

Taxprep for Trusts

QUICK START GUIDE
2021



Wolters Kluwer
When you have to be right

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Introduction

Welcome to *Taxprep for Trusts* 2021!

This **QuickStart Guide** is designed to acquaint you with the *Taxprep for Trusts* 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.

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Overview

Different Views

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

The Taxprep for Trusts 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 tax returns. You can use it to open and roll forward files, print returns, EFILE slips, create reports and perform other functions that help you to manage the tax preparation process.



The **Tax Return** view is where you prepare the return. You can print or transmit any open tax return from here.



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



The **Preparer Profiles** view allows you to create and manage one or more preparer profiles.



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 identify certain situations.



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



The **Rate Tables** is where you establish the values and rates used in the current year tax return.



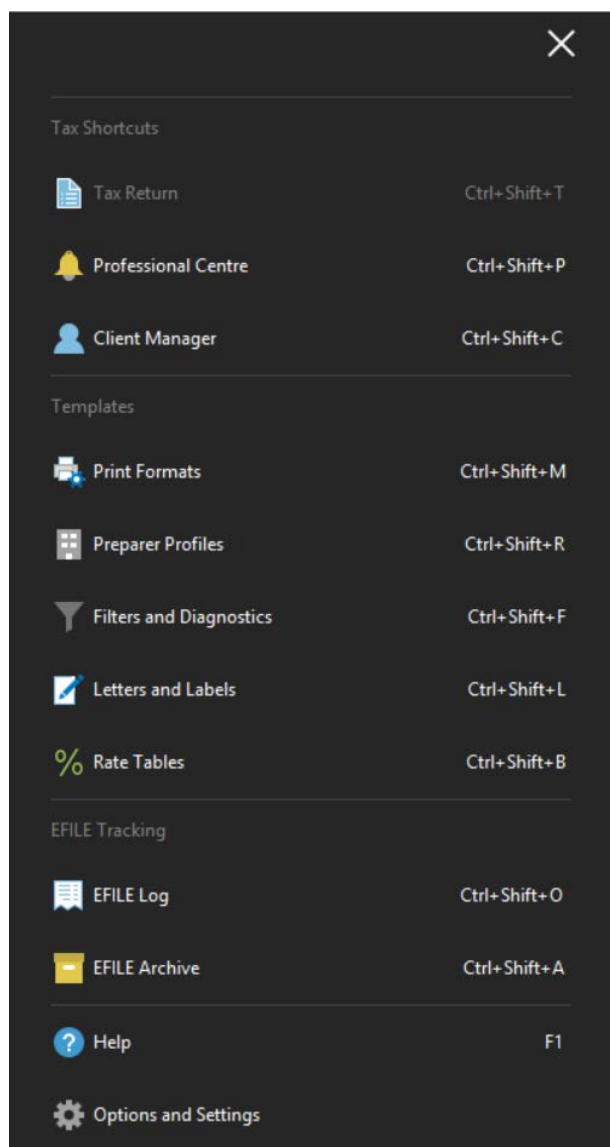
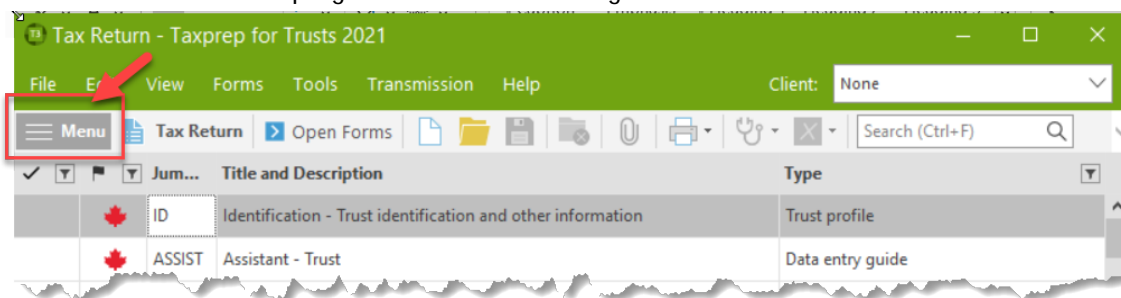
The **EFILE Log** lists all the transactions related to electronically filed returns and provides follow-up options and reports.



