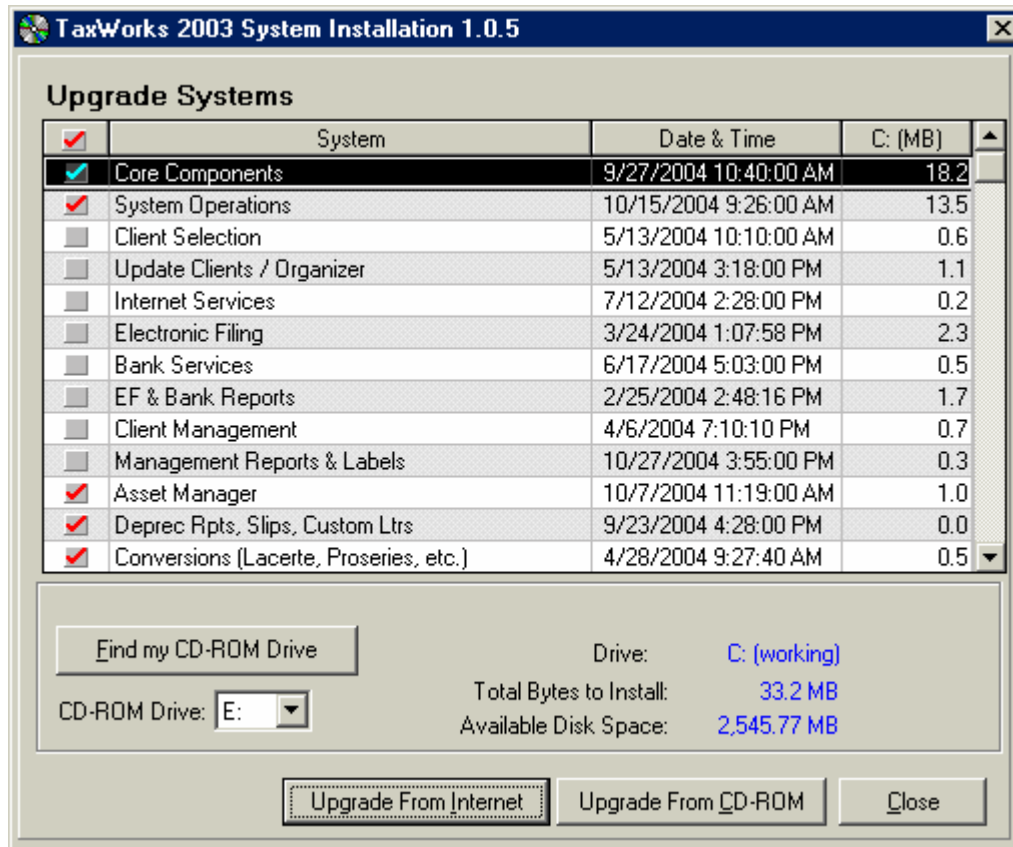




Conversion Process

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:

- Core Components
- System Operations
- Asset Manager
- Deprec Rpts, Slips, Custom Ltrs
- Conversions
- Federal Universal (Shared Forms)

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

- Federal 1040 Individual

7. Click the “Upgrade From Internet” button (Upgrades may take up to 1 hour).

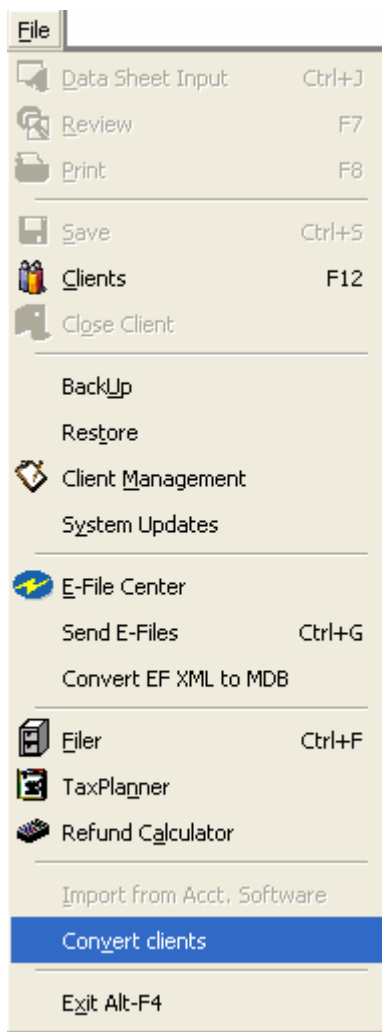
8. Once the upgrade is complete click the “Close” button.

