GOSYSTEM TAX™

USER REFERENCE GUIDE - PREPARING FOR TAX SEASON 2021

FOR TAX YEAR 2021

Last Updated: October 15, 2021

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TABLE OF CONTENTS

CHAPTER 1: WELCOME TO PRESEASON 2021!

> *For assistance with your preseason preparation, contact our Support Center at 1-800-327-8829, and listen to the options to select the applicable Support Group.*

Thomson Reuters provides a selection of preseason services to help you prepare for tax season. Our service options are geared toward helping your firm stay organized, efficient, and professional and enable you to leverage previously prior year completed return information to help prepare you and your clients for the upcoming tax season.

Preseason services let you:

- Rollover (proforma) prior year data in your office, or let us do it for you

- Print customized Organizers in your office or let us do it for you (1040 return types only)

- Receive custom services including Organizer covers, Organizer letters, letterhead, envelopes, and folders with your firm's logo and address

- Order Tax Software Conversion services.

Some preseason services have prerequisites in order to process your data. This guide tells you about the requirements for each option.

Use this guide to determine what you need to get your tax season off to a good start.

WHAT'S IMPORTANT FOR PRESEASON 2021

New Summary Organizer

GoSystem Tax has developed a new, optional, format for the printed Organizer called the **Summary Organizer** format. The Summary Organizer is a condensed version of our Classic Organizer (the current format). This new version will not have a dedicated page or pages for each activity and income type. Instead, the Summary Organizer will list the name of each business activity and each supported source document on a summary page, with check boxes, for your client to indicate whether the item is still relevant or no longer applies to the client's tax situation.

Figure 1:1

This new format will include all of the following pages:

- Miscellaneous Questions (unique to the Summary Organizer)

- Taxpayer Information

- Dependent Information

- Summary of Activities and Source Documents that are rolled forward from the previous tax year

- Payments of 2021 Federal, State, and City Estimated Tax

- Foreign Information Packet, if necessary.
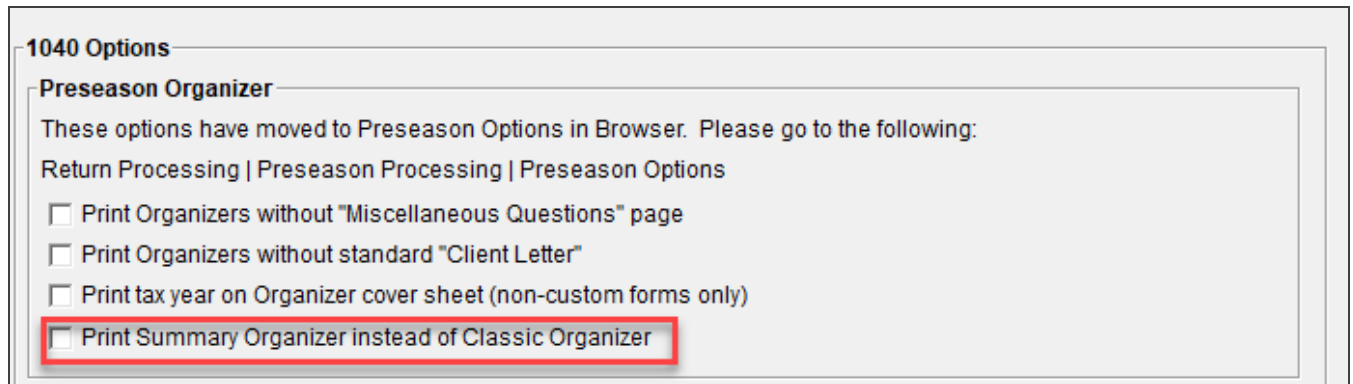
It is important to note that selecting the Summary Organizer format is a *global* setting. If you select this format, all Organizers for the account print in the Summary Organizer format.

You can select the Summary Format within the account Tax Defaults as follows:

1. Go to **Admin > Tax Defaults> Account Defaults > General Information > Preseason Options**.

2. Scroll down to the **1040 Options** section.

3. Select the option to *Print Summary Organizer instead of Classic Organizer*.

Figure 1:2

Continuing Features

GoSystem Tax includes features and flexibility that let you manage the timing and selection of your preseason processing. We put your firm in control of preseason services. At your firm, you can:

- Set up preseason processing services and indicate the returns for which you wish to suppress rollover and/or Organizer print at Thomson Reuters.

- Authorize us to begin processing your preseason services (by account number, tax type, or firm) after you complete the setup step.

- Obtain the status of preseason services at Thomson Reuters.

Preseason processing at Thomson Reuters does not begin until you tell us to begin. Be sure to read this important section for critical updates that affect your firm.

CHAPTER 2: PRESEASON CHECKLISTS

Using these checklists ensures that important prerequisites are considered during your preseason processing. Print these checklists to use as a reference.

CHECKLISTS

	PREPARING FOR PROCESSING PRESEASON AT THOMSON REUTERS
❑	Login to GoSystem Tax (**Returns Processing > Preseason Processing > Client Information Form**) to update your Client Information Form. After making updates, be sure to click **Update Address** and then **Ready for Preseason**.
❑	Select preseason processing options for 1040 Organizers and shipping (**Returns Processing > Preseason Processing > Preseason Options**).
❑	Select returns that you do not want rolled over and/or Organizers printed (if you purchased Organizer Print at Thomson Reuters) (**Returns Processing > Preseason Processing > Preseason at Thomson Reuters > Setup**).
❑	Authorize us to roll over returns and/or print Organizers.
❑	Check status of rollover and Organizer print at Thomson Reuters.
	PREPARING FOR PROCESSING PRESEASON IN YOUR OFFICE
❑	Roll your tax defaults (if not rolled already).
❑	Roll your returns.
❑	Print Organizers for any returns.

TAX SOFTWARE CONVERSIONS CHECKLISTS

If you are converting returns from another vendor to our software, please follow the steps below.

CONVERSIONS PERFORMED AT THOMSON REUTERS	
❑	Locate your data.
❑	Copy or backup your return files to the appropriate directory.
❑	Submit the data for conversion to Thomson Reuters.
CONVERTING RETURNS WITH GOSYSTEM TAX	
❑	Download the 2021 GoSystem Tax client.
❑	Convert returns in your office.

KEY DATES

As you maintain your checklist, you may want to review and note several key dates. The table below lists key preseason dates and indicates the products affected by each date.

DATE	EVENT
3rd Week October	Preseason Setup features available to users.
Late October	Preseason processing available in your office. • 2021 RS Browser • 2021 Rollover Data Conversion (from 2020 to 2021) • Organizer Print software.
Late October	Start preseason processing at our facility.

CHAPTER 3: PROCESSING PRESEASON

PRESEASON FEATURES FOR GOSYSTEM TAX

Preseason processing in 2021 GoSystem Tax consists of five steps:

1. See **Completing the Client Information Form (page 6)**.

2. See **Selecting Preseason Options (page 8)**.

3. Setup the returns to bypass rollover and/or suppress Organizer Print.

4. Authorize Thomson Reuters to begin your preseason processing.

5. Check the **Status** of your preseason processing.

Time Frame

Your 2020 GoSystem Tax returns will be rolled over to 2021 beginning in late October, provided that you complete these steps first.

PROCESSING PRESEASON: FIRST STEPS

Completing the Client Information Form

Each year you must update your Client Information Form. This form provides key information regarding the preseason products and services required by your firm.

> ⚠️ *You must complete the Client Information Form before any preseason processing can begin at Thomson Reuters.*

Your Client Information Form also contains your firm's contact names, email addresses, and billing information to ensure that we administer your account efficiently.