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

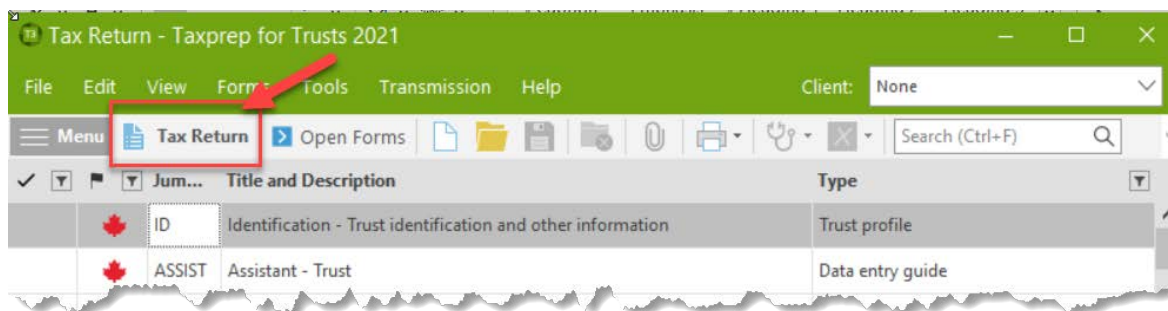
Accessing Views

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 the program, 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 28.

Default View

By default, when you launch *Taxprep for Trusts*, the **Tax Return** 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, several 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 Profile** view and the name of your firm will remain blank on page 4 of the T3 jacket.

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

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

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

Click the **Profile** tab to enter information about your firm and your preferences with respect to preparing and filing your returns, including selecting electronic transmission by default for the filing of your T3 returns and the T3, NR-4 and RL-16 slips.

Click the **Client Letter** tab to configure the options for the client letter, including entering any standard opening or closing paragraphs.

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

Click the **Interest** tab to configure the default settings for the Form *Interest* (Jump Code: **Interest**), which can be used to calculate interest on unpaid balances and late-filing penalties.

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

**TIP**

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

Preparing Returns

Roll Forward

If your firm used *Taxprep for Trusts* last year, the files for any trust returns prepared last year that must also be completed in the current year can be rolled forward from the prior year.

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 return to avoid re-entering information that was gathered in a prior year.

When a file is rolled forward, the permanent information (e.g. name of trust, address of trustee, account number) is retained and the closing balances of carryforward amounts (e.g. unutilized prior-year losses and minimum tax carryover) become the opening balances.

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

Using the Roll Forward

From the **Tax Return** view, you can roll forward one or more client files from a single folder as follows:

- On the **File** menu, click **Roll Forward**.
- Select the folder where the client files to roll forward are located.
- Select the client file(s) from last year that you want to roll forward.
- Click **Open**.
- The **Roll Forward** dialog box will be displayed on the screen. In the **File Options** and **Data Options** tabs, select the desired options.
- Click **OK** to start the roll forward process.

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

You can also roll forward files created in the current version of *Taxprep for Trusts*: for instance if the trust is winding up in 2021.



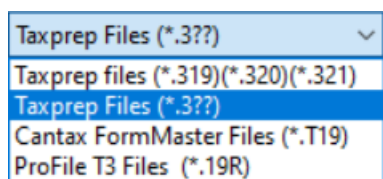
TIP

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

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.

Converting files from other programs



You can convert and roll forward files from other programs in the same manner as you roll forward *Taxprep for Trusts* files.

If you are rolling forward these from the **Tax Return** view, select the appropriate file type from the drop-down list in the bottom right corner of the **Roll Forward** dialog box.

If you are converting files from other programs using the **Client Manager**, select the appropriate file type from the list beside the "Files to Roll Forward" filter.

Opening Files

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

In *Taxprep*, you can have multiple files open at the same time.

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 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 a file with a .319 file extension, the client file will be opened in the 2020 version of *Taxprep for Trusts*, provided it is installed and accessible.

You can also modify or delete existing shortcuts and create new shortcuts manually.

Note that you can manually add shortcuts to other current year client-files (e.g. shortcuts to client files for related trusts). 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 returns, such as:

- opening returns;
- rolling forward data;
- recalculating returns;
- changing the return status
- locking the data
- applying passwords;
- importing data;
- generating reports on your clients;
- printing returns;
- printing letters and labels;
- electronic filing;
- syncing contact information with *CCH iFirm*.

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

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

Starting a New Return

Click **New** to start a new return.

Taxprep for Trusts will open in the *Identification* form.

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

Accessing Forms

There are several different methods for accessing forms in *Taxprep for Trusts*: selecting forms from the Form Manager, using the *Form Assistant - Taxprep for Trusts* (Jump Code: **ASSIST**) 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.

Jump Code conventions:

- Jacket: **J** for Federal T3 / **Q** for Québec TP646
- Schedules: Schedule number (e.g. **9** for Schedule 9)
- Slips: T-slips number (e.g. **T5**)



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.

- Worksheets: Acronym or short form (e.g. **OID** for Other income and deductions)

Note: Jump codes used for the Québec return are preceded by the letter “Q” (e.g. **QA** for Schedule A).

