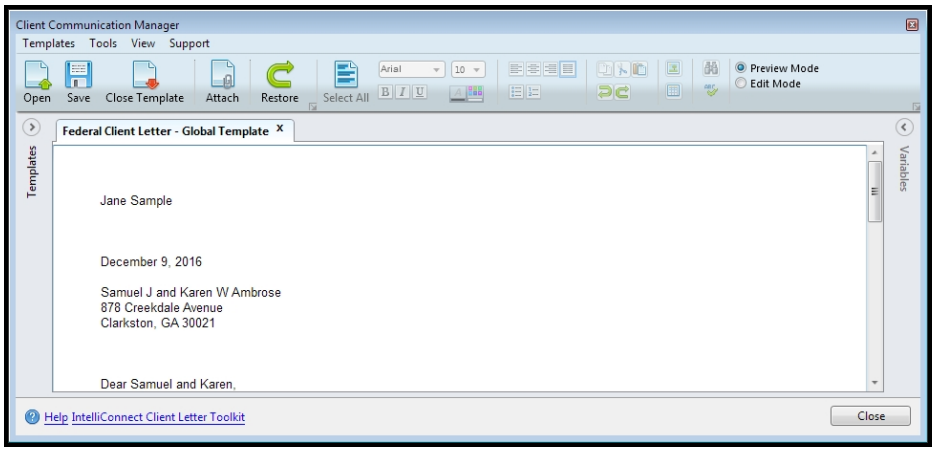
**From an open return, click the Forms menu; then, select Client Letter.**




Upon opening the desired letter or template, the Client Letter has two views:

- **Edit Mode**, (pictured above) which is the default mode, shows you all the variables and makeup of the template.
- **Preview Mode**, (pictured below) which is visible when you select the **Preview Mode** radio button on the toolbar, allows you to preview the letter as it would appear in final form. So, instead of seeing the variables in the letter, you will see the actual data from the return plugged into the letter.

If you are unable to see the **Edit Mode** and **Preview Mode** radio buttons on the toolbar, either increase the size of the Client Communication Manager window by clicking and dragging an edge or corner or click the button on the toolbar.




The Client Communication Manager must be opened from an open return in order to access **Preview Mode**. If the Client Communication Manager is opened from the Return Manager, **Preview Mode** will be unavailable as will the **Variables** pane.

# Client Letter Templates

A template is a pre-defined letter that you can use over and over again to create individual letters for your clients. Templates contain variable markers that grab information from the return and place it into the letter, resulting in a customized letter for your client.

## Master Templates

The following master templates have been included to cover basic e-file and paper filing tax scenarios:

| Master Template | Description |
|---|---|
| Engagement Letter | Spells out the business agreement between your firm and your client. |
| Individual Tax Due | For clients who have a tax balance due that will be paid to the taxing agency via direct debit or mail. |
| Individual Refund | For clients who expect a tax refund via direct deposit or mail. |
| Cover Sheet | Can be used for collating or filing purposes. |
| Mailing Slip | Can be used in mailing copies to your client. |

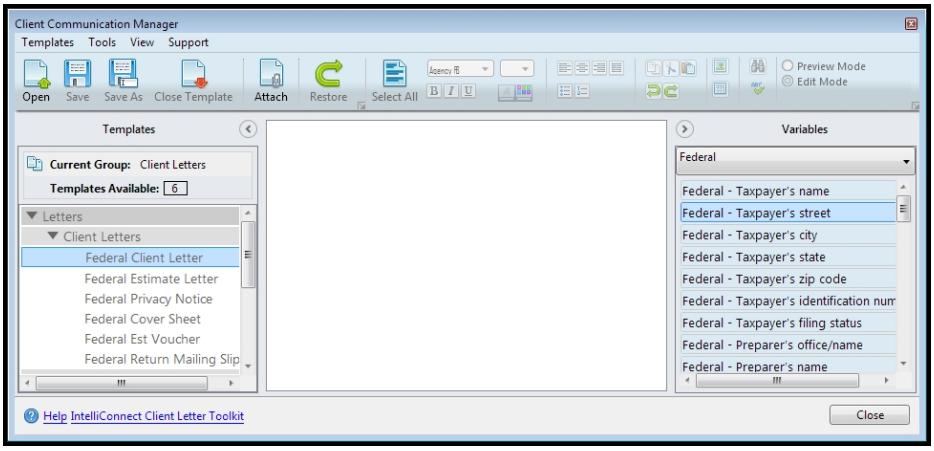
| Master Template | Description |
|---|---|
| Organizer Letter | Standard letter to be included with Organizer. |
| Blank | Fully customizable blank template. |

You can:

- Modify the Master Template to meet your business needs.
- Generate individual client letters from the template.
- Create new, customized templates for your business.

### Template Parameters

- The program stores up to 20 templates in the Client Communication Manager (including the **Master** Templates).
- Template Names must be no more than 30 alpha-numeric characters (special characters are not permitted).




Double-click any template to open it for viewing or editing.

## Customizing a Master Template

Standard text editing and formatting tools are available on the Client Communication Toolbar. When the template is open in the **Editor** pane, you can work in the letter as you would in other text editors or word processing applications (such as **Microsoft WordPad**).

Customizations made to master templates will rollover from one year to the next.

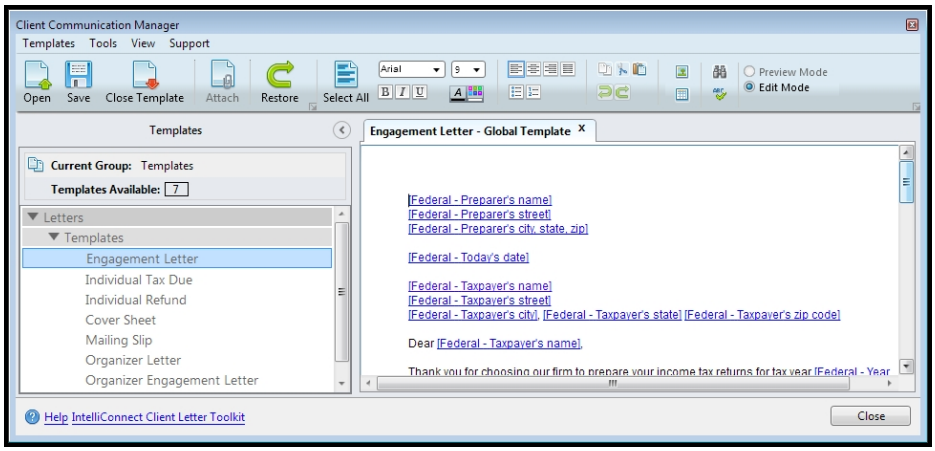
**To customize a master template:**

1. From an open return, click the **Forms** menu; then, select **Client Letter**.

   The Client Communication Manager must be accessed from an open return in order to view **Preview Mode** or **Variables**. If the Client Communication Manager is opened from the Return Manager, **Preview Mode** and **Variables** will be unavailable. If you are unable to see the **Edit Mode** and **Preview Mode** radio buttons on the toolbar, either increase the size of the Client Communication Manager window by clicking and dragging an edge or corner, or click the button on the toolbar. See Edit Mode vs Preview Mode.

2. In the **Templates** pane, double-click the master template you want to use. (Master templates included are **Engagement Letter**, **Individual Tax Due**, **Individual Refund**, **Cover Sheet**, **Mailing Slip**, **Organizer Letter**,

and **Blank**.)




3. Make the changes you want to make in the **Editor** pane.

   Edits made this way will be saved globally. This means that the edited template, when added to any future returns, will contain the changes that were saved. Thus, it is strongly recommended to only make generic edits that are not specific to any particular taxpayer. See Modifying Standard Letters for specific instructions on editing letters locally (per return).

4. Click **Save**.

   To create a custom template from the **Blank** template, you must use the **Save As** button and name it as desired. If you need to rename that template, select it, click the **Templates** menu, then click **Rename**. Enter the new name and click **OK**.

5. To attach the newly modified letter/template to the open return, click the **Attach** button on the toolbar.
6. Close the Client Communication Manager when finished.

**If at any time you would like to restore any Master Template to its default state:**

1. Open the desired template.
2. Do one of the following:
   - Click the **Restore** button on the toolbar.
   - Click the **Tools** menu; then, select **Restore**.
   - Right-click the desired template; then, select **Restore**.

# Using Variables in the Client Letter

Variables are only available if the Client Communication Manager is opened from an open return. If opened from Return Manager, the **Variables** pane will not be seen.

## What is a variable?

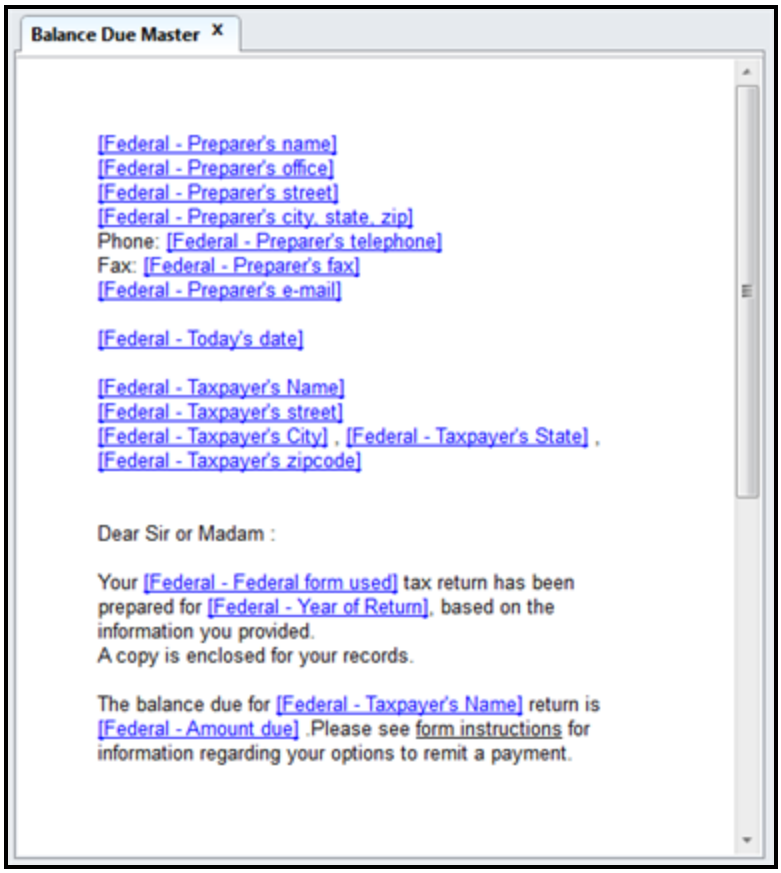
A variable is a placeholder in a template or document. The variable shows the system what type of data should be specifically inserted into the final document. As the name suggests, the data that is plugged in varies, based on the data entered in the tax return.

For example, where the [**Federal - Taxpayer's Name**] variable is used, the **Federal** Letter will be populated with the **Taxpayer's Name** as entered into the return on Form 1040, Page 1.

## Variables in the Editor and in the Variables Pane

A list of variables is available to the right of the **Editor** pane. Many of these variables appear in the Master Templates that are provided. If the Master Templates do not meet your needs, you can create your own template using these variables as well as adding and/or removing text as desired. Adding Variables to a Letter or Template is easy with their drag and drop functionality.

When you open the template (in **Edit Mode**), the variable will be in brackets, in blue, as shown below:




### Types of Variables

In the **Variables** pane, you'll see that you can select the following variable types:

- Federal 1040
- State

## Adding Variables to a Letter or Template

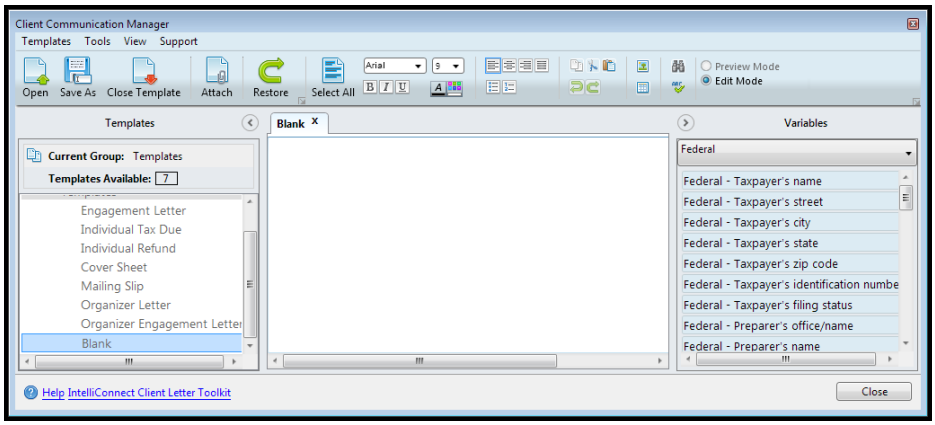
If you want to create a totally customized letter of your own, you would probably begin with the **Blank** Template. However, you can add, move, or delete variables in the other Master Templates as well.

**To add variables:**

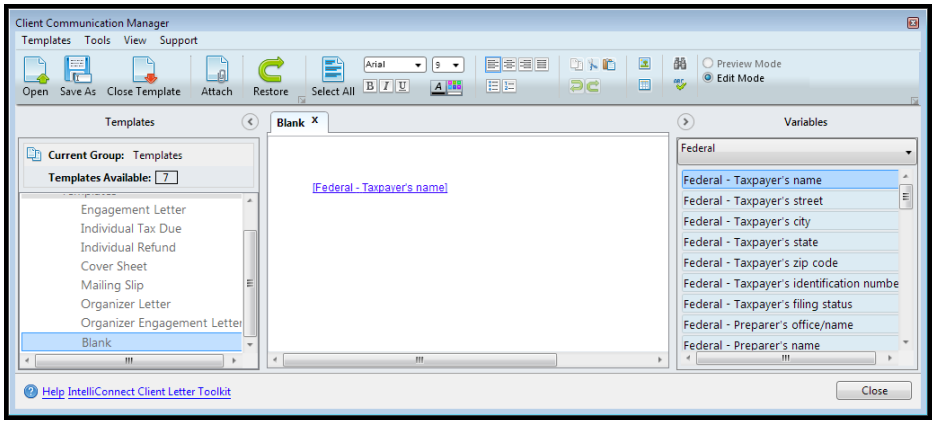
1. From an open return, click the **Forms** menu; then, select **Client Letter**.

The Client Communication Manager appears.

2. In the **Templates** pane, double-click the template you want to open. (In this example, we opened the **Blank** Template.)




3. Drag and drop the desired variable(s) from the **Variables** pane into the editor.
4. Add text, graphics, digitized signatures, and/or table(s) as desired.




5. When you've arranged the variables, text, graphics, etc. in the order you want them to appear in the letter, click **Save As** to create a new letter or template.

The **Save As** instruction is specific to the **Blank** template. If you are adding/editing variables in another template or letter, click **Save**.

Once created, the new template can be attached to returns as needed.

**If at any time you would like to restore any Master Template to its default state:**

1. Open the desired template.
2. Do one of the following:
   - Click the **Restore** button on the toolbar.
   - Click the **Tools** menu; then, select **Restore**.
   - Right-click the desired template; then, select **Restore**.

# Adding Graphics

With the Client Communication Manager, you can add graphics such as company logos and/or digitized signatures to your letters to personalize them for your business.

The ATX Client Communication Manager supports .bmp, .gif, .jpg, and .png file types.

## Adding a Graphic

**To add a graphic or logo to any letter:**

1. Open the Client Communication Manager.
2. In the **Templates** pane, double-click the template or letter.

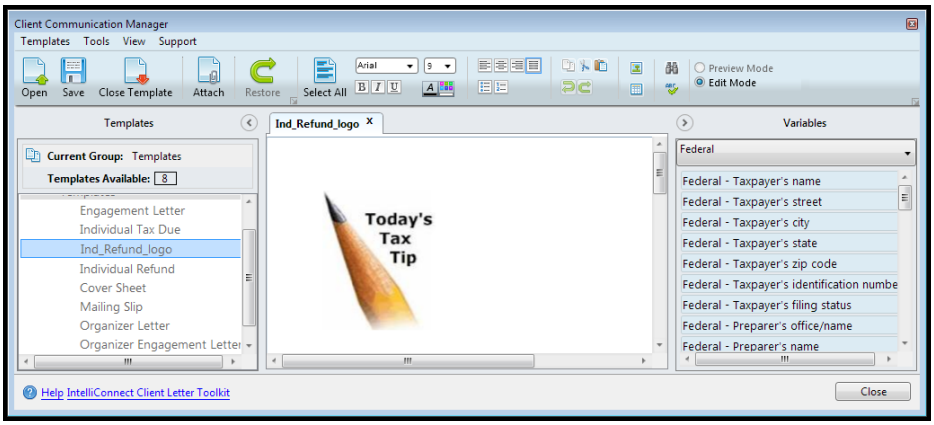
   The letter appears in the Editor pane.

3. Place your cursor in the location where you want to add the graphic.
4. Do one of the following:

   - Click the button on the toolbar.
   - Click the **Tools** menu; then, select **Insert Image**.

   The **Open** dialog box appears.

5. Browse to the location where the desired image is stored.
6. Select the image file, and click **Open**.




7. Use the formatting tools in the toolbar to move or reposition the image.
8. **Save** the letter or template when editing is finished, then attach it to returns as needed.

## Adding a Signature

**To add a digitized signature to your client letter:**

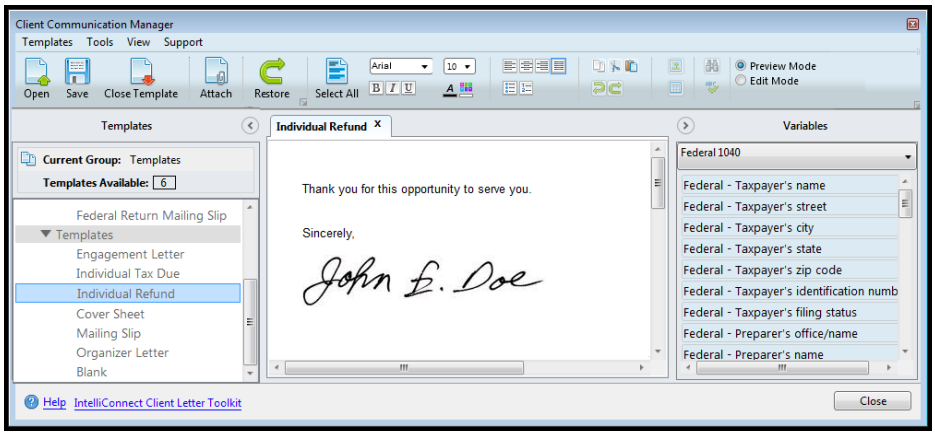
1. Scan your signature and save it in one of the following formats: .bmp, .jpg, .gif, or .png.

   If the image needs to be cropped or resized to fit properly on the page, you can usually use a simple graphics editor (such as **Microsoft Paint**) to modify the image.

2. Open the Client Communication Manager.
3. From the **Templates** pane, double-click the client letter or template to which you wish to add the signature.

   The letter opens in the Editor pane.

4. In the Editor pane, move your cursor to where you want the signature placed.
5. Do one of the following:
   - Click the button on the toolbar.
   - Click the **Tools** menu; then, select **Insert Image**.
6. Select the image file, and click **Open**.




7. Use the formatting tools in the toolbar to move or reposition the image.
8. **Save** the letter or template when editing is finished, then attach it to returns as needed.

If the Client Communication Manager is accessed and edited from an open return, you will have the option to save **Locally** (affecting the open return in which the letter or template is being used only) or **Globally** (affecting all future returns in which the template or letter is used).

**If at any time you would like to restore any Master Template to its default state:**

1. Open the desired template.
2. Do one of the following:
   - Click the **Restore** button on the toolbar.
   - Click the **Tools** menu; then, select **Restore**.
   - Right-click the desired template; then, select **Restore**.

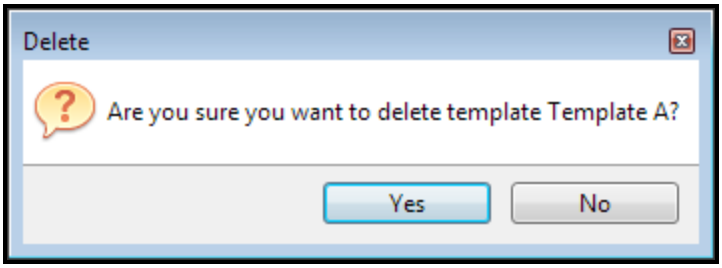
# Deleting a Client Letter

Any custom letter whether imported or created from the **Blank** template can be deleted.

Master Templates and Standard Client Letters cannot be deleted from the Client Communication Manager, but once attached, any Client Letter can be deleted from a return. See Delete a Standard Letter from a Return.

**To delete a client letter:**

1. Open the Client Communication Manager.
2. In the **Templates** pane of the Client Communication Manager, highlight the letter to be deleted.
3. Click the **Templates** menu; then, select **Delete**.



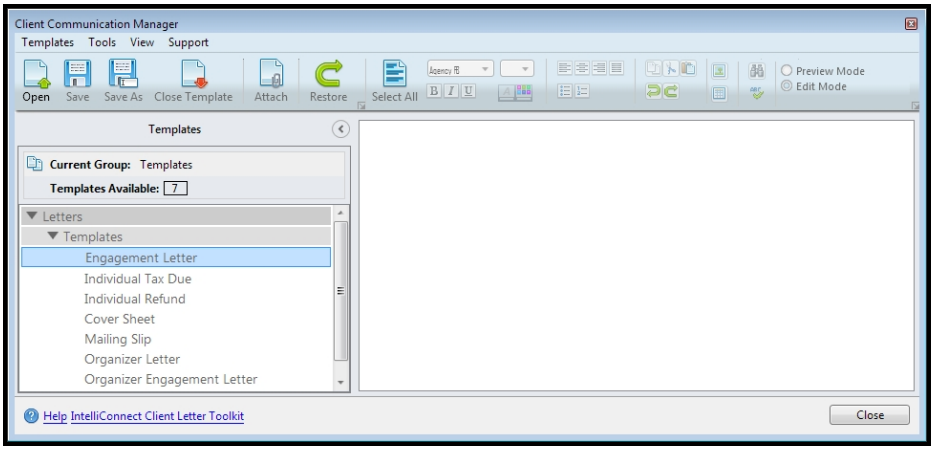

4. Click **Yes** to confirm.

You can also delete the open letter in the Editor pane.

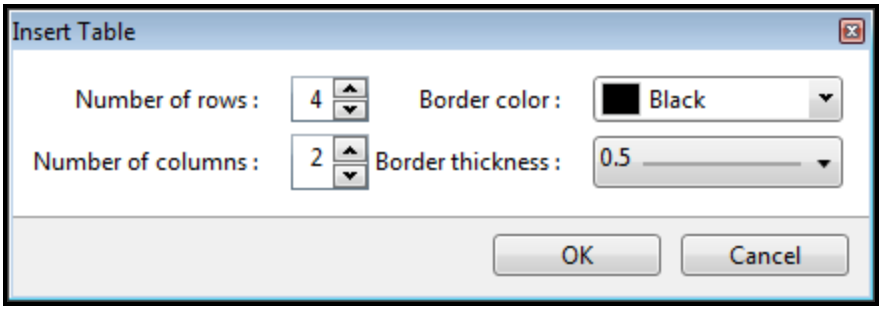
# Inserting a Table in a Client Letter

**To insert a table in a client letter:**

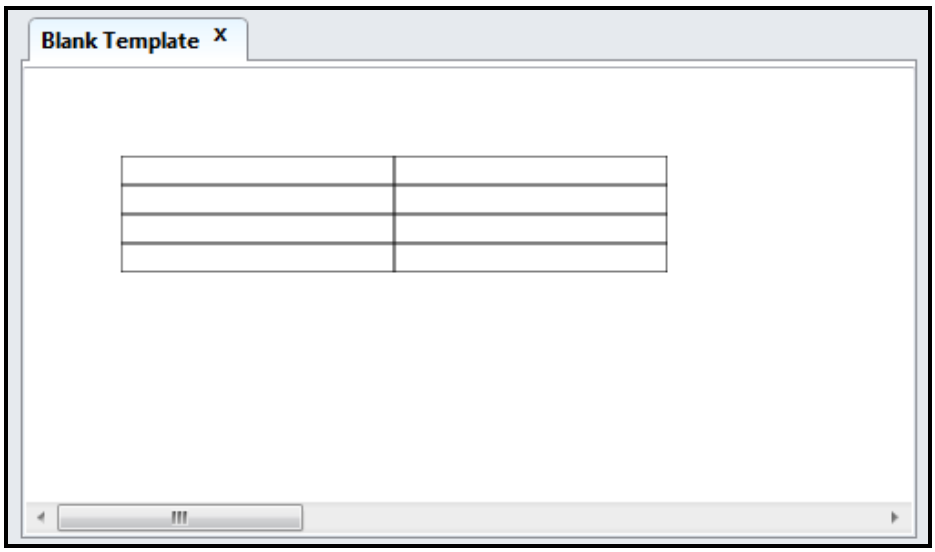
1. From the Return Manager, click the **Tools** menu; then, select Client Communication Manager.




2. From the **Templates** pane, double-click the template in which to place a table.
3. Click the **Tools** menu; then, select **Insert Table**.




4. Set the desired number of rows and columns, as well as the table border color and thickness.
5. Click **OK**.




**To edit table text:**

You can enter text into the table as you would any standard table. Use the tab and arrow keys to move between cells in the table. You can also use the formatting tools in the toolbar.

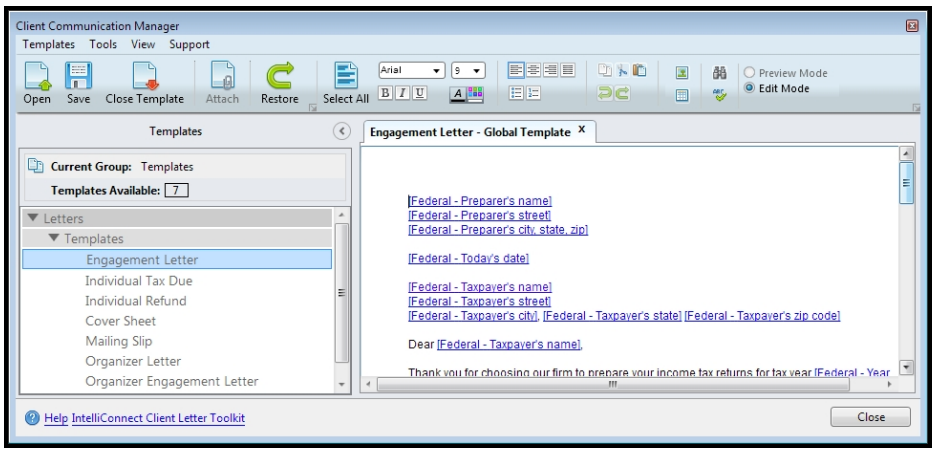
# Attaching Custom Letters

Using the Client Communication Manager, you can create a letter and attach it to a return in **Preview Mode** or in **Edit Mode**. See Edit Mode vs Preview Mode.

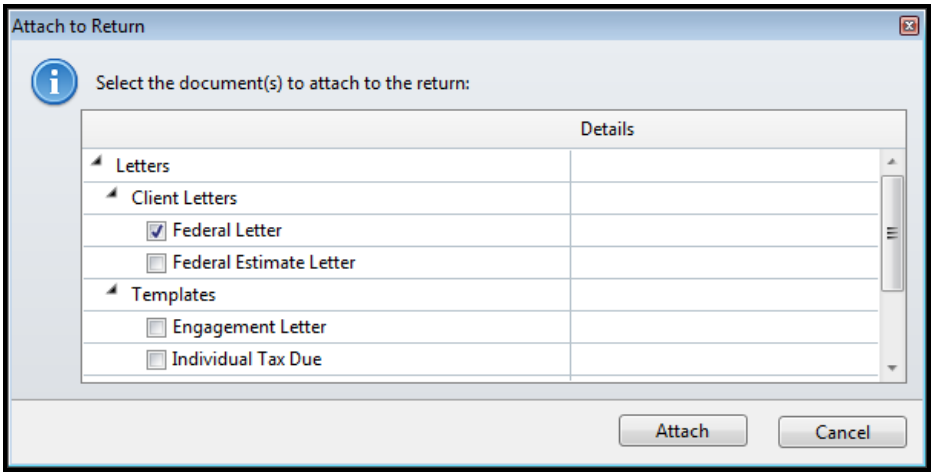
You can also add Standard Client Letters to all returns upon creation via Client Communication Preferences set in the Preferences dialog box.

**To attach a letter to a return:**

1. With the return open, click the **Forms** menu; then, select **Client Letter**.
2. From the **Templates** pane, double-click the desired Letter or Template.




3. Click the **Attach** button on the toolbar.




4. Select which template(s) are to be attached.
5. Click **Attach**.

Client Letters appear as Form tabs in the return and can be viewed by clicking the tab just like other forms in the return. When a client letter is displayed in an open return, the default view is Preview. To edit the letter while attached to the return, either select the **Letter Options** radio button or click **Edit Formatting**. See Modifying Standard Letters.

Client Letters cannot be edited in a return that has been marked complete. To edit the client letter after it has been attached to the return, first ensure the return is not marked complete.

# Importing Client Letters

You can import .rtf (Rich Text Format) files into the Client Communication Manager. If you've created a letter in a word processing application (such as **Microsoft® Word**, **WordPad**, or **Notepad**) you can pull it into the editor to be used as a client letter template. Save the file as .rtf by using the **Save As** feature and selecting **Rich Text Format** (*.RFT) in the **Save As Type** drop-down list (in the **Save** dialog box).

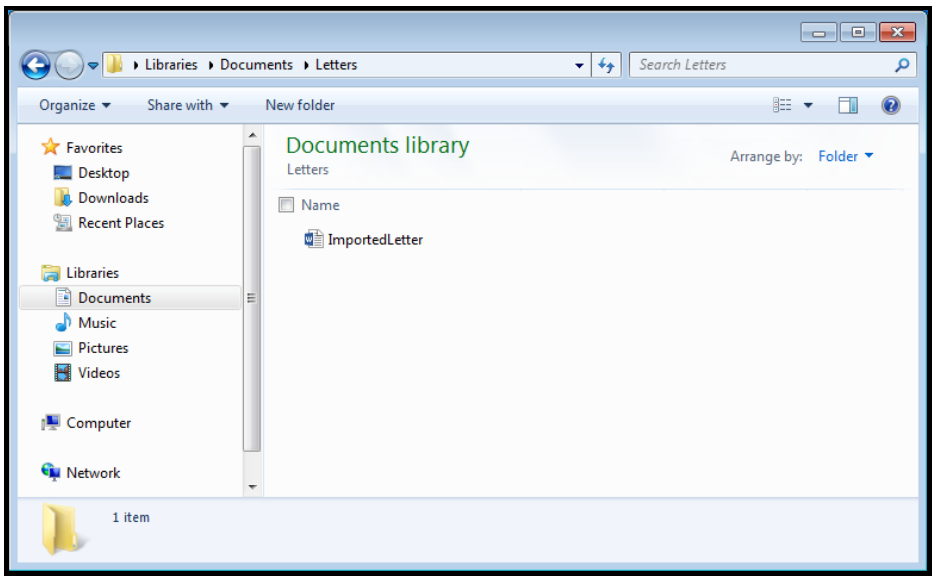
See Program Help for your word processing application for more information on the **Save As** feature and the **Rich Text Format** file type.

**To import a Client Letter Template as an .rtf file:**

1. Open the Client Communication Manager by doing one of the following:
   - From an open return, click the **Forms** menu; then, select **Client Letter**.
   - From the Return Manager, click the **Tools** menu; then, select Client Communication Manager.

   The Client Communication Manager appears.

2. Click the **Templates** menu; then, select **Import**.




3. Select the desired file.
4. Click **Open**.

   The Client Communication Manager appears.

   The imported file should now appear in the **Templates** pane.

# Exporting Client Letters

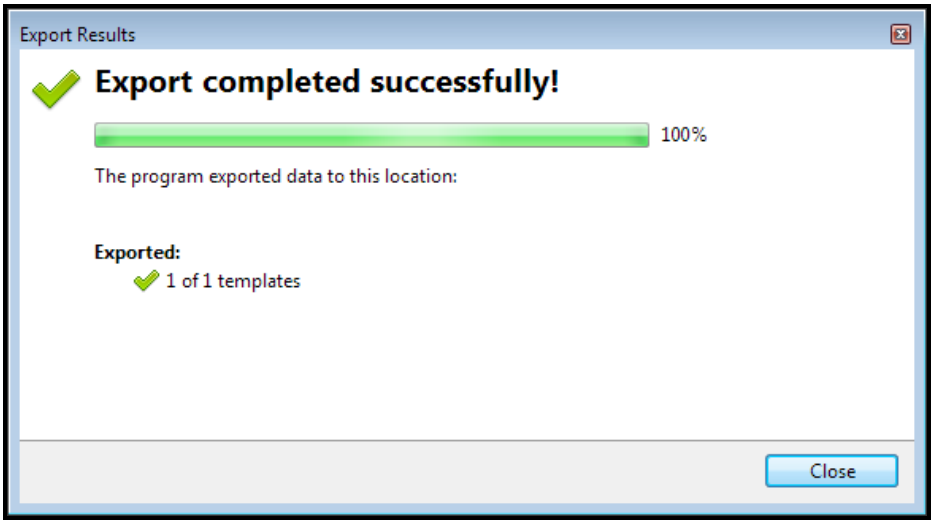
You can export letters created in the Client Communication Manager. They will be saved as a .rtf (Rich Text Format) files.

**To export a single client letter:**

1. In the **Templates** pane of the Client Communication Manager, highlight the letter to be exported.
2. Do one of the following:
   - Right-click the highlighted letter and select **Export.**
   - Click the **Templates** menu; then, select **Export**.

   A **Browse For Folder** dialog box appears.

3. Navigate to the location where the exported file(s ) will be stored.
4. Click **OK.**




5. Click **Close**.

Select multiple client letters by pressing and holding the **Ctrl** key while clicking each client letter to be exported.

# Printing the Client Letter

Because you attach a Client Letter to your return just like any other form, you'll print the letter using the same **Print Return** features you would use to print any other portion of the return.

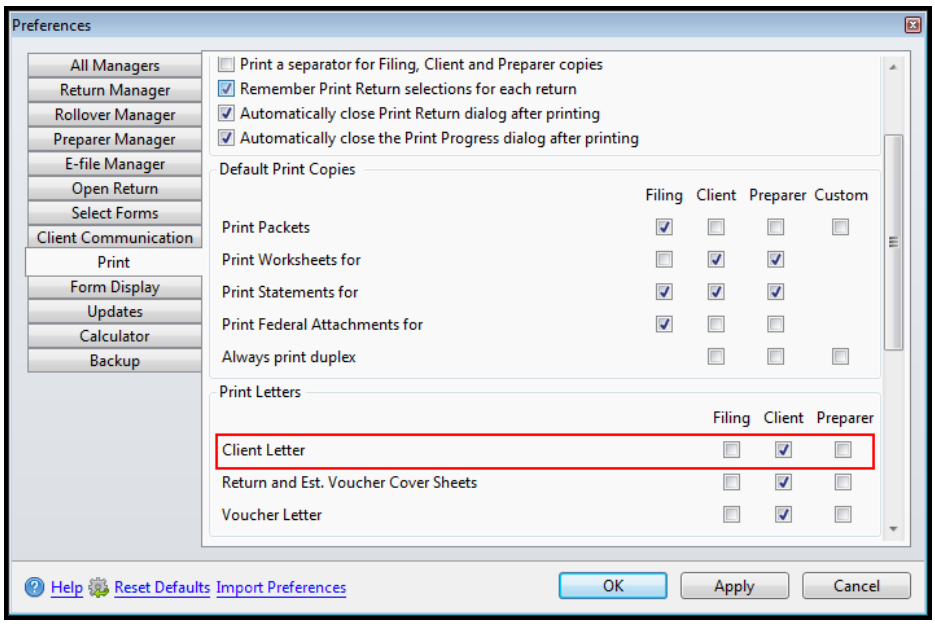
The instructions assume that you have attached the letter to the return. See Attaching Custom Letters.

**To automatically print any Client Letter that is attached to a return:**

1. Do one of the following:
   - From the open return, click the **Tools** menu; then, select Preferences.
   - From the Return Manager click the Preferences button on the toolbar.
   - From another manager, click the **Options** menu; then, select Preferences.

   The Preferences dialog box appears.

2. Click the **Print** tab.

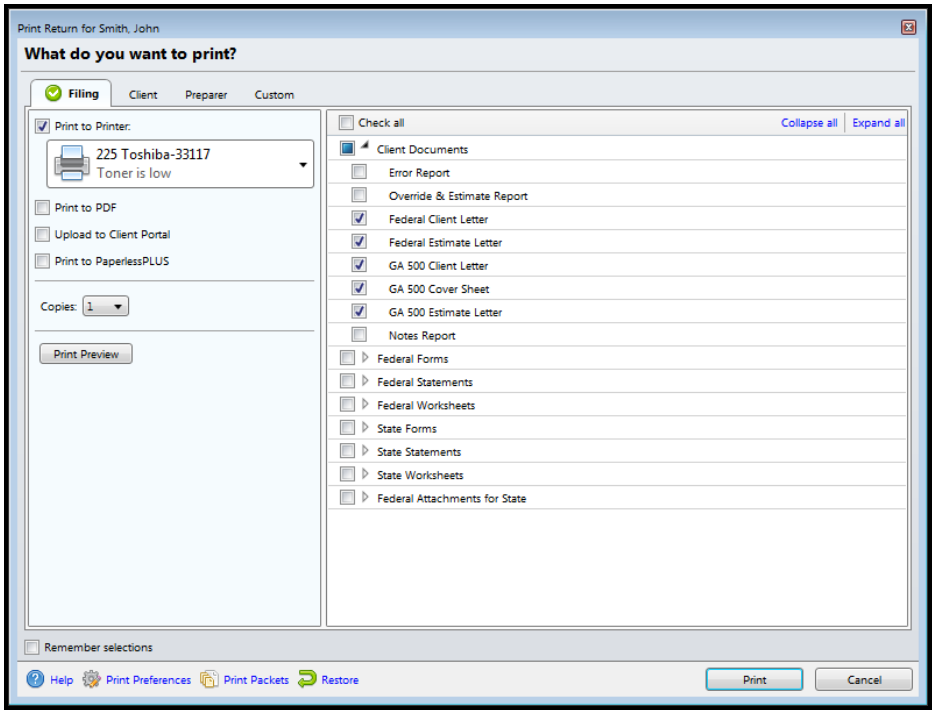



In the **Print Letters** section, the **Client** check box is selected by default, and will print automatically with the return.

3. Select the check box for each copy type to be printed by default along with returns.
4. Click **OK** to apply the change and close the dialog box, or **Apply** to apply the changes and leave the dialog box open.

**To print the Client Letter from an open return:**

1. Click the **Print** button on the toolbar.




The **Client Letter** check boxes are selected per copy type based on your Print Preferences selections.

2. Select the **Letters** (and any other desired **Documents**, **Reports**, **Forms**, **Statements**, **Worksheets**, and/or **Attachments** to be printed with the return. Make these selections in the tree of the Print Return Dialog Box.

   Selections must be made for each copy type desired. See Print Packets, Setting Global Print Options, and Printing Returns.

3. Click **Print.**

   The **Print Progress** dialog box appears, followed by the **Print Results** dialog box when the print job is complete.

4. Click **Close**.

**To print only the Client Letter (without other portions of the return):**

1. In the return, click the **Client Letter** tab.
2. Do one of the following:
   - Click the **Page** button on the toolbar.
   - Click the **Returns** menu; then, select **Print Current Page**.

   The **Print Progress** dialog box appears, followed by the **Print Results** dialog box when the print job is complete.

3. Click **Close.**

# Chapter 8

# Preferences

You can customize how certain features work by selecting your preferred settings in the **Preferences** dialog box.

If you work on a network, your preferences will be associated with your user name so they'll remain the same even if you move from one networked computer to another.

Preferences may be set for the following functional areas:

- All Managers Preferences
- Return Manager Preferences
- Rollover Manager Preferences
- Preparer Manager Preferences
- E-file Manager Preferences
- Open Return Preferences
- Select Forms Preferences
- Client Communication Preferences
- Print Preferences
- Form Display Preferences
- Updates Preferences
- Calculator Preferences
- Backup and Files Preferences
- Importing Preferences From Another User

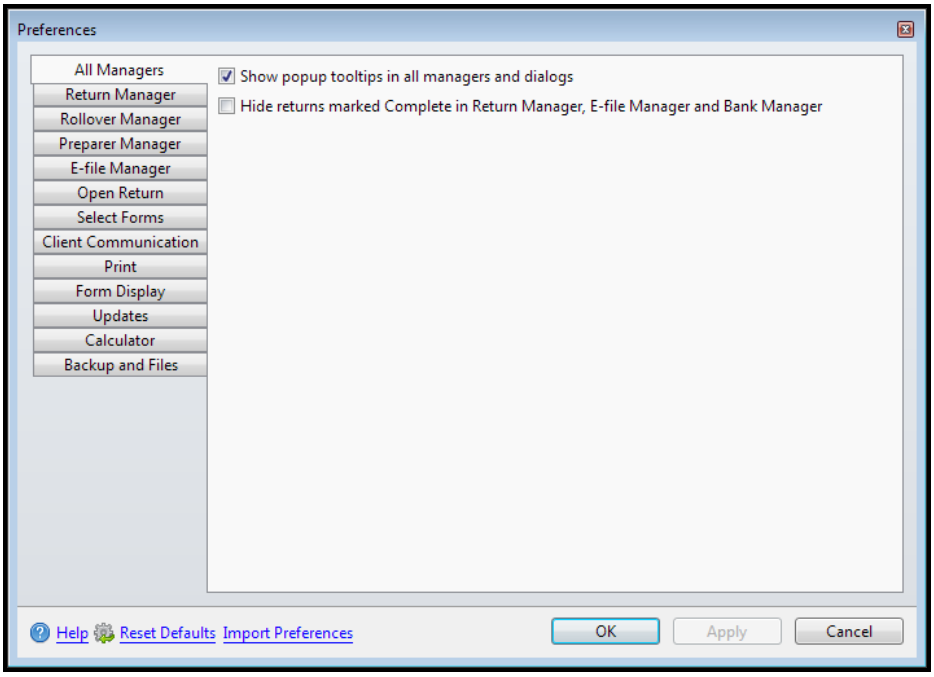
**To open the Preferences dialog box:**

Do one of the following:

- Click the **Preferences** button on the toolbar.
- From the Return Manager, E-file Manager, or Bank Manager, click the **Options** menu; then, select **Preferences**.
- From Rollover Manager, click the **Tools** menu; then, select **Preferences**.

The **Preferences** dialog box appears.

What's displayed in ATX when **Preferences** is accessed will determine which section of **Preferences** is opened. For example, if **Preferences** is opened while an open return is displayed, Open Return Preferences will be shown.



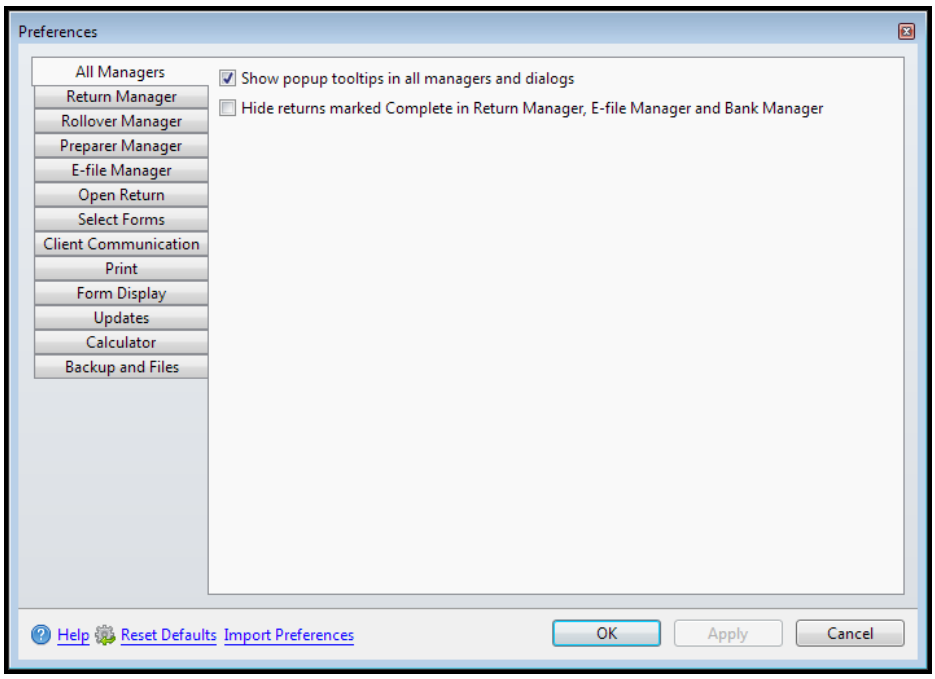

# Preferences Dialog Box

The **Preferences** dialog box has the following functions:

| Dialog Element | Description |
|---|---|
| Tabs | Click a tab and the preferences associated with that part of the application appears. |
| Help | Opens Program Help. |
| Reset Defaults | Resets all preferences on all tabs to their original default settings with the exception of the Backup and Files Preferences. |
| Import Preferences | Launches the **Import Preferences** dialog box, where you can import preference setting from another user. |
| OK | Applies changes and closes the dialog box. |
| Apply | Applies changes only, leaving the dialog box open. |
| Cancel | Closes the **Preferences** dialog box. |

# All Managers Preferences

**All Managers Preferences** are settings that pertain to functionality in most or all of the managers.




The following preference settings are found on the **All Managers** tab of the Preferences dialog box:

## Show Popup Tooltips in all Managers and Dialogs

This preference is enabled by default and displays a small text box that pops up when your hover over certain buttons, menus, and elements in ATX. The popup text box describes the function or provides some information regarding the item. To disable this preference, clear the check box.

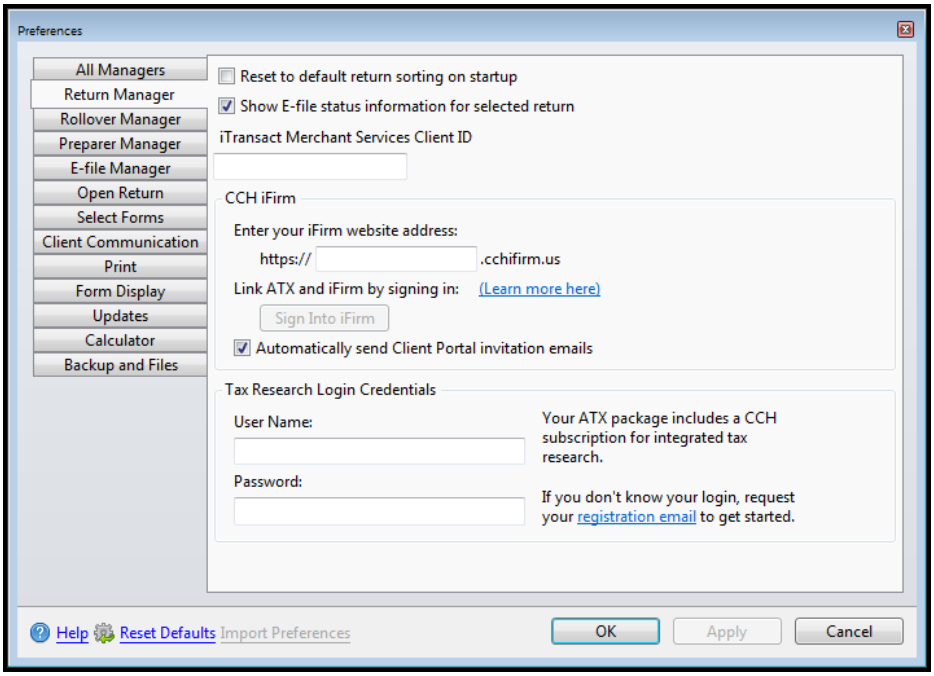
## Hide Returns Marked Complete

This preference is disabled by default. When enabled, returns that have been marked **Complete** by selecting the check box in the **Complete** column of the Returns Tab in Return Manager are hidden in Return Manager, E-file Manager, and Bank Manager. To enable this preference, select the check box. See Marking Returns Complete.

After making changes to Preferences, click **Apply** to save your changes and close the Preferences dialog box, or click **OK** to save your changes and leave the Preferences dialog box open.

# Return Manager Preferences

**Return Manager Preferences** provide settings specific to the Return Manager and log information for iTransact, CCH iFirm and Tax Research and the Master Tax Guide services.




The following preferences are found on the Return Manager tab of the Preferences dialog box:

## Reset to Default Sorting On Startup

Resets return order and column positions to the default every time you open ATX.

## Show E-file Status Information for Selected Return

Selected by default. Displays the **E-file Status** column and data for all returns in Return Manager. To disable, clear the check box.

## iTransact Merchant Services Client ID

Enter your **iTransact ID** so you can access iTransact Merchant Service from ATX (click the **ePayment** button on the toolbar).

## CCH iFirm

Enter your information so that ATX can integrate with CCH iFirm. In the **CCH iFirm Website Address** box, copy and paste your address from your CCH iFirm account email, then click **Sign Into iFirm**. See Sign In To CCH iFirm.

ATX and CCH iFirm work together to simplify your office workflow. As a Client Portal subscriber, you'll have the ability to upload tax return PDFs from ATX to Client Portal. During the upload process, ATX will ensure that iFirm creates a portal for the client if required, and when this preference is checked, will also direct iFirm to send a portal invitation email to the client so they can get registered for their portal website. For more information please see ATX Help or the CCH iFirm Help Center.

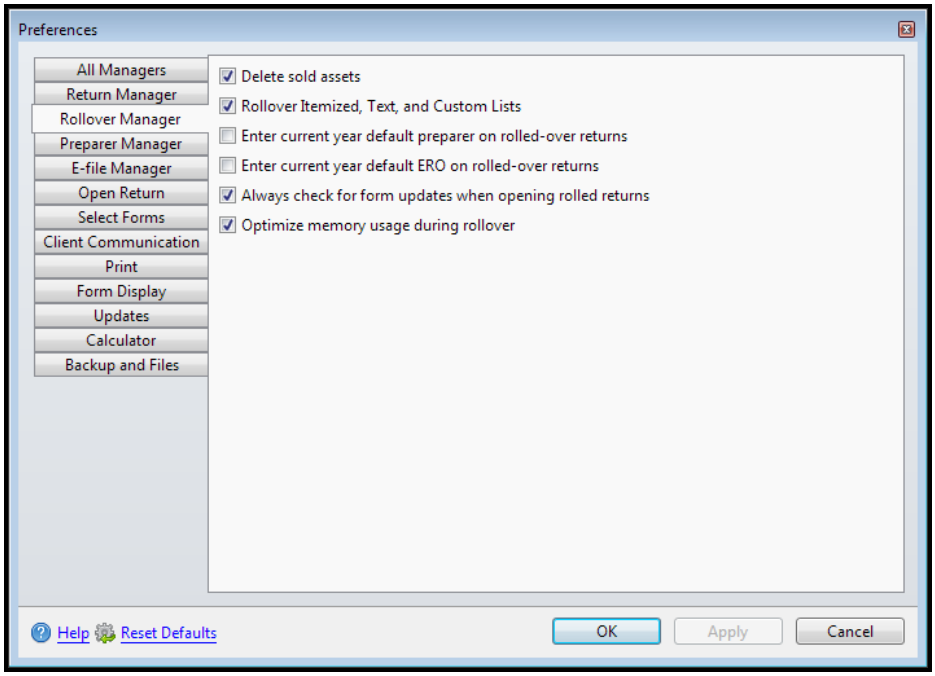
## Tax Research Login Credentials

When you enter your Tax Research user name and password, ATX can automatically launch your subscriptions for **Tax Research** or the **Master Tax Guide**. If you do not know your login credentials, use the **registration email** link to retrieve your information.

After making changes to Preferences, click **Apply** to save your changes and close the Preferences dialog box, or click **OK** to save your changes and leave the Preferences dialog box open.

# Rollover Manager Preferences

**Rollover Manager Preferences** enable you to automatically populate your default **Preparer** and/or **ERO** information into your rolled over returns, as well as to check for form updates and optimize memory during the rollover process.




The following preference settings are found on the Rollover Manager tab of the Preferences dialog box:

## Delete Sold Assets

This preference is enabled by default. Assets sold in the prior year return will be deleted and will not rollover into the current year. To disable this preference, clear the check box.

## Rollover Itemized, Text and Custom Lists

This preference is enabled by default. Itemized, text, and custom lists are rolled over automatically. To disable this preference, clear the check box.

## Enter Current Year Default Preparer on Rolled-Over Returns

This preference is disabled by default. If enabled, the **Preparer** information entered in Preparer/ERO Manager and selected in Preparer Manager Preferences will automatically be entered into each rolled over return. To enable this preference, select the check box.

Be sure to select your default preparer in Preparer Manager Preferences before enabling this preference.

## Enter Current Year Default ERO on Rolled-Over Returns

This preference is disabled by default. If enabled, the **ERO** information entered in Preparer/ERO Manager and selected in Preparer Manager Preferences will automatically be entered into each rolled overr return. To enable this preference, select the check box.

Be sure to select your default ERO in Preparer Manager Preferences before enabling this preference.

## Always Check for Form Updates When Opening Rolled Returns

This preference is enabled by default. As returns are rolled over, ATX will automatically check for form updates before processing rollover data and opening the rolled over returns. To disable this preference, clear the check box.

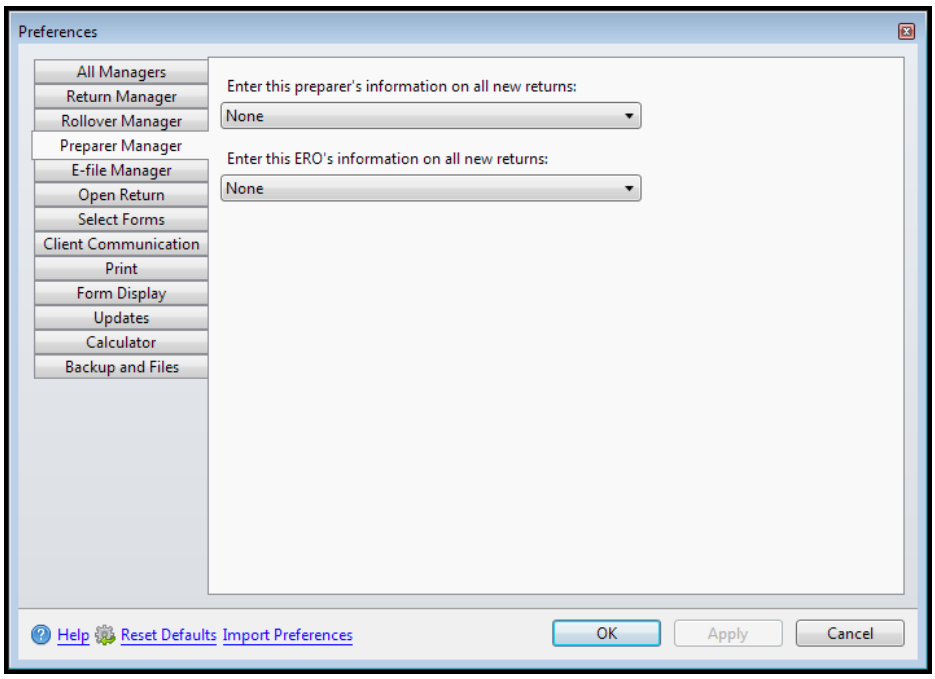
## Optimize Memory Usage During Rollover

This preference is enabled by default. During the rollover process, your computer's memory will be optimized for maximum performance. To disable this preference, clear the check box.

After making changes to Preferences, click **Apply** to save your changes and close the Preferences dialog box, or click **OK** to save your changes and leave the Preferences dialog box open.

# Preparer Manager Preferences

**Preparer Manager Preferences** allow you to set up a standard Preparer and/or ERO defaults for all new returns. Preferences set here can also be applied to all Rollover returns if desired. See Rollover Manager Preferences.




The following preference settings are found on the **Preparer Manager** tab of the Preferences dialog box:

## Enter Preparer on All New Returns

This preference is disabled by default. If enabled, a Preparer can be selected to be associated with all new returns. To enable this preference, select a preparer from the drop-down list.

Preparers must be set up in Preparer/ERO Manager or they will not appear in the drop-down list.

After rolling over Preparer information, the **Enter Preparer on All New Returns** box displays with a specified preparer if you selected to **Enter Preparer on All New Returns** in **ATX 2016**.

## Enter ERO on All New Returns

This preference is disabled by default. If enabled, an ERO can be selected to be associated with all new returns. To enable this preference, select an ERO from the drop-down list.

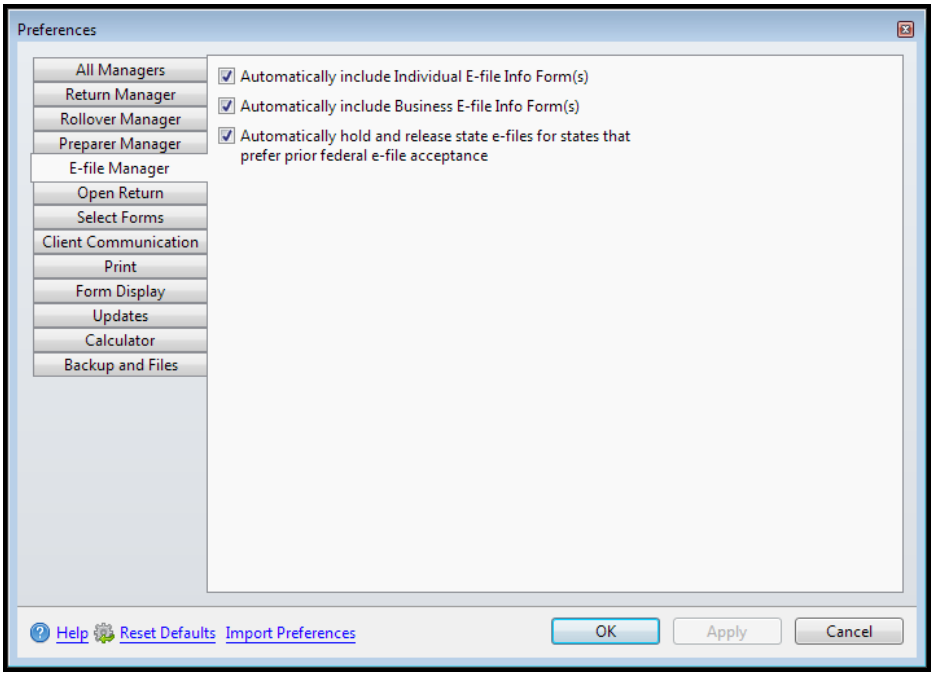
EROs must be set up in Preparer/ERO Manager or they will not appear in the drop-down list.

After making changes to Preferences, click **Apply** to save your changes and close the Preferences dialog box, or click **OK** to save your changes and leave the Preferences dialog box open.

After rolling over Preparers information, the **Enter ERO on All New Returns** box displays with a specified preparer if you selected to **Enter ERO on All New Returns** in **ATX 2016**.

# E-file Manager Preferences

**E-file Manager Preferences** control the application's ability to automatically include E-File Info Forms in new returns as well as hold and release state e-files.




The following preference settings are found on the **E-file Manager** tab of the Preferences dialog box:

## Automatically Include E-file Info Forms

This preference is enabled by default. ATX automatically adds the E-File Info Form to each Individual and/or Business return. To disable this preference, clear the check box(es) for Individual and/or Business returns.

The *Electronic Filing Information Form* (also known as **EF Info**) is a required form for all e-filed returns.

## Hold and Release State E-files

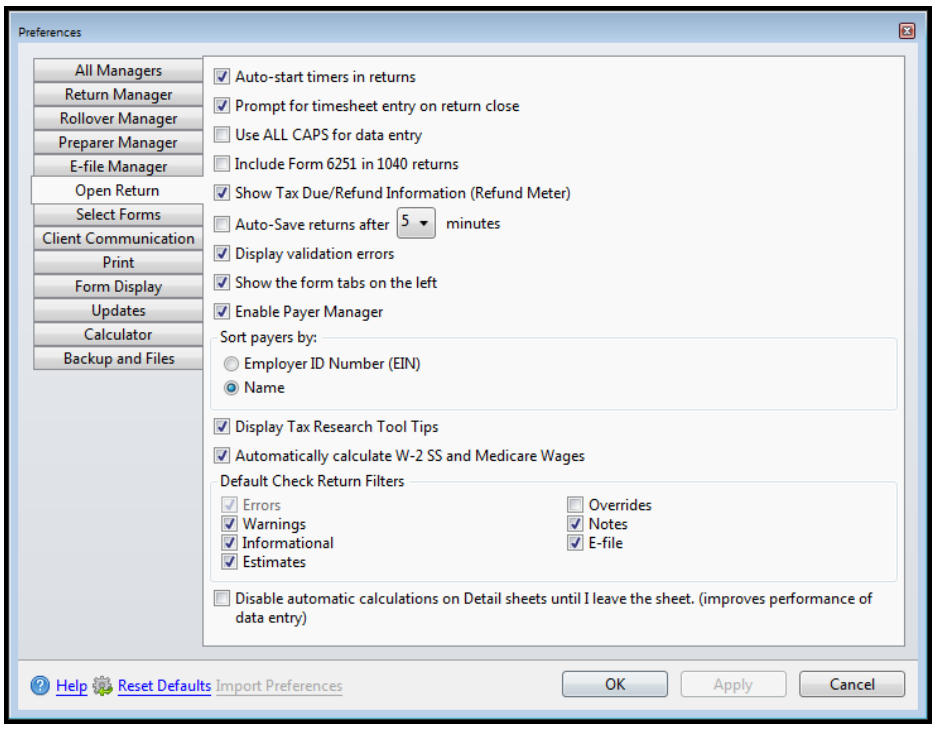
This preference is enabled by default. All state e-files will be held until their corresponding Federal e-files have been accepted by the IRS, at which time the e-file will be released for Transmission. To disable this preference, clear the check box.

For a fuller understanding of **Hold and Release** functionality, see Holding/Releasing State E-files, Creating E-files, and E-file Creation Results Dialog Box.

After making changes to Preferences, click **Apply** to save your changes and close the Preferences dialog box, or click **OK** to save your changes and leave the Preferences dialog box open.

# Open Return Preferences

**Open Return Preferences** affect the view you see when you open a form or return in ATX. These preferences also determine system behaviors with forms such as **Use ALL CAPS** for data entry.




The following preference settings are found on the **Open Return** tab of the Preferences dialog box:

## Auto-start Timer In Returns

Enabled by default. This preference automatically starts a timer when opening a return in ATX. To disable this preference, clear the check box.

## Prompt for Timesheet Entry on Return Close

Enabled by default. If time has been logged but not submitted to CCH iFirm, this preference prompts you to submit a timesheet entry before closing the return. See Tracking Time in ATX.

## Use All Caps for Data Entry

When you select this preference, ATX automatically capitalizes text on input fields in an open return. Open returns must be closed and re-opened for the change to take affect.

The following areas are not affected by the **All Caps** preference:

- Client Letters
- Preparer/ERO Information
- Company Information

- Insert Text on Form
- Preparer Notes

## Include Alternative Minimum Tax Form in 1040 Returns

This preference is disabled by default. If enabled, ATX will automatically add Form 6251, *Alternative Minimum Tax - Individuals* to every new 1040 return you create. To enable this preference, select the check box.

## Refund Meter

This preference is enabled by default. When enabled, ATX displays a **Refund Meter** that dynamically changes and displays the amount of the payment or refund due as you complete the Federal return. To disable this preference, clear the check box.

## Auto-Save Returns

This preference is disabled by default. When enabled, ATX will automatically save all open returns at regular intervals based on your selection. To enable this preference, select the check box and choose an interval (default is **5** minutes).

Returns that have already been e-filed or returns that have been marked **Complete** will not be saved.

## Display Validation Errors

This preference is enabled by default. When enabled, ATX automatically checks particular cells for proper data formatting. If the data is not entered into a particular cell correctly, an **Entry Validation** message is displayed with an explanation of the proper formatting for that cell. To disable this preference, clear the check box.

## Show Form Tabs on Left

This preference is enabled by default. When enabled, form tabs appear to the left of the open form. When disabled, form tabs will appear above the open form. To disable this preference, clear the check box.

## Enable Payer Manager Preference

This preference is enabled by default. When enabled, the **Add to Payer Manager** check box is selected in Forms W-2 and 1099 and any payer data entered on those forms is saved to the **Payer Manager**. To disable this preference, clear the check box.

### Sort payers by:

By default, payers are sorted by **Name**. Select the **Employer ID Number (EIN)** radio button to designate that for default sorting.

## Display Tax Research Tool Tips

This preference is enabled by default. When enabled, ATX displays **Tax Research** tool tips for Federal signature forms. To disable this preference, clear the check box.

## Calculate W-2 Social Security and Medicare Wages

This preference is enabled by default. When enabled, Social Security (SS) and Medicare wages are automatically calculated based on wages entered in **Box 1** of the W-2. To disable this preference, clear the check box.

## Setting Check Return Filters

The **Default Check Return Filters** settings determine the type of messages displayed when you use the **Check Return** feature.

ATX always checks for **Errors**. By default **Warnings**, **Informational**, **Estimates**, **Notes**, and **E-file** messages will also be displayed. **The overrides option** is disabled by default. To enable and have messages regarding overridden fields displayed also, select the **Overrides** check box. To disable any of these messages, clear the check boxes as desired.

ATX does not allow you to disable **Errors**.

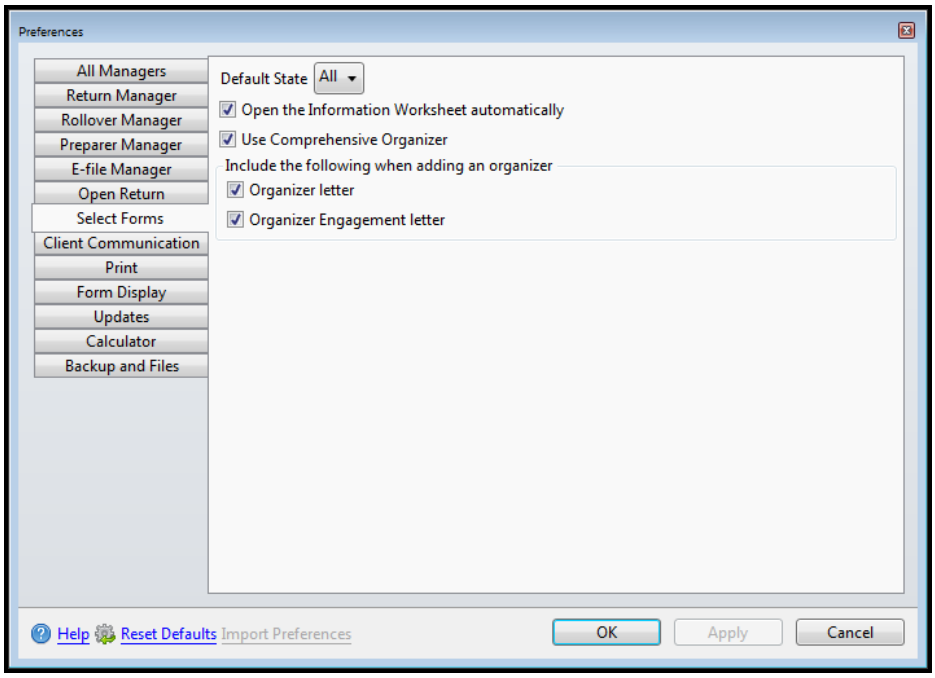
## Disable Auto-Calculations on Detail Sheets

This preference is disabled by default. If enabled, auto-calculation will be temporarily disabled when you're working in a **Detail** sheet. When the **Detail** sheet is closed, the auto-calculation will run. To enable this preference, select the check box.

After making changes to Preferences, click **Apply** to save your changes and close the Preferences dialog box, or click **OK** to save your changes and leave the Preferences dialog box open.

# Select Forms Preferences

**Select Forms Preferences** help you make choices about the types of forms that are automatically retrieved when you open new returns.




The following preference settings are found on the **Select Forms** tab of the Preferences dialog box:

## Default State

This preference is set to **All** by default. If you select a single state from the **Default State** preferences, only the forms for the selected state appear in the Select Forms Dialog Box.

## Information Worksheet

This preference is enabled by default. When enabled, ATX automatically adds the Information Worksheet to any new return that does not include a federal signature form (1040, 1065, 1120, etc.). To disable this preference, clear the check box.

## Organizer

When **Organizers** are added to returns, **Organizer Preferences** settings determine whether or not to use the Comprehensive Organizer. **Use Comprehensive Organizer** is selected by default. Clear the check box to disable and opt for the Standard Organizer instead.

Organizers are not available until the final version of ATX each year.

The Comprehensive Organizer includes detailed worksheets for items such as income, deductions, contributions, and Schedules K-1 received by your clients.

The Standard Organizer is a condensed, non-customizable group of forms that can be printed with a return for your customers.

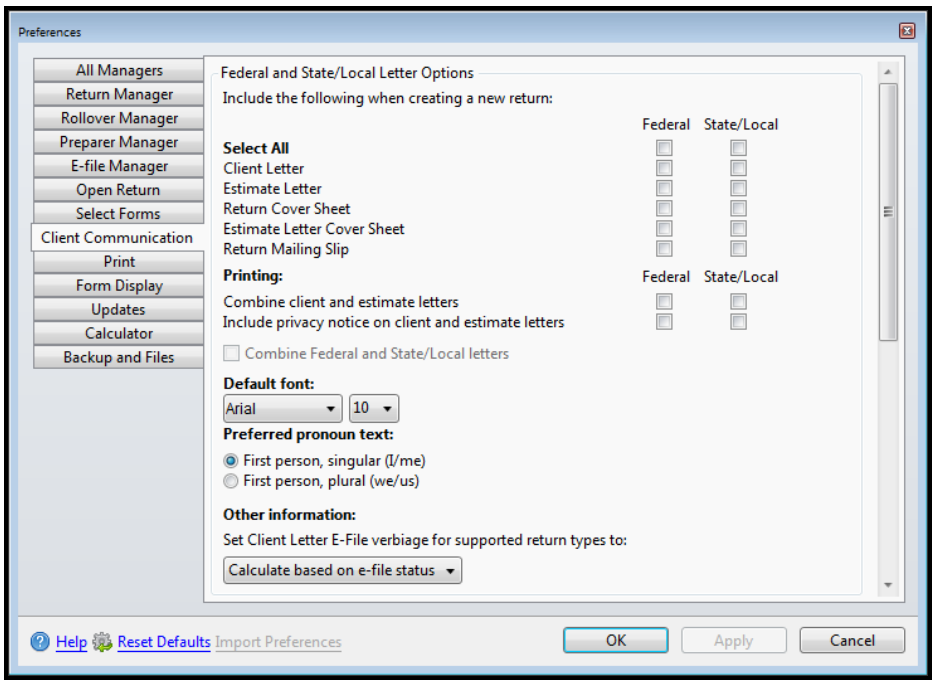
When you use the **Create Organizer for Marked Returns** feature or the **Print Organizers for Marked Returns** feature, ATX adds or prints the Organizer according to your preference selections under the **Include the following when adding an organizer** section.

After making changes to Preferences, click **Apply** to save your changes and close the Preferences dialog box, or click **OK** to save your changes and leave the Preferences dialog box open.

# Client Communication Preferences

**Client Communication Preferences** are disabled by default. Settings made here determine the following:

- Which Client Letters and/or accompanying sheets to automatically include in every new return upon creation.
- Whether to combine the letters (regardless of when they may be attached to a return).
- Pronoun usage (I/me or we/us).
- Which paragraphs to include in your letter.
- In which order paragraphs are to appear in each letter.




The following preference settings are found on the **Client Communication** tab of the Preferences dialog box:

# Federal and State/Local Letter Options

**Client Letter**, **Estimate Letter**, **Return Cover Sheet**, **Estimate Letter Cover Sheet**, and **Return Mailing Slip** can be automatically added to each return as it is created. Select the check box for each one you would like to automatically add or the **Select All** check box to automatically include all as returns are created. Select **Federal**, **State/Local**, or both.

## Printing

Determine whether to **Combine client and estimate letters** and whether to **Include privacy notice on client and estimate letters** by selecting **Federal**, **State/Local**, or both. You can also opt to **Combine Federal and State/Local letters** by selecting the check box.

## Default Font

By default, client letter font and font size set to Arial, size 10. If you prefer a different font and/or font size use the appropriate drop-down list. Any changes to font or font size only affects client letters from this point forward any existing client letters are unaffected by the change.

## Preferred Pronoun Text

By default, letters are generated to use the **First person, singular (I/me)** perspective. If you would prefer to use the **First person, plural (we/us)** perspective, select the check box.

## Other Information

By default, client letter text will state that client's returns "have been e-filed" or "will be e-filed" based on e-file status for the return at the time the letter is generated. In some situations, a preparer may desire the client letter text to read contrary to the actual e-file status at the time the letter is generated. This text may be changed within the letter of each return under **Letter**

**Options**. To change this text globally (affecting all letters in all returns), select **Has been e-filed** or **Will be e-filed** from the drop-down list.

# Paragraph Selection

Determine which paragraphs appear in each letter and the order in which paragraphs will appear. By default, all paragraphs will appear in all letters.

**To remove specific paragraphs from a letter:**

1. Select the letter to be changed in the drop-down list.
2. Clear the check box for each paragraph to be removed from the letter.
3. Repeat as desired for other letters.

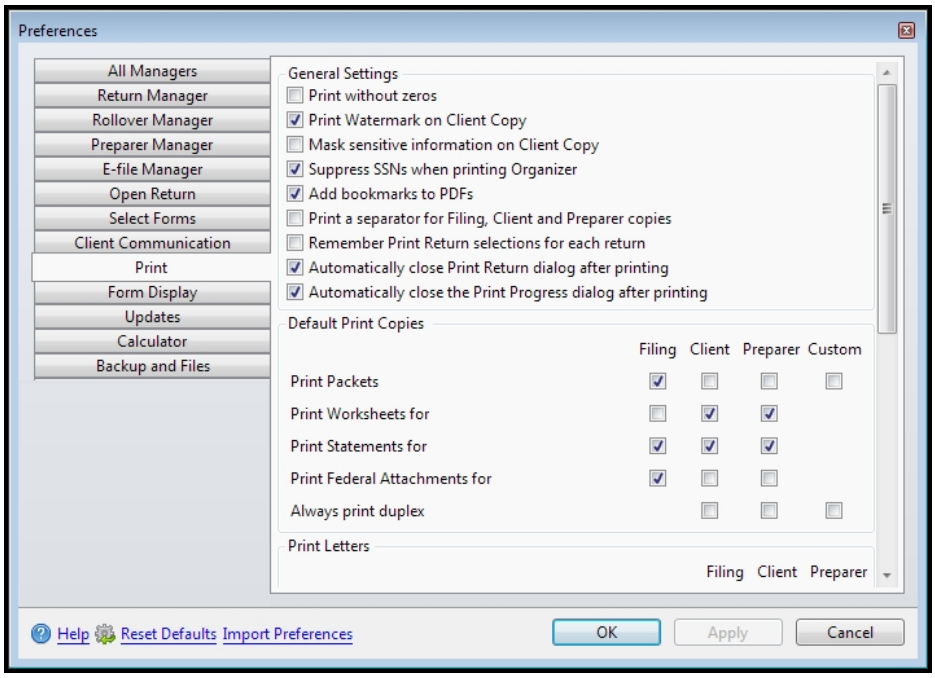
**To change the order in which paragraphs will appear in a letter:**

1. Select the letter to be changed in the drop-down list.
2. Do one of the following:
   - Drag and drop paragraphs within the **Preferences** dialog box until they are ordered as desired.
   - Select the desired paragraph, and then use the arrow buttons to move the selected paragraph into the desired position.
3. Repeat as desired for other letters.

After making changes to Preferences, click **Apply** to save your changes and close the Preferences dialog box, or click **OK** to save your changes and leave the Preferences dialog box open.

# Print Preferences

**Print Preferences** allow you to set up standard defaults for printed copies when you are Printing Returns.




## Print Without Zeros

This preference is disabled by default, if enabled, zeros will be present in all empty calculated and estimated fields when a return is printed. To enable this preference, select the check box.

## Print Watermark on Client Copy

This preference is enabled by default. When enabled, a watermark will be printed on all pages of the **Client Copy**. By default, the watermark will read **CLIENT COPY**. To disable this preference, clear the check box.

Print Packets settings for the **Client Copy** can be used to customize watermark text if desired.

## Mask Sensitive Information on Client Copy

This preference is disabled by default. If enabled, sensitive information (**Dates**, **SSN/EIN**, and **Account Numbers**) will be hidden in the printed Client Copy. To enable this preference, select the check box.

## Suppress SSNs when printing Organizer

This preference is enabled by default. When enabled, Social Security Numbers will be hidden in a printed Organizer. This helps to protect the privacy or your clients.

# Add Bookmarks to PDFs

This preference is enabled by default. The PDF Bookmark feature creates bookmarks for available forms in the return, allowing you to quickly access specific information.

# Print a Separator for Filing, Client, and Preparer Copies

This preference is disabled by default. If enabled, a separator sheet will be added between copy types when printed.

# Remember Print Return Selections for Each Return

This preference is disabled by default. If enabled, ATX will remember any changes you make to a return's print selections in the Print Return Dialog Box prior to printing. Selections are remembered per return. To enable this preference, select the check box.

# Automatically Close Print Return Dialog After Printing

This preference is enabled by default. ATX will automatically close the Print Return Dialog Box each time a return is printed. To disable this preference, clear the check box.

# Automatically Close the Print Progress Dialog After Printing

This preference is enabled by default. When enabled, ATX will automatically close the **Print Progress** dialog box each time a return is printed. To disable this preference, clear the check box.

# Default Print Copies

These preferences allow you to set certain default Print behaviors by copy type. Settings selected here will be applied as default each time a return is printed. Changes made to Print Packets or the Print Return Dialog Box while Printing Returns will override these preference settings, but only for that print job.

## Print Packets

Copy types selected here will be printed with each return that is printed. **Filing** is selected by default.

## Print Worksheets for

Worksheets will be included in printed returns for each copy type selected here. **Client** and **Preparer** are selected by default.

## Print Statements for

Statements will be included in printed returns for each copy type selected here. **Filing**, **Client**, and **Preparer** are selected by default.

## Print Federal Attachments for

Federal Attachments will be included in printed returns for each copy type selected here. **Filing** is selected by default.

### Always print duplex

For copy types selected here, returns will always be printed in Duplex (both sides of paper). None are selected by default because not all printers are capable of Duplex printing. Check your printer specifications to determine if your printer supports Duplex printing. Select each copy type that you want to use Duplex printing by default.

Duplex printing is not permitted for **Filing** copy.

## Print Letters

Settings made here will determine which copy types (if any) will include a **Client Letter**, **Return and Est. Voucher Cover Sheets**, and/or a **Voucher Letter**. **Client** is selected by default to include all three. Make selections as desired for **Filing** and **Preparer** copies.

## Mailing Slip Orientation

These settings determine the orientation of the mailing slip that is automatically included with each printed return. **Portrait** is selected by default. Select **Landscape** to change the orientation.

### Return Address Alignment

This setting determines the alignment of the return address on the printed mailing slip. **Left** is selected by default. Select **Center** to change the alignment.

## Check Return Reports

These settings determine which **Check Return** reports (if any) will be automatically included with each printed return. Available selections are:

- Skip reports if no errors
- Report Errors
- Report Warnings
- Report Informational
- Report E-file
- Report Estimates
- Report Overrides
- Report Notes

All except **Skip reports if no errors** and **Report E-file** are selected by default. Select and/or clear check boxes as desired to change these settings.

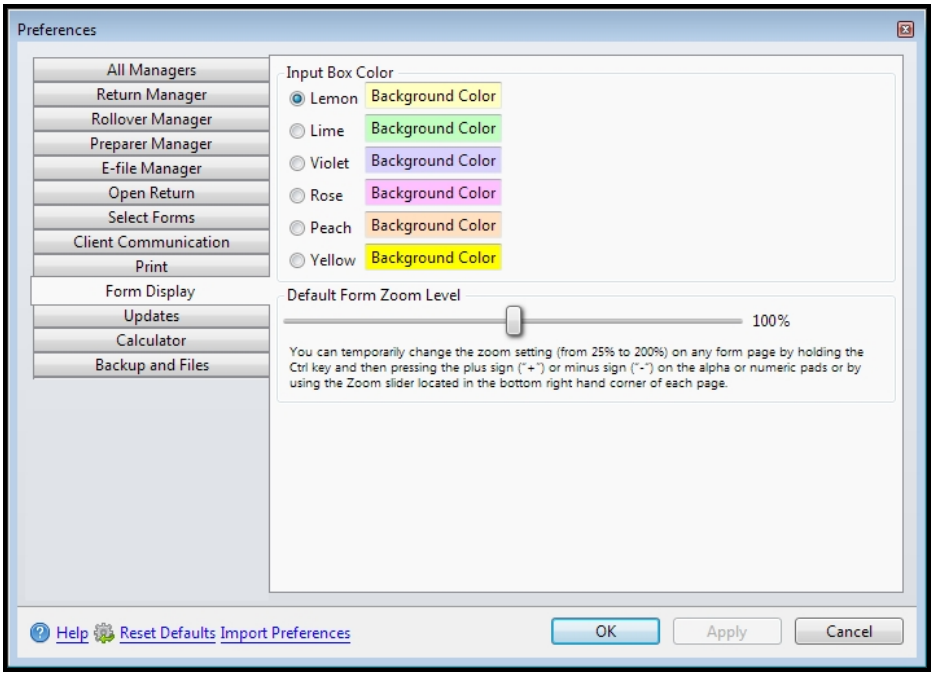
## View/Edit Print Packets

Click **View/Edit Print Packets** to display the Print Packets dialog box.

After making changes to Preferences, click **Apply** to save your changes and close the Preferences dialog box, or click **OK** to save your changes and leave the Preferences dialog box open.

# Form Display Preferences

**Form Display Preferences** allow you to determine the background color of input boxes and the default zoom level to use when viewing forms.




The following preference settings are found on the **Form Display** tab of the Preferences dialog box:

## Input Box Color

The selection made here determines the background color of input boxes. Available selections are:

- Lemon
- Lime
- Violet
- Rose
- Peach
- Yellow

**Lemon** is selected by default. Select another color to change the default setting.

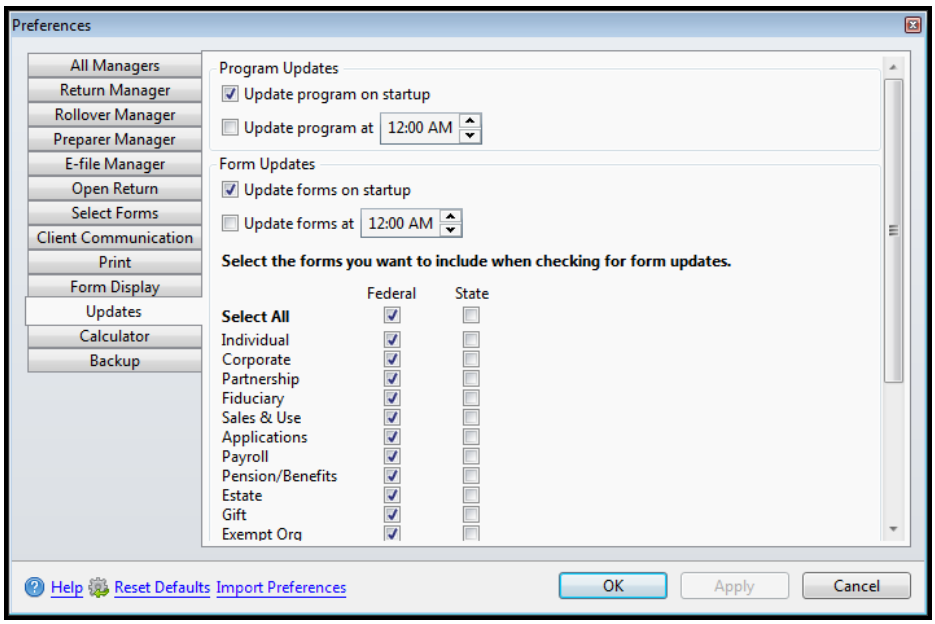
## Default Form Zoom Level

This setting determines the zoom level used when forms are opened. Zoom is set to **100%** by default. Move the slider left to decrease the zoom level. Minimum zoom level is **25%**. Move the slider right to increase the zoom level. Maximum zoom level is **200%**.

After making changes to Preferences, click **Apply** to save your changes and close the Preferences dialog box, or click **OK** to save your changes and leave the Preferences dialog box open.

# Updates Preferences

**Updates Preferences** enable you to determine whether Program and Form updates will occur each time ATX is opened or at a particular time each day. You can also select which Federal and State form types to update.




## Program Updates

This setting determines how often Program Updates will occur (if an update is available). **Update program on startup** is selected by default. Clear the check box to disable this setting. As an alternative you can set a particular time for ATX to search for and apply Program Updates (if an update is available). To designate an update time, select the **Update program at** check box, and then select the desired time by clicking the up and down arrows.

If an update time is set, ATX must be open at that time in order to receive the update. If ATX is closed at the designated update time, you will be prompted to complete the update the next time ATX is opened.

## Form Updates

This setting determines how often Form Updates will occur (if updates are available). **Update forms on startup** is selected by default. Clear the check box to disable this setting. As an alternative you can set a particular time for ATX to search for and apply Form Updates (if updates are available). To designate an update time, select the **Update program at** check box, and then select the desired time by clicking the up and down arrows.

If an update time is set, ATX must be open at that time in order to receive the updated forms. If ATX is closed at the designated update time, you will be prompted to complete the update the next time ATX is opened.

## Select the Forms You Want to Include When Checking for Form Updates

This setting determines which Federal and State form types will be included with each Form Update. All form types under the **Federal** column are selected by default. Clear as desired for form types that you don't wish to include. Select form types under the **State** column as desired for State forms you would like to include in Form Updates.

## Select the States You Want to Include When Checking for Form Updates

States selected here will be included in Form Updates. None are selected by default. Select states as desired or **Select All** to include all State forms.

## Optimize Form Download for Slow Connections

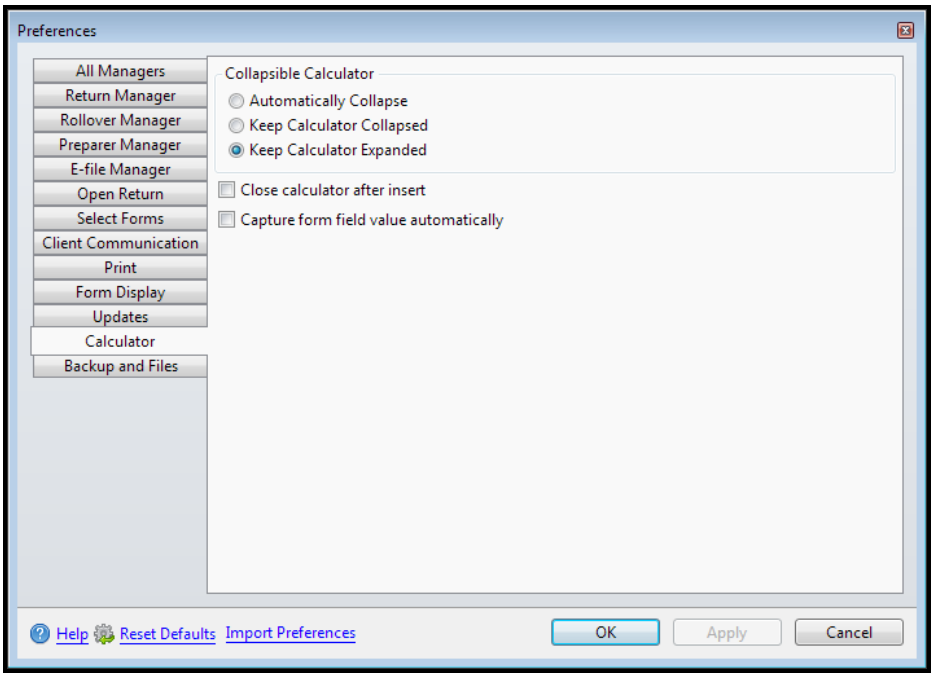
This preference is disabled by default. If enabled, ATX bypasses the standard form download processes for the most commonly-used forms whereby the full form (with all form patches) is included in the program update.

Selecting this option improves download speed but will slow return processes (because the system will not have ready access to the full form).

After making changes to Preferences, click **Apply** to save your changes and close the Preferences dialog box, or click **OK** to save your changes and leave the Preferences dialog box open.

# Calculator Preferences

**Calculator Preferences** allow you to control certain Calculator behavior.



The following preferences are found on the **Calculator** tab of the Preferences dialog box:

## Collapsible Calculator

This setting determines what the calculator does after you've used it. The following selections are available:

- **Automatically Collapse** - Minimizes the Calculator
- **Keep Calculator Collapsed** - Hides the Calculator
- **Keep Calculator Expanded** - Displays the full Calculator

**Keep calculator expanded** is selected by default. To change this setting, select another check box as desired.

## Close Calculator After Insert

This preference is disabled by default. If enabled, the calculator will close after a number is inserted from the calculator onto a form. Select the check box to enable.

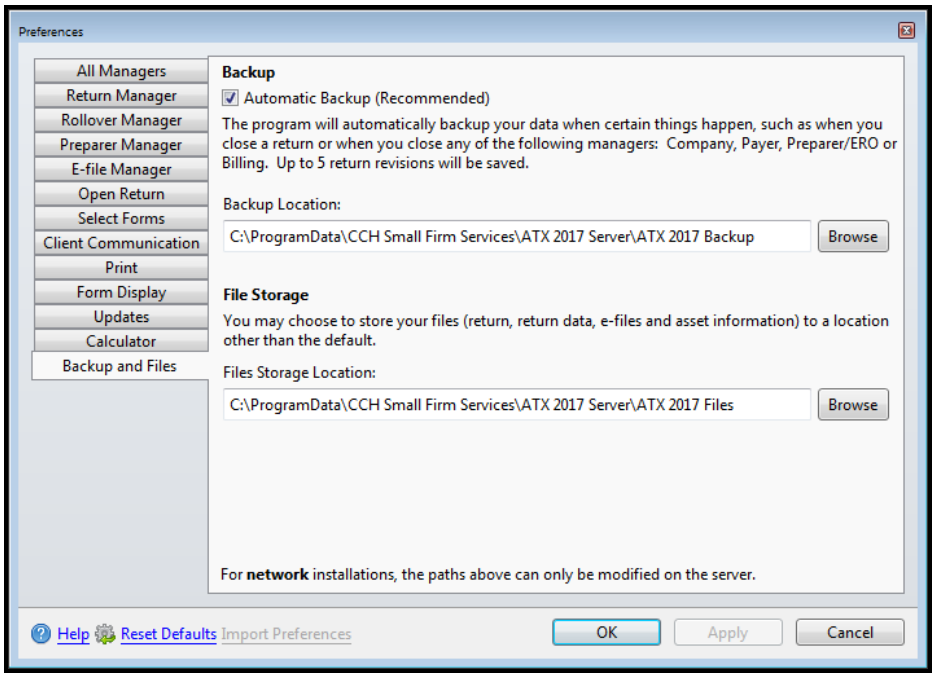
## Capture Form Field Value Automatically

This preference is disabled by default. If enabled, when a field within a form has focus and you launch the Calculator, the amount from the field will be captured.

After making changes to Preferences, click **Apply** to save your changes and close the Preferences dialog box, or click **OK** to save your changes and leave the Preferences dialog box open.

# Backup and Files Preferences

The **Backup and Files Preference** tab is where you can identify or change the location where your returns and data is backed up or stored. ATX has an **Automatic Backup Preference** that is enabled by default when ATX is installed.



# Automatic Backup

All your returns are automatically backed up whenever they are closed. With each return, ATX also backs up e-files, bank product information, asset data, and any PDF attachments. In addition, ATX backs up data in the Company Manager, Payer Manager, Preparer/ERO Manager, and Billing Manager two minutes after the last change is made or when the manager is closed. See Automatic Backup.

Any changes to the **Backup and Files Preferences** tab affects all users.

## Where are backups stored?

By default, your backup data is stored on the C:\ drive of either your stand-alone machine or your network server, depending on your installation type.

ATX backs up data automatically when the Automatic Backup check box is selected. If the **Automatic Backup** is not selected, a Manual Backup is required. The **Automatic Backup** process includes all data except Setup Data. To backup your Setup Data a Manual Backup is required.

**Important Tips About Backup Locations:** We strongly recommend that all Admin users change the default backup location to a permanent location (e.g. another drive) that is not on the stand-alone computer or network. This will protect backup information from being lost if you have a computer or server failure. While you should never use a flash drive as your primary backup device, you can use an external hard drive for your backups if you leave it permanently attached to your stand-alone system or network server.

You may need to change your **Backup Location** if you want to use a different location on your network or if using a third party backup product. If you need to change your **Backup Location**, see Changing Backup Location in Preferences.

Using a third party back product such as (Carbonite, Mozy, Backblaze, and Amazon Glacier) may require you to change your backup location to a location the third party product can access.

# File Storage Location

The **File Storage Location** is where your actual returns and associated data will be stored and accessed by the workstations. This is not where backups of your returns are stored. For more information on **File Storage Location**, see Changing File Storage Location in Preferences.

# Reset to the Default Location

**Reset Defaults** is located on the **Backup and Files** tab.

To reset to the default **Backup Location**, browse to: **X:\ProgramData\CCH Small Firm Services\ATX 2017 Server\ATX 2017 Backup**

To reset to the default **File Storage Location**, browse to: **X:\ProgramData\CCH Small Firm Services\ATX 2017 Server\ATX 2017 Files**

**X** = the drive where ATX is installed.

# Saving Selected Returns to a Specific Location

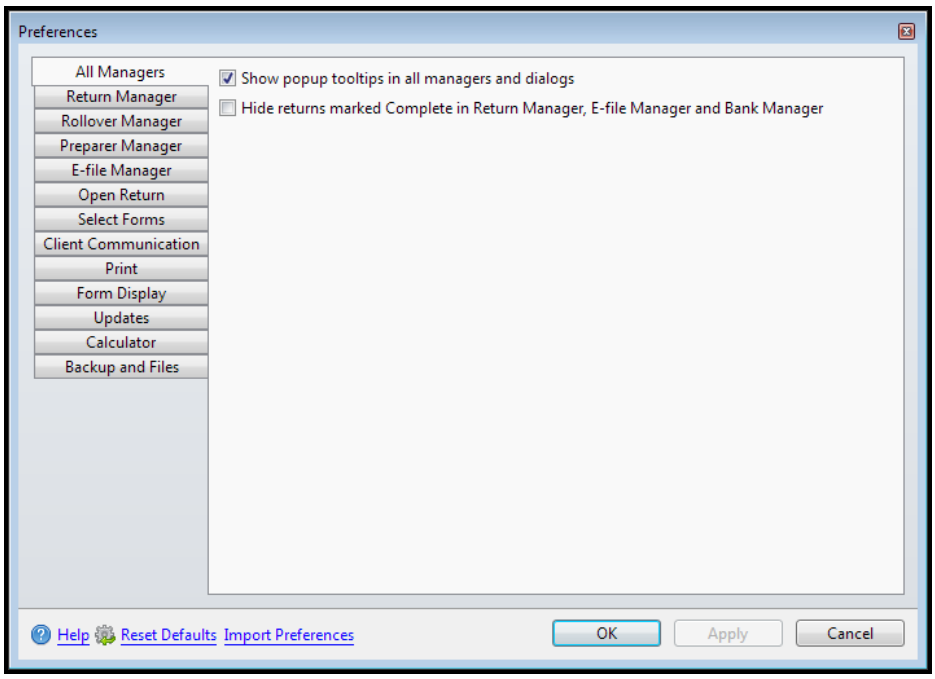
To save specific returns to a specific location, use the **Export** feature. See Exporting Returns.

# Importing Preferences From Another User

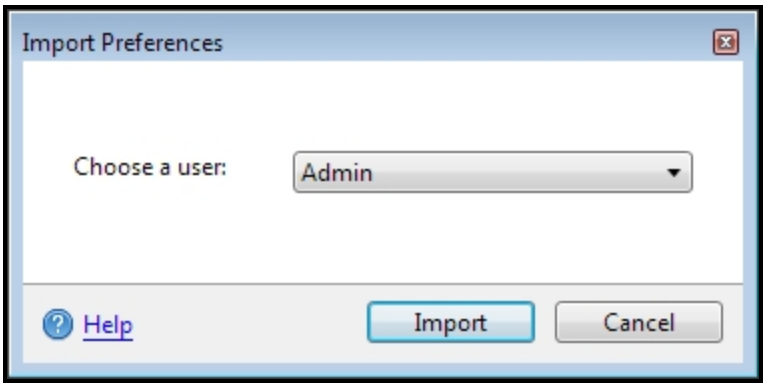
After establishing your ATX Preferences you can import these settings to another user account using the **Import Preference** feature, saving you time during the setup process.

**To import preferences from another user, use the following steps:**

1. Click the **Preferences** button on the toolbar.




2. Click the **Import Preferences** link.




3. Select a user from the **Choose a User** drop-down list.
4. Click **Import**.
5. Click **Apply**; and then click **OK** to close.

Chapter

9

# Preparing Returns

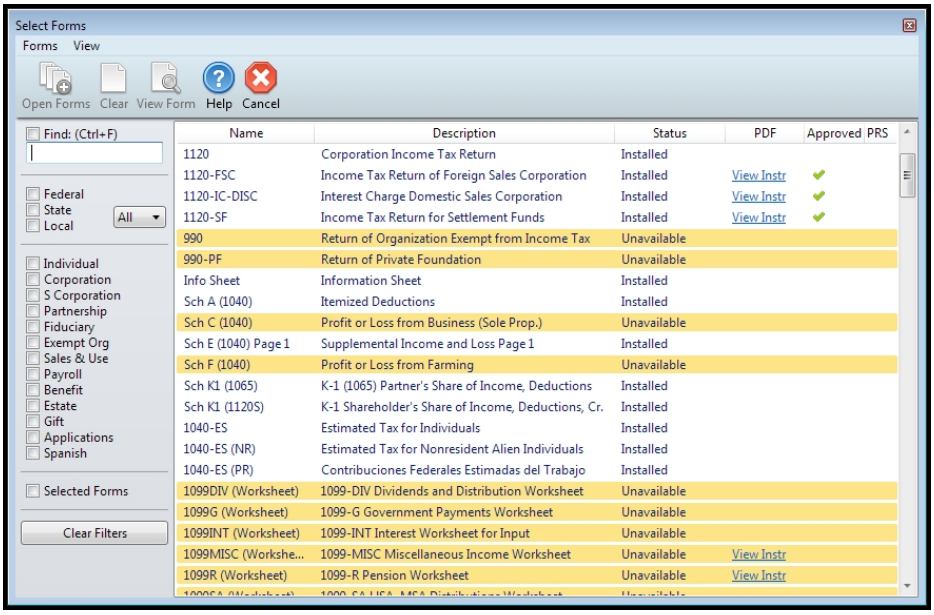
*In this section, all aspects of return preparation are discussed from return creation to the filing of extensions and everything in between.*


- Creating Returns
- Return Passwords
- Opening Returns
- Navigating Within Returns
- Adding Forms to a Return
- Saving Returns
- Closing Returns
- Interviews
- PDF Attachments
- Amending Returns
- Duplicating Returns
- Renaming Returns
- Deleting Returns
- Extensions
- Calculator
- Information Worksheet/Signature Form
- Checking Returns for Errors
- Customizing Master Forms
- Lists Overview

# Creating Returns

**To start a new return:**

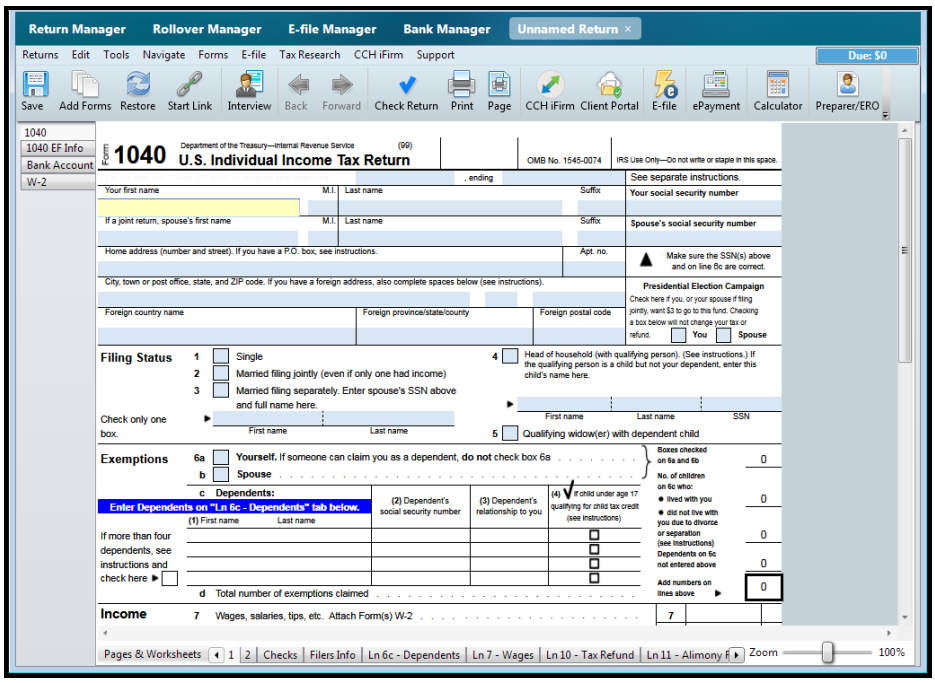
1. From Return Manager, do one of the following:
   - Click the **New** button on the toolbar.
   - Click the **Returns** menu; then, select **New Return**.
   - Press **Ctrl+N**.




2. Highlight the form(s) you want to add to the return.

   To select multiple forms, simply click each desired form.

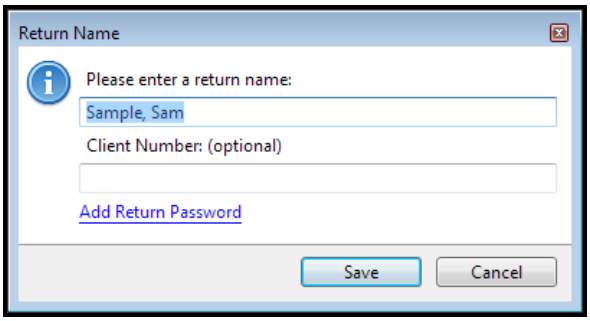
3. Click the **Open Forms** button on the **Select Forms** toolbar.




If you use CCH iFirm you are able to import client contact information when starting a new return. See Import CCH iFirm Contact Data into a New Return

**To save the new return:**

1. Do one of the following:
   - Click the **Save** button on the toolbar.
   - Click the **Returns** menu; then, select **Save Return**.
   - Press **Ctrl+S**.




By default, ATX names the return for the Taxpayer (and Spouse, if applicable).

2. Do one of the following:
   - Accept the default name and click **Save**.
   - Enter a new name for the return; then, click **Save**.

