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# CONVERSION INFORMATION KIT

## 2017 TaxWise to UltraTax CS

The UltraTax CS® Data Conversion Service quickly, smoothly, and accurately converts your firm's 2017 client data. This document explains the data conversion process in detail and provides specific information about conversion from TaxWise®.

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## How to use the UltraTax CS Data Conversion Service

1. Schedule a conversion appointment.
2. Prepare and send your TaxWise client data for conversion.
3. Retrieve and use converted data.

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## What to expect from the data conversion

Thomson Reuters development staff creates the most thorough, accurate, and timely data conversion available. All you need to do is send us a copy of your TaxWise data using our secure online data transfer process. Once we have your data, we'll convert and return the data to you in the UltraTax CS format.

The overall objective of the UltraTax CS data conversion is to produce accurate proforma client data for producing 2018 client organizers and tax returns with UltraTax CS. You should schedule your conversion appointment as early in the year as possible. This will ensure you receive your data back soon enough to be fully prepared to process 2018 tax returns.

We recognize the importance of the security and confidentiality of your firm's client income tax information. The Conversion team uses this information only to convert the client data in a secure environment. We do not retain any client information for any purpose, and we immediately and permanently delete all client data once we complete the conversion process. For additional information, read our Privacy Policy at the bottom of any page on our website at CS.ThomsonReuters.com.

You can track your client data through the conversion process on our website at [cs.thomsonreuters.com/myaccount](https://cs.thomsonreuters.com/myaccount).

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## UltraTax CS Data Conversion Service Steps

### Step 1: Scheduling your conversion appointment

To schedule your appointment using the online wizard, visit <https://cs.thomsonreuters.com/support/conversions/convappt.aspx>. Or you can call Product Support at 800.968.0600. We will promptly process your request and send you an appointment confirmation form with the dates we expect to receive your data for conversion and when we expect to return your data. We normally return the data within five business days.

### Step 2: Preparing and sending your client data for conversion

For the most efficient conversion, we recommend you send in all data at the same time using the online wizard and establish someone at your office as the main contact to facilitate the conversion.

#### ***Preparing client data***

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***Important!*** Failure to properly prepare and send the client data results in the delayed processing of your conversion. For assistance preparing or sending your data, contact Support at 800.968.0600.

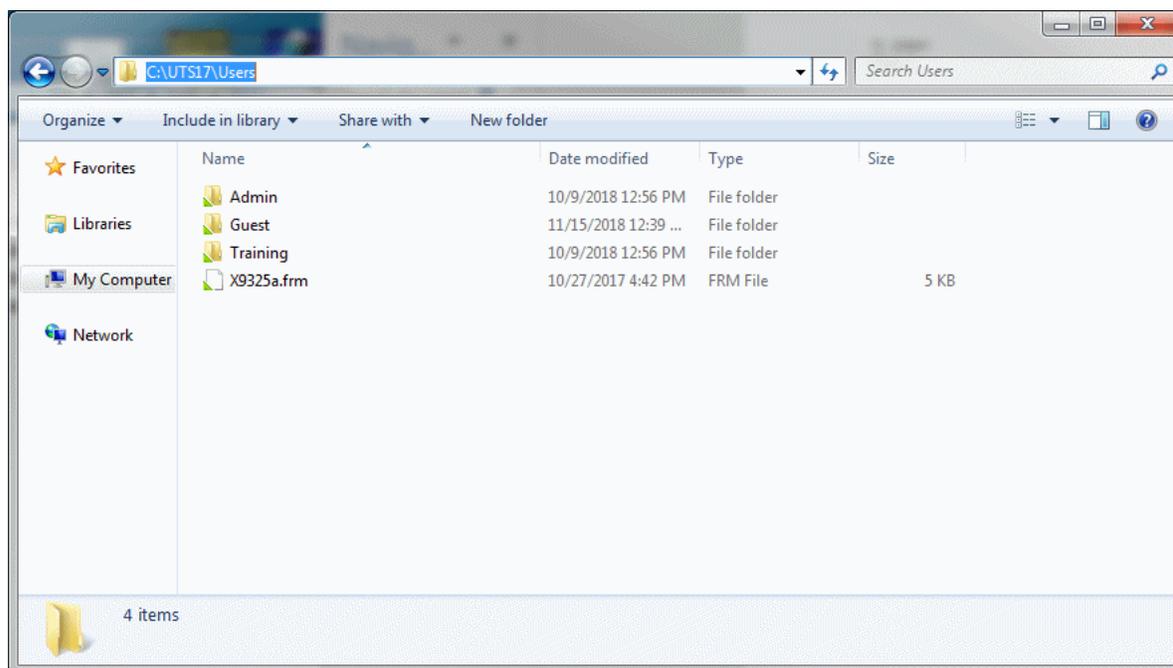
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Complete the following steps to create a copy of the TaxWise data files for the UltraTax CS Data Conversion Team.

