Optional Extras in UltraTax CS Data Mining

UltraTax CS Data Mining is designed to be fast and easy. But it also includes some additional options that enable you to customize the notification letters you send to your clients, whether you send them on paper or via email. They include:

- **The ability to customize the Required Minimum Distribution (RMD) letter that's included in UltraTax CS Data Mining.** By using the pre-written RMD letter included with UltraTax CS as a starting point, you can quickly add a personal touch to the notifications that you send to clients.

- **The ability to create a new RMD letter from scratch.** UltraTax CS Data Mining also enables you to write your own RMD letters from scratch. You can create as many customized letters as you choose, making it possible to send different letters to different clients.

- **The ability to include the exact RMD amount in each client's notification.** If you have ToolBox CS® and Microsoft® Excel, you can provide your clients with an extra level of service by including the exact amount of their RMD in their letter.

Customizing the pre-written RMD letter

UltraTax CS Data Mining enables you to create customized client letters, using the included pre-written letter as a starting point. This is a quick way to provide more personalized service to your clients. Here's how to customize the pre-written RMD letter in UltraTax CS:

1. Choose **Utilities > Data Mining**, select the *1040 Individual* database, and click **Continue (Step 2)**.
2. Click **Compose Client Letters** button near the upper-right corner of the Print Selection and Client Search dialog.
3. Locate the Minimum Required Distribution letter in the list, highlight it, and click **Open**.
4. Make your modifications to the letter.
5. When you're finished, Select **Document > Exit** from the menu above and click **Yes** when prompted to save your changes.
6. When you print or email notifications in Step 3 of Data Mining, you'll select your customized letter from the Reports/Letters list.

   Note: If you prefer to sign your letter from the client's individual preparer rather than the firm, delete the "US: Firm name" variable from the bottom of the letter and replace with a reference to the preparer's name by selecting **Insert > Variable**, selecting **Text** at the top, and finally selecting the Preparer name variable from the list.

Creating a new RMD letter from scratch

UltraTax CS Data Mining also gives you the ability to create completely new letters. This is handy if you want to write your own letter from scratch, or if you want to create multiple letters to send to different clients. I used this feature to write a separate letter for RMD candidates who may want to donate some or all of their RMD amount to charity. Here's how to set it up:

1. Choose **Utilities > Data Mining**, select the 1040 Individual database, and click **Continue (Step 2)**.
2. Click the **Compose Client Letters** button.

3. Click the **New** button to create a new custom client letter and give it a name. UltraTax CS will automatically insert header information and a closing.
4. When you've finished writing the letter, select **Document > Exit**. Click **Yes** when prompted to save.

You'll be able to select your custom letter by selecting **Letters** in the Print selection section. Then, highlight your letter and click the **Select** button to move it to the Selected to print pane.

Modifying the Data Mining RMD letter to include the calculated minimum required distribution amount for each client

Including the exact amount of each client's RMD in their letter provides an added level of detail for your clients. And if you have ToolBox CS, it's not difficult to do. Here's how to set it up.

First, you'll use Microsoft Excel and ToolBox CS to determine the amount of each RMD candidate's distribution:

1. Choose **Utilities > Data Mining**, select the **1040 Individual** database, then click **Continue (Step 2)**.
2. Click **Add/Modify Searches**.
3. Locate the search in the list labeled **Minimum required distribution – Taxpayer**. Highlight it, then click the **Combine Searches** button. Select **Minimum required distribution – Spouse** and click **Done**.
4. Click **Done** again to leave the Add/Modify Searches screen and return to Step 2. The combined search locating both taxpayers and spouses subject to the age criteria should now be selected.
5. Click **Continue (Step 3)** to run your search and advance to Step 3. This process may take a few minutes to complete.
6. Once on Step 3, click **Cancel**.
7. Data Mining will return to Step 1. From here, select **Tools > Export Report** from the menu at the top of the screen.
8. Click **Continue**, select Excel format at the top-right and choose a save location and file name.
9. Click the **Export** button.
10. Exit Data Mining and return to the UltraTax CS Home Page.
11. If you have not already exported your UltraTax CS client list to ToolBox CS, choose **Help > Repair** and click the **Misc** tab. Select **ToolBox CS** in the Populate CS Applications group box, then click the **Populate** button.
12. Open ToolBox CS and choose **File > Import clients**. Then, click the **Import** button to retrieve any clients you exported in the previous step.
13. Access the Tax Worksheets area, expand the Individual tax folder and double-click either **Required Minimum Distribution** or **Required Minimum Distribution – Inherited IRA** from the list (whichever applies).
14. Complete the calculator fields to generate the RMD amount. When you're finished, you can print the report to paper, to a PDF file, or to FileCabinet CS.
15. To save this calculation for later reference, select the client from the drop-down at the top and click **Save and close**.
16. After performing Steps 13-15 for each client, open each client in UltraTax CS, open Screen Letter in the **General** folder, and enter the minimum amount in the Miscellaneous amount variable #1 field near the bottom of the screen. For Married Filing Joint clients where both taxpayer and

spouse are subject to RMDs, enter the combined minimum distribution amount. Be sure to format the entry as a dollar amount.

Next, you'll insert the RMD amount into each client's notification letter.

1. Choose **Utilities > Data Mining**, select the **1040 Individual** database and click **Continue (Step 2)**.
2. Click the **Compose Client Letters** button near the upper-right corner of the dialog.
3. Locate the **Minimum Required Distribution** letter in the list, highlight it, and choose **Open**.
4. Place the cursor wherever you'd like to place the RMD amount within the text of the letter.
5. Select **Insert > Variable** from the menu bar above, select **Input Screen** at the top, and click the **Select Field** button.
6. Navigate to Screen Letter in the General folder, highlight the **Miscellaneous amount variable #1** field, and click the **Select** button.
7. Select **Document > Exit** from the menu above and click **Yes** when prompted to save your changes. Then, click **Done**.

   Note: If you intend to include clients for whom you did not estimate a required minimum distribution amount, open those clients and enter "No IRA on file; contact us ASAP!" in the Miscellaneous text variable #1 field on Screen Letter.

Extras like these make it easy to provide your clients with above-and-beyond service in just a little extra time. I hope you find them useful.