UltraTax/1041

Walkthrough

Tax Year 2018

Invest a few hours of your time to experience the power of UltraTax/1041 — the tax preparation application that puts you in complete control of processing your tax returns.

TL32128 (04/16/19)

Contents

GETTING STARTED

This walkthrough will provide you with a basic understanding of the design and functionality of UltraTax CS. Because this walkthrough is relatively brief, we cannot show you all of the application features and capabilities. However, after you complete the walkthrough, you will have a good understanding of the basic features of UltraTax CS and will be able to prepare tax returns with confidence and efficiency.

This walkthrough is most beneficial when you read the pages in sequence. If UltraTax CS does not perform as expected while you use this walkthrough, please call CS Support at **800.968.0600** and follow the prompts.

This chapter of the walkthrough describes the following:

- The UltraTax CS main window, including the menu, toolbar, and Home Page
- How to use the Help menu to learn more about UltraTax CS

About UltraTax CS

All UltraTax CS applications share common features and adhere to standard Windows® design conventions to improve user productivity. For example, UltraTax CS uses the same keyboard commands, menus, and application conventions as your Windows operating system.

> **Note:** For the latest system requirements information, please visit the System requirements page of our website. Note that our applications are designed for professional production work. Our system requirements are based on the assumption that professional accounting firms replace their computer hardware and operating systems approximately every three years. While our applications may operate on less powerful hardware and operating systems, we do not believe our applications will perform at a level suitable for production work in those environments. Of course, as processing speed and RAM increase, application performance will also improve. We recommend business class computers, which generally offer higher levels of performance than home models when running business applications.

The UltraTax CS main window

- After you have installed UltraTax CS, double-click the UltraTax CS icon on the Windows desktop to start the application.

> **Note:** To protect your data and comply with IRS requirements, the licensed version of UltraTax CS requires that each user log in to the application with a unique username and password. If you are using a licensed full version of UltraTax CS, a login prompt will appear immediately after launching the application.

If the User Bulletin window opens when you open UltraTax CS, just click the Close button to close this window. We will discuss user bulletins on page 7 of this walkthrough.

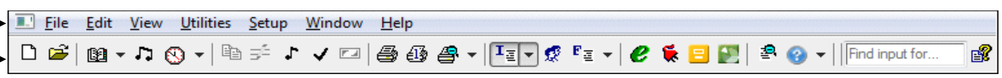
After you close the User Bulletin window, you will see the UltraTax CS menu and toolbar, which are the starting points for all activities in UltraTax CS.

> **Note:** If your firm uses a master password, you may be restricted from accessing various UltraTax CS features.

UltraTax CS menu and toolbar

The toolbar is composed of buttons for the most common actions in UltraTax CS, such as creating a new client, accessing client properties, printing returns or other documents, and switching between form and input screen view. The UltraTax CS menu consists of menus from which you execute various commands. These menus are dynamic, so the commands that appear in the menus differ depending on whether a client's return is open and where you are in the application.

Menu
Toolbar



Each menu contains commands about a different area of UltraTax CS. For example, the File menu commands are used for client data operations, such as opening and closing returns, adding clients, and backing up or renaming client data. Please take a few minutes to browse the commands in each menu. You will use many of the commands later in this walkthrough.

UltraTax CS Home Page

The UltraTax CS Home Page provides links to frequently used functions and displays information about return status, application updates, and client status in UltraTax CS. By default, the Home Page displays when you open UltraTax CS, or you can click the Home Page button on the toolbar to open the Home Page. To set up the Home Page to always appear when a return is not open, choose User Preferences from the Setup menu, click the Home Page tab, and select *When no other screens are visible* from the *Display the Home Page* field drop-down list.

To view each section of the Home Page, click the links in the left pane.

Alerts

The Alerts section provides notifications of important information about UltraTax CS. The section also contains any reminders that have been set up via the Client Status system.

Product News

The Product News section displays electronic filing information and other news about UltraTax CS applications.

Electronic Filing Live

The Electronic Filing Live section displays status information about returns that have been transmitted for electronic filing.

> **Note:** You must have an active internet connection to view the live status of electronic files. To maintain an active connection, choose Utilities > CS Connect, click the Communication Setup button, click the *Direct (LAN) connection to internet* option, and mark the *Internet connection is always online* checkbox.

eSignature Status Live

The eSignature Status Live section displays a list of all eSignature documents that have been transmitted for electronic signing. This list includes the client ID, name, originator at the firm who transmitted the eSignature (typically a preparer, reviewer, or other staff member), the associated entity type, the date of the transmission, and the current status of each document.

Bank Products

The Bank Products section contains status information about electronically filed returns that utilize bank products. The Bank Products section displays on the Home Page only if you mark the *Use Electronic Refund Disbursement Service* checkbox in the Bank Products dialog. To mark this checkbox, choose 1040 Individual from the Setup menu, click the Federal tab, and click the Bank Products button.

CS Connect Services

The CS Connect™ Services section displays updates that were downloaded and applied via CS Connect. To update CS Connect Background Services settings on the CS Connect tab of the System Configuration dialog via the UltraTax CS Home Page, click the CS Connect Services link and then click the Change link.

UltraTax CS Updates

The UltraTax CS Updates section contains information about application updates that are available for download. This link displays only if there are available updates.

Recent Activity

The Recent Activity section displays the most recent client returns your preparers, staff, and reviewers have accessed, along with the time spent in each client's record. You can use the Setup > User Preferences > Home Page tab to specify the number of clients displayed here.

Client Profiles

The Client Profiles section lists all client returns, including the client ID, entity, status, and complexity. In this section, you can open a client's return, search your client list by first or last name, update client contact information without opening the client's return, access return information, view return history (when applicable), and view the status history of clients' returns, as well as add, edit, or view external client documents.

Product Releases

The Product Releases section shows which federal and state applications you have installed, which applications you are licensed for (or that you installed in the prior year) but have not yet installed, which are available to install, and which are not yet available to install.

Product Information

The Product Information section displays Platform information that applies to all products and information about all products for which you are licensed including form approval status, available forms, and electronic filing.

Data Locations

The Data Locations section displays all of the data locations you set up for your client data. You can expand each link to see how many clients are in each data location. To add data locations, choose System Configuration from the Setup menu, and click the Data Locations tab.

Firm Information

The Firm Information section provides information about network users who are currently using the application. You can review graphs that display current and prior-year clients by entity, view a breakdown by year and entity of how many clients each preparer, reviewer, or staff is assigned, and view computer hardware information for network users. This section does not display by default. To display the Firm Information section on the Home Page, choose Security from the Setup menu, enter a password, and mark the *Display Firm tabs on the home page* checkbox. If you enabled advanced security, choose Setup > Security, enter your password and click Continue, click the Groups tab, click the Edit Group button, click the Administrative link in the Privilege column, set the Home Page privilege to *Allow*, and click OK twice.

Multimedia Presentations

The Multimedia Presentations section contains links to video presentations about items such as new features in UltraTax CS and PDF documents with information related to the videos.

Research on the Web

The Research on the Web section contains links to useful websites.

Custom links

The left pane of the Home Page displays icons for any custom URLs or links to local or network files that you have set up. To add custom links, access the Setup > User Preferences > Home Page tab and click the Custom Links button.

Forms CS

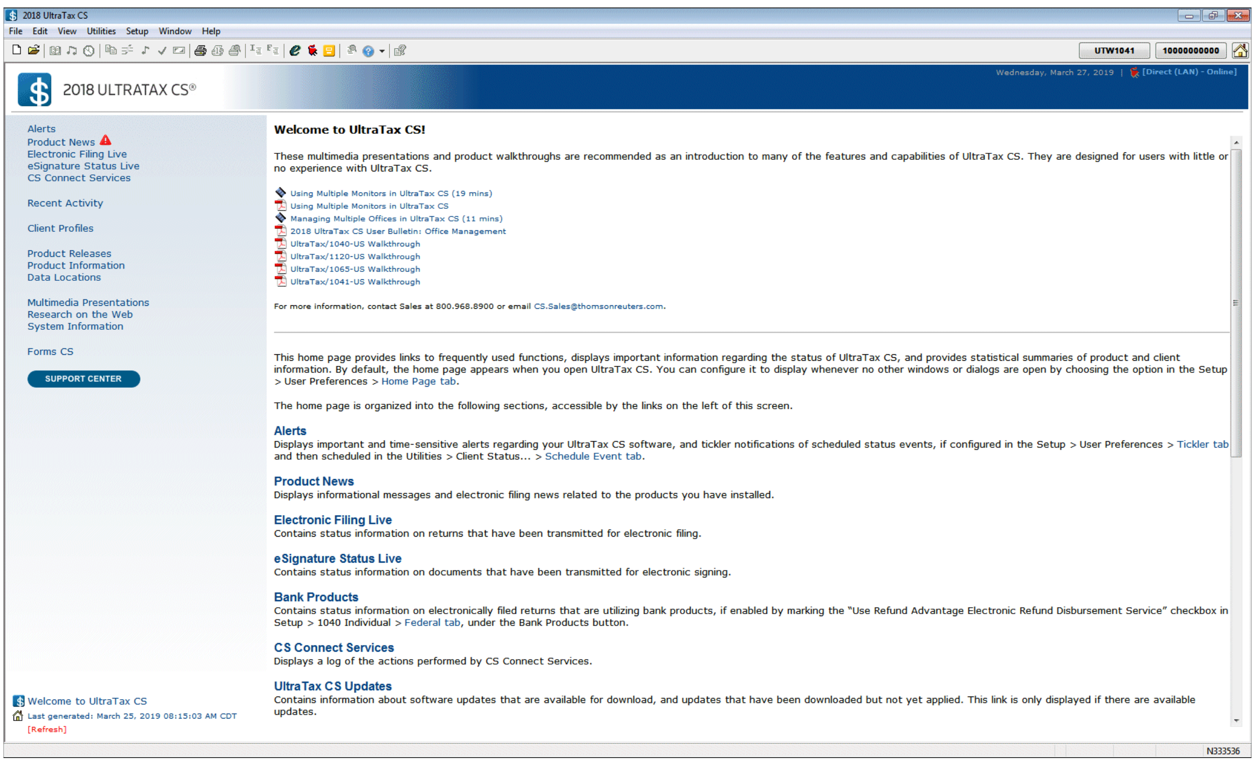
The Forms CS section contains links to the Forms CS website.

Support Center

The Support Center section lists Support operating hours and links to Support resources, the Help & How-To Center, the E-File Help Center, and the UltraTax CS Ideas Community forum.

Welcome to UltraTax CS

The Welcome to UltraTax CS section displays when you first open UltraTax CS after you install the application. This section provides descriptions of the information available via the Home Page navigation pane. When applicable, the section descriptions point you to the corresponding Home Page section or direct you to the appropriate tab in UltraTax CS.



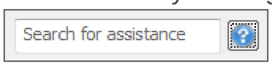
For more information about using the UltraTax CS Home Page, choose Help & How-To Center from the Help menu, enter **Home Page** in the search field, press ENTER, and click "Using the UltraTax CS Home Page."

The UltraTax CS Help menu

The Help menu provides a variety of features and methods to acquaint yourself with UltraTax CS. The following sections describe some of the commands available from the Help menu.

Help & How-To Center

The Help & How-To Center provides one-stop access to the information you need while you use UltraTax CS. Use the search field in UltraTax CS to find details on new features, procedures for various tasks, answers to frequently asked questions, productivity and troubleshooting tips, alerts about timely issues, and more.

To access the Help & How-To Center, choose Help & How-To Center from the Help menu, press F1 from within an open client's return, or press CTRL+Y. Or you can search for articles from within UltraTax CS by clicking the arrow next to the Help button to enter your terms in the search 

field. You can also choose Help > Alerts and Notices to view information about known issues, recent fixes, and answers to common questions.

For more information and examples of sample searches, see the Finding answers to your UltraTax CS questions article in the Help & How-To Center.

E-File Help Center

The E-File Help Center provides access to detailed information about e-filing your clients' returns. The center provides easy access to essential procedures such as applying to e-file, setting up UltraTax CS for e-filing, preparing e-files, transmitting and tracking e-files, and resolving errors.

UltraTax CS Ideas Community

The UltraTax CS Ideas Community provides a way for you to give feedback and suggestions directly to our development team. The scope, feasibility, and popularity of a suggestion based on votes from other UltraTax CS users will impact whether we implement that suggestion in a future release of UltraTax CS. For more information, see the UltraTax CS Ideas Community topic in the Help & How-To Center.

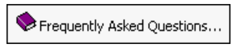
Tax Subject Index

The Tax Subject Index provides a search feature to help you find the correct input screen for a specific category of tax data. The Tax Subject Index also displays a list of available tax forms and a list of tax form instructions (provided you have an active internet connection and Adobe Reader installed).

> **Note:** To access the Tax Subject Index, open a client's return and then click the Tax Subject Index button on the UltraTax CS toolbar, or enter a search term in the *Find input for* 
>
> field and then press ENTER.

To search by keyword, click the *Tax Subjects* option in the Tax Subject Index dialog, enter one or more keywords for the subject you want, and click the Find button. After the Tax Subject Index locates the associated topics, double-click the subject you want, and the application will open the input screen where you should enter that category of data.

To view a list of all forms and their corresponding input screens for the current entity, click the *Forms* option. Double-click a form in the list to open the related input screen or the tax form (for non-calculating forms).

To find tax form instructions on the internet, click the *Web Form Instructions* option, and double-click the desired form instructions in the list. Also, to access entity-specific frequently asked questions from the Tax Subject Index, click the Frequently Asked Questions 

button.

Additional Resources

In addition to providing quick access to the Help & How-To Center, the Help menu includes an "Additional Resources" submenu from which you can access the following resources.

- **General Support Information** — Opens the Support section of our website. You can use the Support page to obtain information about releases and versions, search the Help & How-To Center, send questions to CS Product Support, and more.
- **Keyboard Help** — Opens a table of keyboard shortcuts. UltraTax CS provides many keyboard shortcuts for the most commonly used features in the application, such as opening a client's return and accessing our Help & How-To Center.
- **Frequently Asked Questions** — Opens a help topic with links to frequently asked questions (FAQs) about UltraTax CS in general and about specific UltraTax CS applications.
- **Ask Support via Email** — Opens a form you can complete to submit a question to CS Product Support.

Bulletins

The Bulletins command opens a window that lists all of the user bulletins pertinent to the current-year applications for which you are licensed. User bulletins inform you of issues fixed in new releases, of changes made to the application, or of special issues such as state requirements for forms. You can either view the user bulletins on screen or print the desired bulletins from the User Bulletin window.

> **Note:** You can also access current user bulletins for installed applications in the Product Information section of the UltraTax CS Home Page. Click the Product Information link on the UltraTax CS Home Page, click the appropriate application tab, and then click the link for the federal or state application. Click the User Bulletins link, and then click the Current link to access a list of all of the current-tax-year user bulletins for the selected application.

On the Web

The On the Web command opens a sub-menu with commands to access various online resources.

- **CS Professional Suite Home Page** — Opens the main page of our website, where you can obtain general information about Thomson Reuters/Tax & Accounting and our applications.
- **Checkpoint** — Opens the Checkpoint® login dialog, which subscribers can use to log in to the Checkpoint online tax and research database service without closing UltraTax CS.
- **Quickfinder on ProView** — Opens the Thomson Reuters ProView™ login dialog, which subscribers can use to log in to Quickfinder®, a tax research and preparation resource, without closing UltraTax CS.

  > **Note:** The Checkpoint and Quickfinder on ProView commands only appear if you enable these features by marking the appropriate checkboxes in the Setup > User Preferences > Research tab. You may not see the new menu commands until you close and re-open UltraTax CS.

- **Forms CS** — Opens the main page of the Forms CS website, where you can log in and purchase officially approved tax forms, document covers, and envelopes for your returns.
- **Adobe Reader** — Opens the Adobe website from which you can download and install the Adobe Reader.
- **IRS Home Page** — Opens the main page of the IRS website, where you can obtain information about the latest tax law changes and access various tax forms and publications.
- **IRS e-services** — Opens the e-services page of the IRS website. This page contains tools and resources to electronically conduct business with the IRS.

