CCH Axcess™

At the Center of the Firm in Motion

CCH Axcess™ Tax

Evaluation Guide

April 2016

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Introduction

USING THE EVALUATION GUIDE

This Evaluation Guide will familiarize you with basic CCH Axcess™ Tax set up steps and tax return operations. The lessons in this guide take you from configuring Tax settings and defaults to creating, reviewing, and printing a sample tax return.

Lesson Objectives

Complete the lessons included in this guide to become comfortable with the windows and features of CCH Axcess Tax. The lessons are designed with your busy schedule in mind. You do not need to complete all lessons in one sitting. You will have the opportunity to stop and save your data at the end of each lesson.

Upon completion of the lessons, you will be able to do the following:

- **Lesson 1 – Setting Defaults**
  - Open Dashboard and customize your Dashboard Home page.
  - Navigate to and set up Tax options for your firm.
  - Set defaults for tax return input and print settings.
  - Set user options.

- **Lesson 2 – Working in Return Manager**
  - Use the Return Manager navigation panel and grid components.
  - Use the Return Manager Application menu and ribbon.
  - Customize the Quick Access Toolbar.
  - Display keyboard shortcuts.
  - Search for records.

- **Lesson 3 – Working in Tax Returns**
  - Create a tax return.
  - Navigate through the Tax ribbon.
  - Use the list and tree displays to open worksheets and government forms.
  - Enter tax return data, including lists, overrides, estimates, and notes.

- **Lesson 4 – Reviewing Tax Return Data**
  - Open a tax return from Return Manager.
  - Review data input in the Diagnostics and Field Estimate reports.
  - Review tax notes from the Dashboard Home page.
  - Enter tick marks in a return.
- **Lesson 5 – Printing Tax Returns**
  - Open a tax return from the Client Dashboard Returns pane.
  - Print the entire return and return sections.
  - Print a blank Organizer.
  - Update return status.
  - View return history.
- **Lesson 6 – Electronically Filing Returns**
  - Review return configuration set electronic filing options.
  - Set 1040/Individual return configuration set option.
  - Review electronic filing diagnostics.
  - Learn about the Upload Returns window.

Product Licensing

The default administrator for your account has, by default, assigned production licensing. If your firm creates additional staff, product licensing must be assigned on the Assignments > Licenses/Product Access window in the staff profile.

Other Key Features

Refer to *Other Key Features* on page 43 to view descriptions of products that interface with CCH Axcess Tax.

Glossary

Refer to the *Glossary* on page 46 to view definitions of unfamiliar terms.

Lesson 1

LESSON 1 - SETTING DEFAULTS

The following areas in CCH Axcess include options to set Tax defaults:

- Firm defaults and settings
- Tax lists
- Return configuration sets
- Return print sets
- Organizer print sets
- User options

In this lesson, you will set defaults in four of these areas. As you continue the remaining lessons, you will see how your default settings affect how you work in Tax.

In Lesson 1, you will do the following:

- Open Dashboard and customize your Dashboard Home page.
- Navigate to and set up Tax options for your firm.
- Set defaults for tax return input and print settings.
- Set your user options.

Opening Dashboard

You can access options to set defaults, as well as open CCH Axcess modules and utilities from the Dashboard.

1. Click the link on your desktop to the CCH Axcess applications folder.

2. Double-click **Dashboard**.
3. Enter your account number, user ID, and password, and then click **OK** to log in.

   📒 **Note**: An administrator creates your firm's staff profiles, each with a unique user ID and staff ID. The staff ID may or may not be the same as your user ID that you use to log in.

The first three options on the Dashboard navigation panel display the following Dashboard windows:

- Home. You can customize your Home page to include module panes, such as the Notes pane, allowing you to open returns and review Tax notes from Dashboard. Most panes that are available for you to add to Dashboard are based on your licensed and installed CCH Axcess products.
- Applications. Open your installed CCH Axcess modules and utilities.
- Configuration. Configure default settings for your firm and licensed products, manage your firm's staff and clients, and set up security for your firm.

The additional navigation panel options do the following:

- Client Dashboard. Open the Client Dashboard to review data for a selected client in one convenient location.
- User Options. Set custom defaults that are applied to your user ID.
- Customize. Manage your Home pages and panes.
- Feedback Forum. Submit feedback for product improvement.
- CCH Software News. Link to CCH Axcess product news and release notes.

Customizing Your Dashboard Home Page

You can customize multiple Dashboard Home pages and multiple panes on each page containing CCH Axcess content. Additional customization options include renaming pages, adding or removing columns, rearranging columns, and rearranging panes. You can also move panes to your desktop.

You can associate a note of free-form text to a tax return or field. The Notes pane displays return and field notes that are assigned to you, allowing you to review the notes and open the associated return and note from Dashboard.

Click **Home** on the Dashboard navigation panel. If the Notes pane is already displayed on any of your Home pages, you can skip to the next exercise; otherwise, do the following to add the Notes pane to your Dashboard Home page.

1. Click **Customize** on the Dashboard navigation panel.
2. Select **Home** in the Add pane section.
3. Select **Notes** to add the new pane to your Home page. We will revisit this pane in Lesson 4.
4. Click **Save & Close** to save your changes.

Note: The Notes pane may include Workstream notes, if CCH Axcess Workstream is licensed and installed.

Setting Firm Tax Options

In Dashboard, click **Configuration** on the navigation panel, and then click **Settings and defaults** under Tax.

You can set Tax defaults for your firm in the following areas:

- **Options**. Allow client common data updates to be transferred between client profiles and tax returns. Set the number of days that batch jobs should be retained in Batch Manager.
- **Return defaults**. Set the default return configuration set and print set to be used for an organizational unit, such as an office or a business unit. We will apply return defaults later in this lesson.
- **Pennsylvania cities**. Create a custom list of Pennsylvania tax jurisdictions.
- **Tick Marks**. Set custom tick mark descriptions. In the next exercise, you will set custom tick mark descriptions to be used by your firm.
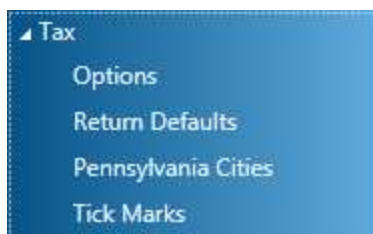
Default Tick Mark Descriptions

A tick mark is a visual cue that is inserted in a worksheet or government form field to indicate the data has been reviewed. There are three color-coded categories of tick marks. Each category defines a different step in your tax return review process, creating greater efficiency in the completion of the return.

Do the following to change the three tick mark category descriptions:

1. Click **Tax > Tick Marks** on the Firm navigation panel.
2. Enter *Draft*, *Prepared*, and *Reviewed*, respectively, as the first, second, and third level descriptions.

3. Click **OK** to save your changes. In Lesson 4, you will insert tick marks in return fields.

Designating a Tax Signer

Staff who will be signing tax returns as a paid preparer are defined in the staff profile.

To enter staff signer information, do the following:

1. Open Dashboard, click **Configuration** on the navigation panel, and then click **Staff** under Staff Manager.
2. Verify that *Enter Staff ID* displays in the Search box above the Staff Manager grid.
3. Enter your staff ID that you used to log in and press **Enter**.
4. Locate your staff profile in the grid, and make a note of your staff profile first and last names. You will select your staff name in the next exercise.
5. Double-click your staff profile.
6. Select **Tax > Signer** on the staff profile navigation panel.
7. Enter one to five numbers in the Signer code box. Normally, you would enter additional signer identification and license number information. For the sake of this lesson, you only need to enter a signer code.
8. Click **Save & Close**.

Setting Tax Return and Print Options

Return configuration sets save default tax return input and preferences, such as signature block, print, electronic filing, specific tax return types, letter and filing instructions, and custom client invoice information.

Return print sets define the conditions in which documents print for each tax product, tax authority, and copy type. Return print sets can also determine the order in which documents print and suppress the printing of documents.
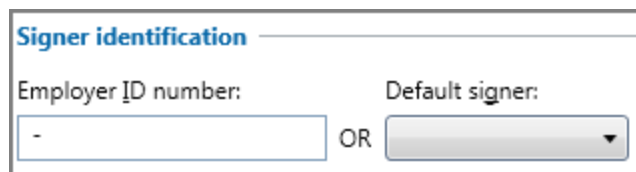
Your firm can also assign a default return configuration set and return print set to each of your firm's organizational units, such as offices, business units, and regions. Clients assigned to these organizational units inherit the return configuration set and return print set when creating tax returns.

You can also select a return configuration set manually when creating returns.

CCH Axcess Tax includes a default return configuration set and return print set. We will create a custom version of each. You will then associate each to an office in your firm.

Creating a Custom Return Configuration Set

1. Click **Configuration** on the Dashboard navigation panel, and then click **Return configuration sets** under Tax. The system default and, if created, other custom return configuration sets are listed on the navigation panel.
2. Click **New** on the button bar.
3. Enter a unique name and, if desired, a description.
4. Click **OK**. Your new return configuration set is added to the bottom of the navigation panel. After you save your changes, it will display alphabetically in the list.
5. Review the available options under your new return configuration set on the navigation panel.
6. Select a default signer.
   a. Click **Signature Block** on the navigation panel under your return configuration set.
   b. In the Signer identification section, select your staff name as *Default signer*. Staff names are listed by *Last Name, First Name*.

7. Click **Print Options** on the navigation panel under your return configuration set.
8. On the Return Print Options tab, select **Show last four digits when masking** in the Masking Options section.
9. Click **Save**, and then close the Return Configuration Set window. The return configuration set will be assigned to a return in Lesson 3.

Creating a Custom Return Print Set

1. Click **Return print sets** under Tax on the Dashboard Configuration window. The system default and, if created, other custom return print sets are listed on the navigation panel.
2. Click **New** on the button bar.
3. Accept the default tax year and enter a unique name.
4. Click **Create**. Your new return print set is added to the navigation panel under the current tax year.

