CHECKLIST FOR REVIEWING CONVERTED TAX RETURNS

Current year into current year GoSystem Tax RS®

For all items that do not convert, please refer to the post-conversion guide for your competitor, which is attached to your conversion confirmation email.

After you roll over your converted data from the current converted year in GoSystem Tax RS®, you should confirm that the client information is correct. The tables below list steps you can take to review your client information.

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Client Name: ___________________________________
Locator: ______________________________________
Person Reviewing: _______________________________

Review the following items in GoSystem Tax RS® after the rollover.

Helpful trick: Use Organizer > **QuickTrack** & **QuickForm** to find common areas.

Information to check	Navigation in GoSystemTax RS®	Verified / Entered?
1. Does the locator match the control list?	Review Locator in Gosystem Tax RS with Excel report in confirmation email	
2. Is the preparer of the return selected?	Organizer > General Information > Basic Return Information > Paid Preparer Information	
3. Add all states from prior year	Organizer > States > Add States/Cities	
4. State specific information does not carry forward. Obtain the following from the previous year's tax return:		
a) State/local income tax refunds	Organizer > Income > Miscellaneous Income > Miscellaneous Income > Miscellaneous Income	
a) PY State estimated taxes	Organizer > Payments and Extensions > Estimated Tax Pmts.	
b) PY State due on return	Organizer > Payments and Extensions > Estimated Tax Pmts.	
c) PY State tax overpayment applied on return	Organizer > Payments and Extensions > Estimated Tax Pmts.	
d) Credits	Organizer > States > [State] > Credits	
e) Current year estimates	Organizer > States > Common State > Estimates > Estimate Options	

Review the prior year worksheet & competitive conversion screen

Information to check	Navigation in GoSystemTax RS®	Verified / Entered?
1. Compare the prior-year carryforward worksheet in the competitor's software to the Competitive Conversion screen in GoSystem Tax RS® for the same year the client was converted from. Review the following items in GoSystem Tax RS® after the rollover.	Organizer > Reconciliation > Competitive Conversion	
a) Form 6198 At-Risk Limitations	Organizer > Income > [Activity] > [Unit Name] > At-Risk > At-Risk	

	Limitations	
b) Passive loss carryovers	Organizer > Income > [Activity] > [Unit] > [Activity Name] Information > Pass Loss Carryovers & Pass Cred Carryovers	
2. Review Basis Worksheet from PY and enter for CY	Organizer > Income > Schedule K-1 > [Unit Name] > Partner Basis or Shareholder Basis	
3. Review and enter AMT amounts	Organizer > Taxes > Alternative Minimum Tax > Alt Min Tax and Credit for PY AMT	
4. Review and estimate options and select the appropriate option	Organizer > Estimates and Penalties > Estimated Tax/Overpayment	
5. Enter Prior Year PIN and AGI for e-file (if applicable)	Organizer > E-file > Signature Authorization	
6. Enter PY Tax amount	Organizer > Estimates and Penalties > Underpayment of Estimates > Penalty Options and Information	
7. Review Depreciation reports	Organizer > Income > [Activity] > [Unit] > Depreciation and Amortization > Asset Detail	
8. Review Home Office	Organizer > Income > [Activity] > [Unit] > Office-in-Home	
9. Review Bonus Depreciation & Section 179 settings and reports	Organizer > Income > [Activity] > [Unit] > Depreciation and Amortization > Asset Detail	
10. Review the PY information in the Comparison of Current to Prior Year	Organizer > Comparison and Reconciliation > Comparison of Current to Prior Year	
11. Briefly scan the CY return, then make notes/comments for the preparer to double check	Enter notes here.	

Getting help

If you have any questions about your converted data, access Live Chat at http://CS.ThomsonReuters.com/MyAccount or call CS Support at 800.968.0600 and follow the prompts. Normal weekday support is from 9:00 a.m. to 8:00 p.m. eastern time.