Getting Started

The Getting started command opens a sub-menu with commands to access a multimedia presentation and guide in PDF. These resources are designed to introduce new users to UltraTax CS and to provide information on application updates and new features.

Additional research resources

UltraTax CS provides additional research resources for tax research and return preparation.

- **RIA Form/Line Finder research integration** — UltraTax CS integrates with RIA Form/Line Finder research. To use this feature, click the Form View button on the toolbar to switch to form view, choose Web Research from the View menu, and choose RIA Form/Line Finder (or right-click, choose Web Research, and then choose RIA Form/Line Finder). You must subscribe to RIA Form/Line Finder and enable access to RIA Form/Line Finder in the Research tab; to do so, choose User Preferences from the Setup menu, and click the Research tab. You must be connected to the internet to use this feature.
- **PPC Deskbooks integration** — You can access PPC Deskbooks resources for additional tax information. You must have PPC Deskbooks installed to use this feature. To access PPC Deskbooks content from within UltraTax CS, click the PPC Deskbooks button in the appropriate input screen, and choose the desired topic. You can also choose Web Research from the View menu, and then choose PPC Deskbook to open the PPC Reference Library application. You must subscribe to PPC Deskbooks and enable access to PPC Deskbooks in the Research tab; to do so, choose User Preferences from the Setup menu, and click the Research tab. You must be connected to the internet to use this feature.
- **Government instructions and publications** — UltraTax CS links to government form instructions and certain publications. To use this feature, click the Form View button on the toolbar to switch to form view, choose Web Research from the View menu, and then choose Government (or right-click, choose Web Research, and then choose Government). To access this feature from the UltraTax CS Help menu, choose On the Web from the Help menu, and choose either IRS Home Page or IRS e-services. You must be connected to the internet to use this feature.

Setting Up and Exploring UltraTax CS

In UltraTax CS, you can access all setup-related activities from a single, initial setup menu. This chapter shows you how to set up items that will remain the same for all of your clients and for all UltraTax CS users in your firm. From the same initial setup menu, you can set up firm and security information and preferences for transmittal letters.

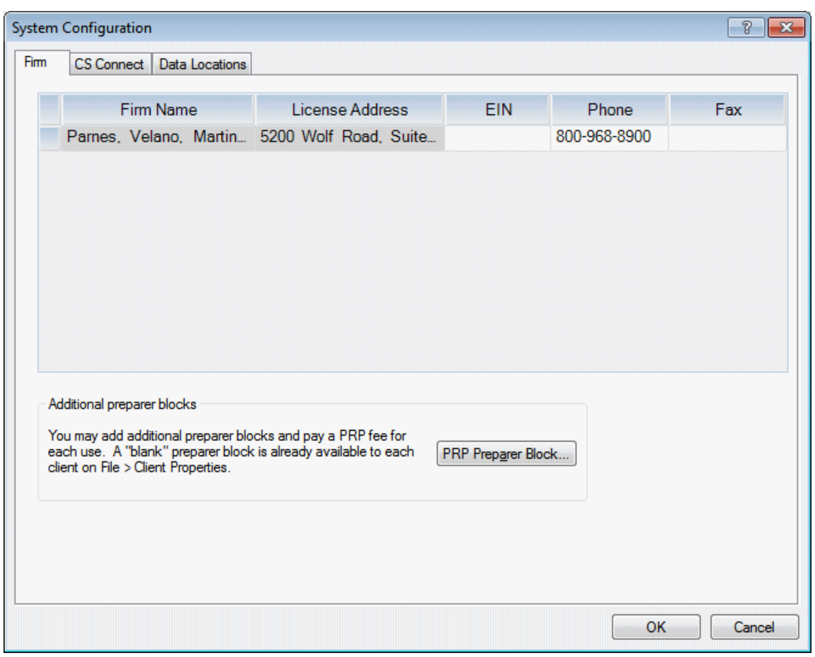
Entering firm and preparer information

ACTIONS

Begin at the UltraTax CS menu.

1. From the Setup menu, choose System Configuration. The System Configuration dialog opens to the Firm tab.

   Note that we have set up a sample firm for this walkthrough. If you have already purchased and installed a license for the full UltraTax CS application, your firm information is listed here.

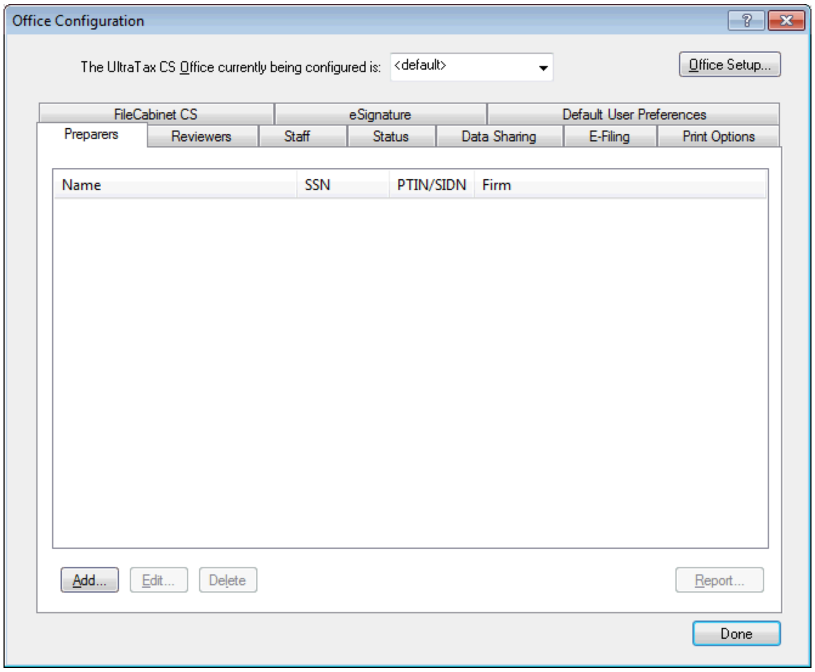
   

2. Enter your employer ID number in the *EIN* field.

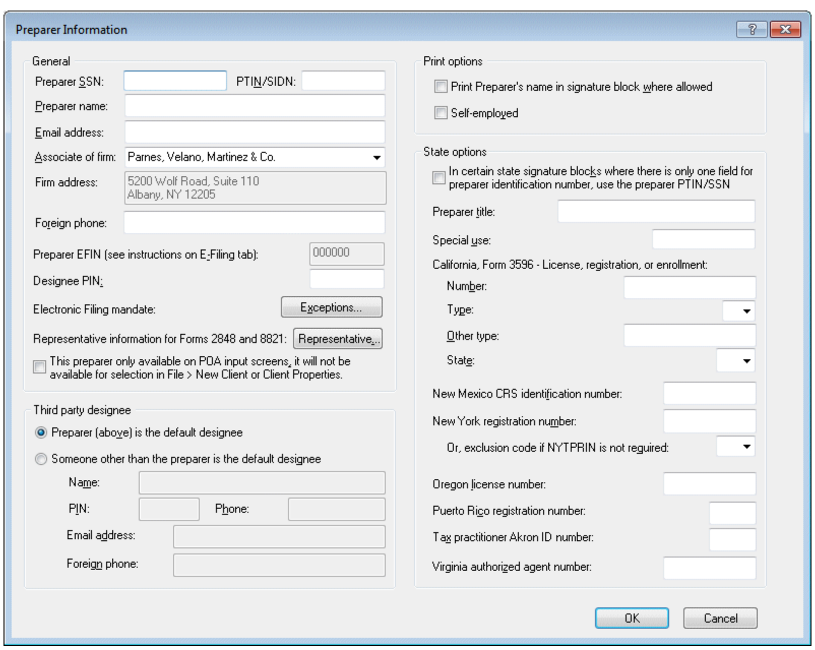
3. Click OK to close the System Configuration dialog.

   Now, let’s add you as a preparer.

4. From the Setup menu, choose Office Configuration. The Office Configuration dialog opens to the Preparers tab.



5. Click the Add button to open the Preparer Information dialog.



6. Enter your Social Security number in the *Preparer SSN* field.
7. Press TAB to move to the *PTIN/SIDN* field, and enter your PTIN or SIDN.
8. Press TAB to move to the *Preparer name* field, and enter your name.
9. Mark the *Self-employed* checkbox if all preparers are self-employed.
10. Click OK to add the information to the list in the Preparers tab.
11. Click Done to close the Office Configuration dialog and to return to the UltraTax CS Home Page.

Reviewing the tax return collation

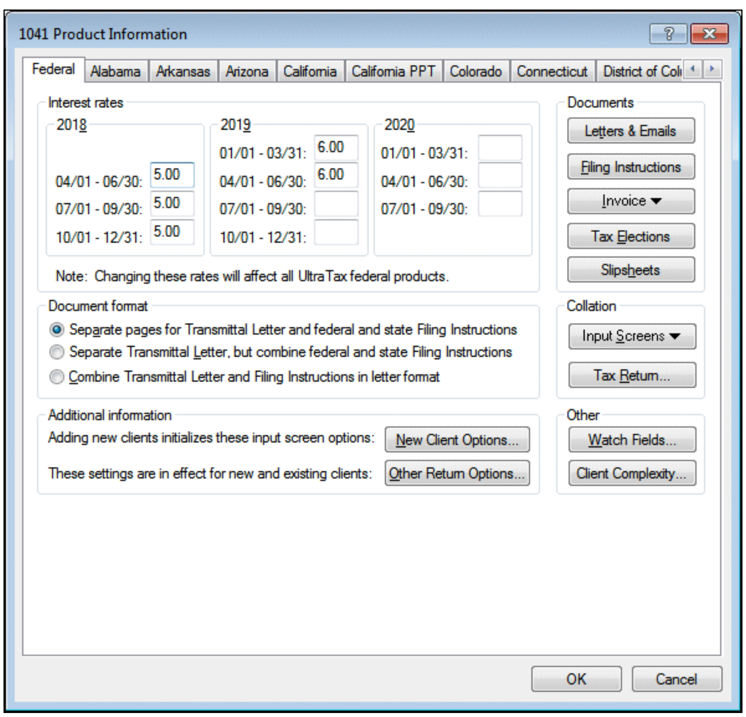
The next setup task is to view the default tax return collation.

ACTIONS

You are at the UltraTax CS menu.

1. From the Setup menu, choose 1041 Fiduciary to open the 1041 Product Information dialog.

> **Note:** Each state application that you have installed has a tab, as shown in the illustration. (The Federal tab is currently selected.) Notice that the interest rates in effect as of the latest release date are entered in the rate fields. You can enter or adjust interest rates as needed.



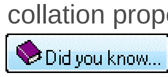
2. In the Collation group box, click the Tax Return button to open the Return Collation dialog. Let's take a moment to review the features in this dialog.

    - **Focus options** — Use the options in the Focus group box to control the return items displayed in the Return items list. Notice the *Bene Package* option. The Beneficiary Package is comprised of the beneficiary's Schedule K-1, Grantor/Agency Report, applicable statements and reports, instructions, transmittal letter, and a mailing slipsheet for your convenience.

      You can customize items in the Beneficiary Package to meet your needs. The entire Beneficiary Package appears as a single item in each collation list (government, client, and preparer) but you can customize items. To do so, click the *Bene Package* option in the Focus group box in the Return Collation dialog.

    - ***Find what* field** — Enter a search term in this field, and click the Find button or press ENTER to locate a specific item in the Return items list. The Find button changes to the Next button after the first instance of the search item is located. Click Next or press ENTER to continue your search in the Return items list to locate other instances of the specified search term.

    - **Government / Client / Preparer tabs** — For each copy of a client's return, you can specify the collation order, print conditions, and whether to print an item on paper. You can also determine whether to print items in the government or preparer copies on paper when filing electronically or when printing to FileCabinet CS®.

    - **Return items list** — This list contains descriptions of the printable items in the return and the current print condition for each item. You can select a single item or multiple items at the same time and change the collation properties. Click the Government, Client, or Preparer tab to change the collation properties of the same items for other copies of the return. Click the Did you know  button for more information on this feature.

    - **Print conditions group box** — For each item in each copy of the return, you can print the item when the item is required or you can suppress the item from printing. You can enable certain items that are not required for filing to always print when data is present.

    - **When filing electronically group box** — You can print the return on paper when filing electronically or include an item as a second attachment when the client copy of the tax return is delivered via email, as a PDF file, or via the NetClient CS® web portal.

    - **Move Up / Move Down buttons** — To change the collation order, highlight an item in the list and click these buttons to change the item's position in the sequence.

    - **Restore Default button** — Click this button to restore the collation of each copy of the return to the UltraTax CS default or to the prior-year collation.

    Note: By default, the return collation is set to follow IRS guidelines on forms that should print with the return, and we strongly recommend that you use the default Government collation. While you can customize the Client and Preparer collations, you do not normally need to make these changes.

3. We will not change the order of the forms for this walkthrough, so click Cancel to close the dialog.

Entering invoice pricing

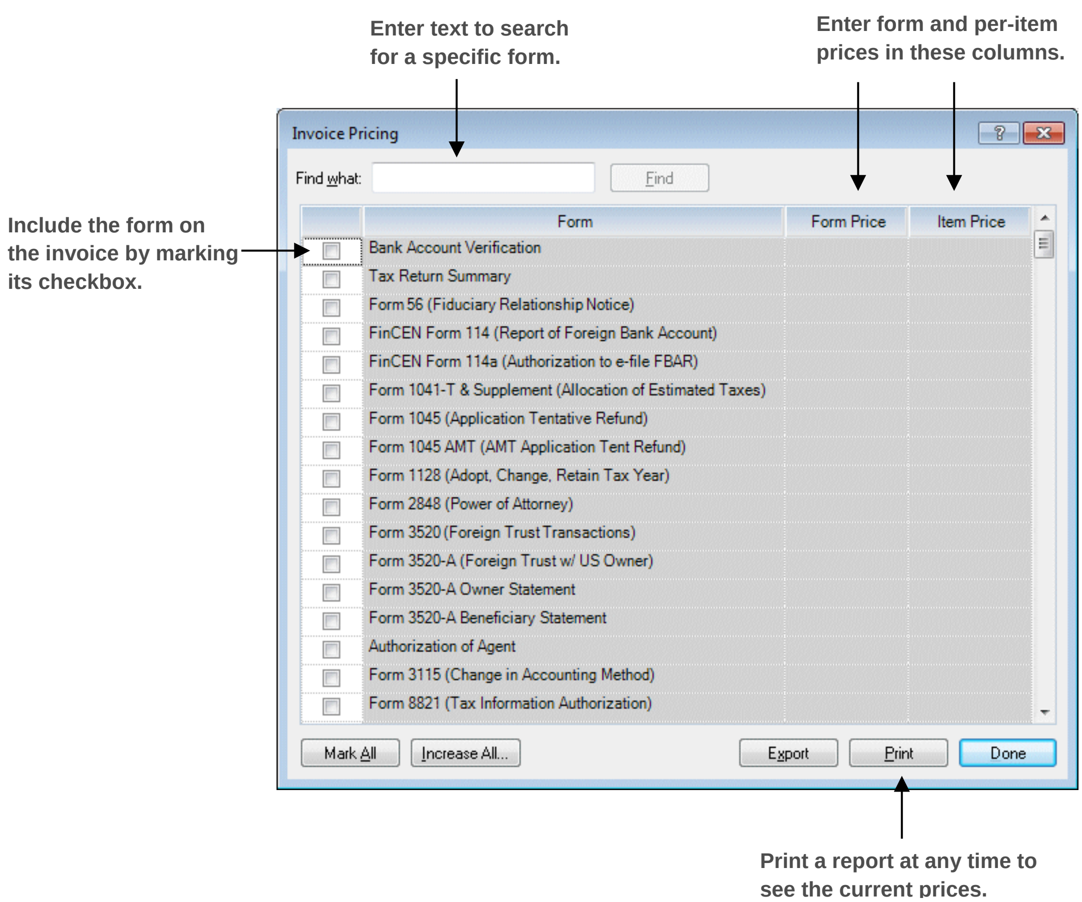
UltraTax CS provides many invoice options so you can customize your client invoices. You can print an invoice without a detailed form listing, print a detailed form listing with only one price, print a detailed list with a specific price per form, or force a total invoice amount. In addition, you can create custom invoice prices on a per-client basis when you do not want to use the standard invoice. Invoice pricing from the prior-year UltraTax CS automatically transfers to the current-year application when you proforma, so you need to update only prices that have changed. UltraTax CS provides a predefined template for client invoices so you can use proportional fonts and borders, copy text from files in other applications such as Microsoft® Word® or WordPad, or insert your logo or letterhead as a scanned (bitmap) file. The application generates the invoice based on the items selected to print in the client copy of the tax returns. A backup copy of the default invoice is automatically saved so that you can start over if you do not like your changes.

