
PLANNER CS

Getting Started

version 2019.1.0

PLANNER CS[®]

part of the
CS PROFESSIONAL SUITE[®]



CS Support: 800-968-0600
CS Sales: 800-968-8900
Tax.ThomsonReuters.com/CS



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Welcome to Planner CS

Planner CS is an easy-to-use, comprehensive, and flexible tax-planning application. It provides simultaneous and extensive tax projections for a virtually unlimited combination of alternatives and years. The purpose of Planner CS is to project broad possibilities and to allow for changes in income and/or expenses that will significantly affect tax liability.

This guide is designed to introduce you to the concepts, terminology, and features of Planner CS so that you can process plan data for your clients as efficiently and accurately as possible.

Learning about Planner CS

The online [Help & How-To Center](#) provides one-stop access to information about using Planner CS. Other resources include support and training services offered by the CS Support and Training and Consulting Services staff. For more information, see Getting Help on page 13.

This getting started guide covers the following subjects.

- Planner CS features
- Installing Planner CS
- Using the comprehensive Planner CS help
- Navigating Planner CS
- Setting up and using Planner CS
- Preparing and printing reports, graphs, letters, and forms
- Backing up and restoring plan data
- Setting up CS Connect™

Where to begin

Please read each section of this guide and follow each of the steps. As you are working, press F1 for information about each field in the data-entry tabs and about each window or dialog. Also, access the Help & How-To Center for complete information about using your application. (Details on getting help are provided in the Getting Help section on page 13 of this guide.)



Planner CS Features

Planner CS includes many features designed to enhance your productivity and profitability.

Fast and easy data entry

- Provides a familiar grid interface for data entry.
- Features a customizable and resizable Watch Window that allows you to view key variables and how data entry affects the plan. You can create templates that determine which lines appear in the Watch Window.
- Provides easy navigation within plans using a series of buttons and tabbed displays.
- Lets you double-click a calculated amount to access the tab in which you enter data for the calculation.
- Lets you double-click a data-entry field to open a window in which you can enter detailed information or multiple items, and allocate amounts to the taxpayer, spouse, or states, if applicable.
- Lets you automatically copy the numeric value of a highlighted amount across columns or automatically increase the numeric value by a percentage or amount across columns.
- Imports client data from UltraTax/1040 and GoSystem® Tax RS to Planner CS.

Quick, automatic calculations

- Incorporates the latest tax law changes.
- Processes multiple years and/or alternatives within each plan.

- Includes automatic carryforward of applicable data from one year to the next.
- Lets you set up multiple preparers and customize options according to preparer preferences.
- Calculates the appropriate number of employee withholding allowances and prints Form W-4 for up to four employers using the W-4 Calculator feature.
- Varies the dollar amount of a selected federal data-entry field until the desired result of a selected calculated field is found. For information on the Result Finder, from the Help menu in Planner CS, choose Help & How-To and search for **Result Finder**. (See the Getting Help section on page 13 of this guide for details on using the Help & How-To Center.)
- Lets you convert data from a joint plan into separate plan alternatives for the taxpayer and spouse.
- Lets you create a “family plan” to analyze how the investment income of minor children will affect the parents’ and the entire family’s total tax liability.

Comprehensive reports and graphs

- Provides numerous standard printed reports. You can also build your own custom reports by selecting the rows you wish to include from any button or tab in the data-entry window (federal and state modules).
- Lets you define your own report sets using the standard and custom reports, or you can let Planner CS automatically select reports to print based on the plan’s data.
- Lets you globally force a particular report page to always (or never) print.
- Provides customized formatting of reports and graphs, such as header and footer information, page layout (portrait or landscape), multiple fonts, collation sequence, and so forth.

- Provides efficient graph design through the built-in graph editor, which you can use to modify graph colors, specify border thickness, and select 3-D effects. You can immediately see on screen how the modifications make the current plan's data appear in the graph.

Powerful client letter writer

- Lets you create a standard template letter for your clients, as well as design custom letters for individual clients, using the Planner CS built-in client letter and report editor.
- Enables embedding of plan data into your client letters.
- Provides many style and font options.
- Automatically opens your client letters in Microsoft® Word® for editing (if Microsoft Word is installed on your computer).



Installing Planner CS

This chapter describes:

- system requirements,
- how to install Planner CS, and
- how to view and print user bulletins.

System requirements

For the latest system requirements information, please visit the [System requirements](#) page of our website.

Important! Planner CS may be installed on a network or locally on a computer with the latest system requirements and with all the latest service packs installed. When installed on a network, the workstations that will run Planner CS must have the required Windows operating system installed. In a network environment, the server must be running while other computers on the network access Planner CS.

Installing the application

At a minimum, installing Planner CS involves two steps: installing the application files and installing the license. Options for completing these two steps, along with additional steps required for network installations, are outlined in the following procedures.

Important! If your firm chooses to install Planner CS in a terminal server environment, be sure to rely only on a qualified and certified terminal server professional to handle the installation. Please refer to [Terminal Server Best Practices for CS Professional Suite Applications](#) for general information to provide to your firm's terminal server technician.

Installing Planner CS

Perform the following procedure to install Planner CS to a network or to a standalone workstation. If you purchased a license for the network version and installed the application on the network, you need only perform this procedure once. You should then install the license file on the network (as described on page 9) and perform desktop setup procedures on all other workstations that will access the application (as described on page 10).

Note: The installation process may require you to restart the computer. If you are installing the application on a network, ensure all other users have logged off the network.

1. If you haven't done so already, download the application installation file from our website. (See the [Planner CS download page](#) for instructions.)

Note: If you do not yet have a web account, you will be prompted to create one when you try to download the application from our website.

2. Verify that you are logged in to your computer or server as an administrator.
3. Close all open applications, including background virus protection applications.
4. Navigate to the EXE file that you downloaded from our website. If you saved the file to the browser's default location, the EXE will be in your DOWNLOADS folder.
5. Right-click the EXE and choose Run as Administrator to start the installation wizard.
6. Click Yes to accept the terms of the agreement. The installation wizard will guide you through the rest of the installation process.
7. After completing the installation, follow the steps in the "Downloading and installing the license" section below.

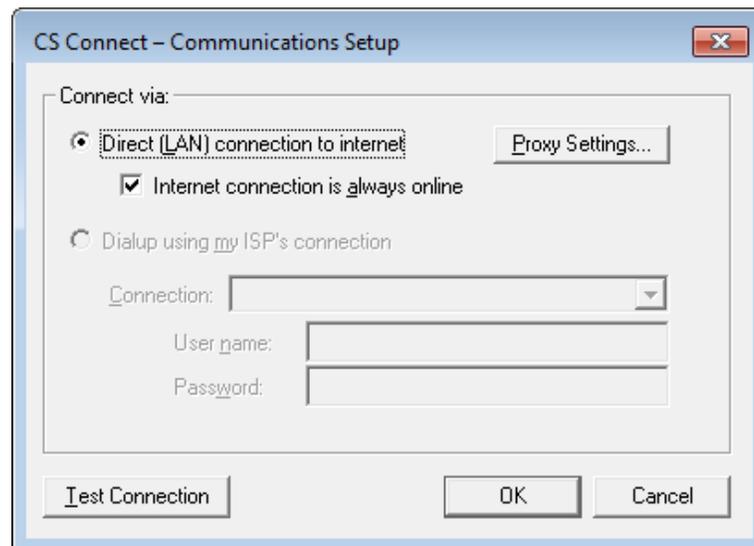
Downloading and installing the license

After you install the application files, use CS Connect to download and install the license.

1. Verify that you are logged in to your computer as an administrator.
2. Start Planner CS.

Note: The first time you open Planner CS, CS Connect opens so you can download the license and any available updates. If CS Connect does not open automatically, choose Help > About Planner CS, and click the Download Licenses button.

3. Enter your firm ID (listed on your CS web account and on your mailing label) and your PIN, and click Next.
4. If the CS Connect – Communications Setup dialog opens (as shown in the following illustration), you need to verify or select the various communications settings applicable to your system so that you can communicate with our network of secure data centers. For details, see “One-time communications setup” on page 96.
5. When you are finished verifying your communications settings, click OK to close the CS Connect – Communications Setup dialog.



6. Planner CS connects to our secure data centers to download your license. Follow the prompts to install the license.

Notes

- If you also purchased licenses for FileCabinet CS[®], Fixed Assets CS[®], ToolBox CS[®], and/or UltraTax CS[®], this process installs the licenses for these applications as well. There is no need to repeat the process from within each application.
 - To obtain and install new or updated licenses in the future, open Planner CS, choose Help > About Planner CS, and click the Download Licenses button.
-
7. In Planner CS, choose File > CS Connect, click the Call Now button to check for updates, and follow the prompts to apply any available updates. For more information, see “Installing application updates using CS Connect” on page 11.
 8. If you installed Planner CS on a network for the first time, proceed to the “Running desktop setup (network installations only)” section.

Running desktop setup (network installations only)

If you purchased a network license for Planner CS and installed the application and license files on a network for the first time, you must also run the desktop setup application on **each workstation** that will run Planner CS.

The desktop setup application ensures each workstation meets the minimum operating system requirements and confirms all required components are installed. When you run desktop setup, a shortcut to the single network installation of Planner CS (on your firm’s server) is added to each desktop. This keeps all global files and data in a single location on the server. We recommend network users do not install the Planner CS on their local workstations.

Perform the following steps to run the desktop setup application from each workstation.

1. Verify that you’re logged in to your computer as a local administrator.
2. Close all open applications, including background virus protection applications.
3. Click Start in the Windows taskbar and choose Run.

4. In the Run dialog, enter
<x:\folder>\WinCSI\UTP\Desktop\Setup.exe (where **<x:\folder>** represents the server location where you installed the application and license files). For example, if you installed the application and license files in F:\WINAPPS\WINCSI, you would need to enter F:\WINAPPS\WINCSI\UTP\Desktop\Setup.exe in the Run dialog.
5. Click OK and follow the prompts on the screen.

Installing application updates using CS Connect

We issue application updates for Planner CS after the initial release in November. These updates are available only via CS Connect, which is installed automatically when you install Planner CS. We highly recommend that you use CS Connect to retrieve available application updates on a regular basis.

Important! The Planner CS update enabling UltraTax CS® integration is available via CS Connect in early February.

We also recommend that you sign up for an email subscription service that alerts you to the availability of application updates by visiting the My Account page of our website at CS.ThomsonReuters.com.

- ▶ In Planner CS, choose File > CS Connect, click the Call Now button to check for updates, and apply any available updates.

Note: For more information, see [Downloading and applying updates](#).

Viewing and printing user bulletins

We issue user bulletins to inform users of changes made to the application and any other relevant issues.

Whenever you install Planner CS or download and apply updates, the [Planner CS user bulletins](#) topic (in our Help & How-To Center) opens automatically the next time you start Planner CS. In the topic, click the link for the bulletin you want to read.

Note: To quickly access the bulletins topic at any time, choose Help > Bulletins from within Planner CS.



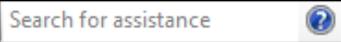
Getting Help

The online [Help & How-To Center](#) provides one-stop access to information about using Planner CS. Other resources include training and support by the CS Support and Training and Consulting Services staff.

Note: You need an internet connection to access the Help & How-To Center, which is compatible with the latest versions of most internet browsers.

Finding answers in the Help & How-To Center

The Help & How-To Center provides extensive information about using Planner CS, including procedures for completing various tasks, answers to frequently asked questions, tips for increasing productivity and troubleshooting issues, alerts about timely issues, details on new features, show-me videos, guides in Portable Document Format (PDF), and more.

- ▶ You can access the Help & How-To Center from within Planner CS by any of the following methods.
 - Use the search  field in the toolbar to search for relevant topics.
 - Press F1 to view help that is relevant to the current screen. (Note that pressing F1 while the cursor is in a data-entry field opens a description of that field rather than the Help & How-To Center.)
 - Choose Help > Help & How-To, which opens the Browse subjects for Planner CS topic.
 - Click Help & How-To from the Support and Research section of the Planner CS Home Page.

Tips

- Choose Help > Additional Resources > Frequently Asked Questions to access answers to common questions about Planner CS. For more information, see “Reading frequently asked questions” on page 16.
 - You can print a topic via your internet browser’s print feature.
-

Searching for information

The most efficient way to locate information is to take advantage of the robust search engine upon which the Help & How-To Center is built: the Google® search engine. When searching for information in the Help & How-To Center, you can use the same strategies you use when you use Google to search for general information on the internet.

Search fields for searching the Help & How-To Center are accessible from two locations.

- **From within Planner CS:** Use the search  field in the toolbar.

- **From within the Help & How-To Center:** Use the search  field near the top of the topic.

Simply enter a search term or phrase and press ENTER to see a list of related topics that apply to Planner CS.

For more information, see [Finding answers to Planner CS questions](#) in the Help & How-To Center.

Browsing topics by subject

- ▶ In the Help & How-To Center, click the Browse Subjects button to view a list of categories, then click a category to view a list of related topics.

Viewing an index of keywords

- ▶ In the Help & How-To Center, click the Index button to view an alphabetical list of keywords. Click a keyword to view the associated topic.

Accessing context-sensitive help

As its name implies, context-sensitive help describes the specific area in which the cursor is currently located. In Planner CS, there are two types of context-sensitive help:

- overview help for windows and dialogs opened primarily via the Planner CS menu or toolbar
- popup help for fields in the main data-entry tabs

Viewing overview help for windows and dialogs

- ▶ In Planner CS, you can access the overview topic for the current window or dialog by clicking the Help  button in the title bar of the open dialog. You can also access this overview help by pressing F1 with your cursor in the window or dialog.

Viewing popup help for data-entry fields

- ▶ If you are entering plan data into the main data-entry tabs, you can press F1 while the cursor is in the field to access a brief description of the field. Or, you can right-click a field and choose Field Help from the context menu that appears.

Viewing and printing Planner CS guides in PDF

Planner CS comes with a Portable Document Format (PDF) version of this getting started guide and a quick-reference tip sheet which you can view or print using Adobe® Reader®.

Note: To open these guides, you must have Adobe Reader version 9.0 or higher installed on your computer. If you don't have the current version or if you have difficulty opening the guides, you can download and install the latest version of Adobe Reader from Adobe.com.

1. In Planner CS, click the Home Page  button.
2. In the Support and Research section of the Planner CS Home Page, click the Planner CS Getting Started Guide link or click the Planner CS Tip Sheet link.

Notes

- For information on using Adobe Reader, see the commands available in the Adobe Reader Help menu.
 - To view and print user bulletins, see “Viewing and printing user bulletins” on page 11.
-

Reading frequently asked questions

To view answers to common questions, follow these steps.

1. In Planner CS, choose Help > Additional Resources > Frequently Asked Questions.
 2. In the “Frequently Asked Questions” topic, click any of the links to view the answer to that question.
-

Getting help from CS Support and other resources

The Help & How-To Center, which is accessible by choosing Help > Help & How-To (if you have an active internet connection), should answer any questions you might have about Planner CS. We encourage you to use this resource whenever you encounter questions while working in Planner CS. However, if you need to contact CS Support or want to explore training and other resources, you can do so using one of the following methods.

Access the Support page of the CS website

- ▶ Choose Help > Additional Resources > General Support Information to access the Support page of the CS website where you can:
 - Click the Contact Us link to contact CS Support via the internet
 - Or, click other links for application release and version information, system requirements, and other information about CS Professional Suite applications.

Email CS Support

- ▶ Choose Help > Additional Resources > Ask Support via E-mail to send an email message to CS Support.

Call CS Support

- ▶ If you have questions that are not answered by this guide, the Help & How-To Center, or our website, please call CS Support at 800.968.0600 and listen to the available options.

You can get optimal service and use your telephone time most efficiently if you have a very detailed explanation of the issue when you make the call. You might want to write brief notes about what you're experiencing or print out any error messages related to the issue. Your notes might include the following:

- The version number of Planner CS you are using. (To obtain this information, choose Help > About Planner CS.)
- The operating system you are using.
- The specific nature of the issue.
- The steps that preceded the issue.
- Whether this issue occurs with more than one client plan or on other computers.
- The full error message and when it occurs.

