Taxprep Forms

# Quick start guide 2022

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# Copyright

# Introduction

Welcome to *Taxprep Forms*!

This **Quick Start Guide** is designed to acquaint you with the *Taxprep Forms* program as well as to give you tips on how to use the program. This is not an in-depth guide; please refer to the Help any time for tax or technical assistance when you are in the program. For information on tax changes, please refer to the *Release Notes* for each version.

# Table of Contents

# Overview

## Different Views

The *Taxprep Forms* program is comprised of several different views that allow you to perform different functions within the program.

*The Taxprep Forms Views*

The **Professional Centre** provides important information about the program, tax news and links for customer service and support.

The **Client Manager** displays all of your client files. You can use it to open and roll forward files, print client files, EFILE slips, create reports and perform other functions that help you to manage the tax preparation process.

The **Forms** view is where you prepare the client files. You can print the tax client files or transmit the slips of the active client file.

The **Print Formats** is where you define the print settings for each form included in the client file, such as the number of copies and the printer selection.

The **Preparer Profiles** is where you enter data that you want by default in every client file.

The **Filters and Diagnostics** view contains predefined and customized filters and diagnostics that you apply in the Client Manager or in the diagnostics pane to generate reports or to define certain situations.

The **Letters and Labels** view is where you create customized templates for letters and labels.

The **EFILE Log** lists all the transactions related to electronically filed client files and provides follow-up options and reports.

The **EFILE Archive** stores archived transactions from the EFILE Log.

## Accessing Views

The various views in the program are accessed using the **Menu** button.
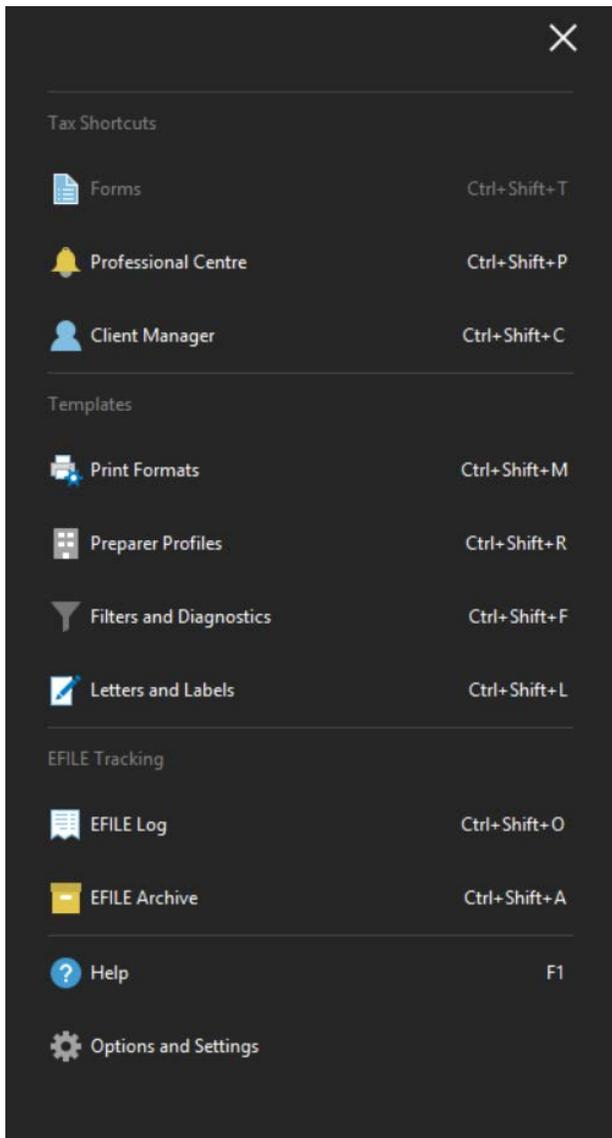
You can also access the views using the applicable shortcut key combinations.

The name of the current view appears beside the **Menu** button.



## Toolbar

The toolbar provides quick access to the most common commands in the program.



The icons displayed on the toolbar will vary. For example, different icons will be displayed when you are viewing the Form Manager vs. when you are viewing a form.

The toolbar icons will also vary from view to view, as some commands may not be applicable in all views.

**The Professional Centre**

The **Professional Centre** is a dedicated Web page that provides the latest information on *Taxprep Forms,* including automatically alerting you to any program updates.

On the **Professional Centre** you will see a link to the Help Centre and to support documents such as the *Release Notes*, as well as links to training resources and to the searchable Knowledge Base. The **Professional Centre** also provides information on how to contact *Taxprep* for customer service and support.

For more information on the *Taxprep* Help Centre and the Knowledge Base see page 27.

**Default View**

By default, when you launch *Taxprep Forms*, the **Forms** view will be displayed. However, in **Tools/Options and Settings** (see below), you can configure the program to automatically open in the **Client Manager** or **EFILE Log**.

# Setup

## Options and Settings

You can configure most aspects of the program using the **Options and Settings** command on the **Tools** menu.

**Note:** If you are using the **Network** version, some options and settings may be pre-configured for various user groups. Check with your Network Administrator for more information.

Click the section title to see a description of the options and settings contained in each section. Any changes that you make will be saved automatically when you click **OK** or **Apply**.

**Note:** The options and settings are saved on your workstation and are unique to you.

## Preparer Profile

Your preparer profile is configured in the **Preparer Profiles** view. You can have multiple Preparer Profiles.

Click **New** to create a preparer profile. If you do not create a preparer profile, the program will use the defaults for the various options presented in the **Preparer Profiles** view.

The **Preparer Profiles** edit screen has five tabs: **Profile**, **Staff**, **Authorization Forms**, **Client Letter** and **Bill**.

Click the **Profile** tab to enter information about your firm and your preferences with respect to preparing and filing your client files.

Click the **Staff** tab to enter the names of the staff and partners using *Taxprep Forms* for purposes of selecting these names in each client file for tracking purposes.

Click the **Authorization Forms** tab to enter information and modify settings used when completing and filing the authorization forms.

Click the **Client Letter** tab to configure your client letter options such as salutation, references to your firm, and customized opening and closing paragraphs.

Click the **Bill** tab to configure your billing options in the Invoice Profile, including the standard charges for the detailed invoice.