If you are an existing GoSystem Tax client, we provide the ability to verify and update your Client Information Form on the Internet, to be performed by a member of the office with Administrative RS Browser privileges:

1. Login to GoSystem Tax at **https://gosystemrs.fasttax.com**.

2. On the top menu, select **Returns Processing**.

3. From the side menu, select **Preseason Processing > Client Information Form**.

4. Select the firm number from the **Firm** drop-down list.

5. Select the account number from the **Account** drop-down list.

6. Review and make any necessary changes for the selected account. If you have any revisions to your address or primary contact person, reflect those changes in the fields provided and select **Update Address** at the bottom.

> The Client Information Form contains only billing information. If you wish to change contact or email address information, please contact your Account Manager.

7. Click **Ready for Preseason** to signal your acceptance of the information that appears on the Client Information Form.

Figure 3:1

8. Repeat the steps above for any other accounts under your firm for which you are responsible.

If you are a new GoSystem Tax client, or if you need assistance with preparing your Client Information Form, contact your Account Manager or call 1-800-327-8829 and listen to the options to select the applicable Support Group.

Selecting Preseason Options

1. Login to GoSystem Tax at **https://gosystemrs.fasttax.com**.

2. On the top menu, select **Returns Processing**.

3. From the side menu, select **Preseason Processing > Preseason Options**.

4. Select the firm number from the **Firm** drop-down list.

5. Select the account number from the **Account** drop-down list.

6. Verify the information on this page for the selected account. Depending on your contract, you may incur additional charges for selecting Thomson Reuters processing of your Organizer.

7. Mark the applicable check box, if desired, for each of the following 1040 Organizer Services options:

   - Organizers stapled and prepared without covers (unbound)

   - Organizers prepared without "miscellaneous questions"

   - Organizers prepared without standard "client letter"

   - Organizers prepared with the tax year printed on the cover sheet (standard covers without customization)

   - Organizers sorted in client code sequence instead of by name.

8. Select the shipping mode for the Organizers.

9. If necessary, select a shipping mode for Organizers shipped between 1/1/2022 and 4/15/2022. Please note that this selection applies *only* to Organizers shipped between those dates and does not apply to Organizers shipped before 1/1/2022.

10. When you are finished, click **Save**.

PROCESSING AT THOMSON REUTERS

These are the steps for processing preseason at Thomson Reuters

Time Frame

Preseason processing at Thomson Reuters starts in late October 2021.

Setup

Use the **Setup** screen to select the returns to suppress Rollover and/or suppress Organizer Print services, if purchased.

We automatically exclude returns from rollover that meet any of these conditions:

- Final year option is selected.

- No filing status is selected.

- No taxpayer last name is recorded.

- * Taxpayer(s) are deceased.

- The **Suppress from Rollover** option is indicated in the 2020 tax return Organizer.

- The 2020 tax return is not processed.

To bypass rollover for any other reason, use the **Setup** step to indicate which additional returns to bypass.

* If the date of death is the SAME as the tax return year, we will rollover the return. If the date of death occurred in a prior year, we will NOT rollover the return. If the date-of-death is one year greater than the return year, we will also rollover the return. For example, for the tax year 2020, if a date of death entered in the Organizer is 2021, we will rollover the return.

Selecting Returns to Exclude from Rollover and/or Organizer Print at Thomson Reuters

1. Login to GoSystem Tax at **https://gosystemrs.fasttax.com**.

2. On the top menu, select **Returns Processing**.

3. From the side menu, select **Preseason Processing > Preseason at Thomson Reuters**. The following page appears:

Figure 3:3

4. Click **Setup** to access the **Preseason at Thomson Reuters - Setup** page.

Figure 3:4

5. Select the **Account Number**, the **Return Type**, and other options, and then click **Continue**. The following page appears.

Figure 3:5

6. Select the returns for which you do not want Rollover and/or Organizer Print processing.

1040 Returns Found in Account 2MKN:

Suppress Rollover	Rollover Date	Rollover Status	Locator	Taxpayer Name	Client Code	Completed	Assigned Group
☐		NO DATA	0555JD	N, Rakesh			
☑			0620JE	Vermont, FederalFlow & Spouse	el		
☐			0622JE	Gob, Bluth	el		
☐			0642JE	Rithika, Harry & Joseph, Rithiks			

Figure 3:6

Suppressing Organizer Print

The **Suppress Organizer Print** column appears *only* if your firm has purchased Organizer Print processing services at Thomson Reuters.

You can clear the selection of the **Suppress Organizer Print** option in two ways:

1. Clear the box on the applicable return on the **Setup** screen, and then click the **Apply** button at the bottom of the screen.

2. Open each 1040 return and navigate to **Organizer > General Information > Basic Return Information > Processing Options**. Remove the check for *Final year return and suppress next year's Proforma and Organizer*.

MISCELLANEOUS

☐ Married filing separately and spouse itemizes deductions
☐ Taxpayer has not lived with spouse at any time during the year
☐ Print statement for Excess social security tax withheld
☐ Final year return and suppress next year's Proforma and Organizer
☐ Suppress next year's organizer print only
Total number of dependents (Override)............................
Tax from Form 1040NR...

Figure 3:7

You must perform one of these actions prior to rollover processing.

Authorize

After you identify the returns to suppress Rollover and/or Organizers to suppress, ***an administrator at your firm must authorize us to begin your preseason processing***. This authorization tells us that you have completed the **Setup** step and are ready for us to begin preseason processing.

Additionally, the **Authorize** step automatically rolls your tax defaults from 2020 to 2021.

If you have multiple accounts, you may authorize all accounts or select only those that are ready for preseason. You may also authorize returns by tax type (for example, you may authorize 1040 returns but not 990 returns).

You must click **Authorize** at the bottom of the **Authorization** page to save and enable preseason processing on the selected accounts. We begin preseason processing on authorized accounts beginning in late October.

We will not begin processing preseason until we receive this authorization!

After you complete your authorization and meet all account prerequisites, preseason processing begins. Contact Client Services if you have questions concerning your account status or if the **Authorization** feature is not enabled.

Authorizing Thomson Reuters to Roll Over and/or Print

1. Click **Authorize** to access the **Preseason at Thomson Reuters - Authorization** page. After you identify the returns to bypass, you must authorize us to begin your preseason processing. We will not begin your preseason services until you authorize your account(s).

The **Authorize** option is only available to users with administrator rights.

Preseason processing begins if you have met all account prerequisites. Contact Client Services if you have questions about your account status. Authorizing your preseason processing also rolls your tax defaults from 2020 to 2021.

Figure 3:8

If you purchased Organizer Print services, we print your Organizers automatically as we complete the rollover. To suppress 1040 Organizer printing or bypass rollover, refer to **Selecting Returns to Exclude from Rollover and/or Organizer Print at Thomson Reuters (page 10)**.

2. Select the applicable accounts, and enter the appropriate date in the **Stop Printing Organizer Data** field. When you are finished, click **Authorize** at the bottom of the screen.

Figure 3:9

> 📝 The **Stop Printing Organizer Date** on the **Preseason at Thomson Reuters Authorize** screen is used to enter a date to stop Organizer print at Thomson Reuters. The returns will continue to rollover, but Organizer print will stop after the date entered. You may enter any date between 2/1 and 6/30.

3. In the **Enable for Preseason** section, select each tax type on the top row if you want to have all your accounts for that tax type processed for preseason. If you check all the tax type option boxes, then all accounts and all tax types will automatically be enabled for rollover.

Figure 3:10

Status

You can use the **Status** page to monitor the progress of preseason processing, including rollover and/or Organizer Print processing at Thomson Reuters, for all your accounts and returns. Status information includes rollover and Organizer Print dates. We include suppression information, status information, and other valuable information (including reasons for process failures on certain returns).

You may view or print this information.

Checking the Current Status of Preseason Processing

1. Click **Status** to access the **Preseason At Thomson Reuters - Status** screen.

Figure 3:11

2. Select the **Account Number**, **Return Type**, and other desired options, and click **Continue**. The following page appears.

