ONLINE GUIDE

Tax Software Conversions

2007 Tax Processing

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GoSystem® Tax

THOMSON
TAX & ACCOUNTING

Contents

Tax Software Conversions

Overview

Thomson Tax & Accounting converts tax return data from multiple tax software vendors. We convert 2006 competitor client data to 2007 GoSystem Tax client data.

Note:

Not all conversions are the same. Each tax software vendor uses different database structures and processes to store your tax return data. For this reason, the data converted for each vendor is different.

Vendors

Currently, Thomson Tax & Accounting converts the following return types from 2006 data:

Vendor	1040	1041	1065	1120C	1120S
Lacerte®	X	N/A	X	X	X
ProSeries®	X	N/A	X	X	X
ProSystem *fx*®	X	X	X	X	X
UltraTax CS™	Per bid	N/A	Per bid	Per bid	Per bid

Converting Returns

Thomson Tax & Accounting provides tax software conversion services for all GoSystem Tax CD and GoSystem Tax RS users converting from Lacerte, ProSeries, ProSystem *fx*, or UltraTax CS.

Submit data for conversion with a completed **Data Conversion Form**. Data will not be accepted via e-mail.

Please note that the time required for converting your data may vary, depending on when you send your data to Thomson Tax & Accounting for conversion.

Note:

Multiple versions of a client's 2006 tax return submitted for conversion will result in multiple 2007 returns created for the same client.

Supported Media

Send us your data using one of these methods:

- CD
- DVD
- Iomega® ZIP® Disk
- USB Flash® drive
- 3½″ floppy disk (avoid use if possible - see note on page 5).

Note:

Media submitted is not returned.

We do not accept data on a tape backup.

We also recommend creating a backup of your data and storing it in a safe place.

Copying Data/Backing Up and Encrypting Vendor Data

When preparing and sending your data in to be converted, you will need to copy or back up the files for that vendor into a temporary directory. The directory will then need to be encrypted with the Conversion Data Guard Utility that you can download from the Product Assistance Web site. After the files are encrypted, you will copy them to your media to be sent through the mail or other delivery service.

The first part of the process of preparing your data is to copy or back up all the data you wish to be converted into a temporary directory. We use the directory name **X:\Conversion Data** as a sample name, but you can use any name you like. Note that "X" is the hard drive location.

You will find the vendors we convert listed below. Please locate the vendor you are converting and follow the directions to place the correct files in the temporary directory.

Lacerte

For Lacerte, you will need to **back up** files through the Lacerte software to the temporary directory through the following steps:

Note:

You must remove passwords from all clients before backing up, or the clients will not be converted.

1. Select the entity type to back up from the **Tax Type** selection on the **Client** menu.

2. In the **Clients** tab, select the clients you want to back up. You can highlight multiple clients by pressing **Ctrl** or **Shift** while selecting clients.

3. Select **Client | Backup**.

4. In the **Destination** field in the **Backup Clients** dialog box, enter the path to the destination where you want to back up data.

5. Make sure the **Delete original after backup** check box is *not* marked.

6. Repeat steps 1 through 5 for each entity type, using the same path as Step 4.

Note:

*If you do not follow the instructions and the backup does not appear similar to the following, we will not be able to convert Lacerte returns. You must copy **all** the files and folders shown in the screen below. The conversion will not work if you copy only the files in the **Detail** folder.*
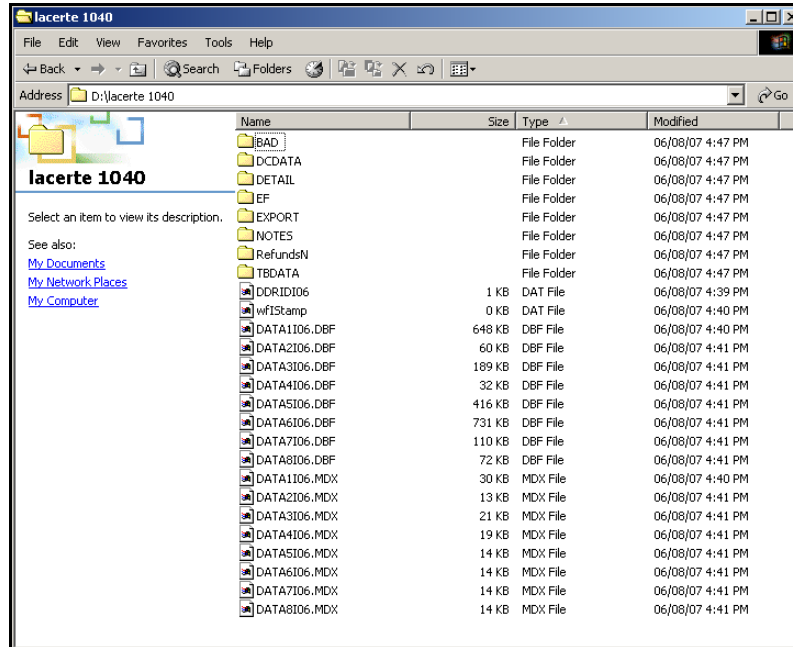
ProSeries