The first time you save a preparer profile, the program will display the **Preparer Profile Properties** dialog box.

You can enter a new name and description for your preparer profile. Click **Default** if you want that preparer profile to be used by default. You can change the information in this dialog box

> **TIP**
>
> When creating additional preparer profiles, you can make a copy of any existing profile and simply change selected fields.

at any time using the **Set Properties** command. Click **OK** to return to the **Preparer Profiles** view.

All of the profiles that you create will appear in the list of **Preparer Profiles**. A check mark will appear beside the default Preparer Profile.

Refer to the Help for more information on the Preparer Profile.

# Preparing Client Files

## Roll Forward

If your firm used *Taxprep Forms or FormMaster* last year, the files from the prior taxation year can be used to assist you in preparing your information returns and forms this year. You may also be able to roll forward files created using another forms program.

In addition, you can roll forward files created with the current version of *Taxprep Forms* to facilitate preparing information returns for short year ends or to start entering data in advance of the release of the following year's program.

### What is a Roll Forward?

The roll forward procedure creates a new file for the current taxation year based on what was in last year's client file to avoid re-entering information that was gathered in a prior year.

When a file is rolled forward, the permanent information (e.g. client name, address, client ID), including recipient information is retained and the closing balances of any amounts rolled forward (e.g. Undepreciated capital cost allowance) become the opening balances.

In addition, the data entered in the prior year file is retained for comparison purposes.

### Using the Roll Forward

Roll forward of files can be done from the **Client Manager** and **Forms** views. To roll forward files from a single folder, proceed as follows:

1.  On the **File** menu, click **Roll Forward**.

2.  Click the drop-down list at the bottom right corner of the dialog box to select the type of file you wish to roll forward.

    | CCH Forms (*.T21) ⌄ |
    |---|
    | CCH Forms (*.T21) |
    | CCH Forms (*.T22) |
    | CCH Forms (*.T23) |
    | CCH Forms  (*.T??) |
    | ProFile FX Files  (*.21X) |
    | AvanTax eForms Files  (*.T21N) |
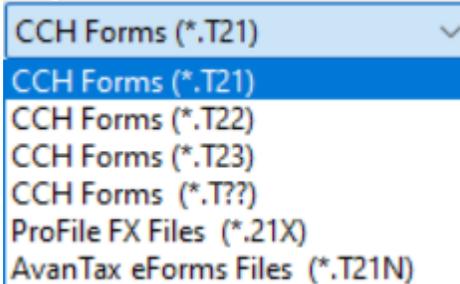
3.  Select the client file(s) from last year that you want to roll forward.

4.  Click **Open**.

5.  The **Roll Forward** dialog box will be displayed on the screen. In the **File Options** and **Data Options** tabs, select the desired options.

6.  Click **OK** to start the roll forward process.

When a single file is rolled forward, it opens in the *Identification* form.

> 💡 **TIP**
>
> **Rolling forward files from Multiple Folders**
> If your prior year files are in different folders, you can use the Client Manager to view a list of all of last year's files from multiple locations and select the files that you want to roll forward.

# Opening Files

To open an existing file, or a file that has been rolled forward, on the **File** menu, select **Open**.

You can open as many data files as you want.

You can open several client files at the same time using the Client Manager. Simply select the client files you want to open, then on the **File** menu, click **Open**.

## Opening Files Created with a Prior Version

You can also open a file with a .T22 file extension created with *Taxprep Forms* 2021. When opening a prior version file, you will be given the option to recalculate the file using the current version. If you reply "No," the file will open in "data locked" mode, and the data will be unchanged. Note that once the file has been saved in the current version, you will no longer be able to open the file using a prior version.

## Opening Prior Year Files Using Shortcuts

When rolling forward the prior year client file, a shortcut to that client file will be automatically created. The shortcut will allow you to quickly access the prior year file.

This shortcut will be available using the **Prior Year/Open last year's client file** command on the **File** menu or by pressing **Ctrl+E**. It is also accessible by clicking the **Prior Year** icon on the toolbar and selecting a shortcut to a prior-year file.

When you click the shortcut for the 2021 client file, it will be opened in the 2021 version of *Taxprep Forms*, provided it is installed and accessible. If you have rolled forward a 2021 file to 2022 (e.g., for a short tax year of a partnership) clicking the shortcut to the 2022 file will open the file in the current version.

You can also modify or delete existing shortcuts and manually create new shortcuts to other current year client files (e.g. shortcuts to client files for related parties). Once created, the shortcut will allow you to quickly access another client file.

# Client Manager

The Client Manager provides information on all of your client files.

It is used when you want to perform a function on multiple client files, such as:

- Opening client files
- Rolling forward data
- Recalculating client files
- Importing data
- Generating reports on your clients
- Printing client files
- Printing slips
- Printing letters and labels
- Electronic filing

The Client Manager is also a useful tool for easily locating the files that you want to open. You can sort your client files by any field and find a client file simply by typing the client name.

For more information on the Client Manager, refer to the Help.

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**TIP**

In tables like the Client Manager and Form Manager, you can select items in several ways:

- To select adjacent items, click the first item, and then press Shift while clicking the last item.
- To select non-adjacent items, click the first item, and then press Ctrl while clicking each item.
- To select the entire list, click on the first item, and then press Shift and End simultaneously.

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**TIP**

Once you have finished work on a specific data file, close the file to avoid entering data into the wrong client file.

## Starting a New Client File

From the **Client Manager** or the **Forms** view, click **New** to start a new client file.

*Taxprep Forms* will open in the *Identification* form.

If you are using *CCH® iFirm®*, you can sync certain identification data between the *Personal Taxprep* client file and your client contacts in *CCH iFirm*. Refer to the Help for more information.

## Creating files from another Taxprep product

If you use *Personal Taxprep*, *Corporate Taxprep*, or *Taxprep for Trusts*, you can use the command **Create Taxprep Forms file** on the **File** menu to create a new *Taxprep Forms* file and automatically copy data from the Identification of the T1, T2 or T3 client file to the Identification form in the new *Taxprep Forms* file. Once the file is created, it will be automatically opened in *Taxprep Forms*.

# Accessing Forms

There are two different methods for accessing forms in *Taxprep Forms*: selecting forms from the Form Manager or using Xpress.