1040 Returns Found in Account 2MKN:

Suppress Rollover	Rollover Date	Rollover Status	Locator	Taxpayer Name	Client Code	Completed	Assigned Group
☐		NO DATA	0555JD	N, Rakesh			
☐			0620JE	Vermont, FederalFlow & Spouse	el		
☐			0622JE	Gob, Bluth	el		
☐			0642JE	Rithika, Harry & Joseph, Rithiks			

Figure 3:12

3. To print the report, right-click anywhere on the **Status** page and select **Print** from the right-click menu.

PRESEASON PROCESSING IN YOUR OFFICE

These are the steps for processing preseason in your office:

- **User Rights for Preseason in Your Office (page 17)**

- **Rollover in Your Office (page 18)**

- **Initiating Rollover of a Prior Year Return (page 20)**

- **Re-rolling Prior Year Returns (page 22)**

- **Organizers Printed in Your Office (page 23)**

Time Frame

Preseason processing in your office, which includes Rollover and Organizer Print services, is available in late October 2021.

User Rights for Preseason in Your Office

A group right, **Rollover without Delete Rights**, is available to allow a member of that group to re-roll a tax return without first deleting the existing current year return. If the 2021 return exists, users who have been granted this right (or delete rights) receive a prompt during rollover that lets them either **Bypass Rollover** for that return or **Rollover in any case (Overwrite)** the existing 2018 return. For users without these rights, the rollover process bypasses these returns and notes the reason when you view the status of Preseason activities.

Setting Up Group Rights (for Administrators Only)

1. Login to GoSystem Tax at **https://gosystemrs.fasttax.com**.

2. On the top menu, select **Admin**.

3. From the side menu, select **Access Control**. Select the group, and then click **Edit**.

4. Select the right **Rollover without Delete Rights**.

5. Click **Update** to save.

Rollover in Your Office

> ⚠️ ***Do not rollover returns in your office if you are processing preseason at Thomson Reuters. This activity will prevent the Organizers from printing at Thomson Reuters. If you choose to rollover in your office, you must print the Organizers in your office.***

Suppressing Rollover

At some point you may need to roll forward earlier tax year returns. For earlier year returns, we allow you to rollover from 2018 to 2019 and 2019 to 2020. On **Preseason In Your Office > Rollover > Suppress Rollover Setup**, we provide a way for you to suppress rollover for those 2018 and 2019 returns you do not want brought forward for 2021 preseason processing. To do so:

1. Login to GoSystem Tax.

2. On the top menu, select **Returns Processing**.

3. From the side menu, select **Preseason Processing > Preseason in Your Office**.

4. Select **Rollover > Suppress Rollover Setup**.

5. Select **Account**, **Year**, and **Tax Type**.

6. If desired, select the option to list only those returns that have not rolled over.

7. Click **Continue**.
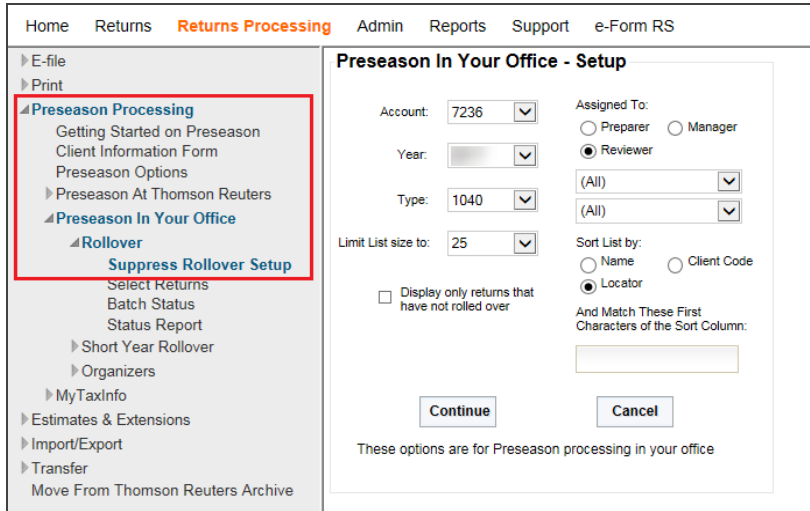
Figure 3:13

8. Click the **Suppress Rollover** check box for each return that you intend to suppress. Use **Select All** or **Deselect All** to perform a bulk selection.
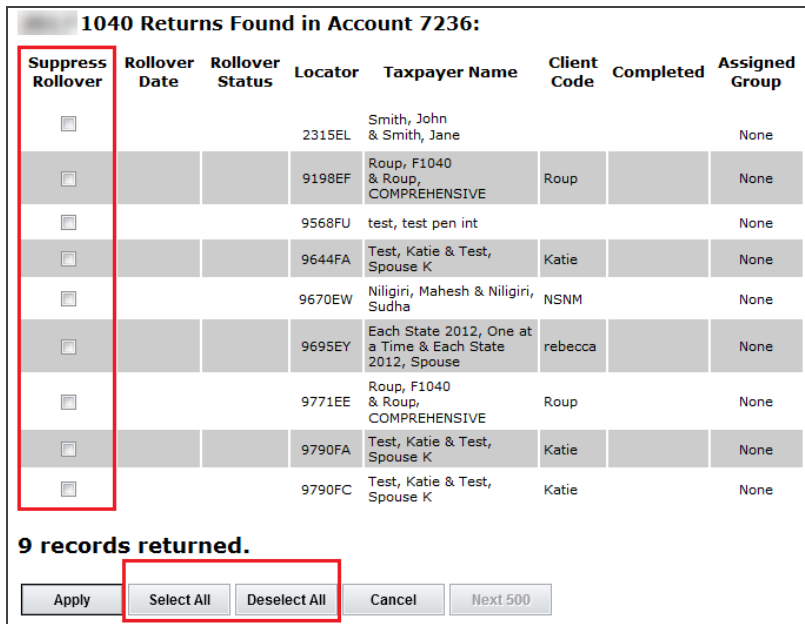
Figure 3:14

9. Click **Apply** to suppress rollover for the selected returns.

Initiating Rollover of a Prior Year Return

To continue rolling forward returns for subsequent years, you must first open the rolled over return, generate a full compute, close the return, then continue rolling forward to the year desired. For example, when rolling from 2018 to 2021, initiate the steps below to rollover from 2018 to 2019. Then open the 2019 return and generate compute. Finally, close the 2019 return and repeat this process until you have a 2021 return.

1. Login to GoSystem Tax.

2. If tax defaults have not been rolled, on the top menu, select **Admin**.

3. On the side menu, select **Tax Defaults**. A pop-up appears and alerts you during rollover if your tax defaults have not been rolled.

4. Select your account and the year, and then click **Rollover**.

5. On the top menu, select **Returns Processing**.

6. From the side menu, select **Preseason Processing > Preseason in Your Office**.

7. Select **Rollover > Select Returns**.

Figure 3:15

8. Select **Account**, **Year**, and **Tax Type**. Then click **Continue**.

9. Select each return individually, or scroll down to the bottom of the page, and click **Select All**. Click **Continue**.

10. If this is a first-time rollover, select the **Bypass (Do Not Rollover Again)** option. Then click **Submit**.
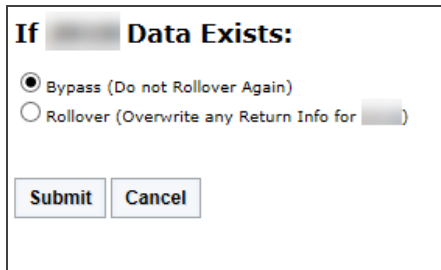
Figure 3:16

11. Note the batch number, and then click **Close**.

Figure 3:17

If a return is processed for rollover using **Preseason in Your Office**, we will ignore that return for any subsequent automatic processing.

