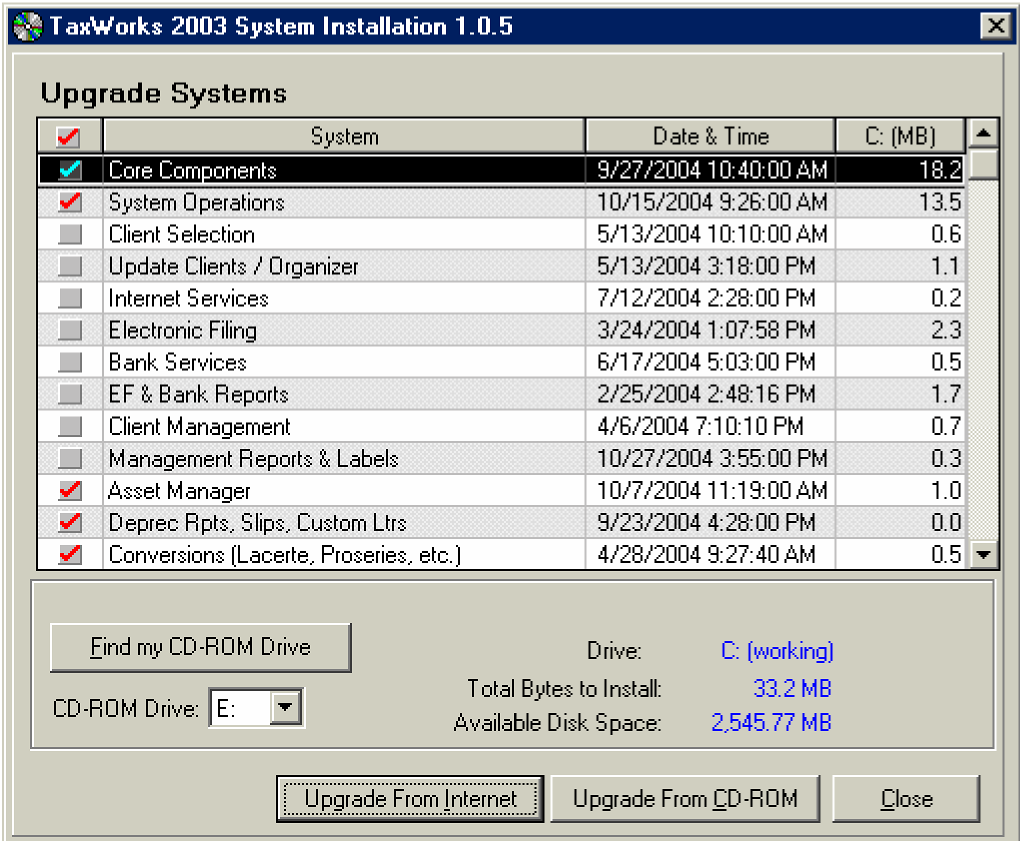
TaxWorks

PROFESSIONAL TAX SOFTWARE

Conversion Process

1. Back up your client data in your prior year software package (this is a precaution in case there are problems).
2. Install TaxWorks 2003 Demo (follow installation instructions provided with the demo).
    a. If you do not have a copy of the demo call our Sales Team at (800) 230-2322.
3. After installation of demo is complete, open TaxWorks 2003 Demo by clicking the "TaxWorks icon" located on your desktop.
4. If the Client Selection screen appears, click the "Close" button.

5. On the menu bar click “Installations”, and then “Upgrade Systems”.



6. Tag the following items using your mouse. Do this by clicking on the grey box to the left of the item:

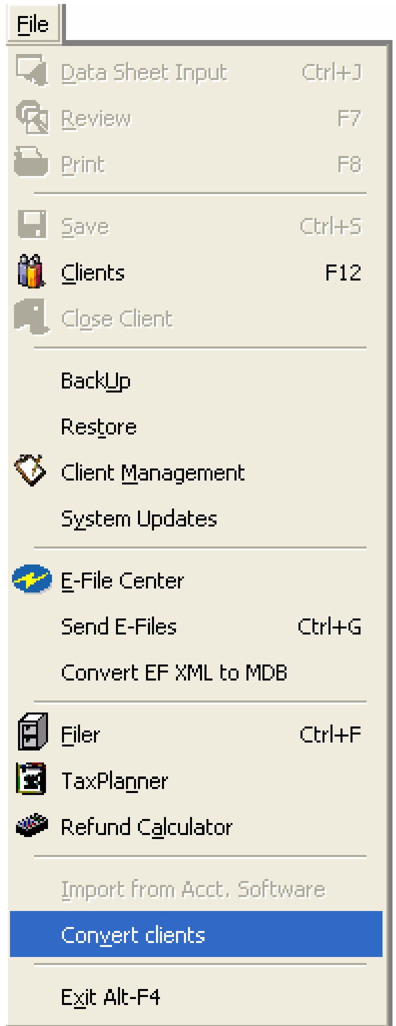
   a. Core Components
   b. System Operations
   c. Asset Manager
   d. Deprec Rpts, Slips, Custom Ltrs
   e. Conversions
   f. Federal Universal (Shared Forms)