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.

Open Forms

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

You can also access forms by drilling down from a form using the **Forms/Expand** command (e.g. beginning in the Jacket and expanding).

Press F6 to toggle back and forth between the current form and the last form viewed.

Press 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.

ASSIST Form

The *Assistant - Taxprep for Trusts* form (Jump Code: **ASSIST**), is designed to help you locate the forms that you need to complete for your trust return.

Just follow the instructions provided on the screen to enter the information required to complete the tax return. As you follow each step on the form, you have direct access to the applicable data entry screens.

Xpress

Taxprep Xpress allows you to view the data in the return in a table format. You can select a filter to limit the data that you are viewing (e.g. only view the data entered in the current year).

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.

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 17 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  to display that cell’s source form.



TIP







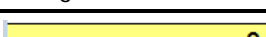
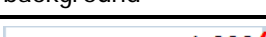
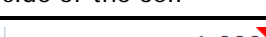
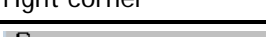
As most returns use more or less the same forms and fields from one year to another, using Xpress is an excellent way of quickly accessing the fields that you are most likely to need to complete for the current year.

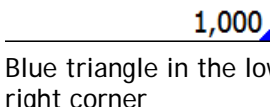
Access a source form from an expandable cell as follows:

- on the **Forms** menu, click **Expand**.
- right-click and then click **Expand** on the shortcut menu.
- press F9.
- double-click the cell, or

Cell Display

Taxprep for Trusts 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	 Black text on white background	Data entry cell.
Protected cell	 Black text on same colour background as the form	No input or override is possible.
Overrideable cell	 Black text on grey background	Calculated cell where content can be overridden.
Posted cell	 Blue arrow pointing into the cell.	Cell in which the content comes from another form.
Overridden cell	 Black text on pink background	Calculated or posted cell where content has been overridden.
Rolled Forward cell	 Blue text on white background	Cell that was rolled forward from the prior year
Cells with data entered last year but not this year	 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
Cells with review marks	 Red indicator on the right side of the cell	Cell that has been marked as part of a review. Five types of review marks are available.
Cell with diagnostic	 Red triangle in the upper right corner	Cell for which a diagnostic has been issued.
Annotated cell	 Paper clip in the upper left corner	Cell to which a note or schedule has been attached.

Cell Type	Appearance	Definition
Cell with tax link	 Blue triangle in the lower right corner	Cell with an InfoConnect Tax Hint and link to a Tax Research product.

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.

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

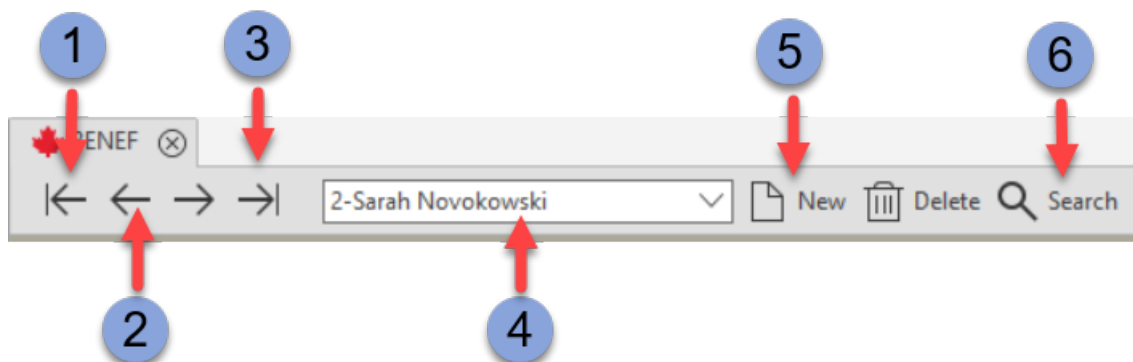
Data can be entered into overrideable cells, simply by entering the data. The program will prompt you to confirm the override before displaying the amount.

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 beneficiaries, you will require a separate copy for each beneficiary or the trust.

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 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.

Taxable benefits included on T3 Supplementary slips			
Upkeep, maintenance, and taxes of a property used or occupied by a beneficiary	0	4,050 00	43
Value of other benefits to a beneficiary	+	0 00	44
Total taxable benefits (line 43 plus line 44)	=	4,050 00	▶ + 4,050 00 45

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:

☒ **Keep this note when rolling forward the file**



TIP

You can locate all cells that have attached notes using the filter "Cells with Attached Notes" in Xpress.

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

Attached notes are summarized on the Form Notes, *Attached Notes - Summary* (Jump Code: ATTN) which can be printed. 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*.

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 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*.