If you select **Preseason at Thomson Reuters** and you request rollover in your office, you will receive the following message:

WARNING

This selection is incompatible with the option on your GoSystem Order to process Preseason at Thomson Reuters. Proceeding with this option will prevent these Organizers from printing at Thomson Reuters.

Are you sure you want to continue?

You can choose to cancel your request for rollover in your office. If you ignore the warning and click **OK**, you will see this warning:

FINAL WARNING

Continuing with this selection will stop these Organizers from printing at Thomson Reuters and you will be required to print them in your office.

Are you sure you want to continue?

You can choose to cancel your request for rollover in your office. Selecting **OK** indicates that you will rollover in your office and cancel Organizer print at Thomson Reuters.

If you ignore the warning and rollover in your office, this will stop the Organizers from printing at Thomson Reuters.
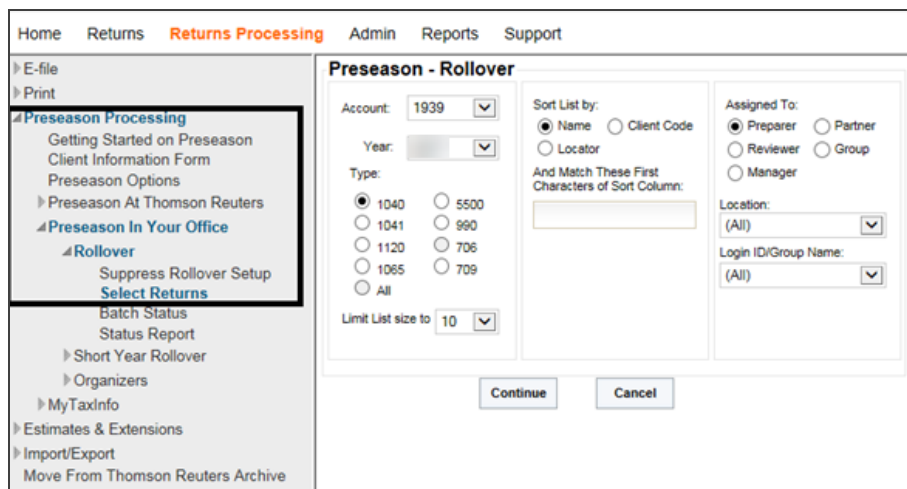
Re-rolling Prior Year Returns

If you make changes to a 2020 return after we complete the rollover to 2021, a message appears when you open the 2021 return, telling you that changes were made to the 2020 return after rollover to 2021. You can decide whether you want to manually re-roll the 2020 return to 2021.

We will not reprint Organizers automatically for re-rolled returns.

Re-rolling a Tax Return from a Prior Year When the Current Year Return Already Exists

1. Login to GoSystem Tax.

2. On the top menu, select **Returns Processing**.

3. From the side menu, select **Preseason Processing > Preseason in Your Office**.

4. Select **Rollover > Select Returns**.

Figure 3:18

5. Select **Account**, **Year**, and Tax Type, and click **Continue**.

6. Select each return individually, or scroll to the bottom of the page, and click **Select All**. Click **Continue**.

7. Select **Rollover (Overwrite any Return Info for 2021)**.

8. Click **Submit**.

9. Note the batch number, and click Batch Status. Click **Continue**.

10. Click **Batch ID Number** to review the rollover status.

Organizers Printed in Your Office

You can print Organizers with proformaed data by selecting returns that have already been rolled to 2021.

Printing Organizers at Your Site After the Return Has Been Rolled

1. Login to GoSystem Tax.

2. On the top menu, select **Returns Processing**.

3. From the side menu, select **Preseason Processing > Preseason in Your Office**.

4. Select **Organizers > Select Organizers**.
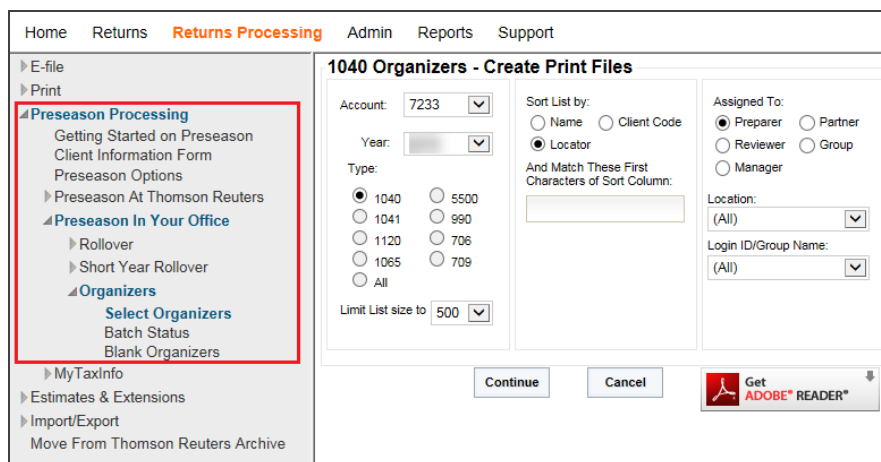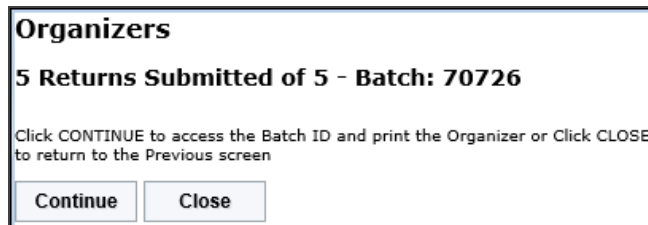
Figure 3:19

5. Select **Account** and **Current Tax Year**. Click **Continue**.

6. Select a return or multiple returns with a limit of 10 up to 500 per request. Click **Continue**.

7. Select each return individually, or scroll down to the bottom of the page, and click **Select All**. Click **Continue**.

8. Note the batch number, and then click **Continue**.
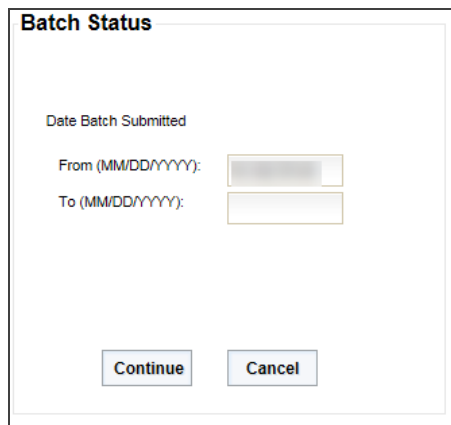
Organizers

5 Returns Submitted of 5 - Batch: 70726

Click CONTINUE to access the Batch ID and print the Organizer or Click CLOSE to return to the Previous screen

Continue   Close

Figure 3:20

9. The **Batch Status** screen appears. Select the date range, and click **Continue**.

Batch Status

Date Batch Submitted

From (MM/DD/YYYY):

To (MM/DD/YYYY):

Continue   Cancel

Figure 3:21

10. The **Organizer Batches Found** page appears. Click the **Batch ID**.

Organizer Batches Found:

Date/Time	Tax Year	Tax Type	Items	Batch ID
		1040	1	95191

1 batch found.

Cancel
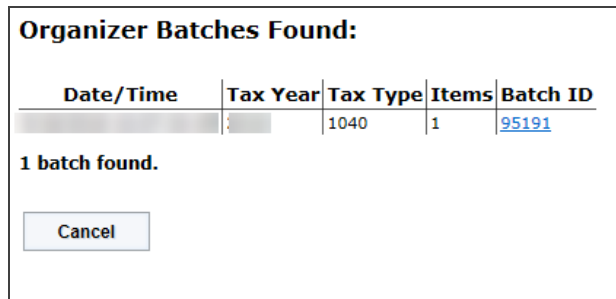
Figure 3:22

11. The progress of the **Batch** job can be viewed under **Organizer Status**. Click the **Refresh** button to update the screen.