For ProSeries, you will need to **copy** files from the ProSeries data directory to the temporary directory.

Please copy the data from the ProSeries data directory **X:\ProWin06\06Data**, where "X" represents the drive where ProSeries is installed to the temporary directory you have set up. Before copying, verify that each return has been calculated and is not password-protected.

ProSystem *fx*

For ProSystem *fx*, you will need to **copy** files from the ProSystem *fx* data directory to the temporary directory.

In the table below, please locate the entity type that you would like to have converted. Each entity type has a different directory.

You should copy the files from the **Files** column in the **Source Directory** to your temporary directory.

Entity	Source Directory	Files
1040	Wfx32\Client\06I	*.U6I
1041	Wfx32\Client\06F	*.U6F
1065	Wfx32\Client\06P	*.U6P
1120C	Wfx32\Client\06C	*.U6C
1120S	Wfx32\Client\06S	*.U6S

UltraTax CS

For UltraTax CS returns, you will need to **back up** files through the UltraTax CS software to the temporary directory through the following steps:

1. Open UltraTax CS.

2. Select **File | Backup**.

3. At the **New** dialog box, select the clients for backup.

4. Backup the clients to a temporary folder.

Encrypting the Data in the Temporary Directory

To ensure the security of your firm's client data, use the Conversion Services Data Guard Utility for the encryption. The Conversion Services Data Guard Utility is available on the Product Assistance Web site for download.

Follow these steps to encrypt your firm's client data:

1. Open Windows® Explorer and browse to the area where you downloaded the Conversion Services Data Guard Utility folder.

2. Double-click **ConversionDataGuard.exe**.

3. In the Conversion Services Data Guard Utility, verify that the **Encrypt** option is selected.

4. Enter your Company Account number in the **Password** field.

5. Click the **Add** button next to the **Directories to be encrypted** pane.

6. Select the location where you backed up your firm's client data.

7. Click **OK** to close the **Browse for Folder** dialog.

8. Verify that **C:\EncryptConvDat**a (where C:\ is your local hard drive) appears in the **Write encrypted files to** field.

    Note:

    C:\EncryptConvData is a default location created by the Conversion Services Data Guard Utility. If you already have this folder and use it for other purposes, we recommend that you create a different folder to use with the Conversion Services Data Guard Utility.

9. Click the **Encrypt** button.

10. Click **Yes** if you receive a message that reads: *Do you want to create directory 'C:\EncryptConvData'?*

11. In the **Results** window, click the **Close** button.

12. In the Conversion Services Data Guard Utility, click the **Exit** button.

13. Copy the encrypted folder (**C:\EncryptConvData**) to removable media (CD, DVD, Iomega ZIP disk, USB Flash drive, or 3½″ floppy disk) using Windows Explorer or your CD/DVD recording software.

Note:

When providing client data for processing, the Conversion team prefers that you submit client data on CD, DVD, Iomega ZIP disk, or USB Flash drive. Due to increased handling, we prefer that you do not use 3½″ floppy disks.