In the following example, you will enter information in the detail price listing.

ACTIONS

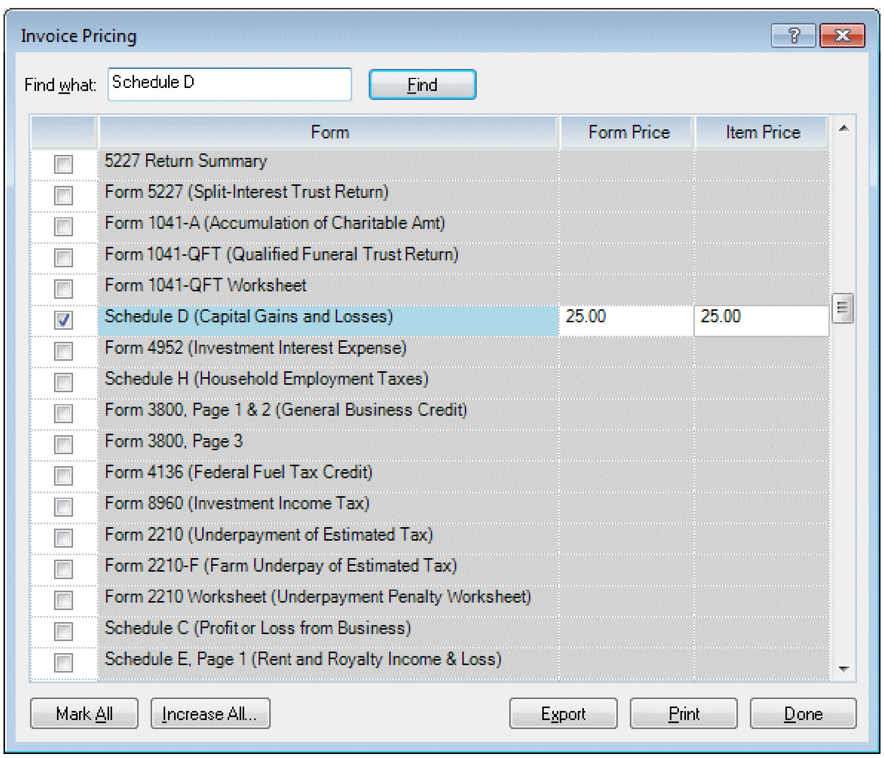
You are at the 1041 Product Information dialog.

1. Click the arrow to the right of the Invoice button, and select Pricing from the drop-down list. The Invoice Pricing dialog opens. You can choose the forms to appear on the invoice and set prices for the forms in this dialog.



Let's enter a couple of sample prices.

2. Enter **Form 1041 (Estate** in the *Find what* field, and click the Find / Next button.
3. Mark the *Form 1041 (Estate/Trust Income Tax Return)* checkbox. Once you mark the checkbox for an item, the *Form Price* field is enabled.
4. In the *Form Price* field, enter **250**, and press TAB. The invoice now lists $250 as the price for Form 1041.
5. Delete the text in the *Find what* field, enter **Schedule D**, and click the Find button or press ENTER.
6. Mark the *Schedule D (Capital Gains and Losses)* checkbox.
7. In the *Form Price* field for Schedule D, enter **25**, and press TAB.
8. In the *Item Price* field, enter **5**, and press TAB. When you process returns, the invoice will show the greater of $5 per item or $25 as the charge for Schedule D.



10. Delete the text in the *Find what* field, enter **Schedule K-1, Page 1**, and click the Find button or press ENTER.

11. Mark the *Schedule K-1, Page 1 (Beneficiary's Share of Income)* checkbox. "No Charge" appears in the *Form Price* field. UltraTax CS will print "No Charge" on the invoice when the Schedule K-1 is completed.

    Note: If you click the Increase All button, the Increase Invoice Amounts dialog opens. You can increase all invoice prices by an amount or a set percentage. In addition, you can apply a dollar amount to all invoice items that are currently set as "No Charge" items.

12. Click Done.

13. Click OK to close the 1041 Product Information dialog.

Notes

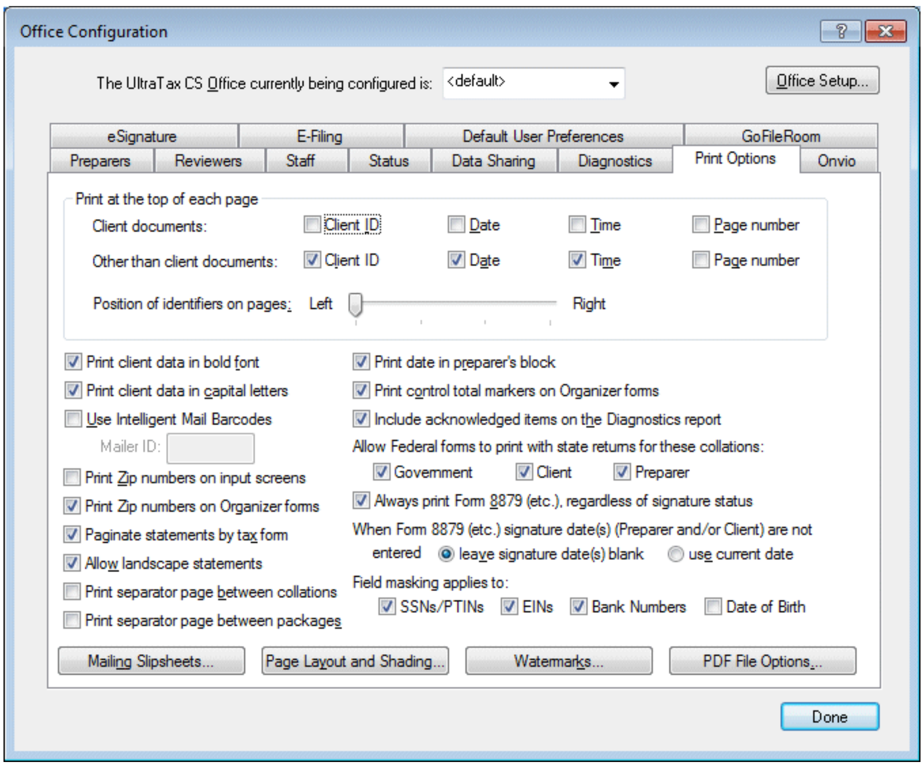
- To print the invoice price list to view and adjust prices before you print invoices, click the Print button in the Invoice Pricing dialog. Although the invoice prices defined in this dialog apply to all clients, you can customize the pricing for a specific client's invoice. To change an amount for a specific client, open the client's return, choose View/Customize Invoice from the View menu, and click Close to close the invoice preview; the Custom Invoice Amounts dialog opens. Note that other options are available in Screen Letter in the General folder, such as forcing a total invoice amount and applying a discount to the invoice.
- You can show a list of forms on the invoice with or without prices and print "No Charge" when there is no charge for a particular form. To access these options, choose 1041 Fiduciary from the Setup menu, click the Invoice button, select Text & Format Options from the drop-down list, and then click the Options button.
- To set up separate prices for state items and print those prices on a combined federal and state invoice, click the appropriate state tab in the 1041 Product Information dialog and then click the Invoice Pricing button.

Customizing the print options

You can set print options that apply to all clients. Although you do not need to change any of these options for this walkthrough, let's look at the options available.

1. Depending on your configuration, do one of the following:

    - If your security configuration allows individual users to set their own print options, choose Office Configuration from the Setup menu and click the Print Options tab.
    - If you are using the evaluation version of UltraTax CS or if your security configuration is set to use firm-wide print options, choose Office Configuration from the Setup menu, enter the master password (if necessary), and click the Print Options tab.



In the Print Options tab, you can do the following:

- Print selected information at the top of each page, such as the client ID, date, time, and page number. You can also set the position of these items on the page. Note that this information does not print on certain state forms, per state guidelines.
- Print statements in one continuous batch or paginate the statements based on corresponding forms.
- Print client data in bold font or capital letters or print bar codes on mailing slipsheets by opening the Mailing Slipsheets dialog.
- Define print options, such as the appearance of the printed output and page layout.
- Create or edit watermarks for use on government, preparer, or client return collations. Depending on your security configuration, click either the Watermarks tab or the Watermarks button.
- Choose to include federal forms when printing state returns for the Government, Client, and/or Preparer collations.
- Choose to mask the SSNs/PTINs, EINs, bank numbers, or dates of birth in the printed client and preparer copies of the return.

2. We will not change options for this walkthrough, so click Done to close the dialog.

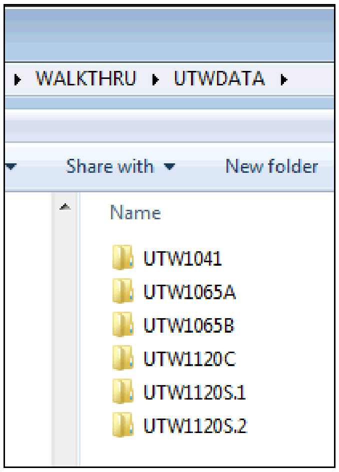
> **Note:** Many of the options discussed above are firm-wide options, but preparers can change some print options, such as watermarks and selecting particular pages, to print for specific clients. Printing a return for most clients is straightforward; all you need to do is click the Print button on the toolbar and determine whether you want to print a preview or a final copy of the return.

UltraTax CS sample data

A sample 1041 client is included with UltraTax CS for use with this walkthrough. You will use client UTW1041 for fiduciary processing in the “Preparing Your First 1041 Return” chapter later in this walkthrough.

Depending on how you installed UltraTax CS, you may need to download the sample data from our Help & How-To Center before you can restore it.

To determine if the sample data has been installed on your computer, navigate to C:\WINCSI\UT18\WALKTHRU\UTWDATA and confirm that the UTW1041 folder shown in the following image is present.



Notes

- If you installed UltraTax CS in a folder other than C:\WINCSI, navigate to that folder. For example, if you installed the application in D:\WINAPPS\WINCSI\UT18, you should navigate to D:\WINAPPS\WINCSI\UT18\WALKTHRU\UTWDATA.
- If you access UltraTax CS through the Virtual Office CS® or SaaS (Software as a Service) environment, you can download and restore the sample data as outlined in the following sections.

If the sample data has been installed, you can proceed to the “Restoring sample client data” section.

Downloading the sample data

If you don’t have the sample data folder, or if you are running a network installation of UltraTax CS and someone in your firm has already completed the walkthrough, complete the following steps to download the ZIP file from the Help & How-To Center and extract its content to your local drive.

ACTIONS

1. Click this link to open your default internet browser and download the ZIP file. Depending on your browser or internet security settings, you may receive a prompt to open, run, or save the installation file or to show the file in its current folder. Choose to save the ZIP file or to show the file in its current folder.

2. If the file is not already visible in an open folder, navigate to the location to which you saved the ZIP file (by default, most browsers save files to your Downloads folder).

3. Extract the ZIP file to C:\WINCSI\UT18\WALKTHRU.

Notes

- If you are missing some of the folders in the location listed above, create the folders as necessary by right-clicking and choosing New from the context menu and then selecting Folder.
- If you installed UltraTax CS in a folder other than C:\WINCSI, navigate to that folder. For example, if you installed the application in D:\WINAPPS\WINCSI\UT18, you should navigate to D:\WINAPPS\WINCSI\UT18\WALKTHRU\UTWDATA.
- If you run UltraTax CS in the Virtual Office CS or SaaS environment, browse to a temporary location on your C:\ drive.

Restoring sample client data

In the following steps, you will use the Restore command to retrieve the data for this client from the C:\WINCSI\UT18\WALKTHRU\UTWDATA folder on your hard drive.

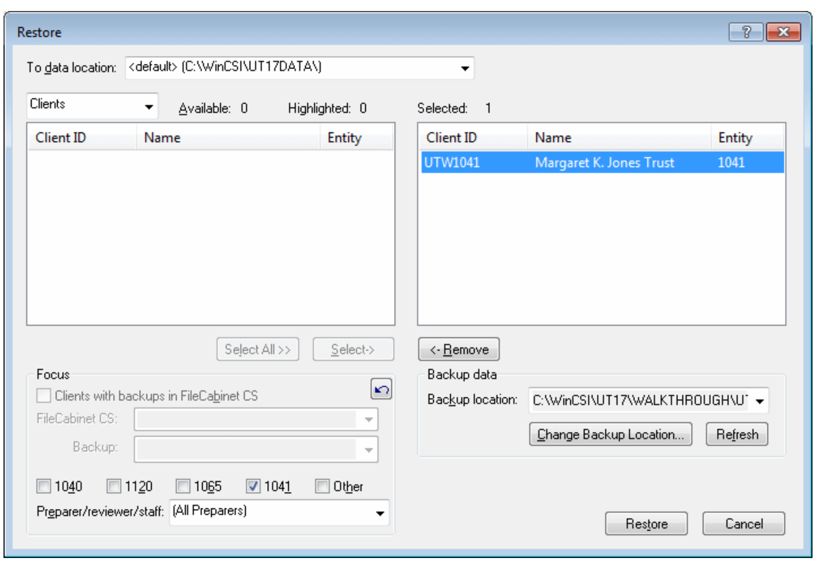
Notes

- If you are a current UltraTax CS user or you are not the first person to complete this walkthrough when you evaluate the trial version of UltraTax CS, you must restore the sample data as described in the following procedure.
- If you are evaluating the trial version of UltraTax CS and you are the first person in your office to complete this walkthrough, you do not need to restore the sample data. However, you may want to read through the rest of this section to familiarize yourself with the process for restoring data.
- If you access UltraTax CS through Virtual Office CS, you will restore the sample data from Y:\UT18\WALKTHRU\UTWDATA.

ACTIONS

You are at the UltraTax CS Home Page.

1. From the File menu, choose Restore to open the Restore dialog.



2. UltraTax CS defaults to looking for client data in the location used when client data was last restored. Do one of the following:

   - If the Clients Not Found dialog opens, UltraTax CS cannot find client data in this location. Please proceed to step 3.
   - If UltraTax CS finds client data in this location, the Restore dialog opens. If not already selected, select Clients from the drop-down list in the upper-left corner of the dialog. Please proceed to step 5.

3. If necessary, click the Change Backup Location button and navigate to C:\WINCSI\UT18\WALKTHRU\UTWDATA, where C is the drive on which you installed UltraTax CS. If you installed UltraTax CS in a folder other than C:\WINCSI, navigate to that folder now.

   Note: If you access UltraTax CS through Virtual Office CS, navigate to Y:\UT18\WALKTHRU\UTWDATA.

4. Click OK after you choose the appropriate folder.
5. Double-click client UTW1041 to move this client to the pane on the right.
6. Click the Restore button. If UltraTax CS prompts you to overwrite existing client data, click Yes.
7. The Abort button changes to the Done button when the restore process is complete. Click Done when available. Client UTW1041 is now available for use in 2018 UltraTax CS.

   Note: When you restore just one client, that client's return opens automatically.

8. Choose Close Client from the File menu to close the return.

Navigating in UltraTax CS

In UltraTax CS, there are many methods for navigating through the application, so you can use the method most comfortable for you. For example, you can use keyboard shortcuts to activate commands or use the mouse to click toolbar buttons. You can also use a combination of the mouse and keyboard commands. For example, you can press CTRL+O to open the Open Client dialog and then double-click the desired client ID to open that client's return.

