CONVERSION INFORMATION KIT
2011 Lacerte to UltraTax CS

The UltraTax CS® Data Conversion Service quickly, smoothly, and accurately converts your firm's 2011 client data. This document explains the data conversion process in detail and provides specific information about conversion from Lacerte.®

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How to use the UltraTax CS Data Conversion Service

1. Schedule a conversion appointment.

2. Prepare and send your Lacerte client data for conversion.

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What to expect from the data conversion

The overall objective of the UltraTax CS data conversion is to produce accurate proforma client data for 2012 tax return processing and UltraTax/1040 client organizers.

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Due to differences between tax software products, we cannot convert all information, and certain data modifications may be required. Therefore, you should not expect to exactly duplicate the results from your previous software with the converted data. You should carefully review each converted client upon proforma to 2012 UltraTax CS and modify data as necessary.

Important! We convert state depreciation data, but not state client data.

Confidentiality

We recognize the importance of the security and confidentiality of your firm's client income tax information. The Conversion team uses this information only to convert the client data in a secure environment. We do not retain any client information for any purpose, and we immediately and permanently delete all client data once we complete the conversion process. For additional information, read our Privacy Policy at the bottom of any page on our website at CS.ThomsonReuters.com.

UltraTax CS Data Conversion Service Steps

Step 1: Scheduling your conversion appointment

To schedule your appointment, visit the support data conversion pages at CS.ThomsonReuters.com or call Product Support at 800-968-0600. We will promptly process your request and send you an appointment confirmation form with the dates we expect to receive your data for conversion and when we expect to return your data. We normally return the data within 10 business days.

Step 2: Preparing and sending your client data for conversion

For the most efficient conversion, we recommend you send in all data at the same time and establish someone at your office as the main contact to facilitate the conversion.

Preparing client data

Important!

- Failure to properly prepare and send the client data results in the delayed processing of your conversion. For assistance preparing or sending your data, contact Support at 800-968-0600.
- You must remove passwords on client data in Lacerte before you prepare your data for conversion.

Complete the following steps to create a copy of the Lacerte data files for the UltraTax CS Data Conversion Team.

1. Create a backup folder on your local hard drive where you will backup your Lacerte data. Open Lacerte and select the entity type to back up from the *Tax Type* drop-down list in the Client Menu.
2. In the Clients tab, select the client data to copy. To select multiple files, press the CTRL or SHIFT key while you select the data.
3. Choose Client > Backup.

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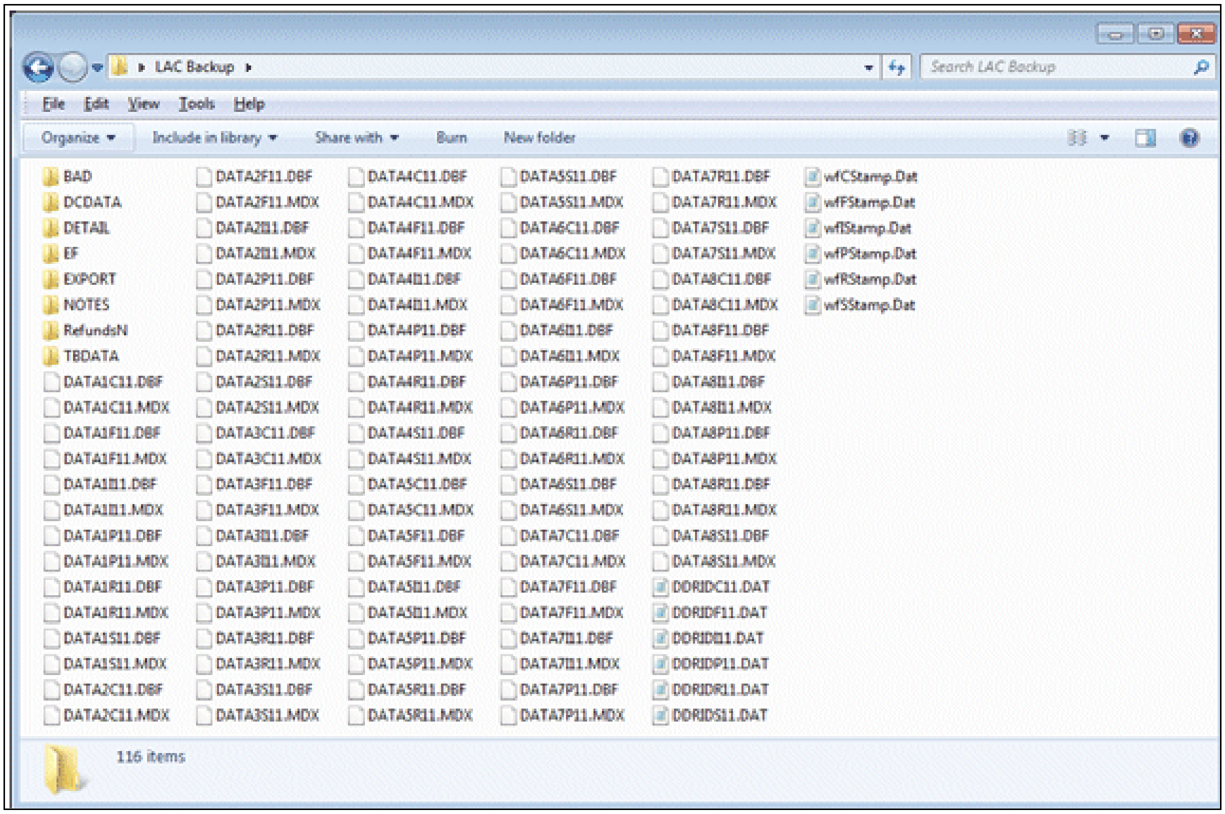
4. In the *Destination* field in the Backup Clients dialog, enter the path to the backup folder you created in step 1.