## Form Manager

To access the Form Manager, press F4 or click the **Form Manager** icon on the toolbar.

The Form Manager provides easy access to the various forms available in *Taxprep*.

Simply select the form that you want then press **Enter** or double-click to open the form.

To help you locate your forms quickly, *Taxprep* assigns a jump code for each form. Simply start typing the jump code and *Taxprep* will search for that code.

If you don't know the jump code of a form, you can use the Search field on the Toolbar (or press **Ctrl+F**). Simply enter your search text and the program will display all of the forms that contain that search text as part of the jump code, title or description.

### *Form Type*

Forms are also identified by type (e.g. T4/RL-1).

You can customize the forms displayed on the Form Manager according to the type of form you require. Click the filter icon in the **Type** column to filter on the appropriate type of form. You can select multiple form types. Use the **Search** field at the top of the filter dialog to find a specific form type.

Once the filter is applied, the Form Manager will only display the selected form types.
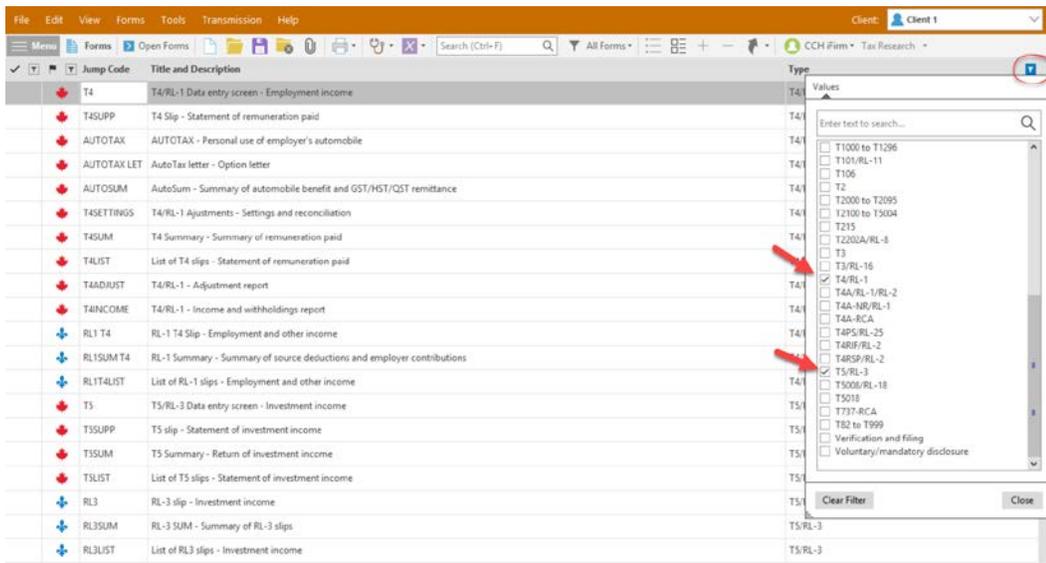
To return to the complete list of forms, click the close box at the bottom left corner of the Form Manager to clear the filter.
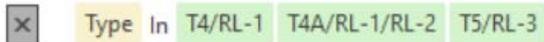


You can also create your own custom group of forms that includes any combination of slips, schedules, and forms. Refer to the Help for more information on creating a custom group of forms.

### Open Forms

Once a form is open, a tab for the form will appear at the top of the form display. Click any form tab to view an open form. Click the **Close** (X) button or press **ESC** to close the form and remove the form tab.

You can also access forms by drilling down from a form using the **Expand** command.

You can use F6 to toggle back and forth between the current form and the last form viewed.

Use F8 to toggle between federal and provincial equivalent forms.

Press F4 to toggle between the Form Manager and the open forms.

**Note:** The program will retain information about what forms were opened and where the cursor was positioned, so that the next time the file is opened (by any user), the same forms will be opened automatically.

## Xpress

Taxprep Xpress allows you to view the data in the client file in a table format. You can select a filter to limit the data that you are viewing (e.g. only view the overridden data).

The data in the Xpress table is fully interactive with the data in the forms. Any change made on the form will be immediately reflected in the Xpress table and vice versa.

If the client file was rolled forward from a prior year *Taxprep Forms* file, the data entered in the prior year is displayed in Xpress. As a result, instead of jumping from form to form to enter data, with Xpress, you can simply scroll through the list of data entered in prior years and type in this year's amounts.

On the **View** menu, click **Xpress** (or click the **Xpress** icon on the toolbar) to display Xpress.

You have two options for displaying Xpress: Dock and Float.

If you choose Dock, Xpress will be displayed in a pane at the bottom of the *Taxprep* window. If you choose Float, Xpress will be displayed in a separate window which you can reposition (e.g. onto a second monitor).

Xpress can also be a useful tool for reviewing the return. See page 18 for more information.

### Expand (F9)

When you are on a form, you can move to another related form by "Expanding."

Expanding allows you to move from one form to another without first going to the Forms Manager. You can expand from any cell with an arrow symbol beside it [        0 00] to display that cell's source form.

Access a source form from an expandable cell as follows:

* On the **Forms** menu, click **Expand**.

* Right-click and then click **Expand** on the shortcut menu.

* Press F9, or

* double-click the cell.

## Cell Display

*Taxprep Forms* uses flags to identify the properties of the cells. The colours indicate if the cell is calculated, calculated but overrideable, or input. The following are descriptions of the most common cell display:

| Cell Type | Appearance | Definition |
|---|---|---|
| Input cell<br>67,500 | Black text on white background | Data entry cell. |
| Protected cell<br>34,432 | Black text on same colour background as the form | No input or override is possible. |
| Overrideable cell<br>1,000 | Black text on grey background | Calculated cell where content can be overridden. |
| Overridden cell<br>2,250 | Black text on pink background | Calculated cell where content has been overridden. |
| Cells with data entered last year but not this year.<br>0 | Black text on yellow background | Cell in which data was entered last year but no value has been entered or rolled forward in the current year. |
| Rolled forward cell<br>1,000 | Blue text on white background | Cell that was rolled forward from the prior year |
| Cell with diagnostic<br>67,500 | Red triangle in the upper right corner | Diagnostic applies. |
| Annotated cell<br>1,000 | Paper clip in the upper left corner | Cell to which a note or schedule has been attached. |
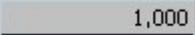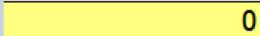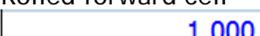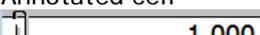
### Entering Data

Entering data on the forms is made easy.