Organizer Status for Batch ID 82326, sorted by Return:

Return	Taxpayer	Organizer Status	WIP Status
4808IR	PRINT ALL L & SPOUSE TEST	Print File Ready	WIP1
	PRW Convert WIP record		WIP2

1 record returned.

To view or print returns with the Status of "Print File Ready" click View/Print. All returns with the status of "Print File Ready" will print as one print job.

View/Print	Refresh	Cancel

Figure 3:23

12. Once the **Batch** job successfully completes, the **View/Print** button will be bold and accessible.

13. Click the **View/Print** button. Once within, scroll down to review, or select the print icon to print.

ORDERING SUPPLIES AND CUSTOM ARTWORK

CHAPTER 4: ORDERING SUPPLIES AND CUSTOM ARTWORK

CUSTOM ARTWORK FOR 1040 PRESEASON ORGANIZERS

Custom artwork can only be applied to Preseason Organizers for 1040. Any artwork related to return documents, such as letters and filing instructions, will now be configured within the Letters and Filing Instructions system (see **Custom Artwork for Letterhead (page 28)**)).

1. Provide black-and-white, camera-ready copy of your firm's logo, name, and address or black-and-white letterhead.

   Vector-based image formats (as opposed to bitmap-based image formats) are recommended for maximum image quality; anti-aliased bitmap images are not acceptable.

2. Label each piece of artwork with its intended purpose.

3. You may email the artwork in .BMP, .PNG, or .JPG format as attachments to **formlogos@tr.com**. Please include **Preseason Custom Artwork Changes** in the subject line of your email.

   You may also submit camera-ready artwork to:

   Thomson Reuters Tax & Accounting
   Distribution Center
   2395 Midway Road, MS 600
   Carrollton, TX 75006-2584

4. Allow six weeks from the date received by Thomson Reuters for delivery.

   You must submit all custom requests by the end of the third week in October 2021.

CUSTOM ARTWORK FOR LETTERHEAD

Beginning in tax year 2017, Thomson Reuters changed the process previously used for custom artwork (also known as HASPs) for letters and filing instructions. You still have the ability to use custom artwork in your letters and filing instructions, but the process is different.

Over the last several years, we have implemented a consistent look and feel to the letters and filing instructions through the letters and filing instructions module. This feature allows for flexibility and advanced efficiency for your firm's needs.

You no longer have to provide us with your custom artwork requests, including logos for letters and filing instructions, which can take weeks to implement. You have the ability to immediately customize your letter and filing instructions across all entities using the new self-service tool. The letters and filing instructions module is much faster and allows you to enhance your brand by supporting full-color logos and other images for print and inclusion in PDFs, which streamlines the process and saves you valuable time.

This process does not apply to Preseason Organizers. For custom artwork for Preseason Organizers, see **Custom Artwork for 1040 Preseason Organizers (page 27)**.

The steps provided detail the process of uploading and inserting images into your firm templates for custom headers and footers, as well as other documents:

- **Uploading an Image (page 28)**

- **Inserting an Image (page 29)**

- **Inserting an Image into the Header and Footer for Filing Instructions (page 31)**

- **Inserting an Image Into the Header and Footer for Letters (page 32)**

> Customization of Subaccounts will prevent overwrite of Firm Level customization, which will require updates to be made to each applicable Subaccount.

Uploading an Image

To insert an image into a template, you must first upload images to the Image Bank. You must have RS Administrator privileges to upload images.

1. Access the letters and filing instructions system through the RS Browser under **Admin > Letters and Filing Instructions > Template Settings**.

2.   Browse to find an image and click **Upload**.

> Images must be in JPG, GIF or PNG format and must not exceed 2MB in size.

3.   The image will be uploaded and can be previewed in the thumbnail displaying in the Image Gallery.
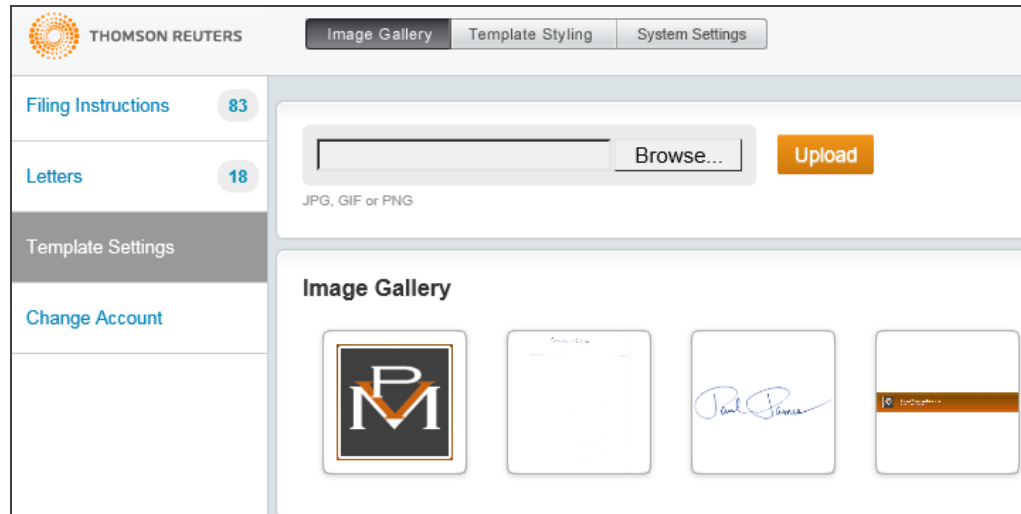
Figure 4:1

Figure 2

Figure 4:3

4.   You can upload more than one image into the Image Gallery.

Inserting an Image

1.   Within a given template, position your cursor where you would like to place the image.

2.   Click the **Add Image** icon from the toolbar.

3. From the thumbnail preview of images in the Image Bank, select the image and click **Insert Image**. The image will be inserted into your template.
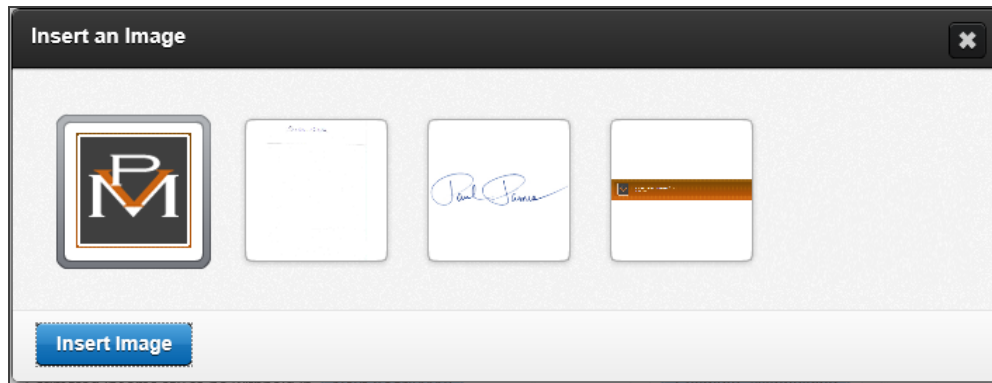
Figure 4:4

Figure 5

Figure 4:6

4. To adjust the image, right-click it, and go to **Edit Image**.

5. The **Image Properties** dialog opens. In this dialog, you can modify the extra space around the image as well as adjust the wrapping of the text around the image.

Figure 4:7

Figure 8

Figure 4:9

Inserting an Image into the Header and Footer for Filing Instructions

You must have RS Browser Administrator privileges to insert images into the header/footer for filing instructions.

