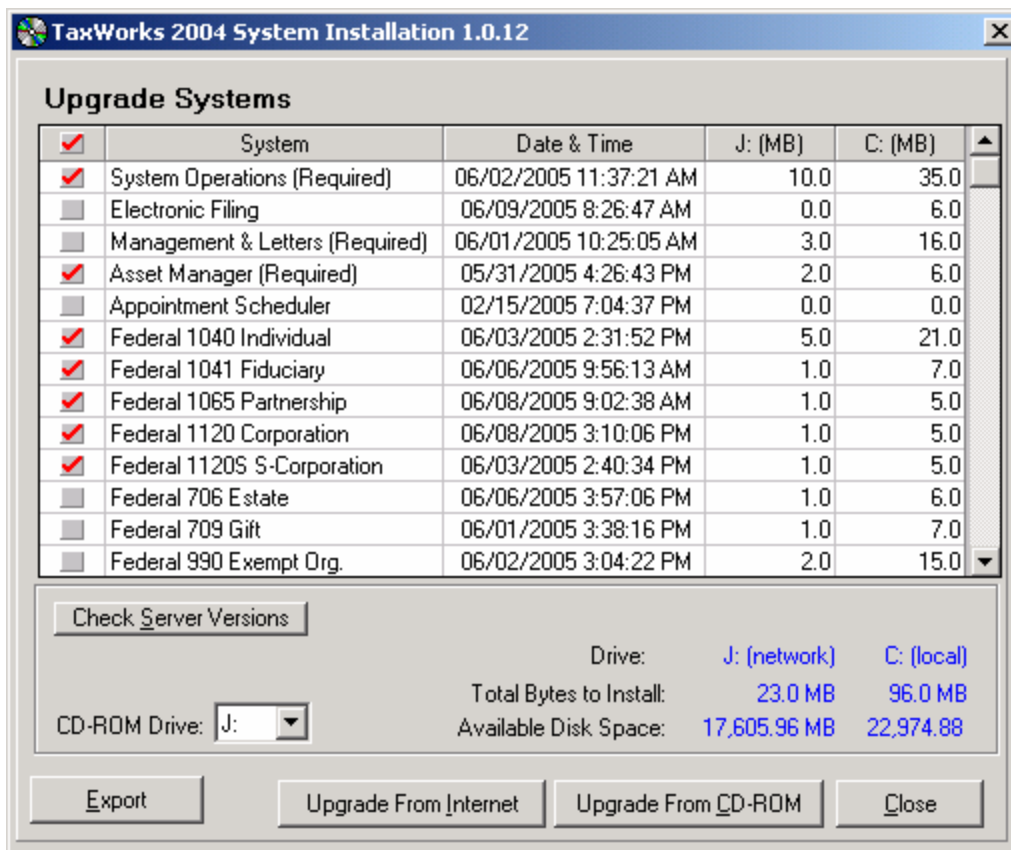




TaxWorksConversions2004

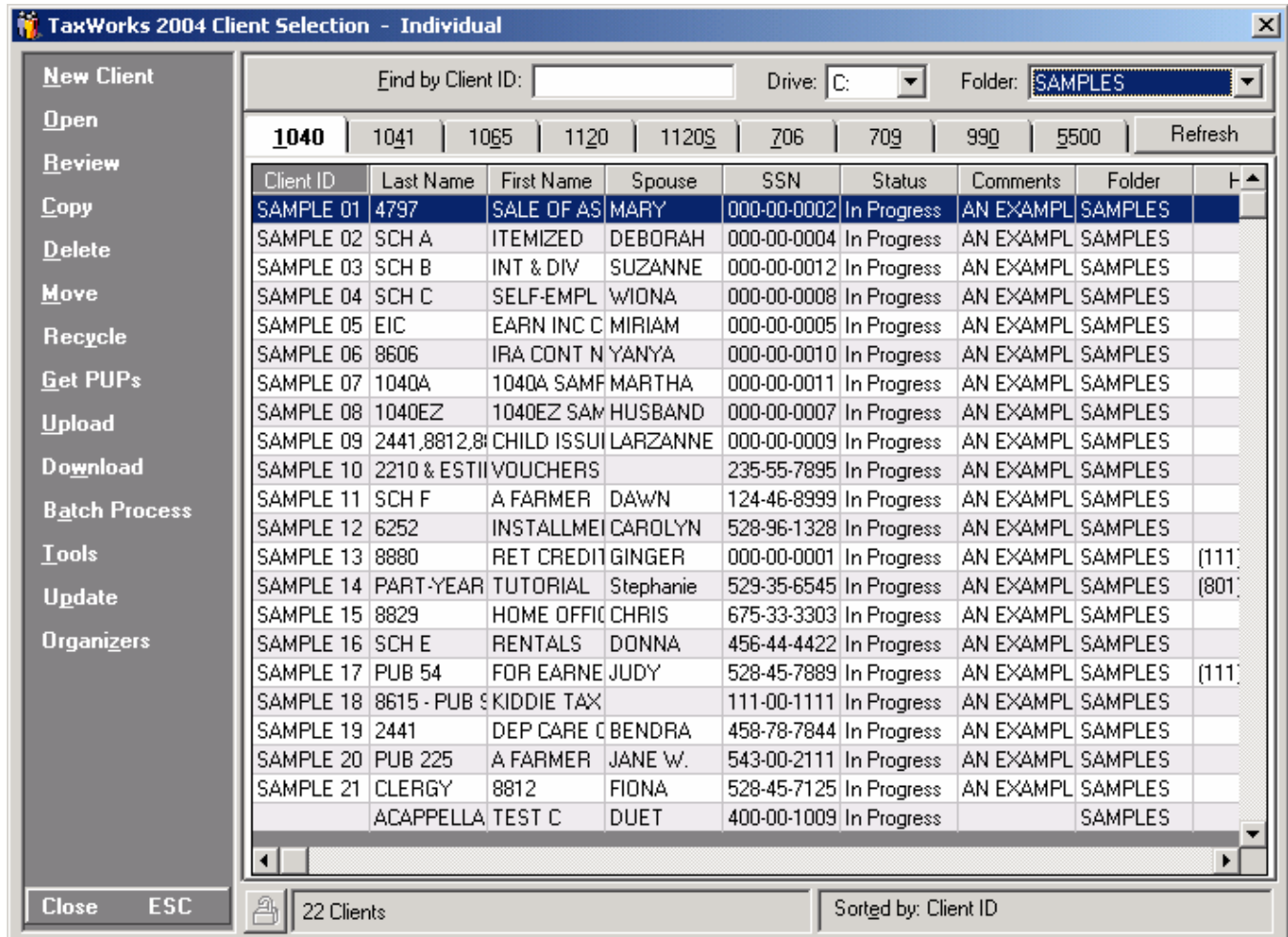
Conversion Process

1. As a precaution, backup your client data in your prior year software package.
2. Install the TaxWorks 2004 Demo (follow the 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 the installation is complete, open the TaxWorks 2004 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 gray box to the left of the item:
 - a. System Operations
 - b. Asset Manager
 - c. Federal Universal (Shared Forms)
 - d. 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 2004 will automatically open.
11. If the Client Selection screen appears, click the *Close* button.