   Tag only the federal systems for clients you wish to convert:

   g. Federal 1040 Individual

7. Click the “Upgrade From Internet” button (Upgrades may take up to 1 hour).
8. Once the upgrade is complete click the “Close” button.
9. Files that were upgraded will automatically decompress.
10. TaxWorks 2003 will automatically open.
11. If the Client Selection screen appears, click the “Close” button.

12. Select “File” from the menu bar, located in the upper left-hand corner of your screen.



13. Select “Convert clients”.
14. TaxWorks will automatically close.
15. TaxWorks 2003 Data Conversion Program will open.

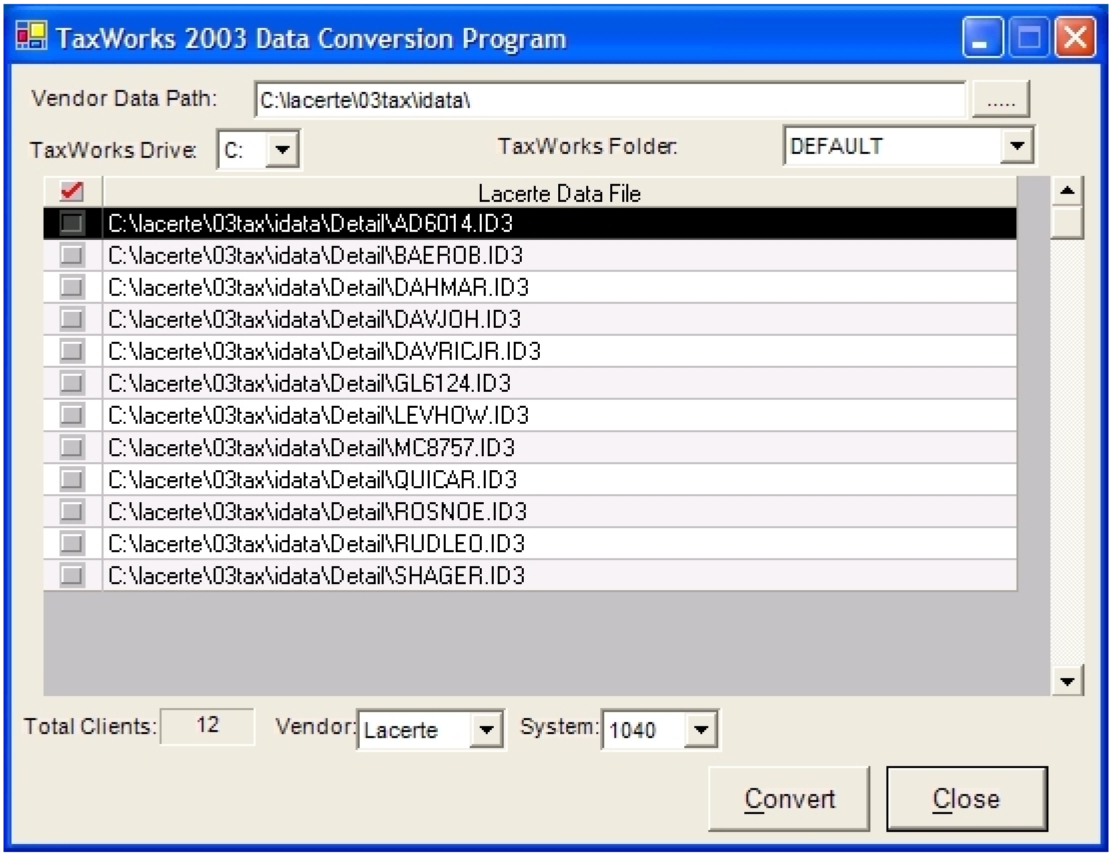
16. Verify vendor data path.