# Return Passwords

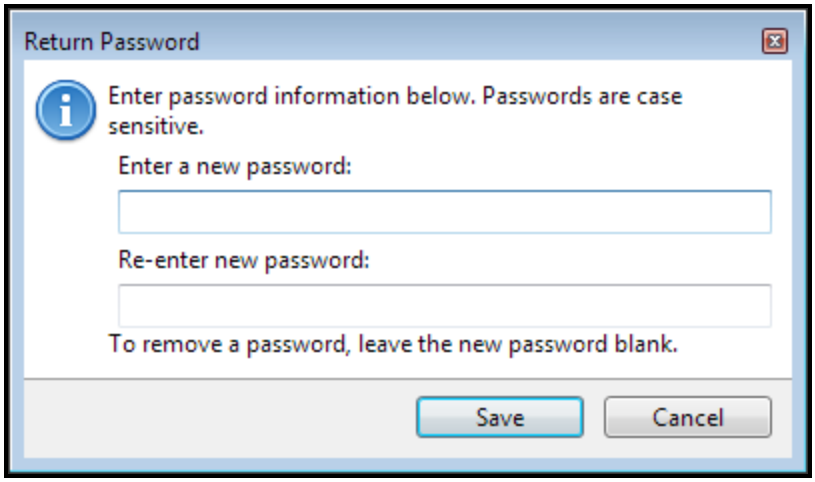
Passwords can be added to returns for an additional layer of security. Once added, passwords may be changed or removed.

Any user who knows the password can edit or remove it. However, if the password was lost, only the Admin user or another user with Administrator rights can change or remove it.

Passwords are case-sensitive, must contain no more than 20 characters, and cannot begin with a space.

**To add a password to a return:**

1. From the open return, click the **Edit** menu; then, select **Return Password**.



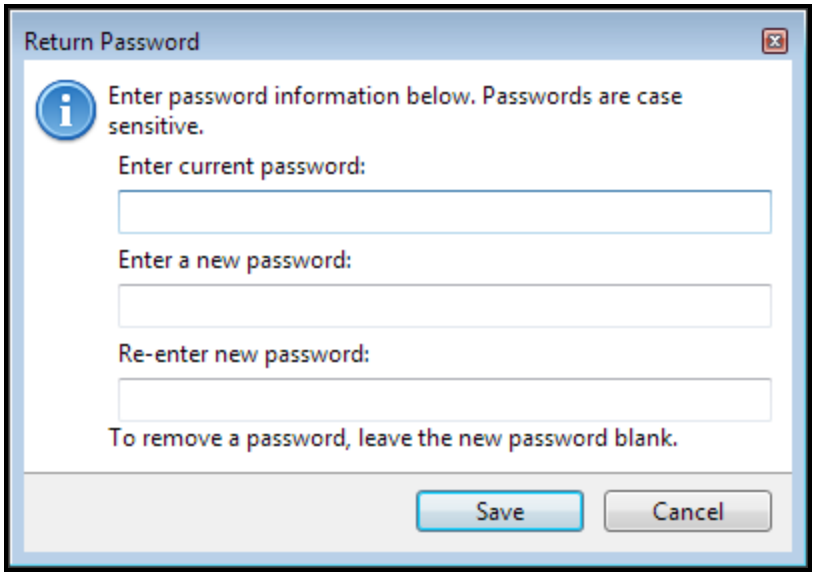

Passwords may also be added when saving a return for the first time. See Saving Returns.

2. **Enter** and **Re-enter** the password in the appropriate fields.
3. Click **Save.**

**To edit or change a return password:**

To change a return password, you must be in the open return; therefore, you must know the current password. If you don't know the password, see your Administrator to edit or remove the password. See Editing Return Passwords.

1. From the open return, click the **Edit** menu; then, select **Return Password**.




2. Enter the current password in the **Enter current password field**.
3. **Enter** and **Re-enter** the new password in the appropriate fields.
4. Click **Save.**

**To remove a password from a return:**

1. Follow steps **1** and **2** for editing a password, above.
2. In the **Enter a new password** and **Re-enter a new password** fields, enter nothing.
3. Click **Save.**

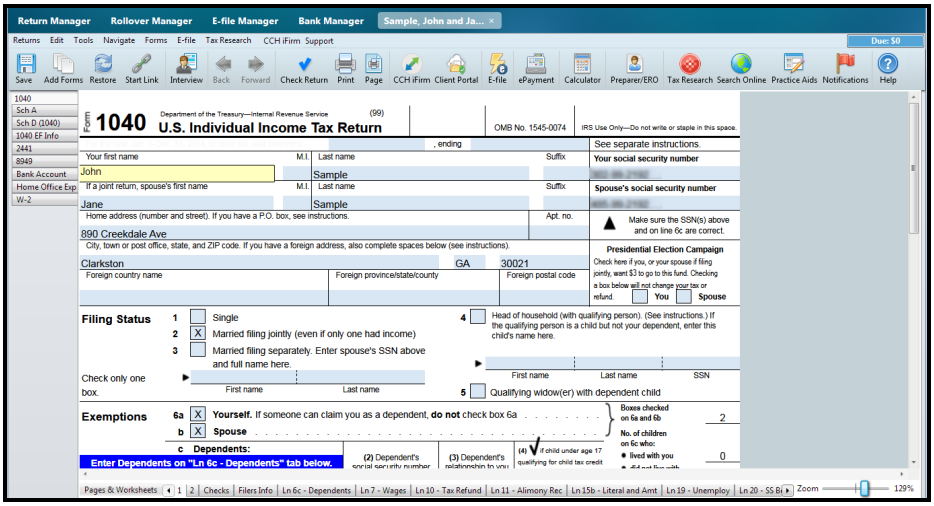
# Opening Returns

ATX allows you to open and manage up to three returns simultaneously. Each return is represented by a tab at the top of the screen, to the right of the main manager tabs.

For CCH iFirm users, when you open a return, if there are any changes from CCH iFirm ATX, recognizes these changes and prompts you to sync the changes. For more information see Sync Contact Data on Open and Close.

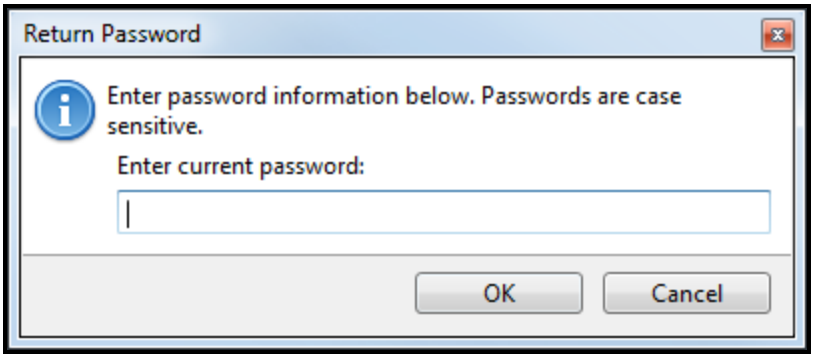
**To open a return:**

1. From any main manager (except Rollover Manager), highlight the return you want to open.
2. Do one of the following:
   - Double-click the desired return.
   - Select a return; then, click the **Open** button on the toolbar.
   - Select a return; then, click the **Returns** menu and select **Open Selected Return**.
   - Select a return; then, press **Ctrl+O**.




For a detailed explanation of the components of the open return, see Open Return Interface.

# Opening Password-Protected Returns



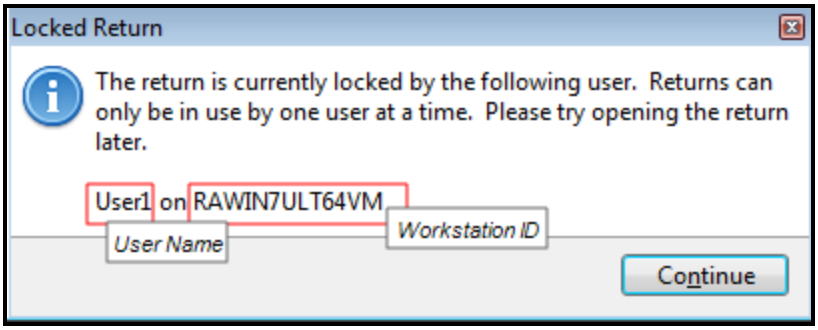

1. Enter the current password.

   If a password has been assigned to a return, you must know the password in order to open the return. If you do not know the password, only the Admin user or a user with Administrator rights can change the password.

2. Click **OK**.

# Opening Returns Locked by Other Users

If you work on a network, the system prevents more than one user from opening a return at a time. If you try to open a return that is already open, you'll receive the following message:




The **Locked Return** message tells you the **User Name** and the **Workstation ID** that has the return is open.

# Open Return Menus

When you're in an open return, the following menus appear:

## Returns Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Save Return | Saves the return you're currently viewing. | Ctrl+S |
| Close Return | Closes the return you're currently viewing. | |
| Delete Return | Displays a warning message, asking you if you're sure you want to delete the return. Will delete the return you're currently viewing. | |
| Rename Return | Opens the **Rename Return** dialog box, which requires you to enter the new name for the return you're currently viewing. | |
| New Return | Opens the Select Forms Dialog Box so you can select forms for a new return. | Ctrl+N |
| Duplicate Return | Copies the return you're currently viewing and opens the new copy of that return. | |
| Amend Return | Duplicates the return (including all Federal and state forms) and installs any required amendment forms automatically (as long as they are available). | |
| Process Return with ePayment | Launches the **iTransact** electronic payment process for the selected return. | |
| Close All Open Returns | Simultaneously closes all the returns you have open. | |
| Import Data | Enables you to import data from the following forms from **PaperlessPLUS Premier**: **W-2**, **1099MISC**, **1099DIV**, **1099R**, **1099INT**.<br><br>Import **K-1** data from **1041**, **1065** and **1120S** returns into **1040, 1040NR, 1041, 1065, 1120,** or **1120S** returns. See Importing K-1 Data. | |

| Menu Item | Description | Shortcut |
|---|---|---|
| Accounting Import | Initiates **Tax Import** from **CAS Client Write-Up**. | |
| Export Return | Saves the return as a .csv file to a location of your choice. | |
| Print Packets | Opens the Print Packets dialog box. | |
| Change Printer | Launches the **Print Setup** dialog box, which allows you to change the default printer (for your system) and to make both size and orientation changes for the printed output. You can also install a new printer from the **Network** link on this dialog box. | |
| Print Return | Opens the Print Return Dialog Box, which allows you to print the entire return or portions of it. You can also select your printer from this dialog box. | Ctrl+P |
| Print Current Page | Prints only the current page you're viewing. | |
| Exit | Closes the application. | |

## Edit Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Mark as Estimate | Marks a field's value as an estimated amount. | F4 |
| Insert/Edit Note | Opens a note editor for the active field. Allows you to attach a note to a particular field. See Preparer Notes. | Ctrl+T |
| View Notes | Opens the **Notes** pane. | |
| Remove Note | Deletes selected note from active field. | Ctrl+M |
| Insert Text | Turns the cursor into a **+** symbol. Drag and drop to the desired position, then enter text. See Inserting Text on Forms. | |
| Remove Text | Allows you to delete text inserted in a form. | |
| Insert Picture | Turns the cursor into a **+** symbol. Drag and drop to the desired point, then select image. See Inserting Pictures on Forms. | |
| Remove Picture | Delete selected image from form. | |
| Undo | Reverses the last command. | Ctrl+Z |
| Restore Field | Restores field to default value. See Restoring Overridden Fields. | Ctrl+R |
| Cut | Cuts the selected area within a field. | Ctrl+X |
| Copy | Copies the selected value. | Ctrl+C |
| Paste | Pastes copied or cut info from clipboard (copied or cut info). | Ctrl+V |

| Menu Item | Description | Shortcut |
|---|---|---|
| Start Link | Establishes the current field as the source field. | |
| Finish Link | Marks the current field as the destination field. | |
| Rename Current Form Tab | Allows you to rename the tab for the current form. | |
| Return Password | Displays the **Return Password** dialog box, which allows you to set a password for the particular return. See Return Passwords. | |
| Record Tools | Allows you to **Add Record**, **Delete Record**, and **Sort Records**, where applicable. | **Ctrl+A** = **Add**; **Ctrl+D** = **Delete** |

## Tools Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Preferences | Opens the Preferences dialog box. | |
| Check Return | Select item(s) that will be checked in the return. | |
| Enlarge | Enlarges the view of the form in **25%** increments. | **Ctrl+(+)** |
| Reduce | Reduces the view of the form in **25%** increments. | **Ctrl+(-)** |
| Preparer/ERO | Gives you the following options: **Insert Preparer/ERO**, **Remove Preparer**, **Remove ERO**, **Remove Both**, **Manage Preparers/EROs**. | |
| Insert Company | Displays the Company Manager, which allows you to insert a company onto the form (and also store the information for subsequent use). | |
| Security Manager | Opens the Security Manager, which allows an Admin user to set up multiple users in the system. Also allows you to specify the tasks that users may or may not perform in the system. | |
| Billing Manager | Opens the **For This Return** tab of the Billing Manager, which displays the forms in the return. | |
| Calculator | Opens the Calculator. | **F8** |

## Navigate Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Interview | Opens the current return in Interview format. See Interviews. | |

| Menu Item | Description | Shortcut |
|---|---|---|
| Forms in Return | Displays the **Forms in Return** dialog box, listing all the forms and worksheets in the return you're currently viewing. | Ctrl+O |
| Jump To | Enables you to JumpTo the forms, schedules, or worksheets from which the data in the calculated field is derived. | F6 |
| Cross Reference | References the source of a given calculation. If multiple fields are involved, click the desired field to jump to that field. | F7 |
| Back | Moves you to the previous form in the return. | Ctrl+B |
| Forward | Moves you to the next form in the return. | Ctrl+Shift+F |

## Forms Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Add New Forms... | Opens the Select Forms Dialog Box which allows you to choose forms to add to the open return. | Ctrl+F |
| Duplicate Form | Copies the form you're currently viewing. | |
| Discard Form | Deletes the current form from the open return. | Ctrl+1 |
| Discard Multiple Forms | Opens the **Discard Multiple Forms dialog box** which allows you to delete multiple forms from the open return. | Ctrl+Shift+1 |
| Client Letter | Opens the Client Communication Manager, enabling you to attach a client letter to the open return. | |
| Billing Invoice | Adds a **Billing Invoice** to the open return. See Completing the Billing Invoice. | |
| Send CCH iFirm Invoice | Sends the **Billing Invoice** to CCH iFirm. | |
| Planning/Analysis | Add Tax Summary/Carryover Worksheet, Last Year Comparison, Tax Planner, Married Joint - Separate Comparison, or U.S. Averages Comparison to the open return. | |
| Extensions | Inserts the appropriate extension form in the return. | |
| Lists | Enables you to create an **Itemized List**, **Text List**, or **Custom List**. | Ctrl+I |
| Ohio Cities Worksheet (visible only when you purchase the Ohio Cities Allocation package) | Inserts the **Ohio Cities Worksheet** (*Cities Taxes Paid to Other Jurisdictions*) into the return. | Ctrl+H |
| Organizer (visible only during the last release of the ATX, usually in October) | Allows you to add one of two Organizer Types to a return so your customers can provide you with information for the upcoming tax season. | |

## E-file Menu

| Menu Item | Description |
|---|---|
| Create E-file | Opens the Create E-file Dialog Box, which asks you to begin the e-file process by selecting jurisdictions in which you want to e-file the return.<br><br>If the form you're currently viewing is not eligible for e-filing, you'll receive a message. |
| Attach PDF | Attaches a PDF file to the e-file of the return. |
| Display Rejection Errors | Opens the **E-file Rejection Errors** pane at the bottom of the form, which displays the IRS or State rejection errors for the return. |
| Display E-file Actions Required | Displays the specific actions required by specific states for an e-filed return, if any have been indicated by the relevant agency. Enabled when you have selected an e-filed return in E-file Manager or when you have an e-filed return open. The pane that is used to display e-file error messages is also used for displaying e-file actions. |
| Display Acknowledgement History | Displays acknowledgement history for the open return. |
| Re-create Bank Application | Allows you to re-create a bank application if your Federal e-file was accepted but the attached bank application was rejected. The e-file must show an Accepted status and the return must include a bank application. |
| Help for E-filing | Opens Program Help to the Creating E-files topic. |

## Tax Research

| Menu Item | Description |
|---|---|
| Tax Research | Launches your **Tax Research** subscription using your **Tax Research Login Credentials** entered on the Return Manager tab of the Preferences dialog box. |
| Master Tax Guide | Launches the **Master Tax Guide** using your **Tax Research Login Credentials** entered on the Return Manager tab of the Preferences dialog box. See Return Manager Preferences. |
| IRS Publications | Launches **IRS Publications** using your **Tax Research Login Credentials** entered on the Return Manager tab of the Preferences dialog box. See Return Manager Preferences. |
| Client Letter Toolkit | Launches additional **Client Letters** using your **Tax Research Login Credentials** entered on the Return Manager tab of the Preferences dialog box. |
| Elections and Compliance Toolkit | Provides you with hundreds of sample elections and compliance statements, background information, due dates, and citations to relevant authority information.<br><br>Launches the **Elections and Compliance Toolkit** using your **Tax Research Login Credentials** entered on the Return Manager tab of the Preferences dialog box. |

| Menu Item | Description |
|---|---|
| Penalties and Interest Calculator | Provides a way you can calculate penalties and/or interest due for the late filing of a return and/or late payment of taxes due.<br><br>Launches the **Penalties and Interest Calculator** using your **Tax Research Login Credentials** entered on the Return Manager tab of the Preferences dialog box. |
| Depreciation Toolkit | Provides you a way to create a depreciation schedule, calculate any recovery year's depreciation amount or simply determine the depreciation rate for any recovery year.<br><br>Launches the **Depreciation Toolkit** using your **Tax Research Login Credentials** entered on the Return Manager tab of the Preferences dialog box. |
| Practice Aids | Provides elections, flowcharts, worksheets, checklists, tables, and tools using your **Tax Research Login Credentials** entered on the Return Manager tab of the Preferences dialog box. |
| Line Explanations | Provides line-specific research content on CCH's online **Tax Research** platform. |
| Questions and Answers | Provides key questions and answers relating to compliance topics for federal forms. |
| Filled-in Forms | Provides you with filled-in forms on CCH's online **Tax Research** platform. |
| Elections & Statements | Provides you with elections and statements on CCH's online **Tax Research** platform. |
| Search Online | Launches your Internet Browser where you can search using the **CCH Browser plug-in**. If the plug-in is not installed you are prompted to install the **CCH Browser plug-in** at this time. |
| ATX Community Board | Use the Community Board to share ideas, tips, and best practices with other ATX users. |
| CPE Link - Education and CPE | Launches the online learning website, which delivers CPE to tax and accounting professionals through webinars and self-study courses. |
| Upgrade my Tax Research | Launches a web page where you can choose to purchase additional tax research products. |

## CCH iFirm

| Menu Item | Description |
|---|---|
| My Dashboard | Launches your CCH iFirm dashboard, which is an overview of your business' efficiency, annual review, resource allocation, work in progress, and more. |
| My Jobs | Launches your CCH iFirm jobs, where you can view jobs in CCH iFirm. |
| My Invoice | Launches your CCH iFirm invoices, where you can view and create invoices in CCH iFirm. |
| My Reports | Launches your CCH iFirm Practice Management reports, where you can measure the performance of team members and see how your firm is performing. |

| Menu Item | Description |
|---|---|
| My Timesheet | Launches your CCH iFirm timesheet, where you can track your personal time by job. |
| View Job Details | Opens job details for the job associated with the open return. |
| Contact Details | Opens CCH iFirm Contact Detail for the open return, where you can view and edit contact information. |
| Client Portal | Launches CCH iFirm Client Portal, where you can organize and share important documents with clients. |

## Support Menu

| Menu Item | Description | Shortcut |
|---|---|---|
| Program Help | Opens Program Help in a web browser. | F1 |
| Government Instructions | From an open return, launches the Government Instructions for the current form. Outside of a return, click the **View Instr** link (in the Select Forms Dialog Box) for the desired form. | F3 |
| Education Library | Opens the Education Library Help topics. | |
| Release Notes | Opens for the current version and all prior versions released during the current year. | |
| User Guide | Launches the *ATX User Guide for Tax Year 2017.* | |
| Contact Us | Shows you three ways you can contact CCH Small Firm Services to obtain help with your application: by submitting a question via the Web site, via fax, or telephone. You can also use the form that is linked to the topic to consolidate information for Customer Service. | |
| Web Sites | Opens the following web sites: **BizFilings Business Services, IRS Home Page**, **IRS E-Services**, other **ATX Tax Products**, **ATX Paper Products** (for tax professionals), **ATX Home Page**, the **MyATX Solution Center**, the **ATX Blog**, and the **ATX Knowledgebase**. | |
| Check for Updates | Allows you to easily obtain updated program and forms information through an automated process. Also notifies you of preferences that you can set pertaining to this update process. | |
| Customer Service Utilities | This series of utilities enable you to provide information to Customer Service so they may resolve your program issues. See Customer Service Utilities. | |
| Show Hidden Dialogs | Several dialog boxes have a **Don't show this message again** check box so you can avoid receiving the same message over and over again. The **Show Hidden Dialogs** option reverses these selections, so you would see these dialog boxes again. | |

| Menu Item | Description | Shortcut |
|---|---|---|
| About | Displays the **About ATX** dialog box which displays the program version, product copyright information, and customer's Client ID. When calling Customer Care, you may be asked to provide one or more of the numbers listed in this dialog box. | |

# Navigating Within Returns

The Navigation bar at the bottom of the open return consists of the **Pages & Worksheets** button and a series of tabs. Each of these tabs is associated with a numbered form page, schedule, worksheet, or other page of the active form.

**To navigate through a single page, do one of the following:**

- Press **Enter** or **Tab** to move from the current field to the next field. To reverse direction, press **Shift+Tab**.
- Click a field or use the arrow keys to move the cursor to a specific field.
- Press **Page Up** and **Page Down** to scroll through a page quickly.

**To navigate through multiple pages of an active form, do one of the following:**

- Use the navigation tabs below the active form.
- Use the tools on the **Navigate** menu.
- Click **Pages & Worksheets** (left of the navigation bar).

**To navigate back to page 1 of a form:**

- Right-click anywhere on the form, and then select **(Form Name), page 1**.

**To navigate between forms, do one of the following:**

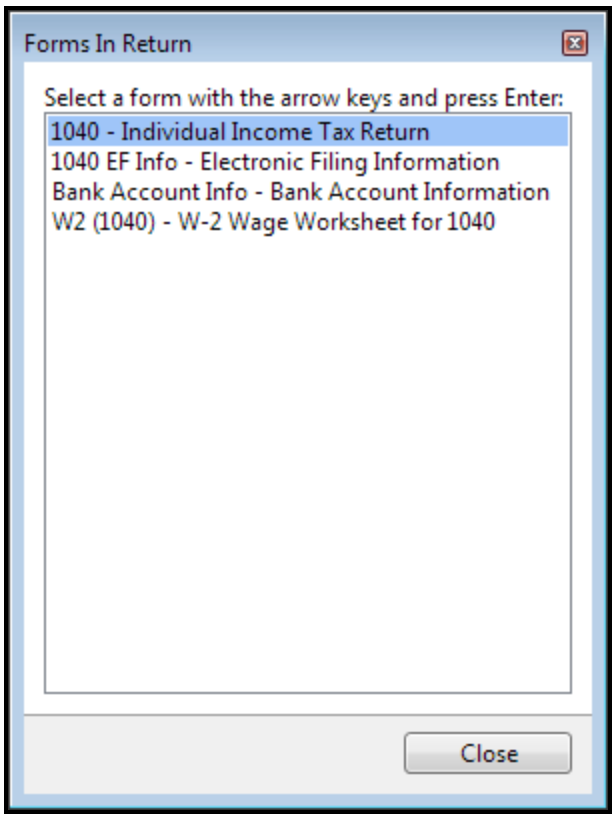
- Click the tabs above the open return.
- Use the tools on the **Navigate** menu.

## Viewing or Selecting Forms in a Return

In addition to the tabs that run across the top of the open return, the **Forms In Return** dialog box gives you a complete list of all the forms in the return.

**To view or select forms in a return:**

1. Open a return.
2. Click the **Navigate** menu; then, select **Forms in a Return**.




3. To select a form from the list, click the desired form (or, use the arrow keys and press **Enter**).

# Navigating using Jump To or Cross Reference

The values in white calculated fields come from one or more source forms, schedules, or worksheets. Use JumpTo to jump directly to the source form, worksheet or schedule or list the forms that contribute to this value.

When the value in a white calculated field is derived from multiple sources, use Cross Reference to see a list of fields that contribute to this value. You can then select one and navigate to a specific source field.

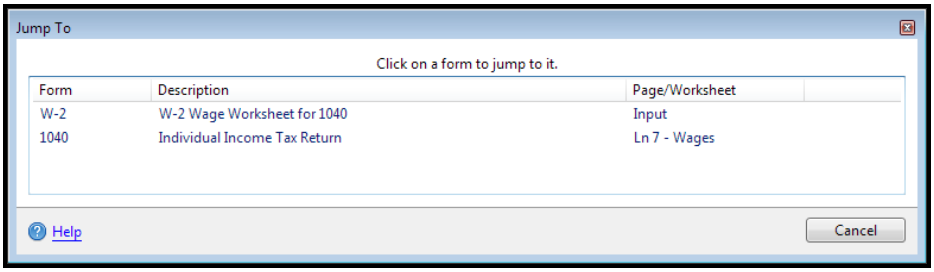
You can also use the Back and Forward Buttons to move between forms in the order you last viewed them.

# JumpTo

On all forms, schedules, and worksheets, white fields denote values that are calculated from data entered elsewhere. The **JumpTo** feature enables fast navigation to the forms, schedules, or worksheets from which these data sources are derived. Calculated fields are always white (whereas input fields are blue).

**To use the Jump To feature:**

1. With the cursor in any calculated field, do one of the following:
   - Click the **JumpTo** button in the field.
   - Click the **Navigate** menu; then, select **JumpTo**.
   - Press **F6**.

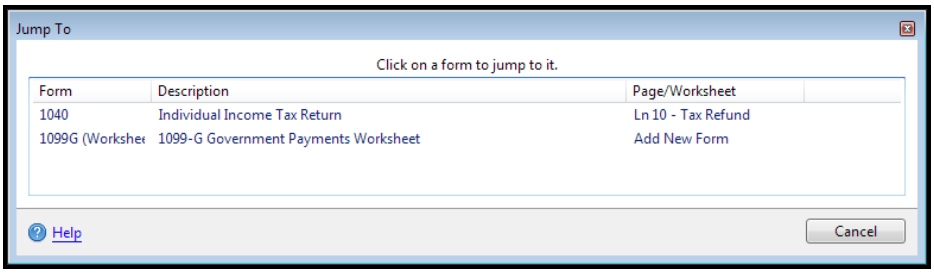



The **Page/Worksheet** column tells you where the data is located on the corresponding form.

2. Click the item to jump to the location.

## If the Form Has Not Been Added to the Return

If the form says **Add New Form** in the **Page/Worksheet** column, the form has yet to be added to the return but is required to calculate the amount. To add the form, click the **Add New Form** text.




## Jump To Lists

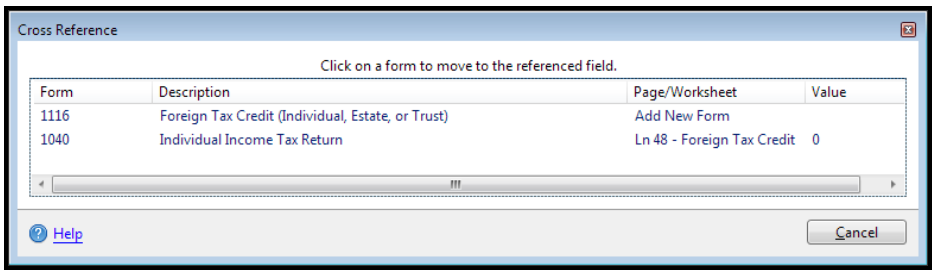
The **Jump To** feature also appears if a list has been attached to a form field. A preparer can create an itemized list - for repairs and maintenance of a business, for example. When selected, the field displays the **Jump To** button, enabling the user to open up the list:

# Cross Reference

When the value in a white calculated field is derived from multiple sources, use the **Cross Reference** feature to display a list of all fields that contribute to this value and to navigate to a specific source field.

**To use the Cross Reference feature:**

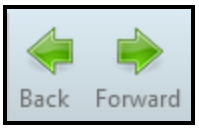
1. Select a white calculated field.
2. Do one of the following:
   - Right-click the field, and then select **Cross Reference**.
   - Click the **Navigate** menu; then select **Cross Reference**.
   - Press **F7**.




3. Click a form to move directly to the referenced field, or click **Cancel** to remain in the active field.
4. To return to the previous location, click the **Back** button on the toolbar.

## Back and Forward Buttons

The **Back** and **Forward** buttons enable browser history navigation between recently active forms. After moving from one form to another, or from one page to another in the same form, you can retrace your route or switch quickly between forms by clicking the **Back** and **Forward** buttons on the toolbar.



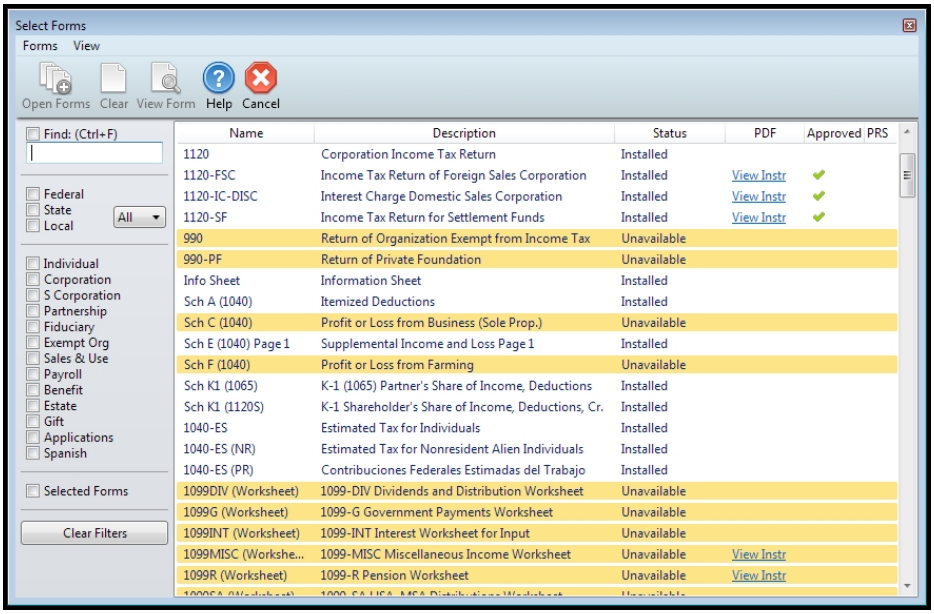

# Adding Forms to a Return

The Select Forms Dialog Box lists forms that can be added to a return. See Finding Specific Forms.

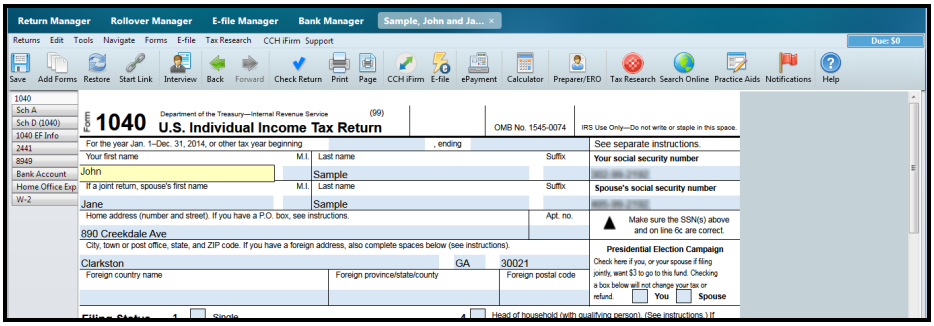
## Installed Forms

**To add installed forms to an open return:**

1. Open a return.
2. Do one of the following:
   - Click the **Add Forms** button on the toolbar.
   - Click the **Forms** menu; then, select **Add New Forms**.
   - Press **Ctrl+F**.




3. Use the filters to find specific forms.
4. Select one or more forms.
5. Click the **Open Forms** button on the **Select Forms** toolbar.

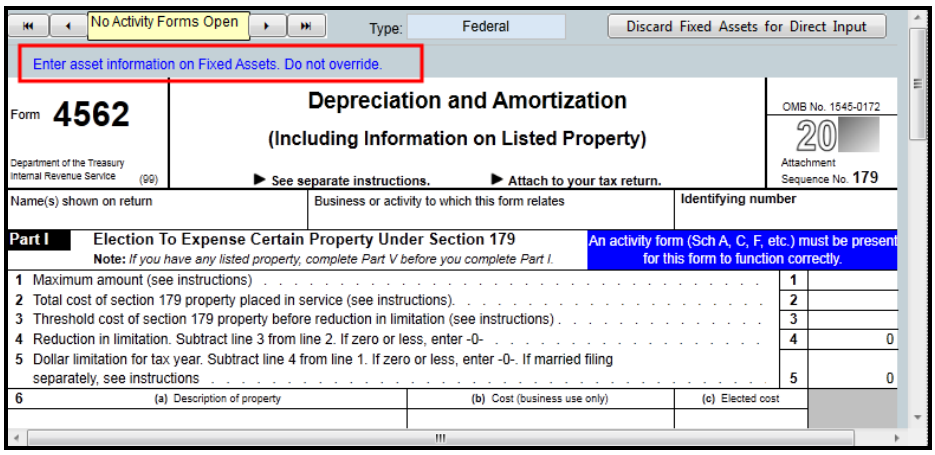



# "Update Available" and "Available Now" Forms

Forms with either the **Update Available** or **Available Now** form status can be added to your return using the steps shown above. However, the **Update Progress** and **Update Results** dialog boxes will appear briefly while the program is downloading the form, and then the form will open in the return.

# Messages at the Top of Forms

Special instructions appear in blue at the top of some forms. These instructions explain how the forms calculate or list other forms you may need to include.




# Field Colors on Forms

Data fields, or cells, are color-coded according to the type of information they contain.

You can change this color by changing the **Input Box** preference. See Form Display Preferences .

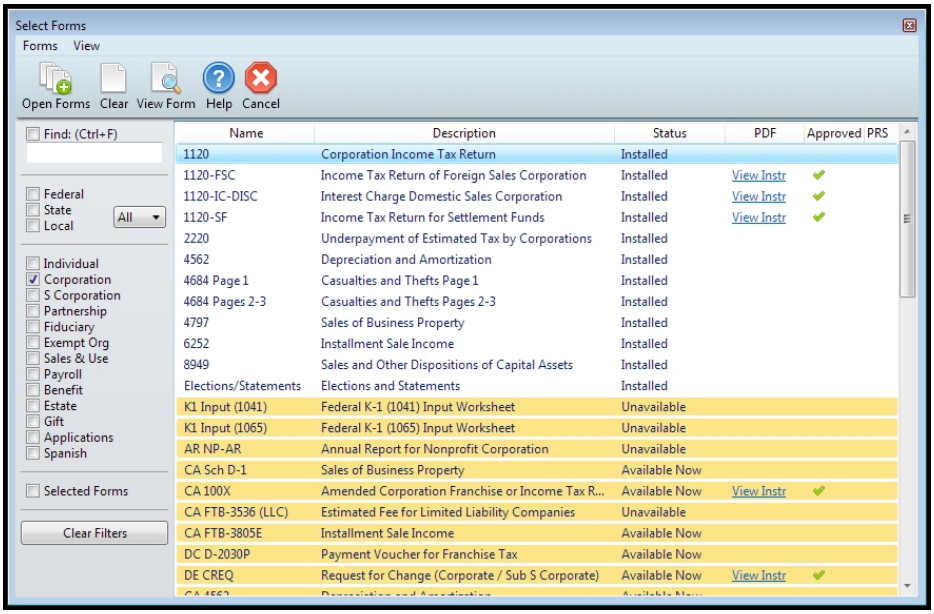
| Field Color | Data Description |
|---|---|
| Blue | An input field that will accept user entries. With very few exceptions, all information should be entered in blue fields. |
| Light Yellow | The currently active data entry field. When the cursor is active in a blue field, the field changes to light yellow. |
| White | A field that contains links or calculations referred to by the program. You will receive a warning message whenever you attempt to enter information directly in a white field. |
| Pink | A calculated field that you've overrode. To restore the original links and calculations of a pink field, select the field, and then click the **Restore** button. |
| Violet | Contains an estimated amount. |
| Green | Indicates a link to another field. See Creating Links Between Fields. |

# Select Forms Dialog Box

The **Select Forms** dialog box allows you to choose the forms you want to add to your return. The **Filter Pane** (left) helps you narrow the form list for easier form selection.

**To access the Select Forms dialog box, do one of the following while in the Return Manager:**

- Click **New** on the toolbar.
- Click the **Returns** menu; then, select **New Return**.
- Press **Ctrl+N**.




**From an open return, do one of the following:**

- Click the **Add Forms** button on the toolbar.
- Click the **Forms** menu; then, select **Add New Forms**.
- Press **Ctrl+F**.

The **Select Forms** dialog box appears.

## Status Column (Form Statuses)

The **Status** column shows the availability of the forms:

- **Installed** - The form is installed on your computer and will load when you open the form.
- **Update Available** - The form is installed on your computer, but an updated version is available. When you select it and click **Open Forms**, the updated form will be downloaded and it will open.
- **Available Now** - The form is not yet installed on your computer. When you select it and click **Open Forms**, the form will be downloaded and will open. These will be highlighted in dark yellow.
- **Unavailable** - The form is not yet available in ATX. These will be highlighted in dark yellow.
- **Customized** - The **Master Form** has been customized. See Customizing Master Forms.

## View Government Instructions

The **View Instr** link under the **PDF** column opens a PDF version of the government instructions for the corresponding form. See Government Instructions.

## Approved

The **Approved** column provides a visual indicator for agency approved forms. When a form receives approval ATX displays a green check-mark indicating the form approval from the agency.

## Select Form filters

**Select Forms** allows you to filter the form list in several ways:

- **Find: (Ctrl+F) field:** Use the **Find** field to enter search parameters.
- **Federal, State or Local check boxes:** Choose one, two, or all three (if selecting **State** and you would like all states, select **All** from the drop-down list.)
- **Form type check boxes:** Check one or more form types, such as **Individual**, **Corporation**, or **Fiduciary**.
- **Selected Forms check box:** Check the **Selected Forms** check box if you've highlighted specific returns in the list. Only the highlighted forms will appear in view.
- **Clear Filters button:** Check this box to clear the filters and to display a list of every form in the system.

## Menus and Buttons

Form menus, menu items and buttons are detailed in the table below.

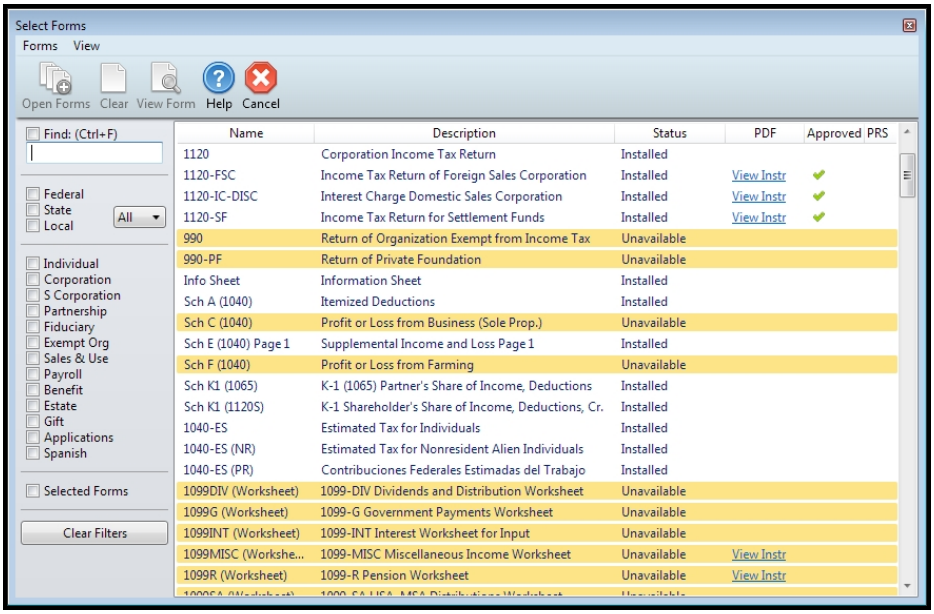
| Menu | Menu Item | Description | Button |
|---|---|---|---|
| Forms | Open Selected Forms (Ctrl+O) | Opens all highlighted forms. | Open Forms |
| | Clear All Form Selections | Clears any selections in the list of forms. | Clear |
| | Cancel | Closes the **Select Forms** dialog box. | Cancel |
| View | View Last Selected Form | Opens the last form selected in a read-only window to determine if it is the desired form. | View Form |
| | Choose State | Filters forms for the state selected. | |
| | Government Instructions | Opens the PDF instructions for the current form, if available. | F3 |

## Finding Specific Forms

The **Filter Pane** in the left portion of the **Select Forms** window makes it easy to locate specific forms when you start a new return or add forms to an existing return.

**To use the Select Forms filters:**

1. Open the Select Forms Dialog Box by Creating Returns, or by Adding Forms to a Return.




2. To find a specific form, enter a keyword or form number in the **Find** field.
3. Select one or more of the desired taxing authorities (**Federal**, **State**, or **Local**).
4. To search for specific state forms:
   - Click the **State** check box.
   - Click the down arrow on the **All** drop-down list. A list of state abbreviations appears.
   - Select a state.

   If you have selected a default state in Select Forms Preferences, that state will be automatically selected in the drop-down list.

5. Select one or more return types (such as **Individual**, **Corporate**, or **Partnership**).
6. To clear all currently selected filters, click the **Clear Filters** button.

# Discarding Forms

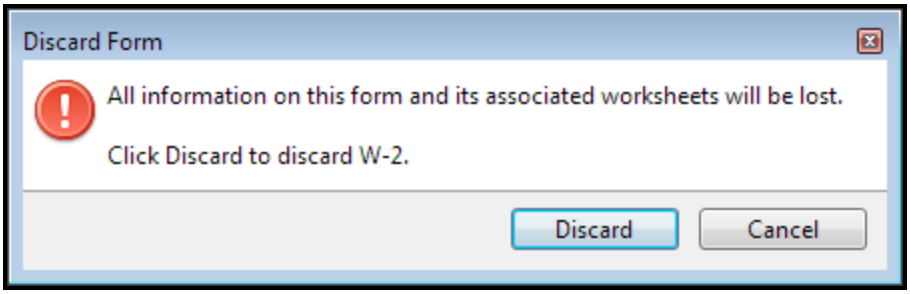
ATX allows you to discard a single form or discard multiple forms at once.

## Discard Single Form

Use the **Discard Form** command when you want to remove a single form from a return. This command also deletes any data you have entered on that form.

**To discard forms:**

1. From the open return, right-click the form tab.
2. Click **Discard Form**.




3. Click the **Discard** button to confirm your decision.

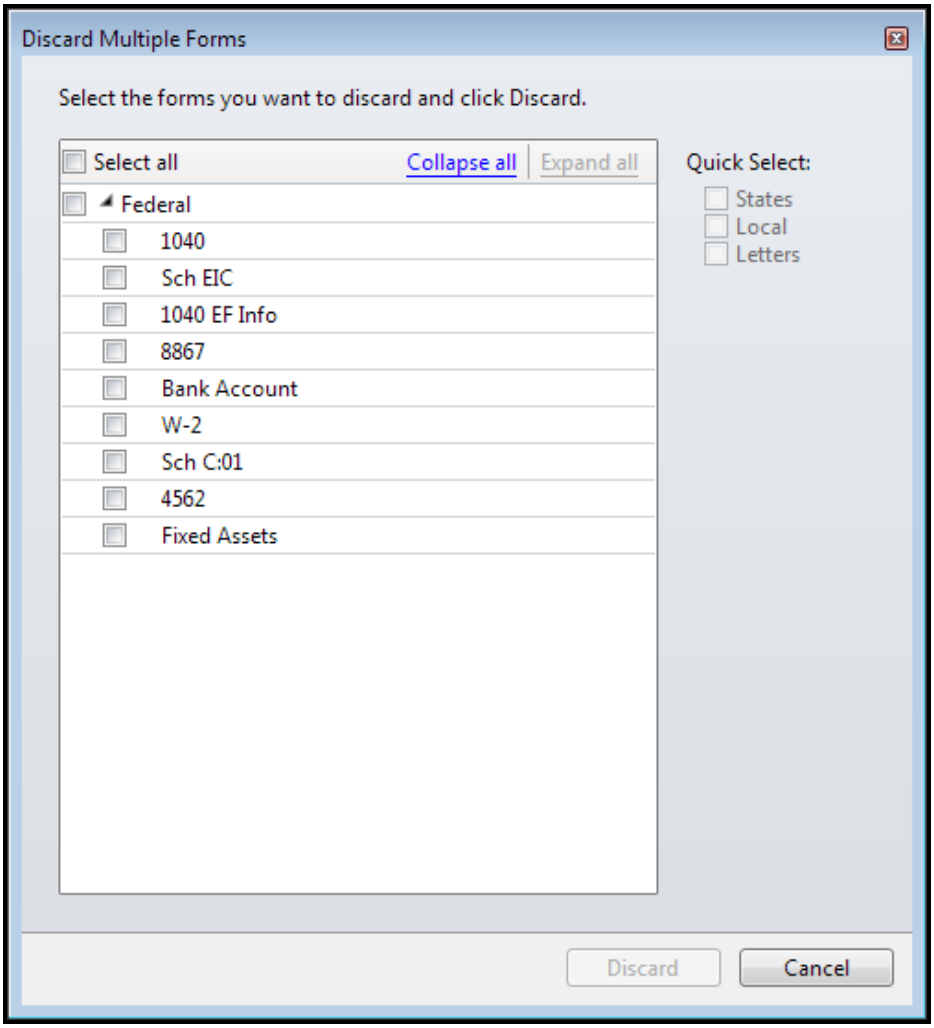
When you discard a form, all form data is permanently deleted. You cannot undo this command.

## Discard Multiple Forms

Use the **Discard Multiple Forms** command when you want to remove more than one form from a return. This command also deletes any data you have entered on those forms.

**To discard multiple forms:**

1. From the open return, right-click the form tab.
2. Click **Discard Multiple Forms**.




3. Do one of the following:
   - Select the box next to each form you wish to discard.
   - Click the **Select all** box to select all forms.
   - Use the **Quick Select** boxes to select all **States**, **Local** forms, or **Letters** in the open return.

   When you discard a form, all form data is permanently deleted. You cannot undo this command.

   When a parent form is selected, ATX auto selects all child forms. For example if you select Form 4562, ATX auto selects the Fixed Assets form.

4. Click **Discard**.

To clear your initial selection click the **Select all** box.

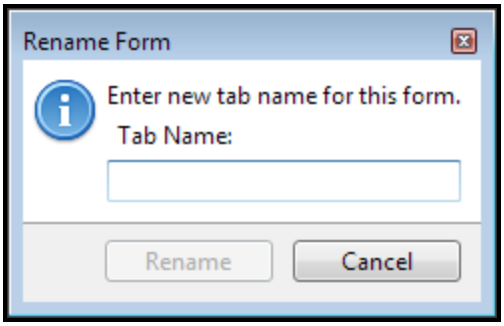
# Renaming Forms

You can append the name of many forms to make them more relevant to the return. For example, you may want to rename the W-2 attached to Michael and Sarah Smith's tax return. In this example, the form name will be appended with your change.

You cannot rename a signature form.

**To rename a form:**

1. Right-click the form tab.
2. Select **Rename Form**.




3. Enter the new name for the form.
4. Click **Rename**.

   The new name appears in the form tab:

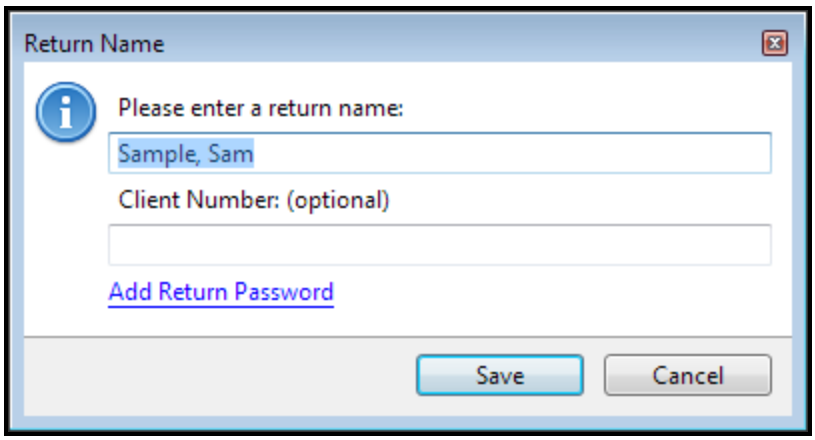
# Saving Returns

**To save changes in an open return, do one of the following:**

- Click the **Save** button on the toolbar.
- Click the **Returns** menu; then, select **Save Return**.
- Press **Ctrl+S**.

**To save an unnamed return:**

1. Do one of the following:
   - Click the **Save** button on the toolbar.
   - Click the **Returns** menu; then, select **Save Return**.
   - Press **Ctrl+S**.




The **Add Return Password** link allows you to add a password to the return, if desired. See Return Passwords.

2. In the **Please enter a return name** field, enter the return name.
3. Click **Save**.

You can set an **Auto-Save** interval in Open Return Preferences as well.

# Closing Returns

**To close a single return:**

1. Do one of the following:
   - Click the **X** in the open return's tab at the top of the application.
   - Click the **Returns** menu; then, select **Close Return**.

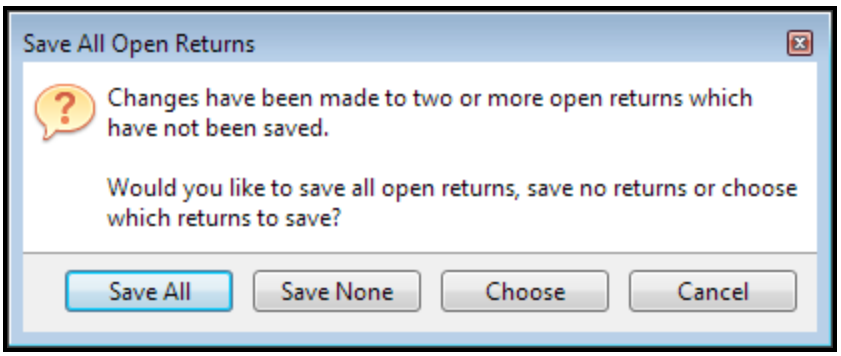
   If there are unsaved changes in the return, the **Save Changes** dialog box appears.

2. Do one of the following:
   - Click **Save** to save the return in its current state.
   - Click **Don't Save and Close** to close the return without saving.
   - Click **Cancel** to close the **Save** dialog box without saving and leave the return open.

     The **Add Return Password** link allows you to add a password to the return, if desired. See Return Passwords.

**To close all open returns:**

1. Click the **Returns** menu; then, select **Close All Open Returns**.




2. Click one of the following:
   - **Save All** to save all the open returns.
   - **Save None** to save none of the open returns.
   - **Choose** which open returns you want to save.
   - **Cancel** to closes the **Save All Open Returns** dialog box and displays the current open return.

For CCH iFirm users, when you close a return containing any changes from ATX, ATX syncs with CCH iFirm and recognizes any differences in the information and prompts you to sync the changes. For more information see Sync Contact Data on Open and Close.

# Interviews

2017 Interviews are typically not available at the beginning of the season, but are made available during a later release.

The **Interview** tool guides you step-by-step through a series of questions for the return. As you enter data in the Interview tool, that data is simultaneously populated on the forms in the return (which appear directly below the Interview). The program also automatically adds forms or schedules to the return that are required as a result of your Interview responses.

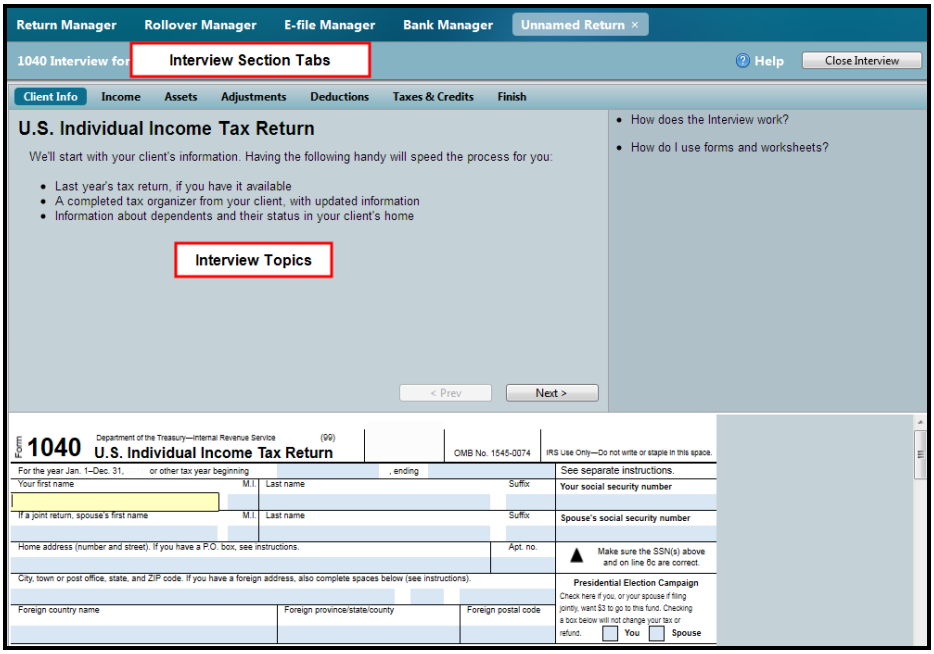
In some sections of the return, you may be asked to enter information directly on the forms.

The Interview tool is used for the following types of Federal returns:

- 1040
- 1065
- 1120
- 1120S

**To start the Interview do one of the following:**

- Click the **Interview** button on the toolbar.
- From an open return, click the **Navigate** menu; then, select **Interview**.




**To close the Interview, click Close Interview at the top right.**

If you re-open an Interview after having closed it, the system opens where you left off.

# Interview Sections (Tabs)

The Interview is divided into the following informational sections, or tabs, which appear at the top of the interview. The tabs that appear depend on the signature form that you've selected for the return. Different tabs appear for different return types.

For example, the following are the Interview section tabs for Form 1040:

- Client Info
- Income
- Assets
- Adjustments
- Deductions
- Taxes & Credits
- Finish

Each tab contains several topics related to the tabbed section of the Interview.

# Navigating in the Interview

Use the following navigation to move around in the Interview:

**Section to section:**

- Click one of the **Interview Section** tabs.

**Topic to topic within a section:**

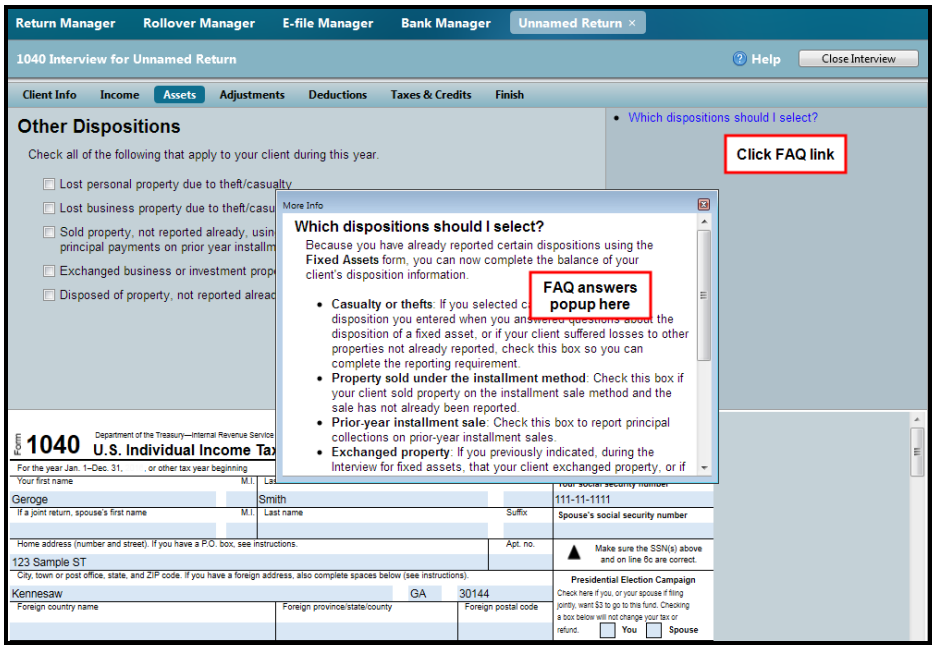
- Click the **Previous** or **Next** buttons.

**Field to field in a topic:**

- Press **Tab** or **Shift+Tab**.

# Frequently Asked Questions (FAQs)

Frequently-asked questions for the interview topic appear in a bulleted list to the right of the Interview. When you hover over an FAQ, it turns into a hyperlink. Click the link for the for answers to the question.




# PDF Attachments

As part of the IRS Modernized e-File program, some electronically filed returns can be transmitted with certain PDF attachments. Where the IRS or state allows, specific PDF attachments are either allowed or required. Some agencies also allow other PDF attachments to be made to the return. The program will offer the ability to attach PDFs where the agencies have allowed it.

**Conditions that Must Exist to Add an Attachment:**

1. The return must have an **EF Info Worksheet**.
2. If the PDF you want to add is a form, you must first add the form to the return. See Adding Forms to a Return.
3. Remove password protection from any PDF you intend to attach in order to successfully e-file the return.
4. The e-file must not be in a Transmitted or Accepted state.

Use **Adobe Acrobat** or another program to create the required PDF attachment. For instructions on removing password protection from your PDF files, refer to help for that program.

If you try to add an attachment after you've created an e-file (but have yet to transmit it), the system will prompt you to re-create the e-file.

# Decide What Type of PDFs to Attach

Some forms that are required as PDF attachments may already be in your return as part of the normal tax return preparation process. See Creating and Attaching PDFs of Completed Forms.

Other required attachments might come from third parties (such as brokerage statements, property tax bills, etc.). See Creating and Attaching PDFs from Other Sources.

# Creating and Attaching PDFs of Completed Forms

**Creating PDFs of completed forms in the return:**

Once you've completed the form within the return, you can save it as a PDF from within the return.

1. From the open return, click the **Print** button.

   The Print Return Dialog Box appears.

2. Under the **Select the copies you wish to print** section, click the down arrow and select **ATX 2017 PDF Print** as your printer.
3. Under the **What do you want to print** section, clear the check box for all the forms except the form you want to make a PDF.
4. Click the **Print** button at the bottom of the dialog box.

   The **Save As** dialog box appears.

5. In the **File name** field, enter the name for the PDF form.

   By default, the system will save the file under the return name. You can keep this name, or modify it to include the form number.

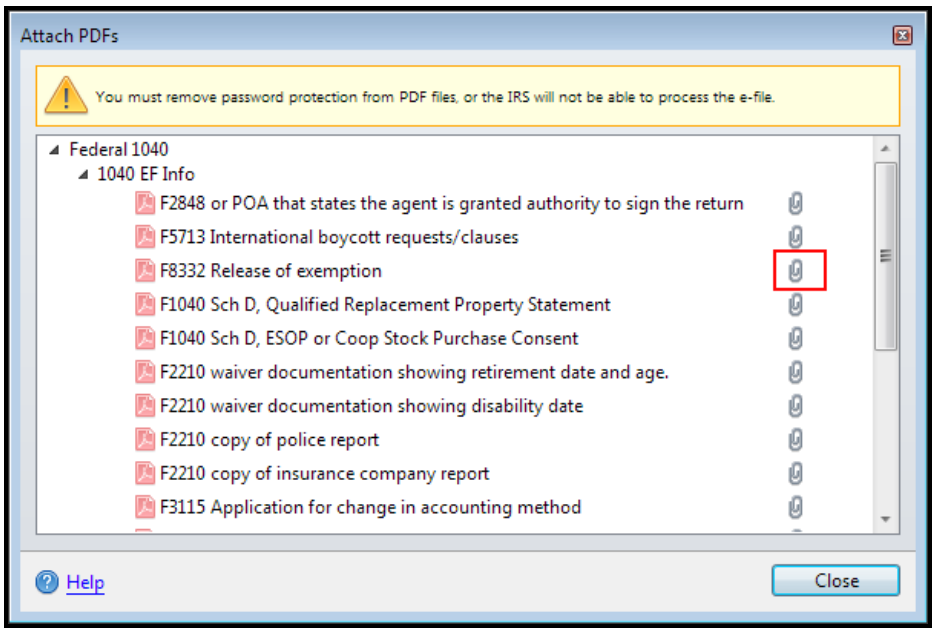
6. Click the **Save** button on the **Save As** dialog box.

   The **Print Results** dialog box will appear and close if printing is successful. If printing is not successful, you'll receive a message.

**To attach PDFs of completed forms:**

1. From the open return, click the **E-file** menu; then, select **Attach PDF.**

   If the **Attach PDF** menu item is disabled, the current return does not allow PDF attachments.




You can expand the **Attach PDFs** dialog box by dragging the right border of the dialog box to the right. This allows you to view long form descriptions.

2. If the item you want to add is listed in the **Attach PDFs** dialog box, double-click the attachment (or, click the paper clip, outlined in red).

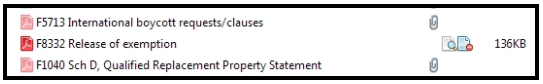
   The **Select PDF** dialog box appears.

3. Browse to the location where the PDF is stored.
4. Select the file and click **Open**.

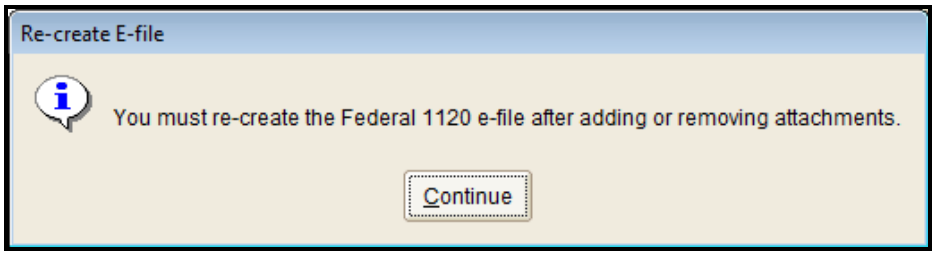
Most state and IRS programs require certain attachments to be given particular file names. The program will automatically enforce this naming policy if one of the pre-defined attachment options is selected.

The paper clip is replaced by the **View** button, **Delete** button, and the attachment size; which indicates that the item is attached.

ATX allows attachments up to 256K. For attachments larger than 256K you need to reduce the PDF file size by scanning the document at a low resolution or by using a 3rd-party PDF downsizing tool.




5. Click **Close** at the bottom of the **Attach PDFs** dialog box.



6. Click **Continue**.
7. Follow instructions in Creating E-files to re-create the e-file.

# Creating and Attaching PDFs from Other Sources

**To create a PDF version of a paper document that you've received from a third party or via e-mail, scan the document to a PDF file.**

Refer to your scanner or copier Help file for instructions.

To reduce PDF file size, scan documents no higher than **150 dpi** and use black and white printing.

**To attach PDFs of other documents:**

Other documents are any documents not specifically listed in the **Attach PDFs** dialog box.

1. From the open return, click the **E-file** menu; then, select **Attach PDF.**

   The **Attach PDFs** dialog box appears.

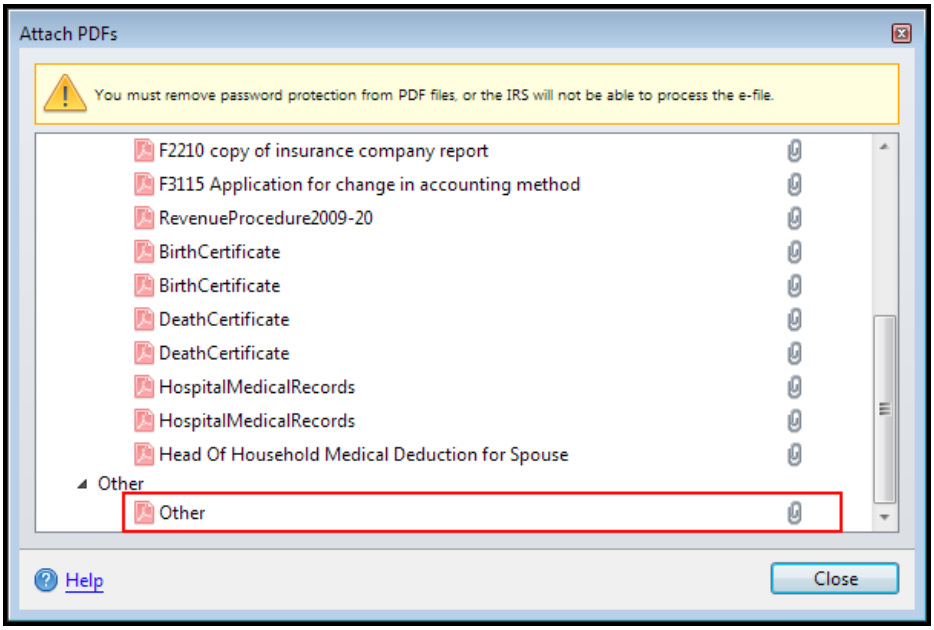
2. Scroll down to the bottom of the dialog box and double-click the **Other** attachment.

   The **Select PDF for Other Attachment** dialog box appears.

3. Browse to the location where you've stored the PDF file.
4. Select the file and click **Open**.

   The **Add Other Attachment** dialog box appears.

5. Enter the name for the other attachment and click **OK**.




6. Click **Close**.

## Viewing and Deleting Attachments

**To view the attached PDF document:**

From the **Attach PDFs** dialog box, click the **View** button next to the document you want to view.

**To delete any attached PDF document:**

1. From the **Attach PDFs** dialog box, click the **Delete** button next to the document you want to delete.

   The **Remove Attachment** message appears.

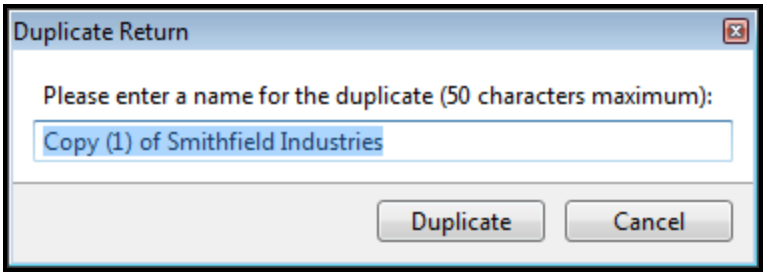
2. Click **Yes**.

# Duplicating Returns

The **Duplicate Return** command saves a copy of the active return under another name. Duplicate returns enable you to consider various scenarios without changing the existing information in the original return. Once you duplicate a return, both returns will be listed in Return Manager.

**To duplicate an open return:**

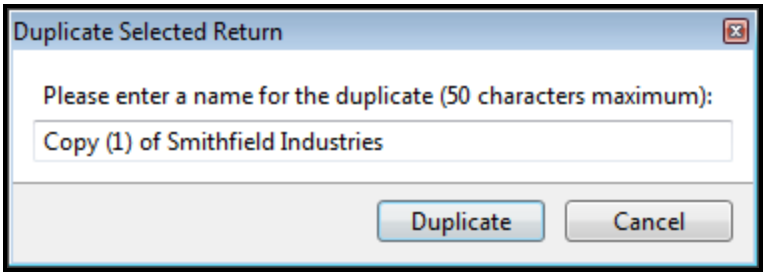
1. Click the **Returns** menu; then, select **Duplicate Return**.




2. Enter a name for the duplicate return, or accept the name given by the program.
3. Click **Duplicate**.

**To duplicate a return in Return Manager:**

1. Select the return you want to duplicate.
2. Click the **Returns** menu; then, select **Duplicate Selected Return**.



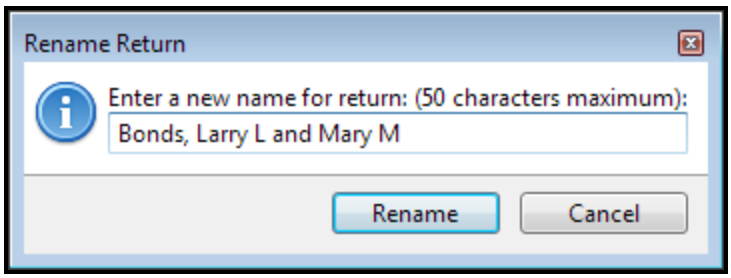

3. Enter a name for the duplicate return, or accept the name given by the program.
4. Click **Duplicate**.

# Renaming Returns

Renaming the return changes the name of the return as it is stored in the system, but it does not change your client's name in the return or any other tax return information.

**To rename an open return:**

1. Click the **Returns** menu; then, select **Rename Return**.




2. Enter a new name for the return.
3. Click **Rename**.

You can also click the return name in Return Manager and rename the return when the cursor appears.

**To rename a return in Return Manager:**

1. Click the **Return Name** field of the return to be renamed.
2. Type a new name.

# Deleting Returns

You can delete returns from the Return Manager list view, or you can delete the return while it is open.

A deleted return cannot be recovered.

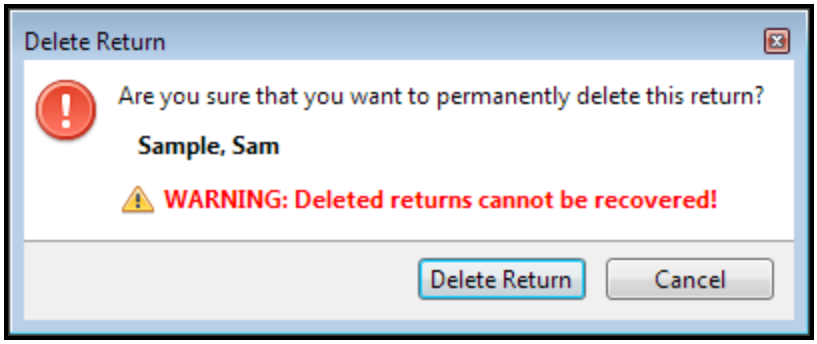
## Deleting Selected Returns

The selected return appears in blue, and is determined by the position of your cursor in the return list.

**To delete returns in Return Manager:**

1. Highlight the return.
2. Do one of the following:
   - Click the **Delete** button on the toolbar.
   - Click the **Returns** menu; then, select **Delete Selected Return**.

If you're working on a network and another user has this return open, you cannot delete the return; you'll receive a **Locked Return** message telling you the name of the other user.




3. Click **Delete Return**.

**To delete an open return:**

1. Open the return you intend to delete.
2. Click the **Returns** menu; then, select **Delete Return**.

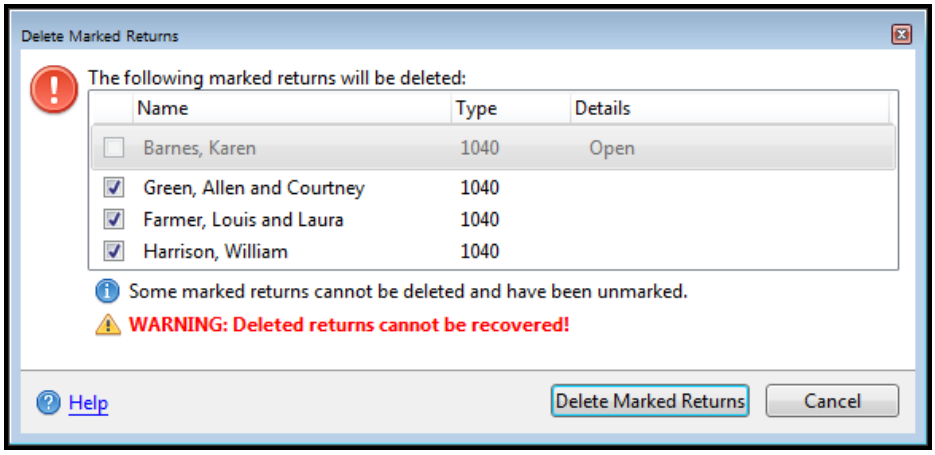
   The **Delete Return** warning dialog box appears.

3. Click **Delete Return**.

# Deleting Marked Returns

**To delete marked returns:**

1. Mark the return(s) you wish to delete by selecting the check box next to each desired return.
2. Click the **Returns** menu; then, select **Delete Marked Returns**.




If a return is open, it cannot be marked for deletion. This situation applies if it's open on your workstation or if it's open by another user on a networked workstation. If you're on a network, the **Details** column will display the other user who has it open.

3. Clear the check box for any returns you do not wish to delete.
4. Click **Delete Marked Returns**.

# Extensions

When you use the **Create/Print Extensions** function, all copies will be sent to your default printer. To change your default printer, click the **Printer Setup** link in the **Returns Marked for Printing** dialog box. If you use a PDF Printer as default, your copies will be sent to the location selected in the **Browse For Folder** dialog box upon clicking **Print**.

Using the **Create/Print Extensions** function from the **Returns** menu of Return Manager automates much of the normal data entry for this tax preparation task.

The **Create/Print Extensions** feature:

- Creates Federal and State extensions with or without amounts due.
- Automatically adds the required extension form to each return.
- Creates extensions for multiple returns simultaneously .
- Automatically updates the tax returns and prints the forms.
- Creates business and 1040 extensions in the same batch.

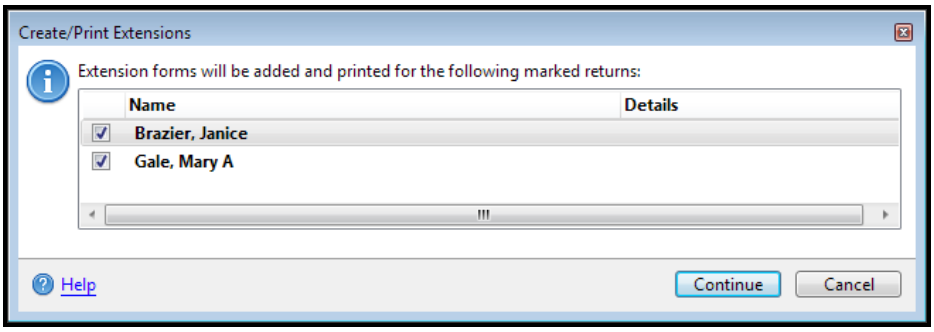
You cannot create or print an extension for returns marked **Complete**.

If you do not install one or more extension forms, the program first processes all available extensions, and then prompts you to install the missing forms.

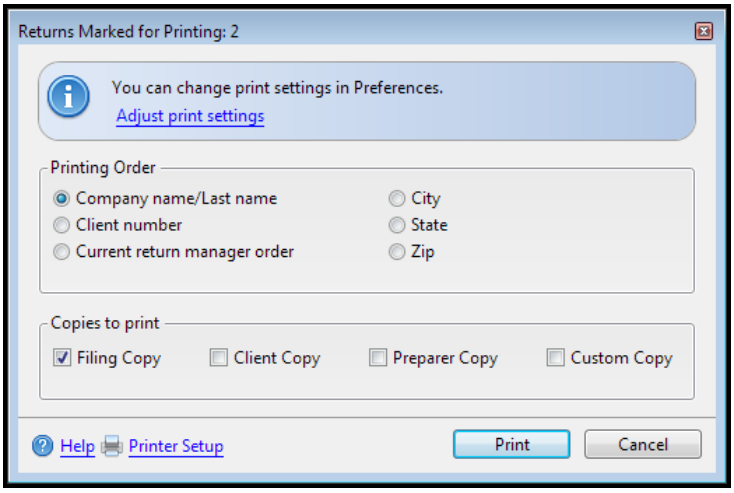
## Extensions with Zero Amounts

**To create/print an extension for marked returns with zero amounts:**

1. In the Return Manager, select the check box for returns for which you want to create/print extensions.
2. From the **Returns** menu, select **Create/Print Extensions**.
3. Select **For Marked Returns with Zero Amounts**.




4. Select or deselect the returns to include as desired.
5. Click **Continue**.



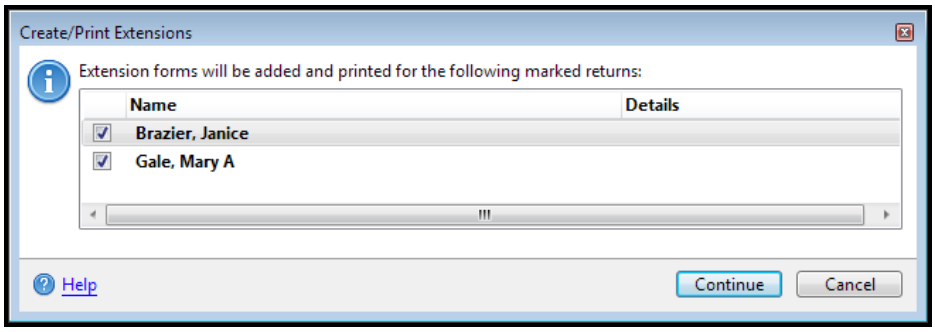

6. Make your printing selections.
7. Click **Print**.

# Extensions With Custom Amounts

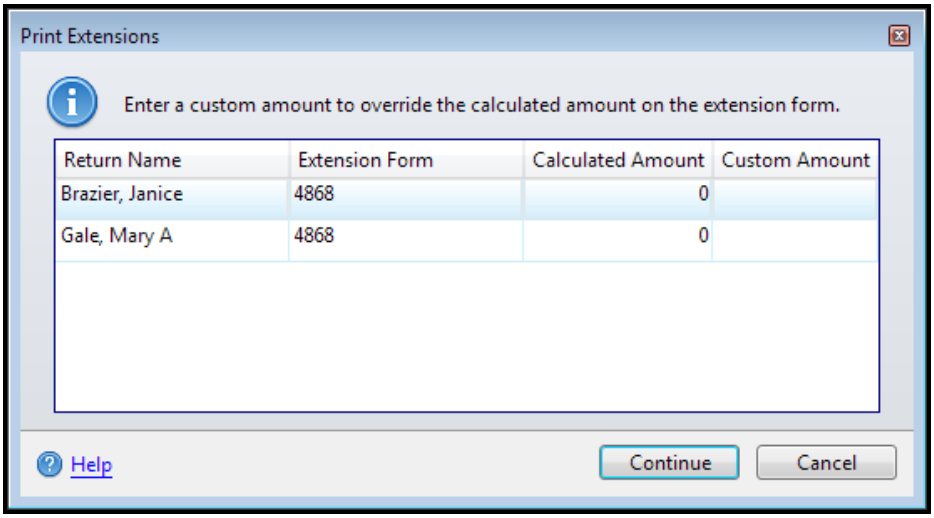
This method prints the tax liability currently shown on the return. You can use this amount as the required payment, or you can enter a custom amount.

**To prepare and print extensions with Custom Amounts:**

1. In the Return Manager, select the check box for returns for which you want to create/print extensions.
2. From the **Returns** menu, select **Create/Print Extensions**.
3. Select **For Marked Returns with Custom Amounts**.




4. Click **Continue**.




5. To enter a different amount due, enter the new amount in the **Custom Amount** column.
6. Click **Continue**.

   The **Returns Marked for Printing** dialog box appears.

7. Make your printing selections.
8. Click **Print**.

## Open Return

**To prepare an extension from an open return:**

You can only create an extension from an open return if you're working on a stand-alone workstation. Network users must close the return first before creating and printing extensions.

1. Click the **Forms** menu; then, select **Extensions**.
2. If the correct extension form has been installed, it will be added to the return.
3. Enter the appropriate information.

# Amending Returns

You can amend a return using the **Amend Return** feature. This feature duplicates the return (including all Federal and State forms) and installs any required amendment forms automatically (as long as they are available).

Some return types require no special amendment forms. In this situation, the program automatically selects the **Amended Return** check box on the return's signature form.

All amended returns are saved with the following suffix: **(Amended)**.

## When Amendment Forms are Already Installed

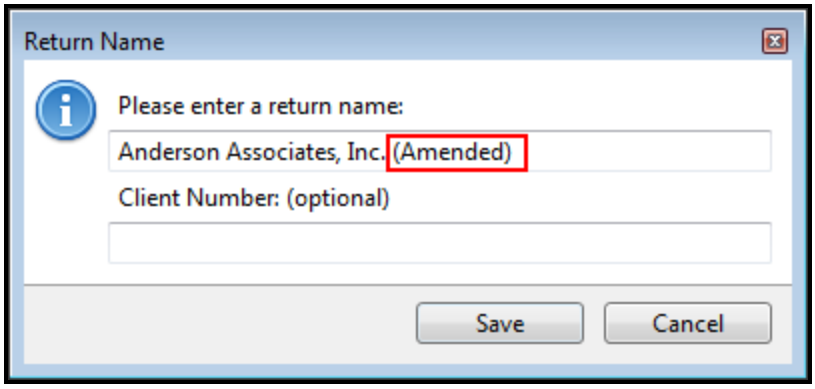
**To amend a return when amendment forms are installed:**

1. Open the return to be amended.
2. Click the **Returns** menu; then, select **Amend Return**.

If the amendment form(s) are installed, the program adds them to the return and opens the return.

3. Do one of the following:
   - For returns with amendment forms, click the amendment form and enter the corrections directly in the **Correct amount** column.
   - For returns without amendment forms, the **Amended Return** check box will be checked on the signature form of the duplicate return. Enter the corrections directly on the appropriate form(s) in the return.
4. Complete the explanation section on either the amendment form, or on the appropriate form(s) in the return.
5. Click **Save.**

   The **Return Name** bears the **(Amended)** suffix:



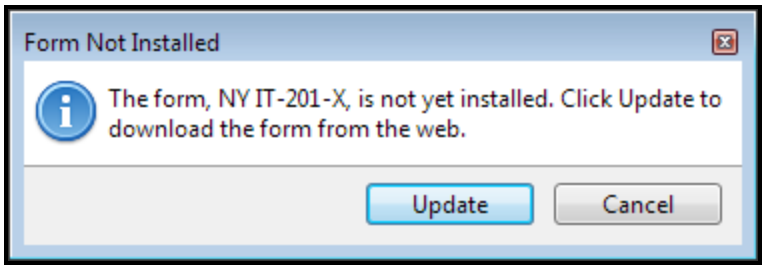

6. Click **Save**.

## When Amendment Forms are Not Yet Installed

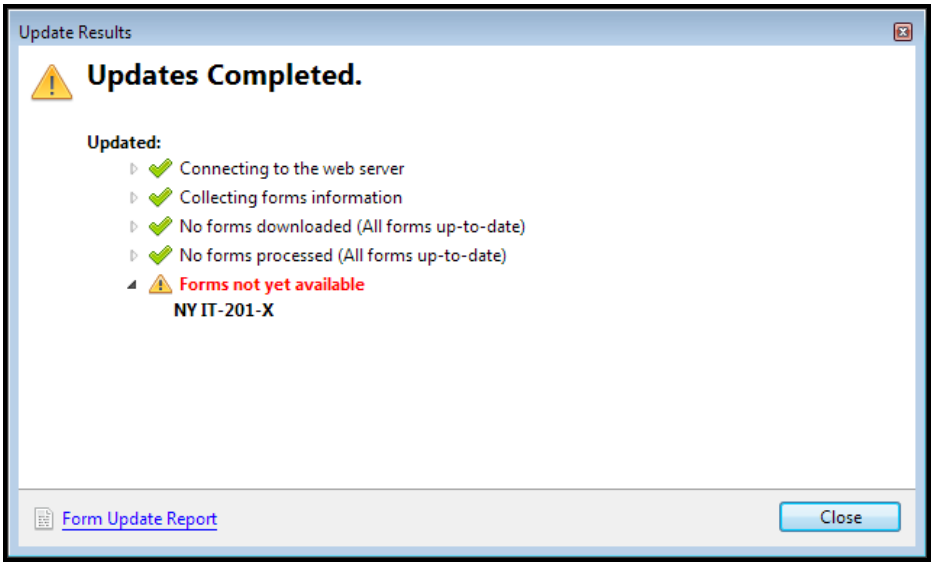
**To amend a return when forms are not installed:**

1. Open the return to be amended.
2. Click the **Returns** menu; then, select **Amend Return**.

   If the forms are not installed, the **Forms Not Installed** dialog box appears:




3. To install the forms, click **Update**.



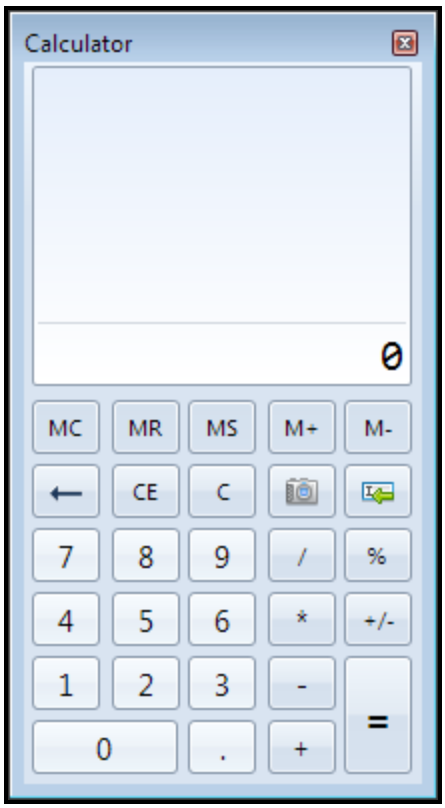

4. Click **Close**.

   The amended return opens, with the available amendment forms automatically added to the return.

# Calculator

**To open the Calculator, do one of the following:**

- Click the **Calculator** button on the main toolbar.
- Click the **Tools** menu; then, select **Calculator**;
- Press **F8**.



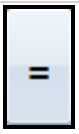

**To use the Calculator:**

1. Use the mouse or the numeric keypad to enter numbers and operators.
2. Click the **=** button to perform the calculation.

**How To Topics:**

- Calculator Preferences
- Calculator Capture
- Calculator Memory Functions
- Calculator Shortcuts

| Button | Definition | Shortcut | Alternate Shortcut |
|---|---|---|---|
| MC | Memory Clear | Ctrl+L | |
| MR | Memory Recall | Ctrl+R | |
| MS | Store in Memory | Ctrl+M | |
| M+ | **Add to Memory** - Adds current value to value stored in memory. If a value is stored in memory, an **M** appears to the left of the screen. | Ctrl+A | Ctrl+P |

| Button | Definition | Shortcut | Alternate Shortcut |
|---|---|---|---|
| | **Subtract from Memory** - Subtracts current value from value stored in memory. | Ctrl+S | Ctrl+Q |
| | Backspace | | |
| | Clear Current Entry | Delete | |
| | Clear All | Ctrl+Delete | ESC |
| | Plus/Minus | F9 | |
|  | Equals | Enter | |
| | **Capture** - Captures number from any field on any form, schedule, or worksheet (so you may use it in a calculation). | F11 | |
| | **Insert** - Inserts calculator value into current cell on form. | Insert | |

# Calculator Memory Functions

The Calculator has standard memory functions.

The Calculator stores only one number at a time.

Click the **MS** button to save the number shown on the Calculator.

To access a stored number, click the **MR** button.

**To add to and subtract from a stored number:**

1. Enter the number to add or subtract from the number currently stored in memory.
2. Click the **+** or **-** button.
3. Click **MR** (Memory Recall).
4. Click the **=** button.

**To clear a number from memory, click MC (Memory Clear).**

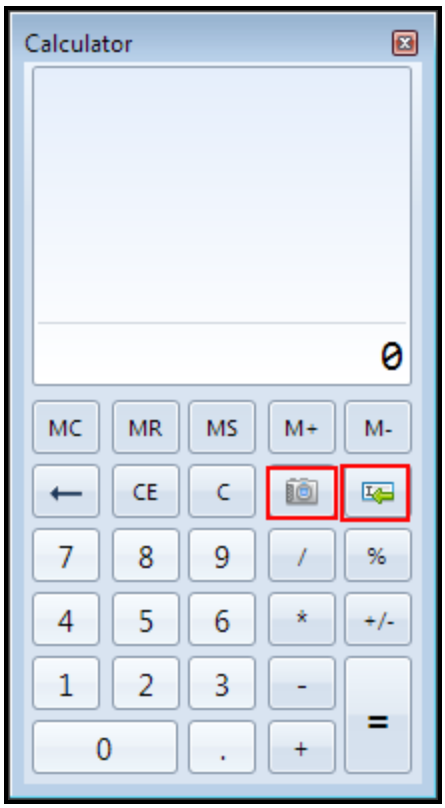
When you close the Calculator, any value stored in memory is lost.

# Calculator Capture

The Calculator can capture values from or insert values into any field on a form, schedule, or worksheet. The **Capture** and **Insert** buttons are found side by side on the **Calculator** (shown below).

**To capture a value from a form field:**

1. Navigate to the desired field on the form.
2. Open the Calculator by doing one of the following:
   - From the Return Manager, click the Calculator button on the toolbar.
   - Click the **Tools** menu; then, select Calculator.
   - Press **F8**.




3. Click the **Capture** button (camera button, outlined in red).

**To insert a value from the calculator into a form field:**

1. With the value you want to insert displaying on the Calculator screen, navigate to the desired field on the form.
2. Click **Insert** (outlined in red).

   The value appears in the form field.

# Calculator Shortcuts

- **F8** - Opens the Calculator.
- **F11** - If the Calculator is already open, copies the value from the current field to the Calculator.
- **Insert** - Copies the current Calculator value to the selected field on the form, schedule or worksheet.

- **Backspace** - Erases most recently-entered digit.
- **Delete** - Clears the Calculator (but not the current calculation result).
- **ESC** - Clears both the Calculator and the current calculation result.

# Information Worksheet/Signature Form

When you create a new return, if you do not select a primary form (signature form), the program automatically adds an **Information Worksheet** (or Info Sheet) to the return. This is a default preference.

The Information Worksheet enables the preparer to gather basic information on the taxpayer. This worksheet consists of the following pages:

- Company Information Worksheet
- Individual Information Worksheet

If you later add a signature form to the return, it replaces the Information Worksheet. Data entered on the Information Worksheet is automatically transferred to the signature form, if applicable.

## Signature Forms

A **Signature Form** is the primary form on which the taxpayer (or representative) signs the return. Examples include Form **1040**, **1120**, and **1065**. Most Federal and State returns include a signature form.

The product only allows only one Federal signature form per return; however, you can include as many State signature forms as your client needs.

Signature forms cannot be renamed in the system.

You can change the Federal signature form in most returns without losing data. For example, you can change from Form **1120** to Form **1065** and retain the data you already entered.

## Company Information Worksheet

The Company Information Worksheet (**Company Info** tab) is the first page of the Information Worksheet. When preparing a company return, preparers use this default form in lieu of a Federal signature form.

| Section | Field Name | Description |
|---|---|---|
| Company | Company Name | Company or owner name. |
| | Doing Business As | If an owner is listed in the **Company Name** field, enter **DBA** in this field (e.g. "Mark Smith, LLC"). |
| | Federal EIN | Federal Employer Identification Number. |
| | State ID | Company's State Identification Number. |
| Address | Street, Suite | Street address and suite number of the company. |
| | City, State | City and State locations for the company. |

| Section | Field Name | Description |
|---|---|---|
| | ZIP Code | ZIP code for the company. |
| | Foreign Country | If the company is in a foreign country, name of country. |
| | Contact Person | Contact person at the company. |
| | Telephone Number | Primary phone number for the company. |
| | Fax Number | Fax number for the company. |
| | Cell Phone Number | Cell number for the contact person. |
| | E-Mail Address | E-mail address for the contact person. |
| Form Dates | For Date Beginning | Preparing a return for calendar year or fiscal year beginning on this date. |
| | For Date Ending | Preparing a return for calendar year or fiscal year ending on this date. Will link to all forms opened in the return. |
| | Date Incorporated | Date that the company was incorporated. |

# Individual Information Worksheet

The Individual Information Worksheet (**Info Sheet** tab) is page two of the Information Worksheet. A check box at the top of the worksheet allows you to print it.

The **Individual Information Worksheet** contains the following fields:

| Section | Field Name | Description |
|---|---|---|
| Filer and Spouse | Filer's Name fields | First name, Middle Initial, Last Name, Suffix (Mr., Ms., etc.). |
| | Filer's SSN | Filer's Social Security Number. |
| | Spouse's Name | Spouse's First name, Middle Initial, Last Name, Suffix (Mr., Ms., etc.). |
| | Spouse's SSN | Spouse's Social Security Number. |
| Address | Street, Apartment No. | Filer's street address and/or apartment number. |
| | City, State | Filer's city of residence. |
| | ZIP Code | Filer's ZIP Code. |
| | Foreign Country | If the filer lives in a foreign country, enter the name of the country. |

| Section | Field Name | Description |
|---|---|---|
| | Phone number | Fields for **Home**, **Work**, **Cell**, and **Fax** numbers. Check the phone number that the filer considers their **Daytime** number. |
| | E-mail address | Filer's E-mail address. |
| Filing Status | Check Boxes | Choose from the following: **Single**, **Married filing jointly**, **Married filing separately**, **Head of household**, **Qualifying widow(er) with dependent child**. |

# Checking Returns for Errors

The **Check Return** feature checks a return for common errors and missing data. The process of checking a return for errors is also called diagnostics.

Even if you're paper filing, running **Check Return** helps you avoid IRS rejections and/or issues with your client's return.

## The Check Return feature:

- Recalculates the return before scanning it for errors, critical omissions, and warnings.
- Adds missing or associated forms that should be included in the return.

  If a form was previously attached to the return and discarded, it will not be included.

- Lists errors that must be corrected in order to file the return.
- Lists informational diagnostics you may want to review but don't require action on your part.
- Reports any fields whose amounts were overridden or marked as estimated.
- Lists errors specific to e-filing as well as basic errors relating to either form of filing.
- Lists errors specific to paper filing as well as basic errors relating to either form of filing.

  Although the **Check Return** feature identifies missing and/or inconsistent information, it cannot verify the accuracy of the information provided in the return.

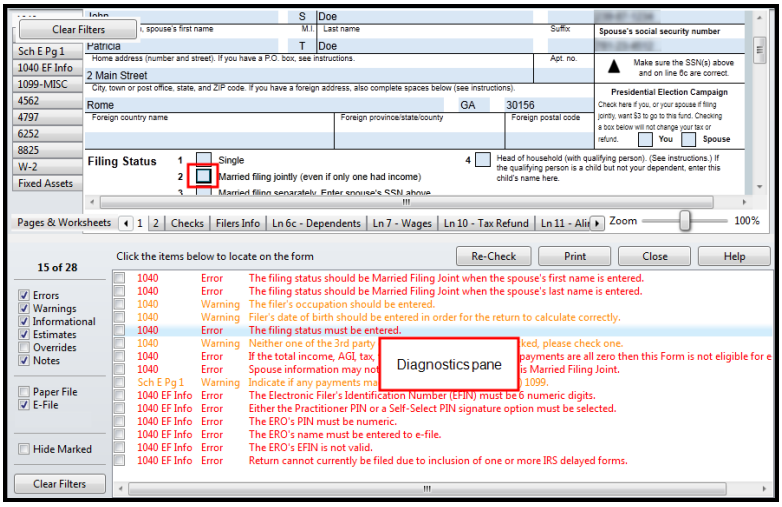
**To check your return for possible issues:**

1. From the open return, do one of the following:
   - Click the **Check Return** button on the toolbar.
   - Click the **Tools** menu; then, select **Check Return**.
   - Press **Ctrl+E**.

   The **Diagnostics** pane appears. It displays errors and warnings.

2. In the **Diagnostics** pane, click an error or warning.

The selection is highlighted in blue. In the form area, the system jumps to the corresponding field in the form:




3. Correct the error, as necessary.
4. Click the **Re-Check** button on the **Diagnostics** pane to clear the error.

> The **Diagnostics** pane also appears when you create an e-file, and the button name changes from **Re-Check** to **Re-Create E-file(s).** See Creating E-files.

6. Repeat the steps above until you've cleared the **Diagnostics** pane of errors.
7. After you have corrected the errors, create the e-file. See Creating E-files.

You cannot electronically file returns that contain errors or estimates. However, you can electronically file returns that contain informational or warning messages.

To hide specific errors temporarily, select the boxes next to the errors and click the **Hide Marked** check box. Click the **Clear Filters** button to display any errors that were previously hidden.

## Printing Check Return Diagnostics

To print a report of your **Check Return** results, click the **Print** button above the **Diagnostics** pane.

# Check Return Filters

The **Check Return** feature has a filter pane to the left of the window that allows you to sort through messages you'd like to see when you calculate a return.

## Filter Types

You can select any combination of filters:

- **Errors** - Displayed in red. You cannot electronically file returns that contain errors.
- **Warnings** - Displayed in orange. You can file a return containing a warning.
- **Informational** - Displayed in blue. You can file a return containing an informational message.
- **Estimated amounts** - Displayed in red, like errors (you cannot file returns with estimated amounts).

- **Overrides** - Displayed in blue.
- **Notes** - Displayed in black (permanent notes) and red (needs review notes). When you click a **Note** entry, the **Notes** pane opens. See Preparer Notes.
- **Paper File** - Errors relating specifically to paper filing requirements. Displayed in red.
- **E-File** - Errors relating specifically to e-filing requirements; displayed in red.

You cannot electronically file returns that contain errors or estimates. The system will give you a message asking you to correct the message.

- **Hide Marked** - If you check on individual problems in the filter pane, you can hide those from the diagnostic output.
- **Clear Filters** - Click the **Clear Filters** button to clear all the filter selections and to display all the information available in all of the categories.

## Using the Check Return Filter

**To select which data you want to view:**

1. Select one or more of the diagnostic filter check boxes to the left of the **Check Return** diagnostic pane to display only the desired messages.
2. To hide a specific diagnostic result from view, select the box next to it, and then check **Hide Marked**.
3. To display previously hidden diagnostics, click **Clear Filters**.
4. After you've made the appropriate changes to the return, click **Re-Check.**

## Fixing a Check Return Issue

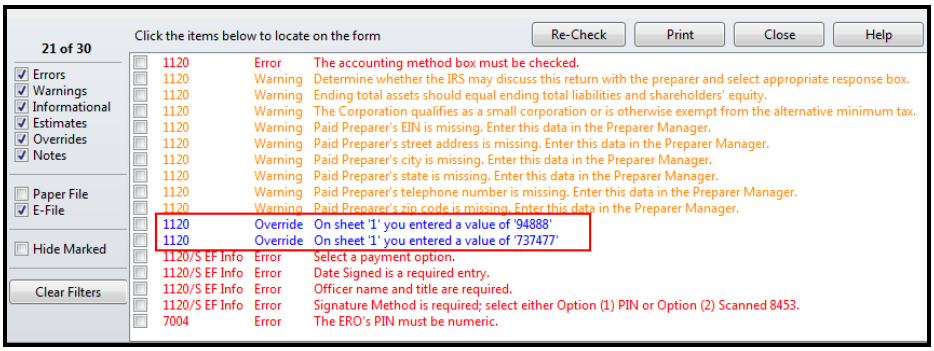
To fix issues in your return, click the item in the **Check Return** diagnostic pane. This will take you directly to the source field in the form.

# Reviewing Overridden Fields

Because the program keeps track of overridden fields, you can display a list of all fields you have overridden.

**To view the list of overridden fields, follow these steps:**

1. Open the return.
2. Click the **Check Return** button on the toolbar.




3. In the filters area of the **Check Return** pane, select **Overrides**.

The program displays a list of the fields you have overridden and their current values.

4. Click any item in the list to navigate directly to that field.

# Customizing Master Forms

Master forms are the forms and worksheets included with the program which you access from the Select Forms Dialog Box. You can customize master forms to better meet your business needs and save data entry work. For example, you can customize the 3rd party designee on Form 1040.

When you save a customized master form, it replaces the original form in the Select Forms Dialog Box and has a status of **Customized**. Thereafter, the customized version is used when that form is added to returns.

You can easily restore any customized Master Form to its original state. See Restore Customized Master Forms.

Returns created prior to the customization are not updated with the customized master form.

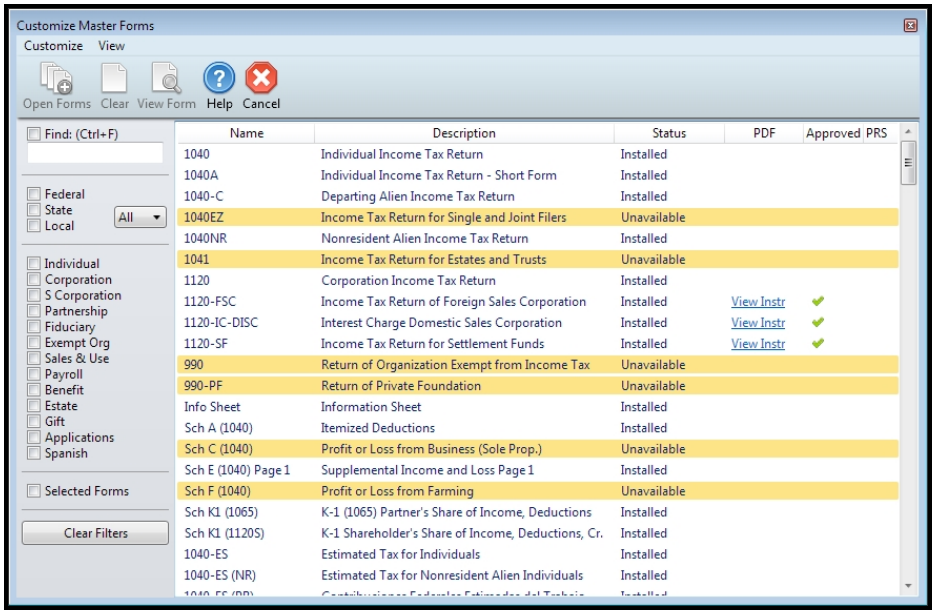
You can customize a form in any of the following ways:

- Inserting Text on Forms
- Inserting Pictures on Forms
- Creating Itemized Lists
- Creating Text Lists
- Creating Custom Lists

**To customize a master form:**

Close all open returns before customizing master forms.

1. From Return Manager, click the **Forms** menu; then, select **Customize Master Forms**.

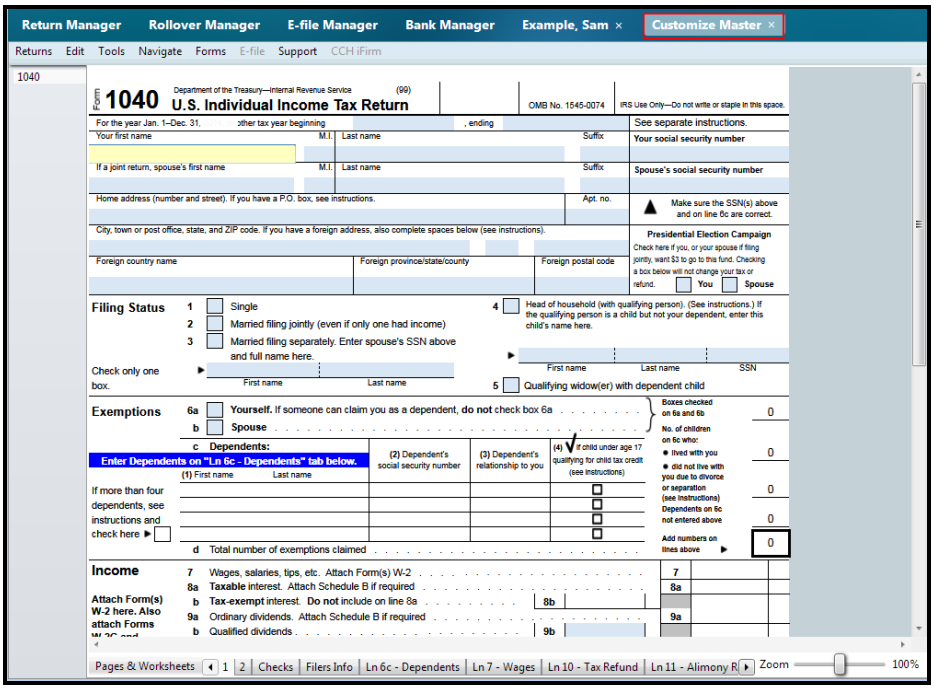



See Customize Master Forms Dialog Box.

