USATaxSystems

TAX SOFTWARE FOR PREPARERS

Conversions2004

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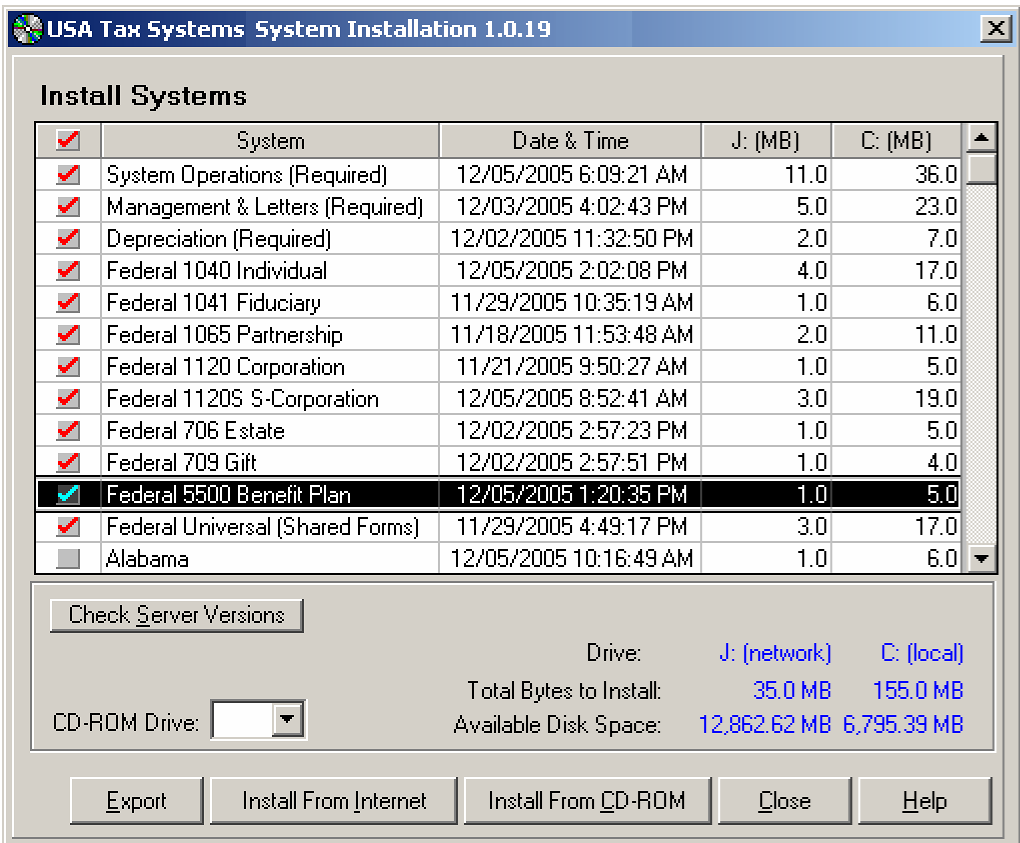
Conversion Process

1. As a precaution, backup your client data in your prior year software package.
2. Install the USA Tax 2004 Demo (follow the installation instructions provided with the demo).
    a. If you do not have a copy of the demo, call our Sales Team.
3. After the installation is complete, open the USA Tax 2004 Demo by clicking the *USA Tax icon* located on your desktop.
4. If the Client Selection screen appears, click the *Close* button.
5. On the menu bar click “Installations”, and then “Upgrade Systems”.