Attached Schedule with Total

▶ Calculating net income – Upkeep, maintenance, and taxes of a property used or occupied by a beneficiary

Title Upkeep, maintenance, and taxes of a property used or occupied by a benef

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

Upkeep, Maintenance, or Taxes (Property for Beneficiary's Use)

Expenses incurred by a trust in respect of a property that is not used for the purpose of earning income are not normally deductible by reason of the general limitation of paragraph 18(1)(a). However, amounts paid in respect of a property out of the trust's income that are included in a beneficiary's income pursuant to subsection 105(2) are deductible by the trust under paragraph 104(6)(b).

Subsection 105(2) provides that where, under the terms of a trust arrangement, property is required to be maintained for the use of a life tenant or beneficiary, any income of the trust paid for the upkeep, maintenance, or taxes of or in respect of the property as is reasonable in the circumstances is included in the income of the life tenant or beneficiary in the taxation year in which it is paid. Paragraph 104(6)(b) allows a corresponding deduction to the trust.

Description		Amount	
Property taxes per month		250	00
Utilities per month	+	200	00
9 month occupancy	*	9	00
	+	0	00
Total		4,050	00

To attach a schedule:

1. Select the cell to which you would like to attach a schedule.
2. On the **Edit** menu, select **Attach Schedule**.

You can also add copies that are not linked to any cell.

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

Multi-Line Tables

Some forms contain multi-line tables. For example, Schedule 1, Form T1141 and the Summary of Charitable Donations all 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 Letters

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 contents is merged with the data in the active tax return. 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.

✓	Jump Code	Title and Description	Type
	 CBILL	Bill - Customized invoice	Client letters
	 LW	Client letter - Worksheet client letters	Client letters
✓	 LETTER	Client letter - Filing instructions	Client letters
	 QLETTER	QC Letter - Trust return filing instructions	Client letters
	 NOTICE	Client letter - Notice to reader	Client letters
	 QNOTICE	QC letter - Notice to reader	Client letters
	 ACL 1	Client letter - Additional client letter 1	Client letters
	 ACL 2	Client letter - Additional client letter 2	Client letters
	 ACL 3	Client letter - Additional client letter 3	Client letters
	 ACL 4	Client letter - Additional client letter 4	Client letters
	 ACL 5	Client letter - Additional client letter 5	Client letters
	 ECL	Client letter - Engagement letter	Client letters
	 LABELS	Labels - Worksheet	Client letters
✓	 LPP	Labels - Preview and print	Client letters

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. It is also used to override which letters are applicable to the return.

You can enter additional information for this return, such as the name of a specific partner/staff member to appear at the bottom of the letter in addition to the firm name.

You can also enter optional opening and closing paragraphs specific to this return.

Any data that you enter in the *Client Letter Worksheet* is saved with the return.

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 return.

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 for Trusts* 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.

Importing and Exporting

Taxprep for Trusts 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®.
- *Personal Taxprep* Data: When you print or transmit T3 slips, a database will be created automatically. This database will allow you to import the T3 slip data when you open the related tax return in *Personal Taxprep*.

You can also synchronize contact information with *CCH iFirm*.

Refer to the Help for more information.

Creating a Taxprep Forms File

You can use the command **Create Taxprep Forms File** on the **File** menu to create a *Taxprep Forms* file and copy the appropriate data from *Form Identification*, *Trust Identification* and *Other Information* (Jump Code: ID) to the Identification form of the new *Taxprep Forms* client file.


This can be useful in situations where you need to prepare a form or information return that is only available in *Taxprep Forms*. For example, to generate a T4 slip to report Executor fees paid by the trust.

You can also create a *Taxprep Forms* client file from the Client Manager.

Once the *Taxprep Forms* file has been created, *Taxprep Forms* will launch automatically so that you can prepare the required forms or slips.

Note: You must have *Taxprep Forms* installed in order to use this feature.