2. Select a form.

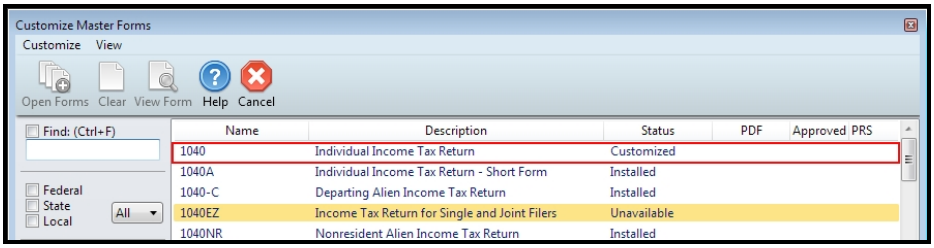
   You cannot select more than one Federal signature form at a time, but you can select a Federal signature form and any other non-signature forms and schedules.

3. Click the **Open Forms** button.
   The customizable form opens as though it was a new return named **Customize Master**:



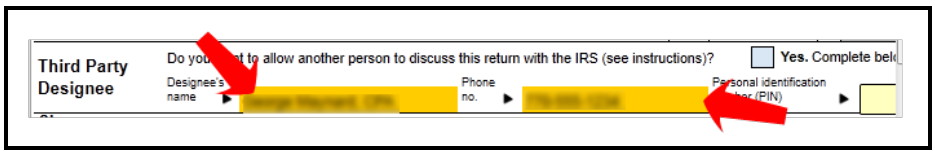

4. Modify the forms as needed.
5. Do one of the following:
   - Click the **Save** button on the toolbar.
   - Click the **Returns** menu; then, select **Save Masters**.
   - Press **Ctrl+S**.
   - Close the **Customize Master** tab.
6. Close the form.

   The form now has a **Customized** status when you view it in the Select Forms Dialog Box:




## Customized Fields Have Gold Background

When you view the form in an open return, customized fields have a gold background:




This background color will not appear on printed copies of the form.

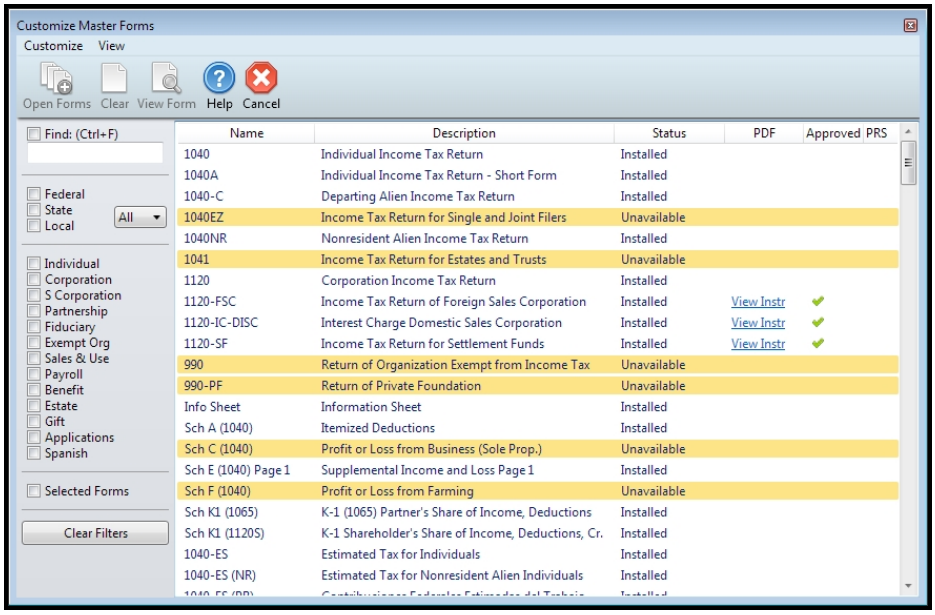
If you make changes to the customized fields in a customized master form, the Restore Customized Master Forms function will restore the customized value to the field - not the original value before customization of the form.

# Customize Master Forms Dialog Box

The **Customize Master Forms** dialog box allows you to select forms that you'd like to customize to better meet your business needs, or to save you data entry time. For step-by-step procedures, see Customizing Master Forms.

**To access the Customize Master Forms dialog box:**

From Return Manager, click the **Forms** menu; then, select **Customize Master Forms**:




The **Customize Master Forms** dialog box functions in much the same manner as the Select Forms Dialog Box, with the exception of menu items and buttons in the chart below.

Menus and Buttons unique to the **Customize Master Forms** dialog box:

| Menu | Menu Item | Description | Button |
|---|---|---|---|
| Customize | Open Selected Master Forms (Ctrl+O) | Opens all highlighted forms. | Open Forms |

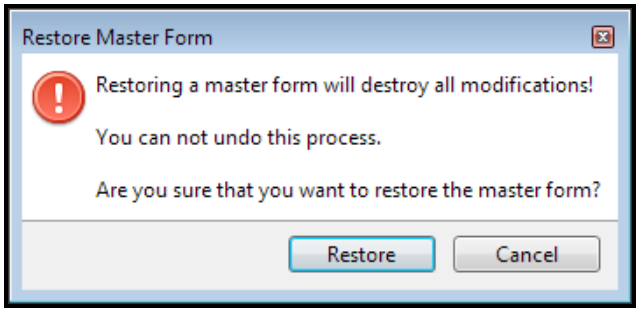
| Menu | Menu Item | Description | Button |
|---|---|---|---|
| | Restore Single Selected Master Form | When you've selected a customized return, this menu item launches the **Restore Master Form** dialog box that enables you to restore the form to its original state. | |
| | Clear All Forms Selection | De-selects all highlighted forms. | Clear |
| | Cancel | Closes the **Customize Master Forms** dialog box. | Cancel |
| View | View Last Selected Form | Opens the last form selected and displays it in a **Print Preview**, read-only window to determine if it is the desired form. Enables you to print a blank copy of the form. | View Form |
| | Choose State | Expands the **All** drop down list in the **Federal/State/Local** area of the dialog box filters. From the list, you can select a state. The forms list is filtered accordingly. | |
| | Government Instructions | Opens Government Instructions for the selected form. | |

# Restore Customized Master Forms

Only one customized master form may be restored at a time.

**To restore a customized master form to its original state:**

1. From the Return Manager, click the **Forms** menu; then, select **Customize Master Forms**.
   The Customize Master Forms Dialog Box appears.
2. Select the form you want to restore.
3. From the **Customize** menu, select **Restore Single Selected Master Form**.




4. Click **Restore**.

In the Customize Master Forms Dialog Box, notice that the **Status** of the form changes back to **Installed**, the form's original state.

# Lists Overview

In ATX, you can create several types of lists and attach them to a form field. Once created, you can export the lists to a separate .csv file, or print the list as part of the return. You can create the following types of lists:

- **Itemized Lists**: An itemized list is a list of items with associated dollar amounts. When you build the itemized list on a field, the system totals the item and places the total in the form field. Typically, you could create an itemized list on a form field that requires you to total several items.
- **Text Lists**: The text list is a list of items with no associated dollar amounts.
- **Custom Lists:** The **Custom List** feature enables you to define the rows, columns, and data types that you want to appear in a list or spreadsheet. Like itemized and text lists, a custom list is created on a specific form field.

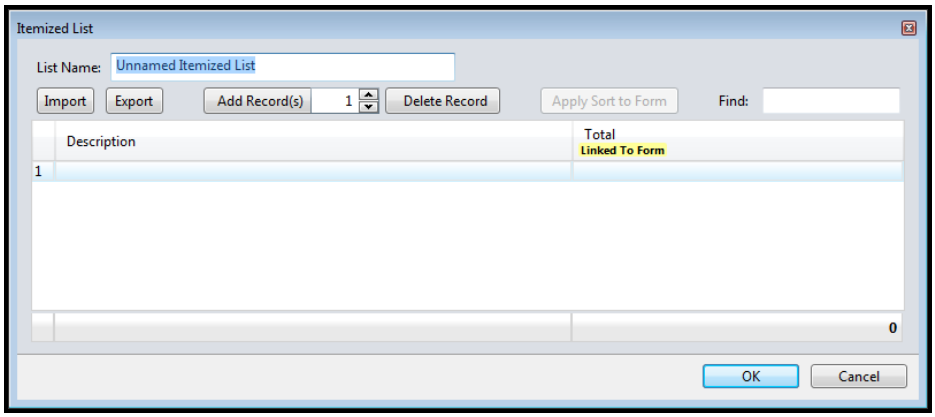
## Creating Itemized Lists

The **Itemized List** function enables you to create a list of items with corresponding amounts that can be attached to a specific field on a form. The total for the items appears in the field where you created the list. The itemized list becomes a permanent part of the form.

By default, Itemized Lists are rolled over from the previous year or period. To change this default behavior, see Rollover Manager Preferences.

**To create an itemized list on a field in a return:**

1. In an open return, open the form to which you want to add the list.
2. Move the cursor to the field where you want to add the list.
3. Do one of the following:
   - Click the **Forms** menu; then, select **Lists**; then, select **Itemized Lists**.
   - Right-click; then, select **Itemized List**.
   - Press **Ctrl+I**.



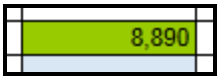

The cursor is positioned in the **List Name** field.

4. In the **List Name** field, enter a list name.
5. To enter the first item, place your cursor in the first row (**1**) and enter the **Description** and **Total**.
6. To add another item to the list, click **Add Record(s)**.

A blank record (row) appears (2) below the first row.

7. Repeat this process until you've completed your list.
8. Click **OK** when you're finished.

   The form field now contains the total of the itemized list. The green background indicates that a list is attached to the field:




**To open a list:**

Place your cursor on any field with a list, and then click the JumpTo arrow.

## Features of Itemized List Dialog

| Field/Button/Check Box | Description |
|---|---|
| List Name | Enter a name for the list, as desired. |
| Import | Allows you to import a .csv file into the list. See Importing Existing Files into Lists. |
| Export | Enables you to export the list as a .csv file. See Exporting Lists. |
| Add Record(s) | Adds a row to the list. |
| Delete Record | Deletes the selected row from the list. |
| Apply Sort to Data | Not available with itemized list. |
| Find | Enter criteria by which you can search for an item in the list. |
| OK | Saves items added to the dialog box and closes the dialog box. |
| Cancel | Closes the dialog box without saving. |

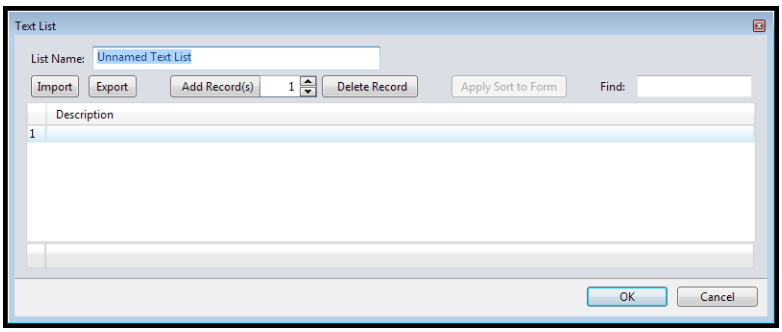
# Creating Text Lists

The **Text List** function enables you to add a text list to fields on a form. Unlike the **Itemized List**, the **Text List** doesn't have numeric values associated with it.

By default, text lists are rolled over from the previous year or period. To change this default behavior, see Rollover Manager Preferences.

**To create a text list:**

1. In an open return, open the form to which you want to add the list.
2. Move the cursor to the field where you want to add the list.
3. Do one of the following:
   - Click the **Forms** menu; then, select **Lists**; then, select **Text Lists**.
   - Right-click; then, select **Text List**.



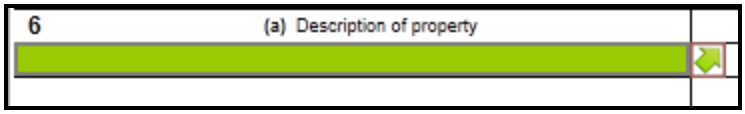

The cursor is positioned in the **List Name** field.

4. In the **List Name** field, enter a list name.
5. Place your cursor in the first row **(1)** and enter the **Description** and **Total**.
6. To add another item to the list, click **Add Record(s)**.

   A blank record (row) appears **(2)** below the first row.

7. Repeat this process until you've completed your list.
8. Click **OK** when you're finished.

   The green background on the form field indicates that a list is attached to the field:




## Opening Lists

Fields that have an associated list appear with a green background.

**To open a list:**

Place your cursor on any field with a list, and then click the JumpTo arrow.

## Features of Text List Dialog

| Field/Button/Check Box | Description |
|---|---|
| List Name field | Enter a name for the list, as desired. |
| Import button | Allows you to import a .csv file into the list. See Importing Existing Files into Lists. |
| Export button | Enables you to export the list as a .csv file. See Exporting Lists. |
| Add Record(s) button | Adds a row to the list. |
| Delete Record button | Deletes the selected row from the list. |
| Apply Sort to Data button | Not available with text list. |

| Field/Button/Check Box | Description |
|---|---|
| Find field | Enter criteria by which you can search for an item in the list. |
| OK button | Saves items added to the dialog box and closes the dialog box. |
| Cancel button | Closes the dialog box. |

# Creating Custom Lists

Design your own list that can be directly associated with a form field. Define the rows, columns, and data types that you want to appear in the list. If you're planning to re-use this list, save it as a template, so you can re-use it in other returns.

Custom lists will roll over with any returns you roll from the last month or last quarter.

The two-part **Custom List** dialog box allows you to simultaneously:

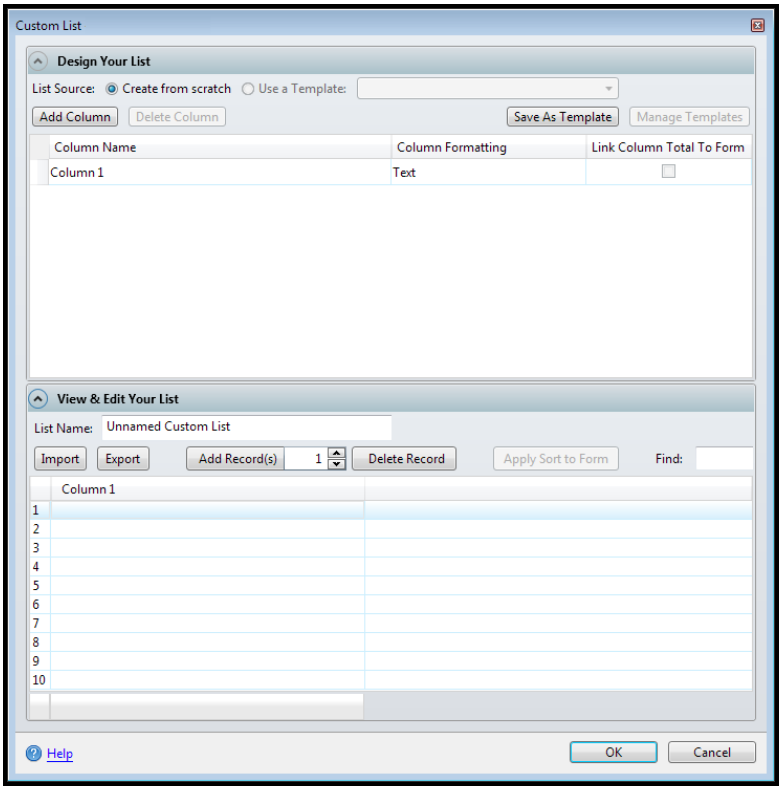
- Design the list;
- View and edit the list.

You can also choose to save the list as a template to be used on other lines or in other returns.

## Custom List Dialog

**To open the Custom List dialog box:**

1. In an open return, open the form to which you want to add the list.
2. Move the cursor to the field where you want to add the list.
3. Do one of the following:
   - Click the **Forms** menu; then, select **Lists**; then, select **Custom List**.
   - Right-click; then, select **Custom List**.




## About the dialog box

The **Custom List** dialog box is made up of two window panes:

### Design Your List pane

If you're creating a brand new list from "scratch," the **Design Your List** pane (top) helps you 1) create the columns you want in your list; 2) determine the format of the data in each column (such as **Text**, **Date**, **Number**, or **Percent**); and 3) indicate whether or not you want a column's total to link to the form.

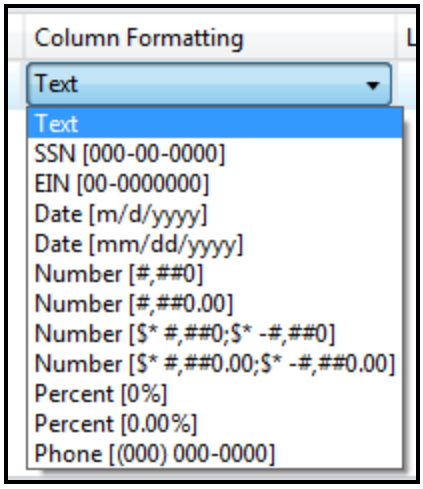
### View & Edit Your List pane

The bottom pane allows you to view and/or edit the list that you designed in the **Design Your List** pane. You can also import data from another list (saved in .csv format) and/or export data to a .csv file.

# Designing a List from Scratch

**To design a completely new Custom List from scratch:**

1. Follow directions above to open the **Custom List** dialog box. The **Custom List** dialog box opens. The **Create from scratch** radio button is already selected.
2. Tab to the first row under the **Column Name**. Enter the first column's name (by typing over the default text).
3. Tab to the **Column Formatting** field; when the drop-down arrow appears, click the arrow. The list of available formats appears:

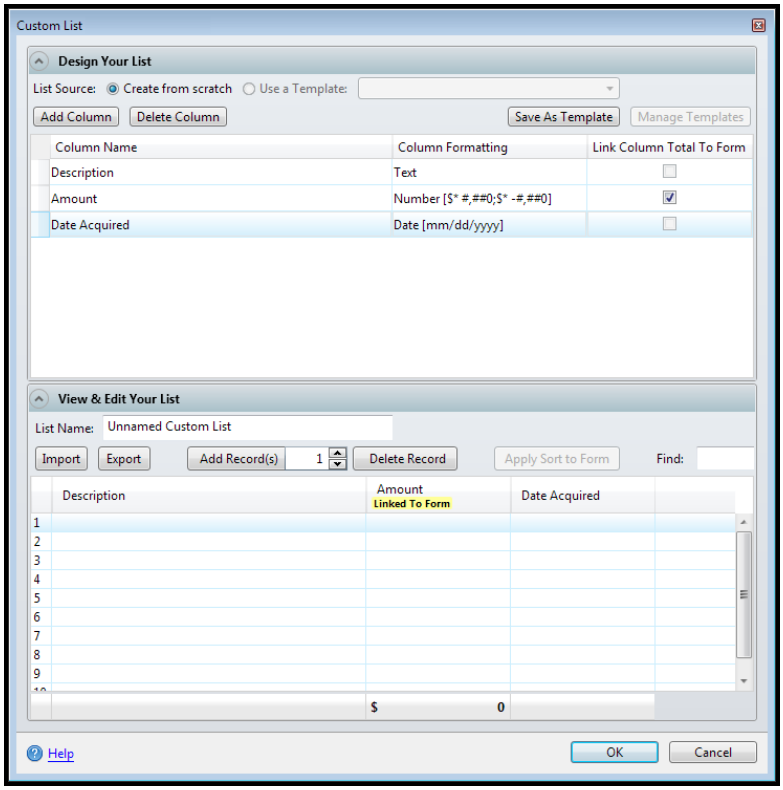



4. Select the type of data format for the information in that column.
5. To set up another column, click the **Add Column** button.
6. Repeat steps **2** through **5** for every column.
7. (OPTIONAL) If you'd like the total from one column to be linked to the form, click the **Link Column Total To Form** check box for that column.

   Only one column in each list can be linked to the form.

8. In the **List Name** field (in the **View & Edit Your List** pane), enter a name for your list.

   When you're finished setting up your columns, the list should appear in the **View & Edit Your List** pane:



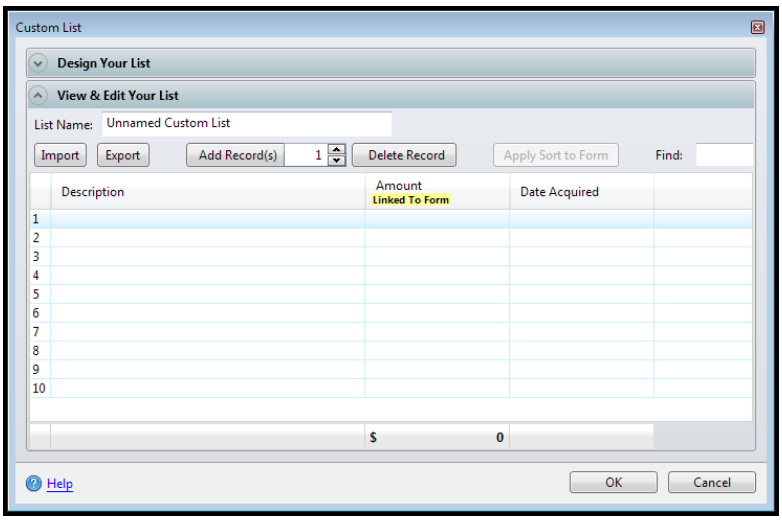

9. Click **OK** to save the new custom list in that field on the form.

The dialog box closes. The list is saved on the field where you entered it. The field background color is turned green, indicating the presence of a list.

## Opening a Custom List

**To open a custom list:**

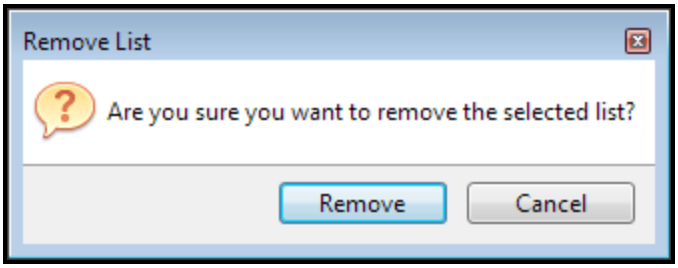
1. In an open return, place your cursor in a field that has a custom list (fields with lists have green backgrounds).
2. Do one of the following:
   - Click the **Forms** menu; then, select **Lists**; then, select **Custom List**.
   - Right-click; then, select **Custom List**.




## Removing a List from a Field

**To remove a list that that's been added to a form field:**

1. In the open return, place the cursor in the field with the list you want to remove.
2. Click the **Forms** menu.
3. Select **Lists**; then, select **Remove List**.

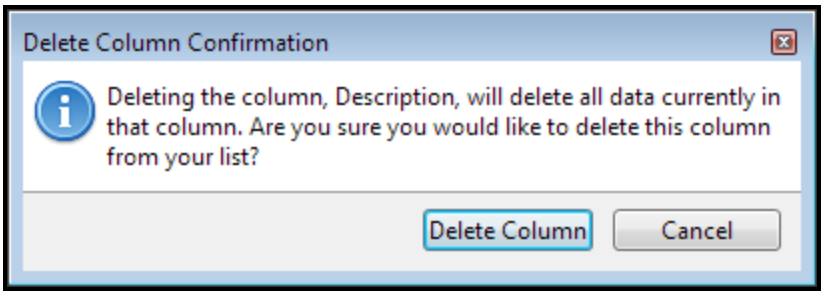



4. Click **Remove**.

## Deleting Columns

**To delete a list column:**

1. Click the **Delete Column** button in the **Design Your List** pane (top).




If you have entered data in the column you're deleting, you will lose the data.

2. Click **Delete Column**.

## Saving a List as a Template

Once created, any list can be saved as a template for use in any return. Users can roll over their own custom list templates from year to year by selecting the **Custom List Templates** check box at the bottom of the Rollover Manager. See Rollover Other Data.

**To save a list as a template:**

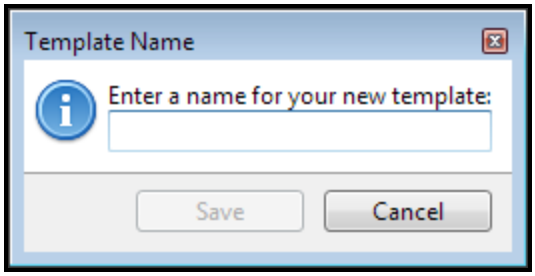
1. From the return, place your cursor on the green field with the list.
2. Do one of the following:
   - Click the **Forms** menu; then, select **Lists**; then, select **Custom List**.
   - Right-click; then, select **Custom List**.

   The **Custom List** dialog box appears.

3. Click the **Save As Template** button.

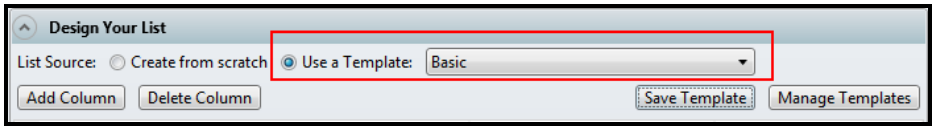
   The **Template Name** dialog box appears.

4. Enter the name of the template:




5. Click **Save**.

The **List Source** has now been changed, and the template appears in the drop-down:




This template will now be available whenever you open the **Custom List** feature.

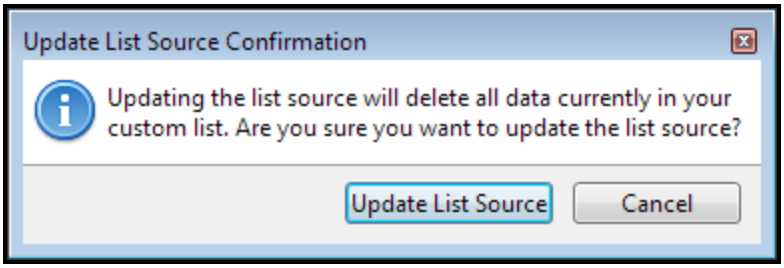
## Updating a Template

**To update a template:**

1. Open the **Custom List** dialog box.

   See Opening a Custom List.

2. Click the down arrow beside the **Design Your List** pane.
3. Select the **Use a Template** radio button.
4. From the drop-down list, select the template you want to update:




5. Click **Update List Source**.

   The **Custom List** dialog box opens.

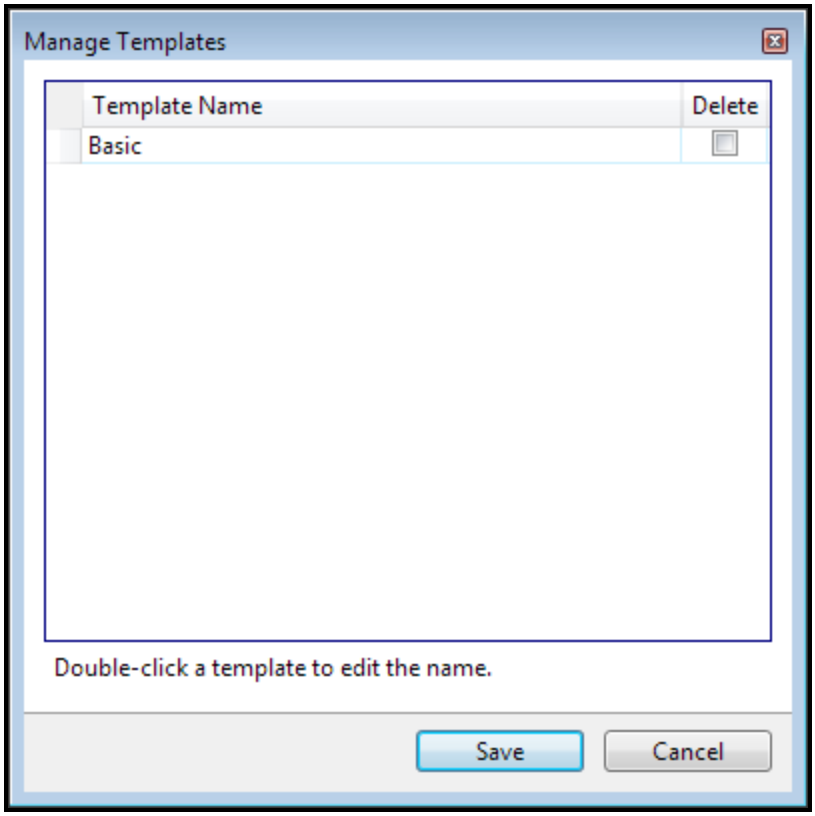
6. In the **Design Your List** pane, make changes to the columns, data format, or link to form selection.
7. Click the **Save Template** button.
8. Click **OK**.

## Managing List Templates

The **Manage Templates** function allows you to delete or rename a template.

**To delete a custom list template:**

1. From the **Custom List** dialog box, click the **Manage Templates** button.




2. Select the **Delete** check box for the template.
3. Click **Save**.

**To rename a custom list template:**

1. From the **Custom List** dialog box, click the **Manage Templates** button.

   The **Manage Templates** dialog box appears.

2. Double-click the template name.
3. Type the new name in the field (overwriting the old name).
4. Click **Save**.

## Importing Data into a List

You can import data from any file saved in .csv format into a new or existing custom list. See Saving an .xls as .csv.

However, before you import, please note: the number of columns in the import data must match the number of columns in the custom list. If you have the same number of columns, proceed with your import; if you don't, it makes this a two-part process. First, you must set up or adjust the number of columns in the custom list to match the number of columns in the imported data. When this is done, you can then import the data.

**Part 1: Setting Up Columns to Receive the Imported Data**

Before you begin, you must know how many data columns you'll need in the list to accommodate the imported data.

1. Open the **Custom List** dialog box.
2. In the **Design Your List** pane, click the **Add Column** button until the number of columns you've added matches the number of columns in the import file.

**Part 2: Importing the Data**

1. From the **Custom List** dialog box, in the **Design Your List** pane, click the **Import** button.
2. Select the .csv file to import.

   See Importing Data from .csv Files.

## Exporting Data from the List

You can export data from a custom list to a .csv file.

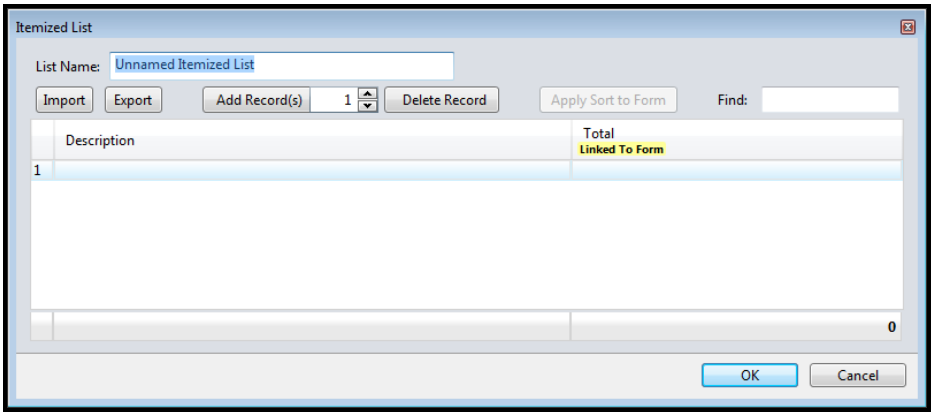
To export data from your list, see Exporting Lists.

# Importing Existing Files into Lists

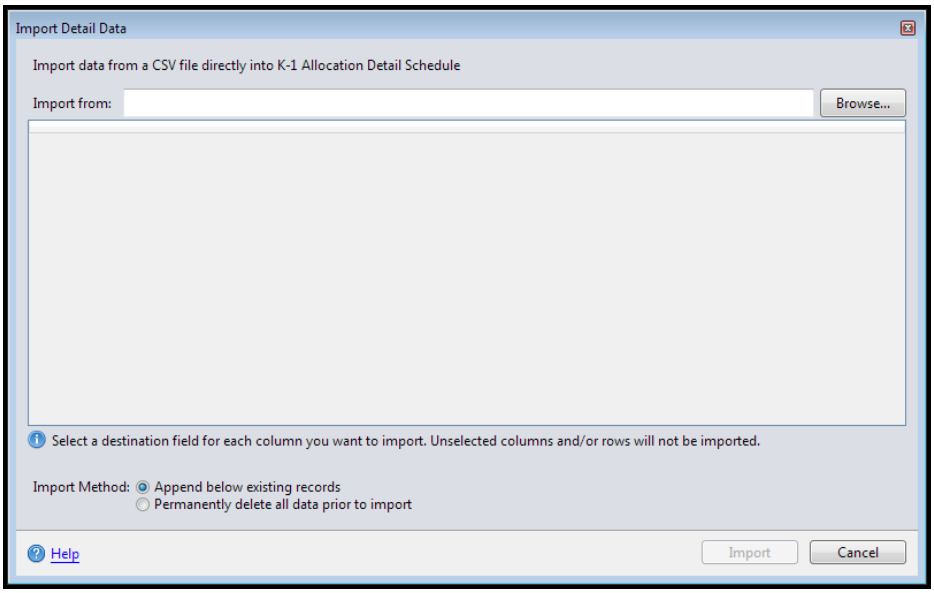
The **Import** functionality in itemized, text, or custom lists uses a general .csv import function used in other areas of the application to import existing data from a .csv file into your newly created text, itemized, or custom list.

**To import an existing list in .csv format into a text, itemized, or custom list:**

1. Open the form where you want to create the list with the imported data.
2. Place your cursor in the field where you want to create the list and do one of the following:
   - Click the **Forms** menu; select **Lists**; then, select the list type you want to create.
   - Right-click; then, select the list type you want to create.



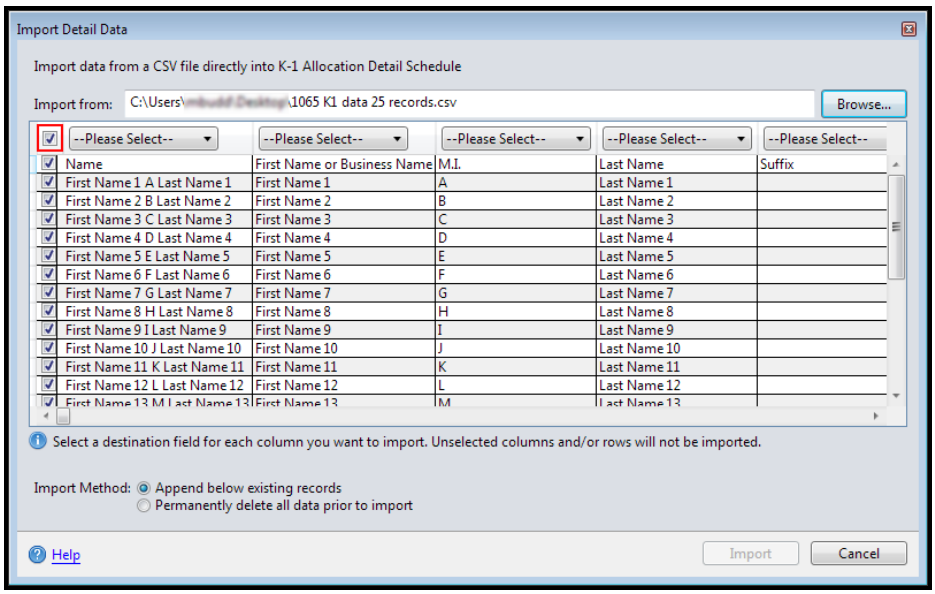

3. Click the **Import** button in the upper left corner of your **List** dialog box.



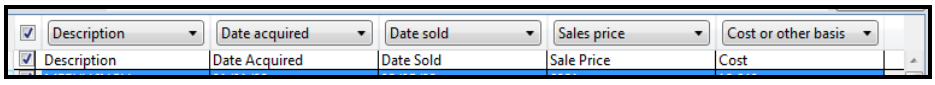

4. To import the .csv file, click the **Browse** button.

   The **Open** dialog appears.

5. Navigate to the .csv file you want to import.
6. Click **Open**.

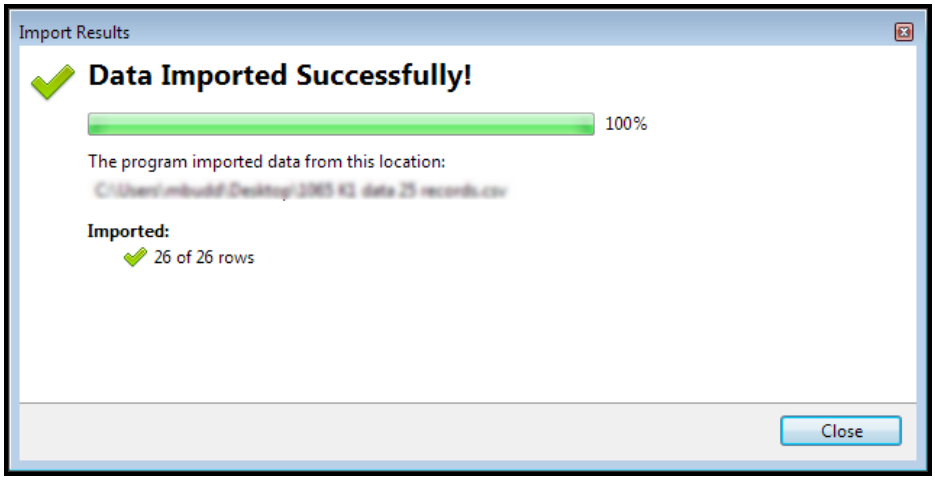



7. Select the check box for any **row** of data you want to import. To select all rows, select the topmost check box (outlined in red).
8. In each column header, click the drop-down arrow (beside **"Please Select"**) and select an information type for that column of data.

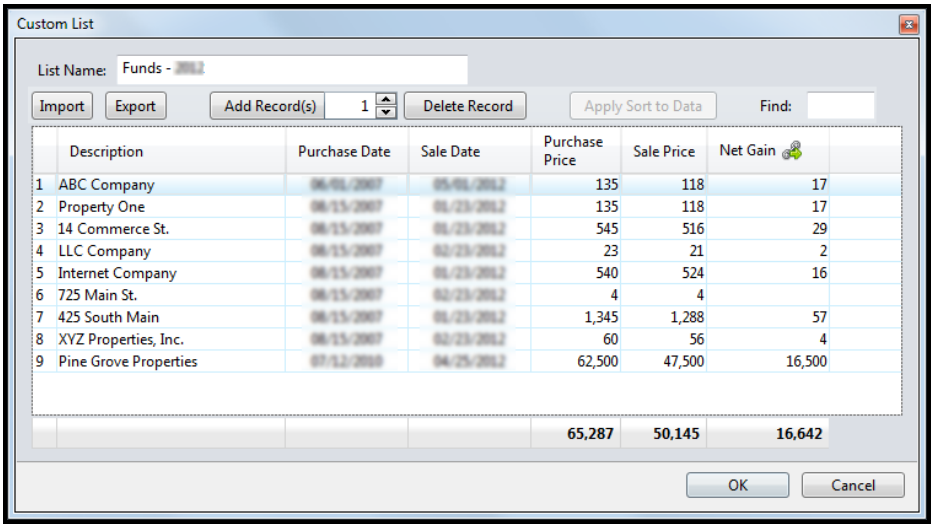



For columns to which you cannot assign an information type, leave the program default (**Please Select**) or select **Omit this column** from the drop-down menu.

9. At the bottom of the dialog, select one of the following **Import Methods**:
   - **Append below existing records** - this option adds the import data you select.
   - **Permanently delete all data prior to import** - this option deletes all the existing data and imports only the information selected here.
10. Click **Import.**




11. Click **Close**.




# Exporting Lists

Any list that is created in ATX and attached to a form field can be exported to a .csv file.

**To export a list:**

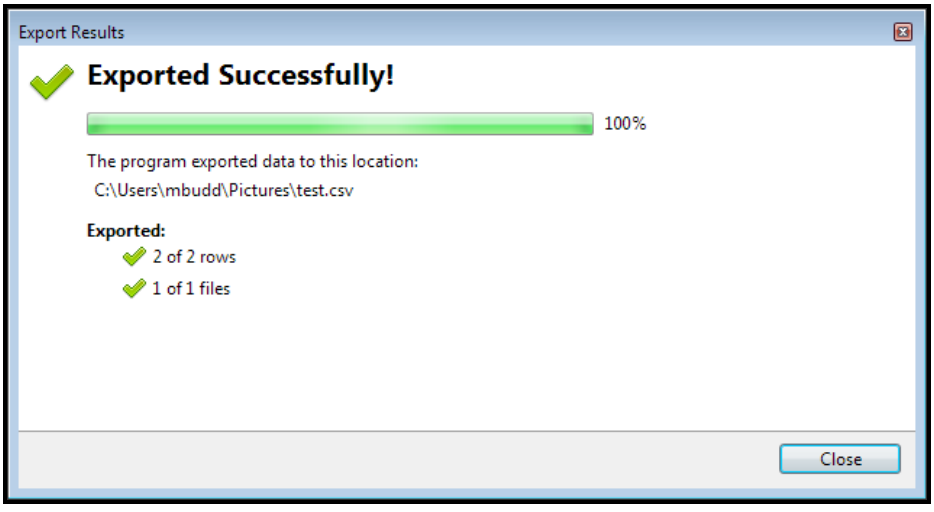
1. Open the form with the list you want to export.
2. Place your cursor in the green field and click the JumpTo arrow.

   The **List** dialog box opens.

3. Click the **Export** button.

   The **Save Export As** dialog box appears.

4. In the **File name** field, enter a name for the .csv file.
5. Click **Open**.




6. Click **Close**.

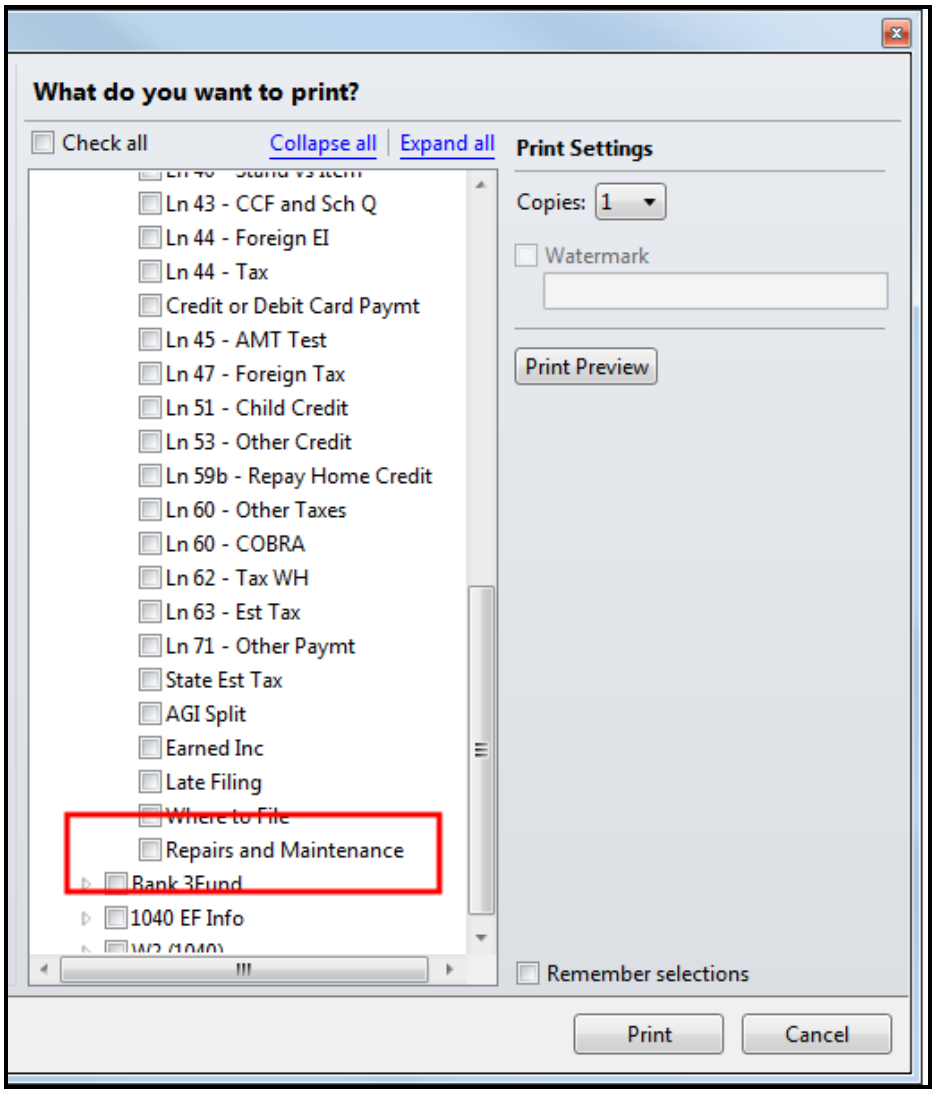
# Printing Lists

Any type of list that you create (**Itemized**, **Text**, or **Custom**) is automatically included as a printable item in the return. These lists appear at the bottom of the **Federal Worksheets** section of the Print Return Dialog Box.

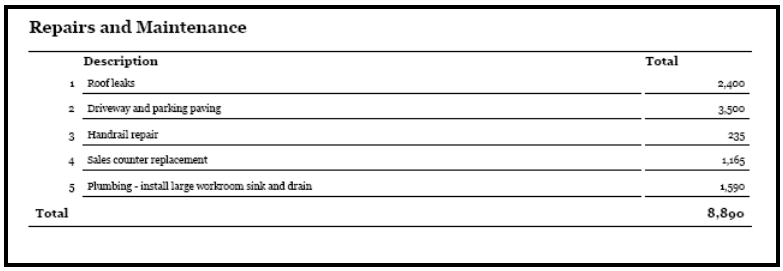
**To print lists along with the return:**

1. Open the return with the list(s) you want to print.
2. Do one of the following:
   - Click the **Print** button on the toolbar.
   - From the **Returns** menu, select **Print Return**.
   - Press **Ctrl+P**.

   The Print Return Dialog Box for the return appears.
3. Under the **What do you want to print** section, expand the **Federal Worksheets** section; then, expand the signature form section (such as **1040** or **1120**).



4. Select the check box(es) for the list(s).
5. Click **Print**.



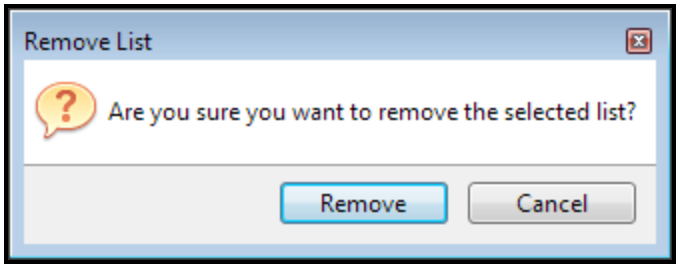
**Repairs and Maintenance**

| | Description | Total |
|---|---|---|
| 1 | Roof leaks | 2,400 |
| 2 | Driveway and parking paving | 3,500 |
| 3 | Handrail repair | 235 |
| 4 | Sales counter replacement | 1,165 |
| 5 | Plumbing - install large workroom sink and drain | 1,590 |
| Total | | 8,890 |

# Removing Lists

**To remove a list that that's been added to a form field:**

1. In the open return, place the cursor in the field with the list you want to remove.
2. Click the **Forms** menu.
3. Select **Lists**; then, select **Remove List**.




4. Click **Remove**.

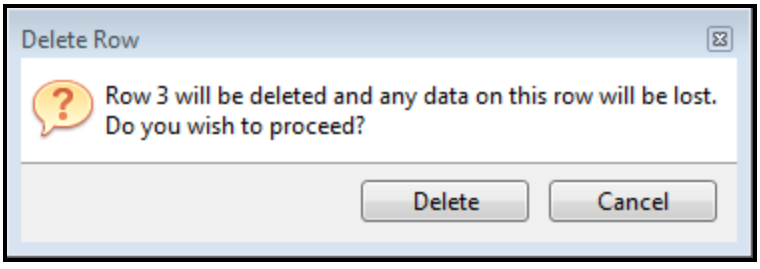
# Deleting Rows from Lists

**To delete a row from any kind of list:**

1. Open the list.

   Form fields with attached lists have a green background. To open them, click the JumpTo arrow beside the field.

2. Highlight the list you want to delete.
3. Click the **Delete Record** button.




4. Click **Delete.**

Chapter

10

# Working in Forms

This section outlines the features that are available while working in forms:


- Tips for Entering Data
- ZIP Code Lookup
- Duplicating Forms or Schedules
- Data Entry Validation
- Cut, Copy, and Paste
- Undo
- Overriding Calculated Fields
- Restoring Overridden Fields
- Marking Fields as Estimated
- Creating Links Between Fields
- Preparer Notes
- Locked Fields
- Inserting Text on Forms
- Inserting Pictures on Forms
- Input Sheets and Detail Schedules
- Using Input Sheets or Detail Schedules
- Using the Record Bar
- Importing K-1 Data
- Importing Data from .csv Files

# Tips for Entering Data

To decrease chances of erroneous e-file rejections, the program automatically deletes lone spaces or lone decimal point entries in numeric fields, just as if you pressed the **Delete** key manually.

Data fields are color-coded according to the type of information they contain. Fields that accept user input without overrides have blue backgrounds. In general, you should only enter data in blue fields.

**To enter data:**

1. Activate an input field by clicking the field or pressing the arrow keys on your keyboard.
2. Selecting a check box with the mouse does one of the following:
   - Inserts an **X** in the box
   - Clears the box if it was already checked
3. To navigate to a check box without changing its status, press **Enter** or **Tab** in the previous field.
4. Enter the appropriate information.

   Fields requiring special number formats, such as phone numbers, dates, and tax ID numbers, are preformatted. You do not need to add hyphens or other such characters when entering this information.

5. Advance to the next field by pressing **Enter** or **Tab**.

   To reverse direction, press **Shift+Tab**.

**To edit or delete data:**

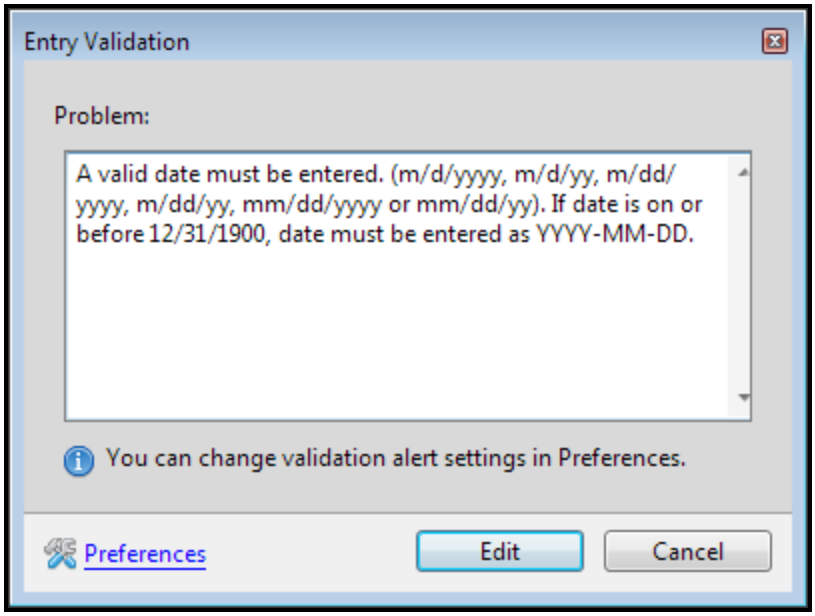
1. Navigate to the field that contains the data you want to edit or delete.
2. You can use the mouse to navigate to any field, but if the cursor is inside an active (yellow) field, first press **Enter** or **Tab.**
3. To delete the entire entry, press **Delete**.
4. To edit the existing information, press **Backspace**, edit the data, and then press **Enter.**

# Data Entry Validation

Some form fields may require data to be in a specific format. To ensure that required field data is entered in the proper format, ATX automatically validates the format and type of information.

## Data Validation Errors

When you type something into a field that the system does not expect, you may receive a validation error like this:




**To correct a validation error:**

1. On the **Entry Validation** dialog box, click **Edit**.

   The dialog box closes and the cursor is placed directly in the field with the error.

2. Correct the error.

# ZIP Code Lookup

The **ZIP Code** lookup feature works on the Federal signature forms and W2/1099 forms that contain address fields. Go to the ZIP Code entry, type the ZIP Code, press **Enter** and ATX populates the city and state.

Enter the ZIP Code in the applicable field.

If the ZIP Code is not found, enter the correct city and state in the applicable fields.

**You can also change the city and/or state associated with a ZIP Code in ATX.**

1. Enter the ZIP Code in the applicable field.
2. ATX enters the city and state automatically.
3. Change the city or state in the applicable field and press the Tab key.

# Duplicating Forms or Schedules

The **Duplicate Form** function allows you to include multiple copies of certain forms, schedules, or worksheets in a return.

If a form, schedule or worksheet cannot be duplicated, this menu item will be disabled.

**To duplicate forms:**

1. Open a return.
2. Select the form tab for the form you want to duplicate.

3. Right-click the form tab and select **Duplicate Form**.

The system creates the duplicate with a suffix of **:02**. For example, the duplicate of **W-2** would be **W-2:02**. Duplicates may be renamed.

## Maximum Number of Copies

Some forms have a maximum number of duplicates. Once you've reached the maximum number, the **Duplicate Form** menu item is disabled.

Even if you've reached the maximum limit, you can still add another copy of the form using the Select Forms Dialog Box. However, the forms added above and beyond the maximum will not flow into calculations in the return.

# Cut, Copy, and Paste

The product uses standard **Cut**, **Copy**, and **Paste** functions to copy or move information from one form to another (in an open return) or from one field to another (if you're in a Manager view).

- Cut - **Ctrl+X**
- Copy - **Ctrl+C**
- Paste - **Ctrl+V**

You can also use these commands to transfer data to or from other applications (Microsoft Excel, for example).

You can reverse the effect of any of these commands by using the Undo function.

**To cut and paste information from a form field to another location:**

1. Select the field that contains the information you want to cut.
2. Press **Ctrl+X.**
3. Place your cursor to the field or location you want to paste the information.
4. Press **Ctrl+V**.

**To copy information to another form field or another application (such as Microsoft Excel):**

1. Select the field that contains the information you want to copy.
2. Press **Ctrl+C**.
3. Place your cursor to the field or location you want to paste the information.
4. Press **Ctrl+V**.

# Undo

The **Undo** function removes the last entry that was made in a field, or reverts the last command.

For example, if you manually entered an amount in a field that previously had a value of zero, **Undo** changes the field value back to zero. Similarly, if you pasted an amount into a field, and then selected **Undo**, the amount would be removed from the field.

**To undo:**

From the field in question, do one of the following:

- Click the **Edit** menu; then, select **Undo**.
- Press **Ctrl+Z.**

# Overriding Calculated Fields

Calculated fields contain links or formulas that the program references. You can enter data or formulas in a calculated field by overriding the current link or formula. Calculated fields, which normally bear a white background, display a pink background when overridden.

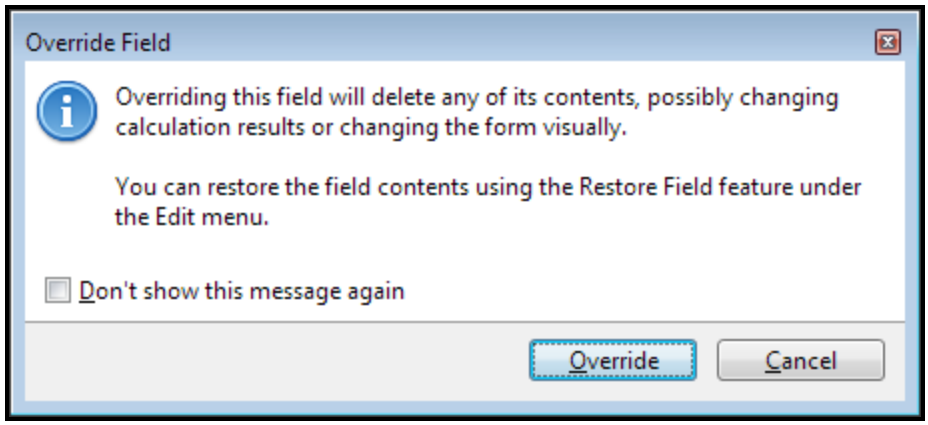
Avoid overriding calculated fields whenever possible. Overriding may interfere with creating e-files and it prevents the **Check Return** feature from completing full diagnostics for a return.

To remove an override and restore program calculations for a field, use the **Restore** command on the toolbar. See Restoring Overridden Fields.

**To override a calculated field:**

1. Place the cursor in the calculated field.
2. Begin entering a value or other data.

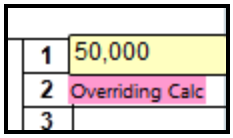
   If the field is calculated from data on the current sheet, the **Override Field** dialog box appears:



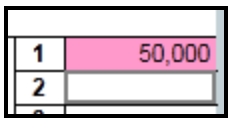

3. Click **Override**.

   The field color changes to yellow, indicating an editable field. A pink system note also indicates that you are overriding a calculated field.

4. Enter the amount in the field.




   When you tab off the field, the overridden field color turns to pink.

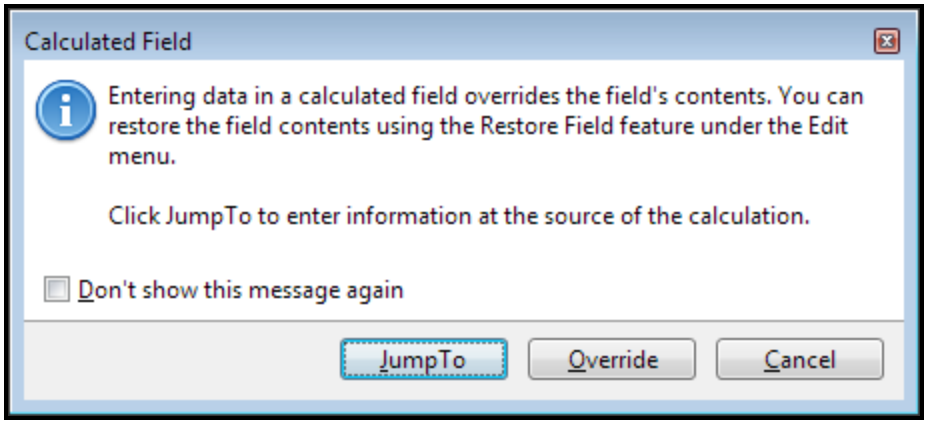


To avoid receiving the **Override Field** dialog box in the future, select the **Don't show this message again** check box.

**To override a field calculated from data on another form:**

1. Place the cursor in the calculated field.
2. Begin entering a value or other data.

   If the field is calculated from data on another form, the **Calculated Field** dialog box appears:




   You can click **JumpTo** and enter information the source of the calculation to avoid an override.

3. Click **Override**.

   The field color changes to yellow, indicating an editable field.

4. Enter the amount in the field.

   When you tab off the field, the overridden field color turns to pink.

# Printing the Override Report

The **Print** function allows you to print the override report as part of the printed return, or as a separate document.

**To print a report showing all overridden fields in a return:**

1. Open the return.
2. Do one of the following:
   - Click the **Print** button on the toolbar.
   - Click the **Returns** menu; then, select **Print Return**.
   - Press **Ctrl+P**.

   The Print Return Dialog Box appears.

3. In the **What do you want to print?** area of the dialog box, select the **Override & Estimate Report** check box.
4. To preview the report, click the **Print Preview** button on the dialog box.
5. To print the report, click the **Print** button at the bottom of the dialog box.

# Restoring Overridden Fields

The **Restore** function restores the original contents of an overridden field.

**To restore a field to its original content:**

1. Place your cursor in the overridden field.

   Overridden fields are pink. See Overriding Calculated Fields.

2. Do one of the following:
   - Click the **Restore** button on the toolbar.
   - Right-click and select **Restore Field** from the context menu.
   - Click the **Edit** menu; then, select **Restore Field**.

   The field is changed to white again, and the value is restored to the original value before it was overridden.

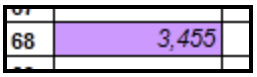
# Marking Fields as Estimated

You can mark an amount as estimated, leaving a trail for you to come back and finalize the estimated amount.

**To mark a field as estimated, do one of the following:**

- Right-click the field and select **Mark as Estimate**.
- Click the **Edit** menu; then, select **Mark as Estimate**.
- Press **F4**.

An estimated field will have a purple background (unless it has been overridden, in which case it will be pink). The amount will be italicized:




**To quickly locate all fields marked estimated:**

1. Run the **Check Return** feature by doing one of the following:
   - Click the **Check Return** button on the toolbar.
   - Click the **Tools** menu; then, select **Check Return**.
   - Press **Ctrl+E.**
2. In the **Check Return** filter pane, select **Estimates**.

Estimated fields messages will now appear in red in the **Check Return** pane.

# Creating Links Between Fields

Use the **Start Link** and **Finish Link** feature to create a link between two fields on any form (including schedules and worksheets). This function, represented by the **Start Link/Finish Link** toggle button on the toolbar above an open return, links text or numeric values from one field (*source* field) to another field (*destination* field).

After a link has been established, changes made in the **Start Link** field are reflected in the destination field. When checking a return for errors (**Check Return**), the **Finish Link** field (destination) will be marked as an overridden field.

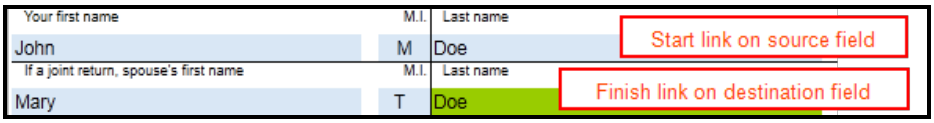
**Start/Finish** links automatically roll over from prior year or prior period returns.

**To create custom links:**

1. Select the source field.
2. Do one of the following:
   - On the toolbar, click the **Start Link** button.
   - From the **Edit** menu, select **Start Link**.
3. Navigate to the destination field on any form, schedule, or worksheet.
4. Do one of the following:
   - On the toolbar, click the **Finish Link** button.
   - From the **Edit** menu, select **Finish Link**.

   If it takes longer than 40 seconds to finish the link, the request will be canceled.

   Destination fields have a green background.




# Canceling Relationships between Two Linked Fields

**To undo the link between two fields:**

1. Place the cursor in the destination (green) field.
2. Do one of the following:
   - On the toolbar, click the **Restore** button.
   - From the **Edit** menu, select **Restore Field.**
   - Press **Ctrl+R**.

When the green background disappears from the destination field, you know the link has been removed.

## Exceptions: When Fields Cannot Accept a Link

The following fields cannot be linked:

- **Input or Detail Sheets**
- **Itemized Lists**
- **Circular references or mathematical loops**

Whenever a field cannot be linked, you'll receive a message that will alert you to this exception.

# Preparer Notes

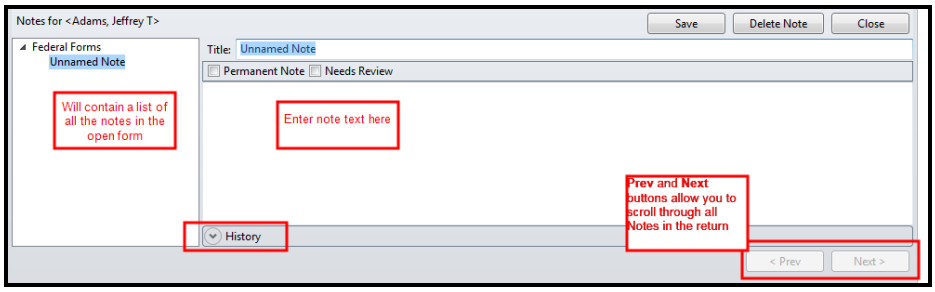
You can use the **Insert/Edit Notes** feature to make preparer notes in particular fields, or to flag fields that need to be reviewed by others. Although notes do not appear in the printed return, they do roll over from one year to the next.

The notes can be made only in fields intended for user entry.

## Insert/Edit Notes

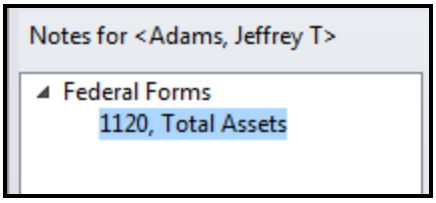
**To insert a note in a field:**

1. Open the return.
2. Place your cursor in the field where you want to insert the note.
3. Do one of the following:
   - Right-click and select **Insert/Edit Note** from the context menu.
   - Click the **Edit** menu; then, select **Insert/Edit Note**.
   - Press **Ctrl+T**.




4. In the **Title** field, enter a name for the note.
5. Select one or both check boxes for each note:
   - **Permanent Note** - Remains with the return. The note will be rolled over with other return data. Permanent notes appear in black text in the **Diagnostics** pane.
   - **Needs Review** - A reminder flag that allows you to communicate that the return needs to be reviewed by someone else. These notes appear in red text in the **Diagnostics** pane.
6. In the empty pane below, enter the text of the note.
7. Click **Save**.

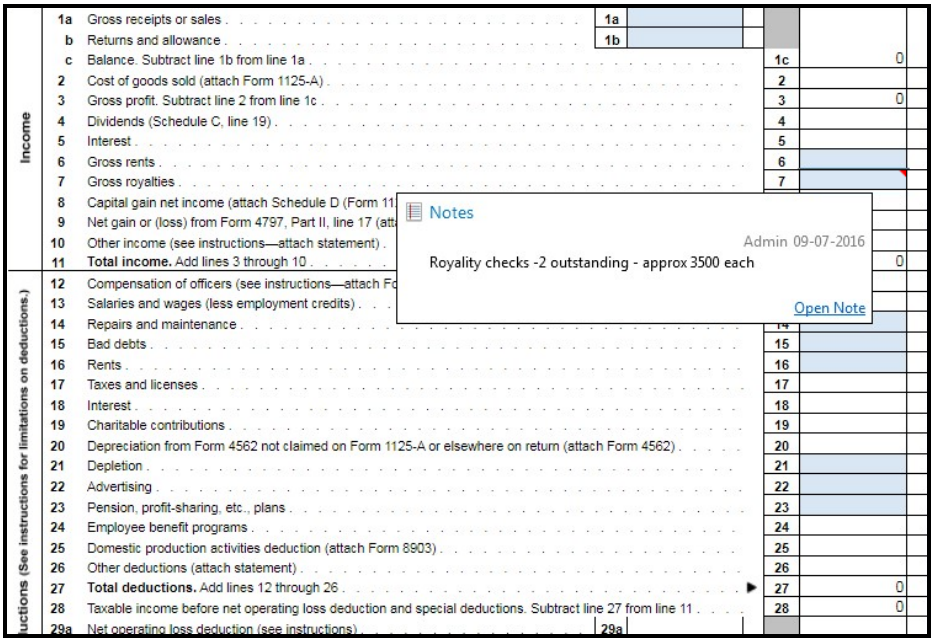
The **Note** is moved to the left pane:




8. Click **Close** to close the **Notes** pane.

When you tab off the field, a red note indicator appears in the upper right corner of the field:

When you hover over red note indicators, a tooltip displays your note.




## Notes History

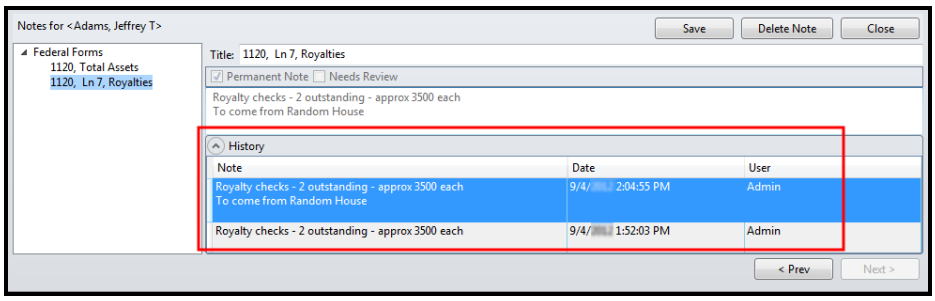
The product records the history of the note, including the note text entered on a particular date and the user name that entered the note.

**To view note history:**

1. With the cursor positioned in the field bearing a note indicator, do one of the following:
   - Right-click and select **Insert/Edit Note** from the context menu.
   - Click the **Edit** menu; then, select **Insert/Edit Note**.

   The **Notes** pane appears.

2. Near the bottom of the pane, click the down arrow beside **History**.




## Remove a Note

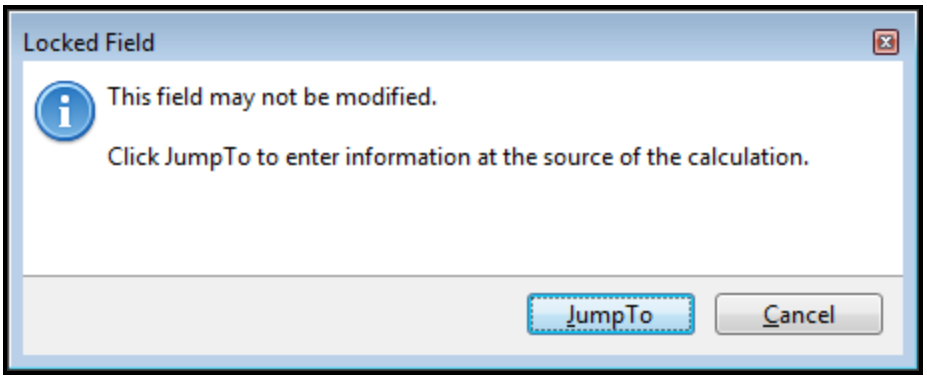
**To remove a note:**

1. Place your cursor in the field where you want to remove the note.
2. Do one of the following:
   - Right-click and select **Remove Note** from the context menu.
   - Click the **Edit** menu; then, select **Remove Note**.

You can also delete a note from the **Notes** pane by highlighting the item and clicking the **Delete Note** button on the pane.

# Locked Fields

On some forms, you may encounter a locked field. Locked fields prevent you from making changes to data that flows from a source calculation. When you try to enter data in a locked field, the following dialog box appears:




To modify the information at the source, click the JumpTo button. When you modify the information in the source field, it will flow back to the locked field.

# Inserting Text on Forms

In ATX, you can add special text to a form. For example, you can add special text to a worksheet, such as "**Initial Here**" if you want the taxpayer to review specific entries. This text can be added to any form, and the form can be saved as a Customizing Master Forms that can be used for all your returns.

The **Insert Text** menu item will appear disabled on certain forms that are write-protected by the taxing agency.

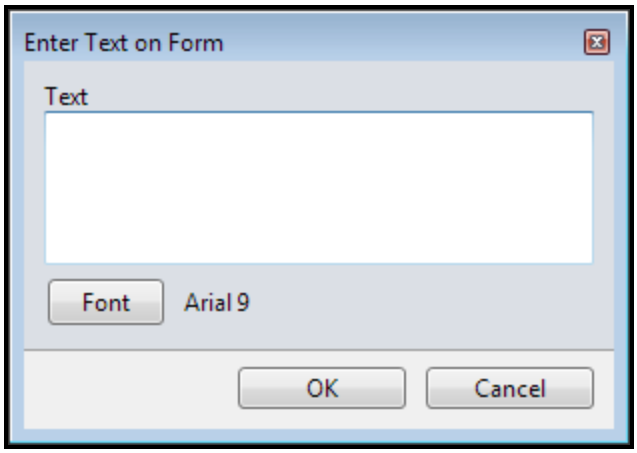
# Inserting Text

**To add text to a form:**

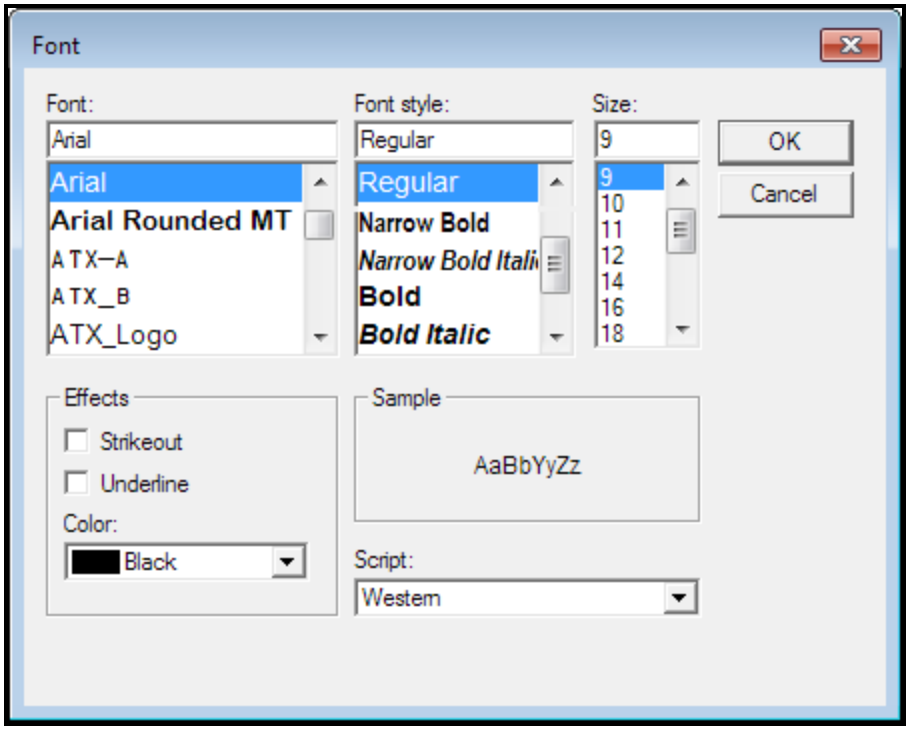
1. Open the form to the page/worksheet where you want to add the text.
2. From the **Edit** menu, select **Insert Text**.

   The cursor becomes a large **+** symbol.

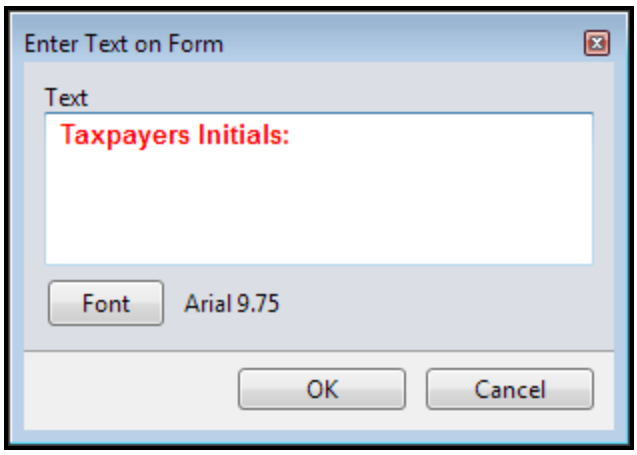
3. Drop the cursor anywhere on the page or worksheet where you want to place the text.




4. In the **Text** box, enter the text you want to appear.
5. Click the **Font** button to change the appearance of the text.



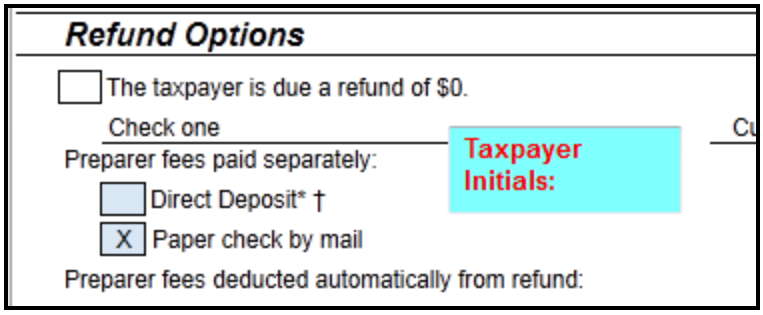

6. Make your selections; then, click **OK**.




7. Click **OK**.

   The dialog box closes and the text box appears on the form.

8. To adjust the text box, click to select it. Blue squares will appear around the text box.
9. Do either or both of the following, depending on how you want the image placed on the form:
   - To resize it, click the corner of the text box, and drag in or out on a diagonal.
   - To move it, click in the middle of the text box; then, drag the whole image to its location.

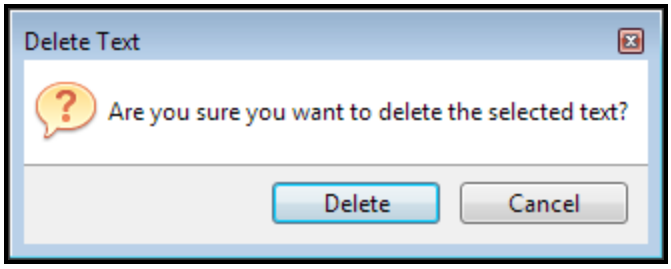



The text box is saved with the form when you save the return.

# Removing Text

**To remove inserted text from a form:**

1. Click the text in the form to select it.
2. Do one of the following:
   - Click the **Edit** menu; then, select **Remove Text**.
   - Press the **Delete** key.



3. Click **Delete**.

# Inserting Pictures on Forms

In ATX, you can add a picture or image to a form. For example, you can save your signature as an image file, add it to the **1040 Preparer** section, and save this as a **Customized Master** that can be used for all your returns. See Customizing Master Forms.

The application supports the .bmp, .gif, .jpg, and .png image formats. Once added to a form, the image will be printed (both physically and in PDF form) as an integrated part of the form.

The **Insert Picture** menu item will appear disabled on certain forms that are write-protected by the taxing agency.

## Inserting a Picture

**To add a picture to a form:**

1. Open the form to the page/worksheet where you want to add the picture.
2. From the **Edit** menu; then, select **Insert Picture**.

   The cursor becomes a large **+** symbol.

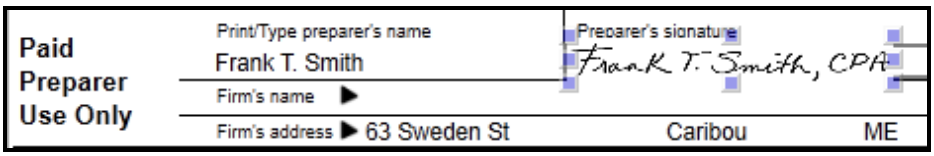
3. Drag and drop the cursor in the field where you want to insert the picture.

   A Windows **Open** dialog box appears.

4. Navigate to the location of the image/picture file; then, click **Open**.

   The image appears on the form.

5. To adjust the image, click to first select it. The selected image has blue squares surrounding the image.
6. Do either or both of the following, depending on how you want the image placed on the form:
   - To resize it, click the corner of the image, and drag in or out on a diagonal.
   - To move it, click in the middle of the image; then, drag the whole image to its location.

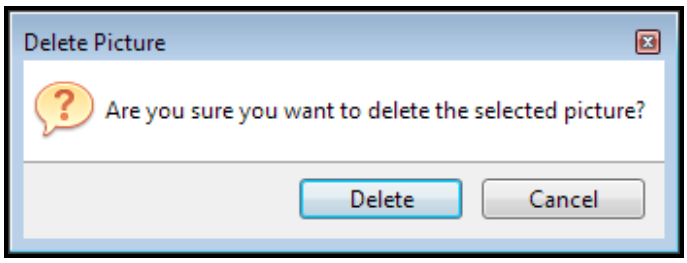



   The image is saved with the form when you save the return.

## Removing a Picture

**To remove a picture from a form:**

1. Click the picture in the form to select it.
2. Do one of the following:
   - Click the **Edit** menu; then, select **Remove Picture**.
   - Press the **Delete** key.




3. Click **Delete**.

# Input Sheets and Detail Schedules

Forms that use both an input sheet and a detail schedule also use a **Record Bar** to add, delete, sort, or find records. See Using the Record Bar.

Some of the forms that use this method of data entry are:

- **Schedule D** - Schedule D Input Sheet
- **Form 8949** - Sales and other Dispositions of Capital Assets
- **Form W-2** - Wage and Tax Statement Input Sheet
- **Forms 1120S and 1065** - Schedule K-1 Input Sheet

# Using Input Sheets or Detail Schedules

On multi-copy forms, you can use the **Input** sheet or the **Detail** schedule (or both).

**To enter data on input sheets or detail schedules:**

1. Open a form containing a multi-copy worksheet.
2. Click the **Input** or **Detail** tab at the bottom of the screen.
3. Complete the information required to report the tax event.
4. Review the Input sheet or the Detail schedule totals to verify that all calculations are correct.

In some cases, the calculations will not be correct until you enter all of the necessary information. In cases where you have chosen to use special calculation amounts, you will have to override certain fields and enter the correct information.

Columns in some Detail schedules may be sorted in ascending or descending order by clicking the column header. Additionally, when sorted, some forms will display an **Apply Sort to Form** button. Clicking the **Apply Sort to Form** button will sort the information in the form itself (for example, applying the sorted data in the Detail schedule of **Form 8949** will sort the same data in **Pages 1 and 2 (Parts 1 and 2) of Form 8949**.

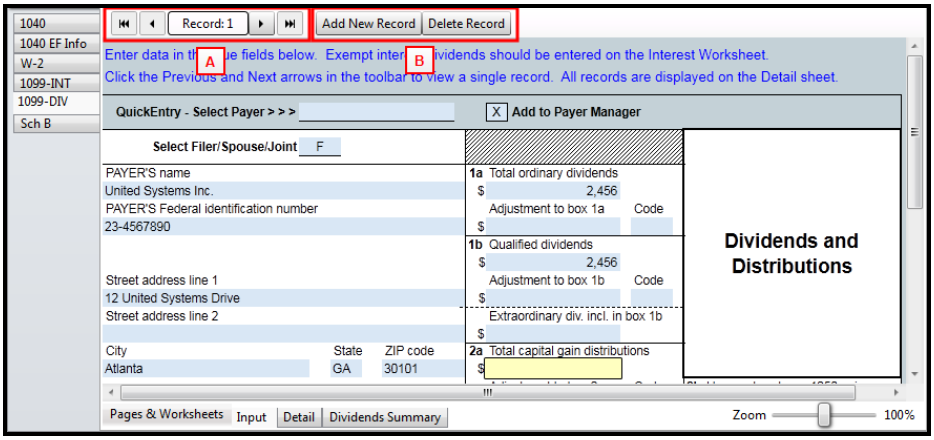
**To locate missing information or items that do not agree with the sums reported, click Check Return.**

# Using the Record Bar

Each input sheet and each line on a detail schedule is a record. Use the **Record Bar** above the input sheet or detail schedule to add, delete, or find records, or to browse through the records sequentially.

### To add records to an Input worksheet or Detail worksheet:

1. From the first page of the input sheet or detail schedule, click the **Input** or **Detail** tab, as desired.




2. Do one of the following:
   - Click the **Add New Record** button (*see B, above*).
   - Click the **Edit** menu, expand the **Record Tools** fly-out menu, and then select **Add New Record.**
   - Press **Ctrl+A**.

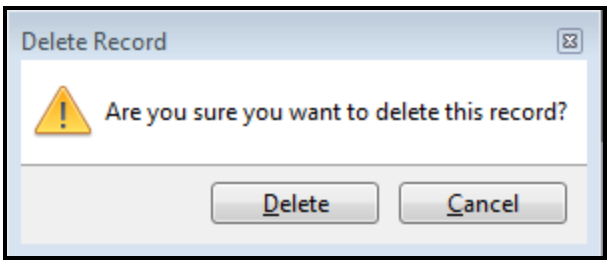
The Record number advances by one, and the Input Sheet fields are cleared.

### To navigate through the records (*see A, above*):

- To move sequentially through the records, use the **left** and **right** arrows directly beside the **Record** number.
- To return to the first record, click the **double left arrow**.
- To go to the last record, click the **double right arrow**.

### To delete records from an Input worksheet:

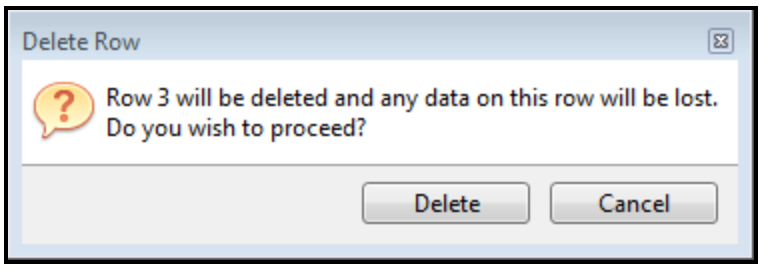
1. From the Input worksheet of the form, select the record to be deleted.
2. Do one of the following:
   - Click the **Delete Record** button (*see B, above*).
   - Click the **Edit** menu, expand the **Record Tools** fly-out menu, and then select **Delete Record**.
   - Press **Ctrl+D**.




3. Click **Delete**.

### To delete rows from a Detail worksheet:

1. From the **Detail** worksheet, select the row you want to delete.
2. Click the **Delete Record** button at the top of the worksheet.




3. Click **Delete**.

# Importing K-1 Data

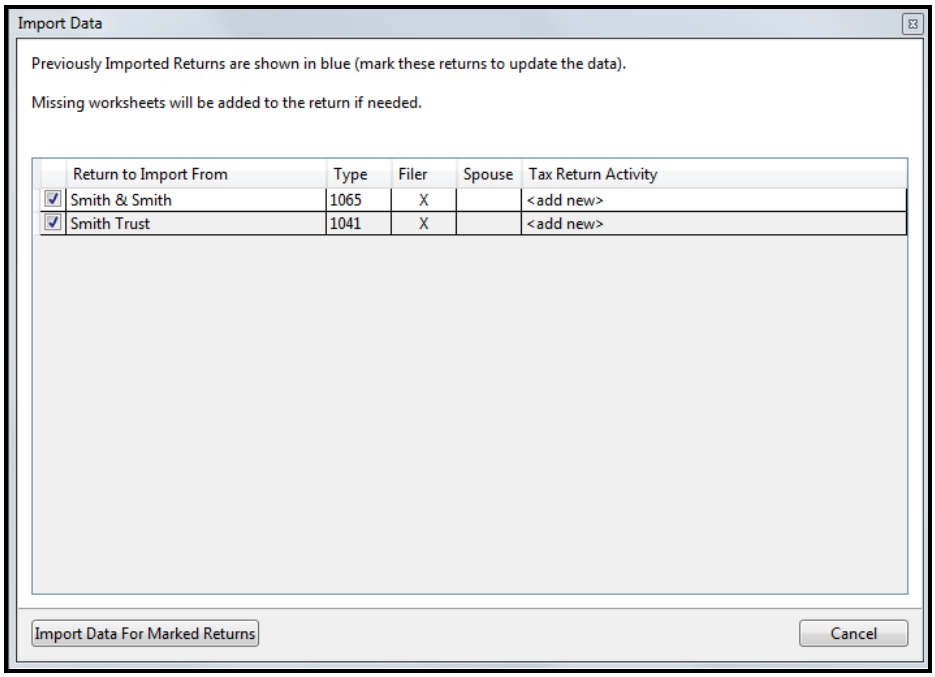
The following are instructions for importing Schedule K-1 information from 1041, 1065, and 1120S returns. You can import K-1 data into the following types of ATX returns: 1040, 1040NR, 1041, 1065, 1120, and 1120S returns.

## New Returns

**To import K-1 information:**

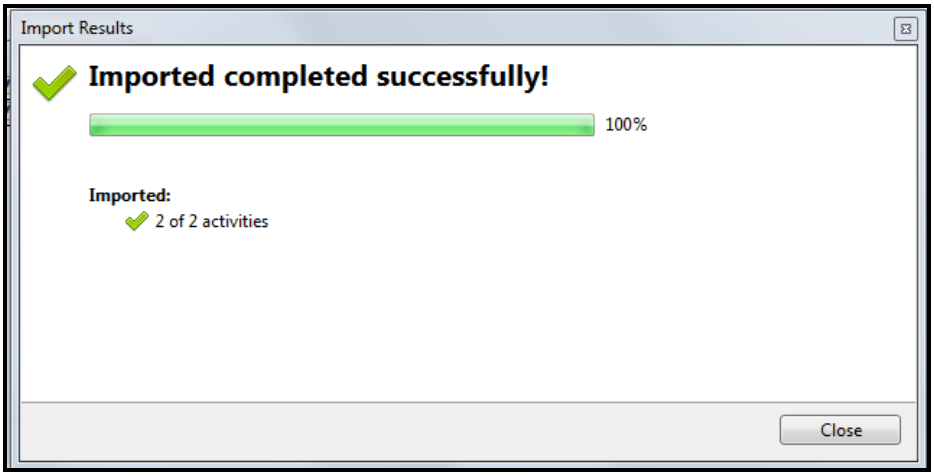
You must have a completed return with Schedule K-1 data. See Creating Returns.

1. Create a new return (supported return types are listed at the beginning of this topic).
2. With the new return open, click the **Returns** menu.
3. Expand the **Import Data** fly-out menu; then, select **K-1 Data**.

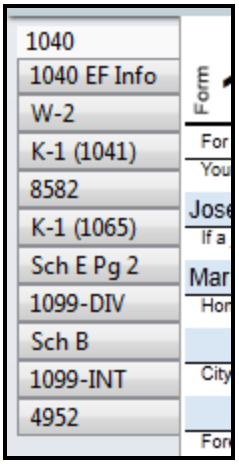



All returns are checked by default. If you do not want to import data from one or more of these returns, deselect the check box.

4. Click **Import Data For Marked Returns** to import the K-1 Data.




The information from the matching 1041, 1065, or 1120S return(s) is added to the applicable K-1 Input Worksheet(s) in the new return. The corresponding forms are added to the new return:




If you make subsequent adjustments to K-1 data on 1041, 1065, and 1120S returns, the system will notify you of changes when you open the corresponding new return. At that time, you'll be given the opportunity to update K-1 information.

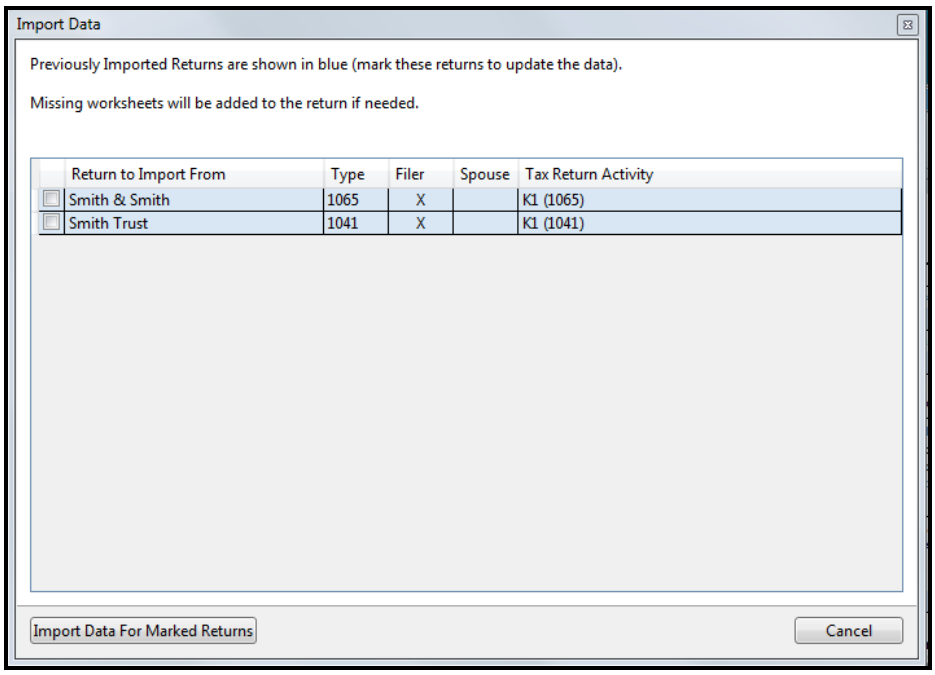
### Messages You May Receive

The SSN and/or EIN must be entered on the new return in order to begin importing data. If it is not in place, you'll receive a message dialog box. You'll also be notified if the system cannot locate any 1041, 1065, or 1120S returns with SSNs or EINs corresponding to the 1040 or 1040NR return.

## Updating K-1 Information on an Existing Return

**To update imported K-1 information on an existing return:**

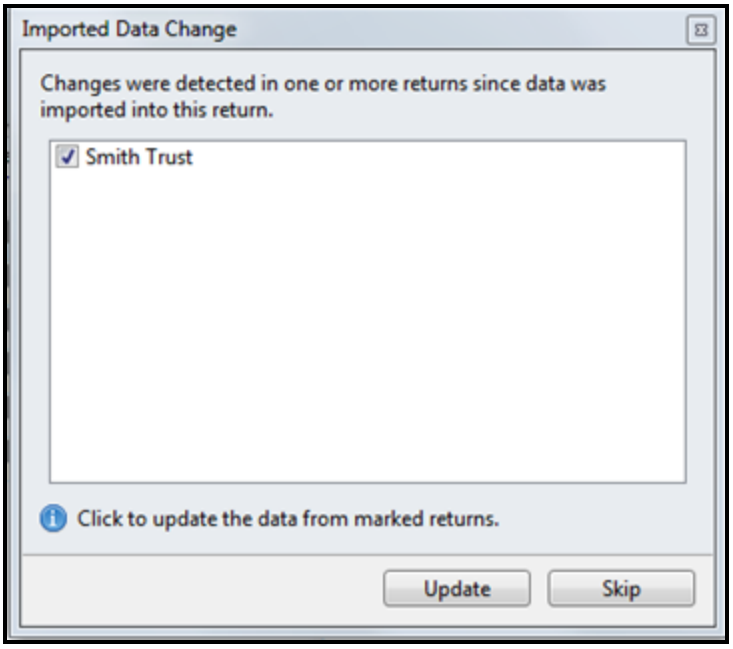
1. Make the changes to the **Sch K-1** form in the 1041, 1065, or 1120S return.
2. Open the existing return.
3. With the return open, click the **Returns** menu.
4. Expand the **Import Data** fly-out menu; then, select **K-1 Data**.




Previously imported returns are shown in blue.

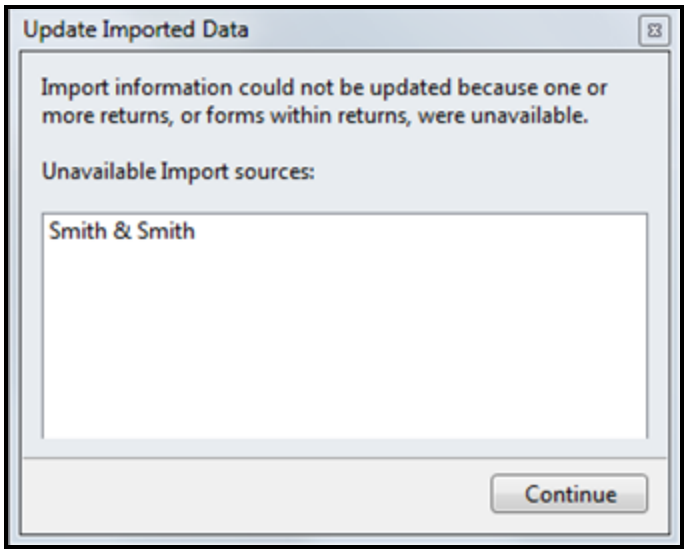
5. Select the check boxes for the returns you want import.
6. Click **Import Data For Marked Returns**.
   ATX loads the new data into the new return.

# Opening a Return When Associated K-1 Data Has Changed




Click **Update** to import the changed data into the destination return, or click **Skip** to open the return without updating the K-1 data.

## Unavailable Source Returns or Forms Within Source Returns

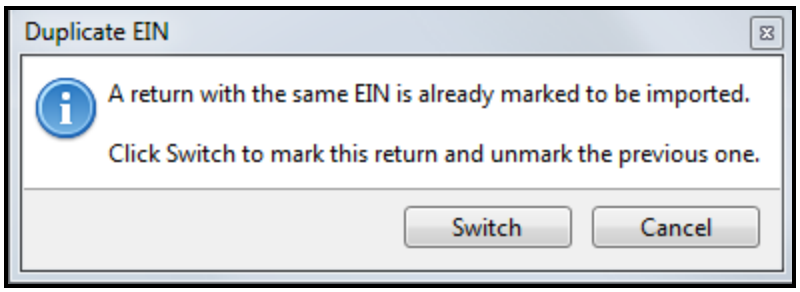



Click **Continue** to open the return without updating the data.

## Amended Source Returns

If a source return is amended, both the original and the amended return appear in the **Import Data Change** dialog box. Select the Amended return and click **Update**.

If you try to select the original source return, you'll receive a **Duplicate EIN** message:



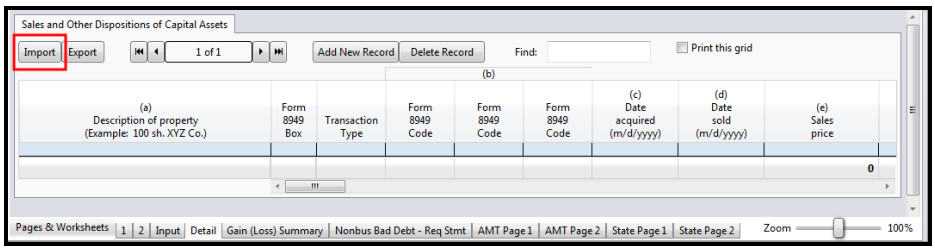

Click **Switch** to select the **Amended** return instead.

# Importing Data from .csv Files

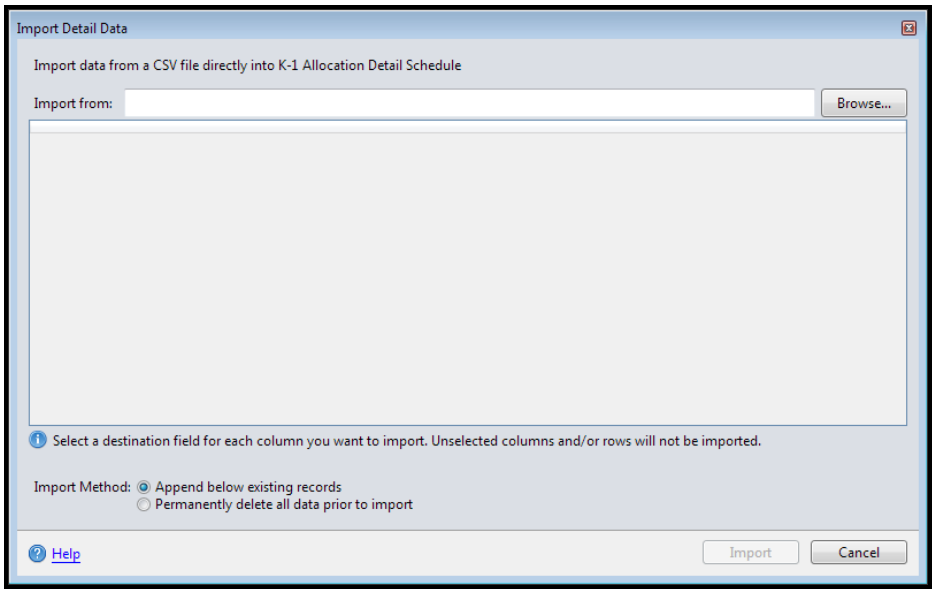
On select forms with Detail worksheets, you can import detail data from .csv files directly into the worksheet.

**To import detail data from a .csv file to a detail worksheet:**

1. Open the form.
2. At the bottom of the form, click the **Detail** tab.



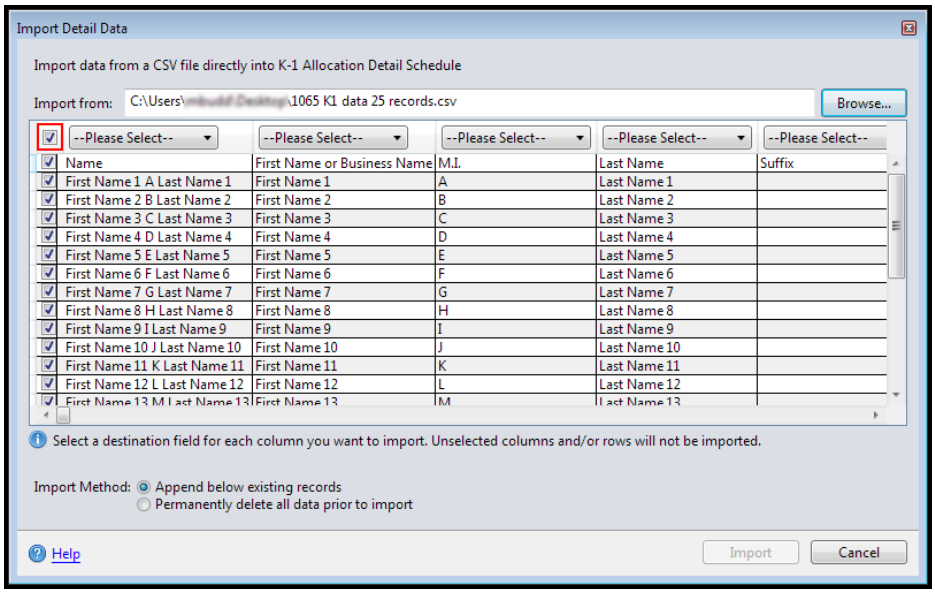

3. Click the **Import** button.



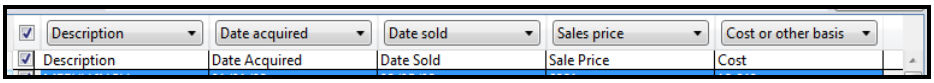

4. To import the .csv file, click **Browse**.

   The Windows **Open** dialog box appears.

5. Navigate to the .csv file you want to import.
6. Click **Open**.

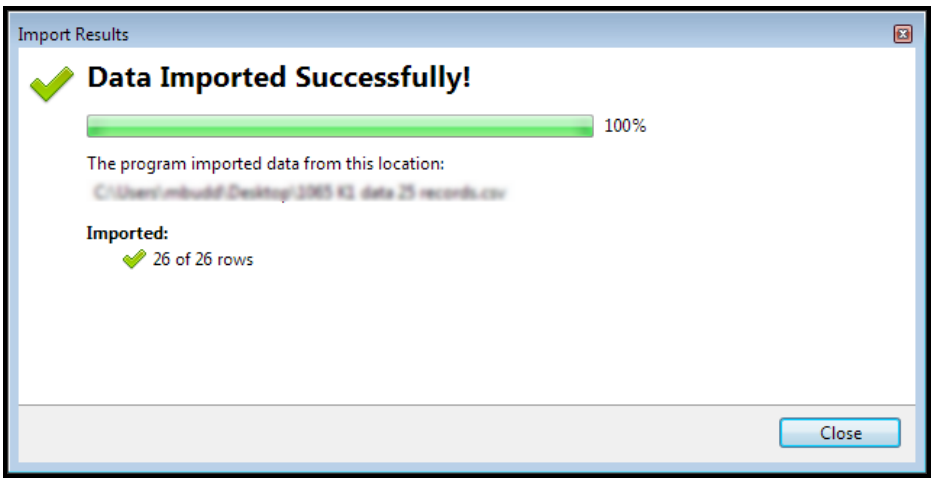


7. Select the check box for any row of data you want to import. To select all rows, select the topmost check box (outlined in red).
8. In each column header, click the drop-down arrow (beside **"Please Select"**) and select an information type for that column of data.