Notice there is a tab for each return type. On each tab, you can change the order in which documents print and select whether a document should print. For each return type, you set defaults by tax authority and copy type.

5. On the Individual tab, accept Federal as the tax authority and Accountant as the copy type.

6. Click **Form Search** on the button bar.

7. Click in the Search field, enter **Projector**, and click **Find Next**.

8. Click **Cancel** to close the Search window.

9. Select **Tax Projector Summary** and drag it below Tax Projector Rates in the Form list.

10. Click **Save** on the button bar, and then close the Return Print Sets window. The return print set will be assigned to a return in Lesson 3.

💡 Tip: You can override return configuration set and return print set options in a tax return.

Assigning the Return Configuration Set and Return Print Set to an Office
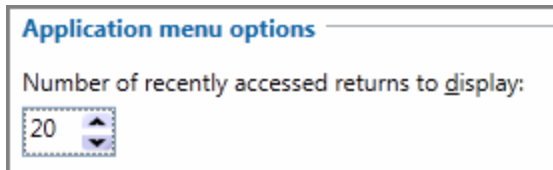
1. Click **Settings and defaults** under Tax on the Dashboard Configuration window.

2. Select **Tax > Return Defaults** on the navigation panel.

3. On the Configuration Set tab, select your new return configuration set for an office.

4. On the Print Set tab, select your new return print set for the same office.

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

In Lesson 3, you will assign a new client to this office when creating a return.
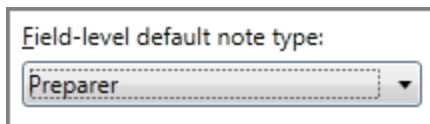
Setting Your User Options

User Options enable CCH Axcess Tax features and set defaults for other Tax functions. User Option settings are applied to your user ID.

1. Click **User Options** on the Dashboard navigation panel.

2. Select **Tax > Miscellaneous** on the User Options navigation panel.

3. Change the option to list the 20 most recently accessed return IDs on the Return Manager Application menu. The return ID links in the Application menu open the tax returns.

Application menu options

Number of recently accessed returns to display:

20

4. Select **Tax > Notes** on the navigation panel.

5. Change the field-level default note type to *Preparer*.

Field-level default note type:

Preparer

The note type determines whether the note is rolled forward to the next year. Certain note types also enable additional note options. Lesson 3 includes details on the differences in note types.

6. Select **Tax > Print Options** on the navigation panel.

7. On the Entire Return tab, select **Enable user-level print defaults**.

8. Select **PDF** under *Print to* for all copy types.

9. Select **Mask** to convert bank account, EIN, and social security numbers to asterisks in the Account, Client, and K-1 copy types. These numbers cannot be masked in the Government copy type.

10. Click **Browse** to locate and select your preferred location to save all copy types.

    Tip: You can copy the location from the first Path field to paste in the other fields.

    The option to create a separate PDF and TIFF file for each copy type is selected by default. Leave the option selected.

11. Click **OK** to save your changes.

    Note: If enabled, options for printing the entire return and other print items, such as federal, state, and city returns, override the print options set in the return configuration set.

Ending Lesson 1

To end this lesson, take note of the return configuration set and return print set names that you created. Also, take note of the office name you assigned the return configuration set and return print set to. You will use them in Lessons 3 and 5 to see how your custom settings are applied after you create a return.

If you want to take a break, close Dashboard. When you are ready to continue to Lesson 2, reopen Dashboard, enter your user ID and password, and click **OK** to log in.

Lesson 2

LESSON 2 - WORKING IN RETURN MANAGER

The Return Manager window displays all existing tax returns or tax templates for the view or filters that are selected on the navigation panel. Ribbon and grid controls provide you the ability to perform a wide range of tasks for new and existing tax returns and tax templates for all available tax years and return types.

Return Manager organizes tax returns and templates in pre-defined and custom views. You can customize the information that displays in the Return Manager grid for each view. Quick filters provide search criteria to easily locate specific returns.

In Lesson 2, you will do the following:

- Use the Return Manager navigation panel and grid components.
- Use the Return Manager Application menu and ribbon.
- Customize the Quick Access Toolbar.

Using the Return Manager Navigation Panel and Grid Components

To open Return Manager, click **Applications** on the Dashboard navigation panel, and then click **Work with existing returns** under Tax Processing. The Return Manager grid displays all tax returns for the view or filters selected on the navigation panel. By default, the Most Recently Used view is selected. You can change the default number of returns and the default view in User Options.

Navigation Panel

The navigation panel, located on the left side of the grid, contains the following three bars that include filters and views to define the returns that display in the grid.
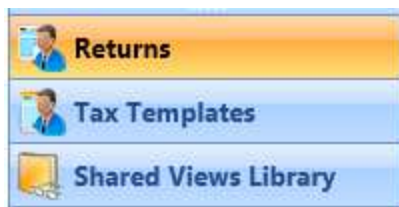
- **Returns**. Contains two expandable sections: Quick Search (filters) and Views. The filters display returns based on the criteria you select, such as office or tax year. Views save filtering criteria and any sorting or grouping options to determine the returns that display.
- **Tax Templates**. Contains views to display tax templates. Tax templates are default tax returns used to set preparation options, such as print detail and preparer information for a tax product and tax year.
- **Shared Views Library**. Contains views that are shared across your firm.

Return Quick Search and Views

Do the following to specify the returns that display in the grid based on Quick Search criteria, and then by view:

1. Select the **Returns** navigation bar on the navigation panel and click the double arrows to expand the **Quick Search** section.
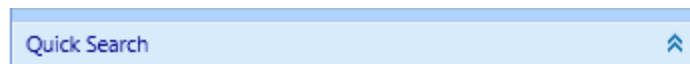
Quick Search	⌃

   Quick Search is an easy way to define the returns that display in the Return Manager grid by specifying values from return component filters. Quick Search results can then be saved as a new view.

   📒 **Note**: You can add optional filters. Click **Add Filter** to view the available options.

2. Select an option from the *Return type* filter, and then click **Go**. The grid is refreshed with only returns for the selected return type.

3. Expand the **Views** section and select the view to display the current year's tax returns. The grid is refreshed with tax returns for the current tax year for all return types.

Views	⌄
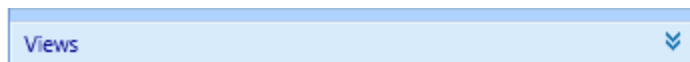
📒 **Note**: In CCH Axcess, client access groups are a security method to restrict access to specific clients. They restrict client access to certain staff levels or specific staff in the firm. Clients that belong to any client access group for which you are not assigned do not display in the grid.

Return Manager Grid

Note the following Return Manager grid components:

- **Search**. The Search field above the grid helps you locate specific clients by name or client ID.
- **Grid columns**. All available columns display by default in the grid. You will change the grid columns in the next exercise.
- **Page**. The controls below the grid allow you to move to another grid page, if the number of returns exceeds the amount allotted for a page. You can also change the number of returns you would like to display in a single page.

   |<<   <   Page: 1 ▾   of : 35   >   >>| Results per page: 20 ▾

Page controls are not displayed for the Most Recently Used view as you set the default number of returns to display for this view in User Options.

Column Display

Do the following to change the columns in the grid:

1. Right-click any column header in the grid and select **Column Selection** from the menu.
2. Do the following to remove and reorder columns:
   a. Select **Return Group** in the right pane and click the single left arrow.
   b. Select **Last Activity** in the right pane and click the up arrow to reorder the column under Return Status.
3. Click **OK**. The Return Group column is removed from the grid and the Last Activity column is repositioned.
4. Click the **Return Type** column and drag it between the Tax Year and Client ID columns.

Right-click in the grid to view the available menu options. All menu options can also be selected on either the Application menu or ribbon, which we will discuss next.

Note: You can change the return configuration set and the signer assigned to a return by selecting a different value in those columns.
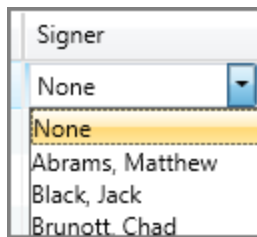
Using the Return Manager Application Menu and Ribbon

The Application menu and ribbon contain commands to work with or change the tax returns or templates in the grid, as well as commands to create new tax returns and templates.

Application Menu

Click the **Application button** located on the upper-left corner of the window.

The Application menu contains the following two panes:

- **Left pane**. Displays menu options to create, open, and delete tax returns or templates, and print the grid contents and blank Organizers.
- **Right pane**. Contains links to open your most recently accessed returns. Note that 20 returns are listed, according to your User Options setting that you saved in Lesson 1.

	Recent Returns
New ▸	1. 2013I:4324234242:V1
	2. 2012F:GAtestFid:V1
Open ▸	3. 2012F:FiduSkoda:V1
	4. 2012F:fIDUSMALL:V1
Delete	5. 2013F:456456:V1
	6. 2013I:buntaroi:V1
Print ▸	7. 2011I:SWamer:V3
	8. 2012I:SVWAGEI4:V1
	9. 2012I:ytuyt:V1
	10. 2012C:mht:V1
	11. 2012I:Xavi:V1
	12. 2013I:777797997:V1
	13. 2013I:982357:V1
	14. 2010C:sNHc01:V1
	15. 2011S:TXGrpS-01:V1
	16. 2012S:TxClientCop:V1
	17. 2013C:corp:V1
	18. 2013I:split2012:V3
	19. 2013C:corp:V2
	20. 2013Y:EsGfSidd:V1
	User Options / Exit CCH Axcess / Exit Return Manager

💡 Tip: The User Options button located below the menu allows you to open your user settings without needing to return to Dashboard.