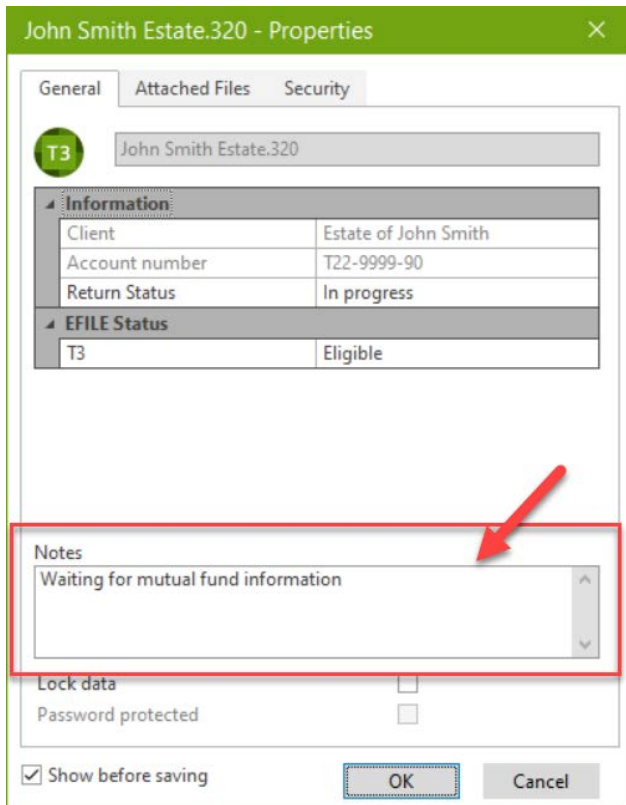
Saving Returns

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

Taxprep for Trusts will also automatically save periodic back-ups 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 indicates the taxation year: .320 for a taxation year ending in 2020 and .321 for a taxation year ending in 2021.

Notes to the File




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 tax return file by clicking the **Attached Files** tab when you are saving your file.

This dialog box is also accessible by pressing F11. Alternatively, you can click the  icon on the toolbar or select **Attached Files** on the **File** menu.

Any type of file can be attached.

A copy of the selected file will be saved within the *Taxprep* data file. The original file will not be affected and any subsequent changes made to the original file will not be reflected.

However, if you click  to open the file in the appropriate program (e.g. Excel), you can edit the file and save it in that program and any changes that you make will be reflected in your attached file. Note that the original file will not reflect these changes.

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

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

Reviewing Returns

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

Xpress

Taxprep Xpress can also be used to review and verify data. It offers many filters that enable you to, among other things, compare the values entered for this year with those from last year. This way you can quickly notice errors or missing information. It also allows you to review overridden and marked cells in the return by selecting the appropriate Xpress filter.

Track Changes

During the review process, you may wish to monitor any changes made to the return 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 return 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 tax return window.

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

Total deductible income allocatio... : 20,000.00	Trust's net i... : 80,000.00	Trust's taxable i... : 80,000.00	Total taxes p... : 19,456.37	Refund or balance ... : 19,456.37
Amount by which minimum amount is more than regular federal tax payable : 0.00				


Certain values will be displayed in the Monitor by default: Total income allocated, Net income, Taxable income, Total taxes payable, Balance due or refund, Excess AMT over regular tax. However, you can customize the Monitor's contents by adding and removing cells as well as adjusting their descriptions, width and display order.

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 returns.

Diagnostics

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

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 the return. By default, the diagnostics will be printed in the "Office" copy of the return.

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.

In addition, for most items identified in our *Troubleshooting memo*, a customized client filter/diagnostic may be downloaded in order to assist in identifying returns affected by the problem. These diagnostics will appear on the tab **My Diagnostics** along with any applicable customized diagnostics you have created.

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

Electronic Signatures

Effective March 2020, as a temporary administrative measure, the CRA recognizes electronic signatures as having met the signature requirements of the *Income Tax Act*.

You can therefore use an electronic signature on prescribed forms such as the T1135, as well as on the Form AUT-01, *Authorize a Representative for Access by Phone or Mail* and other forms that may require a signature.

To streamline your signature process, starting with *Taxprep for Trusts 2021*, built-in tags have been integrated into various forms to indicate where the digital signature must be affixed. If you are using *CCH iFirm Portal*, these tags allow you to streamline the publishing of forms that require your customer's digital signature.






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

Review Mode

When a return 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 or 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.

Note: If you double-click a cell when the review mode is activated, a review mark is added and then you can access the source form.

Review marks are not printed when you use the **Print Return** command. Review marks can be printed using the **Print Form** command by using the print option *Print as displayed*.

Reviewing Diagnostics

You can mark diagnostics as “Reviewed” or “Ignored” by right-clicking on 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.



TIP

The review mode can be used from the Xpress tool.

Printing

Printing Forms

Individual Forms

In the Tax Return view, you can print individual forms for any of the active returns.

1. 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 T776), 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 return):

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 Settings** or to select PDF file options.