For columns to which you cannot assign an information type, leave the program default (**Please Select**) or select **Omit this column** from the drop-down menu.

9. At the bottom of the dialog, select one of the following **Import Methods**:
   - **Append below existing records** - this option adds the import data you select.
   - **Permanently delete all data prior to import** - this option deletes all the existing data and imports only the information selected here.
10. Click **Import.**




11. Click **Close**.

# Saving an .xls as .csv

**To save an Excel spreadsheet as a .csv file:**

1. With the desired spreadsheet open in **Excel**, click the **File** menu; then, select **Save As**.

   The **Save As** dialog box appears.

2. Browse to the location to which you would like to save your file.
3. In the **Save as type:** drop-down list, select **csv (comma delimited)**.
4. Click **Save**.

# Accounting Import

You can import your accounting data into tax returns from CAS Client Write-Up or QuickBooks Online. This section provides information on supported forms and how to perform each type of accounting import.

CAS Client Write-Up import:

- Accounting Import for CAS
- Importing CAS Accounting Data into ATX
- Exporting CAS Files

QuickBooks Online import:

- Accounting Import QuickBooks Online
- Importing QuickBooks Online Accounting Data into ATX
- Data from QuickBooks
- Importing Another Company into a Return

# Accounting Import QuickBooks Online

ATX Tax software can import your accounting data into tax returns from QuickBooks Online.

## Supported Returns and Activities:

The Accounting Import feature imports accounting data into the following forms:

Form 1040, *U.S. Individual Income Tax Return*

- Schedule C (1040), *Profit or Loss from Business*

Form 1065, *U.S. Return of Partnership Income*

Form 1120, *U.S. Corporation Income Tax Return*

Form 1120S, *U.S. Income Tax Return for an S Corporation*

## Importing QuickBooks Online Accounting Data into ATX

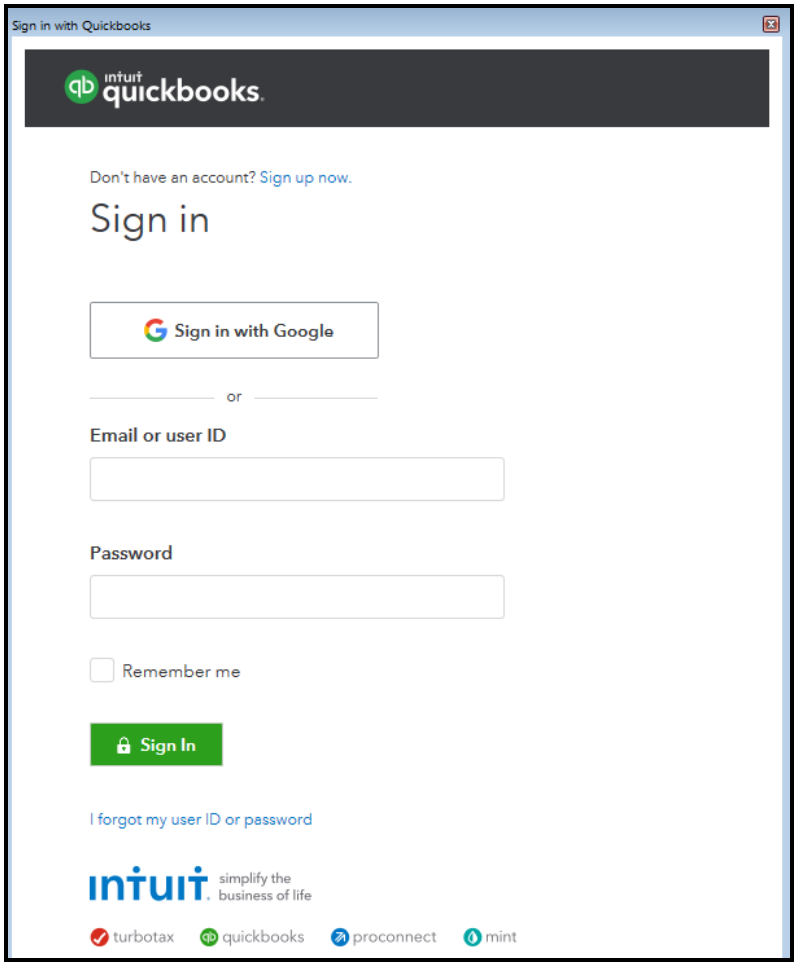
Accounting data exported from QuickBooks Online can be imported into ATX and the amounts will flow to the activities mapped during the import process. If the required forms do not yet exist in the return, they will need to be added before doing the import process. See Accounting Import QuickBooks Online.

**To import accounting data:**

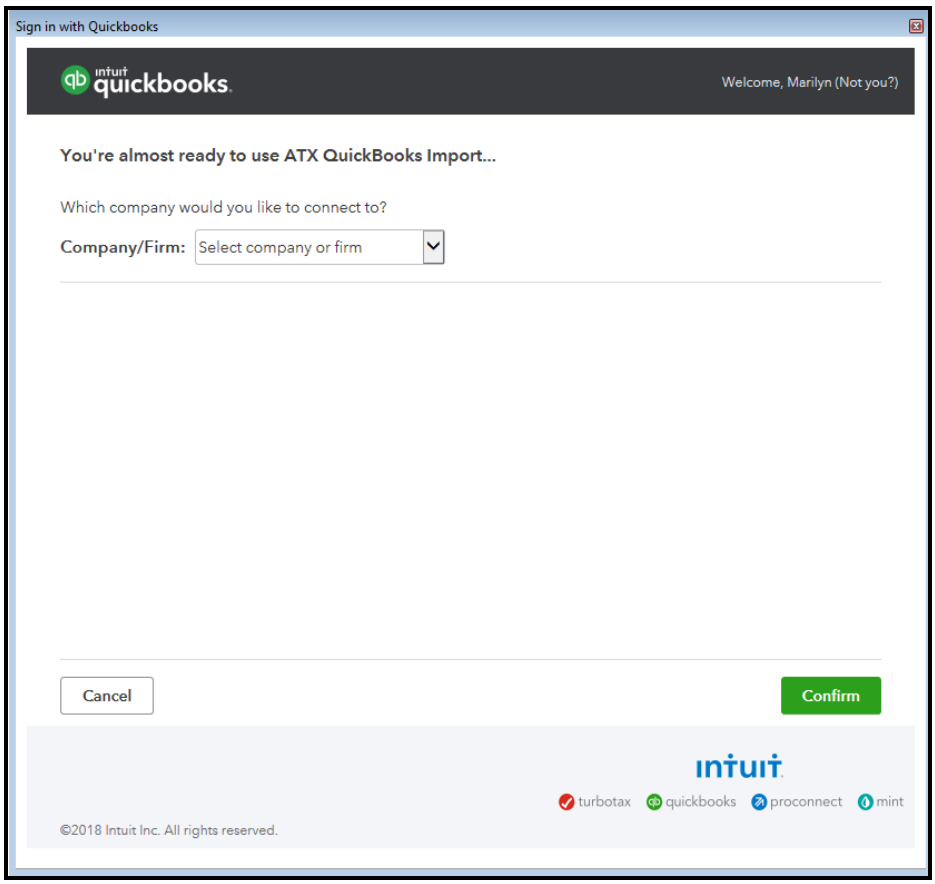
1. Open your client's tax return in ATX.

   The Schedule C (1040), *Profit or Loss from Business*, must already be added to the return.

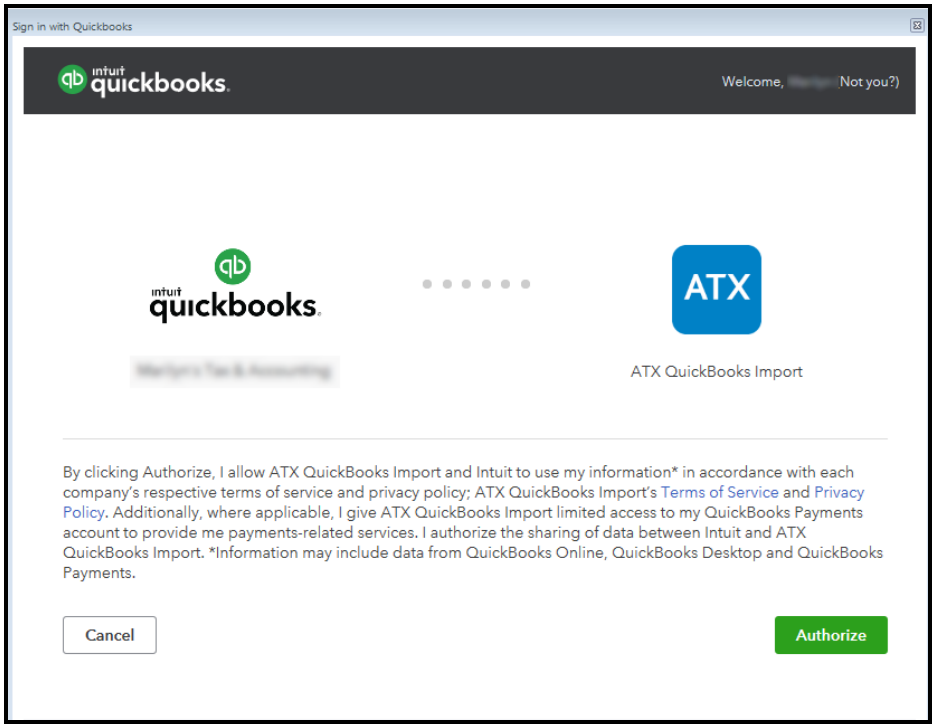
2. From the **Returns** menu, select **Accounting Import**, and then click **QuickBooks Online**.



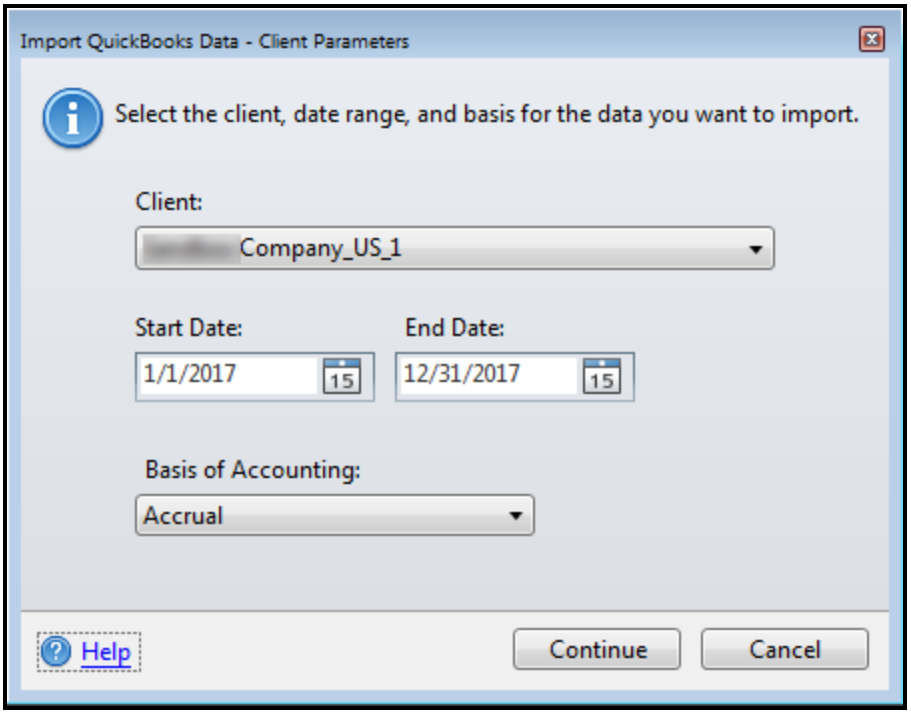

3. Enter your e-mail address or user ID in the **Email or user Id** box.
4. Enter your password in the **Password** box.
5. Click the **Remember me** check box if you want QuickBooks to remember your User ID the next time you log in.
6. Click **Sign In.**
   - You may be asked to validate your information either by text or e-mail. Select your preferred method and click **Continue**. Once you receive the 6-digit code enter the code in the **Enter the 6-digit code** box, and click **Continue**.



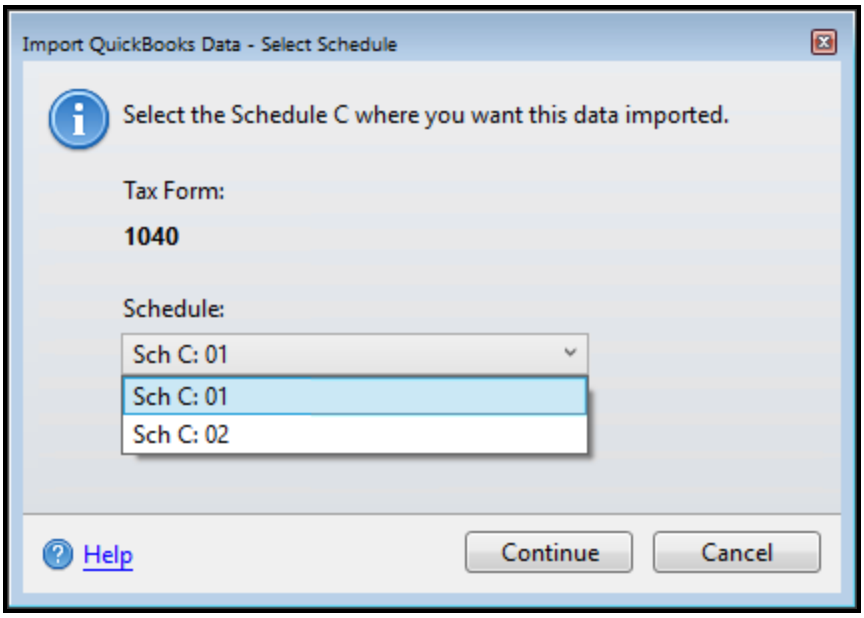

8. Select the **Company/Firm** from the drop down list, and then click **Confirm**.



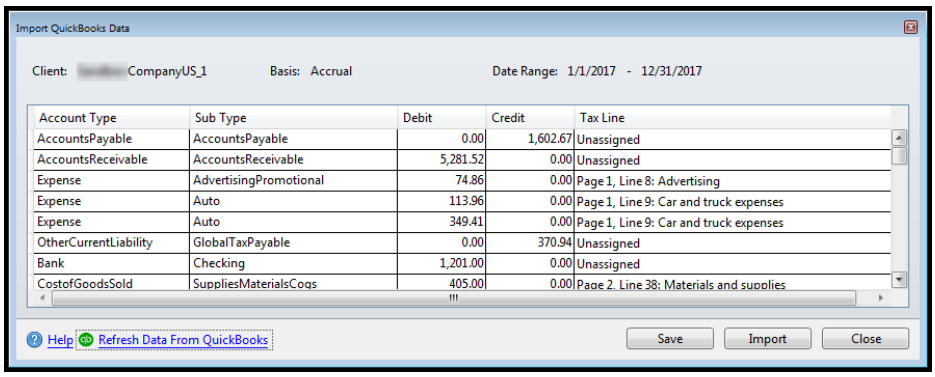

9. Read the authorize conditions, and then click **Authorize**.




10. Select a company from the **Client** drop-down list.
11. Enter a starting date in the **Start Date** box and ending date in the **End Date** box.
12. Select the basis of accounting from the **Basis of Accounting** drop down list, and then click **Continue**.




13. Select the schedule from the **Schedule** drop down list. This step is only for 1040 return types.




14. From the **Import QuickBooks Data** dialog box verify the mapping information, and then click **Import**. ATX auto assigns tax lines based on the account type and sub type. See Data from QuickBooks .

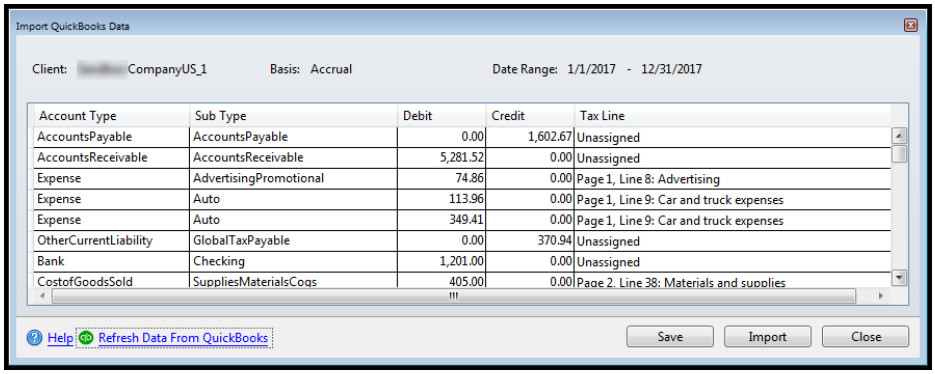
**Unassigned** items in the **Tax Line column** do not import, so you should verify all line mapping before importing accounting data. If changes are needed for the **Tax Line** column, click the cell and use the drop down list to make changes. Once changes are complete, click **Save** to save the changes. ATX saves these changes and uses them the next time the client is selected.

Clicking the **Refresh Data From QuickBooks** link resets assigned mapping for the client.

15. Click **Import**.

## Data from QuickBooks

The Import QuickBooks Data dialog box allows you to change tax line mapping, and/or update imported data from QuickBooks.




### Changing Tax Line Mapping

If changes are needed to the **Tax Line** column, click the cell and use the drop down list to make changes. Once changes are complete, click **Save** to save the changes. ATX saves these changes and uses the saved mapping the next time the client is selected.

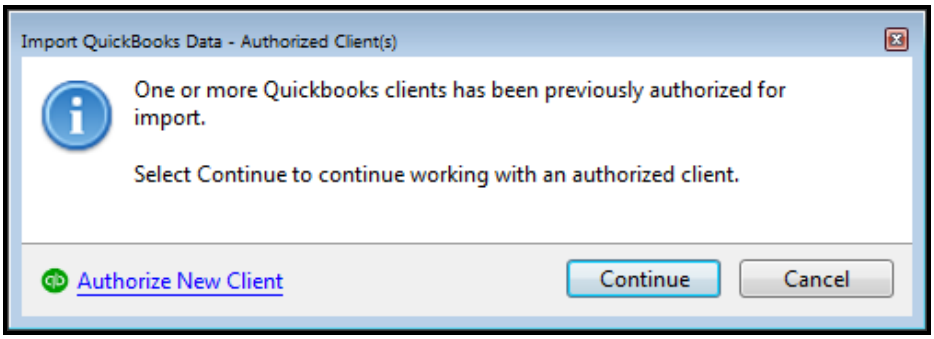
Clicking the **Refresh Data From QuickBooks** link resets assigned mapping for the client.

### Refresh Data and Re-Import

There are times that you may need to refresh the data from QuickBooks and re-import the information to ATX.

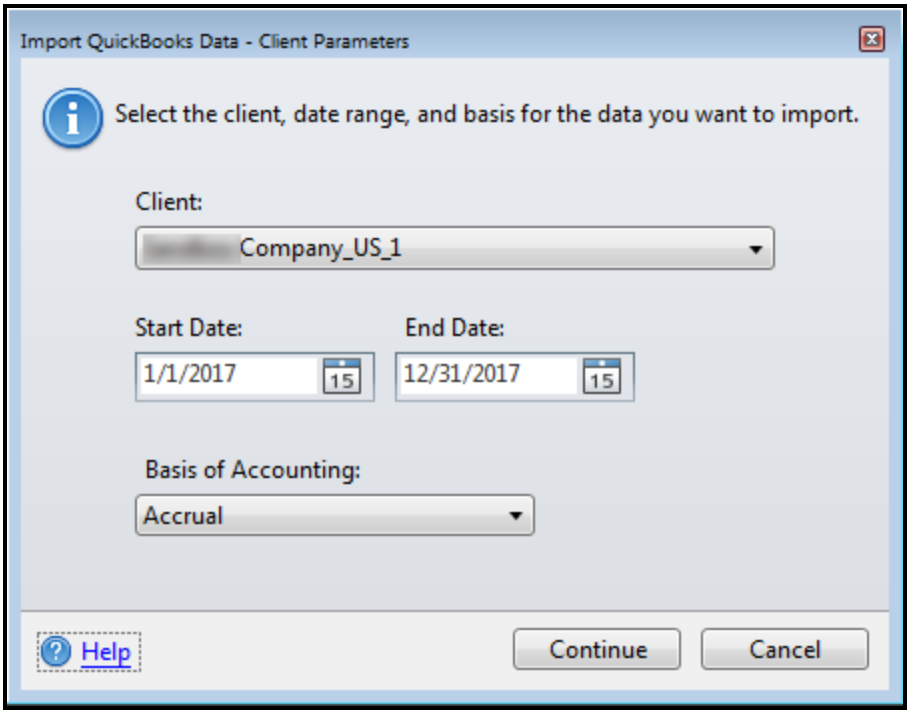
### To refresh the data from QuickBooks and re-import:

1. Open your client's tax return in ATX.
2. From the **Returns** menu, select **Accounting Import**, and then click **QuickBooks Online**.
   - If prompted log in to QuickBooks.

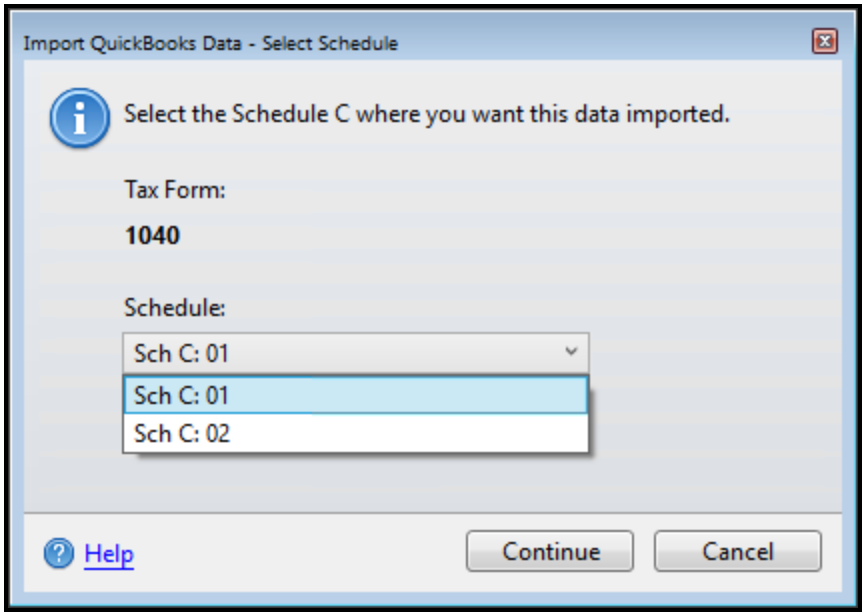



3. From the **Import QuickBooks Data Authorized Client(s)** dialog box, click **Continue**.
   - Click **Authorize New Client** if you have more than one client for this return or if the wrong client was selected.

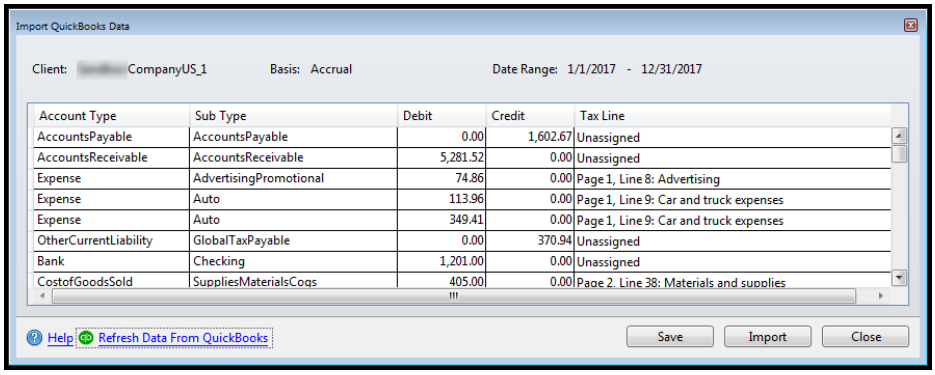
If the wrong client was selected previous imported data is not removed, verify information after import.




4. Select a company from the **Client** drop-down list.
5. Enter a starting date in the **Start Date** box and ending date in the **End Date** box.
6. Select the basis of accounting from the **Basis of Accounting** drop down list, and then click **Continue**.




7. Select the schedule from the **Schedule** drop down list. This step is only for 1040 return types.




8. Click the **Refresh Data From QuickBooks** link, verify the mapping and then click **Import**.

**Unassigned** items in the **Tax Line column** do not import, so you should verify all line mapping before importing accounting data. If changes are needed for the **Tax Line** column, click the cell and use the drop down list to make changes. Once changes are complete, click **Save** to save the changes. ATX saves these changes and uses them the next time the client is selected.

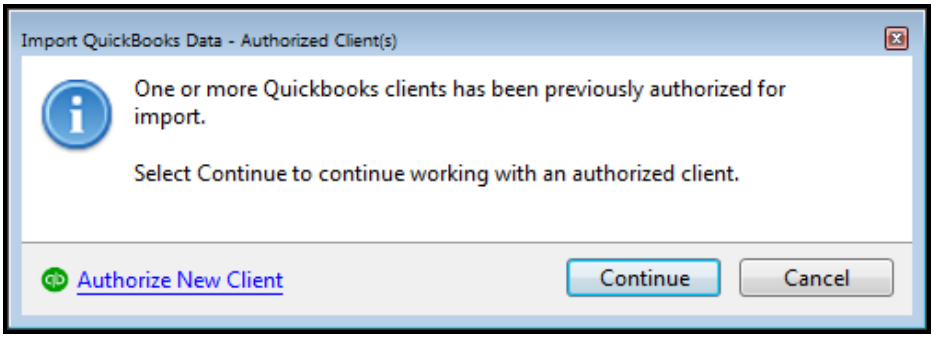
Clicking the **Refresh Data From QuickBooks** link resets assigned mapping for the client.

## Importing Another Company into a Return

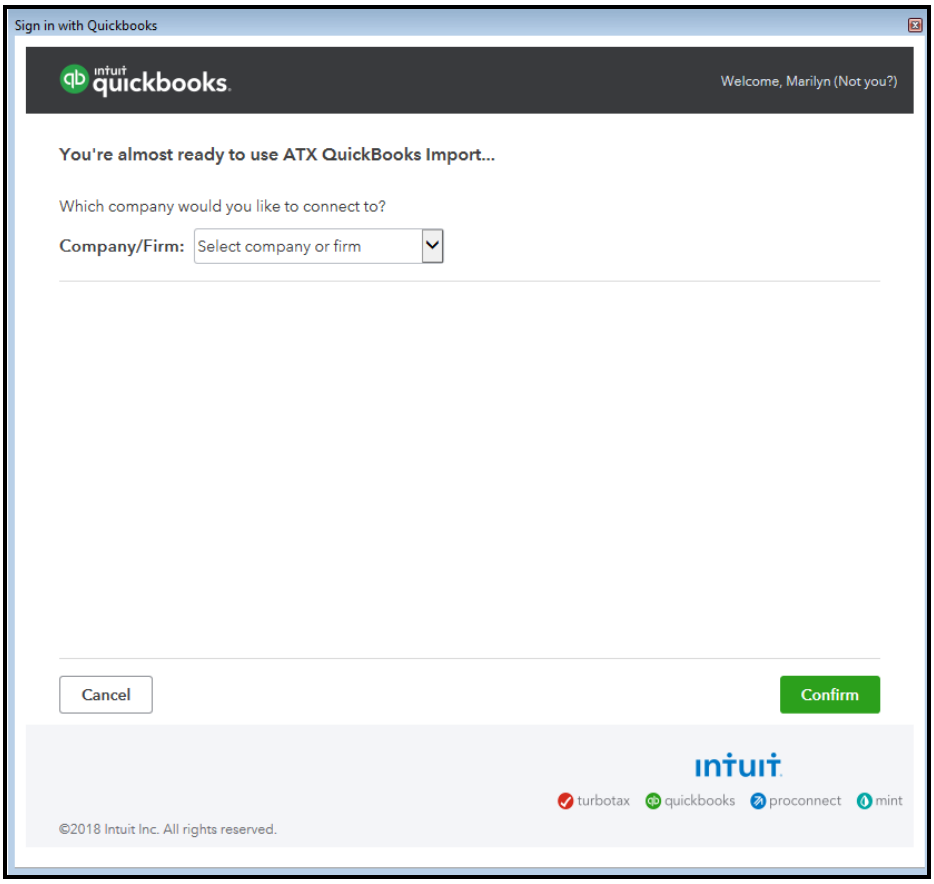
When a client has more than one schedule for a return you can use the **Authorize New Client** link to import the additional accounting data into ATX.

**To add an additional company to a return:**

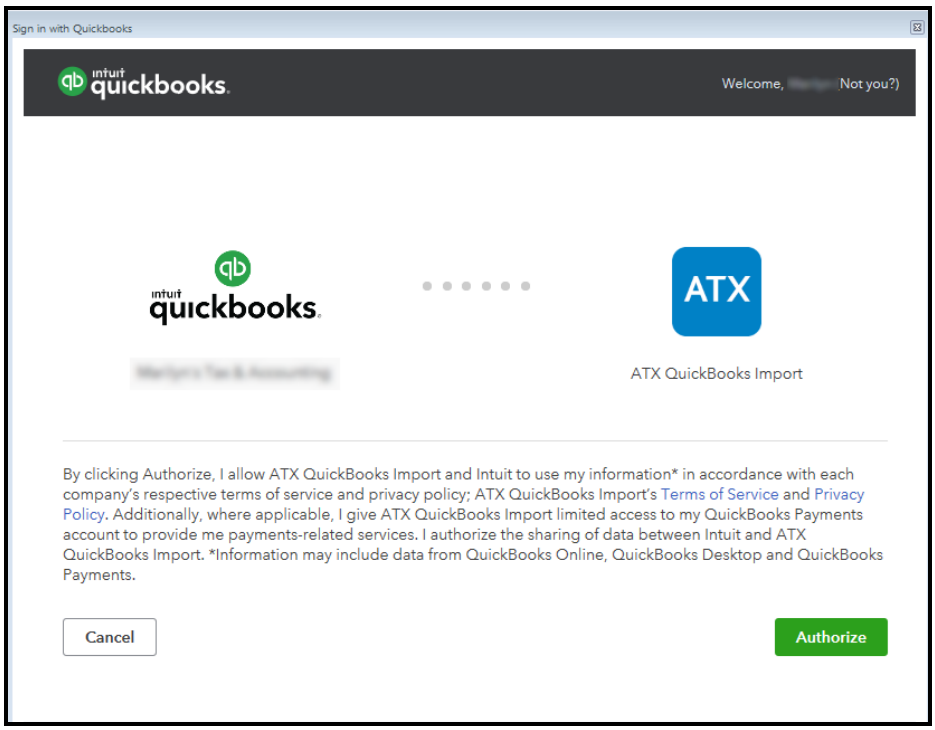
1. Open your client's tax return in ATX.
2. From the **Returns** menu, select **Accounting Import**, and then click **QuickBooks Online**.
   - If prompted log in to QuickBooks.



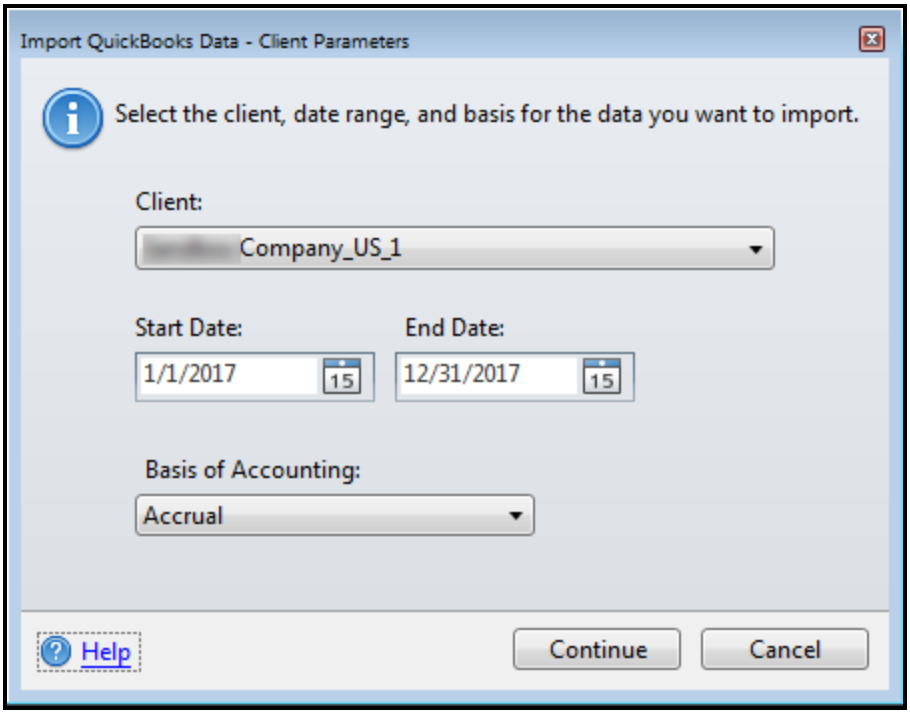

3. Click **Authorize New Client** if you have more than one client for this return.



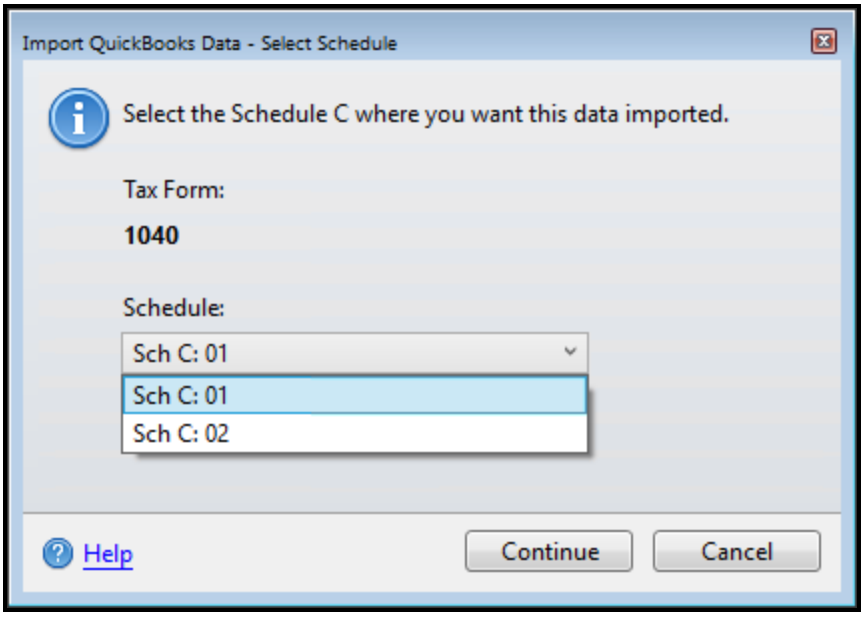

4. Select the **Company/Firm** from the drop down list, and then click **Confirm**.



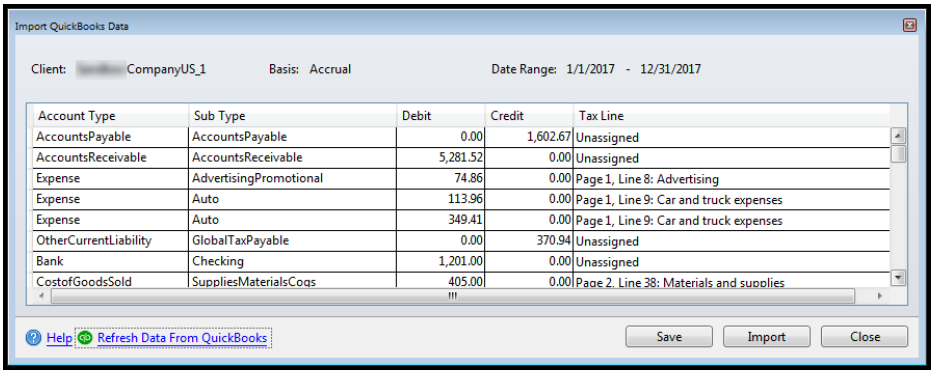

5. Read the authorize conditions, and then click **Authorize**.




4. Select a company from the **Client** drop-down list.
5. Enter a starting date in the **Start Date** box and ending date in the **End Date** box.
6. Select the basis of accounting from the **Basis of Accounting** drop down list, and then click **Continue**.




7. Select the schedule from the **Schedule** drop down list. This step is only for 1040 return types.




8. From the **Import QuickBooks Data** dialog box, verify the mapping information, and then click **Import**. ATX auto assigns tax lines based on the account type and sub type. See Data from QuickBooks .

**Unassigned** items in the **Tax Line column** do not import, so you should verify all line mapping before importing accounting data. If changes are needed for the **Tax Line** column, click the cell and use the drop down list to make changes. Once changes are complete, click **Save** to save the changes. ATX saves these changes and uses them the next time the client is selected.

Clicking the **Refresh Data From QuickBooks** link resets assigned mapping for the client.

# Accounting Import for CAS

ATX Tax software can import your accounting data into tax returns from CAS Client Write-Up. Accounting Data must be exported from CAS and GL accounts must be mapped to their corresponding tax line. Once mapping is complete, the data may be imported into ATX and the amounts will flow to the mapped tax lines.

## Supported Returns and Activities:

The Accounting Import feature imports accounting data into the following forms:

Form 1040, *U.S. Individual Income Tax Return*

- Schedule C (1040), *Profit or Loss from Business*
- Schedule E (1040), *Supplemental Income and Loss* (rent and royalty properties)
- Schedule F (1040), *Profit or Loss from Farming*
- Form 4835, *Farm Rental Income and Expense*

Form 1065, *U.S. Return of Partnership Income*

Form 1041, *U.S. Return for Estates and Trusts*

Form 8825, *Rental Real Estate Income and Expenses of a Partnership or an S Corporation*

Form 1120, *U.S. Corporation Income Tax Return*

Form 1120S, *U.S. Income Tax Return for an S Corporation*

Form 990, *Return of Organization Exempt From Income Tax*

Form 990EZ, *Short Form Return of Organization Exempt From Income Tax*

## Importing CAS Accounting Data into ATX

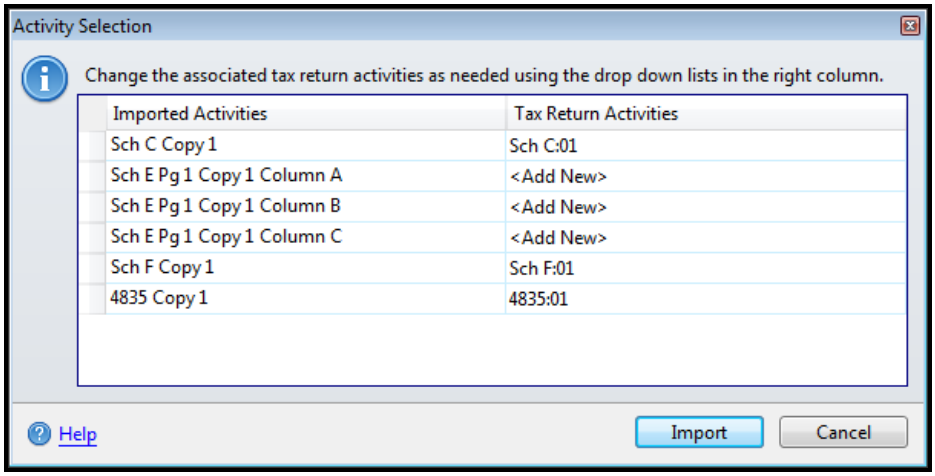
Accounting data exported from CAS may be imported into ATX and the amounts will flow to the activities mapped during the export from CAS. It is not necessary to add activities to the tax return prior to the import. If the required forms do not yet exist in the return, they will be added during the import process.

**To import accounting data:**

1. Open your client's tax return in ATX.

   The SSN or EIN must already be entered.

2. Click the **Returns** menu; then, expand the **Accounting Import** fly-out menu and select **Client Write-Up**.




If the file has been saved to another location during export, you will see a browse dialog box. Simply browse to the export file, click **Open**, then the **Activity Selection** dialog box will appear.

The **Imported Activities** column lists each activity to be imported. The **Tax Return Activities** column shows the form(s) to which data will be imported. **<Add New>** signifies that the form will be added during the import process.

3. Click **Import** to complete the process.

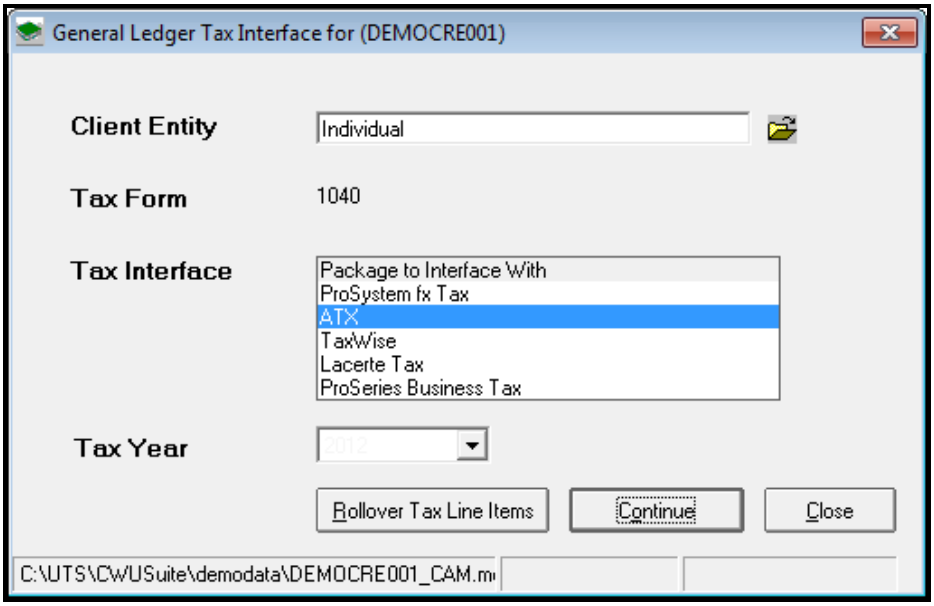
   The **Import Progress...** dialog box appears, followed by the **Import Results** dialog box.

All necessary forms have been added to the return and totals have been imported to the mapped tax lines.

## Exporting CAS Files

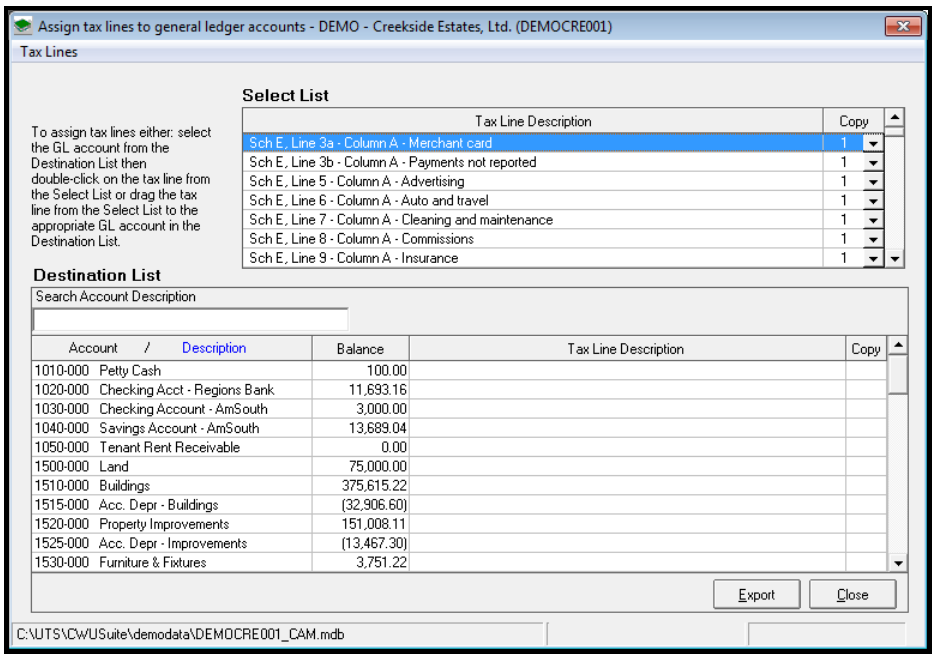
**To export CAS files in IMP format:**

1. With the desired client open in CAS, click the **Activities** menu; then, expand the **Exports** fly-out menu and select **Tax Export**.




2. In the **General Ledger Tax Interface for** dialog box, select the **Client Entity**, **Tax Interface** (ATX), and **Tax Year**.
3. Click **Continue**.

If you have another CAS client that has already been mapped and you would like to use identical mappings for this client or if you would like to rollover mappings for this client from a prior year, click **Rollover Tax Line Items** then follow the instructions in the **Roll In Tax Line Assignments from** dialog box.




4. Do one of the following:
   - Select the desired GL account in the **Destination List**; then, double-click the corresponding tax line in the **Select List**.
   - Drag the desired tax line from the **Select List** to the appropriate GL account in the **Destination List**.
5. Click **Export**.

   The **Browse For Folder** dialog box appears.

6. Do one of the following:
   - Click **OK** to export to the default location (recommended).
   - Browse to another save location for the export, then click **OK**.

# Form Update Report

When updates are downloaded to your system, the **Form Update Report** dialog box tells you about the changes to forms. This dialog box has two tabs:

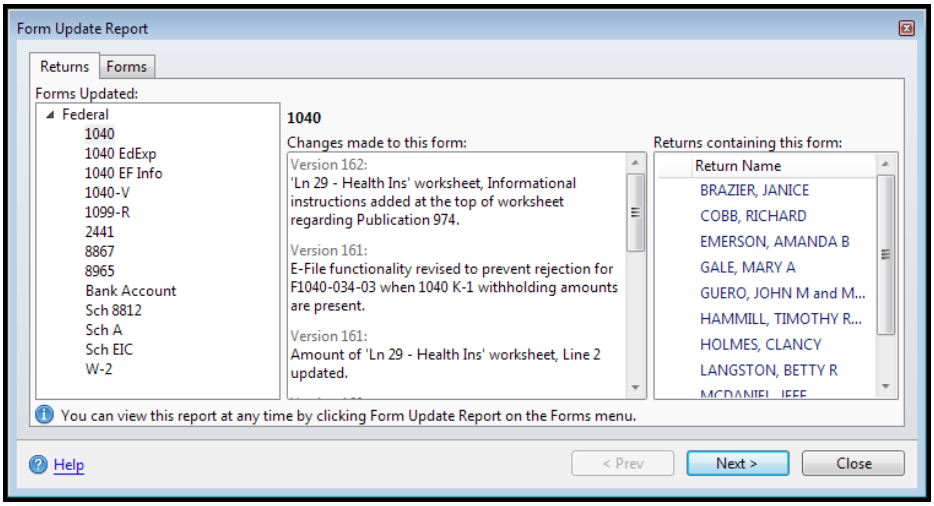
- Form Update Returns Report
- Form Update Forms Log

## Form Update Returns Report

The **Form Update Report** lists forms that have been updated that are included in your returns.

**To view the Form Update Returns Report:**

1. Do one of the following:
   - Click the **Forms** menu; then, select **Form Update Report**.
   - Click the **Updates** button; then, on the **Updates** dialog box, click the **Form Update Report** link.
   - From any **Updates** dialog box, click the **Form Update Report** link.




2. Click **Next** to see the changes made to the next form in the **Forms Updated** list.

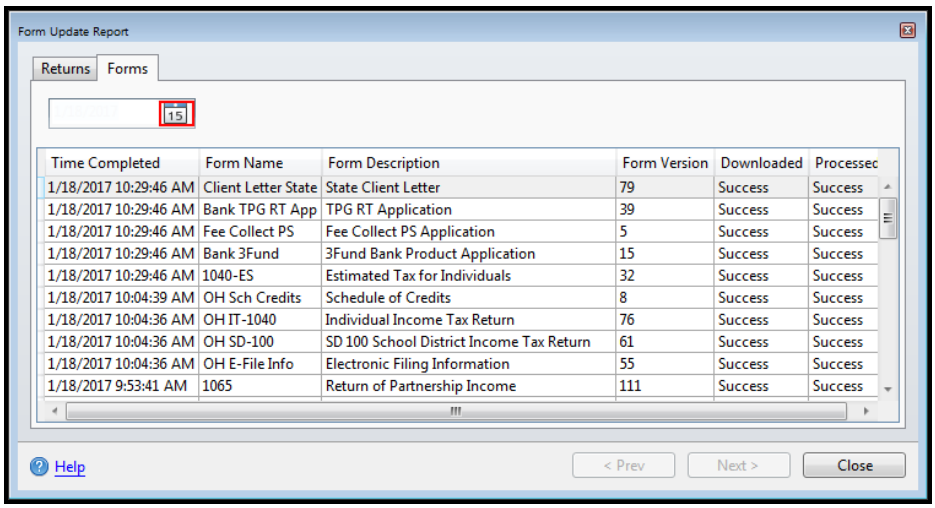
| UI Element | Description |
|---|---|
| Forms Updated | Lists the forms that were included in the update. |
| Changes made to this form | Lists the changes made in the form selected in the **Forms Updated** pane. |
| Returns containing this form | Lists the return names containing the form that is selected in the **Forms Updated** pane. A check mark indicates a return that has been marked **Complete**. |
| Help | Opens Program Help. |
| Prev/Next | Moves to the information for the **Previous** or **Next** form in the **Forms Updated** pane. |
| Close | Closes the dialog box. |

# Form Update Forms Log

The **Form Update Forms Log** lists all forms updated on a selected day.

**To view the Form Update Log:**

1. Do one of the following:
   - Click the **Forms** menu; then, select **Form Update Report**.
   - Click the **Updates** button; then, on the **Download Form Updates** dialog box, click the **Form Update Report** link.
   - From any **Updates** dialog box, click the **Form Update Report** link.
2. Click the **Forms** tab.



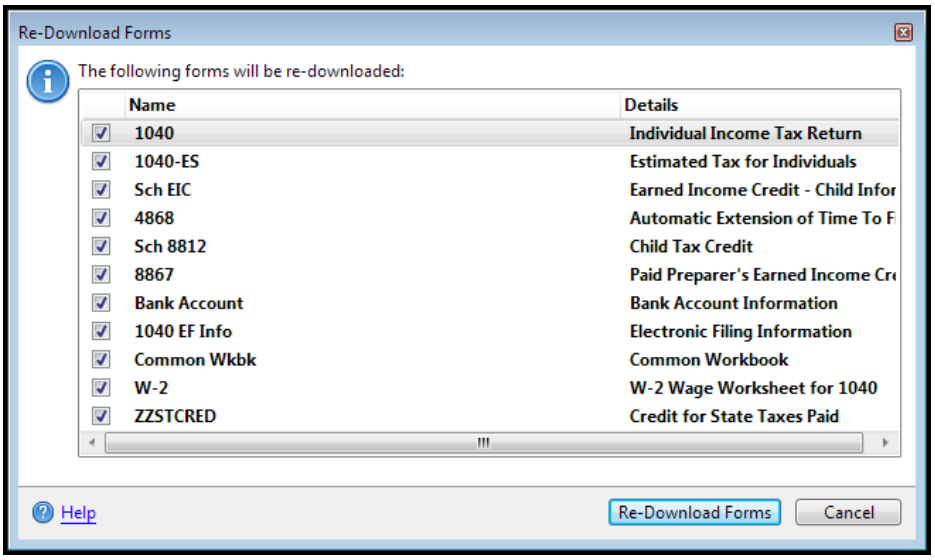

3. To view the update log for a different date, click the calendar (outlined in red) and select a new date.

# Re-Downloading Forms in Marked Returns

This function allows you to delete corrupted forms in specific returns and replace them with the most up-to-date forms.

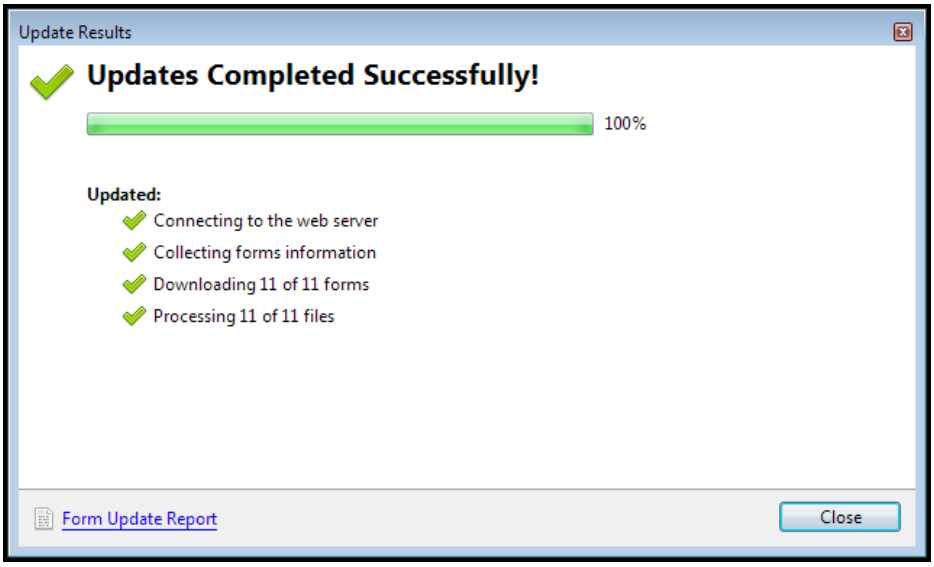
**To re-download forms in marked returns:**

1. In Return Manager, mark the return(s) whose forms you want to replace.
2. Click the **Support** menu.
3. Select Customer Service Utilities; then, select **Re-Download Forms in Marked Returns**.




All the forms in the return will be checked. If you do not want to replace a specific form, simply clear the check box.

4. Click **Re-Download Forms**.




5. To view the list of updated forms, click the Form Update Report link, and select the **Forms** tab.

Chapter

11

# E-filing

*E-filing is a complex subject. For those who are unfamiliar with e-filing, we've provided a long list of topics that will give you the background and information you need to get set up and begin e-filing returns.*

Aside from the regular ATX System Requirements, the only requirement for e-filing is broadband internet access.

## Federal E-filing Requirements and Eligibility

### Apply to File Returns Electronically

To become an authorized e-file provider, follow directions on the Becoming an Authorized e-file Provider page of the IRS Web site.

If your application is accepted, you may continue to participate in the program as long as you and your business meets and adheres to IRS e-file requirements.

This process can take up to 45 days to complete.

### Receive Your EFIN

If you are approved, you'll receive an acceptance letter containing your credentials and your unique **Electronic Filing Identification Number (EFIN)**, which must appear on all your e-filed returns.

You only complete the application once. After you have been authorized to participate, you will receive an acceptance letter before the start of every subsequent tax season, as long as all of the following are true:

- Your address is up-to-date on IRS e-file Application records;
- You transmitted at least one e-file that was acknowledged as accepted for the previous or the current year;
- You are not denied, suspended, or expelled from participation in IRS e-file.

Preparers operating in California, New York, Maryland, and Oregon must meet additional requirements mandated by their respective State Agencies State or Local E-filing Requirements.

# State or Local E-filing Requirements

There are considerable state-to-state variances in e-filing rules and requirements. Some states allow you to e-file your returns directly to them, while others only accept e-files after they have first been validated and forwarded by the IRS. You may e-file state returns using one of three methods, as determined by the state:

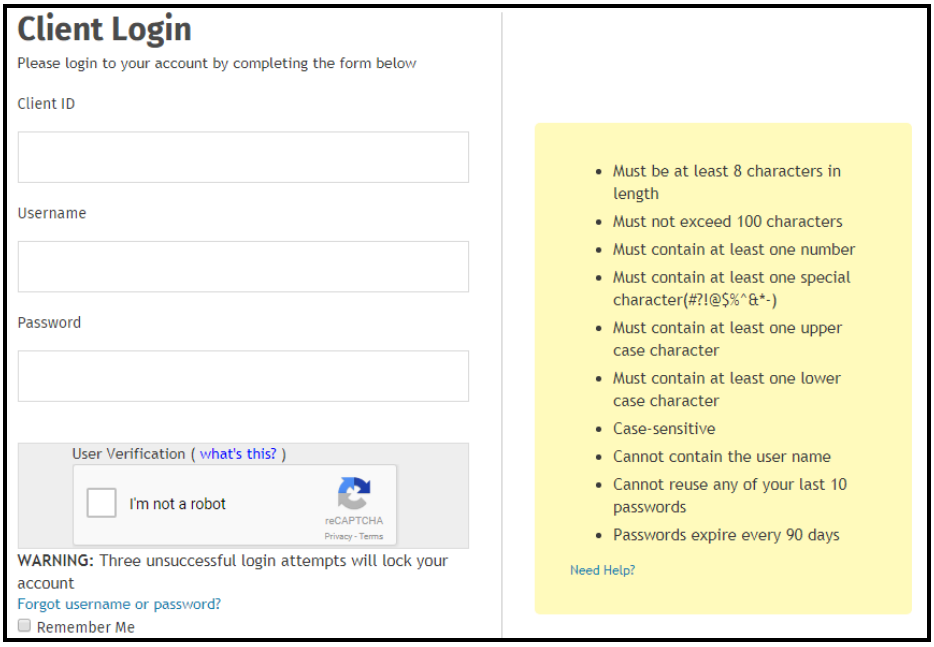
- **Linked or Fed/St -** The federal and state returns are linked together. The IRS will verify that the indicated Federal return has been accepted before forwarding the state return to the state. If the Federal return has not been received, or has been rejected, the state return will be rejected with Error Code **STATE-902: The IRS Submission ID referenced in the State Submission Manifest must be in accepted status**.
- **State Only e-file (Unlinked)** - State Only e-file is a joint IRS/state program. The IRS receives state e-file returns, validates that they are in the proper format (but doesn't validate the data or content), and then forwards them to the state(s).
- **Direct e-file** - A direct e-file state accepts transmissions independently and without regard to the status of the Federal e-file. However, we do not recommend transmitting an e-file directly to a state until the IRS has acknowledged receipt of an error-free Federal return.

**To learn about a particular state's e-filing requirements, or about the transmission method you need to use:**

1. Go to www.MyATX.com in your Internet browser.

   The MyATX Solution Center page appears.

2. In the upper right corner of the page, click the **Login** link.

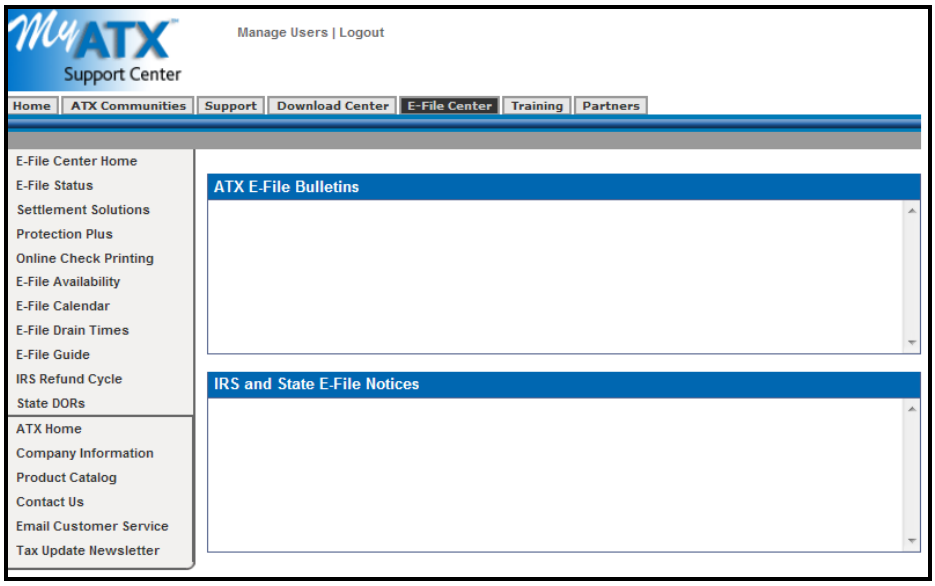



3. If you are not logged in, enter our **Client ID** in the **Client ID** box and press the **Tab** key
4. Enter your **User Name** in the **User Name** box and press the **Tab** key.
5. Enter your **Password** in the **Password** box.

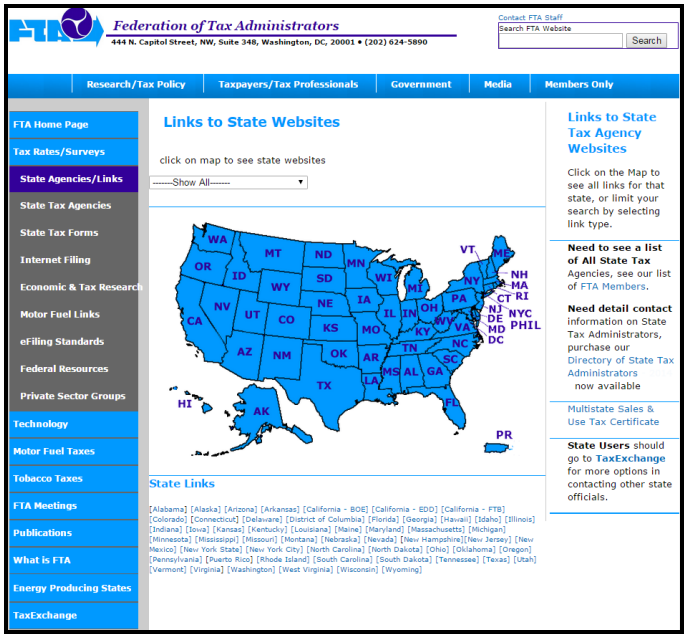
6. Select the **Remember me** check box if you want the Solution Center to remember your information the next time you log in.
7. Select the **I'm not a robot** check box and select the images based on the instructions shown on-screen, then click the **Verify** button.
8. Click **Log In**.

   The **MyATX™ Support Center** Web site appears.

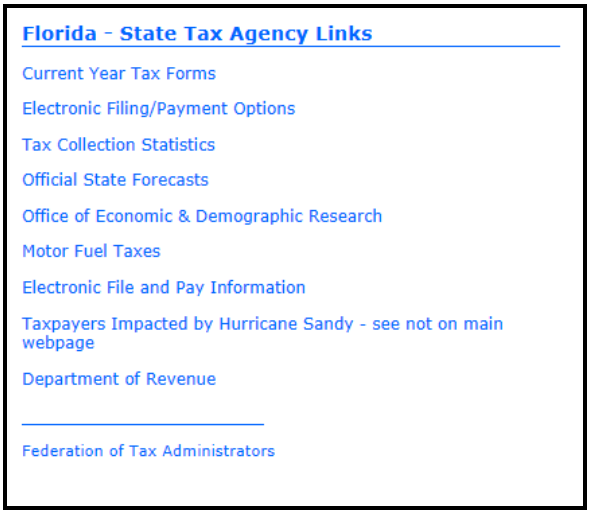
9. Click the **E-File Center** tab at the top of the page.




10. Click the **State DORs** link on the left side of the page.




11. On the map, click the state for which you want information.




12. Click the desired link.

## States with Additional Requirements

With the exception of California, New York, Maryland and Oregon, all states automatically accept all EROs without additional state registration.

California requires registration with the California Tax Education Council and Continuing Education Credits.
*Certified Public Accountants, Enrolled Agents, Attorneys who are members of the State Bar, and certain specified government, banking or trust officials are exempt.

New York requires tax preparers to obtain a New York Tax Preparer Registration Number (NY TPRIN).
*Certified Public Accountants, Enrolled Agents, Attorneys who are members of the State Bar, and certain specified government, banking or trust officials are exempt. Certain other specified exemptions may also apply. Visit the NY Department of Taxation and Finance for more information.

Maryland requires a Federal PTIN, registration fee, and an examination.
*Certified Public Accountants, Enrolled Agents, Attorneys who are members of the State Bar, and certain specified government, banking or trust officials are exempt.

Oregon imposes strict licensing requirements on all tax preparers.
*Enrolled Agents may qualify for limited exemption.

# E-File Signatures

Like any conventional return, an e-file is not considered valid until both you and your client(s) have signed it. The IRS will accept any of the three digital signing methods described in the table below. Only the Self-Select PIN method results in a truly paperless e-file.

To request an E-file PIN, enter www.irs.gov/Individuals/Electronic-Filing-PIN-Request in your Internet browser.

| Signature Methods | Taxpayer | ERO (Preparer) | Paper Forms Required |
|---|---|---|---|
| Practitioner PIN | 1. Complete and sign Form 8879 (Part II). | 1. Enter taxpayer's PIN on EF Info Worksheet (if authorized by taxpayer) on Form 8879. | Form 8879. DO NOT FILE. |

| Signature Methods | Taxpayer | ERO (Preparer) | Paper Forms Required |
|---|---|---|---|
| | 2. Enter PIN on EF Info Worksheet (if ERO is not authorized to do so). | 2. Enter 5-digit ERO PIN on EF Info worksheet. | Retain for three years from the Return Due Date or IRS Received Date, whichever is later. See Form Instructions. |
| Self-Select PIN | 1. Enter PIN on EF Info Worksheet or complete Form 8879, authorizing ERO to do so.<br>2. Enter taxpayer's prior year AGI on EF Info worksheet. | 1. Enter 5-digit ERO PIN on EF Info worksheet.<br>2. Enter taxpayer's PIN on EF Info worksheet (if authorized by taxpayer on Form 8879).<br>3. Enter taxpayer's prior year PIN or AGI on EF Info Worksheet. | None, if taxpayers enter their PINs on the EF Info Worksheet. Otherwise, complete Form 8879, but do not file it. Instead, retain the form for three years from the Return Due Date or IRS Received Date, whichever is later. |
| E-File PIN | Enter E-File PIN on EF Inf Worksheet **Prior Year PIN** field. | 1. Enter 5-digit ERO PIN on EF Info worksheet.<br>2. Enter taxpayer's PIN on EF Info Worksheet (if authorized by taxpayer on Form 8879). | None, if taxpayers enter their PINs on the EF Info Worksheet. Otherwise, complete Form 8879, but do not file it. Instead, retain the form for three years from the Return Due Date or IRS Received Date, whichever is later. |

One of the most common e-file rejections involves a disagreement between the prior year AGI amounts on file with the IRS and the amounts entered by taxpayers using the Self-Select PIN method. Although Practitioner PIN requires you to complete Form 8879, this form is not filed. Consequently, we recommend the Practitioner PIN method as the more reliable method.

## Determining Prior Year AGI (Self-Select PIN method)

When taxpayers sign their electronic tax returns using the Self-Select PIN method, you need to include their prior year adjusted gross income (AGI) amounts, so the IRS can validate the taxpayers' identities.

For this purpose, the prior year AGI is considered the AGI on the taxpayer's originally filed prior-year return as the IRS accepted it.

- Do not factor in math error corrections by the IRS or adjustments reflected in amended returns.
- Negative amounts are valid when the prior-year AGI (as defined above) is a negative number.
- If the prior-year return was filed as Married filing jointly (MFJ) with the same spouse, enter the same prior-year total AGI for each taxpayer. Do not divide the amount between the taxpayers.
- If the prior-year return was filed as MFJ with a different spouse, enter the prior year total AGI from the joint return filed with the ex-spouse.
- A zero amount is valid when the taxpayer's prior-year AGI is zero, when the taxpayer did not file a prior-year return, and when the prior-year return was filed after December 9. If you e-file a return using the Self-Select PIN method and the prior-year AGI does not match the IRS Master file, the IRS will reject the return, citing the FD0679 or FD0680

error code. If taxpayers are unsure of their original prior-year AGI amounts, have them contact the IRS Customer Service department at (800) 829-1040. To avoid possible errors due to mismatched AGI, use the Practitioner PIN signature method instead.

# Resources for E-filing

## IRS Resources

The IRS issues various form instructions, notices, and publications that contain requirements for filing individual and business tax returns electronically. We recommend that you review the following resources before you begin e-filing:

- IRS and state instructions for 1040 forms
- IRS and state instructions for 1065 forms
- IRS and state instructions for 1120, 1120-F and 1120S forms
- IRS and state instructions for 990, 990-EZ, 990-PF and 1120-POL forms
- IRS and state instructions for 940, 941, and 944 forms
- Information for IRS e-file providers: enter **https://www.irs.gov/tax-professionals/e-services-online-tools-for-tax-professionals** in your Internet browser.
- **Publication 1345**, *Handbook for Authorized IRS e-file Providers of Individual Income Tax Returns*
- **Publication 4163**, *Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns*

### Government Forms and Instructions

To download IRS form instructions, notices, and publications, enter **www.irs.gov/formspubs/index.html** into your Internet browser.

## Wolters Kluwer, CCH Small Firm Services

Additional resources are available on the **MyATX Solution Center** site:

To access the site, go to **www.MyATX.com**.

## Revenue Procedure/Technical E-file Publications

To download the revenue procedure and e-file specific publications, visit **www.irs.gov/Tax-Professionals/e-File-Providers-&-Partners/IRS-e-file-Technical-Publications**.

# Modernized E-file

Modernized E-file (MeF) employs a standard XML format, which enables you to attach various required statements and other supporting documentation to the return. This ability is fully supported by your tax software. See **PDF Attachments**.

To determine whether you must e-file your business returns or for more information about MeF, visit the IRS Web site by entering **www.irs.gov** into your Internet browser.

# E-file Statuses

This table defines the terms that can appear in the **Status** column of the **E-file Manager**.

| Status | Description |
|---|---|
| Created | The e-file has been created and the return is ready to be transmitted to the e-file server, or EFC.<br> If you make any changes to the return after this point, you must re-create the e-file. |
| Held | Indicates you have marked this return **Held** to prevent it from being transmitted until later. |
| Duplicated | A return with this SSN/EIN was previously transmitted to the agency. For duplicate SSNs, you must contact the agency to resolve the issue. |
| Transmitted to EFC | The return has been successfully transmitted to our Electronic Filing Center (EFC). Its status on our server does not allow it to be retransmitted. |
| Transmitted to Agency | We have transmitted this return to the appropriate tax agency. |
| Rejected | Changes were made to the return after creating the e-file but before transmitting it to the EFC. You may have added or removed forms, printed cycling forms (estimated vouchers, etc.), or edited and saved the return in another way. To ensure the e-file reflects the current return, you must re-create the e-file before transmitting it. |
| Rejected by EFC | The return did not pass our validation process and has not been transmitted to the IRS or state. See Correcting E-file Rejection Errors. |
| Rejected by Agency | The e-file was successfully transmitted to and received by the IRS or state, but it contained errors. See Correcting E-file Rejection Errors for instructions on correcting the errors. |
| Accepted | Return was successfully transmitted to and received by the IRS or state. It has now been processed and validated. This is the final status for most e-files. |
| Receive Acks | Return was imported or restored from a backup and the e-file status was not accepted; consequently, you need to Receive Acks to receive the most current e-file status from the EFC. See Receiving Acknowledgements. |
| Accepted with Messages | The return was successfully transmitted to and received by the agency. However, the agency has also transmitted one or more messages with the acceptance. See Displaying E-file Rejection Errors or Messages. |

# Avoiding Common E-file Rejection Errors

There are several things you can do to avoid e-filing rejection errors:

## Update Tax Program and Forms Frequently

Frequent updates will help prevent IRS rejections. See Updating ATX.

## Internet Connectivity and Software Accessibility

The most important e-filing prerequisite is the ability to transmit your data via an Internet connection. In regard to your connection, there are a few things you should keep in mind order to avoid e-filing problems:

- **Connection speed** - We recommend using a broadband connection, such as DSL or cable. In most cases, dial-up is too slow to handle the size of the e-filed return.
- **Connection type** - You can have either a direct connection or a portal connection to the Internet. A direct Internet connection is one in which your computer uses the standard TCP/IP Protocol to communicate with other computers and access Internet services, such as e-mail, Telnet, or FTP. While connected via TCP/IP, you can check your e-mail, for example, with any e-mail program you choose. Your Internet service provider (ISP) does not require you to use its program to access e-mail or other Internet services.
- **Firewalls** - A firewall prevents unauthorized access to and from a network or a stand-alone computer. A firewall can be a physical device (hardware), a program (software), or both. To make sure you have a good connection between your system and the EFC, you'll have to set some parameters in your firewall software.

# Creating E-files

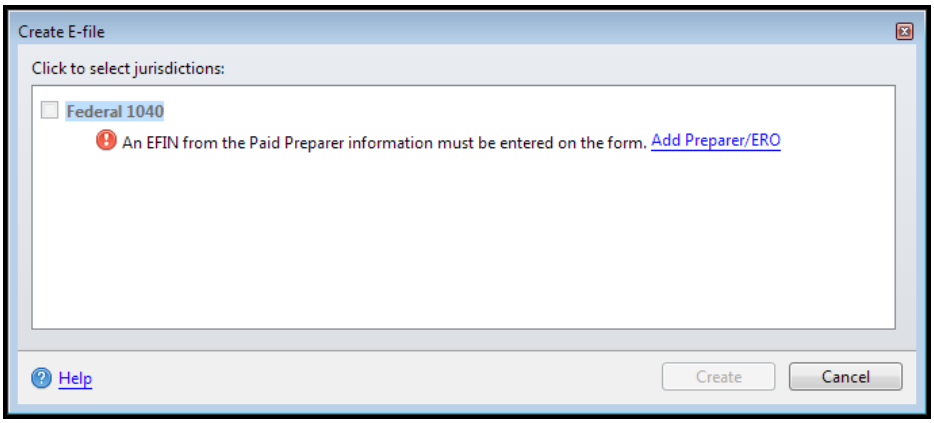
After completing the return, we recommend running the Checking Returns for Errors function and correcting e-file errors.

If a required form is missing from the return, the application automatically adds it when you create the e-file.

### To create e-files:

Before creating an e-file, make sure that the **EFIN** used on the **EF Info** form has been entered in the Preparer/ERO Manager. See Entering an ERO EFIN.

1. Open the return to be e-filed.
2. Do one of the following:
   - Click the **E-file** button on the toolbar.
   - Click the **E-file** menu; then, select **Create E-file**.

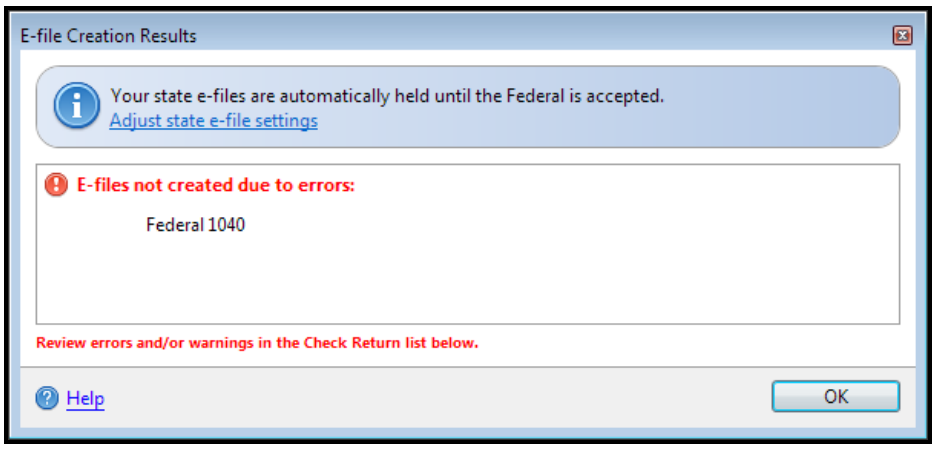



   The **Create E-file** dialog box displays messages relating to the e-file jurisdictions available to create. See the Create E-file Dialog Box topic for an explanation of the messages.

3. Follow the message directions in the dialog box to add required forms.

   Once you've corrected the message(s), the check box for that return type will become enabled.

4. Select the check boxes for the return type you want to e-file.
5. Click **Create**.



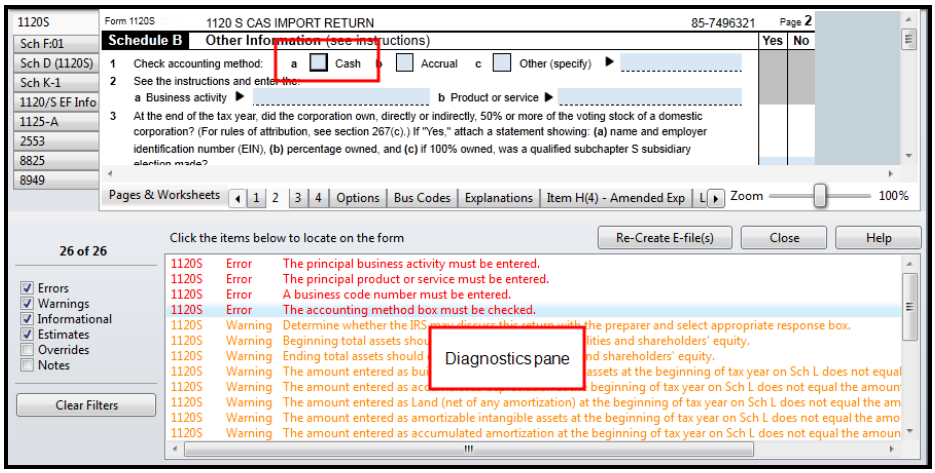

The E-file Creation Results Dialog Box shows you whether or not your e-file(s) were successfully created, and whether or not you need to correct errors or review warnings before officially transmitting the e-file.

6. Click **OK**.

   The **Diagnostics** pane appears below the forms. To successfully create an e-file, you must fix any errors. Errors appear in red, warnings in orange, and informational messages in blue.

7. In the **Diagnostics** pane, click an error or warning.

   The selection is highlighted in blue. In the open form area above the **Diagnostics** pane, the system jumps to the corresponding field in the form:



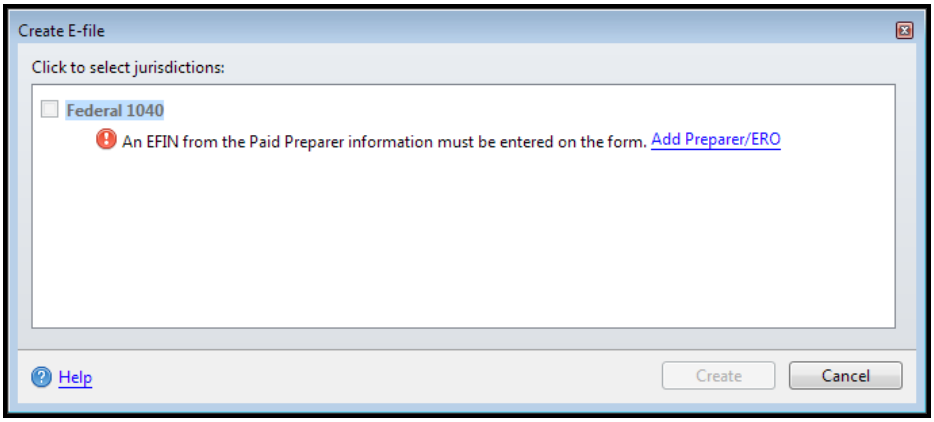

8. When your errors are corrected, click the **Re-Create E-file(s)** button.
9. If you receive more errors, repeat the correction process until your e-file is successfully created.

If you make changes to a return after the e-file was created, you must re-create the e-file before transmitting.

# Create E-file Dialog Box

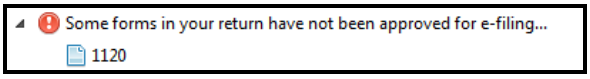
The **Create E-file** dialog box allows you to select the returns (state and/or Federal) that you want to e-file. It has built-in IRS business knowledge that gives you an error, warning, or informational message when missing data or forms in the return may prevent you from e-filing.

The **Create** button only becomes enabled when you resolve these e-file related errors.

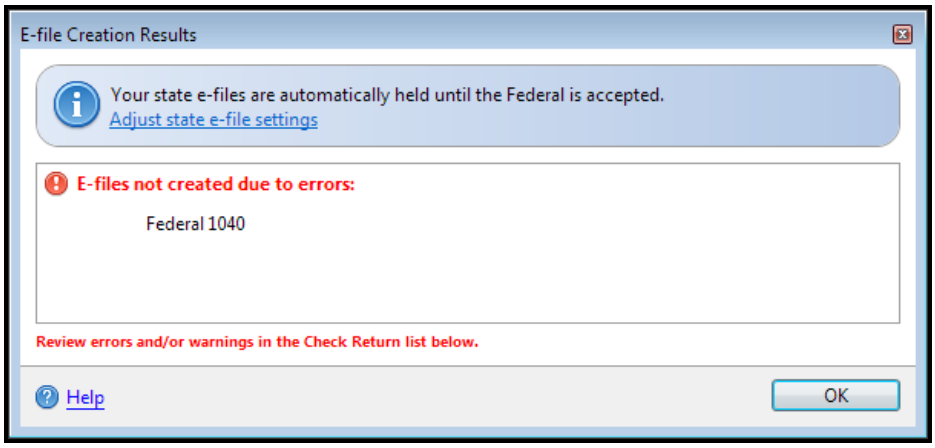



## Create E-file Messages

The following messages may appear when you create e-files:

| Create E-file Messages | Message Description |
|---|---|
| There are required forms missing from your return | Click the left arrow to reveal the name of the missing form. Click the **Add required forms** link to add the required forms to the return. The required form tabs will appear at the top of the page. |
| Some forms in your return have not been approved for e-filing | Displays if forms associated with the return are not yet approved for e-filing. Click the arrow to the left of the message to show the form. (You cannot correct this until the form becomes available.)<br>  |
| Form X is required but has some errors or warnings of its own | Displays if a State e-file you're trying to produce requires you to select the Federal also, but you can't select the associated Federal e-file because it has an error. To correct the error, you must first resolve the problem(s) listed under the Federal option. |
| At least one of the following e-file types is required to select this e-file... | Displays if a State e-file requires you to select the Federal also, but you don't have the appropriate Federal forms in your return. A list of appropriate e-file types would be displayed. To correct the error, add one of the forms to your return. |
| Form X is required to e-file Form Y and will be selected automatically | Indicates that certain forms are prerequisites for other forms. The system will automatically select prerequisite forms if they are available. |

# E-file Creation Results Dialog Box




## Holding/Releasing State E-files

By default, ATX will automatically hold and release state e-files for states that prefer prior Federal e-file acceptance.

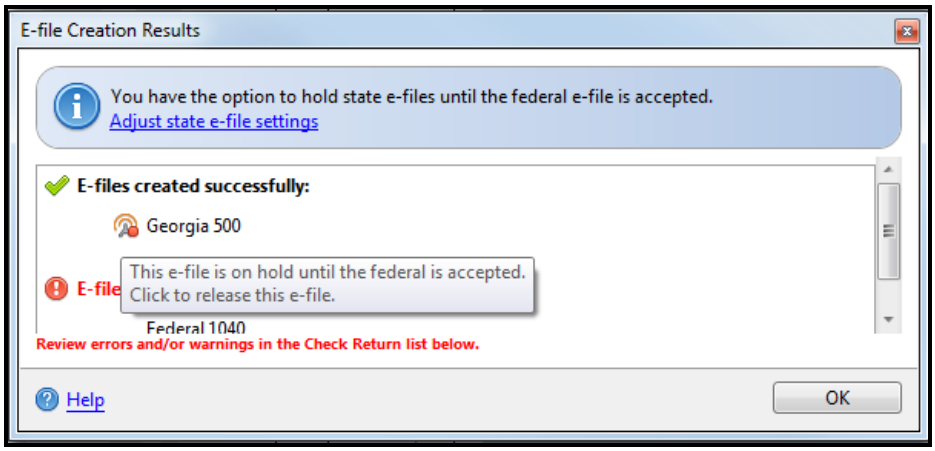
**To access this preference, click the Adjust state e-file settings link.**

The E-file Manager Preferences tab appears. The **Automatically hold and release state e-files for states that prefer prior Federal e-file acceptance** preference is enabled by default. Clear the check box to disable.

**To release a held e-file from the E-file Creation Results dialog box:**

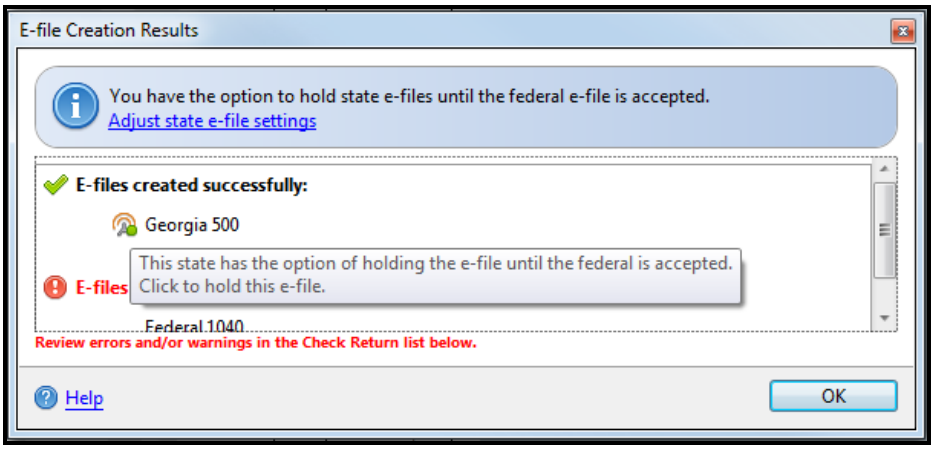
Held e-files are denoted by a preceding the form name.

1. Use your cursor to hover over the red transmission icon next to the form type. The popup text indicates that the State e-file is on hold until the Federal is accepted:




2. To release the State e-file, click .

The notification changes to , indicating that the e-file has been released.




3. Click **OK**.

# E-file ID

The program automatically assigns an **E-file ID** when a return is e-filed. It appears under the **E-file ID** column in the E-file Manager.

## Submission ID

A **Submission ID** is a 20-digit number assigned to an e-file when it is first created. It has become the most widely accepted E-filing identifier since the inception of Modernized E-file (MeF).

The following table identifies the component parts of a sample Submission ID:

| Preparer's EFIN (6 digits) | Processing Year (4 digits) | Julian Day (3 digits) | Unique Alphanumeric Number (7 digits) |
|---|---|---|---|
| 999999 | 20XX | 014 | 1a2b3c4 |

The Federal and State e-files will be assigned unique Submission IDs.

Some Federal and state products use neither an E-file ID nor a Submission ID. Examples include 5500, W-2, 1099, and 94X.

## E-file ID Errors

The calculations used to create Submission IDs are designed to prevent duplication. However, if a duplicate Submission ID is generated, simply re-creating the e-file will generate a new Submission ID.

# Holding/Releasing State E-files

By default, ATX holds State e-files until the corresponding Federal e-file has been accepted for states that prefer prior Federal acceptance. With this preference enabled, held State e-files will automatically be Released (meaning, changed to a "created" status) upon Federal acceptance. The Held status of the state return is reverted to “created,” so that the user can select and transmit the state e-file. The software will not transmit the state e-file automatically. See Transmitting E-files and E-file Manager Preferences.

**To manually Hold or Release State e-files upon creation:**

Each time e-files are created, the E-file Creation Results Dialog Box is where the process is completed.

Assuming the e-file was created successfully:

= **Held**

= **Released**

Click the notification to toggle between **Held** and **Released**.

**To manually Hold or Release State e-files in a batch:**

1. In the E-file Manager, mark each E-file Return to be Held or Released.

   Federal and State e-files are listed separately.

2. Do one of the following:
   - To **Hold** all marked e-files, click the **E-file** menu; then, select **Hold Marked E-files**.
   - To **Release** all marked e-files, click the **E-file** menu; then, select **Release Marked E-files**.

# Displaying E-file Rejection Errors or Messages

If an e-file is rejected by a taxing agency, or if a return is accepted with messages from the taxing agency, messages are displayed in the **Rejection Errors** pane at the bottom of the return.

This topic provides instructions for the following e-file events:

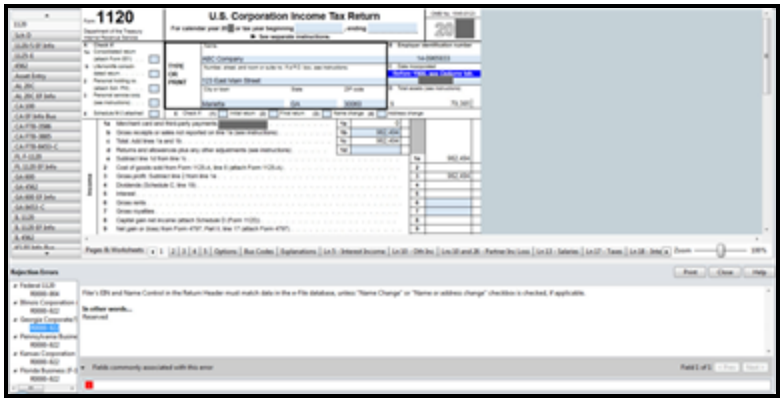
- When E-files are Rejected
- When E-files are Accepted with Messages

## When E-files are Rejected

When an e-file is rejected, you need to display and correct the errors and re-transmit the revised e-file.

**To display and/or print e-file rejection errors:**

From the **E-file** menu, press **Ctrl+R** (or select **Display Selected Rejection Errors**).




To print the rejection errors, click **Print** in the **Rejection Errors** pane.

A list of EFC Rejection codes can be found by searching for *EFC Rejection Codes* in the ATX Knowledgebase. See Correcting E-file Rejection Errors.

## Fields Associated with Errors/Messages

**To view fields in the return that are associated with rejection errors (or messages):**

1. Click the error/message number.
2. Click the arrow next to **Fields commonly associated with this error.**

   A list of boxes appears.

3. Click the red box. The cursor moves to the associated field (highlighted in yellow).
4. To move to the next field associated with that error, click the **Next** button at the bottom right of the **Rejection Error** pane.
5. To return to the previous field associated with the error, click **Previous.**

# When E-files are Accepted with Messages

If your e-file displays an **Accepted with Messages** status, follow these steps to review the message(s):

1. Do one of the following:
   - From E-file Manager, highlight the return. Then, from the **E-file** menu, select **Display E-file Action Required**.
   - From the open return, select the **E-file** menu; then, select **Display E-file Actions Required**.

2. In the **E-file Actions** pane, click a message number that appears under the form name.

The message appears in the panel to the right.

3. If the agency specified certain fields in their message, you'll be able to view those fields. Follow the same steps used in Fields Associated with Errors/Messages, above.
4. To print the messages, click the **Print** button on the **Rejection Errors** pane.

## Common IRS Rejection Codes

| Error Code | Error Title | Error Description |
|---|---|---|
| F1099R-002 | Form W-2/W- 2G/1099-R - Missing or Invalid Data | If Form 1099-R has a US Address in the Payers Address, then State must have a value. |
| F1099R-003 | Form W-2/W- 2G/1099-R - Missing or Invalid Data | If Form 1099-R has a US Address in the Payers Address, then ZIP code must have a value. |
| F1099R-004 | Form W-2/W- 2G/1099-R - Missing or Invalid Data | If Form 1099-R has a US Address in the Payers Address, then the first five digits of the payers ZIP code must be within the valid ranges of ZIP codes listed for the corresponding State Abbreviation. See Publication 4164 on the IRS web site. |
| IND026 | Self-Select PIN Taxpayer's Prior Year AGI Missing Data | If PIN Type Code in the Return Header has the value "Self-Select Practitioner", and Primary Date Of Birth has a value, then Primary Prior Year AGI or Primary Prior Year PIN or Primary Electronic Filing PIN must have a value. |
| IND-028 | Self-Select PIN Spouse's Prior Year AGI Missing Data | If PIN Type Code in the Return Header has the value "Self-Select Practitioner", and Spouse Date Of Birth has a value, then Spouse Prior Year AGI or Spouse Prior Year PIN or Spouse Electronic Filing PIN must have a value. |
| FD0372 | Form 1040/1040A - Required Information is Missing | If Form 1040, Line 51 Child Tax Credit or Line 65 Additional Child Tax Credit has a non-zero value, then the sum of Line 51 and Line 65 cannot exceed an amount equal to $1000 times the number of qualifying children. |

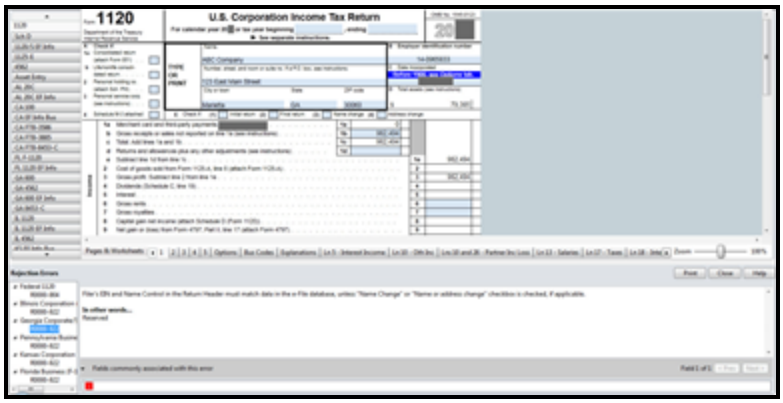
# Correcting E-file Rejection Errors

After an e-file is created and transmitted to the taxing agency, or if a return is accepted with messages from the taxing agency, there is always the possibility that it may be rejected by the agency. If one of your Federal or state e-files is rejected, you must correct the errors, re-create the e-file, and re-transmit it. Failure to correct all errors will cause the return to be rejected again.

**To fix e-file rejection errors, re-create the e-file and re-transmit it:**

1. Select E-file Manager.
2. Select the **Rejected** filter check box.
3. Select the rejected return you want to correct.
4. Click the **E-file** menu; then, select **Display Rejection Errors**.

The return opens, and the **E-file Rejection Errors** pane displays the errors, number of errors, and fields in which they are located.




5. Click a specific error (in red) to navigate to the field containing the error.
6. Correct the error.

   If the error is in a field on a form, the form appears and the cursor is placed in that field.

7. After you have corrected the errors, re-create the e-file. See Creating E-files.
8. Transmit the re-created e-file to the EFC. See Transmitting E-files.

   If you receive an error referring to a duplicate Submission ID, simply re-create the e-file to correct the error. The system will generate a new Submission ID. See E-file ID.

# Transmitting E-files

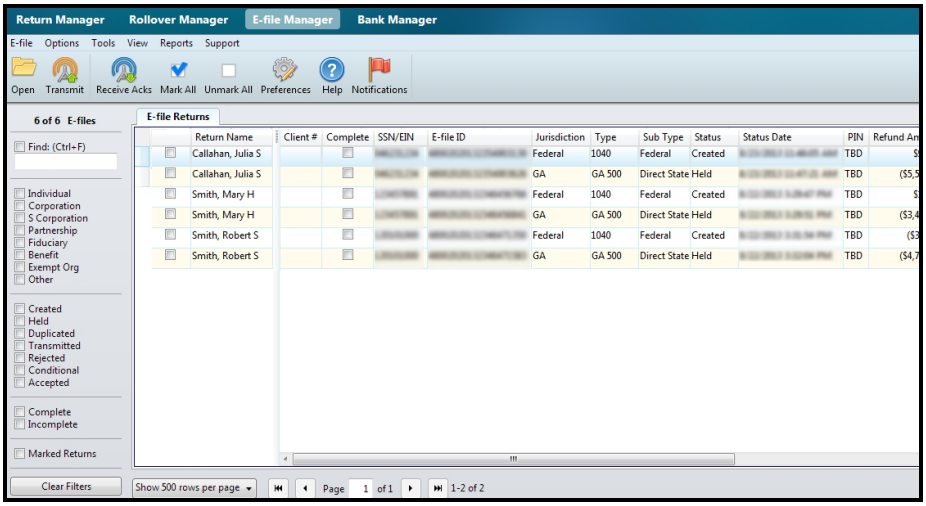
Once you've created an e-file, you can transmit the e-file via the Internet to the Electronic Filing Center (EFC). However, the following conditions must exist to transmit e-files:

- You must be connected to the Internet to transmit e-files to the EFC.
- The return(s) that you're trying to e-file cannot be open.

**To transmit (or send) e-files:**

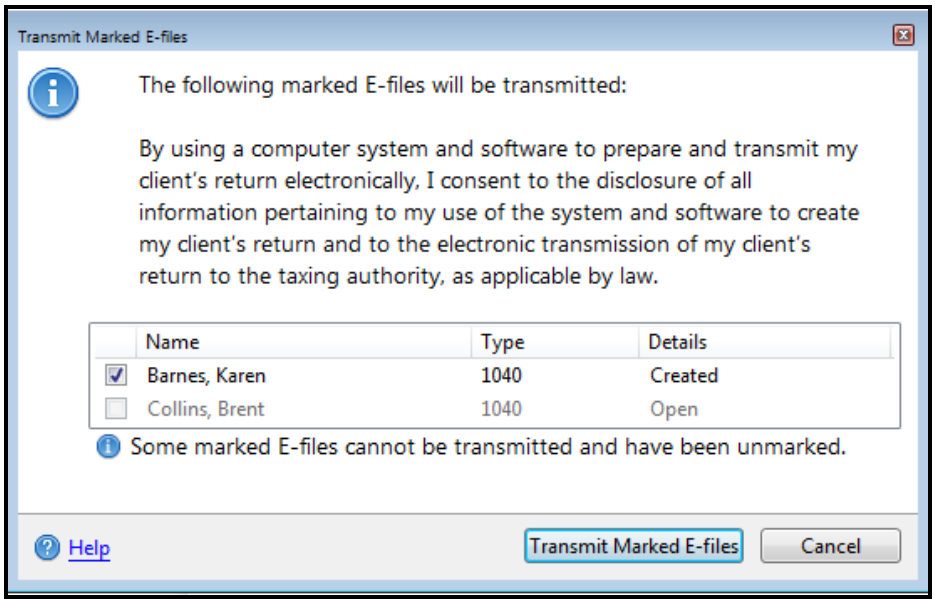
You must have already created an e-file in order to send e-files. See Creating E-files.

1. Click the E-file Manager tab.




Use filters to control which E-file Returns are displayed.

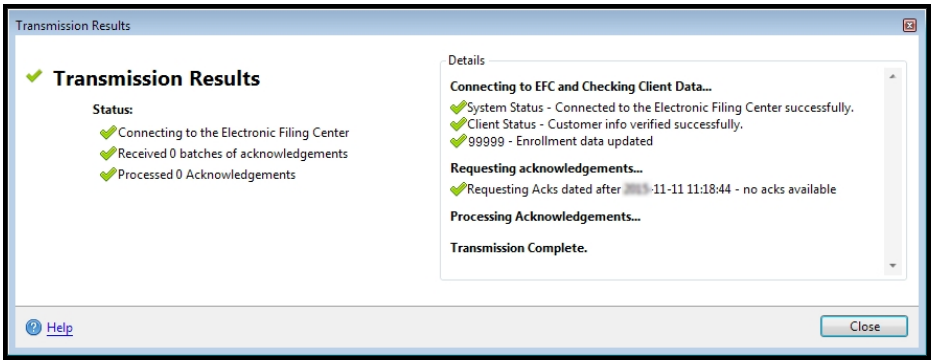
2. Mark the e-file(s) you want to transmit.
3. Do one of the following:
   - Click the **Transmit** button on the toolbar.
   - Click the **E-file** menu; then, select **Transmit Marked E-files**.
   - Press **Ctrl+T**.




Open returns cannot be transmitted. Only those returns that are marked in this dialog box will be transmitted.

If you're transmitting a 1041 Fiduciary return with a NY State Fiduciary return, both returns are selected automatically in the **Transmit Marked E-files** dialog box and will be transmitted simultaneously to the IRS. The state return is then forwarded to the New York agency.

4. Click **Transmit Marked E-files**.




5. Click **Close**.

After transmitting e-files, **Receive Acknowledgements** periodically to update the e-file status to **Accepted** or **Rejected**. If **Rejected**, the e-file must be re-created and re-transmitted (after correcting any errors). See Common IRS Rejection Codes and Correcting E-file Rejection Errors. For information on known delays in Acks, check the ATX Blog.

## Rules Regarding Transmission

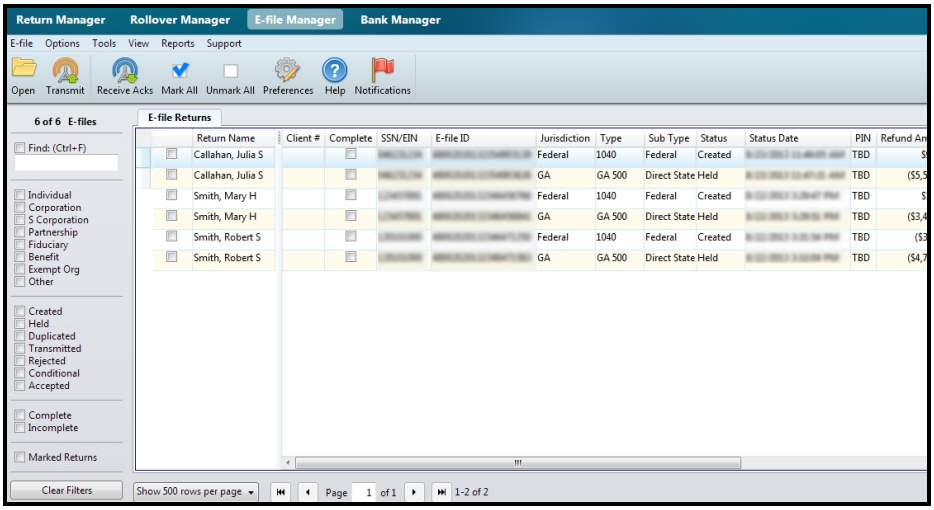
- Once transmitted, an e-file cannot be recalled or resubmitted, unless it is rejected.
- If you're unsure about a return, you can place it on Hold until you're ready to file it. See Holding/Releasing State E-files.
- Once transmitted, an e-file cannot be deleted from the E-file Manager.
- If you need to make changes to returns with a **Transmitted** status, wait until the return is either **Accepted** or **Rejected**. If the return is **Accepted**, file an amended return. If the return is **Rejected**, make the changes directly to the return, recreate the e-file and re-transmit.

# Deleting E-files

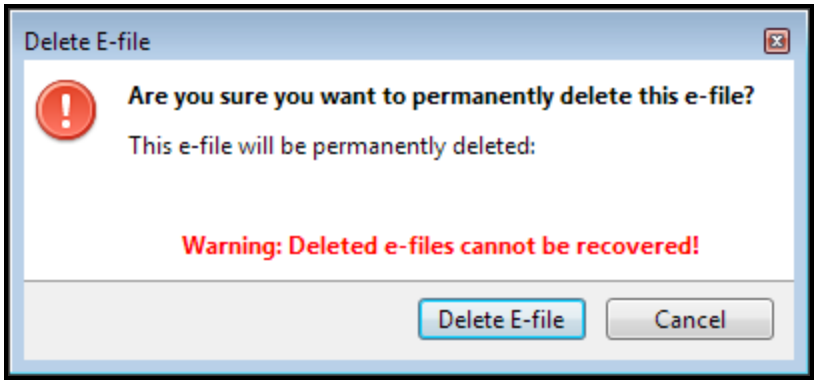
You can delete e-files with **Created** or **Rejected** statuses. However, e-files that have been **Transmitted** or **Accepted** cannot be deleted.

**To delete a selected e-file:**

1. Open the E-file Manager.



2. Click the row with the e-file you want to delete.
3. Click the **E-file** menu; then, select **Delete Selected E-file**.