Ribbon

The ribbon organizes features on separate tabs and each tab is grouped by related functions.

Click each of the following ribbon tabs to view the available controls:

- **Home**. Contains the most frequently used controls to create, open, update, and roll forward returns. Options to view return history, lock and unlock returns, and manage the grid contents are also available.

- **Utilities**. Contains controls that are most likely used for a single return, such as backup, recover, and restore. Note that you can access the Electronic Filing Status system (EFS) to track the status of electronically filed returns from this tab.

- **Views**. Contains options to create new views as well as import shared views or export views that you want to share.

    Note: Most view options are available only when a custom view is selected on the navigation panel. You can save CCH Axcess system views as a custom view, if desired.

- **Help**. Contains options to view instructions and information about CCH Axcess Tax and, if licensed, links to the following research tools:

    - **IntelliConnect**. Provides up-to-date tax information with search functionality. Research documents are organized in a Tree View or Library View and include tools to locate related news, full-text source documents, and analysis.

    - **IntelliForms**. Includes over 20,000 forms and instructions, including sales and use tax forms, expanded sets of nonprofit forms, and financial and estate planning forms.

Ribbon Display

Do the following to change the ribbon display:

1. Right-click the ribbon and select **Minimize the Ribbon**. The ribbon is reduced, allowing you more space to view returns in the grid.

2. Double-click **Home**, **Utilities**, **Views**, or **Help** above the grid to restore the ribbon.

3. Right-click a ribbon tab name and select **Show Quick Access Toolbar Below the Ribbon** to move the ribbon above the toolbar. We will discuss the Quick Access Toolbar in the next section.

Customizing the Quick Access Toolbar

The Quick Access Toolbar is located, by default, beside the Application button in the upper-left corner of the window. In the previous section, we moved it below the ribbon. The toolbar gives you access to your most used functions, such as the command to open Dashboard. The toolbar also allows you to search the IntelliConnect portal for tax and accounting research.

Do the following to customize your Quick Access Toolbar:

1. Click the down arrow beside the Quick Access Toolbar to display the menu.

2. Select **More Commands** from the menu.

   Note: *Return Manager Commands* is selected in the Choose commands from list. You can change this option to narrow the Available commands list.

3. Select any available command from the left pane and click the right arrow.

4. Click **OK**. Your selected command is added to the Quick Access Toolbar.

Using Return Manager Keyboard Shortcuts

Press **Alt** on your keyboard while in Return Manager to display the available keyboard shortcuts on the Application menu, ribbon, and Quick Access Toolbar. Next, press **Alt** and the keyboard shortcut for a ribbon tab to display the available shortcuts for each command on the ribbon tab.

Example: In Return Manager, pressing **Alt+L+W** displays the options in the Web drop-down list on the Help tab.

Searching for Records

You can search for records in the following ways:

- The Search box immediately above the grid searches the entire system, not just the current grid page, for specific client IDs and client names. This feature refreshes the grid, displaying only the records that match your search criteria.
- The Find box in the Grid View group on the Home tab searches the contents of the current page.

Ending Lesson 2

To end this lesson and take a break, close Return Manager and Dashboard. When you are ready to continue to Lesson 3, reopen Dashboard, enter your user ID and password, and click **OK** to log in.

Lesson 3

LESSON 3 - WORKING IN TAX RETURNS

When working in tax returns, many of the same controls you reviewed in Lesson 2 are available. There is an Application button, a ribbon, and Quick Access Toolbar, and when the tree view is selected, a navigation panel.

In Lesson 3, you will do the following:

- Create a tax return.
- Navigate through the Tax ribbon.
- Use the list and tree displays to open worksheets and government forms.
- Enter tax return data, including lists, overrides, estimates, and notes.

Creating a Tax Return

You can select to create a return directly from a link on the Dashboard or from commands in Return Manager. In this lesson, we will create a return from Return Manager.

In this procedure, you will set up information for a new client when creating the return.

1. To open Return Manager, click **Applications** on the Dashboard navigation panel, and then click **Work with existing returns** under Tax Processing.
2. In Return Manager, select **New > Tax Return** on the Application menu or **New > New Return** in the Edit group on the Home tab.
3. Enter a new ID in the Client ID box of up to 15 characters. If your client ID contains a sub-ID, enter a period after the client ID, followed by the sub-ID of up to 21 characters, for example, Client ID.SubID. When you press **Tab** or **Enter**, the Add Client window displays. Make a note of the client ID. You will enter it in Lesson 6.

   Note: The option to use client sub-IDs can be set as the default for your firm on the Setup Defaults window accessed from the Firm > Settings and defaults link in Dashboard.

4. Enter the following profile data for the new client:
   a. Select **Individual** as the client type.
   b. Select the office you assigned the return configuration set and return print set to in Lesson 1.
   c. Click **Full Name**, enter a first and last name for your client, and then click **OK**.

d. Enter **556178011** as the client's Social Security Number.

e. Select a return group. Return groups are set up at the firm level and are for filtering purposes only. Clients are assigned to a return group in the client profile. All returns for a specific client belong to the same tax return group.

> **Note**: In Tax, a return group is also a term for a family of consolidated returns.

5. Click **OK** on the Add Client window to return to the New Tax Return window. Notice that the return configuration set and print set you created and assigned to the client's office in Lesson 1 are automatically selected.

6. Accept the current tax year.

7. Leave 1040 Individual as the return type. Tax return types are based on the firm's licensing and the client profile.

> **Example**: An Individual client type populates the following return types: Individual, Employee Benefit Plan, or Estate & Gift.

8. Enter a description, if you prefer. If you will be creating more than one return version for a client in the same tax year, a description is helpful to distinguish differences in the versions. You can enter a description at any time after the new version is created by clicking **Version Description** on the Manage tab from inside a return.

9. Click **Return security** on the navigation panel to enter and confirm a password of one to eight letters or numbers for the return. Security is applied to the client level. The password entered to secure a return for a client must be entered to open other returns created for that same client.

10. Click **Create**. If not already downloaded, the appropriate tax forms required to process your return are downloaded for the tax year and return type.

Using the Tax Return Ribbon

The Application button, Quick Access Toolbar, and ribbon are located at the top of the window, similar to their location in Return Manager.

The ribbon organizes features on separate tabs and each tab is grouped by related functions.

Click each of the following ribbon tabs to view the available controls:

- **Home**. Contains the most frequently used controls to calculate, print, navigate, and edit the return. We will use some of the controls on this tab later in this lesson.
- **Review**. Contains options to run reports, open the Electronic Filing Status system (EFS), and work with letters, notes, and tick marks. We will revisit this ribbon tab in Lesson 4.

- **View**. Contains options to change how worksheets and government forms are organized, either in a Forms List or a Tree format. You can also open worksheets and government forms in multiple tabs and windows. We will use controls in the Show/Hide group in the next section.
- **Manage**. Contains options to split returns, add or change the version description, and secure the return. There are also controls that interface with Workstream and Practice, if licensed for your firm and installed.
- **Import / Export**. Contains options to import and export tax data, such a K-1, depletion, and apportionment data.
- **Help**. Contains options to view instructions and information about CCH Axcess Tax, instructions for the open field, worksheet, or government form, and links to online research tools, including the U.S. Master Tax Guide, which is located on the IntelliConnect portal.

Most of the controls on the ribbon can also be accessed from the menu displayed from right-clicking a return or return field.

Note: There are two History controls on the ribbon. The controls in the History group on the Home tab allow you to navigate back and forward between the worksheets and forms you have opened during the return session. The Return History button on the Manage tab displays return activities and statuses, such as changed data, calculation, print, and return security, from the time the return was created.

Ribbon Display

Do the following to change the ribbon display:

1. Right-click a ribbon tab name and select **Minimize the Ribbon**. The ribbon is reduced, allowing you more space to view the Tax window.
2. Double-click a ribbon tab name next to the Application button to restore the ribbon.
3. Right-click a ribbon tab name and select **Show Quick Access Toolbar Below the Ribbon** to move the ribbon above the toolbar.

Using Tax Return Keyboard Shortcuts

Press **Alt** on your keyboard while in a tax return to display the available keyboard shortcuts on the Application menu, ribbon, and Quick Access Toolbar. Next, press **Alt** and the keyboard shortcut for a ribbon tab to display the available shortcuts for each command on the ribbon tab.

Example: In a tax return, pressing **Alt+L+W** displays the options in the Web drop-down list on the Help tab.

Using the List and Tree Displays

Worksheets and government forms are displayed in either a list or a tree format. You can locate and open worksheets and government forms in either format, depending on your preference. In User Options, you select the format that displays when opening returns. By default, returns open in the list format.

Worksheets and Forms List

The Forms List provides a list of worksheets or forms in an expanded view. You select the list of worksheets, government forms, state forms, or return groups from vertical tabs. The Return Group tab is available only if you are working with consolidated or kiddie tax returns.
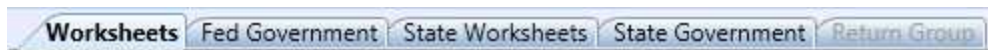
Do the following to locate and open a worksheet:

1. Click in the Worksheets tab and type the letter **T**. The next worksheet or worksheet section beginning with the letter T is highlighted in the list. Continue typing *T* to find the next item beginning with that letter. As you continue typing, notice that the name of the selected section or worksheet displays above the list.

2. Click the ribbon **Home** tab and click **Collapse All** in the Navigation group. The list collapses to show only worksheet sections.

3. Click **Expand All** in the Navigation group to display all worksheets.

4. In the Search Worksheets box, enter **basic**. The Basic Data worksheet is highlighted in the list.

5. Click **OK** to open the selected worksheet.

Worksheets and Forms Tree

When you open a worksheet or form from the list, the tax return view changes to the tree format. The Basic Data worksheet is open in the right pane and is expanded in the Worksheets Tree on the navigation panel. Each worksheet is organized in numbered sections.