Printing Returns

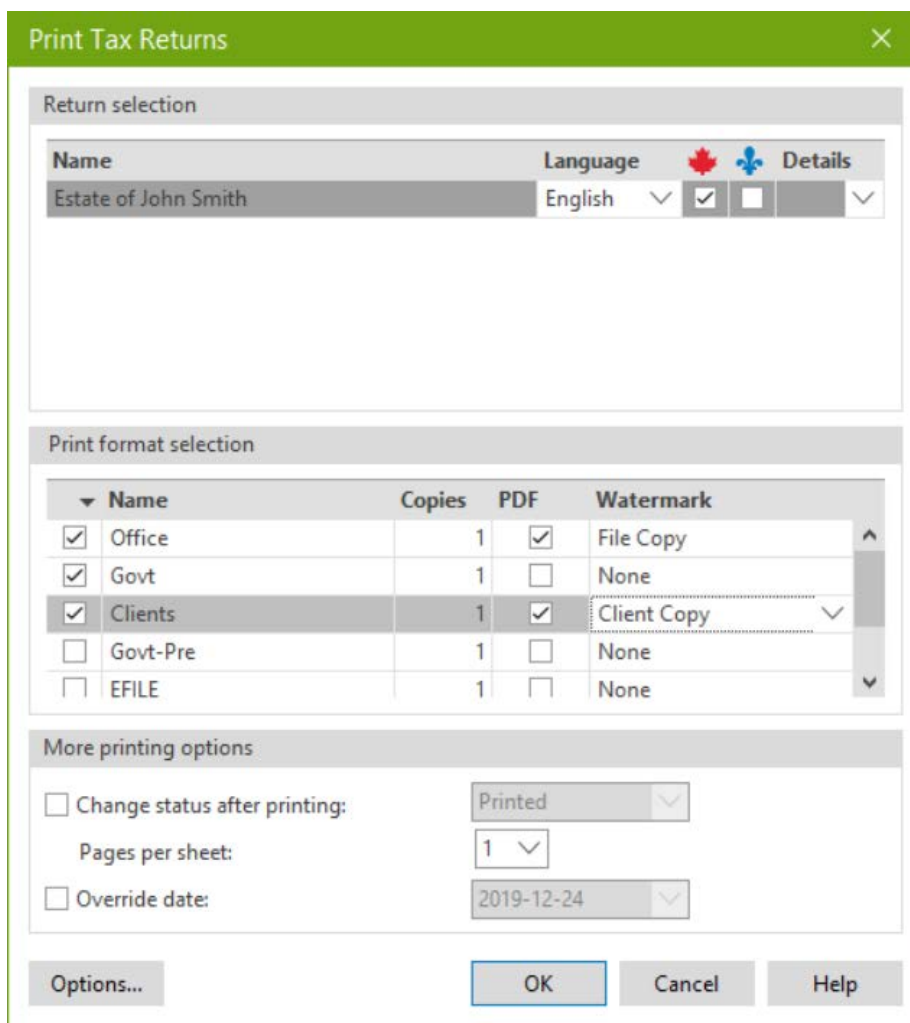
You can print the return by clicking **Print Tax Return** on the **File** menu.

Viewing Diagnostics

When you use the **Print Tax Return** command, and there is at least one diagnostic that needs to be corrected, the diagnostics will be displayed automatically prior to printing.

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

Selecting Returns



The dialog box titled "Print Tax Returns" contains three main sections:

- Return selection:** A table with columns "Name", "Language", and "Details". It shows "Estate of John Smith" with "English" selected for language. There are checkboxes for Canadian and Quebec flags, and a "Details" dropdown.
- Print format selection:** A table with columns "Name", "Copies", "PDF", and "Watermark".

Name	Copies	PDF	Watermark
<input checked="" type="checkbox"/> Office	1	<input checked="" type="checkbox"/>	File Copy
<input checked="" type="checkbox"/> Govt	1	<input type="checkbox"/>	None
<input checked="" type="checkbox"/> Clients	1	<input checked="" type="checkbox"/>	Client Copy
<input type="checkbox"/> Govt-Pre	1	<input type="checkbox"/>	None
<input type="checkbox"/> EFILE	1	<input type="checkbox"/>	None
- More printing options:** Includes checkboxes for "Change status after printing:" (set to "Printed"), "Pages per sheet:" (set to 1), and "Override date:" (set to 2019-12-24).

Buttons at the bottom: Options..., OK, Cancel, Help.

The federal and Québec returns in the current client file will be displayed. You can select which returns you want to print.

Note: The selection of what will be printed for each copy of the return 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 return. (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.

PDF Printing

When generating PDF files, you can apply a password automatically to the generated PDF. This helps ensure that the returns remain secure (e.g. when sending copies via Email). You can also configure the file naming convention for the PDF files generated. These options can be configured in advance using the command **Options and Settings** on the **Tools** menu, or immediately prior to printing using the **Options** button in the **Print Return** dialog box.

Printing Returns from Multiple Files

If you want to print returns from multiple data files, select the returns on the Client Manager then click **Print Tax Returns** as you would for a single file.

Printing T3/NR4/RL-16 slips

There are different ways to print T3, NR4 and RL-16 slips to issue to beneficiaries.

