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# CONVERSION INFORMATION KIT

## 2012 TaxWorks to UltraTax CS

The UltraTax CS<sup>®</sup> Data Conversion Service quickly, smoothly, and accurately converts your firm's 2012 client data. This document explains the data conversion process in detail and provides specific information about conversion from TaxWorks.<sup>®</sup>

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## How to use the UltraTax CS Data Conversion Service

1. Schedule a conversion appointment.
2. Prepare and send your TaxWorks client data for conversion.
3. Retrieve and use converted data.

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## What to expect from the data conversion

Thomson Reuters development staff creates the most thorough, accurate, and timely data conversion available. All you need to do is send us a copy of your TaxWorks data using our secure online data transfer process. Once we have your data, we'll convert and return the data to you in the UltraTax CS format.

The overall objective of the UltraTax CS data conversion is to produce accurate proforma client data for producing 2013 client organizers and tax returns with UltraTax CS. You should schedule your conversion appointment as early in the year as possible. This will ensure you receive your data back soon enough to be fully prepared to process 2013 tax returns.

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.

You can track your client data through the conversion process on our website at CS.ThomsonReuters.com.

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## 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 five 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***

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##### ***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.
  - Password protected clients will not convert with all information. You must remove password protection before you submit your data for conversion.
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Complete the following steps to create a copy of the TaxWorks data files for the UltraTax CS Data Conversion Team.

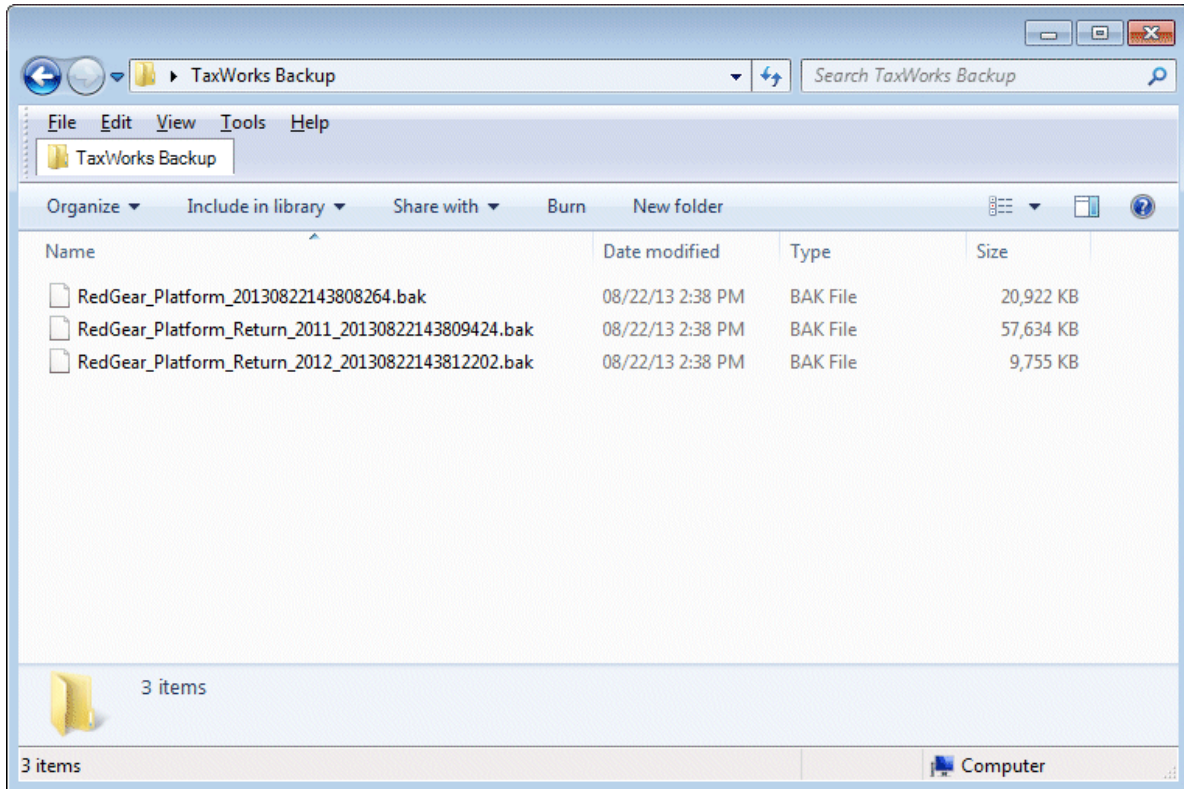
1. Create a backup folder on your local hard drive where you will copy your data.
2. Choose Backup from the Admin screen in TaxWorks.
3. Click "Backup Now" and note the location (default is C:\TaxPrep\Platform\Backup\)
4. Copy and paste the most recent version of the following files into the backup folder created in step 1.
  - RedGear\_Platform\_Return\_2011\_XXXXXXXXXXXX.bak
  - RedGear\_Platform\_Return\_2012\_XXXXXXXXXXXX.bak
  - RedGear\_Platform\_XXXXXXXXXXXX.bak

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**Note:** xxxxxxxxxxxx represents a series of numbers partially based on the date the files were created

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The backup folder should look similar to the following illustration.



