

TRIAL BALANCE BRIDGE

Bridge provides an easy-to-use method for electronically transferring financial information from other software packages into your tax return.

Bridge imports financial data from many commonly used audit, trial balance, general ledger, spreadsheet, and database programs.

You can use Bridge to prepare the following return types:

- 1065
- 1120
- 1120-C
- 1120F
- 1120-REIT
- 1120-RIC
- 1120S.

If you want to import trial balance data from a source other than the listed general ledger and audit packages, you can create your own template in Bridge. A template is a guide or map that the system uses to know what information to import from your file.

You can also create templates for importing journal entries, TCC descriptions, and MCC descriptions.

If you are using Bridge on a network, the user-defined templates that are created are available to all users who access Bridge on that network.

TOPICS

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PROCESS CHART

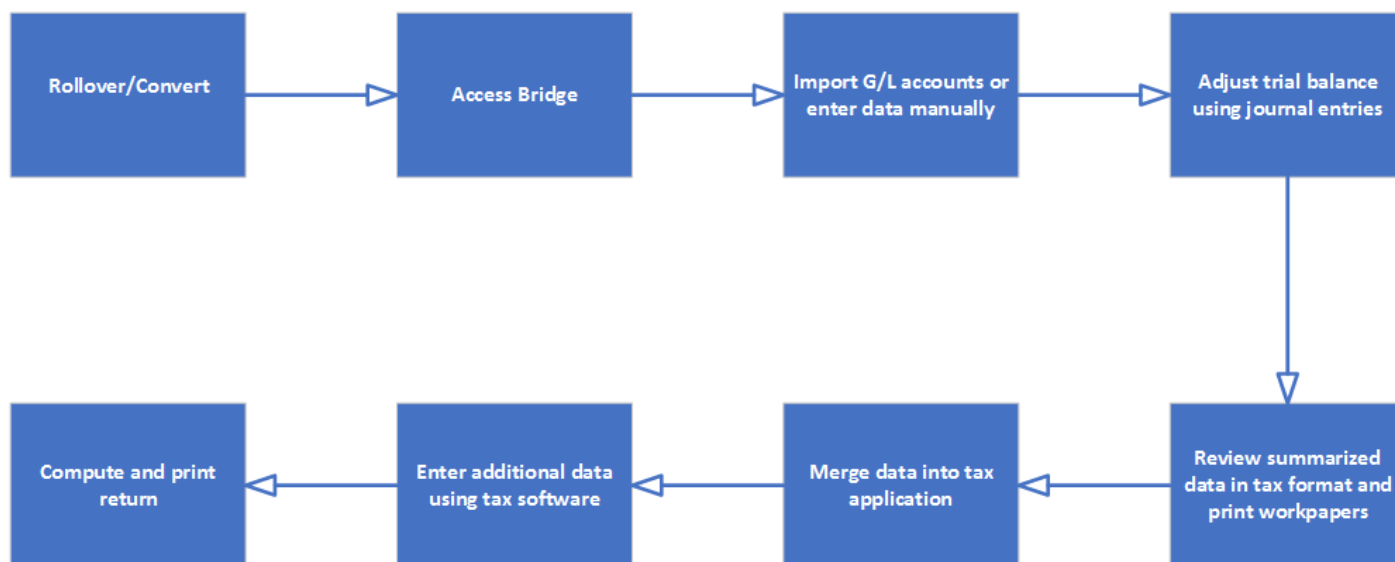


Figure 1

ACCESSING TRIAL BALANCE BRIDGE

From the 1065 or 1120 return, select **Access > Trial Balance** to enter the Bridge program. You can begin to import general ledger data and make adjusting entries once you are in Bridge.

You should get familiar with the Trial Balance Bridge interface before you proceed.

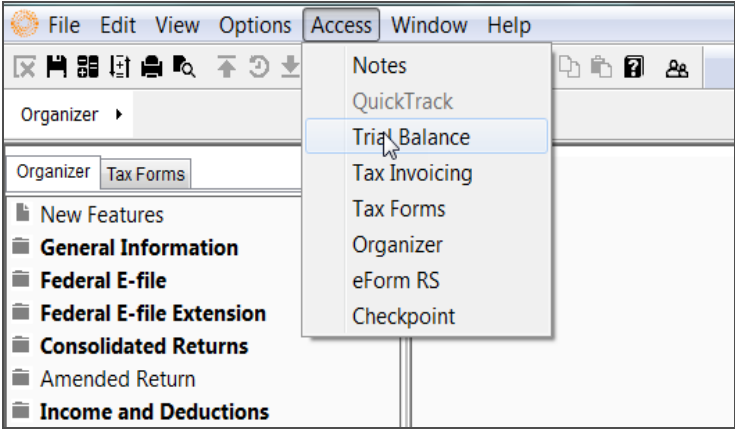


Figure 2




TOOLBAR

















The Trial Balance Bridge toolbar, located at the top of the Trial Balance Bridge, contains numerous icon shortcuts that can make your work in Bridge flow more smoothly.



Figure 3

The following table shows each toolbar icon and its purpose:

CLICK THIS	TO DO THIS	CLICK THIS	TO DO THIS
	Import		Find Account Description
	Export		Sort Trial Balance
	Delete Content		Auto Import List
	Print		View Tax Summary
	Print Preview		Journal Entries

CLICK THIS	TO DO THIS	CLICK THIS	TO DO THIS
	Exit Bridge		Workpaper Notes
	Insert Account		Return Defaults
	Delete Account		Automatic Journal Entries
	Cut		Change Merge Defaults
	Copy		Merge Now
	Paste		Validate
	Edit TCC/PC		Calculate
	Go to Account		Help Topics

MENUS

The **File**, **Edit**, **View**, **Ledger**, and **Options** menus in Trial Balance Bridge contain functions unique to Bridge. Because the **Window** and **Help** menus are similar to those of other applications, we will not cover them in this tutorial.

Become familiar with each menu. Many of the menu items are also contained in icon format on the toolbar for easy access.

File Menu

Use this menu to import and export files. From this file, you can also print and use print preview.

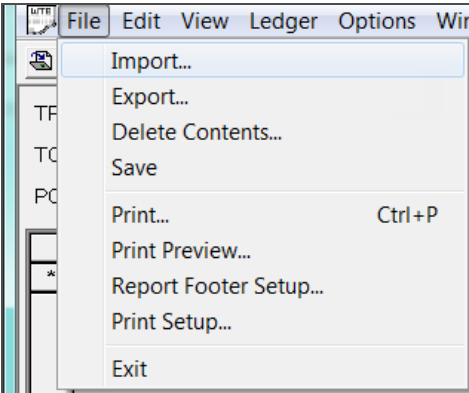


Figure 4

Edit Menu

From this menu, you can cut, copy, paste, go to an account, find an account description, sort the trial balance, and auto import a list.

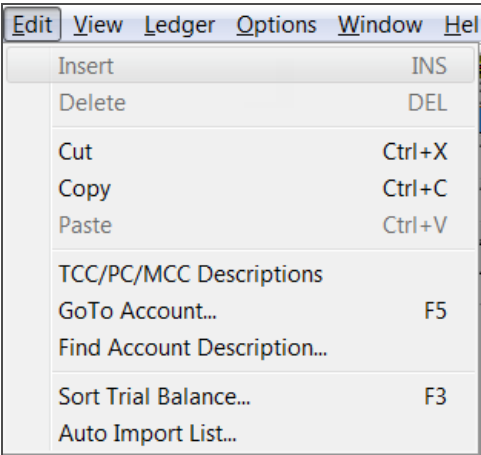


Figure 5

View Menu

From this menu, you can elect items to view. You can also refresh the screen.

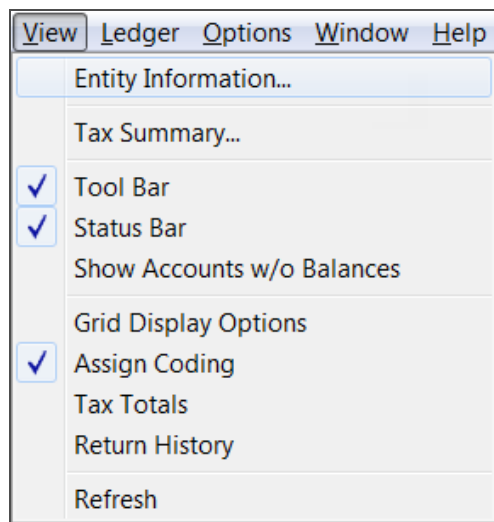


Figure 6

Ledger Menu

From this menu, you can work on journal entries, workpaper notes, and Schedule M-3 company reconciliation.

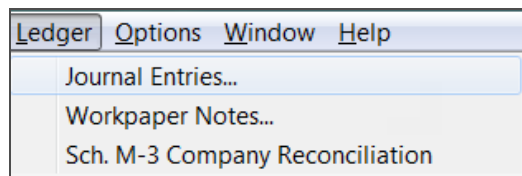


Figure 7

Options Menu

From this menu, you can select return defaults and merge defaults. You will also perform merge functions from this menu.

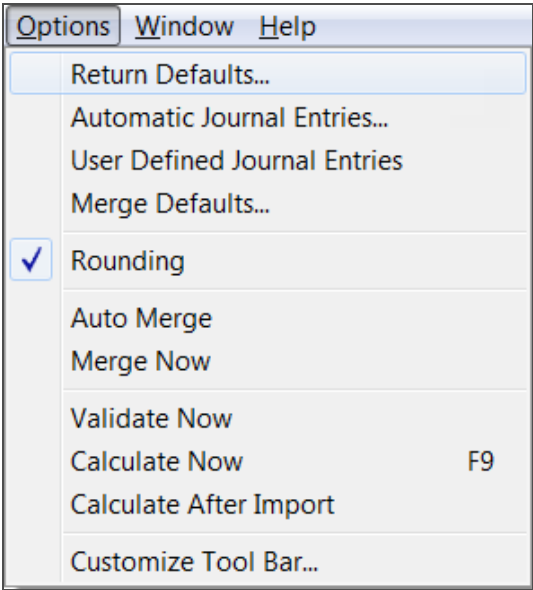
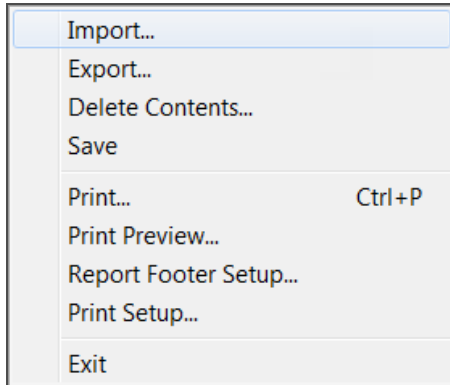


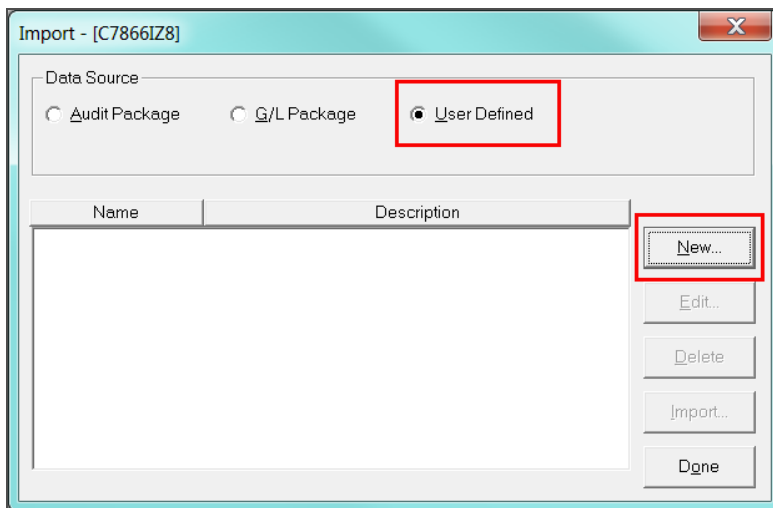
Figure 8

IMPORT

The main Bridge screen is called the **Trial Balance Grid**. To begin, select **File > Import** from the pull-down menus to show the **Import** dialog box. This menu allows you to build new templates or use existing templates to import your information.