1. Create a backup folder on your local hard drive where you will copy your data.

2. Copy and paste the files from your TaxWise data directory to the folder you created in step 1. The default data directory for TaxWise is **C:\UTS17\Users**.

The backup folder should look similar to the following illustration.



3. Zip up the folder(s) to which you copied your firm's client data and note the location of the ZIP file.

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**Important!** When you zip up folders, do not assign a password to the ZIP file or encrypt the ZIP file. Secure Data Exchange automatically encrypts all data. If you add a password to the ZIP file, there will be a delay in processing your data. For information about how to ZIP files and folders, refer to the Microsoft Windows help at <http://windows.microsoft.com/en-us/windows/compress-uncompress-files-zip-files>

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### ***Sending client data***

To send your firm's client data for conversion, you must upload the data through your CS website account with Secure Data Exchange (SDE).

1. Log into your account at <http://cs.thomsonreuters.com/myaccount/>, and then click the Private Communication Portal link.
2. Click the competitor and product(s) exchange you want to upload. If you don't have an appointment/portal created for this submission, you can create one here using the online wizard.
3. Click the Browse button, and navigate to and select the ZIP file you created.
4. Click the Open button, and click the Upload button.
5. When you are done, click the Submit & Finalize button.

You will receive a confirmation email message when the Data Conversion Team receives the data.

## Step 3: Retrieving and using client data

You will receive an email message when your converted client data is ready for retrieval (download).

### **Downloading converted client data**

1. Create a new folder on your local drive (C:\) named **UTConvData**.
2. Log into your account at <http://cs.thomsonreuters.com/myaccount/>, and then click the Private Communication Portal link.
3. Click the competitor and product exchange for the data that we converted.

Your converted data file is in the Uploaded Files section. The file is named *ConvID.zip* where *ConvID* is the conversion ID number for this particular appointment.

4. Click the converted data file, browse to C:\UTConvData, and click the Save button.
5. Unzip the *ConvID.zip* file to the folder you created in step 1.

After you unzip your data in step 5 above, you will have Portable Document Format (PDF) files in addition to your client data folders. These PDF files are in *YYYYYY\_X.PDF* format, where *YYYYYY* is your Firm ID and *X* is the entity type (I = 1040, C = 1120, S = 1120S, and P = 1065). The Data Conversion Report details client-specific data that we converted, including carryover information. If clients were renumbered during the conversion, there will be a section called Renumbering Report, which shows how those clients were renumbered.

Your UltraTax CS converted data is now on your local drive. Although the data conversion was designed and tested to convert data for proforma to 2018, you may choose to restore the converted client data into 2017 UltraTax CS. We strongly recommend that you proforma the client data directly to 2018 UltraTax CS. For more information, see "Working with Converted Data."

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**Important!** You should create a backup of your converted data. The Data Conversion Team does not keep the converted data after you download the data from the Private Communication Center. If you lose your converted data after you download the data, you must repeat the conversion process.

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## Working with Converted Data

You can proforma data converted from TaxWise directly to 2018 UltraTax CS, or you can restore the data to 2017 UltraTax CS. Do not use both methods with the same converted client(s).

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**Important!**

- Duplicating the tax returns exactly as found in 2017 TaxWise with converted data restored to 2017 UltraTax CS may require significant data entry.
  - Although most of the converted client data will be available immediately after restoring to 2017 UltraTax CS, some amounts will not be available until after you proforma the client data to 2018 UltraTax CS.
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## Using 2017 Converted Data to Process 2017 Returns

This data conversion is designed for proforma into 2018 UltraTax CS. You can restore converted data into 2017 UltraTax CS to process some returns. To process converted returns (typically those on extension) in 2017 UltraTax CS, complete the following steps.