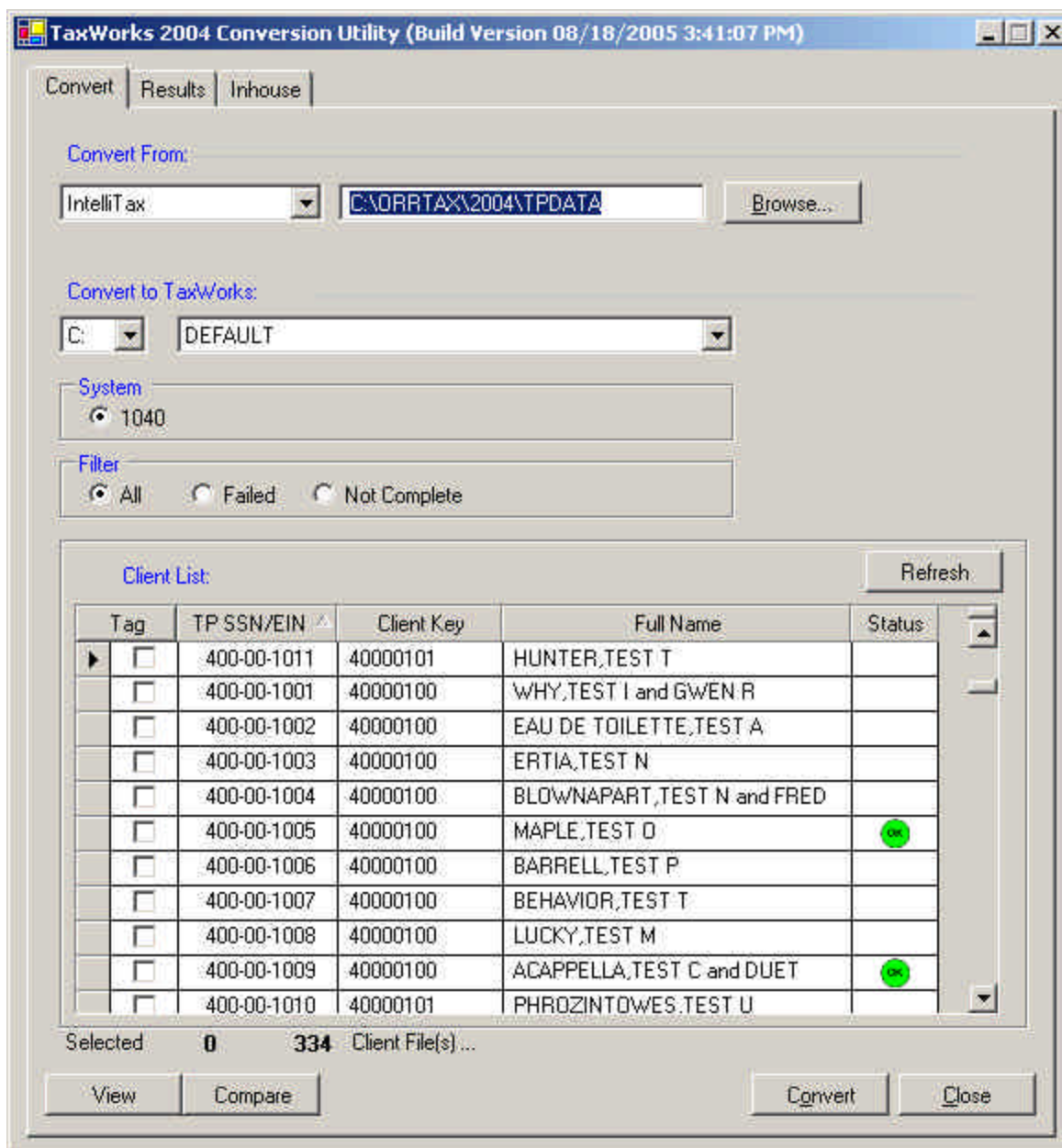
12. Click the *File* menu and select *Convert Clients*.
13. TaxWorks will automatically close.
14. The TaxWorks 2004 Conversion Utility will open.
15. Select "Intellitax" in the Convert From combo box.
16. Verify Intellitax Data Path:

C:\Orrtax\2004\TPData (Default Intellitax)

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

17. Select the TaxWorks Drive (default is C:)
18. Select the TaxWorks Folder (default is DEFAULT)

19. Tag the clients you want to convert. Do this by clicking the gray box to the left of the client.
20. Click the *Convert* button.



21. Once the conversion is complete, the status of each client will be displayed in the *Status* column.
22. To view a conversion report. Click the *Results* tab.
23. When you are done click the *Close* button
24. TaxWorks 2004 will automatically open.
25. If the Client Selection does not open automatically click, the *Clients* button located on the button bar.
26. Carefully review your converted data files to be sure your converted data is accurate. If you have items that did not convert, manually enter them in the TaxWorks program.

Double click on the desired client file; or, highlight the desired client and click *Open* located in the left column.

27. Verify that client data stated in the manual converted correctly.
28. If you have any questions or suggestions concerning the conversion process please contact us at support@taxworks.com or call (800) 843-1139.
29. Occasionally 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

The goals of the TaxWorks data conversion are as follows:

1. To convert only the Intellitax data (to TaxWorks format) that you will need to run the Update Clients, this transfers your 2004 TaxWorks data to 2005 TaxWorks.

The data conversion is NOT intended to do the following:

1. It is NOT intended to convert all of your data
2. It is NOT intended to allow you to generate a complete and accurate 2004 TaxWorks tax return!

Note: Do not process/prepare 2004 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)

- ✍ We recommend you print a copy of the TaxWorks Federal Depreciation Schedule and verify that the 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.
- ✍ If you had selected to delete the asset next year, the asset will not convert.
- ✍ Any asset carrying to Sch A points will be depreciated over the life of the asset using the Straight Line Method.
- ✍ 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.

- ✍ Preparer Information – Will not convert.
- ✍ State information - Will not convert.
- ✍ Items selected for deletion for next year - May not be taken into account. You may have to manually remove some items after updating to 2004 in TaxWorks.
- ✍ Detail statements – All amounts and descriptions may not convert.
- ✍ Non-Calculated Forms – Will not convert.