**Figure 9**

Existing templates appear in the window. To create a new template, select **New**. On a network, every user can access these templates. Name your template so that it identifies the type of data you are importing. Select the **User-Defined** radio button when you want to import from a .DIF file that does not have already have a Custom Template.

**Figure 10**

Before you can import data from a file, you must first build a template. Bridge uses the actual contents of your import file. On this screen, you select the type of file being bridged and where the file is located.

User Defined Import Template: Source File Definition

Source File Import Type

☒ Trial Balance

☐ Journal Entries

☐ Tax Combination Code (TCC) Descriptions

☐ Schedule M-3 MCC Descriptions

☐ Schedule M-3 Company Detail

Template Name:

Trial1LF

Template Description:

HallTrial Balance

Source File Format

☐ Automatic Detection

☒ DIF (Data Interchange Format)

☐ ASCII/PRN (Text Format)

☐ Microsoft Excel

☐ DLM (Character Delimited Format)

Delimiter:

Source File Information

Drive / Path and File Name:

C:\Program Files\RIA\RS20XX\HallTB.DIF

Browse...

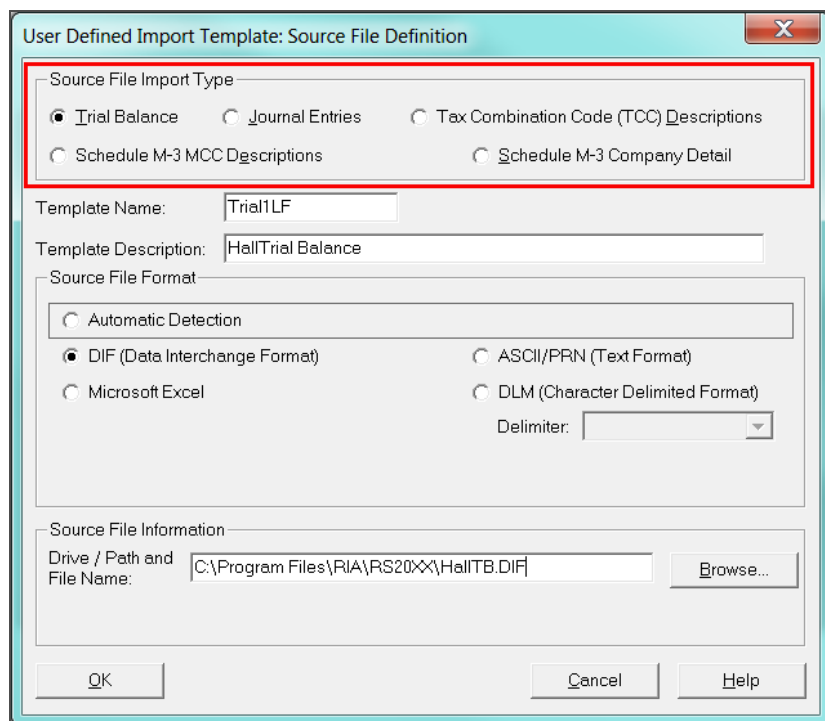
OK

Cancel

Help

Figure 11

The **Source File Import Type** determines what type of file you are going to bridge. If the information is coming from your General Ledger, select the **Trial Balance** radio button. In this case, the **Source File Import** data type is *Tax Combination Code (TCC)*.



The dialog box is titled "User Defined Import Template: Source File Definition". It contains several sections:

- Source File Import Type:** A group box containing five radio buttons:
 - ☒ Trial Balance
 - ☐ Journal Entries
 - ☐ Tax Combination Code (TCC) Descriptions
 - ☐ Schedule M-3 MCC Descriptions
 - ☐ Schedule M-3 Company Detail
- Template Name:** A text field containing "Trial1LF".
- Template Description:** A text field containing "HallTrial Balance".
- Source File Format:** A group box containing four radio buttons and a dropdown menu:
 - ☐ Automatic Detection
 - ☒ DIF (Data Interchange Format)
 - ☐ ASCII/PRN (Text Format)
 - ☐ Microsoft Excel
 - ☐ DLM (Character Delimited Format)Below these is a "Delimiter:" label followed by a dropdown menu.
- Source File Information:** A group box containing a "Drive / Path and File Name:" label followed by a text field containing "C:\Program Files\RIA\RS20XX\HallTB.DIF" and a "Browse..." button.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Figure 12

The unique **Template Name** may be up to 15 alphanumeric characters with no spaces. The **Template Description** may be up to 80 alphanumeric characters in length.

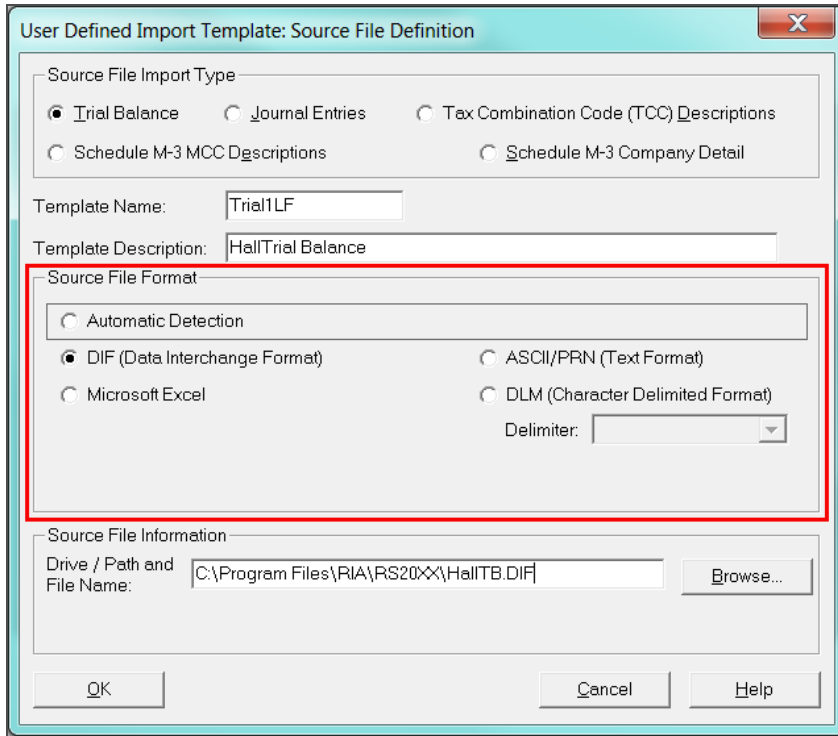
The screenshot shows a dialog box titled "User Defined Import Template: Source File Definition". It has a close button (X) in the top right corner. The dialog is divided into three main sections:

- Source File Import Type:** Contains five radio buttons:
 - ☒ Trial Balance
 - ☐ Journal Entries
 - ☐ Tax Combination Code (TCC) Descriptions
 - ☐ Schedule M-3 MCC Descriptions
 - ☐ Schedule M-3 Company Detail
- Template Name:** A text field containing "Trial1LF".
- Template Description:** A text field containing "HallTrial Balance".
- Source File Format:** Contains four radio buttons and a dropdown menu:
 - ☐ Automatic Detection
 - ☒ DIF (Data Interchange Format)
 - ☐ ASCII/PRN (Text Format)
 - ☐ Microsoft Excel
 - ☐ DLM (Character Delimited Format)Below these is a "Delimiter:" label followed by a dropdown menu.
- Source File Information:** Contains a label "Drive / Path and File Name:" followed by a text field containing "C:\Program Files\RIA\RS20XX\HallTB.DIF" and a "Browse..." button.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Figure 13

Bridge recognizes numerous file formats. Select the appropriate format, or let **Automatic Detections** scan the file and categorize your file for you. If you select *DLM*, the **Delimiter:** drop-down list will be activated. Select the delimiter used in your source file.



The dialog box is titled "User Defined Import Template: Source File Definition". It contains several sections:

- Source File Import Type:** A group box containing five radio buttons:
☒ Trial Balance
☐ Journal Entries
☐ Tax Combination Code (TCC) Descriptions
☐ Schedule M-3 MCC Descriptions
☐ Schedule M-3 Company Detail
- Template Name:** A text field containing "Trial1LF".
- Template Description:** A text field containing "Hall Trial Balance".
- Source File Format:** A group box containing four radio buttons and a dropdown menu:
☐ Automatic Detection
☒ DIF (Data Interchange Format)
☐ ASCII/PRN (Text Format)
☐ Microsoft Excel
☐ DLM (Character Delimited Format)
Below the DLM option is a "Delimiter:" label followed by a dropdown menu.
- Source File Information:** A group box containing a text field for "Drive / Path and File Name:" with the value "C:\Program Files\RIA\RS2000\HallTB.DIF" and a "Browse..." button.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Figure 14

In this case, the **Source File Import** data type is Tax Combination Code (TCC). If you intended to bridge in General Ledger Information, you would select *Trial Balance*. Enter the drive/path/file name, or click **Browse** and select the file you want to import from the **Open** dialog box. Once you have selected the appropriate information, click **OK**.

User Defined Import Template: Source File Definition

Source File Import Type

☒ Trial Balance ☐ Journal Entries ☐ Tax Combination Code (TCC) Descriptions
☐ Schedule M-3 MCC Descriptions ☐ Schedule M-3 Company Detail

Template Name: Trial1LF

Template Description: HallTrial Balance

Source File Format

☐ Automatic Detection
☒ DIF (Data Interchange Format) ☐ ASCII/PRN (Text Format)
☐ Microsoft Excel ☐ DLM (Character Delimited Format)
Delimiter: [v]

Source File Information

Drive / Path and File Name: C:\Program Files\RIA\RS20XX\HallTB.DIF Browse...