Navigation bars allow you to change the tree display from worksheets to government forms or return groups.
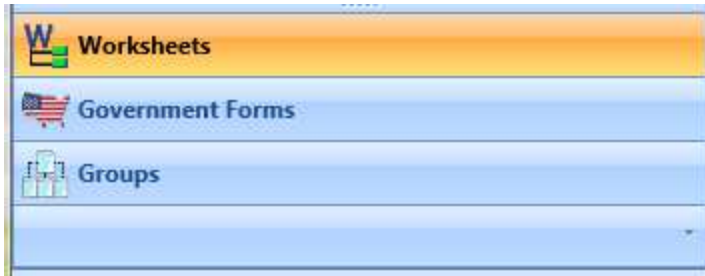
Notice the Worksheets, Fed Government, State Worksheets, and State Government tabs are still visible above the navigation panel.
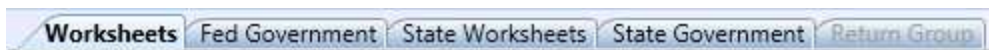
Do the following to navigate between the Worksheets Tree and Forms List:

1. Click the **Worksheets** tab above the navigation panel, click **Forms List** on the View ribbon tab or press **Alt+V+L**. You return to the Forms List.
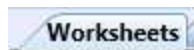
2. Click the **View** ribbon tab, and then click **WS Form** in the Show/Hide group to return to the Worksheet Tree.
3. Clear the **Form Tabs** check box in the Show/Hide group on the View tab to minimize the vertical tabs.
4. Click **Forms in Return** in the Show/Hide group on the View tab to display only the worksheets in the navigation panel that contain input. Currently, the Basic Data worksheet is the only worksheet containing data from the client information you entered when you created the return.
5. Click **Forms in Return** again to display all worksheets.

📝 **Notes**:

- The Forms in Return control works in both tree and list formats.
- Worksheets with data display in blue font in both tree and list formats.

Entering Tax Return Data

Data entered in worksheets transfers to the appropriate government form upon calculation of the return. The majority of data input is done in worksheets. A much smaller number of input fields are in government forms.

Worksheet data is entered in sub-units called sections. Each section is comprised of fields grouped by topics. For worksheets with more than one section, the first is expanded by default when you open the worksheet.

To aid data entry, expand or collapse sections as follows:

- Click the ribbon **Home** tab and click **Collapse All** in the Navigation group to collapse all sections in the worksheet.
- Click **Expand All** in the Navigation group to open all sections.
- Click the down arrows beside a section name to collapse or expand a single section.

Entering Basic Client Data

1. Open the Basic Data worksheet.
2. In the Home state field, click the arrow. The State Code list displays.

   Note: You can also click **Lookup Value** on the Home ribbon tab to display the list.

3. Double-click the abbreviation for the state in which you reside.
4. Press **Tab** twice to move to the Filing status field.
5. Click the arrow at the end of the Filing status field.
6. Select **Married filing jointly (even if only one had income)**.

   The client's first name, last name, and Social Security Number are entered under Taxpayer from the information you entered when creating the return.

7. Enter a first and last name under Spouse.
8. Enter **643866124** as the spouse's Social Security Number.
9. Click in the *Date of birth* field under Taxpayer and enter a date. You can type the date or press **F4** to display a calendar.
10. Press **Tab** twice and enter *Attorney* in the Taxpayer Occupation field.
11. Click in the *Date of birth* field under Spouse and enter a date, or press **F4** to select one from the calendar.
12. Press **Tab** twice and enter *Graphic Design* in the Spouse Occupation field.
13. Under Address, enter a street address, city, state, and ZIP code.
14. Under Telephone Number and Email, enter a work phone number for the taxpayer. You must include hyphens for the number to appear in other phone number fields upon calculation.

Displaying Multiple Tabs and Windows

You can display up to four tabs, four windows, or a combination of four tabs and windows from the Worksheets or Government Forms Tree. And you can use tabs and windows to display a combination of worksheets and forms.

If you open multiple worksheets or forms, you can change the position of the open tabs or windows. You can also change the tab positions in the Forms List to separate panes or floating windows.

Do the following:

1. Right-click the **Return Options** worksheet on the navigation panel and select **Show Form in New Window** from the menu. A second worksheet opens in another window that you can reposition on the screen or another monitor. This allows you to enter data in one worksheet while reviewing data in another worksheet.
2. Click the **View** ribbon tab and click **Reset Tab** in the Window group. The second window is changed to a tab beside the Basic Data tab.
3. Right-click the **Return Options** tab and select **Close** from the menu.

Entering Data in Grids and Detail Worksheets

When you have multiple occurring worksheets such as non-entities like Interest, Dividend, and Depreciation, each occurrence is referred to as a Detail Worksheet. These worksheets are accessed through Summary grids. Each row of the grid represents a different Detail Worksheet. Through these grids, you can add additional Detail Worksheets and view and enter data for a subset of Detail Worksheet fields.

In this exercise, you will use Detail Worksheets to add wages and salary detail for your client.

1. Expand **Income/Deductions** in the Worksheets Tree, and then double-click **Wages, Salaries and Tips**.
2. In the first row of the Wages and Salaries grid, enter **T** in the TS field.
3. Press Tab and enter **Hudson & Day Law**.
4. On the Wages and Salaries Summary grid navigation bar above the column headers, click **Detail** to display the IRS W-2 section of the Wages and Salaries Detail Worksheet.
5. Click in the Wages, tips, other comp field, enter **68000**, and then press **Tab**. The Social security wages, Social security tax withheld, Medicare wages and tips, and Medicare tax withheld fields (3, 4, 5, and 6) are populated with the appropriate values.
6. Enter **11200** as Fed income tax withheld.
7. Click in the first column of State income tax, enter **7152**, and then press **Tab**. The State income tax field is in the State and City Info grid at the bottom of the worksheet.

	State and City Info			
State				
Employer's state ID number				
State wages, tips, etc.	68000			
State income tax	7152.00			
Local wages, tips, etc.				
Local income tax				
City				
Locality name				
Military	☐	☐	☐	☐
State use				
State disability insurance				

Find Occurrences · 1 of 4

Summary

8. Click **Summary** on the Wages and Salaries navigation bar above the IRS W-2 section. The Wages and Salaries Summary grid displays the detail you entered.

    In the remaining steps, enter data for the spouse using the arrow keys or Tab as necessary to navigate fields.

9. On the second row of the Wages and Salaries Summary grid, click in the TS field and enter **S**.

10. Enter **Top Images** in the Employer Name field.

11. On the Wages and Salaries tab, click **Detail** to display the IRS W-2 section.

12. Complete the following tasks:

    a. Enter **61500** as Wages, tips, other comp in Box 1.

    b. Enter **10065** as Fed income tax withheld in Box 2.

13. Click **Summary** at the top of the IRS W-2 section to return to the Summary grid.

Adding a Grid Row

In this exercise, you will use a grid to enter interest information for the return. You will also add a row for additional data entry.

1. Click the **Federal** > **Income/Deductions** > **Interest** worksheet in the Worksheets Tree. The Interest (Schedule B) Summary grid displays.

2. On the first line of the Summary grid, place the cursor in the TSJ column and select **T** from the list.

3. Press **Tab** and enter **Great Western Savings** in the Payer column.

4. Press **Tab** and enter **240**.

5. Continue entering payer and interest income figures in the next four rows, entering details as follows:

Notes:

- You can click a column header to change the order between ascending to descending.
- When printing a return, Summary grid items are printed in the order in which they are sorted.

6. To enter our final set of interest data, an additional row is required. On the right side of the Interest (Schedule B) Summary grid navigation bar, click **Add** to display an additional row.

7. Enter **J** in the TSJ column and press **Tab**.

8. Enter **First National Bank** as the Payer and press **Tab** twice.

9. Enter **65** in the U.S. Savings Bonds column.

Adding a List

The List command enters a sub-schedule of numeric detail and inserts the total in the selected field. All lists are included in the printed Accountant return copy. We will review print functions in Lesson 5.

1. Click the **Federal** > **Income/Deductions** > **Moving Expenses** worksheet in the Worksheets Tree.

2. Expand the **Schedule of Expenses** section.

3. Position the cursor in the **Amount** field for *Expenses of moving from old to new residence - travel and lodging.*

4. Click **List** in the Insert group on the Home tab, or right-click in the field and select **List** from the menu.

5. Accept the default caption (your user ID, date and time the list was created, and the associated form or worksheet) or enter a different caption, and then click **OK**.

6. Enter the following, pressing **Tab** after each entry. The total below the list refreshes as you enter new amounts.

- Village Inn 3/20 - 3/25
- 775
- Travel Lodge 4/3 - 4/5
- 255
- Car Rental
- 350

7. Click **OK**. The total, 1380, is inserted in the field. Notice that a green marker displays in the upper-left corner of the field, indicating there is an associated list.

8. Click the **Application button** and select **Save** from the menu.

Adding an Override

Overrides change the amount in a government form field that normally receives data from a calculation. When you enter an override in a government form field, the amount will not change from a calculation unless you remove the override.

Overridden amounts display in government forms in pink font color. You can also create a report showing a summary of all overrides in a return using **Overrides** on the Review menu.

1. Click **Government Forms** on the navigation panel. The 1040 U.S. Individual Income Tax Return government form opens.

2. Tab through the form fields. Notice that when selected, government form fields have one of the following background colors:

   - **Yellow**. The form field can be manually updated and can also be overridden.
   - **Blue**. The form field can be manually updated but not overridden.
   - **Red**. The form field cannot be manually updated.

3. To add an override, right-click a government form field that has a yellow background and click **Override** from the menu.

4. Accept the default caption (the current user ID, current date, and current time) or enter a different caption, and then click **OK**.