In this walkthrough, you will use all of these methods. In some instances, we will show you two or three ways to complete the same task. Although we use a particular method to provide you with instructions, you can determine the method you prefer to enter data and use the application.

The following table describes how to find information about menus, toolbars, keyboard shortcuts, and function key shortcuts in UltraTax CS.

Navigation method	To find more information...
Menus and toolbars	For information on various menus and toolbars in UltraTax CS, click the arrow next to the Help button on the toolbar, enter **Menus and toolbars in UltraTax CS** in the search field, and press ENTER. In the search results page that opens, click "Menus and toolbars in UltraTax CS."
Keyboard shortcuts	For a list of common keyboard shortcuts used in UltraTax CS, choose Additional Resources from the Help menu, and then choose Keyboard Help. For detailed information about specific groups of keyboard shortcuts, click the arrow next to the Help button on the toolbar, enter **Keyboard shortcuts** in the search field, and press ENTER. In the search results page that opens, click the appropriate links to view topics that cover keyboard shortcuts used in various parts of UltraTax CS.
Function keys	For a list of function keys used in UltraTax CS, click the arrow next to the Help button on the toolbar, enter **Function keys** in the search field, and press ENTER. In the search results page that opens, click "UltraTax CS function keys."

PREPARING YOUR FIRST 1041 RETURN

The first two chapters of this walkthrough provided an overview and some basic setup tasks to process your first return. This chapter shows you how to use common features, how to use UltraTax CS to prepare a tax return for a fiduciary client, and how to preview and print the return.

Opening a client’s return

To begin processing the fiduciary return, open the client’s return using the following procedure. Because this walkthrough is designed to show you many of the concepts and conventions of UltraTax CS, several of the exercises require you to enter information that would normally proforma from year to year.

> **Note:** To add a client to the application, choose New Client from the File menu.

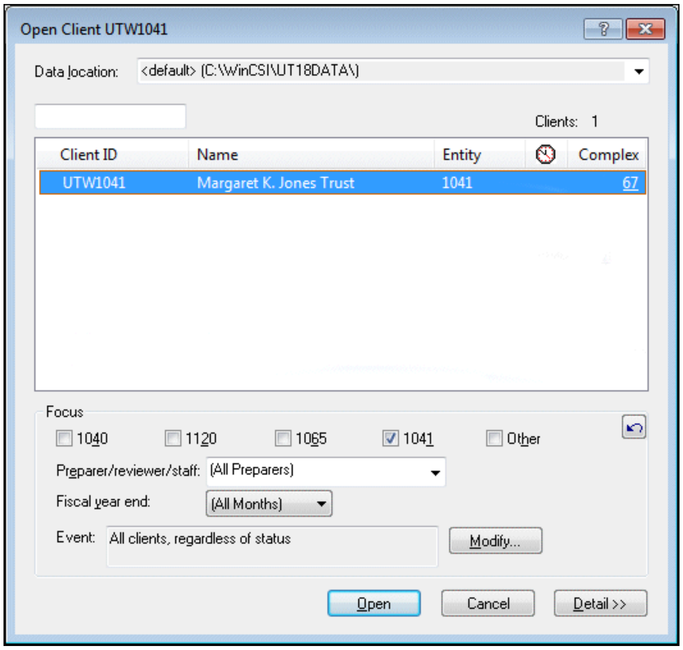
ACTIONS

You are at the UltraTax CS Home Page.

1. From the File menu, choose Open Client.

   > **Note:** From this point forward, we use the convention “Choose [Menu name] > [Command name]” to instruct you to choose a command from a menu. For example, step 1 above would be “Choose File > Open Client.”

2. Use the mouse to highlight UTW1041 in the list or enter **UTW1041** in the field above the Client ID column.



> **Note:** If the walkthrough client ID does not appear in the Open Client dialog, confirm that the *1041* checkbox is marked in the Focus group box. If the client ID still does not appear, you may need to restore the data by following the procedures in “UltraTax CS sample data” on page 19.

3. Click the Open button. If the Add Selected State dialog opens, click No.

> **Note:** From the File menu, if you choose New Client or Client Properties and click the Add State(s) button, UltraTax CS lists all state applications, even if the state application is not currently installed. After you select state applications for the client’s return, UltraTax CS automatically installs any state or city applications that have not been previously installed when you click OK. When you add a previously uninstalled state application to a client’s return, UltraTax CS automatically installs the most current version of the application, including any previously released updates.

4. The return opens to Screen 1041 in the General folder.

Now, let’s enter additional tax return information for the fiduciary client.

Entering data for the return

You currently have the client UTW1041 open and are in Screen 1041. When you add a 1041 client, this will be the first input screen displayed. (See the overview illustration on the following page.) Next, you will learn about some of the UltraTax CS data-entry features.

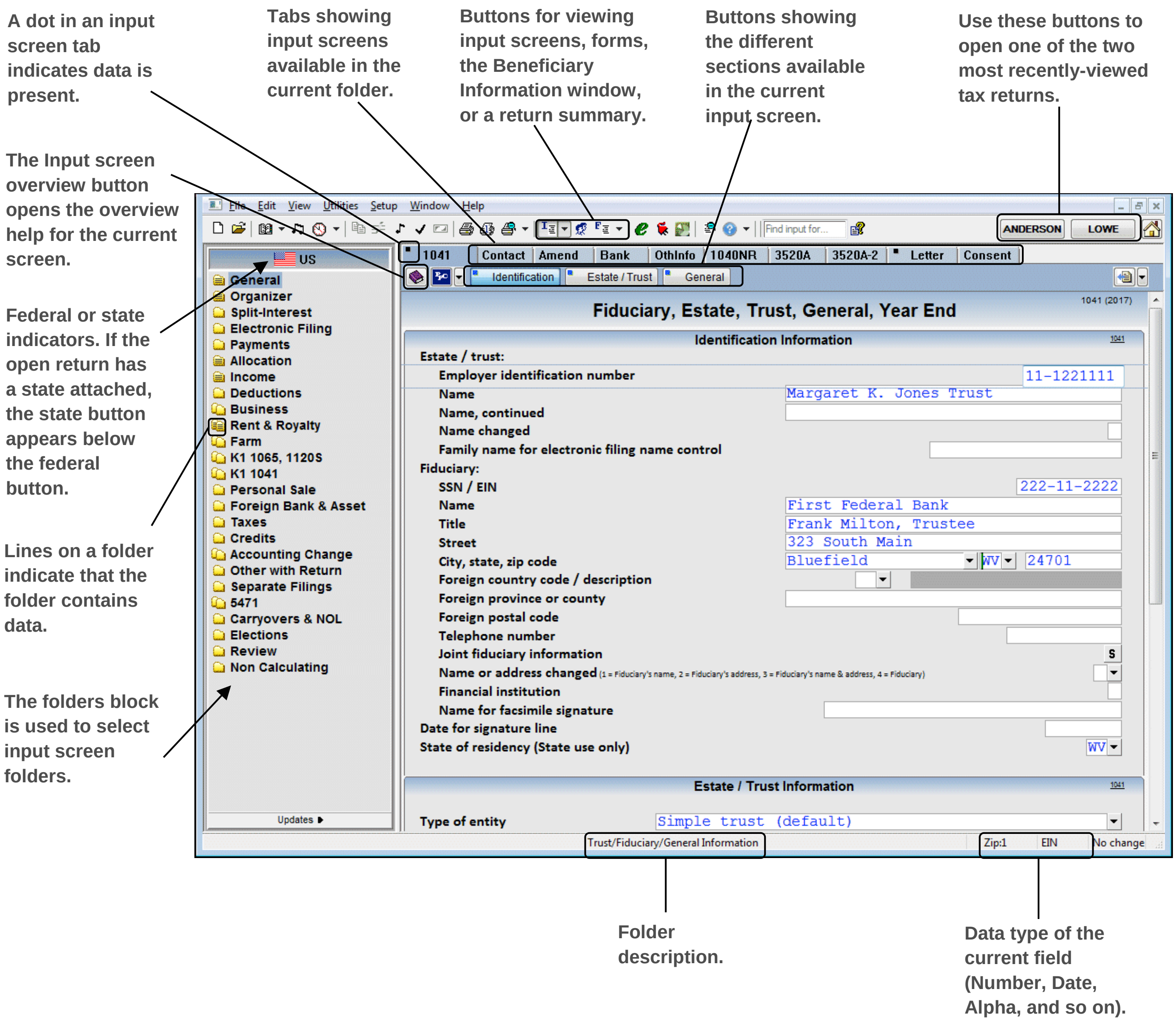
With UltraTax CS, you can enter tax data in the application via the input screens and immediately review the results in screen images of the tax forms. When you process returns with UltraTax CS, you can enter information in input screens in any order you choose.

For each UltraTax CS application, related functions and activities are grouped in folders according to the type of tax data you enter in the input screens. The folders are always listed in the folders block on the left side of the screen in a logical processing order. The general information screens are first, the split interest trust screens are next, then the electronic filing screens, and so on.

In addition, the folder names describe the information you enter in the input screens in that folder. For example, the Payments folder in UltraTax/1041 contains the input screens in which you enter estimate, extension, and penalty information.

To enter information for different areas of the return, click the desired folder. (We will also show you keyboard methods for opening folders.) The tabs at the top of the window show the input screens available in the current folder. The example on the next page shows Screen 1041 in the General folder. Also available in this folder are Screens Contact, Amend, Bank, OthInfo, 1040NR, 3520A, 3520A-2, Letter, and Consent. To view any screen, press F12 or click the screen’s tab. If you hover your mouse pointer over a tab without clicking the tab, you can read a description of that input screen.

When you open a return for a 1041 client, the initial screen looks similar to the illustration. (The input screen that appears when you open a client’s return depends on the input screen last opened for that client.) The input screen window has many components, which are described in the following illustration.


A dot in an input screen tab indicates data is present.
Tabs showing input screens available in the current folder.
Buttons for viewing input screens, forms, the Beneficiary Information window, or a return summary.
Buttons showing the different sections available in the current input screen.
Use these buttons to open one of the two most recently-viewed tax returns.
The Input screen overview button opens the overview help for the current screen.
Federal or state indicators. If the open return has a state attached, the state button appears below the federal button.
Lines on a folder indicate that the folder contains data.
The folders block is used to select input screen folders.
File Edit View Utilities Setup Window Help
ANDERSON
LOWE
1041
Contact
Amend
Bank
OthInfo
1040NR
3520A
3520A-2
Letter
Consent
Identification
Estate / Trust
General
US
General
Organizer
Split-Interest
Electronic Filing
Payments
Allocation
Income
Deductions
Business
Rent & Royalty
Farm
K1 1065, 1120S
K1 1041
Personal Sale
Foreign Bank & Asset
Taxes
Credits
Accounting Change
Other with Return
Separate Filings
5471
Carryovers & NOL
Elections
Review
Non Calculating
Updates
Fiduciary, Estate, Trust, General, Year End
1041 (2017)
Identification Information
Estate / trust:
Employer identification number
11-1221111
Name
Margaret K. Jones Trust
Name, continued
Name changed
Family name for electronic filing name control
Fiduciary:
SSN / EIN
222-11-2222
Name
First Federal Bank
Title
Frank Milton, Trustee
Street
323 South Main
City, state, zip code
Bluefield
WV
24701
Foreign country code / description
Foreign province or county
Foreign postal code
Telephone number
Joint fiduciary information
Name or address changed (1 = Fiduciary's name, 2 = Fiduciary's address, 3 = Fiduciary's name & address, 4 = Fiduciary)
Financial institution
Name for facsimile signature
Date for signature line
State of residency (State use only)
WV
Estate / Trust Information
Type of entity
Simple trust (default)
Trust/Fiduciary/General Information
Zip:1
EIN
No change
Folder description.
Data type of the current field (Number, Date, Alpha, and so on).

The folders block lists the folders available for a particular application (1041, 1040, federal, state, and so on). Use the folders block to choose a folder to enter data. For example, to enter information for a split-interest trust, click the Split-Interest folder. Later in this walkthrough, you will see several examples of how to use the folders block.

The folders listed in the folders block change if you switch from a federal application to a state application or vice versa. The list also changes if you view forms rather than input screens. (The process of changing from input screens to forms while you review the sample return is explained later in this walkthrough.)

The input screen sections are indicated by bold headings. For example, the cursor is currently in the first blank field in the Identification Information section. Note that the Identification button near the top of the input screen is active, which indicates the cursor is in that section.

The status bar at the bottom of the window displays input screen information, which changes based on the current activity and the location of the cursor.

> **Notes**
> - You can customize the visibility and order of federal or state input screens in each folder. To do so for the current entity, choose Setup > 1041 Fiduciary, click the Federal or state-specific tab, click the Input Screens button in the Collation group box, and choose Data Entry Display. In the Data Entry Display dialog, select a folder or one or more input screens in a folder and use the Move Up and Move Down buttons to change the order. You can also use the options in the Display conditions group box to limit the appearance of input screens and folders by whether the screens or folders contain data.
> - Note that you cannot alter the order of some related input screens. Custom display settings will proforma when possible, but folder and input screen settings that changed significantly may not proforma.

Entering trust data

Now that you are familiar with the parts of a data-entry window in UltraTax CS, let's enter data for the sample client using the folders concept. To illustrate this concept, we will change the default for the allocation of indirect expenses.

ACTIONS

You are at Screen 1041 in the General folder.

> **Note:** The term "focus" refers to the portion of the window that is currently active and responds to keyboard input. For example, when the focus is on the folders block, the ↑ and ↓ keys move among folders. When the focus is on an input screen, the ↑ and ↓ keys move among input screen fields.

1. Press ESC to move the focus to the folders block.
2. Press ↓ until you highlight the Allocation folder, and then press ENTER to select Screen Allocate.

3. Press Page Down once to move to the Allocation of Indirect Expenses section of Screen Allocate. Press TAB, enter **X**, and press ENTER to indicate that UltraTax/1041 should use the net rather than gross method for allocating indirect expenses.

> **Notes**
>
> - The Windows convention for moving from field to field is the TAB key. UltraTax CS accepts either TAB or ENTER to move to the next field. For the remainder of this walkthrough, you will use the ENTER key.
> - UltraTax CS uses colors to signify the type of data associated with a field. Data you enter in an input screen appears in black. Data proforma'd from the prior year, imported from Accounting CS®, or that UltraTax CS calculates appears in blue. Data entered in a force field appears in red.
> - Press F1 or click the Input screen overview button. You will see helpful information about the screen in which you are working. Help is available for each input screen in UltraTax CS by pressing F1 or clicking the Input screen overview button.
> - Click to close the help window and to return to the input screen.

Entering beneficiary information

Now that you have some experience using folders, you will learn how to enter beneficiary information. Let's open the Beneficiary Information window in which we will enter beneficiary information for client UTW1041.

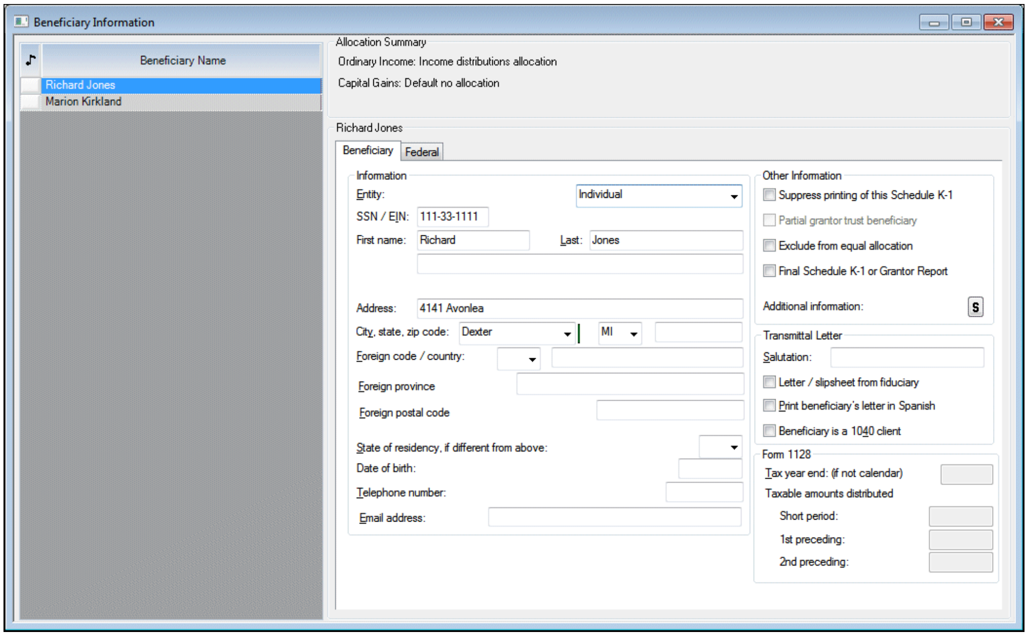
ACTIONS

You are at Screen Allocate in the Allocation folder.