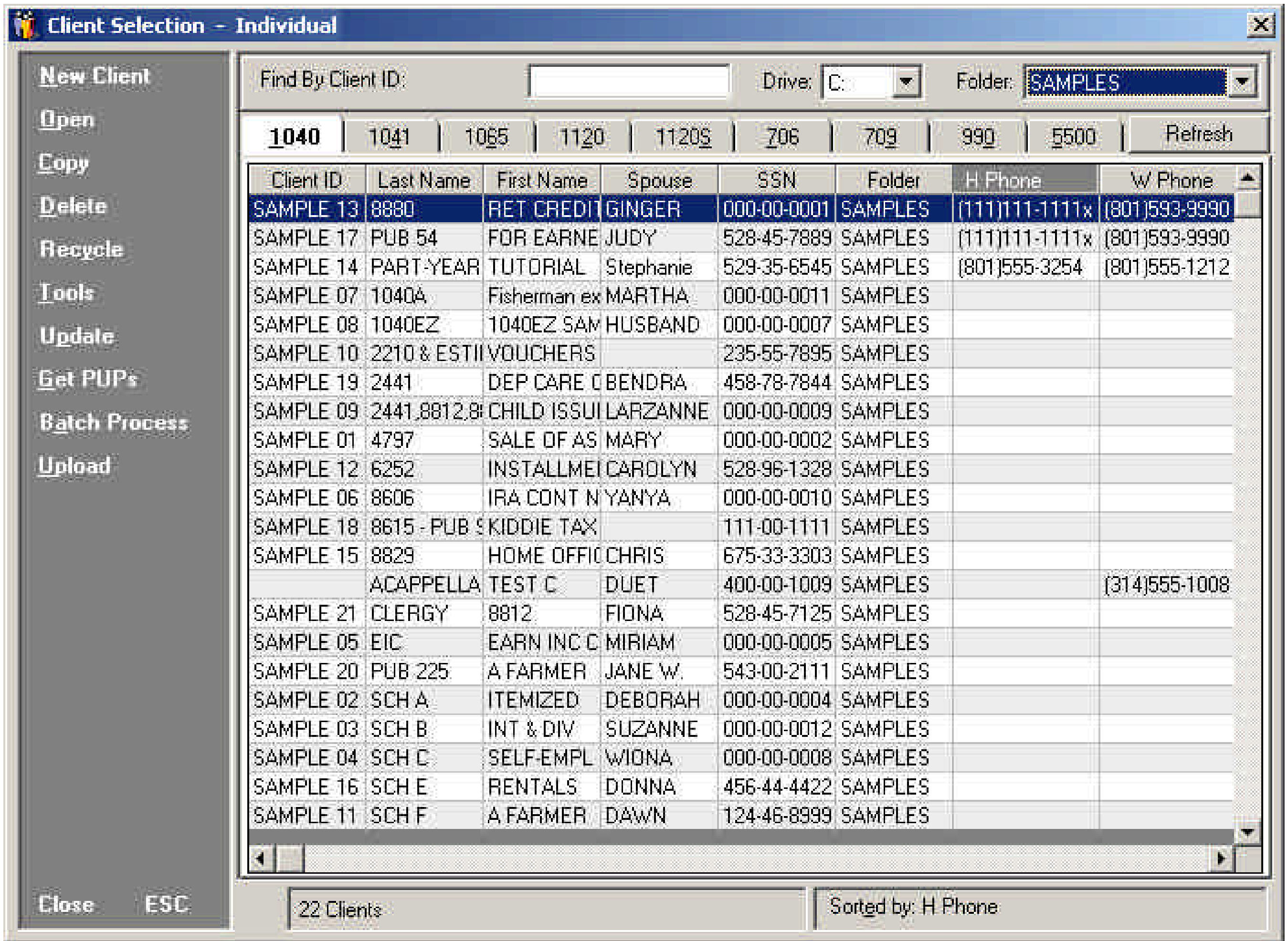
6. Tag the following items using your mouse. Do this by clicking on the gray box to the left of the item:
    a. System Operations
    b. Depreciation
    c. Federal Universal (Shared Forms)
    d. Federal 1040 Individual
7. Click the *Upgrade From Internet* button (Upgrades may take up to 1 hour).