If an amount is a round figure, there is no need to enter the cents (".00"). The program will do it for you.

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**TIP**

As most client files use more or less the same forms and fields from one year to another, using Xpress is an excellent way of quickly accessing the fields that you are most likely to need to complete for the current year.

If an amount is a negative number, precede it with a "-".

Data can be entered into overrideable cells, simply by entering the data. The program will ask you to confirm the override before displaying the amount.

# Special Forms

## Multiple copy forms

There are a number of tax forms for which you may require several copies. For example, on the data entry screens for T-slip recipients, you will require a separate copy for each recipient.

For these forms, *Taxprep* allows you to create multiple copies of the forms. A **Multiple Copy** toolbar appears at the top of each multiple copy form to simplify navigation between copies.
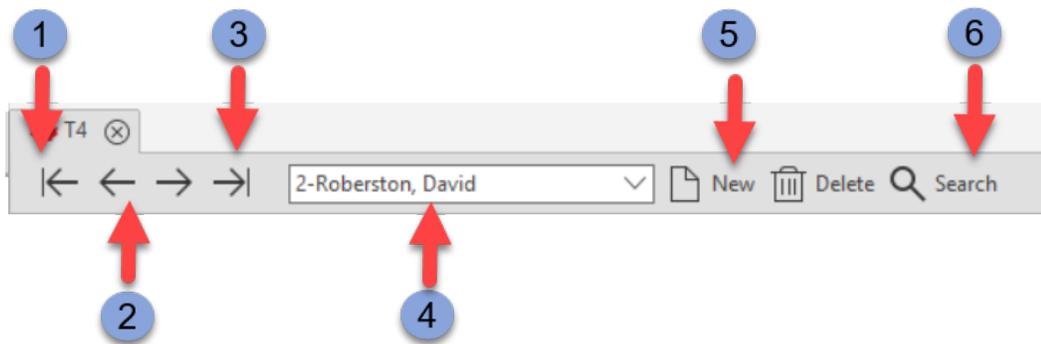


①   Displays the first copy of the form.

②   The **Previous** button displays the previous copy of the form and the **Next** button displays the next copy of the form.

③   Displays the last copy of the form.

④   The **Copies** list provides access to all the copies that have been created.

⑤   The **New** button creates a new copy of the form and the **Delete** button deletes the copy displayed on the screen.

⑥   The **Search** button allows you to search for a specific copy of the form by entering any part of the description.

## Attachments

You can create both attached notes and attached schedules. Once a note or schedule has been attached to a cell, a paper clip will be displayed in the left corner of the cell.



## Attached Notes

You can attach a note to any type of cell by right-clicking then selecting **Attach Note** or pressing **Alt+F10**.

If you want the note that you create to be rolled forward to next year's return (e.g. because the note may also be applicable next year), select the following option:

When you hover your pointer over a cell that has an attached note, the note will appear.

Attached notes are summarized on the form *Attached Notes - Summary* (Jump Code: **ATTN**) which can be printed along with the return. The notes can be sorted according to the order the forms appear in the Form Manager. The name of the user that last edited the note, as well as the date the note was last modified, will be displayed on the *Attached Notes – Summary*.

You can also navigate to a cell that has a note attached by double-clicking the name of the cell associated to the note from the *Attached Notes – Summary.*

> 💡 **TIP**
>
> Jump to ATTS on the Form Manager to access all of the attached schedules. Use the **Multiple Copies** toolbar to find a specific attachment.

## Attached Schedules

The *Attached Schedule with Total* (Jump Code: **ATTS**) is a multiple copy form. Each time you attach a schedule to a cell, a new copy of the attached schedule is added to the form and linked to this cell. You can also add copies that are not linked to any cell.

You can navigate to a cell that has the schedule attached by double-clicking the name of the cell associated to the note from the *Attached Schedules.*

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**Attached Schedule with Total**

▸ Non-deductible club dues and fees

Title    Non-deductible club dues and fees

Explanatory note (press Ctrl+Enter to insert a line break)

Paragraph 4 of IT-148R3:
"Green fees or membership fees in a golf club are not deductible by virtue of paragraph 18(1)(l). In addition, expenses incurred for food and beverages at, and for the use of, a restaurant, dining room, lounge, banquet hall or conference room of a golf club in conjunction with a game of golf or other recreational activity at the golf club are not deductible by virtue of subparagraph 18(1)(l)(i). Expenses incurred for food and beverages at a restaurant, dining room, banquet hall or conference room of a golf club are not subject to paragraph 18(1)(l), provided there is a genuine business purpose to the use of the facilities and the expenses are not incurred in conjunction with a game of golf or other recreational activity at the golf club."

📄 Add      ✕ Delete

| Description | | Amount |
|---|---|---|
| Annual golf memberships | | 25,000 00 |
| Greens fees | + ▾ | 7,000 00 |
| F&B expenses | + ▾ | 12,000 00 |
| Less: F&B expenses related to promotional presentation | - ▾ | 3,000 00 |
| | **Total** | 41,000 00 |

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To attach a schedule:

1.  Select the numeric cell to which you would like to attach a schedule.

2.  On the **Edit** menu, select **Attach Schedule**.

For more information on the Attached Notes and Schedules, refer to the Help.

## Multi-Line Tables

Some forms contain multi-line tables. For example, Form T5013 Schedule 6 and Form T2057 contain these tables.

A new line (or set of lines) is automatically added as soon as data is entered.

You can also use the **Add** button to create a new line or lines. Use the **Delete** button to remove a line.

# Client Letter

## *Previewing a Letter*

Letter templates are linked to letters on the Form Manager. When you print or display a letter from the Form Manager, the template content is merged with the data in the forms or returns. The resulting document is a letter that contains information specific to each client's situation.

You can view the letter by entering the jump code for that letter preview similar to accessing any other form.