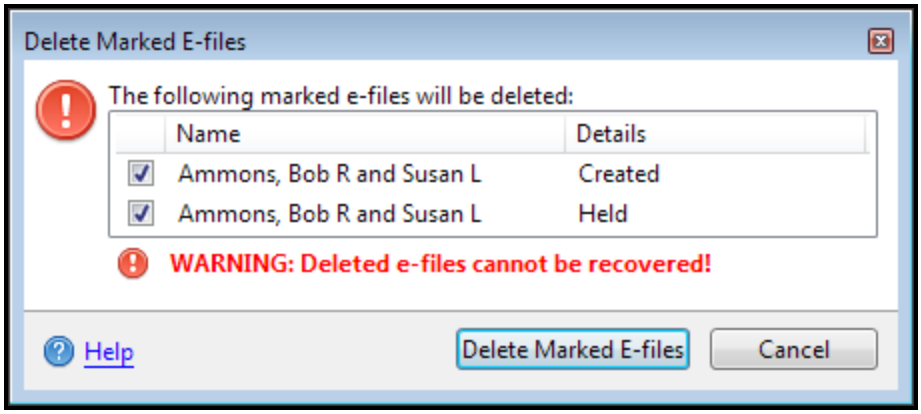



4. Click the **Delete E-file** button.

## Deleting Marked E-files

To delete multiple e-files simultaneously, the check boxes for the returns must be selected.

1. Open the E-file Manager.
2. Select the check box next to each e-file you want to delete.
3. Click the **E-file** menu; then, select **Delete Marked E-files**.



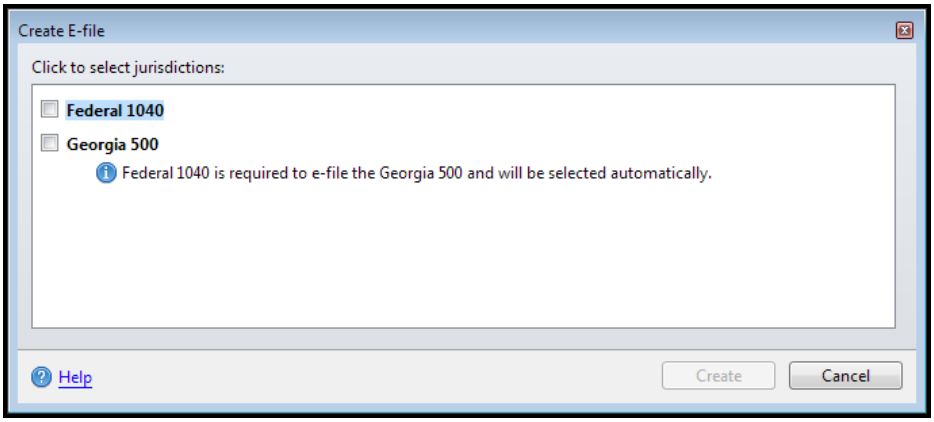

4. Click **Delete Marked E-files**.

# Creating State E-files

Many states employ a procedure in which the State e-file piggybacks on the Federal e-file. If this option is available for your state, you will transmit both the Federal and State returns to the IRS. After the IRS has accepted and processed the Federal e-file, the state e-file is forwarded to the appropriate state-taxing agency.

**To create linked, unlinked, or direct state e-files:**

1. Open the return.
2. Click the **E-file** button on the toolbar.




3. Select the **Federal** check box and the check box for the state with which you want to file the return.

   If you have errors, you will need to resolve them before you can create the e-file. Refer to the Create E-file Dialog Box topic for specifics on e-file errors.

4. Resolve any errors that stand in the way of filing a state return.
5. Select the state jurisdiction for which you want to create an e-file.
6. If you selected a state that offers multiple types of State e-files, select the type of State e-file you want to create.
7. Click **Create**.

   The E-file Creation Results Dialog Box appears.

8. Click **OK**.
9. If unsuccessful, make the necessary corrections; then, repeat the e-file creation process.

# Managing Acknowledgements (Acks)

When the IRS receives an e-file, it acknowledges receipt of the e-file by sending an acknowledgement, or Ack, to the EFC, which processes the Acks and makes them available in the program.

Each time you transmit a return or request acknowledgements, the program automatically updates the status for all your e-filed returns. If the IRS or a state rejects one of your returns, review and correct the errors, re-create the e-file, and then transmit the return again.

After you transmit the e-file, you should make it a best practice to **Receive Acknowledgements** periodically until you get a positive acknowledgement that the return is accepted. If you don't periodically receive Acks, you may miss an important acknowledgement that requires a swift response (e.g. a reject). For information on any known delays in Acks, check the ATX Blog.

## Ack Timeliness

ATX tracks all e-files transmitted to the various IRS service centers and direct states. We ensure you receive Acks from these agencies in a timely manner. IRS and direct state acknowledgements generally take 24 to 48 hours from the time of transmission.

If returns are pending for more than 24 hours, we'll contact the appropriate IRS service center or state agency directly to quickly resolve any issues that may be causing a delay and will tell you when to expect acknowledgements.

If significant processing delays are encountered by a state or the IRS, information will be posted to the ATX support site.

# State E-file Acks

If you have state returns pending for more than 5 days, we'll contact the appropriate state agency to quickly resolve any issues and provide you with up-to-date information about when you should expect to receive your acknowledgements.

When we request a re-hang of acknowledgements from the IRS or state agencies, we expect to receive the acknowledgements the same day. However, when there are additional problems requiring us to retransmit a batch of returns, we expect to receive the acknowledgements the next day.

# Acknowledgement History

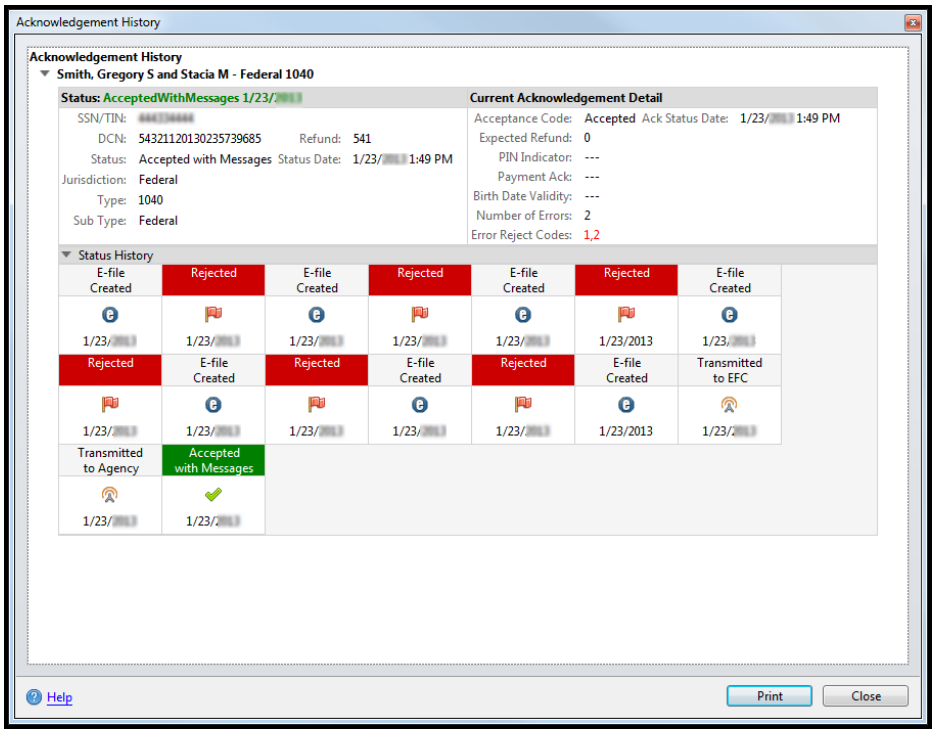
Each time you transmit a return or request acknowledgements, the program automatically updates the status for all your e-file returns.

You can view the **Acknowledgement History** of one or more e-files from either the E-file Manager or from the open return.

**To review Ack histories for returns:**

From the E-file Manager, do one of the following:

- Select (highlight) a return; then, click the **E-file** menu and select **Display Selected E-file Acknowledgement History.**
- Mark (check) one or more returns; then, click the **E-file** menu and select **Display Marked E-file Acknowledgement Histories.**



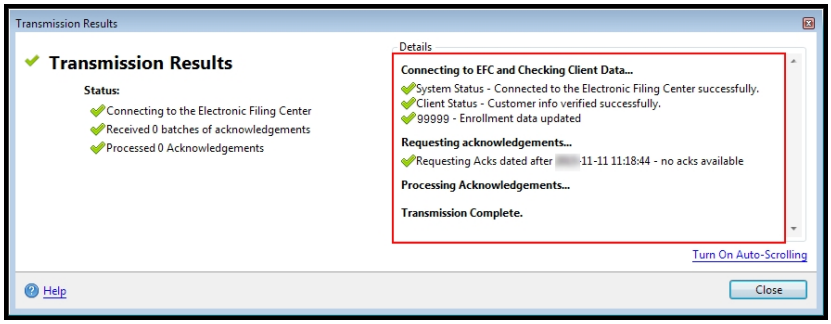
# Receiving Acknowledgements

Acknowledgements that your e-files have been received, approved, or rejected are not automatically sent to ATX users from the taxing agencies. After you transmit your e-file(s), you must do one of the following to get Acks from agencies:

- Transmit other e-files (see Transmitting E-files).
- Run the **Receive Acknowledgements** process, detailed below.

**To Receive Acknowledgements:**

1. Open E-file Manager.
2. Click **Receive Acknowledgements**.




4. Click **Close**.

# Extensions, Estimated Payments, and Payments

The program allows you to create extensions and estimated payments as allowed by the taxing agency. If they are present in a return, each of these items appear as a separate item in the Create E-file Dialog Box.

The following is a list of extensions, estimates and payments that are separate from the return's e-file:

| Type | Form Number/Title |
|---|---|
| Federal Extensions | • Form 4868, *Individual Automatic Extension of Time To File*<br>• Form 2350, *Application for Extension of Time to File for US Taxpayers Abroad*<br>• Form 7004, *Automatic Extension for Certain Business Income/Information/Other*<br>• Form 8868, pages 1&2, *Application Extension for Exempt Organizations & Additional Extension* |
| State Extensions | Individual:<br>• AZ 204-E<br>• DC FR-127<br>• LA R-2868<br>• MA M-4868<br>• MD 502E<br>• NJ 630-V |

| Type | Form Number/Title |
| --- | --- |
| | • NY IT-370<br>• NYC-EXT<br>• NYC-EXT (Spouse)<br><br>Business:<br>• FL F-7004<br>• IL 505-B<br>• LA CIFT-620EXT<br>• MA 355-7004<br>• MA M-8736<br>• MD 500E<br>• MD 510E<br>• NJ PART-200-T<br>• NY IT-370-PF<br>• NY CT-5<br>• NY CT-5.3<br>• NY CT-5.9<br>• NY CT-5.9E<br>• NYC-EXT.1<br>• PA REV-853R<br>• TX 05-164 |
| State Estimated Payments/Other Payments | • FL F-1120ES<br>• KS K-120ES<br>• MD 500D<br>• MD 502D<br>• MD 510E<br>• NY IT-204-LL<br>• NY CT-400<br>• NY NYC-400<br>• NY NYC-5UB<br>• NY NYC-5UBTI<br>• NY NYC-5UBTI (Sp)<br>• UT TC-547<br>• WI 1-ES |

For more information, refer to the E-file Availability page on the Support site.

For the small number of states that allow them, the system also allows you to create and submit payments after the return is e-filed.

**To create and e-file an extension, estimated payment, or payment:**

1. Start the application.
2. In Return Manager, click the **New** button.

   The Select Forms Dialog Box appears.

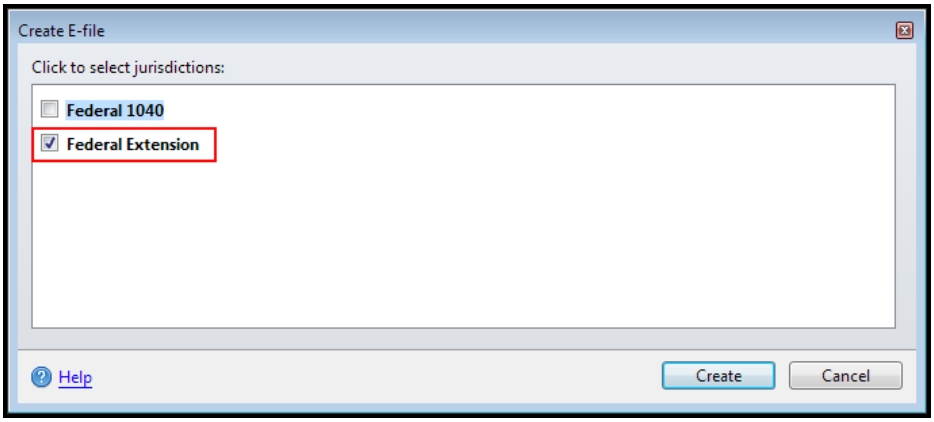
3. In the **Find** field, enter your search criteria, such as extension, estimated, or payment.
4. Press **Enter**.

   A list of forms appear.

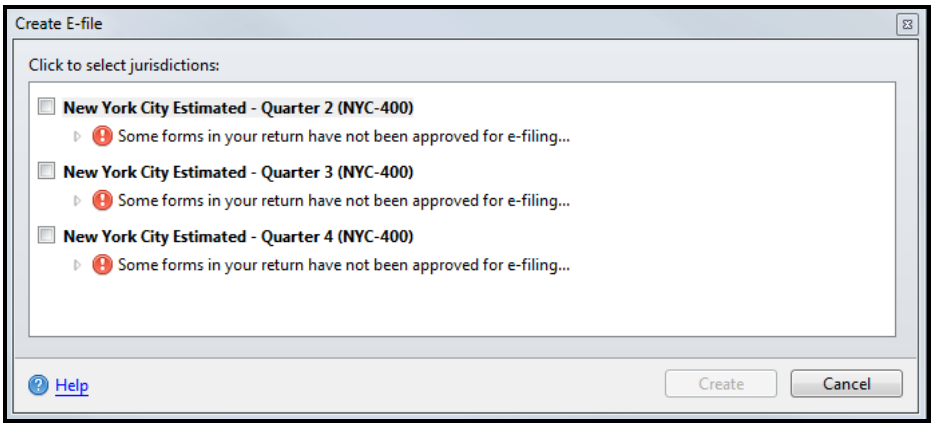
5. Highlight the desired form and press **Enter**.
6. Complete the form.
7. To name the extension, estimated payment, or payment, click **Save**.

   The **Return Name** dialog box appears.

8. Enter a name for this extension, estimated payment, or payment; then, click **Save**.
9. Click the **E-file** button.




The following screen capture is an example of an estimated payment:

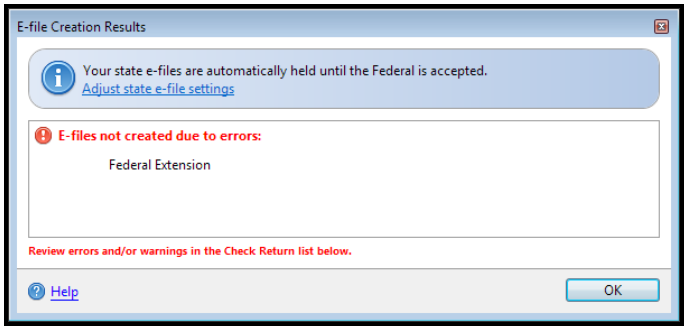



10. Follow the message directions in the dialog box to add required forms; or, resolve any other problems indicated by the message.

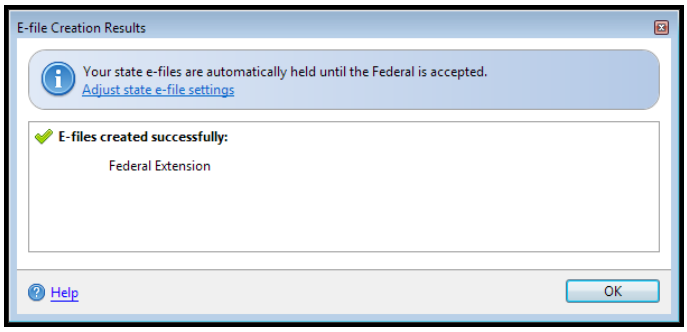
When every problem is resolved, the corresponding check box is enabled.

11. Select the check box for the item for which you want to create the e-file.
12. Click **Create**.

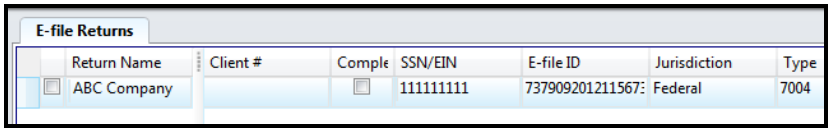
    If your e-file is not created due to errors, you'll see the following message:



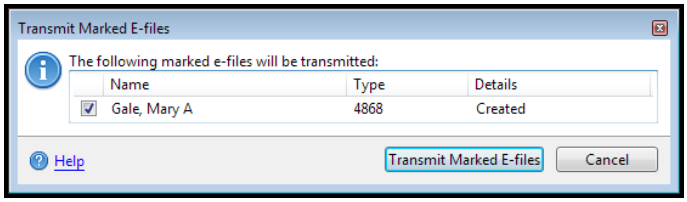

13. If your e-file has errors:
    - Open each error in the **Check Return** pane and correct it.
    - After you've corrected each error, click the **Re-Create E-file(s)** button.
14. Repeat this until your Federal Extension e-file is created successfully.



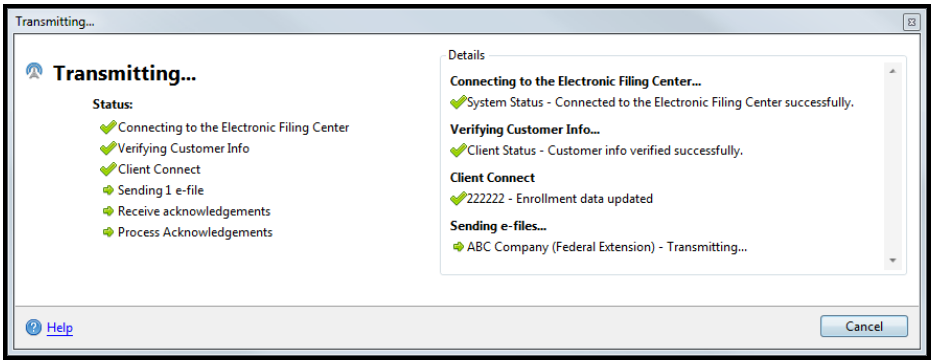

15. Click **OK**.
16. To view the e-file, click **E-file Manager**.




17. Select the check box beside the item you want to e-file.
18. Click the **Transmit** button on the toolbar.




19. Click **Transmit Marked E-files**.




20. Click **Close**.

Chapter

12

# Tax Prep Utilities

*ATX offers several planning and comparison utilities that may be used individually or in any combination. This section discusses each of these utilities in more detail.*

- Tax Summary/Carryover Worksheet
- Last Year Comparison
- Tax Planner
- Married Joint - Separate Comparison
- U.S. Averages Comparison

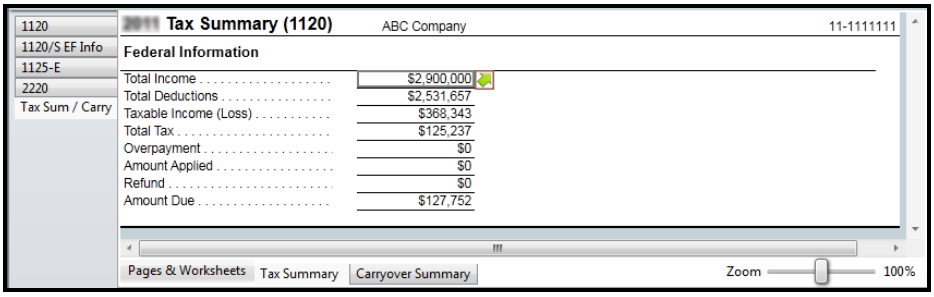
## Tax Summary/Carryover Worksheet

The **Tax Summary/Carryover** worksheet is a two-part worksheet that can be added to a return via the **Forms** menu. The Tax Summary gives you an "at-a-glance" view of the Federal and State information.

A quick way to add the **Tax Summary/Carryover Worksheet** to a return is to click the Refund Meter.

**To add a Tax Summary/Carryover Worksheet to a return:**

1. Open the return.
2. Do one of the following:
   - Click the Refund Meter.
   - Click the **Forms** menu, expand the **Planning/Analysis** fly-out menu, and then select **Tax Summary/Carryover Worksheet**.




3. To view the **Carryover Summary**, click the **Carryover Summary** worksheet tab at the bottom of the return.

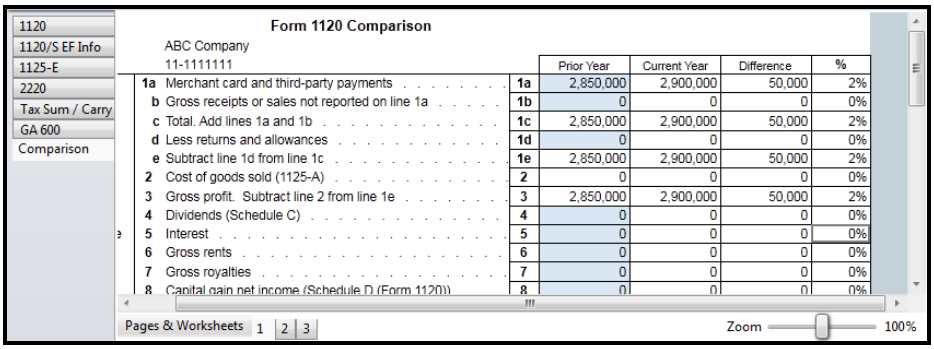
You can also add the **Tax Summary/Carryover** worksheet to a return via the **Add Forms** function. In the **Find** field of the Return Manager, enter **Tax Summary**. Select **Tax Sum** for the return type (such as Tax Sum 1120), and click **Open Forms**. The worksheet is added to the return.

# Last Year Comparison

The **Last Year Comparison** worksheet is a three-part worksheet that can be added to a return via the **Forms** menu. The **Last Year Comparison** looks at this year's and last year's income and deductions, and provides the resulting percentage change.

**To use the Last Year Comparison worksheet:**

1. Open the return.
2. Click the **Forms** menu, expand the **Planning/Analysis** fly-out menu. and then select **Last Year Comparison**.




You can also add the **Last Year Comparison** worksheet to a return via the **Add Forms** function. In the **Find** field of the Select Forms Dialog Box, enter the word **Comparison**. Select **Comparison** for the return type (such as **Comparison 1120**), and click **Open Forms**. The worksheet is added to the return.

3. In the **Prior Year** column, enter amounts from the client's prior year tax return. (The **Current Year** amounts are from this year's forms and schedules.)

In order for the **Prior Year** column to contain last year's amounts, you must have included the **Comparison** worksheet in last year's return and have used the **Rollover** function.

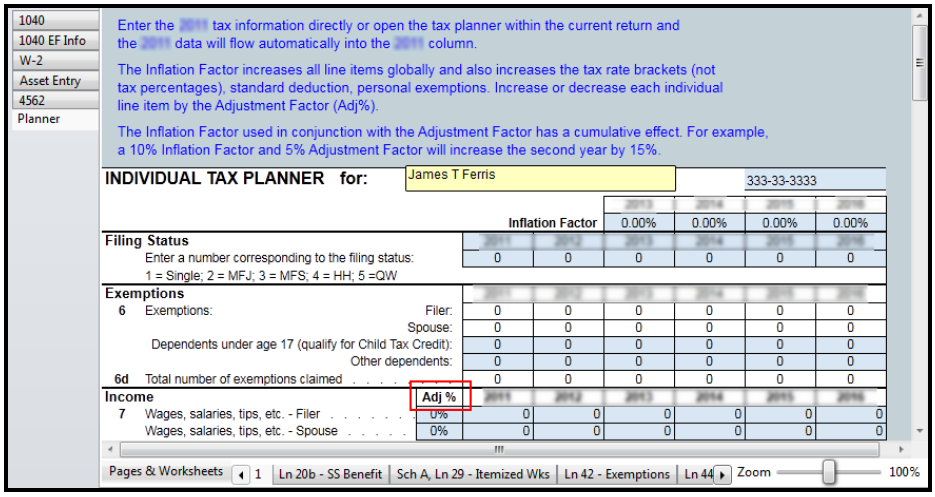
4. Be sure to review all pages of the worksheet.

# Tax Planner

The **Tax Planner** worksheet, which is part of the **Planning and Analysis** function, is a three-page worksheet that can be added to a return via the **Forms** menu. The **Tax Planner** helps you calculate an inflation-adjusted, six-year projection of your client's tax data. You can adjust amounts to grow or decrease at rates you specify.

**To use the Tax Planner worksheet:**

1. Open the return.
2. Click the **Forms** menu, expand the **Planning/Analysis** fly-out menu, and then select **Tax Planner**.




Tax Planner instructions appear at the top of Page 1.

3. Be sure to review all pages of the worksheet.

You can also add the **Tax Planner** worksheet to a return via the **Add Forms** function. In the **Find** field of the Select Forms Dialog Box, enter **Tax Planner**. Select the Planner for the return type (such as **1120 Planner**), and click **Open Forms**. The worksheet is added to the return.

To show a downward trend in earnings or expenses, enter negative numbers in the Adj % column (outlined).

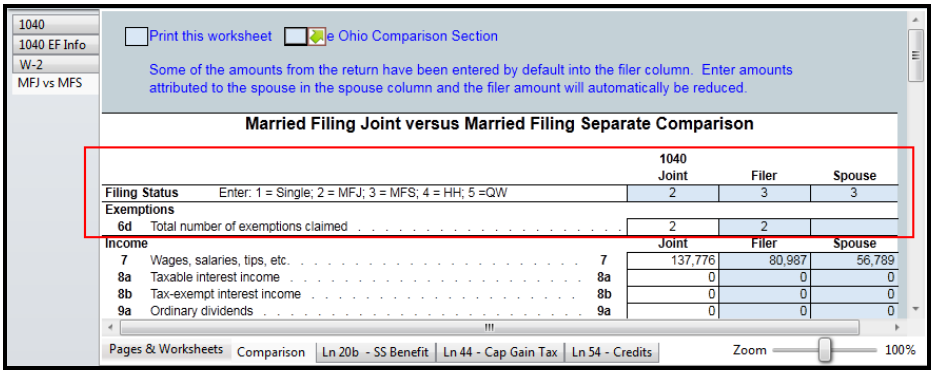
# Married Joint - Separate Comparison

This worksheet is only available for 1040 returns.

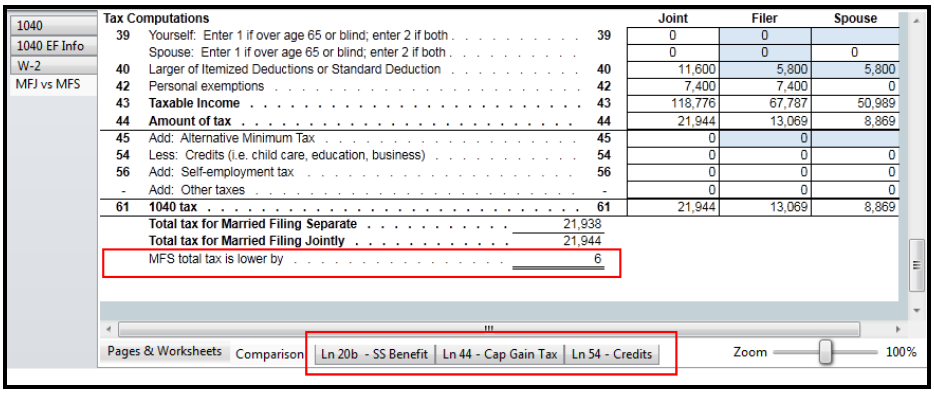
Use the **Married Joint - Separate Comparison** worksheet to see whether a married couple will benefit more from filing jointly or separately.

**To use the Married Joint - Separate Comparison worksheet:**

1. Open your clients' return.
2. Click the **Forms** menu, expand the **Planning/Analysis** fly-out menu, and then select **Married Joint/Separate Comparison**.




3. At the top of the columns, be sure the **Filing Status** and **Exemptions** are correct.
4. Review the amounts in each of the **Joint**, **Filer**, and **Spouse** columns. Make adjustments, if required.
5. Scroll to the bottom of the form to see the difference between **Married Filing Separate** and **Married Filing Jointly**:




6. Click the worksheet tabs at the bottom of the return to see the source for **Social Security Benefits**, **Capital Gains (Schedule D)**, and **Credits**.

> You can also add this worksheet to a return from the Select Forms Dialog Box. See Adding Forms to a Return.

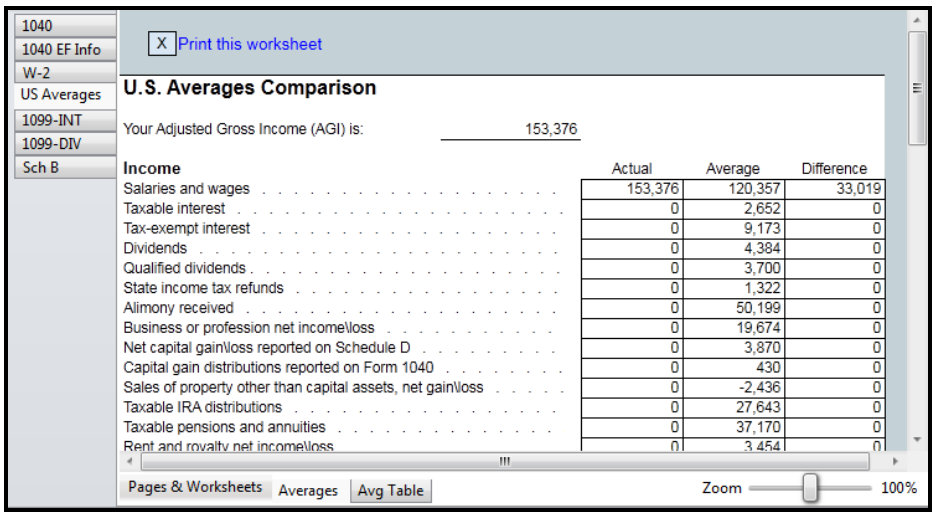
# U.S. Averages Comparison

This worksheet is only available for 1040 returns.

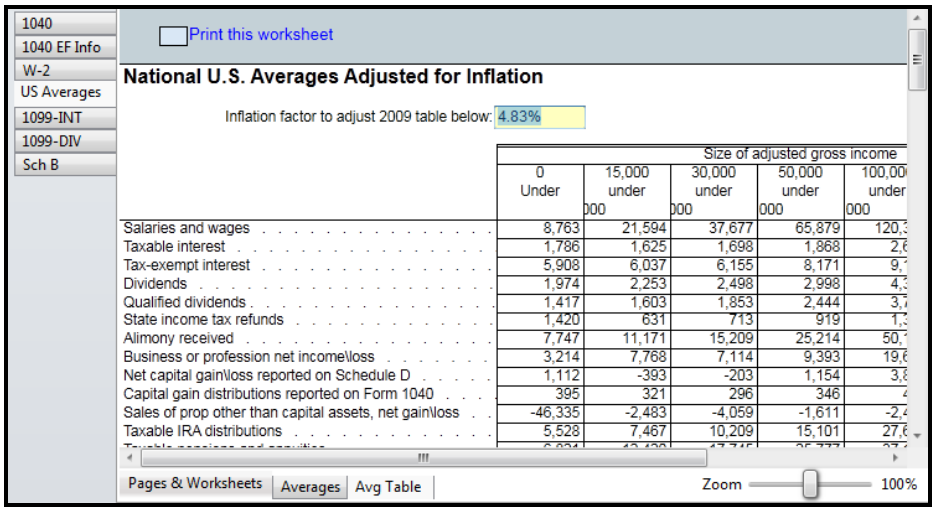
The **U.S. Averages Comparison** worksheet is a fully-calculated worksheet whereby the income and deductions in the tax return are compared to other returns with adjusted gross income within the same range. The comparative data is reported by the **Statistics of Income Bulletin** published by the IRS.

**To use the U.S. Averages Comparison worksheet:**

1. Open your client's return.
2. Click the **Forms** menu, expand the **Planning/Analysis** fly-out menu, and then select **U.S. Averages Comparison**.




3. To adjust for inflation, click the **Avg Table** worksheet.




4. Enter the appropriate inflation percentage.

Chapter

13

# Standard Client Letters

There are two types of letters that may be attached to your customers' returns: **Standard Letters** and **Custom Letters**.

This section includes the following topics regarding Standard Letters:

- Working with the Standard Client Letter
- Add Standard Letters to All Returns
- Add a Standard Letter to an Open Return
- Modifying Standard Letters
- Delete a Standard Letter from a Return

## Standard Letters

Standard letters can be added globally to all returns upon creation (via Client Communication Preferences) or individually added to one return at a time (via the Client Communication Manager).

The settings available in Client Communication Preferences offer the following controls for the Standard Letter:

- Which Letter or combination of Letters will be automatically attached to new returns
- The ability to combine the Client and Estimate Letters
- The ability to include a Privacy Notice on Client and Estimate Letters
- The ability to combine the Federal and State/Local Letters
- The ability to determine whether Client Letters should be written as if the return 'has been e-filed' or 'will be e-filed'
- The ability to determine desired pronoun usage (I/me versus we/us)
- The ability to determine which paragraphs should be included or excluded and the order in which the paragraphs will appear.

These settings are unique for each letter type (**Federal Client Letter**, **Federal Estimate Letter**, **State Client Letter**, and **State Estimate Letter**). Settings for each letter type must be made individually.

## Custom Letters

Custom letters are only created in the Client Communication Manager. Using a series of templates, you can create totally unique communications that meet the specific needs of your business. Two master templates and one blank template provide you greater flexibility in communicating with your customer. The available Master Templates are listed below:

- Engagement Letter
- Individual Tax Due
- Individual Refund
- Cover Sheet
- Mailing Slip
- Blank

Custom letters function like standard letters in that they pull information from the return and plug it into a letter. However, custom letters offer you more variables that can be used in each letter to customize the content. Full word processing capabilities (including the ability to add a graphic signature or logo) are also available to further customize your letters.

Custom Templates may be created and saved or even imported and used whenever and however you like. The template itself may be edited, or each individual letter may be edited to meet your needs.

# Working with the Standard Client Letter

Standard Client Letters pull specific information from the return to which they're attached and plug it into letters for the customer. Standard letters can be automatically attached to every return upon creation or added to returns individually after the return has been created depending on your preference.

If you choose to automatically add standard letters to returns upon creation, they will only be added to returns created after the selection was made.

You can select one or more of the following items (**Federal** and/or **State/Local** may be selected):

- Client Letter
- Estimate Letter
- Return Cover Sheet
- Estimate Letter Cover Sheet
- Return Mailing Slip

Client and Estimate Letters may be combined to include **Federal** and **State/Local** in one.

## Add Standard Letters to All Returns

**To automatically add one or more Standard Letters to all returns:**

1. Do one of the following:
   - From Return Manager, click the **Options** menu, and then select Preferences.
   - From an open return, click the **Tools** menu, and then select Preferences.

2. Select the **Client Communication** tab.
3. Under **Include the following when creating a new return**, select the letter(s) you want added to every return upon creation.
4. Do one of the following:
   - Click **OK** to apply your changes and close the dialog box.
   - Click **Apply** to apply your changes and leave the Preferences dialog box open.

Upon creation of a new return, Standard Letter(s) will be attached per your selections.

Some information in the Standard Letter is variable, meaning values will change dynamically according to the information entered or calculated in the return at a given time.

# Add a Standard Letter to an Open Return

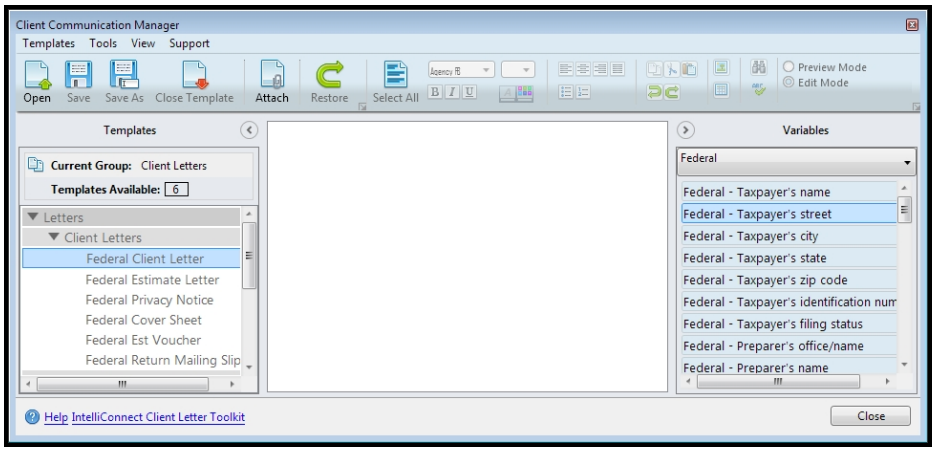
Standard letters may be automatically added to returns upon creation or manually added one at a time.

To add all Client Letters to a return at once, right-click the tab for the signature form (1040, 1065, 1120, etc.) and select **Add All Client Letters**. To add all State Letters, right-click the tab for the state signature form, and select **Add All Client Letters**.

If a client letter is already attached to the open return, **Add All Client Letters** will not be available.

**To manually add a single Standard Letter to an open return:**

1. With the return open, click the **Forms** menu; then, select **Client Letter**.

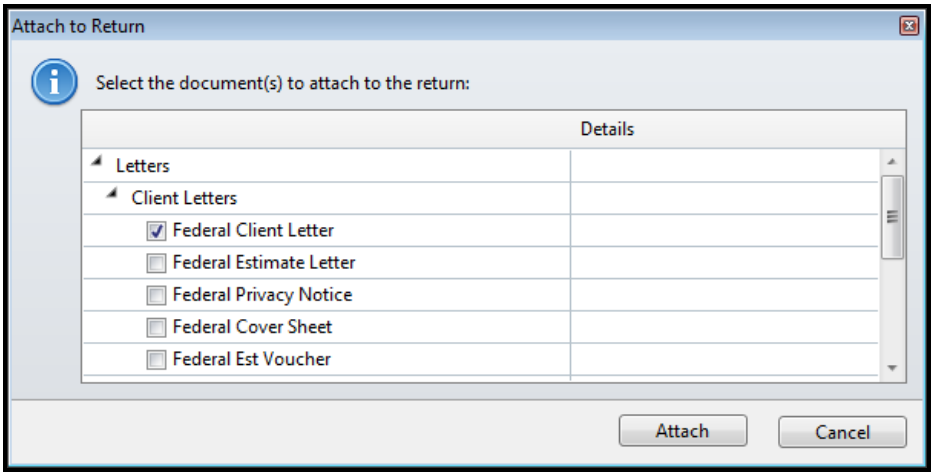



2. Under **Client Letters** (in the left pane), select the letter you wish to add to the open return.
3. Do one of the following:
   - Click the **Open** button on the toolbar.
   - Double-click the selected letter.
   - Click the **Templates** menu; then, select **Open**.

   The selected letter will then appear in the middle pane.
4. Edit the letter as desired.

Edits made this way will be saved globally. This means that the edited template, when added to any future returns, will contain the changes that were saved. Thus, it is strongly recommended to only make generic edits that are not specific to any particular taxpayer. If you would like to make changes to letters on a per return basis, skip steps 4 and 5 and attach the template as is. See Modifying Standard Letters for specific instructions on editing letters locally (per return).

5. After editing, do one of the following:
   - Click the **Save** button on the toolbar.
   - Click the **Templates** menu; then, select **Save**.
   - Press **Ctrl+S**.
6. Do one of the following:
   - Click the **Attach Template** button on the toolbar.
   - Click the **Tools** menu; then, select **Attach Letter(s) to Return**.




7. Select the check box(es) for the Client Letter(s) and/or Template(s) you would like to attach to the open return.
8. Click **Attach**.

   The selected Letters/Templates are attached to the open return and the Client Communication Manager regains focus.

9. **Close** the Client Communication Manager when finished.

Custom Letters may also be added manually instead of or in addition to Standard Client Letters. See Client Letter Templates.

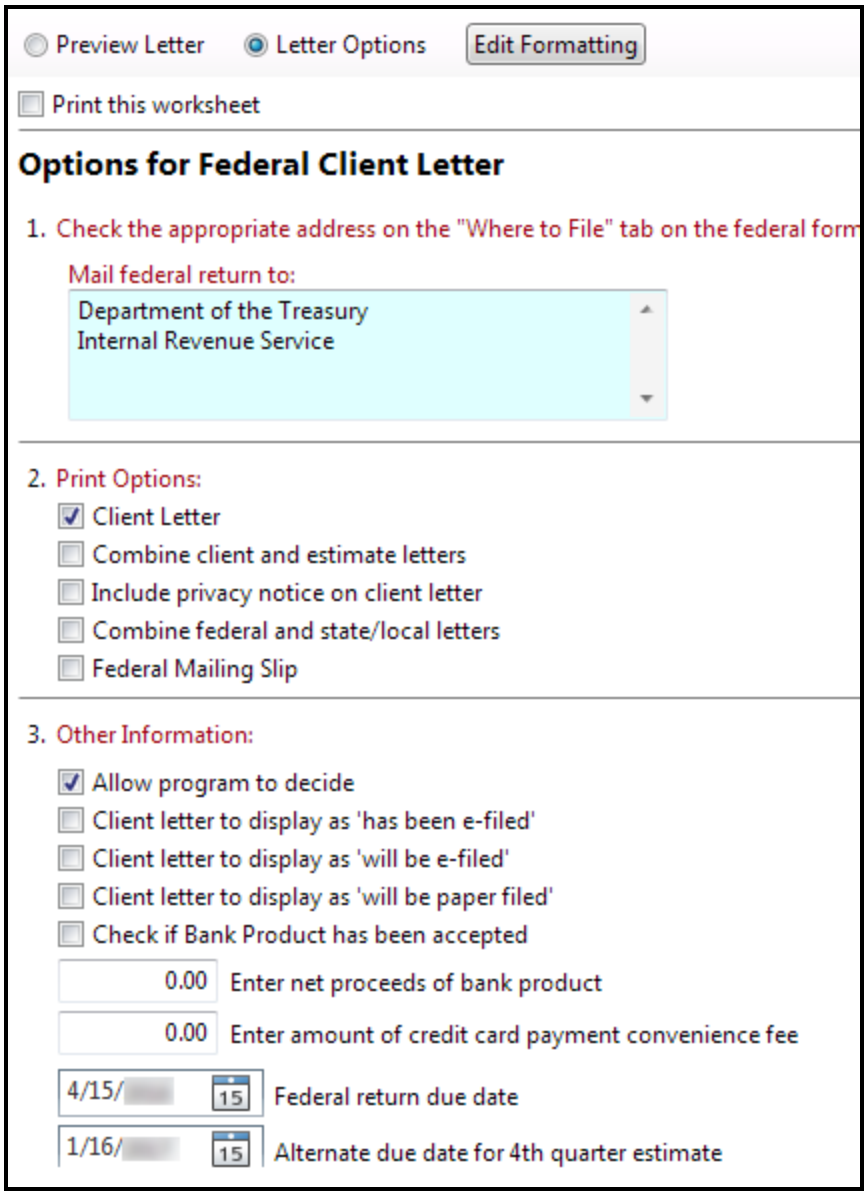
# Modifying Standard Letters

Standard letters can be modified in two ways. The dynamic content of the letter may be changed via the **Options Sheet** and the formatting of the letter may be edited via the **Edit Formatting** button.

To set the text of letters to read "has been e-filed" or "will be e-filed" for all letters and all returns, make your selection under **Other Information:** in Client Communication Preferences. Selections made under **Letter Options** will only affect the open return.

**To modify a standard letter via the Options Sheet:**

1. From the open return, click the tab for the letter you want to modify.
2. Click the **Letter Options** radio button above the letter.

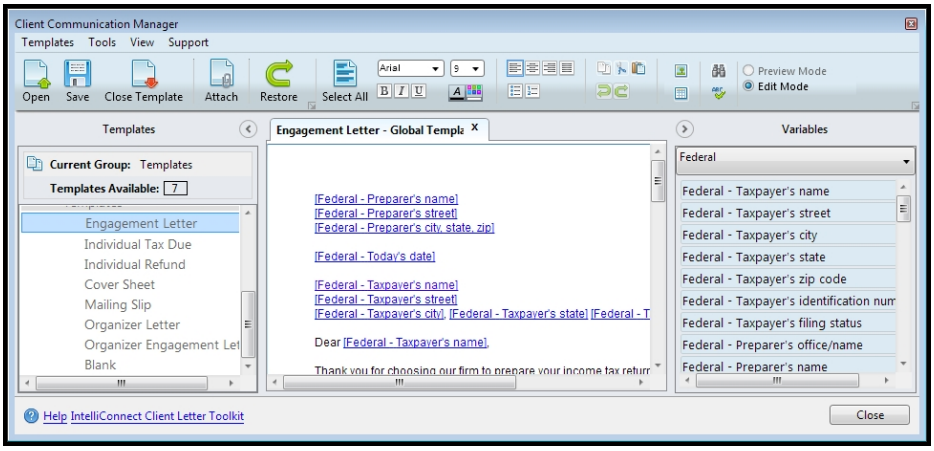



3. Change your selections as needed to determine the desired output.
4. To preview the results of your selections, click the **Preview Letter** radio button.

If you would like this worksheet to be printed whenever the client letter is printed, select the **Print this worksheet** radio button. This setting applies only to the selected letter within the open return.

**To edit the content of a Standard Letter:**

1. From the open return, click the tab for the letter you want to modify.
2. Click the **Edit Mode** button on the toolbar.




3. Use the Client Communication Manager to add or edit graphics, text, and/or variables to the letter.
4. **Save** the changes after editing.

   Upon saving, you will be given the option to save your changes locally (changes will only be applied to the current letter attached to the open return) or globally (changes will be applied to the letter template itself and will be included in any future use of the letter).

5. **Close** the Client Communication Manager when finished.

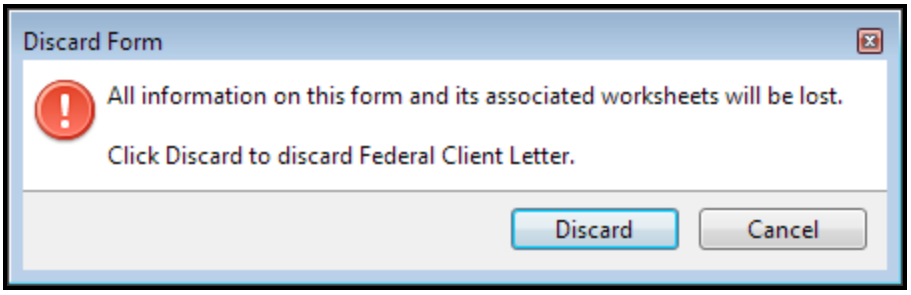
**If at any time you would like to restore any Master Template to its default state:**

1. Open the desired template.
2. Do one of the following:
   - Click the **Restore** button on the toolbar.
   - Click the **Tools** menu; then, select **Restore**.
   - Right-click the selected template; then, select **Restore**.

# Delete a Standard Letter from a Return

**To delete a standard letter from a return:**

1. From the open return, do one of the following:
   - Right-click the **Client Letter** tab to be deleted.
   - Open the letter to be deleted; then, click the **Forms** menu.
2. Select **Discard Form**.




3. Click **Discard** to confirm.

Chapter

14

# Fixed Asset Manager

You can manage your client's assets using the Fixed Assets Manager. ATX adds the Fixed Assets form to the return whenever you select a new **Form 4562, Depreciation and Amortization** from the **Add Forms** dialog box. ATX displays the Fixed Asset tab in the forms list.

If you roll a prior year return that had Fixed Assets data, asset information rolls to the current year return with updated depreciation data.

By using the asset entry features, you can:

- Select from pre-defined asset categories and subcategories for quicker data entry.
- Link depreciation results to at least sixteen business activity forms.
- Enable an automatic calculation of prior, current, and future depreciation.
- Compare actual expenses to the standard mileage deduction for listed vehicles (individual returns only).
- Create dispositions for sales, casualties, installments, like-kind exchanges.
- Create Bulk Dispositions for the sale of multiple assets.

If you would prefer to use Form 4562 only, please refer to Entering Assets Directly on Form 4562.

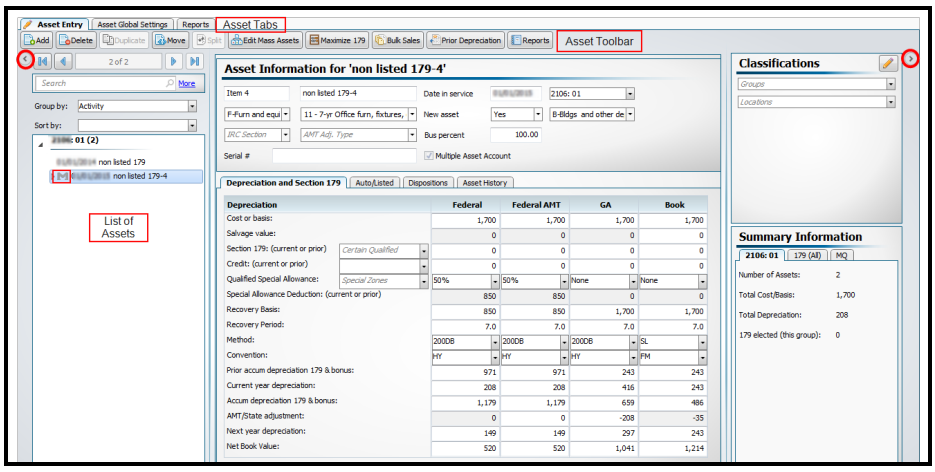
# Fixed Asset Manager And Enhanced Asset Management

Fixed Asset Manager comes with every purchase of ATX. Enhanced Asset Management functionality is available as an add-on to your existing ATX package. If you do not have Enhanced Asset Management functionality, click the **Enhanced Asset Management Trail** link to enable a 30 day free trial.

| Feature | Fixed Asset Manager | Enhanced Asset Management |
|---|---|---|
| **Add or Delete**: Allows you to add an additional asset or delete an asset. | ✓ | ✓ |
| **Duplicate**: Allows you to duplicate the asset information section for an asset, saving you data entry time. See Duplicating Assets. | | ✓ |
| **Reports:** Helps you manage and track your clients' assets using standard or customized reports.<br><br>Fixed Asset Manager includes three basic reports on Form 4562. The Enhanced version has expanded reporting capability. See Reports Overview. | | ✓ |
| **Split**: Splits an asset into multiple assets based on units, cost/basis or percentage. See Split Assets. | | ✓ |
| **Multiple Asset Account**: Allows you to report a single depreciation total on Form 4562 for a group of related assets. See Multiple Asset Account (Mass Asset). | | ✓ |
| **Maximize 179**: A quick way to populate several current year assets with a section 179 deduction equal to the Cost (times bus %). See Maximize 179. | | ✓ |
| **Move**: Allows you to re-assign one asset at a time or re-assign multiple assets to a different business activity. | ✓ | ✓ |
| **Bulk Sales**: Links the assets together into one sale with one sale price. | ✓ | ✓ |
| **Prior Year Deduction**: Allows you to accept or modify system calculated prior depreciation for assets (including listed assets). | ✓ | ✓ |
| **Classifications**: Allows you to identify and characterize similar assets, gathering them into groups, locations, or any custom classification. See Classifications. | | ✓ |
| **Summary Information**: Allows you to see a summary by group (based on what is selected in the Group by: filter on the Navigation pane), 179 limit information, and MQ summary. See Summary Information Pane. | | ✓ |

| Feature | Fixed Asset Manager | Enhanced Asset Management |
|---|---|---|
| **Book Deprecation:** Allows you to calculate book depreciation using the **Book Depreciation** column on the Depreciation and Section 179 tab. You can also run reports related to book depreciation. | | ✓ |

# Fixed Asset Manager Interface




## Asset Tabs

Asset Entry tabs include:

- **Asset Entry** - the default tab where you can enter asset information.
- **Asset Global Settings** - allows you to configure and view settings for assets.
- **Reports** - run reports for your assets. *(Only available with Enhanced Asset Management).*

## Panes

The left and right panes are indicated by a red circle in the image above. These panes are displayed by default. To hide a pane for a larger viewing area, click the red circle.

The left pane allows you to search, filter, and access a list of assets in a return.

The right pane includes **Classification** and **Summary Information** for assets. (Only available with the enhanced version of Enhanced Asset Management).

## Asset Information

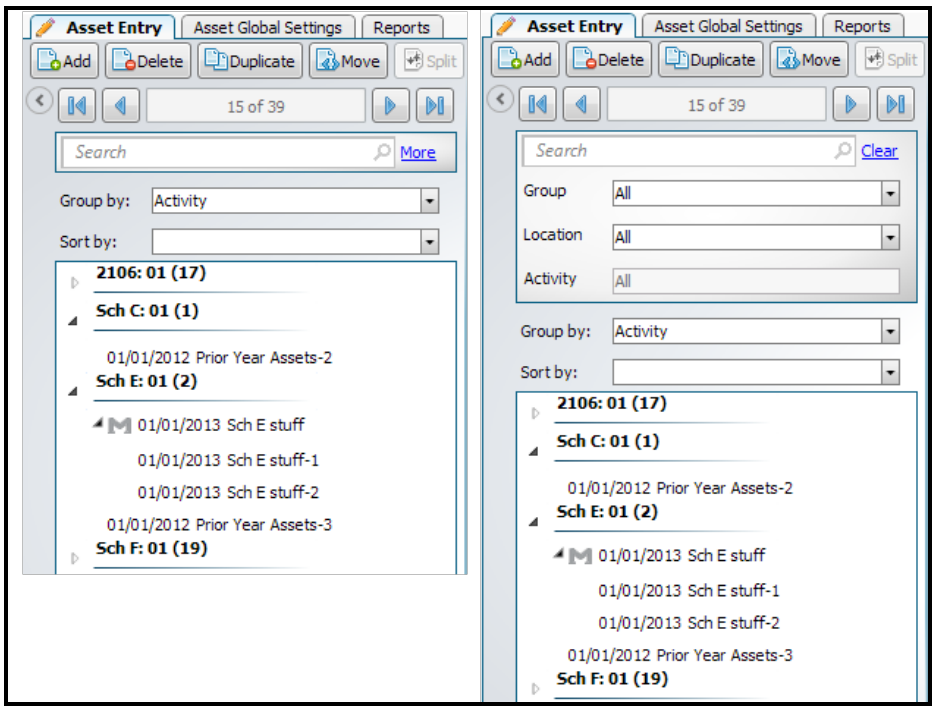
The starting point for entering a new asset. For more information, see the Asset Information Pane.

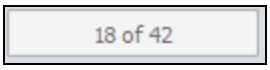
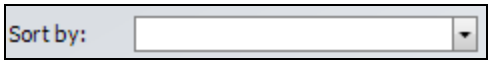
# Asset Entry Toolbar

| Icon | Item | Description |
|---|---|---|
| | Add | Adds a new asset. |
| | Delete | Deletes the displayed asset. |
| | Duplicate | Duplicates the displayed asset.<br> This feature is only available in Enhanced Asset Management. |
| | Reports | Launches the **Reports** tab, where you can choose from standard reports or use the **Customize Report Wizard** to create a custom report.<br> This feature is only available in Enhanced Asset Management. |
| | Split | Launches the **Split Asset** dialog box, where you can split an asset into multiple assets based on either units, cost/basis or percentage.<br> This feature is only available in Enhanced Asset Management. |
| | Edit Mass Asset | Allows you to tie additional assets to a parent asset for a multiple asset account.<br> This feature is only available in Enhanced Asset Management. |
| | Maximize 179 | Launches the **Maximize 179** dialog box for current year assets with a section 179 deduction.<br> This feature is only available in Enhanced Asset Management. |
| | Move | Launches the **Move Asset** dialog box, where you can move assets from one activity to another. |
| | Bulk Sales | Launches the **Bulk Dispositions** dialog box, where you are able to enter the information for bulk sales. |
| | Prior Deprecation | Launches the **Prior Depreciation/Business Use (for Listed Assets)** dialog box, where you can enter prior year business use percentages and/or business miles for luxury autos. |

# Search and Filter for Assets

The navigation pane is located on the **Asset Entry** tab and directly to the left of the Asset Information Pane. Within the navigation pane you can **Search** assets and filter the results by **Group**, **Location**, and/or **Activity.**




| Item | Description |
|---|---|
| | Takes you to the first asset in the asset list. |
| | Takes you back one asset. |
|  | Displays the current asset number you are viewing and the total number of assets in the asset list. |
| | Takes you to the next asset in the asset list. |
| | Takes you to the last asset in the asset list. |
| | Allows you to search for a group of assets or a particular asset. |
| | The **More** link allows you to filter your search further, using options such as Group, Location and Activity. |
| | Allows you to filter your search by **Activity**, **Year Placed in Services**, **Groups**, or **Location**. |
|  | Allows you sort your assets by **Description** or **Date Placed in Service**. |

## Clear Your Search

To clear your search, do one of the following:

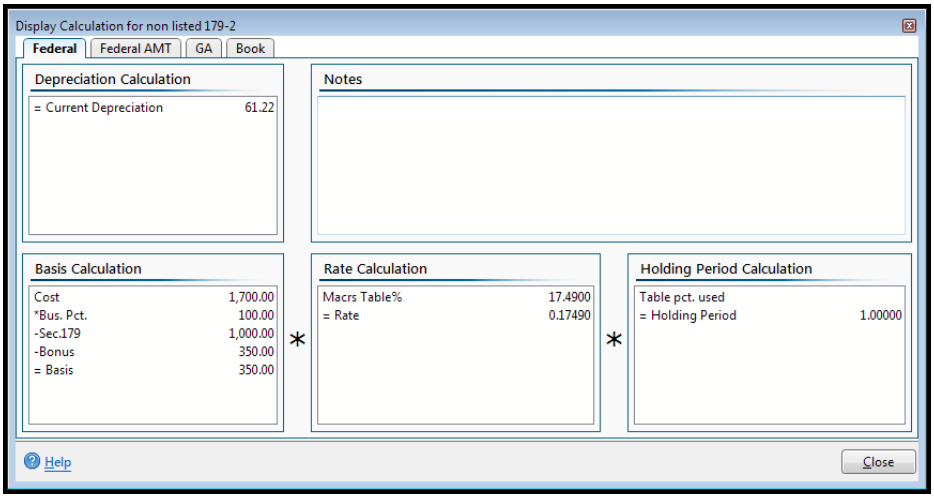
- To clear your search information you can delete the search text from the **Search box**, or if using the **More** search options, click **Clear**.
- To clear the **Grouped by** box, click the drop-down list and select **All**.
- To clear the **Sort by** box, click the drop-down list and select the blank area.

# Display Calculations for Asset

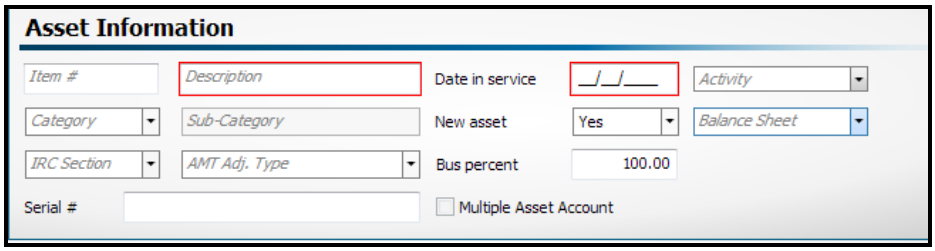
ATX allows you to view the calculations of any selected asset.

**To view calculations:**

1. From the **Asset Entry** tab, select an asset.
2. Click a field on the **Depreciation and 179** tab.
3. Press **Shift+Ctrl+F12.**



# Asset Information Pane




The **Asset Information Pane** is the starting point for entering a new asset. Your rolled over data is automatically entered in this section. For all new assets, complete the **Asset Information Pane**, and then enter at least a cost or basis on the **Depreciation and Section 179** tab. Complete the **Auto/Listed** and **Dispositions** tabs as needed.

**Asset Information Pane** fields:

- **Item#**: A unique item number for the asset (created by the user to identify the assets).
- **Description**: A description of the asset.
- **Date in service**: The date the asset was placed in service.
- **Activity**: Any business activity form added to the return will show in the activity list. Select from the list to assign the asset to a business activity form. Some business activities can have several copies and may be appended with :01, :02 and so forth.
- **Category/Sub-Category**: Select from a category and subcategory to enable defaults for recovery period, method, and convention.
- **New asset**: Indicates if the asset meets original use requirements for bonus depreciation.
- **Balance Sheet**: Sends the depreciation to the balance sheet (Schedule L) of business forms.
- **IRC Section**: Internal Revenue Code Section for amortized assets for page 2 of Form 4562.
- **AMT Adj. Type**: For amortized assets, this affects the AMT column's recovery period.
- **Bus percent**: Percentage the asset was used for business use. ATX defaults this to 100%.
- **Serial #**: Serial number of the item, if applicable.
- **Multiple Asset Account**: Check to designate this asset as the parent in a multiple asset account. (This check box is only active and available in Enhanced Asset Management.

# Depreciation and Section 179 Tab

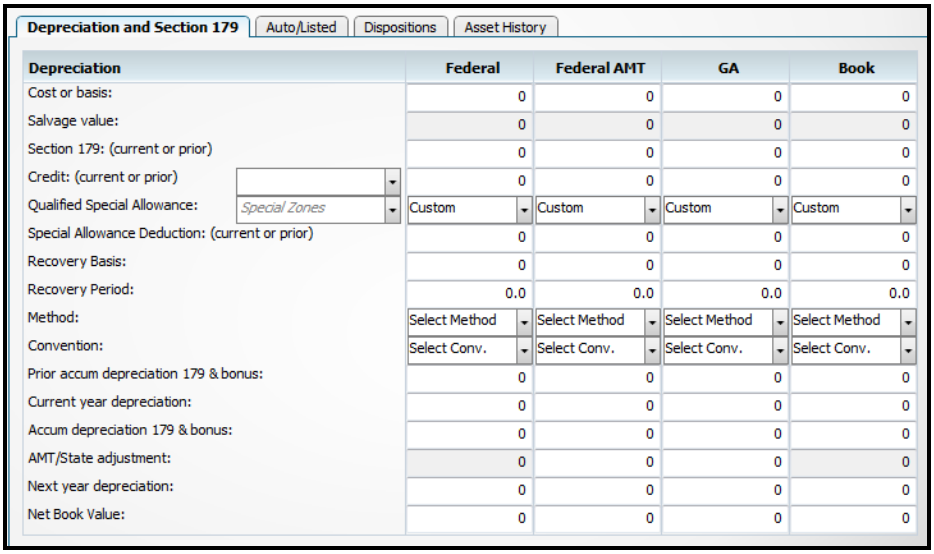
After the main asset pane has been completed, this tab allows for entry of the asset's **Cost** or **Basis** in order to calculate the depreciation of the asset.

**To enter depreciation:**

1. Enter the **Cost** or **Basis** of the asset in the **Federal** column. Entering the cost or basis in the Federal column also completes the cost in the Federal AMT and State columns.
2. The Fixed Assets form calculates the following based on this entry:
   - The recovery period, method, and convention for the Federal, AMT, State, and Book columns if a category/subcategory was selected
   - Any qualified Bonus depreciation
   - The Recovery Basis
   - Prior depreciation (if this is a prior year asset)
   - Current Year depreciation

- Accumulated depreciation
- Next year depreciation

3. Enter any other applicable information in the space provided.




The calculated entries can be changed if necessary by selecting the field and entering the changes. The text of the overridden fields will be red. To restore the calculated field, right-click in the field and select **Restore**.

# Auto/Listed Tab

This tab allows for the calculation of depreciation on listed property and vehicles. If you use a vehicle for business purposes, you ordinarily can deduct vehicle expenses. You generally can use one of the two following methods to figure the deductible expenses:

- Standard mileage rate
- Actual vehicle expenses

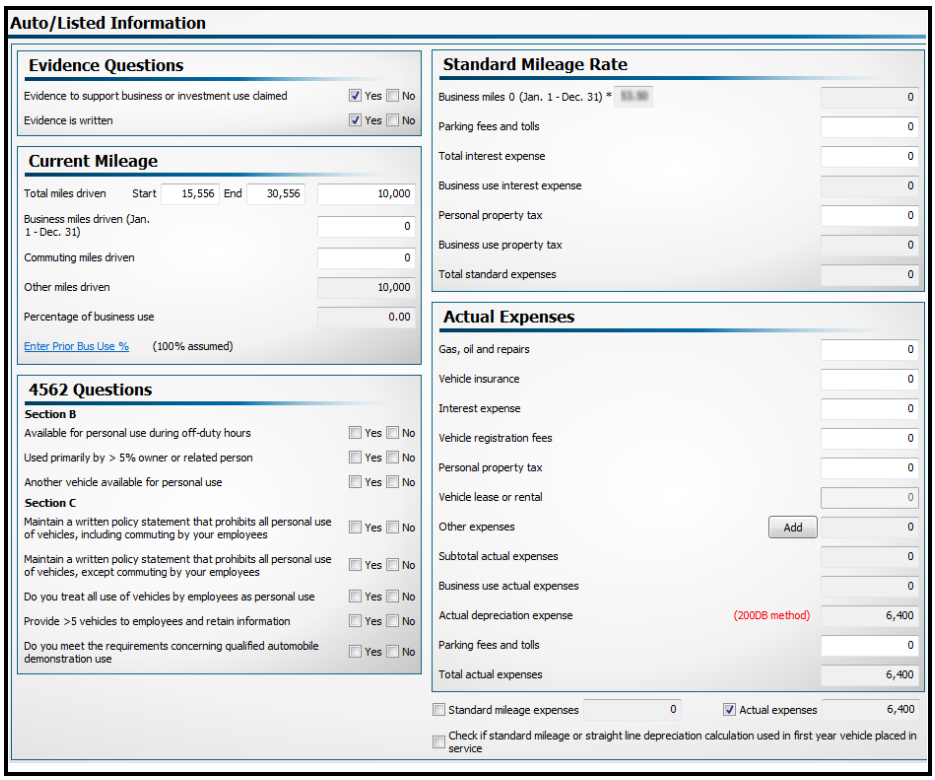
The first year you place the listed vehicle in service, the program will show the standard mileage section and the actual section so that you can determine which is the higher deduction. The sections that display after a rollover depend on which deduction was taken in the first year.

If the standard deduction is selected in the first year, the program will begin to compute a depreciation component attributed to the standard mileage deduction and will switch the method and convention to SL/FM.

Only listed vehicle types will allow use of the Auto Listed tab - for example V5, 6, 7 and 9.

Business returns such as 1120, 1120S, 1065 do not report a standard mileage deduction, so the tab is not visible for those return types.

Based on the destination form and the sub-category of the vehicle, certain sections of this tab may not be visible.




## Evidence Questions

You need to complete the evidence questions for the first vehicle. After that, ATX completes the questions for you.

## Current Mileage

Enter or verify the following information for the vehicle:

- Start and End Total miles. The End miles will roll to the next year.
- Total miles driven.
- Business miles, commuting miles, and other miles as applicable.

Fixed Assets uses this information to compute the business use percentage. See **Prior Business Use Percents (Listed Assets)**.

## 4562 Vehicle Questions (Section B, C)

- Section B questions need to be answered for each vehicle unless the exception in Section C applies.
- Section C questions will be completed per business activity, if applicable.

## Actual Expenses

If the taxpayer does not use the standard mileage rate, they may be able to deduct actual car expenses. If they have fully depreciated a car that is still used in the business, the taxpayer can continue to claim their other actual car expenses.

To add other expenses click **Add**; then, click within the **Other Expenses** dialog box to add a description and amounts for each field added.

# Dispositions Tab

Fixed Assets allows you to create these disposition types from the **Dispositions** tab: **Sale/Abandonment**, **Installments**, **Casualty/Theft**, and **Like-Kind Exchanges**. Select the appropriate sale type from the drop-down list. **Bulk Sale** treatment is available for the sale/abandonment and install sale types.

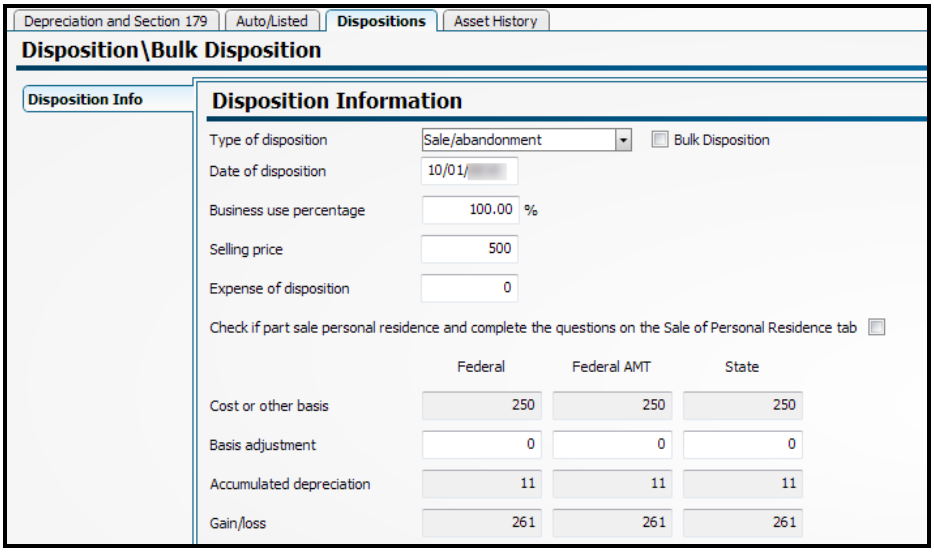
If for some reason you need to clear all the disposition data from a particular current year disposition, return the disposition type to "Please Select". This will remove any manually entered information and calculated data from the disposition tab and forms.

By default, the **Dispositions** tab appears as pictured below:

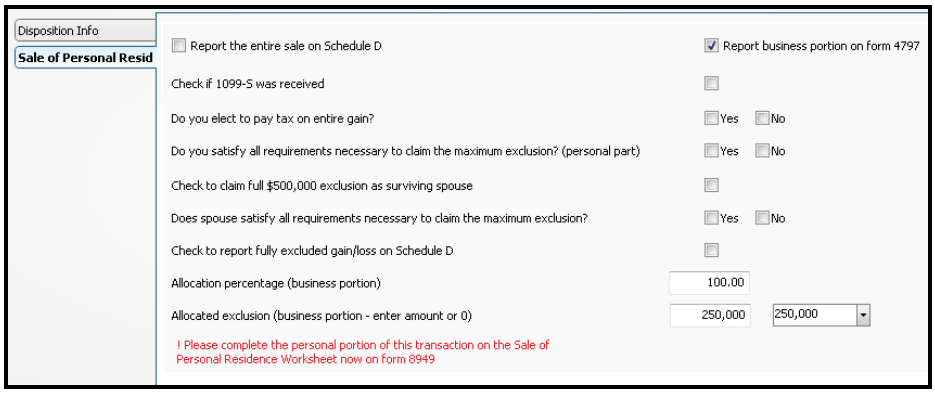
The calculated disposition gain/loss is linked to the appropriate form in the return such as 4797, 6252, 4684 Section B, or 8824. ATX also provides non-calculating or non-flowing disposition types: **Converted to Personal Use** and **Do Not Calculate Gain/Loss**. These types may be used when you do not want the disposition reported in the current year tax return.

When you roll to the next year, prior year disposed assets will not be visible by default. To view (but not edit) sold assets, select the corresponding preference from the Rollover Manager tab of the Preferences dialog box.

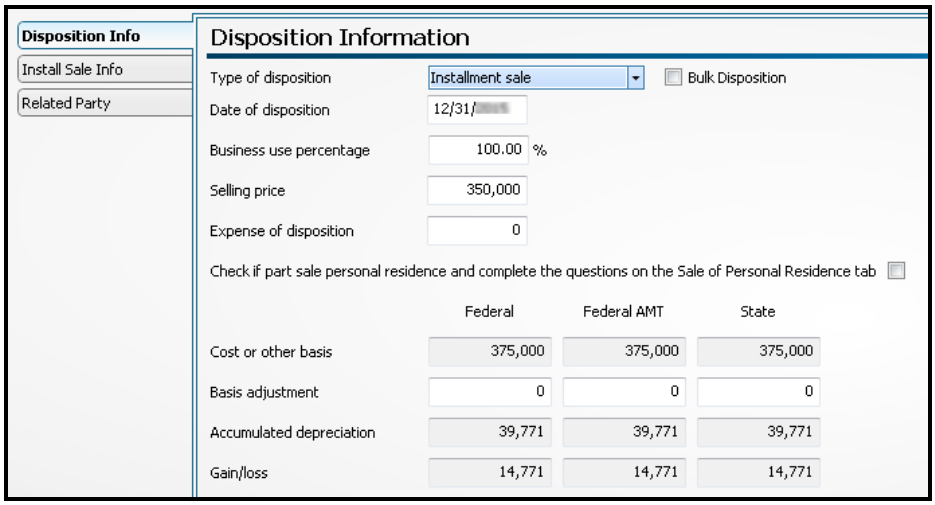
If **Sale/Abandonment** is selected as the disposition type, the **Dispositions** tab appears as pictured below:



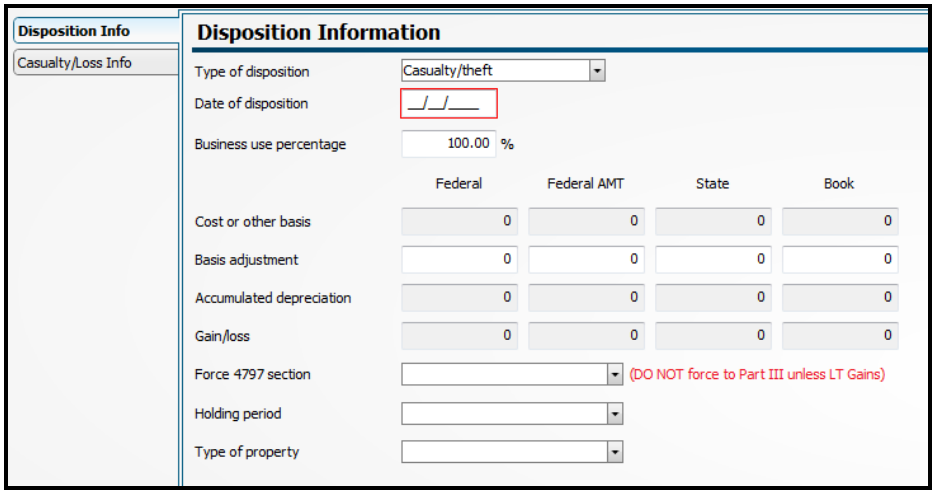
The **Sale of Personal Residence** check box option allows you to split a sale between business and personal based on business use percent, Portions of the sale are sent to Form 4797 or Form 8949 where any exclusion of gain will be calculated.



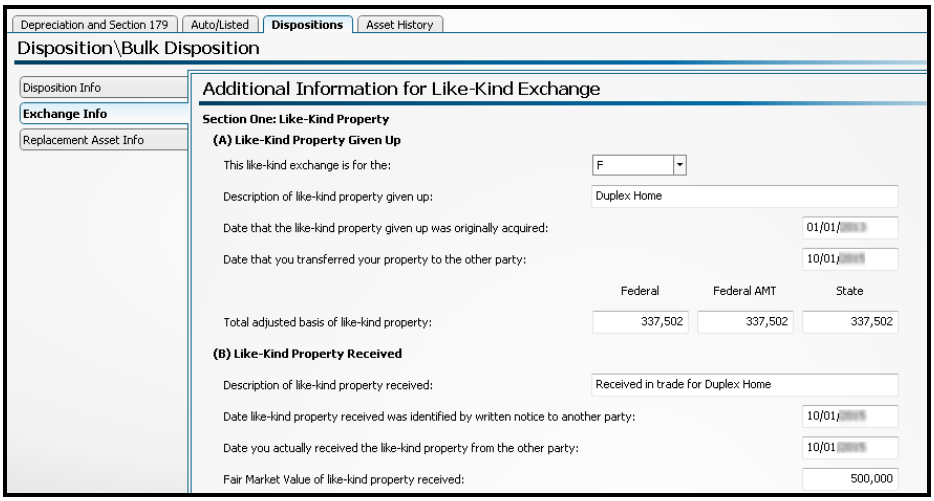

If **Installment Sale** is selected as the disposition type, the **Dispositions** tab appears as below. Please be sure to complete the current year payments field on the **Install Sale Info** tab for a correct calculation on Form 6252.



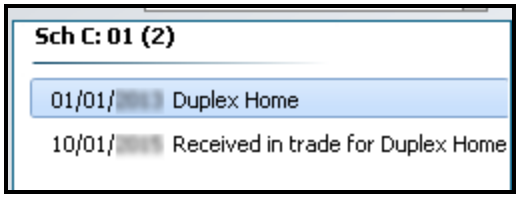

If **Casualty/Theft** is selected as the disposition type, the **Dispositions** tab appears as pictured below. Be sure to complete the **Casualty/Loss Info** tab because it is data required by Form 4684, Part B.



If a **Like-Kind Exchange** is selected as the disposition type, the **Dispositions** tab appears as below. Be sure to complete all applicable fields on the **Exchange Info** tab for correct computation of the Like-Kind Exchange on Form 8824. When you create a like-kind exchange, the basis of the replacement asset will automatically be added to the asset list.




The received asset is automatically added to the asset list.

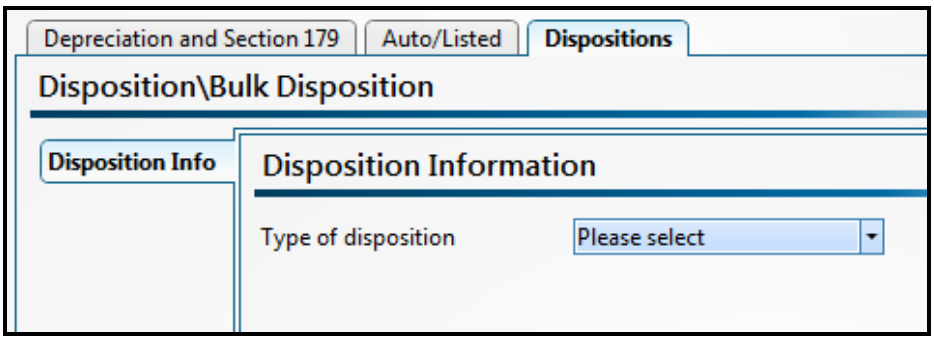



## Disposition of Single Assets

Fixed Assets allows several types of dispositions. If a bulk disposition (sale of multiple assets) is available, a **Bulk Disposition** check box will be present under **Disposition Information**. Selecting that check box will prompt you to select or create a bulk disposition event, then assign assets by activity.

**To assign the disposition of a single asset:**

1. In the **Navigation** pane select the affected asset.
2. Click the **Dispositions** tab.




3. Select the desired disposition for the asset in the **Type of disposition** drop-down list.

Depending on the disposition type selected, required information will vary. Be sure to enter all requested information on each tab to ensure proper calculation and data flow.

4. Enter a date for the disposition.
5. Enter all requested information on each tab.

## Bulk Dispositions

If the sale of a group of assets is to be reported on Form 4797, *Sales of Business Property* or Form 6252, *Installment Sale Income*, use the **Bulk Sales** feature to link the assets together into one sale with one sale price.

The Fixed Assets form will calculate the gain/loss for a group of assets tied together in one sale using the **Bulk Sales** feature. On the Fixed Assets form, there are two types of **Bulk Dispositions** available: **Sale/Abandonment** (for Form 4797) and **Installment Sales** (for Form 6252).

The Bulk Sales feature can be set up or edited in two ways:

- From the **Fixed Asset** toolbar.
- From the **Disposition** tab.

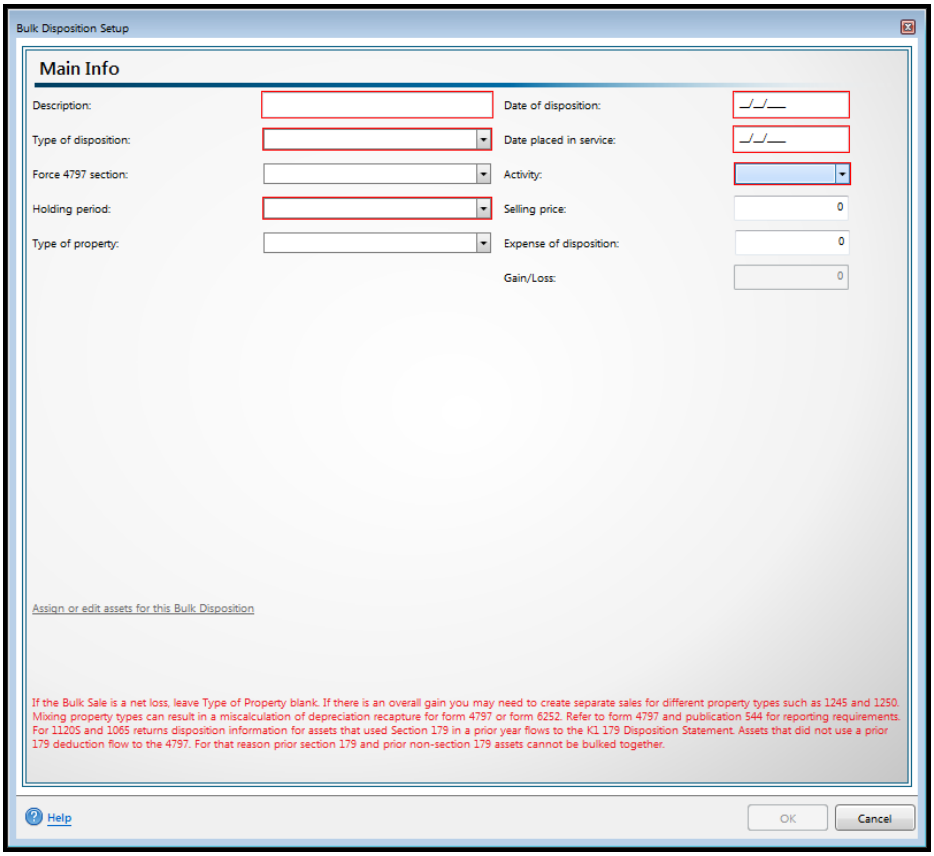
Be sure to review the IRS reporting requirements and explanation of how to treat different classes of assets if grouping assets together in a sale. (Publication 544, *Sales and Other Dispositions of Assets*)

Assets grouped in a bulk sale should be of the same property type. For example, all the assets are Section 1245 property (depreciable personal property, tangible or intangible) or Section 1250 property (real property).

### Bulk Disposition Setup

**To add a new Bulk Disposition:**

1. In the navigation pane, select one of the assets to be included in the Bulk Disposition.
2. Click the **Dispositions** tab and select **Sale/abandonment** or **Installment sale** from the drop-down.
3. Select the **Bulk Disposition** check box, and then select **Add New** from the drop-down list.




4. Enter a **Description** for the bulk disposition.
5. Enter the **Date of disposition**.
6. Select the **Type of disposition** from the drop-down list.
7. Enter the **Date placed in service**.

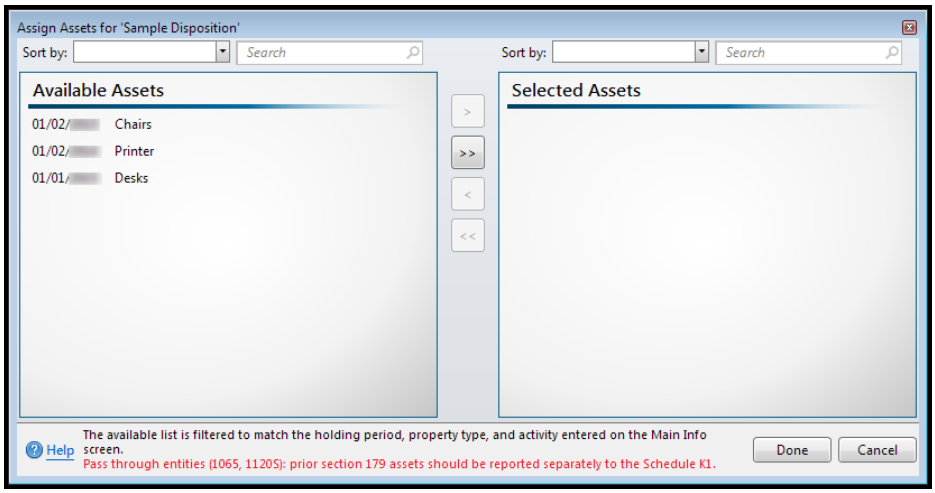
   A valid date is required for e-filing.

8. Make a selection from the drop-down list for **Force 4797 section**.
9. Select the **Activity** from the drop-down list.
10. Select the **Holding period** from the drop-down list.
11. Enter the **Selling price** of the assets in the Bulk Sale.
12. Select the **Type of property** from the drop-down list.
13. Enter any incurred **Expense of disposition**.

## Assign Assets for a Bulk Disposition

Assets must be assigned to the bulk disposition. If no assets are assigned, the bulk disposition does not calculate.

1. Click **Assign or edit assets for this Bulk Disposition** from the **Bulk Disposition Setup** dialog box.



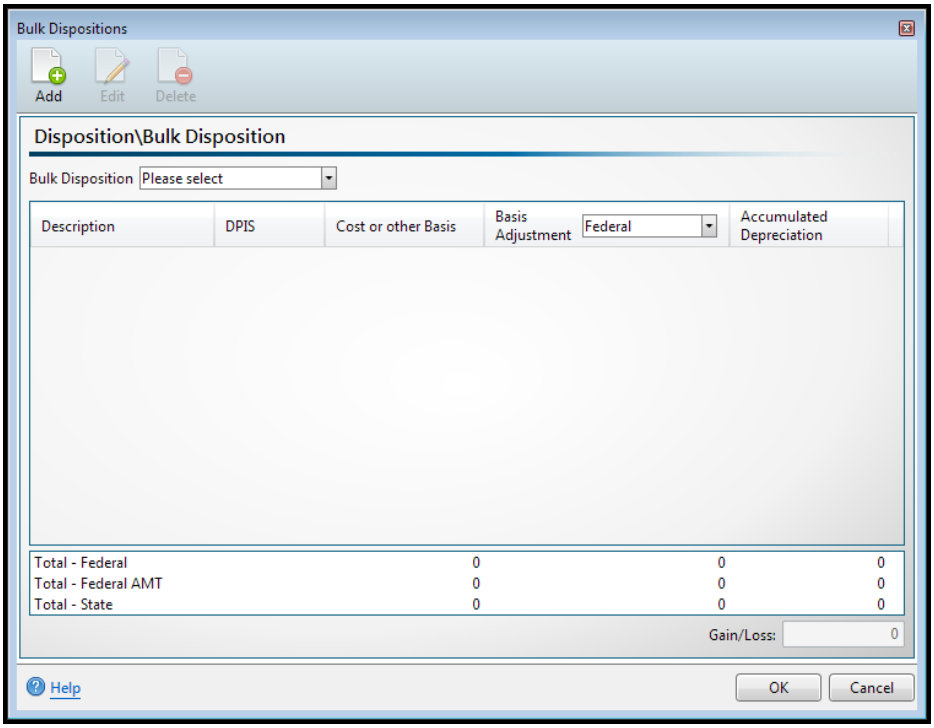

Assets already assigned to other dispositions will not be available for assignment to the **Bulk Disposition**.

Only assets assigned to the same activity as the current selected asset will be available for assignment to the **Bulk Disposition**.

2. Highlight the desired asset in the **Available Assets** list and click **>** to move it to **Selected Assets** list or **>>** to move all assets.

To select multiple assets at once, hold the **Ctrl** key and select the assets with your mouse.

3. Click **Done**.




4. Click **OK**.
5. Select the name of the bulk disposition from the **Please Select** drop-down list.

   The details of each asset's disposition and the totals for all assets in the bulk disposition are displayed in the **Bulk Dispositions** dialog box. The **Gain/Loss** is calculated based on the total sale.

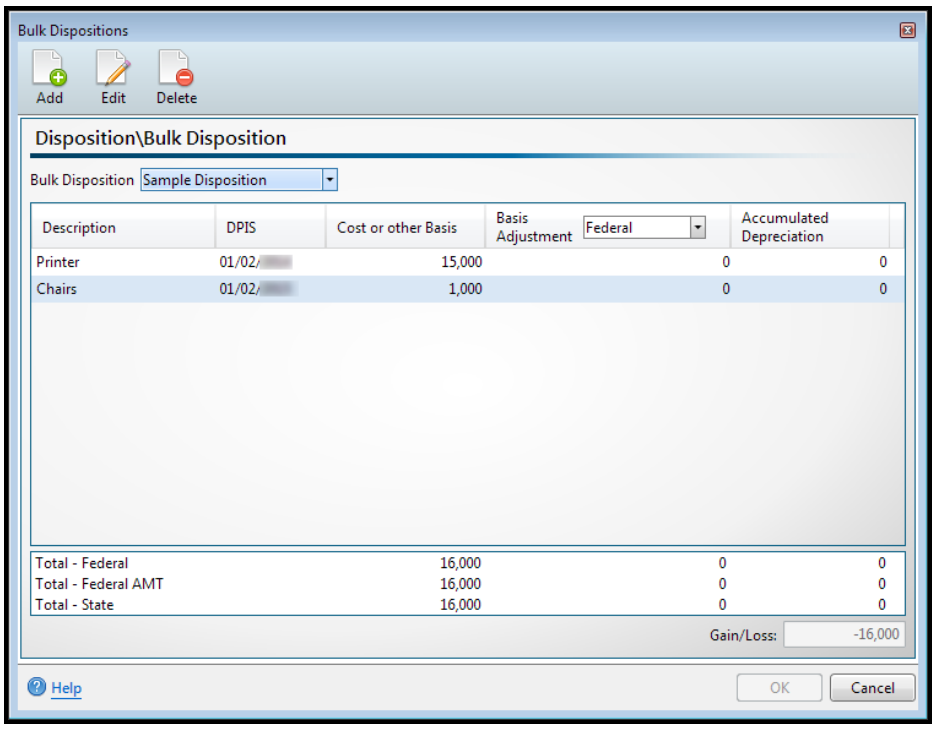
   Click the **Edit** button to return to the **Bulk Disposition Setup** dialog box if you need to edit the details of the disposition.

6. Click **Save**.

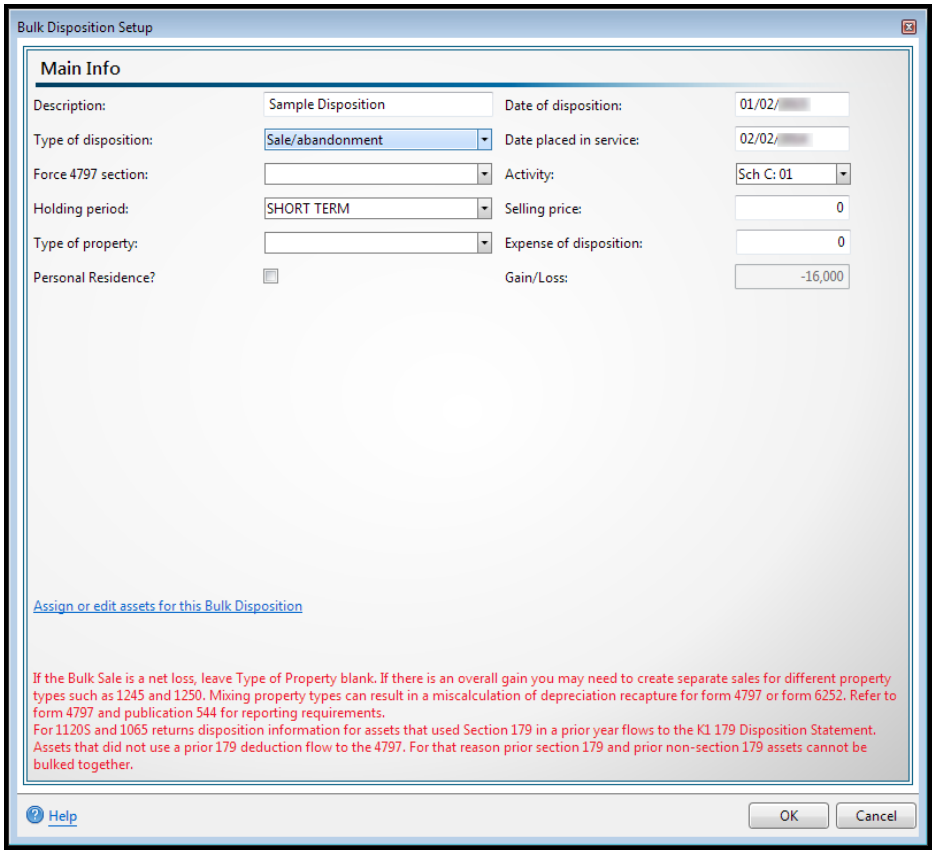
## Editing Existing Bulk Disposition

**To edit an existing Bulk Disposition:**

1. In the **Navigation** pane, select one of the assets that currently belongs to the **Bulk Disposition** to be edited.
2. From the **Dispositions tab**, select the bulk disposition from the drop-down list, and then click **View Bulk Disposition**.




3. Click the **Edit** button on the toolbar.

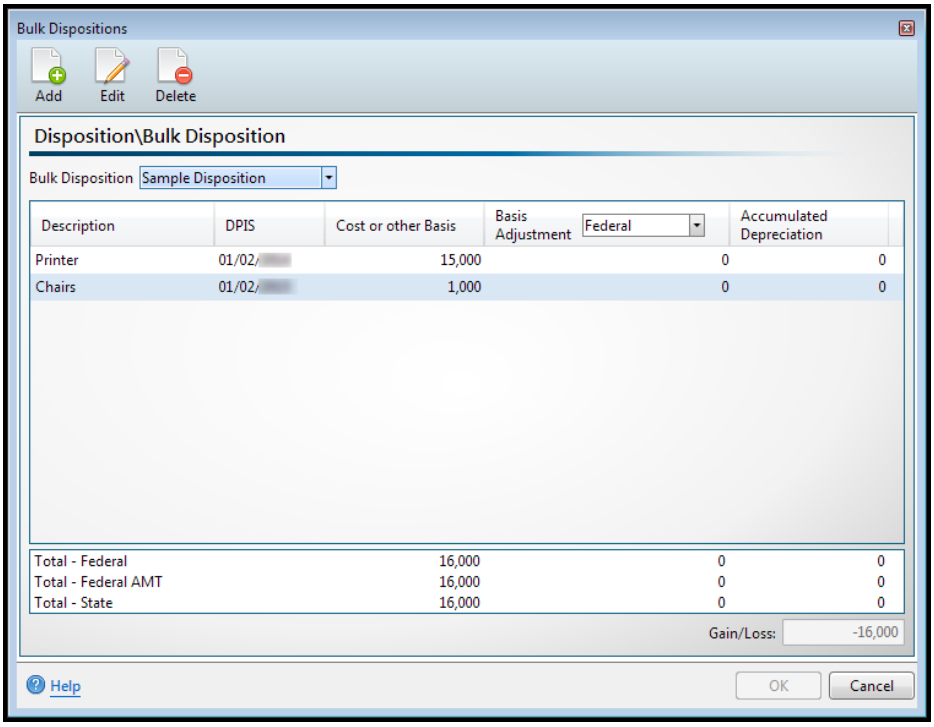



4. Edit the details of the selected **Bulk Disposition** as desired.
5. Click **OK** to save your changes or click **Cancel** to exit without saving.

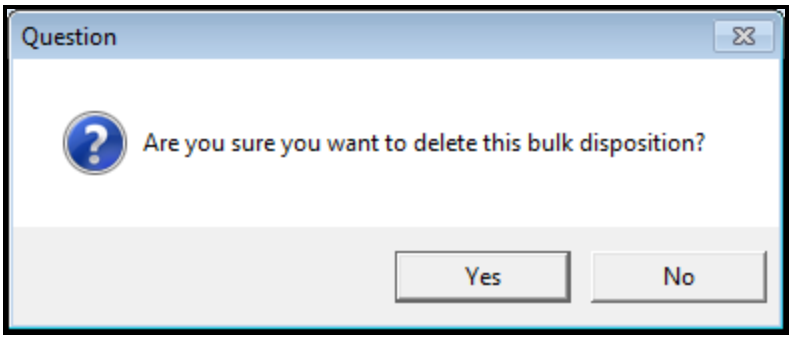
## Deleting Existing Bulk Disposition

**To delete an existing bulk disposition:**

1. In the **Navigation** pane, select one of the assets belonging to the desired **Bulk Disposition**.
2. From the **Dispositions** tab, select the bulk disposition from the drop-down list, and then click **View Bulk Disposition**.




3. Click the **Delete** button on the toolbar.



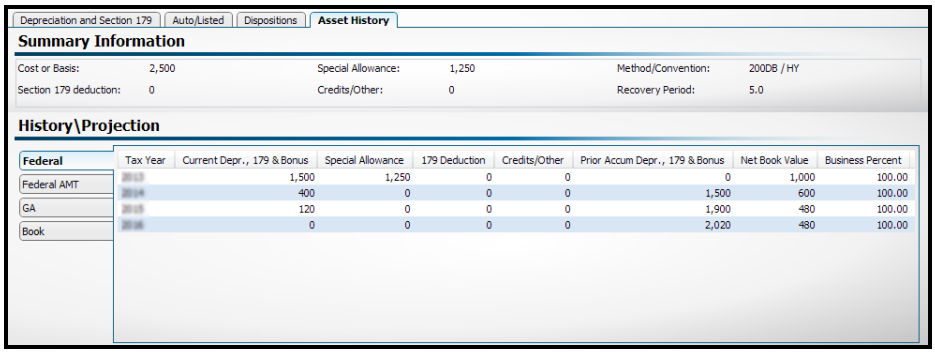

4. Click **Yes** to delete or click **No** to cancel the operation and return to the **Bulk Dispositions** dialog box.

For any bulk disposition that includes the sale of a personal residence, the **Sale of Principal Residence Input tab** on **Form 8949** must also be completed.

# Asset History Tab

*This feature is available in **Enhanced Asset Management**.*

The **Asset History** tab displays the history and projection of the asset by the different depreciation treatments starting with the first year placed in service through the last depreciable year. Each depreciation treatment is listed on a tab on the left.

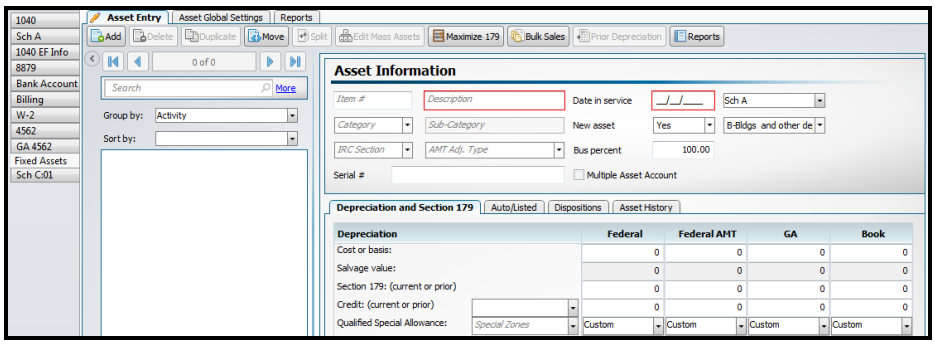



# Entering a New Asset

Fixed Assets calculates prior, current, and future depreciation for each depreciable or amortizable asset. This enables you to have all of the client's asset information at your fingertips.

**To add an asset:**

1. From an open return, do one of the following:
   - From the toolbar click **Add Form**, and add **Form 4562**, *Depreciation and Amortization*. ATX loads the **Fixed Assets** in the **Forms tab**.
   - Jump from a form field. Select **Form 4562***, Depreciation and Amortization,* or the Fixed Asset Form. ATX loads the **Fixed Assets** in the **Forms tab**.

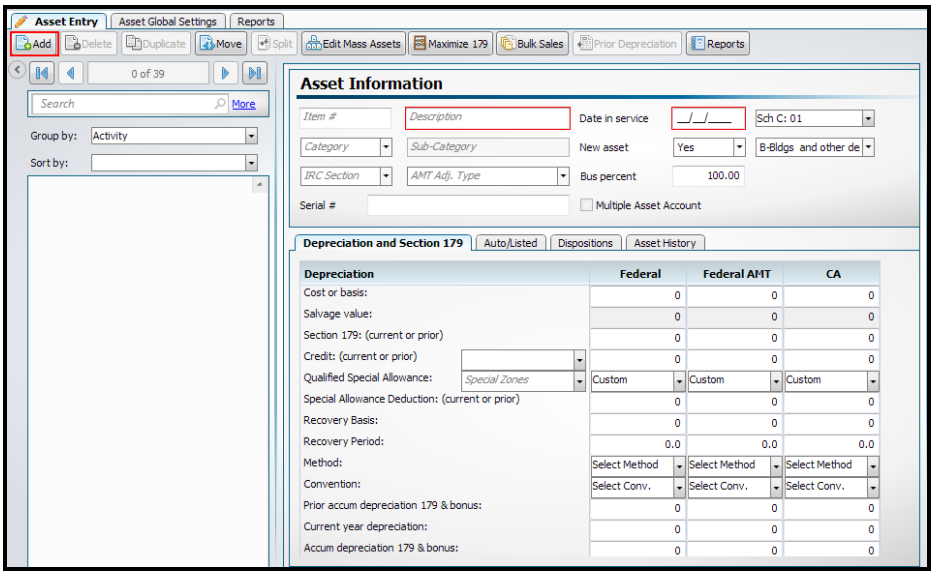



2. To complete the **Asset Information**, enter the following information:
   - A unique item number: This can be a number or combination of numbers and letters created by the user.
   - A description of the asset. *Required field inorder to save the asset.*
   - The date placed in service. *Required field inorder to save the asset.*
   - Select the business activity from the **Activity** drop-down list to assign the asset. If you have only one business activity it will already be selected by default.

- Select a **Category** and **Sub-category** from the drop-down menu. Selecting a **Category** and **Sub-category** will automatically populate **Method**, **Recovery**, and **Convention**. You can leave these blank or override with manual entries.
- Select **No** from the **New asset** drop-down list if the asset does not meet the original use requirement.
- Select the **IRC section** if applicable for amortized assets. (ATX defaults to the correct code if you chose the category and subcategory)
- Select the **AMT adjustment type** for amortized assets, if applicable.
- Review the percentage of business use and adjust as necessary. If this is a listed vehicle, complete the **Auto/Listed** tab to calculate the business use.

3. Click the tab related to the type of entry you are making and enter the pertinent information regarding the asset.
   - Depreciation and Section 179 Tab
   - Auto/Listed Tab
   - Dispositions Tab
   - Asset History Tab

To add additional assets, click the **Add** button on the **Asset Entry** toolbar.