Access the CS website and the Tax & Accounting Community

- ▶ Choose Help > On the Web and click one of the following links.

CS Professional Suite Home Page — This page includes access to information and resources for all CS Professional Suite applications.

Tax & Accounting Community — The Tax & Accounting Community (formerly ARNE) is an informal online forum where users of CS Professional Suite applications can exchange ideas with other users from across the country. The Tax & Accounting Community is free to all CS Professional Suite users.

Training and consulting

We offer training courses and consulting services for Planner CS and other applications. For complete information, please visit the Training section of our website at cs.thomsonreuters.com/training.



Planner CS Overview

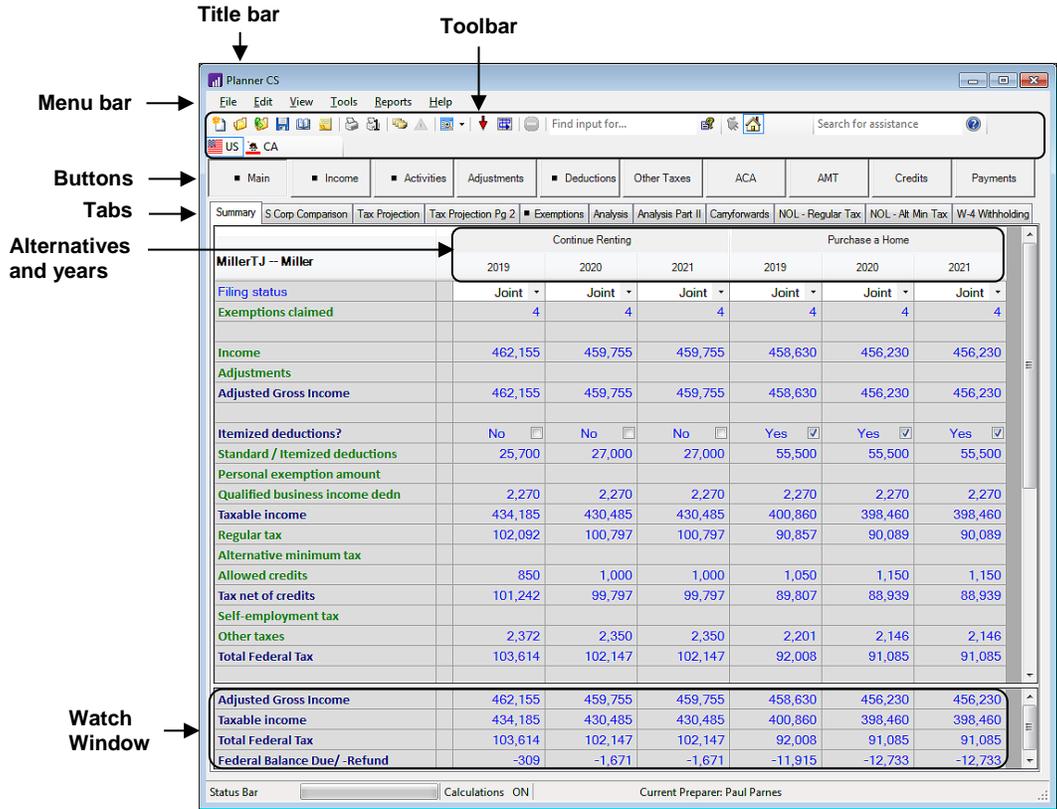
Planner CS is an advanced tax planning application that you can use to provide federal and state income tax projections for your clients. (Note that the Planner CS state module is licensed separately.) Resident and nonresident state calculations are available for all states that have an individual income tax, including the District of Columbia.

With Planner CS, you can generate plans for a virtually unlimited number of alternatives and/or years forward, reflecting many different tax scenarios.

This chapter provides a brief overview of the main features of Planner CS.

Features of the main data-entry window

When you open a plan, the main data-entry window looks similar to the following illustration. For information on opening a plan, see “Closing and opening plans” on page 61.



- The **title bar** at the top of the main window identifies the open plan.
- The **menu bar** at the top of the main window includes commands for opening and closing plans, editing plans, printing, and more.
- The **toolbar** appears just below the menu. Hover the mouse pointer over any toolbar button to see a tooltip describing the button's function.
- The **buttons** in the main data-entry window (such as Main, Income, and Activities) represent categories of tax information. These buttons are comparable to input screen folders in UltraTax CS. A black square appears on a button when data has been entered in at least one of the button's tabs.

- Within each button are several **tabs**, which are comparable to the input screens in UltraTax CS. These tabs contain the fields in which data is entered for each plan. A black square appears on a tab when data has been entered in the tab.
- The name of each **alternative** is listed below the tabs. Alternatives are tax plan scenarios that include one or more years. A plan can contain any number of alternatives, and each alternative can contain any number of **years**.
- The **Watch Window** shows how information entered in the main data-entry window affects key fields in the plan. Choose Watch Window from the Tools menu to display, hide, or modify the Watch Window.

Menu commands

The menu bar at the top of the main data-entry window contains several pull-down menus. These menus contain commands that cause Planner CS to perform specific functions, such as opening a particular dialog.

By displaying the commands of each pull-down menu, you get an overview of the main commands in Planner CS.

When a plan is open, the menu bar across the top of the Planner CS main window includes additional pull-down menus that enable you to perform various tasks or access different features in Planner CS.

Pull-down menu	Commands
File	<ul style="list-style-type: none"> ▪ Add, open, delete, close, rename, or save plans. ▪ Back up or restore plan data. ▪ Specify general plan information. ▪ Print plan reports and graphs. ▪ Print Forms 1040-ES and W-4. ▪ Access CS Connect. ▪ Exit the application.

Pull-down menu	Commands
Edit	<ul style="list-style-type: none"> ▪ Copy the numeric value of a highlighted amount across columns. ▪ Automatically increase the numeric value by a percentage or amount across columns. ▪ Copy the data-entry amounts for the current tab, or for the entire plan, from one column to another column. ▪ Manage data by locking and unlocking specific columns. ▪ Enable “smart data entry,” which lets you automatically bypass fields for which data entry is not required. ▪ Add or delete alternatives, years, or states. ▪ Rename an alternative. ▪ Allocate amounts between the taxpayer and spouse, and/or among state modules. ▪ Delete or override entries. ▪ Remove rows from print. ▪ Enter notes for specific fields. ▪ Enter comments about the current plan. ▪ Find specific tabs and fields in the main data-entry window. ▪ Note: This menu only appears if a plan is open.

Pull-down menu	Commands
View	<ul style="list-style-type: none"> ▪ Change the appearance of the open plan's data in the main data-entry window. ▪ Toggle between the plan's federal and state modules. ▪ Toggle between viewing by year or alternative. ▪ Rearrange or hide the columns of years or alternatives. ▪ Choose to view the current plan in Single Base Year format. ▪ Select any two plan columns for comparison by using the Difference Analysis feature. ▪ View a diagnostic report that lists federal or state calculated fields with amounts overridden. ▪ View a list of import diagnostics after importing client data from UltraTax/1040. ▪ Toggle between showing or hiding the toolbar and the status bar. ▪ Access Checkpoint®. ▪ Access IRS forms and instructions that correspond with data-entry fields.
Tools	<ul style="list-style-type: none"> ▪ Show or hide the Watch Window. ▪ Modify the variables that appear in the Watch Window. ▪ Save and define Watch Window templates. ▪ Copy data for a married filing joint alternative into a separate alternative for each spouse's data. ▪ Toggle between automatically and manually calculating fields. ▪ Use the Result Finder dialog to vary the value of a data-entry field until a target value for a corresponding calculated field is achieved.

Pull-down menu	Commands
Tools (continued)	<ul style="list-style-type: none"> ▪ Open the W-4 Calculator dialog to calculate employee withholding allowances and print Form W-4. ▪ Set up preparers and preparer options. ▪ Change the current preparer. ▪ Edit federal interest rates for underwithholding penalty calculations. ▪ Change the data folder. ▪ Update the plan list. ▪ Open FileCabinet CS®, modify the FileCabinet CS data folder, and elect to automatically back up plan data to FileCabinet CS.
Reports	<ul style="list-style-type: none"> ▪ Create a custom report, graph, or client letter. ▪ Print a customized plan listing report ▪ Modify report layouts and define a report set.
Help	<ul style="list-style-type: none"> ▪ Access the Help & How-To Center which includes procedures, frequently asked questions, and more. ▪ Access the CS website and other web resources (if you have an active internet connection). ▪ View current system information. ▪ View user bulletins. ▪ View Planner CS information, including version and license details.

Notes

- Some of the menu commands have corresponding buttons in the Planner CS toolbar, as described in the next section.
 - Many frequently used menu commands, such as Open Plan or Print, are assigned shortcut keys that allow you to quickly execute the command without first opening the pull-down menu. For example, when the File menu is not open, pressing CTRL+O opens the Open Plan dialog. When available, shortcut keys are listed next to the commands in the pull-down menu. (See “Shortcut keys” on page 28.)
-

Toolbar

The toolbar buttons provide a quick, convenient method for executing common commands in Planner CS. To perform an action using the toolbar, click the appropriate button in the toolbar.

Hover the mouse pointer over a toolbar button to see the tooltip name for that button.

Button	Action
	New: Opens the New Plan dialog in which you can enter information for a new plan. Keyboard: CTRL+N
	Open: Opens the Open Plan dialog in which you can select an existing plan for processing. Keyboard: CTRL+O
	Close: Closes the open plan. Note that this button is available only if a plan is open.
	Save: Saves the data for the open plan. Note that this button is available only if a plan is open. Keyboard: CTRL+S
	Plan Information: Opens a dialog in which you can view or change client information, states, preparers, and options for an open plan. This button is available only if a plan is open.
	Plan Comments: Opens a dialog in which you can enter comments specific to an open plan. You can choose to have those comments displayed each time the plan is opened. This button is available only if a plan is open.
	Print Reports: Opens the Print Reports dialog in which you can print or preview reports, graphs, and client letters. You can also print report sets, which allow you to print a group of reports. Note that this button is available only if a plan is open. Keyboard: CTRL+P
	Print Current Tab: Prints the standard report that shows all information for the tab that is currently open in the main data-entry window.

Button	Action
	<p>View by Alternative or Year: Toggles the main data-entry window so that the open plan's information is organized either by alternative first and then by the years within each alternative, or by the years first and then the alternatives within each year. Note that one of these buttons is available only if a plan is open.</p>
	<p>Show alerts: Opens the Alerts dialog in which you can view whether this plan includes hidden years or alternatives. This dialog will open each time you open a plan with hidden years or alternatives, unless you clear the Display alerts when plan is opened checkbox. You can also mark or clear this checkbox in the Navigation group box in the Preparer Options dialog. Note that this button is only available when a plan with hidden years or alternatives is open.</p>
	<p>Watch Window Templates: Opens the Watch Window dialog in which you can create or modify a template specifying the rows that appear in the Watch Window. A drop-down list is available for you to use a template that you have previously defined. Note that this button is available only if a plan is open.</p>
	<p>Cell Movement Direction: Toggles between the option to have the cursor move either down or right each time you press the ENTER key when navigating within the data-entry window. Note that one of these buttons is available only if a plan is open.</p>
	<p>Smart Data Entry / Visit All Fields: Toggles between the option to automatically bypass fields in the main data-entry window for which data entry is not required or to visit all fields in the main data-entry window. Note that one of these buttons is available only if a plan is open.</p>
	<p>Auto-spread Annualized: Automatically distributes or copies (depending on field type) entered amounts to subsequent periods within the year (annualized plans only).</p>

Button	Action
	<p>Overrides: Opens a list of all overridden amounts in a plan. The button is enabled and red when overridden amounts are present in the current federal or state module.</p>
	<p>Find Data Entry Field: Search for a word or phrase that appears in federal and state fields in the main data-entry window. In the Find Field dialog, which opens after a search or by clicking the button to the right of the field, you can limit the search by data-entry or calculated field and choose to search field names or field help.</p>
	<p>CS Connect: Starts CS Connect, a utility that allows you to download application updates, license updates, and user bulletins via modem. See "Setting Up CS Connect" on page 95 for details.</p>
	<p>FileCabinet CS: Opens FileCabinet CS, where you can store printed images of documents produced by CS Professional Suite applications and by virtually any Windows application, scanned images, and other information. This button is available only if you are licensed for FileCabinet CS and have it installed.</p>
	<p>Home Page: Opens the Planner CS Home Page which links to important application-related notices, recently opened plans, data locations, and Planner CS guides in PDF.</p>
	<p>Help: Enter a word or phrase in the search field and press ENTER to see a list of related topics, or click the Help button to browse topics in the Help & How-To Center. The Help & How-To Center includes descriptions of dialogs and windows, step-by-step procedures, reference information, answers to frequently asked questions, and more.</p>
	<p>Federal / State: Switches between federal, resident state, and nonresident state modules when a plan is open. A drop-down list is available when two or more nonresident states are attached to a plan.</p>

Shortcut keys

Shortcut keys (such as F1 and ESC) are special keys that you use alone or in combination with SHIFT, CTRL, or CTRL+SHIFT. These shortcuts enable you to perform tasks in Planner CS without using the mouse.

Accessing help	Shortcut key
View help on current field (in data-entry tabs), window, or dialog	F1
Open the Help & How-To Center from the main data-entry window	CTRL+Y

The following shortcuts are designed to help you easily navigate within a window or dialog.

Navigating within a window or dialog	Shortcut key
Go to field or activate button	ALT+(underlined letter)
Go to next field or button in dialog	TAB
Go to previous field or button in dialog	SHIFT+TAB
Go to next tabbed page in dialog	CTRL+TAB
Go to previous tabbed page in dialog	CTRL+SHIFT+TAB
Go to first field of any tab	CTRL+HOME
Go to last field of any tab	CTRL+END
Close the open window or dialog. If no window or dialog is open, close Planner CS	ALT+F4
Go to previous data-entry field	F9
Go to next data-entry field	F10
Go to next button in the main data-entry window	F11
Go to previous button in the main data-entry window	SHIFT+F11
Go to next tab in the main data-entry window	F12
Go to previous tab in the main data-entry window	SHIFT+F12

Some of the most commonly used commands, such as Open Plan or Print, are assigned key combinations that allow you to quickly execute the command without first opening the pull-down menu.

Key combination	Result in data entry
CTRL+A	Copies the amount from the current field to the subsequent fields in that row within the alternative.
CTRL+B	Opens the Backup / Check Out dialog in which you can archive or check out a plan.
CTRL+D	Opens the Delete Plan dialog in which you can choose the plan you want to delete.
CTRL+E	Copies the amount from the current field to the same field and year in subsequent alternatives.
CTRL+L	Copies the amount from the current field to the same field in all subsequent columns.
CTRL+M	Opens the Select Module dialog in which you can select which tax authority module's data you want to view for the open plan.
CTRL+N	Opens the New Plan dialog in which you enter information for a new plan.
CTRL+O	Opens the Open Plan dialog in which you can select a plan for processing.
CTRL+P	Opens the Print Reports dialog in which you can select a report set, custom reports, allocations detail statements, graphs, or client letters to print.
CTRL+S	Saves the open plan's data.
CTRL+T	Toggles the calculation feature on/off. Turning the calculation feature off improves data-entry speed in large plans or on computers with slower processors.
F7	Opens the pop-up calculator while in any data-entry field.

Fields in the data-entry window

The tabs in the Planner CS main data-entry window include several types of fields.

Data-entry fields

The names of data entry fields appear in light blue. You may also identify the data-entry fields by their white cell shading.

Amounts in data-entry fields appear in three different colors:

- **Black** — Amounts entered by you.
- **Blue** — Amounts entered by Planner CS.
- **Maroon** — Amounts imported from UltraTax CS or GoSystem Tax RS.

Double-click a data-entry field to open a window in which you can enter detailed information or multiple items, and allocate amounts to the taxpayer, spouse, or states, if applicable. See “Entering plan data” on page 48 for details.

Note: Planner CS automatically enters default amounts in certain data-entry fields. An example is the FICA wages on the Wages tab. To override a calculated amount, enter a number (including zero) in the data-entry field. To return to the default amount, position the cursor in the field and press DELETE.