8. Once the upgrade is complete, click the *Close* button.

9. Files that were upgraded will automatically decompress.

10. USA Tax 2004 will automatically open.

11. If the Client Selection screen appears, click the *Close* button.



12. Click the *File* menu and select *Convert Clients*.

13. USA Tax will automatically close.

14. The USA Tax 2004 Conversion Utility will open.

15. Select “Intellitax” in the Convert From combo box.

16. Verify Intellitax Data Path:

C:\Orrtax\2004\TPData (Default Intellitax)

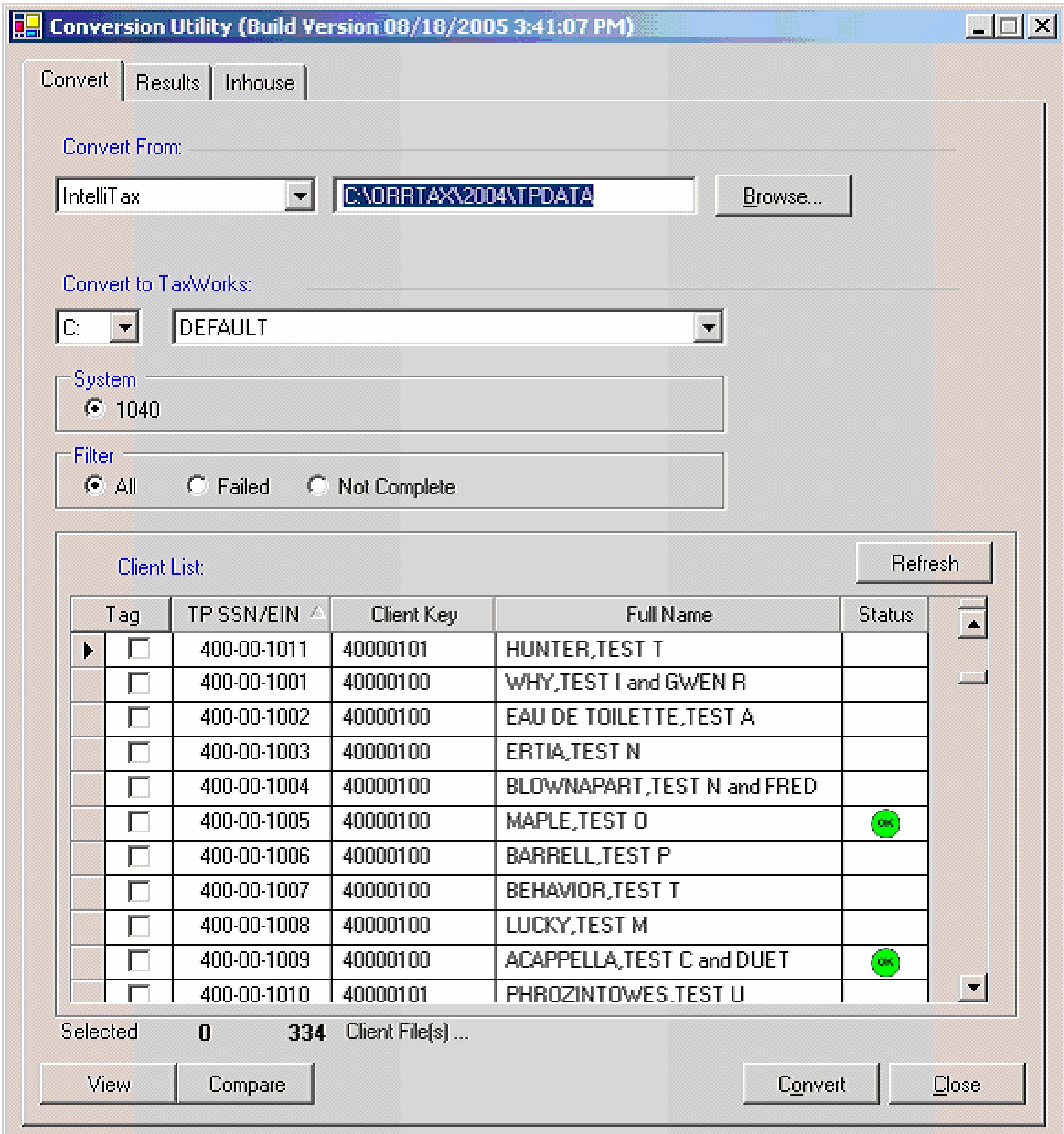
Note: Vendor Data Path will change with system selected at the bottom of the screen.

