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.

1041

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 > Paid Preparer/ERO Information	
3. Add all states from prior year	Organizer > States > Add/Delete State	
4. State specific information does not carry forward. Obtain the following from the previous year's tax return:		
a) Add State ID# for each state filed.	Organizer > States > Common State > Basic Return Information	
b) NOLs, 1231, and AMT, Carryovers.	Organizer > States > [State] (if applicable	
5. Review all Beneficiary information and allocation	Organizer > Beneficiary Info (1041) > Beneficiary Data > Beneficiary Information	

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 3800 General Business Credits	Organizer > Credits > 3800 General Business Credit - Allowed	
a) Passive loss carryovers	Organizer > Income > [Activity] > [Unit] > [Activity Name] Information > Passive Credit Carryover & Suspended Loss C/O	
2. Review estimate options and select the appropriate option	Organizer > Estimates and Penalties > Estimated Tax/Overpayment	
3. Enter Accumulation Distribution of Trusts in applicable screen.	Organizer > Taxes > Other Taxes	

4.	Review Depreciation reports	Organizer > Income > [Activity] > [Unit] > Depreciation and Amortization > Asset Detail	
5.	Review Bonus Depreciation & Section 179 settings and reports.	Organizer > Ordinary Income and Deductions > Depreciation and Amortization > [Entity Name] > Asset Detail	
6.	Review the PY information in the Prior Year Comparative Information	Organizer > Reconciliation > PriorYear Comparative Info	
7.	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.