5. Enter an override amount and press **Enter**, or tab to exit the overridden field. The font is pink, indicating the amount is an override.

Before you close the government form, notice the amounts that flowed to the form when you calculated the return in the previous exercise. Scroll to the bottom of the form. The default signer that you assigned in the return configuration set is applied as the paid preparer's name.

Adding an Estimate

You can enter an estimated figure to see approximate calculations for the return and later enter the exact amount.

Example: You entered interest amounts previously. For instance, last year's return had an entry for Fidelity Federal and you are fairly certain the same amount applies for this year.

Do the following:

1. Click the **Worksheets** navigation bar to display the Worksheets Tree.

2. Double-click the **Federal** > **Income/Deductions** > **Interest** worksheet. The Interest (Schedule B) Summary grid displays.

3. On the right side of the Interest (Schedule B) summary grid navigation bar, click **Add** to display an additional row.

4. Enter **J** in the TSJ column.

5. Press **Tab** and enter **Fidelity Federal** in the Payer column

6. Right-click in the Interest Income field and select **Estimate** from the menu. The Estimate window displays your user ID, the current date, and the time the estimate as the default caption.

7. Accept the default caption, or you can enter a different one, and then click **OK**.

8. Enter an estimate amount, and then press **Enter** or **Tab** to exit the field. The font is orange, indicating the amount is an estimate.
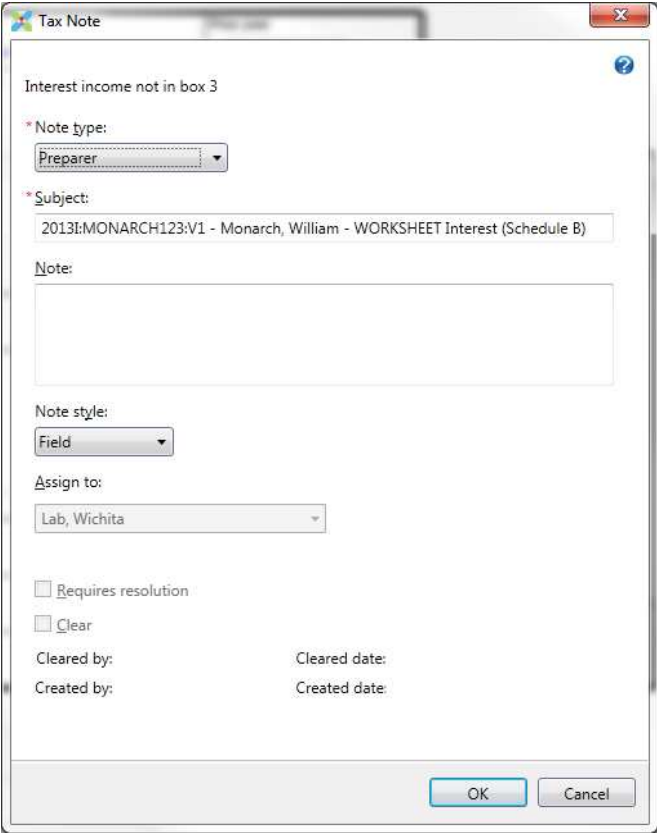
You can review and print estimates and descriptions using the Field Estimate report. We will display this report in Lesson 4.

Adding a Note

You can associate a note of free-form text to a return or a field. Once entered in the Return Note or Field Note window, you can manage and review your notes in the Notes Pane grid. You will review the Notes Pane grid in Lesson 4.

You can enter any number of return notes. In this exercise, you will add a field note.

1. Select a field and click **Field Note** in the Insert group on the Home tab, or right-click a field and select **Notes > Field Note** from the menu. The default note type, *Preparer*, is selected according to your User Options setting you saved in Lesson 1.

The available note types are as follows:

- **Review**. The default retention for this type is *Purge*. The note is purged automatically when the return is rolled forward.

- **Preparer**. The default retention for this type is *Save*. The note is retained until you delete it and is carried forward to the next year.

- **Note to Next Year**. The default retention for this type is *Carry forward one period only*. The note is retained until you delete it and is carried forward one period only. When a return is rolled forward, this note type automatically changes to Review in the new return.

- **Missing Item**. The default retention for this type is *Purge*. The note is purged automatically when the return is rolled forward.

2. Enter a subject to identify or describe your note, or accept the system default subject. The system default subject for return notes includes the return ID. The system default subject for field notes includes the form or worksheet name. The subject displays in the Notes Pane grid.

3. Enter text for your note. You can enter up to 4,000 characters. If needed, you can paste a URL to create a hyperlink to an Internet location.

4. Select your log in ID and report name in the *Assign to* field.

   Notes:

   - You can select another staff name in the *Assign to* field for the Review and Missing Item note types. Notes assigned to you display in your Notes pane in Dashboard. Notes assigned to other staff display in their Notes pane.

   - You can also select *Requires resolution* to require some action to occur before a Review or Missing Item note type can be cleared.

5. Click **OK** to associate the note with the active field. Notice that a blue marker displays in the lower-left corner of the field, indicating there is an associated field note.

6. Select a different return field and follow steps 1 - 3 to create a second field note, except this time, change the return type to **Review**.

7. Click **OK** to associate the second note with the active field.

8. Click **Save** to save your changes to the return.

9. Click **Calc** on the Home tab, and then click **Close** on the *Calc complete* confirmation message. Applicable government forms are populated with the necessary calculated data.

Note: You can select to not display the confirmation message when a calculation is complete in User Options.

Ending Lesson 3

Close your new tax return and open Return Manager. Expand **Views** on the navigation panel and select the **Most Recently Used** view. Your new return is included in the grid.

To end this lesson and take a break, close Return Manager and Dashboard. When you are ready to continue to Lesson 4, reopen Dashboard, enter your user ID and password, and click **OK** to log in.

Lesson 4

LESSON 4 - REVIEWING TAX RETURN DATA

The Review tax return ribbon tab includes features to assist with reviewing data in and associated with an open return.

In Lesson 4, you will do the following:

- Open a tax return from Return Manager.
- Review data input in the Diagnostics and Field Estimate reports.
- Review tax notes from the Dashboard Home page.
- Enter tick marks in a return.

Opening a Return from Return Manager

In this exercise, you will open your return from Return Manager. In Lesson 5, you will open the return from the Return pane in Client Dashboard.

1. To open Return Manager, click **Applications** on the Dashboard navigation panel, and then click **Work with existing returns** under Tax Processing. The default view when opening Return Manager is the Most Recently Used view, so the return you created in Lesson 3 displays in the grid.

   Note: You can change the default view to the last view used or to a saved view in User Options.

2. Right-click your return in the grid and select **Update Status** from the menu.
3. Change the current return status to **In Preparation** and click **Update Status**. The selection displays in the Return Status grid column.
4. Double-click your return.
5. If you secured your return, enter the password and click **OK**.

Using the Notes Pane

The Notes pane can be displayed in two ways. You can open the Notes pane from Dashboard or from a tax return.

In Lesson 1, you reviewed the Notes pane on your Dashboard Home page. The Dashboard Notes pane includes notes in returns of all return types and tax years that are assigned to you. Only the Review and Missing Item note types can be assigned to a selected staff.

The tax return Review ribbon includes access to a Notes Pane that allows you to review all the different Note types that are present in the return with more detail, including creator, assignee, and status.

Opening the Notes Pane from a Tax Return

1. Click **Notes Pane** in the Overview group on the Review ribbon tab. The Preparer and Review notes you created in Lesson 3 display appear in the grid.

2. Expand the **Preparer** section.
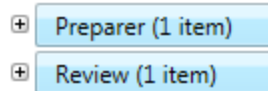
3. If needed, scroll to the right to view all available columns.

4. Right-click the Preparer note you created in Lesson 3 to view the available options. Notice that you can add and remove columns from the grid and send the note text in an email.

5. Click the link in the Work Object Link column. You are linked directly to the field where the note is associated.

Opening Returns from the Dashboard Notes Pane

1. Close your open return and go to Dashboard.

2. Click **Home** on the Dashboard navigation panel. Notes are grouped by product. If you are licensed for CCH Axcess Workstream, you will see two sections, one for Tax and another for Workstream.
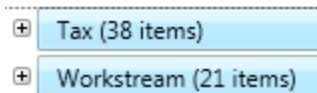
   Note: Workstream sets specifications, such as due dates, budgets, priorities, complexities, and notifications to coordinate the firm's projects. The Tax interface with Workstream allows you to link returns to projects and send updated status.

3. Expand the **Tax** section. Notice the Dashboard Notes pane grid does not include the same detail as the tax return Notes pane. The return Notes pane displays more detail about each note. The Dashboard Notes pane includes all notes assigned to you and not all the notes associated with an open return.

You can use Find on the button bar to locate a specific note in the grid.

4. Locate your Review note in the grid and click the link in the Work Object Link column. The link has two functions. It opens the return worksheet to which the note is assigned and the Field Note window. This allows you to review or update the field where the note is assigned as well as the note contents or properties.

5. Click **Cancel** to close the Field Note window.

In the Lesson 5, you will learn how to use the Application menu Print commands to print return notes.

Entering Tick Marks

A tick mark is a check mark inserted in a government form or worksheet field to indicate the data has been reviewed. You can insert up to three tick mark categories in any field type. Entering a tick mark in a worksheet or form field does not automatically place a tick mark in the corresponding form or worksheet.

Tick marks, if configured in the return configuration set, print with the Accountant return copy.

The active tick mark is the default tick mark to insert in a tax return field. You can select the active tick mark from three categories.

1. Click the **Insert** down arrow on the Review ribbon tab to display the review categories that you set up for your firm in Lesson 1.

A red, blue, and green check mark and their descriptions display in the menu. The active tick mark in the above example is *Reviewed*. Notice that the selected, or active, tick mark color also displays above Insert on the ribbon.