Print Return

If you are using the **Print Return** command, the slips selected for filing (T3S, NR4 or QR16) will be printed depending on the selected printing method (for example, if you want to print T3 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 beneficiaries' T3, NR4 or RL-16 slips while they are displayed or you can print all copies of the slips selected for all beneficiaries of the trust 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 commands used for returns and forms 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 T3 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.

Note that the choice to submit the slips electronically will have an impact on printing. For example, when slips are being submitted electronically, copy 1 of the slips is not required and does not need to be printed. Furthermore, in the case of RL-16 slips, the electronic transmission file must be generated before printing occurs since slip numbers are printed on these slips when the transmission file is created.

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 tab of the **Options** dialog box or in advance in the **Print - PDF Files** section of **Options and Settings**.

Electronic Filing

Taxprep for Trusts allows you to electronically file T3, NR4 and RL-16 slip information to the CRA and *Revenu Québec* using the Internet.

You can also electronically file certain T3 returns to the CRA.

However, because the CRA does not permit the simultaneous transmission of the return and the slips, you will have to transmit these documents separately.

Note: *Revenu Québec* does not yet accept electronic filing of TP646 returns.

Mandatory Electronic Filing


Electronic filing of the slip information via the Internet is mandatory at the federal and Québec levels where there are 50 or more slips. However, electronic transmission of T3 returns is not mandatory for the 2020 and 2021 taxation years.

Configure the Program

Enter ID Information

The tax authorities require detailed information concerning the identification of the slip transmitter. The required information differs depending on whether the slips are 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 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 filing RL-16 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 RL-16 slip filed.

Note: If there are multiple users responsible for generating RL-16 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 RL-16 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 RL-16 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 **Modify** 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 the check box **Display portal after creating file**.
5. Click **OK** to save changes.

Prepare Returns

Preparing Returns

Prepare the returns in the normal fashion. Ensure that the data for the beneficiaries' slips has been properly entered.

Select the T3 Return and Slips for EFILE

You can select whether or not you want to electronically transmit the T3 return, T3 slips, NR4 slips and RL-16 slips at the top of the Form *T3 Return Electronic Filing Worksheet* (Jump Code: EFILE).

T3 Return Electronic Filing Worksheet	
Preparer Profile Information	
Select this T3 return for EFILE	<input checked="" type="checkbox"/>
Select the T3 slips for EFILE	<input checked="" type="checkbox"/>
Select the NR4 slips for EFILE	<input checked="" type="checkbox"/>
Select the RL-16 slips for EFILE	<input checked="" type="checkbox"/>

To select EFILE by default for the T3 returns, T3 slips, NR4 slips or RL-16 slips, you can choose the option(s) provided in the "EFILE information" section of the Preparer Profile.

T3 Return Eligibility

Only certain T3 returns are eligible for electronic transmission. The Form *T3 Return Electronic Filing Worksheet* will indicate if the return is subject to any of the exclusions (e.g. if there is tax payable by the trust).

Only original T3 returns can be transmitted. Amended and cancelled returns must be paper-filed.

The Form *Summary of EFILE Data Fields of T3 return* (Jump Code: EFILE SUM) allows you to view the fields that will be transmitted to the CRA.

Verify Eligibility of Slips for EFILE

When EFILE has been selected for the slips in a return, the program will determine if each slip is then eligible for EFILE (T3, NR4, RL-16).

The EFILE status of a slip is “Eligible” when EFILE is selected, and the client file:

- includes at least one of the slip types in question; and
- meets eligibility requirements.

To verify that the slips in the client file meet the eligibility requirements for EFILE, proceed as follows:

1. Display the Diagnostics.
2. Click the **EFILE** tab to verify any EFILE diagnostics.

If the slips in the client file meet the eligibility requirements for EFILE and no EFILE diagnostic is issued, the EFILE status for the T3, NR4 and RL-16 slips will then be “Eligible” and the following diagnostics will display:

Take Action (4) General (0) EFILE (4) Bar code (0) My Diagnostics (0) Reviewed (0) Ignored (2) All (6)			
Diagnostic			
			T25 — T3 slips eligible for EFILE.
			T26 — NR4 slips eligible for EFILE.
			T27 — RL-16 slips eligible for EFILE.
			T42 — EFILE - This return is eligible for EFILE. However, verify all general diagnostics prior to transmission, as they could indicate that there are errors in the return.

Errors detected

Errors that can cause rejection of the return are indicated in the diagnostics under the **EFILE** tab. They must be corrected in order for the slips to be eligible for EFILE purposes.

