

## Items to Note

The main purpose of this conversion is to get your data ready for the following tax year. Therefore, viewing a Form 1040 or business equivalent form will not display the same results that had been filed. Some of the data is also placed in input fields that appear to be incorrect but are used as place holders. When the return has been proformad to the following year, these amounts will go to the correct input fields.

For the Individual program, additional data will be converted to help fill out an organizer. (An organizer is a questionnaire given to the client to help “organize” information for the following tax year.) Information such as wages on a W2 are converted to help fill out the prior year amounts for an organizer. This will result in Form 1040 looking similar but not identical to what was filed during the tax year. Again, viewing a Form 1040 will not display the same results that were filed with your other program.

A two year summary is completed by the conversion using amounts that were filed on the tax return. These amounts are extracted during the conversion & placed into the prior year summary screen. When the return is proformad to the following tax year, these amounts get copied over to allow an accurate two year comparison.

Number of Assets - The conversion program converts a maximum of 2,500 assets per client file.

# Individual Converted Items (1040)

The **underlined & bolded** tiles in the following list correspond to the titles on the Contents screen of the Lacerte tax program.

## **Client Information Input Screen 1**

*Filing Status  
Taxpayer Information  
Spouse Information  
Registered Domestic Partners  
MFJ/MFS Comparisons  
Year Spouse Died*

## **Dependent Information Input Screen 2**

*Required Dependent Information: Claiming, EIC Qualifications, Dependent Child Care*

**Converted client (proforma use only) Used to show converted returns,  
Do not remove the check mark.**

## **Direct Deposit**

*Direct Deposit information plus multiple Deposit Information.*

## **Current Year Estimated Tax Payments Input Screen 6**

*Overpayment applied from prior year – Federal Only  
1<sup>st</sup> thru 4<sup>th</sup> Quarter Voucher Amount (memo only)*

## **Next Year Estimated Tax (1040 ES) Input Screen 7**

*Estimates shown for Next Year*

## **Wages, Salaries, Tips Input Screen 10**

*All relevant information*

## **Interest Income Input Screen 11**

*1099-Int information  
Seller-Financed Mortgage – Information needed  
Name of Foreign County  
Category of income  
Foreign Taxes Accrued*

## **Dividend Income Input Screen 12**

*1099-Div which includes ordinary dividends, cap gain dist. Municipal  
Information on Foreign Taxes*

## **Pensions, IRA Distributions Input Screen 13.1**

*Pension, IRA Distributions Information from 1099R  
Traditional/Sep/Simple IRA Report on Form 8606*

*Cost in Plan at Annuity Starting Date (Plus Death Benefit Exclusion)*  
*Annuity Starting Date (m/d/y) (Simplified Method)*  
*Age at Annuity Starting Date*

**Gambling Winnings Input Screen 13.2**

*Gambling Winnings Information Provided whether on W2-G or not.*

**Miscellaneous Income Input Screen 14.1**

*Other Income*  
*Other Income subject to self-employment tax*  
*Social Security Benefits (SSA 1099, BOX5) including all pertinent information*

**Education Distributions (1099-Q) Input Screen 14.3**

*Name of Payer*  
*Basis in This ESA as of end of year*  
*Administering State*  
*Basis in education program account as of the end of the year*  
*Value of Coverdell ESA account as of the end of the year*

**Net Operating Loss Deduction Input Screen 15**

*Year of Loss (E.G., 2008)*  
*Initial Loss – Regular Tax*  
*Amount available for Carryover/Carryback*  
*AMT Amount available for Carryover/Carryback*

**Business Income (Schedule C) Input Screen 16**

*General Information Provided*  
*Gross Receipts or Sales*  
*Returns & Allowances*  
*Other Income*  
*Income & Cost of Goods Sold*  
*Expenses*  
*Foreign income information: category of income*  
*Name of foreign country*  
*Prior year unallowed passive losses*

**Disposition Miscellaneous**

*Short-term Capital Loss Carryover (REGULAR TAX)*  
*Long-Term Capital Loss Carryover (REGULAR TAX)*  
*Net Section 1231 Losses (5 Preceding Years) (REGULAR TAX & AMT)*

**Rental & Royalty Income (Schedule E) Input Screen 18**

*General Information*  
*Rents & Royalties Received*  
*Royalties Received*  
*Direct Expenses*  
*Indirect Expenses*  
*Rental of Vacation Home Information needed*  
*Other Expenses*  
*Federal Basis*  
*State Basis if different*