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:

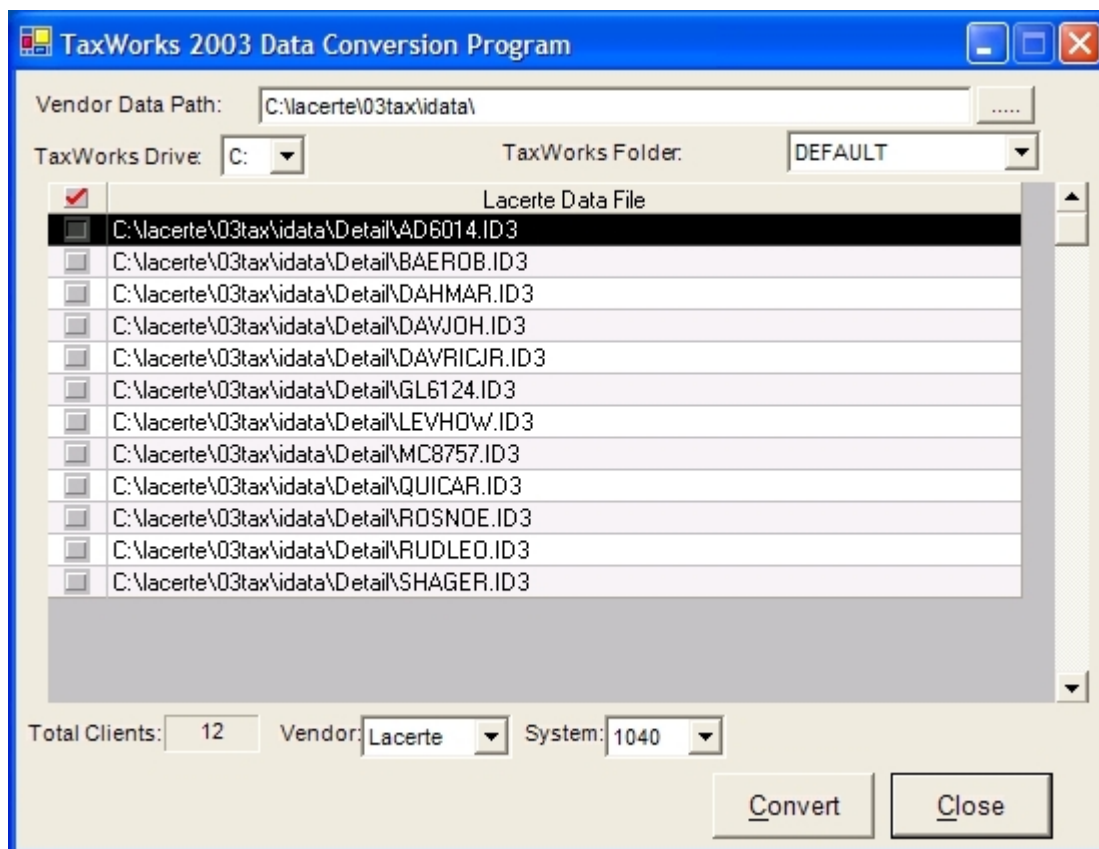
C:\UTS03\USERS\TRAINING\TaxWise) – 1040 ONLY

Select the TaxWorks Drive (default is C :)