    Note: Vendor Data Path will change with system selected at the bottom of the screen.

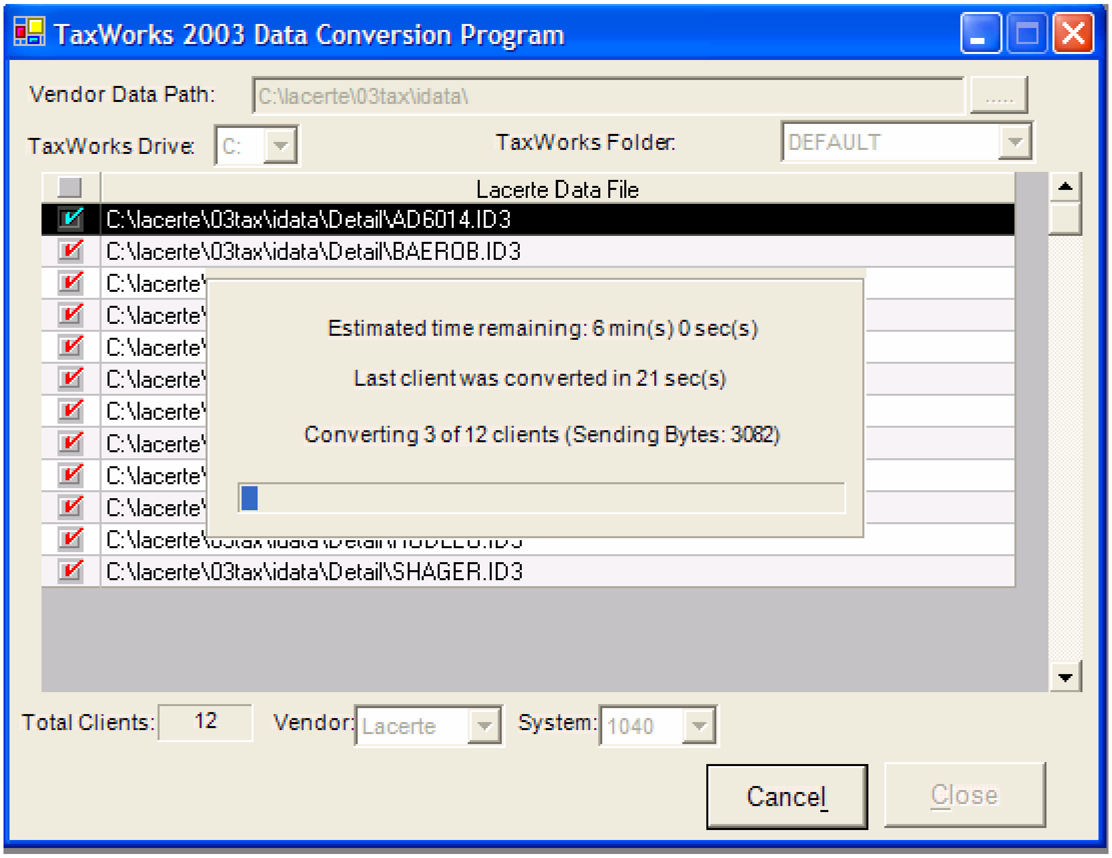
    TaxWise- Data Path:

    C:\program files\max2003\(ATX) – 1040 ONLY

    Select the TaxWorks Drive (default is C :)
17. Select the TaxWorks Folder (default is DEFAULT)
18. Tag the clients you want to convert. Do this by clicking the grey box to the left of the client.
19. Click the "Convert" button.