1. Access the letters and filing instructions system through the RS Browser under **Admin > Letters and Filing Instructions**.

2. Select **Filing Instructions**, and locate the **Header and Footer for Filing Instructions** template.
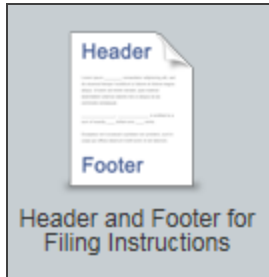
Figure 4:10

Figure 11

Figure 4:12

3. Click the **Add Image** icon from the toolbar.

4. From the thumbnail preview of images in the Image Bank, select the image, and click **Insert Image**. The image will be inserted into your template.

Inserting an Image Into the Header and Footer for Letters

You must have RS Browser Administrator privileges to insert images into the header/footer for letters.

1. Access the letters and filing instructions system through the RS Browser under **Admin > Letters and Filing Instructions**.

2. Select **Letters** and locate the **Header and Footer for Letters** template.
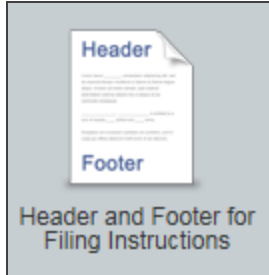
Figure 4:13

Figure 14

Figure 4:15

3. Click the **Add Image** icon from the toolbar.

4. From the thumbnail preview of images in the Image Bank, select the image, and click **Insert Image**. The image will be inserted into your template.

Paid Professional Services for Artwork

To help your firm save time, we are happy to perform the setup on your behalf with our paid professional services. For more information, contact us at **800-968-8900**.

- Firm Level 1st Entity — $575

- Each additional entity, subaccount, or office — $200 per additional item

- Logo Design Creation — $800

CHAPTER 5: TAX SOFTWARE CONVERSIONS

CHAPTER 5: TAX SOFTWARE CONVERSIONS

We convert tax return data from multiple tax software vendors. We convert 2020 competitor client data to 2021 GoSystem Tax client data.

We do not convert every item in all returns, just as we do not proforma each item in GoSystem Tax from one year to the next. Converted returns do not contain all the data from the original returns but are ready for you to complete in the 2021 system.

1040 returns are converted to returns of the same year. For example, 2020 returns will be converted to 2020 returns and then rolled to 2021.

1041, 1065, 1120, and 990 returns are converted to returns for the next year. 2020 returns will be converted to 2021 returns.

Not all conversions are the same. Each tax software vendor uses different database structures and processes to store your tax return data. For this reason, the data converted for each vendor is different.

Warning! In order for the 2020 returns to be automatically rolled over, you must have completed the following steps:

(1) purchased Preseason at Thomson Reuters;

(2) authorized your account for processing.

For automatic Organizer print, you must have done the following:

(1) purchased Preseason at Thomson Reuters;

(2) authorized your account for processing; and

(3) purchased Organizer print.

Warning! If you do not want Organizer print for a particular converted return, you must suppress Organizer print. You have 24 hours from the time that the converted return is placed in your account to suppress print. The automatic processes run at 4:00 AM, 7:00 AM, and 10:00 PM Central time.

VENDORS WHOSE DATA CAN BE CONVERTED

Currently, we convert the following return types from 2020 data:

VENDOR	SUBMIT DATA AS	1040	1041	1065	1120C	1120S	990
In Your Office or at Thomson Reuters							
ProSystem *fx* ®		X	X	X	X	X	X
At Thomson Reuters							
Lacerte®	Backup	X	X	X	X	X	
ProSeries®	Copy	X	X	X	X	X	
ProSystem *fx*®	Copy	X	X	X	X	X	X
CCH Axcess	Export	X	X	X	X	X	X
UltraTax CS™	Backup	X	X	X	X	X	

*Users who are converting from ProSystem *fx* have the option of converting their data in their office or sending it to Thomson Reuters for conversion. If you are converting data from ProSystem *fx* in your office, go to the GoSystem Tax homepage, and select **Returns Processing > Import/Export > Tax Software Conversions**.

If you are converting data from Lacerte, ProSeries, or UltraTax CS, you *must* submit data to Thomson Reuters for conversion.

CONVERTING RETURNS AT THOMSON REUTERS

CONVERTING RETURNS AT THOMSON REUTERS

We provide tax software conversion services for all GoSystem Tax users converting from Lacerte, ProSeries, ProSystem *fx*, CCH Axcess, or UltraTax CS. You will need to complete the instructions in this guide.

Submit data for conversion using the Secure Data Exchange (SDE). Data will not be accepted via mail or email.

Please note that the time required for converting your data may vary, depending on when you send your data to Thomson Reuters for conversion.

To facilitate this process, it is important that you locate your data in the directories identified here.

> Multiple versions of a client's 2020 tax return submitted for conversion will result in multiple 2021 returns created for the same client.

Secure Data Exchange for Conversions

Transmit your data using the Secure Data Exchange Portal (SDE). SDE is a secure portal that allows the data conversion service to quickly and securely access your data.

Contact a Support Representative to set up your SDE portal.

> Data submitted is not returned and is destroyed.
>
> The SDE portal cannot be opened until you contact a Support Representative.
>
> We recommend that you create a backup of your data and store the data in a safe place.

Copying or Backing Up Conversion Data

When preparing and sending your data to be converted, you will need to copy or back up the files for that vendor into a temporary directory. As an example, we use the directory name **X:\Conversion Data** (where **X** is the hard drive location), but you can use any name of your choice. After you copy or back up the files to the temporary directory, and after Support has created an SDE portal for you, you can transmit your data for conversion.

The following topics describe how to copy or back up the data files for each vendor whose data we convert. Please locate the appropriate vendor and follow the directions to place the correct files in the temporary directory.

- **Backing Up Lacerte Returns (page 39)**

- **Copying ProSeries Returns (page 41)**

- **Copying ProSystem fx Returns (page 41)**

- **Exporting CCH Axcess Returns (page 38)**

- **Backing Up UltraTax CS Returns (page 42)**

Exporting CCH Axcess Returns

For CCH Axcess returns, you will need to export the data files through the CCH Axcess software to the temporary directory through the following steps:

1. In CCH Axcess Tax, open the **Home** tab, and select the returns you want to convert.

2. Click the **Utilities** tab, and then click **Transfer to ProSystem fx**.

3. On the **Return Transfer Options** screen, enter a generic description in the **Office group name** field, and change the location of the export to the desired folder, and press **Transfer**.