## **Depreciation (4562) Input Screen 22**

*Description of Property*

*Form Asset Links with (Sch C, Sch E, Sch F, etc)*

*Activity Name or Number, Asset Category, Date Placed in Service, Cost or Basis, Method, Life or Class Life*

*1=Half-Year, 2=Mid-Quarter*

*Amortization Code Section*

*Prior Depreciation*

*Prior Special Depreciation Allowance*

*Prior Section 179 Expense*

*Basis Reduction (ITC, Etc.)*

*Percentage of Business Use (.xxxx)*

*General Asset Account Election*

*150% DB Instead of 200% DB (MACRS Only)*

*1=IRS Tables, 2=DB/SL Formula (MACRS)*

*Qualified Indian Reservation Property*

*Qualified Disaster Property*

*Listed Property*

*No Evidence to Support Business Use Claimed*

*No Written Evidence to Support Business Use Claimed*

*Sport Utility Vehicle Over 6,000 Pounds*

*Increase Deduction Limits for Electric Vehicle, 2=No Limits*

*Vehicle is Available for Off-Duty Personal Use*

*No Other Vehicle is Available for Personal Use*

*Vehicle is Used Primarily by a More than 5% Owner*

*Provide Vehicles for Employee Use*

*Prohibit Employee Personal Use of Vehicles*

*Prohibit Employee Personal Use, Except Commuting*

*Treat All Use of Vehicles as Personal Use*

*Provide More than Five Vehicles & Retain Info.*

*Meet Qualified Automobile Demo Requirements*

*Current Year: Commuting Mileage*

*Current Year: Average Daily Round-Trip Commute (2106 Only)*

*Gasoline, Lube, Oil*

*Election Information: Description of Property*

*Election Information: Cost or Basis of Asset*

*Election Information: Date Placed in Service*

*Name or Number of Primary Asset in Like-Kind Exchange*

*Simplified method – elect to not create carryover basis assets*

*Date Sold or Disposed of (m/d/y or -m/d/y)*

*Sales Price (Form 4797)*

*Expenses of Sale*

*Blank-1245, 1=1250, 2=1252, 4=1255*

*Section 1250 Applicable Percentage, if Not 100% (.xxx)*

## **Prior Year Summary (for Comparison) Input Screen 48**

*Includes summary of all income, deductions, credits, & withholdings for current year to be transferred to prior year screen during Proforma to next year's program*

# Corporation Converted Items (1120)

## Client Information Input Screen 1

General Corporation Information  
Fiscal Year End (mm)  
Date Incorporated (m/d/y)  
Business Code  
Business Activity  
Product or Service  
Accounting Method (Cash or Accrual)  
Other Method (Specify)  
Number of Shareholders

## Officer Information Input Screen 2

Officer Name  
Social Security Number  
Time Devoted to Business  
% of Common Stock Owned (xx.xx)  
% of Preferred Stock Owned (xx.xx)

## Miscellaneous / Other Information Input Screen 4.1

Title of Signing Officer  
Allow Preparer / IRS Discussion:

**Converted client (proforma use only) Used to show converted returns,  
Do Not Remove The Check Mark.**

## Invoice & Letter Input Screen 5.1

Prior Year Preparation Fee (Memo Only)  
IRS Center  
Salutation

## 20% Direct or 50% Direct/Indirect Owners (Sch PH) Input Screen 6

General Information about Owner  
Federal Identification Number  
% of Common Stock Owned (xxx.xx)  
% of Preferred Stock Owned (xxx.xx)

## 20% Direct or 50% Direct/Indirect Owned Entities Input Screen 7

Entity type  
Name  
Federal Identification Number  
Country of Incorporation/Organization, if not U.S.  
Percentage Owned (xxx.xx)

## Estimates Input Screen 10

OVERPAYMENT APPLIED FROM PRIOR YEAR

*1<sup>st</sup> Installment Voucher Amount (Memo Only)*  
*2<sup>nd</sup> Installment Voucher Amount (Memo Only)*  
*3<sup>rd</sup> Installment Voucher Amount (Memo Only)*  
*4<sup>th</sup> Installment Voucher Amount (Memo Only)*  
*Credit to Next Year (Options 1 & 4 Only)*  
*Large Corporation Determination –three preceding years*

