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REVIEWING TAX RETURNS

Reviewing a return is a very important step in the overall tax return preparation process. The tax applications provide several useful tools to assist you in your review process:

- symbols and colors

- tickmarks and field locks

- diagnostics and overrides

- Tax Summary screens

- hyperlinks between related forms.

TOPICS

PROCESS CHART

| Use Tax Forms to review the return |
| Read and resolve all issues documented in the notes |
| Correct all outstanding diagnostics |
| Clear all overrides |
| Fully recompute the return |

| Review Tax Summary screens |
| Use the electronic audit trail(Hyperlinks) to trace amounts |
| Use tickmarks and field locks to document your progress |
| Review the return using print preview |
| Print the return |
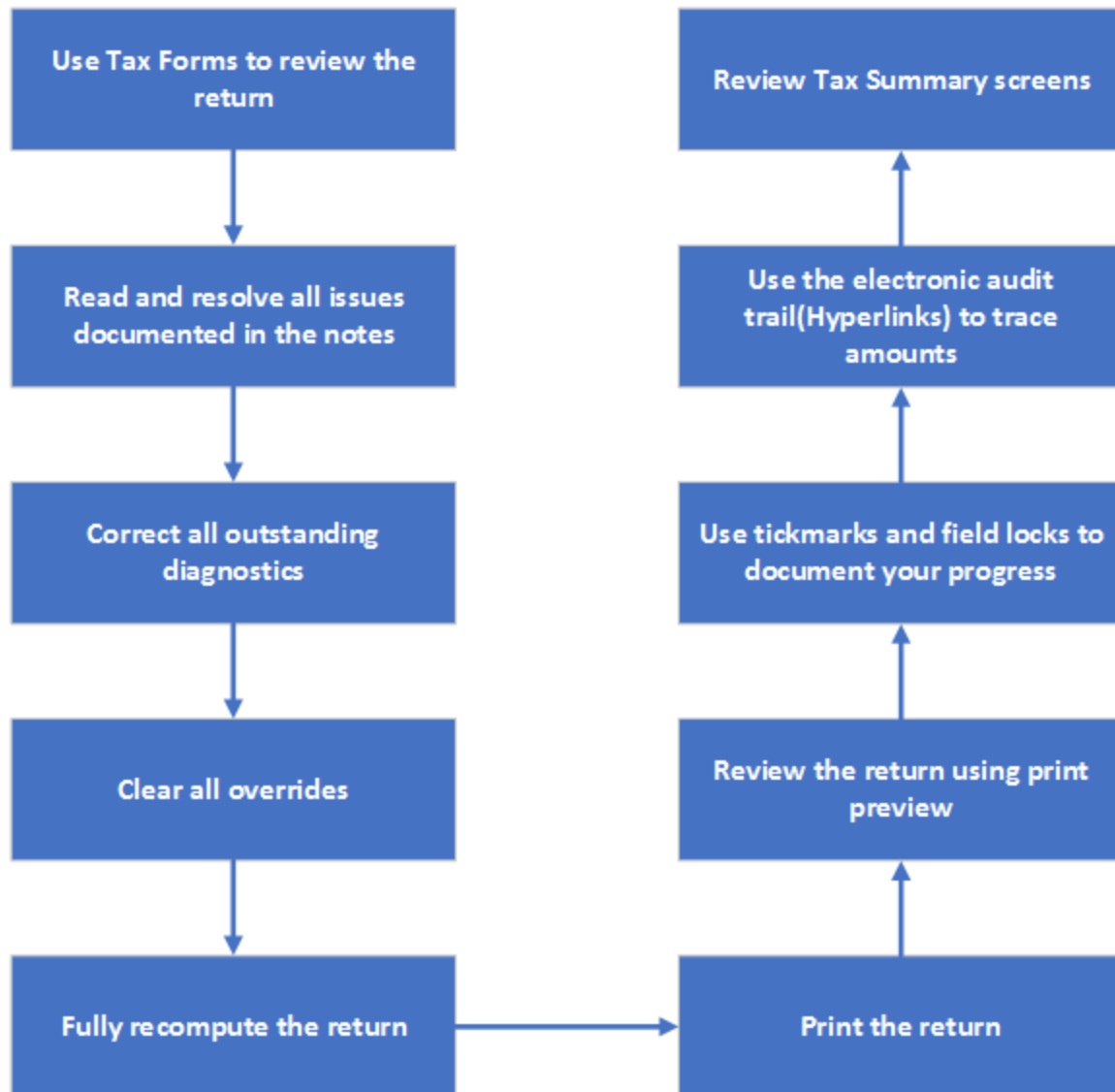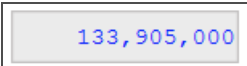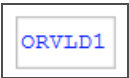
Figure 1

SYMBOLS AND COLORS

Symbols and Colors

Symbols and colors provide visual information to inform you of the presence of overrides, notes, and much more.

