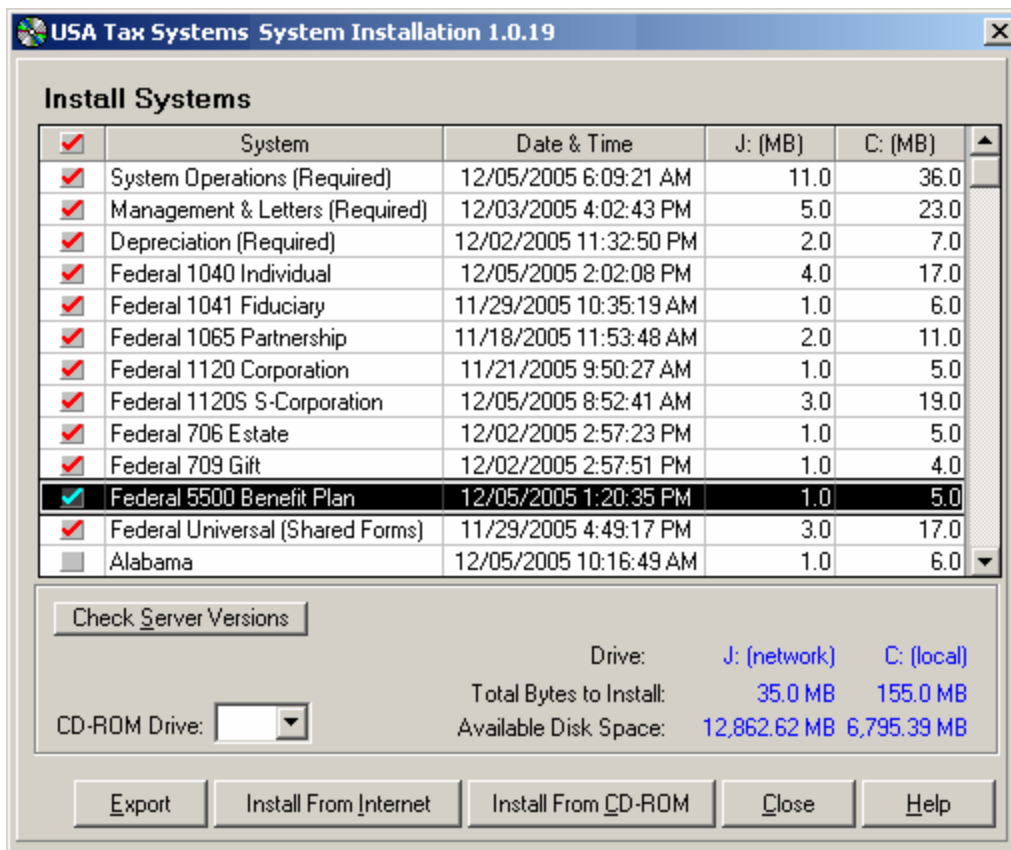




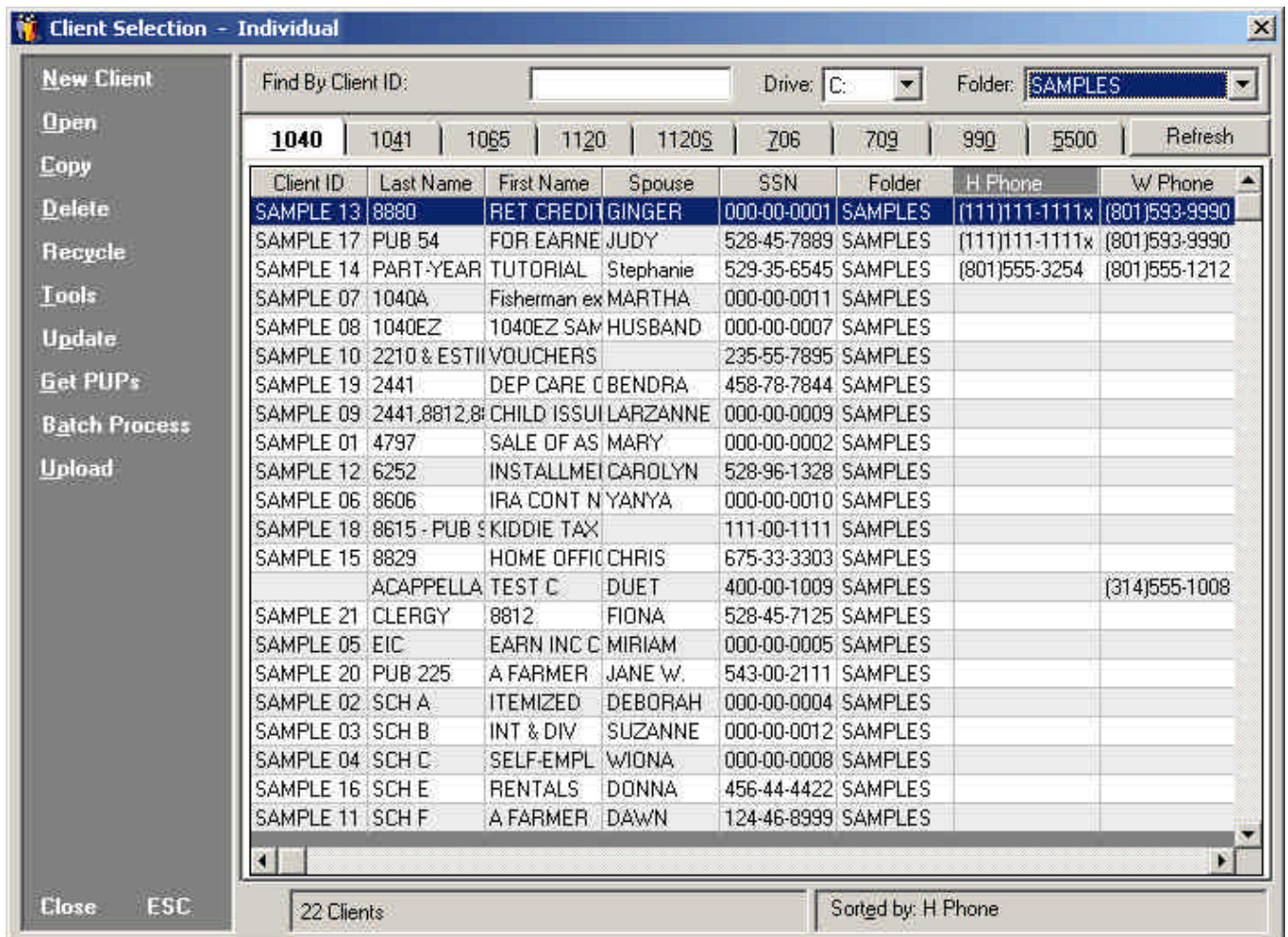
Conversions2004

Conversion Process

1. As a precaution, backup your client data in your prior year software package.
2. ProSystemsFX client data **MUST** be calculated prior to converting. This can be done by going to ProSystemsFX Tax, Product Processing, and Calculate Returns.
3. 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.
4. After the installation is complete, open the USA Tax 2004 Demo by clicking the *USA Tax icon* located on your desktop.
5. If the Client Selection screen appears, click the *Close* button.
6. On the menu bar click "Installations", and then "Upgrade Systems".



7. 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
8. Click the *Upgrade From Internet* button (Upgrades may take up to 1 hour).
9. Once the upgrade is complete, click the *Close* button.
10. Files that were upgraded will automatically decompress.
11. USA Tax 2004 will automatically open.
12. If the Client Selection screen appears, click the *Close* button.



13. Click the *File* menu and select *Convert Clients*.
14. USA Tax will automatically close.
15. The USA Tax 2004 Conversion Utility will open.

16. Select "ProSystems" in the Convert From combo box.

17. Verify ProSystemsFX Data Path:

C:\wfx32\client\04I (Default ProSystemsFX)