**Penalties & Interest Input Screen 11**

*Prior Year Tax*  
*Large Corporation*

**Income Input Screen 13**

*Interest*  
*US Gov't interest included in Interest*

**Cost of Goods Sold Input Screen 14**

*Additional Section 263A Costs*  
*Other Costs*  
*Ending Inventory*  
*Cost*  
*Lower of Cost or Market*  
*Other Method*  
*Rules of Section 263a Apply*

**Deductions Input Screen 20**

*Depreciation – Section 179 carryover*  
*Cash Contributions*  
*Taxes – Other*

**Depreciation (4562) Input Screen 21**

*Description of Property*  
*Form*  
*Category*  
*Date Placed in Service*  
*Qualified Disaster Area*  
*Cost or Basis*  
*Method*  
*Life or Class Life*  
*1=Half-Year, 2=Mid-Quarter*  
*Amortization Code Section*  
*Prior Section 179 Expense*  
*Prior Depreciation*  
*Basis Reduction (ITC, Etc.)*  
*Percentage of Business Use (.xxxx)*  
*General Asset Account Election*  
*1=150% DB, 2=200% DB (% MACRS)*  
*1=IRS Tables, 2=DB/SL Formula (MACRS)*  
*Qualified Indian Reservation Property*  
*Listed Property*  
*Sport Utility Vehicle Over 6,000 Pounds*  
*Date Traded*  
*Date Sold or Disposed of (m/d/y or -m/d/y)*  
*Sales Price (-1 if None)*

*Expenses of Sale*

*Blank=1245, 1=1250, 2=1252, 3=1254, 4=1255*

*Section 1250 Applicable Percentage, if Not 100% (.xxx)*

**Regular Net Operating Loss Deduction Input Screen 23.1**

*Current year net operating loss*

*Regular Net Operating Loss Carryovers*

**Balance Sheet (Assets) – Ending Amounts Only Input Screen 37**

*Cash*

*Accounts Receivable*

*Less Allowance for Bad Debts*

*Inventories, if Different from Screen 14*

*U.S. Government Obligations*

*Tax-Exempt Securities*

*Other Current Assets*

*Loans to Stockholders*

*Mortgage & Real Estate Loans*

*Other Investments*

*Buildings & Other Depreciable Assets*

*Less Accumulated Depreciation*

*Depletable Assets*

*Less Accumulated Depletion*

*L& (Net of Any Amortization)*

*Intangible Assets*

*Less Accumulated Amortization*

*Other Assets*

*Total Assets*

**Balance Sheet (Liabilities & Capital) – Ending Amounts Only Input Screen 37**

*Accounts Payable*

*Mortgages, Notes Payable – Current Year*

*Other Current Liabilities*

*Loans from Stockholders*

*Mortgages, Notes Payable – Long-Term*

*Other Liabilities*

*Preferred Stock*

*Common Stock*

**Prior Year Summary (for Comparison) Input Screen 43**

*Includes summary of all income, deductions, credits, & withholdings for current year to be transferred to prior year screen during Proforma to next year's program*

# S Corporation Converted Items (1120S)

## Client Information Input Screen 1

General S Corporation Information  
Date Incorporated (m/d/y)  
Date Elected S Corporation (m/d/y)  
Fiscal year end (month)  
Business Code  
Business Activity  
Product or Service  
Accounting Method  
Other Accounting Method  
State Return

## Miscellaneous Info., Other Info. (Sch. B) Amended Return Input Screen 3.1

Title of Signing Officer  
Corp is electing to be an S-corp. beginning w/ this tax year  
Final Return  
Change in corporate name  
Change in corporate address  
Amended return  
Allow Preparer / IRS Discussion: 1=Yes, 2=No, 3=Blank  
Corp own directly or indirectly 50% or more of voting stock of domestic corp.

## **Converted client (proforma use only) Used to show converted returns, Do Not Remove The Check Mark.**

Own Domestic Corporation – General Information  
Required to file 8918  
Corp issued publicly offered debt instruments  
Member of controlled group (code 107)  
Corporation is Required to File Under Section 6111  
Tax Shelter Registration Number  
Net Unrealized Built-In Gain – Federal  
Accumulated Earnings & Profits at Year-End (code 117)  
Direct Deposit of Refund  
Routing Number  
Depositor Account Number  
Type of Account  
Print Corporation's Phone Number  
Corporation Owned Foreign Disregarded Entity  
Number of Forms 8858 Attached  
Number of Forms 8865 Attached  
Foreign Partnership Name  
Foreign Partnership EIN  
Foreign Partnership Forms Filed  
Foreign Partnership Tax Matters Partner  
Corporation is a Shareholder of Controlled Foreign Corp.  
Number of Forms 5471 Attached  
Interest in Foreign Bank Account  
Name of Foreign Country



Number of Forms 8873 Attached (Extraterritorial Income Exclusion)  
Was a qualified sub S subsidiary election terminated or revoked?