Main		Income		Activities		Adjustments	
Income		Wages		Int/Div		St Refund	
Business/Farm		Cap G/L		Form 4797		28% G/L	
MurphyRJ -- Murphy						Pay Off Mortgage	
						2016	
						2017	
INTEREST INCOME							
Regular interest						7,600	
US obligations						720	
Qualified EE bond interest						342	
Interest subtotal						8,662	
EE bond interest exclusion							
Total Taxable Interest						8,662	

Data-entry fields

Calculated fields

Planner CS automatically enters the amounts in calculated fields based on the information you enter in data-entry fields. You can identify calculated fields by their gray cell shading.

Amounts in calculated fields appear in two different colors:

- **Blue** — Amounts calculated by Planner CS.
- **Red** — Amounts overridden by you.

If you attempt to override an amount in a calculated field, Planner CS prompts you to confirm the override and then displays the override in red. To return to the calculated amount, click the field (don't highlight it) and choose Edit > Delete Override or press DELETE. If the open federal or state module includes any overridden amounts, the Overrides button on the toolbar will change to red. Click the Overrides button to view a list of all overridden amounts in the current module.

Planner CS has two types of calculated fields: pulled and computed.

- **Pulled fields** — A green field name indicates that the amount in this field transfers from a specific row in a different tab in the plan. When you double-click a pulled field, Planner CS automatically displays the tab in which the data for the calculation was entered.

Pulled fields

Main		Income		Activities		Adjustments		
Income		Wages	Int/Div	St Refund	Business/Farm	Cap G/L	Form 4797	28% G/L
						Pay Off Mortgage		
MurphyRJ -- Murphy						2016	2017	
Wages						45,100	45,100	
Interest						8,662	8,662	
Dividends								
Taxable state refund								

- **Computed fields** — A dark blue field name indicates that Planner CS computes the amount in this field. (Names of
-
- Carryover fields also appear in dark blue.)

Computed fields

Main		Income		Activities		Adjustments	
Summary	Tax Projection	Tax Projection Pg 2	Exemptions	Analysis	Analysis Part II	Carryfo	
						Pay Off Mortgage	
MurphyRJ -- Murphy						2016	2017
Filing status						Joint	Joint
Exemptions claimed						2	2
Income						174,127	164,460
Adjustments							
Adjusted Gross Income						174,127	164,460

Carryover fields

In the first year of an alternative, carryover fields behave like data-entry fields, and in subsequent years they function as computed fields. You can enter an amount in the first year of the alternative, and Planner CS automatically calculates the amount for subsequent years. The names of these fields appear in dark blue.

If you attempt to override an amount in one of the subsequent years of a carryover field, Planner CS prompts you to confirm the override and then displays the override in red. To return to the carryover amount, click the field (don't highlight it) and choose Edit > Delete Override or press DELETE.

Main	Income	Activities	Adjustments
Income	Wages	Int/Div	St Refund
Business/Farm	Cap G/L	Form 4797	28% G
MurphyRJ -- Murphy		Pay Off Mortgage	
	2016	2017	
SHORT TERM CAPITAL GAIN/LOSS			
Short term investment g/l			
Other short term gain/loss			
Passive short term g/l			
ST investment loss carryover	400	400	
Other ST loss carryover			
Total Short Term Gain/Loss	-400	-400	

Carryover fields



Using Planner CS

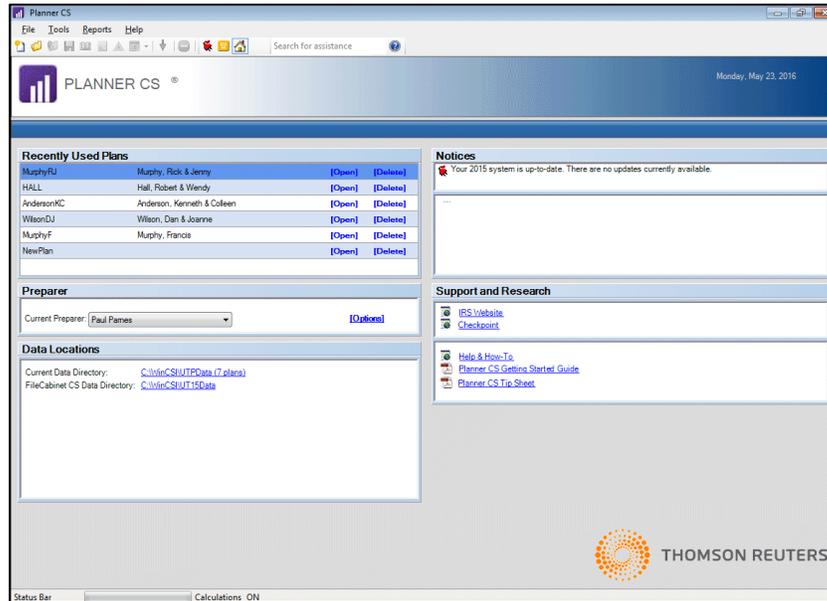
This chapter provides step-by-step instructions for setting up and using Planner CS.

Starting Planner CS

The Planner CS Home Page appears when you first start Planner CS and provides links to recently used plans, data locations, important application-related notices, and preparer options. You can also select the current preparer. The Home Page is visible when a plan is not open.

1. Click Start in the Windows taskbar.
2. From the Start menu, choose Programs, choose the CS Professional Suite folder, and then choose Planner CS.

Tip: If you chose to install the Planner CS icon on the desktop during the installation process, you can also start the application by double-clicking the icon.



Notice that several toolbar buttons at the top of the application window are not active. To access and use most of the features and options in Planner CS, you first need to set up a plan. See “Setting up plans” on page 39 for details.

Setting up preparers

Follow this procedure to set up default information for each preparer in your firm.

Note: When creating a new plan, the default preparer information on which a new plan is based can be modified later for that plan.

1. When a plan is not open, choose Tools > Setup Preparers.

- In the Preparer Options dialog, click the Add button and enter the name of the preparer in the *Name* field.

Preparer Options

Preparer list

Preparer Name	Alts	Years	State	Name on Letter
<Default>	2	3		
Edward Velano	2	3		
Paul Pames	2	3		

Add Edit Delete Enter Cancel

Name:

Options

Print defaults

Tax Projection report

Auto Selection

Report Set

Auto Select Conditions

Report layout: <Default>

FileCabinet CS folder year: <System>

First Plan Year

Plan defaults

Number of alternatives: 2

Number of years: 3

First plan year: 2019

Inflation percent: 0

Resident state:

View

Show toolbar

Show status bar

Navigation

Enter key moves between fields

Smart data entry

Open plan after restore

Display alerts when plan is opened

Cell movement: Vertical

Client letters

Name to appear on letter:

Close

3. If desired, change the default plan settings in the Printing, Plan Defaults, View, and Navigation group boxes.

Notes

- Your selections in the View and Navigation group boxes determine the preparer's preferences related to the appearance of the Planner CS main data-entry window and movement of the cursor while entering data.
 - To specify when individual reports will print for this preparer when printing with the Auto Select feature, click the Auto Select Conditions button. For more information about report printing and setting up print conditions, see "Auto Select" on page 75.
-
4. In the *Name to appear on letter* field, enter the preparer's name as you want it to appear in letters to clients.
 5. Click the Enter button to save the changes, then click the Close button to close the Preparer Options dialog.

Selecting the current preparer

The current preparer is the preparer whose name is selected in the *Current Preparer* field in the Planner CS Home Page. By default, the current preparer is assigned to each new plan that is created and the preparer's options (first plan year, number of alternatives and years, and resident state) are transferred to that new plan.

- ▶ Choose Tools > Change Preparer, select a preparer from the drop-down list, and click OK. Or, you can select a preparer from the *Current Preparer* drop-down list in the Home Page.

Note: You can change the preparer assigned to an existing plan at any time by opening the plan, choosing File > Plan Information, and selecting a preparer from the *Assigned to* drop-down list. When doing so, the plan's settings (which are based on the options specified by the current preparer at the time the plan was created) will not change.

Setting up plans

Before you can access some Planner CS features or enter plan data, you must set up plans for your clients.

1. Choose File > New.

The screenshot shows the 'New Plan' dialog box with the following fields and options:

- Required Information:**
 - Plan ID: [Text Field]
 - Assigned to: [Dropdown Menu: Paul Pames]
 - First Plan Year: [Dropdown Menu: 2019]
 - Number of Alternatives: [Dropdown Menu: 2]
 - Number of Years: [Dropdown Menu: 3]
- Plan Description:**
 - [Text Area]
 - Keyword: [Text Field]
- States:**
 - Resident State: [Dropdown Menu]
 - Nonresident States... [Button]
- Password:**
 - Plans in Planner CS can be protected by a password to prevent unauthorized access. Click the button below if you wish to set a password on this plan.
 - Set Password... [Button]
- Options:**
 - Family Plan
 - Annualized Plan
 - Display single base year
 - S Corp Comparison

Buttons: OK, Cancel

2. Enter a plan name in the *Plan ID* field.
3. From the *Assigned to* drop-down list, select the name of the preparer who will be assigned to the new plan.

Note: The preparer whose name first appears in the *Assigned to* field when creating a new plan is the preparer selected in the *Current Preparer* field in the Home Page.

4. The entries in the *First Plan Year*, *Number of Alternatives*, and *Number of Years* fields default to those established for the current preparer. If desired, change the entries in those fields.
5. If desired, enter a description of the plan in the *Plan Description* field. When opening a plan via the File > Open command, this information appears in the *Plan Description* field when the plan is highlighted.
6. If desired, enter a keyword in the *Keyword* field to help distinguish this plan from other plans. Keywords can be used to search or sort the list of available plans when opening plans via the File > Open command.
7. If you are licensed for states, the *Resident State* field defaults to the resident state of the current preparer. If desired, select a different resident state from the drop-down list. Or, to remove the resident state from the plan, highlight the state postal code in this field and press DELETE.
8. If you are licensed for states, select nonresident states by clicking the Nonresident States button, marking the applicable state checkboxes, and clicking OK.
9. To restrict access to the plan, click the Set Password button.
10. In the Password dialog, enter a unique password for the plan in the *New* field, press TAB, and then enter the same password in the *Verify* field. Click OK to apply the password to the plan and close the Password dialog.

Important! You will need to enter the password every time you open this plan, so always keep a record of it. If you forget the password, call CS Support at 800.968.0600 and listen to the available options.

11. If desired, select one of the plan options in the Options group box. (Note that these selections are optional.)
 - Mark the *Family Plan* checkbox to create a family plan. For more information, choose Help > Help & How-To and search for **family plans**.
 - Mark the *Display single base year* checkbox to create a plan using the single base year format. For more information, choose Help > Help & How-To and search for **Single base year plans**.

Note: The *Display single base year* checkbox is not available if your plan includes fewer than two years and two alternatives, or if you have marked the *Family Plan* or *Annualized Plan* checkbox.

- Mark the *Annualized Plan* checkbox to create a plan for calculating federal estimated tax payments using the annualized income installment method. For more information, choose Help > Help & How-To and search for **annualized plans**.
 - Mark the *S Corp Comparison Plan* checkbox to create a plan for comparing the tax results of operating a business as a Subchapter S Corporation or as a sole proprietorship or partnership. For more information, choose Help > Help & How-To and search for **S Corp Comparison plans**.
12. Click the Client Information tab to enter information specific to the client for whom the plan is being prepared, such as name, salutation, address, phone number, Social Security number, and date of birth.

The screenshot shows a 'Plan Information' dialog box with two tabs: 'General' and 'Client Information'. The 'Client Information' tab is active. It contains several sections for data entry:

- Taxpayer:** First name: Paul, Last name: Pames, SSN: [blank], Date of birth: [blank].
- MI:** [blank]
- Spouse:** First name: Sally, Last name: Pames, SSN: [blank], Date of birth: [blank].
- MI:** [blank]
- Salutation:** Paul and Sally
- Address:** Street: [blank], City: [blank], State: [blank], ZIP code: [blank], Phone: () [blank], Apt. #: [blank].
- Foreign fields:** Foreign country: [blank], Foreign province/county: [blank], Foreign postal code: [blank].

At the bottom right, there are 'OK' and 'Cancel' buttons.

13. In the New Plan dialog, click OK to open the main data-entry window for the new plan.

Importing client data from UltraTax CS

You can import client data from the 2000 through 2018 versions of UltraTax/1040 to Planner CS.

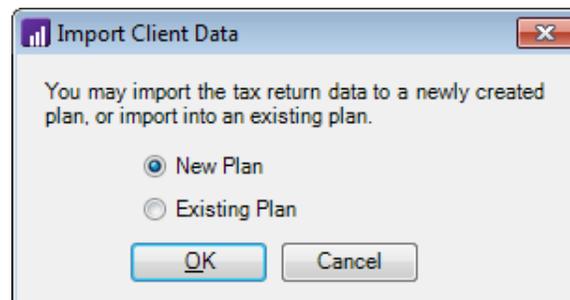
Note: The ability to import from the 2019 version of UltraTax CS will be available with the February 2020 update release of Planner CS.

To import client data from UltraTax CS to Planner CS, perform the following steps.

1. In UltraTax CS, open the 1040 client whose data you want to import to Planner CS.

Note: If the **Discourage access** status event has been logged for that UltraTax CS client, you can open the return as read-only if you do not want to recalculate the return before importing the data. For more information, use the Help & How-To Center search field in the UltraTax CS toolbar to search on **read-only returns**.

2. In UltraTax CS, choose Utilities > Planner CS (Export). Planner CS starts and the Import Client Data dialog opens.



Note: If the Planner CS (Export) command does not appear in the Utilities menu in UltraTax CS, you must indicate in UltraTax CS where the Planner CS application is located. To do this, choose Setup > User Preferences, click the File Locations tab, and click the Planner CS option. Then, click the Modify Location button and navigate to the location of the Planner CS application.

3. In the Import Client Data dialog, choose to import into an existing plan or to create a new plan. See the following two sections for additional information.

Tip: If the client has an existing plan that includes data-entry projections for future years, you may want to choose the *New Plan* option and enter a new plan ID, which allows your existing plan to retain its future-year projections. Or, you can import to the existing plan and select the *Create a new alternative for import* checkbox to retain the future-year projections.

Depending on your choice, the Import New Plan dialog or the Import to Existing Plan dialog opens.

Importing to a new plan

In the Import New Plan dialog, you can modify the *Plan ID*, *Assigned to*, *Number of Alternatives*, and *Number of Years* fields. You can also enter a plan description, select resident and nonresident states (if licensed), enable password protection, choose to create a family plan or annualized plan, or choose to display the plan with a single base year by marking the appropriate checkboxes.

Import New Plan

General | Client Information

Required Information

Plan ID : BUILDING First Plan Year : 2019

Assigned to : Janet Liu Number of Alternatives : 2

Number of Years : 3

Plan Description

Keyword :

States

Resident State : OH Nonresident States...

Password

Plans in Planner CS can be protected by a password to prevent unauthorized access. Click the button below if you wish to set a password on this plan.

Set Password...

Options

Family Plan Copy across all alternatives

Display single base year Copy across all years

Annualized Plan S Corp Comparison

OK Cancel

Notes

- The *Display single base year* checkbox is not available if your plan includes fewer than two years and two alternatives, or if you have marked the *Family Plan* or *Annualized Plan* checkbox.
- States imported into Planner CS will default to their resident and nonresident status from the UltraTax CS client.