4. The export folder should appear similar to the following:
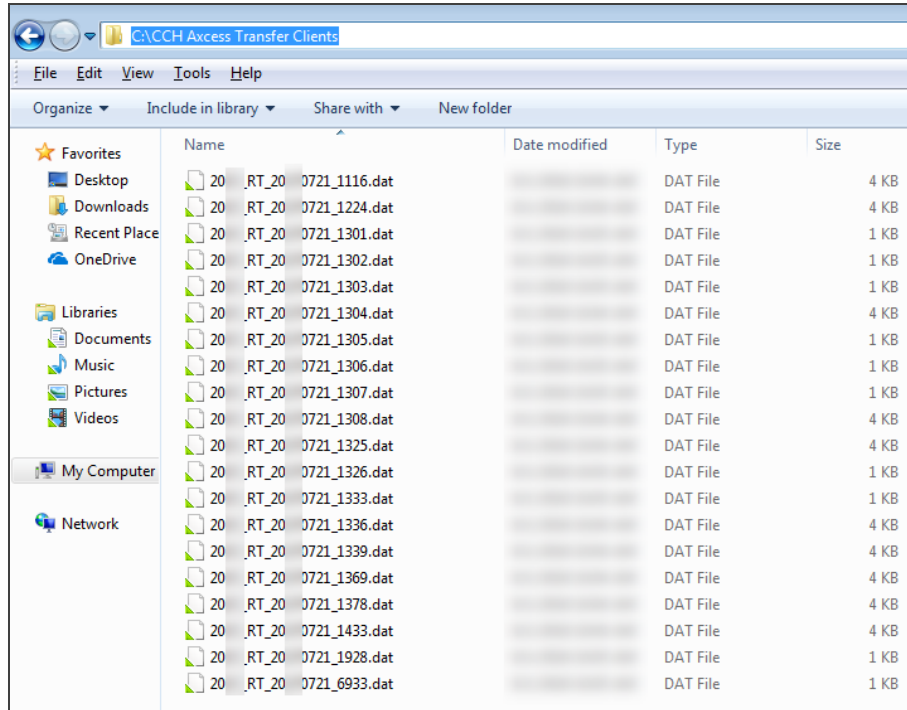
Figure 5:1

Figure 5:2

Figure 5:3

5. Zip the folder(s) to which you exported your firm's client data and note the location of the ZIP file.

When you zip up folders, do not assign a password to the ZIP file or encrypt the ZIP file. Secure Data Exchange automatically encrypts all data. Password-protected ZIP files will not be accepted. For information about how to ZIP files and folders, refer to the Microsoft Windows help at http://windows.microsoft.com/en-us/windows/compress-uncompress-files-zip-files.

Backing Up Lacerte Returns

For Lacerte, you will need to *back up* files through the Lacerte software to the temporary directory through the following steps:

You *must* remove passwords from all clients before backing up.

1. Start Lacerte.

2. Select the entity type to back up from the **Tax Type** selection on the **Client** menu.

3. In the **Clients** tab, select the clients you want to back up. You can highlight multiple clients by pressing **Ctrl** or **Shift** while selecting clients.

4. Select **Client > Backup**.

5. In the **Destination** field in the **Backup Clients** dialog, enter the path to the destination where you want to back up data.

6. Make sure the **Delete original after backup** check box is *not* marked.

7. Repeat steps 1 through 6 for each entity type using the same path as Step 5.

> If you do not follow the instructions and the backup does not appear similar to the following illustration, we will not be able to convert Lacerte returns. You must copy *all* the files and folders shown below. The conversion will not work if you copy only the files in the **Detail** folder.
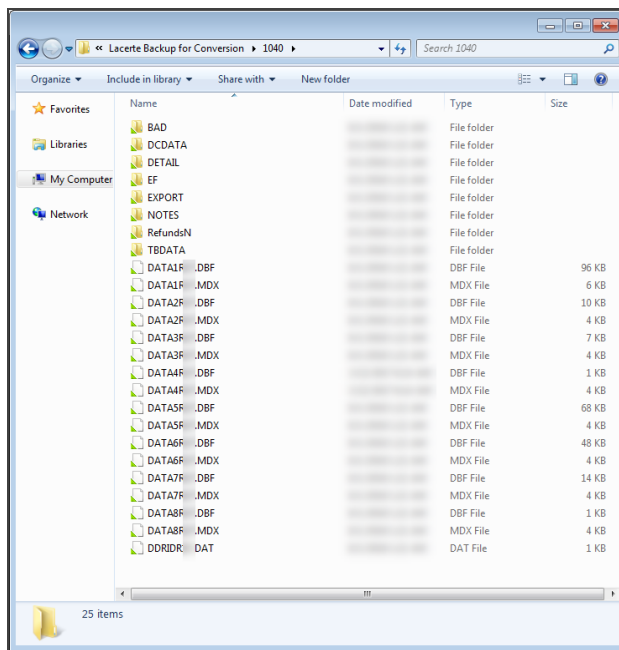
Figure 5:4

Figure 5:5

Figure 5:6

Copying ProSeries Returns

For ProSeries, you will need to *copy* files from the ProSeries data directory to the temporary directory.

Please copy the data from the ProSeries data directory **X:\ProWIN20\20Data** (where **X** represents the drive where ProSeries is installed) to the temporary directory you have set up. Before copying, verify that each return has been calculated and is not password-protected.

Zip up the folder(s) to which you copied your firm's client data and note the location of the zip file.

> If you do not follow the instructions and the copy does not appear similar to the following illustration, we will not be able to convert ProSeries returns. You must copy all the files and folders shown below.

Figure 5:7

Figure 5:8

Figure 5:9

Copying ProSystem fx Returns

For ProSystem *fx*, you will need to *copy* files from the ProSystem *fx* data directory **X:\wfx32\client\20?** (where **X** represents the drive where ProSystem *fx* is installed, and **?** represents the entity type) to the temporary directory.

In the table below, please locate the entity type that you would like to have converted. Each entity type has a different directory. You should copy the files from the **Files** column in the **Source Directory** to your temporary directory.

ENTITY	SOURCE DIRECTORY	FILES
1040	Wfx32\Client\20I	*.U0I

ENTITY	SOURCE DIRECTORY	FILES
1041	Wfx32\Client\20F	*.U0F
1065	Wfx32\Client\20P	*.U0P
1120C	Wfx32\Client\20C	*.U0C
1120S	Wfx32\Client\20S	*.U0S
990	Wfx32\Client\20X	*.U0X

If you do not follow the instructions and the copy does not appear similar to the following illustration, we will not be able to convert ProSystem *fx* returns. You must copy *all* the files and folders shown below.

Figure 5:10

Figure 5:11

Figure 5:12

Backing Up UltraTax CS Returns

For UltraTax CS returns, you will need to ***back up*** files through the UltraTax CS software to the temporary directory through the following steps:

1. Open UltraTax CS.

2. Select **File > Backup**.

3. At the **Backup** dialog, select the clients whose returns you want to back up.

4. Backup the clients to a temporary folder.

5. Zip up the folder(s) to which you copied your firm's client data and note the location of the ZIP file.

> If you do not follow the instructions and the backup does not appear similar to the following illustration, we will not be able to convert UltraTax CS returns. You must copy all the files and folders shown below.
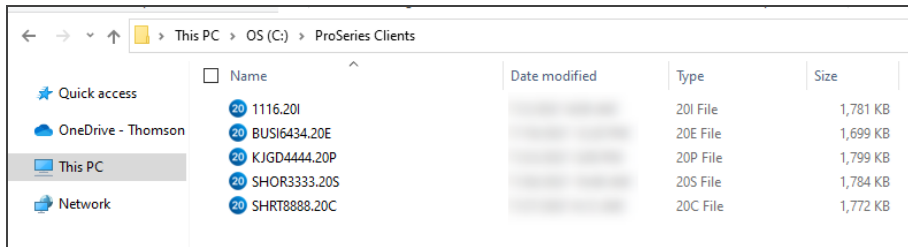