17. Select the USA Tax Drive (default is C:)

18. Select the USA Tax Folder (default is DEFAULT)

19. Tag the clients you want to convert. Do this by clicking the gray box to the left of the client.

20. Click the *Convert* button.



21. Once the conversion is complete, the status of each client will be displayed in the *Status* column.

22. To view a conversion report. Click the *Results* tab.

23. When you are done click the *Close* button

24. USA Tax 2004 will automatically open.

25. If the Client Selection does not open automatically click, the *Clients* button located on the button bar.

26. Carefully review your converted data files to be sure your converted data is accurate. If you have items that did not convert, manually enter them in the USA Tax program.

Double click on the desired client file; or, highlight the desired client and click *Open* located in the left column.

27. Verify that client data stated in the manual converted correctly.

28. If you have any questions or suggestions concerning the conversion process please contact us.

29. Occasionally we will upgrade items in the conversion program. We will post upgrade changes on the web. You may reconvert clients affected by these changes. CAUTION: Entries made in USA Tax to previously converted clients will be lost.

Disclaimer Statement

The goals of the USA Tax data conversion are as follows:

1. To convert only the Intellitax data (to USA Tax format) that you will need to run the Update Clients, this transfers your 2004 USA Tax data to 2005 USA Tax.

The data conversion is NOT intended to do the following:

1. It is NOT intended to convert all of your data
2. It is NOT intended to allow you to generate a complete and accurate 2004 USA Tax return!

Note: Do not process/prepare 2004 tax returns using only the converted information, as tax calculations may not be accurate. Some manual data entry may be required.

Depreciation Worksheet Conversions (All Systems)

- We recommend you print a copy of the USA Tax Federal Depreciation Schedule and verify that the USA Tax current depreciation amounts match those calculated by your prior software. Due to the many ways depreciation can be calculated, there may be slight differences that could require manual overrides in the USA Tax Depreciation Worksheet.
- If you have overridden any depreciation calculations, please review them for accuracy.
- If you used 200% declining balance on any farm asset, you will need to override the current depreciation.
- If you had selected to delete the asset next year, the asset will not convert.
- Any asset carrying to Sch A points will be depreciated over the life of the asset using the Straight Line Method.
- Assets involved in a like-kind exchange may not convert properly, because of the difference in handling between the two systems. Please review them carefully to make sure the correct information is entered into the USA Tax Depreciation Worksheet.
- Due to the limited amount of information being converted, if you have current year Section 179, the conversion may calculate a carryforward of these amounts. To remove the unused carryforward, open the USA Tax 2004 Depreciation Worksheet, click the 179 button, and remove any unnecessary information.

Individual Conversions

Note: USA Tax only converts the information necessary to prepare a Proforma.

- Preparer Information – Will not convert.
- State information - Will not convert.
- Items selected for deletion for next year - May not be taken into account. You may have to manually remove some items after updating to 2004 in USA Tax.
- Detail statements – All amounts and descriptions may not convert.
- Non-Calculated Forms – Will not convert.

Intellitax Classic® to USA Tax®

Automated Individual Conversion Items (1040)

The **underlined and bold titles** are the titles that correspond with the Forms Pane of the USA Tax tax program. The *underlined Italicized* titles are the sub-titles within the input screen.

General Information

Taxpayer Last Name
Taxpayer First Name
Taxpayer Title
Taxpayer Social Security Number
Taxpayer Occupation
Taxpayer Pres. Elect Campaign
Spouse First Name
Spouse Last Name
Spouse Social Security Number
Spouse Occupation
Spouse Pres. Elect Campaign
Taxpayer/Spouse In Care of
Taxpayer/Spouse Street Address
Taxpayer/Spouse City
Taxpayer/Spouse State
Taxpayer/Spouse Zip
Taxpayer/Spouse County
School District Name
School District Number
Taxpayer/Spouse daytime telephone number
Taxpayer/Spouse work telephone number
Military address stateside check box
Taxpayer Blind Checkbox
Spouse Blind Checkbox
Filing Status (1 Single, 2 MFJ, 3 MFS, 4 HOH, 5 Widow(er))
Head-of-Household Qualifying Name
Head-of-Household Qualifying Social Security Number
Qualifying Widow(er) - Year of Spouses Death
Married Filing Separate – Spouse Name
Taxpayer/Spouse Death Date
Single, Dependent of another Checkbox

