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 > Paid Preparer/ERO Information	
3. Add all states from prior year	Organizer > States > State and City Activation	
4. Add state ID # for each state filed.	Organizer > States > [State] > General Information	
5. Review basis worksheet from PY and enter for CY.	Organizer > Partner Information > Partner by Partner Data > Columnar Partner Entry	
a) Basic Balance & Loan Balances	Organizer/Partner Information/Partner Book/Tax Basis/Book/Tax Basis Information	
6. Review allocation of partner capital	Organizer/Partner Information/Partner by Partner Data/Columnar Partner Entry/Beginning Capital	
7. Review prior year balance sheet to ensure correct beginning of year amounts	Organizer > Balance Sheet and Reconciliation	
8. Review Partner Information		
a) Common Partner Information	Organizer/Partner Information/Common Partner Data/Common Partner Information	
b) Partner Information	Organizer > Partner Information > Partner by Partner Data > Columnar Partner Entry	
c) B-1 Information	Organizer > General Information > Questions > Schedule B Questions	
d) Capital account accounting method	Organizer > Partner Information > Partner by Partner Data > Columnar Partner Entry > Beginning Capital	
9. Review 4797 prior-year allowed and recomputed amounts for 179 and 280F	US > General > Screen OthAsset	
10. Review prior-year Section 179 Carryover.		
a) Passthrough	Organizer > Activity Information > Pass-Through Entity > [Unit] >	

	Pass-Through Entity Activity > K-1 Line, 16-21	
b) Page 1	Organizer > Activity Information > Pass-Through Entity > [Unit] > Pass-Through Entity Activity > K-1 Line, 1-15	
c) Schedule K/Page 4	Organizer > Schedule K > Income Summary and Deduction Summary	
11. Review and enter oil and gas information	Organizer > Ordinary Income and Deductions > Depletion > Set Options (if applicable)	

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	
2. Review Depreciation reports	Organizer > Ordinary Income and Deductions > Depreciation and Amortization > [Entity Name] > Asset Detail	
3. Review Bonus Depreciation & Section 179 settings and reports.	Organizer > Ordinary Income and Deductions > Depreciation and Amortization > [Entity Name] > Asset Detail	
4. Review the PY information in the Current-Year to Prior-Year Comparison	Organizer > Comparison and Reconciliation > Comparison of Current to Prior Year	
5. 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.