**Shareholder Information Input Screen 5**

Identification Number  
Street Address  
City  
State  
ZIP Code  
Resident State  
Ownership %

**Stock Ownership Input Screen 6**

Shareholder Name  
Number of Shares Owned at Year End

**Estimates Input Screen 10**

Overpayment Applied From Prior Year

**Ordinary Income Input Screen 13**

Other Income

**Cost of Goods Sold Input Screen 14**

Additional Section 263A Costs  
Other Costs  
Ending Inventory  
Inventory Method: Cost  
Inventory Method: Lower of Cost or Market  
Inventory Method: Other Method  
Rules of Section 263A Apply

**Ordinary Deductions Input Screen 15**

Taxes other  
Other-Ordinary Deductions  
Allocation Method (M&atory)  
Other Information

**Depreciation (4562) Input Screen 16**

Description of Property  
Form  
Activity Name or Number  
Category  
Gulf Opportunity Zone Asset: 1=Yes, 2=No  
Cost or Basis  
Method  
Life or Class Life  
1=Half-Year, 2=Mid-Quarter  
Amortization Code Section  
Prior Section 179 Expense  
Prior Depreciation  
Basis Reduction (ITC, Etc.)

Percentage of Business Use (.xxxx)  
General Asset Account Election  
Alternative Depreciation System (ADS)  
150% DB Instead of 200% DB (MACRS Only)  
1=IRS Tables, 2=DB/SL Formula (MACRS)  
Qualified Indian Reservation Property  
Qualified Disaster Property  
Listed Property  
Sport Utility Vehicle Over 6,000 Pounds  
Date Sold or Disposed of (m/d/y or -m/d/y)  
Sales Price  
Expenses of Sale  
Simplified Method  
Blank=1245, 1=1250, 2=1252, 3=1254, 4=1255  
Section 1250 Applicable Percentage, if Not 100% (.xxx)  
Total Gain (loss)  
Ordinary income portion under recapture rules

### **Farm Income / Expenses Input Screen 18**

Principal Product  
Employer ID Number (if Different)  
Agricultural Activity Code  
Accounting Method: Cash 2=Accrual  
Do Not Materially Participate  
Cost of Livestock, Produce Purchased During the Year  
Ending Inventory of Livestock, Etc.

### **Schedule K Income & Deductions Input Screen 20**

Other Income (Loss)  
Section 59(e) (2) Election Expenses  
Other Deductions  
Section 179 Carryover (Not oil & Gas Activities)

### **Rental Real Estate Activities (Form 8825) Worksheet Input Screen 21**

Kind of Property  
Street address  
City  
State  
Zip Code  
Type of Property  
Other type of property  
Other Expenses

### **Balance Sheet (Assets) – Ending Amounts Only Input Screen 29**

Cash  
Accounts Receivable  
Less Allowance for Bad Debts  
Inventories, if Different from Screen 14  
U.S. Government Obligations  
Tax-Exempt Securities  
Other Current Assets  
Loans to Shareholders  
Mortgage & Real Estate Loans  
Other Investments

*Buildings & Other Depreciable Assets*  
*Less Accumulated Depreciation*  
*Depletable Assets*  
*Less Accumulated Depletion*  
*L& (Net of Any Amortization)*  
*Intangible Assets*  
*Less Accumulated Amortization*  
*Other Assets*

**Balance Sheet (Liabilities & Capital – Ending Amounts Only Input Screen 29)**

*Accounts Payable*  
*Mortgages, Notes Payable – Current Year*  
*Other Current Liabilities*  
*Loans from Shareholders*  
*Mortgages, Notes Payable – Long-Term*  
*Other Liabilities*  
*Capital Stock*  
*Additional Paid-in Capital*  
*Total Retained Earnings*  
*Adjustments to Shareholders' Equity*  
*Less Cost of Treasury Stock*

**Prior Year Summary (for Comparison) Input Screen 40**

*Includes summary of all income, deductions, credits, & withholdings for current year to be transferred to prior year screen during Proforma to next year's program*