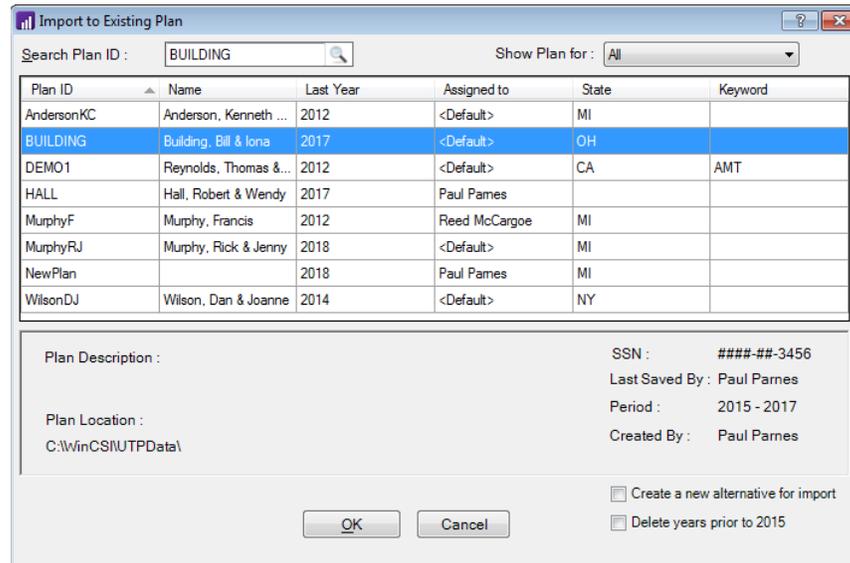
In the Options group box, you can choose to copy the imported client data across multiple plan alternatives and/or years by marking the *Copy across all alternatives* and *Copy across all years* checkboxes.

Note that name, Social Security number, date of birth, and address information from the UltraTax CS client data automatically imports to Planner CS. You can view and modify this data by clicking the Client Information tab.

- ▶ After setting options in the Import New Plan dialog, click OK. Planner CS creates the data file and opens the main data-entry window for the new plan.

Importing to an existing plan

A list of existing “destination” plans is displayed in the Import to Existing Plan dialog. If a plan already exists for the UltraTax/1040 client ID, it will be highlighted. You can scroll to choose a different destination plan if the client has more than one plan.



Notes

- The “current tax year” is defined as the year **from which** the UltraTax/1040 client is importing. For example, if you are importing client data from tax year 2019, the current tax year is 2019.
- The first plan year must be prior to or equal to the current tax year.
- If the last year in the destination plan’s range of years is prior to the current tax year, Planner CS will automatically add years to the plan up to the current tax year.
- If the destination plan includes the current tax year or later years and you want to preserve the data for these years in the existing plan alternatives, mark the *Create a new alternative for import* checkbox. If you leave the *Create a new alternative for import* checkbox unmarked, Planner CS will clear all data from these years, in each alternative, during the import process.
- The destination plan cannot be an annualized plan or a family plan.

-
1. Select the destination plan from the list. If you want to delete plan years prior to the current tax year for all alternatives, mark the *Delete years prior to 20xx* checkbox. Click OK. A warning dialog opens if the imported client’s Social Security number does not match the Social Security number in the destination plan. Click OK to proceed with the import. The current tax year data is then imported to the current year of the plan in each alternative.

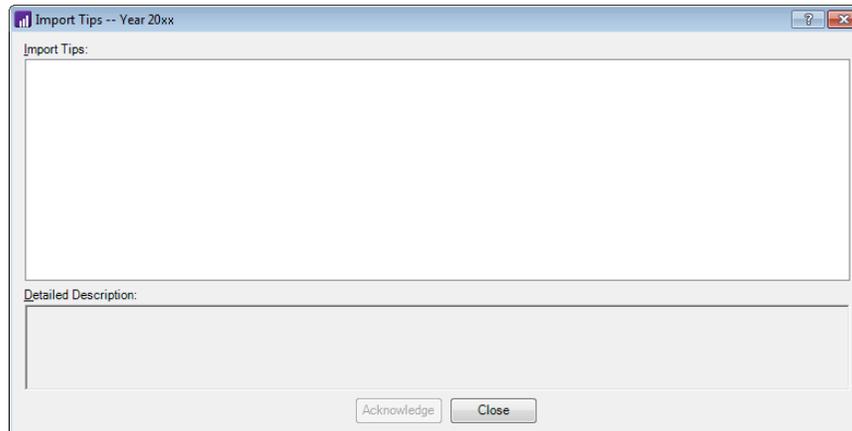
Note: The year in the *Delete years prior to 20xx* checkbox will change based on the year of the tax return data you are importing.

2. The Activities Import dialog opens if the UltraTax/1040 client includes business activities that did not exist in the destination plan prior to import. Click OK to complete the import.

Viewing import tips

After you import client data from UltraTax/1040, the following Import Tips dialog opens if Planner CS detects certain calculated differences between the tax return and the plan.

Note: To re-open the Import Tips dialog after importing data, choose View > Diagnostics > Import Tips.



1. Click a tip in the Import Tips pane to view a detailed description about the tip. If data can be entered or modified in Planner CS to address a tip, clicking the tip will open the data-entry screen where related changes can be made. If the tip is related to a business activity, clicking the tip will open the Business Activities dialog which will identify the specific activity associated with the tip.

Note: You can right-click an import tip to move it into or out of the Acknowledged section of the Import Tips dialog.

2. Click Close to close the Import Tips dialog.

Importing client data from GoSystem Tax RS

For step-by-step instructions, please see [Importing data from GoSystem Tax RS](#) in our online Help & How-To Center.

Entering plan data

After you create a new plan or re-open an existing plan, Planner CS opens the main data-entry window. See “Features of the main data-entry window” on page 19 for an introduction to this window. Use the buttons and the series of tabs below each button to navigate inside the main data-entry window.

The following examples describe some basic functions of Planner CS and the entry of client data into a plan. For more information on data entry, choose Help > Help & How-To or press F1 in any field or cell in the application.

Finding a specific tab or field

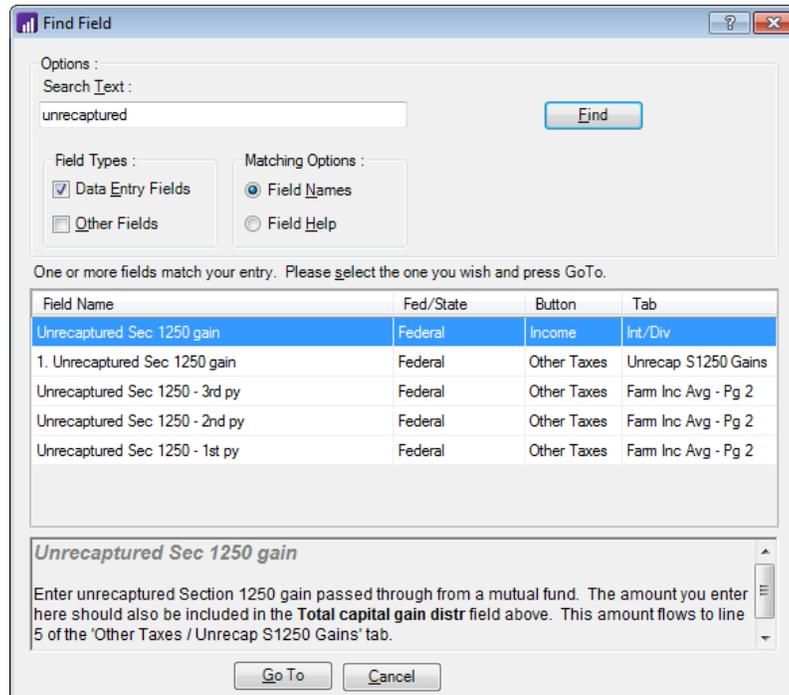
Using the Edit > Find command, you can quickly find the correct field or tab in which to enter data. To learn how to use the Edit > Find command, complete the following procedure.

1. Do one of the following:
 - Choose Find > Tab from the Edit menu to search for specific words in the names of tabs, buttons, or reports.
 - Choose Find > Field from the Edit menu to search for specific words in the names of data-entry or calculated fields, or in the field-specific F1 help.

Tip: You can enter a search term in the toolbar's Find field to search for a data-entry field.

2. Enter a search term in the *Search Text* field.
3. If you chose Find > Field in step 1, select the options in the Field Types and Matching Options group boxes to focus the search.
4. Click the Find button.
5. The Find Field or Find Tab dialog expands to list the field or tab names that match your entry.

In the following example, we chose Edit > Find > Field and entered "unrecaptured" in the *Search Text* field.



6. Highlight an item in the list of search results and click the Go To button to view that tab or field.

Entering income, deductions, credits, and other data amounts

Enter items such as income and deductions in the data-entry fields, which are located in the tabs under the various buttons. (You can recognize data-entry fields by their white cells and light blue field names.)

To see an example of how to enter interest and dividend income, complete the following procedure.

1. With a plan open, click the Income button.
2. Click the Int/Div tab, which contains data-entry fields for entering interest and dividend income.

3. Click a data-entry field and enter an amount, or double-click a data-entry field to open a window in which you can enter multiple payers and amounts.

When you double-click some data-entry fields (such as the *Regular interest* field in the Income > Int/Div tab), the Allocations window opens. Use the Allocations window to enter multiple payers and amounts, and if applicable, to allocate each amount to the taxpayer or spouse or to a state module.

When you close the Allocations window, Planner CS displays the sum of the allocated amounts in bold text in the data-entry field. For more information, choose Help > Help & How-To and search for **allocate amounts**. (See the Getting Help section on page 13 for details on using the Help & How-To Center.)

Description	Tpr/Sp	State	Alt 1			Alt 2		
			2015	2016	2017	2015	2016	2017
Regular interest	Tp	MI	6,810	6,810	5,846	6,810		
People's Credit Union	Tp	CA	373	373	350	368		
			7,183	7,183	6,196	7,178		

Note: Taxpayer / spouse allocations are applicable for certain state plans or, if you plan to create separate alternatives, for each spouse (by choosing Tools > MFS Split).

Enter other client data amounts in a similar manner in the data-entry fields that are located in other tabs in the main data-entry window.

Entering W-2 information

To enter wage data, perform the following steps.

1. With a plan open, click the Income button.
2. Click the Wages tab, which contains data-entry fields for entering taxpayer and spouse wage information. (You can recognize data-entry fields by their white cells and light blue field names.)

You can enter an amount in any of the data-entry fields, or you can double-click the field to open a dialog that allows you to enter data for multiple employers.

3. Double-click the *Federal taxable wages* field to open the W-2 Information dialog. This dialog allows you to enter multiple employers along with the income, withholding, and other information for each employer.

The screenshot shows the 'W-2 Information' dialog box. It is divided into several sections. On the left, under 'Wages - Taxpayer', there is a 'List of employers' list containing one entry, 'Employer'. Below this list are 'New' and 'Delete' buttons. In the center, there is a 'Wage Projection' button. On the right side, there are various input fields for tax information: 'Employer name' (text box with 'Employer'), 'Federal taxable wages', 'Social Security wages', 'Social Security withholding', 'Medicare wages', 'Medicare withholding', 'Federal withholding', 'Dependent care benefits', 'Resident state wages', 'Resident state withholding', 'NR state wages' (dropdown menu), 'NR state withholding', 'Local wages' (dropdown menu), 'Local withholding', and 'Statutory employee' (checkbox). At the bottom right, there is a summary box with the following labels: 'Total taxable wages:', 'Total federal W/H:', and 'Total state W/H:'. At the bottom center, there are 'OK' and 'Cancel' buttons.

4. In the W-2 Information dialog, click the Wage Projection button to open the Wage Projection dialog. This dialog is a wage calculator that projects annual wage amounts for a taxpayer or spouse based on either a year-to-date pay stub or a single paycheck amount. Click Cancel.
5. In the W-2 Information dialog, click OK. Planner CS displays the totals for wage amounts in dark blue text in the corresponding data-entry fields.

Entering multiple business activities

You can enter summary amounts for multiple activities directly in tabs under the Income button. You can also enter detailed information about multiple business activities.

1. With a plan open, click the Activities button to open the Business Activities dialog.
2. Click the New button to add an activity.

3. Enter the name of the activity in the *Current activity* field.
4. Choose the type of activity from the *Type of activity* drop-down list.
5. Mark the appropriate checkboxes in the Forms activity is associated with group box.
6. Repeat steps 2 – 5 for any additional business activities.

7. To enter data, highlight the activity for which you wish to enter data and click the Data Entry button to enter income and expense amounts.

For more information on working with activities, choose Help > Help & How-To and search for **business activities**. (See the Getting Help section on page 13 for details on using the Help & How-To Center.)

Adding alternatives or years

You can add new alternatives or years to a plan at any time. You can also automatically copy data from an existing alternative or year to the new alternative or year.

1. Choose Edit > Plan Alternatives or Plan Years and choose Add.
2. In the Add Alternative(s) or Add Year(s) dialog, choose the number to add from the # *Alternative(s) to add* or # *Year(s) to add* field.
3. When adding years, select the appropriate option to add the new years to the beginning or end of the plan.
4. If you would like data automatically copied to the new columns, choose from the *Copy data from alternative* or *Copy data from year* drop-down lists.

Note: This field is not available when adding years to the beginning of a plan.

5. Click OK.

Note: To delete alternatives or years from the plan, choose Edit > Plan Alternatives or Plan Years and choose Delete.

For more information on working with alternatives and years, choose Help > Help & How-To and search for **alternatives** or **years**. (See the Getting Help section on page 13 for details on using the Help & How-To Center.)

Copying data across alternatives and years

You can copy data from individual fields or from entire columns to other years and alternatives in your plan.

- ▶ To copy data from an individual data-entry field, right-click the field and do one of the following:
 - Choose **Auto Copy > Within Alternative**. This copies the field's data to all subsequent years within the alternative.
 - Choose **Auto Copy > Same Year**. This copies the field's data to the same year in each subsequent alternative.
 - Choose **Auto Copy > All Columns**. This copies the field's data to the same and subsequent years in the same and each subsequent alternative.
 - Choose **Auto Increase**. In the Auto Increase dialog, you can copy the field's data to subsequent years within the alternative or to the same year in each subsequent alternative, and you can specify a dollar amount or percentage increase to be applied during the copy process.
- ▶ To copy data from an entire column, right-click any field in that column and do one of the following:
 - Choose **Copy Column > Current Tab Only**. In the Copy Column – Current Tab Only dialog, select a Source column and a Destination column, and then click OK. The data-entry field amounts in the currently selected tab will now be copied from the Source column to the Destination column.
 - Choose **Copy Column > Entire Plan**. In the Copy Column – Entire Plan dialog, select a Source column and a Destination column, and then click OK. The entire plan's data from the Source column will now be copied to the Destination column.

Note: The Auto Copy and Auto Increase features are not available when your cursor is in the base year of a single base year plan. To use Auto Copy or Auto Increase from the base year of a single base year plan, first toggle out of base year plan view by choosing View > Single Base Year.

Attaching a note to a field

Using field notes allows you to attach a text memo to a row in a plan. To attach a field note, perform the following steps.

1. Right-click on the field for which you want to add a note.

2. From the context menu, choose Field Note.
3. Enter the note in the Field Note dialog and click OK.

A yellow field note  icon appears to the right of the field name, indicating the presence of a field note.

Tips

- You can modify report layouts to specify whether field notes are printed on standard reports, printed with plan comments, or are never printed. See “Report layouts” on page 79 for details.
 - To view a list of all fields notes that have been entered for an open plan, choose Edit > Plan Comments and click the Field Notes tab.
-

Entering comments in a plan

Planner CS enables you to enter comments for a plan. In addition, you can choose to have Planner CS display those comments each time the plan is opened. To enter plan comments, perform the following steps.

1. With a plan open, choose Edit > Plan Comments.
2. Enter comments in the Plan Comment tab.
3. If desired, mark the *Display comments when plan is opened* checkbox.
4. Click the Close button to save the comments.

Tip: You can print a plan’s comments when printing reports. See “Printing Reports, Graphs, Letters, and Forms” on page 63 for details.

Viewing the plan

As you enter client data and become familiar with Planner CS, you may discover a preference for viewing information in the plan. The following describes various ways to view data-entry information.

Viewing your plans

You can view your plans by alternative or by year.

- **To view a plan by alternative** — With a plan open, choose View > By Alternative. The plan's information is organized first by alternative, and then by years within each alternative.
- **To view a plan by year** — With a plan open, choose View > By Year. The plan's information is organized first by year, and then by alternatives within each year.