17. Select the TaxWorks Folder (default is DEFAULT)

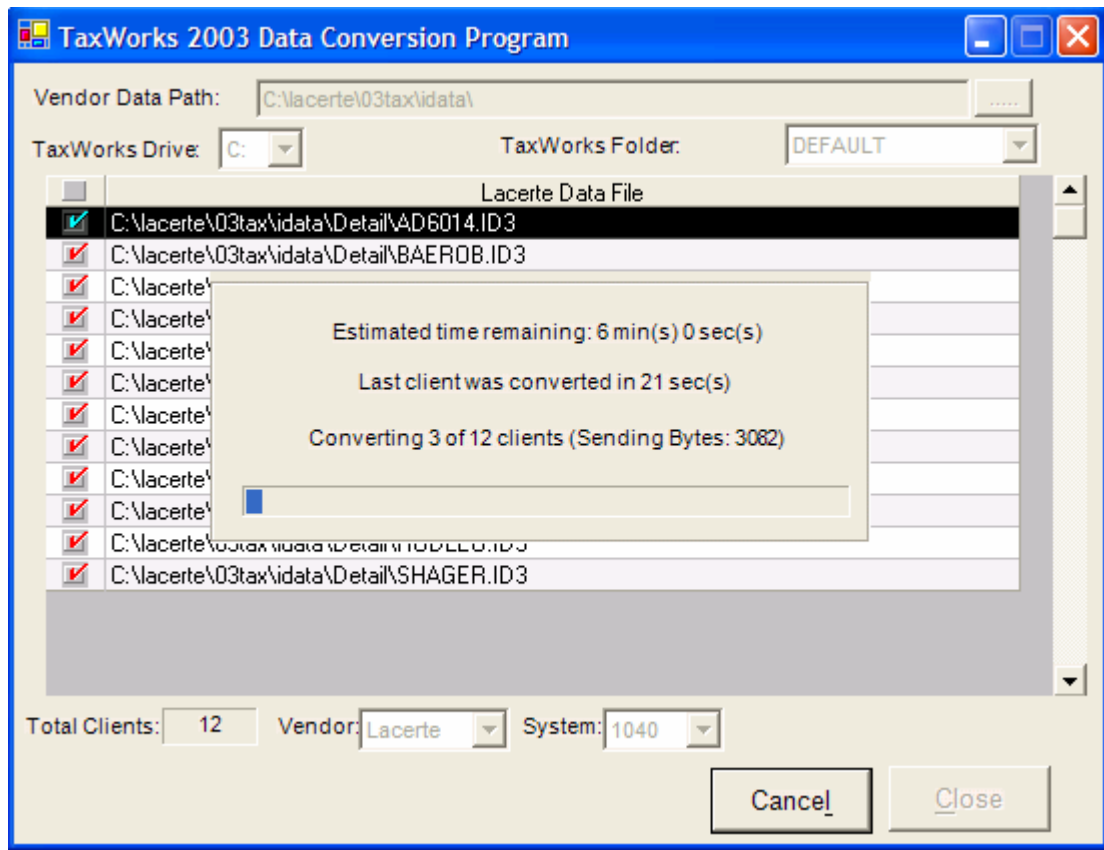
18. Tag the clients you want to convert. Do this by clicking the grey box to the left of the client.