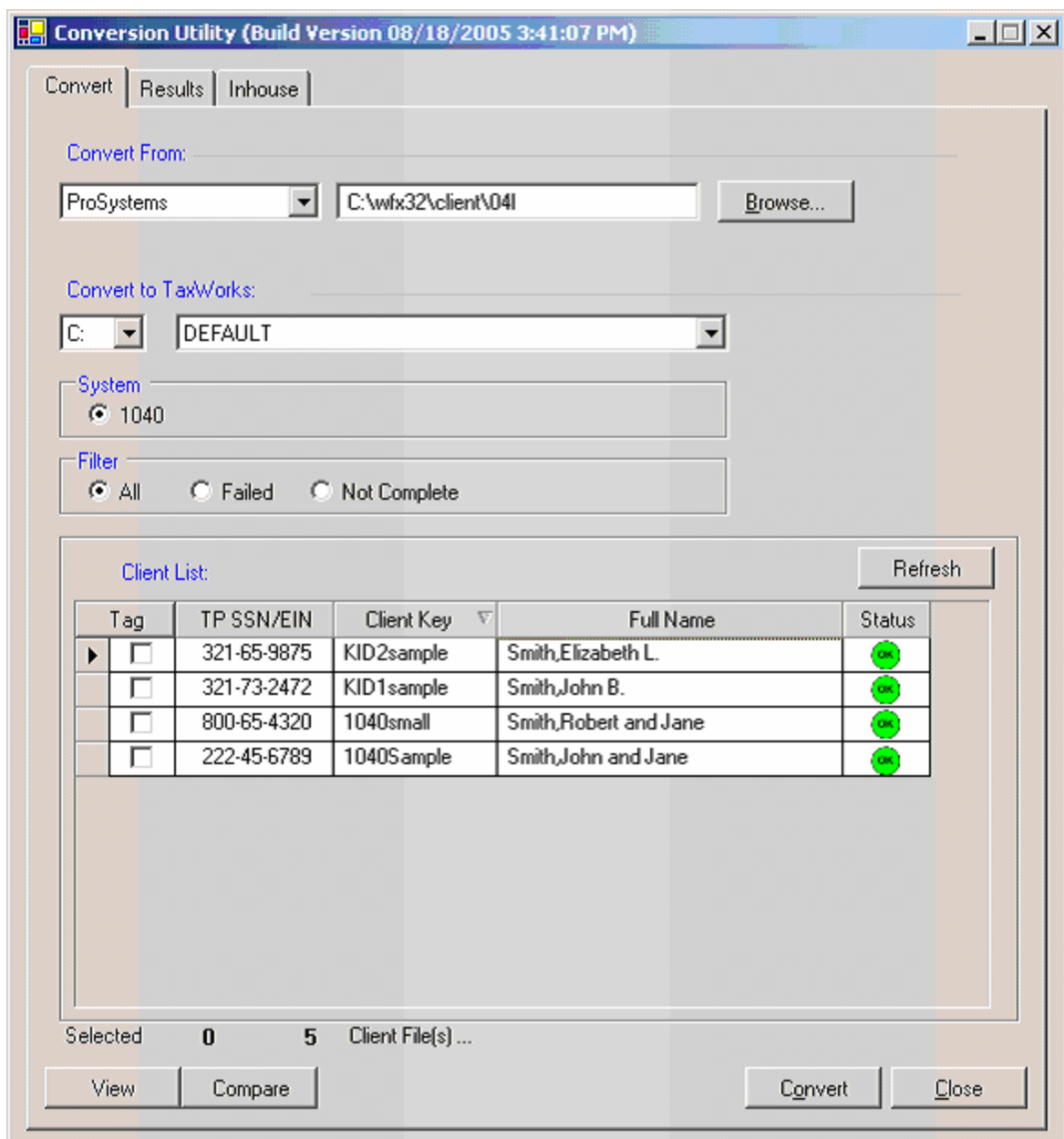
Note: Vendor Data Path will change with system selected at the bottom of the screen.

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

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

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

21. Click the *Convert* button.



22. Once the conversion is complete, the status of each client will be displayed in the *Status* column.
23. To view a conversion report. Click the *Results* tab.
24. When you are done click the *Close* button
25. USA Tax2004 will automatically open.
26. If the Client Selection does not open automatically click, the *Clients* button located on the button bar.
27. 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.
28. Verify that client data stated in the manual converted correctly.
29. If you have any questions or suggestions concerning the conversion process please contact us.
30. 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 ProSystemsFX 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 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.
- ✍ Vehicle expenses are not converted.
- ✍ Asset force options may not be converted correctly, please review them for accuracy.

Individual Conversions

- ✍ 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.