# Duplicating Assets

*This feature is available in **Enhanced Asset Management**.*

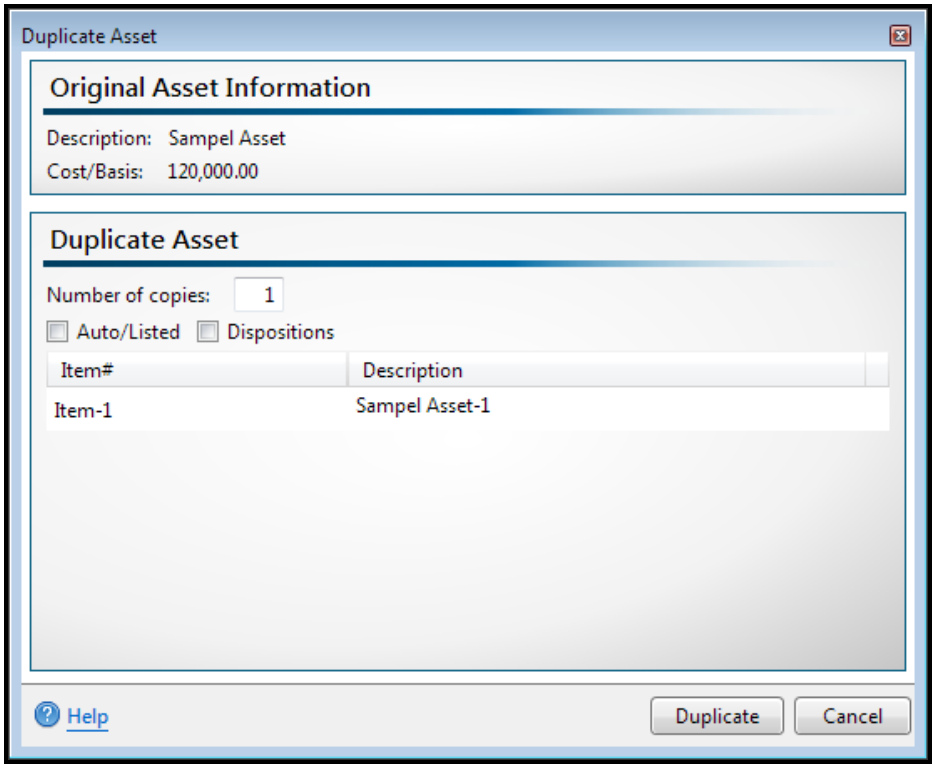
This feature allows you to duplicate assets in the event your client purchases multiple assets that are the same. After you enter one asset, duplicating it will save you time entering the remaining assets. For example, if your client purchases 5 computers for their office, you can enter the asset information for one computer and duplicate the asset information for the remaining computers.

The Item number and Serial number will not be included in the duplication.

**To duplicate an asset, use the following steps:**

1. Select the asset in the **Navigation Pane**.
2. Do one of the following:

- Click the **Asset** menu and select **Duplicate**.
- Click the **Duplicate** button on the toolbar.




3. Enter the number of copies of the asset you will need.
4. Select the appropriate check box(es) indicating the tabs you want to include in the duplication.
5. Click **Duplicate**.

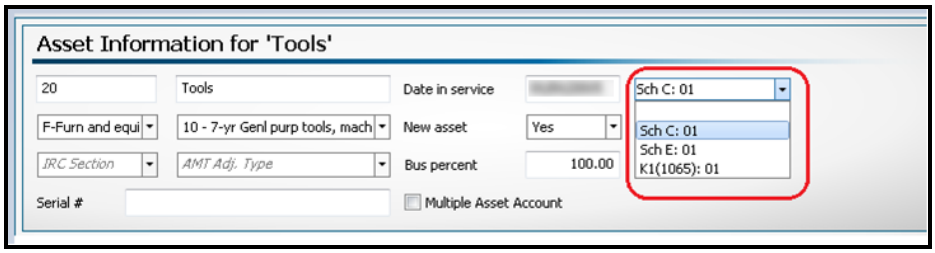
# Move Assets

ATX allows you to move a single asset or multiple assets at the same time.

## Move an Asset

**To move assets one at a time:**

1. From the asset list, select the specific asset.
2. Click on the **Activity list** drop-down on the **Asset Information Pane**.




3. Select the desired business activity from the drop-down to link to the desired business activity.

ATX only displays available forms within the return. Make sure you add the appropriate form to link the asset to before you try to move the asset.

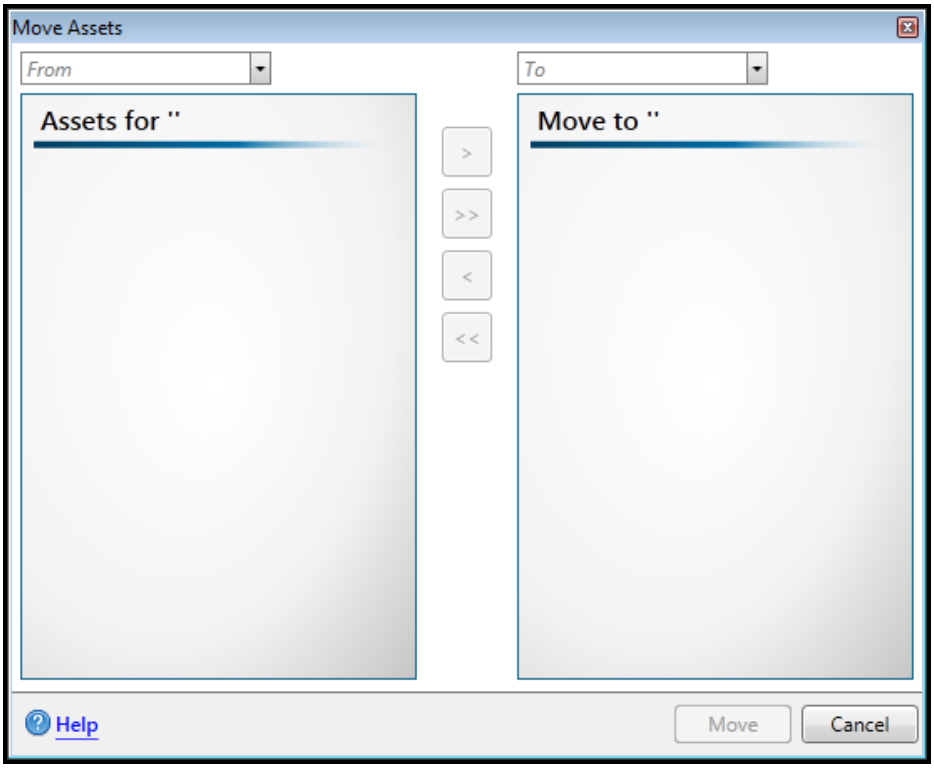
## Move Multiple Assets

The move assets feature allows you to move assets from one activity to another.

This feature is helpful if you have multiple assets where the activity needs to be changed.

**To move assets in bulk:**

1. Click the **Move** button on the **Asset** toolbar.




2. Select an activity in the **From:** drop-down box. ATX displays all linked assets.
3. Select an activity in the **To:** drop-down box. ATX displays all available asset forms in the return.
4. Select the **Assets** in the **Assets for** box.
5. Use the arrows located in the middle of the dialog box to move the asset(s) from one pane to the other. Do one of the following:
   - Click the **>** button to move the selected asset from the **Assets for** pane.
   - Click the **<** button to move the selected asset from the **Move to** pane.
   - Click the **>>** button to move all assets from the **Assets for** pane.
   - Click the **<<** button to move all assets from the **Move to** pane.
6. Click **Move**.

# Split Assets

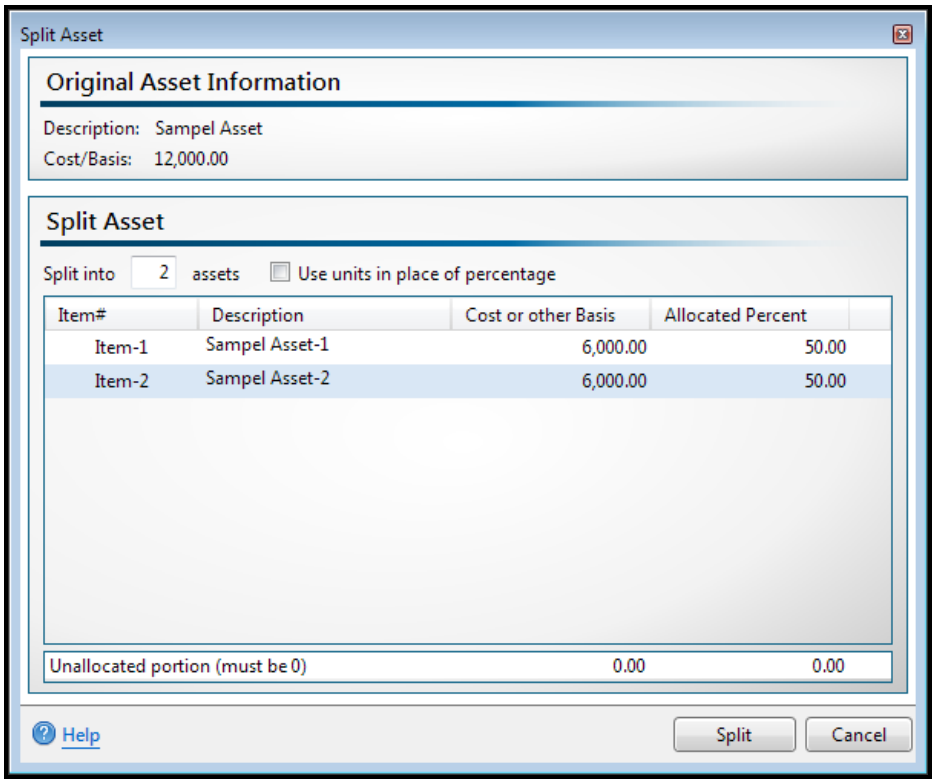
*This feature is available in **Enhanced Asset Management**.*

Use this feature to split an asset into multiple assets based on units, cost/basis or percentage. ATX creates new assets based on the information you enter in the **Split Asset** dialog box and modifies the original asset's information as required by the split.

The split icon will be grayed out whenever the feature is not available. For example, you cannot split a disposed asset.

**To split an asset:**

1. From the asset list, select the specific asset.
2. Click the **Split** button on the toolbar.




By default, the asset will be split into two (**2**) assets.

3. If you need to split the asset into more than **2**, enter the number in the **Split into** field.
4. To change the split calculation, click in the field you wish to change and enter the **Item #**, **Description**, **Cost or other Basis**, or **Allocated Percent**.
5. Click **Split**.

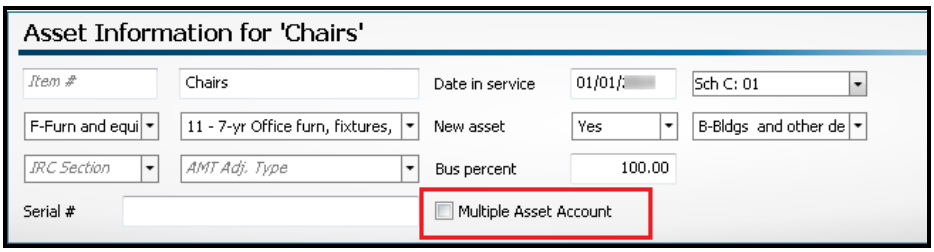
# Multiple Asset Account (Mass Asset)

*This feature is available in **Enhanced Asset Management**.*

A multiple asset account is made up of a group of assets that are similar. One depreciation total is sent to Form 4562 for the entire group of assets. You can add to or remove assets from the group. The basis of the entire group will recalculate based

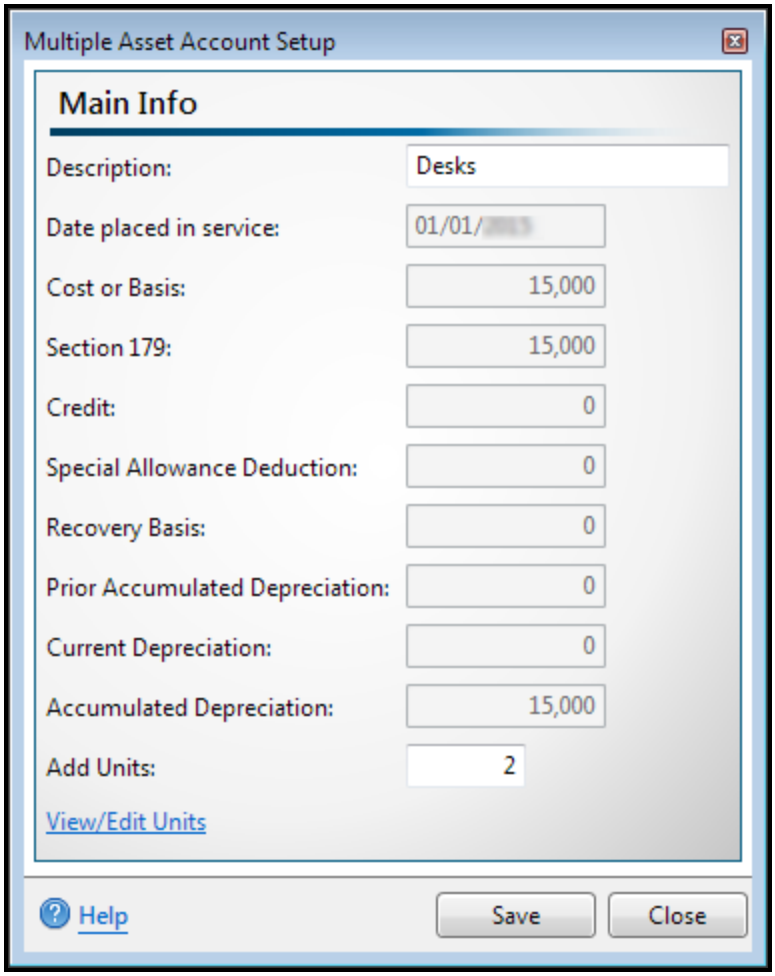
on the individual assets (called units) in the group. To activate a multiple asset account, check the box that appears in the **Asset Information** pane. The **Multiple Asset Account** check box will not be active until certain minimal information has been entered for that asset.

The asset with this check box selected becomes the main asset under which units reside.




**To add a multiple asset account, use the following steps:**

1. Complete all fields to activate the **Multiple Asset Account** check box.
2. Select the **Multiple Asset Account** check box.

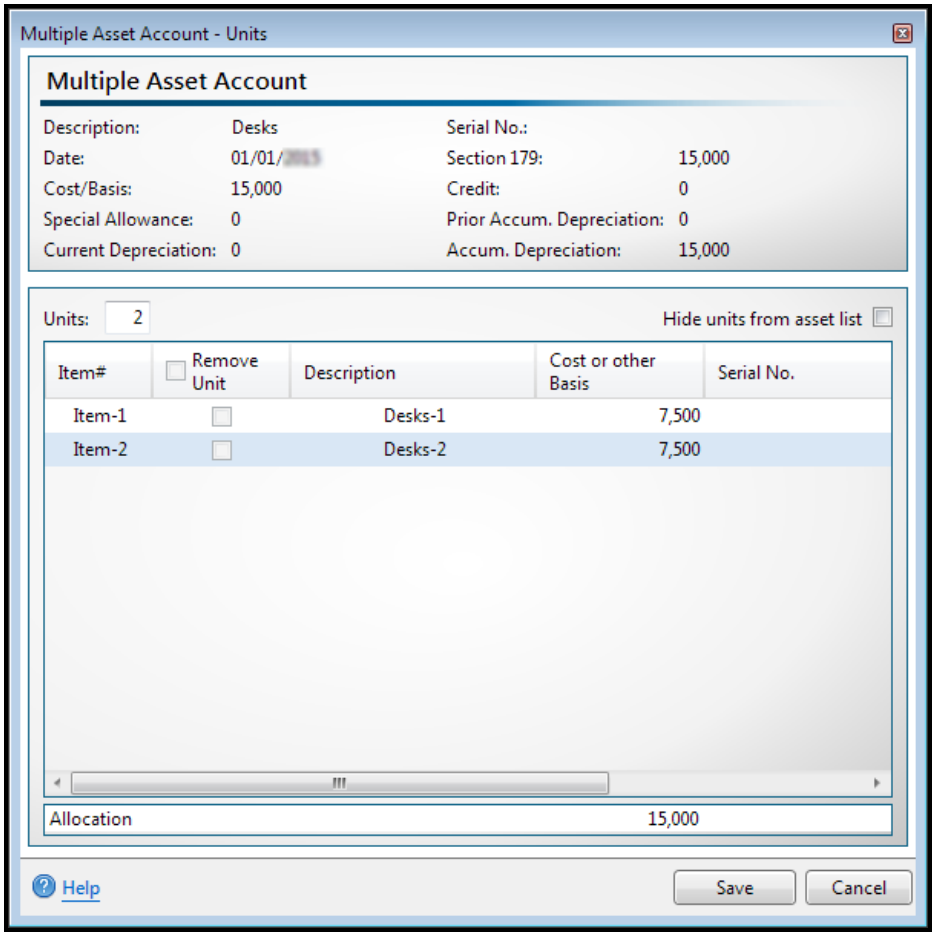



3. Enter the number of units that need to be included in the multiple asset account.

In this dialog, the description and units are the only editable fields. Any other changes should be made in the asset information.

## Edit Units

1. Click the **View/Edit Units** link to make any changes to the cost and/or allocated percent of the units.




2. To make changes to the information in the grid, click in the field you wish to change and enter the information. You are able to edit the Item #, Description, Cost or other Basis, or Allocate Percent fields.
3. If an asset needs to be removed from the multiple asset account, select the check box in the **Remove Units** column next to the asset.

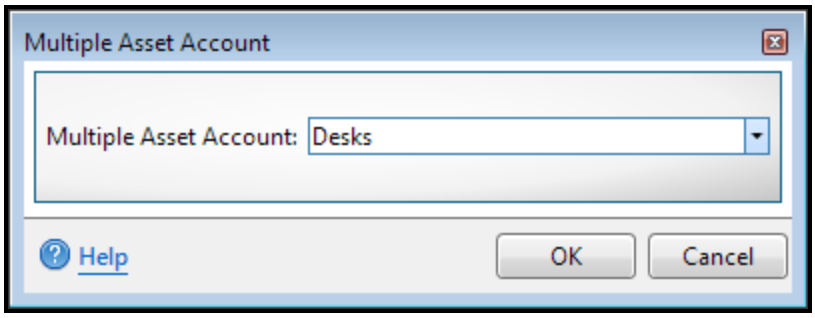
   Select the check box next to the **Remove Unit** header to select all assets.

4. Click **Save**.

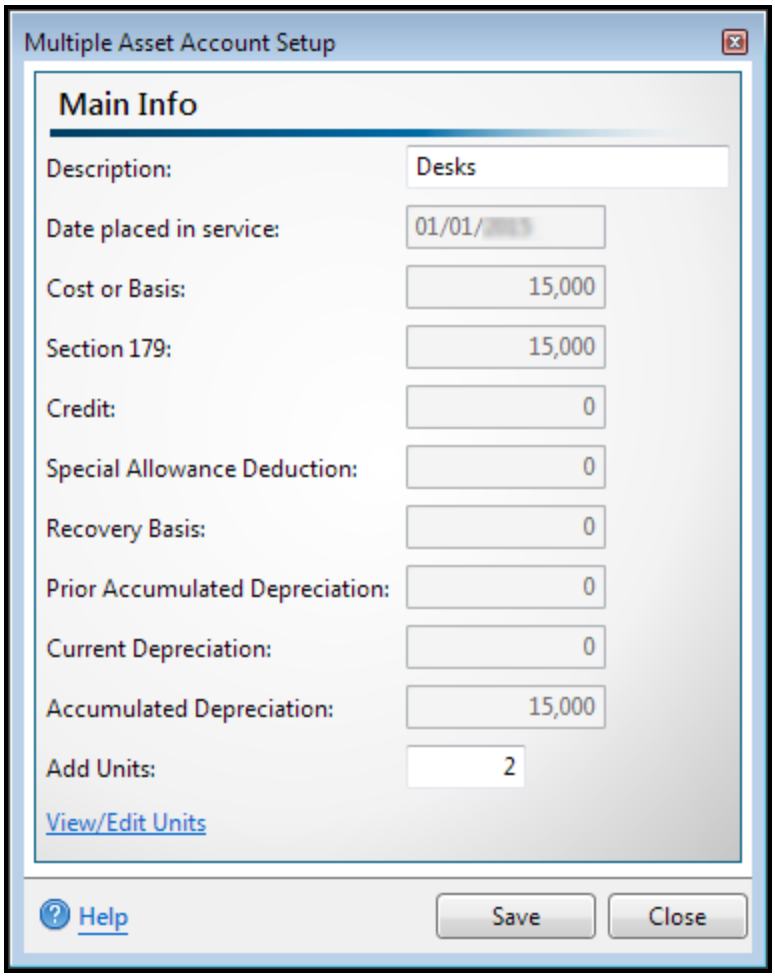
## Edit Mass Asset

Once a multiple asset account has been setup, use the following steps to view and/or edit the mass asset.

1. Click the **Mass Asset** icon on the toolbar.




2. From the **Multiple Asset Account Setup** you can make your changes to the multiple asset account. See Edit Units.




3. Click **Save**.

# Maximize 179

*This feature is available in **Enhanced Asset Management**.*

The Maximize 179 feature is a quick way to populate several current year assets with a section 179 deduction equal to the Cost (times bus %). Certain options are provided to control the order in which the 179 deduction is applied to possibly provide a tax advantage. The program will remember the options you selected on a client by client basis. If no options are selected, the system will apply the section 179 deduction up to the Cost limit based on the asset list order. Some options will be checked by default when you open the program.

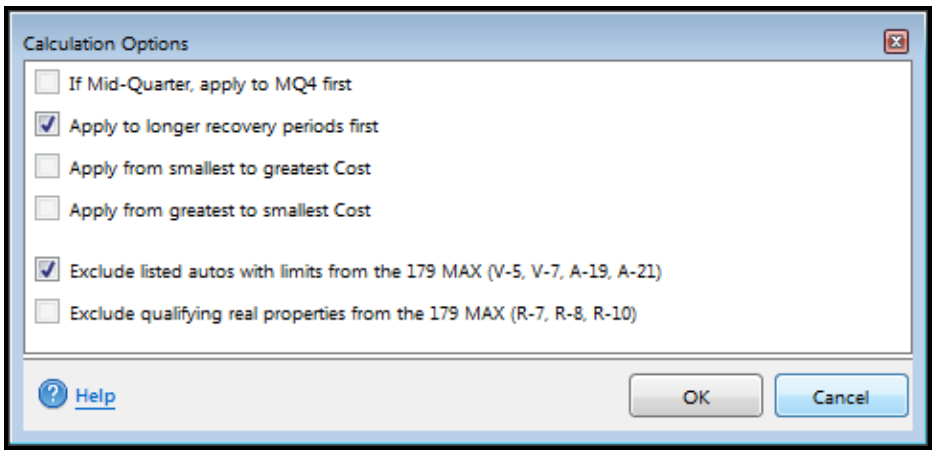
Remember that available 179 deductions can be limited by business income that will be calculated only in the tax return, so further edits may be needed in the tax return environment.

## Features of the Maximize 179 Dialog

- The **Maximize 179** button allows you to populate all of the assets seen in the dialog's list with section 179 at the same time.
- The **Options** button allows you to set preferences for the order in which the section 179 deduction is applied.
- The **Clear All** button removes all of the section 179 deduction entries.
- The asset list includes only current year assets that qualify for a section 179 deduction.
- You can sort the list by any column in the dialog.
- The **Max** button on each asset allows you to set the maximum 179 deduction just for that asset.
- **Cost/Basis Grand Total** shows you the overall cost of the qualifying assets. If the cost threshold is exceeded, the program calculates the reduced dollar limit.
- **MQ summary** shows the current-year asset total basis by quarter for mid-quarter determination.

## Options/Calculation Options

**Calculation Options** help determine the calculations used for Section 179 amounts.




- If Mid-Quarter, apply to MQ4 first.
  - In the determination of whether mid-quarter convention must be used, cost amounts expensed under Code Sec. 179 are disregarded (Reg. §1.168(d)-1(b)(4)). By applying section 179 to the assets that would otherwise need to use MQ4 convention, you are reducing the basis of those assets to 0.

You can launch the **Mid-Quarter (MQ)** Summary from the bottom right corner of the **Maximize 179** dialog.

- Apply to longer recovery periods first.

  Assets with a shorter life are more likely to be kept in service for the entire recovery period so deductions can be recovered through normal depreciation.

- Apply from smallest to greatest cost.
- Apply from greatest to smallest cost.

These options are simply user preference:

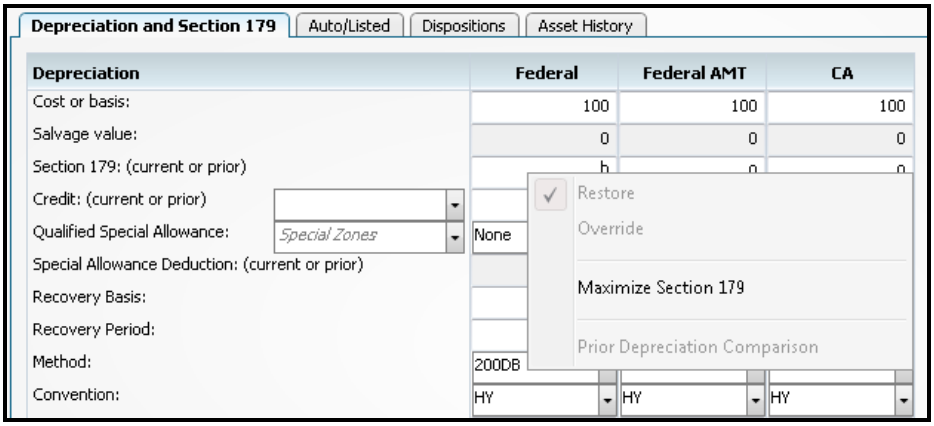
- Exclude listed autos with limits....(V-5, V-7, A-19, A-21)

  A section 179 deduction will not be applied to these asset types if either of these options is checked, but the cost will still be considered in the cost limitation calculation because they qualify for a Section 179 deduction.

## Maximum Amount of Section 179 to a Single Asset

**To assign the maximum amount of Section 179 to a single asset, use the following steps:**

1. Right-click in any field on the **Depreciation and Section 179** tab, and select **Maximize Section 179**. The Section 179 field is automatically populated with the maximum allowed amount.

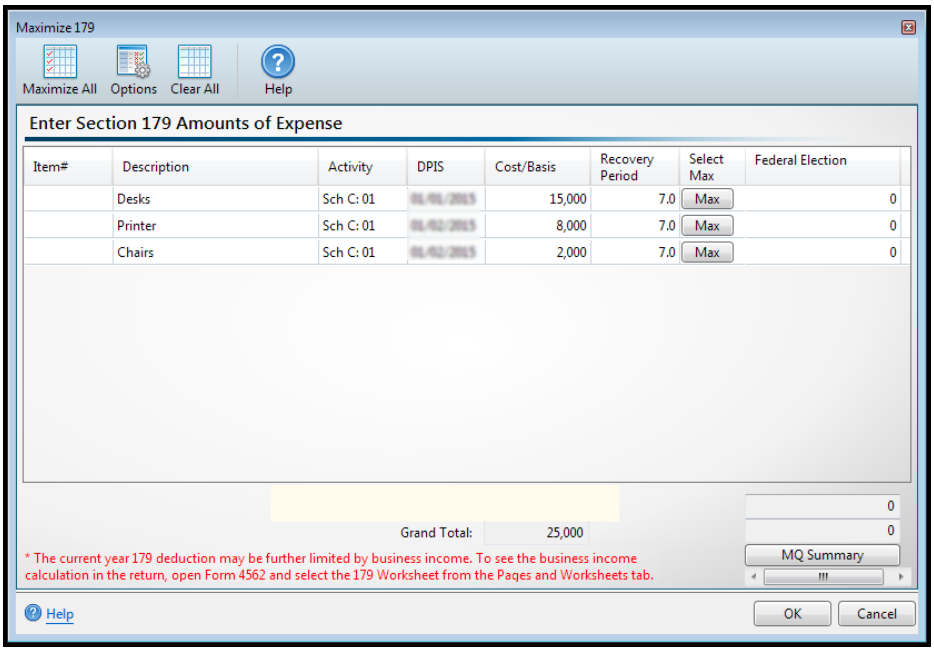



2. Click the **Maximize Section 179** menu.
3. The program will insert the maximum section 179 amount for the individual asset.

## Multiple Assets with Section 179

**To assign the maximum amount of Section 179 to multiple assets, use the following steps:**

1. Click the **Maximize 179** icon on the toolbar.

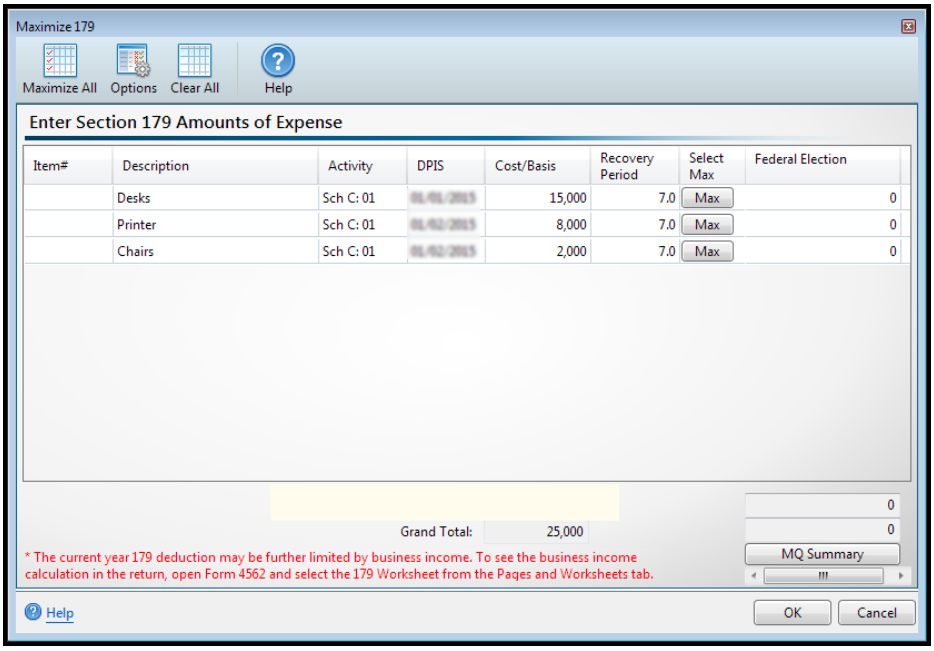



2. Click **Maximize All** on the toolbar. ATX sets the Federal Election column, calculations for all assets listed.

## Clear All Section 179 Deduction Amounts

**To clear all Section 179 Deduction amounts:**

1. Click the **Maximize 179** icon on the toolbar.

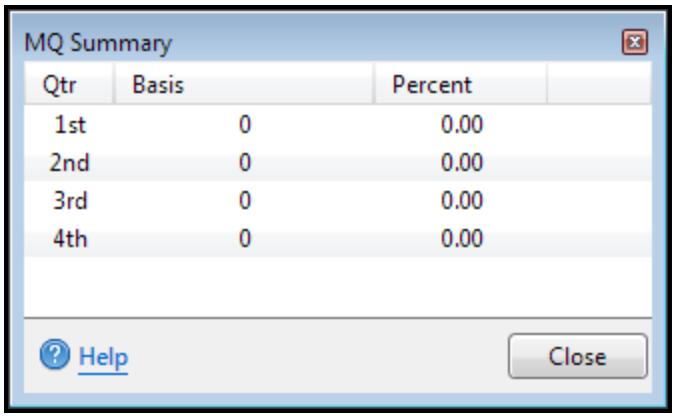



2. Click **Clear All** on the toolbar. ATX sets the Federal Election column to zero, clearing the Section 179 calculations for all assets listed.

> The current year 179 deduction may be further limited by business income. To see the business income calculation in the return, open **Form 4562** and select the **179 Worksheet** from the **Pages and Worksheets** tab.

## MQ Summary

To view your Mid Quarter Summary for an asset, click the **MQ Summary** button from the **Maximize 179** dialog box. This information is for display only. Click **Close** to close out of the **MQ Summary**.

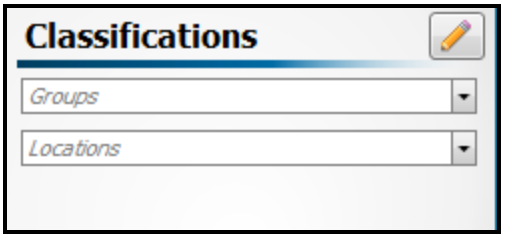


# Classifications

*This feature is available in **Enhanced Asset Management**.*

Asset classifications identify and characterize similar assets, gathering them into groups, locations, or any custom classification.

The **Classifications** pane (in Fixed Asset Manager) allows you to assign the Asset Classifications that you have already set up to the new and/or existing assets in the tax return.




**To rollover asset classifications from Fixed Asset Manager:**

You can rollover Group, Location, or Custom classifications from Fixed Asset Manager 2016 into ATX and into your Form 4562:

1. In **Rollover Manager**, under **Other Data**, select the **Asset Classifications** check box. (The number of asset classifications should appear in parentheses.)
2. Click the **Rollover** icon.

   To verify, open a Form 4562 in any return. The **Classifications** pane should contain any Group, Location, or custom classifications that you created in Fixed Asset Manager 2016.

## Global vs. Local Classifications

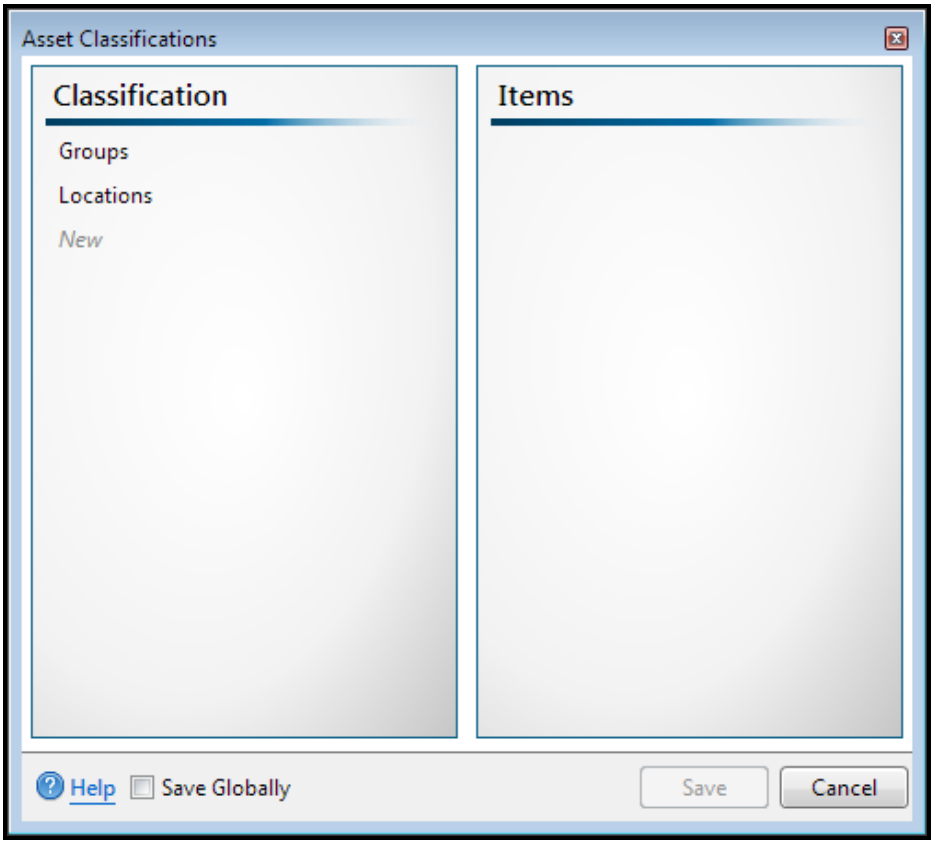
By default, any asset classifications you create are saved locally to the computer where they are created.

To make classifications globally available to all ATX users on a network, select the **Save Globally** check box on the **Asset Classification** dialog box.

## Custom Classification

**To add a custom asset classification:**

1. From an open return with the Fixed Assets tab open, click the (**Edit**) button in the **Classifications** pane.



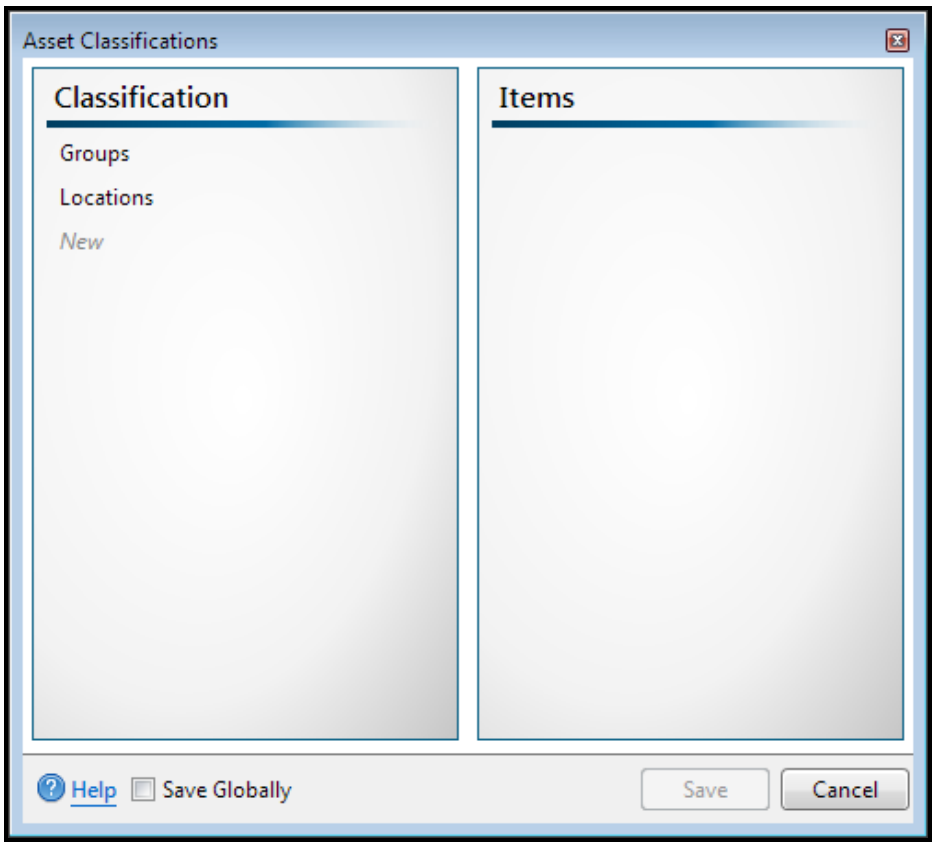

2. Click **New** and enter the name of the **Classification**.
3. Once you have completed entering all your classifications, click **Save**.

When you add a new asset classification, the classification remains specific to the local user and is not seen globally (by other users) unless you select the **Save Globally** button in the **Classifications** pane.

# Add Items to a Classification

**To add items to a classification:**

1. From an open return with the Fixed Assets tab open, click the (**Edit**) button in the **Classifications** pane.




2. Select classification in the **Classification** column.
3. Click **New** in the **Items** column and enter the name of the item.
4. Once you have completed entering all your items for each Classification, click **Save**.
5. Click **Save** at the bottom of the dialog box.

# Assigning Classifications to Assets

**To assign classifications to an asset:**

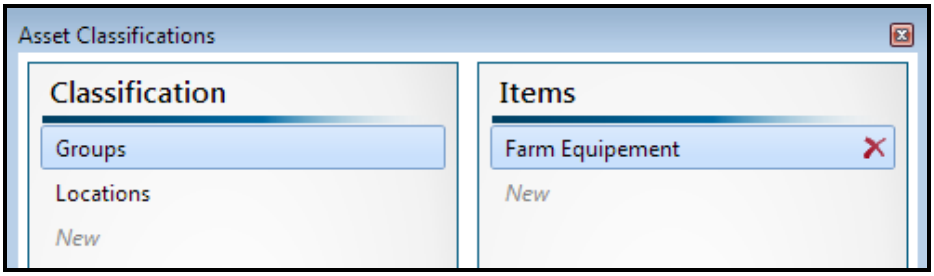
1. Open the asset.
2. In the **Classifications** pane, click the drop-down for **Groups**, **Locations** or **Custom Class**.
3. Select the item you want to assign.

# Delete Classifications and Items

**To delete a classification or item from a classification:**

1. In the **Classification** column, select the classification, or item you wish to delete.
2. Click the **red x**, to delete the items or custom classification.

The default classifications **Groups** or **Locations** can not be deleted. Deleting a custom classification deletes all items within the custom classification.




# Summary Information Pane

*This feature is available in **Enhanced Asset Management**.*

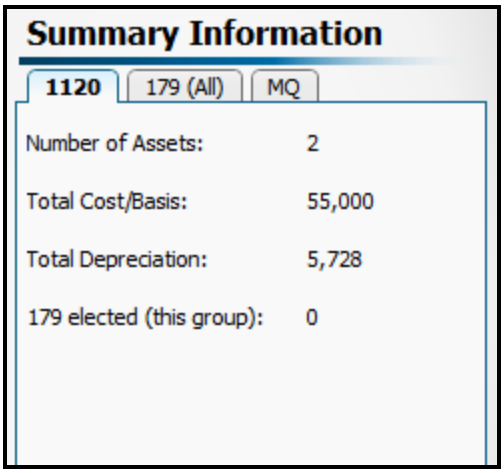
The **Summary Information** pane allows you to see a summary by group (based on what is selected in the **Group by:** filter on the **Navigation** pane), 179 limit information, and MQ summary.

When you click on an asset assigned to a certain business activity, the fist tab gives you the following information:

- The number of assets assigned to that activity.
- The cost or basis for the activity.
- The total depreciation for the activity.
- Section 179 deductions elected for that activity.

The **179 (All) tab** reports on all of the section 179 for all business activities and reports any excess taken.

The **MQ tab** calculates the basis of assets placed in service each quarter for mid-quarter convention determination.



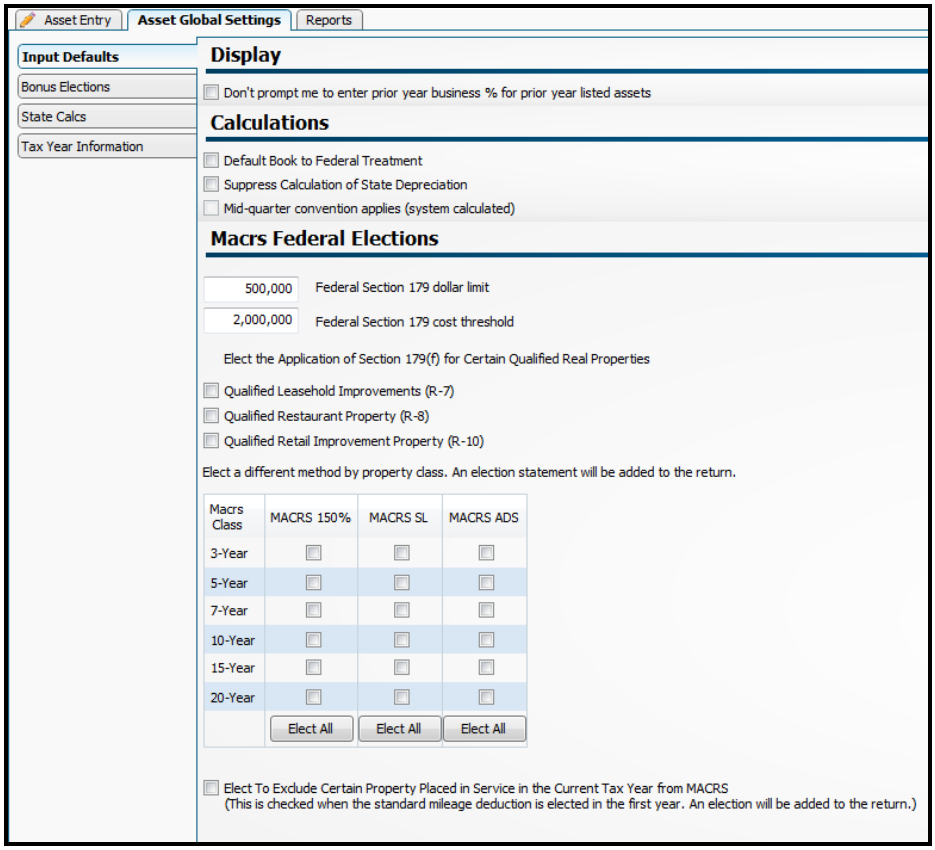

# Asset Global Settings

The Fixed Assets form allows you to configure certain settings to be persistent for all the assets in the return on the **Asset Global Settings** tab.

Any changes made in the **Asset Global Settings** tab will only be applied to the return you are working in, with one exception: any change made to Section 179 limits will apply to all future returns.

# Input Defaults

The **Input Defaults** tab (under Asset Global Settings) allows you to setup defaults on a client by client basis.




### Display

Select the check box to disable the automatic prompt regarding prior year business % when entering prior year listed assets.

### Calculations

Default Book to Federal Treatment- select the check box to have book depreciation default to Federal treatment.

Select the check box to suppress the calculation of state depreciation (for example if the state is a non-tax state). The mid-quarter convention box is non-editable and will be checked if mid-quarter convention applies.

### MACRS Federal Elections

**The Federal Section 179 dollar limit and cost threshold**: Program updates will automatically keep these limits current with Federal legislation but you can override the system defaults on a per return basis as desired.

MACRS Elections for 150%, SL or ADS: Select from one of these elections per recovery period or class to default all **new** assets with the selected method.

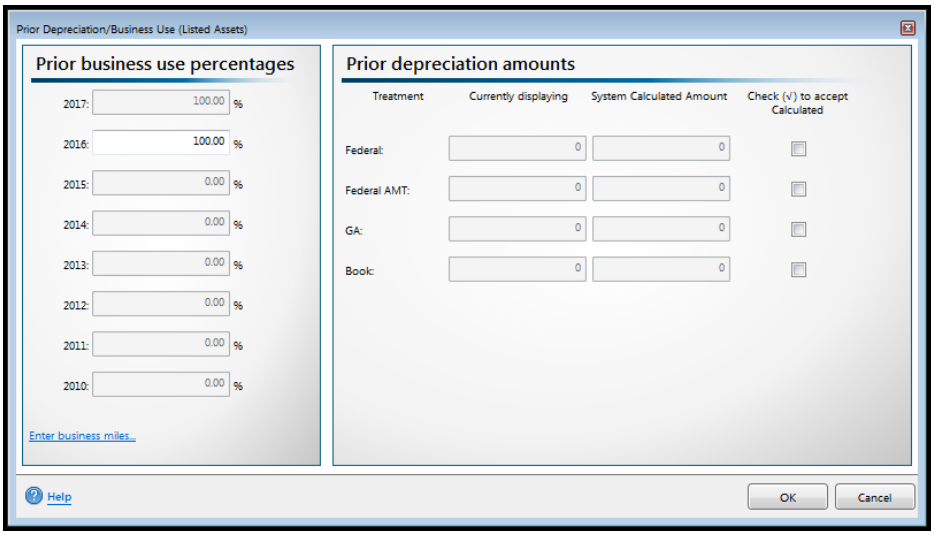
## Prior Business Use Percents (Listed Assets)

When directly entering a prior year listed vehicle or other listed property such as a computer, you will be prompted to enter prior year business use percentages. This allows the program to accurately calculate prior year depreciation and arrive at the

correct remaining basis for the listed asset. If the asset is rolled, this dialog will automatically be completed.

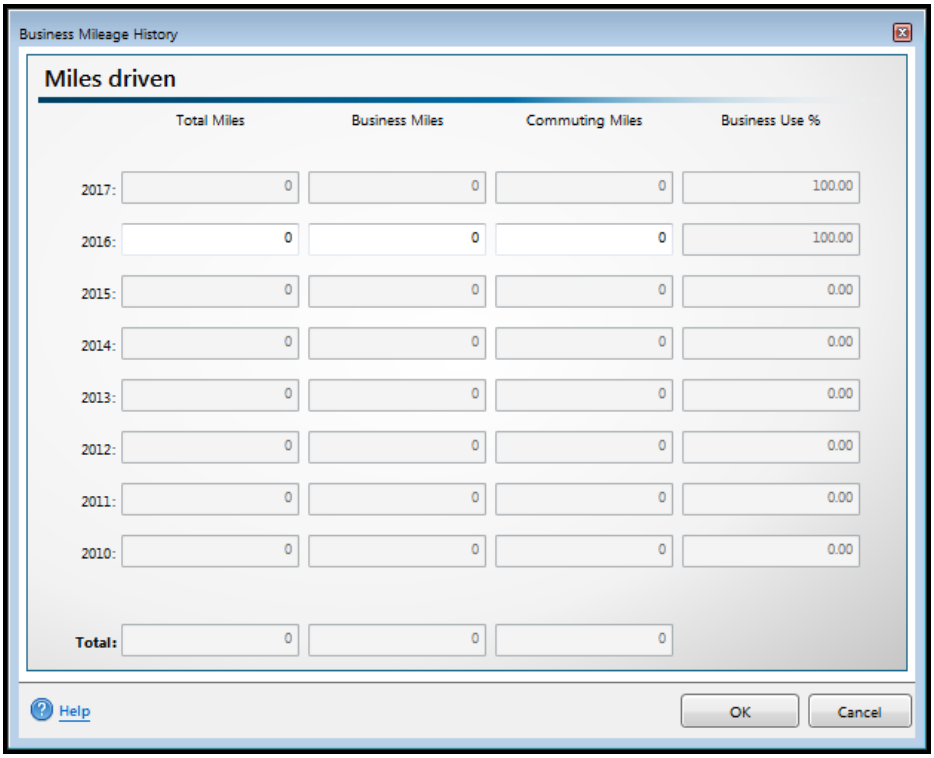
To launch the full version of this dialog, click the **Prior Depreciation** icon on the Fixed Assets toolbar.

To turn this prompt off, select the **Don't prompt me to enter prior year business % for prior year listed assets** check box located on the **Input Defaults** tab in the **Asset Global Settings**.




## Entering Business Miles History

Clicking the **Enter business miles** link from the **Prior Depreciation/Business Use** dialog box displays the **Business Mileage History** dialog box. The **Business Mileage History** dialog box carries mileage information entered on the **Auto/Listed** tab to this dialog. This information is retained for rollover, or you can directly enter historical mileage by year.



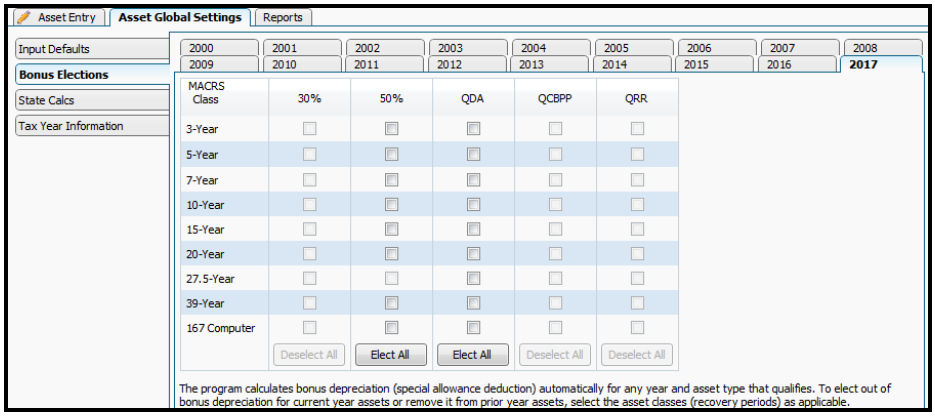
# Bonus Elections

ATX inserts a Special Allowance Deduction on the Depreciation and Section 179 Tab for any class of asset to which bonus depreciation applies currently, or did apply in prior years. You can use **Bonus Elections** to override the default setting by electing out.

A formal elect out statement for the IRS is only required if you are opting out of bonus depreciation for the current year.

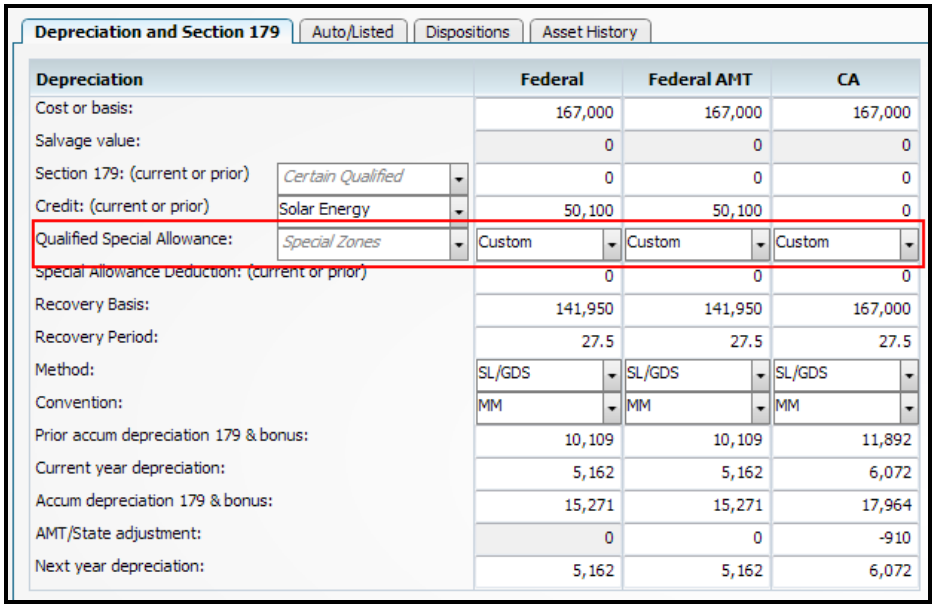
If an election statement is required, ATX adds the election statement for you.

Check selections in the **Bonus Elections** tab to indicate an election out of bonus depreciation for any year and class of property for which the election was made. This allows ATX to remove the default **Special Allowance Deduction** from qualifying assets.




**If you need to override the system defaults to either force bonus election or remove the election for individual assets:**

1. Click the **Asset Entry** tab.
2. Click the Depreciation and Section 179 Tab.
3. From the **Qualified Special Allowance** drop-down list, click **Custom**.



**To make bonus elections:**

1. Select **Bonus Elections** under the **Asset Global Settings** tab.
2. Select each **MACRS Class** that you wish to elect out of for bonus depreciation for each year.

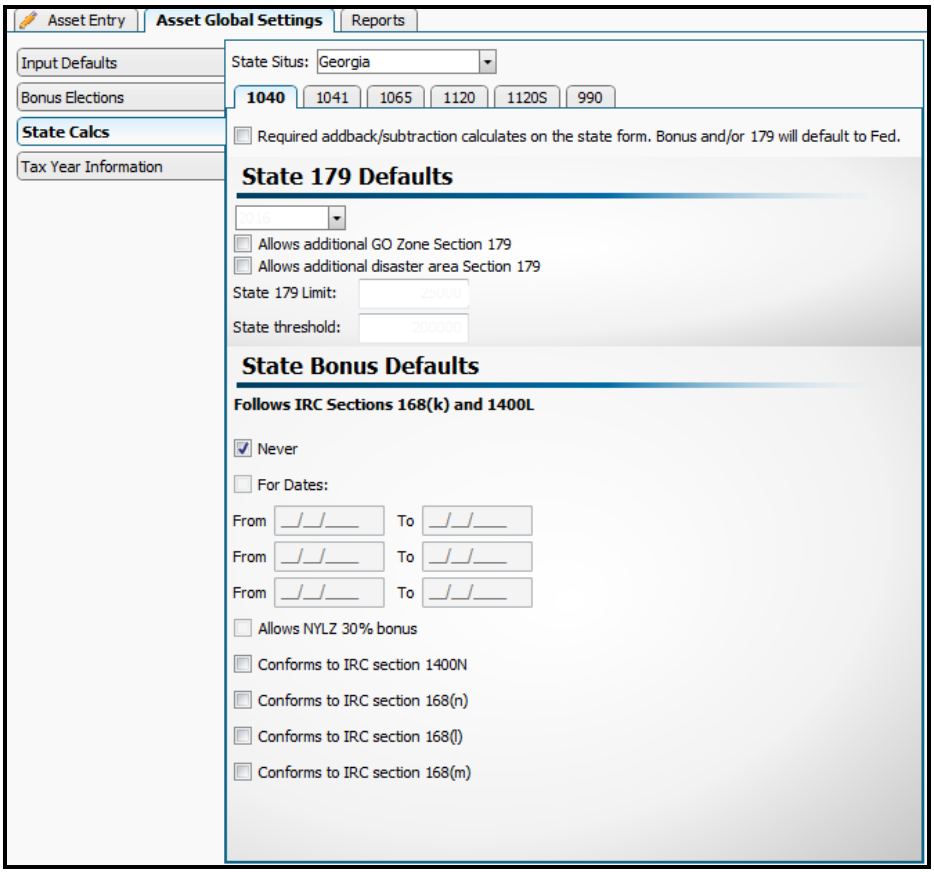
   To elect out of all the classes, click the **Elect All** button located at the bottom of each column.

3. Click **OK**.

# State Calcs Tab

**State Calcs** can be found under the Asset Global Settings tab. If you make changes to the **Section 179 Defaults** or **State Bonus Defaults** in either location, it will modify the calculations for all clients using that state.

Within the **State Calcs** tab, there are tabs for **1040**, **1041**, **1065**, **1120**, **1120S**, and **990** entity types. Each tab contains information about the selected state's compliance with sections **168(k)** and **1400L** as well as other pertinent information regarding state 179 limits, or whether or not additional Go Zone or disaster area Section 179 is allowable. Information is preset for each state and will be updated to reflect changes in future years.




Program updates will automatically keep the state Section 179 limits and Bonus defaults up to date with current legislation. You can override the state Section 179 limits if needed.

## State 179 Defaults

1. Select the year for which you wish to modify the section 179 limitations from the drop-down list.
2. Select the appropriate check box for additional GO Zone Section 179 or additional disaster area Section 179 if they are allowed for the state.
3. If the state has a section 179 limit other than the program default limit, enter the correct amount in the **State 179 Limit** field.
4. If the state has a threshold other than the program default, enter the correct amount in the **State threshold** field.

## State Bonus Defaults

This section is for display purposes only. Changes made to this section do not affect your assets.

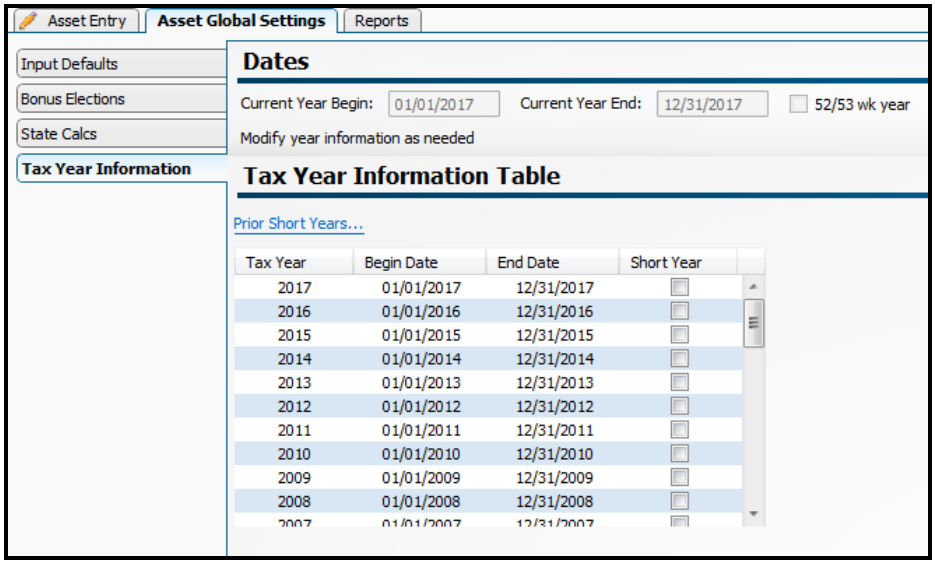
# Tax Year Information

**Tax Year Information** can be found under the Asset Global Settings tab. Tax year and short year information is used to determine what year of the recovery period a particular asset is in.

The **Tax Year Information Table** on the **Tax Year Information** tab will be visible for any return type that supports a short year.

If you are creating a new business return, Fixed Assets will try to set up your short year based on the begin and end dates entered on a main form such as the 1120, 1120S, 1065, 990, or 1041.

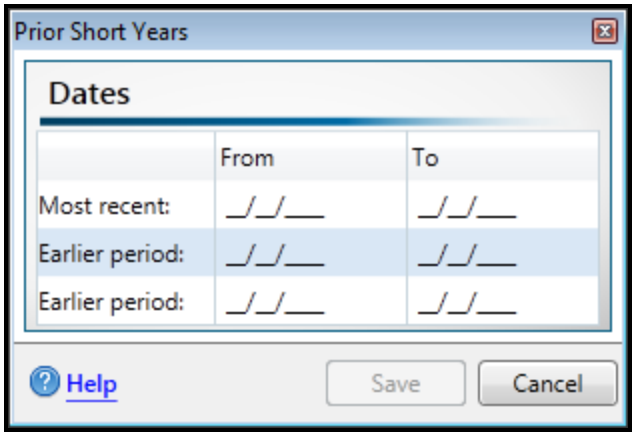
Whether starting a new business return or rolling a prior year return, review the **Tax Year Information Table** to make sure it accurately represents short, fiscal, or calendar years since these determine depreciation calculations.




## Prior Year Short

**To establish a short year for a new return:**

1. Click the Asset Global Settings tab.
2. Click the **Tax Year Information** tab, and click **Prior Short Years**.




3. Enter prior short year information.

   Up to three prior short years may be entered.

4. Click **Save** to complete the process.

## Tax Year Information

**Tax Year Information** can be found under the Asset Global Settings tab. Tax year and short year information is used to determine what year of the recovery period a particular asset is in.

The **Tax Year Information Table** on the **Tax Year Information** tab will be visible for any return type that supports a short year.

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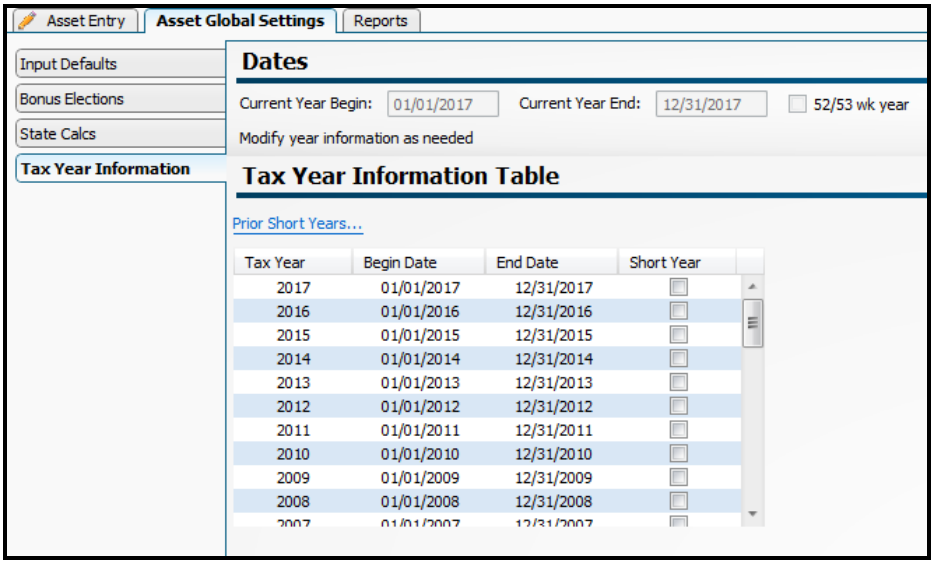

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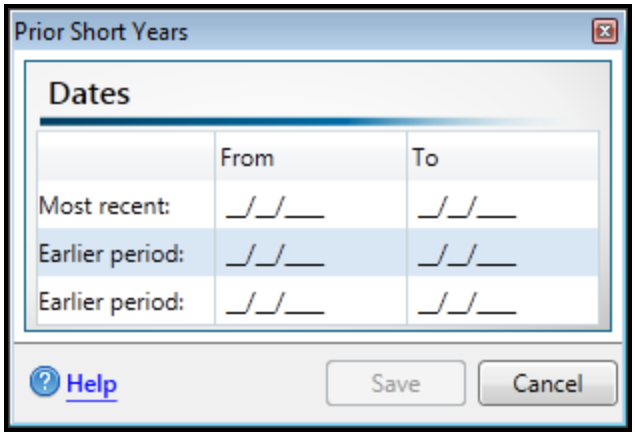


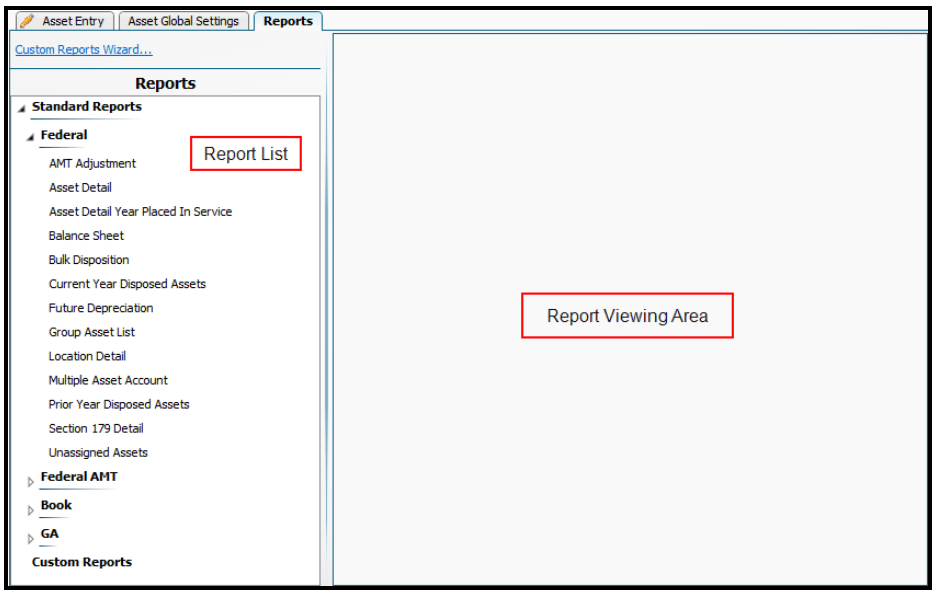

3. Enter prior short year information.

   Up to three prior short years may be entered.

4. Click **Save** to complete the process.

# Reports Overview

*This feature is available in **Enhanced Asset Management**.*

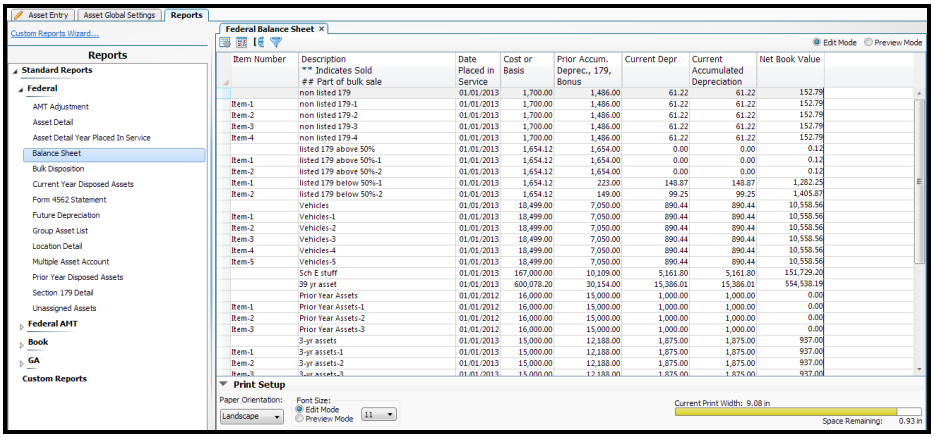



Enhanced Asset Management provides a variety of reports to help you manage and track your clients' assets. Using the **Reports** features, you can choose from the Standard Reports list or create Custom Reports.

If you receive the message "An additional component (Crystal Reports) is required to use this feature", click the **Install Crystal Reports** link located in the report viewing area. When the installation completes, the **Reports List** displays all available reports.

# Edit Mode for Reports

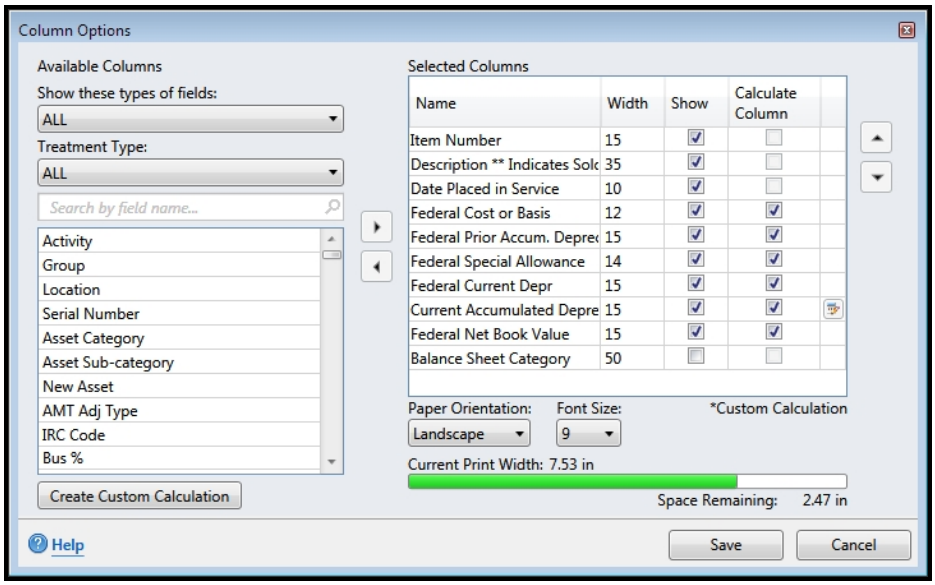
When you view a report, ATX displays the report in **Edit Mode** by default. The **Edit Mode** allows you to edit an existing report and edit your **Print Setup**.




## Edit Mode Toolbar

| Toolbar Button | Description |
|---|---|
| | **Column Options** : Gives you the option to add and/or remove columns, create new columns, select which columns should be shown, etc. |
| | **Sorting Options**: Gives you the option to set up how the report is sorted. |
| | **Grouping Options**: Gives you the option to set up how the report is grouped. |
| | **Filtering Options**: Gives you the option to set up how the report is filtered. |

## Column Options




The **Show these types of fields** drop-down menu allows you to select the type of fields you wish to choose from for your report. The default is ALL, but you have the option to select **Common**, **General Asset Info**, **Depreciation and Section 179**, **Auto/Listed**, and **Dispositions and Bulk Dispositions**.

**After selecting the type of fields, do the following:**

1. Select each column and use the arrow keys located in the middle of the dialog to move the desired columns to the **Selected Columns** pane.

   To create a custom field, click the **Create Custom Field** button. See the Create Custom Calculation section for more information.

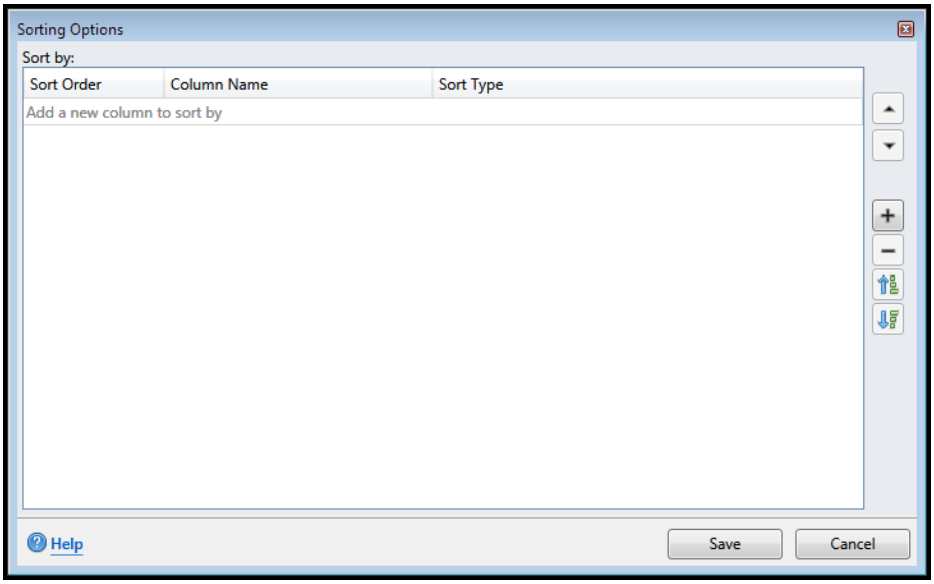
2. To change the position in which a column appears, highlight the column in the **Selected Columns** pane, and click the arrow located on the right of the dialog to move the column up or down to the desired position in the report.
3. To edit an existing custom calculation, click the **Edit** button for the custom calculation.
4. Select the check box in the **Calculate Column Total** to have the report calculate the total for that column.
5. The print width of the report depends on whether you have the **Paper Orientation** set to **Landscape** or **Portrait**. The progress bar will indicate how much space is remaining. If needed, you can change the font size of the report.

The **Show** check box is selected by default when creating a custom report. If for some reason you do not want the column to show in the report you can deselect the check box.

## Sorting Options

You have the option to set up how the report is sorted. You are able to set the column name and whether you want the column to sort ascending or descending. The buttons on the right side of the dialog allow you to add, delete and set the sort type.

To create a custom sort for your report, click under each column heading to display the drop-down list and make your selections. When you are finished, click **Save**.

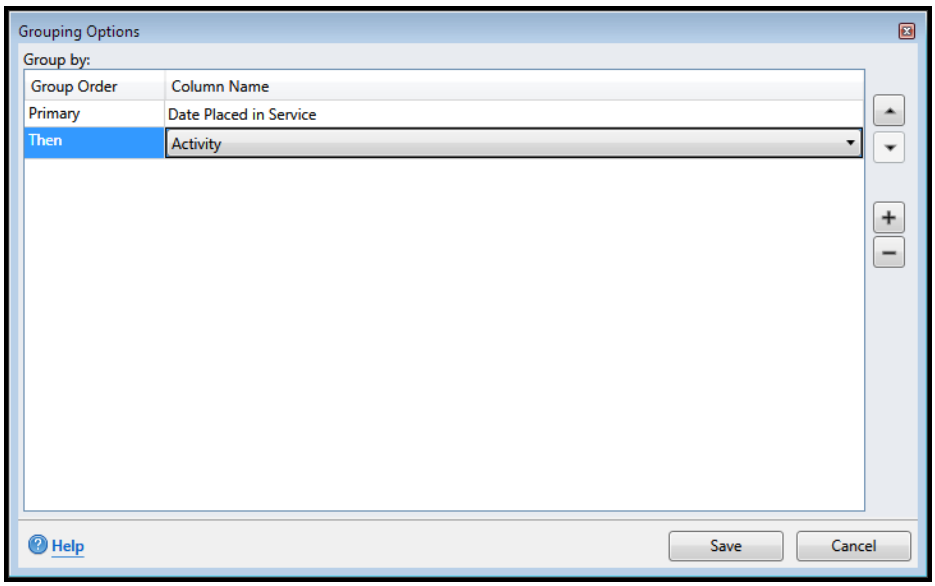



| Button | Description |
|---|---|
| | Moves the selected row up in the list. |
| | Moves the selected row down in the list. |
| | Adds an additional row for sorting your information. |
| | Removes the selected row. |
| | Changes the **Sort Type** column to sort in ascending order for the selected row. |
| | Changes the **Sort Type** column to sort in descending order for the selected row. |

## Grouping Options

Allows you to group items together by column name. The buttons on the right side of the dialog allow you to add and/or delete the grouping.

To create a custom group for your report, click under **Column Name** to display the drop-down list and make your selection. When you are finished, click **Save**.

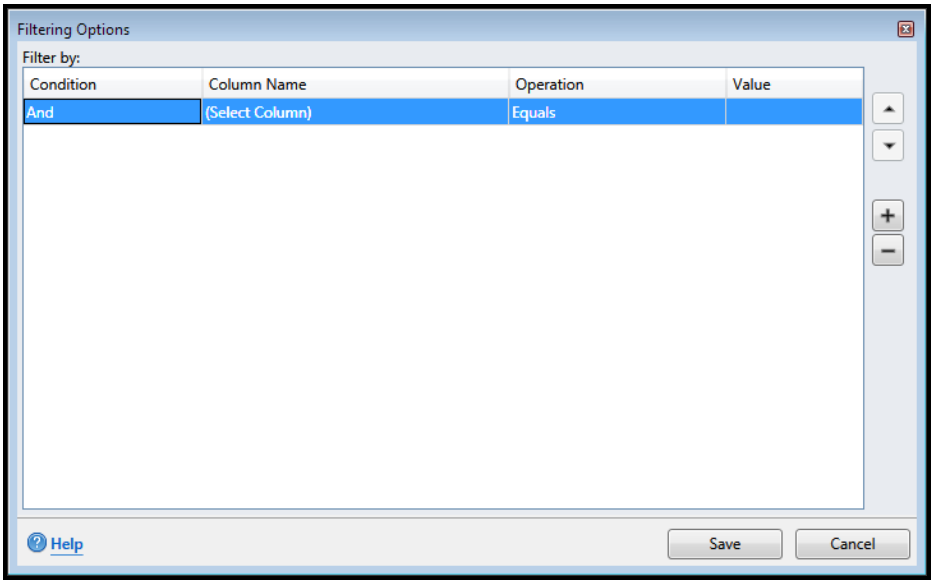



| Button | Description |
|---|---|
| | Moves the selected row up in the list. |
| | Moves the selected row down in the list. |
| | Adds an additional row. |
| | Removes the selected row. |

## Filtering Options

Allows you to filter columns by adding conditional filters. You need to select the condition, column name, operation and enter a value if necessary. The buttons on the right side of the dialog allow you to add and/or delete the filtering.

To create a custom filter for your report, click under each column heading to display the drop-down list and make your selections. When you are finished, click **Save**.



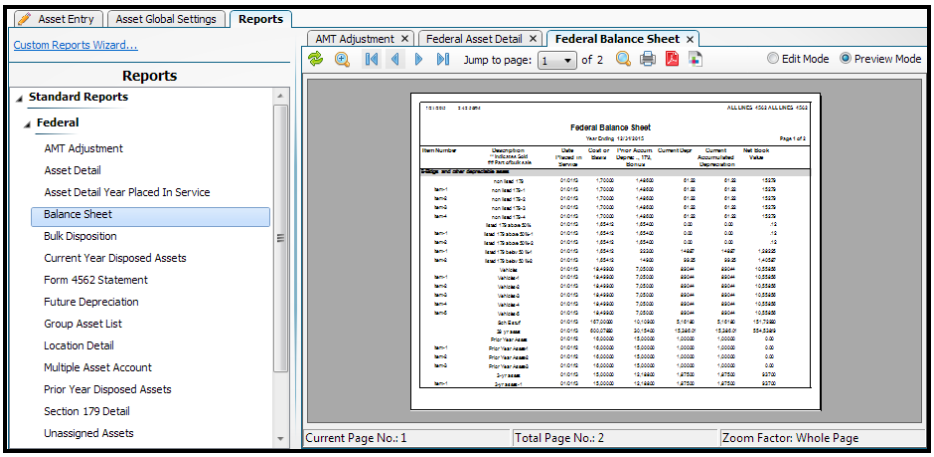

| Button | Description |
|---|---|
| | Moves the selected row up in the list. |
| | Moves the selected row down in the list. |
| | Adds an additional row. |
| | Removes the selected row. |

### Print Setup

Allows you change the paper orientation or font size for the report.

## Preview Mode for Reports

When viewing the report in **Preview Mode** you will see the report as it will print.



## Preview Mode Toolbar

| Toolbar Button | Description |
|---|---|
| | The **Refresh** icon will refresh the information in a report. This is useful if you have gone back and added or removed an asset while the report is open. |
| | The **Zoom** icon increases or decreases the size of the report displayed on screen, depending on the choice you make. |
| | The left facing arrow with a line will take you back to the first page of a multi-page report. |
| | The left facing arrow will take you back one page in a multi-page report. |
| | The right facing arrow will take you forward one page in a multi-page report. |
| | The right facing arrow with a line will take you to the last page in a multi-page report. |
| | The jump to page field allows you to select the page number you want to view from the drop-down list. |
| | The **Search** icon allows you to search the report. |
| | The **Print Report** icon allows you to print the report to the printer of your choice. |
| | The **Export Report** icon allows you to save the report as a PDF. |
| | If you have PaperlessPLUS installed on your computer, you have the option to send your reports directly to PaperlessPLUS to be stored. |

# Standard Reports

*This feature is available in **Enhanced Asset Management**.*

There are multiple standard reports available in the Enhanced Asset Management feature. The standard reports are grouped by the tax treatment.

**To view a report, use the following steps:**

1. From the **Fixed Assets** tab, click the **Reports** tab.
2. The list of Federal reports will automatically be expanded when you open the **Reports** tab. If you want to view any other type of tax treatment report, click on the treatment and the list will expand.
3. Double-click the report you wish to view.
4. By default, the report opens in the Edit Mode for Reports.

# Custom Reports

*This feature is available in **Enhanced Asset Management**.*

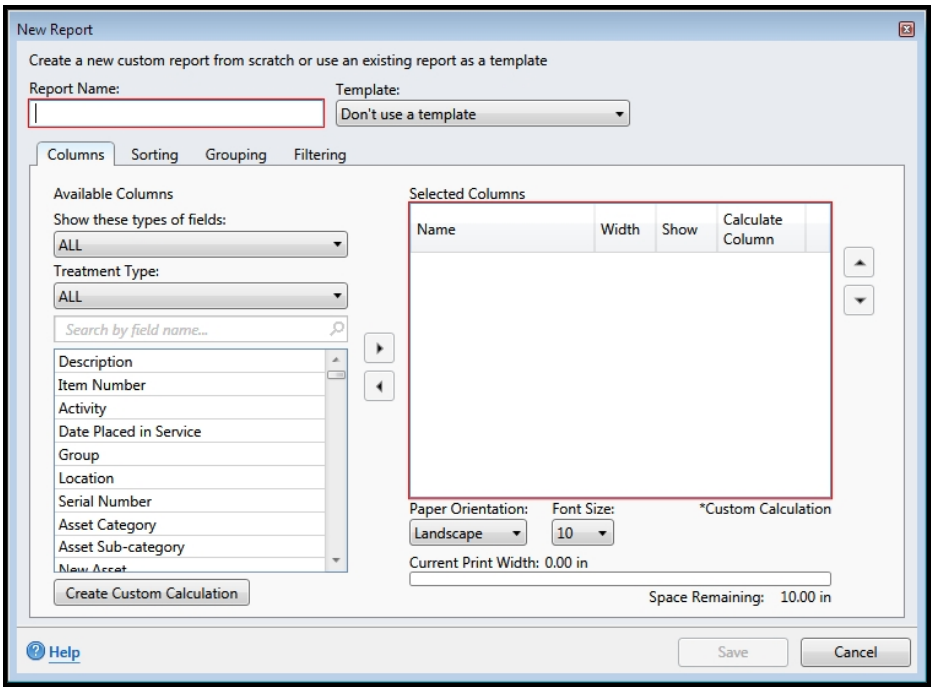
The **Custom Reports Wizard** allows you to create reports that meet a variety of needs. In addition, you can modify the standard reports to accommodate any reporting needs that you have.

Custom reports from 2016 can be rolled from the **Rollover Manager**. Click the **Rollover Manager** tab and select the **Custom Reports** check box in the **Other Data** section.

**To create a custom report, use the following steps:**

1. Click the **Reports** tab within an open return.
2. Click the **Custom Reports Wizard** link.

Enhanced Asset Management displays the **New Report** dialog:




3. Enter the name of the report.
4. If you wish to use one of the reports provided or one of your custom reports as a template, select the report from the drop-down list.

5. Complete the **Columns**, **Sorting**, **Grouping**, and/or **Filtering** tabs. The options on these tabs are explained below.
6. After saving the report, it will be saved under **Custom Reports** for use in the future.

The Custom Reports functionality in ATX does not include the following fields/functions: book or ACE depreciation, multi-state reporting, calculation periods, GL accounts, cents, journal entries, and period detail.

## Columns

The **Show these types of fields** drop-down menu allows you to select the type of fields you wish to choose from for your report. The default is **ALL**, but you have the option to select **Common**, **General Asset Info**, **Depreciation and Section 179**, **Auto/Listed**, and **Dispositions and Bulk Dispositions**.

**After selecting the type of fields, do the following:**

1. Select each column and use the arrow keys located in the middle of the dialog to move the desired columns to the **Selected Columns** pane.

To create a custom field, click the **Create Custom Field** button. See the Create Custom Calculation section for more information.

2. To change the position in which a column appears, highlight the column in the **Selected Columns** pane, and click the arrow located on the right of the dialog to move the column up or down to the desired position in the report.
3. Select the check box in the **Calculate Column Total** to have the report calculate the total for that column.
4. The print width of the report depends on whether you have the **Paper Orientation** set to **Landscape** or **Portrait**. The progress bar will indicate how much space is remaining. If needed, you can change the font size of the report.

The **Show** check box is selected by default when creating a custom report. If for some reason you do not want the column to show in the report you, can de-select the check box.

## Sorting

On the **Sorting** tab you have the option to set up how the custom report is sorted. You are able to set the column name and whether you want the column to sort ascending or descending. The buttons on the right side of the dialog allow you to add, delete and set the sort type.

## Grouping

The **Grouping** tab allows you to group items together by column name. The buttons on the right side of the dialog allow you to add, and/or delete the grouping.

## Filtering

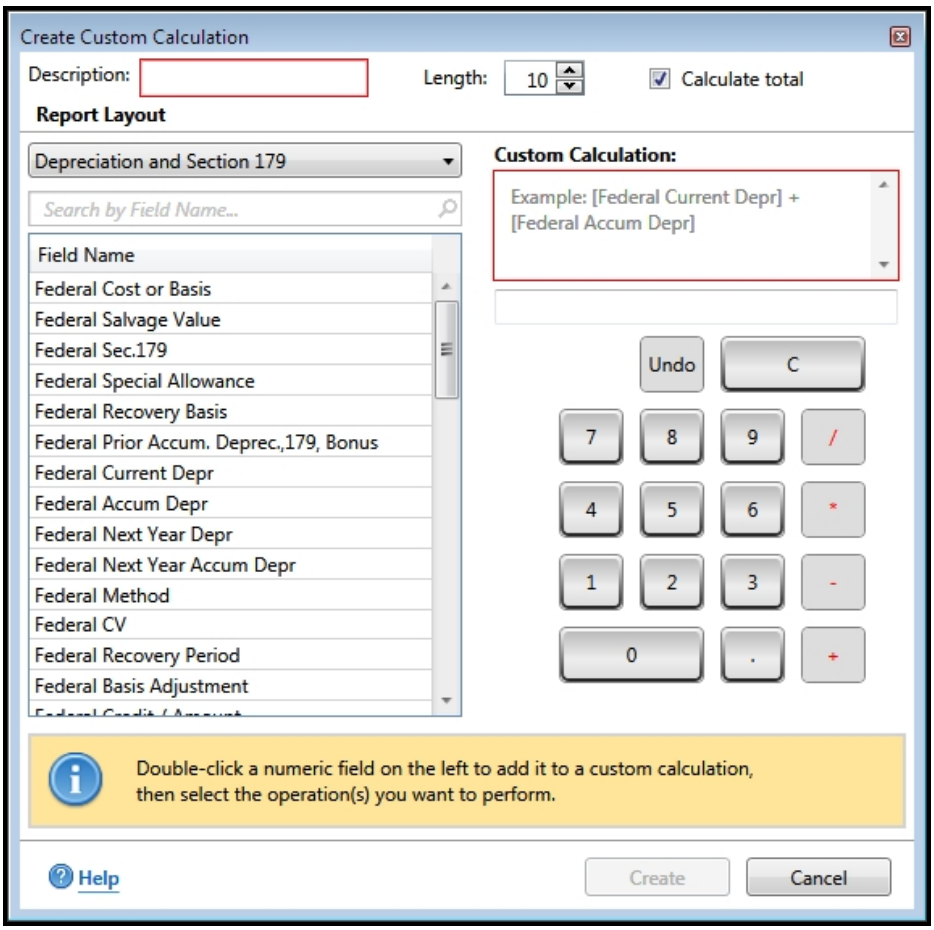
The **Filtering** tab allows you to filter columns by adding conditional filters. You need to select the condition, column name, operation, and enter a value if necessary. The buttons on the right side of the dialog allow you to add and/or delete the filtering.

## Create Custom Calculation

A custom formula can be created between two or more numerically based fields and saved as a custom column.

**To create a custom field to be used in reports, use the following steps:**

1. Click the **Create Custom Calculation** button located on the **New Report** dialog.




When you select from the **Field Name** list, only select fields that are numerical. Non-numerical fields do not calculate. Example: if you add **Description** as part of your custom calculation ATX does not perform the calculation. However, if you select ***Federal Cost or Basis - Federal Sec. 179***, ATX performs the custom calculation.

2. Double click to **Select Field** names that are numerically based to put into the custom formula. The fields selected will move into the operation window. Select an operator (i.e. /,*,-,+) in between the fields to create the formula.
3. Enter a description.
4. Modify the length of the column as needed.
5. Click **Create**.
6. Your custom column appears in the **Column Options** dialog as one of the columns in the report.

**To modify an existing custom formula:**

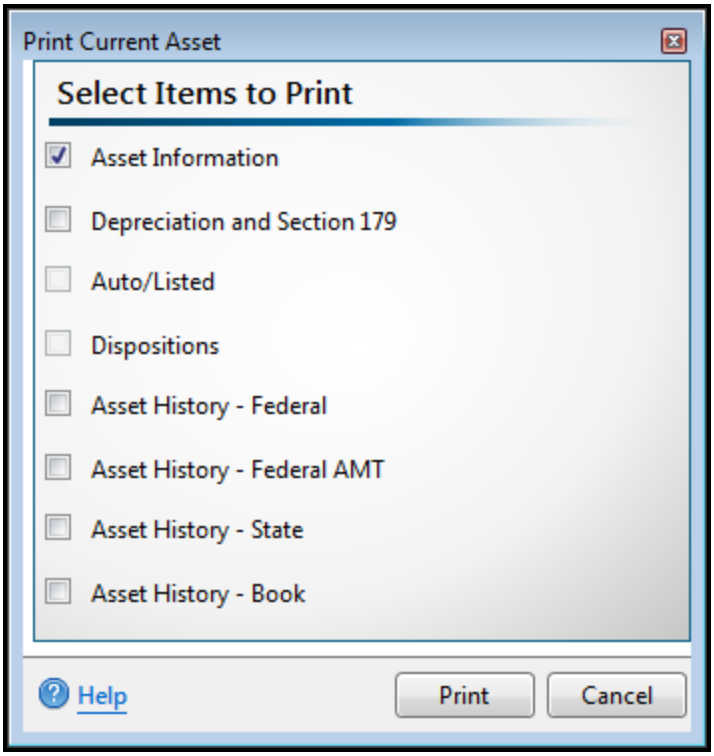
1. From an open report, select the **Column Options** button in **Edit** mode.
2. On the right side of the dialog, locate and click on the special custom column you created.
3. Click the **Edit** button .

The custom formula created earlier can be seen and edited on the **Create Custom Calculation** dialog as needed.

# Printing an Asset

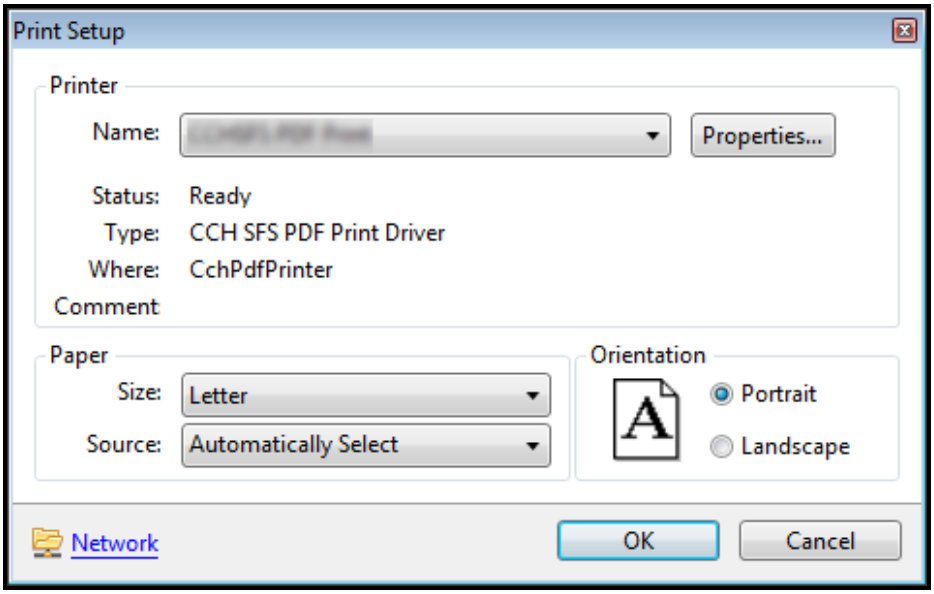
**To print a single asset within ATX:**

1. From the **Asset Entry** tab select the asset from the list.
2. On the ATX toolbar, click **Page**.




3. Select the check box next to the items you want to print.
4. Click **Print**.

The printer that appears by default is the printer that you've selected as the default on your computer system.




5. Click **OK** to print the asset. See Setting Global Print Options.

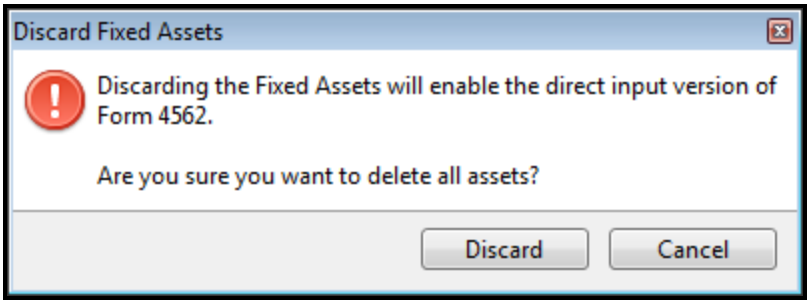
# Entering Assets Directly on Form 4562

You can enter asset and depreciation information directly on Form 4562 and file it electronically.

If you use another depreciation program, we recommend that you generate a report from the program that groups acquisitions by type, class life, and depreciation method.

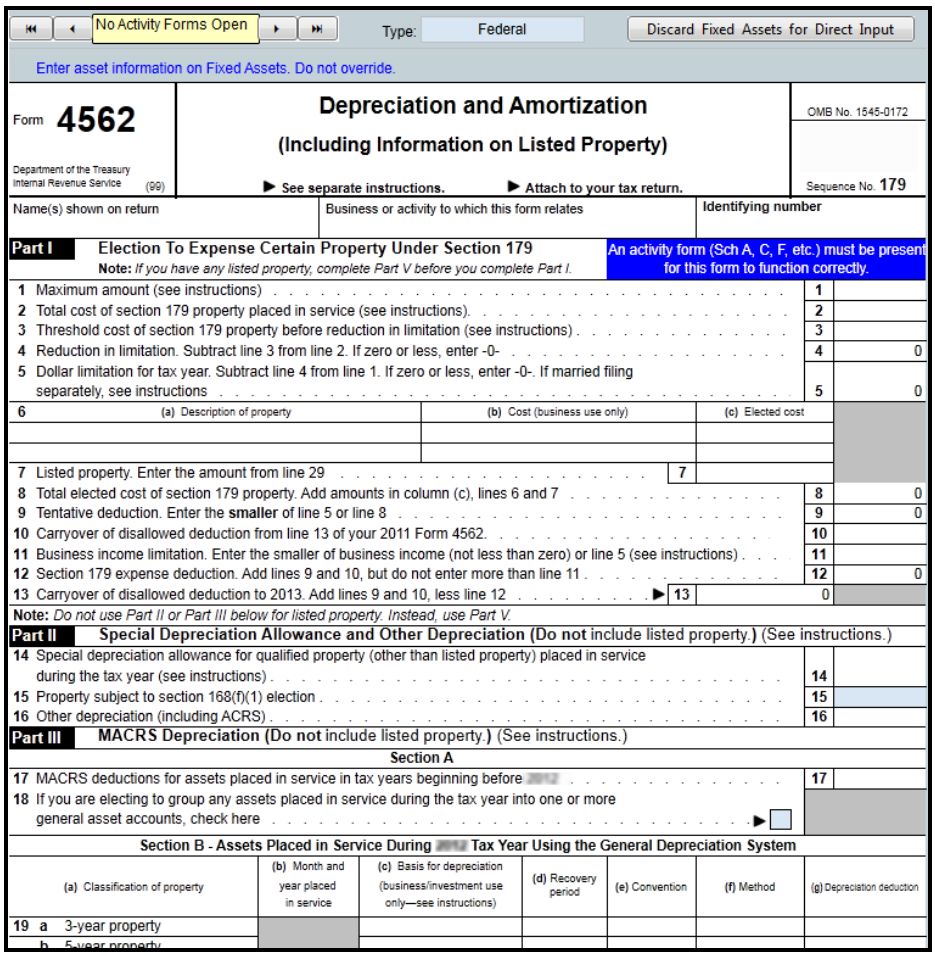
**To enter depreciation data directly on Form 4562:**

1. AT the top of **Form 4562**, click the **Discard Fixed Assets for Direct Input** button.




2. Click **Discard**.

When you use the direct input method for Form 4562, the program discards the **Fixed Assets** form and maintains no historical information for assets.



No Activity Forms Open | Type: Federal | Discard Fixed Assets for Direct Input

Enter asset information on Fixed Assets. Do not override.

Form **4562**

Department of the Treasury Internal Revenue Service (99)

**Depreciation and Amortization**

**(Including Information on Listed Property)**

▶ See separate instructions. ▶ Attach to your tax return.

OMB No. 1545-0172

Sequence No. 179

Name(s) shown on return | Business or activity to which this form relates | Identifying number

**Part I** Election To Expense Certain Property Under Section 179

*Note: If you have any listed property, complete Part V before you complete Part I.*

An activity form (Sch A, C, F, etc.) must be present for this form to function correctly.

| | | | |
|---|---|---|---|
| 1 | Maximum amount (see instructions) | 1 | |
| 2 | Total cost of section 179 property placed in service (see instructions) | 2 | |
| 3 | Threshold cost of section 179 property before reduction in limitation (see instructions) | 3 | |
| 4 | Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0- | 4 | 0 |
| 5 | Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions | 5 | 0 |

| 6 | (a) Description of property | (b) Cost (business use only) | (c) Elected cost |
|---|---|---|---|
| | | | |
| | | | |

| | | | |
|---|---|---|---|
| 7 | Listed property. Enter the amount from line 29 | 7 | |
| 8 | Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7 | 8 | 0 |
| 9 | Tentative deduction. Enter the **smaller** of line 5 or line 8 | 9 | 0 |
| 10 | Carryover of disallowed deduction from line 13 of your 2011 Form 4562. | 10 | |
| 11 | Business income limitation. Enter the smaller of business income (not less than zero) or line 5 (see instructions) | 11 | |
| 12 | Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11 | 12 | 0 |
| 13 | Carryover of disallowed deduction to 2013. Add lines 9 and 10, less line 12 ▶ | 13 | 0 |

**Note:** *Do not use Part II or Part III below for listed property. Instead, use Part V.*

**Part II** Special Depreciation Allowance and Other Depreciation (Do not include listed property.) (See instructions.)

| | | | |
|---|---|---|---|
| 14 | Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year (see instructions) | 14 | |
| 15 | Property subject to section 168(f)(1) election | 15 | |
| 16 | Other depreciation (including ACRS) | 16 | |

**Part III** MACRS Depreciation (Do not include listed property.) (See instructions.)

**Section A**

| | | | |
|---|---|---|---|
| 17 | MACRS deductions for assets placed in service in tax years beginning before [redacted] | 17 | |
| 18 | If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here ▶ ☐ | | |

**Section B - Assets Placed in Service During [redacted] Tax Year Using the General Depreciation System**

| | (a) Classification of property | (b) Month and year placed in service | (c) Basis for depreciation (business/investment use only—see instructions) | (d) Recovery period | (e) Convention | (f) Method | (g) Depreciation deduction |
|---|---|---|---|---|---|---|---|
| 19 | a 3-year property | | | | | | |
| | b 5-year property | | | | | | |

3. Follow the instructions at the top of Form 4562.

# Form 4562 Pages and Worksheets

Although the program completes most of Form 4562 automatically, be sure to review the following form pages and enter any additional data in the blue input fields on each page:

- Form 4562, Page 1
- Form 4562, Page 2
- 179 Bus Inc Limit
- 179 Summary

If your client has section 179 carryover from a prior year, or adjustments to business income that are not reflected on the activity schedules in the return, you may need to make entries on the Form 4562 worksheets.

The following table lists and describes the tabs included in Form 4562. The reports can be printed with the return by selecting the appropriate options on the **Print Options** tab of Form 4562.

| Tab | Description |
|---|---|
| Form 4562, Pages 1 and 2 | If the **Asset Entry** form is used, Pages 1 and 2 of Form 4562 derive information from the **Input** and **Vehicle Info** worksheets. |
| 179 Summary | If more than one of the return's business activities elects Section 179, this sheet will be populated with the summary totals on lines 1-13. |
| Print Options | Allows you to modify the selections to override the program defaults for printing. |
| Part 1 Summary | Calculates the business income for section 179 limitation. In most cases there is little to no modification needed. |
| 179 Worksheet | Shows the allocation of Section 179 between business activities and any carryover amount. Can be modified if you want to change the allocation percentages. |
| 179 Statement | Reports the Section 179 deduction elected per activity. |
| Use of Vehicles | Reports vehicle data from Part V, Section B on Form 4562. |
| 4562 Statement | Reports detail of assets reported on Form 4562, in reconciliation format. Not printed by default. |
| Section 280F Recapture | Reports amounts recaptured as income from the Asset Entry Input sheet if an accelerated method/convention was used, if Section 179 or Bonus was taken in the prior year, and if the business use percent drops below 51% in the current year. The amount recaptured is sent to the appropriate line of Form 4797 as well as to the business activity form to which the asset is assigned. |
| Tax Classification Report | Similar to the 4562 Statement, but compiled by asset classification and without a reconciliation. |
| Detail Report | Customizable report providing the ability to sort assets and to show and hide columns. |
| Customizable Report | Provides information for states that do not use Federal Form 4562 and require a separate depreciation schedule. |

# Viewing Calculated Depreciation on Form 4562

At any time during data entry, you can view the assets and their corresponding depreciation on Form 4562.

**To view calculated depreciation on Form 4562 (after entering assets on the Asset Entry form):**

1. Click the **4562** tab.
2. Use the toolbar at the top left of the 4562 to view more than one activity.

   A separate 4562 is created for each activity.

3. Select from the **Treatment Type** list to view **AMT** and **State** depreciation results.

# Chapter 15

# Print

The **Print** feature in ATX lets you be in control of printing your clients' returns.

- **Set global print options.** Select a default printer, paper size, print orientation (**Portrait** or **Landscape**).
- **Set print specs for a particular copy type (Filing, Client, Preparer, Custom) on the Print Return Dialog Box.** These selections are made per return.
- **Print Packets**. To set print specs per copy type to be applied to every return printed, use the Print Packets feature. If desired, these specs can still be changed per return in the Print Return Dialog Box.
- **Preview what you're printing.** Preview the pages you selected in the open return.
- **Print the entire return, or just a selection.** Print all forms, schedules, and worksheets associated with a return, or only the ones you select.
- **Print to paper or to electronic file.** Print to a traditional printer or to PDF or XPS outputs (if these printers are set up on your computer).
- **Print Reports**. Print a list of errors, overrides and estimates associated with the open return.