Slip Transmission

Transmit Slips

The program allows you to transmit slips for one or more client files at the 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 **Tax Return** view, or select the client file 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 transmission 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 that 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, you can display a list of slips that will be included in the transmission for each client file selected. 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 the slips in the 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 the slips in 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:

- You cannot transmit the selected slip because EFILE diagnostics exist; or
- The client file 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.

Transmitting a T3 Return

The transmission of a T3 return is done using the command **General Returns** on the **Transmission** menu.

The return is electronically filed in the same manner as the slips. Use the same identification numbers used to transmit T3 and NR4 slips (i.e. the transmitter number, WAC and BN).

Note that the CRA will only validate the format of the transmission file that is transferred. Unlike EFILING a T1 or T2 return, the CRA does not validate the data in the T3 return at the time of transmission.

Creation of the File(s) to Transmit

When you click OK in the Transmit Slips or Transmit - General Returns dialog box, the program creates the file to transmit in one of the folders specified in the Options and Settings. By default, the folders are as follows:

- \...\My Documents\Wolters Kluwer\T3 Taxprep 20**\Generated Slips\T3RET
- \...\My Documents\Wolters Kluwer\T3 Taxprep 20**\Generated Slips\T3
- \...\My Documents\Wolters Kluwer\T3 Taxprep 20**\Generated Slips\NR4
- \...\My Documents\Wolters Kluwer\T3 Taxprep 20**\Generated Slips\RL-16

The name of the saved transmission file is ABBBBBBBCCC*variable*.XML, where AA represents the taxation year, BBBBBB represents the transmitter number and CCC is a counter for each file produced. The variable that follows the number can be either 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).

Note, however, that the total number of characters in the file name cannot exceed 30.

The saved file will remain in the folder and will not be deleted.

Internet Transmission Help Window

When you transmit, 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.

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 each type of slip or T3 return that was transmitted.

For example, if you have transmitted "Amended" RL-16 slips, the EFILE status will be "Generated - Amended." You can consult this status from several places in the program, such as the Properties dialog box for the client file as well as in the Client Manager.

Note: A slip type or T3 return with a "Generated" status can be transmitted again, if necessary, since the program continues to validate its eligibility to EFILE even after transmission.

EFILE Information Form (Jump Code: EFILE INFO)

This form provides easy access to EFILE transmission information within the client file, regardless of who transmitted the data. The EFILE Information form will indicate the name of the document being transmitted (e.g. T3 return or T3 slips), the type of data, the transmission date, the number of slips and the confirmation number. The program automatically updates the information on this form when the following three actions are carried out:

1. A T-slip, RL slip or T3 return is electronically filed;
2. A confirmation number is entered by the user before the government's portal is closed;
3. The transfer of the confirmation number to the client file(s) is confirmed by the user.

FILE History

The EFILE transmission history displays the list of returns for which slips or the T3 return have been 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 return.

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 for Trusts 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.

InfoConnect Tax Hints

Cells with a blue triangle in the bottom right corner have a direct link to a relevant section in the appropriate Tax Research title, such as *Preparing Your Trust Tax Returns* or the *Income Tax Act*.

If you have a subscription to the applicable Wolters Kluwer Tax Research title, and you have this option enabled, then when you hover your pointer over the cell, an InfoConnect tax hint will appear displaying the relevant tax hint. The tax hint consists of an excerpt from a tax research product. You can then click the **Learn More** link at the bottom of the hint to access the full topic in CCH IntelliConnect®.

The screenshot displays a tax form interface for calculating taxable income. The form includes the following sections:

- Income before allocations (line 42 plus line 45):** 100,000.00
- Amounts paid or payable to beneficiaries:**
 - Less: Amounts claimed under subsections
 - 104 (13.1): 0.00
 - 104 (13.2): 0.00
 - Total:** 0.00
- Total deductible income allocations (line 471 minus line 472):** 100,000.00
- Income after allocations (line 46 minus line 47):** 100,000.00
- Total gross-up amount of dividends retained or not designated by the trust (line 32 of Schedule 8):** 0.00
- Line 48 plus line 49. This is:** 100,000.00

Step 4 – Calculating taxable income (see lines 51 to 56 in the guide)

A tax hint popup is displayed over the "Total" value of 0.00. The popup title is "Preparing Your Trust Tax Returns" and the content is "[T5030] Deduction for Income Payable (or Paid or Allocated) to Beneficiaries and Subsection 105(2) Expenses". The popup includes a "General Rules" section and a "Learn more" link.

You can also view the InfoConnect tax hint by clicking the **Tax Research** button on the toolbar or by pressing Shift+F1.

The display of the InfoConnect tax hints can be disabled by clicking **Hide** at the bottom right corner of the hint.

Technical Help

To get help on the operation of the program (as opposed to the tax forms), access the Help Centre by clicking **Taxprep for Trusts 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.