2. Select the Federal > Income / Deductions > **Interest** worksheet from the Worksheets Tree.

3. Click in the Interest Income field for Harrison Bank.

4. Click **View** in the Tick Marks group on the Review tab and select **All** from the menu.
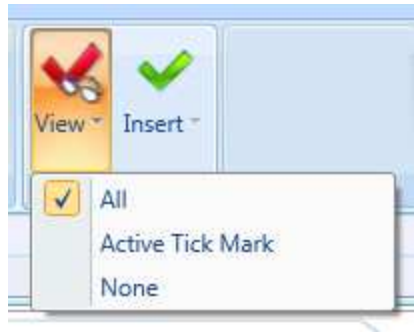
5. Click the **Insert** down arrow on the Review ribbon tab and select one of the categories from the menu. A small check mark is added in the selected field.

6. Click the **Insert** down arrow to insert the other two categories in the same field. The check marks are aligned vertically in the same order as they appear on the Insert menu.

7. Click **View** in the Tick Marks group on the Review tab and select **Active Tick Mark** from the menu. Only the active tick mark is visible in the Interest Income field.

8. Double right-click the Interest Income field for Municipal Bonds. The active tick mark is inserted in the field.

9. Double right-click the same field. The tick mark is removed from the field.

 Notes:

- Tick marks are deleted automatically when you change the data in the associated field.
- Tick marks entered in Detail Worksheets are applied to the associated grid rows. Tick marks entered in Summary grid rows are applied to the associated field on Detail Worksheets.

About Reversed Tick Marks

 A reversed tick mark is a visual cue inserted in a field by Tax to indicate a calculation caused the data in a previously tick marked field to change. The visual cue allows you to determine the values that must be reviewed. The reversed tick mark is indicated by a white check mark on a red, blue, or green background.

You can review reversed tick marks in the Reversed Tick Marks report. The report includes links to the return locations to which they apply, allowing you to move between the report and the applicable field.

Reviewing Reports

The Review ribbon tab includes options to display six reports. In this exercise, you will display the Diagnostics and Field Estimate reports.

The Diagnostics report lists the descriptions of errors and warnings that could affect the accuracy of a prepared tax return. Diagnostics are cleared from the report after you correct errors or warnings, calculate the return, and generate the report.

The Field Estimate report displays a summary of the estimates in a return. The estimate detail in the report links to the return fields to which they apply. You can view the estimate detail while you work on a form or worksheet, allowing you to move between the report and the applicable field in the return.

1. Click the **Review** ribbon tab, and then click **Diagnostics** in the Reports group. The Interactive Reports window displays with Diagnostics selected on the navigation panel. Diagnostic errors and warnings are grouped by type in the report. Up to four types can display in collapsible sections.

   - Severe
   - Caution
   - Informational
   - Electronic filing
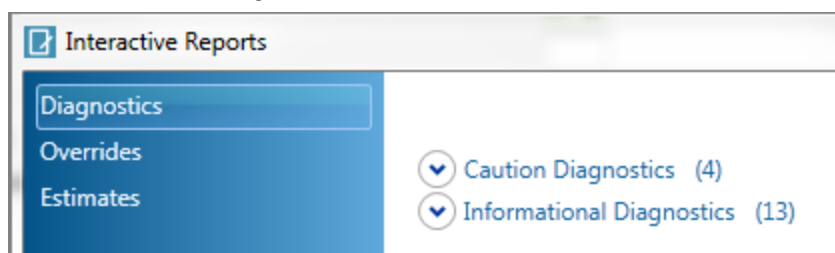
2. Click the arrow beside a section name to expand or collapse the section. The number of items in each section displays beside the section headings. If there are no diagnostics for a type, the section for that type does not display.

3. In the Caution Diagnostics section, review the text beside Schedule B. At the end of each diagnostic, a five-digit number displays in parenthesis. The number identifies the diagnostic when contacting Customer Support.

4. Click **Link to Field**. You are linked to the field that is related to the diagnostic.

   Note: Not all diagnostics include a link. If the link option does not display for a diagnostic, a description of the location is provided in the report, so you can open the form or worksheet manually.

5. Select **No** in the *Held an interest in a foreign account* field.

6. Click the **Application button** and select **Save** from the menu.

7. Click **Calc** on the ribbon Home tab, and then click **Close** on the *Calc complete* confirmation message.

8. Return to the Interactive Reports window. Notice the Schedule B diagnostic is cleared from the report.

9. Click **Estimates** on the navigation panel. Notice there are two tabs, one for government forms and one for worksheets. In Lesson 3, you only entered an estimate in a worksheet field, so the Worksheet tab displays automatically.

10. Review the information that is included in the report, and then click **Link to Field**. You are linked to the field including the estimate so you can update or clear the estimate.

11. Return to and close the Interactive Reports window.

Clearing All Estimates

After reviewing the Field Estimate report, you can remove all estimate flags in a return from the Delete group on the Review ribbon tab. This does not remove the amounts. It removes the flag and the same amounts will display in the default font color.

Ending Lesson 4

Locate your return in the Return Manager grid and take note of the client ID or client name that you will enter in Lesson 5.

To end this lesson and take a break, do the following:

1. Click the **Application button** and select **Save** from the menu. You can also click **Save** on the Quick Access Toolbar.
2. Close the return, Return Manager, and Dashboard.
3. When you are ready to continue to Lesson 5, reopen Dashboard, enter your user ID and password, and click **OK** to log in.

Lesson 5

LESSON 5 - PRINTING TAX RETURNS

Tax default print options, such as formatting, default printer, print order and sequence, watermarks, and number of copies, can be set for the firm, a user, and a specific return.

- **Firm**. Firm print options, including formatting, sequence, collation, and print suppression, are set for the return configuration set. Return print sets customize the conditions in which documents print for each tax product, tax authority, and copy type. Return print sets can also determine the order in which documents print and suppress the printing of documents.
- **User**. User print options are set in Tax using the User Options button on the Application menu.
- **Worksheet**. Options, such as print formatting, order, and sequence, for a specific tax return are set in the Processing Options worksheet. (Worksheet print options are not in common with user print options.) Click **Worksheet** in the Instructions group on the Help tab from the applicable open worksheet for more information.
- **Print window**. Print options for the open return can be set on the Print and Customize Open Return windows.

You can override settings at each lower level, as shown in the following diagram. For example, you can override a return configuration set print option in a tax return worksheet. This does not change the setting in the return configuration set. The change only affects the tax return.
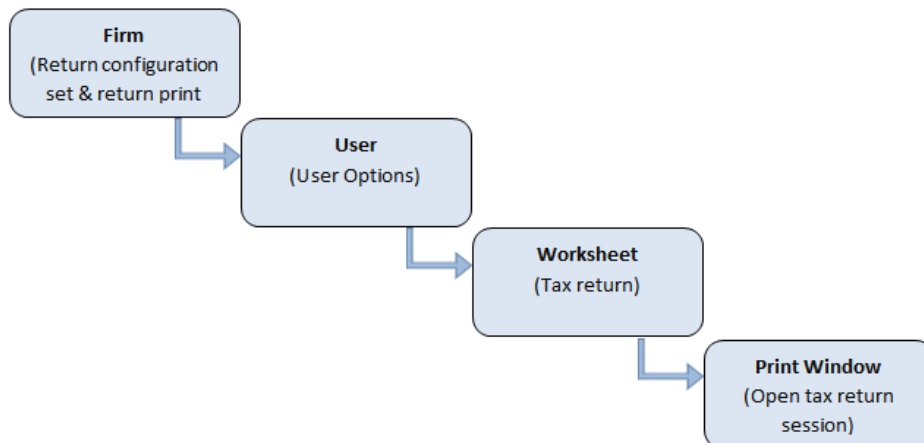
In Lesson 5, you will do the following:

- Open a tax return from the Client Dashboard Returns pane.
- Print the entire return and return sections.
- Print a blank Organizer.
- Update return status.
- View return history.

Opening a Return from the Client Dashboard

The Client Dashboard displays a summary of data for a selected client in one convenient location. The Client and Contact Information pane in the Client Dashboard displays phone, address, and email information for a client and a client's contacts. You can customize the Client Dashboard to display more details associated with a client, depending on your assigned rights and your installed products.

Do the following to add the Returns pane to your Client Dashboard.

1. Click **Client Dashboard** on the Dashboard navigation panel.
2. Enter the client ID or name for your return on the Client Selection window and click **OK**.
3. Click **Customize** on the button bar to add the Returns pane to your Client Dashboard.
4. Select a page from the Add pane list.
5. Select **Returns** to add a new pane.
6. Click **Save & Close**. Returns for all versions and years for the selected client display in the grid. The Returns pane button bar allows you to select a single tax year, roll forward returns, and view return history. As with the other CCH Axcess grids you have reviewed, you can select the columns and the order in which they appear in the grid.
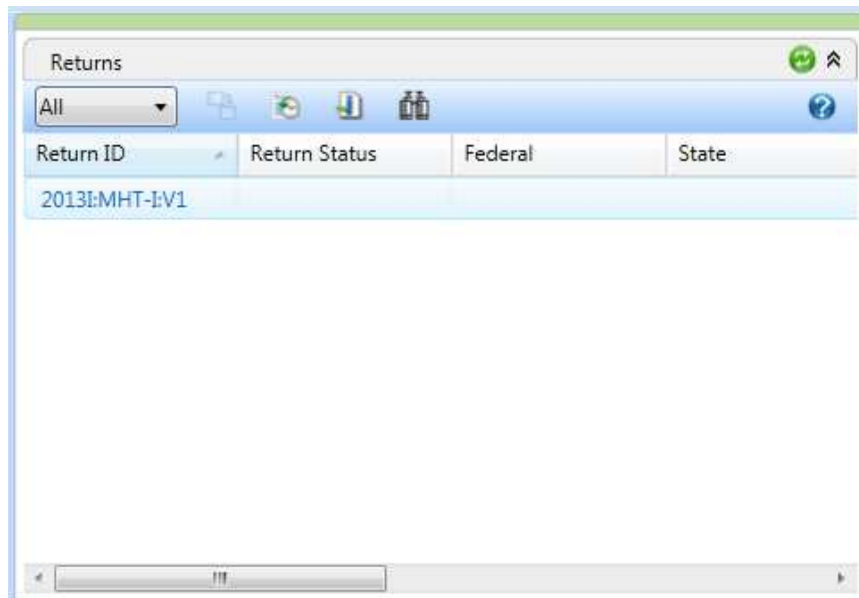
7. Click your return ID in the grid to open the return.