Organizer data is entered and modified in white data entry fields.	
Computed totals are shown in non-editable gray fields.	133,905,000
The field is calculated or has an amount carried in from another field or source.	ORVLD1
The field is a source entry or an override.	95,000
A red asterisk indicates that the override amount does not equal the calculated or carried amount.	*
A blue asterisk indicates that the override amount equals the calculated or carried amount.	*
A field has been reviewed.	●
The amount in the field is locked and cannot be changed until the tickmark is removed.	●
A note is attached to the field.	♪
The field has a drill-down hyperlink.	

TAX FORMS

After entering data into the Organizer and computing the return, use Tax Forms to review the return.

Tax Forms show the tax return data along with the calculated dollar amounts. The primary purpose of Tax Forms is to review the return.

DIAGNOSTICS AND OVERRIDES

Several search and review tools are available under the **View** menu. The tax application generates a list of all diagnostics and warning messages indicating possible problems or errors in your return. You should always review and clear all diagnostics prior to completing a return.

There are five types of diagnostics: *Severe, Informational, Electronic Filing Alerts, Electronic Filing Rejects*, and *Efile XML Validation Errors* (if applicable). The "informational" folder lists all informational diagnostics or nonsevere diagnostics.
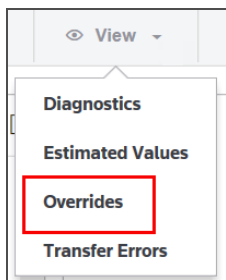

Figure 4

For instance, the system reminds you that the taxpayer's driver's license number or State Identification Number needs to be entered. Click the **Diagnostics** field for a direct link to the input field. You can then enter the correct data. This automatically clears the diagnostic. Use the **Previous History** icon to return to the **Diagnostics** screen.
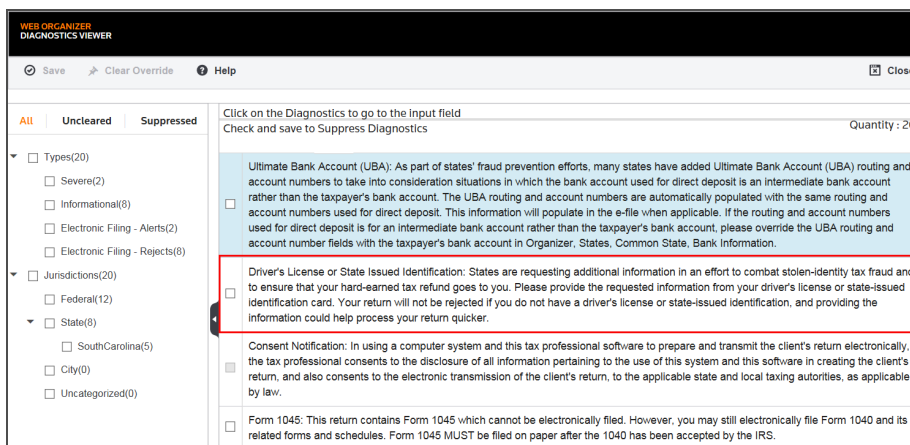

Figure 5

Another good review procedure is to clear all overrides. The tax application automatically scans the return and documents all overrides found.
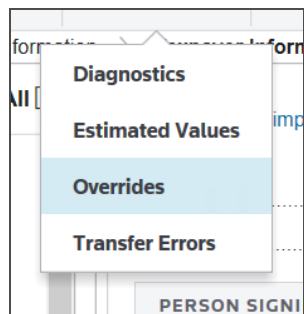

Figure 6

Click the override to access the screen where the override originated.

Figure 7

You are taken to the field where the override (*****) was entered.

Figure 8

To remove an override, select the check box next to the overridden field, and click **Clear Override**.

A good practice is to always fully recompute the return after you clear overrides and diagnostics, or after you make any major changes to the return. Once the override is removed, the number from Organizer flows in correctly.

> If you override system-calculated or carried amounts, the supporting whitepaper schedule totals (generated from detail) may not foot to the return.

If you override fields, you may get unintended results on comprehensive system-generated forms and schedules, such as AMT and passive limitations.

Figure 10

TAX SUMMARY

Select **Tax Summary** from the Forms List Window, or click the **Tax Summary** icon to display the **Federal Tax Summary** screen. You can also view the **Federal Tax Summary** screen from any federal form through the shortcut menu. Right-click any field to access the screen. This screen summarizes many key figures in the return.

Figure 11

Not only is the summary a handy review tool, but it can also be used in "what-if" scenarios. You can pop up the summary, note the amounts, change the returns, and then pop up the summary again to view the results.

ELECTRONIC AUDIT TRAIL

The electronic audit trail is especially useful for reviewers. It consists of using the hyperlinks and drill-downs to trace amounts from the Tax Forms to the workpapers and eventually to the lowest level of detail.

Access the supporting workpapers through the hyperlink list or by selecting Tax Form fields next to a down arrow. In this example, if you click the **Itemized Deductions** field, the workpaper appears.

Figure 12

Workpapers provide an automatic audit trail from amounts on the Tax Forms to the Organizer entries from which they were calculated.

Figure 13

Although some amounts can be changed on the workpapers, we strongly recommend that you make changes only in the Organizer.

Changes made directly on the workpapers might not carry to other essential fields in the return.