## *Changing the Contents of the Letter*

You can change the contents of the client letter for a specific client in two ways:

- Modify the data in the *Client Letter Worksheet*; or
- Edit the Letter Preview.

## *Modify the Client Letter Worksheet*

The *Client Letter Worksheet* (Jump Code: **LW**) is used to select and modify the information that appears in the client letters. Much of the information in the *Client Letter Worksheet* is determined based on the options you have selected in the Preparer Profile and/or the data entered in that specific file.

The *Client Letter Worksheet* will show you which slips or returns are applicable to the file and their filing method. These are the slips that will be referred to in the Client Letter. You can determine whether or not the letter should refer to the filing deadline for these submissions.

You can also enter the names of any specific forms that the taxpayer is required to submit or retain by jurisdiction as well as optional opening and closing paragraphs specific to that data file.

Any data that you enter in the *Client Letter Worksheet* is saved in the client file.

## *Editing the Letter Preview*

You can edit the letter preview to temporarily change the letter generated from your template. You can add, delete or modify the text in the letter as well as pasting in text from another source (e.g. a Word document). However, the edit will only stay in effect while you are in the letter preview. The next time that you access the letter preview, your edits will be lost, as the preview will be regenerated from your template to ensure that it reflects the latest data in the client file.

You can, however, save your edited version of the letter preview to an .rtf file which is compatible with word-processing programs, using the command **Save Letter As** on the **File**

menu. If you have edited the preview, *Taxprep* will ask you if you want to save the edited preview when you leave the form. When the letter preview is saved, the program will give you the option of automatically opening the .rtf file in your word processing program.

You can also print the edited letter preview using the **Print Form** command similar to any other form.

### *Changing all Client Letters*

If you want to make a change for all of your client letters (e.g. change the wording of a specific paragraph, or add the firm logo to the letter), you can edit the appropriate letter templates.

For information on editing the letter templates, refer to the Help.

## Labels

You can print labels for your clients and for slip recipients. The label templates can be modified in the **Letters and Labels** view.

### Client Mailing Labels

To print mailing labels for your clients, you should enable the appropriate option in the Preparer Profile.



Labels for your clients can be printed along with your forms and/or returns by setting the Form *Labels - Preview and Print* (Jump Code: **LPP**) to print *If Applicable* in any print format (e.g. your customized client copy). You can specify a printer or printer tray for the label to allow you to preload the label pages in your printer.

### Slip Recipient Mailing Labels

To print labels for your slip recipients, use the command **Print Labels.**

To print labels for slip recipient labels for multiple client files at the same time, select the client files in the Client Manager and then select **File/Print Labels**.

The type of label that you will be printing to can be selected in the "Labels" section of the **Options and Settings** dialog box accessible from the **Tools** menu.

## Importing and Exporting Data

*Taxprep Forms* allows you to import and export the following types of files:

- .csv files (separator: semicolon). This file format contains items from a spreadsheet or a database with cells separated by semicolons and can be created with any type of text editor;

- .xls files (worksheet). This type of file is created with Microsoft Excel©.

Refer to the Help for more information on importing and exporting data.

## Importing and Exporting Slips

*Taxprep Forms* allows you to import and export the following type of files that contain slip data:

- .csv files (separator: semicolon). This file format contains items from a spreadsheet or a database with cells separated by semicolons and can be created with any type of text editor;

- *Personal Taxprep* Data: When you print or transmit certain T-slips, a database will be created automatically that will allow you to import that T-slip data when you open the related tax return in *Personal Taxprep*.

Refer to the Help for more information on importing and exporting slips.

## Saving Client Files

You must click the **Save** icon to save the data. If you attempt to close the client file while there is unsaved data, *Taxprep Forms* will prompt you to save the file prior to closing it.

*Taxprep Forms* will also save a periodic backup copy of your data files if they contain any unsaved data. You can modify the interval at which the backup files are saved in **Options and Settings**.

The file extension will vary depending on the year end of the client file (i.e., .T22 for a 2022 year end and .T23 for a 2023 year end).
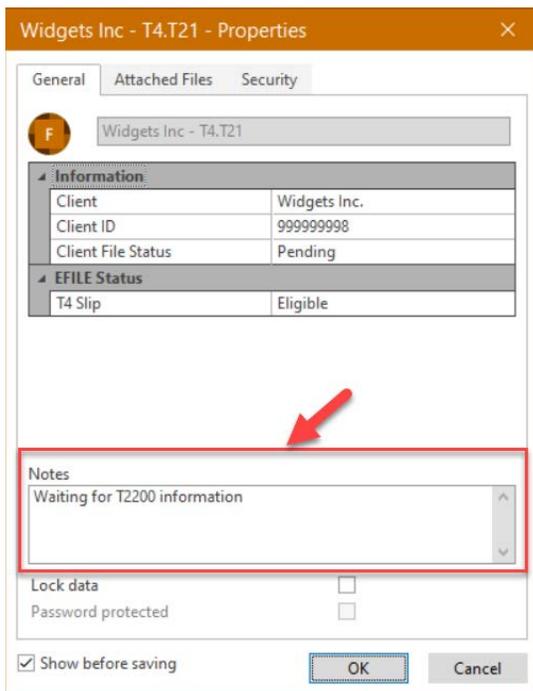


When you save a file, by default *Taxprep* will display the **Properties** dialog box. This includes a section for notes that can be used to record information about the return.

These notes can be edited and viewed in the Client Manager. When rolling forward your files, you also have the option to roll forward these notes.

## Attaching External Files

You can attach any external file to your client file by clicking the icon on the toolbar or the **Attached Files** command on the **File** menu.

You have the option of either saving a link to the selected file or embedding a copy of the selected file within the *Taxprep* data file.

This dialog box is also accessible by pressing Ctrl+F11. While almost any type of file can be attached, you cannot attach file types that are executable and could therefore present a security risk (e.g. .exe, .bat, .chm, .js).

You can also automatically attach a PDF file generated using any of the print commands in *Taxprep Forms*.

For more information on attaching external files, refer to the Help.

# Reviewing Client Files

Once you have entered all of the information into the client file, you should review it to ensure accuracy. There are several ways of reviewing the client file:

## Xpress

*Taxprep* Xpress can also be used to review and verify data. It offers many filters and allows you to review overridden and marked cells in the client file by selecting the appropriate Xpress filter.