5. Clear the *Delete original after backup* checkbox, if necessary.

6. Click OK. When the backup process is complete, you will return to the Clients tab.

7. Repeat steps 2 through 7 for each entity type using the same path as step 1.

   The backup folder should look similar to the following illustration.



8. Zip up the folder(s) to which you backed up your firm's client data and note the location of the ZIP file.

Important! When you zip up folders, do not assign a password to the ZIP file or encrypt the ZIP file. Secure Data Exchange automatically encrypts all data. If you add a password to the ZIP file, there will be a delay in processing your data. For information about how to ZIP files and folders, refer to the Microsoft KB article 306531 at http://support.microsoft.com/kb/306531.

Sending client data

To send your firm's client data for conversion, you must upload the data through your CS website account with Secure Data Exchange (SDE).

1. Log into the MyAccount section of CS.ThomsonReuters.com, and access the Private Communication Portal.

2. Click the competitor and product(s) exchange you want to upload.

3. Click the Browse button, and navigate to and select the ZIP file you created.

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4. Click the Open button, and click the Upload button.

5. Repeat steps 3 and 4 for additional ZIP files.

6. When you are done, click the *Submit & Finalize* button.

You will receive a confirmation email message when the Data Conversion Team receives the data.

Step 3: Retrieving and using client data

You will receive an email message when your converted client data is ready for retrieval (download).

Downloading converted client data

1. Create a new folder on your local drive (C:\) named **UTConvData**.

2. Log into the MyAccount section of CS.ThomsonReuters.com, and access the Private Communication Center.

3. Click the competitor and products exchange for the data that we converted.

   Your converted data file is in the Uploaded Files section. The file is named *FirmID*.zip where *FirmID* is your firm's ID.

4. Click the converted data file, browse to C:\UTConvData, and click the Save button.

5. Unzip the *FirmID*.zip file to the folder you created in step 1.

Your UltraTax CS converted data is now on your local drive. Although the data conversion was designed and tested to convert data for proforma to 2012, you may choose to restore the converted client data into 2011 UltraTax CS. We strongly recommend that you proforma the client data directly to 2012 UltraTax CS. For more information, see "Converted data" for more information.

Important! You should create a backup of your converted data. The Data Conversion Team does not keep the converted data after you download the data from the Private Communication Center. If you lose your converted data after you download the data, you must repeat the conversion process.

Converted data

After you unzip your data in step 5 of the Downloading converted client data procedure, there will be Portable Document Format (PDF) files in addition to your client data folders. These PDF files are in *YYYYYY_X*.PDF format, where *YYYYYY* is the first six characters of your firm name and *X* is the entity type (I = 1040, C = 1120, S = 1120S, P = 1065, F = 1041, and N = 990). The Client Data Transfer Reports detail all data that we converted. If clients were renumbered during the conversion, the Renumbering Report details how those clients were renumbered.