OK Cancel Help

Figure 15

Shown in this screen is the **User Defined Import Template**. Note that the file you will be importing appears under **Mark Import Item**. To select the items to be imported from your file, select the **Import Item** type from the dialog box. The import items shown here are predefined by the **Source File Format** you selected on the previous screen. If the Import Items listed do not provide the right choices for the file you are trying to import, you may not have selected the right **Source File Format**.

User Defined Import Template

Import Type: Trial Balance

Template Name: Trial1LF

Template Description: Hall Trial Balance

Import Item:	Column:
Account Number	B
Account Description	None
Prior Year Balance	None
Current Year Balance	None
Tax Return Code	None
Tax Combination Code	None
Property Code	None
Workpaper Reference	None
MRC	None

Source File Name: C:\Users\u6045197\Documents\Documentation\2

Mark Import Item:

	A	Account Number
1	Description	Number
2	Cash	2100
3	Trade Notes and Accounts Receivable	2120

Figure 16

After selecting **TCC Description**, highlight the column that contains your TCC descriptions by clicking the column.

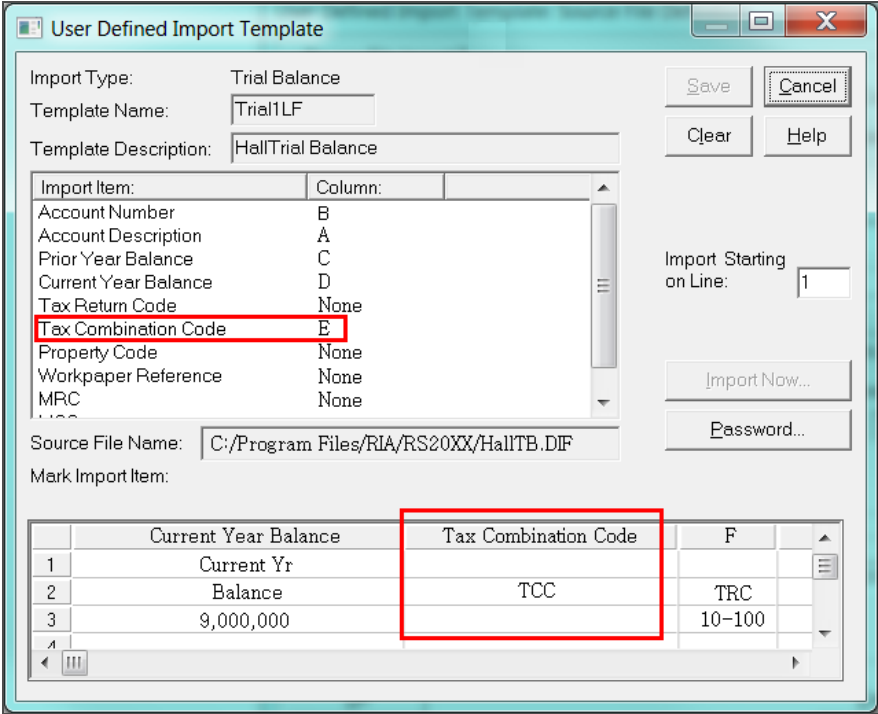


Figure 17

Notice that the **Import Item** name appears as the column heading and the entire column is highlighted. Repeat the process for any other columns you want to import from your .DIF file.

User Defined Import Template

Import Type: Trial Balance

Template Name: Trial1LF

Template Description: Hall Trial Balance

Buttons: Save, Cancel, Clear, Help

Import Item:	Column:
Account Number	B
Account Description	A
Prior Year Balance	C
Current Year Balance	D
Tax Return Code	F
Tax Combination Code	E
Property Code	None
Workpaper Reference	None
MRC	None

Import Starting on Line: 1

Buttons: Import Now..., Password...

Source File Name: C:/Program Files/RIA/RS20XX/HallTB.DIF

Mark Import Item:

	Current Year Balance	Tax Combination Code	F
1	Current Yr		
2	Balance	TCC	TRC
3	9,000,000		10-100

Figure 18

Since all the items in this .DIF file should be imported, we have tagged each column with the appropriate Import Item heading.

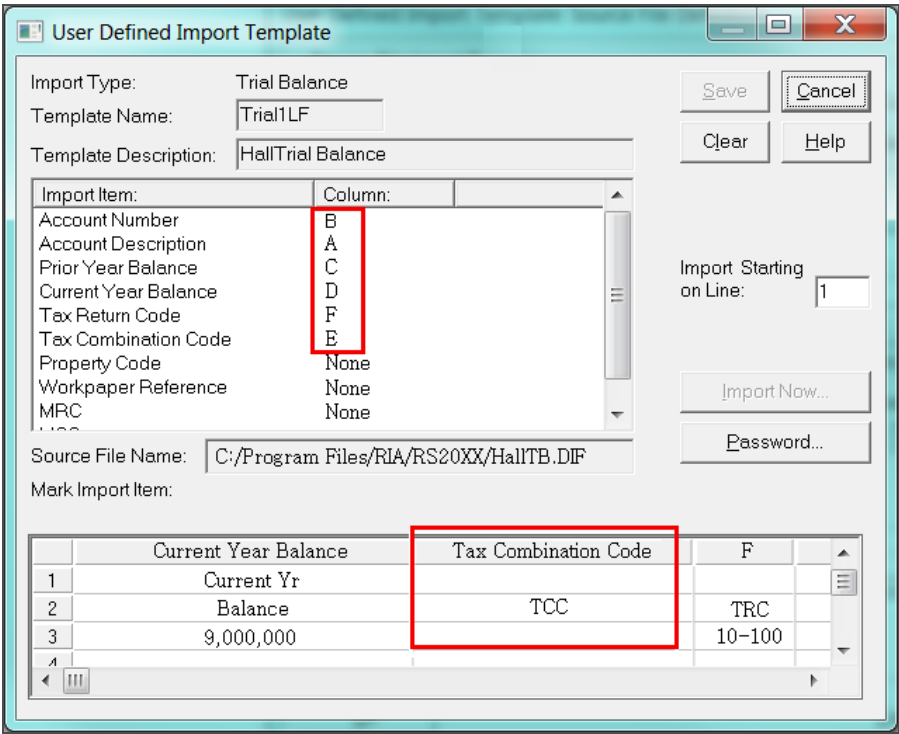


Figure 19

You may want to assign a password to your template. Assigning a password protects the template from accidental or unauthorized changes. The template cannot be modified or deleted without the proper password. Click **Password** to assign a password to your template.

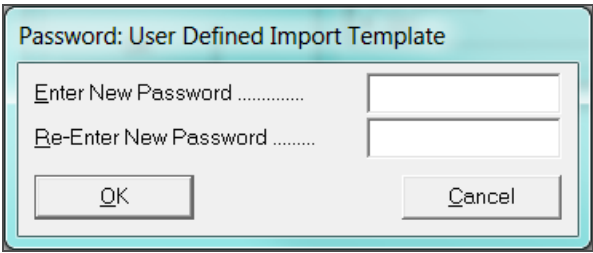


Figure 20

You can save the template by clicking the **Save** button. If the source file is ready to import, you can use this new template immediately without saving it. Click **Import Now**. It will import the file and save your template.

User Defined Import Template

Import Type: Trial Balance

Template Name: Trial1LF

Template Description: HallTrial Balance

Import Item:Column:

Account Number	B
Account Description	A
Prior Year Balance	C
Current Year Balance	D
Tax Return Code	F
Tax Combination Code	E
Property Code	None
Workpaper Reference	None
MRC	None

Source File Name: C:/Program Files/RIA/RS20XX/HallTB.DIF

Mark Import Item:

	Current Year Balance	Tax Combination Code	F
1	Current Yr		
2	Balance	TCC	TRC
3	9,000,000		10-100

SaveCancel

ClearHelp

Import Starting on Line: 1

Import Now... Password...

Figure 21

Enter the source file information, or click **Browse** to select a different source file to import. The drive/path and file name will default to the file used to define the template. Some import items defined in the template are preselected. Mandatory items are preselected and grayed out. If you do not want to import an item, remove the check mark from the check box next to the item. Then click **Import**.

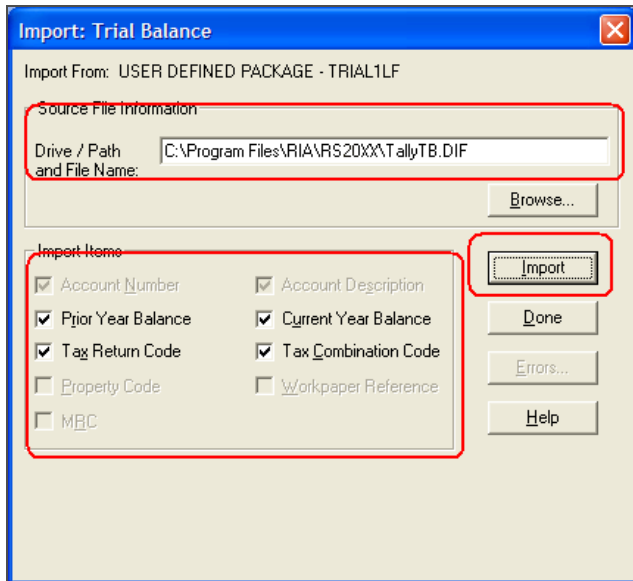


Figure 22

TRIAL BALANCE BRIDGE GRID

The Trial Balance Grid is the first screen that appears when you access Bridge. Use the Trial Balance Grid to:

- assign and change TRCs
- create and assign TCCs
- change TCC descriptions
- create and assign Property Codes
- change Property Code descriptions
- add accounts to the Trial Balance Grid.

Use the grid much as you would most spreadsheet applications. You can resize columns and rows, insert and delete rows, move columns, sort the grid, and add accounts. You can also choose not to display accounts with zero balances in the **Prior Year** or **Current Year Balance** columns.

Before working in the Trial Balance Grid, you should set your grid display options. From the **View** menu, select **Grid Display Options**:

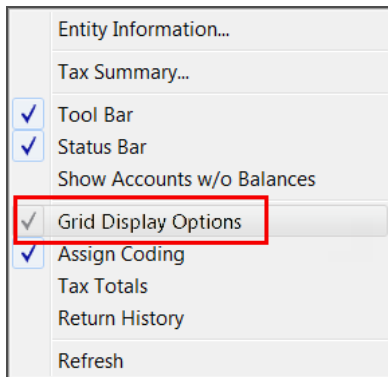


Figure 23

The following dialog appears. Check the items you wish to display on the grid, and click **OK**:

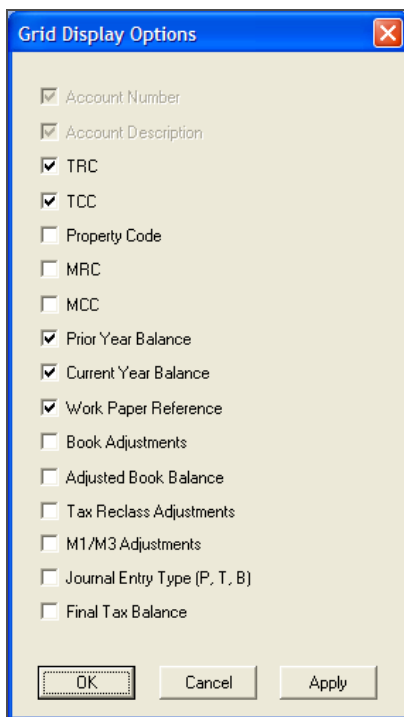


Figure 24

Select the applicable Tax Return Code (TRC) for each general ledger account. The Tax Return Code (TRC) is a Thomson Reuters-defined code that ties the General Ledger account balances to a specific line on the tax return. The Tax Combination Code (TCC) is a user-defined code used with a TRC to customize printed detail schedules. The Property Code (PC) is a mandatory user-defined code used to differentiate data between rental activities (available for 1065, 1120S, and 1120-REIT).