Renaming alternatives

When you create a plan, Planner CS uses Alt 1, Alt 2, and so on, as default alternative names. However, you can change the default name, as follows:

1. Click any field in the alternative you want to rename and choose Edit > Rename Alternative. Or, right-click the alternative label and choose Rename Alternative from the context menu.
2. In the Rename Alternative dialog, enter a name in the *Enter alternative name* field.

The alternative is now labeled with the new name.

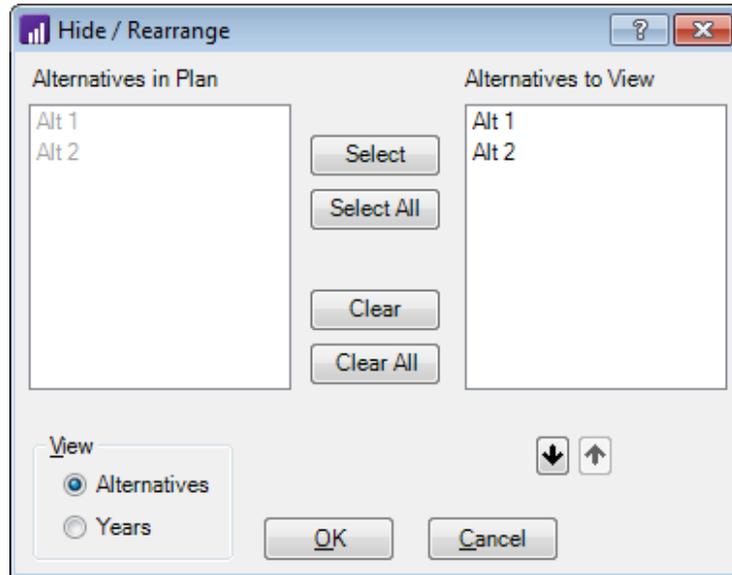
Hiding and rearranging columns

You can change the order in which alternatives and years are displayed in a plan, and you can choose to hide certain alternatives and years.

- To hide all years except the current calendar year, choose View > Hide/Rearrange > Show Current Year Only.
- To change whether years are listed in ascending or descending order, choose View > Hide/Rearrange > Reverse Order of Years.
- To view all available columns, choose View > Hide/Rearrange > Reveal Hidden Columns.

To specify which specific years or alternatives are visible and the order in which they appear, perform the following steps.

1. In an open plan, choose View > Hide/Rearrange > Hide/Rearrange More to open the Hide / Rearrange dialog.



2. In the View group box, click the *Alternatives* option to hide or rearrange alternatives, or click the *Years* option to hide or rearrange years.
3. In the left pane, select the alternatives or years you wish to view. Alternatives or years that are disabled are already being viewed in the plan and also appear in the right pane.
4. Click the Select button to move the selected alternatives or years to the right pane.
5. To rearrange the order of the alternatives or years, select an alternative or year in the right pane, and click  or  to move the selected alternative or year up or down in the list.

Note: Alternatives and years are listed in order from top to bottom.

6. To hide an alternative or year, select it in the right pane and click the Clear button.

Tips

- You can also right-click the column heading for an alternative or year and select a command to view, hide, or rearrange the alternatives and years.
 - In your printed reports, you can choose whether or not to include columns that you have hidden. For more information, see “Choosing alternatives and years to print” on page 82.
-

Viewing the plan in single base year format

In a single base year plan, the first plan year is displayed in a single column immediately to the right of the field names. Data amounts from this base year column carry forward to the subsequent plan years displayed under each alternative.

The following steps describe how to view the plan in a single base year format.

1. With a plan open, choose View > Single Base Year.

Note: The Single Base Year command is not available if your plan includes fewer than two years and two alternatives or if your plan is a family or annualized plan.

2. You will be asked to select an alternative to use for the single base year column. Click the Yes button in the Confirm dialog to proceed.

Important! When you convert to a single base year, you will be asked to choose an alternative whose first year will be used as the base year of the plan. The data for the first year in all other alternatives will be lost. You may want to back up your data before converting to single base year format.

3. In the Select Alternative for Base Year dialog, choose an alternative from the drop-down list. The first year in this alternative will be used as the base year.
4. Click OK to view the plan in single base year format.

Main	Income	Activities	Adjustments	Deductions	Other Taxes	ACA			
Summary	Tax Projection	Tax Projection Pg 2	Exemptions	Analysis	Analysis Part II	Carryforwards	NOL - Regular Tax	NOL - Alt Min Tax	W-4 Withhold
BUILDING -- Building		Base Year	Alt 1		Alt 2				
		2015	2016	2017	2016	2017			
Filing status		Joint	Joint	Joint	Joint	Joint			
Exemptions claimed		2	2	2	2	2			
Income		7,183	7,183	6,196					
Adjustments									
Adjusted Gross Income		7,183	7,183	6,196	0	0			
Itemized deductions?		No <input type="checkbox"/>							
Standard / Itemized deductions		15,100	15,100	15,100	15,100	15,100			

Note: You can toggle the single base year viewing option on and off by marking and clearing the Single Base Year command in the View menu.

Analyzing differences between two columns of data

With the Difference Analysis feature, you can select any two columns in a plan and view them side-by-side, along with a third column showing row-by-row differences between the two columns. You can also print the results.

Note: Difference analysis mode is not available for family plans or annualized plans.

1. Open a plan and determine which columns you want to compare.
2. Choose View > Difference Analysis. A checkmark appears next to the command indicating you are viewing the plan in Difference Analysis mode, and the Difference Analysis dialog opens.
3. In the Difference Analysis dialog, select the two columns you want to compare.
4. Select the *Amount* or *Percent* option to determine how the change in values will be displayed.
5. Click OK to view the comparison.
6. To exit the Difference Analysis feature, choose View > Difference Analysis to clear the checkmark.

Viewing the Watch Window

The Watch Window allows you to see how the data you enter affects specific calculations. In addition, you can select which fields appear in the Watch Window.

1. When a plan is open, choose Tools > Watch Window > Show and select the name of the Watch Window template you want to use. The Watch Window appears at the bottom of the main data-entry window.
2. Do one or more of the following:
 - **Add a row** — To add a row to the open Watch Window, right-click any calculated row in the main data-entry window and choose Watch Window > Add Line.
 - **Remove a row** — To remove a row from the open Watch Window, right-click the row in the Watch Window and choose Remove from Watch Window from the context menu.
 - **Save a template** — If you added or removed rows from the open Watch Window and want to save the current configuration as a new template for use in a future Planner CS session, right-click anywhere in the Watch Window and choose Save Template from the context menu. In the Save Watch Window template dialog, enter a new template name or select an existing template that you want to overwrite.

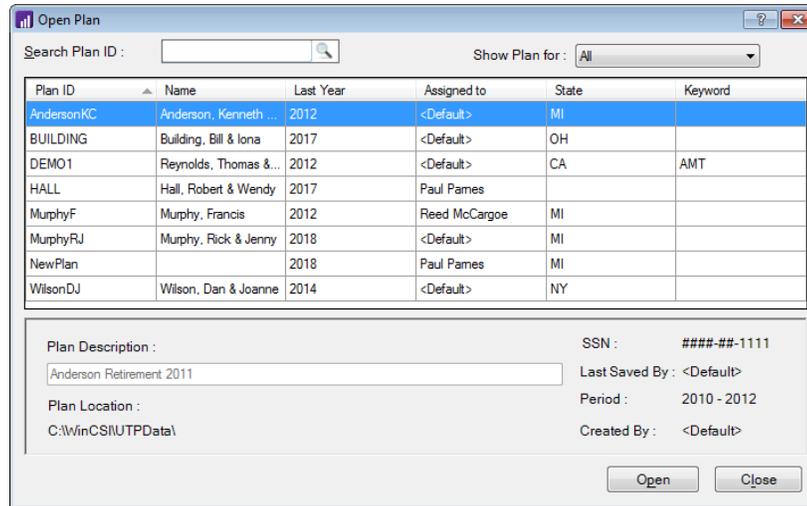
For more information, choose Help > Help & How-To and search for **watch window**. (See the Getting Help section on page 13 for details on using the Help & How-To Center.)

Closing and opening plans

1. To close an open plan, choose File > Close Plan. You can now open a different plan or close Planner CS.

Note: If you decide to back up plans to FileCabinet CS, a message may appear asking if you would like to add a description to the plan. See “Backing up plan data to FileCabinet CS” on page 92 for more information.

- To open a plan, choose File > Open. The Open Plan dialog displays your plans.



- Select the desired plan and click the Open button.

Tips

- Sort the list of available plans by clicking a column heading.
 - Search for a plan by using the *Search* field. To do so, click a column heading in the list pane to narrow your search by the selected column (the name of the selected column appears in the name of the *Search* field), then enter in the *Search* field the first few characters of the information you want to locate. Planner CS highlights the first plan that includes the text string in the selected column.
- If a password was assigned to the selected plan, the Enter Password dialog opens. Enter the password and click OK.

Tip: You can quickly re-open a recently closed plan by choosing File and clicking the plan name at the bottom of the menu.



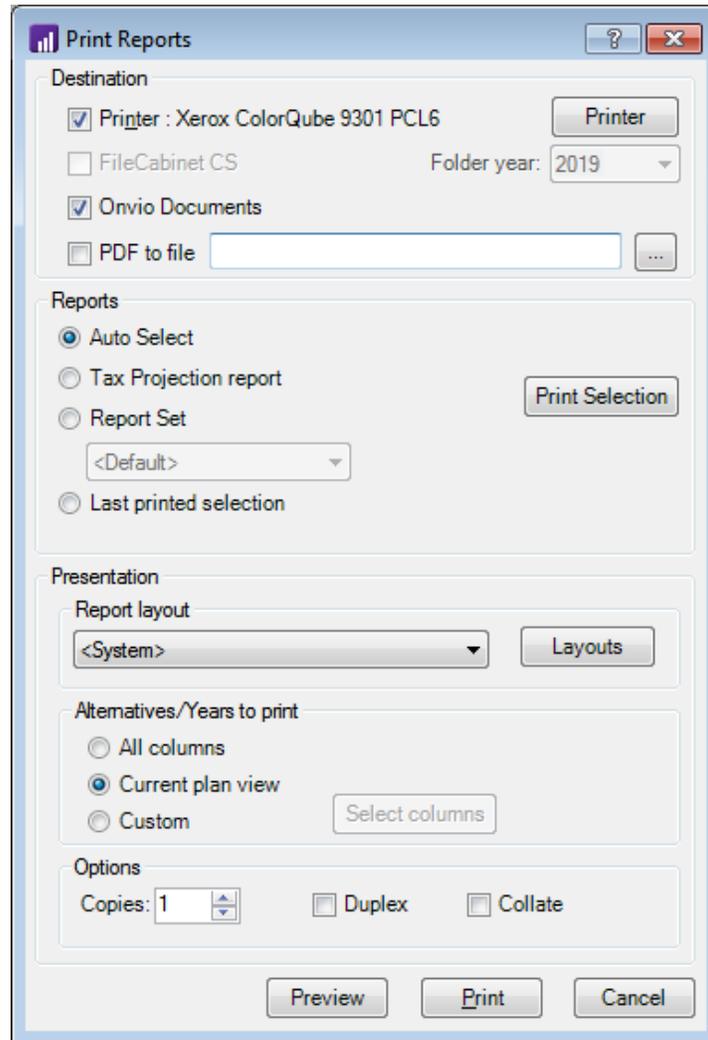
Printing Reports, Graphs, Letters, and Forms

Planner CS enables you to print reports and graphs that help illustrate plan information for your clients. You can calculate and print IRS Forms 1040-ES and W-4. Planner CS includes a powerful client letter writer that allows you to include plan data in your letters. You can also print a plan listing report that summarizes various details about your plans.

This chapter discusses the following printing capabilities in Planner CS.

- Items available to print
- Report printing methods
- Report layouts
- Choosing alternatives and years to print
- Printing reports, graphs, and client letters
- Printing Forms 1040-ES and W-4
- Printing a customized plan listing report

To print a report, graph, or letter in Planner CS, open the plan that contains the data you want to print and choose File > Print Reports. The selections you make in the Print Reports dialog depend on what you want to print, as discussed in the following sections.



Items available to print

From the Print Reports dialog, you can print the following items.

- Tax Projection report
- Standard reports

- Custom reports
- Graphs
- Client letters
- Allocations detail statements
- Plan comments

Tax Projection report

The Tax Projection report summarizes a client's federal income tax plan, including income, deductions, taxes, payments, and more. When this report is generated, Planner CS also generates a summary report for each state attached to the plan.

You can select this report to print by clicking the *Tax Projection report* option in the Print Reports dialog. This report can also be included in a report set; see "Report sets" on page 76 for more information.

Standard reports

Planner CS comes with a standard report for each federal and state tab. The reports correspond with the names of tabs and show every row and cell in each tab.

When you print the reports, you can modify how much information is shown. For example, you can modify the layout so the reports do not include rows with zero amounts, or you can globally suppress rows that you do not want to print (choose Edit > Toggle Row Printing). You can also use a filter at print time so that the printed reports only include certain alternatives and years.

You can select the standard reports to print by clicking the Print Selection button in the Print Reports dialog. Standard reports can also be included in a report set; see "Report sets" on page 76 for more information.

Custom reports

A custom report is a report that you define in Planner CS. You select the rows you want to appear on the report and assemble them in the desired order. You can select rows from any federal or state tab, including heading and blank rows. After you create a custom report, it can be used for any plan.

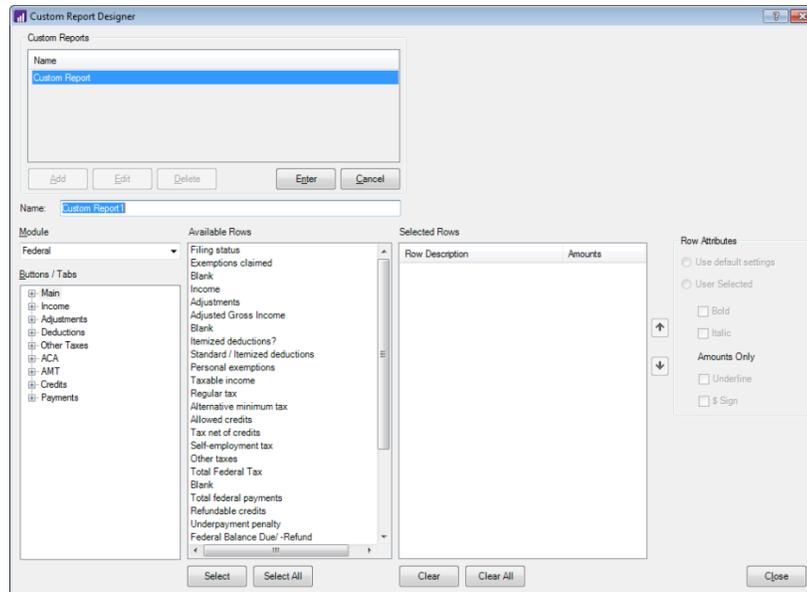
To select a custom report to print, click the Print Selection button in the Print Reports dialog, and then click the Custom Reports tab. Custom reports can also be included in a report set; see “Report sets” on page 76 for more information.

To create a custom report, perform the following steps.

1. With a plan open, choose Reports > Custom Reports. The Custom Report Designer dialog opens.

Note: It may take a few seconds for the dialog to open.

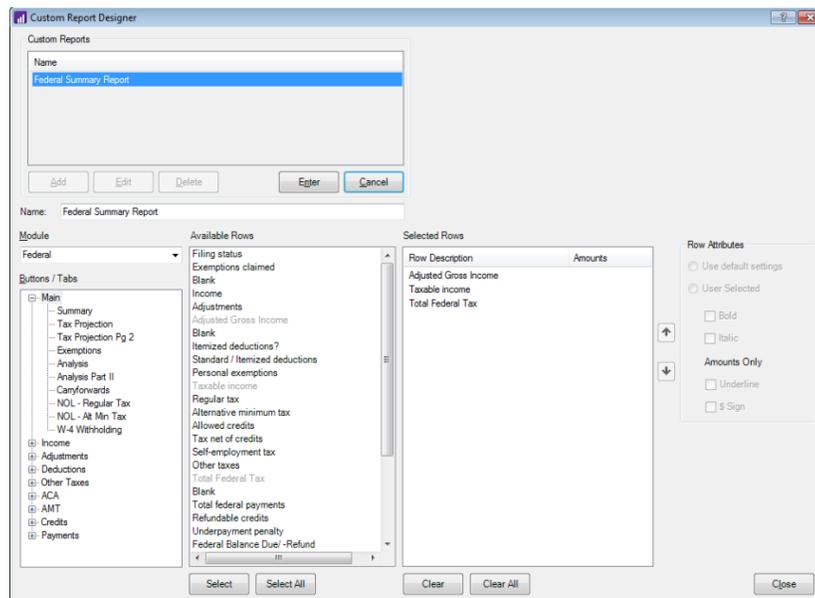
2. Click the Add button and enter a name for the report in the *Name* field.