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Using 2011 converted data to process 2011 returns

This data conversion is designed for proforma into 2012 UltraTax CS. Converted data can be restored into 2011 UltraTax CS to process some returns on extension. To ensure that correct amounts proforma to 2012, choose File > Client Properties, click the Advanced Properties button, click the Lacerte Conversion tab, and then mark the *Suppress conversion amounts* checkbox. When you mark this checkbox, UltraTax CS will use the calculated amounts in the 2011 client data for the proforma.

Note: Although most of the converted client data will be available immediately, some amounts will not be available until after you proforma the client data to 2012 UltraTax CS. These amounts include carryovers, two-year comparison items, and 2011 tax liability. We recommend that you carefully review the converted carryover data after the proforma process is complete. Significant data entry is required to duplicate the results you had in your previous software and to complete the 2011 tax return in 2011 UltraTax CS.

New client options

You can set certain options, such as return presentation, estimates, and electronically file the return, for each client's return during proforma. Choose Setup > 1040 Individual, and click the New Client Options button to select the options you want to apply to your clients' returns during proforma. You must select these options before the proforma.

Restoring clients

If you choose File > Restore to restore converted client data into 2011 UltraTax CS, the client ID should not match any other client ID that already exists in UltraTax CS or Fixed Assets CS.® If the client ID matches another client ID, you need to rename the client ID **before** you restore the converted data.

If you **do not** rename the client ID before you restore converted data and the client ID for the converted client matches an existing client ID, the following will occur.

- In UltraTax CS, the application will prompt you to overwrite the existing data with the converted data or to by-pass the restore.
- In Fixed Assets CS, the UltraTax CS data will **not** overwrite the client data in Fixed Assets CS; the application will **not** prompt you to overwrite the client's data or to by-pass the restore. The depreciation data at C:\UTConvData will **not** be restored to your depreciation location; the existing data will remain.

Note: You should complete amended returns in Lacerte.

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2011 forms and schedules converted

Information is converted for the following forms and schedules. Not all information will convert, as the conversion is designed for the proforma.

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General information	Schedule	Form	Facsimile
Demographic Information	Schedule A	4835	W2
Direct Deposit Info	Schedule B	1116	W2-G
Payments	Schedule C	2106	1099R
Misc. Income	Schedule D	2441	1099Q
Misc. Deductions	Schedule E	2555	SSA-1099
Education Expenses	Schedule F	4797	1099SA
IRA Information	Schedule H	5329	5498SA
Keogh/Sep/Simple	Schedule J	6252	
Depreciation	Schedule R	8396	
Auto Expenses	Schedule K-1	8839	
Carryovers	Schedule K1-T	8886	
Two Year Comparison		TD F 90-22.1	

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General information	Schedule	Form
Demographic Information	Schedule B	1125-A
Page 1 Information	Schedule D	2200
Payments	Schedule E	4797
Shareholder Information	Schedule F	6252
Rent and Royalty	Schedule K	8609
Depreciation	Schedule L	8886
Carryovers	Schedule K-1	TD F 90-22.1
Two Year Comparison	Schedule M-1	
	Schedule M-2	
	Schedule M-3	

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General information	Schedule	Form
Demographic Information	Schedule B	1125-A
Page 1 Information	Schedule D	4797
Partner Information	Schedule F	6252
Rent and Royalty	Schedule K	8609
Depreciation	Schedule K-1	8886
Carryovers	Schedule L	TD F 90-22.1
Two Year Comparison	Schedule M-1	
	Schedule M-2	
	Schedule M-3	

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General information	Schedule	Form
Demographic Information	Schedule A	2210
Electronic Funds Withdrawal	Schedule C	4797
Deductions	Schedule D	5227
Beneficiary Information	Schedule E	6252
Balance Sheet	Schedule F	
Carryovers	Schedule K-1	
Two Year Comparison		

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General information	Schedule	Form
Demographic Information	Schedule A	990T
Electronic Funds Withdrawal	Schedule C	990
Balance Sheet	Schedule D	990PF
Notes and Bonds	Schedule E	
Officers	Schedule G	
Payments	Schedule H	
Carryovers	Schedule R	

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