The screenshot shows the 'Trial Balance - [C68684P7]' window. It features a menu bar (File, Edit, View, Ledger, Options, Window, Help) and a toolbar. Below the toolbar are input fields for TRC, TCC, PC, MRC, and MCC, along with an 'Assign Coding' button. The main area is a table with the following data:

	Acct Num	Acct Desc	TRC	TCC	PYB	CYB	WK REF
50	2264	Other Prepaid	10-900	001	50,000.00	90,000.00	
51	2284	Deposits	10-900	001	100,000.00	150,000.00	
52	2316	Investment in Subsidiary	11-400		,000,000.00	,000,000.00	
53	2380	Bldgs and Other Fixed Depreciable Ass	11-500		,000,000.00	,000,000.00	
54	2420	Less:Accumulated Depreciation	11-505		,120,000.00	,413,333.00	
55	2500	Land (net of any amortization)	11-700		,000,000.00	,000,000.00	
56	2520	Intangible Assets (Amortizable Only)	11-830		0.00	000,000.00	

Figure 25

Note that the information from your file appears on the bottom of the Trial Balance Grid. The account number (AcctNum) should be a unique number. The account description (AcctDesc) is a maximum of 50 characters. Prior-Year Balances (PYB) are adjusted book balances which must be in balance and closed. Current-Year Balances (CYB) are balances that can be entered open and unadjusted or closed. To indicate closed, enter **CLOSED** on the **Return Defaults** dialog box.

This screenshot is identical to Figure 25, but with red rectangular boxes highlighting the 'Acct Num', 'Acct Desc', 'PYB', and 'CYB' columns of the table to draw attention to the data entry fields.

Figure 26

Workpaper Reference Codes tie workpaper notes to specific accounts. To assign codes, select **Ledger > Workpaper Notes** from the main menu, or enter the reference code in the **Wk Ref** column next to the account (s).

The screenshot shows the 'Trial Balance - [CG4C0228]' window. The interface includes a menu bar (File, Edit, View, Ledger, Options, Window, Help) and a toolbar. Below the menu bar are dropdown menus for TRC, TCC, and PC, along with an 'Assign Coding' button and dropdowns for MRC and MCC. The main table displays account information with columns: Acct Num, Acct Desc, TRC, TCC, PC, MRC, MCC, PYB, CYB, and Wk REF. The 'Wk REF' column is highlighted with a red border.

Acct Num	Acct Desc	TRC	TCC	PC	MRC	MCC	PYB	CYB	Wk REF
1	RIA Rounding Balance						-2.00	-2.00	
2	115.1 ACCOUNTS RECEIVABLE - REGULAR	10-200					10,200.00	102,010.00	
3	116.0 MORTGAGE AND REAL ESTATE LOANS	11-200					11,200.00	112,010.00	
4	116.4 ALLOWANCE FOR DOUBTFUL ACCOUNTS	10-205					-10,205.00	-102,050.00	
5	117.3 LOANS TO STOCKHOLDERS	11-100					11,100.00	111,010.00	
6	121.0 OTHER ASSETS	11-900					90,860.00	312,617.00	
7	125.0 TAX-EXEMPT SECURITIES	10-500					10,500.00	105,010.00	
8	162.0 INTANGIBLE ASSETS - GOODWILL	11-800					11,800.00	118,010.00	
9	163.0 INTANGIBLE ASSETS - OTHER	11-830					11,830.00	118,310.00	

Figure 27

You can customize the Trial Balance Grid by sorting it according to your specifications. You can sort the Trial Balance Bridge by any of the columns circled in **red**. The Trial Balance Grid is currently sorted by account number.

This screenshot is similar to Figure 27, but the 'Acct Num' column in the table header is circled in red, indicating it is a sortable column.

Acct Num	Acct Desc	TRC	TCC	PC	MRC	MCC	PYB	CYB	Wk REF
1	RIA Rounding Balance						-2.00	-2.00	
2	115.1 ACCOUNTS RECEIVABLE - REGULAR	10-200					10,200.00	102,010.00	
3	116.0 MORTGAGE AND REAL ESTATE LOANS	11-200					11,200.00	112,010.00	
4	116.4 ALLOWANCE FOR DOUBTFUL ACCOUNTS	10-205					-10,205.00	-102,050.00	
5	117.3 LOANS TO STOCKHOLDERS	11-100					11,100.00	111,010.00	
6	121.0 OTHER ASSETS	11-900					90,860.00	312,617.00	
7	125.0 TAX-EXEMPT SECURITIES	10-500					10,500.00	105,010.00	
8	162.0 INTANGIBLE ASSETS - GOODWILL	11-800					11,800.00	118,010.00	
9	163.0 INTANGIBLE ASSETS - OTHER	11-830					11,830.00	118,310.00	

Figure 28

Select **Edit > Sort Trial Balance**.

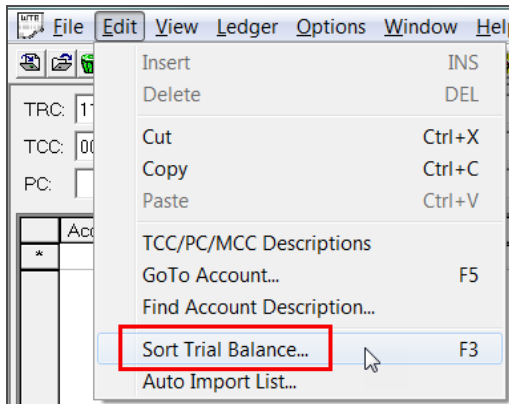


Figure 29

The **Sort Trial Balance** dialog box appears. To sort the Grid by a different option, such as TRC, select the **Tax Return Code (TRC)** radio button, and then click **OK** to sort the Trial Balance Grid by your new option.

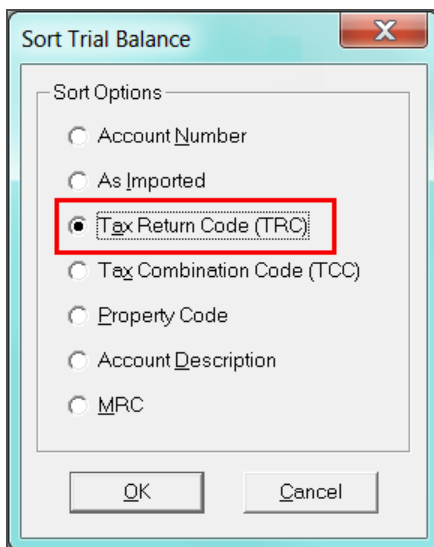
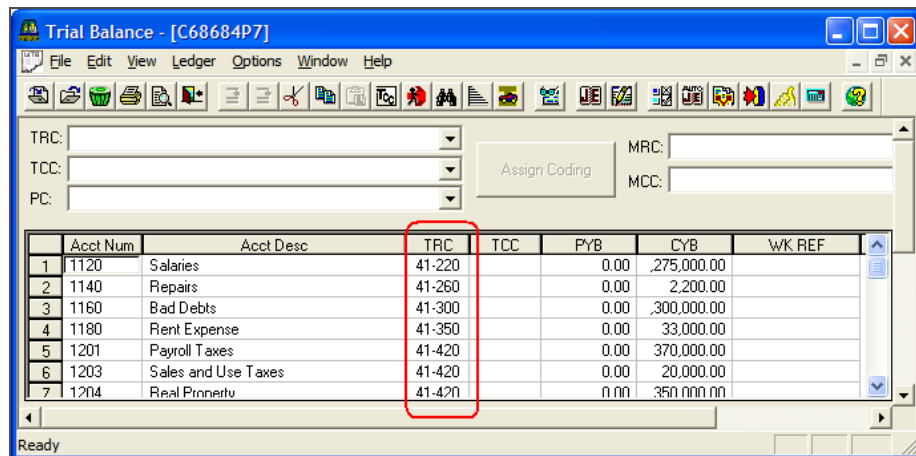


Figure 30

The Trial Balance Grid is now sorted by TRC. Blank TRCs appear at the top of the Grid.



Trial Balance - [C68684P7]

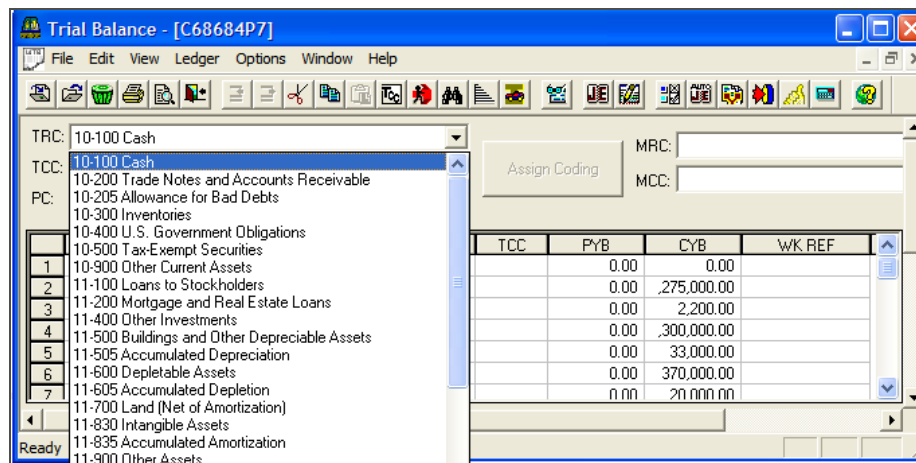
TRC: MRC:
TCC: MCC:
PC: Assign Coding

	Acct Num	Acct Desc	TRC	TCC	PYB	CYB	WK REF
1	1120	Salaries	41-220		0.00	,275,000.00	
2	1140	Repairs	41-260		0.00	2,200.00	
3	1160	Bad Debts	41-300		0.00	,300,000.00	
4	1180	Rent Expense	41-350		0.00	33,000.00	
5	1201	Payroll Taxes	41-420		0.00	370,000.00	
6	1203	Sales and Use Taxes	41-420		0.00	20,000.00	
7	1214	Real Property	41-420		0.00	,350,000.00	

Ready

Figure 31

To assign a TRC to Operating Cash, select the appropriate Tax Return Code. Since Operating Cash normally carries to line 1 on the balance sheet of the tax return, in this example, we will select Tax Return Code “10-100 Cash” now.