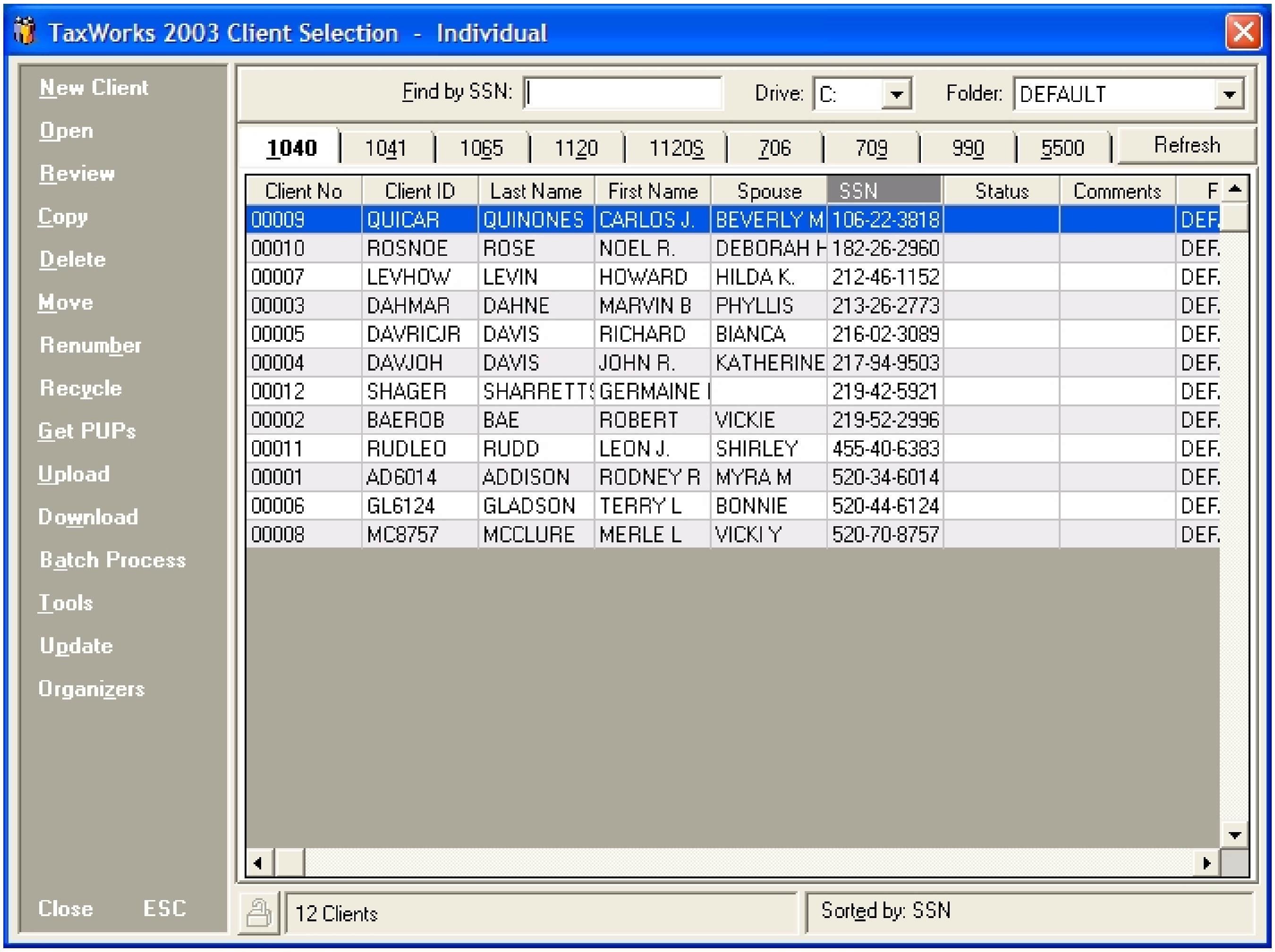


20. A progress bar will indicate the number of clients being converted
21. Once the conversion is complete, click the “Close” button.



22. TaxWorks 2003 will automatically open.

23. If the Client Selection screen does not open automatically click the “Clients” button located on the button bar.



24. We suggest you verify a few clients’ data.
25. Highlight desired client and double click with mouse; or, highlight desired client and click “Open” located in the left column.
26. Verify that client data stated in the manual converted correctly.
27. If there are any questions or suggestions concerning the conversion process please contact us at Support@taxworks.com or call 1-800-843-1139.
28. Randomly we will upgrade items in the conversion program. We will post upgrade changes on the web. You may reconvert clients affected by these changes. CAUTION: Entries made in TaxWorks, to previously converted clients, will be lost.

Disclaimer Statement

Note: Do not process 2003 tax returns using only the converted information, as tax calculations may not be accurate. Some manual data entry may be required.
TaxWorks only converts the information necessary to prepare a Proforma. Carryforward and Depreciation information will not be converted.

Due to the limited amount if information being converted, if you have current year Section 179 the conversion may calculate a carryforward of these amounts – to remove the unused carryforward open the TaxWorks 2004 asset manager click the 179 button and remove any unnecessary information.