1. Choose View > Beneficiary Information.

> **Note:** You can also open the Beneficiary Information window by pressing CTRL+R, or by clicking the Beneficiary Information button on the toolbar.

The following illustration shows that the Beneficiary Name list displays all of the beneficiaries you entered, as well as each beneficiary's address information.



Enter all of the information for beneficiaries of fiduciary returns in the Beneficiary Information window. In the sample return, two beneficiaries have been entered.

2. On the Beneficiary tab, move the cursor to the *City, state, zip code* fields; enter **48130** in the ZIP code field; and press ENTER.

3. Press F1 to view helpful information about the tab in which you are working.

   Note: You can press F1 in any UltraTax/1041 tab to access help.

4. Close the help window to return to the Beneficiary tab.

5. Press F12 to open the Federal tab for the first beneficiary, Richard Jones.

6. Move the cursor to the *Income distributions* field, enter **25** in the Required Percent column, and press ENTER.

   - For existing clients, the percentage you entered would proforma and would not need to be entered. This exercise was designed to show you how to navigate in UltraTax CS.

   - If you are specially allocating income, you can leave the *Income distributions* fields blank and enter data in the specific allocation fields in the Special Allocations dialog (to open the dialog, click the Special Allocations button on the Federal tab). If this beneficiary had received 100 percent of the rental income but none of the interest or dividend income, you would enter **100** in the *Rental real estate* field in the Required Percent column.

   - If amounts are allocated equally, you can leave the Federal tab blank and mark the *First tier beneficiaries: Allocate all items, except capital gains, equally* field in Screen Allocate in the Allocation folder.

- If depreciation or depletion was separately allocated to the beneficiaries, you can use the fields in the Other Allocations group box in the Federal tab.
- For simple trusts, UltraTax CS allocates 100 percent of credits and estate tax to the beneficiaries. To leave some of these amounts in the trust, you can enter data in the fields in the Other Allocations group box in the Federal tab and mark the *Final return or simple trust: Allocate credits, estate taxes, or state withholding between trust and beneficiaries* field in Screen Allocate in the Allocation folder.

7. Press PAGE DOWN to access the Federal tab for the second beneficiary. You will see that 75 has already been entered for Marion's income distribution percentage.
8. Click Done in the upper-right corner of the screen to close the Beneficiary Information window.

Entering depreciation data

When you enter asset information in the UltraTax CS asset module, the application calculates and automatically transfers depreciation information to the appropriate forms and schedules. For data-entry purposes, you can sort assets by description, group, or asset number, as well as scroll back and forth through your client's assets. With Fixed Assets CS®, you can print asset reports sorted by description, group, location, or asset type. If you are not licensed for Fixed Assets CS, UltraTax CS includes a Federal Asset Report when you preview or print the return. For this exercise, you will enter asset information in the UltraTax CS asset module.

ACTIONS

You are at Screen Allocate in the Allocation folder.

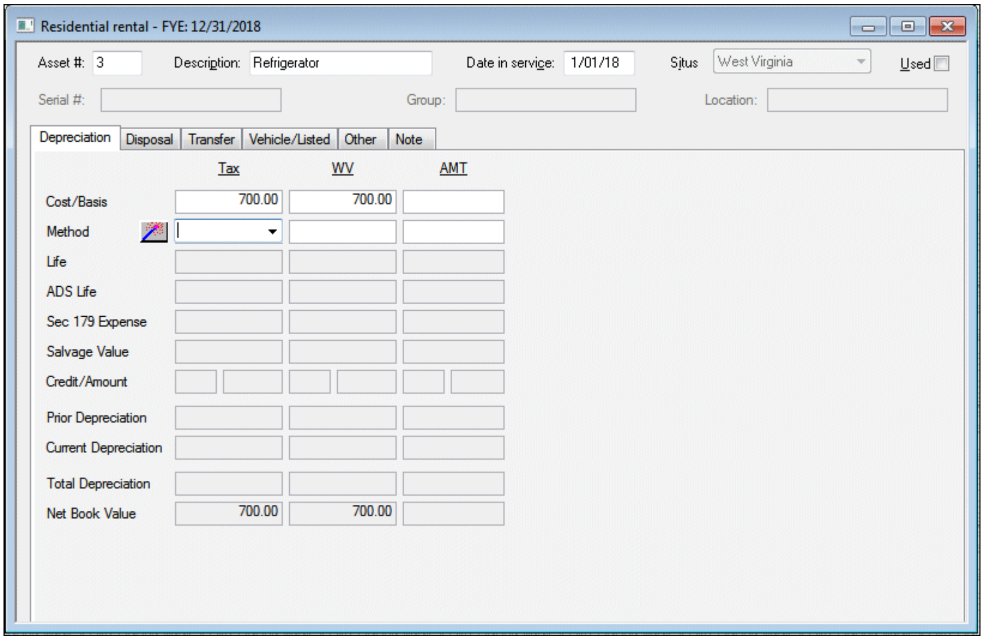
1. In the folders block, click the Rent & Royalty folder to open the first unit of this multiple-unit input screen.

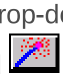
   > **Note:** A client can have multiple copies of some input screens, such as a 1041 client's Screen Rent. Such input screens are called multiple-unit input screens and are identified by a unit number, so that you can distinguish between multiple units. For the fiduciary client, if there is more than one rental activity, the folders block lists the names of all rental activities. These represent the two copies (or units) of this multiple-unit input screen. When viewing a multiple-unit screen, the Add Unit button on the toolbar is enabled.

2. Click the Asset tab to open the Asset List window, which is the first of two windows that comprise the asset module. Two assets, Land and Rental house, were restored as part of the sample data.
3. Right-click and choose Add Asset from the context menu (or click the Add button in the Asset List window). UltraTax CS opens a blank record in the Asset Detail dialog, the second of the windows that comprise the asset module. Notice that the *Asset #* field already contains the next available number and the fields in the Depreciation tab are not yet enabled.
4. Enter **Refrigerator** in the *Description* field and press ENTER.
5. Enter **010118** in the *Date in service* field and press ENTER. The Add State Treatment dialog opens with the *Add a treatment for WV* option selected.
6. Click the Add Treatment button. Some of the fields in the Depreciation tab are now available.

7. Enter **700** in the *Cost/Basis* field in the Tax column and press ENTER.

> **Note:** Because West Virginia follows federal depreciation rules, the figures will be the same as in the Tax column. Other state columns may display different figures based on their depreciation rules.



8. Press F4 to open the drop-down list for the *Method* field, select MACRS, and press ENTER (or click the Method/Life Wizard  button and select from a list of asset types).

9. Press F4 to open the drop-down list for the *Life* field, select 7.0, and press ENTER.

> **Note:** Notice the blue amounts in the *Current Depreciation* fields. As you enter data in the other fields, the amounts UltraTax CS calculates for the *Current Depreciation* fields are displayed in blue. This temporary color highlights the calculated values so that you can see how the data you are entering affects the depreciation calculations. When you return to this asset later, the calculated amounts will be displayed in black.

10. Choose Tasks > Display Calculation (or press CTRL+I) to open the Display Calculation dialog. This dialog shows you how the depreciation was calculated for the treatment chosen using the Treatment tabs at the top of the dialog.

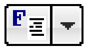
> **Note:** The AMT column is automatically calculated and displayed. You can have UltraTax CS automatically calculate the state column. Choose Setup > Treatments to set various options. Only assets entered after you select these options will calculate in the manner you specify.

11. Click Close to close the Display Calculation dialog.

12. Click Done in the upper-right corner of the window to close the Asset Detail dialog and to return to the Asset List window.

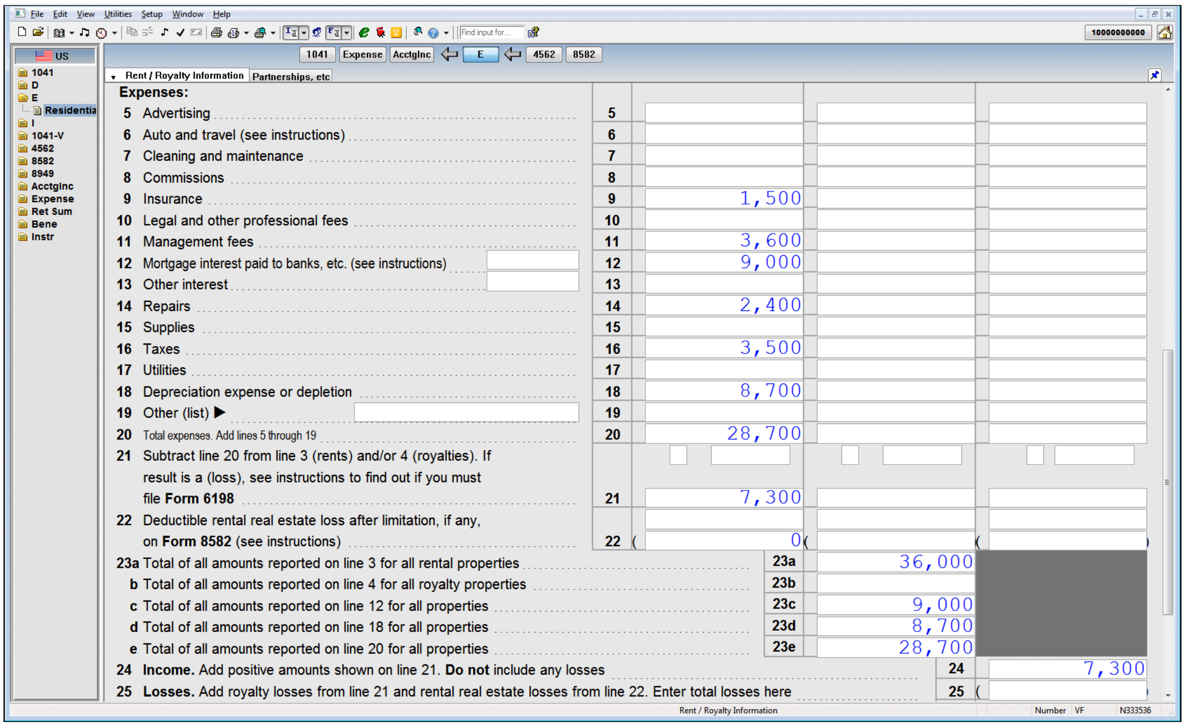
13. Click the Rent tab. Note that the amounts in Screen Rent have already been entered.

> **Note:** These amounts can be imported from Accounting CS. For more information about importing data from other applications into UltraTax CS, click the arrow next to the Help button on the toolbar, enter **General ledger balances** in the search field, and press ENTER. In the search results page that opens, click "Retrieving general ledger balances into UltraTax CS."

14. Click the Form View  button (or right-click and choose Switch to Form) to view Schedule E, Page 1.

> **Note:** With the form view feature, you can view how the data you enter in an input screen affects the return. For more detailed information, please see "Viewing forms" on page 39.

15. Press PAGE DOWN and notice that the depreciation amount that transferred from the asset module now appears on line 18, Depreciation expense or depletion.



Expenses:

5	Advertising	5			
6	Auto and travel (see instructions)	6			
7	Cleaning and maintenance	7			
8	Commissions	8			
9	Insurance	9	1,500		
10	Legal and other professional fees	10			
11	Management fees	11	3,600		
12	Mortgage interest paid to banks, etc. (see instructions)	12	9,000		
13	Other interest	13			
14	Repairs	14	2,400		
15	Supplies	15			
16	Taxes	16	3,500		
17	Utilities	17			
18	Depreciation expense or depletion	18	8,700		
19	Other (list) ▶	19			
20	Total expenses. Add lines 5 through 19	20	28,700		
21	Subtract line 20 from line 3 (rents) and/or 4 (royalties). If result is a (loss), see instructions to find out if you must file **Form 6198**	21	7,300		
22	Deductible rental real estate loss after limitation, if any, on **Form 8582** (see instructions)	22	(0)	( )	( )
23a	Total of all amounts reported on line 3 for all rental properties	23a	36,000		
b	Total of all amounts reported on line 4 for all royalty properties	23b			
c	Total of all amounts reported on line 12 for all properties	23c	9,000		
d	Total of all amounts reported on line 18 for all properties	23d	8,700		
e	Total of all amounts reported on line 20 for all properties	23e	28,700		
24	**Income.** Add positive amounts shown on line 21. **Do not** include any losses	24	7,300		
25	**Losses.** Add royalty losses from line 21 and rental real estate losses from line 22. Enter total losses here	25	( )		

16. Press CTRL+I to return to input screen view.

Entering income and deductions

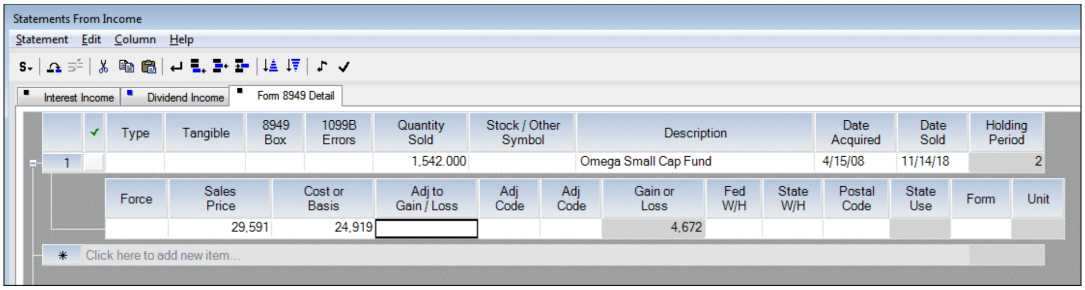
You are at Screen Rent in the Rent & Royalty folder.

1. In the folders block, click the Income folder. You are at Screen Income, the first screen in the folder.
2. Click the Statement dialog button for the *Interest income (including foreign source)* field. This button indicates the presence of a statement dialog into which you can enter additional detail for the field. You can click this button (or press **E**) to open the statement dialog.

   Note: Notice that the Statement dialog button next to the *Interest income* field is red and underscored. This indicates that the statement dialog contains data.
3. An entry for a U.S. Treasury bond has already been made. Press ↓ to move to the next blank line.
4. Press ENTER three times to move to the *Payer* field.
5. Enter **First Federal Bank** and press ENTER.
6. Enter **1,635** in the *Taxable Interest* field and press ENTER.

   Note: If the 1099-INT has foreign tax paid, choose Column > Foreign Columns or click the Show foreign columns (Globe) button in the toolbar to access the foreign income and the foreign tax paid fields in the statement dialog.
7. Press F2 to save the data and return to the input screen.
8. Press PAGE DOWN to move to the Schedule D / Form 8949 - Capital Gain / Loss Information section of Screen Income.
9. Click the Statement dialog button for the *Capital gains or (losses)* field.
10. Enter the following in the statement dialog.