3. In the *Module* drop-down list, leave Federal selected or, if licensed, select a state module.
4. The Buttons / Tabs pane shows the name of each button in the selected module. Click the name of a button to view its list of tabs.

Note: The Activities button is not included in the list due to its multiple-unit nature.

5. Select a tab name in the Buttons / Tabs pane. The Available Rows pane lists the rows that appear in the selected tab.
6. In the Available Rows pane, select a row you want to add to the report.
7. Click the Select button to add the row to the Selected Rows pane on the right.



8. Select rows from other buttons and tabs by repeating steps 3 through 7 until you have included all of the rows you want in your custom report.

Tip: To make your report look more like the plan you see on screen, you can also include blank and title rows in your custom report.

9. To rearrange the order of the rows in the report, select a row in the Selected Rows pane and click the up or down arrow button to move the selected row up or down in the list. Planner CS prints the selected rows in order of the list from top to bottom.

10. To customize the appearance of data in the report, select the desired options in the Row Attributes group box.
11. When you have finished creating the custom report, click the Enter button to save the report.
12. Click the Close button to close the Custom Report Designer dialog.

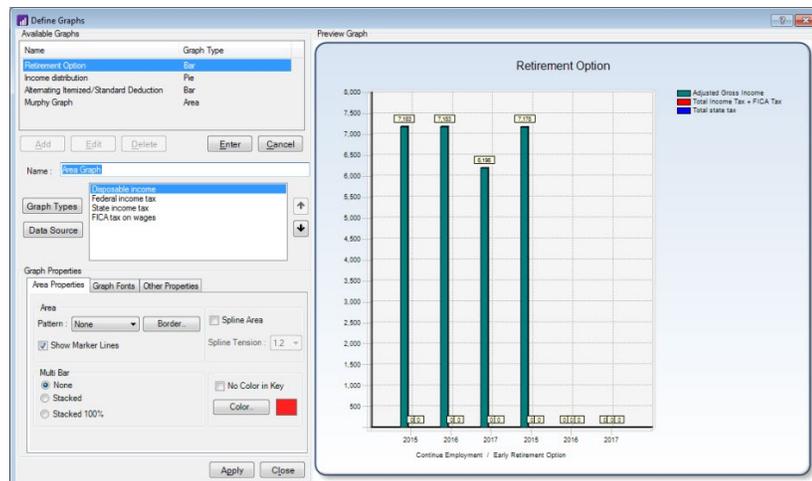
Graphs

In Planner CS, you can create custom graphs to visually display your data. Information on these graphs can come from any federal or state tab and can be displayed in many different graph types, such as bar, pie, and line graphs. After you create a graph, it can be used for any plan.

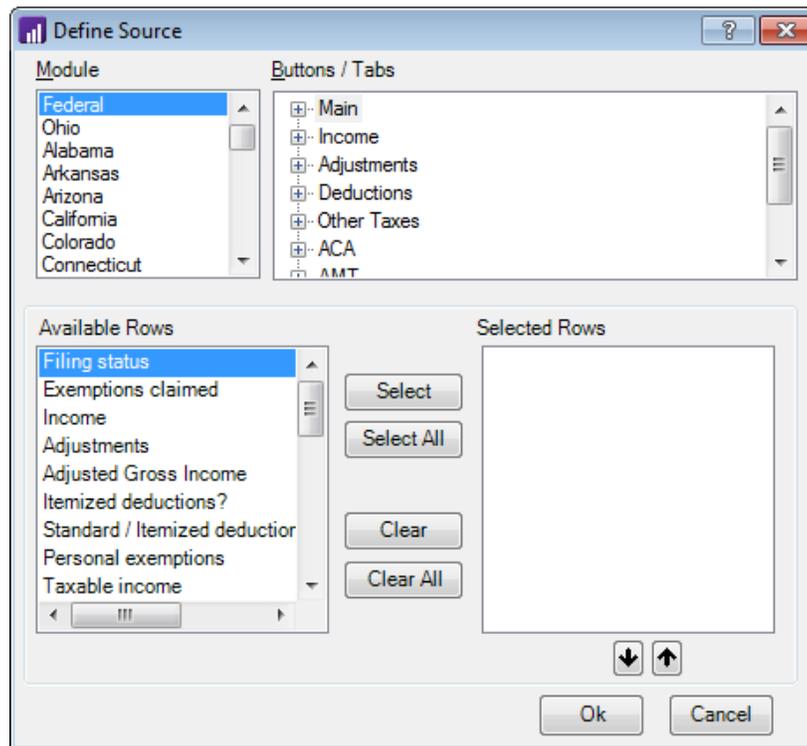
To select graphs to print, choose File > Print Reports, click the Print Selection button in the Print Reports dialog, and click the Graphs tab. Graphs can also be included in a report set; see “Report sets” on page 76 for more information.

To create a custom graph, perform the following steps.

1. Choose Reports > Define Graphs to open the Define Graphs dialog.
2. Click the Add button to open the Graph Types dialog.
3. In the Graph Types dialog, click the type of graph you want to create.
4. Click OK to return to the Define Graphs dialog.



5. Enter a name for the graph in the *Name* field.
6. Click the Data Source button to open the Define Source dialog. In this dialog, you can select the source of the information displayed in the graph.



7. In the Module pane, leave Federal selected or, if licensed, select a state module.
8. The Buttons / Tabs pane shows the name of each button in the selected module. Click the name of a button to view its list of tabs.

Note: The Activities button is not included in the list due to its multiple-unit nature.

9. Select a tab name in the Buttons / Tabs pane. The Available Rows pane lists the rows that appear in the selected tab.

10. In the Available Rows pane, select a row you want to add to the graph.
11. When you are finished selecting rows, click the Ok button to return to the Define Graphs dialog.
12. Use the options in the Graph Properties group box to modify the elements of your graph, such as dimensions, colors, borders, and font.
13. Click the Apply button to view a preview of your graph on the right.
14. Click the Enter button to save the Graph.
15. Click the Close button to close the Define Graphs dialog.

For more information on creating graphs, choose Help > Help & How-To and search for **graphs**. (See the Getting Help section on page 13 for details on using the Help & How-To Center.)

Client letters

The Planner CS built-in client letter writer allows you to create a standard template letter for your clients, as well as design custom letters for individual clients. You can also insert plan data directly into a letter.

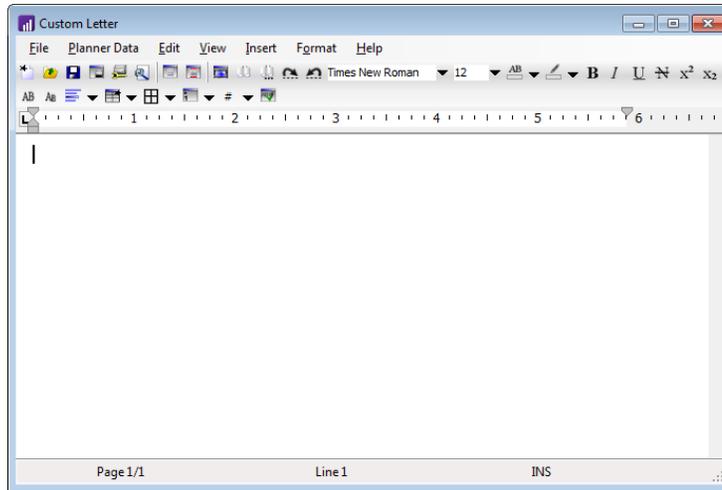
You can select letters to print by clicking the Print Selection button in the Print Reports dialog and clicking the Letters tab. Letters can also be included in a report set; see “Report sets” on page 76 for more information.

To create a client letter, perform the following steps.

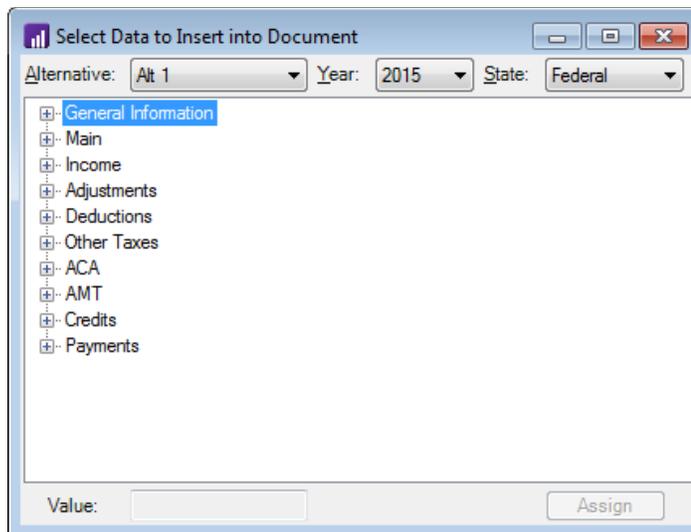
1. Open a plan to which you want to attach a client letter. You can select any one of your existing plans to create a standard letter template.
2. Choose Reports > Client Letters-.RTF.

Note: If you have Microsoft Word installed on your computer, you can choose Client Letters-.DOC to create a letter using Microsoft Word. The window that opens looks similar to Microsoft Word but has a different title bar and an added pull-down menu called Planner Data.

3. The Client Letter window opens with a new letter. Enter and then format your text.



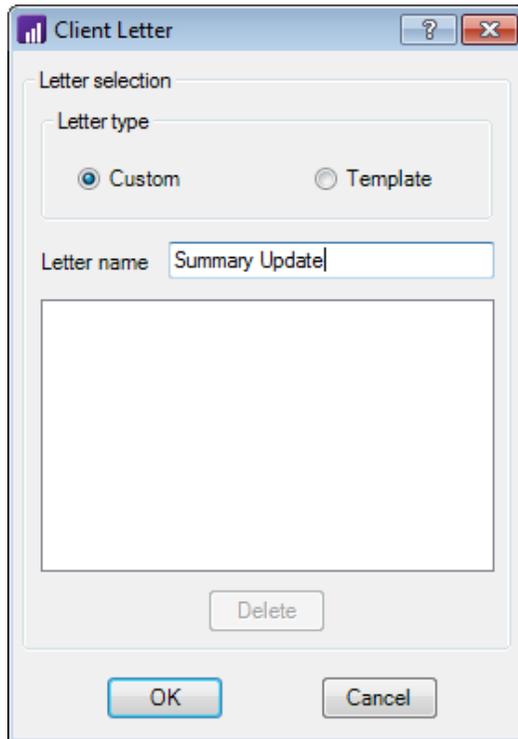
4. To insert data from the current plan into the letter, choose Planner Data > Insert. The Select Data to Insert into Document dialog opens, displaying all the buttons, tabs, and data-entry fields contained in the current plan.



5. In the drop-down lists for the *Alternative* and *Year* fields, select the alternative and year from which you want to insert data.

Note: The drop-down list for the *State* field is available only if state modules are in the open plan.

6. Navigate to the variable you want to include in the letter and select it from the variable list. Each variable in the list represents a field in the main data-entry window. Note that the *Value* field in the list shows the value for that variable in the current plan.
7. Click the Assign button. The variable amount is inserted into the client letter at the point where the cursor is located.
8. After composing the letter in the Client Letter window, choose File > Save. The Client Letters dialog opens.
9. Enter a name for the letter.



10. Click the *Custom* or *Template* option in the Letter type group box.
 - Saving with the *Custom* option saves the letter as unique for the current plan.
 - Saving with the *Template* option saves the letter as a template that can be used for other client plans. When you use the template for other plans, the variables are updated with the data from those plans.
11. Click OK to save the letter.
12. Choose File > Exit in the Client Letter window to close the window and return to the main data-entry window.

For more information about client letters, choose Help > Help & How-To and search for **client letters**. (See the Getting Help section on page 13 for details on using the Help & How-To Center.)

Allocations detail statements

You can view the Allocations window by double-clicking most data-entry fields. If you use the Allocations window to allocate amounts between spouses and/or states, or to list multiple items for a single field, you can print a statement detailing the allocated information.

1. With a plan open, choose File > Print Reports.
2. In the Print Reports dialog, click the Print Selection button.
3. In the Print Selection dialog, mark the *Allocations Detail* checkbox near the bottom of the dialog, and click OK.
4. Click the Print button.

Tip: You can set an option to print the Allocations Detail statement for specific preparers by default. See "" below for details.

Plan comments

Planner CS enables you to enter comments for an open plan (see "Entering comments in a plan" on page 56 for details), which you can print.

1. With a plan open, choose File > Print Reports.

2. In the Print Reports dialog, click the Print Selection button.
3. In the Print Selection dialog, mark the *Plan Comments* checkbox near the bottom of the dialog, and click OK.
4. Click the Print button.

Tip: You can set an option to print plan comments for specific preparers by default. See "Setting print conditions" on page 75 for details.

Report printing methods

Planner CS has four basic methods for selecting reports, graphs, and client letters to print.

- Tax Projection report
- Auto Select
- Last printed selection
- Report sets

For all methods, you can modify the selection of items to print by clicking the Print Selection button in the Print Reports dialog. The Print Selection dialog shows the reports, graphs, and client letters that are included in the report set and allows you to change the selection. Modifications made in the Print Selection dialog apply only to the current print session.

Tax Projection report

When the *Tax Projection report* option is selected, Planner CS prints a one- or two-page summary of the client's federal plan as well as a summary report for each state attached to the plan. Planner CS also selects the <Tax Projection> report layout which is formatted to print the Tax Projection report.

To use this option, perform the following steps.

1. Open a plan and choose File > Print Reports.
2. Click the *Tax Projection report* option in the Reports group box.
3. Click the Print Selection button to see which reports are selected or to change which reports are included for the current printing.

4. Click the Preview button to see the reports on screen, or click the Print button to send the reports to the selected printer.

Auto Select

When you use the Auto Select printing option, Planner CS automatically selects standard reports to print based on the data in the current plan and individual preparers' print options. You can use the Print Conditions dialog to choose which standard reports to print and under which conditions they should be printed. Individual preparers can determine when they want a report automatically selected to print. You need to set these preferences only once, but you can change the selections at any time.

Setting print conditions

1. When a plan is not open, choose Tools > Setup Preparers.
2. In the Preparer Options dialog, highlight a preparer in the list and click the Edit button.
3. Click the Auto Select Conditions button to open the Print Conditions dialog, which displays a list of all data-entry tabs in Planner CS.
4. In the Report Name column, click the desired tab name, or click Allocations Detail or Plan Comments which are at the end of the list, and then click the *As required*, *If data entered*, *Always*, or *Never* option in the Print Condition group box. These options allow you to assign a global property to the report that corresponds to the tab for the selected preparer. The option you select determines which reports are selected by Auto Select.

Note: These print conditions are applicable only when you print using Auto Select.

- **As required** — The report prints if data in the plan warrants printing.
- **If data entered** — The report prints if you have entered an amount in any field in that tab.
- **Always** — The report is always included for printing. If you decide not to print the report, you can clear its corresponding checkbox in the Print Selection dialog just before printing.

- **Never** — The report is never included for printing. If you decide to print the report, you can mark its corresponding checkbox in the Print Selection dialog just before printing.
5. Click OK to close the Print Conditions dialog.
 6. Click the Enter button to save the changes for the selected preparer.
 7. Click the Close button to close the Preparer Options dialog.

Printing with the Auto Select option

1. Open a plan and choose File > Print Reports.
2. Select the *Auto Select* option in the Reports group box.
3. Click the Print Selection button to see which reports are selected or to change which reports are included for the current printing.
4. Click the Preview button to see the reports on screen, or click the Print button to send the reports to the selected printer.