### Print Preferences

*Print Preferences offer several settings that enable you to fine tune your control over what is printed and how it is printed.*

### Default Print Orders

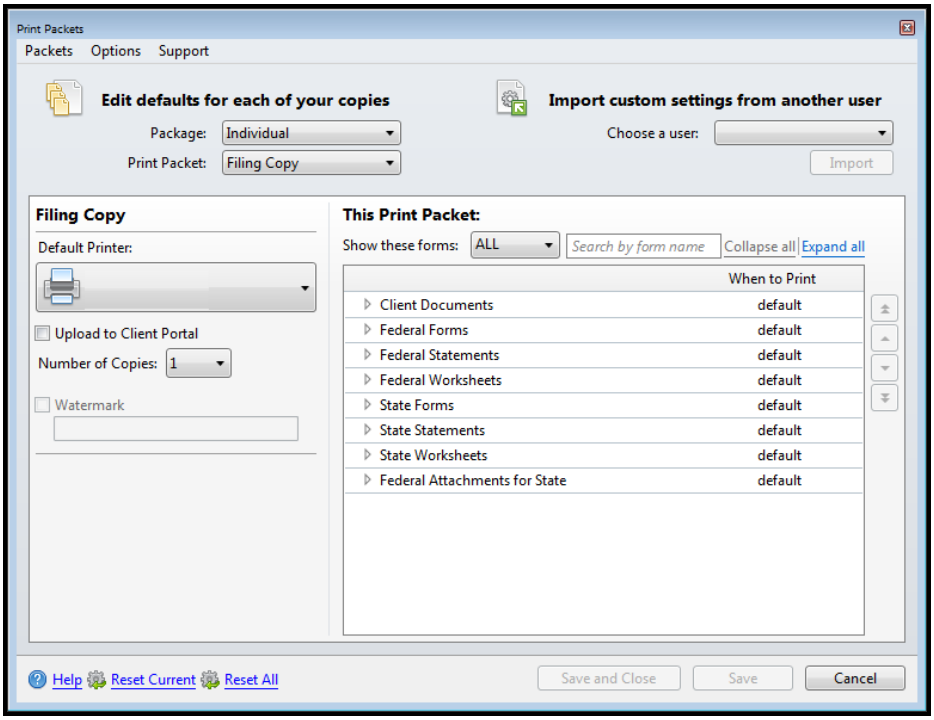
*All Federal forms appear in the print list in the order defined by the IRS. The pages that you need for filing are automatically selected. To print other pages, select them from the Print Return Dialog Box. If desired, the print order may be changed via the **Editing Print Packets** feature.*

# Print Packets

A **Print Packet** is a group of forms to be printed by copy type. ATX™ 2017 provides four print packets: **Filing Copy**, **Preparer Copy**, **Client Copy**, and **Custom Copy**. Each packet can be customized and customizations can be saved. The **Custom Copy** packet allows users to fully customize one packet.

**To access the Print Packets dialog box, do one of the following:**

- From the Return Manager, click the **Returns** menu; then, select **Print Packets**.
- From an open return, open the Print Return Dialog Box by clicking the **Returns** menu and selecting **Print Return**. From the Print Return Dialog Box, click the **Print Packets** link (bottom right of dialog box).




**To edit Print Packets:**

**Print Packets** settings for each copy type will be used as the default settings for each copy type when printing a return. If you are printing an open return, these settings may be changed in the Print Return Dialog Box without affecting **Print Packets** settings. See Printing Returns.

1. Select the desired package in the **Package** drop-down list (default is **Individual**).
2. Select which print packet you wish to edit in the **Print Packet** drop-down list (default is **Filing Copy**).
3. Select which printer to use as default (for each copy type) under **Default Printer**.
4. Select the **Upload to Client Portal** check box for a particular copy type if you want that copy type to always be uploaded to Client Portal.

   By default, your computer's default printer will be selected. This can be changed for any or all copy types desired.

5. Select the number of copies you wish to print (for the specified copy type) in the **Number of Copies** drop-down list (default is **1**).

6. Select **Watermark** and enter the desired text to print a custom watermark on all forms (default watermark is **CLIENT COPY**).

   The Watermark feature is disabled for **Filing Copy**.

   Watermarks will not be printed on client documents such as billing invoice and client letter.

7. Under **This Print Packet**, select which forms to show (default is **ALL**).

   To search for a particular form by name, enter the form name in the **Search by form name** box. Results will be narrowed by the text entered and each header label that contains forms that correspond with the criteria entered will be expanded to show the forms matching the entered criteria.

8. To expand all header labels, click the **Expand All** link. Conversely, to collapse all header labels, click the **Collapse All** link.

   To expand individual header labels, click the to the immediate left of the desired label.

9. When the header label(s) are expanded, the setting for each listed form is shown under **When to Print**. To change the setting, select the desired form and then select the desired setting in the drop-down list. Available selections are **Default**, **Always**, and **Never**.

   These settings are specific to each copy type.

10. Do one of the following:
    - Click **Save and Close** to save settings and close the **Print Packets** dialog box.
    - Click **Save** to save settings and leave the **Print Packets** dialog box open.
    - Click **Cancel** to abort.

    The **Save and Close** and **Save** buttons will remain unavailable until changes are made.

**To change the print order for the selected copy type:**

By default, forms will print in the order shown in the **Print Packets** dialog box. Only forms used in the return will be printed.

1. Expand the desired header label and select the form you wish to reorder.

   Header labels may also be reordered by selecting the desired header label rather than expanding it.

2. Do one of the following:
   - Click the appropriate arrow button to move the form up or down in the print order.
   - Right-click the selected form (or header label) and select **Move up**, **Move down**, **Move to top**, or **Move to bottom**.
   - Use the appropriate shortcut key combination to move the form to the desired location.

   See the table below for clarification on buttons, functions, and shortcut keys.

3. Repeat as necessary for each form (or header label) and each copy type.

| Button | Function/Right-click Selection | Shortcut Keys |
|---|---|---|
| | Move to top | Ctrl+Shift+Up |
| | Move up | Ctrl+Up |
| | Move down | Ctrl+Down |
| | Move to bottom | Ctrl+Shift+Down |

**To reset print packets to program defaults, do one of the following:**

- Click **Reset Current** to reset the current selected Print Packet to default settings.
- Click **Reset All** to reset all Print Packets to default settings.

**To import custom print packet settings from another user:**

1. Select a user from the **Choose a user** drop-down list.

   The **Choose a User** drop-down list only contains users who have customized print packet settings.

2. Click **Import**.

   When you click **Import**, ATX overwrites the current settings.

3. Click **Save and Close**.

   ATX does not save the imported packet until you click **Save** or **Save and Close**. If you do not wish to save the imported print packet, click **Cancel**.

# Setting Global Print Options

Basic print options can be set up on the **Print Setup** dialog box. Basic options include:

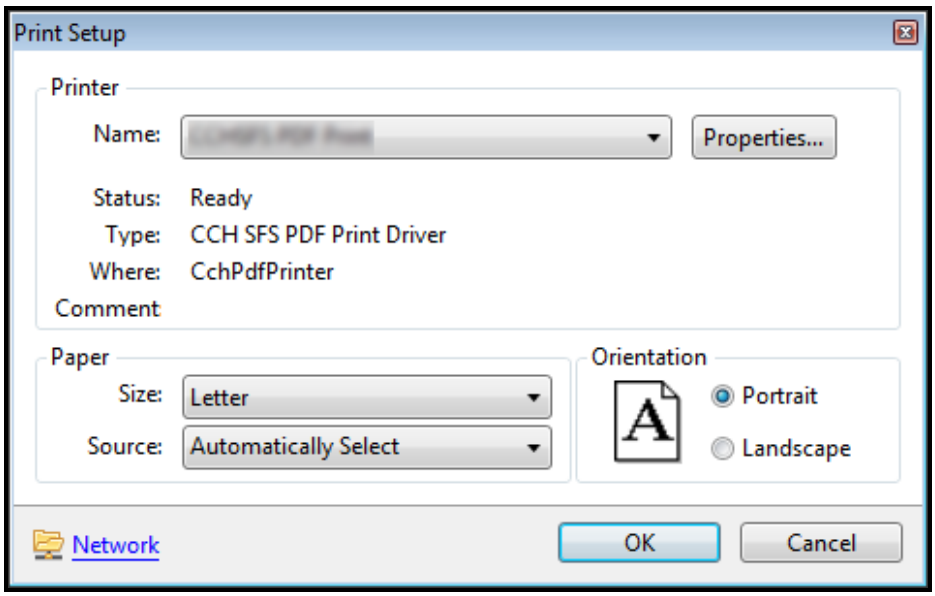
- Changing the printer
- Changing paper size, source, and orientation for all printed output

## Printer Selection

The default printer will be the printer selected as your default for your workstation.

**To change the default printer:**

1. From either an open return or from the Return Manager, click the **Returns** menu; then, select **Change Printer**.




The printer that appears by default is the printer that you've selected as the default on your computer.

2. Under the **Printer** section, in the **Name** field, click the drop-down arrow and select another printer.
3. Click **OK** to save your printer settings.

# Paper Size (Letter, Legal, etc.)

The default paper size is **Letter**. To change the paper size, make sure that the corresponding paper is loaded in the selected printer.

**To change the paper size:**

1. In the **Print Setup** dialog box, click the drop-down.
2. Select a new paper size.
3. Click **OK**.

# Paper Source (Tray 1, Tray 2, etc.)

You may need to specify a particular source tray for your printed output.

The default paper source is **Automatically Select**.

**To change the paper source:**

1. On the **Print Setup** dialog box, in the **Source** field, click the drop-down arrow.
2. Select the new source.
3. Click **OK**.

## Print Orientation (Portrait or Landscape)

The default print orientation is **Portrait**.

**To change the orientation of all printed output:**

1. In the **Print Setup** dialog box, click the **Portrait** or **Landscape** radio button, as desired.
2. Click **OK** to save this global print change.

# Printing Returns

The **Print** feature discussed in this topic only pertains to an open return.

If you want to print multiple returns simultaneously, see Batch Printing Returns.

**Print** functionality in ATX gives you the following options:

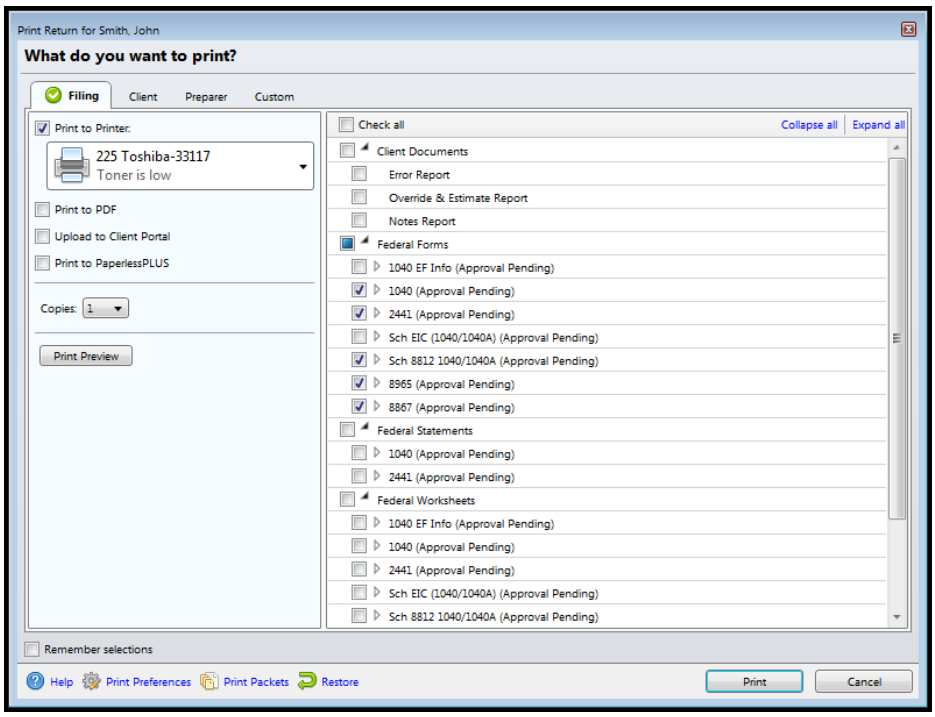
- Print **Filing**, **Client**, **Preparer**, and/or **Custom** copies
- Print the current return to a traditional printer
- Print the current return as a PDF
- Print only specific forms or documents within the return
- Upload the return to Client Portal
- Print the return to PaperlessPLUS (if you have PaperlessPLUS installed on the same computer as ATX)
- Use both sides of your paper for printing (Duplex)
- Use standard or custom Watermarks
- Any combination of the above

**Duplex Printing** and **Watermarks** are not available for the **Filing** copy.

**To print a copy of the open return:**

If a required form is missing from the return, the application automatically adds it when you print the return.

1. From an open return, do one of the following:
   - Click the **Print** button on the toolbar.
   - Click the **Returns** menu; then, select **Print Return**.
   - Press **Ctrl+P**.




If you have edited and saved Print Packets for the selected copy type, the default print selections and print order in the Print Return Dialog Box will reflect your Print Packets settings. Print selections/order may be changed within the Print Return Dialog Box (for the current open return) without affecting your Print Packets settings.

Steps **2** through **10** must be completed for each copy type desired.

2. If you would like to print a hard copy of the open return, select the **Print to Printer** check box.
3. To select a printer other than the default printer, select the desired printer in the drop-down list under the **Print to Printer** check box.

   In order for a printer to be listed, it must be installed on the computer from which you are working.

4. If you would like to print the open return to PDF, select the **Print to PDF** check box.
5. If you would like to upload the open return to Client Portal, select the **Upload to Client Portal** check box.
6. Select **Duplex** to print on both sides of your printer paper (if the form permits and your printer is capable of Duplex Printing).

   The **Duplex** option is not available for the **Filing** copy.

7. If you would like to print the open return to PaperlessPLUS, select the **Print to PaperlessPLUS** check box.

   If you do not have PaperlessPLUS installed on the same computer as ATX, you will not see this option.

8. If you would like to print more than one copy of the open return, select the desired number of copies in the **Copies:** drop-down list.
9. To designate a custom watermark, select the **Watermark** check box; then, enter the desired watermark text in the field provided.

The **Watermark** option is not available for the **Filing** copy.

If you have set up watermarks for any copy type(s) in the Print Packets dialog box, the Print Return Dialog Box will reflect those settings and/or text. You can change the selection and/or text in the Print Return Dialog Box without affecting your Print Packets settings.

10. Select which form(s) you would like to print by selecting the corresponding check box(es) in the tree.

Exactly which forms print by default for each copy type may be edited globally via the Print Packets dialog box.

Select the **Check All** check box to select all forms. Otherwise, expand and select **Documents**, **Forms**, **Statements**, and **Worksheets** as desired.

Click **Expand All** to expand all nodes or click **Collapse All** to collapse all nodes.

11. Repeat steps **2** through **10** for any other copy type(s) desired by clicking the corresponding tab(s) and making the desired selection(s).
12. To save your print choices, select the **Remember selections** check box.

The **Remember selections** setting is only applied to the current open return. Use the Print Packets feature to make global selections. Global selections will be applied to every return you print.

13. Click Print Preview to see what will be printed before actually printing the return.

Print Preview will show the selected tab only. For example, if the **Preparer** tab is selected, the **Preparer** copy will be shown when you click Print Preview.

14. Click **Print**.

By default, none of the print options are selected. The **Print** button will remain disabled until at least one print option has been selected.

The **Print Progress** dialog box appears, followed by the **Print Results** dialog box.

15. If there are any issues reported in the **Print Results** dialog box, make any necessary corrections, then try again.
16. Click **Close**.

# Printing the Return as a PDF File

If you select **Print to PDF** in the Print Return Dialog Box, the return will be saved as a PDF file which can be easily stored electronically. If **Print to PDF** is your only selection, there will be no paper output.

**To print the return to PDF:**

1. Complete steps **1** and **2** above.
2. Select the **Print to PDF** check box (either instead of or in addition to any other selections).

3. Select the desired form(s) in the tree.
4. Click **Print**.

   A **Save As** window opens to your **C:/Documents** folder. The name of the return appears in the **File name** field. The **Save as type** field is set to PDF files (***.pdf**).

5. Navigate to the location where you want to store the PDF copy of the return.
6. Click **Save**.

If you print all copy types in a single print job to PDF, they will all be printed to one file. To distinguish between copy types within a single PDF file, we suggest that you use **Print Separators**. See Print Preferences. As an alternative, you could apply a distinctive watermark to each copy type. See Print Packets.

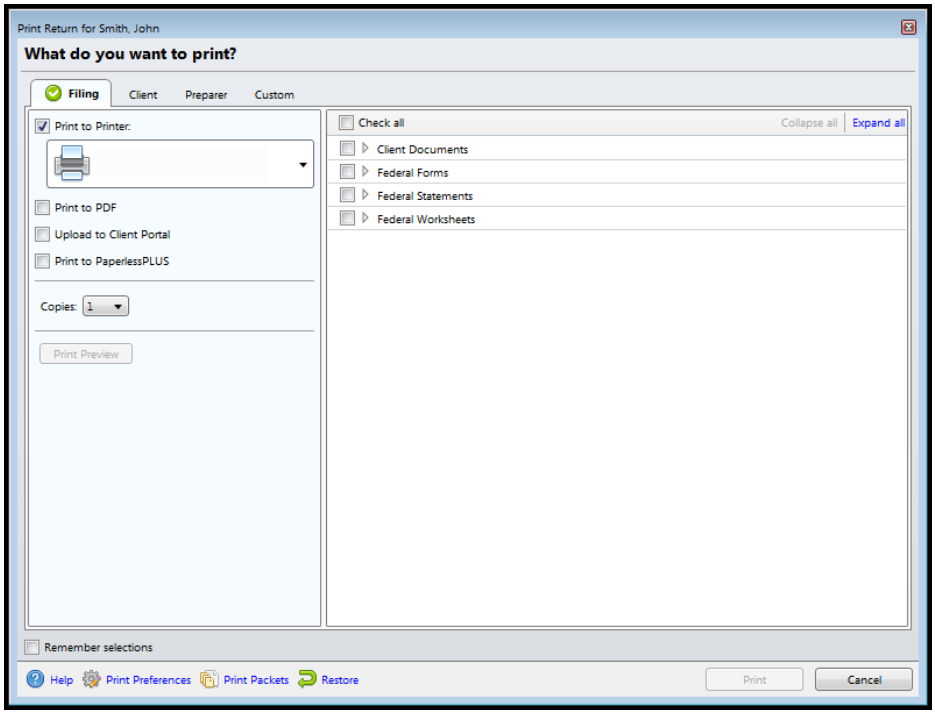
# Printing the Current Page Only

**To print only the current page of the open return:**

Click the **Page** button on the **Open Return** toolbar.

The page will be printed to the default printer designated for the computer from which you are printing.

# Print Return Dialog Box




| Print Return dialog box section | Print Return dialog box item | Description |
|---|---|---|
| Copy Types (tabs) | Filing, Client, Preparer, Custom | Click the tab that corresponds to the desired copy type to see printing options for that type. See Print Packets. |

| Print Return dialog box section | Print Return dialog box item | Description |
|---|---|---|
| Forms Tree | Client Documents/Federal/State | Displays an expandable list of items that may be printed. Select the forms to be included. Selections must be made for each copy type selected. |
| | Check all | Check this box if you want to print all items listed in the tree. |
| | Collapse All | Click this to reduce the expanded tree view to only its top level nodes (not showing individual items). |
| | Expand All | Click this to expand all nodes of the tree (show all individual items). |
| Print Settings | Print to Printer | Print to selected printer. |
| | Print to PDF | Prints the open return to a PDF file to be stored on your computer. |
| | Upload to Client Portal | Uploads return to Client Portal. See CCH iFirm Client Portal. |
| | Print to PaperlessPLUS | Prints the return to PaperlessPLUS.<br> If you do not have PaperlessPLUS installed, this item will not be available. |
| | Duplex | Use both sides of printer paper for printing.<br> This feature is only available for **Client**, **Preparer**, and **Custom** copies. Scannable state forms will not print in duplex. If your printer is incapable of Duplex Printing, only one side of printer paper will be used. |
| | Copies | Select the number of copies you want to print. |
| | Watermark | Select the **Watermark** check box, then enter the desired watermark text in the field provided.<br> Watermark functionality is only available for **Client**, **Preparer**, and **Custom** copy types. |
| | Print Preview | Allows you to preview what the return will look like when printed. |
| Remember selections | | Remembers print order and print settings for the open return only. |

| Print Return dialog box section | Print Return dialog box item | Description |
|---|---|---|
| Help | | Opens Help specific to the **Print Return** dialog box. |
| Print Preferences | | Opens the Print Preferences of the Preferences dialog box. |
| Print Packets | | Opens the Print Packets dialog box. |
| Restore | | Restores all **Print Return** dialog box settings to default.<br>If there are any Print Packets settings, they will be considered default. |
| Print | | Prints the open return based on your settings. |
| Cancel | | Closes the **Print Return** dialog box and cancels the print job. |

All **Print Settings** must be made for each copy type to be included in the print job.

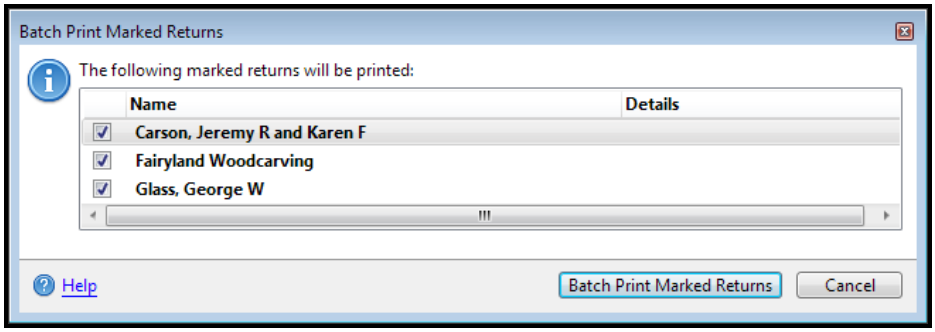
# Batch Printing Returns

As an alternative to printing individual returns, multiple returns may be marked and batch printed.

When you use the **Batch Print Marked Returns** function, all copies will be sent to your default printer. To change your default printer, click the **Printer Setup** link in the **Returns Marked for Printing** dialog box. If you use a PDF Printer as default, your copies will be sent to the location selected in the **Browse For Folder** dialog box upon clicking **Print**.

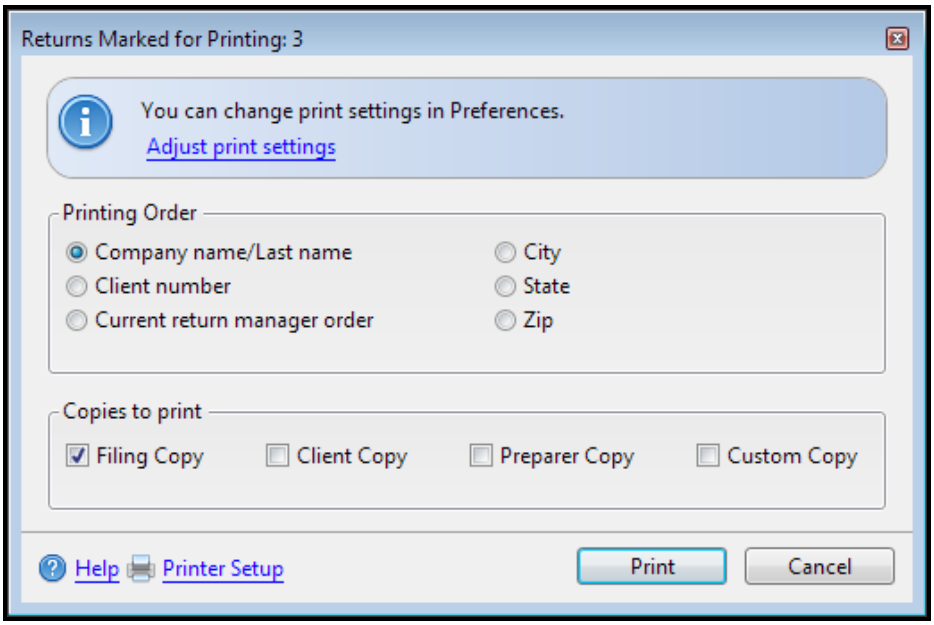
**To batch print returns:**

1. In the Return Manager, select the check boxes for the returns you want to print.
2. Do one of the following:
   - Click the **Returns** menu; then, select **Batch Print Marked Returns**.
   - Press **Ctrl+P**.



If you're working on a network and a return in the batch is open on another workstation, that return will appear in the list but will not be printed. The **Details** column will indicate that it is **Open** and the workstation ID will be displayed.

3. Clear the check box for any returns you would not like to include in the batch.
4. Click **Batch Print Marked Returns** to continue.




To check your selected Print Preferences, click the **Adjust print settings** link.

To change your default printer, click **Printer Setup**.

5. Under **Printing Order**, select the order by which you want to print the returns.
6. Under the **Copies to print** section, select one or more copy types to print for all the returns.

See Setting Global Print Options.

7. Click **Print**.

# Printing Checks

Checks are printed via a web-based Online Check Printing center that is part of the CCH SFS Web site. When you go to print checks from the product, you are sent to the login page for the Online Check Printing Center.

Any check with the status of **Authorized** can be printed. A check is authorized if it has an Authorization number on the Bank Products tab in the Bank Manager.

You must be authorized to use Online Check Printing. If you are not authorized to use Online Check Printing, please contact your sales representative.

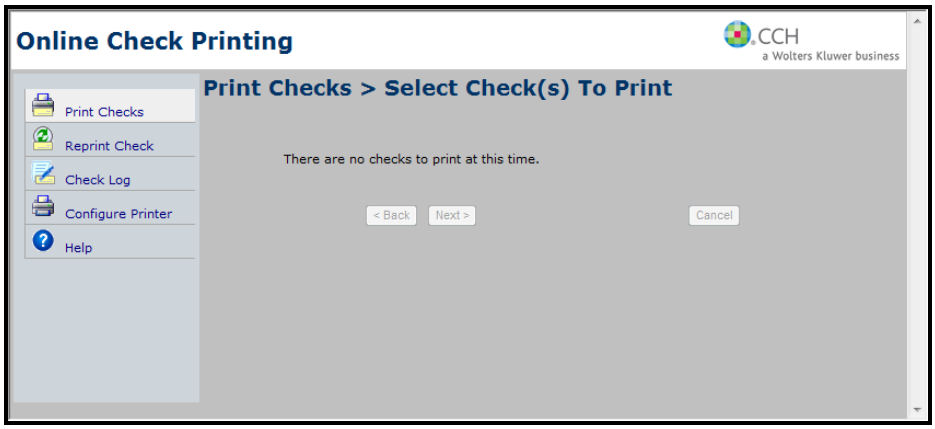
Internet Explorer is the only supported browser for Online Check Printing. ATX automatically launches Internet Explorer regardless of your default browser.

**To print checks:**

You must be connected to the Internet to print checks.

1. Do one of the following:
   - Go to https://ocp.cchsfs.com.
   - From the Bank Manager, click the **Print Checks** button.
   - From the Bank Manager, click the **Disbursements** menu; then, select **Print Checks**.
   - Press **Ctrl+H**.

   The **Client Login** screen appears.
2. If you are not logged in, enter our **Client ID** in the **Client ID** box and press the **Tab** key
3. Enter your **User Name** in the **User Name** box and press the **Tab** key.
4. Enter your **Password** in the **Password** box.
5. Select the **Remember me** check box if you want the Solution Center to remember your information the next time you log in.
6. Select the **I'm not a robot** check box and select the images based on the instructions shown on-screen, then click the **Verify** button.
7. Click **Log In**.




8. For step-by-step instructions on check printing, click the **Help** tab on the left of the page. (This opens **Online Check Printing** help.)
9. Review the **Overview** and **Print Checks** topics.

# Configuring Printer for Check Printing

The **Check Printer Setup** feature enables you to select and set up a specific printer to be used when printing checks. The program stores and applies these settings separately from those used when printing returns and reports, and it will remember the paper location, paper size, and orientation settings.

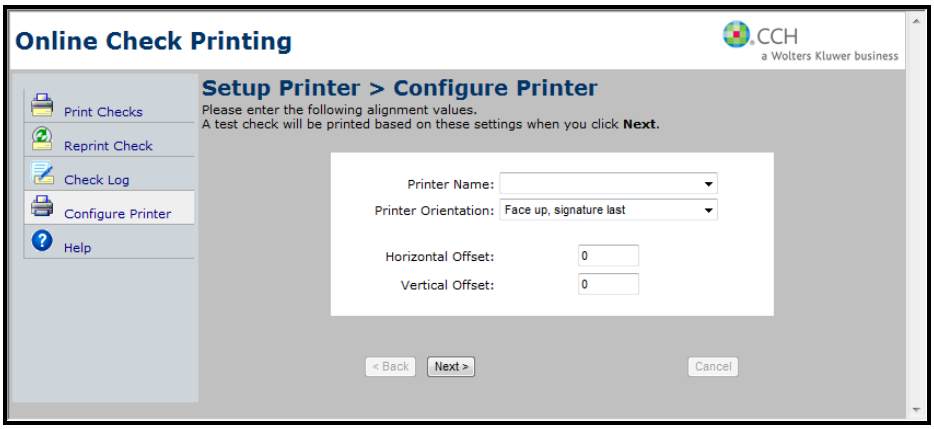
Internet Explorer is the only supported browser for Online Check Printing. ATX automatically launches Internet Explorer regardless of your default browser.

**To set up your check printer and align checks:**

1. Visit https://ocp.cchsfs.com.

The **Client Login** screen appears.

2. If you are not logged in, enter our **Client ID** in the **Client ID** box and press the **Tab** key
3. Enter your **User Name** in the **User Name** box and press the **Tab** key.
4. Enter your **Password** in the **Password** box.
5. Select the **Remember me** check box if you want the Solution Center to remember your information the next time you log in.
6. Select the **I'm not a robot** check box and select the images based on the instructions shown on-screen, then click the **Verify** button.
7. Click **Log In**.




8. For step-by-step instructions on check printing, click the **Help** tab on the left of the page. (This opens **Online Check Printing** help.)
9. Review the **Overview** and **Configure Printer** topics.

# Reprinting Checks

Typically, preparers reprint checks only if a check becomes damaged or did not print correctly in the first place. In general, you only reprint in a situation where you have possession of the original check.

In this scenario, you can reprint the check, write "Void" on the original check, and return the voided check to the bank.

Reprinting a check is different from reissuing a check. A typical "reissue" scenario is where the taxpayer's check was lost or stolen. In this situation, the preparer does not have possession of the check. Contact the bank for specific instructions on reissuing a check.

Internet Explorer is the only supported browser for Online Check Printing. ATX automatically launches Internet Explorer regardless of your default browser.

**To reprint a check:**

Be sure to write **VOID** on the original check and forward it to the bank. Internet Explorer is required for Online Check Printing.

1. Do one of the following:
   - From the Bank Manager, click the **Print Checks** button.
   - From the Bank Manager, click the **Disbursements** menu; then, select **Print Checks**.
   - Press **Ctrl+H**.

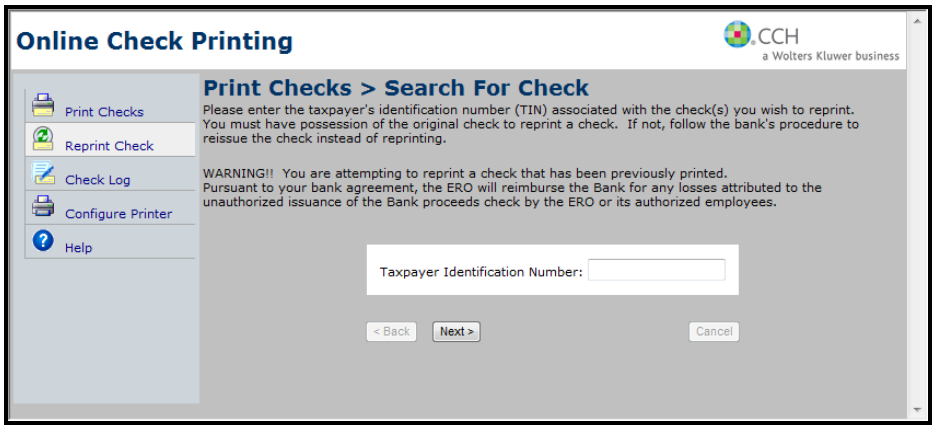
You can also visit https://ocp.cchsfs.com.

The **Client Login** screen appears.

2. If you are not logged in, enter our **Client ID** in the **Client ID** box and press the **Tab** key
3. Enter your **User Name** in the **User Name** box and press the **Tab** key.
4. Enter your **Password** in the **Password** box.
5. Select the **Remember me** check box if you want the Solution Center to remember your information the next time you log in.
6. Select the **I'm not a robot** check box and select the images based on the instructions shown on-screen, then click the **Verify** button.
7. Click **Log In**.

   The **Online Check Printing** page appears.

8. Select **Reprint Check** from the menu on the left side of the screen.




9. For step-by-step instructions on check printing, click the **Help** tab on the left of the page. (This opens **Online Check Printing** help.)
10. Review the **Reprint Check/Search for Check** topic.

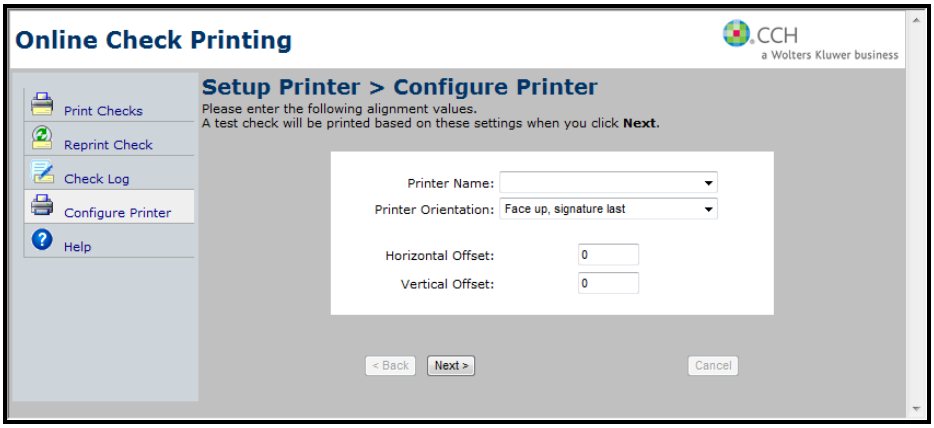
# Aligning Checks

**To align checks properly in the printer:**

1. Visit: https://ocp.cchsfs.com.

   The **Client Login** screen appears.

2. If you are not logged in, enter our **Client ID** in the **Client ID** box and press the **Tab** key
3. Enter your **User Name** in the **User Name** box and press the **Tab** key.
4. Enter your **Password** in the **Password** box.
5. Select the **Remember me** check box if you want the Solution Center to remember your information the next time you log in.
6. Select the **I'm not a robot** check box and select the images based on the instructions shown on-screen, then click the **Verify** button.
7. Click **Log In**.




8. For step-by-step instructions on aligning checks properly in the printer, click the **Help** tab on the left of the page. (This opens Online Check Printing help.)
9. From the Help Table of contents, select the **Configure Printer** topic, and refer to ***Adjusting the Starting Print Position***.

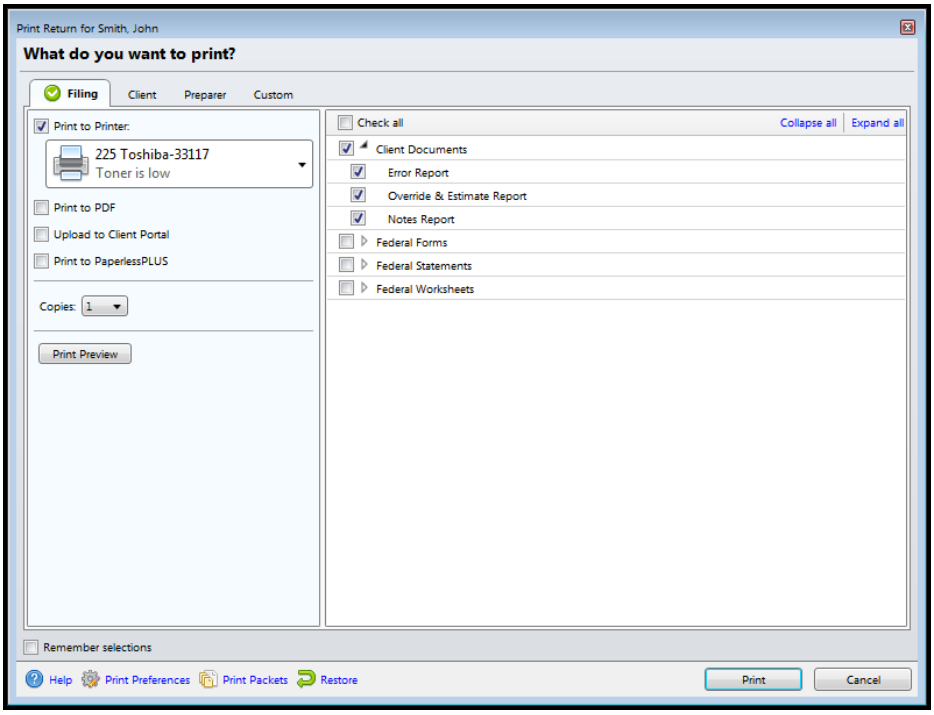
# Printing Reports

ATX provides the following reports on your open return:

- **Error Report** - lists errors, warnings, information, and e-filing issues for the open return
- **Override & Estimate Report** - lists all overridden and estimated fields in the return
- **Notes Report** - lists fields in the return to which notes are attached

**To print any of these reports:**

1. From the open return, click the **Print** button on the toolbar.



2. In the tree, select the check box(es) for the reports you'd like to generate for the open return.
3. Click **Print**.

# Print Preview

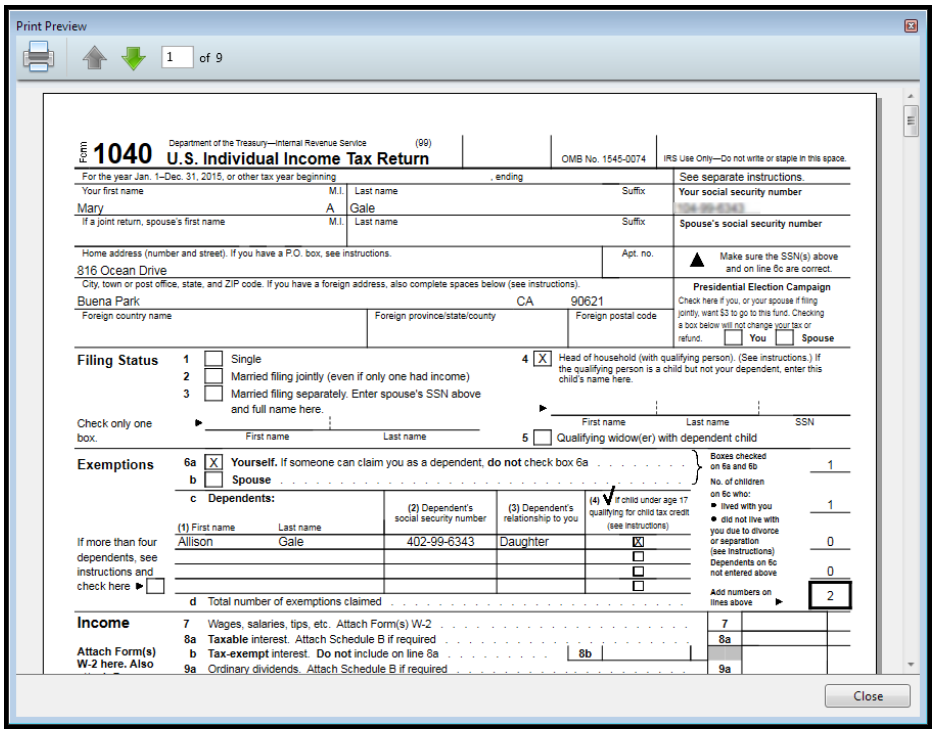
The **Print Preview** function will preview the portions of the return you've selected in the Print Return Dialog Box.

**To see a preview of the pages you've selected to print:**

1. From the open return, click the **Print** button on the toolbar.

   The Print Return Dialog Box appears.

2. Once you're satisfied with your selections, click the **Print Preview** link.




In the **Print Preview**, pages will appear in the order in which they are listed in the tree. To change the order of forms for the open return only, see the Reordering Print Sheets in a Return topic. To change the order of forms for all returns, see Print Packets.

3. Use the arrow buttons at the top of the screen to scroll through the selection.
4. Click the **Printer** button to print the preview.
5. Click **Close** to close the **Preview** dialog box and return to the Print Return Dialog Box.

# Reordering Print Sheets in a Return

All Federal forms appear in the tree in the order defined by the IRS. The pages that you need for filing are automatically selected. To print other pages, select them from the Print Return Dialog Box.

You can change the order in which selected forms are printed. You can reorder the top level items (**Client Documents**, **Federal Forms**, **Federal Statements**, etc.) or you can reorder the items within each top-level item.

Print sheets reordered in the Print Return Dialog Box will only apply to the current open return. To reorder print sheets for every return you print, use Print Packets.

**To reorder items in the printed output:**

From an open return, click the **Print** toolbar button; then, do one of the following:

- Right-click the desired item, then click a selection from the context menu (move up, move down, move to top, move to bottom).
- Select the item and use the keyboard shortcuts below to move the item.

**Keyboard Shortcuts**

| Shortcut | Description |
|---|---|
| Ctrl+Up | Moves the item up in the list. |
| Ctrl+Down | Moves the item down in the list. |
| Ctrl+Shift+Up | Moves the item to the top of list. |
| Ctrl+Shift+Down | Moves the item to the bottom of the list. |

# Printed Mailing Slip Orientation

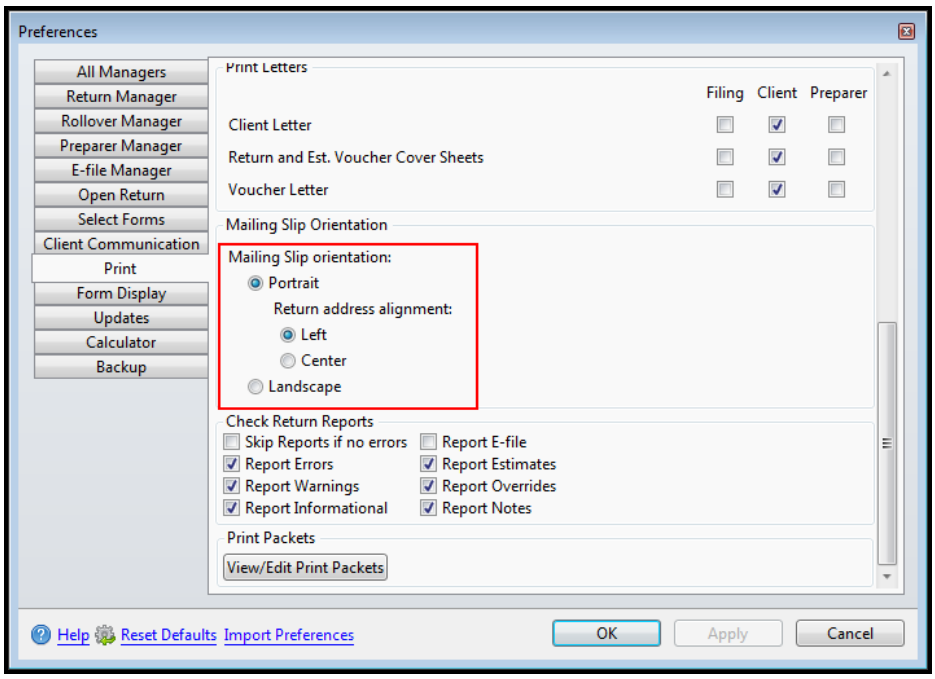
The **Mailing Slip Orientation** section of Print Preferences enables you to designate the mailing slip print orientation as **Portrait** or **Landscape**.

**To set the orientation of your mailing slips:**

1. Do one of the following:
   - From the Return Manager or E-file Manager, click the Preferences button on the toolbar.
   - From the Return Manager or E-file Manager, click the **Options** menu; then, select Preferences.
   - From an open return, click the **Tools** menu; then, select Preferences.

   The Preferences dialog box appears.

2. Select the **Print** tab.




3. Use the scroll bar on the right and scroll down to the **Mailing Slip Orientation** section.
4. Do one or both of the following as desired:
   - **Portrait** is the default orientation. Select **Landscape** to change your mailing slip orientation.
   - **Left** is the default alignment. Select **Center** to change the alignment.
5. Do one of the following:
   - Click **OK** to save your changes and close the Preferences dialog box.
   - Click **Apply** to save your changes and leave the Preferences dialog box open.
   - Click **Cancel** to exit without saving your changes.

# Printing Marked Client List

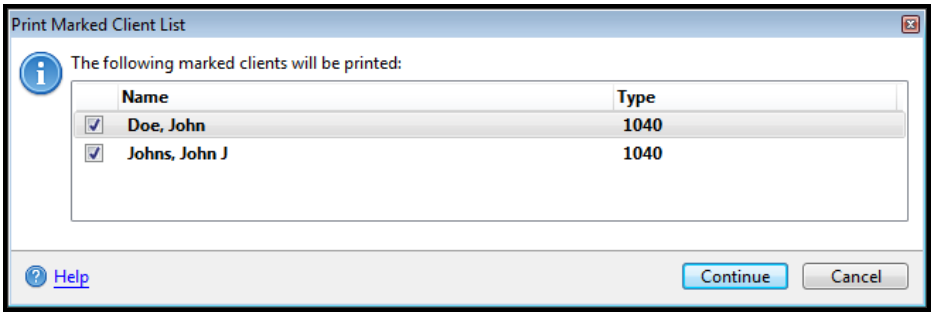
A Client List may be printed whenever you need it with just a few clicks. The Client List lists your clients' pertinent information including **Name** or **Company Name**, **Return Type**, **Address**, **Telephone Number**, **e-Mail**, and more.

**To print the Marked Client List:**

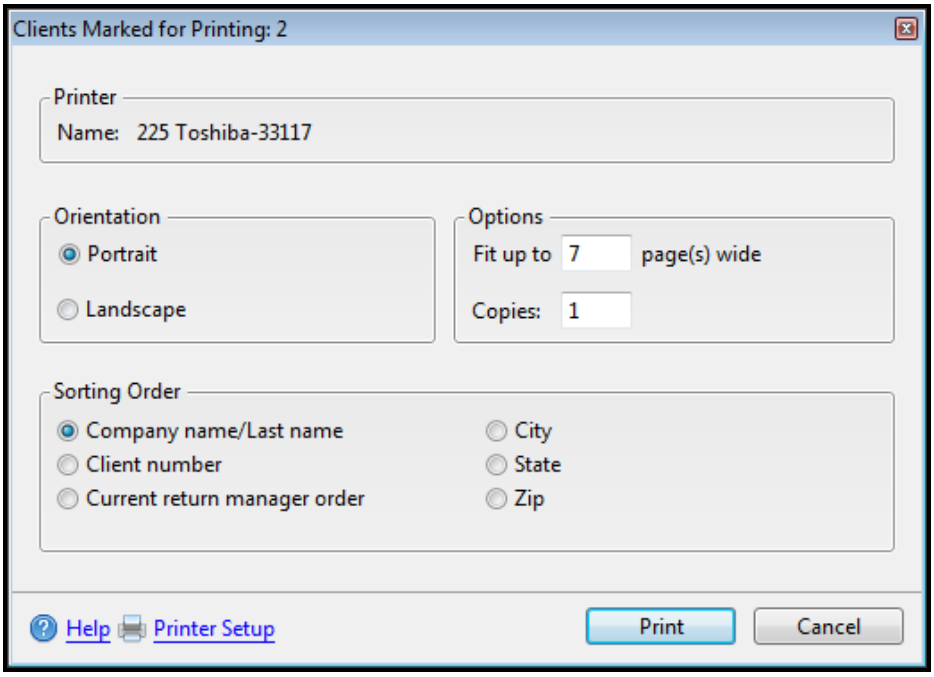
1. Mark the returns for the clients' whose information you wish to appear in the Client List.

   Click **Mark All** on the toolbar to mark all returns and include all clients.

2. From the Return Manager, click the **Reports** menu; then, select **Print Marked Client List**.




3. Clear the check box for any returns you do not want to include in the batch.
4. Click **Continue** when ready to proceed.



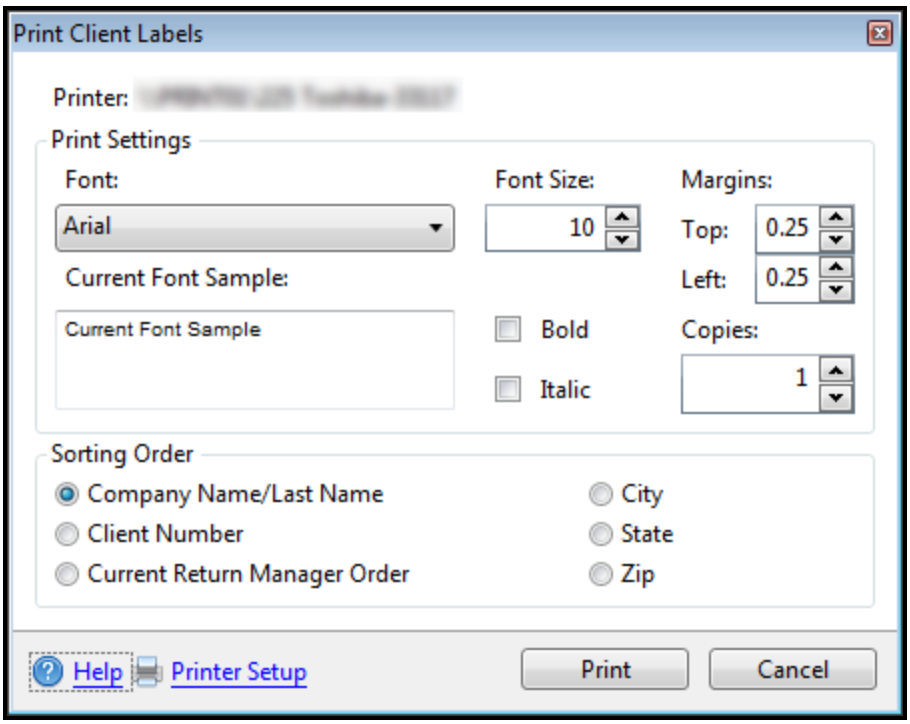

To change your default printer, click **Printer Setup**.

5. Adjust **Orientation**, **Options**, and **Sorting Order** settings as desired.
6. Click **Print**.

# Printing Marked Client Labels

**To print client address labels:**

1. In Return Manager, mark the returns of clients for whom you would like to print labels, or click **Mark All** on the toolbar to mark all returns.
2. Click the **Reports** menu; then, select **Print Marked Client Labels**.




3. Set the desired **Font**, **Font Size**, **Margins**, **Style** (Bold, Italic, or neither), **Copies**, and **Sorting Order**.
4. Insert labels into your printer.
5. Click **Print**.

Before printing on actual labels, it is recommended you print the labels on a blank sheet of paper, and then compare the alignment with your label stock.

Labels print on standard 8.5 inch x 11 inch (3 across, 10 down, 1" x 2.63") sheets. The following brands/products are compatible:

| Brand | Product # |
|---|---|
| Avery® (Avery Dennison Corporation) | 5160, 5260, 5920, 5960, 5970, 5971, 5972, 5979, 5980, 8160, 8460, 8660, 8920, 8930 |
| Maco® (ACCO Brands Corporation) | MML-3000, MML-3025, MML-8000, MML-8101, MML-8201, MML-8301 |
| Quill® (Quill Lincolnshire, Inc.) | 7-10786B |

Chapter

16

# CCH iFirm

CCH iFirm is a cloud-based solution that simplifies and automates the running of your accounting firm. By completing the following setup, you'll enjoy increased visibility across workflow, resources and performance, ultimately freeing your firm up to spend more time adding value to your clients.

CCH iFirm Setup:

- Sign In To CCH iFirm: Opens the line of communication between the CCH iFirm and ATX applications and enables data to be shared.
- Export Existing Contacts to CCH iFirm: Allows you to export contact information from ATX returns to CCH iFirm, so you don't have to set up contact data twice.
- Setup Jobs for Job Status: Open the line of communication for jobs status and job details by assigning tax return types to a job type in CCH iFirm.

**How to Topics:**

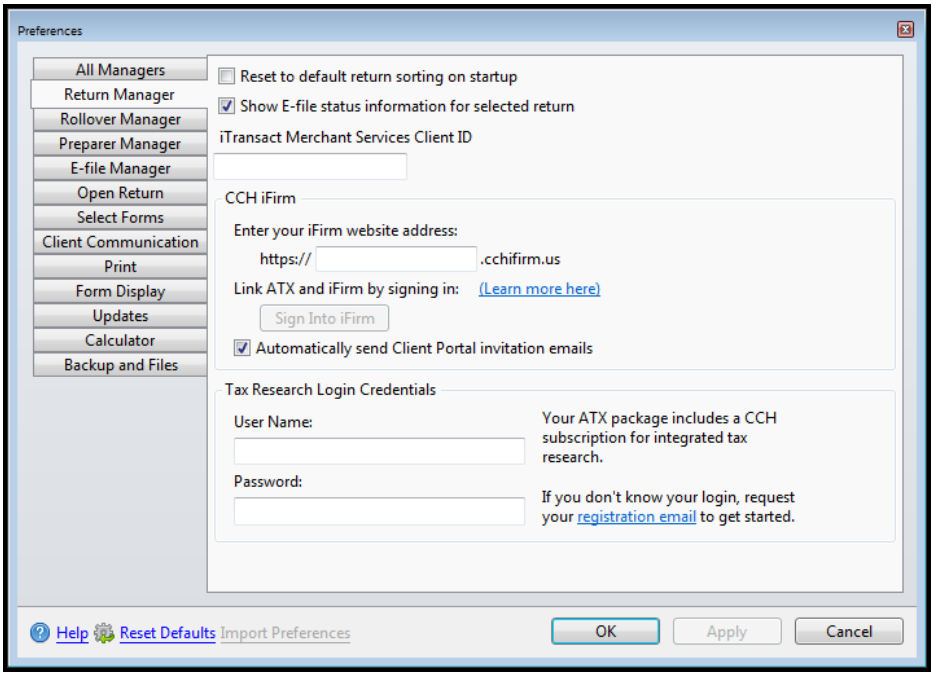
- Sign In To CCH iFirm
- Export Existing Contacts to CCH iFirm
- Import CCH iFirm Contact Data into a New Return
- Sync New ATX Contacts with CCH iFirm
- Sync Contact Data on Open and Close
- View CCH iFirm Job Status in Return Manager
- View Job Details
- Send CCH iFirm Invoice
- Tracking Time in ATX

# Sign In To CCH iFirm

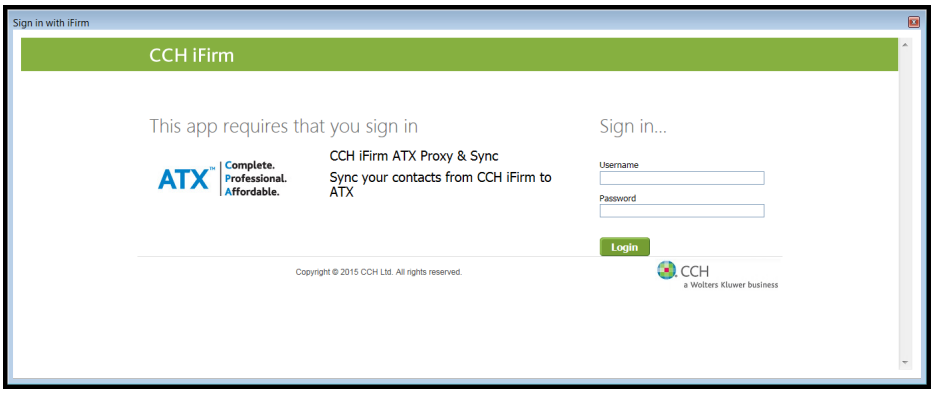
The CCH iFirm preference section on the Return Manager Preferences tab, opens the line of communication between the CCH iFirm and ATX applications and enables data to be shared.

**To set up ATX to share data with CCH iFirm, do the following:**

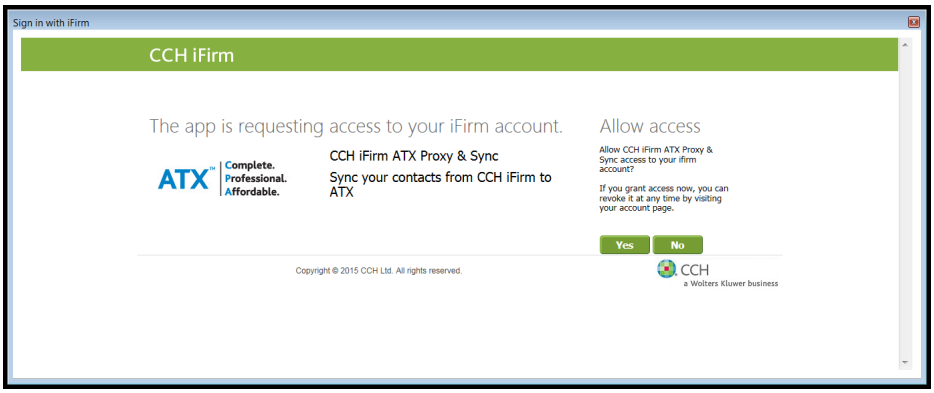
1. Click the **Preferences** button on the toolbar; then, click the Return Manager Preferences tab.



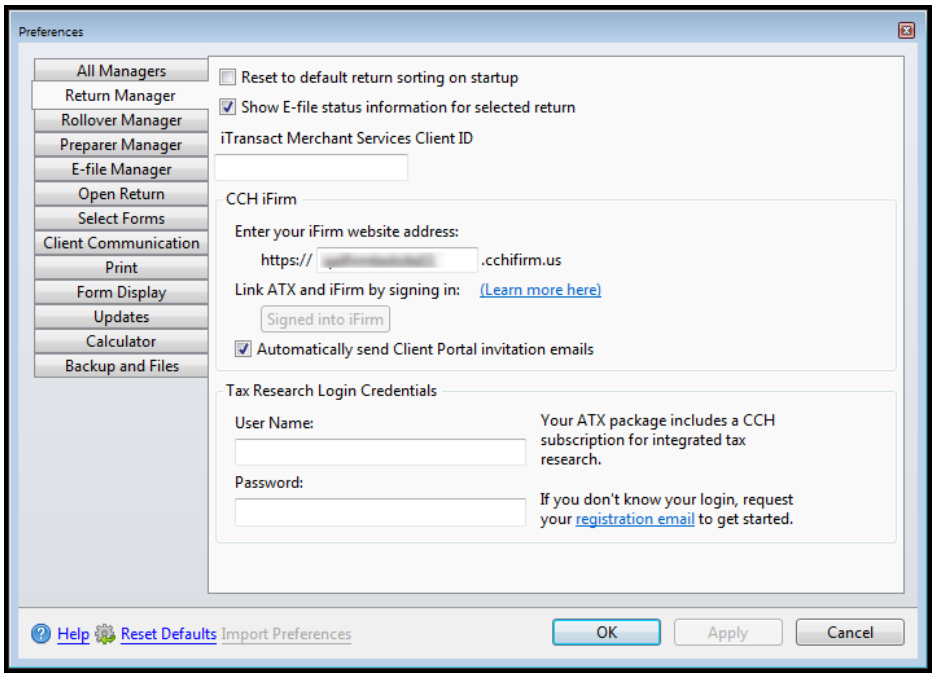

2. In the CCH iFirm section enter your **CCH iFirm Website Address**; then, press **Enter** or **Tab** off the box to enable the **Sign Into iFirm** button.
3. Click **Sign Into iFirm**. The **Sign in with iFirm** dialog box displays.




4. Enter your username and password; then, click **Login**. The **Sign in with iFirm** dialog box displays an acknowledgement asking if you want to allow access to CCH iFirm from ATX.



5. Click **Yes** to allow your CCH iFirm user account to sync with ATX.




6. Click **Apply** to save the change; then, **OK** to close the **Preferences** dialog box.

# CCH iFirm Menu

From the Return Manager or an open return, you can access the CCH iFirm menu.

| Menu Item | Description |
|---|---|
| My Dashboard | Launches your CCH iFirm dashboard, which is an overview of your business' efficiency, annual review, resource allocation, work in progress, and more. |
| My Jobs | Launches your CCH iFirm jobs, where you can view jobs in CCH iFirm. |
| My Invoice | Launches your CCH iFirm invoices, where you can view and create invoices in CCH iFirm. |
| My Reports | Launches your CCH iFirm Practice Management reports, where you can measure the performance of team members and see how your firm is performing. |
| My Timesheet | Launches your CCH iFirm timesheet, where you can track your personal time by job. |
| View Job Details* | Opens job details for the job associated with the open return. |
| Contact Details* | Launches CCH iFirm Contact Details for the taxpayer in the open return, where you can view and edit their information. |
| Client Portal | Launches CCH iFirm Client Portal, where you can organize and share important documents with clients. |

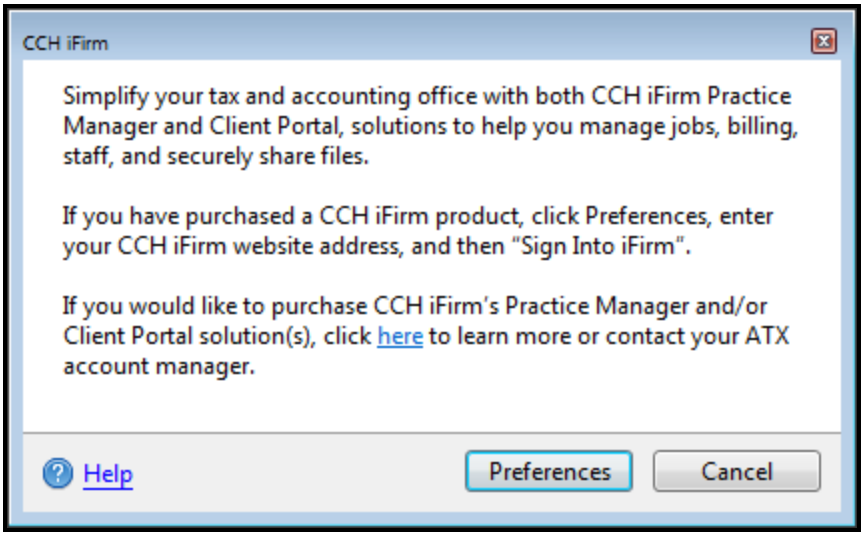
*View Job Details and Contact Details menu items are only available while inside an open return.

# Export Existing Contacts to CCH iFirm

**The Export Contacts to iFirm** feature allows you to export contact information from ATX returns to CCH iFirm so you don't have to set up contact data twice.

**To export your contact information to CCH iFirm:**

1. Click the Rollover Manager tab.
2. Click the **CCH iFirm** menu, and click **Export Contact to iFirm**.




3. Click **Export to iFirm**.

If the SSN or EIN already exists in CCH iFirm, ATX skips the return and proceeds to the next return.

## What's Included When you Export Contacts to CCH iFirm

When you export your contacts using Rollover Manager, ATX exports the following information to CCH iFirm:

- SSN or EIN
- Taxpayer name or business name
- Address, city, state, and ZIP Code
- E-mail address
- Date of birth

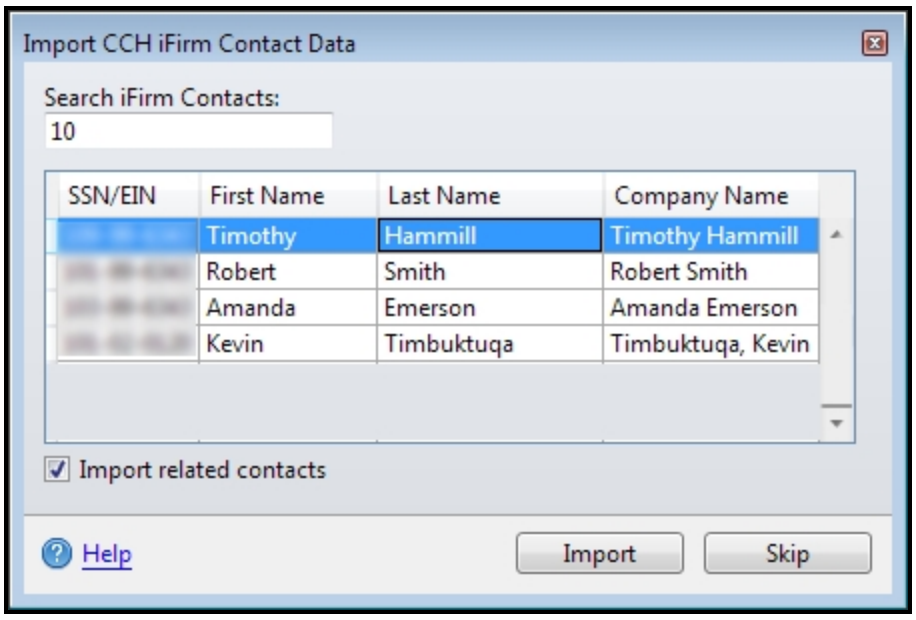
# Import CCH iFirm Contact Data into a New Return

You can reduce your tax return preparation time by importing contact information from CCH iFirm into new returns.

ATX requires an SSN or EIN to sync with CCH iFirm's contact database. If you create contacts in CCH iFirm, be sure to enter the SSN or EIN before importing into ATX. If you create an ATX return for a CCH iFirm contact that does not have an assigned SSN or EIN, the system assumes that this is a "new contact" and a duplicate contact is created in CCH iFirm.

**To import contact information from CCH iFirm:**

1. In Return Manager, click **New** to create a return.
2. After selecting forms, the **Import CCH iFirm Contact Data** dialog displays.
3. In the **Search iFirm Contacts** box, type all or part of the information to display a list of contacts from CCH iFirm. You can search on any of the column heading types **(SSN/EIN, First Name, Last Name, or Company Name)**. ATX displays a list of results.

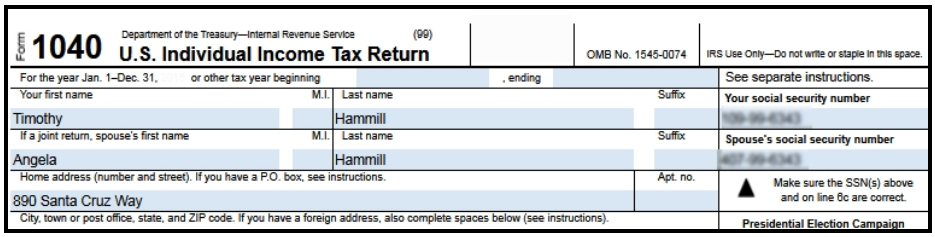



If there are no matching contacts, ATX displays a message, *No matching contacts found*. Verify the information and retype or click **Skip**.

4. Select the contact from the list and click the **Import related contact** check box, then click **Import**.

By checking the **Import related contacts** check box, ATX imports spouse and/or dependent information from CCH iFirm for individual returns. For business returns ATX imports partner, beneficiary, and/or shareholder contact data.

5. The **Import** dialog closes and the selected contact data is entered in your new return.



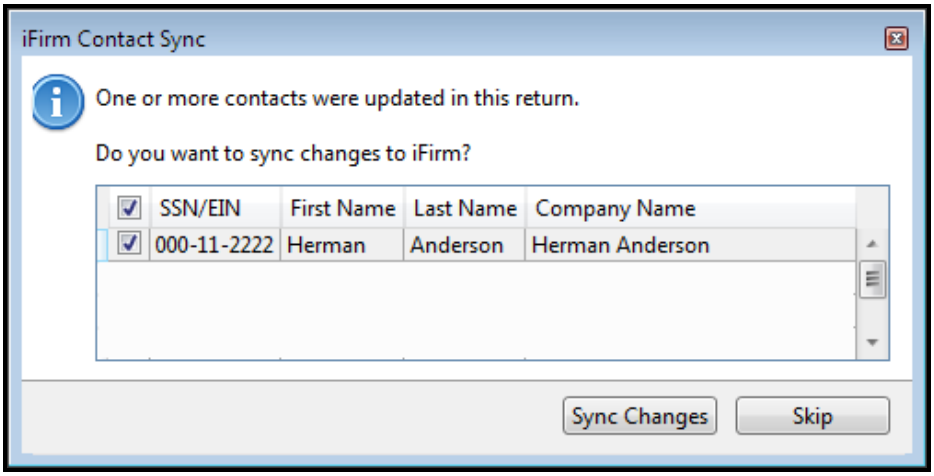

# Sync New ATX Contacts with CCH iFirm

When you create a new return, if the contact does not yet exist in CCH iFirm, ATX allows you to sync the contact information to CCH iFirm.

ATX requires an SSN or EIN to sync with CCH iFirm's contact database. If you create contacts in CCH iFirm, be sure to enter the SSN or EIN before importing into ATX. If you create an ATX return for a CCH iFirm contact that does not have an assigned SSN or EIN, the system assumes that this is a "new contact" and a duplicate contact is created in CCH iFirm.

**To sync new ATX contact information to CCH iFirm:**

1. When you close the new return in ATX the **iFirm Contact Sync** dialog displays.




2. Select the contact(s) you want to sync to iFirm. Click **Sync Changes**. ATX exports your client's contact information to CCH iFirm. See **Sync Contact Data on Open and Close** for information what type of data is shared with CCH iFirm.

   If you choose to **Skip,** you will not be prompted to sync again unless you have edited the information in the return.

# Sync Contact Data on Open and Close

When you open or close a tax return, ATX syncs with CCH iFirm, recognizing changes to contact data. The following data is exchanged between ATX and CCH iFirm:

- Taxpayer name/Business name
- Address, city, state, and ZIP Code
- Work, cell and home phone numbers
- Email address
- Date of birth
- Date of death
- Related contacts:
  - Spouse
  - Dependent
  - Beneficiary *
  - Partner *
  - Shareholder *

***Syncing Partner, Shareholder, and Beneficiary Contact Data**: **Entity Type** must be specified on Schedule K-1 forms for Partners, Shareholders and Beneficiaries to sync properly between ATX and CCH iFirm.

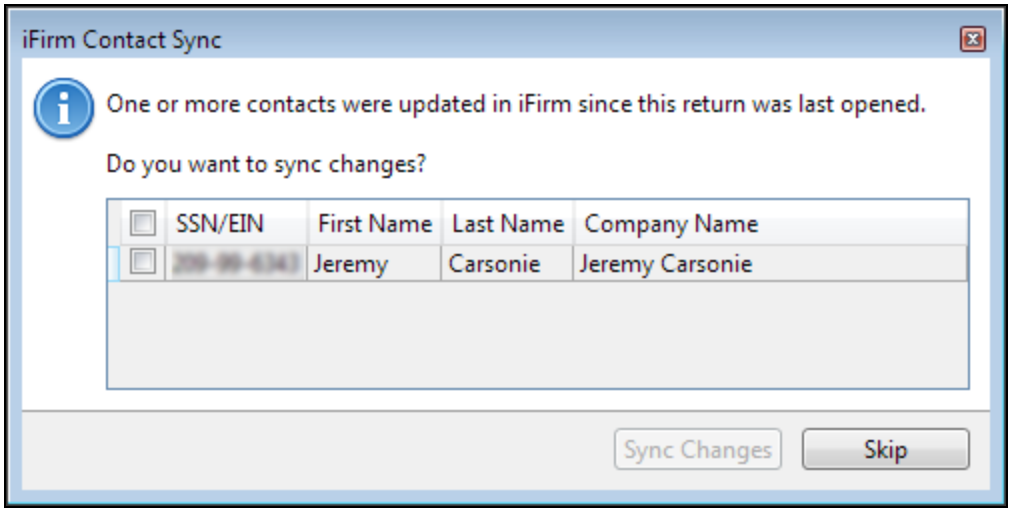
ATX requires an SSN or EIN to sync with CCH iFirm's contact database. If you create contacts in CCH iFirm, be sure to enter the SSN or EIN before importing into ATX. If you create an ATX return for a CCH iFirm contact that does not have an assigned SSN or EIN, the system assumes that this is a "new contact" and a duplicate contact is created in CCH iFirm.

# Sync on Open

When opening a return, if there are changes from CCH iFirm, ATX recognizes these changes and asks if you would like to sync them.

**To sync updated contact information from CCH iFirm when opening a return:**

1. Open your return. For more information, see Opening Returns. When changes have been made to the contact in CCH iFirm, a dialog appears asking if you want to sync:




2. Select the check box for the contact(s) you want to sync.
3. Click **Sync Changes**.

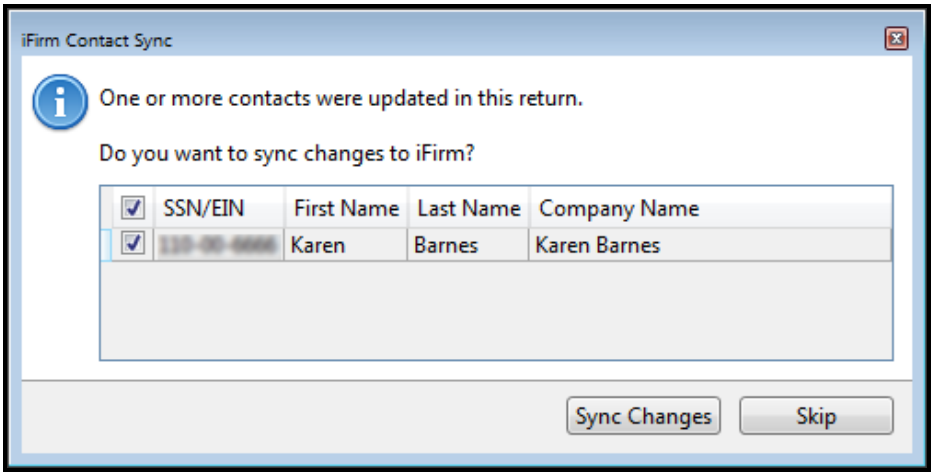
   If you want to keep the current information in ATX, click **Skip**.

# Sync on Close

When you close a return, if there are supported field changes, ATX asks you if you want to sync the changes to CCH iFirm.

**To sync updated contact information from ATX to CCH iFirm when closing a return:**

1. If changes have been made to the contact in ATX, a dialog appears asking if you want to sync:




2. Select the check box for the contact(s) you want to sync.
3. Click **Sync Changes**.

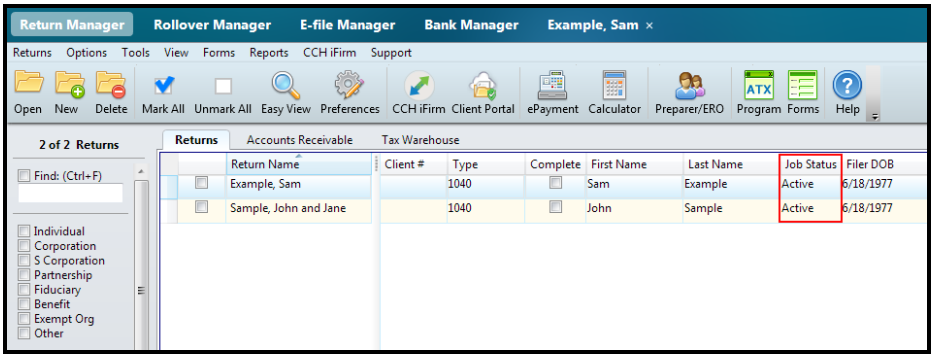
If you want to keep the current information in CCH iFirm, click **Skip**.

# View CCH iFirm Job Status in Return Manager

In CCH iFirm, job statuses track the progress of a job for a particular contact, which helps you manage your firm's workflow. The CCH iFirm job status for that contact is listed with the return. This helps tie tax preparation tasks to other work done in your firm for that contact.

**To view the job status associated with an ATX return:**

1. Click the **Return Manager** tab.
2. From the **Return Manager** tab, click the **Returns** tab.
3. Locate the **Job Status** column.

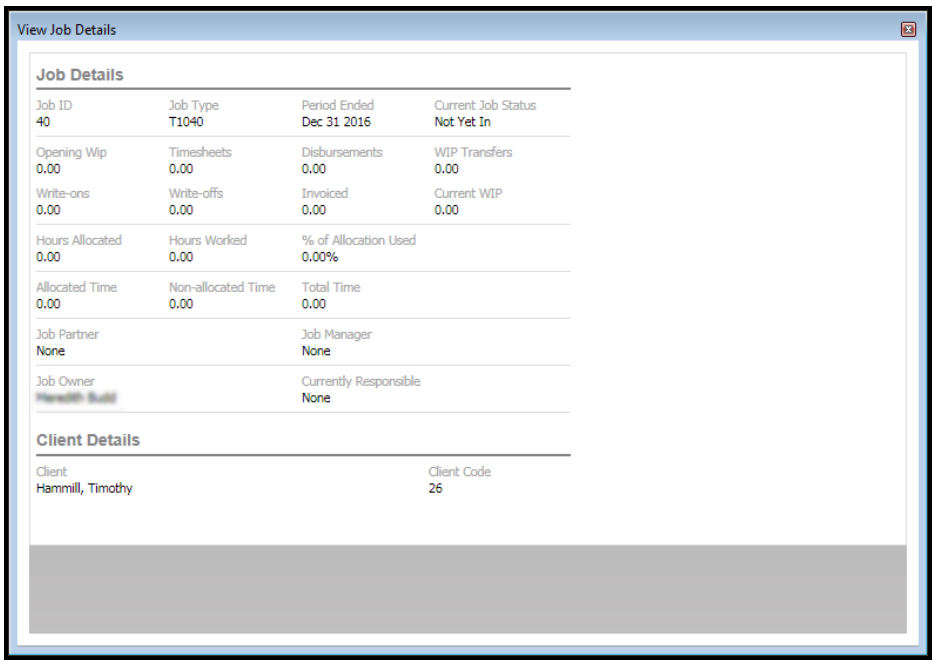



The **Job Status** column only displays CCH iFirm job statuses.

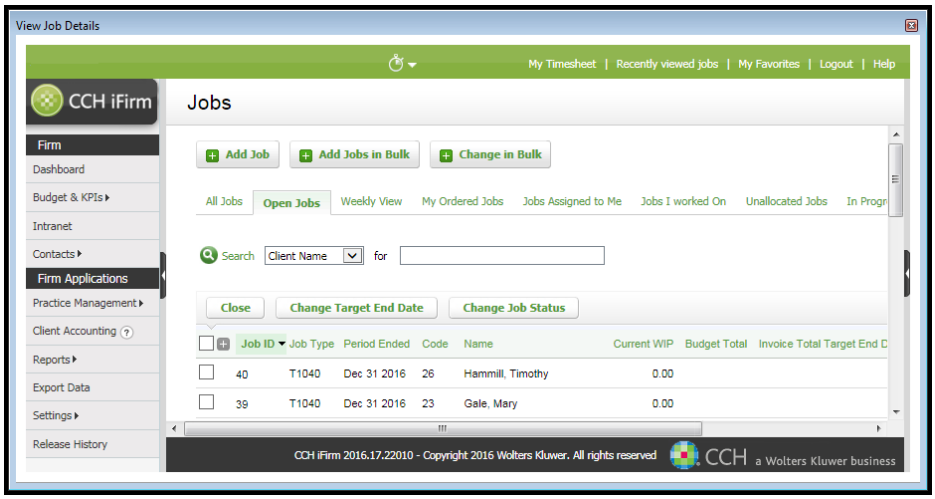
# View Job Details

**View Job Details** opens job details for the job associated with the open return.

To open **View Job Details**, click the **CCH iFirm** menu, and select **View Job Details**.




ATX and CCH iFirm will smartly assign jobs to tax returns whenever that return is being prepared for a contact existing in iFirm. For returns being prepared using SSN/EIN information that has not yet been sync'd with iFirm, clicking **View Job Details** will take you to the generic Jobs list in CCH iFirm.



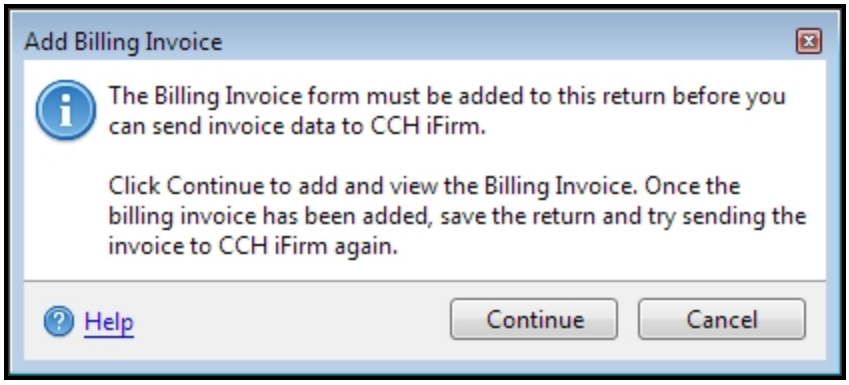

# Send CCH iFirm Invoice

The **Send CCH iFirm Invoice** feature allows you to send an ATX Billing Invoice from ATX to CCH iFirm without interrupting your tax preparation workflow. When you send the invoice to CCH iFirm you can track the status of sent invoices using the **Finalized Invoice** tab within Practice Management. To track invoice payments use **Accounts Receivable** within CCH iFirm.

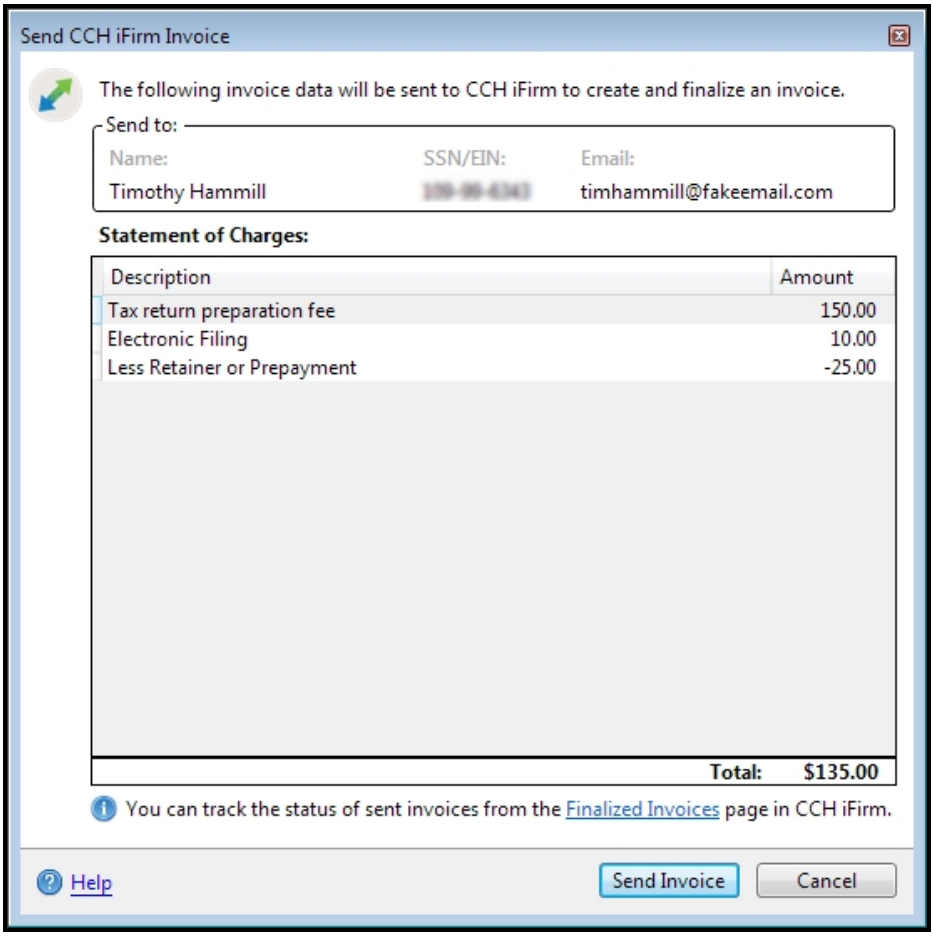
**To send a Billing Invoice to CCH iFirm:**

1. From the open return, click the **Forms** menu; then, select **Send CCH iFirm Invoice**.

If you don't have a **Billing Invoice** in the return when you select **Send CCH iFirm Invoice**, ATX prompts you to add the form to the return. Click **Continue** to add the **Billing Invoice** to the return. See Billing Manager.



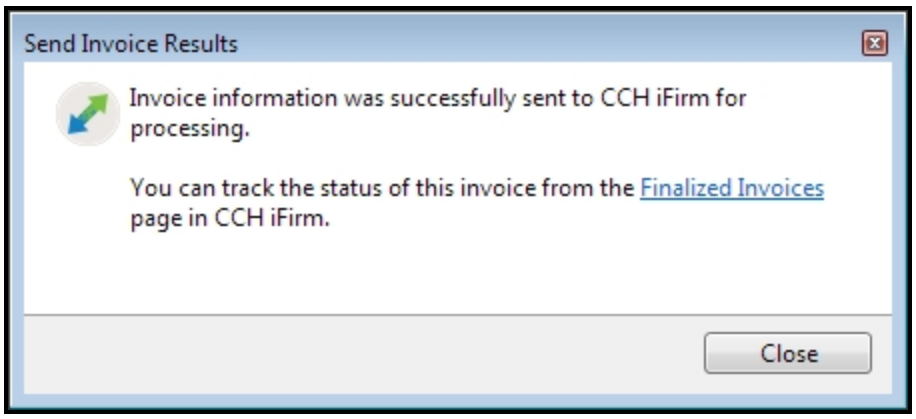

If you already added the information from the **Add Billing Invoice** dialog box, repeat the first step.




2. Review the information on the **Send CCH iFirm Invoice** dialog box and click **Send Invoice**.

   If changes are needed, click **Cancel**.

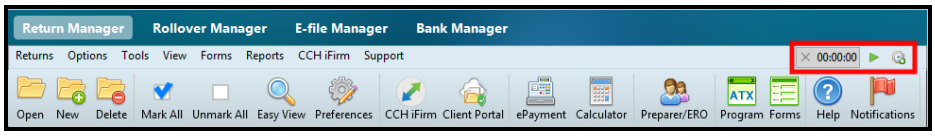
3. ATX displays the **Send Invoice Results** dialog box. Click the **Finalized Invoices** link to track the status of the invoice or click **Close** to finish preparing the tax return for electronic filing.




For help on printing and sending invoices in CCH iFirm see Print and send invoices.

# Tracking Time in ATX

Once you've signed into CCH iFirm in Preferences, you can track the time you spend in all your active returns and in other areas of ATX. As part of our integration with CCH iFirm, time spent in ATX can be sent to CCH so it can be rolled into the CCH iFirm Timesheet.




Timer

*When you are doing anything in ATX that is outside an open return, one timer tracks this time. For example, if you start the timer in Return Manager and then open Bank Manager, the timer will continue to run.*

You need to click **Start/Stop** when using the timer.

*When you're working in a return and you navigate away from it, the timer pauses. When you move back to the return, time tracking resumes where it left off.*

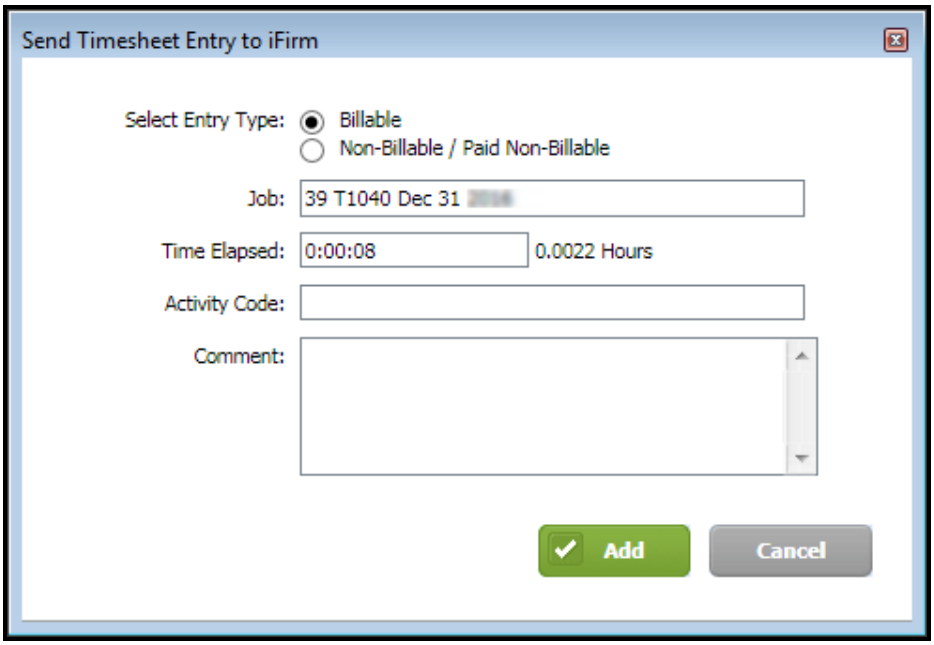
ATX auto starts the timer for each open return when the **Auto-start timers in returns** preference is enabled. To change the **Preference** setting, go to the Return Manager Preferences.

| Icon | Feature | Description |
|---|---|---|
| / | Stop/Start | Timers can be paused and re-started as often as needed throughout the day. To pause a timer, click the **Stop** button . When the timer is paused, the **Start** button allows you to resume the timer. |
| | Reset | Discards the existing time and sets the timer back to 0:00. Once the timer is reset, click **Start** to start the timer.<br>The timer does **not** auto start once you reset the time. |

| Icon | Feature | Description |
|---|---|---|
| | Timesheet Entry | Allows you to create a timesheet entry. |

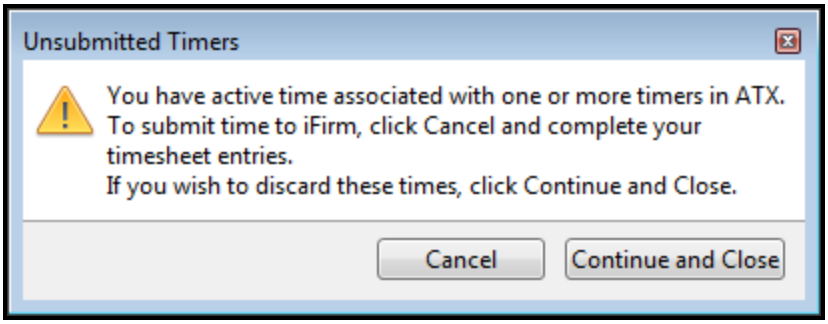
# Sending Time from ATX to CCH iFirm

When you are ready to send time to CCH iFirm, click the **Timesheet Entry** button . The **Send Timesheet Entry to iFirm** dialog box displays.




| Feature | Description |
|---|---|
| Entry Type | **Billable** is selected by default. |
| Job | (Required) Name of the iFirm job, if already assigned. If not assigned, begin typing job and the job list will appear. |
| Time Elapsed | (Populated based on your time) The amount of time on the ATX timer. Appears in Hours or Units, depending on how it is set up in CCH iFirm. |
| Activity Code | (Required) Select an activity code. Like the Job list, when you begin typing, a list will appear. |
| Comment | (Optional) Enter comments that might explain something on the timesheet entry. |

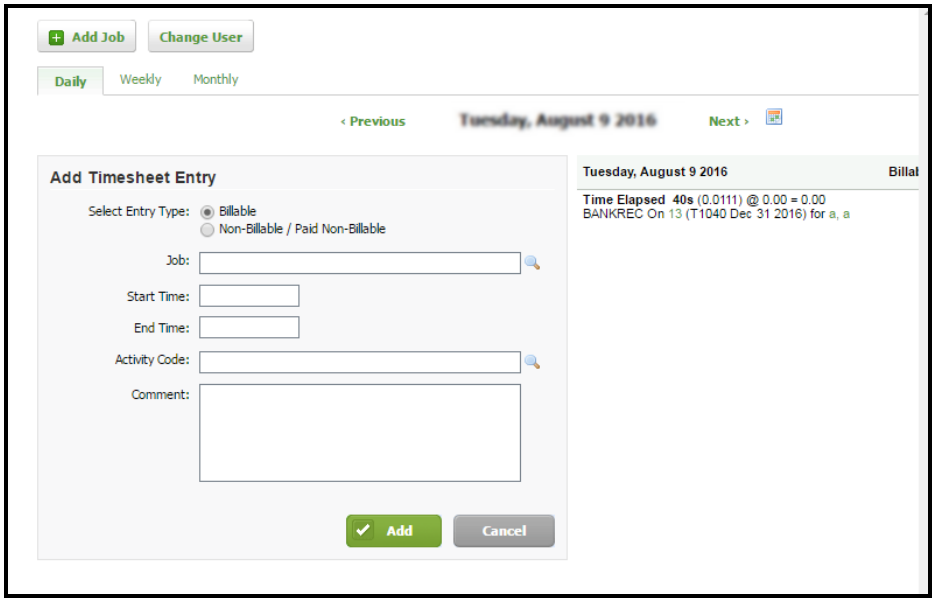
If you're signed into CCH iFirm, ATX, always reminds you to submit time before you close a return or the application.




Clicking **Continue and Close** discards time on all timers and closes the return and/or application. Clicking **Cancel** allows you to cancel the closing process and go back to any timers to submit your timesheet entries.

# Viewing Timesheet Entries

To view or make adjustments to your ATX timesheet entries, click the **CCH iFirm** menu, and select **My Timesheet**.



Chapter 17

# CCH iFirm Client Portal

CCH iFirm Client Portal allows you to securely share files with your clients. ATX and CCH iFirm work together to simplify your office workflow. As a Client Portal subscriber, you have the ability to upload tax return PDFs from ATX to Client Portal. Some of the most-loved features of Client Portal are:

- Sharing documents with your clients
- Automatic notifications when clients upload documents to you
- Integration between ATX and Client Portal

**How to Topics:**

- Sign In To CCH iFirm: Opens the line of communication between the CCH iFirm and ATX applications and enables data to be shared.
- Upload to Client Portal

For information on how to set up your Client Portal within CCH iFirm, see Set up Client Portal.

# Upload to Client Portal

You can upload returns to Client Portal so your customers can review their returns. In order for Client Portal to automatically send portal invitation e-mails to your clients, an e-mail address must be present in the tax return on the **Filers Info** page and the **Automatically Send Client Portal invitation emails** preference must be enabled on the Return Manager Preferences tab.

Review the following scenarios before uploading returns to Client Portal:

***Scenario 1: When a contact does not exist in CCH iFirm***

When a contact **does not** exist in CCH iFirm, the contact and portal are created for you when uploading returns to Client Portal. When an e-mail address is present on the **Filers Info** page in ATX and the **Automatically Send Client Portal invitation e-mails** check box is enabled on the Return Manager Preferences tab, Client Portal automatically sends an invitation e-mail when the PDF is uploaded to Client Portal. If **no** e-mail address is present on the **Filers Info** page in ATX, you will need to add an e-mail address for the contact in order to send an e-mail invite. See Invite people to a portal and manage invitations.

***Scenario 2: When the contact exist in CCH iFirm***

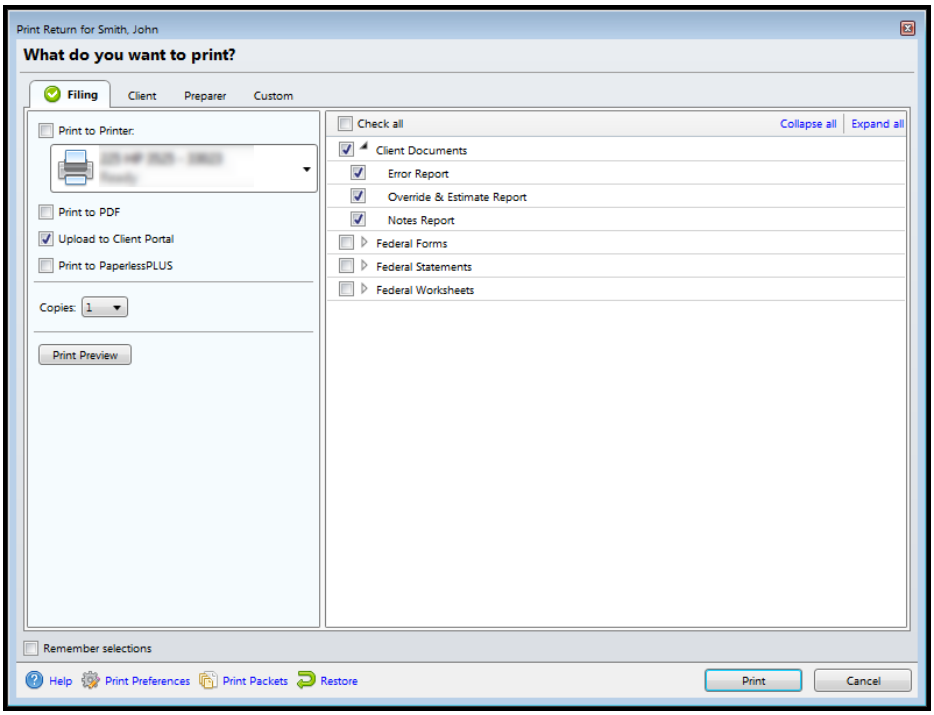
When the contact **does** exist in CCH iFirm, the portal will be created for you when printing the return to Client Portal. When an e-mail address is present on the **Filers Info** page in ATX and the **Automatically Send Client Portal invitation e-mails** check box is enabled on the Return Manager Preferences tab, Client Portal automatically sends an invitation e-mail when the PDF is uploaded to Client Portal.

*Scenario 3: When the contact and portal exist in CCH iFirm*

When the contact and portal exist in CCH iFirm and the **Automatically Send Client Portal invitation e-mails** check box is enabled on the Return Manager Preferences tab, Client Portal automatically sends an invitation e-mail when the PDF is uploaded to Client Portal.

**To upload returns to Client Portal:**

1. Open the return.
2. Do one of the following:
   - Click the **Print** toolbar button.
   - From the **Returns** menu, select **Print Return**.
   - Press **Ctrl+P**.




3. Select the copies you wish to print in the tree.
4. Check the **Upload to Client Portal** check box (either instead of or in addition to any other **Print** selections).
5. Click **Print**, and ATX uploads the document to the client's portal.

You can set up your Print Packets to always upload specific copies to **Client Portal**.

Chapter

18

# Tax Research and the Master Tax Guide

Your ATX software includes a Tax Research subscription of CCH® AnswerConnect or CCH® IntelliConnect®. Your subscription content varies based on your tax package, and you can access these features through the **Tax Research** menu in ATX.

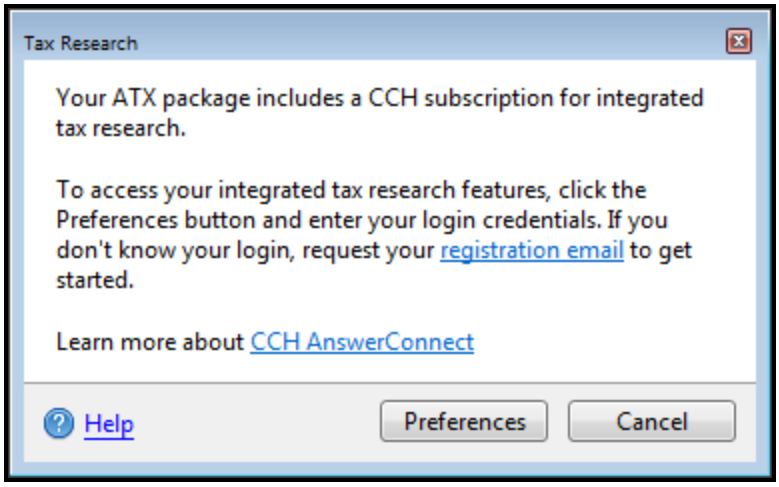
If you would like to add any of these tools to your package, call your Account Manager at 800-495-4626.

ATX saves your credentials in Return Manager Preferences, allowing you to bypass the login routine and access **Tax Research**, **IRS Publications**, and/or the **Master Tax Guide** quickly from an open return or any of the Main Managers.

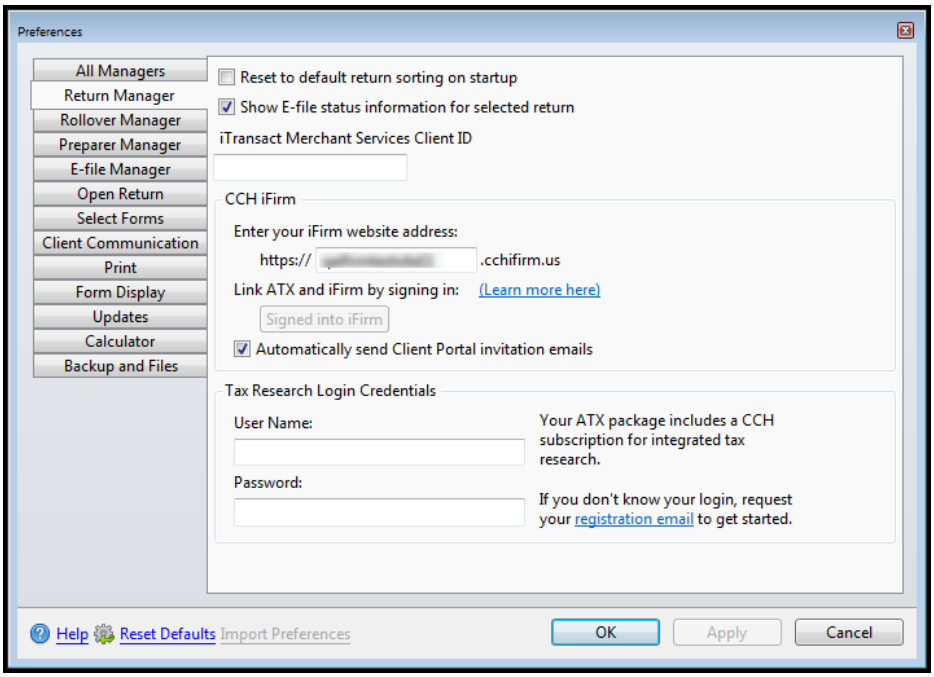
A red **Tax Research** button on the toolbar indicates you need to enter your **Tax Research** credentials on the Return Manager tab of the Preferences dialog box.

**To enter your Tax Research credentials:**

1. From an open return, do one of the following:
   - Click the **Tax Research** button on the toolbar.
   - Click the **Tax Research** menu and select any of the options.




2. Click **Preferences**.




3. Under the **Tax Research Login Credentials** section, enter your **User Name** and **Password**.

If you do not know your login, use the registration email link to retrieve your information.

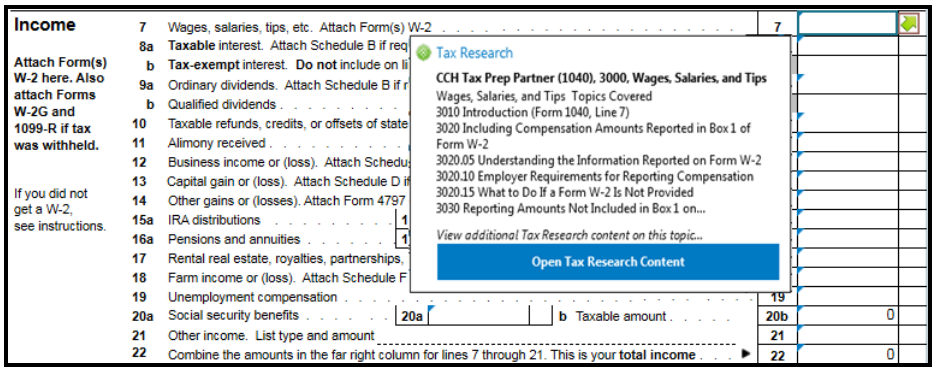
4. Click **OK** to apply your changes and close the dialog box or click **Apply** to save changes and leave the dialog box open.
5. From and open return, do one of the following:
   - Click the **Tax Research** button on the toolbar.
   - Click the **Tax Research** menu and select any of the options.