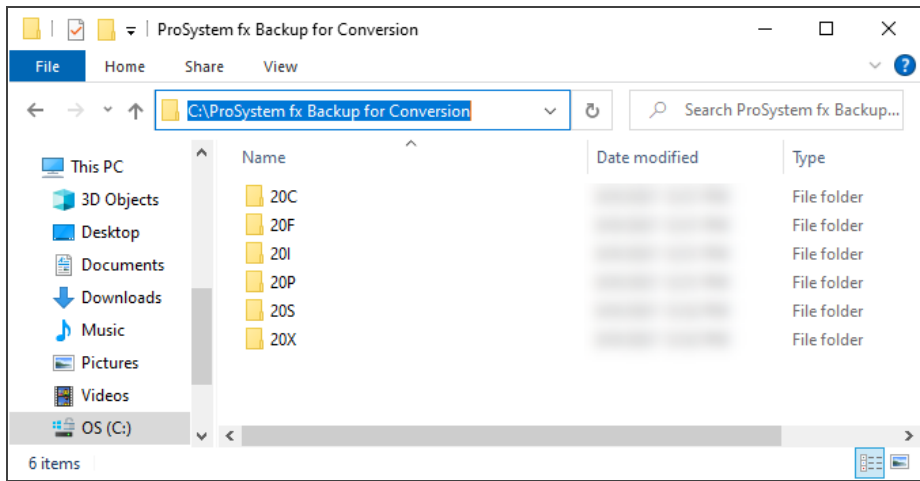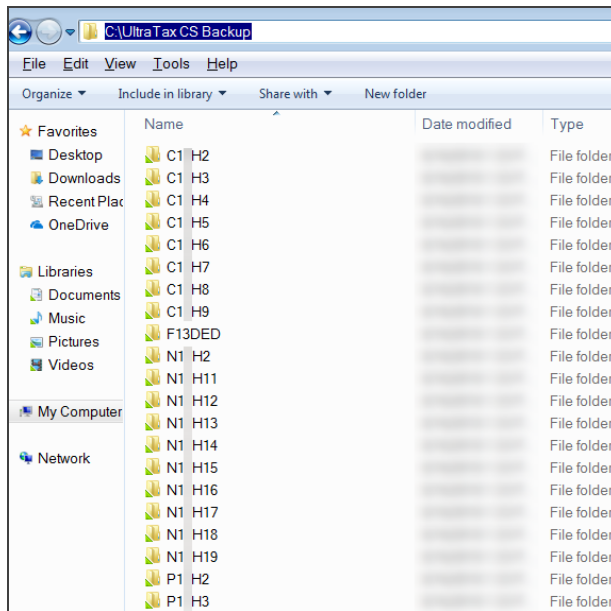**Figure 5:13**

Figure 5:14

Figure 5:15

Submitting Conversion Data to Thomson Reuters

To submit your firm's client data for conversion, you must upload the data through your CS website account using SDE.

If you do not already have a CS website account, follow the steps below to set up your account. If you have previously set up a CS website account, skip to step 7.

1. Go to **CS.ThomsonReuters.com**, and access the **My Account** tab.

2. Click the *create a free Web Account* option.

3. Mark the *GoSystem Tax RS Account Number* option, and enter your account number and zip code. Then click **Continue**.

4. Select your name from the drop-down list, or select the option that your name is not listed.

5. Enter your email address, password, and security question. Then click **Continue**.

6. Select your desired email subscriptions, and click **Finish**. Upon completion of the process, you will see a **Welcome** page. Click the **My Account** option.

7. Log into the **My Account** section of **CS.ThomsonReuters.com**, and access the Private Communication Center.

8. Click the competitor and product(s) exchange you would like to upload.

9. Click the **Browse** button, and then navigate to and select the ZIP file you created.

10. Click the **Open** button, and then click the **Upload** button to upload the ZIP file. Repeat for additional ZIP files.

11. When you are done, mark the **Upload Complete** check box, and click **Continue**.

You will receive a confirmation email message when the Data Conversion Team receives the data.

Checking the Status of Your Conversions

To check the status of your data conversion, contact Client Services at 1-800-327-8829, and listen to the options to select the applicable Support Group.

CONVERTING RETURNS IN YOUR OFFICE

CONVERTING RETURNS IN YOUR OFFICE

Conversion software for GoSystem Tax is tentatively scheduled for release in mid-December 2021. After the release, you can convert 2020 tax return data from ProSystem fx to 2021 GoSystem Tax proforma data in your office. This feature allows you to convert one return at a time.

> Details in this procedure are valid as of 10/15/2021, and are subject to change. Please consult our Customer Center website for the latest information.

1. Log in to GoSystem Tax.

2. On the top menu, select **Returns Processing**.

3. On the side menu, select **Import/Export > Tax Software Conversions > Select Files**.

4. Select the **Firm**.

5. Select the **Account** number for which you wish to convert returns.

6. Select the **Year** and **Tax Type**.

7. Select the **Convert** Type: *ProSystem fx*.

8. Click the **Select Files** button.

9. Browse to the location of the files that you need to convert. Refer to the table below for directories and files.

Figure 5:16

Figure 5:17

Figure 5:18

10. Select the file(s) to be converted, and click **Open**.

11. Click **Upload Files for Conversion**. The lower part of the screen will show the file information entered and the status of the file upload.

12. After the files are uploaded, click **Start Conversion Process**. The files are queued for a batch conversion process.

13. GoSystem Tax assigns a "batch" number for this process. To view the status of the conversion, on the top menu, select **Returns Processing**. On the side menu, select **Import/Export > Tax Software Conversions > Batch Status**.

14. Select the user and date range, and click **Continue**.

15. Click the batch number. The assigned locator number and conversion status appear.

Directory Source Table

ENTITY	SOURCE DIRECTORY	FILES
1040	Wfx32\Client\20I	*.U0I
1041	Wfx32\Client\20F	*.U0F
1065	Wfx32\Client\20P	*.U0P
1120C	Wfx32\Client\20C	*.U0C
1120S	Wfx32\Client\20S	*.U0S
990	Wfx32\Client\20X	*.U0X

OBTAINING RETURNS CONVERTED BY THOMSON REUTERS

OBTAINING RETURNS CONVERTED BY THOMSON REUTERS

When we complete conversion of your data, we place your new proformaed returns under your account number. We assign a unique identifier, called a locator number, to each converted return.

We create 1040 returns in the 2020 tax year. 1041, 1065, 1120, and 990 returns are created in the 2021 tax year. You will need to rollover 1040 returns to 2021 and generate printed Organizers as needed.

To view the converted files, from the GoSystem Tax Browser, on the top menu, select **Returns**. Then sort the list by **Client Code** or **Name**.

If you purchased Organizer Print at Thomson Reuters, we print those Organizers at our facility when the conversion is complete. Please contact Client Services to have Organizers printed at our facility, or you can print Organizers in your office.

CHAPTER 6: FREQUENTLY ASKED QUESTIONS

FAQS: ORGANIZERS

I have not received my Organizers. Where are they?

Possible reasons are:

- Your account file indicates that the Client Information Form for your firm has not been completed by selecting Ready for Preseason. The updated information generates Preseason materials from Thomson Reuters. For more information, click here.

- Your RS administrator has not authorized us to begin your Preseason processing. We will not begin your Preseason processing until it receives authorization. For more information on authorization, click here.

- Custom forms have not been received by Thomson Reuters or are still in production. We require a six-week lead-time for processing custom Organizers after you submit your forms to us.

FAQS: CUSTOM ARTWORK FOR PRESEASON ORGANIZERS

How do I order Custom Artwork for Preseason Organizers?

You may email the artwork in .BMP, .PNG, or .JPG format to **formlogos@tr.com**. Be sure to include **Preseason Custom Artwork Changes** in the subject line of your email.

You may also submit camera-ready artwork by mail to:

Thomson Reuters
Distribution-Custom, MS 600
2395 Midway Road
Carrollton, TX 75006-2584

FAQS: CONVERSIONS

Why do I have several different converted returns from the same client?

When you submitted your 2020 returns for conversion, you submitted several versions of the same client. We convert every return that you submit and assigns each return a unique return number.

Who can help me with Software Conversions done within my office?

Contact Support at 1-800-327-8829 and listen to the options to select the applicable Support Group for help with using the GoSystem Tax processing options.

What is converted from other tax software vendors?

We perform conversions from the prior year to the next year for 1041, 1065, 1120, and 990. For example, 2020 ProSystem *fx* returns are converted to 2021 Thomson Reuters returns when our conversion application is released in the fall. For 1040, we convert from the same year to the same year. After all 1040 returns are converted, you will have to rollover the converted 1040 returns.

> We do not convert every item in all returns, just as we do not proforma each item in Thomson Reuters from one year to the next.