8. If you secured your return, enter the password and click **OK**.

Printing a Return

In your return, click the **Application button** and highlight the *Print* option. Review the print commands in the menu. You can print all sections in the return or certain components, such as only the Federal portion, reports, or select pages or forms. The Quick Print option prints the number of copies selected in User Options to the printer selected in Printer Setup.

Printing the Entire Return

1. Click **Print > Print Entire Return** from the Application menu. The selected items on the Print Entire Return window are according to your User Options that you set in Lesson 1. The print set for the client's office is also selected. The K-1 copy type is unavailable as it is applicable to the Partnership, S Corporation, and Fiduciary return types.

2. Click **Customize**. The Customize Open Return window allows you to change options from the print set when printing the entire return. Your custom settings are applied to the open return only until the return is closed. The return print set is not affected. External objects you insert are saved until they are manually deleted.

3. Click **Cancel** to return to the Print Entire Return window.

4. Click **Preview**. The available documents and forms for the selected copy types display on the navigation panel. Notice the Tax Projector Summary is positioned below Tax Projector Rates, according to the return print set change you made in Lesson 1.

5. Click **Form 1040 - U.S. Individual Income Tax Return** under the Accountant copy type on the navigation panel. The taxpayer and spouse Social Security Numbers are masked according to your User Options and show the last four digits according to the return configuration set option you selected in Lesson 1.

6. Click **Print**. The PDF print files are saved to your default location. One PDF is created for each copy type.

Note: If you reprint the same file name to the same location, you are asked if you want to overwrite the pre-existing file.

Printing Return Sections

In this exercise, you will print the lists and notes that you added in Lesson 3.

1. Click **Print > Print Return Sections** from the Application menu.

2. Clear **Federal/States/Cities** on the navigation panel.

3. Expand **Preparer Reports** on the navigation panel.

4. Select **Lists and Notes**.
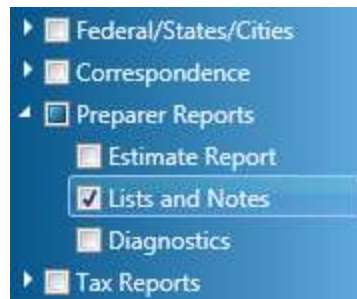
The default to print one copy to your Windows default printer is selected according to the default setting in Printer Setup.

5. Click **Preview**. The note and list you added to the return display on separate pages.
6. Click **Print**. The document is sent to your default printer.
7. Close the return.

Printing Blank Organizers

Return Manager includes the option to print blank Organizer forms for new clients with no pre-existing tax data.

To print a blank Organizer, do the following:

1. In Return Manager, select **Print > Print Blank Organizer Forms** on the Application menu.
2. Select the Organizer year and the return type.
3. Select the forms to print on the navigation panel. To select all forms, select the check box beside **Select All** at the top of the navigation panel.
4. Select **PDF** as the print destination.
5. Select a watermark to print in the document background, diagonally from the lower-left to the upper-right corner of the page. The watermark list is configured and can be edited for your firm's settings and defaults. You can enter other text, but it will not be saved in your firm's watermarks list. The watermark you select or enter applies to all selected print items.
6. Click **Browse** to select the file location, and then accept the default file name.
7. Click **Print** to create the blank Organizer.

Note: You can customize and print Organizers with tax data in Batch Manager.

Updating Tax Return Status

In Lesson 4, you updated the return status in an open return. You can also update the status of a tax return from Return Manager.

To update status, do the following:

1. Select your tax return in the Return Manager grid.
2. Click **Update > Status** in the Manage group on the Home tab to display the Update Status window.
3. Select **Ready for Review** as the current return status.
4. Click **Update Status** to change the status according to your selection.
5. Click **Refresh** in the Grid View group on the Home ribbon. The updated status appears in the Return Status column.

Reviewing Return History

The Tax system records the activity and status of each return in a history log that includes the following details:

- Return session dates, times, and duration since return creation
- Status/activity description, such as input updates, calculation, save, restore, return security, import, export, and print
- Date, user ID, staff sort name, and time of each status/activity

To view the history log, select your return in the Return Manager grid and click **Return History** in the Manage group on the Home tab. Return history is listed by session, which begins when you open the return and ends when you close it. The list is in reverse chronological sequence with the most recent session at the top of the list.

Notice the activities in the Status/Activity column, including *Printed* followed by the number of print activities.

Note: You can also view return history from an open tax return by clicking the same button on the Manage ribbon tab.

Ending Lesson 5

Locate your return in the Return Manager grid, and take note of the client ID or client name that you will enter in Lesson 6.

To end this lesson and take a break, do the following:

1. Close Return Manager and Dashboard.
2. When you are ready to continue to Lesson 6, reopen Dashboard, enter your user ID and password, and click **OK** to log in.

Lesson 6

LESSON 6 - ELECTRONICALLY FILING RETURNS

Electronic filing data can be exported from CCH Axcess Tax to the Electronic Filing Status (EFS) system for all return types except Estate & Gift. The data can then be released from EFS to the appropriate taxing authorities.

In Lesson 6, you will do the following:

- Review return configuration set electronic filing options.
- Set 1040 / Individual return configuration set option.
- Review electronic filing diagnostics.
- Learn about the Upload Returns window.

Setting Electronic Filing Return Configuration Set Options

Return configuration sets save default electronic filing options for each return type except Estate & Gift. There are also general settings that apply to all return types that allow electronic filing.

1. Click **Configuration** on the Dashboard navigation panel, and then click **Return configuration sets** under Tax.
2. Locate and expand the return configuration set you created in Lesson 1.
3. Select **Electronic Filing Options > 1040 / Individual** under your return configuration set.
4. Select **Electronically file return** under Electronic filing options.
5. Review the additional options that can be set as the default tax return setting for your return configuration set.
6. Click **Save & Close**.

Preparing and Exporting Tax Returns for Electronic Filing

Before a return or extension form can be electronically filed, it must be designated and qualified for *e-filing* in Tax.

To open the tax return you created in Lesson 3, do the following:

1. Click **Applications** on the Dashboard navigation panel, and then click **Work with existing returns** under Tax Processing.
2. Enter the client ID you created in Lesson 3 in the Search box above the Return Manager grid and press **Enter**.
3. Locate and double-click your tax return in the grid.
4. Open the **Federal > General > Electronic Filing** worksheet. The *Electronically file return* box is set to *Yes* per the return configuration set default.
5. Open the **Federal > General > Return Options** worksheet and expand the **Preparer Information** section. The *Individual preparer code* box is set to the signer code you saved in your staff profile.
6. Click **Calc** on the Home ribbon to calculate your tax return.

Reviewing Diagnostics

The Diagnostics report in Tax shows the descriptions of errors and warnings that could affect the accuracy of a prepared tax return. Electronic filing data should be qualified using the Diagnostic report. If a return or extension form does not qualify, the reasons are identified in the report. Diagnostics are cleared from the report after errors or warnings are corrected, the return is recalculated, and the report is regenerated.

1. Click **Diagnostics** on the Review tab to display the Diagnostics report.
2. Expand **Electronic Filing Diagnostics** on the Interactive Reports window. As you have entered minimal data in the tax return, there should be a larger number of diagnostics than would appear if you more thoroughly prepared the return for electronic filing. Some diagnostics link to the corresponding form or worksheet field in the tax return, allowing you to review or edit the information.
3. Click **Link to Field** beside a diagnostic to go to the applicable field. If the link option does not display for a diagnostic, a description of the location is provided in the report so you can open the form or worksheet manually.
4. Click **Close**.

Exporting Tax Returns

Firms must be licensed for electronic filing to export tax returns from CCH Axcess Tax to EFS. Staff must also be granted the functional rights in the CCH Axcess Security system to electronically file.

With the required license and security, Export > Return in the EFS group on the Review ribbon displays the Upload Returns window. All qualifying tax return components are available for export. You can also review the electronic filing deposit/debit report before export and select to send the return for eSign. CCH eSign allows you to securely send documents to your clients, employees, and other third parties to obtain their electronic signatures.

Close your return. If you are prompted to save changes, click **No**.

Ending Lesson 6

To delete the sample client and tax return, do the following:

1. Select your return in the Returns Manager grid and click **Delete** on the Utilities ribbon tab, or right-click the return and select **Delete** from the menu.
2. If you secured your return, enter the password and click **OK**.
3. Click **Delete** to remove all return data and components.
4. Click **Delete** on the confirmation message.
5. Open Dashboard and click **Configuration** on the navigation panel.
6. Click **Client** under Client Manager.
7. In the Quick Search panel, select **Individual** as the client type, select the client's office, and click **Go**.
8. Select your client in the grid and click **Delete** on the Home ribbon tab.
9. Click **Delete** on the confirmation message.

To delete the sample return configuration set and return print set, do the following:

1. Click **Return configuration sets** under Tax on the Dashboard Configuration window.
2. Select your return configuration set on the navigation panel and click **Delete** on the button bar.
3. Click **Delete** on the confirmation message.
4. Click **Return print sets** under Tax on the Dashboard Configuration window.
5. Select your return print set on the navigation panel and click **Delete** on the button bar.
6. Click **Delete** on the confirmation message.