## Track Changes

During the review process, you may wish to monitor any changes made to the forms to ensure that only the identified corrections are made and that no data is changed inadvertently.

Activate the command **Track Changes** on the **Edit** menu and any changes made to the forms after that point will be tracked and can be viewed in **Xpress** using the filter "Data Modified after activating Track Changes."

## Monitor

The monitor is a tracking tool that lets you display key tax information at the bottom of the client file window.

On the View menu, click Monitor to display or hide the monitor.

To add a cell to the Monitor, simply click the cell that you want to view and drag it onto the Monitor.

When you customize the Monitor's contents, these settings are saved for your workstation and will apply to all client files.

## Diagnostics

You can display the list of diagnostics so that you can consult them as you work on the client file.

To view the list of diagnostics, click **Diagnostics** on the **View** menu or click  on the toolbar.

You have two options for displaying the diagnostics: Dock and Float.

If you choose Dock, the list of diagnostics will be displayed in a pane at the bottom of the *Taxprep* window.

If you choose Float, the diagnostics will be displayed in a separate window which you can reposition (e.g. onto a second monitor).

You can also use the hotkey **Alt+F5** to display the docked list of diagnostics and the hotkey **Alt+F6** to display the floating list of diagnostics. Alternatively, you can access the Form Manager and enter the Jump Code **DIAG** to display the diagnostics.

Once the diagnostics are displayed, you can switch between display modes using the

 icon on the **Diagnostics** toolbar.

To display diagnostics directly on a form, point to a cell with a diagnostic's indicator and the diagnostic message will be displayed. This information is available regardless of whether or not the diagnostics pane is visible.

Diagnostics can be printed directly from the **Diagnostics** pane (either floating or docked) using the command **File/Print Diagnostics** or they can be included in a print format so that they are printed along with forms.

## Customized Diagnostics

You can also create your own diagnostics in *Taxprep* in the view **Filters and Diagnostics**. These diagnostics can be used to check for adherence with firm procedures (e.g. partner name entered) or as a reminder for specific data entry requirements or tax issues.

Any diagnostics that you create that are applicable to the current client file will appear in the tab **My Diagnostics** on the **Diagnostics** pane.

Refer to the Help for more information on how to create custom diagnostics.

## Review Mode

When a client file is being reviewed, the review mode allows you to add review marks to the appropriate cells in the forms simply by clicking them.

Review marks can be used to identify whether the data is correct as well as incomplete.

The following review marks are available:

| Symbol | Name of the review mark | Recommended when… |
|--------|-------------------------|-------------------|
| ✓ | First review | The reviewer wants to indicate that the content of a cell has been reviewed once. |
| ✓ | Second review | The reviewer wants to indicate that the content of a cell has been reviewed a second time. |
| ✗ | Error | The reviewer wants to let a preparer know that the content of a cell contains an error. |
| ? | Uncertainty | The preparer wants to indicate that he or she is uncertain of the content of a cell. This mark can also be used to represent an estimate. |
| ⬭ | Other | The preparer wants to indicate that the content of a cell must be reviewed for a reason other than the one previously mentioned. |

## Reviewing Diagnostics

You can mark diagnostics as "Reviewed" or "Ignored" by right-clicking the diagnostic in the **Diagnostics** pane and selecting the desired annotation.

By default, all diagnostics will appear under the **Take Action** tab in **Diagnostics** pane. However, once a diagnostic is marked as "Reviewed" or "Ignored," it will no longer appear under the **Take Action** tab but will instead be shown in the **Reviewed** or **Ignored** tab, as applicable.

This allows you to mark any diagnostics that cannot be cleared (e.g. a filing reminder), so that upon subsequent review, you will know which diagnostics you have already reviewed.

# Electronic Signatures

If you are using *CCH iFirm Portal*, you can take advantage of the built-in tags for e-signatures that have been integrated into various forms. These tags will indicate where the digital signature must be affixed, allowing you to streamline the publishing of forms that require your customer's digital signature.

For more information, refer to the Help Centre for *Taxprep Forms* and/or the Help Centre for *CCH iFirm Portal*.

> **TIP**
>
> The review mode can be used from the Xpress tool.

# Printing

## Printing Forms

### Individual Forms

In the **Forms** view, you can print individual forms for any of the active client files.

On the **File** menu, click **Print Form** to print the current form that is on screen.

**Note:** When you use the **Print Form** command on a multiple copy form (e.g. Form T5013CCA), only the current copy will be printed. To print all copies of a multiple copy form, select the entry on the Form Manager and then click **Print Selected Form(s)**.

### Multiple Forms

To print more than one form at the same time (but not necessarily the whole client file):

1.   Select the forms on the Form Manager.

2.   On the **File** menu click **Print Selected Forms**.

3.   Click **OK** to start printing.

**Note:** When viewing a form, the print command is called **Print Form**. When on the Forms Manager, the print command is called **Print Selected Forms**.

### Form Printing Options

You can select a number of options when printing individual forms:

- Print to PDF file

- Print a blank copy of the selected form(s).

- Print the form as displayed on the screen.

- Override the date to be printed on the form(s).

- Page range to be printed (single form only).

- Print a watermark on the form(s).

- Use zoom printing to print more than one page per sheet of paper.

- Select the language in which the form will be printed.

You can also click the **Options** button to modify any of the print settings previously configured under **Options and Setting** or to select PDF file options.

### Printing Client Files

You can print the client files by clicking **Print Based on Print Formats** on the **File** menu.

### Viewing Diagnostics

When you use the **Print Based on Print Formats** command and there is at least one diagnostic that needs to be corrected, the diagnostics will be displayed automatically.

Click **Continue** if you want to proceed with printing the client file.

### Selecting Client Files



The client files will be displayed, and you can indicate with which jurisdiction(s) the client file must be filed, based on the applicable forms. You will be able to select the client file you want to print.

Note: The selection of what will be printed for each copy of the client file is saved in a template file called a **Print Format**. For more information on customizing print formats, refer to the Help.

All of the available print formats will be listed. You can change which print formats are selected by clicking the adjacent check box.

All selected print formats will be produced for each client file (e.g. a client copy, a government copy and an office copy will be printed).