Column	Entry
Quantity Sold	1542
Description	Omega Small Cap Fund
Date Acquired	4/15/08
Date Sold	11/14/18
Sales Price	29,591
Cost or Basis	24,919



11. Press F2 to save the data and to return to the input screen.

12. In the folders block, click the Deductions folder to open Screen Deduct.

13. Press ↓ four times and press E to open the statement dialog for the *Fiduciary fees* field.

14. Press ENTER once.

15. Enter **50** in the *Corpus Percent* column to allocate 50 percent of the expense to corpus and press ENTER.

16. Enter **Fiduciary fees** in the *Description* column and press ENTER.

17. Enter **300** in the *Amount* column and press ENTER.

18. Press F2 to save the data and to return to the input screen.

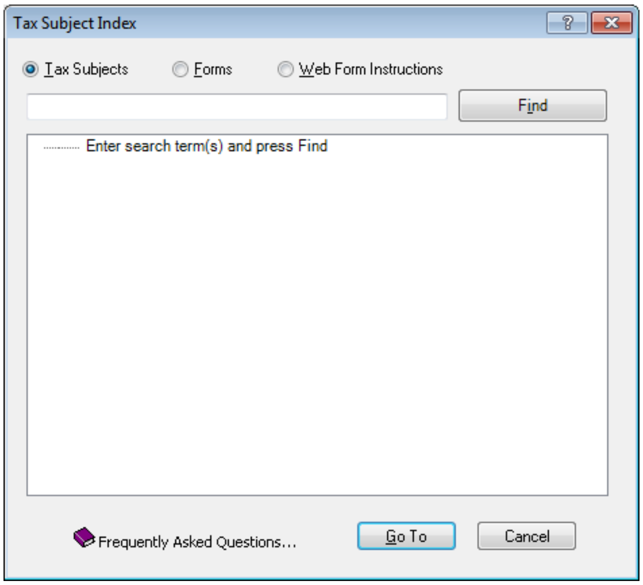
Using the Tax Subject Index to locate the appropriate screen

You can open the Tax Subject Index from both the toolbar and the Help menu when a client's return is open. The Tax Subject Index lists tax subject search results and forms, along with the corresponding input screen data-entry locations. You can use the Tax Subject Index to determine the appropriate location for data entry and to view government form instructions on the internet. (Note that you need Adobe Reader and an active internet connection to view form instructions on a taxing authority's website.)

ACTIONS

You are at Screen Deduct in the Deductions folder.

1. Click the Tax Subject Index button (or press CTRL+H) to open the Tax Subject Index.



   In this dialog, you can enter a word or phrase that describes the particular item you want to find.

2. With the *Tax Subjects* option selected, enter **salutation** and click the Find button. UltraTax CS searches all input screen headings and input screen fields for the keywords you entered.

3. Highlight **Salutation** below the Transmittal Letters and Filing Instructions line, and click the Go To button. UltraTax CS opens the appropriate input screen and tab section to enter a salutation for client letters in the Transmittal Letters and Filing Instructions section in Screen Letter.

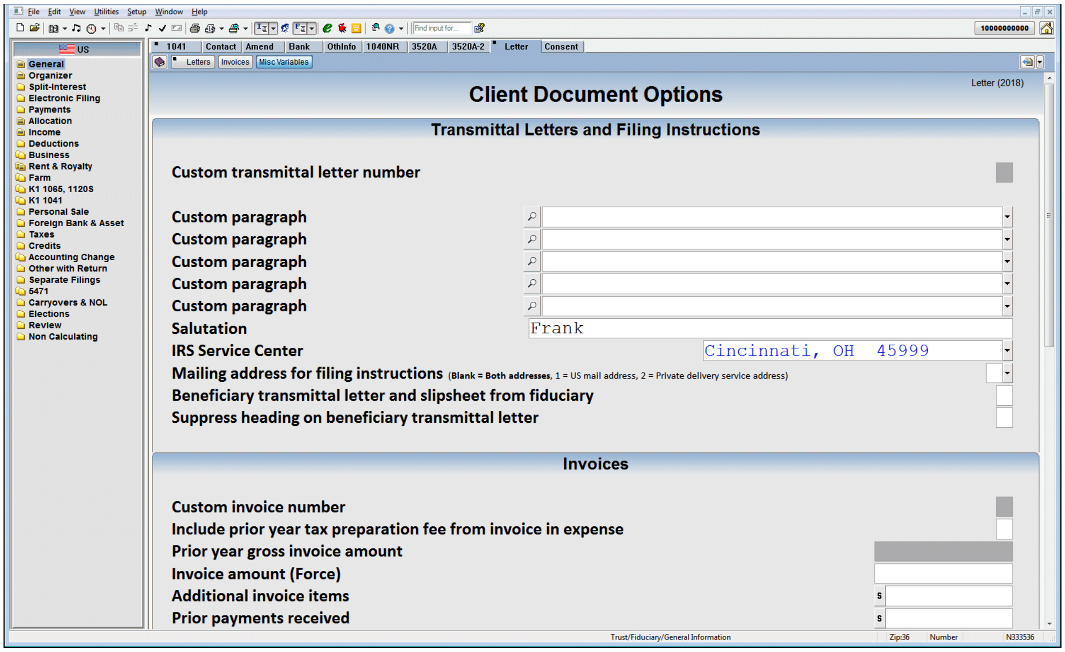
Choosing transmittal letters, filing instructions, and invoices

UltraTax CS provides federal transmittal letters, filing instructions, and invoices that are ready to use. You need to enter only basic information for each client, or you can customize the client documents.

ACTIONS

You are at Screen Letter in the General folder.

1. UltraTax CS updates the *Salutation* field with the fiduciary name entered on Screen 1041. You can modify this as applicable. Enter **Frank** in the *Salutation* field, and press ENTER. If you are prompted to overrule the existing salutation, click OK.



2. Press PAGE DOWN to move to the Invoices section of the screen.

3. Click the *Prior payments received* field, enter **100**, and press ENTER.

The transmittal letter, filing instructions, and invoice print with the return. The letter will now be addressed to Frank and the invoice will reflect a prior payment of $100.

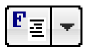
You can customize client documents, such as transmittal letters, filing instructions, and invoices.

- The transmittal letter includes a list of returns prepared for the client. If you prefer not to include this information, choose Setup > 1041 Fiduciary, click the Other Return Options button, click the Client Documents tab, and clear the *Include list of returns in transmittal letter* checkbox in the Client Documents group box.
- You can customize client documents for each client or for all clients of an entity type as follows:
  - Use your firm's letterhead when you print transmittal letters.
  - Choose from nine available borders, numerous predefined custom paragraphs, and a variety of special fonts.
  - Create multiple fiduciary transmittal letters.
  - Insert your firm's logo into any client document.
- With the invoicing feature, you can itemize the fee for each form prepared or include just one total amount for all services rendered. You can also apply a dollar or percent discount against the calculated invoice.
- Each UltraTax CS state application includes preassembled state filing instructions.

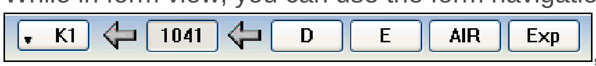
This completes data entry for the fiduciary client. Let's view the information you just entered.

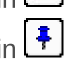
Viewing forms

As you enter client data in an input screen, you can view how the data affects the return. UltraTax CS automatically calculates the data when you view a form or return summary or when you print or preview the return. (If desired, you can disable automatic calculations to speed up data entry by choosing View > Data Entry mode.) To view forms, do one of the following:

- Choose View > Form.
- Press CTRL+F.
- Click the Form View  button on the toolbar.
- Right-click and choose Switch to Form.
- Click the form links in the upper-right corner of data entry sections.

Notes

- With the form view feature, you can also locate input screens in which you need to enter data. To locate an input screen, place the cursor in the appropriate line of the government form, then click the Input Screen Data Entry  button or choose View > Input Screen. UltraTax CS opens the input screen in which the data should be entered.
- While in form view, you can use the form navigation buttons, such as 

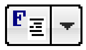
, at the top of the main window to move quickly through information that applies to the current client. Use the form navigation buttons to view how information transfers between different forms in the tax return, and click the applicable button to move directly to a particular form, schedule, or worksheet. The current form is displayed in the center. The forms, schedules, and worksheets to the right of the main form pass information to the current form. The forms, schedules, and worksheets to the left of the main form receive information from the current form.
- When you use multiple monitors to display UltraTax CS input screens in one monitor and forms in another monitor, you can choose to view how the information you enter transfers from an input screen to a corresponding form. For each form that you open, to choose to have the form link or not link to the open input screen, click the pushpin button in form view. When the form is linked to corresponding input screens, the pushpin  button is active. When the form is not linked to corresponding input screens, the pushpin  button is inactive.

Let's see some examples of the auto-calculation feature.

ACTIONS

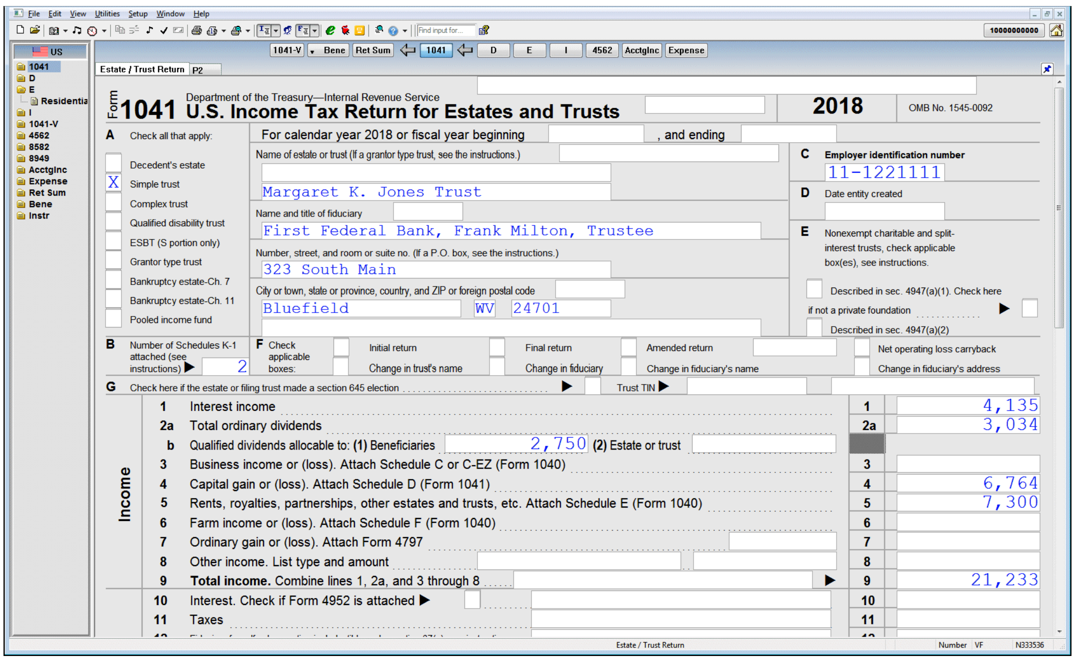
You are at Screen Letter in the General folder.

1. Press F12 twice to open Screen 1041.

2. Click the Form View  button on the toolbar, right-click and choose Switch to Form, or press CTRL+F.

   UltraTax CS calculates the return to provide you with the complete detail of Form 1041, Page 1. Note that form folders appear in the folders block, rather than input screen folders.

   Press the arrow or PAGE UP and PAGE DOWN keys to scroll through the form.



3. Click the P2 tab (or press F12 once). Press the arrow or PAGE UP and PAGE DOWN keys to review the form.

Reviewing and checking the return

You may want to regularly review key amounts on the return and confirm that the return is completed as expected. To help you with the review process, UltraTax CS provides a return summary, diagnostic summary, and the ability to add tickmarks and notes.

Reviewing the Return Summary

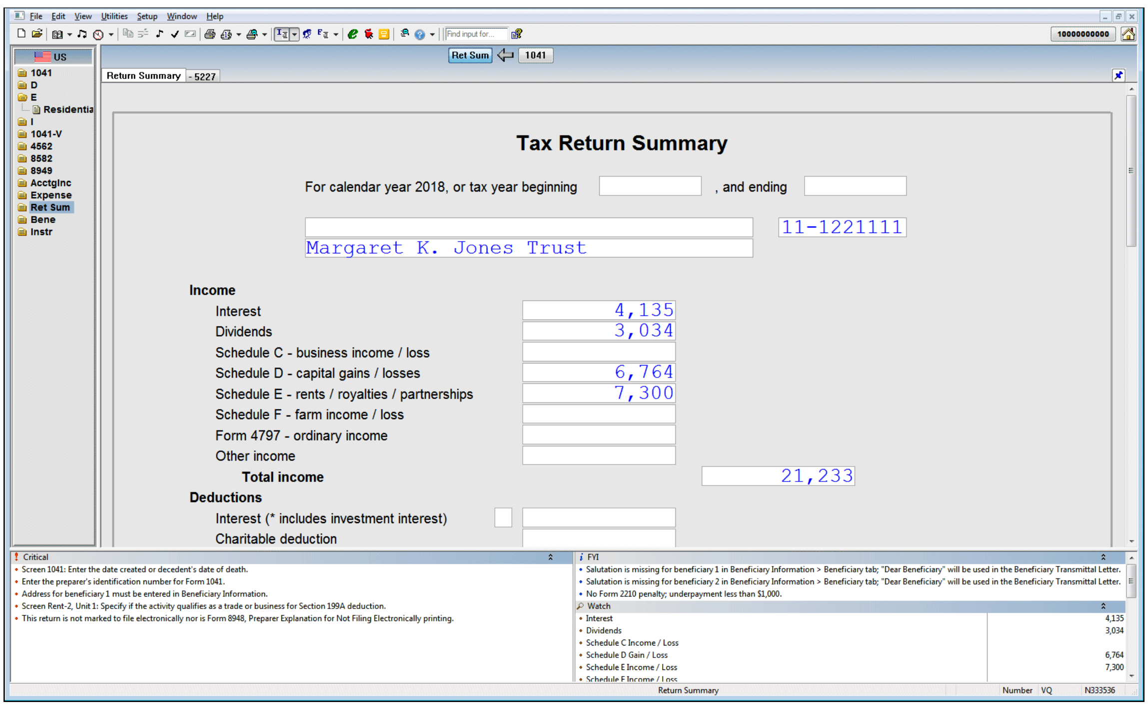
Let's take a look at the Return Summary feature.

ACTIONS

You are at Estate / Trust Return, P2 in the 1041 folder.

1. Choose View > Return Summary (or press CTRL+Q) to open the Tax Return Summary. You can open this summary from any input screen or form.

2. Take a minute to review the return summary calculations of the data you entered.



3. Choose View > Form or press CTRL+F to return to form view.

Reviewing diagnostic messages

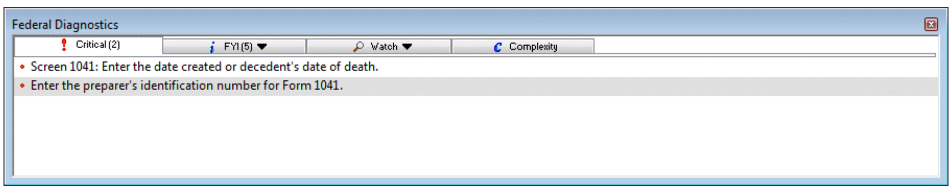
UltraTax CS includes a diagnostic feature that provides feedback about the return you are processing. Let's review the diagnostic messages for the fiduciary return.

ACTIONS

You are at Estate / Trust Return, P2 in the 1041 folder.

1. Click the Diagnostics  button (or press CTRL+D) to open the Federal Diagnostics window. You can open this window from any input screen or form.

2. UltraTax CS displays a list of critical and FYI diagnostic messages for the federal return, pending form approval information, a list of overruled fields, a list of watch fields, and a list of customized to-do items. If the *Display the Client Complexity factor* checkbox is marked in the Setup > User Preferences > Misc tab, you can also view the client complexity values for the tax forms and schedules in the open client's return. If desired, you can click and drag a border to resize the Federal Diagnostics window so you can see all of the relevant information.