If you do not have the functional rights granted to perform these tasks, see your CCH Axcess system administrator.

Close Dashboard and Return Manager. This ends Lesson 6.

Features

OTHER KEY FEATURES

An integrated workflow with other products and a centralized client database produce a streamlined and intuitive tax preparation experience.

Below are the products that interface with Tax. Some products require additional licensing and installation.

Batch Manager

Batch Manager performs tasks for multiple returns in a single batch process, such as return calculation, print, and roll forward. Batch Manager allows you to perform tasks unattended and schedule tasks to run during times when resources are most available. Tasks can be scheduled for repeated use in a variety of time intervals. Batch Manager also gives you access to customizing and printing your client's Organizers.

CCH Axcess™ Document

Document provides a safe and centralized solution for managing digital files. People in different locations can review and edit the files stored in Document, reducing the need for paper documents. You can send tax return print files to Document, providing your firm with a central location for your files.

CCH Axcess™ Portal

Portal provides a safe way for you to exchange and collaborate on documents over the Internet. A portal is an electronic storage location that looks like a Web site. However, it is only accessible to people who have received permission to access it by an administrator. Send tax return print files to Portal and provide your clients convenience through instant access to their tax return documents.

CCH Axcess™ Practice

Practice offers a full set of tools for managing your firm's business. More than just time and billing, the Practice system allows your firm to capture more billable hours, bill faster, and gain instant access to valuable management information. Send tax return invoice details as a progress bill to Practice Billing and Invoicing. Post time clock transaction detail for each tax return session to Practice Time Capture.

CCH Axcess™ Workstream

Workstream provides you the tools to coordinate your firm's work on a day-to-day basis. You are able to gain immediate productivity increases that translate into more billable hours and higher profits. Workstream automates and manages your firm's processes and budgets hours so projects are completed on time. Link returns to projects, send return status to Workstream, and access project route sheets.

CCH® eSign

CCH eSign allows you to securely send documents to your clients, employees, and other third parties to obtain their electronic signatures. CCH has collaborated with AssureSign to provide you a secure eSign solution that is compliant with the ESIGN Act and the guidelines provided by the Internal Revenue Service (IRS).

CCH® IntelliConnect®

IntelliConnect provides up-to-date tax and accounting information with powerful search functionality. Research documents are organized in a Tree View or Library View and include tools to help you locate related news, full-text source documents, and analysis.

CCH® ProSystem *fx*® Engagement

Engagement includes powerful tools to help you prepare audit and tax workpapers and reports in the programs that you use most: Microsoft® Word and Excel®. It extends the capabilities of these Microsoft® Office applications and provides powerful tools for organizing and managing your engagement files electronically. You can send tax return files to a workpaper tab in an Engagement binder through Tax print processes.

CCH® ProSystem *fx*® Tax Notebook Toolkit

Tax Notebook Toolkit is your firm's hub for Tax Notebook-related activities. Your firm can create customized notebooks for each client to suit the specific tax situations. You can include your firm's branding, such as your company name, address, and logo. Create tax returns that can be customized for a particular client or a group of clients from a selected Tax Notebook.

Client Manager

Common client data is stored in a common database so it can be shared between a client profile and a tax return. Updated common data can flow from a profile to a return or, in the other direction, from a return to a profile. The option to transfer information can be selected for the firm under Tax > Settings and defaults.

Correspondence Manager

Correspondence Manager gives you total control of document content and formatting. Standard letter templates for many of the documents that your firm produces are included. You can use these templates to generate personalized correspondence for your clients, or, if you prefer, you can create and import custom templates for your firm. Stationery elements can be changed for letters and a custom letterhead can be uploaded in the return configuration set.

DataScan

DataScan provides a user-defined query for searching client files to extract certain types of data. For example, you can search for clients affected by tax law changes. With DataScan, you can turn your client data into reports that can be used to provide fast, personalized service to clients. Tax allows you to create keywords that can be associated with a specific form and field in a tax return. You can use these keywords to filter the available forms and fields when generating a new scan.

Electronic Filing Status System (EFS)

Electronic filing data can be exported from CCH Axcess Tax to EFS for all return types except Estate & Gift. The data can then be released from EFS to the appropriate taxing authorities. EFS allows you to expand your professional services, file more accurate returns, and get faster refunds for your clients. You can access EFS from Tax or from Dashboard to release returns to taxing authorities and to verify return electronic filing status. Electronic filing status is also passed from EFS to Return Manager. Optional Quick Search filters in Return Manager display e-filing statuses in the grid.

Reports Manager

Reports Manager allows you to create and run reports on your CCH Axcess data. You can create report content for Tax authorization and processed returns. You can then customize your data by filtering, grouping, sorting, and adding parameters of selection criteria. Groups can be created to organize your reports.

What's Next?

The powerful features of CCH Axcess Tax will make your tax return processing and firm administration more efficient and productive.

Visit the following resources to learn more about working in Return Manager and tax returns.

Help

- **System Help**. When in doubt about a procedure or command, press **Help** when it appears on a dialog to access context-sensitive Help. You can also click **Help Topics** on the Help ribbon.
- **Tax return field, worksheet, and form Help**. With your cursor in a field, press **F1** for field-level Help. Press **F2** for worksheet or form Help. These options are also available on the Help ribbon.

Glossary

A

access group
Your firm can create client, staff, and project access groups to restrict access to the clients, staff, or projects in the access group. The access can be defined on a work product module basis.

accountant copy
Tax return print copy that may include Federal, state, and city copies, plus any of the following that apply when printed or previewed: tax return diagnostics, all notes and lists in the return, invoices, forms and schedules, supporting schedules and documentation, reports, and tick marks.

B

business unit
A level of the organizational unit associated with one or more offices. Examples may be Human Resources, Billing, Tax, Audit, and Financial Planning. All offices must have at least one business unit. A business unit may be assigned to one or more offices.

C

client
A person, proprietorship, partnership, trust, or corporation that uses the firm's professional advice or services.

client copy
Tax return print copy that may have the Federal, state, and city copies, plus any of the following that apply when printed or previewed: invoices, cover letter, filing instructions, forms, and statements.

client sub-ID
A sub-ID may be included as a part of the client ID. If you have a large corporation as a client, each subsidiary could have a client sub-ID. If an entire family has the same client ID, each family member could have a sub-ID.

common data
Data fields used in two or more applications, such as client ID, sort name, and email address, that are shared between products.

copy types
The Accountant, Government, Client, and K-1 copies of a tax return that are available for print processing.

G

government copy
Tax return print copy that may have the following documents when printed or previewed: Federal, state, and city copies, and all relative forms, statements, and letters that are prepared for the client.

K

K-1 copy
Tax return print copy that includes only the K-1 forms for Partnership, Fiduciary, and S Corporation returns.

N

navigation bar
Expandable section headers on the navigation panel.

navigation panel
Located on the left side of the window, provides centralized navigation to tax returns, templates, worksheets, and forms.

O

office
Either a specific geographic location or a logical partitioning of a firm. For most single-office firms, firm, region, and office are synonymous. An office can only be assigned to one region.

organizational unit
Organizational units define your organizational structure. The structure can consist of multiple levels: firm, region, office, and business unit. If regions are used, at least one office must exist in each region. At least one business unit must exist in each office.

Organizer
A form that collects Individual and Fiduciary tax return data from the current tax year. Organizers are printed and sent to clients of the firm so financial information for the next tax year can be added. Organizers assist the tax preparer with gathering the information necessary for completing Individual and Fiduciary tax returns for the upcoming tax year.

Organizer print set
Customizes the conditions in which Organizer documents print for each Individual and Fiduciary tax product, according to a tax authority and tax year combination.

Q

Quick Access Toolbar (QAT)
The toolbar displayed above or below the ribbon, depending on your preference, that includes a link to Dashboard and other frequently used controls.

R

region
An area within the firm comprised of one or more offices, for example, northwest or southeast.

return configuration set
A set of preferences that allows the firm to configure defaults for tax return input and preferences, such as signature block, print, electronic filing, specific tax return types, client invoices, and other products that interface with the Tax system.

return group
Set up at the firm level for filtering and organizing purposes only. Clients are assigned to return groups in the client profile. All returns for a specific client will belong to the same tax return group. In Tax, a return group can also refer to a family of consolidated returns.

return print set
Customize the conditions in which documents print for each tax product, tax authority, and copy type. Return print sets can also determine the order in which documents print and suppress the printing of documents.

return version
A client can have up to nine tax return versions for each specified return type and tax year.

reversed tick mark
A visual cue inserted in a field by the system to indicate a calculation caused the data in a previously tick marked field to change.

ribbon
A component of the application that organizes commands into a set of tabs that replace traditional menus and toolbars. These tabs simplify accessing application features as they organize commands to correspond to related tasks.

ribbon groups
Ribbon groups are labeled ribbon sections that combine commands that execute related functions.

S

security group
Grants access rights for staff to CCH Axcess module functions.

session
A Tax session is the period between log in to and log out from the Tax system. A return session begins when the return is opened and ends when the return is closed.

signer
Any staff who has the assigned staff profile rights to sign in the Paid Preparer portion of the tax return.

signer location
Firms with multiple offices can define signer information by location using Tax Lists instead of using the signature block information in the return configuration set.

staff
One or more individuals working for the firm.

T

Tax lists
Firm settings that define the name and description for return groups used to sort tax returns in a grid and that define detail for specific signer locations.

templates
A tax return used as a template to set preparation options, such as print detail and preparer information, for a tax product and tax year.

tick mark
A visual cue inserted in a field to indicate it has been reviewed. There are three categories of tick marks, each defining a different step in your review process.