Trial Balance - [C68684P7]

TRC: 10-100 Cash
TCC: 10-100 Cash
PC: 10-200 Trade Notes and Accounts Receivable
10-205 Allowance for Bad Debts
10-300 Inventories
10-400 U.S. Government Obligations
10-500 Tax-Exempt Securities
1 10-900 Other Current Assets
2 11-100 Loans to Stockholders
3 11-200 Mortgage and Real Estate Loans
4 11-400 Other Investments
5 11-500 Buildings and Other Depreciable Assets
6 11-505 Accumulated Depreciation
7 11-600 Depletable Assets
11-605 Accumulated Depletion
11-700 Land (Net of Amortization)
11-830 Intangible Assets
11-835 Accumulated Amortization
11-900 Other Assets

MRC: MCC: Assign Coding

	TCC	PYB	CYB	WK REF
		0.00	0.00	
		0.00	,275,000.00	
		0.00	2,200.00	
		0.00	,300,000.00	
		0.00	33,000.00	
		0.00	370,000.00	
		0.00	,20,000.00	

Ready

Figure 32

Next, select the cell(s) and/or row(s) to which you want to assign or change the TRC.

- To select multiple cells and/or rows, press the **Shift** key, hold down the left mouse button, and drag the mouse pointer across the cells and/or rows you want to select.
- To select a range of cells or rows, press the **Shift** key, and press and click the left mouse button on the first and last cell or row in the range to which you want to assign a TRC. All cells or rows between the two selected will be highlighted.

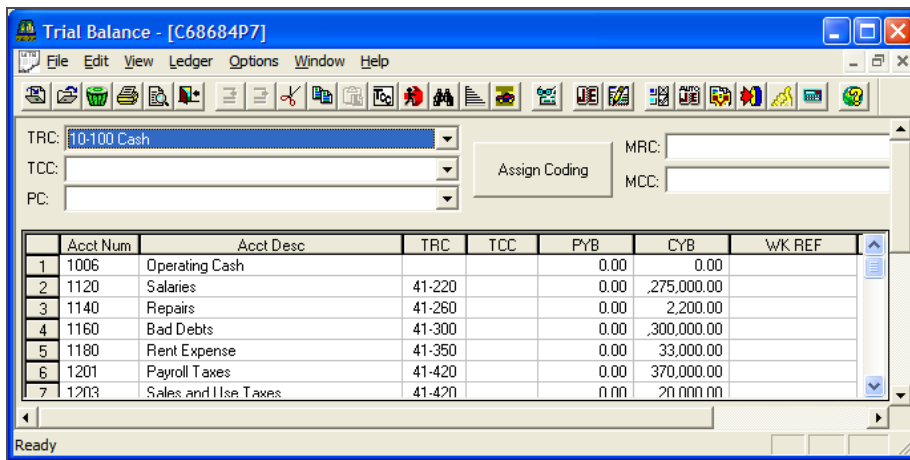


Figure 33

Now click the **Assign Coding** button for the change to be reflected in the **TRC** column.

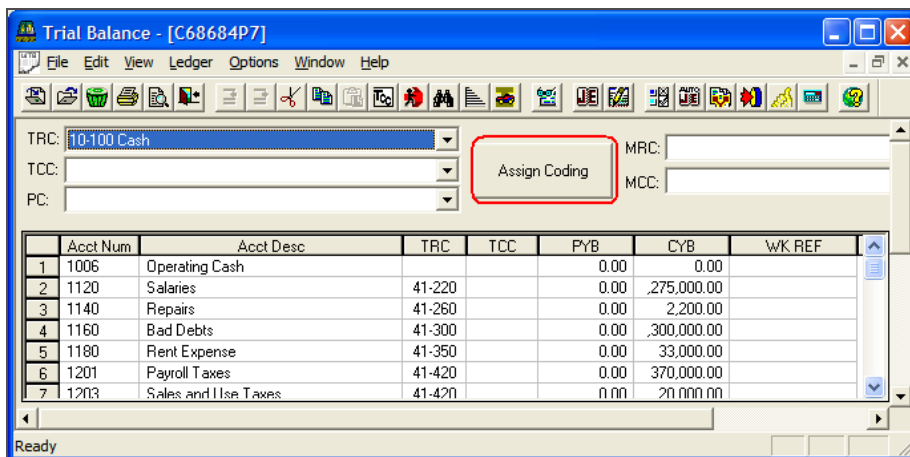


Figure 34

Note that the TRC Code “10-100” appears. Bridge assigns the TRC to the cell(s) and/or row(s) selected. You can also click a specific cell and enter the TRC you need.

The screenshot shows the 'Trial Balance - [C68684P7]' window. The 'TRC' dropdown is set to '10-100 Cash'. The 'TCC' and 'PC' fields are empty. The 'MRC' and 'MCC' fields are also empty. The 'Assign Coding' button is visible. The grid below shows the following data:

	Acct Num	Acct Desc	TRC	TCC	PYB	CYB	WK REF
1	1006	Operating Cash	10-100		6,500.00	5,200.00	
2	1120	Salaries	41-220		0.00	275,000.00	
3	1140	Repairs	41-260		0.00	2,200.00	
4	1160	Bad Debts	41-300		0.00	300,000.00	
5	1180	Rent Expense	41-350		0.00	33,000.00	
6	1201	Payroll Taxes	41-420		0.00	370,000.00	
7	1203	Sales and Use Taxes	41-420		0.00	20,000.00	

Figure 35

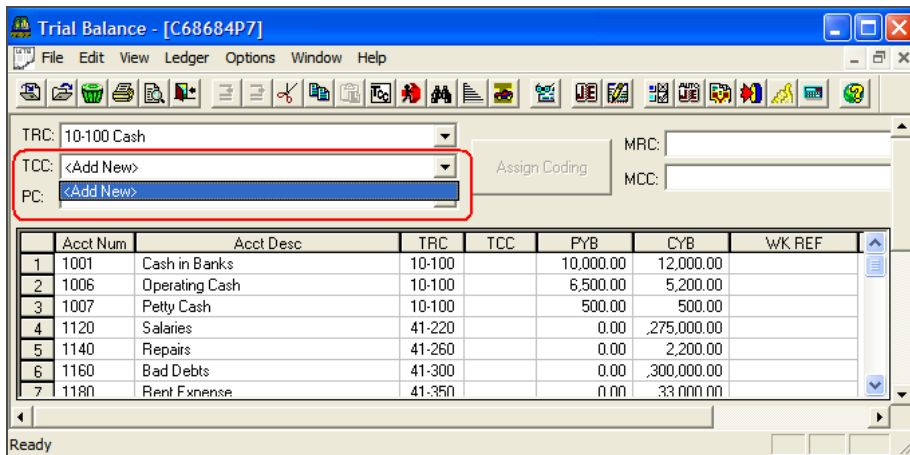
Now we will combine the individual general ledger accounts that relate to cash into one account for tax return purposes. To combine all the cash accounts on the tax return into one account, select Tax Return Code “10-100 Cash.”

The screenshot shows the 'Trial Balance - [C68684P7]' window. The 'TRC' dropdown is set to '10-100 Cash'. The 'TCC' and 'PC' fields are empty. The 'MRC' and 'MCC' fields are also empty. The 'Assign Coding' button is visible. The grid below shows the following data:

	Acct Num	Acct Desc	TRC	TCC	PYB	CYB	WK REF
1	1001	Cash in Banks	10-100		10,000.00	12,000.00	
2	1006	Operating Cash	10-100		6,500.00	5,200.00	
3	1007	Petty Cash	10-100		500.00	500.00	
4	1120	Salaries	41-220		0.00	275,000.00	
5	1140	Repairs	41-260		0.00	2,200.00	
6	1160	Bad Debts	41-300		0.00	300,000.00	
7	1180	Rent Expense	41-350		0.00	33,000.00	

Figure 36

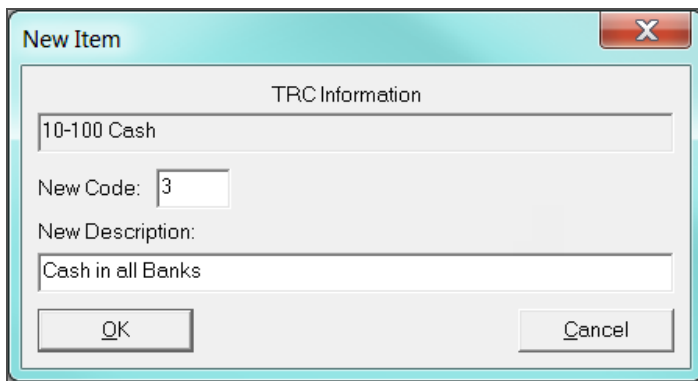
Next, select the Tax Combination Code (TCC) from the drop-down list. If the appropriate code does not exist, create a new one by selecting **<Add New>**.



	Acct Num	Acct Desc	TRC	TCC	PyB	CyB	WK REF
1	1001	Cash in Banks	10-100		10,000.00	12,000.00	
2	1006	Operating Cash	10-100		6,500.00	5,200.00	
3	1007	Petty Cash	10-100		500.00	500.00	
4	1120	Salaries	41-220		0.00	275,000.00	
5	1140	Repairs	41-260		0.00	2,200.00	
6	1160	Bad Debts	41-300		0.00	300,000.00	
7	1180	Rent Expense	41-350		0.00	33,000.00	

Figure 37

The **New Item** dialog box appears. Enter the TCC in the **New Code** field and the description in the **New Description** field.



New Item

TRC Information

10-100 Cash

New Code: 3

New Description:

Cash in all Banks

OK Cancel

Figure 38

Now the new TCC must be entered for all the cash accounts that you want to tie together to present one cash amount on the tax return. Highlight all the cells to which you want the new TCC assigned, and click **Assign Coding**. Click the heading TCC, then click *Operating Cash*, and drag the mouse point to the TCC cell for *Cash in Bank*. You can also select a group of items by using **Shift** and **Ctrl**.

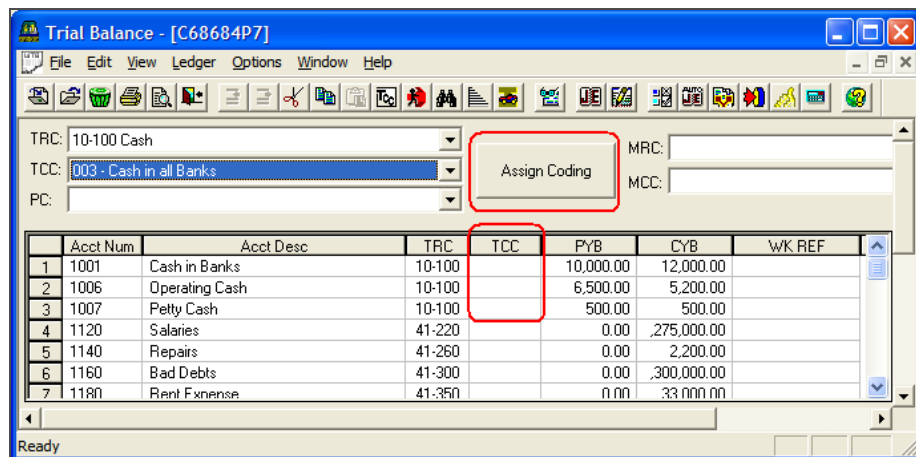


Figure 39

Note that the new TCC “003” now appears next to all the cash accounts. These accounts will now be grouped, and the description *Cash in all banks* will be printed on the detail statements.

