GOSYSTEM TAX™

TAX SOFTWARE CONVERSIONS

FOR TAX YEAR 2021

Last Updated: October 15, 2021

THOMSON REUTERS®

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CHAPTER 1: 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.

CHAPTER 2: 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.

CHAPTER 3: 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.

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**.

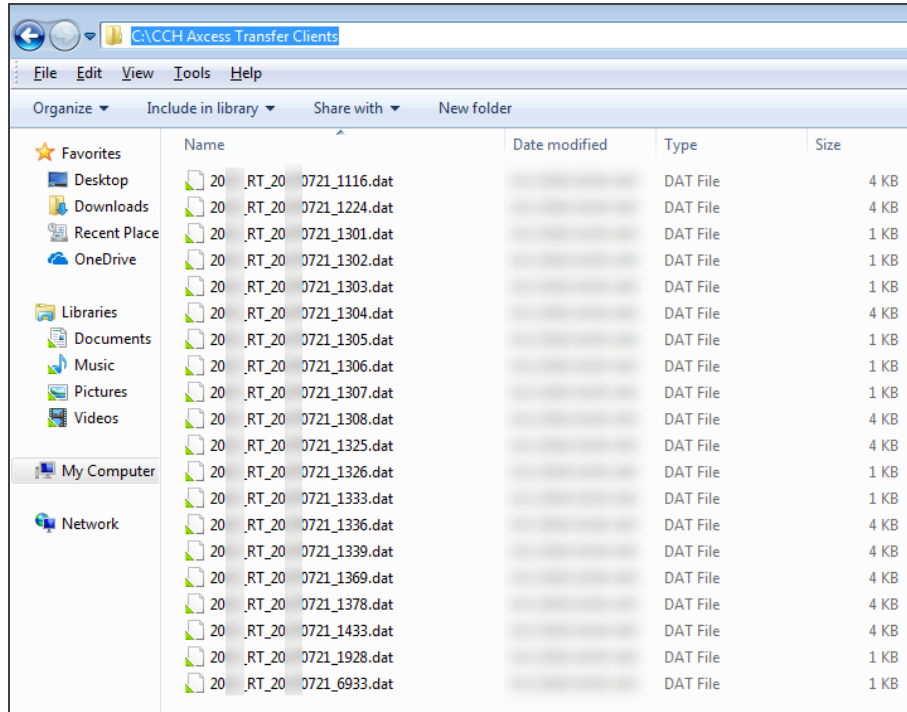4. The export folder should appear similar to the following:

Figure 3:1

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.
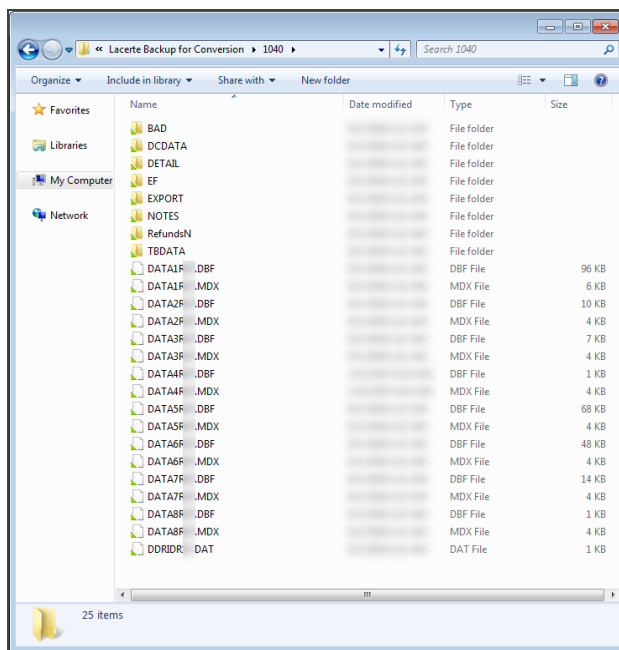

Figure 3:2

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.
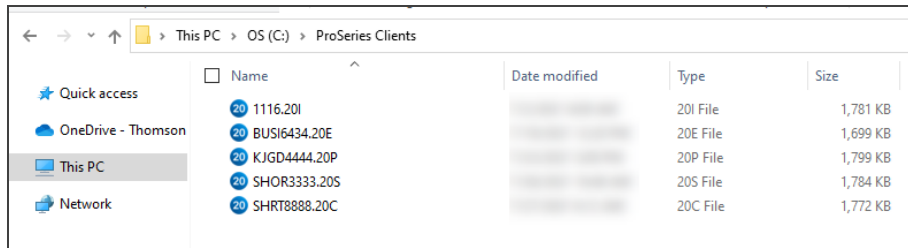

Figure 3:3

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
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.
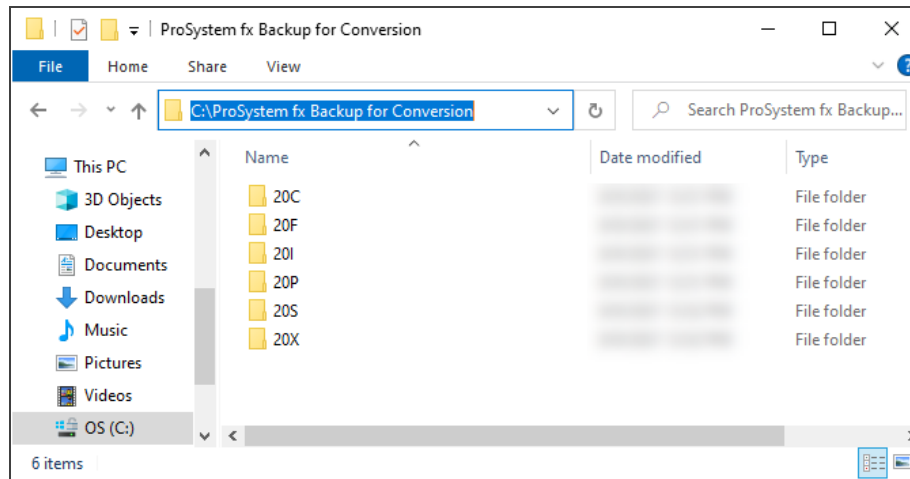

Figure 3:4

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.
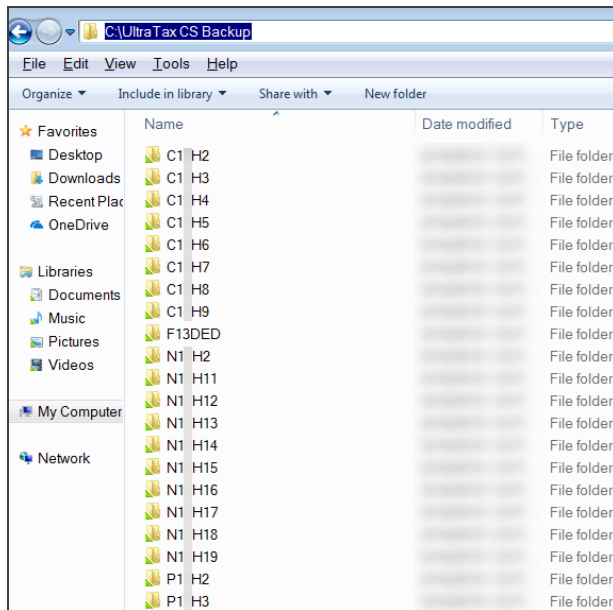

Figure 3:5

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.

CHAPTER 4: 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 4:1

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

CHAPTER 5: 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.