# Partnership Converted Items (1065)

## Client Information Input Screen 1

*Partnership General Information*

*Fiscal Year End (mm)*

*Date Business Began (m/d/y)*

*Business Code*

*Business Activity*

*Product or Service*

*Final Return*

*Accounting Method*

*Other Accounting Method*

*Tax Shelter Registration Number*

*Type of Entity*

*Tax Matters Partner*

*Partner's Capital Account*

*State Return*

## Miscellaneous Information Input Screen 3

*Type of Entity Filing if Other*

*Allow Preparer / IRS Discussion: Yes, 2=No, 3=Blank*

*Rounding Partner Number*

*Partner's capital accounts if "other"*

*Tax Matter Partner Representative if Entity*

**Converted client (proforma use only) Used to show converted returns,  
Do Not Remove The Check Mark.**

## Other Information (Schedule B) Input Screen 5

*Partners in This Partnership were a disregarded entity.*

*Foreign or Domestic corporation, Partnership or Trust own, directly or indirectly an interest of more than 50% in profit, loss or capital of the partnership.*

*Individual or estate owns, directly or indirectly, 50% or more in profit, loss or capital of the partnership.*

*Partnership owned directly more than 20% or owned, directly or indirectly, more than 50% of the voting power of any foreign or domestic corporation.*

*Partnership owned directly an interest of 20% or own, directly or indirectly an interest of 50% in the profit/loss or capital of foreign or domestic partnership.*

*Partnership is a Publicly Traded Partnership*

*Part. Has Interest in a Foreign Bank Account*

*Name of Foreign Country*

*Partnership is a Grantor of a Foreign Trust*

*Partnership is making a Sec 754 election.*

## Partner Information Input Screen 7

*Partner General Information*

*Type of Entity*

*If LLC, Federal Classification*

*Nominee*

*General Partner or LLC Manager*

Passive Partner  
Foreign Partner

**Partner Percentages Input Screen 8**

Profit Sharing – End of Year  
Loss Sharing – End of Year  
Ownership of Capital – End of Year

**Cost of Goods Sold (Schedule A) Input Screen 11**

Additional Section 263A Costs  
Beginning Inventory  
Ending Inventory  
Method: Cost  
Method: Lower of Cost or Market  
Other Method  
LIFO Inventory Method Adopted  
Closing Inventory under LIFO  
Rules of Section 263A Apply

**Farm Income (Schedule F) Input Screen 12**

Agricultural Activity Code  
Accounting Method: Cash, 2=Accrual  
Did Not Materially Participate (Sch. F Only)  
this business activity is within the gulf opportunity zone  
Ending Inventory of Livestock, Etc. – Accrual Method

**Depreciation (4562) Input Screen 14**

Description of Property  
Form  
Number of Form  
Category  
Date Placed in Service  
Cost or Basis  
Method  
Life or Class Life  
Half-Year, 2=Mid-Quarter  
Amortization Code Section  
Prior Section 179 Expense  
Prior Depreciation  
Basis Reduction (ITC, etc.)  
Percentage of Business Use (.xxxx)  
General Asset Account Election  
Alternative Depreciation System (ADS)  
150% DB Instead of 200% DB (MACRS Only)  
IRS Tables, 2=DB/SL Formula (MACRS)  
Qualified Indian Reservation Property  
Qualified Disaster Property  
Listed Property  
Date Sold or Disposed of (m/d/y or -m/d/y)  
Elect Simplified Method  
Sales Price  
Expenses of Sale  
Blank=1245, 1-1250, 2=1252, 3=1254, 4=1255  
Section 1250 Applicable Percentage, if Not 100% (.xxx)

**Rental Real Estate Activities (Form 8825) Input Screen 17**

*Kind of Property*  
*Street address*  
*City*  
*State*  
*Zip code*  
*Other Expenses*

**Balance Sheet (Assets) – Ending Amounts Only Input Screen 24**

*Other Current Assets*  
*Other Investments*  
*Other Assets*

**Balance Sheet (Liabilities & Capital) – Ending Amounts Only Input Screen 24**

*Other Current Liabilities*  
*Other Liabilities*  
*Partner's Capital Account*

**Prior Year Summary (for Comparison) Input Screen 35**

*Includes summary of all income, deductions, credits, & withholdings for current year to be transferred to prior year screen during Proforma to next year's program*