# Tax Line Research Tooltips and Indicators

Tax research tooltips provide a quick preview of associated tax line research content from CCH Tax Prep Partner. Tooltips are available on many tax lines across Federal signature forms and display automatically when you hover over an indicator or click a field with an indicator.

Tax line research indicators provide visual cues for tax lines that are integrated with CCH Tax Prep Partner. ATX displays a blue indicator in the field to show you that Tax Research is available for the specific line. See **Accessing Line-Specific Research From Open Returns** below for additional information.

Tax line research indicators and tooltips are enabled by default on the Open Return Preferences tab.




## Accessing Line-Specific Research From Open Returns

**To access Tax Line Research from an open return, do one of the following:**

- Right-click a field in a form; then, select **Tax Line Research**.
- With the desired field highlighted, click the **Tax Research** menu; then, select **Tax Line Research**.

**Tax Line Research** information is not available for every line of every form.

# Practice Aids

There are over 200 practice tools available in CCH Tax Prep Partner; your subscription determines the availability of practice tools. Practice Aids are available for the following packages:

- 1040
- 1041
- 1065

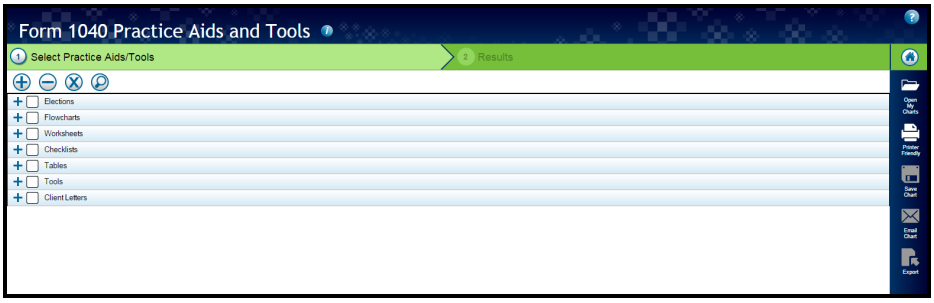
- 1120
- 1120S

Practice Aids allow you to select from elections, flowcharts, worksheets, checklists, tables, tools and client letters, that aid in tax preparation.

**To access Practice Aids from an open return, do the following:**

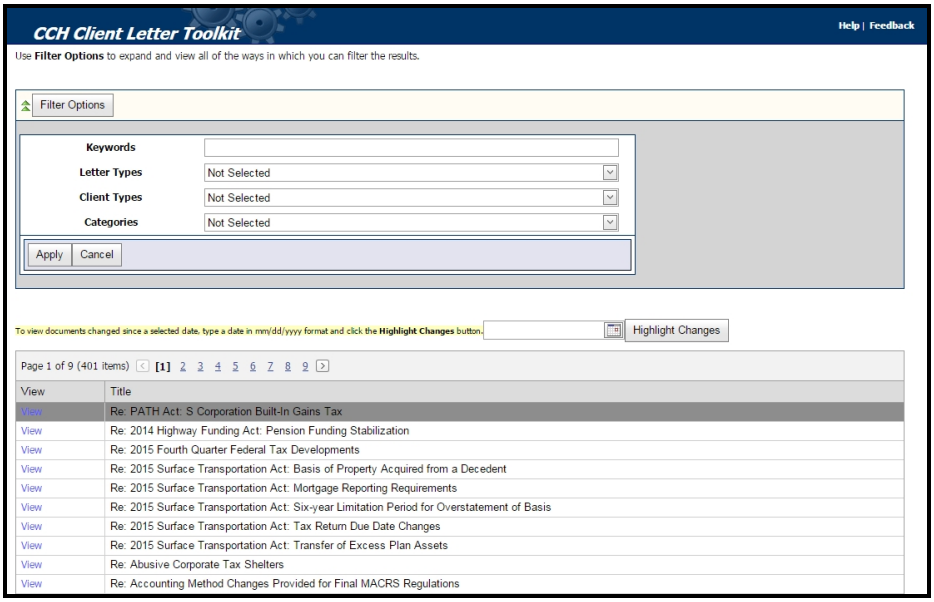
1. Click the **Tax Research** menu, then point to **Practice Aids**.
2. Do one of the following:
   - Click **1040 Practice Aids**
   - Click **1041 Practice Aids**
   - Click **1065 Practice Aids**
   - Click **1120 Practice Aids**
   - Click **1120S Practice Aids**

When you click the **Practice Aids** button on the toolbar ATX takes you to the corresponding Practice Aids for the open signature form. If you do not have a signature form open ATX takes you to the **1040 Practice Aids**.




# Client Letter Toolkit

**To access the Client Letter Toolkit from an open return, click the Tax Research menu; then, click Client Letter Toolkit.**

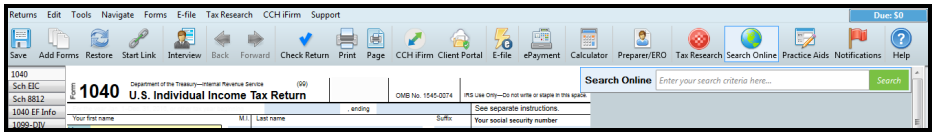


# Search Online

The **Search Online** feature allows you to search online for an answer to your question. You can also use your **CCH Browser plug-in** to search the Internet for answers to your questions. This way, you do not have to navigate to CCH IntelliConnect every time you need to search for an answer. Use the plug-in to get access to CCH IntelliConnect answers directly on the results page of your favorite search engine.

**To use the Search Online feature:**

1. From an open return do one of the following:
   - From the toolbar, click the **Search Online** button. ATX displays a search box, type your search criteria in the box and click **Search**.



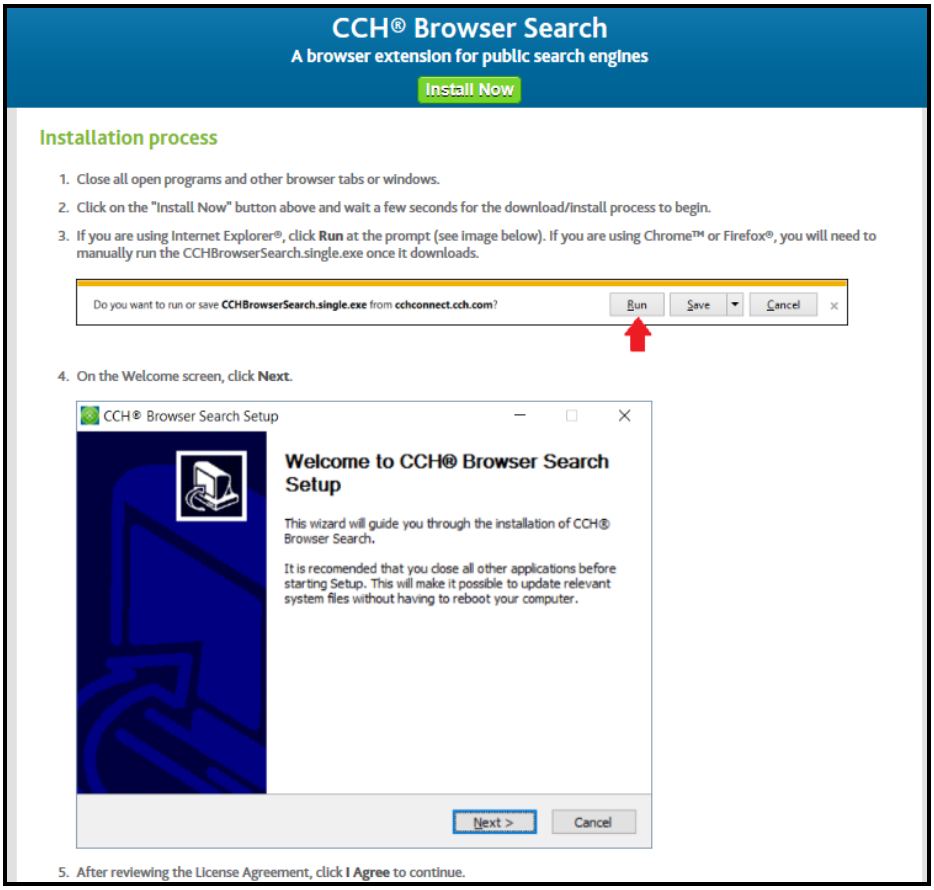

   To turn off the search box click the **Search Online** button.

   - Click the **Tax Research** menu; then, click **Search Online**.
2. ATX opens your internet browser where you can browse through your search results. See Searching with Internet Explorer or Searching with Chrome.

**To download the CCH Browser Search plug-in for Internet Explore:**

Use these steps if you did not install the plug-in during the ATX installation process.

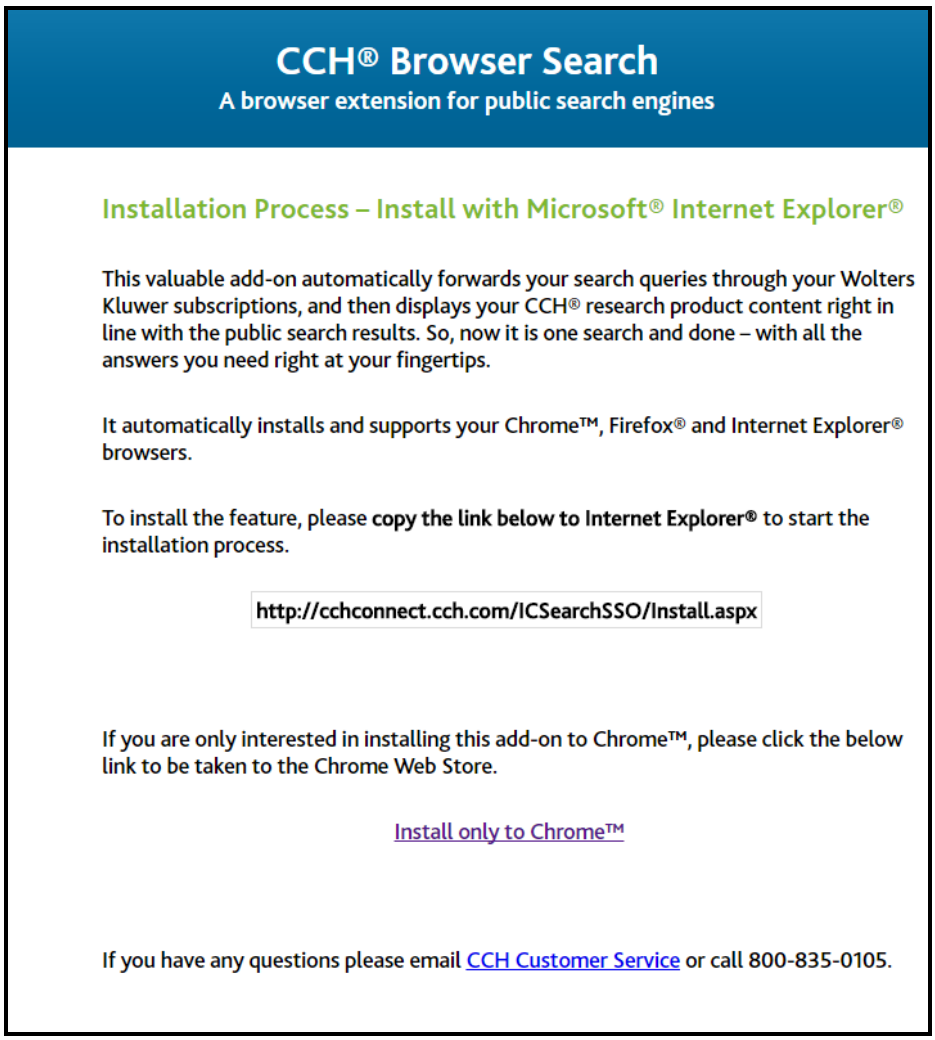
1. Navigate to http://cchconnect.cch.com/ICSearchSSO/InstallCrm.aspx.




2. Click **Install Now**.
   - For information on installation, see CCH Browser Search Plug-in Installation.
   - For information on Internet Explorer setup, see CCH Browser Search Plug-in For Internet Explorer.

**To download the CCH Browser Search plug-in for Google Chrome:**

1. Navigate to http://cchconnect.cch.com/ICSearchSSO/InstallCrm.aspx.

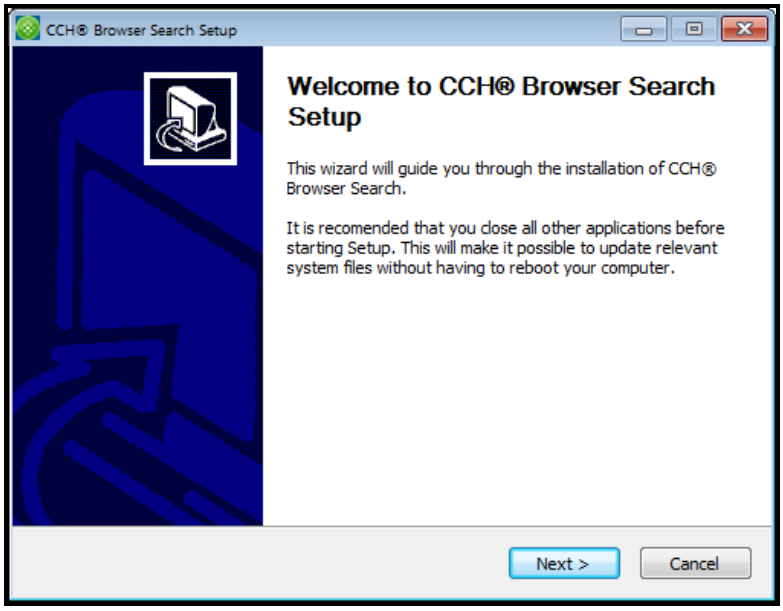



2. Click **Install only to Chrome™**.

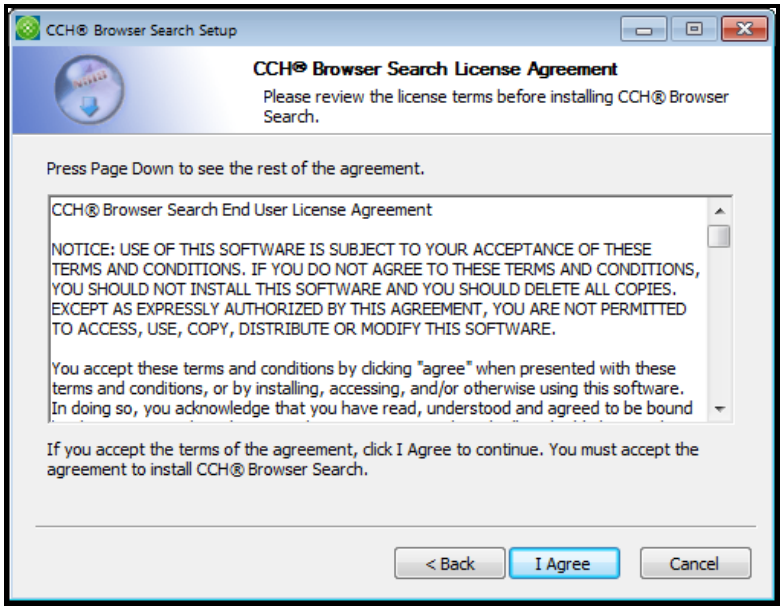
   - For information on Google Chrome setup, see CCH Browser Search Plug-in For Google Chrome.

# CCH Browser Search Plug-in Installation

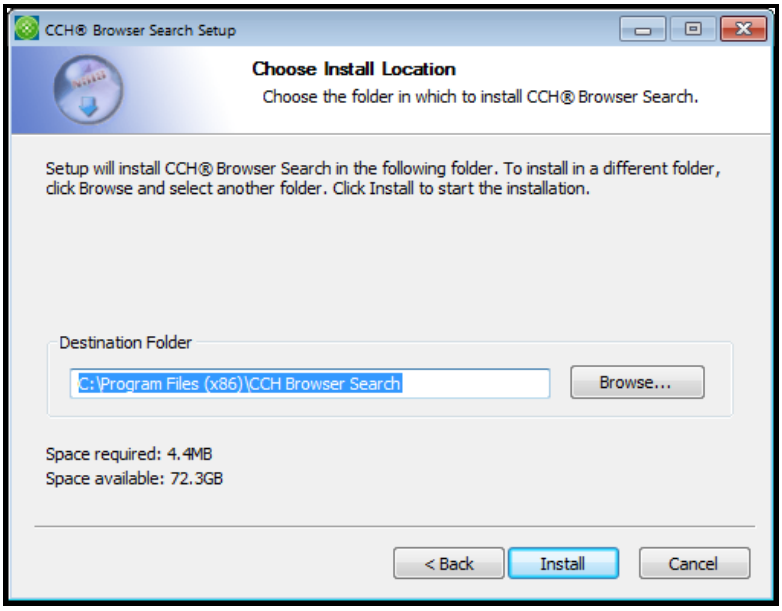
**To continue the installation process of your CCH Browser plug-in:**



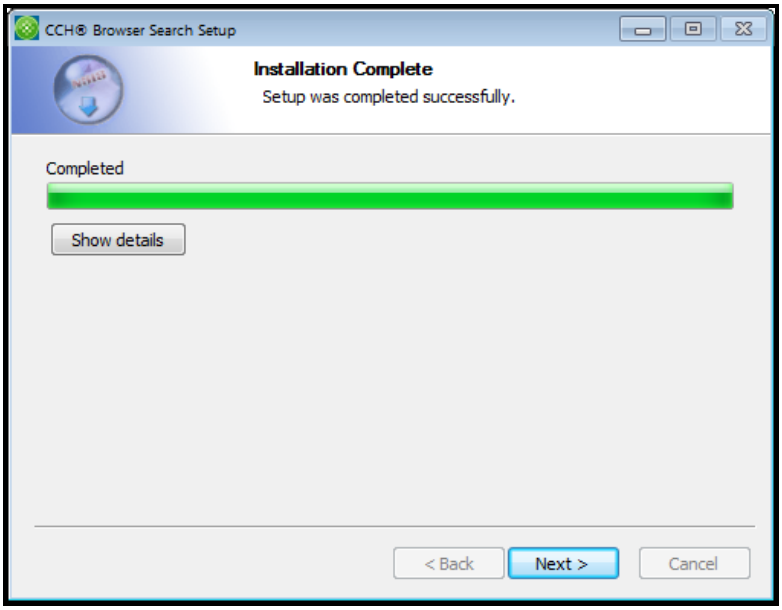

1. Click **Next**.



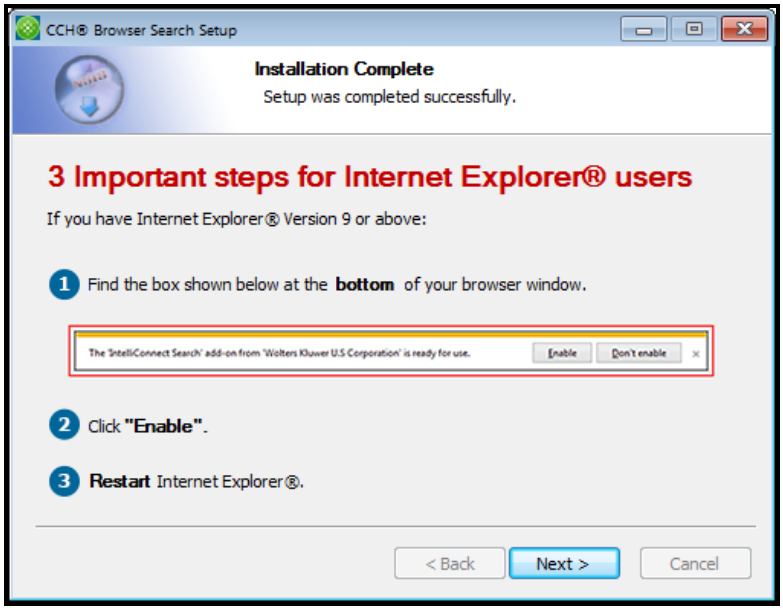

2. Read the License Agreement and click **I Agree** to continue.



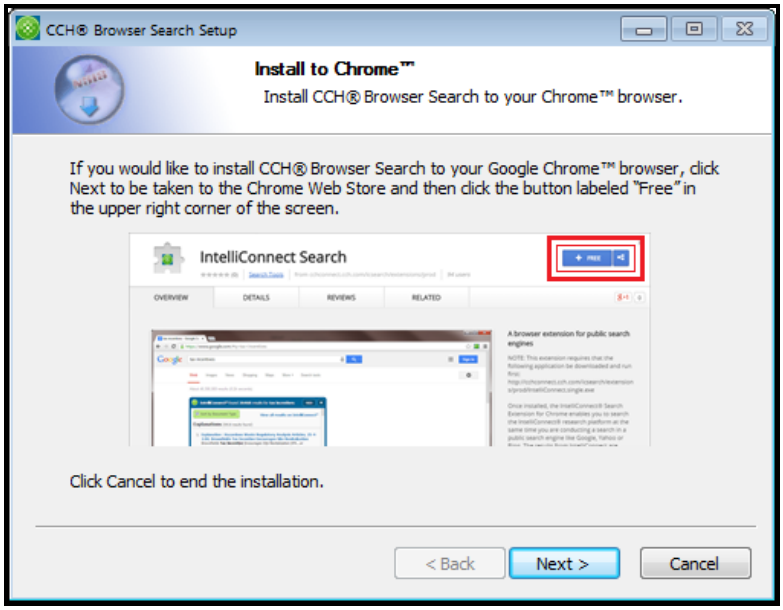

3. Verify the location, then click **Install**.




4. Click **Next**.




5. Click **Next.**




6. Click **Next.**
7. CCH® Browser Search displays your default Internet Browser.

For information on Internet Explorer setup, see CCH Browser Search Plug-in For Internet Explorer.

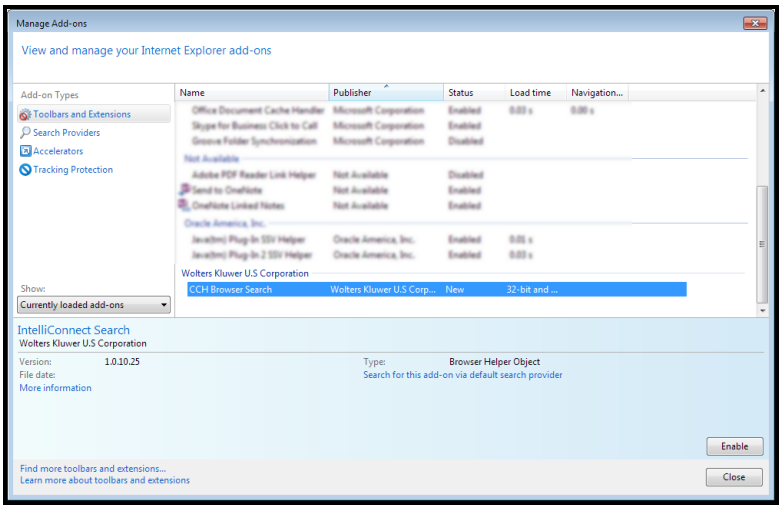
For Information on Google Chrome setup, see CCH Browser Search Plug-in For Google Chrome.

# CCH Browser Search Plug-in For Internet Explorer

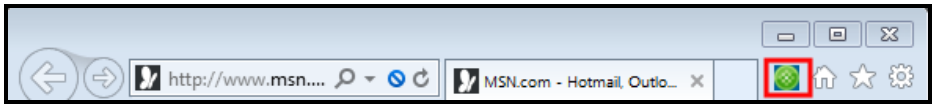
**To setup your CCH Browser plug-in with Internet Explorer:**

1. Do one of the following:
   - Click **Manage add-ons**.

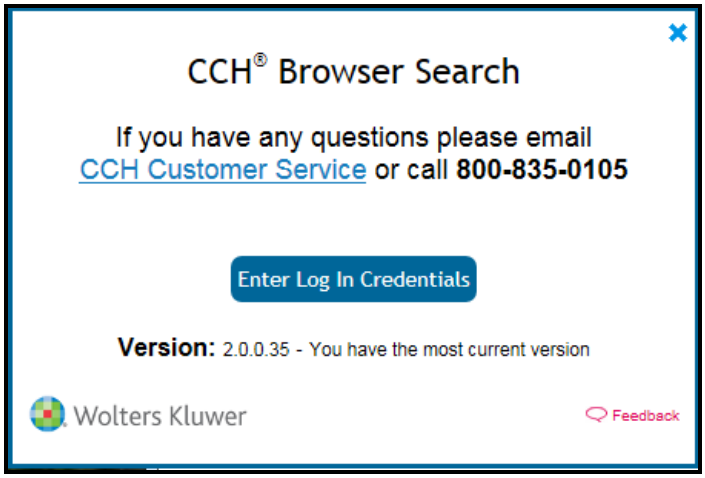
- Click the **Tools** menu, then **Manage add-ons.**



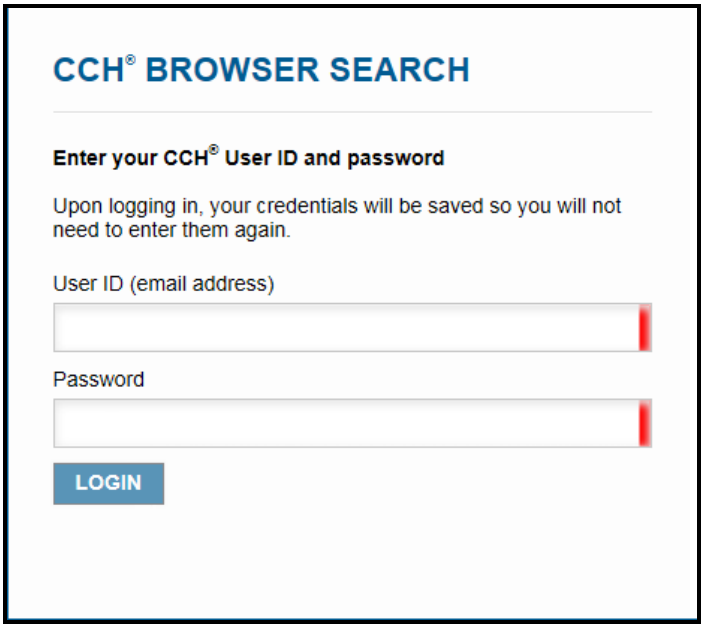

2. Select **CCH Browser Search** under **Wolters Kluwer U.S. Corporation**, then click **Enable**.
3. Click **Close**.



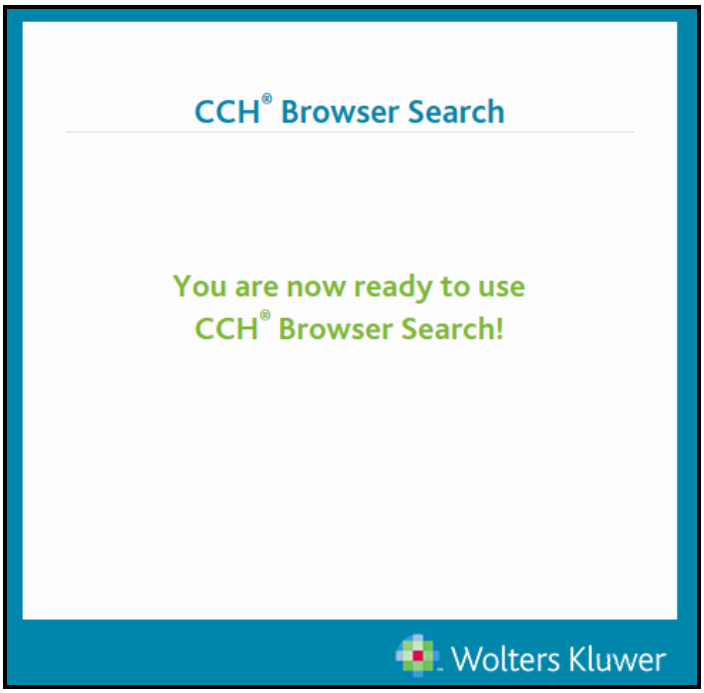

4. Click **CCH Browser Search** icon.




5. Click **Enter Log In Credentials**.



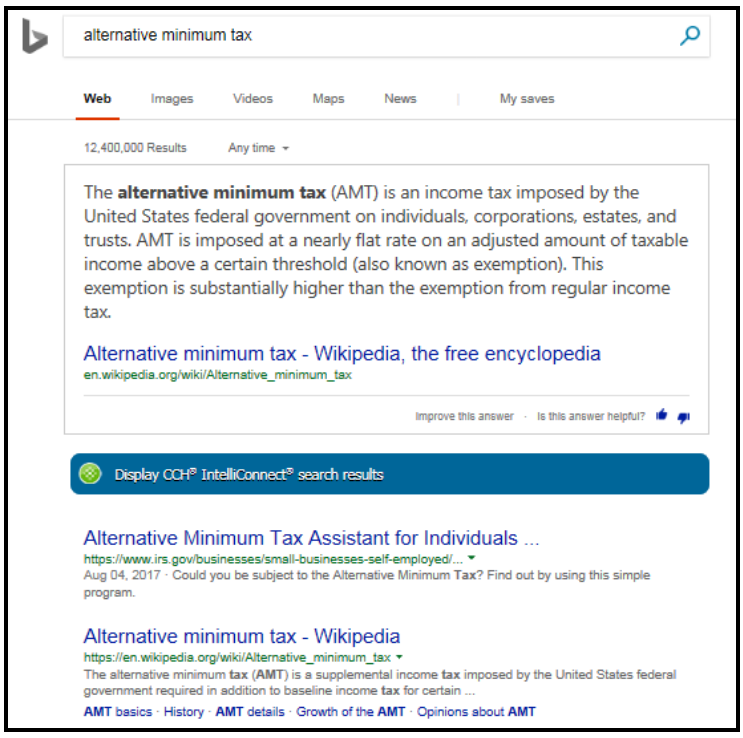

6. Enter your User ID in the **User ID** box.
7. Enter your password in the **Password** box and click **LOGIN**.




# Searching with Internet Explorer

If you used the **Search Online** toolbar button, skip to step 3.

1. Type your search phrase (example *alternative minimum tax)* in the search box.
2. Do one of the following:
   - Click the **Search** button.
   - Press **Enter**.



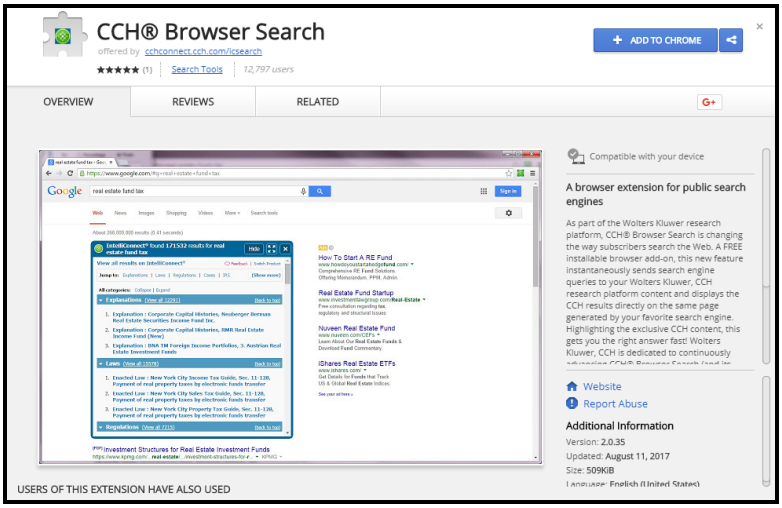

3. Click **Display CCH® IntelliConnect® search results**.

You can either select search results from the CCH Browser Search plug-in or results from another source.

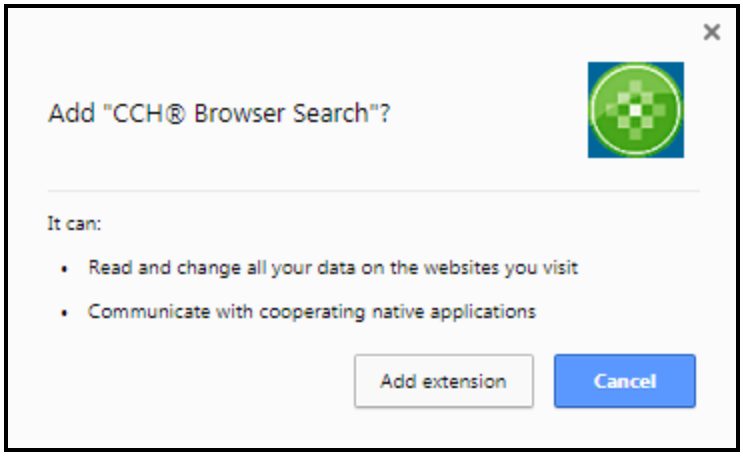
If you select results from the CCH Browser Search plug-in, CCH Browser Search opens to the link location within CCH® IntelliConnect® or CCH® AnswerConnect.

# CCH Browser Search Plug-in For Google Chrome

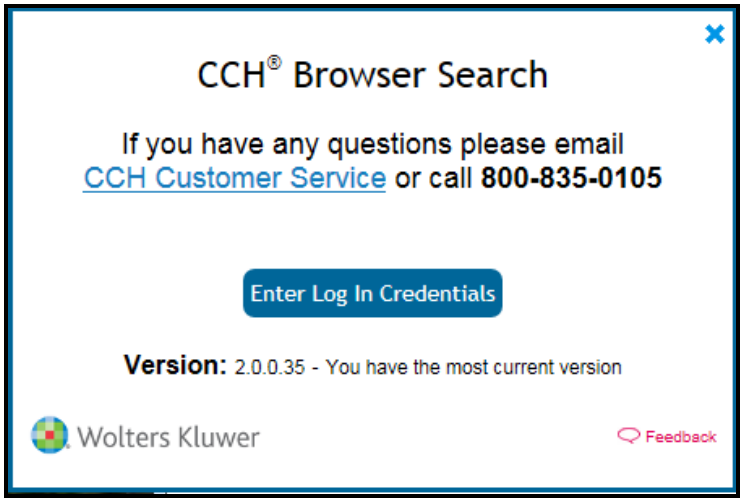
**To setup your CCH® Browser plug-in with Google Chrome:**



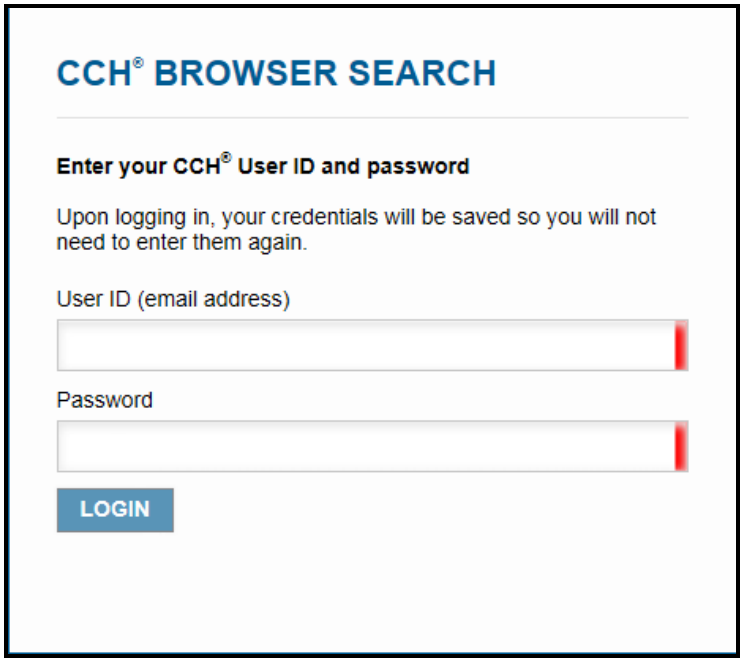

1. Click **Add to Chrome**.



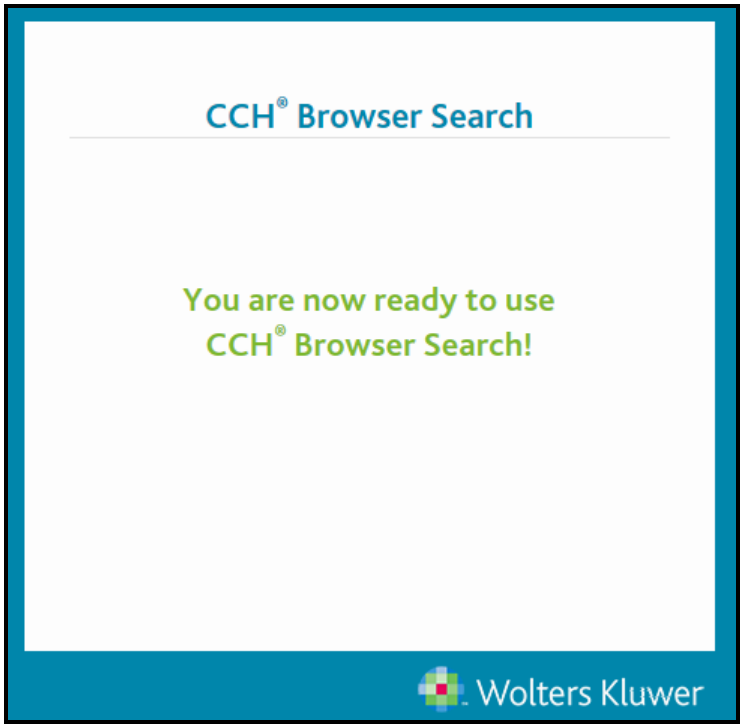

2. Click **Add extension.**




3. Click **Enter Log In Credentials**.



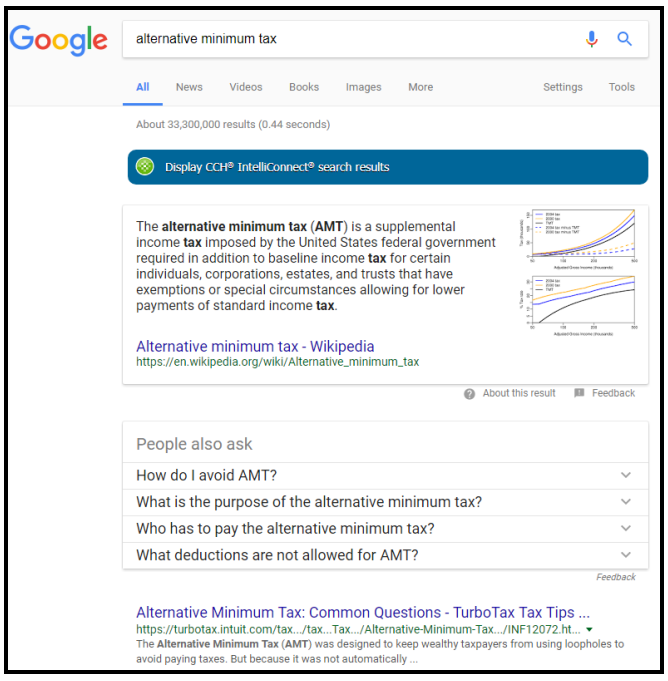

4. Enter your User ID in the **User ID** box.
5. Enter your password in the **Password** box and click **LOGIN**.



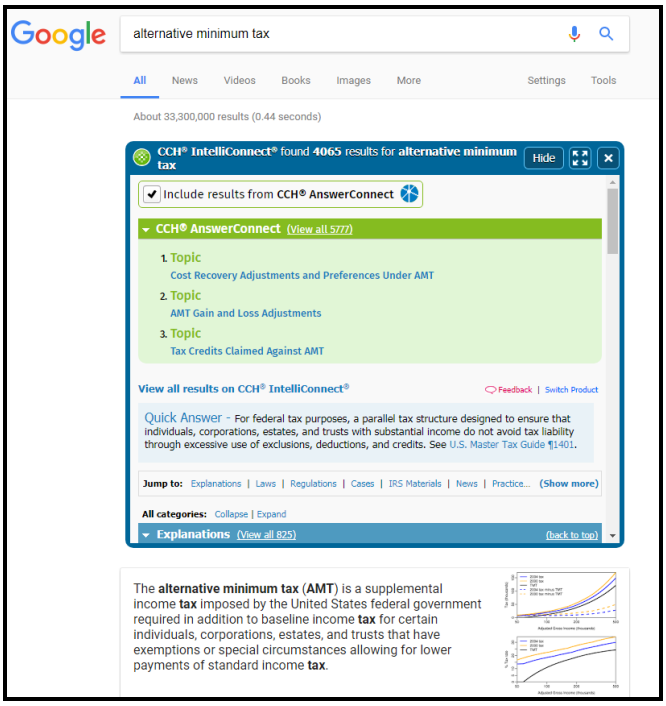

# Searching with Chrome

If you used the **Search Online** toolbar button skip to step 3.

1. Type your search phrase (example *alternative minimum tax)* in the search box.
2. Do one of the following:
   - Click the **Search** button
   - Press **Enter**.



3. Click **Display CCH® IntelliConnect® search results**.




You can either select search results from the CCH Browser Search plug-in or results from another source.

If you select results from the CCH Browser Search plug-in,CCH Browser Search opens to the link location within CCH® IntelliConnect® or CCH® AnswerConnect.

Chapter

19

# Backup and Restore

The **Backup** feature in ATX saves your tax return and associated data in an archive so you may access it if you have a computer failure or other loss of data. The **Restore** feature enables you to replace the lost data on your system, assuming the data was backed up.

It's important to know the differences between **Backup/Restore** and **Export/Import**. See Backup vs. Export.

**How to Topics:**

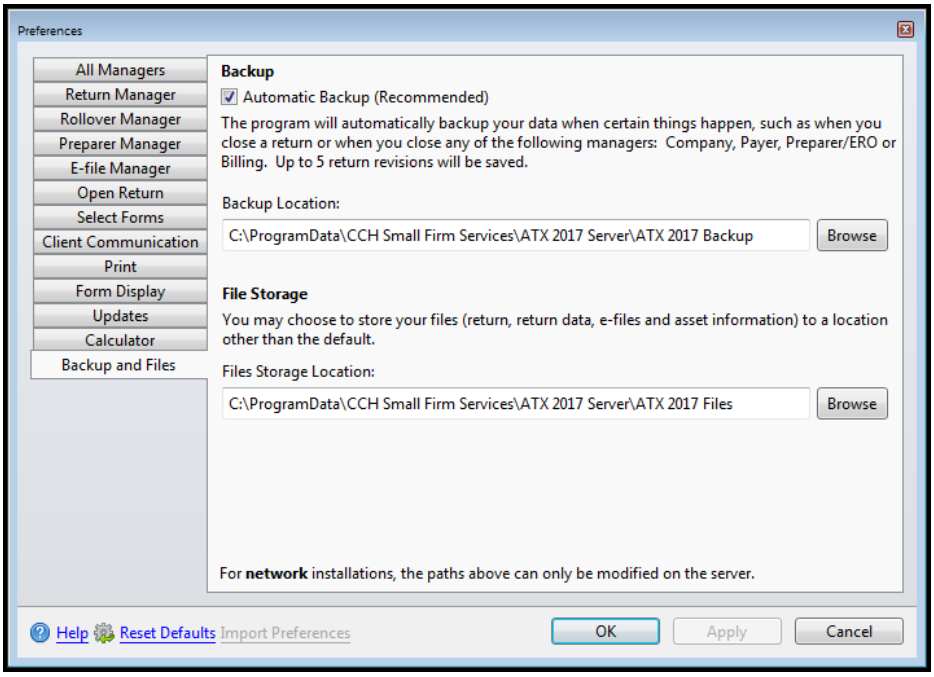
- Backup and Files Preferences
- Automatic Backup
- Changing File Storage Location in Preferences
- Changing Backup Location in Preferences
- Manually Moving Files to a New Location
- Manual Backup
- Setup Data*(must be backed up manually)
- Restoring Returns
- Restoring Other Data
- Restoring Returns with E-files and Bank Products

## Third Party Backup Products

Using a third party back product such as (Carbonite, Mozy, Backblaze, or Amazon Glacier) may require you to change your backup location to a location the third party product can access. See Changing Your Backup Location.

# Backup and Files Preferences

The **Backup and Files Preference** tab is where you can identify or change the location where your returns and data is backed up or stored. ATX has an **Automatic Backup Preference** that is enabled by default when ATX is installed.




# Automatic Backup

All your returns are automatically backed up whenever they are closed. With each return, ATX also backs up e-files, bank product information, asset data, and any PDF attachments. In addition, ATX backs up data in the Company Manager, Payer Manager, Preparer/ERO Manager, and Billing Manager two minutes after the last change is made or when the manager is closed. See Automatic Backup.

Any changes to the **Backup and Files Preferences** tab affects all users.

## Where are backups stored?

By default, your backup data is stored on the C:\ drive of either your stand-alone machine or your network server, depending on your installation type.

ATX backs up data automatically when the Automatic Backup check box is selected. If the **Automatic Backup** is not selected, a Manual Backup is required. The **Automatic Backup** process includes all data except Setup Data. To backup your Setup Data a Manual Backup is required.

**Important Tips About Backup Locations:** We strongly recommend that all Admin users change the default backup location to a permanent location (e.g. another drive) that is not on the stand-alone computer or network. This will protect backup information from being lost if you have a computer or server failure. While you should never use a flash drive as your primary backup device, you can use an external hard drive for your backups if you leave it permanently attached to your stand-alone system or network server.

You may need to change your **Backup Location** if you want to use a different location on your network or if using a third party backup product. If you need to change your **Backup Location**, see Changing Backup Location in Preferences.

Using a third party back product such as (Carbonite, Mozy, Backblaze, and Amazon Glacier) may require you to change your backup location to a location the third party product can access.

## File Storage Location

The **File Storage Location** is where your actual returns and associated data will be stored and accessed by the workstations. This is not where backups of your returns are stored. For more information on **File Storage Location**, see Changing File Storage Location in Preferences.

## Reset to the Default Location

**Reset Defaults** is located on the **Backup and Files** tab.

To reset to the default **Backup Location**, browse to: **X:\ProgramData\CCH Small Firm Services\ATX 2017 Server\ATX 2017 Backup**

To reset to the default **File Storage Location**, browse to: **X:\ProgramData\CCH Small Firm Services\ATX 2017 Server\ATX 2017 Files**

**X** = the drive where ATX is installed.

## Saving Selected Returns to a Specific Location

To save specific returns to a specific location, use the **Export** feature. See Exporting Returns.

# Automatic Backup

The **Automatic Backup** feature is enabled by default when you install ATX, so you don't have to worry about turning it on. This preference is found on the **Backup and Files** tab of the Preferences dialog box.

We strongly recommend that you allow the program to back up automatically so you can be assured your files are backed up regularly.

Setup Data is not backed up automatically. To backup your Setup Data, see Backing up Setup Data.

## What Data is backed up as part of Automatic Backup?

The **Automatic Backup** feature includes the following in the backup:

| What is backed up? | How often? (if Automatic Backup preference remains selected) | Where is it Backed Up? |
|---|---|---|
| **Returns** (includes forms, related e-files, acks, bank apps, bank disbursements, asset data, PDF attachments, and return-specific print settings) | When the return is closed. | In the system **ATX 2017 Backup** folder |
| **Companies** | Two minutes after the last change is made in the Company Manager; or, when the manager is closed. | **Companies** file created in the **ATX 2017 Backup** folder. |

| What is backed up? | How often? (if Automatic Backup preference remains selected) | Where is it Backed Up? |
|---|---|---|
| Payers | Two minutes after the last change is made in the Payer Manager; or, when the manager is closed. | **Payers** file created in the **ATX 2017 Backup** folder. |
| Preparer/EROs | Two minutes after the last change is made in the Preparer/ERO Manager; or, when the manager is closed. | **Preparers** file created in the **ATX 2017 Backup** folder. |
| Billing Information (**Hourly** and **Form Rates**) | Two minutes after the last change is made in Billing Manager; or, when the manager is closed. | **ATXFormRates** and **HourlyRates** file in the **ATX 2017 Backup** folder. |

Backed up return data can be restored to your system using the **Restore Returns** function. See Restoring Returns.

# Changing Backup Location in Preferences

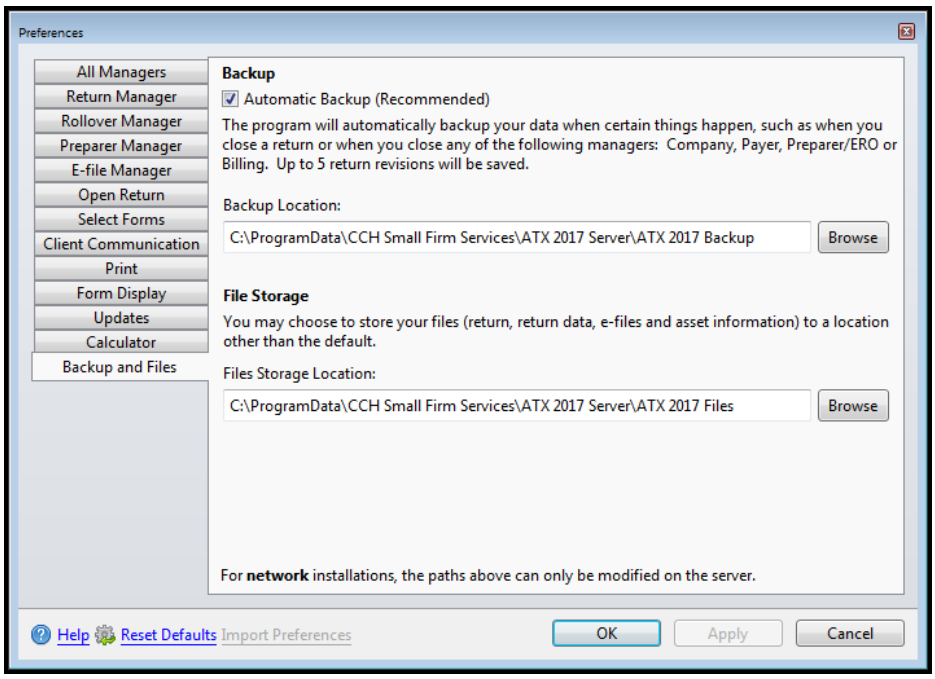
You can change the default backup location for your entire system database, including your returns. The new location will only be used for backups created after the change was applied.

Existing backups will not be moved to the new location automatically. If you want existing backups to be stored in the new location, the files must be moved manually. See Manually Moving Files to a New Location.

**External Hard Drives**: If you are using an external hard drive as your new backup location, the external drive **must** be physically connected to the server.

**To change backup locations:**

1. Do one of the following:
   - Click the **Preferences** button on the toolbar.
   - From the Return Manager, E-file Manager, or Bank Manager, click the **Options** menu; then, select **Preferences**.
   - From Rollover Manager, click the **Tools** menu; then, select **Preferences**.
2. Click the **Backup and Files** tab.




3. Click the **Browse** button under **Backup Location** to navigate to and select a new backup location.

   The storage locations can only be changed from Workstation/Server or Server Only (using Admin Console) for Network installs.

   The new backup path must be a physical drive on the server or a fully-qualified universal naming convention (UNC) path to another location on the network. If you use a mapped drive for backups, it must be converted to a fully-qualified UNC path. For detailed information, see the Microsoft article on Naming Files, Paths and Namespaces.

4. Click **Apply** and **OK** to close.

These locations can also be changed on the **File Settings** tab of the Admin Console dialog box.

# Changing File Storage Location in Preferences

The file storage location is where your actual returns and associated data will be stored and accessed by the workstations. This is not where backups of your returns are stored. Backups are stored separately under an ATX 2016 Backup folder on your ATX server. To change your backup location see Changing Your Backup Location.

The Admin user typically changes the file storage location, if required. The storage locations can only be changed from Workstation/Server or Server Only (using Admin Console) for Network installs.

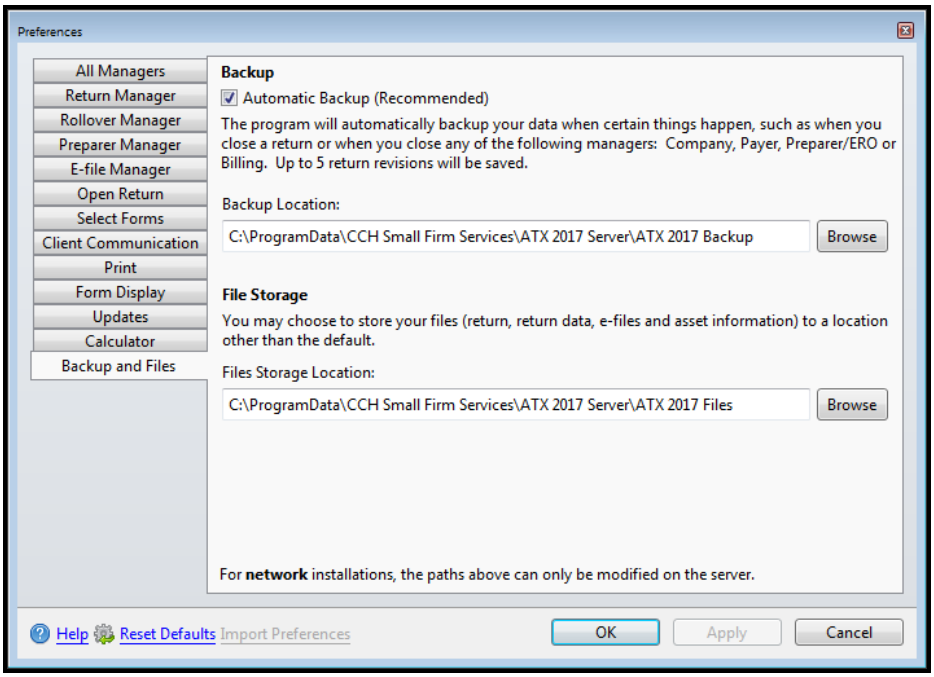
The new location will only be used for data created after the change was applied. Existing data will not be moved to the new location automatically. If you want existing data to be stored in the new location, the files must be moved manually. See Manually Moving Files to a New Location.

While you cannot change the location where ATX installs, you can change where your data is stored, if desired.

For example, if you have an extremely large number of returns, companies, payers, or billing rates, you may want to use a larger hard drive or faster computer.

**To change your file storage location:**

1. Do one of the following:
   - Click the **Preferences** button on the toolbar.
   - From the Return Manager, E-file Manager, or Bank Manager, click the **Options** menu; then, select **Preferences**.
   - From Rollover Manager, click the **Tools** menu; then, select **Preferences**.
2. Click the **Backup and Files** tab.




3. Under the **File Server** section, click the **Browse** button to select a new path for the **Storage Location** field.
4. Click **Apply** and **OK** to close.

These locations can also be changed on the **File Settings** tab of the Admin Console dialog box.

# Manually Moving Files to a New Location

Backups and files created prior to changing a backup or file storage location will not be moved to the new location automatically. If Backup and/or File Storage locations are changed, any files previously stored in the default locations must be moved manually.

**To manually move your existing backups and files to a newly designated location:**

1. After the Backup and/or File locations have been changed, close ATX.
2. Navigate to the **ATX 2017 Server**. Existing **Backup** files are stored in the **ATX 2017 Backup** folder and **Data** files are located in the **ATX 2017 Files** folder.

   The default location is **\ProgramData\CCH Small Firm Services\ATX 2017 Server**.

3. Open the **ATX 2017 Backup** folder or the **ATX 2017 Files** folder, depending on which files are being moved.

   Do not copy/move the entire folder.

4. Press **Ctrl+A** to select all files within the open folder, and then press **Ctrl+C** to copy all selected files.
5. Browse to the newly designated location and open the **ATX 2017 Backup** folder or the **ATX 2017 Files** folder, depending on which files are being moved.
6. Press **Ctrl+V** to paste the copied files into the open folder.

Do not copy or remove the **DataStore** folder from the **ATX 2017 Server** folder. Doing so will result in undesirable conditions/behavior in ATX.

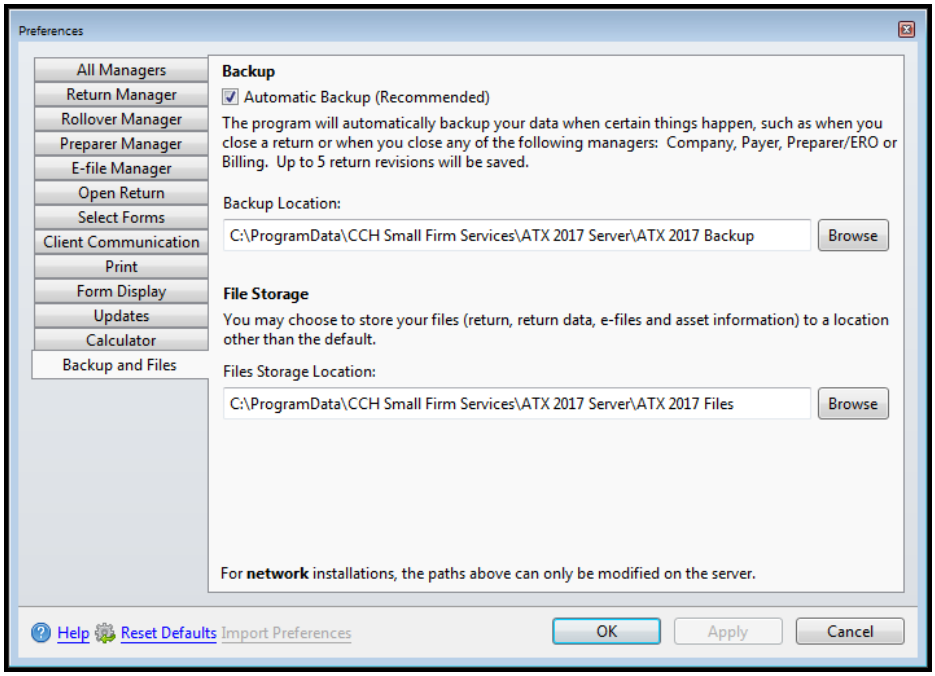
# Manual Backup

Although we strongly recommend that you use **Automatic Backup**, a **Manual Backup** feature is available if you prefer make additional backup copies in alternate locations.

By default, manual backups are saved to the location shown on the Backup and Files tab of the Preferences dialog box.

**To change the default location for a manual backup:**

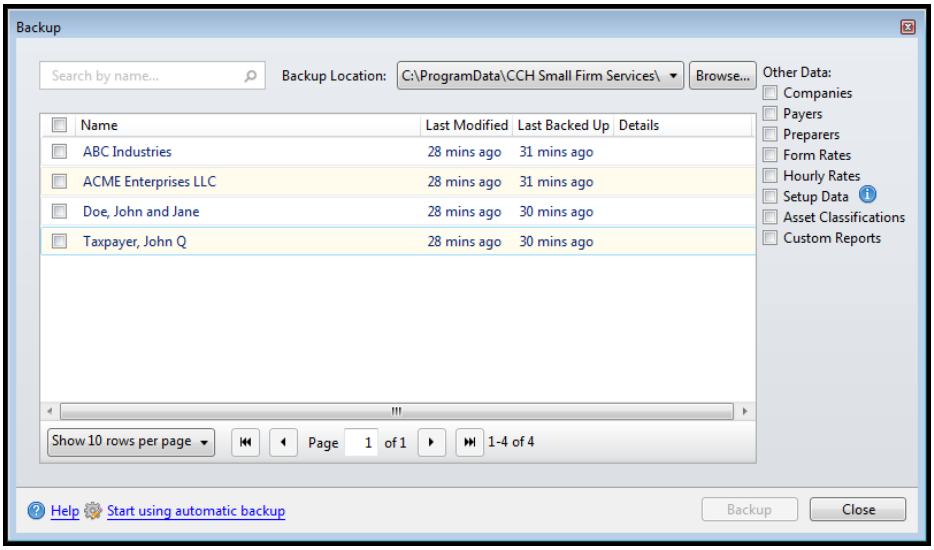
1. Do one of the following:
   - Click the **Preferences** button on the toolbar.
   - From the Return Manager, E-file Manager, or Bank Manager, click the **Options** menu; then, select **Preferences**.
   - From Rollover Manager, click the **Tools** menu; then, select **Preferences**.
2. Click the **Backup and Files** tab.




3. Click the **Browse** button under **Backup Location** to navigate to and select a new backup location.
4. Click **Apply** and **OK** to close.

**To manually backup returns and other data:**

1. Disable the Automatic Backup on the Backup and Files Preferences before running a manual backup.
2. From **Return Manager**, click the **Returns** menu; then, click **Backup Returns**.




3. Select the check box(es) for return(s) to be backed up or select the **Name** check box to select all files.

   Selecting the **Name** check box will select all rows shown on the page. Increase the number of rows shown per page in the drop-down list at the lower left of the **Backup** dialog box to select more returns at once.

   Enter text into the **Search by name...** to show only those returns matching the criteria entered.

4. Under **Other data:**, select the check box for **Companies**, **Payers**, **Preparers, Form Rates**, **Hourly Rates**, Setup Data and **Asset Classifications** as desired to be included in the backup.
5. Click **Browse** to navigate to and select another backup location if desired.

   Selecting another location from the **Backup** dialog box will not change your default backup location. If you want to change your default backup location, you can do so via the Backup and Files tab of the Preferences dialog box or from the Admin Console.

6. Click **Backup**.
7. Click **Close**.

# Setup Data

**Setup Data** is a consolidated group of data that includes the following types of information that you use regularly in ATX:

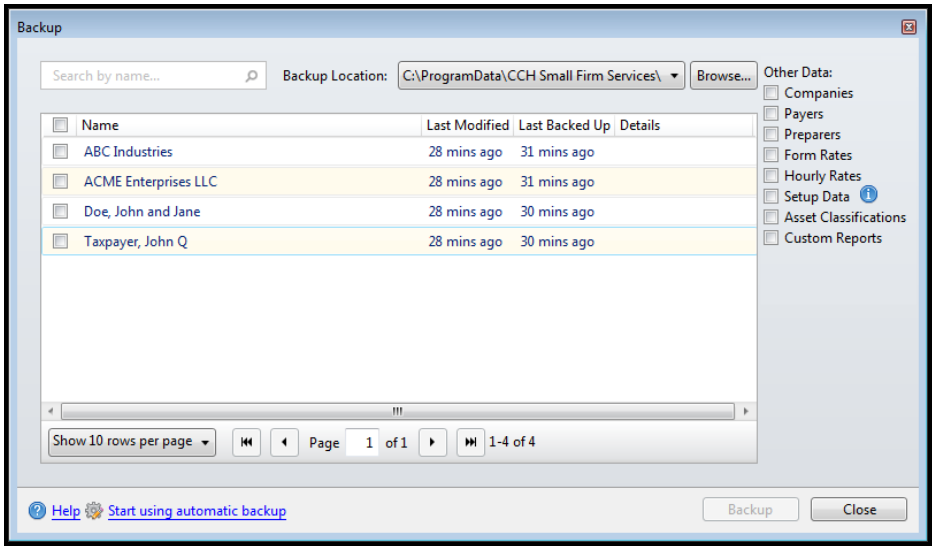
- Preferences - all the preferences you've selected for your system
- Security Manager information that you've set up
- Print Packet settings
- Custom Client Letters
- Customized Master Forms
- EFIN Enrollment Data
- Unpostable Funds records
- Enhanced Asset Management settings
- PRS purchases

# Backing up Setup Data

**Setup Data is not backed up automatically.** Setup Data can be manually backed up by selecting the **Setup Data** check box from the **Backup** dialog box. When needed, **Setup Data** can be restored using the **Restore** function.

**To back up your Setup Data, use the following steps:**

1. From **Return Manager**, click the **Returns** menu; then, click **Backup**.




2. Under **Other data**, select the check box for Setup Data to be included in the backup.
3. Click **Browse** to navigate to and select another backup location if desired.

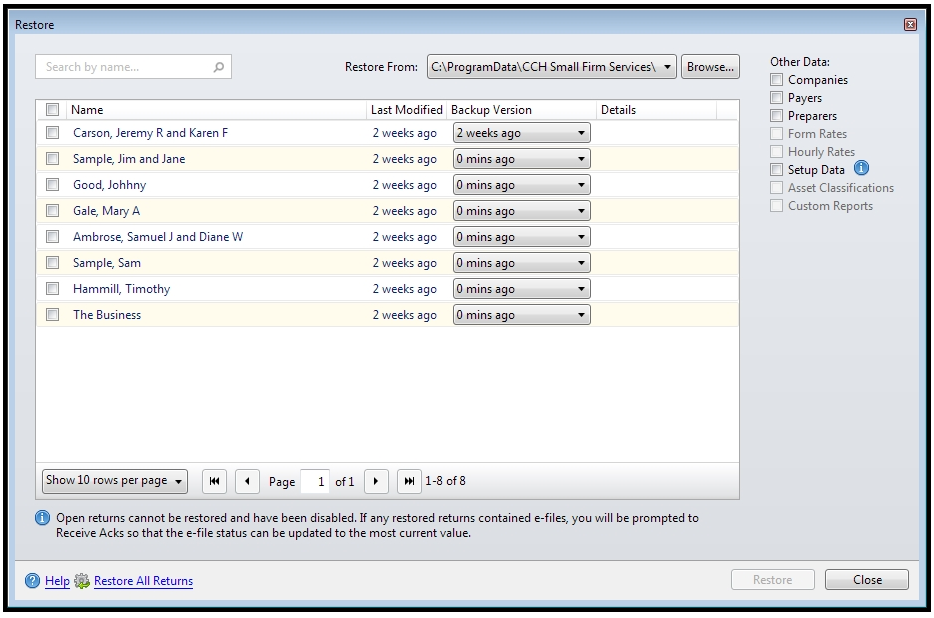
   Selecting another location from the **Backup** dialog box will not change your default backup location. If you want to change your default backup location, you can do so via the Backup and Files tab of the Preferences dialog box or from the Admin Console.

4. Click **Backup**.
5. Click **Close**.

# Restoring Setup Data

**To restore Setup Data:**

1. Click the **Returns** menu; then, select **Restore Returns**.



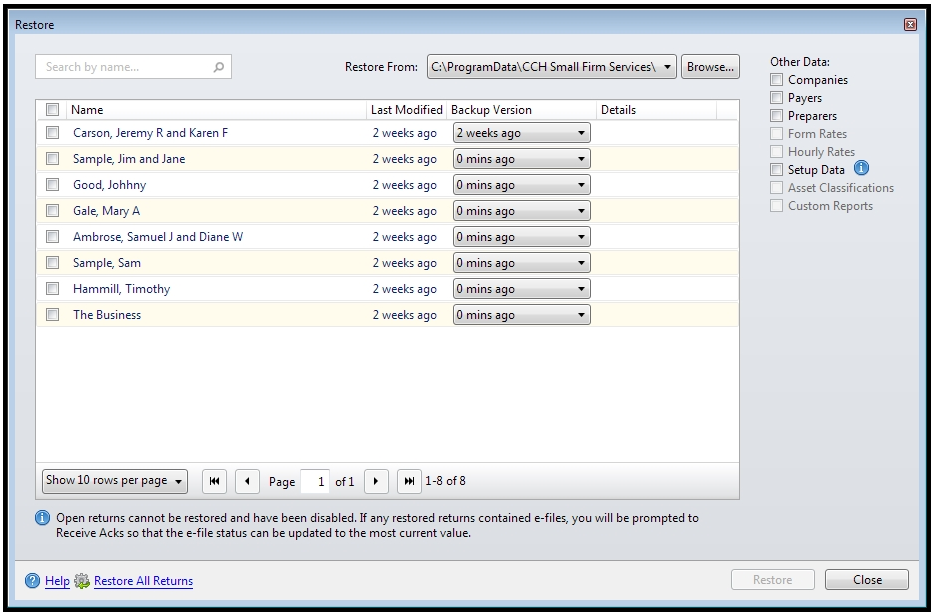

2. Under **Other data**, select the **Setup Data** check box.
3. Click **Restore**.
4. Click **Close**.

# Restoring Returns

ATX's **Backup** and **Restore** functions work in tandem. Only data that has been backed up by ATX may be restored using the **Restore** function.

**To restore backed up returns and related data:**

1. Click the **Returns** menu; then, select **Restore Returns**.



Returns that are marked as **Open** may be open on another network user's computer. Open returns will not be restored.

2. Do one of the following:
   - Select the check box(es) for the return(s) to be restored or select the **Name** check box.

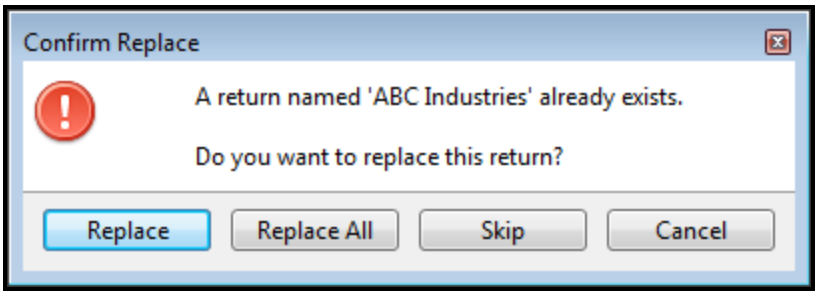
     Enter text into the **Search by name...** to show only those returns matching the criteria entered.

   - To restore all returns, click the **Restore All Returns** link.
3. Note the information listed under the **Last Modified** and **Backup Version** columns and either select which backup version to restore or leave the default setting to restore the most recent version.

   If there are multiple backup versions of a particular return, the versions are listed in the drop-down list in the **Backup Version** column.

4. Click **Browse** to navigate to and select another backup location if desired.
5. Under **Other data:**, select the check box(es) for **Companies**, **Payers**, **Preparers, Form Rates**, **Hourly Rates**, or Setup Data as desired to be restored.
6. Click **Restore**.

Returns of the same name on your system must be replaced. Existing returns can be renamed if you would prefer to keep both the old and new versions. See Renaming Returns.




7. Do one of the following:
   - Click **Replace** to replace only the return named in the message.

     You will be asked again for each return that has a match on your system.

   - Click **Replace All** to replace all returns being restored without being asked about any other returns in the batch.
   - Click **Skip** to skip the return named in the message.

     Skipped returns will not be restored.

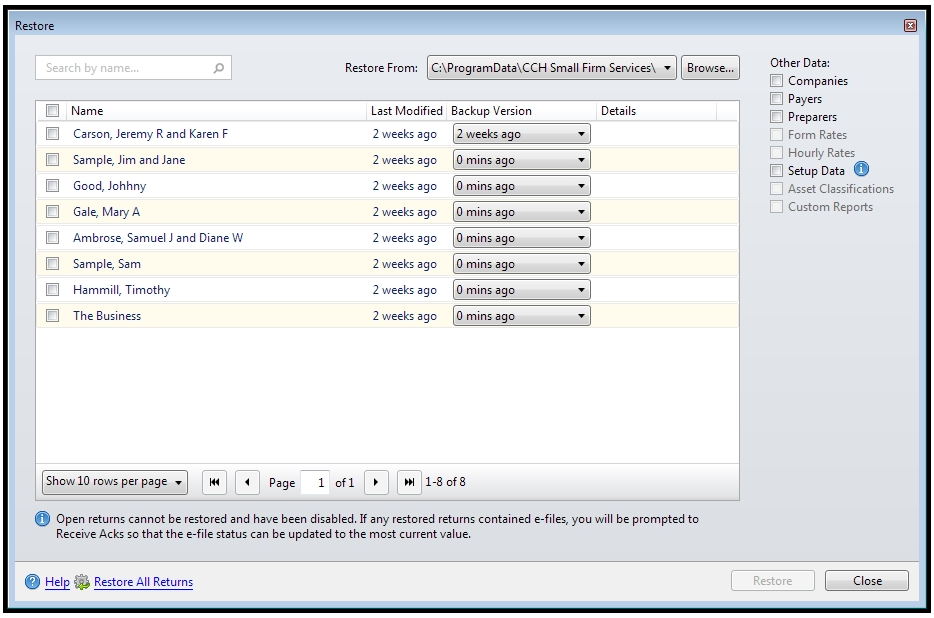
   - Click **Cancel** to abort the action.
8. Click **Close**.

# Restoring Other Data

ATX's **Backup** and **Restore** functions working in tandem: only data that has been backed up by ATX may be restored using the **Restore** function. While restoring backed up returns, you can also restore "other data," such as **Companies**, **Payers**, **Preparers**, **Form Rates**, **Hourly Rates**, **Setup Data**, **Asset Classifications**, and **Custom Reports**.

**To restore Other Data:**

1. Click the **Returns** menu; then, select **Restore Returns**.




2. Under **Other data:**, select the check box(es) as needed to restore the desired information.
3. Click **Restore**.
4. Click **Close**.

# Backup vs. Export

Although both **Backup** and **Export** can be used to archive returns, each function stores different types of data and stores the files in different formats. The following differences between the features may help you decide the appropriate feature based on the task at hand:

**The Backup feature:**

- Has an Automatic Backup option.
- Saves multiple versions of the return.
- Saves PRS Authorization information (Manual Backup with Setup Data included is required).
- Is intended to be used as part of your office's overall data storage/backup plan.
- Stores data in an ***.atx[taxyear]backupt** file format (such as *.atx17bakcup).
- E-File information is included with the backup.
- Should be used in conjunction with the **Restore** feature to get data back into ATX.

**The Export feature:**

- Must be performed manually.
- Saves only the most recent copy of a return.
- Stores data in an ***.atx*[*taxyear*]**Export** file format (such as *.atx17Export).
- Does not save PRS Authorizations information.
- Requires you to synchronize E-file information with EFC after import.
- Should be used in conjunction with the **Import** feature to get data back into ATX.

Chapter

20

# Organizers

An Organizer is a pre-assembled packet of worksheets that can help you and your clients organize tax information for the upcoming tax season. When you add an organizer to the client's return, information from the client's previous tax year return is populated in the organizer worksheets.

Organizers can be added to any 1040 return. Choose between the 1040 **Comprehensive Organizer** and the shorter version–the 1040 **Standard Organizer**.

When the Organizers become available this fall, you must have version 16.6 of ATX 2016, in order to print the 2017 Organizers.

## Organizer Types

### 1040 Comprehensive Organizer

By default, a customizable 1040 **Comprehensive Organizer**can be added to any 1040 return. It includes detailed worksheets for items such as income, deductions, contributions, and Schedules K-1 received by your clients.

### 1040 Standard Organizer (Condensed)

The 1040 **Standard Organizer** is a more condensed organizer in which Organizer Sheets cannot be added or removed. To use the **Standard Organizer**, you must disable the default **Comprehensive Organizer** in **Select Forms Preferences**.

## Organizer Preferences

Organizers allow you to select from the following Preferences:

- **Suppress SSNs when printing Organizer**: This preference hides Social Security numbers on printed Organizer worksheets. With this preference enabled, printed Social Security Numbers will appear as **XXX-XX-XXXX**, enabling you to protect your client's privacy. This preference is enabled by default. See Print Preferences.
- **Use Comprehensive Organizer**: This preference sets the Comprehensive Organizer as the default organizer. Disabling this option sets the Standard Organizer as default.
- **Include Organizer Letter and/or Engagement Letter with the Organizer Packet**: These preference options are enabled by default. With these preferences enabled, the **Organizer Letter** and **Engagement Letter** automatically load when an organizer is added to a return.

When you use the **Create Organizer for Marked Returns** feature or the **Print Organizers for Marked Returns** feature, ATX adds or prints the Organizer according to your preference selections on the Select Forms Preferences tab. Check your preference settings before using these options to ensure the appropriate organizer and/or organizer letters are added to the returns.

# Organizer Types

There are two types of organizers, the Comprehensive Organizer and the Standard Organizer. By default, the **Comprehensive Organizer** is added to returns.

**To change to the Standard Organizer:**

1. From Return Manager, click the **Preferences** toolbar button.

   The **Preferences** dialog box appears.

2. Click the **Select Forms** tab.
3. Clear the **Use Comprehensive Organizer** check box.
4. Click **OK** to apply your changes and close the **Preferences** dialog box.

# Comprehensive Organizer

Unlike the Standard Organizer, the **Comprehensive Organizer** is a customizable set of forms that can be included in a copy of last year's return.

The **Comprehensive Organizer** contains the following sheets by default:

| Default Comprehensive Organizer Forms & Worksheets | Information found on these pages |
|---|---|
| Organizer Letter | Cover letter form that explains the purpose and contents of the Organizer. |
| Organizer Engagement Letter | A client letter form that spells out the business agreement between your firm and your client. |
| Mailing Slip - Portrait | Customer's name, address and mailing barcode. Page can be slipped into a standard 9x12 envelope with a window. |
| General | General information, such as Name, SSN, Phone, E-mail, Filing status, and Address. |
| Organizer Options | Select the detail sheets that you want to include in this customer's Organizer packet, such as Dependent Information, Wage Information (W-2), and Interest Income. |
| Questions | Select the questions that you want included in this customer's Organizer packet, such as "Did your marital status change since last year?" or "Are there any changes in your dependents?" |
| Comments | A page for customer comments. |
| Employee and Other Misc | The following types of itemized deductions: Unreimbursed Employee Expenses, Certain Miscellaneous Deductions (tax or attorney fees, IRA custodial fees), Other Miscellaneous Deductions. |

# Standard Organizer

In contrast to the Comprehensive Organizer, the **Standard Organizer** is a condensed, non-customizable group of forms that can be printed with a return for your customers. With the exception of the **Organizer Engagement Letter**, nothing can be added to or removed from **Standard Organizers**.

The **Standard Organizer** contains the following forms:

| Standard Organizer Forms & Worksheets | Information found on these pages |
|---|---|
| Organizer Letter | Cover letter form that explains the purpose and contents of the Organizer. |

| Standard Organizer Forms & Worksheets | Information found on these pages |
|---|---|
| Organizer Options | Specify an appointment time on the Organizer Letter; also, select the detail sheets that you want to include in this customer's Organizer packet, such as Dependent Information, Wage Information (W-2), and Interest Income. |
| Mailing Slip - Portrait | Customer's name, address and mailing bar code. Page can be slipped into a standard 9x12 envelope with a window. |
| Page 1 | Basic taxpayer, dependent, wage, salary, pension, and IRA information. |
| Page 2 | General, business and investment questions. |
| Page 3 | Interest and dividend income, income or loss from partnerships, S corporations, and trusts. |
| Page 4 | Gains or losses from sales of stocks, securities or other assets, other income and adjustments to income. |
| Page 5 | Itemized deductions, education and childcare or dependent care expenses. |
| Page 6 | Federal, state and local or other estimated taxes paid. |
| Page 7 | Vehicle information and expenses, auto mileage documentation and business use of home. |
| Page 8 | Comments page. |
| Custom | (Blank) |

# Changing the Organizer Type

**To change from the default Comprehensive Organizer to the Standard Organizer:**

1. From either the open return or from Return Manager, click the Preferences button on the toolbar.

   The Preferences dialog box opens.

2. Click the **Select Forms** tab.
3. Clear the **Use Comprehensive Organizer** check box.
4. Click **OK** to apply your changes and close the Preferences dialog box.

# Adding Organizers to Returns

Organizers can only be added to 1040 returns.

You can add an Organizer to:

- An open return
- A single return in Return Manager
- A batch of returns in Return Manager

The Comprehensive Organizer is the default organizer type added to 1040 returns. To change the organizer type, see Changing the Organizer Type.

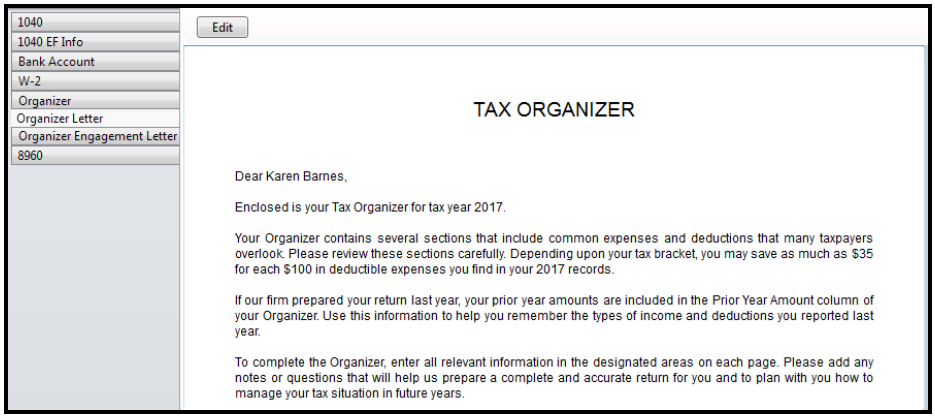
# Adding Organizers to Open Returns

**To add an Organizer to an open return:**

From the open return, click the **Forms** menu; then, expand the **Organizer** fly-out menu and select **Add Organizer**.

The **Organizer** and an **Organizer Letter** are added to the return. They appear as form tabs. The **Organizer Letter** opens immediately. To add **Organizer Sheets**:

1. Open the return to which you wish to add **Organizer Sheets**.
2. Click the **Organizer** tab so that the **Organizer Options** is displayed.
3. Select the check boxes for additional forms to be included in the **Client Organizer**.



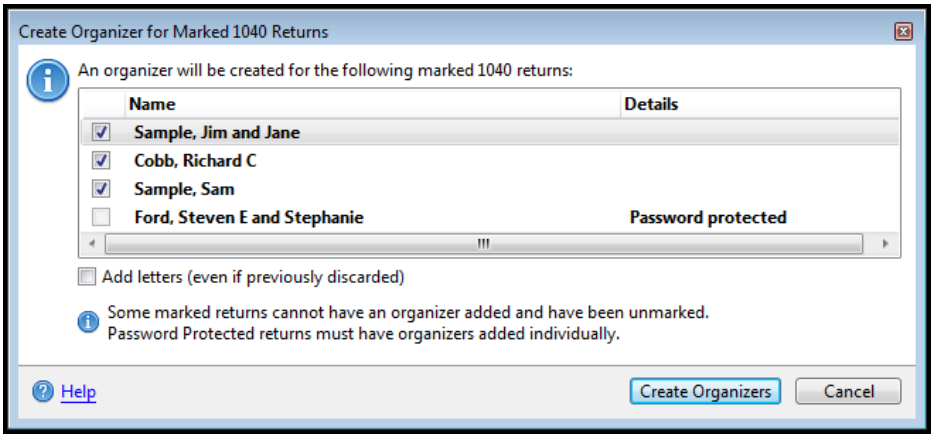

You can also add an **Organizer** from the Select Forms Dialog Box. See Adding Forms to a Return.

# Adding Organizers to a Batch of Returns

In most cases, you can add organizers to a batch of 1040 returns in the Return Manager. The only exceptions are returns that are password-protected, and returns that are currently open. In these cases, you must add the Organizer from inside the return. See Adding Organizers to Open Returns.

**To add organizers to a batch of returns:**

1. In Return Manager, mark the returns to which you want to add an Organizer.
2. Click the **Returns** menu; then, select **Organizers**.
3. Select **Create Organizer for Marked Return**.




Open and password-protected returns will appear as locked. Organizers can only be added to these from within the open return.

4. Click **Create Organizers**.
5. Open any of the marked returns to see the Organizers.

# Creating a Blank Organizer for a New Return

The simplest way to generate an organizer for a new customer is to create a new 1040 return with a blank Organizer attached.

**To create a blank organizer for a new 1040 return:**

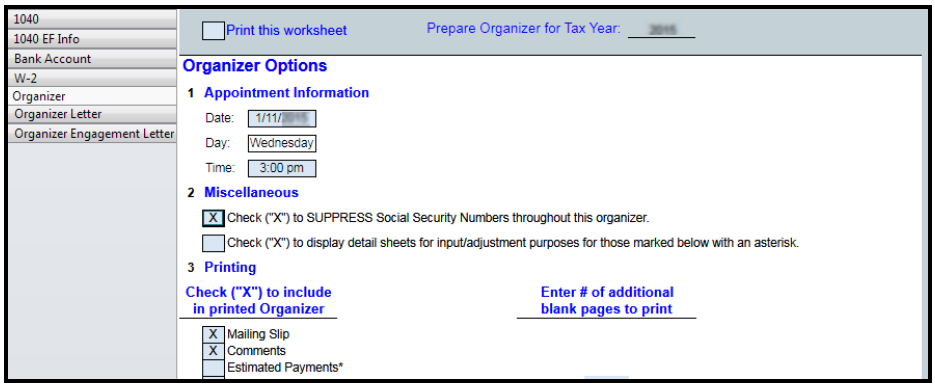
From Return Manager, click the **Returns** menu; then, expand the **Organizers** fly-out menu and select **Create Blank Organizer for New Return**.

The new return opens with the **Organizer** attached.

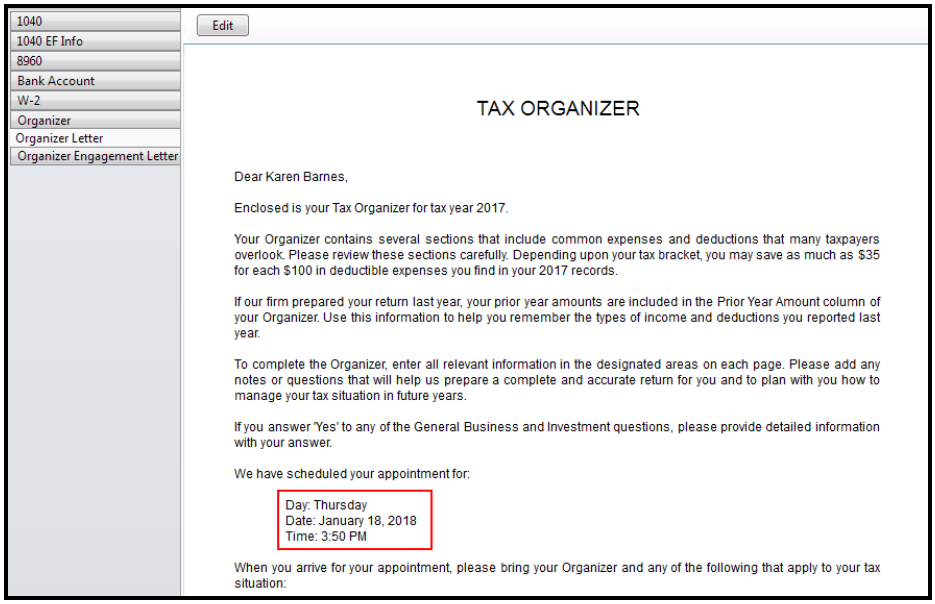
# Use the Organizer Letter for Scheduling

**To add or change the appointment time for an Organizer Letter:**

1. In the open return, click the **Organizer** form tab. (If you haven't added an Organizer, see Adding Organizers to Returns.)
2. On the **Organizer Options** worksheet, enter/modify the **Date** and **Time** of the appointment (the day is automatically entered by the system).




3. To confirm that the data is in the Organizer letter, click the **Organizer Letter** tab.



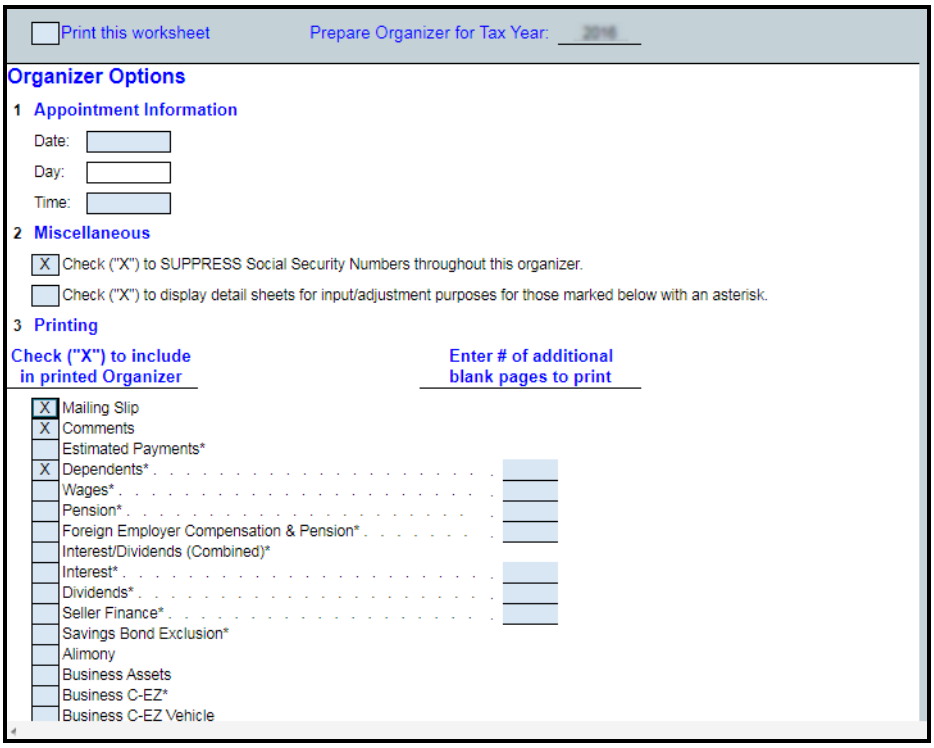
# Adding Organizer Sheets

Organizer Sheets may be added to a Comprehensive Organizer to allow for customization.

Sheets cannot be added to or removed from a Standard Organizer.

**To add Organizer Sheets:**

1. Open the return to which you wish to add Organizer Sheets.
2. Click the **Organizer** tab so that the **Organizer Options** are displayed.
3. Select the check boxes for additional sheets to be included in the **Organizer**.




# Deleting Organizer Sheets

Organizer Sheets may be deleted from the Comprehensive Organizer to allow for customization.

Sheets cannot be deleted from the Standard Organizer.

**To delete an Organizer Sheet:**

1. Open the return from which you wish to delete an Organizer Sheet.
2. Click the **Organizer** tab so that the **Organizer Options** display.
3. Remove the "x" from the check box, for sheets you do not want included in the Organizer.

# Organizer Engagement Letter

An **Organizer Engagement Letter** is a client letter that spells out the business agreement between your firm and your client. By default, the Organizer Engagement Letter is automatically added to all 1040 returns via a preference on the **Select Forms Preferences**.

The Organizer Engagement Letter is added with either the Comprehensive Organizer or the Standard Organizer.

## Adding Organizer Engagement Letters to Returns

You can add Organizer Engagement Letters to returns by:

- Adding Organizers to Returns (the Organizer Engagement Letter will automatically be included); or.
- Adding an Organizer Engagement Letter to the return from the Client Communication Manager.

**To add the Organizer Engagement Letter from the Client Communication Manager:**

1. Open the return.
2. Click the **Forms** menu; then, select **Client Letter**.
3. Under **Templates**, scroll down and select **Organizer Engagement Letter.**
4. Do one of the following:
   - Right-click and select **Attach letter(s) to return**.
   - Click the **Attach** toolbar button; in the **Attach to Return** dialog box click the **Attach** button.

## Disabling the Organizer Engagement Letter

**To disable the preference that automatically adds the Organizer Engagement Letter to returns:**

1. Select the **Preferences** toolbar button.
2. Click the **Select Forms** tab.
3. Clear the **Organizer Engagement Letter** check box.

# Printing Organizers

You can print organizers in two ways:

- From an open return, print organizers one at a time.
- From Return Manager, print a batch of organizers.

## Printing an Open Return's Organizer

1. Open the return.
2. Do one of the following:
   - Click the **Print** toolbar button.
   - Click the **Returns** menu; then, select **Print Returns**.
   - Press **Ctrl+P**.

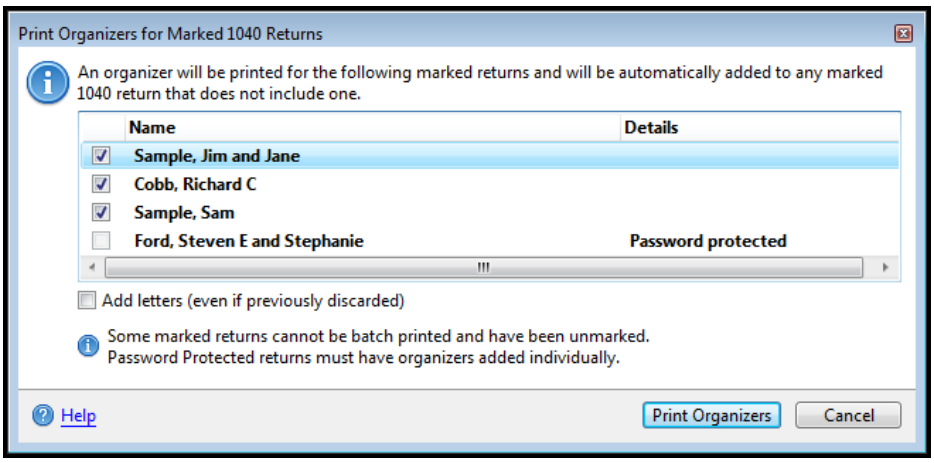
## Printing Organizers for Marked Returns

In most cases, you can print a batch of 1040 returns from the Return Manager. The only exceptions are returns that are password-protected, or returns that are currently open. In both of these cases, you must add the Organizer from inside the return.

The **Print Organizer for Marked 1040 Returns** prints according to your settings on the Select Forms Preferences tab. Check your preference settings before using these features to ensure the appropriate organizer and/or organizer letters are added to the returns.

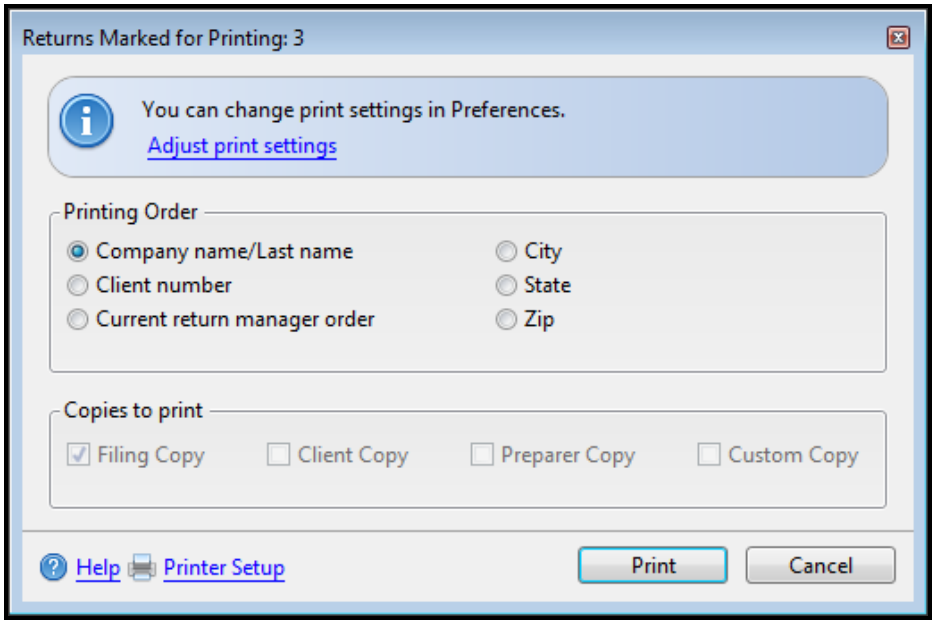
1. In Return Manager, mark the returns for which you want to print an Organizer.
2. Click the **Returns** menu; then, select **Organizers**.
3. Select **Print Organizers for Marked Return**.

   The **Print Organizers for Marked Returns** dialog box appears:




4. Click **Print Organizers**.

The **Returns Marked for Printing** dialog box appears:




5. Make adjustments to the printing order if desired.

   The **Copies to print** options are set in your Print Preferences.

6. Click **Print**.

   The **Print Progress** dialog box appears.

7. Click **Close** when you're finished.

# Keyboard Shortcuts

Many of the program's commands and features are accessible through keyboard shortcuts.

**To perform these keyboard shortcuts, press and hold the two (or more) keys shown.** For example, to start a new return (**Ctrl+N**), press and hold the **Ctrl** key, and then press and hold the **N** key.

## Global Shortcuts

The shortcuts in the following table are valid in every program view (all main and secondary managers):

| Shortcut | Description |
|---|---|
| F1 | Opens Program Help. |
| F2 | Alternately positions cursor at the end of the active field and highlights text in the same field. Can be used to edit the active field. |

## Return Manager Shortcuts

The shortcuts in the following table are valid only when you are in the Return Manager:

| Shortcut | Description |
|---|---|
| Ctrl+D | Opens the **Duplicate Selected Return** dialog box, enabling you to duplicate the selected return. |
| Ctrl+F | Places cursor in the **Find** field of any main or secondary manager. |
| Ctrl+N | Opens the Select Forms Dialog Box, which is the first step in creating a new return. |
| Ctrl+O | Opens the selected return. |
| Ctrl+P | Opens the **Returns Marked for Printing** dialog box, which allows you to specify print settings for selected returns. Allows you to print one or more returns. |
| Ctrl+Delete | Deletes the selected return. |
| F8 | Opens the Calculator. |

# Rollover Shortcuts

The following shortcuts are valid when you are in the Rollover Manager:

| Shortcut | Description |
|---|---|
| Ctrl+F | Places cursor in the **Find** field of any main or secondary manager. |
| Ctrl+N | Opens the Select Forms Dialog Box, which is the first step in creating a new return. |
| Ctrl+R | Begins the Rollover Managerprocess for returns that have been selected. |
| F8 | Opens the Calculator. |

# E-file Manager Shortcuts

The following shortcuts are valid when you are in the E-file Manager:

| Shortcut | Description |
|---|---|
| Ctrl+F | Places the cursor in the **Find** field of any main or secondary manager. |
| Ctrl+K | Downloads e-file acknowledgements (Receive Acks). |
| Ctrl+O | Opens related return. |
| Ctrl+R | Displays e-file rejection errors. |
| Ctrl+T | Transmits marked e-files. |
| Ctrl+Delete | Deletes the selected e-file. |

# Bank Manager Shortcuts

The following shortcuts are valid when you are in the Bank Manager:

| Shortcut | Description |
|---|---|
| Ctrl+F | Places the cursor in the **Find** field of any main or secondary manager. |
| Ctrl+N | Opens the Select Forms Dialog Box, which is the first step in creating a new return. |
| Ctrl+O | Opens the selected return. |

# Preparer/ERO Manager Shortcuts

The following shortcuts are valid when you are in the Preparer/ERO Manager:

| Shortcut | Description |
|---|---|
| Ctrl+F | Places the cursor in the **Find** field of any main or secondary manager. |
| Ctrl+Delete | Delete the selected preparer/ERO. |

## Company Manager Shortcuts

The following shortcuts are valid when you are in the Company Manager:

| Shortcut | Description |
|---|---|
| Ctrl+F | Places the cursor in the **Find** field of any main or secondary manager. |
| Ctrl+Delete | Delete the selected company. |

## Payer Manager Shortcuts

The following shortcuts are valid when you are in the Payer Manager:

| Shortcut | Description |
|---|---|
| Ctrl+F | Places the cursor in the **Find** field of any main or secondary manager. |
| Ctrl+Delete | Delete the selected payer. |

## Billing Manager Shortcuts

The following shortcuts are valid when you are in the Billing Manager:

| Shortcut | Description |
|---|---|
| Ctrl+F | Places the cursor in the **Find** field of any main or secondary manager. |
| Ctrl+Delete | (Only on **Hourly Rates** tab) Clears the selected field. |

## Open Return Shortcuts

The shortcuts in the following table are valid when working in an open return.

| Shortcut | Description |
|---|---|
| Ctrl+1 | Deletes the current form from the open return. |
| Ctrl+Shift+1 | Opens the **Discard Multiple Forms Dialog Box** which allows you to delete multiple forms from the open return. |
| Ctrl+A | Add a new record (Input Sheets). |

| Shortcut | Description |
|---|---|
| Ctrl+B | Go back to the previous page or form. |
| Ctrl+C | Copy the contents of a field or cell to clipboard. |
| Ctrl+D | Delete the current record (input sheets). |
| Ctrl+E | Check the return for errors (opens the **Diagnostics** pane). |
| Ctrl+F | Add a form (opens the Select Forms Dialog Box). |
| Ctrl+I | Create an itemized list for the current field. |
| Ctrl+N | Opens the Select Forms Dialog Box, enabling you to create a new return. If you have less than 3 returns open, you are taken back to Return Manager and the Select Forms Dialog Box opens. If you have 3 returns open, you'll receive a **Maximum Returns Allowed** message. |
| Ctrl+O | Opens the **Forms in Return** dialog box that lists all forms in the return. |
| Ctrl+P | Opens the Print Return Dialog Box, enabling you to print the entire return or a portion of it. |
| Ctrl+R | Restore the field (when it has been overridden or removes a custom link to another worksheet or schedule, such as an itemized list). |
| Ctrl+S | Save the return. |
| Ctrl+T | Insert or edit a note. |
| Ctrl+V | Paste the contents of the clipboard into the current field. |
| Ctrl+X | Cut the content from the current field and place it on a clipboard. |
| Ctrl+Z | Undo (Cancel the most recent **Cut**, **Copy**, **Paste** or **Restore** operation). |
| Ctrl+(+) | Enlarge the page (zoom in). |
| Ctrl+(-) | Reduce the page (zoom out). |
| Ctrl+Page Up / Ctrl+Page Down | Allows you to toggle from one page/worksheet to the next (**Ctrl+Page Up**) or to the previous (**Ctrl+Page Down**) page/worksheet. |
| F3 | Gives you access to the Government Instructions for the form. When you press **F3**, the Select Forms Dialog Box opens; scroll to the form, and click the **View Instr** link. If instructions are not yet installed, you can check for updates. |
| F4 | Marks an amount as an estimate. |
| F6 | JumpTo. |
| F7 | Cross Reference. |
| F8 | Opens the Calculator. |

| Shortcut | Description |
|---|---|
| F11 | If the Calculator is open, captures the current field contents. |

# Client Communication Manager Shortcuts

The shortcuts in the following table are valid only when you are in the Client Communication Manager:

| Shortcut | Description |
|---|---|
| F2 | Rename selected template (only for user created templates). |
| ESC key | Close or open the Client Communication Manager. |
| Ctrl+A | Select all text inside a paragraph. |
| Ctrl+B | Bold the selected text. |
| Ctrl+C | Copy the selected text. |
| Ctrl+E | Center text. |
| Ctrl+F | Find/Replace. |
| Ctrl+I | Italicize the selected text. |
| Ctrl+J | Justify text. |
| Ctrl+L | Align text to the left. |
| Ctrl+N | Start a new template. |
| Ctrl+O | Open the selected template. |
| Ctrl+R | Align text to the right. |
| Ctrl+S | Save the current template or letter. |
| Ctrl+U | Underline the selected text. |
| Ctrl+V | Paste the item. |
| Ctrl+X | Cut the selected item. |
| Ctrl+Y | Redo. |
| Ctrl+Z | Undo (cancel the most recent **Cut**, **Copy**, **Paste**, or **Restore** operation). |

# Calculator Shortcuts

The following shortcuts are valid when you are working with the Calculator:

| Shortcut | Description |
|---|---|
| F8 | Open the Calculator. |
| Ctrl+F8 | Close the Calculator. |
| Ctrl+L | Clear memory. |
| Ctrl+R | Recall the item that is stored in memory. |
| Ctrl+M | Store the item in memory. |
| Ctrl+A | Add the current value to the value stored in memory. If a value is stored in memory, an **M** appears to the left of the screen. |
| Ctrl+S | Subtract the current value from the value stored in memory. |
| Delete | Clear the current entry. |
| Ctrl+Delete | Clear all calculator entries. |
| F9 | Plus/Minus. |
| Enter | Equals. |
| F11 | Capture the number from any field on any form, schedule, or worksheet so you may use it in a calculation. |
| Insert | Insert value into the current cell on the form. |

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