Notes

- You can set presentation options to view diagnostic messages in the Display Settings tab. You can display diagnostic messages in a floating window with horizontal tabs or vertical lists or as a right, bottom, or top pane. To open the Display Settings dialog, do one of the following: choose Window > Display Settings or right-click in input screen or form view and choose Display Settings. In addition, you can choose to display diagnostic messages on the Return Summary form. To do so, choose Setup > User Preferences, click the Misc tab, and mark the Display diagnostics on the Return Summary form checkbox.
- You can customize the list of FYI diagnostics messages reported by UltraTax CS (and suppress those messages that aren't relevant to your firm) via the Setup > Office Configuration > Diagnostics tab. You can also use this tab to print an FYI Diagnostics report which lists all FYI diagnostic messages for the selected product and indicates whether they are currently set to display in the Diagnostic view.
- You can also view the approval status of forms for the current return in the Federal Diagnostics window. If the current return contains forms that have not yet been finalized, the Federal Diagnostics window displays a Forms Approval tab. All forms calculated in the current return that are pending approval will be listed in the tab. Forms that are already approved or that do not require approval will not be listed.
- You can add a watch field while in form view. Right-click the field where you want to add the watch field, and choose Watch Field from the context menu. Also, to delete watch fields, modify watch field descriptions, and customize the watch list order, choose Setup > 1041 Fiduciary, and click the Watch Fields button.
- All fields in which you have overridden the calculated amounts are listed in the Overrides tab in the Federal Diagnostics window.

3. In the Critical tab, click the diagnostic message, “Screen 1041: Enter the date created or decedent’s date of death.” UltraTax CS opens Screen 1041 with the cursor in the *Date created / decedent’s date of death* field. You can now correct the cause of the diagnostic message.

4. Enter **10198** in the *Date created / decedent’s date of death* field, and press ENTER. Note that UltraTax CS automatically updates the diagnostic messages list after you complete an item.

5. To close the Federal Diagnostics window, click the Diagnostics button on the toolbar or click the Close button in the top-right corner of the Federal Diagnostics window.

Viewing worksheets

UltraTax/1041 provides several worksheets to support the calculations and to assist in reviewing the return.

ACTIONS

You are at Screen 1041 in the General folder.

1. Right-click, and choose Switch to Form to open Form 1041.

2. In the folders block, click the AcctgInc folder.

3. Scroll to the bottom of the worksheet and note the amount in the *Net accounting income* field.

4. In the folders block, click the Expense folder to review more worksheets.

Attaching tickmarks and notes

You can attach tickmarks and two types of notes to a client’s return to assist with your review of the return.

- **Tickmarks** are check marks you can enter next to a field in any form or input screen. Tickmarks, or check marks, next to various items in a client’s return help with your review of the return. You can display tickmarks in four colors; create custom tickmarks that display as a letter, number, or punctuation mark; add descriptions for each tickmark color; and customize how you use tickmarks. There are many variations of tickmarks, and how tickmarks display depends on many factors, including whether the information changed after a tickmark was added. You can enter tickmarks on input screens, forms, and most statement dialogs. Note that tickmarks do not appear on printed forms. To customize how you use tickmarks, choose Setup > User Preferences, and click the Tickmarks tab. For more information about tickmarks, click the arrow next to the Help button on the toolbar, enter **Tickmarks** in the search field, and press ENTER. In the search results page that opens, click “Entering tickmarks.”

- **Client notes** are notes to yourself or to another reviewer about the client or the client's return. To attach one note of any length per client, choose Edit > Client Note. Client notes are shared among UltraTax CS, Fixed Assets CS, Practice CS®, and FileCabinet CS, if licensed, via data sharing. Client notes print with the Review Notes report if you selected that report to print in the Return Collation dialog (to open, choose Setup > 1041 Fiduciary and click the Tax Return button).
- **Field notes** are notes you can attach to a field in any input screen or form. When you attach a note to a field, a musical note displays next to that field. You can choose from among four colors for the musical note. Note that field notes do not appear on printed forms.

Let's see an example of tickmarks and field notes.

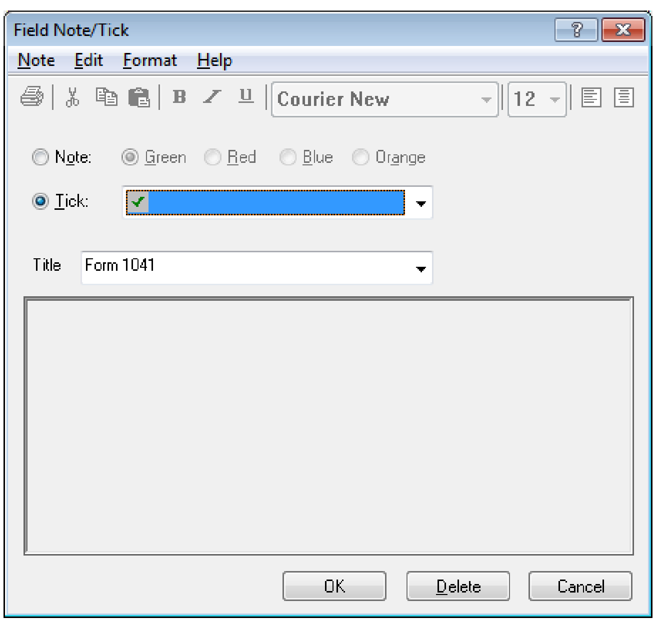
ACTIONS

You are at the Expense Allocation Wrk - Tax Basis tab in the Expense folder.

1. In the folders block, click the 1041 folder.
2. Click the P2 tab.
3. To add a tickmark, double-click the *Distributable net income* field in Schedule B, line 7.

   UltraTax CS displays a green tickmark to the left of the *Distributable net income* field. Now, let's change the color of the tickmark.
4. Click the Tickmark  button on the UltraTax CS toolbar to open the Field Note/Tick dialog.

   Use this dialog to add a tickmark or a note to any form field. Note that the *Tick* option is already selected and that green is the default color.



5. Click the drop-down arrow, select the red tickmark, and click OK. UltraTax CS displays a red tickmark next to the *Distributable net income* field.

> **Note:** You can customize the order in which tickmarks display next to a field so that you can quickly add tickmarks as you work in a client's return. To assign a rotation for tickmarks, choose Setup > User Preferences, and click the Tickmarks tab.

   Now, let's add a note to a field.

6. Click the *Income required to be distributed currently* field on Schedule B, line 9.

7. Click the Field Note button on the toolbar to open the Field Note/Tick dialog.

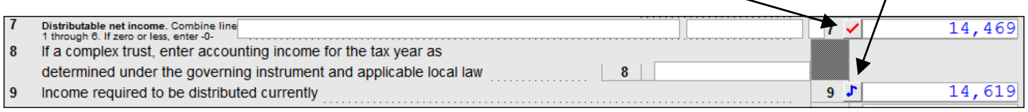
8. In this dialog, enter **Agrees with accounting income from the Accounting / Distributable Net Income Detail worksheet.**

9. Change the color of the musical note by clicking the *Blue* option next to the *Note* option, and then click OK.

   UltraTax CS displays a blue musical note next to the field. You or another reviewer can return to this field later, click the musical note to open the Field Note/Tick dialog; read the note; and, if appropriate, edit or delete the note.

A musical note indicates the presence of a field note. Click the musical note to read the field note.

Example of a tickmark.



> **Note:** You can choose to view information about current-year tickmarks and field notes by clicking the arrow next to the Tickmark or Field Note toolbar button. When you click a tickmark or field note in the drop-down list for either button, UltraTax CS opens the input screen or form where the note or tickmark is located and also opens the Field Note / Tick dialog with the information associated with the note or tickmark.

Now, let's preview and print the client's return.

Previewing and printing the return

You can choose File > Preview (or click the Print Preview button on the toolbar) to view the pages of the return before you print. From this window, you can print all of the pages (or individual pages) of the return as the pages are shown in the preview.

> **Note:** To preview just the government, client, or preparer copy, click the arrow to the right of the Print Preview button and select the copy you would like to preview from the drop-down list.

ACTIONS

You are at Estate / Trust Return, P2 in the 1041 folder.

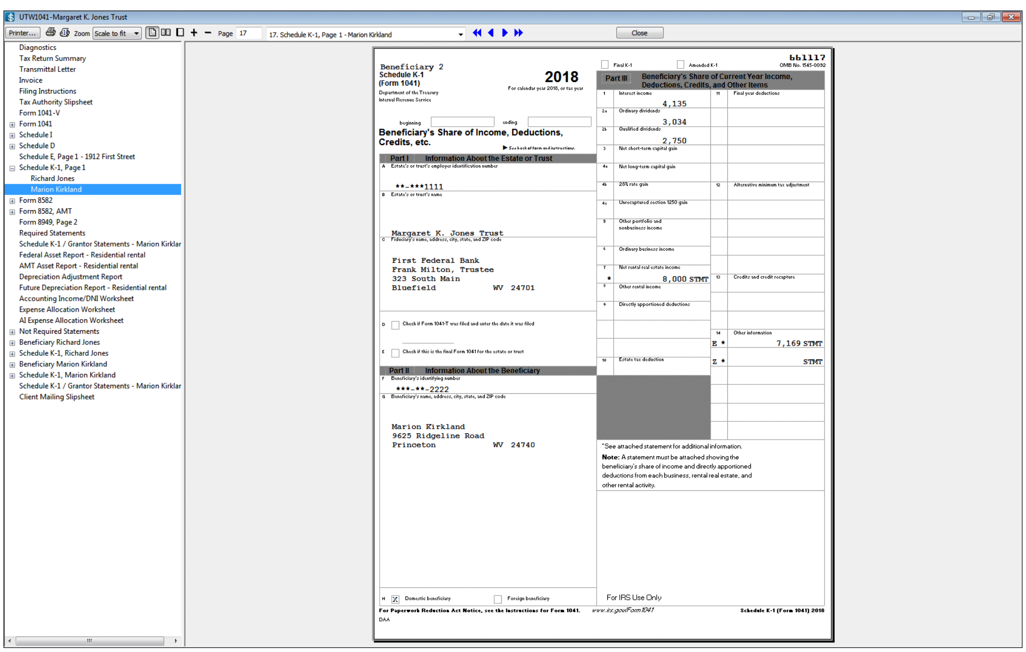
1. Choose File > Preview (or click the Print Preview  button). UltraTax CS will take a few moments to calculate and display the return on the screen. You will see a dialog that indicates the printing status while the return is calculated.

   UltraTax CS automatically calculates and collates the return and displays the first page of the return. Previewing the return is different from viewing the forms in that previewing prepares the return for immediate printing. In other words, you can print the return but not calculate the return again.

2. There are multiple ways to navigate through the tax return preview. Do one of the following:

   - Click the  button until the invoice appears. Note that the invoice shows the amounts for Form 1041 and Schedule D; No Charge for Schedule K-1, Page 1; and the $100 prior payment received that you entered earlier in this walkthrough.
   - Click the Invoice link in the left pane.
   - Press F4 or click the arrow to the right of the field to open the drop-down list; select 4. Invoice from the table of contents.

3. Navigate to Schedule K-1, Page 1 - Marion Kirkland.



4. Navigate to Form 4562, Page 1 - Residential rental.

   Note: UltraTax CS not only allows you to review the return on the screen, but also provides an option to print a single page or the entire return.

5. Press ALT+C or click Close to return to the form.

In the next exercise, you will print the open client's return using the Print Returns command. You will see how UltraTax CS enables you to print the three different collations: one each for the government, client, and preparer copies you learned about in "Reviewing the tax return collation" on page 13 of this walkthrough.

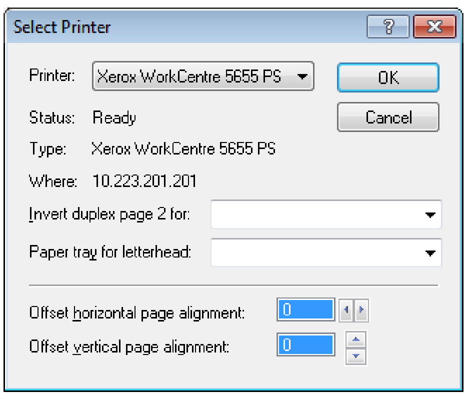
> **Note:** You can also use the Print Returns dialog to print returns for multiple clients in the same batch, print returns for only certain clients, print returns for clients with different entity types in the same batch, exclude returns from the print list, and more.

ACTIONS

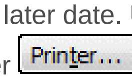
You are at Form 1041, Estate / Trust Return, P2 in the 1041 folder.

1. Choose File > Print Returns to open the Print Returns dialog.

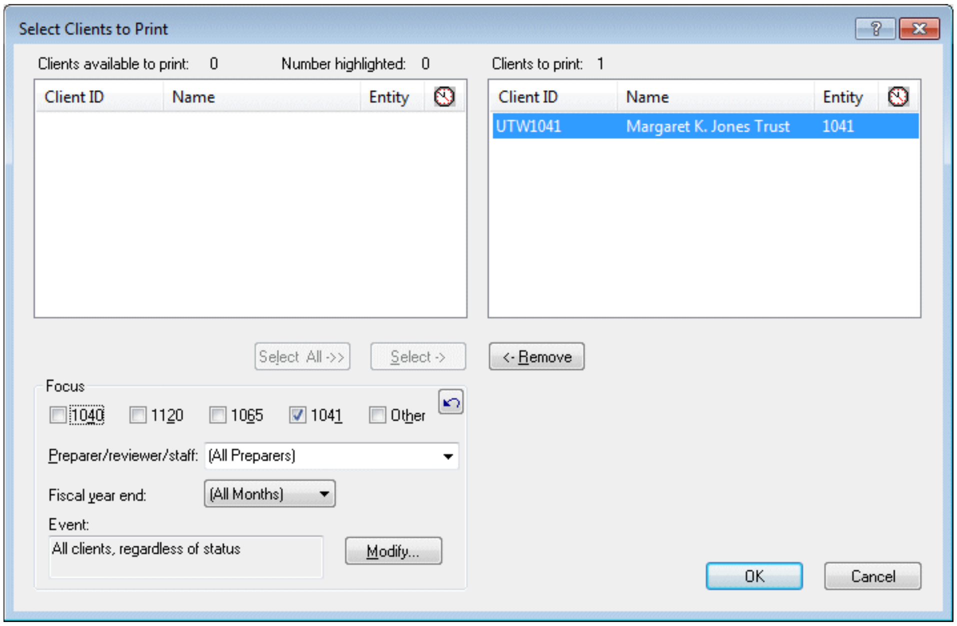
2. Click the Printer button to open the Select Printer dialog.



3. Select a printer from the drop-down list for the *Printer* field, and then click OK.

> **Notes**
>
> - If you have FileCabinet CS or GoFileRoom® installed, or you have licensed Onvio™ Documents and enabled integration between Onvio and UltraTax CS, you can print to the printer and either FileCabinet CS, GoFileRoom, or Onvio Documents. If you have questions about FileCabinet CS, GoFileRoom, or Onvio Documents, or would like more details, see the UltraTax CS integration with other applications topic in the Help & How-To Center or contact your CS account representative.
> - By default, the installation program for the evaluation application marks the checkbox to install FileCabinet CS. If you cleared the FileCabinet CS checkbox, you did not install FileCabinet CS.
> - If you have not licensed and installed FileCabinet CS or GoFileRoom, or you have not licensed Onvio Documents and enable integration between Onvio and UltraTax CS, a simplified version of FileCabinet CS, called File Drawer, is installed automatically. You can then print and electronically store UltraTax CS returns, extensions, and input screens, which you can access directly through UltraTax CS via the Drawer button under the federal and state buttons in data entry. Documents printed to File Drawer will be available in FileCabinet CS if you purchase FileCabinet CS at a later date. UltraTax CS uses your default Windows printer, but you can click the Printer  button to select a different printer.

4. Press ALT+C to open the Select Clients to Print dialog. All clients who meet the criteria set in the Focus group box at the bottom of this dialog are listed in the Clients available to print pane on the left.



> **Note:** Unless you specify otherwise, UltraTax CS defaults to printing a return for the open client. Click the Select and Remove buttons to select additional clients whose returns you want to print. To exclude clients from the list of available clients to print, choose options in the Focus group box.