Last printed selection

The *Last printed selection* option is available after you print a specific plan at least one time. When you choose this option in the Print Reports dialog, Planner CS prints the same reports, graphs, and client letters that you printed the last time the plan was printed.

To use this option, perform the following steps.

1. Open a plan and choose File > Print Reports.
2. Click the *Last printed selection* option in the Reports group box.
3. Click the Print Selection button to see which reports are selected or to change which reports are included for the current printing.
4. Click the Preview button to see the reports on screen, or click the Print button to send the reports to the selected printer.

Report sets

A group of reports, graphs, and client letters that you define to print together are known as a report set. By using report sets, you can ensure that only the items you want to see are included when you print. Creating a report set saves time when you need to repeatedly print the same set of reports, graphs, or letters. You can create as many different report

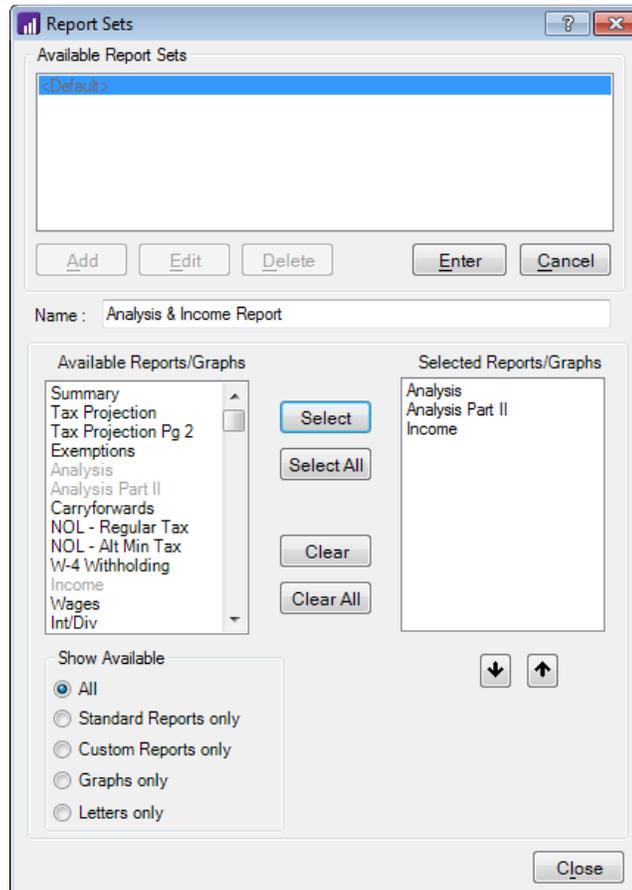
sets as you like, and each report set can include any reports, graphs, and client letters. After you create and save a report set, you can use it for any of your plans.

Creating a report set

1. Choose Reports > Define Report Sets.
2. In the Report Sets dialog, click the Add button and enter a name for the report set in the *Name* field.
3. The Available Reports/Graphs pane lists all reports, graphs, and client letters that are available for printing. Select an item in the Available Reports/Graphs pane.

Note: To reduce the number of items listed in the Available Reports/Graphs pane, click one of the filtering options in the Show Available group box.

4. Click the Select button to move the item to the Selected Reports/Graphs pane on the right.



5. Repeat steps 3 and 4 until you have selected all the desired reports, graphs, and client letters for this report set.
6. To rearrange the print order of items in the report set, select an item in the Selected Reports/Graphs pane on the right and click the up or down arrow button to move the selected item up or down in the list. Planner CS prints the items in the order they are listed.
7. Click the Enter button to save the report set, then click the Close button to close the dialog.

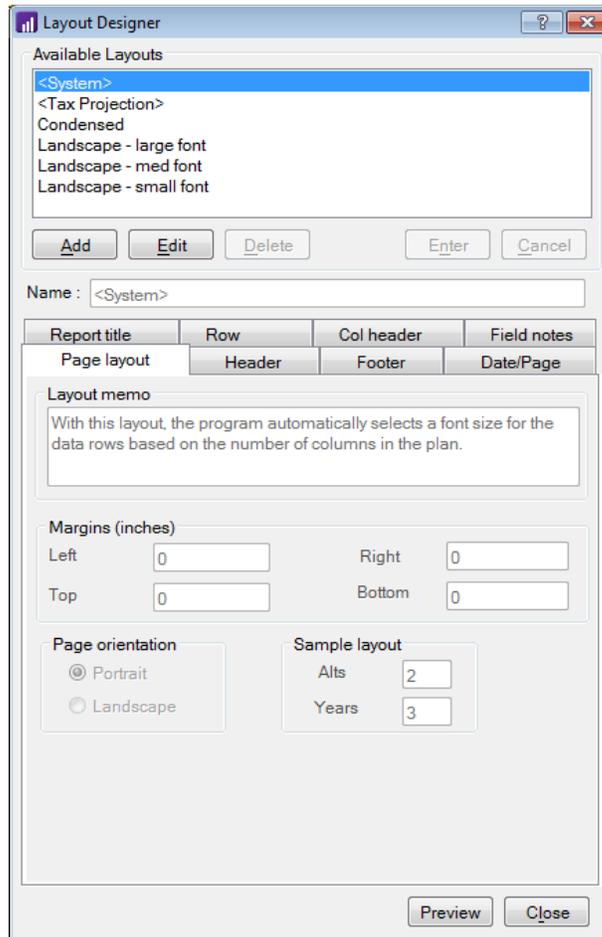
Printing a report set

1. Open the desired plan for which you want to print a report set.
2. Choose File > Print Reports.
3. Click the *Report Set* option and select the name of the report set from the drop-down list in the Reports group box.
4. Click the Print Selection button to see which reports are selected or to change which reports are included for the current printing.
5. Click the Preview button to see the reports on screen, or click the Print button to send the reports to the selected printer.

Report layouts

Planner CS enables you to print reports using various layouts. The layout you select from the *Report Layout* field in the File > Print Reports dialog applies to all standard and custom reports printed during the current print session.

The application includes several report layouts which you can modify, or you can create new layouts in the Layout Designer dialog, which is opened by choosing Reports > Report Layouts.



The Layout Designer dialog has the following tabs, each of which can be used to adjust the layout of your reports.

- **Page layout** — Use this tab to change the page margins, specify the page orientation, and to enter a memo describing the layout.
- **Header** — Use this tab to create a header for your reports, which can include the names of your client and firm, the plan's description, and up to two lines of additional text. You can also choose to print header and footer information on the first page only.

- **Footer** — Use this tab to create a footer for your reports, which can include the names of your client and firm, the plan's description, and up to two lines of additional text.
- **Date/Page** — Use this tab to indicate whether the date, time, page number, and plan ID should print on the reports.
- **Report title** — Use this tab to modify the format of the title that prints at the top of each report and to indicate whether there should be a page break between each report.
- **Row** — Use this tab to modify the size and width of rows and columns in the reports, to indicate whether empty rows should print, and to add shading and line effects.
- **Col header** — Use this tab to change the font of the column header, to add column footers, and to add column lines.
- **Field notes** — Use this tab to customize the appearance of field notes and to indicate whether they are printed on standard reports, printed with plan comments, or are never printed.

To create or modify a report layout, perform the following steps.

1. Choose Reports > Report Layouts.
2. In the Layout Designer dialog, click the Add button and enter a name for the new layout in the *Name* field. Or, highlight an existing layout and click the Edit button.

Note: Certain layout options are disabled when editing the <System> and <Tax Projection> layouts.

3. Click any of the tabs in this dialog and use the available options to specify the details you want to include in your reports when printing with this layout. For information on a specific field in a tab, click  in the title bar and then click the field.
4. When you are finished modifying the layout, click the Enter button to save the layout.
5. To preview the layout, click the Preview button. A new window will open. When you are finished previewing the layout, click the Close button.

6. Click the Close button to close the Layout Designer dialog.

This layout is now available in the *Report layout* field in the File > Print Reports dialog.

Choosing alternatives and years to print

You can further modify your reports and graphs by selecting which plan alternatives and years to include. To select the alternatives and years, use the following options in the Alternatives/Years to print group box in the File > Print Reports dialog.

Note: The option you select applies to all reports and graphs currently selected to print.

- **All columns** — Click this option to print all alternatives and/or years in the plan, even those that you chose to hide in the main data-entry window.
- **Current plan view** — Click this option to print only the alternatives and/or years displayed in the main data-entry window, ignoring those alternatives and/or years that you chose to hide.
- **Custom** — Click this option, then click the Select columns button to select the alternatives and/or years that you want to print.

Printing reports, graphs, and client letters

1. Open the plan that you want to print.
2. Choose File > Print Reports to open the Print Reports dialog.

Note: You can also click the Print Reports  button or press CTRL+P.

3. Select one of the following options in the Reports group box. (For more information on the different print methods, see “Report printing methods” on page 74.)

- To print the standard Planner CS reports that are applicable to data in the current plan, click the *Auto Select* option.
 - To print a tax projection summary of the client's federal plan as well as a summary report for each state attached to the plan, click the *Tax Projection report* option. When this option is selected, Planner CS also selects the Tax Projection report layout.
 - To print a custom set of reports and/or graphs that you previously defined as a report set, click the *Report Set* option and select the report set from the drop-down list.
 - To print the same selection of reports, graphs, and client letters as the last time the plan was printed, click the *Last printed selection* option.
4. Click the Print Selection button and perform one or both of the following steps and then click OK.
 - To view all items that are and are not selected to print, click the Standard Reports tab, Custom Reports tab, Graphs tab, and Letters tab. Mark or clear the checkbox next to an item to add or remove it from the print collation.
 - To view a list of items you have selected to print, click the Collation tab. The reports, graphs, and client letters are listed in the order they will print from top to bottom. To change the printing order, highlight an item in the list and click the up or down arrow button to move the selected item.
 5. To print an allocations detail statement showing data allocated between the taxpayer, spouse, and/or states, mark the *Allocations Detail* checkbox near the bottom of the dialog.
 6. To print comments you previously entered for the plan, mark the *Plan Comments* checkbox near the bottom of the dialog.
 7. To change the layout of your reports, select a predefined layout from the *Report layout* field. Or, click the Layouts button to add or edit a layout. For more information, see "Report layouts" on page 79.
 8. To choose which alternatives and years should print, click the *All columns*, *Current plan view*, or *Custom* option in the Alternatives/Years to print group box. For more information, see "Choosing alternatives and years to print" on page 82.

9. Enter the number of copies you want to print in the *Copies* field.
10. To preview reports and graphs on screen before they print, click the Preview button.

Note: To preview an RTF letter, you must choose File > Preview with the letter writer open.

11. To print the selected reports, graphs, and client letters, click the Print button.

FileCabinet CS users: You can also send a copy of the report to FileCabinet CS by marking the *FileCabinet CS* checkbox and selecting a year in the *Folder year* field. If you mark this checkbox, but do not mark the *Printer* checkbox, the Print button at the bottom of this dialog becomes the To Cabinet button. Click this button to print the report to FileCabinet CS.

Printing Forms 1040-ES and W-4

Planner CS enables you to calculate and print IRS Form 1040-ES, Estimated Tax Payment Vouchers; and IRS Form W-4, Employee's Withholding Allowance Certificate. Planner CS enables you to print each of these forms for the current tax year, as well as for the upcoming year.

Form 1040-ES payment amounts

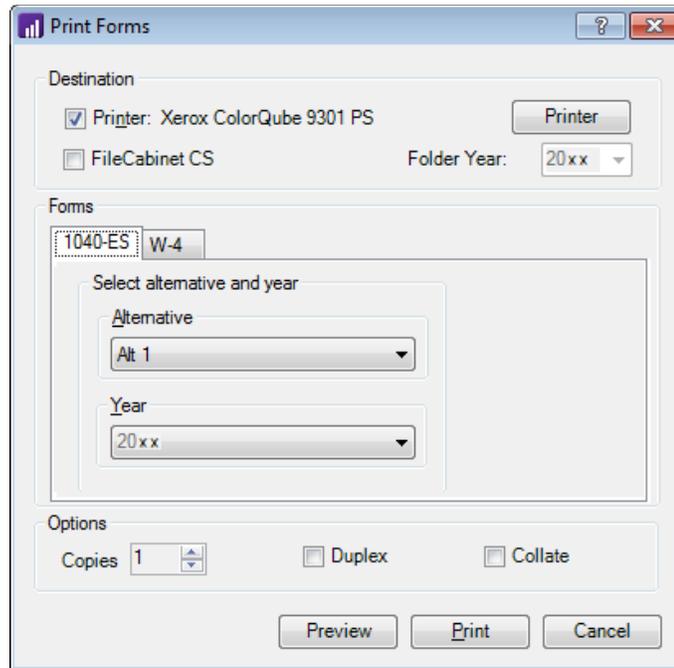
You can print IRS Form 1040-ES vouchers using amounts entered (or calculated) in the Payments > Federal Pmts tab in the federal module. Planner CS calculates required payment amounts if you complete the Estimated/Overpayment Options section at the top of this tab. The payment amounts that are used on the printed vouchers are taken from the following fields in the Federal Pmts tab.

- *1st ES payment*
- *2nd ES payment*
- *3rd ES payment*
- *4th ES payment*

	Pay Off Mortgage			No Mortgage Payoff			TP-Pay Off
	2016	2017	2018	2016	2017	2018	
MurphyRJ -- Murphy							
ESTIMATED PAYMENT OPTIONS							
Estimated tax options		None	None	None	None	None	
Apply all of PY overpmt to ES?	No <input type="checkbox"/>						
Amount of PY overpmt to apply							
Prior year AGI		173,727	164,060		81,685	79,198	
Qualified small business?							
Prior year tax liability	50	29,833	27,383		8,219	7,844	
Current year tax liability	29,833	27,383	16,074	8,219	7,844	6,224	
Federal tax withheld							
Required estimated tax payment							
FEDERAL PAYMENTS							
Prior year overpayment applied							
1st ES payment							
1st payment date	4/15/2016	4/15/2017	4/15/2018	4/15/2016	4/15/2017	4/15/2018	
2nd ES payment							
2nd payment date	6/15/2016	6/15/2017	6/15/2018	6/15/2016	6/15/2017	6/15/2018	
3rd ES payment							
3rd payment date							

Printing Form 1040-ES vouchers

1. Open the plan for which you have completed the Payments > Federal Pmts tab.
2. Choose File > Print Forms. In the 1040-ES tab, select the plan alternative and year that correspond to the payment amounts to be used on the printed vouchers.



Note: You must enter the taxpayer's name, address, and Social Security number for the printed vouchers in the Client Information tab of the Plan Information dialog, which you can access by choosing File > Plan Information.

3. Enter the number of copies you want to print in the *Copies* field.
4. To preview the 1040-ES vouchers on screen before they print, click the Preview button.
5. Click the Print button to print the 1040-ES vouchers. Planner CS prints the set of four quarterly estimated tax payment vouchers.

FileCabinet CS users: You can also send a copy of the Form 1040-ES payment vouchers to FileCabinet CS by marking the *FileCabinet CS* checkbox and selecting a year in the *Folder year* field. If you mark this checkbox, but do not mark the *Printer* checkbox, the Print button at the bottom of this dialog becomes the To Cabinet button. Click this button to print the Form 1040-ES vouchers to FileCabinet CS.

Form W-4 withholding allowance certificates

You can print Form W-4 with the number of allowances to be claimed as calculated by the W-4 Calculator utility. The calculated number of allowances determined using the W-4 Calculator are displayed in the Main > W-4 Withholding tab in the federal module. Planner CS can calculate and print Form W-4 for up to four different employers.

To access the W-4 Calculator utility, choose Tools > W-4 Calculator. For additional information about using the W-4 Calculator, choose Help > Help & How-To and search for **calculating withholding**. (See the Getting Help section on page 13 for details on using the Help & How-To Center.)

Printing Form W-4

1. Open the plan for which you have completed the Main > W-4 Allowances tab in the federal module.
2. Choose File > Print Forms.
3. Click the W-4 tab and select the plan alternative and year that correspond to the calculated withholding allowance information in the Main > W-4 Allowances tab of the main data-entry window.