Intellitax Classic® to TaxWorks®

Automated 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	School District Name
Taxpayer First Name	School District Number
Taxpayer Title	Taxpayer/Spouse daytime telephone number
Taxpayer Social Security Number	Taxpayer/Spouse work telephone number
Taxpayer Occupation	Military address stateside check box
Taxpayer Pres. Elect Campaign	Taxpayer Blind Checkbox
Spouse First Name	Spouse Blind Checkbox
Spouse Last Name	Filing Status (1 Single, 2 MFJ, 3 MFS, 4 HOH, 5 Widow(er))
Spouse Social Security Number	Head-of-Household Qualifying Name
Spouse Occupation	Head-of-Household Qualifying Social Security Number
Spouse Pres. Elect Campaign	Qualifying Widow(er) - Year of Spouses Death
Taxpayer/Spouse In Care of	Married Filing Separate – Spouse Name
Taxpayer/Spouse Street Address	Taxpayer/Spouse Death Date
Taxpayer/Spouse City	Single, Dependent of another Checkbox
Taxpayer/Spouse State	
Taxpayer/Spouse Zip	
Taxpayer/Spouse County	

Dependents

First Name	Months in Home
Last Name	Not Eligible for Child Tax Credit Checkbox
Birth date	Disabled
Social Security Number	College Student
Relationship	Child Care Expenses

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	

Interest

Financial Institution	Taxpayer/Spouse indicator
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Dividends

Financial Institution	Taxpayer/Spouse indicator
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Schedule A

Medical Expenses Description	<u>Home mortgage Interest not reported on form 1098</u>
Other Taxes	Name
Contributions by Cash or Check	Address
State and Local Income taxes in addition to with held	Social Security Number

Schedule B

Seller Financed Mortgages
Taxpayer or Spouse indicator
Name

Address
Social Security Number

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
Other Accounting Method – specify
Material Participates
Inventory at the end of the year
Suppress automatic SE
Lower cost or market

Schedule E

TaxWorks breaks out by Property and does not
combine them like Intellitax Classic
Property Kind - Description
Full Address (including City, State and Zip Code)

Real estate professional
Exempt from Passive
Non active Participation

Schedule F

Spouses Schedule F
Principal Product
Employer Identification Number

Activity Code
Taxpayer materially participates
Inventory at the end of the year

Schedule R

Taxpayer – Permanently and totally Disabled

Spouse – Permanently and totally Disabled

K-1 - Partnership

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

Final Disposition
Foreign Entity
Real estate professional
Tax shelter registration number

K-1 – S Corporation

Entity Ownership Code (Taxpayer, Spouse, or
Joint)
Entity Name
Employer Identification Number
K-1 Some Not at Risk checkbox

Final Disposition
Foreign Entity
Real estate professional
Tax shelter registration number

K-1 – Fiduciary

Entity Ownership Code (Taxpayer, Spouse, or
Joint)
Entity Name
Employer Identification Number

Foreign Entity checkbox
Real Estate Professional
Materially Participated
Active Rental Estate

Form 1099R

Taxpayer/Spouse indicator	Taxpayer/Spouse City, State and Zip Code
Payer Name	IRA/SEP Checkbox
Payer Address	Distribution Code
Payer City, State and Zip Code	Account Number
Payer Employer Identification Number	1 st and 2 nd State
Taxpayer/Spouse Name	1 st and 2 nd State payer number
Taxpayer/Spouse Address	1 st and 2 nd State Name of locality

Form 1116

Elect Simplified AMT Method	Resident County
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Form 2106

2106 Vehicle 1 Date placed in service	Spouse's business expense
2106 Vehicle 2 Date placed in service	Qualified performing artist
Occupation	Handicapped
Vehicle placed in service date	

Form 2441

Name	Social Security Number
Street Address	Employer Identification Number
City, State & Zip code	

Form 2555

Foreign Address	Type of Visa
Employer Name	Employer is a Foreign Company
Employer US Address	US Company
Employer Foreign Address	Self Employed
Last year Form 2555 was filed	Other type of company
Date bona fide residence	Taxpayer or Spouse indicator

Form 4835

Spouse's form 4835	Other expenses
Employer Identification Number	

Form 6252

Description	Date sold
Date acquired	Gross Profit Ratio

Form 8829

Homes basis or market value	Area of home used
Total area of home	Value of land