This is an example of an Organizer screen with the lowest level of detail. You can compare these amounts to the actual W-2s in the taxpayer's file or to the Organizer booklet amounts.

Figure 14

TICKMARKS AND LOCK FIELDS

Tickmarks

After reviewing an amount, you can check it off with a tickmark, just as you would on paper. To add or remove a tickmark, navigate to the field, and click **Tick** on the pop-up menu.

Figure 15

A tickmark displays beside the field.
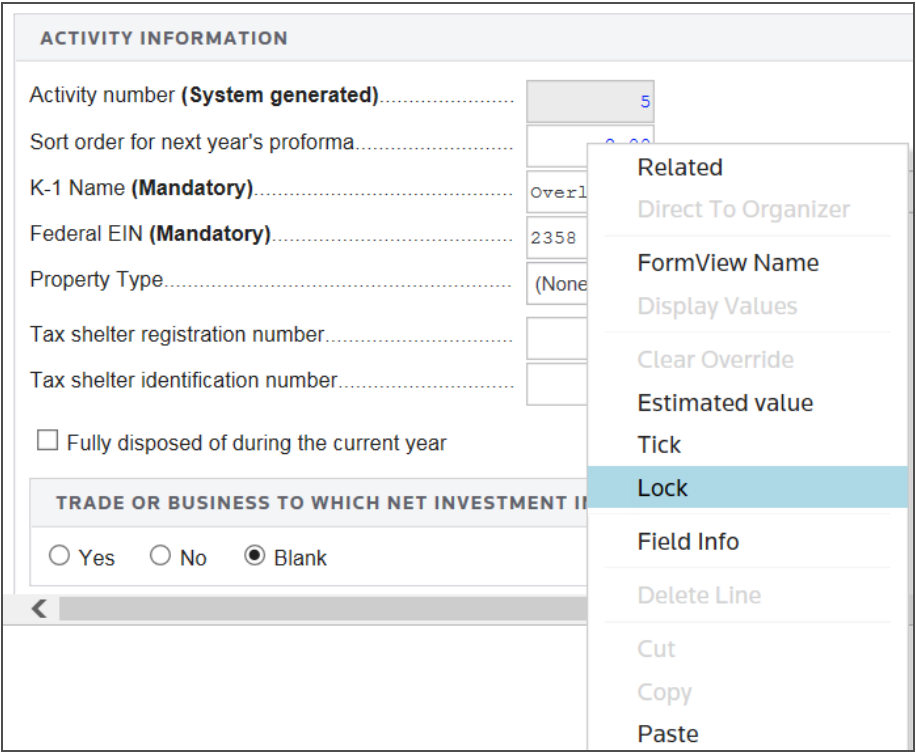
Figure 16

To remove the tickmark, right-click and select **Tick** again.

Lock Fields

🔒 You can lock in a number to insure against accidental or non-reviewed changes. To add or remove a lock, navigate to the field, and select **Lock** on the pop-up menu.

Figure 17

The **Field Lock** symbol appears next to the field as a visual reminder.

Figure 18

For example, if you add a K-1 with interest income after locking the interest income amount on the 1040, the locked amount will not change even through the underlying detail changed.
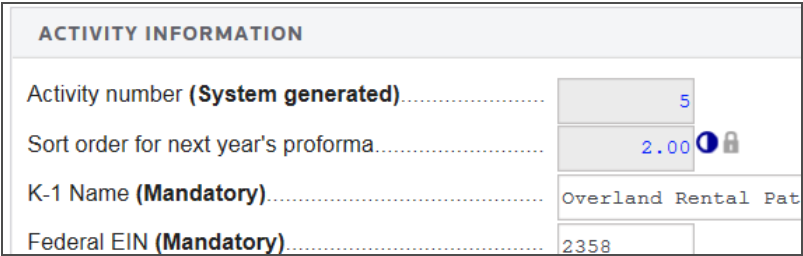
When you right-click a locked field, both **Tick** and **Lock** will show as selected. Turn **Lock** off deselects both marks.

Related
Direct To Organizer
FormView Name
Display Values
Clear Override
Estimated value
✔ Tick
✔ Lock
Field Info
Delete Line
Cut
Copy
Paste

Figure 19
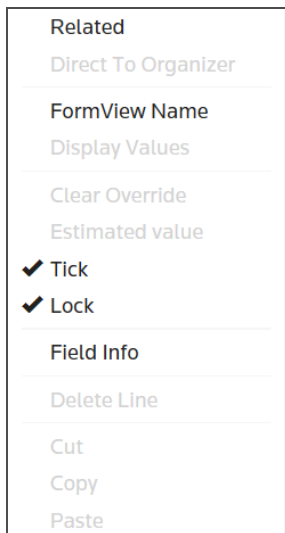
SUMMARY

- Review and clear all diagnostics and override prior to printing.

- Override snowflakes alert you when a carried or computed number was typed over.

- The Federal and State Tax Summaries show key figures from the return.

- Use hyperlinks to trace amounts on the return down to the Organizer screen where the data was entered.

- Tickmarks and Lock Fields provide visual reminders that review of an area is complete.

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