Submitting Data

Please copy the temporary directory to the supported media. The media should be accompanied by a completed **Data Conversion Form** when submitted for conversion. You may obtain a copy of this form in the following ways:

- Access the Product Assistance Web site at https://Go.Thomson.com/GoSystem/support.
- Contact your Client Service Manager.
- Contact Client Services at 1-800-327-8829 and listen to the options to select the applicable Support Group.

To download this information from the Product Assistance Web site:

1. Using Microsoft Internet Explorer 7.0 or later as your browser, go to https://Go.Thomson.com/GoSystem/support.

2. Log in to Product Assistance, and then select **GoSystem Tax RS** or **GoSystem Tax CD**.

3. Select **Competitive Conversions | Tax Year 2007**.

4. Locate and download the **Data Conversion Form**.

   Please complete the form. Clearly label each piece of media you send with your firm name, telephone number, and media number. (For example, if you are sending a total of two CDs, label them "#1 of 2" and "#2 of 2.")

5. Locate and download the Conversion Services Data Guard Utility folder.

   Download all files into a temporary folder. This is the location where you will run the encryption utility.

6. Submit the data and **Data Conversion Form**(s) to:

   > GoSystem Tax Conversion Service
   > Thomson Tax & Accounting
   > 7322 Newman Blvd.
   > Dexter, MI 48130

Note:

Conversion data will not be accepted via e-mail.

Status of Data Files

Client Services can provide information on the status of returns converted at Thomson Tax & Accounting. Call 1-800-327-8829 and listen to the options to select the applicable Support Group.

Converted Returns

Accessing Converted Returns – GoSystem Tax RS

When Thomson Tax & Accounting completes conversion of your data, we place your new 2007 proformaed returns under your account number. We assign a unique identifier, called a *locator number*, to each converted return.

To view the converted files, from the GoSystem Tax RS Browser, click **Returns** and **Find by Client Name**.

If you purchased Organizer Print at Thomson Tax & Accounting, we print those Organizers at Thomson Tax & Accounting when the conversion is complete.

Restoring Converted Returns – GoSystem Tax CD

If you ordered a Rollover data CD and are a GoSystem Tax (CD) user, you can restore converted returns either from the Rollover data CD sent by Thomson Tax & Accounting (Option 1 below) or directly from the Thomson Tax & Accounting servers (Option 2 below).

> **Note:**
> *To restore 2007 proformaed returns, you first must install the 2007 GoSystem Tax software.*

Option 1 – Restoring Returns from the Data CD

If you ordered converted returns on the Rollover data CD:

1. Insert the CD into your CD drive.

2. Start **GoSystem Tax**.

3. On the **Tax Register** menu, select **Setup** | **Update Register** | **CD-ROM**.

4. Specify the drive containing the conversion data CD, and select the return type.

5. Click **Update**. The **Tax Register** appears with a list of converted returns.

6. The number of returns available to be restored locally from the Rollover data CD appears. Click **Yes** to view the restore log or **No**, and then click **Done**. Repeat step 3 for each tax return type.

7. From the **Tax Register**, select the returns that you need to restore to **Local Archive**, and select **File | Restore**. Then click **CD-ROM** under **Restore From**.

8. Select the drive containing the **Data Conversion CD**, and then click **OK**. You now may access your returns.

Option 2 – Restoring Returns from Thomson Tax & Accounting

To retrieve your converted returns from the Thomson Tax & Accounting servers:

1. Set up a **GoSystem Tax** communications server. Refer to the "Set Up Communications" section of your *GoSystem Tax Administrator's Getting Started Guide* to see how to set up a communications server.

2. Start **GoSystem Tax**.

3. From the **Tax Register**, click **Setup | Update Register** | **Thomson**.

4. Ensure that both your account number and tax year are correct. The GoSystem Communications Server sends the **Tax Register** update request to Thomson Tax & Accounting. When the Thomson Tax & Accounting servers process the request, the **GoSystem Communications Server** receives new **Tax Registers** with year 2007 information.

5. In the **2007 Tax Register**, select the returns. Then select **File | Restore**, and select the option to restore from **Thomson Archive**. After the returns are restored to **Local Archive**, you can access the returns.

Getting Help

If you have any questions, please call Client Services at 1-800-327-8829. Our professional staff will be glad to assist you.