If you want to generate a PDF file instead of printing a hard copy, click the **PDF** box.

You can select a different watermark for each copy.

Click **Options** to change any of your configured print options prior to printing.

### Printing Multiple Client Files

If you want to print several client files, select the client files on the Client Manager then click **Print Based on Print Formats** as you would for a single file.

## Printing Slips

There are different ways to print slips to issue to recipients.

### *Print the Client File*

If you are using the **Print Based on Print Formats** command, the slips selected for filing (i.e. the slips for which the check box has been selected on the line *Select this box if you want to file this slip/RL-slip*) on the different slips will be printed depending on the selected printing method (for example, if you want to print T4 slips on preprinted forms, select the Govt-Pre print format).

### *Print Selected Forms*

The **Print Selected Forms** command also allows for the printing of slips. You can print copies of the recipient's slips while they are displayed or you can print all copies of the slips selected for all recipients from the Form Manager.

### *Print Slips*

Finally, you can use the specific **Print Slips** command. The main difference between this print command and the **Print Based on Print Formats** or **Print Form** commands is that you can print a single type of slip having a specific type of data. For example, with the **Print Slips** command, you can print the T4 slips with the "Original" type only. This print method allows you to print slips for the active client file or for several client files, by selecting them from the Client Manager.

You must indicate that you will be proceeding with the electronic transmission by answering "Yes" to the applicable question in the Preparer Profile.

### *Printing Slips to PDF*

When you select the PDF option within any of the above-mentioned commands, you have the option to generate a separate PDF file for each slip and automatically assign a password to that file, if applicable. This can be configured on the **PDF** Files tab of the **Print** dialog box or in advance in the **Print/PDF Files** section of **Options and Settings**.

# Electronic Filing

*Taxprep Forms* allows you to generate files that can be used to electronically file slip information to government authorities via the Internet. You can also electronically file T5013 *Partnership Information* returns and T5013 slips as well as certain specialized T3 returns such as a T3P – *Employees' Pension Plan Income Tax Return.*

## Configure the Program

## Enter ID Information

The tax authorities require detailed information concerning the identification of the transmitter. The required information differs depending on whether the information is being transmitted to the CRA or RQ.

To enter this information in the program, proceed as follows:

1.  In the **Tools** menu, click **Options and Settings**.

2.  Under **Electronic Services**, click **Identification**.

3.  In the **Identification** section, click the ⋯ button, and enter the information concerning the transmitter and the resource persons.

4. If you are transmitting slips or returns to the CRA, click **Federal**, and enter the required information.

5. If you are transmitting slips to *Revenu Québec*, click **Québec**, and enter the required information.

6. Click **OK** to save the changes.

**Note:** The mandatory information is identified by a red triangle in the upper right corner of the fields.

# Enter Slip Numbers

If you are electronically filing Québec slips, you must enter in the program the range of numbers assigned to you by *Revenu Québec*. When the file to transmit is generated, the program will assign a unique number to each slip filed.

**Note:** If there are multiple users responsible for generating slips and you are not using the **Network** version, you will need to ensure that there is no duplication of slip numbers. You may therefore want to distribute the assigned number range among the staff responsible for generating the slips.

To enter the range of slip numbers, proceed as follows:

1. On the **Tools** menu, click **Options and Settings**.

2. Under **Electronic Services**, click **Slip Numbers**.

3. In the **First** box, enter the first number in the range.

4. In the **Last** box, enter the last number in the range.

5. In the **Next Number** box, the program automatically indicates the next number that will be used according to the numbers already attributed to slips. If you want, you can manually enter the number you want the program to attribute to the next slip.

6. Click **OK** to save changes.

**Note:** RQ requires that these numbers appear on the printed slips. Therefore, you must generate the slips before printing them, in order for the program to assign the numbers.

## Define Transmission Options by Default

The program allows you to define the options to be used by default for each slip transmission. To modify these options, proceed as follows:

1. In the **Tools** menu, click **Options and Settings**.

2. Under **Electronic Services**, click **General**.

3. If you want to save transmission files in folders other than the ones suggested by default, click the ⋯ button, and select the desired folder.

4. The Internet portal of the CRA or RQ will automatically display during transmission. If you want to generate the file for Internet, but access the Internet yourself at a later date, clear this option.

5. Click **OK** to save changes.

# Prepare Client Files

## Preparing Client Files

Prepare the client files in the normal fashion. Ensure that the data for the recipients' slips or partnership returns was properly entered.

## Allow EFILE

EFILE must be activated in order for the slips or return of the selected client file to be transmitted to the tax authorities. To activate EFILE for all the prepared client files, you must specify it in the default preparer's profile as follows:

1.  Create or modify a preparer's profile.

2.  In the "EFILE information" section, select the **Allow electronic filing** check box.

3.  Click **Save** to save the changes.

## Verify if Eligible for EFILE

When EFILE has been allowed for a client file, the program will determine if each slip is then eligible for EFILE as well as the T5013 or specialized T3 returns, if applicable.

The EFILE status of a slip is "Eligible" when EFILE is allowed and a client file:

*   includes at least one of the slip types in question; and

*   meets eligibility requirements.

The EFILE status for a return is "Eligible" when EFILE is allowed and there is no missing or inconsistent data as indicated in the EFILE diagnostics.

To verify that a client file meets the eligibility requirements for EFILE, proceed as follows:

1.  Display the Diagnostics pane.

2.  Click the **EFILE** tab to verify any EFILE diagnostics.

**Note:** Diagnostics are only displayed if EFILE has been allowed.

If the client file meets eligibility requirements for EFILE and no EFILE diagnostic is issued, the EFILE status for slips and/or return will then be "Eligible" and this type of diagnostic will be displayed for each applicable slip as well as for the return (if applicable):



# Errors detected

Non-eligibility transmission errors are indicated in the diagnostics pane under the **EFILE** tab. They must be corrected in order for the slips or return to be eligible for EFILE purposes.

# Slip Transmission

## Transmit Slips

The program allows you to transmit slips for one or several client files at a time. Before completing the transmission, you can display the list of all slips that will be transmitted. In case of errors or problems preventing the transmission of slips, the program will inform you of the problem to correct.