Dependents

First Name
Last Name
Birth date
Social Security Number
Relationship
Months in Home
Not Eligible for Child Tax Credit Checkbox
Disabled
College Student
Child Care Expenses

W2 Items

Taxpayer/Spouse Indicator
Taxpayer/Spouse Name
Taxpayer/Spouse Address
Taxpayer/Spouse City, State and Zip Code
Employer Name
Employer Address
Employer City, State and Zip Code
Federal Employer Identification Number
Employer control code

Interest

Financial Institution
Taxpayer/Spouse indicator

Dividends

Financial Institution
Taxpayer/Spouse indicator

Schedule A

Medical Expenses Description
Other Taxes
Contributions by Cash or Check
State and Local Income taxes in addition to with held

Home mortgage Interest not reported on form 1098
Name
Address
Social Security Number

Schedule B

Seller Financed Mortgages
Taxpayer or Spouse indicator
Name
Address
Social Security Number

Schedule C

Business Name
Business Address
Business City, State and Zip Code
Principal Business Including Product or Service
Spouse Schedule C
Principal Business Code
Business Employer Identification Number
Other Accounting Method – specify
Material Participates
Inventory at the end of the year
Suppress automatic SE
Lower cost or market

Schedule E

USA Tax breaks out by Property and does not combine them like Intellitax Classic
Property Kind - Description
Full Address (including City, State and Zip Code)
Real estate professional
Exempt from Passive
Non active Participation

Schedule F

Spouses Schedule F
Principal Product
Employer Identification Number
Activity Code
Taxpayer materially participates
Inventory at the end of the year

Schedule R

Taxpayer – Permanently and totally Disabled
Spouse – Permanently and totally Disabled

K-1 - Partnership

Entity Ownership Code (Taxpayer, Spouse, or Joint)
Entity Name
Employer Identification Number
K-1 Materially Participated
K-1 Some Not at Risk
Final Disposition
Foreign Entity
Real estate professional
Tax shelter registration number

K-1 – S Corporation

Entity Ownership Code (Taxpayer, Spouse, or Joint)
Entity Name
Employer Identification Number
K-1 Some Not at Risk checkbox
Final Disposition
Foreign Entity
Real estate professional
Tax shelter registration number

K-1 – Fiduciary

Entity Ownership Code (Taxpayer, Spouse, or Joint)
Entity Name
Employer Identification Number
Foreign Entity checkbox
Real Estate Professional
Materially Participated
Active Rental Estate

Form 1099R

Taxpayer/Spouse indicator
Payer Name
Payer Address
Payer City, State and Zip Code
Payer Employer Identification Number
Taxpayer/Spouse Name
Taxpayer/Spouse Address
Taxpayer/Spouse City, State and Zip Code
IRA/SEP Checkbox
Distribution Code
Account Number
1st and 2nd State
1st and 2nd State payer number
1st and 2nd State Name of locality

Form 1116

Elect Simplified AMT Method
Resident County

Form 2106

2106 Vehicle 1 Date placed in service
2106 Vehicle 2 Date placed in service
Occupation
Vehicle placed in service date
Spouse’s business expense
Qualified performing artist
Handicapped

Form 2441

Name
Street Address
City, State & Zip code
Social Security Number
Employer Identification Number

Form 2555

Foreign Address
Employer Name
Employer US Address
Employer Foreign Address
Last year Form 2555 was filed
Date bona fide residence
Type of Visa
Employer is a Foreign Company
US Company
Self Employed
Other type of company
Taxpayer or Spouse indicator

Form 4835

Spouse’s form 4835
Employer Identification Number
Other expenses

Form 6252

Description
Date acquired
Date sold
Gross Profit Ratio

Form 8829

Homes basis or market value
Total area of home
Area of home used
Value of land