ProSystemsFX® 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 Blind Checkbox
Taxpayer First Name	Spouse Blind Checkbox
Taxpayer Social Security Number	Taxpayer E-mail address
Taxpayer Occupation	Spouse E-mail address
Taxpayer Date of Birth	Taxpayer Cell Phone
Spouse First Name	Filing Status (1 Single, 2 MFJ, 3 MFS, 4 HOH, 5 Widow(er))
Spouse Last Name	Head-of-Household Qualifying Name
Spouse Social Security Number	Head-of-Household Qualifying Social Security Number
Spouse Occupation	Qualifying Widow(er) - Year of Spouses Death
Spouse Date of Birth	Married Filing Separate – Spouse Name
Taxpayer/Spouse Street Address	Taxpayer/Spouse Death Date
Taxpayer/Spouse City	Single, Dependent of another Checkbox
Taxpayer/Spouse State	
Taxpayer/Spouse Zip	
Taxpayer/Spouse daytime telephone number	

Schedule A

State and Local Income taxes in addition to with held	<i><u>Mortgage Interest not Reported on Form 1089</u></i>
Other Unreimbursed Expenses	<input type="radio"/> Name
Charitable Contributions (Cash/Non Cash)	<input type="radio"/> Address
Miscellaneous Deductions	<input type="radio"/> Social Security Number
	<input type="radio"/> Federal ID Number (EIN)

Form 2106

Occupation	Taxpayer or Spouse Indicator
2106 Vehicle 1 Date placed in service	Qualified Performing Artist
2106 Vehicle 2 Date placed in service	

Dependents

First Name	Dependent Ineligible for Child Tax Credit Checkbox
Last Name	Disabled
Birth date	College Student
Social Security Number	Child Care Expenses
Relationship	
Months in Home	

W2 Items

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

B- Schedule B

Income From Seller-Financed Mortgages

o Address

o Social Security Number
o Federal ID Number

Interest

Financial Institution
Taxpayer/Spouse Indicator

State

Dividends

Financial Institution
Taxpayer/Spouse Indicator

State

Schedule F

Principal Product
Employer Identification Number
Agricultural Activity Code

Spouse's Schedule F
Taxpayer does not materially participate
Inventory at the end of the year

4562 – Form 4562

All Information (from Depreciation Worksheet)

4797 – Form 4797

All Information (from Depreciation Worksheet)

4835 – Form 4835

Spouses Form 4835
Employer ID Number

Taxpayer actively participates in operation
Of business 1=no

1099R – Pensions and Annuities

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
Taxpayer/Spouse Indicator

IRA/SEP Checkbox
Distribution Code
Account Number
1st and 2nd State
1st and 2nd State payer number
1st and 2nd State Name of locality
Age at starting date

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
Accounting Method (cash, accrual, other, specify)
Inventory Method – Lower cost of market
Other Inventory method box
Materially Participates 1=no
Inventory at the end of the year

Schedule E

Property Kind - Description	Rental is part of personal residence
Full Address (including City, State and Zip Code)	Real estate professional
Percentage of ownership (if not 100%)	

K-1 (1041)

Entity Ownership Code (Taxpayer, Spouse, or Joint)	Employer Identification Number
Entity Name	Tax Shelter Registration Number

K-1 (1065)

Entity Ownership Code (Taxpayer, Spouse, or Joint)	Tax Shelter Registration Number
Entity Name	Foreign Entity
Employer Identification Number	

K-1 (1120S)

Entity Ownership Code (Taxpayer, Spouse, or Joint)	Employer Identification Number
Entity Name	Tax Shelter Registration Number

Assets (Depreciation)

All fields available from the report provided by the previous software.

8829 – Form 8829

Area used	Value of land included on line 35
Total area of home	Carry to Form Number/Multiple Number
Smaller of Home's adjusted basis or its fair market value	

6252 – Form 6252

Description	Date sold
Date acquired	Gross Profit Ratio

1116 - Foreign Tax Credit

Resident County

2106 - Employee Business Expense

Occupation	Taxpayer/Spouse Indicator
Vehicle placed in service date	Qualified Performing Artist

4562 – Depreciation or Depletion

AssetID	AMT Prior Depreciation
Form Number	AMT Override Current
Multiple Form Number	Business Miles
Description	Total Vehicle Miles
Method	Commuting Miles
Period	Vehicle Available for Personal Use
Other	Vehicle used by more than 5%
Division	Other Vehicle Available for Personal Use
Evidence of Business Use Claimed	Meet Qualified Auto Demo Require
Is Evidence Written	Date placed in service
Federal Cost	Sale Date of Disposition
Federal Current Section 179	Amortization Code Section
Basis Reduction (Land other)	Functional Category
Salvage Value	Type
Federal Depreciation Method	Property Taxes
Federal Prior Depreciation	Qualified Enterprise Zone
Override Current Depreciation	Renewal Comm Business
AMT Basis	