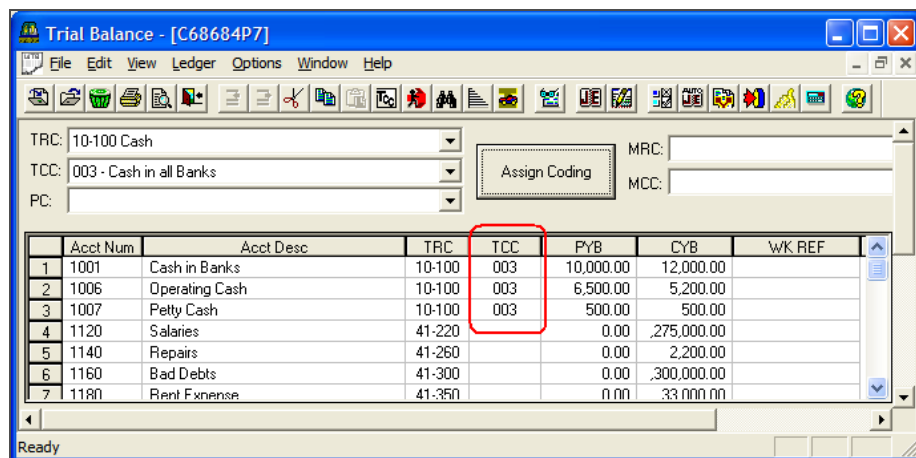


Figure 40

JOURNAL ENTRIES

Bridge allows you to make different types of journal entries.

If an unadjusted trial balance is imported, you can make all book journal entries in Bridge.

You can make book and tax journal entries to adjust accounts to their proper tax balance.

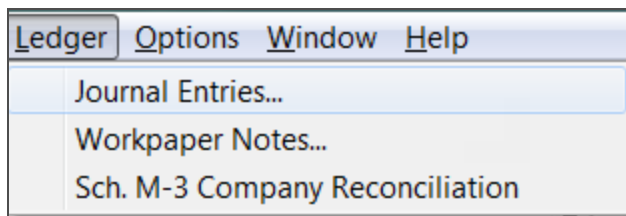


Figure 41

From the Trial Balance Grid, select **Ledger > Journal Entries** to show the **Journal Entries** dialog box. Select the type of journal entry by clicking the appropriate radio button under **Journal Entry Type**:

- **Book Adjustments:** Entries posted to finalize account balances prior to tax considerations. Book adjustments can only be posted to general ledger accounts.
- **Schedule M-1/M-3 Adjustments:** Entries to reconcile book and taxable income. Entries must affect income or expense on one side and Schedule M-1 on the other.
- **Tax Reclassification:** Entries to reclassify balances between accounts for tax return presentation.
- **Schedule M-2 Adjustment:** Entries to reconcile beginning and equity Schedule M-2 journal entries are balanced automatically. That means that you are making one-sided journal entries to adjust the M-2 accounts only.

Journal Entries

Journal Entry Type

☒ Book Adjustment ☐ Tax Reclassification

☐ Schedule M-1/M-3 Adjustment ☐ Schedule M-2 Adjustment

001 To remove tax-exempt interest income.

Detail New Delete Done Help

Figure 42

Any existing journal entries for the selected **Journal Entry Type** appear in a scrollable list. To show detailed information for a journal entry, click the journal entry to select it. Then click the **Detail** button.

Journal Entries

Journal Entry Type

☒ Book Adjustment ☐ Tax Reclassification

☐ Schedule M-1/M-3 Adjustment ☐ Schedule M-2 Adjustment

001 To remove tax-exempt interest income.

Detail New Delete Done Help

Figure 43

The buttons on the bottom of your **Detail** screen provide additional information and navigation.

- The **Accounts** button lists all accounts and their description.
- The **TRCs** button lists all TRCs and their descriptions to create a journal entry using a TAXnnn account.
- The **Done** button exits the dialog box and saves the entry.

Journal Entry Detail

JE Type: BA - Book Adjustment

JE Number: 001 JE Description:

Account	Description	Debit	Credit
* 2713	Interest	500.00	0.00
2713	Tax-Exempt Interest	0.00	-500.00
		0.00	0.00

Difference: 0.00 Total: 0.00 -0.00

Journal Entry Memo

To remove Tax-Exempt Interest income from the tax return.

Accounts... IRC's... TCC_Lookup << Prior Next >> Done Help

Figure 44

DATA REVIEW

From the Trial Balance Grid, select **View > Tax Summary** to show the **Tax Summary** screen. This is a great tool to use when trying to solve an out-of-balance problem.

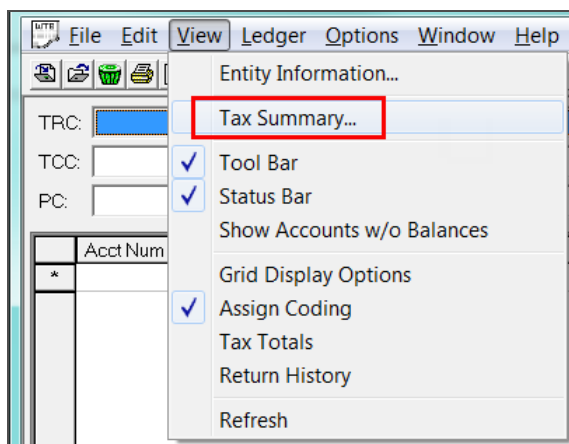


Figure 45

You should view the tax summary to insure that you are in agreement with the imported amounts before the data is merged into the tax return.

The screenshot shows the 'Trial Balance - [2018 1120 for Hall and Meachum (C78661Z8):2]' window. The interface includes a menu bar (File, Window, Help) and a toolbar. The main content area is divided into several sections:

- NET INCOME (LOSS)**
 - Page 1 0.00 [Detail]
 - Schedule M-1 0.00 [Detail]
 - Difference 0.00
 - Page 1 0.00 [Detail]
 - Schedule M-3 0.00 [Detail]
 - Difference 0.00
- BALANCE SHEETS**

	Beginning of Year	End of Year	
Assets	0.00	0.00	[Detail]
Liabilities and Equity	0.00	0.00	[Detail]
Difference	0.00	0.00	
- RECONCILIATION OF EQUITY**
 - Schedule L 0.00 [Detail]
 - Schedule M-2 0.00 [Detail]
 - Difference 0.00

The status bar at the bottom shows 'Ready' and buttons for 'M&E', 'FIT', 'COGS', and 'NUM'.

Figure 46

DO NOT MAKE CHANGES ON THE TAX SUMMARY! If you need to make changes, you must select one of these three methods:

- Make changes on the Trial Balance Grid.
- Make changes through Journal Entries.
- Change the source file and reimport.

Select any of the **Detail** buttons to view data grouped by TCC. You can review the components that make up these grand total amounts by clicking **Detail**.

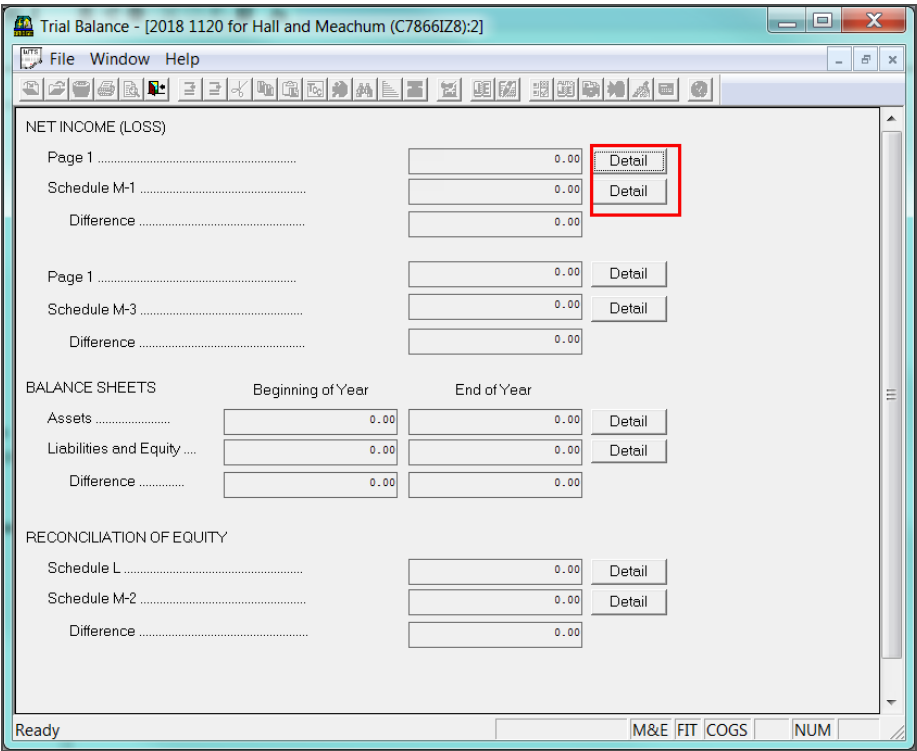


Figure 47

In this example, we see the data for Page 1: Income and Deductions. By reviewing the individual components of Page 1, you can quickly see any problems.

Schedule M-1: Reconciliation of Income (Loss)

Net Income (Loss) Per Books	0.00	Income Recorded on Books This Year Not Included on This Return:	
Federal Income Tax	0.00	Tax-Exempt Interest	0.00
Excess of Capital Losses Over Capital Gains	0.00	Capital Loss Carryover Utilized ...	0.00
Foreign Dividend Gross-Up	0.00	Book Over Tax Gain (Loss) on Disposition of Assets	0.00
Tax Over Book Gain (Loss) on Disposition of Assets	0.00	Other Book Income Not Included on This Return	0.00
Other Taxable Income Not Recorded on Books	0.00		
Expenses Recorded on Books This Year Not Deducted on This Return:		Deductions on This Return Not Charged Against Book Income This Year:	
Depreciation	0.00	Depreciation	0.00
Contributions Carryover	0.00	Contributions Carryover Utilized ..	0.00
Travel and Entertainment	0.00	State Income Tax	0.00
State Income Tax	0.00	Depletion	0.00
Depletion	0.00	Bad Debts	0.00
Bad Debts	0.00	Amortization	0.00
Work Opportunity Credit	0.00	Foreign Income Taxes	0.00
Amortization	0.00	Extraterr. income excl.	0.00
Foreign Income Taxes	0.00	Domestic Proportion Activities Deduction..	0.00
Other Book Expenses Not Deducted on Return	0.00	Other Tax Deductions Not Recorded on Books	0.00
Total	0.00	Total	0.00
		INCOME (LOSS)	0.00

Figure 48

Always remember to review your data before merging it into the tax return.