Assets involved in a like kind exchange may not convert properly because of the difference in handling between the two systems. Please review them carefully to make sure the correct information is entered into the TaxWorks Asset Manager

ATX® to TaxWorks®
Individual Conversion Items (1040)

The **underlined and bold titles** are the titles that correspond with the Forms Pane of the TaxWorks tax program. The *underlined Italicized* titles are the sub-titles within the input screen.

General Information

Taxpayer Last Name
Taxpayer First Name
Taxpayer Title
Taxpayer Social Security Number
Taxpayer Occupation
Taxpayer Date of Birth
Spouse First Name
Spouse Last Name
Spouse Title
Spouse Social Security Number
Spouse Occupation
Spouse Date of Birth
Taxpayer/Spouse Street Address
Taxpayer/Spouse Apt #
Taxpayer/Spouse City
Taxpayer/Spouse State
Taxpayer/Spouse Zip
Taxpayer/Spouse daytime telephone number
Taxpayer Blind Checkbox
Spouse Blind Checkbox
Taxpayer E-mail address
Filing Status (1 Single, 2 MFJ, 3 MFS, 4 HOH, 5 Widow(er))
Head-of-Household Qualifying Name
Head-of-Household Qualifying Social Security Number
Qualifying Widow(er) - Year of Spouses Death
Married Filing Separate – Spouse Name
Taxpayer/Spouse Death Date
Single, Dependent of another Checkbox

Electronic Filing

Routing Transit Number
Depositor Account Number
Type of Account (Checking/Savings)

Schedule A

Mortgage Interest not Reported on Form 1089
- Name
- Address
- Social Security Number

Form 2106

Occupation
2106 Vehicle 1 Date placed in service
2106 Vehicle 2 Date placed in service
Spouse = 1
Qualified Performing artist

Dependents

First Name
Last Name
Birth date
Social Security Number
Relationship

W2 Items

Taxpayer/Spouse Indicator
Taxpayer/Spouse Name
Taxpayer/Spouse Address
Taxpayer/Spouse City, State and Zip Code
Employer Name
Employer Address
Employer City, State and Zip Code
Federal Employer Identification Number
Employer control code

B- Schedule B

Income From Seller-Financed Mortgages

- Address
- Social Security Number
- Federal ID Number

Interest

Financial Institution

Taxpayer/Spouse Indicator

Dividends

Financial Institution

Taxpayer/Spouse Indicator

Schedule F

Principal Product
Employer Identification Number
Agricultural Activity Code

Spouses Schedule F
Taxpayer does not materially participate
Inventory at the end of the year

4835

Spouses Form 4835
Employer ID Number
Taxpayer actively participates in operation of business 1=no

Real estate professional

1099R

Payer Name
Payer Address
Payer City, State and Zip Code
Payer Employer Identification Number
Taxpayer/Spouse Name
Taxpayer/Spouse Address
Taxpayer/Spouse City, State and Zip Code
Taxpayer/Spouse Indicator

IRA/SEP Checkbox
Distribution Code
Account Number
1st and 2nd State
1st and 2nd State payer number
1st and 2nd State Name of locality
Cost in plan at starting date

Schedule C

Business Name
Business Address
Business City, State and Zip Code
Principal Business Including Product or Service
Spouse Schedule C
Principal Business Code

Business Employer Identification Number
Accounting Method (cash, accrual, other, specify)
Inventory Method – Lower cost of market
Other Inventory method box
Materially Participates 1=no
Inventory at the end of the year

Schedule E

Property Kind - Description
Full Address (including City, State and Zip Code)

Taxpayer/Spouse Indicator
Real estate professional

FD K-l

Entity Ownership Code (Taxpayer, Spouse, or Joint)
Entity Name
Employer Identification Number
K-1 Materially Participated Checkbox
K-1 Some Not at Risk Checkbox
Final Disposition Checkbox

CS K-l

Entity Ownership Code (Taxpayer, Spouse, or Joint)
Entity Name
Employer Identification Number
K-1 Materially Participated Checkbox
K-1 Some Not at Risk Checkbox
Final Disposition Checkbox

PT K-l

Entity Ownership Code (Taxpayer, Spouse, or Joint)
Entity Name
Employer Identification Number
K-1 Materially Participated Checkbox
K-1 Some Not at Risk Checkbox
Final Disposition Checkbox

2210

Prior Year's tax

8829

Area used
Total area of home
Business use percentage (calculated)
Smaller of Home's adjusted basis or its fair market value
Value of land included on line 35

6252

Description
Date acquired
Date sold
Gross Profit Ratio

1116

Resident County