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

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**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>.

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### **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.
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.

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, and F = 1041). 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.

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 2013, you may choose to restore the converted client data into 2012 UltraTax CS. We strongly recommend that you proforma the client data directly to 2013 UltraTax CS. For more information, see "Working with Converted Data." for more information.

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**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.

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## Working with Converted Data

Data converted from TaxWorks can be proforma'd directly to 2013 UltraTax CS or restored to 2012 UltraTax CS. Do not use both methods with the same converted client(s).

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### **Important!**

- Duplicating the tax returns exactly as found in the 2012 TaxWorks with converted data restored to 2012 UltraTax CS may require significant data entry.
  - Although most of the converted client data will be available immediately after restoring to 2012 UltraTax CS, some amounts will not be available until after you proforma the client data to 2013 UltraTax CS.
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## Using 2012 Converted Data to Process 2012 Returns

This data conversion is designed for proforma into 2013 UltraTax CS. Converted data can be restored into 2012 UltraTax CS to process some returns. To process converted returns (typically those on extension) in 2012 UltraTax CS, follow the steps below:

### Step 1: Restoring Client Data to 2012 UltraTax CS

If you choose File > Restore to restore converted client data into 2012 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.

### Step 2: Suppressing Conversion Amounts

Converted data being processed in 2012 UltraTax CS must be marked to suppress conversion amounts. When you mark this checkbox, UltraTax CS will use the **calculated** amounts during proforma.

1. Choose **File > Client Properties**.
2. Click the Advanced Properties button.
3. Click the TaxWorks Conversion tab.
4. Mark the *Suppress conversion amounts* checkbox. The client is now ready to be processed.

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**Important!** Some additions or changes to converted returns restored into UltraTax 2012 will not proforma unless you mark the Suppress Conversion Amounts checkbox in Advanced Client Properties.

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## Proforma 2012 Converted Data into 2013 UltraTax CS

The option to proforma client data to 2013 UltraTax CS is available in the fall. Clients can be proforma'd one at a time, in batches, or all at once. Use the following steps to proforma the client data.

### Step 1: Setting Client Options (optional)

You can set certain options, such as return presentation, estimates, and electronically file the return, for each client's return during proforma. You must select these options before the proforma.

1. Open 2013 UltraTax CS.

2. Choose **Setup**, and then click the desired entity.
3. Click the New Client Options button.
4. Select the options you want applied to the clients during the proforma.
5. Repeat steps 2 -4 for each entity.

## Step 2: Proforma'ing Converted Data to 2013 UltraTax CS

The steps required to proforma the client data depend upon the data's location.

1. Open 2013 UltraTax CS.
2. Choose **Utilities > Proforma**.
3. Select the client data you want to proforma. If the client data was not first restored to 2012 UltraTax CS, click the **Backup** option, rather than the *Data to proforma* option and change the data path to the location of the data retrieved from Secure Data Exchange.

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## 2012 forms and schedules converted

The items listed below summarize the forms and schedules converted. Not all information will convert, as the conversion is designed for the proforma. For detailed information on what is converted, see the 2012 Post-Conversion Guide for each entity that is included with your converted data.

### 1040

General information	Schedule	Form	Facsimile
Demographic Information	Schedule A	4835	W2
Direct Deposit info	Schedule B	1115	W2-G
Payments	Schedule C	2106	W4
Misc. Income	Schedule D	2441	1099R
Misc. Deductions	Schedule E	5329	1099Q
Education Expenses	Schedule F	6252	SSA-1099
IRA Information	Schedule J	8396	
Keogh/Sep/Simple	Schedule R		
Depreciation	Schedule K-1		
Auto Expenses	Schedule K1-T		
Carryovers			
Two Year Comparison			

## 1120 / 1120S

General information	Schedule	Form
Demographic Information	Schedule B	1125-A
Page 1 Information	Schedule D	2200
Payments	Schedule E	4835
Shareholder Information	Schedule F	6252
Rent and Royalty	Schedule K	
Depreciation	Schedule L	
Carryovers	Schedule K-1	
Two Year Comparison	Schedule M-1	
	Schedule M-2	
	Schedule M-3	

## 1065

General information	Schedule	Form
Demographic Information	Schedule B	1125-A
Page 1 Information	Schedule D	4835
Partner Information	Schedule F	6252
Rent and Royalty	Schedule K	
Depreciation	Schedule K-1	
Carryovers	Schedule L	
Two Year Comparison	Schedule M-1	
	Schedule M-2	
	Schedule M-3	

## 1041

General information	Schedule	Form
Demographic Information	Schedule A	2210
Deductions	Schedule C	4797
Beneficiary Information	Schedule D	4835
Balance Sheet	Schedule E	5227
Carryovers	Schedule F	6252
Two Year Comparison	Schedule K-1	