WORKPAPERS

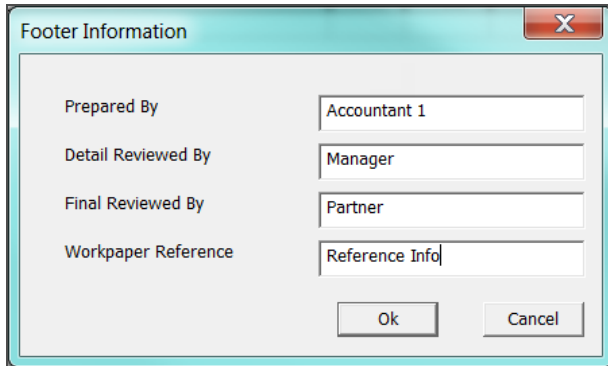
You can use Bridge to preview and print the following types of workpapers:

- Adjusting Journal Entries
- Workpaper Notes
- G/L Account Sequence

- Detail
 - Taxable Income Detail
 - Taxable Income Variance Detail
 - Balance Sheet Detail
 - Schedule M-1 Detail
 - Schedule M-1 Variance Detail
 - Rental Real Estate Property Detail
 - Other Rental Property Detail
 - Royalty Property Detail
 - Farm Property Detail
 - Schedule M-3 Detail

- Summary
 - Taxable Income Summary
 - Taxable Income Variance Summary
 - Balance Sheet Summary
 - Schedule M-1 Summary
 - Schedule M-1 Variance Summary
 - Schedule M-2 Summary
 - Rental Real Estate Property Summary
 - Rental Real Estate Summary
 - Other Rental Property Summary
 - Other Rental Summary
 - Royalty Property Summary
 - Royalty Summary
 - Farm Property Summary
 - Farm Summary
 - TRC and TCC Summary
 - Schedule M-3 Summary
 - MRC and MCC Summary

Under **File > Report Footer Setup**, you can enter the **Prepared By**, **Detail Reviewed By**, **Final Reviewed By**, and **Workpaper Reference** information for the reports. Information entered here will print at the foot of each report page.



Footer Information

Prepared By: Accountant 1

Detail Reviewed By: Manager

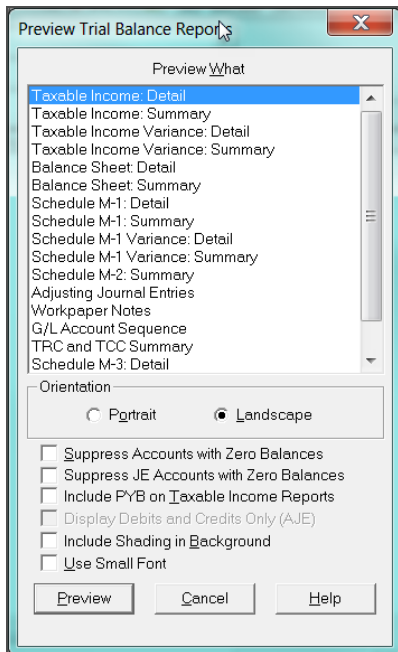
Final Reviewed By: Partner

Workpaper Reference: Reference Info

Ok Cancel

Figure 49

Select **File > Print Preview** to show the **Print Preview** dialog box. A list of available workpapers appears under **Preview What**.



Preview Trial Balance Reports

Preview What

- Taxable Income: Detail
- Taxable Income: Summary
- Taxable Income Variance: Detail
- Taxable Income Variance: Summary
- Balance Sheet: Detail
- Balance Sheet: Summary
- Schedule M-1: Detail
- Schedule M-1: Summary
- Schedule M-1 Variance: Detail
- Schedule M-1 Variance: Summary
- Schedule M-2: Summary
- Adjusting Journal Entries
- Workpaper Notes
- G/L Account Sequence
- TRC and TCC Summary
- Schedule M-3: Detail

Orientation

☐ Portrait ☒ Landscape

☐ Suppress Accounts with Zero Balances

☐ Suppress JE Accounts with Zero Balances

☐ Include PYB on Taxable Income Reports

☐ Display Debits and Credits Only (AJE)

☐ Include Shading in Background

☐ Use Small Font

Preview Cancel Help

Figure 50

The **Taxable Income** detail workpaper appears. To enlarge the detail, click **Zoom In**.

Trial Balance Print/Preview

Print... Next Page Prev Page Two Page **Zoom In** Zoom Out Close

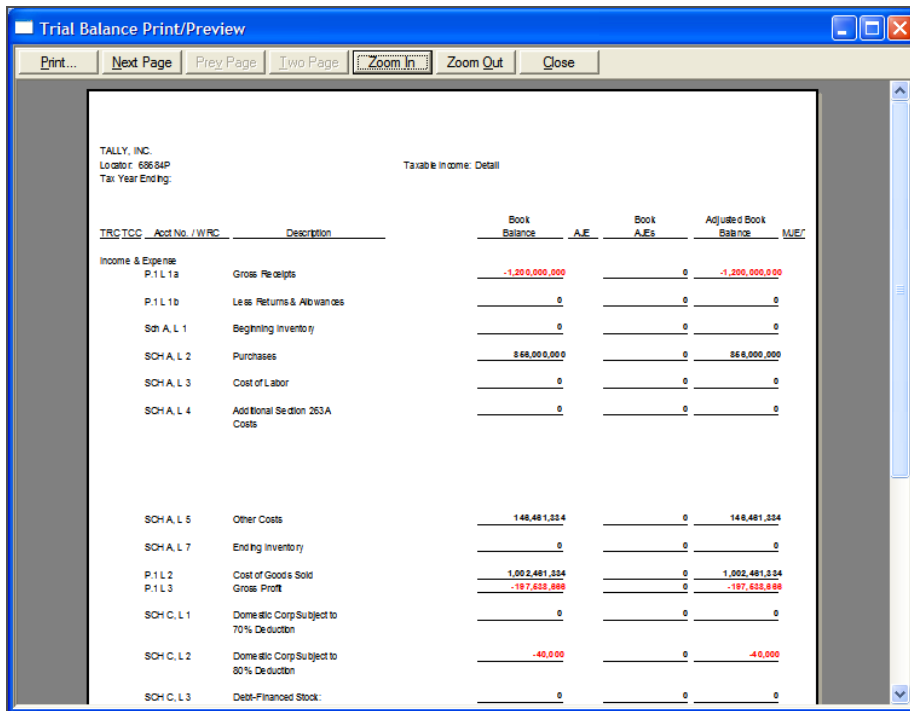
File and Worksheet Location: 105000 Tax Year Ending: 12/31/2015 Taxable Income Detail (CR) DR

TRE, DOC	App No. / VRC	Description	Book Balance	A/C	Book A/c	Adjusted Book Balance
Income & Expense						
P/I L 1b		Gross Receipts	0		0	0
P/I L 1d		Less: Returns & Allowances	0		0	0
SC/A L 1		Beginning Inventory	0		0	0
SC/A L 2		Purchases	0		0	0
SC/A L 3		Cost of Labor	0		0	0
1120-C/SC/A L 4a		Qualified Dividends	0		0	0
1120-C/SC/A L 4b		Money or Other Property	0		0	0
1120-C/SC/A L 4c		Non-Qualified Dividends	0		0	0
SC/A L 4 (1120-C) Additional Section 301A		Cost	0		0	0
SC/A L 5 (112)		Other Costs	0		0	0
SC/A L 7 (1120-C) Ending Inventory			0		0	0
P/I L 2		Cost of Goods Sold	0		0	0
P/I L 3		Gross Profit	0		0	0
SC/C L 1		Domestic Corporations Subject to 70% Deduction	0		0	0
SC/C L 2		Domestic Corporations Subject to 80% Deduction	0		0	0
SC/C L 3		Debt-Financed Stock on Domestic & Foreign Corp	0		0	0
			Prepared By:		Unavailable	
			Detail Reviewed By:		Unavailable	
			Final Reviewed By:		Unavailable	
			Workpaper Reference:		Unavailable	

12/15/2015 03:40 PM Page 1 of 8

Figure 51

The **Income and Expense** detail enlarges. Notice that the command buttons on the top of the page control navigation and the size of the form you are viewing. In Bridge, the mouse pointer will change to a magnifying glass when you move it over the workpaper area. You can click the left mouse button to zoom in or out.



TALLY, INC.
Locator: 68684P
Tax Year Ending:

Taxable Income Detail

TRC TCC	Acct No. / WRC	Description	Book Balance	A/E	Book A/E	Adjusted Book Balance	M/E
Income & Expense							
P.1 L.1a		Gross Receipts	-1,200,000.000		0	-1,200,000.000	
P.1 L.1b		Less Returns & Allowances	0		0	0	
Sch A, L.1		Beginning Inventory	0		0	0	
SCH A, L.2		Purchases	868,000.000		0	868,000.000	
SCH A, L.3		Cost of Labor	0		0	0	
SCH A, L.4		Additional Section 263A Costs	0		0	0	
SCH A, L.5		Other Costs	148,481.224		0	148,481.224	
SCH A, L.7		Ending Inventory	0		0	0	
P.1 L.2		Cost of Goods Sold	1,002,481.224		0	1,002,481.224	
P.1 L.3		Gross Profit	-197,633.888		0	-197,633.888	
SCH C, L.1		Domestic Corp Subject to 70% Deduction	0		0	0	
SCH C, L.2		Domestic Corp Subject to 80% Deduction	-40,000		0	-40,000	
SCH C, L.3		Debt-Financed Stock	0		0	0	

Figure 52

Select **File > Print** from the Trial Balance Grid to show the **Print** dialog box. A list of available workpapers appears. Select the appropriate forms to print. You can select multiple copies and determine the print orientation of the workpaper.

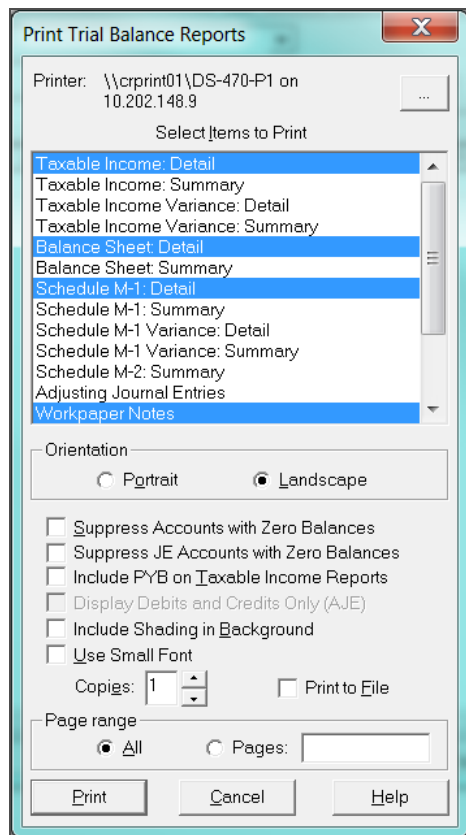


Figure 53

MERGE

Merging is the process of combining data from Bridge files with the tax return files and is the final process you perform in Bridge.