### Step 1: Restoring Client Data to 2017 UltraTax CS

If you choose File > Restore to restore converted client data into 2017 UltraTax CS, the client ID should not match any other client ID that already exists in UltraTax CS or Fixed Assets CS®. If the client ID matches another client ID, you need to rename the client ID **before** you restore the converted data.

If you **do not** rename the client ID before you restore converted data and the client ID for the converted client matches an existing client ID, the following will occur for each application.

- **UltraTax CS** — The application will prompt you to overwrite the existing data with the converted data or to by-pass the restore.
- **Fixed Assets CS** — If you also use this application, the UltraTax CS data will **not** overwrite the client data in Fixed Assets CS; the application will **not** prompt you to overwrite the client's data or to by-pass the restore. The depreciation data at C:\UTConvData will **not** be restored to your depreciation location; instead, the existing data will remain in the depreciation location.

### Step 2: Suppress Conversion Amounts

You must suppress amounts for converted data being processed in 2017 UltraTax CS. When you mark the checkbox to suppress amounts, UltraTax CS will use the **calculated** amounts during proforma.

1. Choose **File > Client Properties**.
2. Click the **Advanced Properties** button.
3. Click the TaxWise Conversion tab.
4. Mark the *Suppress conversion amounts* checkbox. The client is now ready to be processed.

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**Important!** Some additions or changes to converted returns restored into 2017 UltraTax CS will not proforma unless you mark the *Suppress conversion amounts* checkbox in the Advanced Properties dialog.

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## Proforma 2017 Converted Data into 2018 UltraTax CS

The option to proforma client data to 2018 UltraTax CS is available in the fall. You can proforma clients one at a time, in batches, or all at once. Use the following steps to proforma the client data.

### Step 1: Set Client Options (optional)

You can set certain options, such as return presentation, estimates, and electronically file the return, for each client's return during proforma. You must select these options before the proforma.

1. Open 2018 UltraTax CS.
2. Choose **Setup**, and then select the desired entity.
3. Click the **New Client Options** button.

4. Select the options you want applied to the clients during the proforma.
5. Repeat steps 2 - 4 for each entity.

## Step 2: Proforma Converted Data to 2018 UltraTax CS

The steps required to proforma the client data depend upon the data's location.

1. Open 2018 UltraTax CS.
2. Choose **Utilities > Proforma**.
3. Select the client data you want to proforma. If the client data was not first restored to 2017 UltraTax CS, click the **Backup** option, rather than the *Data to proforma* option, and change the data path to the location of the data retrieved from Secure Data Exchange.

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## 2017 forms and schedules converted

The items listed below summarize the forms and schedules converted. Not all information will convert, as the conversion is designed for the proforma. For detailed information on what is converted, see the 2017 Post-Conversion Guide for each entity that is included with your converted data.

### 1040

General information	Schedule	Form	Facsimile
Demographic Information	Schedule A	4835	W2
Direct Deposit Info	Schedule B	1116	W2-G
Payments	Schedule C	2106	W4
Misc. Income	Schedule D	2441	1099R
Misc. Deductions	Schedule E	2555	1099Q
Education Expenses	Schedule F	4797	SSA-1099
IRA Information	Schedule H	5329	
Keogh/Sep/Simple	Schedule J	6252	
Depreciation	Schedule R	8396	
Auto Expenses	Schedule K-1	8839	
Carryovers	Schedule K1-T	8886	
Two Year Comparison		8938	
		114	

## 1120 / 1120S

General information	Schedule	Form
Demographic Information	Schedule B	1125-A
Page 1 Information	Schedule D	4797
Payments	Schedule E	6252
Shareholder Information	Schedule F	8609
Rent and Royalty	Schedule K	
Depreciation	Schedule K-1	
Carryovers	Schedule L	
	Schedule M-1	
	Schedule M-2	
	Schedule M-3	

## 1065

General information	Schedule	Form
Demographic Information	Schedule B	1125-A
Page 1 Information	Schedule D	4797
Partner Information	Schedule F	4835
Rent and Royalty	Schedule K	6252
Depreciation	Schedule K-1	8609
Carryovers	Schedule L	
	Schedule M-1	
	Schedule M-2	
	Schedule M-3	