Note: You must enter the taxpayer's name, address, and Social Security number for the printed Form W-4 in the Client Information tab of the Plan Information dialog, which is accessed by choosing File > Plan Information.

4. Enter the number of copies you want to print in the *Copies* field.
5. To preview the calculated W-4 form(s) on screen before they print, click the Preview button.
6. Click the Print button to print Form W-4.

FileCabinet CS users: You can also send a copy of Form W-4 to FileCabinet CS by marking the *FileCabinet CS* checkbox and selecting a year in the *Folder year* field. If you mark this checkbox, but do not mark the *Printer* checkbox, the Print button at the bottom of this dialog becomes the To Cabinet button. Click this button to print Form W-4 to FileCabinet CS.

Printing a customized plan listing report

Plan listing reports summarize various details about your plans, including your clients' contact information, the plans assigned to each preparer, the location and accessibility of plan data, and more. The following table lists the three types of reports that are available and the details included in each report.

Client Contact	Plan Information	Plan Location
plan ID	plan ID	plan ID
taxpayer and spouse names	taxpayer and spouse names	taxpayer name
client mailing addresses	plan period (years)	plan data location
client phone number	plan description	plan data accessibility
client date of birth	assigned preparer	
	date modified	

Note: Each report may include additional information depending on which sort option you select.

1. If a plan is open, close the plan.
2. Choose Reports > Print Plan Listings.
3. In the Plan Listing Reports dialog, select one or more plans to include in the report.
4. In the Reports group box, select the type of report you want to create, and if desired, select a category by which to sort the information in the report.
5. To change the destination or the appearance of the printed report, use the options in the Destination and Options group boxes.
6. Click Print.

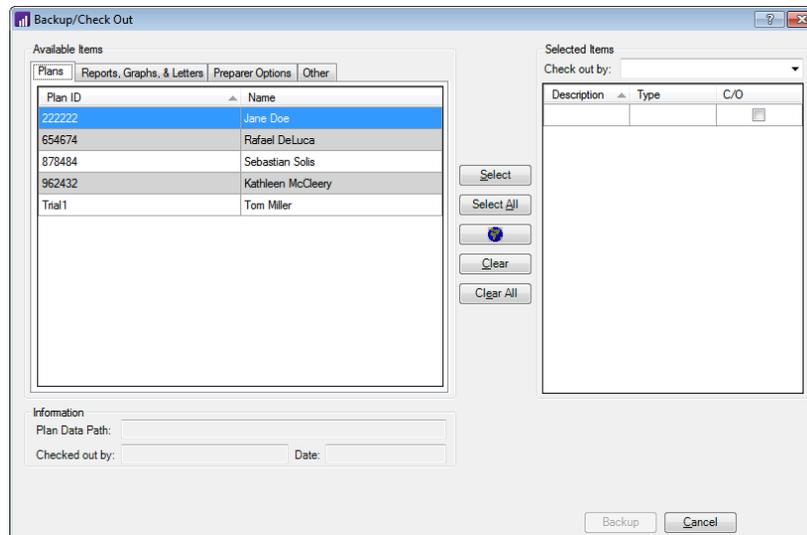
Backing Up and Restoring Plan Data

This chapter discusses saving backup copies of plans, restoring plan data from a backup copy, backing up plan data to FileCabinet CS, and restoring data from FileCabinet CS.

Saving backup copies of plans

You can save backup copies of plans to a data storage device such as a disc, a location on your hard drive, or a location on the network.

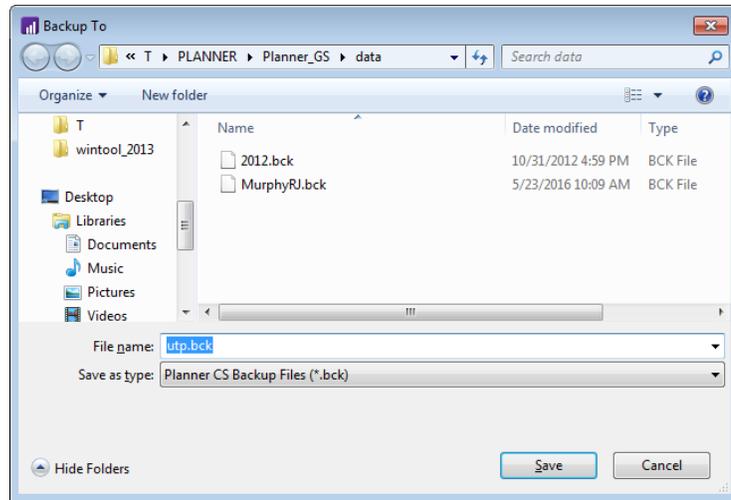
1. Choose File > Backup to open the Backup/Check Out dialog.



2. Click the Clients tab to view a list of plans.

3. Highlight the plans you want to back up, click the Select button to move the plans to the Selected Items pane on the right, and click Done.
4. In the Backup To dialog, enter a name for the backup file in the *File name* field.

Note: You may use the default name **utp.bck**, but if you plan to save additional backup files in the same location, you **must** specify a different name for each backup file to avoid overwriting previous files.



5. Navigate to the appropriate backup location, then click the Save button.

In addition to plan data, you can also back up report sets, graphs, Watch Window templates, custom reports, report layouts, letter templates, preparer options, and federal underwithholding penalty interest rates using the File > Backup menu command.

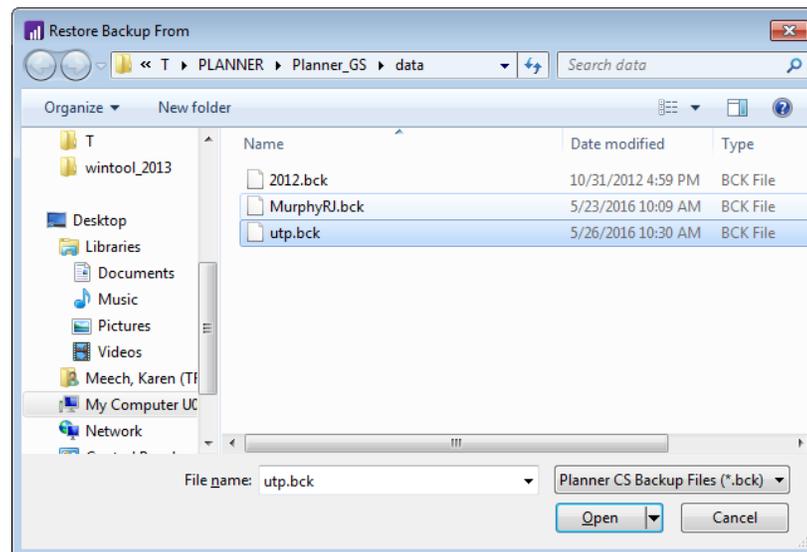
Tip: Planner CS also enables you to check out plans, report sets, graphs, Watch Window templates, custom reports, report layouts, and letter templates. By checking out items, you can prevent other preparers in your office from modifying them while you have them checked out. For more information, choose Help > Help & How-To and search for **checking out data**. (See the Getting Help section on page 13 of this guide for details on using the Help & How-To Center.)

Restoring plan data from a backup copy

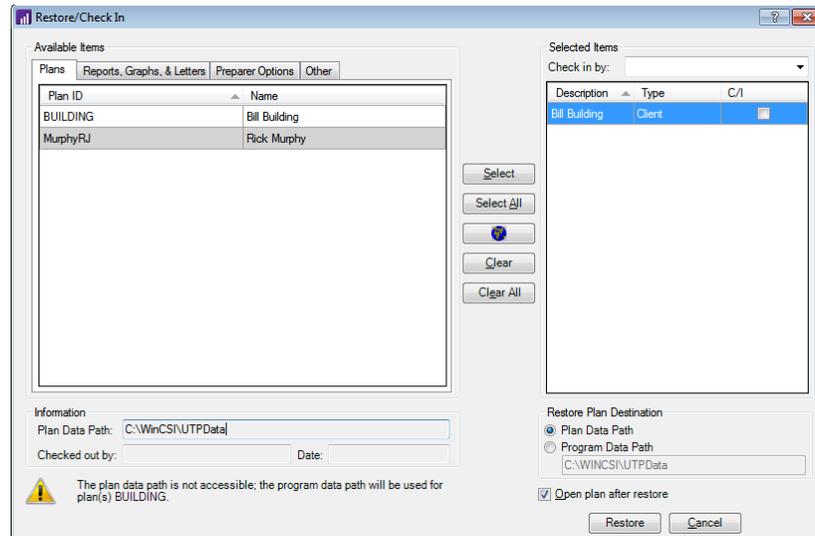
Use this procedure to restore plan data from a backup copy.

Important! Restoring a plan overwrites any existing plan with the same plan ID.

1. Choose File > Restore > From a Planner CS Backup.
2. The Restore Backup From dialog opens. Navigate to the location of the backup file, click the backup file you want to restore, and click the Open button.



3. The Restore/Check In dialog opens. Highlight the plans you want to restore and click the Select button to move the plans to the Selected Items pane.



4. Click Done to restore the selected plans.

For additional information on restoring plans, report sets, graphs, Watch Window templates, custom reports, report layouts, letter templates, preparer options, and federal underwithholding penalty interest rates, and on using the check in feature, choose Help > Help & How-To and search for **restoring data**. (See the Getting Help section on page 13 of this guide for details on using the Help & How-To Center.)

Backing up plan data to FileCabinet CS

If you are licensed for FileCabinet CS and have it installed, Planner CS can back up your plan data into FileCabinet CS. The backups occur automatically when you close a plan in Planner CS. By default, a maximum of two backups per plan are stored in FileCabinet CS, with a maximum of one backup retained in FileCabinet CS per day.

To enable this feature or change the defaults, use the following procedure.

1. Choose Tools > FileCabinet CS Options.
2. To enable the automatic backup of plans, mark the *Automatically backup plan data to FileCabinet CS* checkbox.

3. Make any other desired changes using the fields in this dialog. For information on this dialog and its fields, click  in the title bar and then click any field.
4. When you have finished, click OK to close the FileCabinet CS Options dialog.

Notes

- If the *Prompt for a user-entered comment for each backup* checkbox in the FileCabinet CS Options dialog is marked, the Archive Client dialog opens each time you close a plan. Use the Archive Client dialog to elect whether or not to back up the plan to FileCabinet CS and to enter a comment or description to be stored with the plan.
 - When using this feature, a folder called Archive is created under each plan ID in the FileCabinet CS Folders Window.
-

Restoring data from FileCabinet CS

Follow this procedure to restore plan data that has been backed up to FileCabinet CS. Note that you must have backed up the plan in FileCabinet CS before you can restore it from FileCabinet CS to Planner CS.

Important! Restoring a plan overwrites any existing plan with the same plan ID.

1. Choose File > Restore > From FileCabinet CS.
2. In the Restore From FileCabinet CS dialog, highlight the name of the plan you want to restore and click the Continue button.
3. In the Select Version to Restore dialog, mark the checkbox next to the version you wish to restore. Note that the plan versions are labeled according to the date and time of the backup, along with any comments that were manually added when the plan was closed.
4. Click the Restore button to restore and open the selected plan version.



Setting Up CS Connect

CS Connect is the electronic communication application between your CS Professional Suite applications and Thomson Reuters. It is installed automatically when you install Planner CS, and it provides you with a convenient and economical way to download licenses and application updates and receive other timely information. All you need is an active internet connection.

Notes

- An active internet connection is required to use CS Connect.
- Our network of secure data centers is scheduled to be available for CS Connect calls during all hours of the week. In the rare event that system maintenance is required, we will perform it between
- 3:00 a.m. and 6:00 a.m. Eastern time.

The primary documentation for using CS Connect is provided in the comprehensive help, which is accessible from the Help menu in Planner CS.

This chapter describes:

- the basic features of CS Connect,
- how to set up CS Connect, and
- where to find information about troubleshooting connection issues and error messages in CS Connect.

CS Connect features

With CS Connect, you can do the following tasks.

- Download initial and updated licenses. For more information, please see “Downloading and installing the license” on page 9.

- Download selected updates for Planner CS using CS Connect, as significant changes are made to the application throughout the year.
- Download user bulletins and other documents via CS Connect to learn timely information and, when appropriate, helpful user tips.
- Make your calls in “unattended” mode. This allows you to schedule a time for CS Connect to automatically call our network of secure data centers.
- Apply the application updates downloaded from our network of secure data centers to Planner CS on the same computer or network to which they have been downloaded.

Notes

- There is no charge for using CS Connect to download and install licenses and application updates. For these routine activities, you pay only for your internet service provider.
 - CS Connect encrypts all sensitive transactions involving monetary funds or client information using an industry-standard encryption system, thus keeping your data safe as it travels over the internet.
-

One-time communications setup

This section explains how to set up your system to use CS Connect, which is installed automatically when you install Planner CS. To properly configure your system to use CS Connect, you must set up the communication configuration to communicate with our network of secure data centers. This one-time setup procedure needs to be performed on each workstation you intend to use for CS Connect.

Notes

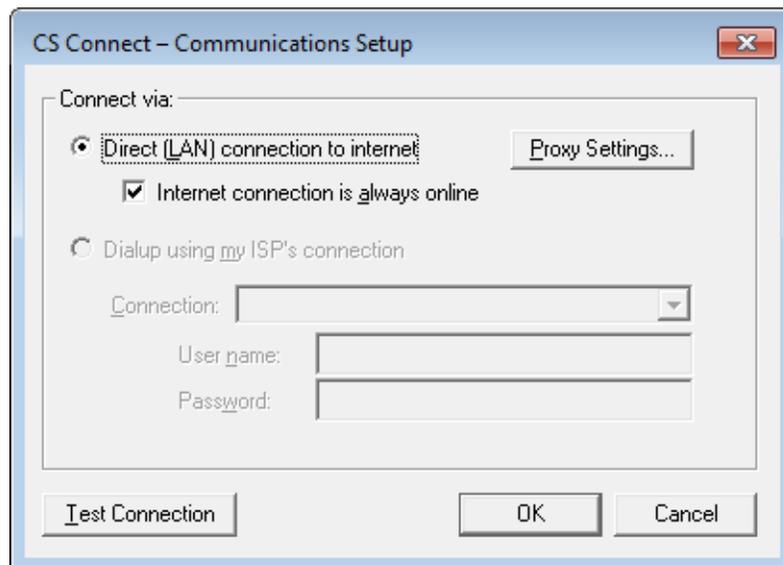
- If you used CS Connect to obtain and install licenses on this computer or to obtain application updates for any CS Professional Suite application, then your computer is already correctly configured for CS Connect.

- We recommend that you perform your first CS Connect call as soon as possible after receiving the application to ensure that you can communicate with our network of secure data centers before you need to receive licenses or application updates.

Setting up the communication configuration

Note that Planner CS must be installed on your computer before you perform the following procedure.

1. Start Planner CS.
2. Choose File > CS Connect to start CS Connect.
3. In the CS Connect (PCS) dialog, click the Connect Setup button to open the CS Connect – Communications Setup dialog. Use this dialog to verify or select the various communications settings applicable to your system so that you can communicate with our network of secure data centers.



- *Direct (LAN) connection to internet* — Click this option if your computer is connected to a network that has a direct internet connection.

- *Proxy Settings* — If your local area network uses a proxy server, click this button to open the CS Connect - Proxy Setup dialog. This dialog allows you to enter the necessary information for CS Connect to connect to our network of secure data centers.
- *Internet connection is always online* — Mark this checkbox if your computer is always connected to the internet.
- *Dialup using my ISP's connection* — If you will connect to our network of secure data centers using a dial-up internet service provider, click this option.
 - *Connection* — If you will use an internet service provider to connect to our network of secure data centers, select the name of your internet service provider from the drop-down list.
 - *User name and Password* — Enter the user name and password for the internet connection you specified.

Troubleshooting connection issues and error messages

For information about troubleshooting connection issues and error messages, choose Help > Help & How-To and search for **troubleshooting connection issues**. (See the Getting Help section on page 13 of this guide for details on using the Help & How-To Center.)