19. Click the "Convert" button.



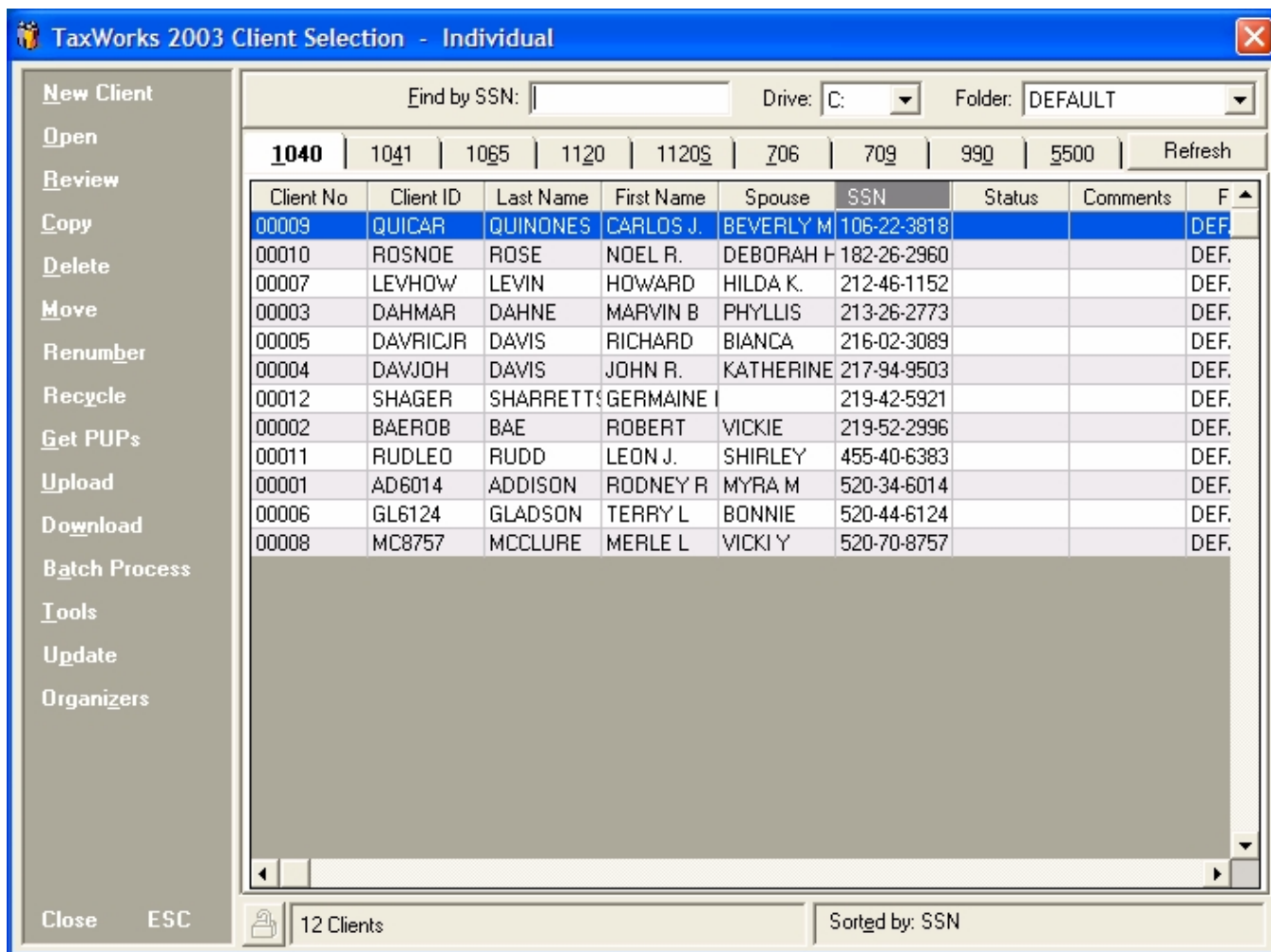
20. A progress bar will indicate the number of clients being converted

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.

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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.

Asset Manager Conversions (All Systems)

- All Asset will carry to “Do Not Carry” – you will need to assign the form for which the assets belong
- We recommend you print a copy of the TaxWorks Federal Depreciation Schedule and verify TaxWorks current depreciation amounts match those calculated by your prior software. Due to the many ways depreciation can be calculated, there may be slight differences that could require manual overrides in the TaxWorks Asset Manager.
- If you have overridden any Depreciation calculations please review them for accuracy.
- If you used 200% declining balance on any farm asset you will need to override the current depreciation.
- Vehicles split on forms they will carry to “do not carry” or may convert incorrect 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
- Due to the limited amount of 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.

Individual Conversions

Note: TaxWorks only converts the information necessary to prepare a Proforma

- State information - will not convert.

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

Electronic Filing

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

Schedule A

Mortgage Interest not Reported on Form 1089

- Name
- Address

- Social Security Number

Form 2106

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

Dependents

First Name	Social Security Number
Last Name	Relationship
Birth date	

W2 Items

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

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

4562

All Information (from asset manager) See Disclaimer

4797

All Information (from asset manager) See Disclaimer

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-I

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

CS K-I

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

PT K-I

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

Assets (Depreciation)

All fields available from the report provided by the previous software. See Disclaimer

2210

Prior Year's tax

8829

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

6252

Description	Date sold
Date acquired	Gross Profit Ratio

1116

Resident County

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