## Transmit slips for a single client file

To transmit slips for a single client file, proceed as follows:

1. Open the client file in the **Forms** view, or select the client files in the Client Manager.

2. In the **Transmission** menu, click **Transmit Slips**.

3. Select the slip and the type of data to transmit.

4. Click **OK** to generate the file to transmit.

## Transmit slips for several client files

If you select several client files, the slips will then be transmitted together in the same file. To transmit slips for several client files, proceed as follows:

1. Select the client files in the Client Manager.

2. In the **Transmission** menu, click **Transmit Slips**.

3. Verify the client files you want to transmit. You can remove a client file from this operation by clearing the box next to the client file.

4. Select the slip and the type of data to transmit.

5. Click **OK** to generate the file to transmit.

## Display slips to transmit

From the **Transmit Slips** dialog box, it is possible to display, for every selected client file, the list of slips that will be included in the transmission. To display this list, click the scroll down list under the **Details** column.

- It is possible to sort the list of slips by clicking the header of the desired column.

- You can enter characters to search for an element of the list.

- If a slip has already been generated, the **Date – Type of data** column appears in the list and indicates the date on which the creation took place.

- To display all slips contained in the client file, rather than only the ones to transmit, clear the **Display only slips to transmit** option.

**Note:** If a client file cannot be selected for transmission because of an error, it is not possible to display a list of these slips.

# Consult Error Messages

If an error prevents selection of a client file, a red triangle will be displayed under the **Details** column of the **Transmit Slips** dialog box. To display the error details, place the cursor over this indicator. An error could occur, for example, in the following cases:

- a client file is not eligible to transmit the selected slip because EFILE diagnostics exist; or

- a client file is eligible to transmit the selected slip, but does not contain any slip that corresponds to the selected type of data (for example, you have selected "Amended", but the client file only contains "Original" slips).

In case of an error, it is not possible to transmit the slips in the client file. Please correct the problem indicated by the program.

# Creation of the File to Transmit

When you click **OK** in the **Transmit Slips** dialog box, the program creates the file to transmit in one of the folders specified in the **Options and Settings**. By default, the folder is the following:

- \…\My Documents\Wolters Kluwer\Taxprep Forms 20**\Generated slips

For the federal slips, the name of the saved folder is AABBBBBBCCC*variable*.xml, where AA stands for the taxation year, BBBBBB that stands for the transmitter number and CCC stands for the clock for each file prepared. The variable that follows the name of the saved file can be either the first 14 characters of the name of the tax filer (where a single client file is transmitted), or the number of transmitted files (where several client files are transmitted).

When you create Québec RL slips, the name of the saved transmission file is DDEEEEEEFFF.XML, where DD stands for the taxation year, EEEEE, which stands for the preparer's number, and FFF stands for the clock for each produced file.

**Note:** The generated file name is a maximum of 30 characters.

The file saved in this folder will remain available thereafter.

# Internet Transmission Help Window

When you transmit slips via the Internet, a window will display to the left of the CRA or RQ portal. It will display various information that will assist you in uploading your file. Once your file has been successfully uploaded, you can enter the confirmation number provided. This number will then be transferred to the relevant client file.

# Transmitting a T5013 Return and Slips

The transmission of a T5013 *Partnership Information* return and slips is done using the command **T5013** on the **Transmission** menu. The process is the same as the transmission of slips described above except when transmitting T5013 data, you can choose to transmit the T5013 return or the T5013 slips or both the return and slips together.

You can transmit both original and amended T5013 returns. The Québec TP-600 *Partnership Information Return* cannot be electronically transmitted – it must be paper-filed.

If you amend T5013 slips, then you should file the amended slips using the same filing method as the original slips i.e. if the original slips were paper-filed, then you should paper-file any amended slips.

# Transmitting a specialized T3 Return

The transmission of specialized T3 returns (T3P, T3GR, T3D, T3RI and T1061) in XML format is done using the command **Specialized Returns** on the **Transmission** menu. The process is the same as the transmission of slips described above.

# Electronic Filing Follow-up

### EFILE Status

Once the creation of transmission files is completed, the program will automatically assign the "Generated - *<Type of data>*" to the EFILE status of the slip or return for each client file transmitted.

For example, if you have transmitted "Amended" RL-16 slips, the EFILE status will be "Generated – Amended." It is possible to consult this status from several places in the program, such as the **Properties** dialog box for the file and in the Client Manager.

**Note**: A file with a "Generated" status can be transmitted again, if necessary, since the program continues to validate its eligibility to EFILE even after transmission.

**EFILE Info Form**

The Form *EFILE Information* (Jump Code: **EFILE INFO**) will display the date that you transferred your transmission file for the various transmissions associated with that client file. It will also show the confirmation number that you entered in the **Transmit XML File** window.

**FILE History**

The EFILE transmission history displays the list of client files for the slips that were transmitted from the Client Manager.

You can use this list to generate a report or retransmit slips, where problems have occurred.

Note: This history is not produced if the transmission is done from an active client file.

For more information regarding electronic filing, refer to the Help.

# Help

The following Help resources are available in the program:

## Tax and Form Help

Context-sensitive tax help is easily accessible from each cell by pressing F1 or by clicking **Taxprep Forms Help** on the **Help** menu.

The Help Centre is online and requires Internet access. The Help Centre includes information about using the program, completing the tax forms, electronic services, FAQ's, Troubleshooting and *Release Notes*. It also includes links to many CRA and *Revenu Québec* guides.

## Knowledge Base

Our Knowledge Base contains an array of articles answering technical and tax questions most frequently asked to our Support Centre agents. When you enter a few key words in the **Search** field, articles will be displayed in order of relevance, providing you with valuable information that will accurately answer your questions. You can use the filters on the left side of the screen to filter the results by product.

You can access the Knowledge Base from the Help Centre or directly from the Professional Centre.

## Tax Research Links

You can access your Tax Research products directly from the **Help** menu.

## Technical Help

To get help on the operation of the program (as opposed to the tax forms), access the Help Centre by clicking **Taxprep Forms Help** on the **Help** menu and then use the **Search** function to find relevant help topics. You can also click the **Help** button in the various dialog boxes.

## Training

You can find information about current training opportunities by clicking **Get Taxprep Training** on the **Help** menu.