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.

1120 (All types)

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. 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 > General Information > State/City ID Numbers	
b) NOLs	Organizer > States > Common State > State NOL Tracking	
c) Review carryovers associated with activities	Organizer >States > [State]	
5. Verify that the accounting method is correct.	Organizer > General Information > Basic Return Information > Return 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 > Current-Year to Prior-Year Comparison > Competitive Conversion	
a) Passive activity carryovers (Operating, AMT, 1231)	Organizer > Income and Deductions >Pass-Through Entity Organizer > Income and Deductions >Farm Income and Expense Organizer > Income and Deductions > Passive, Rental,	

	and At-Risk	
a) Form 3800 General Business Credits	Organizer >Form 990-T > Credits> General Business Credit	
b) Form 6198 At-Risk Limitations	Organizer > Income and Deductions > Passive, Rental, and At-Risk > At-Risk Limitations	
c) NOL	Organizer > Income and Deductions > Deductions > Net Operating Loss	
2. Print and review all Shareholder Information (if applicable)		
a) Shareholder Information and ownership	Organizer > Shareholder Information > Shareholder Data > Shareholder Information > [Shareholder Name] > Shareholder Information & Ownership Percentage	
b) Schedule B-1	Organizer > Shareholder Information > Shareholder Data > Shareholder Information > [Shareholder Name] > Shareholder Information - Schedule B-1 Information	
3. Review estimate options and select same as previous year	Organizer > Estimates and Penalties > Overpayment and Estimate Options	
4. Review your PY Balance Sheet for ending balances to compare against CY 9. beginning balances.	Organizer > Balance Sheet/M1-M2-M3 > Balance Sheet	
5. Review oil and gas information	Organizer > Income and Deductions > Deductions > Depletion > Depletion Set Options	
6. Review Depreciation reports	Organizer > Ordinary Income and Deductions > Depreciation and Amortization > [Entity Name] > Asset Detail	
7. Review Bonus Depreciation & Section 179 settings and reports.	Organizer > Ordinary Income and Deductions > Depreciation and Amortization > [Entity Name] > Asset Detail	
8. Review the PY information in the Prior Year Comparative Information	Organizer > Current-Year to Prior-Year Comparison > Prior-Year Comparative Information	
9. 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.