After a merge, you can add data in the tax application to complete the return. You can then perform final tax calculations and review and print the final return.

Merge Options

- **No suppression** Merge will remove existing data such as TCC, description, and financial information from the Organizer prior to the merge operation. This operation affects manual entry, locked data, and overrides as well. The merge operation transfers all accounts to the Organizer.

This option is intended for other than first-year users.

- **Suppress accounts without balances only** Merge will remove existing data such as TCC, description, and financial information from the Organizer prior to the merge operation. This operation affects manual entry, locked data, and overrides as well. The merge operation transfers only accounts with balances to the Organizer.

This option is intended for other than first-year users.

- **Suppress prior year balances only** Existing Organizer data (including manual entry, locked data, and overrides) remains the same. If a description has changed for a detailed item that has previously been merged, a new line item will be added in the Organizer and the original line item (old description) will remain as a separate entry. The merge operation transfers all accounts to the Organizer.

This option is intended only for first-year return to preserve Balance Sheet beginning balances.

The presence of a blank line or more in the Organizer group field between rows of data prior to the merge may cause detailed line items to be out of alignment for beginning and ending balances after the merge operation.

- **Suppress prior year balances and Suppress accounts without balances** Existing Organizer data (including manual entry, locked data, and overrides) remains the same. If a description has changed for a detailed item that has previously been merged, a new line item will be added in the Organizer and the original line item (old description) will remain as a separate entry. The merge operation transfers only accounts with balances to the Organizer.

This option is intended only for first-year return to preserve Balance Sheet beginning balances.

The presence of a blank line or more in the Organizer group field between rows of data prior to the merge may cause detailed line items to be out of alignment for beginning and ending balances after the merge operation. (See screenshot below.)

Existing line items without any balance in the Organizer are not deleted prior to the merge operation.

Always review your defaults before merging your data. These defaults determine what gets merged. Check your **Return Defaults** for special treatment. If you are importing a closed trial balance, you must enter the word *CLOSED* in the account box. Otherwise, your return will be out-of-balance.

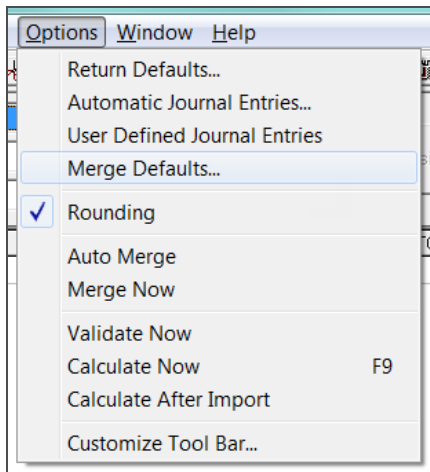


Figure 54

The **Merge Option** dialog box appears. Check all tabs to determine which forms and detail items will actually be merged. If the check box at the top of a tabbed page is checked, the entire form will be merged.

Merge Options

Page 1 | Sch. A | Sch. C | Sch. L | Sch. M-1 | Sch. M-2 | Sch. M-3

☒ Merge Page 1: Income and Deductions

Detail Items

<input checked="" type="checkbox"/> Other Interest	<input type="checkbox"/> Repairs and Maintenance
<input type="checkbox"/> Gross Royalties	<input type="checkbox"/> Rents
<input checked="" type="checkbox"/> Other Income	<input checked="" type="checkbox"/> Taxes and Licenses
	<input checked="" type="checkbox"/> State and Local Income Tax
	<input type="checkbox"/> Interest
	<input checked="" type="checkbox"/> Contributions
	<input type="checkbox"/> Advertising
	<input type="checkbox"/> Pension, Profit-Sharing Plans
	<input type="checkbox"/> Employee Benefit Programs
	<input type="checkbox"/> Travel (100% Allowable)
	<input checked="" type="checkbox"/> Other Deductions

☒ Suppress Merge of Accounts without Balances
☐ Suppress Merge of Prior Year Balances (For first year return only)
☐ Create Cross-Tie (Consolidated Returns)
☐ Merge accounts without TCCs as details

OK Cancel Apply Help

Figure 55

A checkmark in the check box indicates that the detail will be merged. To suppress detail, click the appropriate check box to remove the check mark. If you suppress the detail for a TRC, Bridge sums the prior year balances and balance after adjustments and merges only the total.

These are the options for Page 1:

Merge Options

Page 1 | Sch. A | Sch. C | Sch. L | Sch. M-1 | Sch. M-2 | Sch. M-3

☒ Merge Page 1: Income and Deductions

Detail Items

<input checked="" type="checkbox"/> Other Interest	<input type="checkbox"/> Repairs and Maintenance
<input type="checkbox"/> Gross Royalties	<input type="checkbox"/> Rents
<input checked="" type="checkbox"/> Other Income	<input checked="" type="checkbox"/> Taxes and Licenses
	<input checked="" type="checkbox"/> State and Local Income Tax
	<input type="checkbox"/> Interest
	<input checked="" type="checkbox"/> Contributions
	<input type="checkbox"/> Advertising
	<input type="checkbox"/> Pension, Profit-Sharing Plans
	<input type="checkbox"/> Employee Benefit Programs
	<input type="checkbox"/> Travel (100% Allowable)
	<input checked="" type="checkbox"/> Other Deductions

☒ Suppress Merge of Accounts without Balances

☐ Suppress Merge of Prior Year Balances (For first year return only)

☐ Create Cross-Tie (Consolidated Returns)

☐ Merge accounts without TCCs as details

OK Cancel Apply Help

Figure 56

Here are the options for Schedule A:

Merge Options

Page 1 | Sch. A | Sch. C | Sch. L | Sch. M-1 | Sch. M-2 | Sch. M-3

☒ Merge Schedule A: Cost of Goods Sold

Detail Items

<input checked="" type="checkbox"/> Sec 263A Costs
<input checked="" type="checkbox"/> Other Costs (COGS)
<input checked="" type="checkbox"/> Other Costs (COPS)

☒ Suppress Merge of Accounts without Balances

☐ Suppress Merge of Prior Year Balances (For first year return only)

☐ Create Cross-Tie (Consolidated Returns)

☐ Merge accounts without TCCs as details

OK Cancel Apply Help

Figure 57

Here are the options for Schedule L:

Merge Options

Page 1 | Sch. A | Sch. C | **Sch. L** | Sch. M-1 | Sch. M-2 | Sch. M-3

☒ Merge Schedule L: Balance Sheets

Detail Items

<input type="checkbox"/> Cash	<input type="checkbox"/> Accounts Payable
<input type="checkbox"/> Notes / Accounts Receivable	<input type="checkbox"/> S/T Mortgages, Notes, Bonds
<input type="checkbox"/> Inventories	<input checked="" type="checkbox"/> Accrued Federal Income Tax
<input checked="" type="checkbox"/> U.S. Government Obligations	<input checked="" type="checkbox"/> Federal Income Tax Deposits
<input type="checkbox"/> Tax-Exempt Securities	<input checked="" type="checkbox"/> Accrued State / Local Tax
<input checked="" type="checkbox"/> Other Current Assets	<input checked="" type="checkbox"/> State / Local Tax Deposits
<input type="checkbox"/> Loans to Stockholders	<input checked="" type="checkbox"/> Other Current Liabilities
<input type="checkbox"/> Mortgage / Real Estate Loans	<input type="checkbox"/> Loans from Stockholders
<input type="checkbox"/> Investment in Subsidiaries	<input type="checkbox"/> L/T Mortgages, Notes, Bonds
<input checked="" type="checkbox"/> Other Investments	<input checked="" type="checkbox"/> Other Liabilities
<input checked="" type="checkbox"/> Other Assets	<input type="checkbox"/> Capital Stock: Preferred
	<input type="checkbox"/> Common
	<input type="checkbox"/> Additional Paid-In Capital
	<input checked="" type="checkbox"/> R/Earnings: Appropriated
	<input checked="" type="checkbox"/> Adj. to Shareholders' Equity

☒ Suppress Merge of Accounts without Balances

☐ Suppress Merge of Prior Year Balances (For first year return only)

☐ Create Cross-Tie (Consolidated Returns)

☐ Merge accounts without TCCs as details

OK Cancel Apply Help

Figure 58

After you set merge defaults, you are ready to merge the bridged data. From the Trial Balance Grid menu bar, select **Options > Merge Now**. Bridge will merge the data in the bridge file into the tax application. If selected forms have not been specified, no tax forms will be updated. If selected forms have been specified, only the selected forms will be updated.

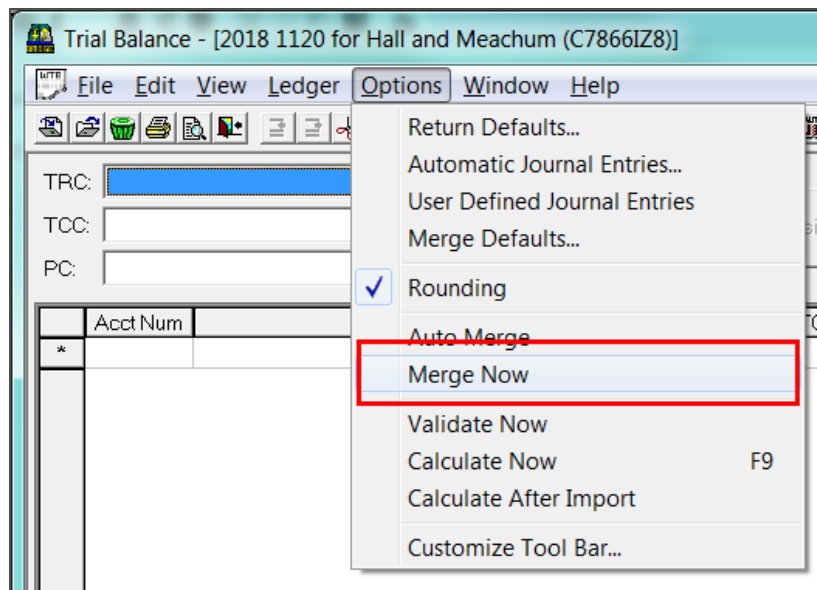


Figure 59

When the merge is complete, access the tax application to finish preparing the tax return. Select **File > Exit** to exit Bridge. This will not exit the tax return.

When you exit Bridge and return to the tax application, you can review the amounts bridged into the Organizer screens and make any further changes required to complete the tax return.

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