5. Because you want to print only the current client's return, click OK to accept the default setting and to return to the Print Returns dialog.

6. To print only the preparer copy, clear the *Government copy* and *Client copy* checkboxes, if marked.

Before you print the return, let's review the available print options. Typically, you do not need to open the Print Options dialog unless you want to change the default settings. These are options for all 1041 clients that you can override on a client-by-client basis.

> **Note:** For most clients, you do not need to change these options. Printing a return is usually straightforward and automatic. Just click the Print button on the toolbar to print a government, client, and/or preparer copy of the return.

Now, let's set up the fiduciary return for printing.

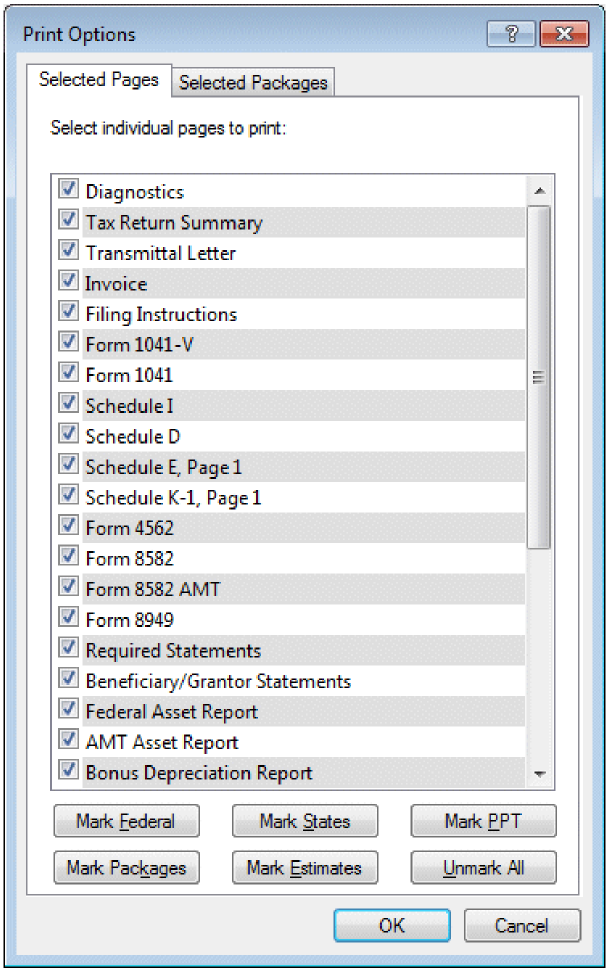
ACTIONS

You are at the Print Returns dialog.

1. Verify that the *Preparer copy* checkbox is marked.

2. Click the Options button to open the Print Options dialog. UltraTax CS may take a few moments to calculate the list of forms to print.

3. In the Selected Pages tab, you can choose the forms and schedules that you want to include in the preparer copy for this fiduciary return. The buttons near the bottom of the dialog enable you to mark or clear all of the checkboxes for forms. Click the Unmark All button to clear all checkboxes.



> **Note:** If a state return is attached, you will see a Selected Returns tab in the Print Options dialog. You can select the forms and schedules you want to print for the client in the Selected Pages tab in this dialog. However, you cannot select options in both the Selected Returns and Selected Pages tabs. When options in either tab are selected, the options in the other tab are not available.

4. In the list of forms and schedules to print, choose the following items for printing by marking the checkbox next to each item.

    - Invoice
    - Form 1041
    - Schedule K-1, Page 1
    - Required Statements

5. In the Print Options dialog, click OK.

6. In the Print Returns dialog, click the Print button.

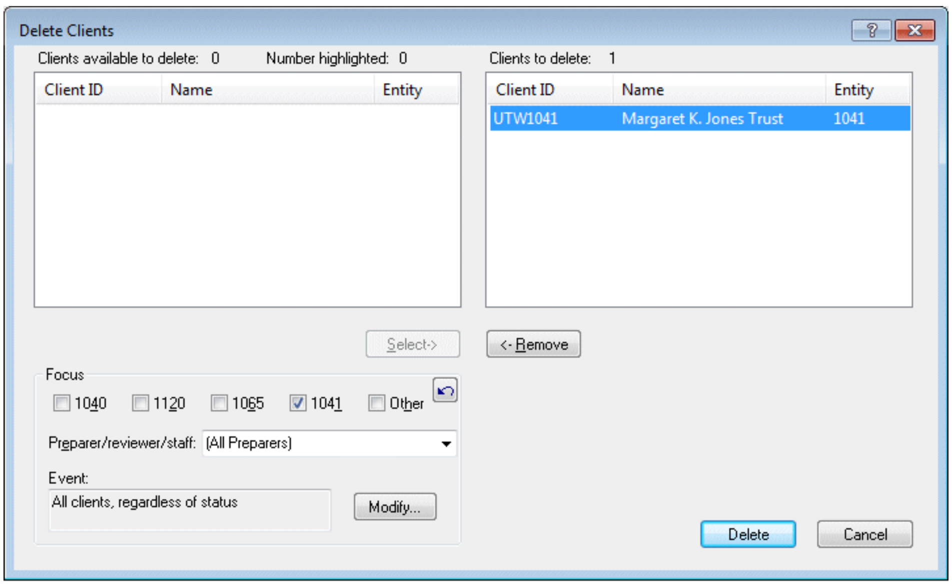
Deleting the fiduciary sample client

Before you proceed to the next chapter, let's delete the fiduciary client so others in your firm can use this walkthrough to learn about UltraTax CS.

ACTIONS

You are at Form 1041, Estate / Trust Return, P2.

1. Choose File > Delete to open the Delete Clients dialog.



The open client is already listed in the Clients to delete pane on the right.

2. Click the Delete button to delete the client.

3. When prompted for confirmation, click OK (or press ENTER).

> **Note:** Always use caution when you work in this dialog. Before you delete any client, verify that the selected client should actually be deleted. When you delete client files in UltraTax CS, the files are permanently deleted and cannot be recovered.

4. Choose Setup > 1041 Fiduciary.

5. Click the Invoice button, and select Pricing from the drop-down list.

6. In the Invoice Pricing dialog, clear the *Form 1041 (Estate/Trust Income Tax Return)*, *Schedule D (Capital Gains and Losses)*, and *Schedule K-1, P1 (Beneficiary's Share of Income)* checkboxes.

7. Click Done to return to the 1041 Product Information dialog.

8. Click OK to close the dialog.

IMPORTING GENERAL LEDGER BALANCES INTO ULTRATAX CS FOR YOUR OWN CLIENT

UltraTax CS operates effectively as a standalone application without an external general ledger application. However, you can significantly reduce the time required to process business returns if you use UltraTax CS together with Accounting CS, Workpapers CS™, Onvio Workpapers, or with another general ledger application such as Fiducial Advantage or CaseWare Working Papers. UltraTax CS automatically imports clients' general ledger balances to the appropriate tax return lines with whole-dollar rounding.

UltraTax CS can use tax codes to import data from Accounting CS, Workpapers CS, Fiducial® Advantage, Dillner's FCAS™, CaseWare Working Papers, Client Ledger System™, Accountant's Relief®, Universal Business Computing Company, and ProSystem fx® Engagement.

In this example, we will show you how to import general ledger balances from Accounting CS into UltraTax CS using one of your current Accounting CS fiduciary clients. We will also show you how to assign and/or edit tax codes within UltraTax CS.

Notes

- You must be licensed for both UltraTax CS and Accounting CS to complete this section. If you are not licensed for Accounting CS or you do not have Accounting installed, see the UltraTax CS integration with other applications topic in the Help & How-To Center learn about the benefits of using our integrated applications. For information about obtaining a trial version of Accounting CS, please contact your CS account representative at 800.968.8900.
- For information about retrieving general ledger balances, click the arrow next to the Help button on the toolbar, enter **General ledger balances** in the search field, and press ENTER. In the search results page that opens, click "Retrieving general ledger balances into UltraTax CS."

Choosing a fiduciary test client

Review your client list and choose one of your own Accounting CS clients for whom you want to prepare a tax return. In this section, we want to demonstrate how UltraTax CS and Accounting CS integration works; therefore, we suggest you choose a fiduciary client that does not have departmental or location breakdowns. Accounting CS can handle these entities, but for our first look at integration, we will perform a simple import.

Because we will use one of your real clients, use your standard backup procedure to make a backup copy of your Accounting CS data before you proceed.

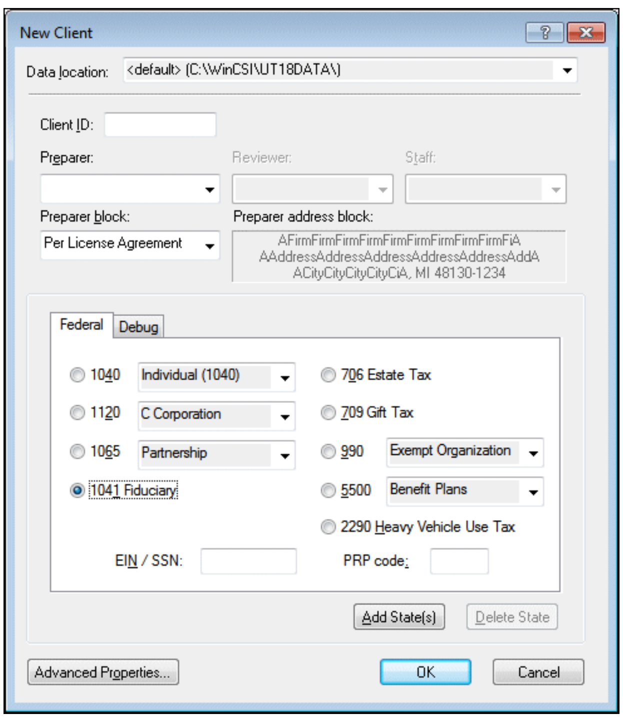
Adding the Accounting CS test client to UltraTax CS

Use the following procedure to add the Accounting CS test client to UltraTax CS.

ACTIONS

1. If UltraTax CS is not open, double-click the UltraTax CS icon on the Windows desktop.

2. Choose File > New Client.



3. In the *Client ID* field, enter the same client ID that you used for this client in Accounting CS. Note that client IDs do not have to be identical.

4. Click the *1041 Fiduciary* option in the Federal tab.

5. Click the *EIN / SSN* field, and enter the Employer Identification Number (EIN) for the client.

6. Click OK. UltraTax CS opens the first input screen for this client, Screen 1041. Note that demographic data, such as the client's name and address, is shared automatically if the Accounting CS client has the same EIN as the UltraTax/1041 client. If the UltraTax/1041 and Accounting CS clients have different EINs, you will need to enter the name of the client in the *Name* field.

> **Note:** We did not set up any state information for the Accounting CS test client. However, information transfers from the federal return to state tax returns just as the information transfers from Accounting CS to the federal tax return.

Viewing the tax code PDF

You can view or print tax code diagrams and other useful documents in PDF.

ACTIONS

1. Click the Home Page  on the toolbar to open the UltraTax CS Home Page.
2. Click the Product Information link, and click the 1041 tab.
3. Click the Federal link, and click the Product guides link.
4. Click the UltraTax/1041 Tax Code Diagrams link to view the PDF. (Note that you need Adobe Reader installed.)
5. To view the forms, click the form name in the contents list.

Importing balances from Accounting CS and setting up tax codes

Use the following procedure to import balances from Accounting CS.

ACTIONS

You are in the Adobe Reader.

1. Choose File > Exit to close the Adobe Reader.
2. Click the client ID button on the toolbar to return to Screen 1041 in the General folder.
3. Choose Utilities > Accounting CS (Import). Note that because UltraTax CS located the data for your client, this client automatically appears in the Clients to transfer pane on the right.

   Next, you will learn how to set up tax codes within UltraTax CS.

Note: You can set up tax codes from within Accounting CS.

Accounting CS and the UltraTax CS federal applications use tax codes to import general ledger account balances to the proper lines on the respective tax forms. When you use the Accounting CS (Import) command in UltraTax CS, the balances are imported from Accounting CS and entered in the appropriate UltraTax CS input screens. If tax codes are not set up, UltraTax CS cannot import general ledger balances from Accounting CS. If multiple accounts have the same tax code, the accounts are listed separately in a statement dialog or the total displays in the input screens.

To help you assign the correct tax codes, use the “Viewing the tax code PDF” procedure on page 53 to view or print the Tax Code diagrams in the [Tax Code Diagrams: UltraTax/1041] PDF.

4. Click the Import button.

Notes

- There are two unique tax codes for memo type accounts. An account with tax code 88888 will not transfer to UltraTax CS but will appear as an audit trail in the Accounting CS Tax Code report. An account with tax code 99999 will not transfer to UltraTax CS and will not appear in the Tax Code report in Accounting CS.
- UltraTax CS imports the Accounting CS client’s fiscal year end (FYE) general ledger balances based on the UltraTax CS year end. Therefore, you can advance Accounting CS client past the UltraTax CS client year end, and UltraTax CS will import the prior-year general ledger balances. If the Accounting CS client’s fiscal year end has not been advanced to the UltraTax CS year end, then UltraTax CS will prompt you about whether to use general ledger balances for the current or prior year.
- When the Accounting CS balances are imported into UltraTax CS, those balances are rounded according to the specifications entered in the Setup > 1041 Fiduciary > Federal tab > Other Return Options dialog. The Accounts Payable account balance will first be adjusted by any rounding difference. If there is a zero balance in Accounts Payable, the Cash account will be adjusted when processing Form 1041-A or 5227.

5. The Abort button changes to the Done button when the import is complete. Click Done when available.

6. Click the Income and Deductions folders. Note that revenues and expenses now display in Screen Income and Screen Deduct. Note that all of your Accounting CS client’s balance sheet amounts are imported automatically into the tax return. Because you just added the client, you will see only ending balances. However, if you had proforma’d the client, beginning balances would appear as well.

7. Choose File > Close Client.

LEARNING MORE ABOUT ULTRATAX CS

We encourage you to use this walkthrough to explore the many features, options, and capabilities of UltraTax CS. To learn more about using UltraTax CS to process a return, as well as additional features, choose Help > On the Web > CS Professional Suite Home Page. Click Products & Services, choose Tax & Asset Management, and then UltraTax CS to view the UltraTax CS Overview. For more information, contact your CS account representative.

New features and changes for UltraTax CS this year

To view the latest features and changes available in UltraTax CS, choose Help > Help & How-To Center and click the What's new in UltraTax CS link in the Alerts and notices section of the box on the right side of the screen. For more detailed information regarding application releases and updates, changes to the application, and any other relevant or special issues regarding our applications, access the user bulletins from within the application by choosing Help > Bulletins. To search for information within current-year user bulletins, choose Help > Help & How-To Center, and then click the link to the user bulletins in the Alerts and notices section of the box on the right side of the screen.

Application security

UltraTax CS (as well as other CS Professional Suite applications) includes security measures that meet IRS requirements to help safeguard taxpayer and tax preparer information. These requirements include a unique username and strong password for each user, as well as a timeout period that will require users to log back in to the application after 30 minutes of inactivity. For more information about our security measures, see the CS Professional Suite application security overview in the Help & How-To Center.

Integration with other applications

UltraTax CS integrates with the entire CS Professional Suite (Accounting CS, Workpapers CS, Fixed Assets CS, Practice CS), as well as OnBalance™, and Onvio Documents, Workpapers, and Client Center. With our applications, you do not need to run time-consuming data conversion applications. For more information, see the UltraTax CS integration with other applications article in the Help & How-To Center.

Support and training

We are committed to supporting your firm with excellent staff and services.

- Our support staff provides answers to your questions via chat, email, or phone. See the Contact Information page on our website for more information.
- We offer a variety of training and consulting options so you can choose the appropriate training and assistance for your firm. See the Training & Consulting page on our website for more information.
- The Tax & Accounting Community enables our customers from across the globe to share information immediately and to help one another save time, effort, and money.
- Our annual users' conference provides a means to earn CPE credit, get hands-on training, learn about technology updates, be inspired by nationally-recognized experts, and communicate directly with our staff and your colleagues.